

LESLEY ELLIS SCHOOL
School Calendar
2007-2008

LESLEY ELLIS SCHOOL

FAMILY HANDBOOK

2007-2008

Visiting Day, 10:00-12:00
FIRST DAY OF SCHOOL, 12:00 Dismissal
NO SCHOOL, Rosh Hashanah
NO SCHOOL, Columbus Day
NO SCHOOL, Conference Day
Early Release, 12:30 Dismissal
NO SCHOOL, Veterans' Day observed
12:00 Dismissal, Thanksgiving
NO SCHOOL, Thanksgiving break
NO SCHOOL, Professional Day
12:00 Dismissal, December Vacation
NO SCHOOL, December Vacation
School Resumes
Early Release, 12:30 Dismissal
NO SCHOOL, Martin Luther King Day
NO SCHOOL, February Vacation
School Resumes
Early Release, 12:30 Dismissal
NO SCHOOL, Conference Day
NO SCHOOL, Good Friday
NO SCHOOL, Professional Day
NO SCHOOL, April Vacation
School Resumes
Early Release, 12:30 Dismissal
NO SCHOOL, Memorial Day
12:00 Dismissal, Last Day of School

Tuesday, September 4
Wednesday, September 5
Thursday, September 13
Monday, October 8
Thursday, October 18
Tuesday, October 30
Monday, November 12
Wednesday, November 21
Thursday and Friday, November 22 and 23
Friday, November 30
Friday, December 21
December 24 through January 1
Wednesday, January 2
Tuesday, January 15
Monday, January 21
February 18 through 22
Monday, February 25
Tuesday, March 4
Thursday, March 13
Friday, March 21
Friday, April 4
April 21 through 25
Monday, April 28
Tuesday, May 6
Monday, May 26
Wednesday, June 11

Summer Programs Begin
NO SUMMER PROGRAMS, 4th of July
Summer Programs End

Monday, June 16
Friday, July 4
Friday, August 15



41 Foster Street
Arlington, MA 02474
Tel: 781-641-5987
Fax: 781-641-1052
www.lesleyellis.org

LESLEY ELLIS SCHOOL
Faculty and Administration

Administration:

Deanne Benson	Head of School
Alisha Cropper	Administrative Coordinator
Tricia Moran	Director of Admission
Anne Norris	Curriculum Coordinator
Margery Powell	Administrative Assistant
Barbra Watson	Communications/Development Coordinator

[See summary of administrators' responsibilities on page 39.]

Specialists:

Helen Duncan	Art, K-5
Marilyn Guisbond	Technology Coordinator
Amy Hass	Learning Specialist/Reading Teacher
Jen Horton	Library
Guy Mendilow	Music
Jon Pfeifer	Elementary Specialist
Sandra Torello	Spanish

Classroom Teachers:

Preschool

Stephanie Grossman
 Kim Grubb
 Michelle Holton
 Janet McLaughlin

PreKindergarten

Susan Middlebrook	Tania Novak
Janet Patterson	Rebecca Roberts
Pamela Zalnasky	Mara Zymet

Transitional Kindergarten

Gloria Kelley
 Debbie Shamban

Kindergarten/First Grade

Maija Alksnitis	Christina Dello Russo
Barbara Dick	Liam Nolan

Second/Third Grade

Shannon Jockel
 Gray Lemay

Fourth/Fifth Grade

Jaime Elder
 Andrew Stratford
 Jenn Young

In-House Substitute Teacher

Vickie Benedict

Vacation Program Coordinator

Jeanette Keller

Afterschool Programs

Jeanette Keller - Early Childhood Program Director
 Alisha Cropper - Elementary Program Director
 Andrew Stratford
 Katya Tzikas

LESLEY ELLIS SCHOOL
Tuition Rates
2007-2008 School Year
 (10 month School Year)

[Bracketed "per day" amounts are for use in prorating irregular pick-up schedules.]

PRESCHOOL

PROGRAM OPTIONS:	5 days/wk	4 days/wk	3 days/wk
8:30-12:30	\$12,198 [\$2,440/day]	\$9,929 [\$2,482/day]	\$7,575 [\$2,525/day]
8:30-3:00	\$16,327 [\$3,265/day]	\$13,231 [\$3,308/day]	\$10,052 [\$3,351/day]

PREKINDERGARTEN

PROGRAM OPTIONS:	5 days/wk
8:30-12:30	\$12,198 [\$2,440/day]
8:30-3:00	\$16,327 [\$3,265/day]

TRANSITIONAL KINDERGARTEN

PROGRAM OPTIONS:	5 days/wk	Add Th or F until 3:00
	M, Tu, W: 8:30-3:00;	\$825/day
	Th, F: 8:30-12:30	
	\$14,886	

