



The Hathaway School Parent Handbook

The Hathaway School is an independent elementary school presently providing educational programs for students in kindergarten through Grade 5. The Hathaway School is licensed through the Massachusetts Department of Education for grades K-8. Each year the school will add a grade level to its curriculum until reaching the eighth grade. We will offer our fifth grade for the 2009-2010 school year. We also offer full and part time preschool programs servicing children 2.9 to 5 years. The 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. Transportation packages are also available. The Department of Early Education and Care (ECC) is the state agency that oversees all licensed childcare in Massachusetts and has reviewed, inspected and licensed the Hathaway School for sixty preschool and sixty after school age children.

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 developmental appropriate learning centers including; math and manipulatives, reading and writing, sensory science exploration, all students are introduced to Spanish as a second language, 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 Education's Curriculum Frameworks as a benchmark in developing our curriculum. Our curriculum always meets but generally exceeds the DOE standards upon completion of a program. The K-5 curriculum is designed to have our students 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.

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. If parents cannot access a computer at home or 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. It is the parents’ responsibility to check our website at hathawayschool.com for any updates and school related information.

Attendance:

The Hathaway School Preschool Program is open Monday-Friday, 7:30am-5:30pm, 52 weeks per year, except in the case of holidays (see [Holidays](#)) and emergency weather conditions. The elementary school operates September to June from 8:00am-3:00pm (there is an optional after school program available from 3:00pm-4:15pm). The school phone number is: (781) 595-5859. 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.

To avoid disruption to the school process we do not admit students after 9:00 A.M. into the school. 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 11:00 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 hope is to build programs that are responsive to the wide range of individual learning styles and needs in our classrooms, one that truly celebrates and values 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 wearing such articles of clothing will not be admitted unless the parent can provide a change of clothing for the child.

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 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.

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.

For students in the elementary school K-4 Monday is physical education day. Students are to wear their PE uniform clothing. They must have their bathing suits on under the PE uniform and have a towel for swimming. Children who are unable to **fully** participate in all the physical activities because of illness must

remain home.

The school uniform is required for all K-4 students. Uniforms may be purchased several times throughout the school year. The purpose of the school uniform is for students to identify with the philosophy of the Hathaway School and to feel a sense of common unity and pride with fellow students. It is expected that the uniform be kept clean and pressed and that all articles of the uniform conform to the dress code. We reserve the right to send a student home who is not wearing a clean, complete uniform. The school uniform is as follows: navy blue trousers, skirt or skort, white buttoned dress shirt (please no polo shirts because the tie cannot stay on) solid navy blue tie, the school royal blue sweater or vest, girls not wearing trousers should wear navy blue tights or knee socks, sneakers or dark dress shoes are appropriate foot wear.

Communication:

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. If concerns are not satisfactorily resolved at this level, the Board of Directors may be made available to pursue the matter further. Email communication with the Principal is also available. Information regarding the teachers, administrators and Board of Directors of the Hathaway School is available upon request.

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 and ensure that the child is under supervision before leaving the premises. Parents/guardians are responsible for ensuring that 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 re-enter 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.

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 a child up is under the influence of drugs or alcohol or is physically or emotionally impaired in any way and may endanger your child, 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.

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 such as Game Boys 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 school voicemail by 6:15AM, posted on bostonchannel.com, and the school website hathawayschool.com. For matters of safety if the Lynn or Swampscott public schools are cancelled transportation provided by the Hathaway School will also be cancelled if the Hathaway School remains open. It is the responsibility of the parent to provide transportation to school and home during a public school closing.

