

Woodside School and Community Resource Center, Inc.
34 Southers Marsh Lane
Plymouth, MA 02360
(508) 830-3384 (508) 332-0262 Cell
FAX (508) 830-0989

Welcome to WOODSIDE School and Community Resource Center.

This handbook and the health care policy contain information that parents and caregivers need to know about Woodside policies and procedures to ensure the safety and wellbeing of the children enrolled in the school.

It is important to keep these resources available for reference throughout the year.

Woodside Philosophy and Goals

Woodside School and Community Resource Center, Inc. is a nonprofit 501(c) (3) education organization. It welcomes diversity and does not discriminate on the basis of color, race, national and ethnic origin, cultural heritage, religious or political beliefs, sexual orientation or marital status, or disability, in administration of its educational policies, admission policies, scholarship programs, other school administered programs, and in employment practices. Toilet learning status is not an eligibility requirement for children to be enrolled.

Woodside was created as an interactive learning environment for young children to develop understanding of the larger meaning of life and the importance of stewardship. Goals emphasize respecting children's learning through interaction with other children, adults, and the environment; empowering families to meet the needs of their children; creating ongoing support systems within the community; and strengthening the community's ability to best serve families.

Programs at Woodside School are based upon developmentally appropriate practices as described by the National Association for the Education of Young Children (NAEYC) and the MA Department of Education Standards, to provide for all areas of a child's development: cognitive, emotional, social, and physical, through a child-directed, active, play-based, and integrated approach. Programs also draw from current literature, research, and models such as Reggio Emilia, Montessori, Waldorf, and Highscope, that focus on early childhood education, child development, and family systems.

The learning environment is organized by teachers to provide key experiences to support young children's learning through a curriculum based on interactive, process-focused activities involving: initiative, social relations, creative arts, literacy and language arts, music and movement, math and manipulatives, science exploration and discovery, sand and water play, building, creative play, nature, outdoor exploration, and large motor play.

Transportation Plan for safe arrival and dismissal during the COVID pandemic:

Parents are responsible for providing transportation and for the safe arrival of children to and from school by complying with the 2008 **Massachusetts Child Passenger Law** requiring children to be secured in a car seat/booster seat until the age of 8 or 57 inches tall. Note that the safest place for a child is in the back seat.

Arrival: *Drivers should plan to arrive within the first 15 minutes of the session.*

1. Drivers should enter Southers Marsh Lane from Federal Furnace Road, bear left to drive past the Southers Marsh Golf clubhouse and up the hill past the golf driving range to park in a line in the school upper parking area, parallel to Woodside.
2. Drivers should pull up in front of the designated class entrance:
Group 1: the outdoor classroom gate; Group 2: the front door entrance.
3. Drivers must turn off car engines and remove ignition keys to assist with unbuckling the student's seat belt/car seat and to gather the student's backpack and belongings.
4. Adults are required to wear face coverings/masks and keep socially distanced from other families. Students are encouraged to wear face coverings, when arriving, if possible.
5. Drivers must escort students, holding hands in the parking lot and on the path, to their designated entrance.
6. Drivers must verbally affirm the health of the student and complete the digital health check. A staff member will check students in by scanning the driver's Brightwheel app.
7. Students will be greeted and escorted to the classroom by a staff member.
7. Drivers should exit the parking area by driving down the hill, toward the entrance road.

Dismissal: *Drivers should arrive promptly, 5-10 minutes before dismissal time. If drivers are delayed, a text is encouraged to alert teachers and to inform children.*

1. Drivers should enter the parking lot by Southers Marsh Golf clubhouse and park in a line as described previously.
2. Drivers must turn off car engines and remove the ignition keys before getting out of the car.
3. Adults are required to wear face coverings/masks and keep socially distanced from other families.
3. Drivers must check in with Woodside staff at the designated pick up area to be digitally dismissed via the Brightwheel app.
4. If someone other than the regular driver is picking up, previous parental authorization is required. Proper identification must be available for confirmation.
5. Drivers must escort the student and hold hands on the path to the parking area.
6. Drivers must abide by the 2008 Massachusetts Child Passenger Safety Law by using a car seat/booster seat as required and by properly securing the seat belt of each child.

Outdoor Classroom Policies

The outdoor classroom is an extension of the Woodside learning environment. Children are expected to respect the outdoor area, to use and store materials and outdoor equipment appropriately, and to honor safety rules. Children are only allowed to use the monkey bars during class time under supervision of a teacher. During dismissal, the monkey bars will be closed.

Field Trips with Transportation

There will be no field trips away from school during the COVID pandemic.

Clothing

Children should be dressed appropriately for all weather and be prepared for daily outdoor play. **Sturdy shoes, rain boots, snow boots, play clothes, and weather appropriate outer wear with layering options are necessary for children to participate comfortably in all activities.** Extra clothing from home should be brought to school in a labeled backpack or tote bag and should also include underwear, socks, shirt, and pants. Clothing such as boots, jackets, hats, and mittens, should be labeled with the child's name, to avoid loss or confusion.

School Cancellation Policy/Email Contact List

If Plymouth Public schools are closed due to inclement weather, Woodside will also be closed. If Plymouth Public Schools have a delayed start, Woodside morning classes will be cancelled. Delayed start time for full day students will be at 11:00 AM. The Afternoon Class will begin at 12:15.

Woodside School closures will also be **posted on Woodside's Facebook** page. The **Brightwheel** app and an email list will be used to facilitate communication between the school and families, to cancel classes if necessary while children are in session, to share information, or to alert families in emergencies. A designated cell phone (508-332-0262) is maintained for use when the regular phone is not in service.

Please refer to your Health Care Policy for further information about contingency plans for emergencies.

Health/Sickness/Specific Needs: COVID Protocols

It is necessary for parents to keep children at home when they feel ill, and/or have a fever or have symptoms of a contagious disease, or exhibit COVID symptoms, to protect the other children, their families, and the Woodside staff from being exposed unnecessarily to infectious illnesses.

See the Health Care Policy for additional information regarding COVID protocols.

Parents must call Woodside to inform the Director and/or Staff of absences.

If a child becomes ill at school, the Director will provide a quiet area for the child to rest away from the other children, and will provide food, drink, play materials, a soft blanket, and a cot or a chair, as desired or if needed. The parent, or if the parent is unreachable, an authorized alternate caregiver, will be called to pick up an ill child as soon as possible before regular dismissal. All teachers are trained in emergency First Aid procedures.

In a severe emergency, EMT Rescue Assistance (911) will be called first and then the parent/alternate. If necessary, after assessment, for further evaluation or for safety, the child may be transported to the hospital.

The staff will notify parents in person, in writing, or by phone or email, when a communicable disease has been introduced into the school.

The Health Care Policy is posted in the office and in the Resource Room for reference.

Parents of children with medical, health, and/or other special needs, or who may require medication during school hours, or who may require a specific plan for accommodation as needs are identified, must meet with the Director to discuss Woodside policies and procedures, and to develop an individualized emergency action plan together. This plan must be authorized by a physician before the child may attend class.

Snacks/Food Allergies

Woodside provides a mid-morning and afternoon snack of water, and/or fruit juice, fruit or vegetables, and/or crackers, and/or one of the children's cooking projects. Snacks are planned on a weekly basis. A snack calendar is posted in the kitchen.

