

**Hathaway School
Parent Handbook**



**Hathaway School
Main Campus
25 Bessom Street
Lynn, MA 01902
781-595-5859**

**Hathaway School
280 Broadway
Lynn, MA 01904
781-595-0010**

Mission Statement

The Hathaway School’s mission is to offer an “exceptional education without exception” by providing an academically rigorous Preschool-Kindergarten program nationally accredited by the National Association for the Education of Young Children(NAEYC) as well as offering high quality afterschool, summer and school vacation programs to prepare all students for success in the classroom and in life.

Vision Statement

We believe that all children are entitled to a superior education-an exceptional education without exception-by providing the educational opportunities that open doors to success in the classroom and in life.

The Hathaway School is presently providing educational programs for students in preschool through kindergarten as well as offering extensive afterschool, summer and school vacation programs for children in grades K-6. We offer full and part time preschool-kindergarten programs servicing children 2 to 5 years of age. Our preschool and kindergarten programs located at our Bessom St campus are nationally accredited by NAEYC and the Broadway campus is fully licensed through the Department of Early Education and Care and is presently pursuing accreditation. Both programs are designed for each child to develop all the necessary skills and understandings to succeed and thrive academically. We also provide before and after school programs as well as a summer program for K-6 school age children for both locations. Transportation packages are also available. The Department of Early Education and Care (EEC) is the state agency that oversees all licensed child care in Massachusetts and has reviewed, inspected and

licensed the Bessom St campus for 60 preschoolers , 13 Kindergarten children and 60 after-school students and the Broadway campus is licensed for 27 Preschool children and 26 after-school students.

Our preschool classrooms are carefully planned environments where focus is placed on the process of learning. Each child is encouraged to create, explore, problem solve and investigate through hands-on learning experiences. Each classroom provides various developmentally appropriate learning centers including; math and manipulatives, reading and writing, sensory science exploration, dramatic play, creative art, cooking and a block construction area. Children have the opportunity to participate in large and small group activities in addition to individual guided play and discovery. Each child's opportunity to participate in developmentally appropriate activities results in success leading to the growth of self-confidence.

The Hathaway School is a pet friendly environment. We have a variety of animals within the school such as dogs, fish, birds and hamsters etc. Please be advised of this environment particularly if your child has allergies.

Our curriculum is standards based. This means, in part, that we utilize the Department of Elementary and Secondary Education's Core Curriculum state standards as a benchmark in developing our curriculum as well as the Early Education and Care benchmarks for development. Kindergarten curriculums are unit themes of study which consists of reading, language arts, math, science and social studies.

Our curriculum always meets but generally exceeds these standards upon completion of a program. Our students are strongly prepared to confidently meet the challenges when placed in any school environment. We believe in setting high standards for all our students. All children love to learn. It is our goal to find the way to individually address their needs so that going to school is a fun and rewarding experience. High standards are not just for the academic arena. We also encourage and provide students the opportunities to develop a sense of pride in themselves, in their school and within their family and community environments. We believe that this provides the individual child the best possible opportunity to meet with success in our increasingly more globalized world.

Attendance:

The Hathaway School preschool-kindergarten programs are open Monday-Friday, 7:30am-5:30 P.M, 52 weeks per year, except in the case of holidays (see school calendar) and emergency weather conditions. We offer an extended closing until 6:00 PM for an additional fee. The after school operates on the Lynn Public Schools calendar from September to June. We pick students up at their public school and the afterschool program runs until 5:30 P.M with option for an extended closing until 6:00 Pm for an additional fee. The school phone numbers are: Bessom ST(781)595-5859 and Broadway(781-595-0010). If you receive the voicemail service please leave a message with a number that you can be contacted. We check voicemail frequently and will respond to your call as soon as possible.

When a student is going to be absent or tardy please contact the school to notify us early that morning of the situation. If your child has a fever, diarrhea, or vomiting they must stay home and be free from these symptoms for at least 24 hours before returning to school. Please help us reduce the chances of infecting others by keeping sick children at

home. The Principal reserves the right to ask for a doctor's note to determine if a child is ready to come back to school. **The Principal also reserves the right to make a judgment call regardless of a doctor's note if the Principal determines it is not in the best interest of the school to admit the child.**

To avoid disruption to the school process we do not admit students after 9:00 A.M. If, however, there is an unusual circumstance such as a doctor's appointment please contact the Principal the day before to let the school know of your expected arrival time. We do not under any circumstances admit students past 10:30 A.M.

Behavior Policy

The primary goal of our discipline policy is to work in positive ways to set high standards for respectful and responsible behavior. Discipline is considered an aspect of the learning process and it is hoped that all students will exercise the highest form of discipline; self-discipline. A part of any effective behavior management system is the establishment of limits and consequences for more serious types of misbehavior.