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. The Hathaway School Preschool Program is open Monday-Friday, 7:30am-5:30pm, 52 weeks per year, except in the case of holidays (see Holidays) and emergency weather conditions. The elementary school operates September to June from 8:00am-3:00pm (there is an optional after school program available from 3:00pm-4:15pm). The school phone number is: (781)595-5859. 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/Closures for the 2008-2009 school year:

- ◆ New Year's Day
- ◆ Martin Luther King Day
- ◆ Presidents' Day
- ◆ Patriots Day
- ◆ Memorial Day
- ◆ Columbus Day
- ◆ Veteran's Day
- ◆ Thanksgiving
- ◆ Christmas

The first day of school is Wednesday, September 9, 2009 The elementary school grades K-5 will also close on the following dates: December 24-January 2, 2010 February 15 -21, 2010, April 19-25, 2010 The last day of school is June 18, 2010.

Notable Dates:

School pictures: TBA. If you have children in both the preschool and elementary school both groups will have their pictures taken on the preschool day session to accommodate a family group picture. We will close at noon to prepare for the school Christmas Pageant on December 11, 2009 (*date is tentative*). On May 14, 2010 and June 18, 2010 (*dates are tentative*) the entire school will shut down at noon time to prepare for the school play and the graduation/award ceremonies. There will be no after school programs on these dates. June 16, 2010 at 10:00 AM is scheduled for the preschool and kindergarten graduation ceremony.

If one of the above days falls 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. Parents are provided with a listing of school holidays and events with the registration packet. School closings for the preschool and K-4 classrooms varies. Please refer to the holiday closing calendars for these programs.

Homework and Extracurricular Club:

Students enrolled in our K-4 program participate in our homework and extracurricular clubs. This program runs from 3:00-4:30 and in special circumstances up to 5:30 with prior approval from the Principal. The Homework Club is not designed to do class projects or reviewing for tests with students. These types of assignments are to be done at home with parental involvement. Remediation in reading and math are addressed as well as basic homework assignments. Remediation in reading and math are addressed as well as basic homework assignments.

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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. 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.

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.

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.

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. One particular aspect of concern is the risks associated with children's clothing that may become entangled with climbing or sliding equipment and create a hazard that might lead to strangulation or other serious harm. Parents should be aware of the potential strangulation hazards of drawstrings on clothing.

In the event your child 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. Center management or 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 center
- (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.

Materials:

Students are expected to have a school supply box filled with pencils, crayons, markers, dry erase markers, a pair of scissors, glue sticks, ruler, a student dictionary and homework folders (K-4 only on these last three items) at the start of the school year and replenished every two month or when needed. Books are included in the cost of tuition. If a student loses a book it will become the responsibility of the parent to pay for the replacement item.

Meals:

Breakfast is served from 8:00-8:15. If your child arrives after 8:15 you must make sure that your child has already eaten breakfast before arriving to school. Children transported to school by our school vans arrive too late to participate in the Breakfast Program so they must have eaten breakfast before getting on to the van. All meals and snacks are included in the price of tuition. 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 ECC is the state agency that oversees all licensed child care in Massachusetts and has reviewed, inspected and licensed the Hathaway School for 60 preschool children and 60 after-school students. The Hathaway Elementary School is fully licensed through the Massachusetts Department of Education.

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.

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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:

Tuition is always due by the close of the last Wednesday of each month for the month in advance. A \$15.00 late fee is charged for any payments received after the due date. If payment is not received by the Friday of the due date your child may not be allowed admittance until all fees are paid. 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 month the payment amount and due dates. 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 who have child care vouchers are expected to pay their co-pays on the second and last Wednesday of each month for the weeks in advance. However, the late fee will apply if upon the scheduled bi-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 \$15.00 late fee policy 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 tuition payments to teachers or to the bus drivers.

Tuition Payment Due Dates for the 2009-2010 School Year

Elementary School and After-School Programs due the last Wednesday of the month. The due dates are: Aug 26th; Sept 30th, Oct 28th, Nov 25th, Dec 30th, Jan 27th, Feb 24th; Mar 31st; Apr 28th; May 26th;

*Summer program due dates vary.

Child Care Circuit and Lynn CPC participant payment dates: Tuition is due in advance on the 2nd and last Wednesday of the month. These dates are: Sept 9th and 30th; Oct 14th and 28th; Nov 11th and 25th; Dec 9th and 30th; Jan 13th and 27th; Feb 10th and 24th; Mar 10th and 31st; Apr 14th and 28th; May 12th and 26th; June 9th and 30th; July 14th and 28th; Aug 11th and 25th, 2010. 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.

