

# The Laurel School



Family Handbook  
2020-2021

## **WELCOME**

The Laurel School is a small, independent, nonprofit, nonsectarian school offering an academically rich program for preschool through elementary age children. Our curriculum and environment are designed to promote your child's growth and development – cognitively, socially, emotionally and physically. We are pleased that you have chosen us and we are proud to be part of a strong learning tradition.

The following pages describe our policies, procedures and guidelines. They are designed to ensure that our children receive the best education and experience possible. Please take a few minutes to review this information so that you are familiar with the policies and guidelines. Please retain this handbook to use as a reference source for the future. Please complete and return the Acknowledgement of Receipt Form (see last page) prior to your child's first day of school.

Our faculty and staff provide a positive learning environment for each child. They welcome the opportunity to meet with you to discuss your child's progress, growth and development at any time. Please feel free to share your ideas and suggestions with us.

We are looking forward to getting to know you and your family and to provide a rich learning experience where all our children develop to their full potential. If there is anything we can do to improve our program or services, or if you have any questions, please feel free to speak to our faculty or administrative staff. Our doors are always open.

## **OUR MISSION AND PHILOSOPHY**

### ***A Creative Path to Academic Excellence***

*Laurel's mission is to encourage children to discover their unique talents through exploration, critical thinking, and intellectual discipline which help them to become responsible architects of positive change in the world. To accomplish these ends, we engage in a total human development approach to education with a focus on the arts, music, nature, and service*

## **OUR PURPOSE**

- Provide a strong academic base, enhanced by the inseparable integration of the arts.
- Inspire a lifelong love of learning, a cultural appreciation and environmental sensitivity.
- Emphasize thoughtful resolution, positive reinforcement, awareness of differences.
- Promote a sense of community.
- Grant teachers the responsibility and freedom to teach creatively.
- Foster self-esteem.
- Provide a supportive atmosphere for encouraging public speaking and performance.
- Enable each child to develop the skills, the creativity and poise to become a responsible individual capable of enriching his or her self and community.

## **YOUR FIRST DAYS**

The first day in a new environment can be challenging for any child. We make every effort to be aware of the circumstances that can produce anxiety during the first few days and we partner with you and your child to help ensure a smooth adjustment. We encourage parents/guardians to call any time during the day to see how their child is adjusting. For the younger children, some separation anxiety is normal and expected. We find that children make the adjustment quickly but we are sensitive to the challenge.

### **Families & Visitors**

This year, families and visitors will be unable to enter the school building. We know that this may be a difficult transition but please trust that we will ensure that your child has a happy, wonderful day and that we will touch base with families with updates as soon as we are able!

## **STUDENT ARRIVAL & DEPARTURE - \*Updated COVID-Procedure**

### **Staggered Drop Off and Pick Up Times**

This policy is being implemented to further socially distance large groups of children and adults at the school at one time. This will also allow faculty and administrators to transition students for their arrival and departures from school.

Class	Drop Off Time	Pick Up Time
Toddlers Ms. Naomi & Ms. Sunny	8:45 a.m.	3:15 p.m.
Preschool – Ms. Haley	8:45 a.m.	3:30 p.m.
Preschool – Ms. Taisha	9 a.m.	3 p.m.
Pre-K – Ms. Julia	9 a.m.	3 p.m.
Pre-K Ms. Rachel	9:15 a.m.	3:30 p.m.
Pre-K – Ms. Nancy	9:15 a.m.	3:15 p.m.
Kindergarten	8:30 a.m.	3:15 p.m.
First Grade	8:00 a.m.	3:15 p.m.
Second Grade	8 a.m.	3 p.m.
Third Grade	7:45 a.m.	2:45 p.m.
Fourth & Fifth Grade	8:15 a.m.	3 p.m.

For departure: Classes will be lined up inside of the school. We will check each child out of school and administrators and faculty members will bring students to families outside.

\*If your child is in our Toddler, Preschool or Pre-Kindergarten programs and requested an earlier drop off or later pick up time than listed above please come at that time. The times listed above are for all other students and families. We ask that families adhere to these times to help us maintain a smooth transition for students and keep everyone as safe as possible.

### **\*SAFETY PROTOCOL & MITIGATION STRATEGIES**

We are creating a low-risk environment for our students, families and faculty members by using the following strategies to lower the spread of illness.

- Screening Process before entry to the school using Remini App
- Hand washing protocols – promoting frequent hand hygiene
- Hand sanitizing stations – upon arrival and departure of school/entering or exiting the school for class or play
- No commingling of groups during the day
- New Disinfecting Products from Purifly \*see attached information
- Cultivating our outdoor spaces for learning and play
- Designated isolation space for children who are displaying any symptoms of illness
- Wearing Masks when unable to be socially distanced more than 6 feet
- Faculty/Administrators wearing non-latex gloves when: diapering/toileting, administering medication, cleaning, during screening activities
- Socially distancing students throughout the day
- Only students, faculty and administrators will be allowed in the building
- All students will have a temperature check with a no-contact thermometer prior to their entrance to the school.
- Faculty members will also be monitored for any symptoms and temperature check prior to entering the school.

### **MASK REQUIREMENTS: FACE MASKS**

The following guidelines are the recommendations for all children to wear masks at times that they are unable to maintain a social distance of six feet.

### **Arrival & Departure**

**All students entering the building in the morning or leaving for the day, with the exception of students under the age of 2 years, should be wearing a mask. All parents/caregivers dropping off or picking up their child(ren) from school should also be wearing a mask.**

Students under the age of 2 should not wear masks or face coverings.

**When 6 feet of social distance is not possible, face mask use requirements are as follows:**

- Students that are ages 2 – 6, who can safely and appropriately wear, remove, and handle face masks will be encouraged to wear face masks.
- All administrators and faculty members will be wearing masks unless they are outside and physically distanced from others.

## **CHILD RELEASE**

You should feel secure and confident when faculty and/or staff members are aware of who may or who may not pick up your child. Upon enrollment, you complete our enrollment forms authorizing specific individual permission to pick up your child, as well as emergency contact persons who may also pick up. You are responsible for maintaining accurate, complete, and current information.

Written authorization must be on file prior to your child's release and we ask that you notify us when you are not picking up your child. Please inform those individuals listed on your enrollment forms that they may be asked to verify their identity with photo identification for anyone who is not positively known to them and that they should stop by the office prior to going to your child's classroom. **We will not release a child to anyone younger than 16 years of age.**

## **PERSONAL, HEALTH, AND MEDICAL RECORDS**

We adhere to state licensing regulations regarding medical examination and immunization records for your child. Health forms, medical examination, immunization records and Lead Screening for all Children under 6 years must be provided upon your child's enrollment start date and kept current.

