

**Barat
Montessori
School**



**Parent
Handbook
2006-2007**

Barat Montessori School is licensed in accordance with the regulations set by the Massachusetts Office for Child Care Services (OCCS). This handbook is intended to provide information for families of the Barat community in accordance with the OCCS regulations.

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STATEMENT OF PURPOSE

The Barat Montessori School (Barat) was founded in 1974 by Susan Haigney. The school is a private corporation, licensed by the Commonwealth of Massachusetts Department of Early Education and Child Care (EEC). The program is administered by the Program Directors and its professional staff.

The primary purpose of Barat is to offer families a high quality preschool/kindergarten experience that supports the social, emotional and intellectual growth of each child in accordance with the premises of Montessori education. To do this, each of the professional staff is Montessori certified and meet or exceed all requirements established by the Massachusetts EEC.

Barat is not only a child-entered program; it is a family-centered program. Children are best served when parental input is incorporated, questions are answered, and concerns are understood and addressed. Therefore, our goal is to both (1) provide the best possible program for children and (2) serve as a resource for families during their child's early development.

STATEMENT OF NONDISCRIMINATION

Barat does not discriminate against any person on the basis of his or her race, gender, age, religion, sexual orientation, national origin, cultural heritage, political beliefs, or marital status, except with regard to the age of the children as dictated by the provisions of any license issued to the corporation by any municipality of the Commonwealth.

OVERVIEW

Barat currently offers two morning programs. The 5-day program meets Monday through Friday from 8:45 am to 11:30 am. Children in this program are ages two years, nine months through age six (inclusive of the kindergarten year). The 3-day program meets on Monday, Wednesday and Friday from 9:00 am to 11:30 pm. Children in this program are ages two years, nine months through age 4 years, 11 months. Parents of children in the 5-day program may opt for extended days—a period of time that extends the morning session on one or more days each week until 1:30 pm. Parents who choose the extended day option are asked to commit to a regular schedule of afternoons.

Following Montessori theory, we teach a mixed age group. The curriculum is child-centered, not teacher-centered. Children are directed to “work” according to their interests and abilities. Work materials generally fall into the categories of Practical Life Exercises, Sensorial Exploration, Language Arts, and Mathematics. Additional materials and lessons cover geography, music, world cultures, science, history, and social competency. Traditional (i.e., non-Montessori) materials are offered during certain times of the year (primarily during the fall as the children transition into the Montessori environment). Some traditional materials remain in the classroom and are available to the children throughout the year during certain times of the day. Outdoor recess is offered once during the morning session and again after lunch, weather permitting.

It is a fundamental premise of Montessori education that children age 3-6 are developmentally ready to explore topics often considered “beyond” the preschool level by traditional educators. Consequently, we offer exposure to writing, phonics, reading, and basic math concepts as soon as the child demonstrates an appropriate interest—often as early as age three. It should be emphasized, however, that we never push a child to work with materials or concepts prematurely. By design, our professional staff engages in careful observation of each individual child and offers work materials only when and if the child is ready and interested.

Care for the environment is a priority. We capitalize on the child's natural desire to be a useful participant by carefully showing him or her how to do as many things for them selves as is safe and age-appropriate. The classroom is carefully ordered so that the children know how to find (and return) all work materials. The goal is to foster the child's sense of control, organization and mastery of the environment.

Above all, our staff is strongly committed to nurturing each child's inner joy of learning. While we hope that children will take with them certain practical and academic skills, it is our most sincere hope that the child develops a joy of learning that extends throughout his or her lifetime.

ENROLLMENT

When parents are offered a place for their child at Barat, they must sign a contract and pay a deposit in order to secure that place. This deposit is not refunded if the child is withdrawn before the end of the contract period or if the child never attends the program. Parents are responsible for the terms of their contract. If the terms of the contract are fulfilled, the deposit will be deducted from the January tuition payment.

Before your child enters the program, the following forms must be on file:

- Child information form (face sheet)
- Pick-up consent
- Health form
- First Aid, Emergency Medical and Evacuation release forms
- Off site Activities and Field Trip permission form
- Medication Permission forms (if applicable)
- Barat Observation form
- Barat Consent for Photographs form

All forms must be updated annually. We recommend that you keep a copy for your own files. If there are any forms that you have a question about, please contact the Program Director at (508) 655-5742.