KINDERGARTEN THROUGH GRADE FIVE

PROGRAM OPTIONS:	5 days/wk
8:30-3:00	\$16,680

AFTERSCHOOL: 3:00-5:30 (all ages)

1 day/wk = \$774	2 days/wk = \$1,548	3 days/wk = \$2,322
4 days/wk = \$3,096	5 days/wk = \$3,870	

EARLY DROP OFF: 8:00-8:30 a.m. (all ages)

1day/wk = \$159	2 days/wk = \$318	3 days/wk = \$477
4 days/wk = \$636	5 days/wk = \$795	

ADDITIONAL COST: PTO Fee, \$30 per family per yr.

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SCHOOLS FOR CHILDREN STAFF:

Ted Wilson, Executive Director	781-641-5985
Tom Britt, Treasurer	781-641-5986
Lynne Jacoby, Development Associate	781-641-5983
Joan Greene, Accounting Coordinator	781-641-5984
Lisa Blaustein, Accounting Coordinator	781-641-5554
Melissa Warren, Accounts Receivable	781-641-5556
Sharon Ciano, Accounts Payable	781-641-1329

Schools for Children

Board of Trustees

Mari Badger
Thomas Britt
Nanci Brody
Regina Caines
Tim Carlson
Sally Currier
Joan Foley
Willis Gray
John Lees
Paul Lohnes
Thomas Moore
Edward Orenstein
Susan Loconto Penta
Rick Weisblatt
Theodore Wilson
Frank Wisneski

Lesley Ellis School

Advisory Board

Mari Badger
Deanne Benson
Regina Caines
Marcie Campbell
Beverly Gallo, PTO Co-Chair
Robert Larsen
Joseph Maxwell
Laura McFadden
Susan Loconto Penta
Jenny Rynne, PTO Co-Chair
Susan Santos
William Valentine
Kim Whitaker
Theodore Wilson
Gina Yarbrough

Welcome to Lesley Ellis School. This handbook will assist you in becoming acquainted with Lesley Ellis. The information provided concerns program philosophy, procedures, and policies. Please keep it in a convenient place so that you can refer to it when questions arise. Lesley Ellis reserves the right to make necessary changes in school policies during the school year, and in such cases will notify parents of these changes.

INTRODUCTION TO LESLEY ELLIS SCHOOL

Mission

Lesley Ellis School provides a learning environment dedicated to integrating, building upon, and valuing the differing needs and unique qualities of all students and families. The school follows a developmental model of education which encourages academic and social growth through exploration, cooperative problem solving, and critical thinking. A multi-cultural, anti-bias, and non-violent stance is reflected through our curriculum, language, and attitudes. Teaching teams and families together foster a passion for life-long learning and thoughtful participation in a complex world.

Philosophy

Lesley Ellis School provides an educational environment dedicated to integrating, building upon, and valuing the differing needs and unique qualities of all students. The school follows a developmental model of education which serves the whole child. Curriculum at each grade level is designed to be both age-appropriate and to meet the range of needs and abilities of the individual children in each group. We communicate respect for children and their developmental needs, cultural or family backgrounds, and learning styles. Through this attitude of respect, we work to enhance children's feelings of self-worth, build a joy for learning, and provide an atmosphere where they can develop satisfying relationships with other children, their teachers, and the school community.

Lesley Ellis is committed to creating an inclusive community, dedicated to respect, acceptance and celebration of diversity. An active multi-cultural,

non-sexist, and non-violent stance is reflected through our curriculum, materials, language, books, and attitudes. Curriculum is designed to teach children about themselves and their world through learning about individual needs and differences both inside and outside of the classroom. Our school community is based on respect and appreciation for the similarities and differences found within our school and neighborhoods and throughout the world. A strong emphasis on anti-bias education promotes a sense of belonging for all children and builds a sense of connection between people. As part of our commitment to diversity, the Lesley Ellis School community strives to meet the special needs of its students by working closely with local agencies and public schools that support us in our efforts to create an integrated program.

As children progress through the different grade levels, they gain skills in critical thinking and creative conflict resolution by examining multiple perspectives. Students are encouraged to express their autonomy and initiative and to take pride in their efforts so that they can develop into active and cooperative problem solvers. Teachers introduce elements of art, literacy, mathematics, music, physical education, science, social studies, and Spanish which meet or exceed national and/or state curriculum standards. This is done in ways which both appeal to and challenge the natural curiosity and instincts of their students. The curriculum at Lesley Ellis values the process of discovery and focuses on exploration, expression, and individual development to help children become effective, competent, and caring members of society. Students are also given many opportunities to work together and learn to support themselves and their peers in their efforts to appreciate the many different ways to complete an activity or solve a problem.