## **ILLNESS ABSENCES**

In the case of extended or excessive absence due to illness, the child's health takes priority. We will try to accommodate every situation by providing remote learning for our elementary students but each situation is individually assessed and will depend upon the child's condition.

## **ILLNESS AND EXCLUSION - *Updated COVID - 19 Protocol***

*The following symptoms, if observed in a child or staff member are cause for immediate isolation and exclusion from school:*

- a. Fever (100 degrees and higher), feverish, chills
- b. Cough
- c. Sore throat
- d. Difficulty breathing
- e. Gastrointestinal distress (Nausea, vomiting, or diarrhea)
- f. New loss of taste or smell
- g. New muscle aches

The following symptoms, if observed in combinations with symptoms listed above are cause for immediate isolation and exclusion from school:

- a. Fatigue
- b. Headache
- c. Runny nose or congestion
- d. Any other signs of illness

Responding to Illness:

1. If a child becomes symptomatic during the school day:
  - a. Child will be brought to designated "Isolation Room"
  - b. Have the child wear a face mask if appropriate
  - c. Office will contact family or emergency contact for pick-up

2. If a faculty or administration member becomes symptomatic during the school day:
  - a. Adult will leave school premises, and another teacher in school will take over

Returning to School:

1. Return to school after exclusion and diagnosis, or isolation for a non-COVID-19 related illness means being 24 hours symptom free without medication. If the non-COVID 19 related illness is a reportable infectious disease other than COVID-19, we will consult with the local Board of Health or the State Health Department to establish a return to school.

**Scenario 1: If a student or faculty member tests positive for COVID-19:**

- a. Amy Carroll, Head of School or Courtney Mills, Director of Operations and Admissions will notify families. Please keep in mind that we will maintain the anonymity of the individual but we will take every precaution to ensure the safety of our families.
- b. The family or individual who tested positive will receive guidance from the school and Board of Health. Isolation for a positive COVID-19 test typically lasts a MINIMUM of 10 - 14 days and until any fever has resolved for 24 hours and other symptoms have improved after that timeframe.
- c. The school will report the case to the Department of Early Education and Care and the Massachusetts Department of Public Health for guidance and Follow-up.
- d. If for any reason a child or individual is in the school when a positive test is returned, it will be an immediate pick-up or departure from school. Students in the same group do not have to be picked up immediately but will be isolated from any other groups until they are able to be picked up. Exposed students and the faculty member of that group must quarantine at home and not return to school for 14 days.
- e. Additional contacts with that group or any contact with the student or faculty member, while the individual was infectious, may also need to be quarantined.
- f. Any additional household contacts and/or siblings (if the confirmed case is a child) will also need to be excluded for a quarantine period as determined by a public health authority.

**Scenario 2: A student or faculty member is identified as a contact of someone who is NOT in their household:**

- a. The school will report to the Department of Early Educations and Care which will initiate a follow-up call from the Massachusetts Department of Public Health.
- b. Anyone identified as a confirmed close contact case need to be excluded from School 14 days from the date of their last exposure to the confirmed case.
- c. Any student or faculty member who is a contact, has not had any symptoms and not yet tested positive, they do not represent an exposure to others in the school setting.
- d. If the original COVID positive student or faculty member had not been in school, there is a good chance no additional children or staff would be considered a close contact and therefore no further action would take place.
- e. If a students or faculty member moves from contact to confirmed positive then guidelines from Scenario 1

will

be followed.

- f. The school is not required to send a general notification when a student or Faculty member is named as a contact but the school will be follow- up with the Department of Public Health Epidemiologist and/or the Brewster Board of Health.

**Scenario 3: The school had a previously reported positive case and now has additional confirmed COVID-19 cases in faculty, students or a student's household member:**

- a. The school will report each case to the Department of Early Education and Care, the Brewster Board of Health, which alerts the Department of Public Health. The school will work in conjunction with the Brewster Board of Health and the Department of Public Health Epidemiologist to determine if new cases are related to the first reported case or if the new cases are unrelated. If there is evidence of transmission within the school, we will follow additional guidance and recommendations provided by the public health representative.

**Scenario 4: A student or teacher becomes symptomatic while in school:**

- a. A report will be filed to the Department of Early Education and Care as we do For any other possible infectious disease. We will not place a COVID-19 positive report unless and until the student or faculty member is identified as having confirmed contact with a COVID-19 positive individual or gets a positive test themselves.

**Scenario 5: A household member of a student or faculty member is quareatining due to a Public Health notification**

**regarding an exposure to a confirmed case of COVID-19:**

- a. No reporting is required.
- b. The student or faculty member in the program is only a contact of a contact and has not been exposed themselves, no action is taken at this time.
- c. The student or faculty member can still attend school as long as the quareating household member does not develop any symptoms or test positive.

**Scenario 6: A student or faculty member has a household member who is waiting for the results of a COVID-19 test:**

- a. No reporting is required while a household member is waiting for a test result.
- b. If the household member is not symptomatic, the student or faculty member may attend school. If the household member tests positive, please see Scenario 2.

***ILLNESS AND EXCLUSION - Normal Protocol***

**COMMUNICABLE DISEASES and ISOLATION**

In the event that a child, faculty or staff member becomes ill at school and we suspect a highly contagious disease, the child, faculty, and/or the staff member is isolated from others. In the case of a child, we notify the parent/guardian and require you seek medical attention.

**NOTIFICATION TO HEALTH DEPARTMENT**

When a contagious disease is confirmed, the local health department is immediately notified. The local health department directs our notification process and may act as a resource for information regarding transmission of disease, procedures to take to reduce the spread, symptoms, complications and the length of isolation.

**SEVERE ALLERGIES**

Children with severe allergies such as allergies to bee stings, peanuts, tree nut products, milk allergies and other items, may be at risk of a serious allergic reaction in a school setting due to contact with or ingestion of the allergen. Depending on the nature and severity of the specific allergy, we may determine it is in the best interest of the child to restrict the allergen from being brought into the school. However, if we restrict a particular allergen from school, it is advised that we cannot guarantee that the allergen will never be present or that it will not be unknowingly introduced.

If your child has a severe allergy, prior to your child's first day of attendance, you are responsible for explaining the nature of your child's allergy, including:

- Events/substances that may trigger an allergic reaction.
- With respect to food allergies, limitations on the child's food consumption.
- Symptoms of the allergic reaction.
- When and how to administer treatment for an allergic reaction.

**MEDICATION**

Medication will be administered in accordance with state licensing regulations and school policy.

**PARENTS/GUARDIANS RESPONSIBILITIES**

You are encouraged to dispense medication prior to arriving or after leaving school and to request from the physician or pharmacy for prescriptions with 12-hour dosages.

You accurately complete a Medication Administration Authorization Form or such other forms as required by the applicable state licensing authority, to authorize the dispensing of prescription, topical, and non-prescription medication, indicating the number of days and frequency the child is to receive the medication.