Please Note: We have established Woodside as a peanut and nut free environment due to the highly allergic and life-threatening reaction of some children to nut proteins. We ask that all peanut and nut products be kept at home to provide a safe school environment for those children who would be at serious risk if exposed to such allergens.

It is important to be aware that many processed food products and most candies may contain or could be contaminated by traces of food allergens and/or may have additives in their ingredients.

Unless the Teachers and/or the Director have been previously notified and have given specific permission, no additional food should be brought to school.

Lunch Policy and Procedures

To support families with scheduling and/or other needs, a lunchtime option is offered for children, Monday through Friday from 12:00 until 1:00. Advance registration through a call or email is requested so staff can plan for appropriate supervision and learning activities.

The cost is \$10.00 per hour/per child, billed at the end of each week or month. Parents provide a nutritional, peanut/nut-free lunch, which will be stored in the child's backpack in the classroom. Please include an ice pack for optimum food safety.

As recommended by the USDA Child and Adult Care Program, a nutritional lunch includes the following: meat or protein, a serving of fruit and/or vegetable, bread or complex carbohydrate, and milk, juice, or water.

We ask that parents check lunch choices carefully to avoid sending any peanut or nut products to school. Please read all labels of prepackaged foods such as granola bars and individual snacks from larger packages to determine whether the food product is peanut and nut-free and is not possibly contaminated during the manufacturing process. We request that no candy be included in the lunch for safety and nutritional purposes. Please let the teachers know, and/or label appropriately, if soy nut or sunflower butter is substituted for peanut or other nut butters, as it is difficult to distinguish the difference. Food will be returned home unless labeled as free from peanuts/nuts. As an added precaution, children are not permitted to share food at school.

We ask that all adults develop awareness and understanding, show consideration, and support us in providing a safe environment for children with life-threatening allergies.

Tuition/Extended Hours

Annual tuition is based on **10 equal payments, the first due with the enrollment agreement in the spring or summer**, and the remaining installments **paid at the beginning of each month, September through May**. Contactless payments may be made through the Brightwheel app.

Parents are expected to inform and update the Director when financial support is needed so alternate plans may be created. A flexible payment schedule throughout a 12-month period may be created for budgeting needs if a family experiences hardship or an unexpected financial challenge because of illness or disability or the loss of a job. Ongoing, late or missed payments impact Woodside's fiscal responsibilities and viability. The best interests of the child and family are considered, yet further action, including termination, may be taken if necessary.

To help with family schedules and needs, **extended hours until 3:00 or 4:00** (depending on group/designated teacher) **are available for an additional fee of \$10.00 an hour**. Advance registration is required to plan for staffing and learning activities. Extended hours are billed at the end of each week or month.

Family Involvement and Communication

Woodside's mission focuses on providing support for families to strengthen connections between parents, children, and teachers, and to develop resources and understanding through community. **All adults in the Woodside community are expected to work cooperatively to maintain a safe and respectful environment for each other and for all children.**

Family involvement is an integral part of Woodside programming, yet *during the pandemic Woodside must limit parent participation in the classroom.* There are other ways for families to support Woodside during these unprecedented times: donation of supplies, help with the gardens, cleaning and maintenance, loose parts or equipment to enhance the outdoor classroom, or help with fundraising and grant writing. We appreciate families' contributions of resources, time, and talents.

Teachers will communicate with parents about their children on a regular basis throughout the year. Arrival and dismissal procedures are meant to facilitate this, although this year COVID protocols require less interaction. Teachers will establish an individual communication plan with parents, such as using email or phone calls as needed and when requested. Parents are invited to join the Brightwheel app for regular updates of their children's activities.

Parents are usually welcome to visit, unannounced, whenever their child is in class. ***Please note that during the pandemic, parents and caregivers will not be allowed inside the school.***

Photos of children's activities while at school will be shared with families through the Brightwheel app. They will not be posted on social media without parental permission and are never tagged.

Teachers and the Directors are available and willing to help families. Parents and teachers are encouraged to share information on a regular, ongoing basis. ***Whenever there is a question or a concern, parents are encouraged to call or email the school.*** If more information, time, or additional resources are needed or requested, a meeting can be arranged with the Teachers and/or Directors, to develop plans and support.

As a learning community, Woodside acknowledges and welcomes the expertise, skills, and ideas of families. Parents are encouraged to attend Board meetings and to participate in committee work. The Board of Directors includes a voting parent representative. In addition, the annual evaluation of our programming includes a parent questionnaire and the opportunity for parents to have input when creating plans.

Information and memos for parents are posted on Brightwheel, the Woodside Facebook page and on the Woodside Website. School policies, philosophies, and curriculum, parenting information and handouts, and news of local programs and activities are made available. Parents are appreciated as additional resources and are encouraged to share pertinent information with Teachers and the Directors so that it can be communicated to other families through these sites and Woodside newsletters.

Woodside Library/Resources/Parenting Discussion Groups

Woodside has an extensive collection of books, publications, and written handouts on child development, parenting, and topics of interest for parents with children of all ages. They may be borrowed from the Resource Room if they are signed out and returned in a timely manner to ensure availability. If parents would like information about a specific topic, Teachers and the Directors can provide additional resources.

Woodside's Facebook page shares informational links concerning child development, parenting, and educational resources.

Parenting Discussion Groups are facilitated by Nancy Stearns, a Certified Parenting Educator, and have met regularly, several times each month, to offer further information and support. Meetings during the pandemic are TBD. However, please feel welcome to contact the Teachers or Directors if more information would be helpful for any parenting situation.

Behavior Management Plan

It is important to maintain a safe, orderly learning environment where children feel encouraged to explore opportunities that foster their growth and development. A general, proactive plan, based on positive guidance, has been created to help children learn how to manage daily challenges and life events. It describes appropriate behavior for school, using clear expectations and developmentally appropriate, consistent limits and supports to help children feel safe physically and emotionally. The goal is to develop self-control through understanding, problem-solving, conflict resolution, and accountability. It helps children develop respect for themselves and others, as well as for the bigger world. Children will participate in the establishment of such expectations, limits, and procedures through individual or group discussion as specific situations occur, when appropriate and feasible, to help develop the classroom community and culture. Teachers will encourage and acknowledge appropriate, respectful, and helpful behaviors that children demonstrate, in a regular, ongoing fashion.

If a child's behavior becomes disrespectful, inappropriate, unsafe, or disruptive, the following procedure will be followed:

1. The Teacher will interrupt the child's activity/interaction and speak with the child respectfully to develop understanding of the situation, identify underlying issues, and to clarify what is appropriate.
2. Through discussion with the child, the Teacher will help the child develop a specific plan of action to resolve the issue and support responsible behavior, which will be agreed upon by all involved.
3. The child will then be allowed to resume the activity/interaction and will be encouraged to demonstrate understanding of the expectation, with supervision and guidance from the Teacher.
4. The Teacher will continue to help the child follow through with the plan, by supporting appropriate actions, by contributing suggestions or cues, by redirecting behaviors, and/or by modeling positive responses. If the child continues to have difficulty regulating emotions, fulfilling expectations, and/or maintaining safe behavior despite support and guidance, the child will be redirected to another activity and/or space, with continued adult supervision.
5. When the child shows interest to resume the activity/interaction at another time, the expectations will be reiterated, and the action plan revisited. The discussion will focus on developing awareness and understanding of appropriate behavior as agreed upon previously. Teachers will help the child fulfill the expectations through positive encouragement and acknowledgement of the child's efforts, and with support when needed.