Each child's development is progressively documented, helping parents and children understand the process and progress of their child's education. Our relationships with parents are an important part of the Lesley Ellis community and there are many opportunities for parents to participate within the school. Ultimately, what makes the Lesley Ellis experience so successful is that parents and teachers work together to help children develop successful strategies to extend their understanding of and participation in a very complex world.

SUMMARY OF ADMINISTRATORS' RESPONSIBILITIES

Head of School (Deanne Benson): Acts as the principle administrator of the school and functions as its educational leader. Operates the school in accordance with all applicable state and federal licensing laws and within the guidelines of an AISNE accredited school. As a member of the Executive Council, works toward the improvement of educational and personnel practices throughout the organization, generally, and within Lesley Ellis, specifically.

Administrative Coordinator (Alisha Cropper): Supports the daily operations and building maintenance of the school.

Director of Admission (Tricia Moran): Assumes primary responsibility for all aspects of enrollment management, including recruitment, enrollment, and retention of students.

Curriculum Coordinator (Anne Norris): Oversees curriculum development, learning objectives, and assessment. Works with faculty to coordinate curriculum throughout the school and communicate with parents. Coordinates faculty professional development opportunities.

Administrative Assistant (Margy Powell): Supports the smooth, orderly office operations of the school and facilitates the flow of communication between the parents, faculty, administration, outside agencies, and Schools for Children.

Communications Coordinator/Development Coordinator (Barbra Watson): Enhances and sustains a positive image of the school through a comprehensive marketing plan. Manages all school publications.

submitted within 48 hours after the initial information was received from the classroom teacher. The Head of School will also inform the parents/guardians of the child in question that a 51A has been filed. Every attempt will be made to keep the child's teacher out of interactions with the parent/guardian around the filing of the report.

In the event that allegations of abuse by a teacher in the school should arise, the following procedure will be followed:

- The Executive Director of Schools for Children is to be notified immediately of any 51A report filed against a member of the staff, and will be responsible for the overall process of response to charges.
- When notified that a 51A has been filed against any member of the Lesley Ellis faculty, the Executive Director of Schools for Children and the Head of Lesley Ellis School will immediately notify the state Department of Early Education and Care (EEC) and will act to temporarily reassign the accused staff member from working directly with students for the period of the investigation by DSS and EEC. Because the innocence of the accused is presumed until guilt is established, the individual will be reassigned to other duties within the agency, with pay and without prejudice, until the matter is resolved. Once the reports from the agency investigating committee and the Department of Social Services are completed, as well as when EEC authorization is given, a final determination will be made relating to the employment status of the individual charged. The person may be reinstated to his/her full duties, may be permanently reassigned to non-direct care duties or may have his/her employment terminated.
- An Investigative Committee will be formed immediately. Membership should include the Head of Lesley Ellis School, another member of the administrative team, and a staff person chosen by the accused staff member if he or she so desires. The Executive Director of Schools for Children will also invite one member of the Board of Trustees to serve as consultant to him/her during the investigation.
- The Investigative Committee will conduct a thorough investigation, to be completed within 48 hours of the Executive Director's notification of the event. The Committee will report the results of their investigation and suggest further action to be taken by the Executive Director.

Organizational Information

The administration of Lesley Ellis consists of the Head of School, Administrative Coordinator, Director of Admission, Communications/Development Coordinator, Curriculum Coordinator and Administrative Assistant (see the summary of administrators' responsibilities on page 39). The school is accredited by the Association of Independent Schools in New England, a member of the National Association of Independent Schools, and licensed by the Massachusetts Department of Early Education and Care.

The annual budget for the Lesley Ellis School is designed to break even. Approximately 75% of the school's budget is allocated for faculty and administrative salaries and benefits. Ten percent of the budget covers overhead costs such as rent, utilities, and cleaning/maintenance. The remaining fifteen percent of the budget covers educational supplies and professional development.

Revenues to support the annual budget come primarily from tuitions, with an additional amount generated by fundraising activities. The funds generated from these activities are used primarily for program enhancements, special projects, and financial assistance. The goals of our fundraising efforts vary each year and are determined by the Lesley Ellis administration, with input from the Advisory Board and Parent/Teacher Organization. We attempt to provide a variety of ways for the families at Lesley Ellis to contribute to these efforts to encourage maximum participation. We depend on gifts of time, goods, services, and money to enrich our program offerings for all of our children.