- Provide information on possible side effects of the medication.
- Bring medication to the office in a clear bag, labeled with your child's name.
- Do not store medication in lunch bags, backpacks or any other personal belongings.
- Take unused medications at the end of the day or by the end of the day on Friday from the office.

**AUTHORIZATIONS**

**Prescription Medication**

- For all medications, you must complete a Medical Administration Authorization Form
- For all prescription medication, physician's approval is required.
- All medications must be in original containers including a prescription label with specific dispensing instructions and a current date
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### **Non-Prescription Medication**

- For any child under 3 years of age, physician's approval is required for all non-prescription medications. Obtain a dated and signed note by the child's physician approved for six months duration listing all over-the-counter medications that can be administered with specific instructions for each listed medication.
- For any child over the age of 3 years, provide written authorization for staff members to administer non-prescription medication in accordance with written instructions that correspond to the manufacturer's directions on the label.

### **Topical, Non-Prescription Medication**

- Physician's approval is not necessary for topical non-prescription medications (example: sunscreen and insect repellent).

## **CLEANING AND SANITIZING**

**Product:** The school is utilizing Bioesque Botanical disinfectant solution product from the company Purifyly.

- The liquid-based Bioesque Botanical Disinfectant Solution kills COVID-19 virus in just four minutes
- Sanitizes soft services in just two minutes, eliminates 99.9% of all allergens on contact, is not abrasive, non-corrosive | no harmful chemicals
- Heavy duty cleaner and disinfectant in a ready to use formula
- EPA registered as a broad-spectrum disinfectant and safe for everyday use
- No unpleasant or overwhelming odors
- Active ingredient is botanically derived

**Cleaning Equipment:** To disinfect we have spray bottles for each classroom as well as seven Electrostatic sprayers for each section of the school both indoors and outside. Electrostatic technology encompasses 360° of all surfaces ensuring illumination of any possible coronavirus contaminant. This application method is ideal for a school environment where children and employees handle and come in contact with numerous pieces of equipment, electronics and high touch surfaces.

### **Cleaning Protocol**

There are three cleaning "Zones" for our school.

- *Zone 1 - Low Traffic & Low Touchpoint* - Areas may include staff break rooms, stockrooms, hallways; these areas are cleaned at the beginning of and ending of each day
- *Zone 2 - High traffic, Intermittent touchpoint areas* - Area may include: door handles, drop off/entry area, tables, counters and desktops, rest and nap areas, playgrounds - These areas are cleaned 4 -6 times daily as reasonably possible and necessary
- *Zone 3 - High traffic, High Touchpoint Areas* - Areas may include: Classrooms, computers, toys, activity centers, diaper changing stations, bathrooms, locker and cubby areas. These areas are cleaned after each separate child/group utilizes the area.

### **Cleaning Protocol for Illness**

If a COVID-19 positive Child or Faculty member has been in the program space we will conduct the following cleaning and disinfection protocol:

- a. All areas visited by the student/faculty member will be closed off and disinfected. Also, the entire school will be immediately disinfected with electrostatic sprayers focusing on frequently touched surfaces but a full disinfection will take place. Full school disinfection will take 15 minutes.

## **OUTDOOR PLAY**

This year, we have cultivated outdoor spaces to include learning in our natural space. Playgrounds will be rotated daily for children to experience different types of outdoor play and to keep them in the most low-risk environment possible. After each group, playgrounds will be disinfected. Please be sure your child has adequate outdoor clothing and footwear for all weather conditions as we will still play outside in light rain! Rain jackets, rain boots and when appropriate, snow pants, snow jackets, boots, hats, mittens/gloves.

## **REST**

Preschool children have a mandated, rest period during the afternoon. Some children want to sleep but others may prefer to spend time doing quiet activities such as, puzzles, books, or listening to music. Please supply a clean blanket, sheet, and pillow. Since our storage space is limited, please consider a small size blanket, pillow, and sheet (small enough so that all belongings fit in a standard size pillow case). **\*Updated Protocol - Please take home and wash or send in new rest items each day.** **\*Updated Protocol - Students will rest 6 feet apart from each other unless they are siblings in the same class.**

## **SNACK AND LUNCH**

All classes have a scheduled time for snack and lunch break. Snacks and lunches should be balanced and nutritious. Good choices could include the following: cheese, fruit, vegetables, cereals, soups, yogurt, pasta and high protein sandwiches, such as tuna, egg salad, meat and/or cheese. Because we try to model good eating habits, we prefer that candy, donuts, and other sweet treats be saved for after a healthy choice. Lunches and snacks should be sent with a cold pack or heated items in a thermos. We do not have the ability to heat or keep food cool and we discourage you from delivering “fast food” for lunches. Please know that we are a **Tree Nut/Peanut Aware environment** and will ask that families check labels of items before sending them into school.

## **BIRTHDAYS AND SPECIAL CELEBRATIONS**

Birthdays and celebrations are important cultural events. Although we like treats, we are mindful that many of students have food allergies and/or restrictive diets. Please check with us to determine what food items (please consider healthy treats) or non-food activities that meet our healthy food standards!

## **GUIDANCE AND DISCIPLINE**

### **CHILD GUIDANCE/DISCIPLINE POLICY**

We believe that guidance and discipline steps should bring a new awareness and a method to change negative behavior. Our goals are for the child to be aware of his/her potential to display outstanding character and an ability to develop a sound mind and body. A child’s educational experience should give him/her a sense of pride in achievement and self-dignity. Our steps to guide and discipline include the following:

- Discipline will not cause embarrassment or loss of dignity; no child will suffer degradation in any way or form.
- Preschool children will not be disciplined for soiling, wetting or not using the toilet. Children will not remain in soiled clothing or on the toilet for excessive amounts of time.
- Corporal punishment, the withholding of food or privileges, or verbal abuse will not be used as forms of discipline.
- Teachers are expected to reinforce positive behavior consistently.
- The word “no” is avoided rather we encourage what a student “can do” as optional behavior. Examples include: “I know you have happy, excited feet running in school, but what can we do instead to keep our body safe?” Older students may be given a choice to remove themselves from the group to take “space” until they feel they are able to rejoin in a positive way.
- A child may, on occasion, be guided gently and firmly away from an undesirable activity to a desirable one.

If a child is not responding to corrections or suggestions, if the child physically or verbally assaults another child, or the child is unable to maintain self-control, the child will be given the opportunity to calm down, regain composure outside of the classroom and/or meet with the Head of School. The Head of School meets with the child and teacher to determine appropriate next steps. Usually, the child and/or children, faculty, and Head of School resolve the issue. If the issue cannot be resolved, the family and/or families will be contacted.