Through positive guidance of behavior and modeling, the staff helps children to feel good about themselves and to behave in responsible ways. In our approach:

- Expectations are limited to what is realistic or the development level of the child and they are clarified for children so that they understand what is expected of them.
- Teachers model appropriate behavior.
- Teachers encourage children's efforts to build feelings of self-worth.
- Children are given alternatives, which enable them to turn destructive situations into constructive ones.
- Natural and logical consequences are used to motivate and empower children to make responsible decisions about their behavior.
- Behaviors such as cooperating, helping, negotiating, and problem solving are encouraged.

The following methods of discipline are prohibited:

- Corporal punishment, including spanking
- Physically indicating disapproval
- Shaming, humiliation or verbal abuse
- Labeling
- Using bribes, false threats or false choices
- Withholding food or unrelated activities as punishments
- Retaliating or doing to the child what he or she did to someone else
- Punishment for soiling, wetting or not using the toilet.

If incidences of aggression do occur, parents/guardians of the children involved are informed of the incident and of any specific information pertinent to an understanding of the situation. If, in our judgment, any child's behavior places in jeopardy the well-being of other children we will act quickly and decisively to resolve the situation. If after exhausting our resources in finding a successful solution to the problem, the aggressive behavior continues, we may consider it to be in the best interests of all children involved to ask the parent/guardians of the child who is exhibiting consistently aggressive behavior to withdraw from the program. Our commitment is to provide a quality learning environment for every child and we will honor that commitment unless it becomes

apparent that we are not able to provide the most appropriate learning environment for a particular child.

Our goal is to build programs that are responsive to the wide range of individual learning styles and needs in our classrooms. We strive to celebrate and value the individuality of each child.

Because our child-centered approach seeks to accommodate a wide range of individual differences, it is only on rare occasions that a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to him/herself, other children attending the school, school employees or anyone else at the school.
- Medical, psychological or social service personnel working with the school determine that attending the school could be harmful to or not in the best interest of the child.
- Any other situation in which the accommodations required for the child's success and participation place an undue burden on center resources and finances and removal is in the best interest of the child or the school.

The Principal will attempt to make reasonable efforts to help the child transition from the school.

Clothing

In order for your child to enjoy participation in the program, please have him/her dress for the weather. In general, durable clothing that can withstand the energetic activity of your child is usually the best. The Hathaway School has a dress code and a level of expectation that children are dressed appropriately in clothing that does not promote alcohol, drugs, violence and sex including wearing clothing with the names of gangs and entertainers etc that promote such activities. Children, parents and guests wearing such articles of clothing will not be admitted.

Our playground is used as an extension of the classroom and daily programs are conducted outside whenever weather permits. If a child is well enough to come to school, the child should be able to play outside as long as s/he stays dry. Therefore, in the preschool-kindergarten programs we ask that you leave a complete set of weather-appropriate extra clothing, especially socks, at all times. It is helpful to keep an extra set of underwear on hand in case of accidents. Clothing must be labeled with the child's name. Clothing will be kept in each child's locker and used as needed. The school is not responsible for lost or damaged clothing.

When buying indoor or outdoor clothing for school, make sure that the child can put the article of clothing on by themselves. Articles of clothing such as farmer jeans, belts, tights and body suits are very difficult to quickly remove when a child "has to go!" Please help us avoid bathroom accidents by not dressing your child in restrictive clothing. Shoes should be appropriate for the weather conditions. Shoes that do not have backs such as flip flops, sandals with no back, high heeled shoes, heeled shoes etc. are not safe articles of clothing for children during recess and therefore are not permitted. During inclement weather please send slippers or sneakers so that your child will not have to keep his/her boots on indoors. To avoid the possibility of the child losing or breaking expensive items

of jewelry such as earrings, necklaces and bracelets these items should never be worn to school. The school is not responsible for these items if broken, lost etc.

If a child does not have weather appropriate clothing to participate in outdoor activities we reserve the right to ask you to bring your child home to get the articles of clothing necessary for your child to participate in school activities. Children who are unable to **fully** participate in all the physical activities because of illness must remain home.

Communication

The Hathaway School has “gone green” thus we rarely send paper notes home. Enrollment in all our programs **requires** parents to have an email address and access to a computer, Ipad etc. If parents cannot access a computer at home or at work computer access is available at all public libraries and with an appointment computers at the school can be made available for parental use to access our website. All school newsletters, report cards, and notices etc are posted on our website, email or on Face Book. It is the parents’ responsibility to check our website at hathawayschool.com or our Face book page for any updates and school related information. School cancellations, delays or any emergency message will be posted on our Face Book page and a message will be on our main campus message board. This message board can be reached by dialing our Bessom St campus at 781-595-5859 and then select option # 5 "School Message Board".

It is expected that all parents have a working phone number and an emergency contact number. It is a safety risk to have a child at the school with no way to contact a parent in an emergency. We reserve the right to suspend a child’s enrollment until we have a working contact number.