6. If a child injures another, the injured child will be cared for and comforted. The children will then be guided through the above procedure, with additional focus on learning safer alternatives to resolving problems.
7. Children are encouraged to see cause/effect, how their decisions or actions impact others, and how to make amends or correct an action independently of adult intervention when it is safe to do so. Therefore, at times Teachers will observe and be available to intervene, yet let children experience frustration or other feelings to gain experience with conflict resolution more independently, to learn to self-regulate, and to develop communication skills.

The following practices are strictly prohibited and will not be used: spanking or other corporal punishment of children; subjecting children to punishment, humiliation, neglect, verbal or physical abuse; depriving a child of outdoor time, meals or snacks, force feeding or in any way using food as a form of discipline; punishing a child for soiling, wetting, or not using the toilet; confining a child to a piece of equipment for an extended period of time in lieu of supervision; using "time out" as a consequence. Rewards or other manipulative responses will not be used.

The Director is available to assist the Teachers in any situation, and to help create proactive discipline plans. A conference with the child's parents, Teachers, and/or the Director may be arranged to further acknowledge issues and concerns, offer information and resources, and to collaboratively formulate a proactive plan in the best interest of the child. Follow-up discussions to offer support and information will be provided as needed.

Assessment of Child's Progress/Conferences

Ongoing assessment is an integral part of the Woodside program. Assessment is used to support children's learning by identifying strengths, interests, and needs. Teachers use the information to make decisions about teaching practices and to create learning environments, develop curriculum goals, and to communicate and collaborate with families. Ongoing observations of children take place in the classroom and in the outdoor learning environments, to obtain information on health, learning styles, and on all areas of development: cognitive, language, social-emotional, and physical, including self-help and life skills. An individual portfolio is created which shows the process and progress of each child's development and learning through samples of work and photo documentation.

Teachers value the importance of using both informal and formal opportunities to exchange information with parents on a regular, ongoing basis through daily contact at arrival and dismissal, newsletters, emails, and phone calls. In addition, Parent/Teacher Conferences are held at least twice a year, usually in the fall and again in the spring, to discuss each child's growth and development and to review the child's portfolio.

Teachers are trained to use a variety of assessment tools and prepare a written summary of observations guided by developmental checklists, learning objectives, and assessment criteria, which is the basis of the discussion. A copy of each conference form is given to the parents and is also kept on file. Parents with children who are identified with special needs and who are receiving services will be given a written report assessing the child's progress every three months.

Referral Services Policy

At times a child enrolled in the program may benefit from an evaluation from an outside service. This may be in the areas of speech, language, cognitive development, gross and fine motor development, and/or social/emotional development. Referral may also be necessary for an evaluation concerning dental health, sight and/or hearing.

When there is a concern and/or a need is identified, the Teacher will inform the Director. The Teacher and the Director will review the child's file. The Director will observe the child in the classroom setting, using the "Trans-Disciplinary Play-Based Assessment" ("TPBA") by Linder as a guide and/or other assessments. The Teacher and the Director will meet to evaluate their observations and formulate a plan to accommodate the child's needs. The Director will document the observations as well as any recommendations for further action. A conference will be set up by the Director with the parents to discuss the information and to make recommendations. The "Ages and Stages Questionnaire", used by teachers for individual children, also may be made available to parents, which is designed to be used by parents at home, with instructions for scoring. If it is determined that a referral would be helpful, the Director will inform the parents in writing of the reasons for referral, including a summary of observations and the efforts that have been made to accommodate the child's needs at Woodside. The written record of conference will be maintained in the child's file. The Teacher and/or Director will help in making the referral and shall have written parental consent before any referral is made.

Once referred, it will be the responsibility of the Director to serve as liaison, providing information to the parents and the agency. Some families may use the services for testing, or the child can be provided with services during hours when the child is not attending Woodside. With parental permission and input, the referral agency will be requested to provide information and assistance to the Director so that a plan can be created to meet the child's needs while at Woodside. The Teacher, in collaboration with the Director, will have responsibility for the implementation of this plan.

The Director will provide support for ongoing assessment and planning as needed. The child's progress will be reviewed, and a written report given to parents at least every three months.

Public School Resources

Plymouth: Stacey Rogers, Special Education Director	508-830-4343
Plymouth Early Childhood Center (PECC)	508-830-4347
Silver Lake (Kingston, Halifax, Plympton):	
Mary Sullivan Kelly, Administrator, Special Education	781-585-4382
Telephone numbers for other school districts will be provided upon request.	

Other Agencies:

Kennedy Donovan Center, Inc. (Early Intervention)	508-747-2012
MA Dept. of Public Health:	
Southeast Regional Office, New Bedford	508-984-0600

MA Dental Society, Boston
MA Medical Society, Physicians

800-342-8747
800-322-2303

The Plymouth Family Partnership Resource Book may help families seeking other agencies for assistance. The Director is available to assist families seeking information, resources and community support.

Suspension/Termination Policy

Procedures are followed according to the Woodside Behavior Management and Referral Policies to avoid the suspension/termination of children due to challenging behavior. A conference with parents, Teachers, and/or Director is arranged to discuss concerns and issues, to provide information and resources, and to develop a plan for behavioral intervention in the program, including the use of consultation and support staff for classroom Teachers. Family support and resources for managing behaviors at home are provided. Referrals are offered for evaluation, diagnostic or therapeutic services.

If after implementation of the referral process, it may be determined that a child be asked to withdraw from Woodside School if the health and safety of the child cannot be assured, and/or the child's developmental needs are not being met at the school.

A parent conference will be held with the Director and the circumstances and reasons for withdrawal will be discussed and documented, and a written copy of this conference will be given to parents and placed in the child's file. The circumstances under which a child may return to the program will be decided on an individual basis.

The Director will inform parents of the availability of information and referral for other services through the Community Care for Kids and other agencies.

The Teachers will prepare the child for withdrawal in a manner consistent with the child's ability to understand. All adults in the Woodside community are expected to work cooperatively to maintain a safe and respectful environment for each other and all children.

Children's Records

Woodside follows specific procedures, as directed by the Department of Early Education and Care (EEC), regarding access, duplication and dissemination of children's records.

Information contained in a child's record is privileged and confidential. This includes any individual screening or assessment information, which will be used to create individualized educational plans. Woodside School will not distribute or release information in a child's record to anyone not directly related to implementing the program for the child without the written consent of the parent/s or legal guardian. The child's parent/s will have access to the child's record upon request. Such access will not be delayed for more than two business days after the initial request without the consent of the child's parent/s. The Director will maintain a written log in each child's

record that identifies anyone who has had access to or has received any information out of the record.

Woodside shall not charge for copies of any information contained in children's records.