## **MINOR INCIDENTS**

Incidents which will result in a meeting with the Head of School and possibly a parent/guardian conference include but are not limited to:

- Throwing rocks, sticks or other objects that could endanger another child.
- Hitting, scratching, kicking, pushing, shoving, and biting another child.
- Continuous disregard for playground or classroom rules.
- Cumulative failure to complete assignments and/or homework.
- Continuous inappropriate language.
- Continuous abusive or disruptive behavior.

The teacher documents the incident in writing describing the behavior or action of the child and/or children and the resolution. A copy of the report is sent home with the parent and a copy given to the Head of School and a copy placed in the child record. If the situation continues, parents/guardians are asked to meet with the Head of School and teacher. If the behaviors continue after the above steps, s/he may be excused from the program for a day or longer, especially in cases where the safety of the child or other children cannot be assured.

## **NO TOLERANCE POLICY FOR ELEMENTARY GRADE STUDENTS**

Violations which will result in suspension and students will receive a zero for any work that is missed or graded during their suspension period.

- Frequent dishonesty.
- Intentional plagiarism
- Bullying, harassing, making fun of, humiliating or embarrassing another child.
- Deliberate and continuous verbal or physical assault on another child.

Violations which will result in immediate suspension or dismissal include, but are not limited to:

- Possession, distributing or selling any illegal substances or alcohol on school grounds or at a school sponsored event.
- Behavior that is dangerous or intentionally abusive to another student or staff member.
- Serious threats.
- Possession of any type of weapon on school grounds including pocket knives.
- Intentional vandalism of school property or another person's possessions.

## **SUSPENSION AND DISMISSAL**

- In these cases, the following procedures will be followed:
- Student meets with the Head of School and teacher.
- Parents/guardians are called and asked to meet with the Head of School immediately.
- Observations and incidents are reviewed with parents/guardians and filed in the child's records.
- Parents/Guardians will be provided with information and referral for other services if necessary.
- Student will meet with the Head of School and teacher before returning to school.
- No tuition refunds are granted for suspension time or dismissal.

## **CHARACTER BUILDING /BULLYING PREVENTION**

We incorporate many activities and programs to provide on-going social/emotional throughout a student's experience at Laurel. For example, our mentors program focuses on topics such as kindness, respect, positive interactions and teamwork. We constantly incorporate and encourage kindness, empathy, positive negotiation, and leadership. We also adhere to Massachusetts State Laws regarding bullying prevention and intervention plans. Typically we do not have many cases of bullying here at Laurel, but we take bullying very seriously and have strict consequences for students that cannot adhere to positive behavior at school.

## **BULLYING PREVENTION AND INTERVENTION PLAN**

### **1. Introduction**

The Laurel School Education Center Inc. complies with Massachusetts State law [MGL c.71, s.370](#) regarding Bullying Prevention and Intervention. The Laurel School Education Center, Inc. provides an environment where students are known, needed and cared for as they discover themselves through serving others. In order to create this environment, students at the Laurel School participate in many activities that will establish mentoring and leadership skills

### **2. Policy and Legal Definitions Against Bullying, Cyber-bullying and Retaliation**

The Laurel School maintains an environment that is respectful and safe for students, families, staff, faculty, and administration.

a. **Policy** – The Laurel School maintains an environment that is respectful and safe for students, families, staff, faculty, and administration. Bullying, Cyber bullying, and/or Retaliation will not be tolerated at the Laurel School.

b. **Definitions:**

**Bullying:** The repeated use by one or more students or by a member of a school staff including, but not limited to,

an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

**Cyber-bullying:** Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

**Hostile environment:** A situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

**Retaliation:** Actions against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

### 3. Prevention of Bullying and Cyber-Bullying

The Laurel School provides opportunities for the students, staff and administration to learn about the prevention of bullying and cyber-bullying. The Laurel School promotes a respectful and caring environment. Our curriculum incorporates these values through leadership, collaboration and mentoring.

Faculty, Staff and Administration have opportunities to discuss policy and procedure regarding student/adult behavior during professional development and faculty meetings. Faculty also discusses techniques with students to prevent and intervene throughout our school year through the use of problem solving and working with children using positive strategies when encountering issues.

Through the use of programs such as "Mentors" teachers work with mixed-aged groups of students and work within a structure using the theme of "Leadership". Within this theme, topics are discussed with teachers and activities are carried out by students. Topics that the students will explore are: Kindness, Respect for one another, Interacting Positively, and Teamwork/Helping Each Other. Teachers collaboratively plan to facilitate these activities that occur once a week for ½ hour. \* Mentors will look differently in the 2020-21 school year in our current landscape but teachers are working creatively support this powerful activity with students and keep everyone safe.

### 4. Reports of Bullying, Cyber-Bullying and Retaliation

Information regarding reports of bullying, cyber-bullying and retaliation will be located in the Laurel Family and Employee Handbooks. This is a way for teachers, administrators, staff, families, and the Laurel community to be aware of any and all policies regarding bullying cyber-bullying and retaliation, handling each case with consistency.

Any information regarding witnessing or involvement of incidents of bullying, cyber-bullying and retaliation by faculty, staff, administrators or parents/guardians will be reported directly to the Head of School.

Any information regarding witnessing or involvement of incidents of bullying, cyber-bullying and retaliation by students should be reported to a trusted source such as a teacher, Director of Faculty and Students Services, Director of Operations or the Head of School.

Incidents may not remain confidential if it constitutes an investigation by authorities.

5. Responding to a Report of Bullying, Cyber-Bullying and Retaliation
  - a.) Preliminary Considerations – Immediate steps are taken by the Head of School to assess the report made by a student to a faculty or staff member.
  - b.) Obligation to notify Parents – Parents are notified by the Head of School after an initial assessment is made and as many facts of the incident are collected.
  - c.) Investigation – The Head of School will make an initial assessment of a report of bullying, cyber-bullying and/or retaliation as stated by a student to a faculty, community, or staff member. All facts will be gathered by the Head of School and Director of Faculty and Student Services (and teachers as necessary) to determine facts of complaint. The Leadership Team made up of the Head of School, Director of Faculty and Student Services and the Director of Operations and Admissions will convene to discuss if further action needs to be taken after review of all of the facts of the incident. Together the Leadership Team will determine if any disciplinary action will be taken. All parties will meet with the Head of School to review decisions made by the leadership team and further discussion will take place regarding student behavior and discipline if necessary. The Director of Elementary will document all proceedings and retain documentation in student files.
  - d.) Resolution, Notification and Follow-Up
  
6. Conclusion
 

This policy is meant to prevent bullying, cyber-bullying and retaliation in our school. The Laurel School takes preventative measures through programming to provide a safe, caring and respectful environment for our students, families, staff, faculty and community.