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. Grades K-4 will receive at least four progress reports and four report cards through out the school year. All reports are accessed via our website www.hathawayschool.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 form 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. The Principal is responsible for making all referrals. 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 or available records. When observations and/or record review indicate that a child is in need of additional services, an appropriate referral shall be made.

The Head Teacher/Principal shall document in each child's file all concerns leading to the determination that a referral is necessary. Before a referral is made, the Head 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.

The Head 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 the may need.

The Head Teacher shall document all referrals made, all related parent conferences and results/outcomes. With consent of the parent/guardian, the Head 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 provide who received the referral determines that the child is not in need of services from this agency, or is ineligible to receive services, the Head Teacher shall review the child's progress every three months to determine if another referral is necessary. The Head Teacher is responsible for seeing that the procedures outlined herein are followed. The Director 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 Beverly Hospital
Audiology Service
Herrick Street Beverly, MA 01915
978-922-3000, ext 2690

New England Medical Center Gary Wheeler,
DDS 750 Washington Street
284 Broadway
Boston, MA 02111
Lynn, MA 01904
617-636-4600

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.

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. In all cases, families will be notified and the confidentiality of information related to the children will be maintained.

Sibling Discount:

Families with two children enrolled receive 15% off the tuition of the older sibling. When three children are enrolled, families receive 15% off the tuition of the two oldest siblings. (full-time enrollment only)

State Regulatory Agency:

A state regulatory agency may review your child's record in order to ensure the school has followed its 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 reasonably 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 without your written, informed consent, nor will we provide a list of names, for any reason, without your consent. "Activities" shall mean, but not limited, to:

- ◆ Publicity, including photographs and participation in the mass media
- ◆ Surveys-other than those carried out by the school.

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 placed on our website or within the school.

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.

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 Social Services(DSS) will determine appropriate action and may conduct an investigation. It becomes the responsibility of DSS 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, are 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 car 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 statue may not encompass every employee, it is the school's position that each employee or volunteer conduct himself or herself 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 Lead Teacher and the Director
- (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 Director will make every effort notify the family that a 51A has been filed or it 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 is 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 in 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 an 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.

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 Board of Directors if the abuse allegedly committed is by the Director.

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 whom the allegation has been made
- ◆ Other employees who are aware of the allegation

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 Social Services (DSS) is required.

In order to protect the staff involved, the administration will keep the allegations confidential, to every extent possible.

Reporting to the Department of Social Services (DSS) and Office of Child Care Services (ECC):

The Principal will make the decision to file a 51A with the DSS 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 OCCS requires.

If DSS screens in the report (they determine it to be a reportable condition) they will initiate an investigation.

If DSS screen out the report (they determine the incident(s) is not a reportable condition) everyone involved will be notified that DSS 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:

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 DSS 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.

The Director of the Hathaway School will speak for the school in response to inquiries from investigators and the media.

Any staff person contacted by DSS, 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.

When allegations of abuse or neglect have been substantiated or when the information receives media coverage, the Director will meet with staff to inform them of the charges. Specific allegations will not be discussed.

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:

If DSS substantiates the allegation of abuse or neglect by a specific staff person the Principal will make the decision for termination. 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.
- ◆ She the time out area be used, the child is removed fro the group area and placed in the chair 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 OCCS licensing requirements, which make compliance a serious matter. When DSS substantiates an allegation of institutional abuse or neglect, they have the further responsibility for notifying OCCS since it would appear to be a licensing violation
- ◆ Disciplinary steps, such as written warnings, probation, suspension and termination will be taken by the Director when staff are found to have violated the Discipline Policies in a manner that does not appear to make it reportable to DSS.
- ◆ If DSS does not substantiate the allegation of institutional abuse or neglect the staff member may be reinstited 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.