On occasion (space permitting), we allow children to enroll mid-year as they reach the age of two years, nine months. In such cases, the tuition for the academic year in which they join will be prorated as follows:

<u>Beginning at any time in the month of...</u>	<u>% of Annual Tuition</u>
September	100 %
October	90 %
November	77 %
December	66 %
January	54 %
February	43 %
March	31 %
April	20 %
May	10 %

The prorated schedule and actual tuition figures will be included in the enrollment contract. The prorated schedule is applied according to the month in which the student first attends the class, regardless of the day of the month on which the student first attends the class.

SCHEDULE CHANGES

Requests for any schedule changes (both adding and dropping extended day time blocks) must be made in writing to the Barat Program Director. Requests for additional time blocks will be honored if space is available. If a request is made to drop extended day blocks, you are responsible for payment as stated in the contract until a replacement child has been found for the blocks you wish to drop. New schedules are effective on the first day of each month.

RE-ENROLLMENT

During January and February, families are asked about re-enrollment for the following year. At that time, Barat requests that applications for siblings of existing students be submitted. In

March, places are offered and a deadline in April is set for when re-enrollment contracts must be signed.

WITHDRAWAL

If a parent withdraws a child from the program, they are still responsible for the remaining tuition payments until a child is found to take that child's spot. This policy applies both to withdrawals from the full morning program and withdrawals from any extended day time blocks. When a child is withdrawn from Barat, whether initiated by the parent(s) or by Barat, all the children in the program will be prepared for the child's departure in a manner appropriate to the children's ages.

TUITION AND BILLING

The tuition is based on the school year and divided into two equal payments. There are no deductions for days missed due to illness, vacations, inclement weather, parent/teacher conference days, professional days, or any unforeseen closures.

The Enrollment Contract specifies the tuition payment schedule, specific amounts, and all of the terms and conditions regarding enrollment. The first payment is due and payable on August 1 prior to the beginning of the school term. The second payment is due and payable on January 1 of the following calendar year (prior to the start of the second school term). Assuming all conditions of the Enrollment Contract have been met, the \$500 deposit taken at the time of enrollment is credited toward the January 1 tuition payment.

After the Enrollment Contract is signed and accepted by Barat, each family will receive a tuition bill approximately 3 weeks prior to its due date (i.e., in early July and December of the academic year). **If you foresee needing receipt of payment for tax purposes, it is imperative that you include your bill with your payment. It will be returned to you signed and dated as a receipt.** This will be your record for tax purposes. Our tax ID # is included on the tuition bill.

HOURS OF OPERATION

All children attend the morning session five days a week. School begins at 8:45 am for the 5-day children and 9:00am for the 3-day class. Morning dismissal is at 11:30 am.

Those in the extended days remain at school until 1:30 pm on those pre-selected days. These time blocks include an additional hour of individual work and/or lessons, lunch and an additional recess.

ABSENCES

As a courtesy, please call us if your child will be absent for any reason at (508) 655-5742. If we are unable to answer the phone, please leave a message on our voice mail.

HOLIDAYS

A detailed school calendar with a complete list of holiday dates will be distributed prior to the opening of school in the fall. Barat follows a holiday schedule that is similar to that of most local public schools.

SNOW AND EMERGENCY POLICY

Barat follows the NATICK PUBLIC SCHOOL CLOSINGS. If Natick public schools are closed or DELAYED, Barat is closed. (Please note that we DO NOT follow the Wayland school closings, despite our physical location in the town of Wayland.)

If the Natick Public Schools close early, the extended day portion of the school will be cancelled. We will make every attempt to reach the parents or guardians of the children affected. No child will ever be left unattended in such an event. We reserve the right to cancel our afternoon session if we feel the weather warrants this.

A DAY AT BARAT

5-Day Program

The day is comprised of two time blocks: 8:45am – 11:30 am, and 11:30 am to 1:30 pm. All children attend the morning time block, five days a week. Children may attend the extended day time block on one or more days of the week, as agreed to in their Enrollment Contract.