## **STUDENT DRESS CODE**

We encourage students to be comfortable at school yet we require our students to wear appropriate attire at all times. Our guidelines include:

- Neat, well-fitting jeans, no holes.
- T-Shirts with appropriate words, symbols or pictures.
- Sneakers or other soft soled shoes.
- Blouses, shirts, dresses, slacks, shorts.
- Sandals – sport or leather with low heels/ rubber soles and heel straps.
- Children should be dressed according to the weather. Most days, weather permitting, recess is outdoors and students are expected to participate.
- Outer clothing and other personal property should be marked with their name.
- Children in younger grades may wear slippers during the day.
- Hats and sunglasses are for outside use only.
- Temporary hair dye and face make-up are permitted only on special occasions such as school spirit days and some holidays.
- No gum chewing is permitted anywhere on school grounds.
- For our younger children:
- Send an extra set of clothing, labeled (with indelible ink or name labels).
- In hot weather dress your child with hats, visors, and tightly woven clothing.
- In cold weather, appropriate layered clothing to create insulation including: mittens or gloves; caps or hoods or hats; sweaters or sweatshirts; socks; and warm or waterproof outerwear.

### **Not permitted:**

- Torn or soiled clothing
- T-Shirts with aggressive, violent or inappropriate graphics or language
- Construction boots, rubber boots (for outdoor use only)
- Flip flops, cowboy boots, hard soled dress shoes
- Oversized baggy pants
- Any clothing where undergarments are visible
- Any clothing that does not cover the midriff

- Spaghetti strapped shirts, unless layered with another shirt on top

Students, who are not attired properly, will be reminded of school policy and asked to follow the school guidelines. After the first reminder, parents/guardians will be called for appropriate replacement garments. We are not responsible for lost, stained, soiled, or torn clothing.

## **PERSONAL BELONGINGS**

Please do not bring toys or personal belongings from home. Children's personal space is limited and it is distressing for children and staff members when belongings are lost or misplaced. Unfortunately, we cannot assume responsibility for loss or damage to any belongings.

## **SPECIAL SERVICES AND REFERRALS**

### **PARENT REQUEST**

When a parent/guardian has a concern about their child's social, mental, educational, or medical wellbeing, we refer them to appropriate services that would benefit the child (See Referral List).

### **STAFF REFERRAL**

Whenever a teacher is concerned about a child's development or behavior and feels that an evaluation is necessary, the teacher will review their concerns with the Head of School. If the Head of School agrees, the teacher will be asked to complete an observation report and review the child's record prior to contacting parents to request a referral.

### **REFERRAL PROCEDURE**

The Head of School maintains and distributes a list of current referral resources in the community for children in need of social, mental health, educational or medical services. This list includes the contact person for Early Intervention Program referrals.

The Head of School or the teacher schedules a meeting with parents/guardians to notify them of the school's concern and prepares a list of possible resources. At the meeting, the Head of School provides the parent/guardian with a written statement recommending a referral for additional services, a brief summary of the school's observations and any efforts the school may have made to accommodate the child's needs.

The Head of School or teacher will follow up the referral, with your written permission, and contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the school. If it is determined that the child is not in need of services from this agency, or is ineligible to receive services, the school reviews the child's progress at school to determine if another referral is necessary. If it is determined that The Laurel School is no longer able to meet the child's needs, the Head of School will help the family in locating another school. The Head of School maintains a written record of any referrals, including the parent/guardian conference and results.

## **REPORTING ABUSE AND NEGLECT**

According to Massachusetts General Laws Chapter 119, all administrators of schools, child care centers, licensed family child care providers, and their employees (teachers, aides, and assistants) are *mandated reporters*. As such, they are required to report suspected abuse or neglect to the Massachusetts Department of Social Services (DSS), or to the Head of School. The Head of School immediately reports suspected abuse or neglect to the Department of Social Services. The Head of School is also required by the Department of Early Education and Care regulations to notify the EEC immediately after filing a 51A report or learning that a 51A report has been filed alleging abuse or neglect of a child.

The state does not require that the reporter have proof that abuse or neglect has occurred before reporting. The law specifies reporting *suspected* incidents and includes the phrase "reasonable cause to believe." *Reasonable cause* means that, after examining all the facts in a particular situation, most people with training and expertise would also suspect abuse. This is the "reasonable person" standard commonly used in the law - it is saying you should use your professional knowledge of the child to make an informed decision. Incidents must be reported as soon as they are noticed, since waiting for proof may involve grave risk to the child. Some situations are clearly reportable; others are less clear. Whenever unsure about what to do, we call DSS and speak with a trained social worker about our concerns. The social worker can then advise us whether or not it is appropriate to file an actual report.

## **MANDATED REPORTER**

A mandated reporter must file a report if s/he has reasonable cause to believe that:

- A child is suffering from physical or emotional injury from abuse, including sexual abuse
- A child is suffering from neglect, including malnutrition
- A child is physically dependent upon an addictive drug at birth

## **COMPLAINT FILED AGAINST A FACULTY/STAFF MEMBER**

If a complaint is filed against a faculty and/or staff member, we will notify EEC and we will cooperate in all investigations. The Head of School will gather information and contact the Department of Social Services to file a 51A. If the suspected incident of child abuse or neglect is filed, the faculty and/or staff member will not be permitted to have contact with the children until the Department of Social Services and EEC complete an investigation. Pending the outcome of the investigation, the administration will determine what action to take.

## **WEAPONS**

Parents, legal guardians, guests, and students are prohibited from possessing firearms or other weapons on our property and at events sponsored by us. For persons authorized to carry concealed weapons, we respectfully request that any/all weapons be locked in your vehicle during the short period of time when you visit our school.

## **EMERGENCY/EVACUATION PLANS**

Parents/Guardians are contacted when any emergency occurs. Emergency contact names and numbers are maintained in each child's file. Please keep emergency contact information current.

Emergency Preparedness Plan includes roles and responsibilities and is written to maximize our ability to protect children and employees in emergency and/or evacuation situations.

### **The Head of School provides basic guidelines for all emergency situations including the following:**

- Keep current and readily available emergency contact information for faculty and families;
- Maintain a working phone (mobile, cell, and/or portable)
- Develop and communicate a plan to notify and reunite families in the event of an emergency requiring complete evacuation of the school and school grounds;
- Develop a plan to obtain information from local authorities to determine whether to evacuate off premises or to shelter in place, particularly important for natural disasters.
- Communication plan;
- Escape routes for evacuation; and
- Designated meeting place outside and away from the school and/or school grounds. Our meeting place is at the cul de sac of Scarborough Road, Brewster, MA.

### **Faculty and administration members are responsible for the following:**

- Post evacuation plan (primary and secondary routes in each classroom and by all exit doors);
- Keep and take updated emergency contact and attendance records during evacuations;
- Supervise students under their charge and direct students to the designated location;
- Take emergency medications and supply bag during evacuations;
- Take attendance when class relocates to an outside area or evacuates to another location.
- Report missing students to administration staff or Head of School;
- Render first aid if necessary and
- Have a phone (mobile, cell, and/or portable) charged at all times.