Schools for Children

Schools for Children is a not-for-profit "incubator" of innovative educational programs and schools. The organization seeks to support the development of programs that can be used widely as models for successful and positive education. SFC believes that every learner is a unique learner with unique needs and abilities, and that the best schools reflect this reality. When children are respected as individuals, when they are able to develop their unique talents and potential, education can transform lives.

To that end, SFC encourages and supports innovation and creativity in its schools. It contributes to professional development and teacher training,

and it advocates for schools at the local, state, and national level. SFC also has special expertise in the areas of special education, school administration, and transitional programs.

By centralizing many administrative and executive functions, SFC also helps to reduce overhead costs for all its schools and programs enabling them to devote more of their “local” resources directly to education. As a larger organization, SFC is also able to negotiate more effectively for services than any individual program can.

Lesley Ellis has been one of SFC’s portfolio schools since 1981. Other programs include Dearborn Academy (Arlington), the STEP Program (Arlington) and Seaport Campus (Charlestown). To learn more about SFC, please visit their website at www.sfcinc.org.

Lesley Ellis School Advisory Board

The Lesley Ellis Advisory Board is comprised of Lesley Ellis parents, former LES parents, members of the SFC board, and the Head of School. The Board meets once a month to review progress of the strategic plan and to offer guidance on pressing school and administrative issues.

Non-Discrimination Policy

No child or family shall be discriminated against because of race, religion, cultural heritage, national origin, gender, political affiliation, sexual orientation, marital status, or disability.

Faculty

The Lesley Ellis faculty is made up of experienced early childhood and elementary educators who are dedicated to children’s growth and development, and to providing an atmosphere where all children and families feel valued and supported.

(11) Charge for Copies. The licensee shall not charge an unreasonable fee for copies of any information contained in the child’s record.

(12) Research and Experimentation: Unusual Treatment. No licensee shall conduct research, experimentation, or unusual treatment involving children without the written, informed, consent of the affected child’s parent(s) or guardian(s), for each occurrence. In programs where observations of children (by other than parents of the children in the center) are common, a general parental consent may be obtained in writing. Observation shall mean that there is no interaction between the child and the observers and no identification of the individual child. In no case shall the licensee allow a child to be harmed during research, experimentation or unusual treatment. Research and experimentation shall not mean program evaluation or data collection for purposes of documenting services of the program which do not identify individual children.

(13) Unauthorized Activities. The licensee shall not allow children to participate in any activities unrelated to the direct care of children without the written, informed consent of the parent(s) or guardian. "Activities" shall mean, but not be limited to:

- (a) fund raising;
- (b) publicity, including photographs and participation in the mass media.

A complete copy of Section 102 of Massachusetts General Law 28A is kept in the Lesley Ellis office and is available to parents upon request.

Child Abuse and Neglect

Massachusetts General Law states that all teachers in any public or private school are mandated reporters of suspected child abuse or neglect. Therefore, any teacher who suspects that a child is being abused or neglected must report this to the Head of School immediately. The Head of School will talk with the teachers who are involved as well as any consultants who might be useful in determining whether or not a report needs to be filed. If it is determined that there is enough information to indicate possible abuse or neglect, the Head of School will file a 51A report with the Department of Social Services (DSS) in Arlington (781-641-1780). This report will be

program plan for the child without the written consent of the child's parent(s). The licensee shall notify the parent(s) if a child's record is subpoenaed.

(b) The child's parent(s) shall, upon request, have access to his child's record at reasonable times. In no event shall such access be delayed more than two business days after the initial request without the consent of the child's parent(s). Upon such request for access, the child's entire record shall be made available regardless of the physical location of its parts.

(c) The licensee shall establish procedures governing access to, duplication of, and distribution of such information; and shall maintain a permanent, written log in each child's record indicating any time a child's record has been released.

1. each time information is released or distributed from a child's record, the following information shall be recorded: the name, signature, and position of the person releasing or distributing the information; the date; the portions of the record which were distributed or released; the purpose of such distribution or release; and the signature of the person to whom the information is distributed or released.

2. such log shall be available only to the child's parent(s) and program personnel responsible for record maintenance.

(9) Amending the Child's Record.

(a) A child's parent(s) shall have the right to add information, comments, data or any other relevant materials to the child's record;

(b) A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's record.

1. If the parent(s) is of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in the child's record, the parent shall have the right to have a conference with the licensee to make his objections known.

2. The licensee shall, within one week after the conference, render to the parent(s) a decision in writing stating the reason or reasons for the decision. If the decision is in favor of the parent(s), steps shall be taken immediately to put the decision into effect.

(10) Transfer of Records. When the child is no longer in care, upon written request of the parent(s), the licensee shall transfer the child's record to the parent(s), or any other person the parent(s) identifies.