The Hathaway school is committed to responding to all family grievances within a 24 hour period and to resolving those grievances as quickly as possible. We encourage parents to make timely contact with the school regarding any issues that may arise. We find that the best way to resolve problems is for the parent and teacher to communicate directly. We encourage you to discuss more general school or programmatic concerns with the administration, who will involve faculty members as needed. Email communication with the Principal is also available. School related information regarding the teachers and administrators of the Hathaway School is available upon request.

Curriculum and Assessment

We utilize the online tool Teacher’s Gold Teaching Strategies . It is fully aligned with state and national early learning standards and guidelines. Parents are able to access the data on line to track their child’s progress. The Brigance Early Childhood Screens (PreK-K) is used to indentify indicators of developmental problems, academic talent or intellectual giftedness. We also utilize the DIBELS(Dynamic Indicators of Basic Early Literacy Skills) and PELI(Preschool Early Literacy Indicators) assessment tools to provide accurate, timely benchmark and progress monitoring information to ensure students receive targeted instructional support.

We utilize Parent/Teacher’s Report and Scoring Form to gain information from parents as well as a home language survey to help us best address the individual needs of the child and their families.

Teachers assess children daily through informal observations and formally assess children's development and basic skills quarterly. Students are assessed while participating in normal classroom activities within the classroom whenever possible. Teachers use their knowledge to inform families about the importance of assessment and the value and purpose behind our chosen assessment tools. This information is discussed with families at least twice a year at family-teacher conferences and at parent workshops conducted by the Principal. Kindergarten receives a report card twice during the school year. After-school students receive a midyear progress report.

Drop-off and Pick-up

To ensure that each child is safe and supervised at all times and to foster daily communication between families and faculty, a parent or authorized guardian must accompany each child into the school building, sign the child into the classroom and ensure that the child is under supervision before leaving the premises. Parents/guardians are responsible for ensuring that their child has safely entered the building and placed into the care of a staff member. As a second step, teachers utilize an additional checks-and-balances system throughout the day by doing head counts and signing children in and out when they enter, leave and return to the classroom. Families must come inside the school when picking up children and checking out for the day. Families are responsible for their children once they are checked out.

Children will be released only to a parent or legal guardian or to persons whose names are listed on the Child Release Form. Families should advise the school Principal in advance, in writing, if an alternate or a person not listed on the original form is to pick up their child. For the safety of each child, photographic identification will be requested of all authorized person picking up children unless known to the staff member.

We cannot legally deny access to a parent or guardian unless there is an active restraining order on file or a specific schedule of court-ordered visitation rights that prohibits this. If the situation is unclear, we request that the family go back to the court to resolve their differences. The Hathaway School will act in a way that ensures the safety of all children and faculty. Families or other authorized persons are responsible for transporting their child to and from the school in an appropriate child restraint system. If someone other than yourself will be picking your child up from the school, please make sure you leave your child's car seat or that the individual has an appropriate car seat for your child.

If the Hathaway School has reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired **in any way** that causes a staff member to suspect that a child's safety is jeopardized, we may refuse to release the child. If so, we will request that another adult (parent/guardian or someone listed on the Child Release Form) pick up the child or call the police to prevent potential harm to your child. This will be done for the protection of your child.

Illnesses and Holidays

Credit is never given for absence due to illness or family holidays. Tuition for a week with a holiday is based on child's regular schedule for a week without a holiday. Schedule changes are not accepted for weeks that include a holiday for which the school is closed. Part time students cannot rearrange schedules to attend holiday festivities on days that they are not scheduled to attend the program.

Electronic Devices

Cell phone use is not permitted while in attendance at the school. If you require your child to carry a cell phone the phone must be switched off during school time. This also applies to parental use of cell phones. Please be courteous and end your phone conversations before entering the school building. The use of other electronic devices including hand held electronic games, Ipads etc are not encouraged during school time. We are not responsible for lost or stolen items that your child brings into the school so please keep expensive items like these at home.

Emergency Weather Conditions

In the event of building emergencies, heavy snowfalls, hurricanes, tornadoes, or other severe weather conditions, the Hathaway School will open and remain open for as long as safety permits. The center will close if a “state of emergency” has been called. Full tuition is due for weeks in which these conditions occur. Information regarding school closing or delays will be placed on the Bessom Street school voicemail at 781-595-5859 #5 (message board) by 6:30 AM and on the school Face Book page. For matters of safety if the Lynn Public Schools are cancelled transportation provided by the Hathaway School will automatically be cancelled if the Hathaway School remains open. If the Lynn Public Schools has a delayed opening we will not provide morning transportation. It is the responsibility of the parent to provide transportation to school and home during a public school closing. If the Lynn Public Schools must close early as a result of an emergency ie water main break, loss of power , inclement weather etc we cannot go to the public schools to retrieve children.