### **Family responsibilities:**

- Encourage and support school safety, violence prevention, and incident preparedness programs within the school;
- Provide the school with requested information concerning the incident, early and late dismissals, and other related release information; and,
- Understand family responsibilities during a school emergency

When parents/guardians cannot be reached, we will call the names listed on your enrollment form. If we are unable to reach you or any of your contact names, we will take the necessary emergency action. If the situation is critical, we will call 911 for medical assistance. Children may be transported by ambulance when necessary. A faculty member will travel with the child in

the emergency vehicle if the parent/guardian is unable to get to the school in a timely manner.

#### **Fire and Smoke Evacuation Procedure**

In the event of a fire and/or smoke detection, evacuate the building following the safest evacuation route. Faculty and administration members evacuate the children; take emergency information and emergency student medication bag (if needed), go to the designated meeting location and wait until the fire department gives permission to re-enter the building. Designated persons comb the building for any remaining children or adults.

In the case when not permitted to return to the building, faculty and administration staff contact and direct families for student pick-up.

#### **Emergency/Hazard/Intruder Evacuation**

In the event of an emergency requiring complete evacuation from the school and school grounds, the following plan is followed:

- Head of School, designated administrative staff, or any available personnel calls 911;
- All employees and students evacuate the school and school grounds;
- All employees and students meet at the off-site designated meeting location;
- Take attendance and report missing students to designated person;
- Notify emergency personnel, contact families, and arrange for pick-up.

#### **Inclement Weather-Blizzard/Hurricane/Loss of Water/Heat/Electricity (Non-evacuation)**

In the event of a non-evacuation situation, we:

- Cancel school if we have accurate indicators;
- Plan for early dismissal if school is in session;
- Determine if problem (loss of water, heat, or electricity) can be rectified within a few hours;
- Contact families and arrange pick-up process if school is in session;
- Notify Brewster Police Department if situation becomes an immediate danger, and/or
- Follow Brewster Police instructions and notify families.

#### **Missing Child**

In the event a child is determined missing from the inside the school, outside from the play grounds, or on a field trip, we:

- Call 911.
- Call family, guardians, and/or other approved pick-up or drop-off people.
- Continue to search for the child throughout the facility, playground, or field trip areas.
- Keep other students comfortable and occupied.
- Maintain communication with the Head of School, with other faculty members, police & family.
- Follow police instructions.

## **CHILD INCIDENTS AND INJURY REPORTS**

Although many precautions are taken to ensure a safe environment, occasional incidents do occur. If an incident or injury occurs and first aid is administered, we complete a Child Incident Report and provide a copy for you.

If your child is injured at school and treatment by a physician is needed, we will make every effort to contact you and/or the physician you have chosen to treat your child. In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until we can reach you. Upon enrollment, you complete authorization for emergency treatment as part of the enrollment package. Please update the information on this form when necessary and at a minimum, annually.

## **SECURITY**

The primary mechanism for ensuring the security of our school is strict adherence to established procedures for arrival and departure procedures. Please use our front door for arrival and departures, alert us when a new person is picking up your child, and be aware of strangers or strange cars in our parking lot. We do not allow unknown people beyond our front entrance and we request all visitors to stop by the front office and introduce themselves.

## **TRANSPORTATION/FIELD TRIPS**

### **TRANSPORTATION**

Parents/Guardians provide transportation to and from The Laurel School. You may choose to car pool and make other arrangements for your child's transportation. Please complete the Transportation Plan and Authorization section of the Enrollment Agreement.

### **FIELD TRIPS - \*We will continue this program and transportation when it is safe to do so.**

The Cape Cod Classroom Van allows the children to explore all the natural resources that Cape Cod has to offer. Our Students in Kindergarten to Grade 5 will use this van often. We still from time to time will hire a student bus service to transport children for elementary school field trips. On occasion, we ask parents/guardians and faculty to chaperone and transport children for small group trips. You may give permission to allow other parents/guardians or faculty to transport your child on field trips if you are unable to participate. We give you advance notice for all field trips.

### **PARKING - \*Updated Policy**

Parking guidelines include:

- All faculty and staff will park in the area located in front of the garden circle of the school with overflow parking by the recycling bins.
- All Toddler, Preschool and PreK families are asked to utilize the parking lot next to the school in the same lot as the recycling bins.
- All Elementary families are asked to utilize the circle for drop off and pick up but overflow parking in the lot next to the school with the recycling bins.
- All cars should enter at a slow pace as many children and families are walking through our space.
- **All children should be walking with families to their vehicles and avoid running in the parking lot to avoid any accidents.**

## **REGISTRATION AND ENROLLMENT**

Our Family Handbook is incorporated by reference in many forms, so please read thoroughly to have a clear understanding of guidelines, policies and procedures. All forms provided to you upon enrollment must be completed before your child may attend. To begin school you must complete and sign our application and pay a one-time application fee, our enrollment agreement and pay a non-refundable security deposit. Other enrollment forms include our Health Authorization Form, health and immunization information, developmental history, and other state specific forms. Please be sure to update all emergency information as needed, including address, home and work telephone, cell phone numbers, e-mail addresses, any changes in your child's medical information and changes of authorized individuals, annually at a minimum. All other financial agreements must be paid prior to your child's start date.

A change in a student's schedule or additions must be made to Courtney Mills, Director of Operations and Admissions in writing for approval. We will not accept verbal requests, or requests made through teachers or other faculty members.

## **NON-DISCRIMINATION/CONFIDENTIALITY**

The Laurel School does not discriminate on the basis of race, color, religion, cultural heritage, political beliefs, national origin, sexual orientation, disability or marital status in the administration of its academic policies, admission policies, or other school-administered programs. All requested personal information is kept confidential. Toilet training is not an eligibility requirement for enrollment.

## **TUITION**

Your tuition fees are payable according to your choice of payment plan. Quoted tuition is based on payment by the date due. Failure to pay tuition by the date due will result in late fees and/or termination of services. Please refer to our tuition schedule for specifics. Any arrangements and/or financial agreements are confidential and between The Laurel School and the family.

### **\*MANDATED CLOSURES & TUITION**

If we are mandated to close by any state agency, the following will occur:

- *Elementary Students in Kindergarten – Grade 5* will pivot to online learning using Google Classroom: GSuite.
- *Toddler, Preschool and Pre-Kindergarten Students* – We will not offer an online learning format after a great deal of thought and feedback from last spring. If the school has an extended closure for more than two weeks, a tuition freeze will be put into place.

## **MULTIPLE CHILD DISCOUNTS**

When multiple children from the same family attend, a discount from the core tuition fee is granted once second and/or subsequent children begin attending. See our tuition schedule for specifics.