Amending the Child's Record:

Parents have the right to add, delete, or amend information, comments, data, or any other relevant materials in their child's record. Such requests must be made in accordance with the procedures as described below:

- 1.If parents are of the opinion that adding information is not enough to explain, to clarify, or to correct objectionable material in their child's record, they have the right to a conference with the Director to make their objections known.
- 2.The Director will render a decision in writing within one (1) week after the conference, stating the reason/s for the decision. If the decision is in favor of the parents, steps will be taken immediately to put the decision into effect.

Transfer of Records:

Upon written request, the Director will transfer children's records to the parents or to any other person the parents identify, when children are no longer in care at Woodside.

Policy for Reporting Abuse or Neglect

All staff members are mandated reporters and shall report suspected child abuse or neglect, following the protocols as described:

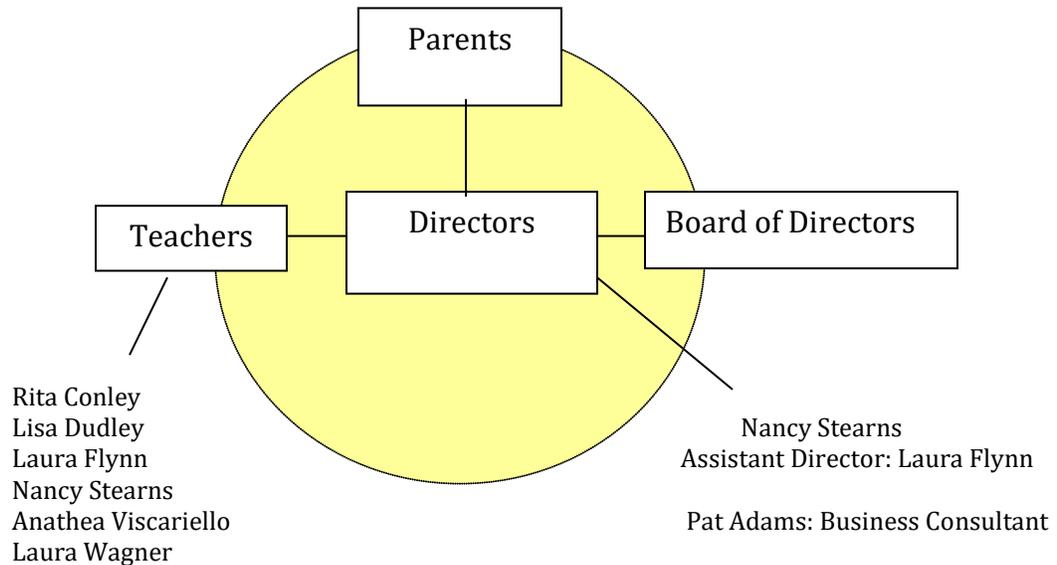
The staff member will document any concerns and notify the Director or designee. The Director will report suspected abuse or neglect to the Department of Social Services. The Director or designee will notify the Department of Early Education and Care (EEC) immediately after filing a 51A report. The Director will notify the parent/s or guardian of the report.

If a 51A is filed naming a staff member, the Director will immediately separate the staff member from the children and will notify the EEC. The staff member will perform tasks unrelated to the care of children until the D.S.S. investigation is completed and for as long as the EEC requires. Refer to the Health Care Policy for further information.

Woodside School and Community Resource Center Organizational Information

Woodside School and CRC is an incorporated 501(c)(3) non-profit organization created for an educational purpose, with a Board of Directors. A list of current members of the Board of Directors and the by-laws are available from the office.

The Administrative organization is as follows:



Woodside is a 501(c)(3) nonprofit organization based on a collaborative model. By-laws include the Director/s, a member of the teaching staff, a current parent, and representatives from the community as voting members of the Board of Directors.

Board meetings are held regularly throughout the school year to review, assess, and to develop Woodside programs and policies. Meetings are open to all. Parents are welcomed and encouraged to attend meetings and to join Board Committees.

The Board of Directors is committed to keeping Woodside a viable option for families who value high quality early childhood education and family support programs. Tuition alone does not cover the operating costs. Grant writing and fundraising broaden the base of support, educate the public about the positive effect of quality early childhood education and family support programs, and supplement tuition income to meet specific goals.

The Licensing Authority for Woodside School is the MA Department of Early Education and Care (MA EEC).

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34 Southers Marsh Lane
Plymouth, MA 02360
(508) 830-3384
FAX (508) 830-0989
Woodside Emergency Cell (508) 332-0262

HEALTH CARE POLICY

A. EMERGENCY TELEPHONE NUMBERS

Health Care Consultant:

Dr. Marietta Calisto-Cooney
139 Sandwich Street
Plymouth, MA 02360
(508) 747-9700

EMERGENCY 911

(Fire Department, Police Department, Ambulance/Rescue)

Poison Control Center 1-800-682-9211

Health Officer; Emergency 508-830-4090

Emergency Management 508-830-4076

Hospital/Emergency Health Care Facility:

Beth Israel Deaconess (previously known as Jordan) Hospital

275 Sandwich Street

Plymouth, MA 02360

Telephone: (508) 746-2000

Designated Adult: Director: Nancy Stearns

B. PROCEDURES FOR EMERGENCIES

1. The Director or a designated adult will call 911.
2. Instructions from 911 will be followed, and first aid will be provided if appropriate.
3. The Director will notify the parent or emergency contact person and the child's pediatrician.
4. The Director and/or Educator will remain with the child until the parent or emergency contact person arrives.
5. The Director and/or Educator will document the emergency using the Injury Report Form.

Procedure for Walking Field Trip Emergencies (out of fenced area)

1. Whenever leaving Woodside School grounds, Educators will bring the Emergency Kit, a cell phone, and children's medication if appropriate.
2. If an emergency occurs, the Designated Educator will call 911.
3. The Educator will provide First Aid if appropriate.
4. The Educator will call the Director at Woodside.
5. The Director will call the parent or emergency contact person **and** the child's Pediatrician.
6. The Educator and/or Director will stay with the child until the parent or emergency contact person arrives.
7. The Educator and/or Director will document the emergency using the injury form.

C. NON-EMERGENCY ILLNESS, INCIDENT, AND/OR INJURY:

1. The Educator will assess illnesses, incidents, or injuries. The Educator and/or Director will provide First Aid if needed, and isolate a child showing COVID symptoms.
2. If further action seems appropriate, the Educator/s will consult with the Director.
3. The parent or emergency contact person will be called if the child should be dismissed because of COVID symptoms or other illness, incident, or injury.
4. The Director, Educator, or a designated staff member will monitor the child until the parent or emergency contact person arrives.
5. The Health Care Consultant or the child's Pediatrician will be called for consultation when appropriate.
6. The Educator and/or Director will document the situation using the injury form and will sign the form.
7. The injury form will be signed by the parent/driver and a copy will be provided.

D. PROCEDURE FOR USING AND MAINTAINING FIRST AID EQUIPMENT

1. **Location of First Aid Kits:**
 - a. Small wall cabinet in Classroom 1.
 - b. Small wall cabinet in Classroom 2.
 - c. Upper shelf in closet in Classroom 3.
 - d. Outdoor Shed with secured door.
 - e. Emergency Kit in Woodside bag in kitchen.
2. **Contents of First Aid Kits:**
Adhesive tape, gauze bandage, band-aids, disposable non-latex gloves, scissors, bandages, a compress, tweezers, gauze pads, an instant cold pack, and a thermometer.
3. **Contents of Emergency Kit:**
A cell phone, Class lists, First Aid and Emergency Care Medical Consent and Authorization Forms, First Aid Kit, bottled water, and children's medication.