Extra Hours

Any portion of the first hour beyond a part-time or full program will be billed as a complete hour at the applicable extra hour rate. Extra hours must be pre-arranged and approved by the Principal. A late fee will be assessed for extra time not approved. Both Hathaway School Preschool Programs are open Monday-Friday, 7:30A.M to 5:30 P.M, 52 weeks per year, except in the case of holidays (see Holidays) and emergency weather conditions. Special arrangements may be made with the Principal, when available, for an extended pick-up time past 5:30. There is an added tuition charge for this service and must be arranged in advance with the Principal. The school phone numbers are: Bessom Street(781)595-5859 and Broadway(781)-595-0010. If you receive the voicemail service please leave a message with a number that you can be contacted. We check voicemail frequently and will respond to your call as soon as possible.

Holidays/School Closures/ Notable Dates

If one of the holidays fall on a Saturday, the holiday will be observed on the preceding Friday; if the day falls on a Sunday, the holiday will be observed on the following Monday. Holidays have been taken into consideration in the overall tuition rates and full tuition is due for the weeks in which these holidays occur. Substitutions in schedules cannot be made for holidays. The school calendar is posted on our website.

Homework and Extracurricular Club

Students enrolled in our after school program may participate in our homework and extracurricular clubs. This program runs from 3:00-5:00. The Homework Club is not designed to do class projects or reviewing for tests with students. These types of assignments are most successful done at home with parental involvement. Remediation in reading and math are addressed as well as basic homework assignments. Students are responsible for keeping track of their assignments and notifying the after school staff of these assignments.

Illnesses and Holidays

Credit is never given for absence due to illness or family holidays. Tuition for a week with a holiday is based on child’s regular schedule for a week without a holiday.

Schedule changes are not accepted for weeks that include a holiday for which the school is closed. Tuition payments are not reimbursed if a student withdraws from the school.

Infection Control

All teachers are trained with regard to proper hygiene practices, which include hand-washing procedures, general infection control, safe food handling and diapering and toileting procedures. All staff are trained in infection control.

1. The Hathaway School shall ensure that the specified equipment, items or surfaces are washed with soap and water and disinfected using guidelines prepared by EEC.
2. The disinfectant solution shall be either a self-made bleach solution or a commercially prepared disinfectant that has been registered by the EPS as a sanitizing solution (registration can be identified by reading the product label and using the disinfectant precisely as directed on the label). Bleach solutions will be made using guidelines in TA-OFC-01.
3. Disposable gloves shall be used for the clean-up of blood spills and blood spills and bodily fluids. The effected area shall be disinfected. Used gloves shall be thrown away in a lined, covered container. The licensee shall ensure that staff washes their hands thoroughly with soap and water after cleaning up the bloodied area. Bloody clothing shall be sealed in a plastic container or bag, labeled with the child's name and returned to the parent at the end of the day.
4. All cleaning supplies and disinfectants shall be stored in a secure place and out of the reach of children.

The school will ensure that certain equipment, items and surfaces are sanitized using soap and water followed by disinfectant on a regular schedule. The disinfectant can be either a bleach solution or a commercial disinfectant registered by the EPA.

Injury Prevention

Teachers for each age group are responsible for daily safety inspections of their assigned area and equipment. Defective equipment will be removed or repaired as soon as possible to prevent injury. Small toy pieces or other objects that could pose a choking hazard to children will not be allowed.

Playground safety is a major concern in child care. Please dress your child with safety and comfort in mind.

In the event your child (grades Prek-K) does sustain a minor injury (e.g., scraped knee), you will receive an occurrence report outlining the incident and course of action taken by the faculty member. You will be contacted immediately if the injury produces any type of swelling or needs medical attention.

For more serious injuries, you will be contacted by telephone as soon as possible. The Principal or a faculty member will continue to call you or your emergency contacts until someone is reached. However, whether or not you are contacted, the child will still be taken to the hospital by ambulance in the event of a serious medical emergency.

Late Pick-up Fees

The school tries to make daily adjustments to respond to unexpected circumstances; however, because of staff schedules and licensing requirements, the school is not always able to do so. A late fee is charged: (1) if a child is picked up beyond the end of his/her regular schedule, without prior agreement with the school (2) whenever a child is picked up after the close of the school for the day. In both cases, a fee of \$20.00 per 15 minute period (or any part thereof) is charged and \$1.00 per minute is charged for each minute after the first 15 minutes. The late payment must be paid before the child can return to school.

Materials

Kindergarten students are expected to have a school supply box filled with pencils, crayons, markers, dry erase markers, a pair of scissors and glue sticks.

Meals

We participate in the USDA Child and Adult Care Food Program School. All students are required to complete the CACFP application to determine qualification for free or reduced lunch. This includes breakfast(if applicable) lunch and snack.