ENROLLMENT INFORMATION

Admission Statement

Lesley Ellis School is committed to enrolling a student population that is diverse in terms of ethnicity, family structure and socio-economic background. Admission eligibility is based upon the school's ability to meet an applicant's social, emotional, and academic needs. Beyond that, there are a number of factors used by the Admission Committee to achieve and maintain a level of diversity reflective of the school's commitment to an anti-bias curriculum. The Committee attempts, for example, to balance gender within classrooms and to offer spaces to children and families who will contribute to the overall diversity of the school's population. We try to maintain a consistent level of enrollment throughout all of the grades so students will experience the full richness of their academic and social experience at Lesley Ellis. When there are more eligible applicants than there are available spaces at any particular grade level, the Committee will use a lottery to achieve a full measure of fairness and inclusivity. Lesley Ellis School does give preference to eligible siblings of current or past students and eligible faculty children.

Enrollment of a student in the school carries with it the expectation of a cooperative parent-school partnership (see Family Involvement section on page 27 for more information).

Financial Assistance

Lesley Ellis School strives to provide high-quality education that is affordable for all students. Recognizing that the cost of Lesley Ellis may exceed the financial capabilities of some families, a financial assistance fund is available each year. Lesley Ellis has a commitment to continue financial assistance for returning students whose families remain within the eligibility guidelines. The deadline for applying for financial assistance for the next school year is January 30th. For more information, please see Tricia Moran in the Admission Office.

Student Records

Permanent files are maintained in the main office for each student. These

files contain emergency contact information, release authorizations, general permission forms, medical records, medicine administration authorization forms, general development information, progress reports, and injury reports. **All of these forms must be updated annually prior to the start of each school year.**

Student files are available to parents/guardians at any time upon request. Information contained in a child's file will not be copied or released to anyone without written permission from the parents/guardians. A record will be maintained in each file indicating what material has been disseminated, to whom, by whom and the date.

Payment Procedures

The expenses of the school are of an annual nature and must be contracted in advance. A non-refundable deposit of \$500 is required to reserve a space. That amount will be applied to the child's total tuition and reflected in the final payment for the school year.

Tuition checks should be made payable to Lesley Ellis School and will be accounted for by the staff at the Schools for Children office. Payments may be handed in at the Lesley Ellis office or mailed to: **Schools for Children, 20 Academy St., Arlington, MA 02476.**

There are three payment options:

- 100% of the tuition paid by August 1, 2007.
- 60% of the tuition paid by August 1, 2007, and 40% paid by January 1, 2008.
- A 10-month payment plan with payments beginning July 1, 2007 and ending April 1, 2008.

Tuition increases occur at the beginning of the fiscal year, which is July 1. A notice of new tuition rates for the coming year is distributed in February.

Early Childhood Afterschool Program

The Early Childhood Afterschool Program provides a comfortable social setting for children in Preschool, Prekindergarten, and Transitional Kindergarten. Activities are carried out at an unhurried pace that creates a sense of security, promotes self-esteem, and provides an opportunity to

- (i) the policy and procedure for identifying and reporting child abuse and neglect
- (j) the procedures for emergency health care and illness exclusion policy
- (k) the transportation plan
- (l) upon request, a copy of the full health care policy
- (m) the procedure for the administration of medication
- (n) a copy of the fee schedule
- (o) in group day care, the procedures relating to children's records

(3) Parent Conferences. The licensee shall make the staff available for individual conferences with parents at parental request.

(4) Parent Visits. The licensee shall permit and encourage unannounced visits by parents to the program and their child's room while their child is present.

(5) Parent Input. The licensee shall have a procedure for allowing parental input in the development of program policy and programs.

(6) Reports to Parents in Group Day Care Centers. The licensee shall, periodically but at least every six months, prepare a written progress report of the participation of each child in the center's program. This report shall be maintained in the child's records. The licensee shall provide a copy of each report to the parent(s) or meet with them at least every six months to discuss their child's activities and participation in the center. In addition:

- (a) for infants and children with disabilities, the licensee shall complete a written progress report of the child's development every three months, and provide it to the parent(s);
- (b) the licensee shall bring special problems or significant developments, particularly as they regard infants, to the parent's attention as soon as they arise.

(7) Notification of Injury. The licensee shall inform parents immediately of any injury which requires emergency care beyond minor first aid and shall inform parents in writing of any first aid administered to their child within 24 hours of the incident.

(8) Confidentiality and Distribution of Records. Information contained in a child's record shall be privileged and confidential.