4. All Educators are trained in an approved (by Health Care Consultant) Pediatric First Aid Training and are responsible for administering First Aid in accordance with the procedures in the American Heart Association Heartsaver First Aid and CPR Manual (in office).
5. The First Aid Kits are maintained for use during the Summer Program.
6. The Director is responsible for maintaining First Aid supplies.
7. First aid procedures are followed according to the American Heart Association Manual.

E. PLAN FOR INJURY PREVENTION 7.11(5)

1. Director and Educators monitor and maintain the school daily, indoors and outdoors, to ensure children's and adults' health and safety. The building is inspected annually by the Town of Plymouth.
2. Staff supervises and protects children and adults from hazards, including electrical shock, or burns, and cautions them to avoid slipping, tripping, or falling.
3. Any observed hazard which cannot be removed or repaired immediately will be reported to the Executive Director for further review and action.
4. Staff protects children and adults from environmental hazards, such as pollution, extreme cold, high heat and/or humidity, by eliminating or restricting outdoor time when necessary to avoid exposure.
5. Building maintenance (such as painting, floor refinishing) which would cause hazards, such as fumes, are scheduled on weekends, during vacation, or during the summer when the building can be properly ventilated and when children are not present.
6. No smoking is allowed inside the school building or in the outdoor school environment.
7. No firearms or other dangerous weapons are allowed inside the school or in the outdoor school environment.
8. Educators maintain teacher/child ratio (9:1 max) and ask the Director for assistance if needed.
9. Doors to the kitchen and office are closed during the day. Children enter the kitchen or office only when accompanied and supervised by an educator. The locking device for burners and the oven is on except when an adult is using the stove. Liquids and food over 110 degrees are kept out of reach of children.
10. Educators supervise outdoor play in conjunction with other educators by being aware of children's activity and by intervening when necessary. Children use monkey bars with educator supervision.

LOCATION FOR STORAGE OF:

1. Toxic substances, including cleaning supplies, are kept in a locked storage area.
2. Staff pocketbooks are stored in the office or out of reach.
3. Sharp objects, including staplers and adult scissors, are kept out of reach of children in the classrooms.

4. Children's medications are kept out of reach in the classrooms, in sealed, individually labeled, zip lock bags in a designated Woodside tote bag, for quick accessibility if needed.
5. Medications requiring refrigeration will be kept in a sealed, individually labeled, zip lock bag in a designated area of the refrigerator out of reach of children.

NOTIFICATIONS/DOCUMENTATION

1. Whenever First Aid is administered to a child, the Director and/or Educator will complete a written injury report form. A signed copy will be given to the parent.
2. The Director will notify the parent immediately of any illness, serious injury, or incident that requires dismissal. A signed written injury report form will be given to the parent within 24 hours.
3. The Director and/or Educator/s will notify the parent/driver of minor injuries or incidents at pick up time. The parent/driver will sign the injury report form and a copy will be provided.
4. A duplicate copy of the report will be placed in the child's file after being recorded in the Central Injury Log in the office. The Director will monitor injuries and incidents on an on-going basis, at least weekly.
5. Any illness/injury requiring medical treatment will be reported to EEC within 3 business days in accordance with EEC documentation requirements.
6. Serious injury or illness requiring emergency care or in-patient hospitalization, or the death of a child while being cared for in a program, will be reported by telephone immediately to the EEC by the Director.

F. PLAN FOR MANAGEMENT OF INFECTIOUS DISEASES 7.11(9)

Because of the Covid-19 Pandemic all families, children and staff members will be expected to follow EEC and CDC Guidelines to avoid the possibility of spreading the virus to others through exposure. Staff and families are directed to self-screen at home prior to coming to Woodside by checking for temperature (100.4 or greater), cough, shortness of breath, gastrointestinal upset, new loss of taste or smell, or other cold-like symptoms. Woodside Covid-19 Protocols include:

Masks are NOT REQUIRED for children enrolled at Woodside. Teachers will be required to wear masks throughout the day, as will parents and caregivers during arrival and dismissal. Children should become familiar with wearing a mask and with seeing the adults in their lives modeling safe practice. Children will be encouraged to wear masks when near other families such as during arrival/dismissal and as often as can be tolerated when indoors or in confined spaces, to show consideration to friends and teachers.

Individual Materials will be provided when possible, with each student having his/her own bag of crayons, pencils, scissors. Where materials require shared use, increased use of sanitation methods will occur.

GROUP SIZE/STUDENT COHORTS:

Children will remain with their **Primary Teacher(s)** for the duration of their school day, including their lunch and extended hours when scheduled.

Siblings will remain together to limit a family's exposure level as much as possible, leading to the natural creation of **Multi-Age Groups**.

SNACK/LUNCH: Guidelines include sanitizing surfaces before and after eating, using individual placemats as secondary safe surfaces and visual boundaries for food, individual servings using serving utensils and containers, handwashing before and after eating, adult supervision during eating, and strict labeling and storage. Children will be eating only within their cohort of students and with their primary teacher(s). Increased space will be given to allow for social distancing. Lunches will not be heated in the microwave.

ARRIVAL/DISMISSAL: No adults outside of staff are allowed inside the school building. Families are to arrive in a staggered fashion, between 8:50 and 9:15. to reduce overlap and exposure. Parents must honor physical distancing requirements. Departure will begin at 11:40- 12:00. See the protocols described in the Transportation Plan in the Parent Handbook.

INCREASED OUTDOOR TIME: As Covid-19 exposure risks are decreased when outdoors, much of the day's activities will be moved outside when possible.

WASHING HANDS: All adults and children are required to wash hands when hand washing would reduce the risk of transmission of infectious diseases to themselves and others.

1. Educators will instruct the children in the proper procedure for hand washing. They will be responsible for monitoring when and how children wash hands.
2. Adults and children will wash hands with liquid soap and running water from a faucet for at least 20 seconds, and then they will rinse with running water.
3. Hands will be dried, and faucets will be turned off, using disposable paper towels. Children and adults will wash their hands at the following times and as needed:
 - a. Upon arrival for the day.
 - b. After using the toilet or assisting children with toileting.
 - c. After handling bodily fluids (blowing or wiping nose, coughing on a hand, touching mucus, blood, or vomit).
 - d. Before and after meals and snacks, and when preparing or handling food.
 - e. Before and after playing in the water table.
 - f. After handling animals or materials such as sand or dirt, or after touching contaminated surfaces.
 - g. After handling garbage or cleaning.
 - h. Before and after administration of medication.
 - i. Before and after putting on/taking off gloves.
 - j. Before and after putting on/taking off masks.
4. Equipment and materials will be washed with soap, water, and will be disinfected

whenever soiled, and/or regularly throughout the day, and/or between use by different groups according to the posted Cleaning and Sanitation Frequency Table, and as directed by Covid-19 EEC Guidelines and Protocols.