## **TARDINESS**

We are sensitive to family challenges regarding morning schedules. Occasional tardiness is acceptable; however, excessive tardiness is disruptive for all.

## **WITHDRAWALS**

Withdrawal procedure includes:

- Submit a dated letter to The Head of School with the reason(s) and expected withdrawal date.
- Request release of student records and transcripts. All financial obligations must be made.
- Meet with the Director of Operations & Admissions to review and settle any account balances.
- Tuition payments are due through the month of withdrawal and **no credits or refunds are given.**

## **TERMINATION OF SERVICES**

We reserve the right to terminate services at any time as deemed necessary or appropriate with or without notice.

## **STATE LICENSING REGULATIONS**

We comply with the applicable state licensing regulations and requirements. These cover aspects relating to staff qualifications, facility, playground, nutrition, health and safety guidelines/procedures, record-keeping and child to adult ratios. We are subject to inspection by state and city health, fire, licensing and building agencies.

## **DEPARTMENT OF EARLY EDUCATION AND CARE LICENSURE**

The Department of Early Education and Care's mission is to support the healthy growth and development of all children by providing high quality programs and resources for families and communities.

## **Association of Independent Schools of New England (AISNE) ACCREDITATION**

Our programs are consistent with the guidelines of a variety of educational accreditation organizations overseeing early childhood and elementary education. As an independent school of early childhood specialists and elementary educators, accreditation sets standards of excellence in the areas of learning programs, classroom environment, curriculum and activities, staff qualifications, health and safety, administration and other areas. We are proud of our AISNE Accreditation and welcome you to review our AISNE literature.

## **HOLIDAYS AND SCHOOL VACATIONS**

Please refer to our school calendar for school closing holidays and vacations. Calendars are posted on our website.

## **SCHOOL CANCELLATIONS**

On rare occasions, particularly inclement weather conditions, we must cancel school. Cancellation guidelines will be canceled due to inclement weather. Tune to Radio and/or Television stations running Channel 4 (WBZ), Fox 25, Channel 7(NBC( and Channel 56(CW). Our school may be listed as "The Laurel School" or "Laurel School". Please note that we DO NOT follow the Nauset Public School cancellations. We will post our closing on our website ([www.laurelschoolcapecod.org](http://www.laurelschoolcapecod.org)) by 7:00 am.

## **VACATIONS/ABSENCES**

We promote times when families can spend time together and recommend vacations be taken during our school breaks. In most cases of short absences, assignments can be made up upon return to school. With extended vacations or absences, our faculty cannot support student work. For our preschool students, core program absences due to extended illnesses (3 consecutive days) may be made up if space is available (availability is not guaranteed and there is no make up for extended care absences). Make up requests must be in writing and submitted to Courtney Mills, Director of Operations & Admissions. There are no credits or refunds for vacations, illnesses, or other reasons for absence. For preschool students, there is no schedule guarantee if you reduce your schedule for extended vacations/absences. Please notify the front office if your child's going to be absent.

**\*Policy Update: We would ask that families refrain from traveling to areas with a high probability of illness during this**

**COVID-19 climate. If you choose to travel, you must inform the office with your plans. The school will then determine if your family needs to quarantine upon your arrival home. We will also follow state guidelines and mandates for travel.**

## **FACULTY AND STAFF QUALIFICATIONS**

The quality of our faculty and staff members is an important determinant in the quality of our program. We strive to maintain high quality faculty and staff members by providing a variety of in-services and other professional opportunities. At a minimum, the following staff qualifications include:

- CPR and first aid certifications required by state licensing regulations.
- Physician's health form is required for each staff member and kept on file.
- Staff members must meet or exceed state licensing requirements in education and experience.

Background Records Check (BRC) is completed for all new employees, administration staff, volunteers, and student teachers/interns before an offer of employment is made or allows volunteers to work with students. BRCs are completed during a licensing renewal period, or every two years, or anytime we receive information that may indicate a new BCR is appropriate.

## **YOUR CHILD'S EDUCATION and CURRICULUM**

All our students learn by doing. They learn by playing, experimenting, exploring and testing. Learning is meant to be a natural, joyful experience. Children flourish when the process of discovery is lovingly encouraged and gently reinforced. Our curriculum fosters individual growth by providing numerous opportunities for exploration, manipulation and student-initiated choices. Our academically rich curriculum is presented to accommodate individual differences in needs, abilities and interests.

## **TODDLER, PRESCHOOL & PRE-KINDERGARTEN LEARNING**

Our Toddler, Preschool and Pre-Kindergarten Programing embraces the aspects of Reggio Emilia, social behavior, and cognitive thinking skills in a full, rich family atmosphere. The children are taught in the areas of pre-reading, writing, mathematics, social studies and science. These subjects are enriched by incorporating creative movement, music and art projects into our daily activities. Through our program, children develop critical skills such as classification, cause-and-effect, sequencing and logical thinking.

## **ELEMENTARY SCHOOL EDUCATION**

Small class sizes enable our faculty to integrate a broad program that fosters self-confidence, individual thinking and interpersonal skills. Our core curriculum is enriched by the integration of project based learning, visual and performing arts. While it provides a strong and challenging foundation in academics, it is also designed to support the expression of ideas, perceptions and feelings, and to cultivate both self-confidence and a respectful appreciation of others. A sense of community and awareness of the environment are of primary importance in all aspects of school life.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards and progress reports are issued three times a year. The first two are issued at the time of Parent/Teacher Conferences. You receive the last progress report card at the end of the school year. **\*Conferences will be virtual this year**

## **ACCESS TO SCHOOL RECORDS**

Information in a child's record is privileged and confidential. During the time a student is attending school, records remain in the office at all times. Records will only be released or distributed with your signed consent. Records may be seen by you upon request. If a student's records need to be sent to another school, complete a Release of Records form.

## **AMENDING CHILD'S RECORDS**

- You have the right to add information, comments, data or any other relevant material to your child's record.
- You have the right to request deletion or amendment of any information contained in your child's record.
- If you believe 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 Head of School and make your objections known.
- The Head of School, within one week of the conference, renders to you a decision in writing stating the reasons for the decision. If the decision is in your favor, steps shall be taken immediately to put the decision into effect.

**PARENT/GUARDIAN COMMUNICATION AND INVOLVEMENT** *\*Our current calendar for the 2020-21 school year has reflected changes in our community gatherings. Conferences will be held online with families and when it is safe to do so, we will gather together again.*

### **\*FAMILY ORIENTATION & PICNIC**

We schedule a family orientation day for all families prior to the beginning of the school year. Faculty and staff are available to answer questions and to help orient families and students to our school and specific, grade-level guidelines.