- (a) The licensee shall not distribute or release information in a child's record to anyone not directly related to implementing the

MASSACHUSETTS DEPARTMENT OF EARLY EDUCATION AND CARE INFORMATION

Chapter 28A, Section 102, of the Massachusetts General Laws, stresses the commitment of state government to assure every child a fair and full opportunity to reach his or her full potential. In accordance with this law, the Department of Early Education and Care published the requirements currently in effect (as of May 1, 1997) which licensed child care agencies must comply with to ensure a minimum level of care for the children serviced by the licensed day care center or school. The licensed child care facility is required to inform all parents of the "Parent Information, Rights and Responsibilities" as stated in this regulation, at the time of admission of their child to the center.

These rights and responsibilities are as follows:

7.04: Parent Information, Rights and Responsibilities

The licensee must appropriately involve parents of children in care in visiting the program, meeting with the staff and receiving reports of their children's progress. The licensee shall accept and implement parental suggestions, where appropriate.

(1) Meeting with Parents.

The licensee shall ensure that the administrator or his designee shall meet with the parent(s) prior to admitting a child to the program. The licensee shall provide the opportunity for the parent(s) to visit the program's classrooms at the time of the meeting or prior to the enrollment of the child.

(2) Parent Information. The licensee shall provide to the parents upon admission of their child:

- (a) the program's written statements of purpose, administrative organization and services
- (b) the procedure for parent conferences and reports
- (c) the procedures for parent input
- (d) the policy for parent visits
- (e) the behavior management policy
- (f) the referral for services policy
- (g) the termination and suspension policy
- (h) a list of the types of nutritious foods that should be sent for snacks or meals

explore. The program begins at 3:00 p.m. and ends promptly at 5:30 p.m. Afternoon snacks are provided for all the children in the program. Afterschool teachers are always available in the afternoon to discuss concerns with parents/guardians.

Elementary Afterschool Program

The Elementary Afterschool Program is designed to meet the needs of students in grades K-5. The program begins at 3:00 p.m. and ends promptly at 5:30 p.m. Each day includes homework time, an age-appropriate activity, and time with friends. Children may enroll for the entire year on a particular day or days, or they may register for a particular activity session that meets once a week for 5, 6, 7 or 8 weeks depending upon the activity. A brochure outlining the activities offered is available in the office, as well as registration forms. Activity sign-up and payment deadline is the 15th of the month prior to the scheduled start date.

Vacation Program

Lesley Ellis offers a vacation child care program for parents/guardians whose work schedule makes it difficult for them to stay at home during the February and April vacation weeks and on no-school or early release days. *This program is offered in addition to our school program, and enrollment and payment are a separate process from our school enrollment and tuition billing.* The program is thoughtfully planned with educational and fun activities and, due to the multi-age nature of the program, offers an opportunity for children to get to know others from classrooms beyond their own. **We also welcome enrollment of any siblings who are pre-school age through grade five who do not attend Lesley Ellis School.**

Summer Programs

Lesley Ellis offers two programs during the summer. One program, "Young Adventurers," is designed for children in Preschool, Prekindergarten, Transitional Kindergarten, and Kindergarten (ages 2.9-5). Each of the nine one-week sessions is limited to 25 children and is led by two experienced early childhood teachers and a teaching assistant. Children may enroll for 3, 4, or 5 days. Each week is a new session with new adventures.

The Lesley Ellis Elementary Summer Program is for children ages 6-10. The program aims to provide a wide variety of enrichment and recreational

activities for children entering first grade through grade five. Children may sign up for one week or the entire program.

Detailed information about both programs will be available in January.

Middle School Choices

Lesley Ellis School is committed to making the transition to middle school successful for students and families. The following are some of the services we offer to families:

Next School Events

Lesley Ellis hosts group events at school for families to network, ask questions, learn about schools and hear presentations and panel discussions. These will be announced in *News & Notes*.

Resource Collection

Guidebooks, current school viewbooks, and other materials to help parents/guardians research educational choices are located in the Curriculum Coordinator's office.

Individual Family Guidance

Upon request, Anne Norris, Curriculum Coordinator, meets with each family individually to discuss next school choices and provide support.

School Records/Recommendations

As a part of the process of applying to another school, you will likely be asked to have Lesley Ellis send a copy of your child's school records, and to have his/her current teacher complete a confidential recommendation form (AISNE form). Prior to sending out this information, Lesley Ellis must have a signed permission form from the child's parent(s)/guardian(s) indicating where the records should be sent and the deadline by which the school must receive them. Typically, the school(s) to which you are applying will provide such a release form. Lesley Ellis will send the materials directly to the school(s) in a timely manner.