Breakfast is served from 8:15 to 8:45. If your child arrives after 8:35 you must make sure that your child has already eaten breakfast before arriving to school. Lunch is a bagged lunch that consists of a nutritious sandwich, fruit and vegetables ie; carrot/celery sticks etc and milk. If you choose to have your child bring their own lunch to school the food items must be stored in a lunch box that has an ice pack and is ready to eat. We cannot provide refrigeration or help to prepare individual meals for students who bring their lunch to school. Soda, candy and gum are not permitted in the school.

Non-discrimination/Confidentiality

The Hathaway School provides equal access to public accommodations. Applications for enrollment are acted upon without regard to race, color, creed, cultural heritage, sex, religion, marital status, age, national origin or ancestry, political beliefs, disability or special needs, toileting issues, medical condition, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful. Any information regarding a child, a child's family, or other matters discussed with school administration or faculty will be held in the strictest confidence.

Oral Health

New regulations for child care programs include a requirement that educators assist children with brushing their teeth if children are in care for more than four hours or if children have a meal while in care [606 CMR 7.11(11)(d)]. This regulation is intended to:

- Help children learn about the importance of good oral health
- Provide information and resources regarding good oral health to child care programs and families
- Help address the high incidence of tooth decay among young children in Massachusetts, which is associated with numerous health risks.

The Hathaway School must comply with this regulation. However, parents may choose that their child (ren) not participate in tooth brushing while present at our school. You do not need to fill out this form to have your child (ren) participate in tooth brushing while they are attending our program. However, if you do not want your child to brush his or her teeth while s/he is attending the child care program, please fill out the information found below. A separate form must be filled out for each child in care. This form must be renewed annually and will be kept in your child's record at the program. Should you change your mind and wish for your child to participate in tooth brushing, this form may be withdrawn at any time by requesting in writing that it be removed from your child's file.

Parent Visits/ Conferences

Prior to admission to the school the Principal or designee will meet with you. Time will be provided for you and your child to visit the classrooms and to meet the teachers before enrollment.

Parents/guardians are welcome to visit the school and your child's classroom at any time your child is present. We ask that parents be sensitive to the fact school is in session. If parental visits during school time create a disruption the Principal will ask that the parent arrange for a scheduled time to visit the school. Individual conferences with your child's teacher will be arranged upon request.

Payment Policy

Payment is due one week in advance every Friday. If payment is not received by the Friday of the due date your child may not be allowed admittance until all fees are paid including late fees. Your tuition remains constant each month so it is not necessary to invoice. The Hathaway School will give one invoice for the entire year outlining by week or month) the payment amount which includes copayments. This form must be kept by the parent because we do not send out individual invoices. If there is a change in your monthly tuition rate it is expected that your standard tuition will be paid on time and any extra charges will be billed separately.

Parents participating in Child Care Circuit services are expected to pay their co-pays every week. However, the late fee will apply if upon the scheduled weekly schedule payments are in arrears. Your co-payment remains constant so it is not necessary to invoice. Payment is expected even on days your child does not attend school including scheduled holidays and school closings due to inclement weather etc. If there is a change in your co-payment rate you will have been notified by CCC and payment is expected on time. Cash payment is accepted but it must be for the exact amount owed. We do not keep cash on hand to make change. A cash receipt will be given. This copy must be retained by the parent in case of any discrepancy about payment. The \$10.00 late fee policy also applies for any outstanding co-payments.

Refunds are not given for scheduled time that is not utilized. Services may be terminated if tuition payments become more than two days delinquent. All payments must be paid in the school office. Please do not give cash tuition payments to teachers or to the bus drivers. If a check is returned due to insufficient funds, the check must be replaced including a \$25.00 service fee. After a second occurrence, only money orders or checks will be accepted. There is a \$10.00 late fee for tuition not paid on Friday.

All outstanding tuition must be paid in full to participate in school events examples being graduation, school plays etc.

Progress Reports

In the preschool at least every 6 months parents will have the opportunity to meet and discuss your child's activities and participation in the program as well as provide you with written progress reports. The school will maintain a copy of the reports in your child's file. If your child has special needs we will provide quarterly progress reports. Kindergarten students will receive two report cards during the school year. After-school students will receive a midyear progress report. All reports are accessed via our website @hathaway.school.com

Records

The information in your child's record is considered privileged and confidential. No one who is not directly related to the care of your child or with school management or the state licensing agency will have access to the record without your written permission. As a parent/guardian, you may have access to your child's record within two days of a request to view the record. Upon withdrawal of your child from the school, files will be

retained for seven years. A small fee may be charged, if necessary, to retrieve and copy your child's file.

As a parent/guardian you have the right to add information, comments, data or other relevant material to your child's record. You also have the right to request, in writing, deletion or amendment of any information contained in the record. When your child leaves the school, the school will transfer a copy of your child's record to you, or to any other person designated upon receipt of a written request from you.

Referral Plan

This plan describes procedures for referring parents/guardians for appropriate social, mental health, educational and medical services for the child/ren.