- a. A Bleach Solution, created and used as a Sanitizer or Disinfectant according to the DPH guidelines, and environmentally safe disinfectants approved by the EEC, (Oxifir-5) will be stored in each classroom and in the kitchen, out of reach of children. A Soap and Water Solution will be stored in each classroom and in the kitchen.
 - b. Snack tables will be washed with a Soap and Water Solution, using disposable paper towels, and sprayed with the Disinfecting Solution before and after snack.
 - c. Any surface contaminated with body fluids (i.e. saliva, mucus, vomit, urine, stool, or blood) will be cleaned immediately with the Disinfecting Solution.
 - d. A toy that has been placed in a child's mouth will be cleaned and disinfected before use by another child. The toy can be disinfected by placing it in the dishwasher or by washing by hand, spraying it with the Disinfecting Solution and air-dried.
5. Children will be taught to cough into their arm. If they cough into their hands or use a tissue for their nose, they will be instructed to wash their hands.
 6. Windows will be opened during the day and after each session in each classroom to promote ventilation.

Infection Control

The Director and Educators are trained in accordance with Health and Safety in Child Care to use universal precautions when contacting blood spills and bodily fluids. Disposable, non-latex gloves, are in each bathroom, as well as in First Aid Kits.

1. When spills of bodily fluids occur, Educators will wash hands, put on gloves, and clean area immediately with detergent, and then rinse with water.
2. After cleaning, Educators will disinfect nonporous surfaces.
3. Educators will clean rugs by blotting or spot cleaning with detergent and disinfectant.
4. Contaminated or soiled clothing will be double bagged in sealed plastic bags, labeled with the child's name, and placed in individual cubby/backpack to be returned to the family.
5. Cleaning materials, including gloves, will be double bagged and disposed of properly.
6. Educators will wash hands after taking off gloves.

G. PLAN FOR MANAGING INFECTIOUS DISEASE CARE OF MILDLY ILL CHILDREN 7.11(8).

1. The Director will assess daily to determine illness. Common signs of illness are runny nose and/or eyes, change in skin color and/or energy levels, and fever.
2. A child showing signs of illness will be removed from the group to a quiet, isolated area. The child will be supervised by the Director or by a designated staff member wearing a mask, and will be given a blanket, food, drink, a book, or a quiet game, as appropriate, for comfort. The child will be encouraged to wear a mask.
3. The parent or emergency contact person will be called.
4. Until the parent or emergency contact person arrives, the Director or a designated staff member will continue to supervise and monitor the child's condition.
5. The child's pediatrician and/or the health care consultant will be called if further evaluation is deemed appropriate.
6. The child will be escorted to the door and outside by the designated staff person, transferring the child to the parent/caregiver.

ILLNESSES

COVID -19: Symptoms: May occur 2-14 days after exposure. Children must be kept home/quarantined for 14 days if/when exposed as the virus is highly contagious. People with these symptoms MAY have covid-19: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. Preventive measures: good hygiene and thorough handwashing often, using soap and running water, wearing face masks, social distancing of 6 feet, avoidance of others who may have exposed. Testing and contact tracing if exposed are highly recommended.

PINKEYE (bacterial conjunctivitis): Symptoms: Eyes are reddened, inner lids may be very red, and eyelids may have a slight discharge, or may become encrusted. (Allergic conjunctivitis is similar in appearance but is not contagious. When in doubt, a physician should be consulted.) The incubation period is 1-3 days. The duration of contagion is 2-5 days. Exclusion is no longer required for this condition although it is recommended that parents consult a health care professional concerning treatment. Preventive measures: good hygiene and thorough hand washing with soap.

RINGWORM: Symptoms: Flat, scaly spots on skin with central clearing, usually in circular shape but may be irregular. Spots may have raised borders around them. Borders may be slightly red in color. The incubation period is 4-10 days (skin) or 10-20 days (scalp). Duration of contagion varies. Children may attend school if all spots are covered. Preventive measures: good hygiene and thorough hand washing with soap. Avoid contact with infected areas.

SCABIES: Symptoms: Tiny red bumps or blisters, severe itching. The incubation period is: first time: 1 month; reinfection: 2-5 days. Duration of contagion varies. Children may return to school if under a physician's care for the infection. Preventive measures: avoiding close contact with someone who is infected. Children may return to school after treatment is completed.

SCARLET FEVER: Symptoms: Varies. Usually there is a very high fever; red, sore throat and tonsils, and furred tongue. On the second day, a bright scarlet rash appears on the face

and gradually spreads over the rest of the body during the two days that follow. The incubation period is 1-7 days. Duration of contagion: contagious for 24 hours after being treated with antibiotics. Preventive measures: unknown. A physician should see children who have been exposed and who have symptoms.

STREP THROAT: Symptoms: Headache, nausea, fever, extreme soreness in throat. The incubation period is 1-7 days, usually 2-5. Duration of contagion: contagious for 24 hours after being treated with antibiotics. Preventive measures: none. A physician should see children who have been exposed and who have symptoms.

BACTERIAL MENINGITIS: Symptoms: Fever, listlessness. Child sleeps extensively, acts “dopey,” has been sick but doesn’t seem to be getting better. May have stiff neck caused by Hemophilus Influenzae Type B, but is not a flu, Strep Pneumonia, or Meningococcus. Incubation period: indefinite. Duration of contagion: Indefinite. Preventive measures: vaccination against HiB and Pneumococcus. Prophylaxis recommended for close contacts of meningitis caused by HiB or N. Meningitidis.

CHICKEN POX: Symptoms: Aching muscles and fever. Small blister-like pimples appear on which scabs later form. Incubation period: 14-21 days, usually 14-15. Duration of contagion: normally 6 days after outbreak. Children are not allowed to return to school until all lesions have crusted. Preventive measures: a vaccine is currently available. Check with your local health department or physician for the latest information about this protection. There is a natural immunity after recovery from the disease.

IMPETIGO: Symptoms: Blisters on skin that open, and then develop yellowish crust. Children may attend school if under treatment and sores are covered with sterile dressing. The incubation period is variable. Duration of contagion: most children are contagious the first 24 hours after the sores appear. Preventive measures: thorough hand washing with soap, good hygiene, and clean fingernails. Avoid direct contact. Children may attend school if under treatment for 24 hours and sores are covered with sterile dressing.

INFLUENZA: Symptoms: Headache, sore throat, fever, body aches. Incubation period: 1-3 days. Duration of contagion varies. Children may return to school when temperature is normal for 24 hours. Preventive measures: influenza is a virus that causes the “flu”. There is a flu vaccine available for children 6 months and older.

H. INFLUENZA TYPE B (Haemophilus Influenza B): A bacterium that can cause, among other things, meningitis and epiglottitis. This is a very serious infection. Children should be immunized against this bacterium.

VOMITING/NAUSEA: Symptoms: fever, unusual drowsiness, difficulty breathing, child doesn’t want food or drink, is irritable, complains, cries excessively. Preventive measures: isolate, stop solid food and drink, offer electrolytes (such as Pedialyte) in very small amounts 1-2 ounces every 15 minutes). Monitor child’s temperature.

COMMON COLD: Symptoms: runny nose, sneezing, coughing, may have watery eyes, may be listless. Incubation period: 1-2 days. Duration of contagion varies. Children may attend school if no fever. Preventive measures: thorough hand washing, good hygiene, when coughing or sneezing keep mouth covered, preferably with a cleansing tissue.