When children arrive in the morning, parents should assist them in using the bathrooms located on the bottom floor of the church. (A teacher will be happy to show the facilities to you if needed.) It is especially important for our younger children to use the facilities before school begins.

Next, parents escort their children to the top of the stairs where they will find the children's names posted on magnetic boards. After removing their name and placing it in either the basket or on the "lunch board", the children say goodbye to their parents and are greeted by a teacher at the door. We ask parents to remain at the top of the stairs, allowing children to manage the transition from this point on independently

The following schedule is approximate:

8:45 am – 9:30 am—WORK

We begin our day with a 45-minute transitional work period. During this time, children greet their peers and have access to Montessori materials, our open art center, and traditional toys (like Legos, blocks and wooden trains). This helps children transition from home and allows them to finish any work they were unable to complete the previous day.

9:30 am – 9:50 am—CIRCLE

We meet as a group to review the calendar and take roll. At this time, the lead teacher will present materials, conduct a group lesson, or facilitate a group discussion. We will make every effort to let you know what we covered during this time in our monthly parent newsletter. At the conclusion of our circle time, we do a group "bathroom run". (At any time, a child may ask a teacher to escort him or her to the bathroom facilities. **WE NEVER ALLOW A CHILD TO GO TO THE BATHROOM UNACCOMPANIED.**)

9:50 am – 10:45 am—QUIET WORK TIME

We return to work. During this work block, the traditional toys and open art center are no longer available. Traditional Montessori materials are offered. Children work independently or in small groups.

*NOTE: On Mondays during this time, the group is randomly divided in half. While one half meets with the Yoga instructor, the other half continues their work. After 30 minutes, the groups switch places. The same process occurs on Tuesdays for music.

10:45 am – 11:00 am—SNACK

The group gathers for a picnic-style snack. Parents are asked to sign up in advance to provide snacks and drinks (preferably water) for the entire group for a one week period.

11:00 am – 11:30 am—RECESS

Weather permitting, we play outside. During the winter months, it is imperative that you provide appropriate clothing every day—winter coat, hat, mittens (no gloves, please!), boots and snow pants. If the temperature is too high or too low to safely play outside, we will provide special indoor recess activities which may include arts and crafts projects, games and video presentations.

11:30 am—MORNING DISMISSAL

Students who do not stay for lunch are lead from the playground to the hallway of the church, adjacent to the outside door. Once they have their backpacks and are all seated, we begin dismissal. Parents should **parallel** park their cars on both sides and walk to the door to receive their children. You are encouraged to move this process along as the Community Nursery school dismisses at 11:45 and those parents will start lining up in the middle of the lot.

11:45 am – 12:15 pm

Weather permitting, we sometimes allow the extended day students a few extra minutes on the playground. After a group “bathroom run” and a short work/play period, the children have lunch. On Wednesdays, we offer pizza and a drink for a small additional cost. You may let us know each Wednesday morning at drop-off time if your child would like to have pizza.

12:15 pm – 12:50

When the children are finished eating, they return to their “work.” During this time, children work independently or in small groups

12:45 pm – 1:00 pm—CLEANUP AND STORY TIME

A final circle of the day usually includes materials presentations, an additional enrichment lesson (e.g., geography or science), or story time. At the conclusion, the children prepare to leave for the day and line up for recess.

1:00 pm – 1:30 pm—RECESS

Weather permitting we end the day on the playground. Parents should park their cars and walk to the playground entrance for pick-up. Otherwise, dismissal is the same as in the morning – at the door.

1:30 pm—BARAT CLOSSES**3-Day Program**

The 3-day program meets on Monday, Wednesday and Friday from 9:00 am to 11:30 am. The schedule for the 3-day program is substantially similar to that of the 5-day program.

ENRICHMENT PROGRAMS (Music, Computer tots and Yoga)

Each year, Barat offers enrichment experiences for its students. We select the curriculum based, in part, on parent input during the previous year. Currently, we offer enrichment classes in music, art, computer exploration and yoga. Some additional fees may apply. All enrichment classes are offered during school hours.