Test Prep

Upon request, Lesley Ellis offers test preparation for the Independent School Entrance Exam.

Tutoring and Babysitting

If a Lesley Ellis family wishes to hire a Lesley Ellis teacher to provide babysitting services or tutoring, the family should understand that those services are in no way affiliated with Lesley Ellis School. It is important for all to understand that any private agreements between a faculty member and a family carry no endorsement from Lesley Ellis School. Lesley Ellis teachers may tutor Lesley Ellis students in school rooms.

evaluation should be pursued. There will also be discussion as to the most helpful course of action for the school, the child and the family. Parents must give their approval in writing for an observation by an outside consultant.

- The Learning Specialist will provide the parent with a list of available resources in the community to meet the specific needs of the child and family. If parents request assistance, the school can initiate the referral process for the family, otherwise it is the responsibility of the parent(s) to begin the referral process. If parents do seek assistance from the school, they must sign a release authorizing the school to share information with the appropriate individual or agency. In the case of a referral for evaluation with the public schools, a letter from the parents is required in order to initiate that process.
- A record of all referrals recommended by the school must be kept in writing.

It is the responsibility of the Head of School, in consultation with the teachers, Curriculum Coordinator, and Learning Specialist, to determine whether a referral is “suggested” or “required” for continued enrollment. In the case of a suggestion for referral, the parent(s) are not obligated to pursue the referral. If the referral is a requirement of continued enrollment, a family must be notified of this in writing with a clear description of expectations and deadlines being put in place by the school.

Referral Resources:

- Early Childhood Coordinator, Arlington — Kathleen Fraser; 781-641-5418
- Pediatrics — Lahey Pediatrics; 781-643-7700 and Medford Harvard Vanguard; 781-306-5437
- Vision and Hearing Screenings — Mass. General Hospital; 617-726-2000 and Children's Hospital; 617-355-6000
- Dental — West Somerville Dental Associates; 617-625-0543 and Elm Dental Associates; 781-899-9530
- Mental Health Therapy — Cambridge Youth Guidance Center; 617-354-2275

Financial Aid Assistance

Families interested in applying for financial aid at their next school can receive guidance and advice in completing the forms.

Former Families Program

Several former Lesley Ellis School friends and families have volunteered to serve as contacts to current Lesley Ellis families seeking information about a particular school. Please ask Anne Norris for contact information.

COMMUNICATION

There are many methods employed at Lesley Ellis to communicate with families in a timely and informative manner. Described below are the means most commonly used to communicate with parents/guardians.

News & Notes

News & Notes is a weekly newsletter distributed every Thursday by email (unless a paper copy is requested). News & Notes contains information about upcoming events, reminders of forms/payments that are due, and updates on school changes. Information to be included in a particular issue should be submitted to the Administrative Assistant by Wednesday afternoon.

All-School Newsletter

Twice each year a comprehensive all-school newsletter is distributed. This newsletter contains a message from the Head of School and a summary of some of the activities which have taken place in each classroom. This newsletter serves as a way for families to get a broader sense of all the interesting activities going on at Lesley Ellis.

Monthly Calendar

Detailed monthly calendars for the school year are distributed to families during the summer. These calendar pages are updated every two months throughout the year. This calendar will contain the dates for all-school assemblies, PTO meetings, early dismissal/no school days, and weekend

family events so that families can add these activities to their schedules. The monthly calendars are also available electronically through the Lesley Ellis website.

"Today We .../This Week We..."

Each classroom has a white board on the wall in the entry-way into the classroom. Every day preschool and prekindergarten teachers write a brief summary of the events of the day on these boards. Preschool and prekindergarten classes also receive a monthly newsletter which highlights past and current projects and activities. Elementary classes receive a printed/ emailed "This Week We ..." summary at the end of each week.

Classroom Bulletin Boards

Outside each classroom is a bulletin board where notices for families are posted. These boards should be checked regularly.

Community Information

There is a bulletin board in the main hallway to the right of the kitchen doorway specifically for general interest notices for families. All notices should have a date on them — either the date of posting or the date of an event — so that the notice can be removed at an appropriate time.

School News and Information

In the main hallway there are three bulletin boards where school information as well as notices regarding PTO sponsored events is posted. Notices regarding infectious illnesses within the school community will be posted on these bulletin boards.

PTO Flyers

The PTO communicates information about upcoming meetings and events via flyers and email. Flyers will be distributed in children's cubbies or "Take Home" folders.

Memos from Teachers

Teachers will distribute memos to families on an as-needed basis. These

student's parents, current teacher(s), next year's teaching team, subsequent year's teachers, the Curriculum Coordinator, the Head of School, and any outside professionals involved with the family. Central to this decision will be the parents' demonstrated willingness to share all relevant assessment material and bring the school into an active partnership in the planning around their child.