Parents/guardians receive important school information, schedules, and procedures. If you are unable to attend, we ask that you schedule a conference with your child's teacher. All enrollment documents and required tuition are due on or before the first day of school. As per state law, we must have an up-to-date Health Form before your child may attend school.

### **\*PARENT/GUARDIAN AND TEACHER CONFERENCES**

Parent conferences are held twice during the school year. See our school calendar for specific dates. We post conference schedules and signup sheets outside classrooms one week prior to conference day. You are welcome to meet with your child's teacher any time and hope that you will bring concerns, worries, or questions to us as soon as possible. Please feel free to request a teacher meeting and we look forward to your input.

### **COMMUNICATIONS**

The success of our school is based on establishing a community connection between our families, our faculty, and our staff members. Open and frequent communication among us helps your child have a positive learning experience. We utilize many opportunities to communicate and keep you informed about your child's experiences. Please provide us with your e-mail address and visit our website regularly. We use electronic communications as our preference. Also please visit your teachers virtual classroom blog to receive up to date information about your child's class and schedule

### **E-MAIL NOTICES AND COMMUNICATION**

Most communication will be sent via email to all families. There will be some instances where we will send something home with your child.

### **WEBSITE/SOCIAL MEDIA**

- Please visit our website at [www.laurelschoolcapecod.org](http://www.laurelschoolcapecod.org) for news, updates, and general information.
- The school also has a Facebook page as well as a Parents of Laurel School Facebook Page. If you would like to join the parents group, please send us a "request". This is a great way to connect with other families but receive school updates.
- The school also has an instagram account displaying our beautiful moments at school.

### **FAMILY INVOLVEMENT AND SUPPORT**

Your involvement is important to us and your participation as a member of a helping committee is a valuable part of the teamwork involved in providing the best education possible for your child. As in most independent schools, tuition and fees do not cover operating expenses. Over the past years families have donated funds, our present building, equipment, expertise and time. There are numerous opportunities to support the school by serving on committees, volunteering for projects, helping with light administration tasks, making donations of funds, materials, and supplies, and/or maintaining the school and grounds.

### **ANNUAL BOARD OF TRUSTEES MEETING**

All Laurel School families are members of the Laurel Education Center, Inc. As members of the Corporation, parents/guardians are invited to the Annual Board of Trustees Meeting posted on our website. The Accountant's Report of the Corporation is reviewed with the members at this time.

### **CUSTODY/VISITATION**

During the enrollment process, please discuss any custody and visitation situations and include information about the other parent/guardian. We cannot deny access rights for the other parent/guardian regardless of incomplete paperwork. In the case of divorce or custody issues, legal paperwork submitted as part of the child's file dictate child access rights for non-custodial parents/guardians.

### **SPECIAL PROGRAMS**

## **SCHOOL PORTRAITS**

We offer school portraits taken in the fall. The portraits generally include two sittings for each child and will be delivered in time for use as holiday gifts. We post the photography dates on our school calendar and we distribute timely information about the program for your convenience.

### **\*ART AND LITERATURE FAIRE**

“National Parks”, “Explore Cape Cod” and “Africa” are samples of some of our past Art & Literature Faire topics. Projects are presented at a school-wide evening event just prior to our winter break. Every year the projects are outstanding and our families and friends enjoy a special cultural event. This event is an Open House all are welcome!

### **\*SCIENCE, TECHNOLOGY, ENGINEERING, ART AND MATHEMATICS EXPO**

Since 1996 in early spring, our students and faculty have presented a school-wide Math, Science, and Technology Expo. Our older students decide on a topic, form a hypothesis, design and conduct an experiment, create a presentation board, and present the outcome at the Expo. Our younger students work on group themes and projects. The Expo is an Open House as well and all family and friends are invited to attend.

### **\*ARTS FESTIVAL**

This event showcases our Arts Program here at Laurel. including Music, Dance, Art and Spanish. All Art thought the year is presented in our beautiful back playground and wooded area. This event is an Open House and one not to be missed. As you move around the campus and look at all the different types of art. You are encouraged to imagine the freedom of true expression. You will see all of the stories your children are telling.

## **RESOURCES AND REFERENCES**

### **Chain of Command**

- Head of School
- Director of Operations and Admissions
- Director of Elementary - All Elementary Students and Families
- Director of Toddler, Preschool & Pre-Kindergarten - All T/PS/Pre-K Students and Families

When the Head of School is out of the building, the Director of Operations and Admissions will be in charge of any needs that may arise and be able to contact the Head of School. In the case where both the Head of School and Director of Operations and Admissions are out of the building, the Director of Elementary, and the Director of Toddler, Preschool, Pre-Kindergarten will assume the management roles with regard to the students, parents, and faculty. The President of the Board of Trustees or the Treasurer shall assume all financial responsibilities, if the Acting Head of School is unable to do so.

### **Community and Resource Contacts**

- Child Care Network ● 115 Enterprise Road, Hyannis, MA 02601 ● 888-530-2430 ● 508-778-9470
- The Children’s Place/ Family Resources ● PO Box 1935, 10 Forest Ave., N. Eastham, MA ● 800-871-9535
- Harwich Family Resource Center ● 728 Main Street, Harwich, MA ● 508-430-1692
- Nauset Integrated Preschool ● 78 Eldredge Parkway, Orleans, MA 02653 ● 508- 255 – 8800
- Early Childhood Mental Health Consultation Region 5:  
Enable, Inc. Consultation Services for Children, 605 Neponset St, Canton, MA 02021  
Gail Brown | ghbrown@enableinc.org 781-821-4422, ext. 300 [www.enableinc.org](http://www.enableinc.org)  
Justice Resource Institute, Inc., Early Childhood Training and Consultation 35 Summer St., Taunton, MA  
02780  
Stacey Gay | sgay@JRI.org (508) 828-1308 ext. 2630 - <http://www.jri.org/ecs>

### **State Resources**

- Department of Early Education and Care (EEC)
- Department of Public Health
- Federation for Children w/ Special Needs
-

## **License and Accreditation Contacts**

- Accredited by the Association of Independent Schools in New England
- Licensed by the State Department of Early Education and Care
- Laurel Day Camp licensed by the Brewster Department of Health

## **COMMITMENT TO OUR COMMUNITY**

I want to address the commitment this current climate requires from our faculty, administration and families in our community. Although we can never dictate anyone's behavior outside of our school walls, we strongly encourage adhering to guidelines such as wearing a mask, socially distancing and maintaining healthy practices. We would suggest avoiding travel and keeping your child home if they are not feeling well no matter what the symptoms. This will help us manage this situation in the best possible, low risk way for EVERYONE in our community. If anyone in our community chooses to make a decision that is not within our suggestions, you could potentially affect our entire community. It is imperative that these guidelines are followed in order for school to remain open, be viable and create a healthy, low risk environment for all.