LUNCHES AND SNACKS

A light snack is provided to all students during the morning session. At the beginning of the academic year, parents are asked to sign up for “snack duty.” Each parent is asked to bring enough snacks and drinks (water preferred) for all students in the class for a one week period. (We request that parents choose nut-free, peanut-free snacks.)

Children who stay for extended days eat lunch at school. All children bring their own lunches. On Wednesdays, families are given the option of participating in our “pizza day.” For a small fee, Barat will provide pizza, a drink and dessert for lunch. In the event that a child forgets to bring lunch, Barat will provide one.

Due to the serious nature of some food allergies, we ask children not to share food brought from home with one another. Parents are asked to reinforce this message at home. If a child has a known serious allergy, we will notify the entire community and take all necessary precautions. Regardless of known allergies, we discourage parents from sending peanut products to school.

CLOTHING

Children should come to school dressed comfortably. Because we emphasize self-care, it is especially important to dress children in clothing that they can manage on their own. Here are some suggested guidelines:

- Consider choosing pants with an elastic band around the entire waist. (Zippers, buttons, snaps and hooks on waistlines are particularly challenging for 3-4 year olds.)
- Until your child has mastered tying his/her own shoes, please choose Velcro closures or slip-on shoes.
- During cold months, please send mittens instead of gloves (unless your child is able to independently put on gloves).

We do not require slippers (as is common in some Montessori schools). We do, however, recommend them for “boot weather”. If possible, purchase a simple pair of slippers with a no-skid bottom that can be kept at school. We try to go outside every day, so please dress your child for the weather. In the winter, please send a hat, mittens, boots and snow pants. If you would prefer to leave an extra set of any of these items at school, simply place them in a canvas or plastic bag clearly marked with your child’s name and the words “TO STAY AT SCHOOL.”

All children must have a complete change of clothes throughout the year, including socks and undergarments. Please label everything with your child’s name. You may keep an extra set of clothes at school by placing them in a Zip-Lock bag clearly marked with your child’s name and the words “TO STAY AT SCHOOL.”

SCHOOL FOLDERS & BACKPACKS

We provide each child with a folder at the beginning of the school year. Each day, your child will fill it with any work that he/she is ready to take home. Please check it every afternoon and be sure it accompanies your child to school the following day.

Backpacks that can accommodate your child’s folder, lunch box (if applicable), snow pants, etc. is required. When selecting a backpack, please consider purchasing one made of soft material (e.g., nylon) with sufficient interior space and easy-pull zippers. (As a reference, see the LL Bean back pack options at llbean.com.)

FIELD TRIPS

We generally take one or two field trips during the year. The enrollment packet contains a consent form. Details about the trips are provided in advance. All parents (and siblings) are welcome on the trips.

ARRIVAL AND DISMISSAL

Please drive to the rear of the church via Harrison Street. There is an unofficial agreement among parents of both Barat and the Community Nursery School (located in another section of the church) that all traffic move in a one way direction—enter on Harrison St. and exit on Damon St.

Upon arrival, park your car **parallel** to the parking lot drive-thru on either the right or left—leaving the center open for traffic. (This arrangement temporarily blocks the cars parked in the marked spaces, but are expected by those who park in the lot for the day.) Please walk your child into the building and to the top of the stairs. Community Nursery School arrives and dismisses approximately 15 minutes after us – if you dawdle in the parking lot, be prepared to be stuck there for at least 15 or 20 minutes as they line up in the middle of the lot!

Arrival

Access the school by the door at the top of the ramp (next to the Barat Montessori School sign). At 8:45 am, a teacher will open the doors at the top of the stairs. After saying goodbye to parents, children are welcomed through the doors where they take their belongings to their hooks. While we understand that morning schedules can be hectic—especially when sibling drop-off schedules overlap—we ask that you try to arrive no later than 9:00 am. When children arrive later than that on a regular basis, they often miss important learning opportunities.

Dismissal

Both programs are dismissed through the same entrance as arrival. At dismissal time, follow the traffic and parking directions above. At 11:30 am dismissal, wait by the steps. At 1:30 pm dismissal, walk to the playground gates where we will dismiss your child to you (unless the weather keeps us inside).