1. The Principal is responsible for making all referrals
2. With the exception of an emergency or other situation where the child's health or welfare is in immediate jeopardy, all referral shall be preceded by daily observations in the classroom and/or review and assessment of available records. When observations and/or record review indicate that a child is in need of additional services, an appropriate referral shall be made.
3. The Teacher/Principal shall document in each child's file all concerns leading to the determination that a referral is necessary.
4. Before a referral is made, the Teacher shall meet with the parent/guardians to inform them of the program's concerns and to discuss available services. At this time, the parents/guardian will be provided a written statement including the reason for recommending additional services, a summary of the school's observations related to the referral and any efforts the school has made to accommodate the child's needs (if applicable).

If the child is at least 2.5 years of age, the parent/guardian shall be informed at this meeting of their right to appeal. If the child is under the age of three, the parent/guardian shall also be informed at this meeting about the availability of services by local Early Intervention Programs.

5. The Teacher shall obtain written parental consent before the school makes any referral; or shall encourage the parent/guardian to make their own referral, offering whatever assistance they may need.
6. The Teacher shall document all referrals made, all related parent conferences and results/outcomes.
7. With consent of the parent/guardian, the Teacher will provide the follow-up to the referral by maintaining contact with the agency and the family to insure that needed assistance is being received. This will occur in a timely manner. All follow-up activities will be documented in the child's file.

If the agency or service provider who received the referral determines that the child is not in need of services from this agency, or is ineligible to receive services, the Lead Teacher shall review the child's progress every three months to determine if another referral is necessary.

8. The Teacher is responsible for seeing that the procedures outlined herein are followed. The Principal will oversee the program's efforts in this area.

The following agencies provide health services in the area of vision, hearing and dentistry:

New England Eye Center
Herrick Street
978-922-3000, ext 2690

Beverly Hospital Audiology Service
Beverly, MA 01915

New England Medical Center
750 Washington Street
Boston, MA 02111
617-636-4600

Gary Wheeler, DDS
284 Broadway
Lynn, MA 01904

A comprehensive list is provided in the appendix in the back of the booklet. Providing the names of agencies does not imply a recommendation by the Hathaway School. The names are provided as a resource for parents and parents are encouraged to ask their family doctor for further recommendations.

Release of Liability

For full and valid consideration, the receipt of which is hereby acknowledged as a parents whose child/ren attend the Hathaway School I hereby release, acquit and discharge New England Educational Management Organization DBA The Hathaway School its agents, servants, employees and instructors from all claims and demands, actions and causes of actions for damages, costs, loss of service and expenses which I, my family, or my minor child may have now or in the future on account of or in way growing out of injuries, illness or other loss resulting or to result from any action or lack of action of the Hathaway School its agents, servants, employees and instructors from all claims and demands , actions and causes of actions for damages, costs and expenses on account of or in any way growing out of any injury, illness, loss, accident or results there from, both to person and property, which occur to myself, family or my child while on the premises at 280 Broadway or 25 Bessom St both located in Lynn, MA and/or engaged in any activities in connection with the Hathaway School including participating in school provided transportation.

Schedule Changes

We do not provide drop-in service. A regular schedule must be established with the Principal. The school tries to accommodate a need for extra hours whenever possible, but only with prior arrangement. Different hours may not be substituted for those previously scheduled without a formal schedule change. Changes in a child's regular schedule may be made with a two-week notice (approval of requested time is dependent on staff availability). Changes during a holiday week are not accepted, a holiday week will always be billed according to a child's regular schedule.

School/Classroom Observations and Research

As part of the school's activities, children may be observed in their classrooms by child care professionals not employed by the Hathaway School. The confidentiality of information related to the children will be maintained.

State Regulatory Agency

A state regulatory agency may review your child's record in order to ensure the school has followed it requirements in maintaining the necessary information. All information in the record is kept confidential. The Hathaway School is required to have a copy of all state regulations available at every center. These regulations are available to all parents/guardians.

Tax Credits

Tuition payments to the Hathaway School qualify for a federal tax credit for many families. Upon request we will furnish you with a tax statement of your payments for the previous year.

Termination Policy

The Hathaway School is based on developing partnerships and supporting families, it is only on rare occasions that a parents/guardians' actions/request may warrant the need to find a more suitable setting for themselves and their child. Some examples of such instances include:

- The parent/guardian fails to abide by school policies or those requirements imposed by the appropriate licensing agency.
- A parent/guardian demands special services which are not provided to other children and which cannot reasonable be delivered by the school (including requests that are outside the philosophy of the program).
- A parent/guardian is physically or verbally abusive to faculty, children, or anyone else at the school.

In these rare incidences the Principal may terminate the child immediately from the program if the Principal determines that is best for the welfare and safety of the students and staff in the school. Tuition paid for the month, minus any outstanding debts owed, will be reimbursed. If deemed safe and appropriate the Principal may make arrangements for the child to return to the school to say goodbye to friends and staff. The Principal will attempt to provide for the parent possible contacts or other centers that may provide care for the child.