GASTROENTERITIS, VIRAL (DIARRHEA): Symptoms: Diarrhea - loose, soft, watery stools may be light yellow brown to green brown, stomach-ache, feeling of nausea. Incubation period: 2-7 days most common. Duration of contagion varies. Children may

return to school when diarrhea stops. Preventive measures: careful hand washing with soap and water.

6. The Director is responsible for determining when a child or staff member can return to the school in accordance with the illness outlines above. The Health Care Consultant is asked for advice whenever there is a question, need for clarification, or if/when information or documentation may be needed from a healthcare provider.
7. The Director is responsible for notifying parents and educators (in person, by phone, email, or text) when a communicable disease has been introduced into the center. If a vaccine-preventable disease occurs, to which under-immunized children are susceptible, parents will be contacted, and a plan will be implemented for exclusion in accordance with guidelines from the Health Care Consultant and the CDC and MA DPH.

H. PLAN FOR ADMINISTERING PRESCRIPTION AND NON-PRESCRIPTION MEDICATION 7.11(2)

A. Prescription Medication

1. Written instructions and consent from a physician and the parent are required for the administering of prescription medication during school hours. (Medication Consent Form)
2. The medication must be in the original container, labeled with the name of the child, the name of the medication, expiration date, with directions for administration and storage.
3. The Medication Administration Record will be used to document the administration of medication, by the Director and/or Educator, who have been trained in the administration of the medication. It will verify the 5 Rights of Medication: that the right child received the right medication, in the right dose, at the right time, by the right method. The Parent will be notified when medication is administered.
4. Medication will be stored out of reach of children in a labeled, sealed zip lock bag.
5. Medications requiring refrigeration will be maintained at a temperature between 38-42 degrees and stored in a labeled, sealed zip lock bag out of reach of children in a designated area of the refrigerator.
6. Unused medication or the empty container will be returned to the parent.

B. Non-Prescription Medication

1. Written instructions and consent from a Physician and the Parent (Medication Consent Form) are required for the administering of non-prescription medication. The Medication Consent Form is valid for 1 year.
2. The medication will be administered by the Director and/or Educator as directed by the Parent. The Parent will be contacted before the medication is administered unless a child needs medication urgently or when contacting the parent will unreasonably delay appropriate care.

3. The Medication Administration Record will be used to document the administration of medication, verifying the 5 Rights of Medication as described previously. The Parent will be notified when medication has been administered.
 4. Medication will be stored out of reach of children.
 5. Medications requiring refrigeration will be maintained at a temperature between 38-42 degrees stored in a sealed, zip lock bag out of reach of children in a designated area of the refrigerator.
 6. Unused medication or the empty container will be returned to the parent.
- C. **Topical Medication** such as sunscreen/insect repellent
1. Written authorization from the parent is required.
 2. Sunscreen or sun block of at least 15 SPF or higher is recommended.
 3. Repellents containing no more than 30% DEET are recommended for children over 2 months when the use of insect repellents is advised by public health authorities.
 4. Parents need to provide containers labeled with the name of the child.
 5. Topical medications will be kept out of reach of children and administered by the Educators as directed by the parent and MDPH guidelines.
 6. The unused or empty container will be returned to the parent.
- D. **Medication Training**
1. All Educators are required to complete and demonstrate annual competency in Administration of Medication Training as required by the EEC. Required First Aid Training includes the use of emergency medication such as EPI-Pens and is reviewed annually at Staff Orientation using EPI-Pen trainers.
 2. The Director will meet with the Educators of a child having medication at school to review the Individualized Health Plan.
 3. Annual training and evaluation by a licensed health care practitioner will be provided to anyone authorized to administer medication if any medication other than oral, topical, or EPI-pens is to be administered.
- I. PLAN FOR MEETING SPECIFIC HEALTH CARE NEEDS 7.11 (3)**
1. Allergies (food, medication, environmental), asthmatic children, health requirements of children with disabilities, and /or children with other specific health care needs, will be identified on the Medical, Developmental History, and Authorization to Administer First Aid forms submitted by parents at the beginning of each year.
 2. Parents of children with chronic health care needs, such as asthma or acute health care needs requiring medication or special care at school will meet with the Director prior to admission to provide information and to develop a written Individualized Health Care Plan for the health and safety of the child. The plan will include written information from the child's parents, physician, health care provider, and/or social service provider. With written permission from the health care practitioner, parents may train Educators in the implementation of their child's Individualized Health Care Plan.
 3. Allergies and special health care needs will be posted in the kitchen with consent from parents.

4. A child with a known allergy or food intolerance will not be given foods containing those allergens.
5. Foods such as peanut/nut butters, and foods contaminated by or containing peanut and nut products are banned from Woodside School for the safety of children who have severe or life-threatening allergies to such products.
6. Accommodations will be made for special health care needs, as agreed upon by the Director and the parents.
7. Before the school year begins, the Director will meet with the child's designated Educators to review the Individualized Health Care Plan.
8. Individualized Health Care Plans are updated at semi-annual conference meetings and as needed throughout the year.

J. IDENTIFYING AND REPORTING SUSPECTED CHILD ABUSE OR NEGLECT TO THE DEPARTMENT OF SOCIAL SERVICE 7.11(4)

1. All members of the staff are mandated reporters. Educators will document observations (using Indicators of Child Abuse and Neglect, Chapter 14, pages 271-275, in Health and Safety in Childcare in MA) and bring concerns to the Director.
2. The Director will report suspected abuse according to the procedure outlined in Chapter 14 (fig. 14-2), as soon as possible, by calling:
D.S.S. Child-at-Risk Hotline 1-800-792-5200; EEC 508-828-5025.
3. Mandated reporters must follow up an oral report with a written report within 48 hours (fig. 14-3).
4. The Director will notify the parent or guardian of the report.
5. If a 51A is filed naming a staff member, the Director will immediately separate the staff member from the children and will notify the EEC. The staff member will perform tasks unrelated to the care of children until the D.S.S. investigation is completed and for such further time as required by the EEC.

K. CONTINGENCY PLANS FOR EMERGENCY SITUATIONS

Emergency Plan for Evacuation and/or "Lock-Down" of Woodside

1. The Director is responsible for ensuring that all exits are unlocked from the inside in the school before children arrive in the morning.
2. The first staff member to become aware of the need to evacuate will sound the alarm.
3. The Director or designated adult will call 911.
4. The Designated Educator in each class will get the attendance book.
5. The Designated Educator will lead children out the nearest exit to the established meeting place (posted at each exit).
6. A second Designated Teacher will exit at end of the line, assisting any children with

- disabilities.
7. The Director will check to make sure all children are out of the building, will close any open windows and doors, will take the Emergency Kit, including all children's medication, and will leave the building.
 8. The Designated Teacher will tally attendance against the head count.
 9. If the children are unable to re-enter the building, the Director will direct the teachers to walk with the children across the parking lot to the Southers Marsh Golf Clubhouse.
 10. If an emergency necessitates closing the center, parents will be notified, as described in procedure II 4-7.
 11. For local disasters, public school directions, given by phone or tone alert radio, will be followed. For an emergency at the Pilgrim Nuclear Power Plant, Woodside will follow the emergency response plan developed for childcare centers by the town of Plymouth and FEMA. Staff have received training and participated in FEMA drills.
 12. The Director is responsible for planning and holding monthly fire drills.
 13. In cooperation with the Plymouth Fire Department, Fire drills are carried out, at times determined by the Fire Department.
 14. The Director logs time, date, and effectiveness of drill in the Evacuation Drill Log, located in the office.
 15. The Director is responsible for ensuring that evacuation drills are held at various times of day and with all groups of children.
 16. In the event that a "lock down" is deemed necessary and required for safety, children will be grouped into nearby bathrooms under teachers' supervision.