We must have written authorization from you for any person (other than a parent or guardian) picking up your child. Your enrollment packet contains authorization forms for up to 5 adults (other than the parents or guardians). You may submit written authorizations for additional adults at any time during the school year. Upon receipt of written instructions, we will release a child to an authorized adult that is clearly recognized by the child. If the child is not able to recognize the adult, we will ask for photo identification. (Please explain this to any affected parties prior to pick-up!)

PARENTAL INVOLVEMENT

The Program Director or a member of the professional staff will meet with parents prior to admitting a child to the program. At that time, Barat staff will give parents the opportunity to visit the classroom and ask questions about the program.

Parent/teacher conferences are offered in both the fall and spring. At that time, one or more members of the professional staff will review your child's progress with you. In the event of a problem or concern you have regarding your child, we encourage you to contact us so that we can work together to reach a solution. We value input from parents and want you to feel free to share all ideas, questions and concerns. (We'd rather address your concern than have you worry!)

The children's personal information and school records are kept strictly confidential and will not be released to anyone without written consent of the child's parent(s).

CHILDREN'S ILLNESSES

Unfortunately, illnesses are common among preschool-age children. We understand how difficult it is for parents to miss work or other obligations in order to care for a sick child. As a result, we try very hard to make sure a child is truly too sick to remain in our care before contacting parents. The following list describes common illnesses that we see at Barat and our policies on care and treatment. In addition to the following examples, if your child seems unusually irritable, lethargic or generally "not themselves", but shows no other symptoms, we will notify you and a joint decision will be made about whether or not your child should remain at school.

As a general matter, please be considerate of others when deciding whether to send your child to school. Preschoolers are still learning self-care and are prone to sharing germs very easily. A single day at home can often stem the spread of illness to many others.

CONTAGIOUS DISEASES

If your child is exposed to or contracts a contagious disease, you need to report this to the Program Director or a teacher so that other parents can be notified. Contagious diseases tend to

have incubation periods, for example, the incubation period for chicken pox is two weeks. Children who contract a contagious disease must stay at home until all danger of contagion has passed.

FEVER

A child with a temperature of 101°F or more should be kept at home until he/she is fever free for at least 24 hours. (Although your child may have a normal temperature in the morning, body temperatures at that time tend to be lower, and fevers tend to return during the day.) If a child develops a fever while at school, parents will be called to take the child home as soon as possible.

VOMITING

A child who is vomiting will be sent home. The child should not return to school until after the vomiting has stopped. A child should remain home until he/she has eaten and digested at least one meal.

RASHES

Rashes may be caused by a variety of things. If your child develops a rash, we will call you to talk about it and possibly recommend a visit to the pediatrician. A child with a communicable rash should be kept home until the rash has subsided.

ALLERGIES

Please inform us of any allergies your child is known to have. The information contained in your child's file provides a space for listing your child's allergies on both the general information form, and the medical information form. A list of all children with allergies will be posted in each room. Teachers will be informed of both a child's allergies and how to treat their symptoms. Teachers will ensure that children do not come into contact with a known allergen. Alternative foods will be provided at snack time.

If your child has a life-threatening allergy (e.g., peanuts) that requires special care and treatment (e.g., epi-pens), please see the Program Director for the necessary forms and to discuss an appropriate plan.

RUNNY NOSES

Generally, a clear discharge is not cause for concern while a thick yellow or greenish discharge might be a sign of infection or other serious condition. Teachers use their own discretion in sending a child with a runny nose home, particularly when it seems to be interfering with a child's ability to function at school.

HEAD LICE

Head lice are a common occurrence in school systems. If we find nits on your child, we will call you to take your child home. Ask your pediatrician or pharmacist to recommend special shampoos. Children may return to Barat only after they are entirely nit free.

DIARRHEA

A child who has diarrhea while at school shall be sent home and may not return until the condition is under control. If your child has an allergy, condition, or is on medication that regularly causes diarrhea, please alert the staff.