Unrelated Activities

The Hathaway School will not authorize any activities unrelated to the direct care of children or allow any contact such as publicity, including photographs and participation in the mass media **if you provide a written notice to the Principal stating you do not wish your child to participate in such activities.**

Please note that program events may be placed on our school website or brochures that may include pictures of students. Pictures of students and their school work may also be posted throughout the school. **Please notify the Principal in writing if you do not want your child's picture posted on our website, face book or within the school.** All our events are photographed and/or videotaped. Children whose parents do not want their child's picture posted may require that the child not participate in the event to ensure their privacy.

Withdrawal

Two weeks written notice is required for withdrawal for any reason. Full tuition is due for this period and your deposit will be credited toward the last week tuition charge if applicable.

Reporting Abuse and Neglect

Employees of the Hathaway School are mandated reporters and required by law to report cases to the appropriate state authorities if they have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is danger of abuse of neglect. The Department of Children and Families(DCF) will determine appropriate action and may conduct an investigation. It becomes the responsibility of DCF to determine if the report of abuse or neglect is substantiated and to work with the family to ensure the child's needs are met. The Hathaway School will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. Our concern is always the protection of the child.

Massachusetts General Law chapter 119Sec 51A Persons Required to Report Cases of Injured, Abused or Neglected Children provides in relevant part that:

Any physician, medical intern, hospital personnel engaged in the examination, care or treatment of person, medical examiner, psychologist, emergency medical technician,

dentist, nurse, chiropractor, podiatrist, osteopath, public or private school teacher, educational administrator, guidance or family counselor, daycare worker or any person paid to care for or work with a child in a public or private facility, or home or program funded by the commonwealth or licensed pursuant to the provisions of chapter 28A, which provides day care or residential services to children or which provides the services of child care resource and referral agencies voucher management agencies, family day care systems and child care food programs, probation officer, clerk/magistrate of the district courts, parole officer, social worker, foster parent, firefighter or policeman, office for children licenser, school attendance officer, allied mental health and human services professional as licensed pursuant to the provisions of section 165 of chapter 112, drug and alcoholism counselor, psychiatrist, and clinical social worker is a mandated reporter of suspected child abuse or neglect.

While the statute may not encompass every employee, it is the school's position that each employee or volunteer conduct themselves as if they were a mandated reporter. Since the failure to report is a punishable offense, and is counter to our role as advocates for and caretakers of children, all staff are to familiarize themselves with the guidelines contained in this policy and apply them to each situation of suspected abuse or neglect.

When, in your professional capacity, you "have reasonable cause to believe that a child under the age of 18 years is suffering physical or emotional injury resulting from abuse inflicted upon him/her which causes harm or substantial risk of harm to the child's health or welfare including sexual abuse, nor neglect.." you should take the following steps:

1. Gather information
2. report your suspicions to the Principal or the designated Administrator in Charge
3. Document your decision (See Incident Report)
4. A meeting with you will take place with the Lead Teacher, Director and any other staff member who may have information.
5. A decision to file with the Department of Social Services will be made
6. If the team decides to report the Director will contact Social Services to give a verbal report with a written report to follow.
7. If the team does not decide to report there shall be written documentation of the process and a rationale for the decision not to report, including the opinions of dissenting staff. Such shall become part of the child's record and a follow-up monitoring plan shall be implemented. All follow-up with the family will be carefully documented appropriate school forms. Needed services or information will be made available to the family either directly or by referral. Each person convening a team meeting shall have the right to report, regardless of the team's decision. The Director must be informed of this decision prior to the filing of a report.

Whenever possible, steps 1-7 shall occur within the same business day. In any event, the verbal 51A shall be filed no later than 48 hours following the initial team meeting followed by a written report within 48 hours thereafter.

The Principal will make every effort notify the family that a 51A has been filed or about to be filed unless parental notification is a safety risk.

"Reasonable Cause" Standard

The “Reasonable Cause” standard is a threshold standard which implies a relatively low degree of accuracy. Facts which create a suspicion of child abuse are sufficient to require a report.

“Reasonable cause” is a conclusion which requires an element of judgment. It requires reporting on the basis of indicators which give reasonable cause to believe that a child is being abused which conclusion requires an element of judgment to separate an incident from a pattern, the trivial from the serious. “Reasonable cause” encompasses all but the most negligible minimal injuries.

Abuse is defined (110 C.M.R.s.200(1)) as the “non-accidental commission of any act by a caretaker which causes or crates substantial risk of physical or emotional injury or constitutes a sexual offense under the laws of the Commonwealth of any sexual contact between a caretaker and a person under the care of that individual.

Mandated reporters may not be held liable in any civil or criminal action by a reason of such a report. Remember it is the role of DSS to investigate such situations. You are not required to make any determination beyond the reasonable cause standard.