Plan for unsafe weather conditions, loss of power, heat, or water.

1. If Plymouth Public Schools are closed due to inclement weather, Woodside will also be closed.
2. A list of phone numbers and email addresses is established in September for each class of children to facilitate communication between the school and parents. Emergency information is posted on Facebook. The Brightwheel app will be used to alert families if classes should be dismissed.
3. A cell phone (508-332-0262) is maintained for use in the event of loss of phone service.
4. The Director is responsible for assessment of each situation and the potential for impact on safety requirements for continued operation of the center.
5. If it is deemed necessary to close the school, once a session has begun, the Director will initiate an alert on Brightwheel, texting, calling or emailing parents to pick up children.
6. If the parent cannot be reached, the designated emergency contact person will be notified.
7. The Director and/or Teachers will remain with the children until the parents or alternates can be contacted, and the children are dismissed.

Supervision/ Plan for Missing Child

1. Educators are trained to be always aware of where the children are. Children are supervised by sight and sound. A child may be out of sight momentarily with an educator's knowledge (i.e. using the bathroom). An educator must accompany children when they come in from the playground to use the bathroom. If a child has not received permission from an educator to leave the area and is out of sight and/or sound after several minutes, educators will take action to locate the child by specifically checking the classrooms and other areas in the school, as well as the secured playground area.
2. If the child is not located, other educators will be alerted. An initial search of the immediate area will be made. If it is dismissal time, educators will check to confirm pick up by the family or another driver by communicating with the educator at the gate, and/or at the front desk.
3. If the child is not located after the initial search, the Director will be notified, and a search of all areas of the facility and immediate outdoor areas will continue.
4. Police will then be notified.
5. Parents will be notified.

Unauthorized or Suspicious Person

1. Parents must give written permission for children to be released to another driver at dismissal. The child release consent form is kept in the child's file and can be updated as needed. In an emergency, permission can be given over the phone by a parent. Drivers picking up for the first time, or whenever requested, must present valid identification.
2. Staff will alert the Director immediately of any suspicious person or activity near the facility or on school grounds.
3. The Director is responsible for assessing each situation and for deciding if further steps should be taken. Whenever safety of the children, staff, or other adults is a concern, the police will be contacted, and a report made.

L. NUTRITION, HEALTH, AND WELLNESS 7.12

1. All educators receive basic training in USDA recognized nutritional requirements for the healthy growth and development of young children and food choking hazards.
2. Guidelines concerning Woodside policies for food are included in the Parent Handbook under Snacks/Food Allergies and Lunch Policy and Procedures. Additional resources are available in the Resource Room including USDA guidelines and resources for children with allergies.
3. The Director and/or Designated Food Coordinator will be responsible for planning all snack menus, for inspection of food purchased, for checking ingredient labels, and for providing for storage and preparation of all food items, to ensure the safety and availability of food for all children, including those with allergies or food intolerance. Woodside is a peanut/nut free school. Snack menus are planned a week in advance for each class, following USDA recommendations, to provide nutrition, variety, and with the priority of accommodating individual child allergies/intolerance, as identified by physicians and parents on required forms. Any child requiring an Individual

Health Plan will meet with the Director to discuss specific snack choices. Menus are posted and reviewed in advance by parents of children with allergies. Any change in the planned menu must be approved by the Director/Food Coordinator and documented.

4. Curriculum planned for children during the year includes nutrition education, importance of physical activity, and strategies for managing emotions and stress (such as Second Step Program, yoga, and breathing). Professional Development includes information regarding ways to implement nutrition, health, and wellness education into the daily curriculum.
5. Children attending Woodside Kindergarten and those who stay for extended hours brush their teeth after lunch in accordance with EEC regulations.

8/20

Woodside School and Community Resource Center, Inc.
34 Southers Marsh Lane
Plymouth, MA 02360
(508) 830-3384 (508) 332-0262 (texts)

Woodside Transportation Plan for safe arrival and dismissal:

Parents are responsible for providing transportation and for the safe arrival of children to and from school by complying with the 2008 **Massachusetts Child Passenger Law** requiring children to be secured in a car seat/booster seat until the age of 8 or 57 inches tall. Please note that the safest place for a child is in the back seat.

Arrival: Drivers should plan to arrive within the first 15 minutes of the session.

1. Drivers should enter Southers Marsh Lane from Federal Furnace Road, bear left to drive past the Southers Marsh Golf clubhouse and up the hill past the golf driving range to park in a line in the school upper parking area, parallel to Woodside School.
2. Drivers should pull up in front of their designated entrance: Group 1: the play area gate; Group 2: the front door.
3. Drivers must turn off car engines and remove ignition keys to assist with unbuckling the seat belt/car seat and to gather the student's backpack/belongings.
4. Adults are required to wear face coverings/masks and keep socially distanced from other families. Students are encouraged to wear face coverings, when arriving, if possible.
5. Drivers must escort students, holding hands in the parking lot and on the path, to their designated entrance.
6. Drivers must verbally affirm the health of the student and complete the digital health check. A staff member will check students in by scanning the driver's Brightwheel app.
7. Students will be greeted and escorted to the classroom by a staff member.
8. Drivers should exit the parking area by driving down the hill, toward the entrance road.

Dismissal: Drivers should arrive promptly, 5-10 minutes before dismissal time. If there is a delay, a phone call or text is encouraged to alert teachers and to inform children.

1. Drivers should enter the parking lot by Southers Marsh Golf clubhouse and park in a line as described previously.
2. Drivers must turn off car engines and remove the ignition keys before getting out of the car.
3. Adults are required to wear face coverings/masks and keep socially distanced from other families.
4. Drivers must check in with Woodside staff at the designated dismissal area to be digitally dismissed via the Brightwheel app.
5. If someone other than the regular driver is picking up, previous parental authorization is required. Proper identification must be available for confirmation.
6. Drivers must escort the student and hold hands in the parking area and on the path.
7. Drivers must abide by the 2008 Massachusetts Child Passenger Safety Law by using a car seat/booster seat as required and by properly securing the seat belt of each child.

Because of the COVID pandemic, parents are not permitted to enter the building to lower exposure risk to the children, the teachers, and their families.

Thank you for your understanding and consideration.



**Family Transportation
Parent Handbook
Consent Form
2020-21**

Child's Name _____ Class _____

I have received the **Woodside Transportation Plan** (found in the Parent Handbook) for safe arrival and dismissal. My child will be driven to Woodside by a parent or designated driver.

Yes _____ No _____

I have received the **2020-21 Woodside Parent Handbook**, including the Healthcare Policy and Covid-19 Protocols for Woodside School, via email.

Yes _____ No _____

Parent Signature _____ Date _____