ANTIBIOTIC TREATMENT

A child taking antibiotics for a contagious condition such as strep throat may return to school after receiving at least 24 hours of antibiotics. Please note: when antibiotic treatment is begun in the late morning or early afternoon, it is inappropriate to send the child to school the following day as 24 hours have not yet passed. A child on antibiotics for a non-contagious condition may return to school as soon as he/she feels well enough.

Barat follows the Massachusetts Department of Public Health's HIV infection/AIDS policy. Copies of this policy are available in the office.

MEDICATION

PRESCRIPTION MEDICATIONS

State regulations prohibit staff from administering prescription medications without a form signed by a parent that states the type, dosage, and time at which the medication is to be given to the child. Forms are included in the enrollment packet. Additional forms are available upon request. All prescription medications must be in the original pharmacy container labeled with the name of the child who will receive it, the required dosage and a current date. If a prescription medication is required, please see the Program Director.

NON-PRESCRIPTION MEDICATIONS

We must have a signed physician's order before we can legally administer over-the-counter (non prescription) medication. The physician's order must state types of medications, dosages, criteria for administration and be clearly dated. Non-prescription forms are valid for one year. In addition, we need a signed parental statement authorizing us to follow the physician's directive in administering nonprescription medication.

Parental authorization only is required for administration of such nonprescription medications as sunscreen, various ointments, lip balm, etc. While not a medication, we do require parental permission to apply insect repellent and sunscreen.

REFERRAL SERVICES

Whenever any staff member is concerned about a child's development or behavior, the Program Director will contact the parents for an initial discussion. If a member of the staff feels that a professional evaluation is warranted, a written statement including the reasons for concern and referral recommendations will be provided to the parents.

If a child is determined to have a special need, Barat will, with parental consent, identify in writing any accommodations necessary to meet the needs of the child including:

- Change or modification of regular school activities
- Addition of special equipment, materials, ramps or aids

In determining whether the accommodations required are reasonable or would cause an undue burden to the school, Barat will consider the following factors:

- The nature and cost of the accommodation needed to provide care for the child in the program
- The ability to secure funding or services from other sources
- The overall financial resources of the licensee
- The number of persons employed by the licensee
- The effect on expenses and resources, or the impact otherwise of such actions upon the licensee.

NOTIFICATION TO PARENTS

Barat is licensed in accordance with the regulations set by the Massachusetts Department of Early Childhood Education and Care (EEC). The following is the Barat Social Service and Behavior Management Policy that meets the requirements of the EEC regulations.

BEHAVIOR MANAGEMENT

The Barat program focuses on promoting cooperation, mutual respect, and independent initiative among its students. The staff uses behavior management techniques such as setting reasonable and positive expectations, offering choices and providing children an opportunity to verbalize their feelings. Reinforcement of positive behaviors and redirection for children exhibiting behavioral difficulties are used. If this intervention does not work, a child will be asked to sit out in order to calm down for between three and ten minutes. (We do not use the term "time out" to avoid negative connotations associated with a physical spot in the classroom.)

Staff will then discuss the inappropriate behavior with the child at which time the child's feelings will also be acknowledged. Verbal discipline will focus on preventing recurrence

in the future. Staff always communicate to the child that, while an action is inappropriate, the child is not bad. If the disruptive behavior continues, the parent will be informed and their cooperation requested.

Barat follows the guidelines for disciplining a child as established by the EEC. These guidelines are as follows: "No child shall be subjected to abuse or neglect, cruel, unusual, severe or corporal punishment including: any type of hitting inflicted in any manner upon the body; punishment which subject a child to verbal abuse, ridicule or humiliation; denial of food or bathroom facilities, punishment for soiling, whether or not using the toilet, or punishment related to eating or not eating food."

TERMINATION AND SUSPENSION POLICY

Barat reserves the right, in the following extreme situations, to suspend or terminate a child's enrollment:

- Physical or verbal abuse towards staff or other children
 - Willful destruction of Barat or church property
 - Endangering self or others
- Nonpayment of tuition as described in the enrollment agreement

Every effort will be made to find other, less extreme remedies before this option is employed. If a repeated problem is unsatisfactorily resolved through parent/teacher meetings or phone calls, Barat will notify parents in writing of the problem. Parents will be asked to sign their acknowledgement of the situation. A copy of the document will be placed in the child's file.