Institutional Child Abuse and Neglect Procedure

Institutional abuse and neglect refers to abuse and neglect occurring an institutional setting, including The Hathaway School.

Acts of institutional abuse and neglect include violations of the Hathaway School discipline policy as well as the ECC discipline regulations.

Policies and procedures for handling alleged incident of institutional abuse have been developed with a goal of equal and fair treatment for everyone involved, including staff and parents. These policies are to be implemented uniformly and consistently.

1. If any employee of The Hathaway School has reason to believe that a child is suffering from institutional abuse or neglect or if s/he receives a report from a parent or community member alleging institutional abuse or neglect, s/he shall make a report to the Director or the CFO or if the abuse allegedly committed is by the Director.
2. An internal investigation will be conducted by the staff person having direct responsibility for the performance of the employee deemed to have committed the act of abuse or neglect. This investigation shall include, but not necessarily be restricted to, interview of the following persons:
 - Person(s) making the allegation
 - Employee(s) about the whom the allegation has been made
 - Other employees who are aware of the allegation
3. Based on the interviews an oral report (followed by a written report) should immediately be made by the Director or investigator and a determination made as to whether a formal report (51A) to the Department of Children and Families
4. (DCF) is required.
5. In order to protect the staff involved, the administration will keep the allegations confidential, to every extent possible.

Reporting to the Department of Children and Families(DCF) and Office of Early Education and Care (ECC)

1. The Principal will make the decision to file a 51A with the DCF and notify the ECC based on her view of the allegation or because staff, parents and/or other community members feel there is a reportable condition. If a decision is made to file a 51A (or upon learning that a 51A has been filed), the individual(s) alleged to have committed act(s) of institutional abuse or neglect will be placed on immediate suspension where they will remain for such a further time as EEC requires.
2. If DCF screens in the report (they determine it to be a reportable condition) they will initiate an investigation.
3. If DCF screen out the report (they determine the incident(s) is not a reportable condition) everyone involved will be notified that OCF considers the matter closed. However, should it be determined the incident(s) were in violation of school/agency policies, appropriate action will be taken.

Policies and Procedure Concerning Investigation

1. It is the policy of the Hathaway School that no information about a staff member will be released without written permission of the person or in compliance with Massachusetts state laws. Questioning of staff by DCF or the Police Department should not take place at their person's workplace nor during work hours. Arrangements to question staff must be made with them directly, not through the school.
2. The Principal of the Hathaway School will speak for the school in response to inquiries from investigators and the media.
3. Any staff person contacted by DCF, ECC, and Police, District Attorney's office or the media should refer them to the Director and should not discuss the incident nor the accused in any way. Be aware that any of these agencies might be the means by which we learn of an allegation of institutional abuse or neglect.
4. When allegations of abuse or neglect have been substantiated or when the information receives media coverage, the Principal will meet with staff to inform them of the charges. Specific allegations will not be discussed.
5. The Board of Directors must be informed when allegations are substantiated or when the information becomes public. Specific allegations will not be discussed. The investigation process will be explained, along with a report on the status of the accused staff person(s), i.e., suspension. Options for meeting with Hathaway School parents can be determined.

Discipline Policy and Violations

1. If DCF substantiates the allegation of abuse or neglect by a specific staff person the Principal will make the decision for termination.
2. The Discipline procedures are as follows:

“Discipline shall be sued in a consistent manner, based upon a understanding of the individual needs and development of a child, as well as the behavior exhibited.

 - No child shall be subjected to cruel or server punishment, humiliation or verbal abuse.
 - No child shall be subjected to corporal punishment, including spanking
 - No child shall be denied food as a form of punishment
 - No child shall be punished for soiling, wetting or not using the toilet.

- If the time out area is used, the child is removed from the group area and placed in the chair/quiet area for 2-3 minutes. An explanation of this brief separation is always given to the child, at her/his level of understanding.
- These items are taken directly from the EEC licensing requirements, which make compliance a serious matter. When DCF substantiates an allegation of institutional abuse or neglect, they have the further responsibility for notifying EEC since it would appear to be a licensing violation
- Disciplinary steps, such as written warnings, probation, suspension and termination will be taken by the Principal when staff are found to have violated the Discipline Policies in a manner that does not appear to make it reportable to DCF.
- If DCF does not substantiate the allegation of institutional abuse or neglect the staff member may be reinstated when deemed appropriate by ECC.

If a volunteer, consultant, or therapist is accused of institutional abuse or neglect the same policies and procedures, as defined for staff, will take effect. The Hathaway School acknowledges its responsibility for volunteers who have contact with our children, including parents, student interns, and others. The Hathaway School will train and closely supervise all volunteers. Supervision will always be the responsibility of specific school staff. Volunteers are expected follow the discipline policies, although in all cases staff will be responsible for discipline problems.

We reserve the right to make changes to the above policies and tuitions with 30 days written notice.