SOCIAL SERVICE PLAN

Upon observation by the staff the following steps may be taken to provide services to a child or family in need. If a child appears to be abused or neglected, The Barat Program Director will notify the Department of Social Services pursuant to M.G.L.C. 119, s. 51A, and the EEC pursuant to 102 CMR 11.06:12b. We will also contact the EEC upon learning that a 51a report has been filed alleging abuse or neglect of a child while in the care of Barat or in a program related activity. Allegedly abusive or neglectful staff members will not work directly with children until an investigation by the Department of Social Services is complete.

The Program Director and staff will assist parents in any way possible throughout the investigation process while providing for the protection of the child. In addition, Barat will ensure that an allegedly abusive or neglectful staff member does not work directly with children until the Department of Social Services investigation is completed and for such further time as the EEC may require. If a parent or child appears to be in need of services but the child is in no way at risk, then the Barat Program Director will make an appointment with the child's parents to discuss the situation and make necessary referrals.

EMERGENCY PLAN

Every effort will be made to contact the parents immediately in the event of a medical emergency. If parents cannot be reached, emergency contacts will be notified. In the event of serious injury, an ambulance will be called and the child will be accompanied by a teacher to the medical facility determined by the emergency personnel.

A catastrophic emergency would be broadly defined as any event that necessitates the evacuation from our site for any reason. Examples of such serious conditions are fire in the building or a nearby building, water damage, potentially hazardous odors, structural damage, or any other reason that the Wayland Fire or Police Departments determine we should evacuate. Examples of Barat's normal evacuation plans are attached. Copies are clearly posted in each room.

The people in charge (PIC) in an emergency are as follows: (1) the Program Director, (2) Teachers

The following procedures are in place:

- Although it is presumed that the alarm system will be activated in case of fire or smoke, if for some reason the alarm is not operating, the fire box handle will be pulled.
- Initially, Barat will follow current evacuation policy at the church. After role is taken, PIC will make sure that all children are present.
- If paramedics are needed, the Police or Fire Department will make the assessment and notify the medical assistants.
- After assuring that all children are safely accounted for, PIC will consult with the Fire Department officials and/or emergency personnel about the following:
 - Best evacuation destination
 - Possibility of and expected time for returning to the program building
 - A plan for parents to safely pick up their children
 - If the emergency affects the building only and we must relocate, PIC will request that some snack food be made available if we are expecting to wait a long time.
 - If parents need to be notified, PIC will contact the parents. Copies of all parent phone numbers and emergency numbers are kept on file in an offsite location.

BUILDING SECURITY

IMPORTANT: The main entrance to the Barat Montessori School is located in the rear of the church, adjacent to the parking lot. This door will be unlocked from 8:45 am until 9:30 am daily. Any child or parent arriving after that time must enter through the Church office door located on the Damon Street entrance. When arriving late, please feel free to park along Damon Street. For all regular drop-offs and pick-ups, please access the parking lot via Harrison Street.

Please note that we will ask for picture identification for any unfamiliar person arriving to pick-up a child. Under no circumstances will we dismiss a child to a person who is not authorized in writing to receive that child.

PARKING

Please enter the rear parking lot via Harrison Street. Please exit via Damon Street. This one-way pattern avoids traffic jams.

During drop-off and pick-up times, please do not pull into the designated parking spots. Instead, form two parallel lines on either side of the parking lot drive-thru—maintaining a passage through the center for traffic. On occasion, it may be necessary to wait on Harrison Street until a spot opens up.

PLEASE SEE THE FOLLOWING PAGE. WE ARE REQUIRED TO HAVE YOUR WRITTEN ACKNOWLEDGEMENT THAT YOU HAVE READ AND ACCEPT THE POLICIES OUTLINED IN THIS HANDBOOK.

Parent Handbook Acknowledgement

Please sign and return this page as soon as possible. Thank you.

Your Name: _____

I have received and read the Barat Montessori Parent Handbook that outlines the policies of the school.

Signature: _____ Date: _____