Support Services

Lesley Ellis School is committed to meeting the needs of its students. Support services are in place to ensure that the students at the school are able to work to their full potential. Consultation resources are available to teachers. The school has a consulting social worker available to meet with teachers about students' social, emotional and behavioral needs. The social worker makes individualized recommendations that enable the teachers to more fully support a particular student in the classroom. The school also has a Learning Specialist who can meet with any staff member about an individual student's social, emotional or academic development. The Learning Specialist is available to observe students in their classrooms, recommend appropriate interventions and provide follow up support to ensure the effectiveness of plans that have been implemented. The Learning Specialist can attend team meetings and facilitate communication between the school and outside service providers. Direct special education services are not provided at Lesley Ellis.

Referrals for Special Services

- A teacher or teachers will discuss their concerns, relative to the need for additional support or evaluation, with the Learning Specialist, Curriculum Coordinator, Head of School or consulting social worker. Observations of the behavior causing concern will be recorded by the teacher and/or Learning Specialist.
- If it is determined by the Lesley Ellis team that a request for an observation by an outside consultant or referral to special services should be made, a conference will be arranged with the child's parents/guardians. Depending on the particular needs of the child and family, the Head of School, Curriculum Coordinator, and/or Learning Specialist may attend this meeting along with the child's teachers. At this initial conference, there will be discussion of the circumstances and concerns that have led to the conclusion that an observation or further

Planned Giving

Lesley Ellis School offers planned giving programs that can provide you with valuable tax benefits while at the same time supporting the work of the school. If you, or a member of your family, would like to speak to someone about planned giving, gifts of securities, or bequests, please speak to Deanne Benson, Head of School. Major gifts at this time are vital to our goal of relocating within the next five years.

Serving Students with Special Needs

At Lesley Ellis School we are committed to educating children with mild and, in some cases, mild to moderate, special needs. In conjunction with this commitment is the importance of having a significant group of typically developing learners within each classroom. An important question for the school to answer about each student is: *Are we able to make the necessary accommodations to meet the needs of the student within the context of the classroom and, at the same time, meet the needs of the other students in the class?*

When making admission decisions regarding students with identified special needs, the Director of Admission will meet with the Learning Specialist, current grade level and subsequent grade level teachers, the Curriculum Coordinator, and the Head of School. In addition to information provided by the parents, school records, and the AISNE form, the Director of Admission will gather all available documentation on the student. If deemed necessary, and with the approval of the parent, the Director of Admission or Learning Specialist will consult with the sending school and other involved professionals and may request to observe the student in his/her current school.

Because we enroll students at age 2.9, we recognize that some special needs will not yet be evident at the time of enrollment. If special needs emerge after a student is already enrolled at Lesley Ellis, or the student's profile becomes more complicated than the original assessment, then the same question needs to be asked: *Are we able to make the necessary accommodations to meet the needs of the student within the context of the classroom and, at the same time, meet the needs of the other students in the class?*

When making decisions regarding the school's ability to meet the needs of a currently enrolled student, the Learning Specialist will consult with the

memos might contain information about an upcoming field trip, parent breakfast, or dramatic production.

Memos from the Administration

From time to time the school community will receive memos from members of the administration. These memos may be information about new developments at Lesley Ellis, reminders of important policies, or a notice about a communicable disease/ailment which has been reported by a member of a particular class.

Phone Calls

In addition to all of the above written forms of communication, personal phone calls are often the most efficient and effective means of communicating with an individual family about a particular issue. For this reason it is important that the school has correct home and work phone numbers for parents/guardians, and that notification is provided if a parent/guardian is going to be at a different number or unavailable.

Parents/guardians are always welcome to call the school with questions or to check on your child(ren).

Student Progress

It is important that parents/guardians and teachers are in regular communication regarding student progress. Twice each year, in October and March, the school schedules a Conference Day so that parents/guardians and teachers have an opportunity to discuss student progress. Other meetings may be scheduled throughout the year, as needed. Teachers also provide a comprehensive written report on each student in December and June.

Parent Education Series

The Lesley Ellis School Parent Education Series is designed to educate parents throughout the community on important subjects facing young children and families, and provide resources to enhance parenting skills. Each program provides an intimate setting in which parents can learn more about topics such as child development, diversity, and communication, and also allows an opportunity for group discussion and a Q & A period.

Discussions are led by an expert trained in the area of the program topic and structured to meet the particular concerns of attending parents.

DAY-TO-DAY OPERATING PROCEDURES

Calling the School

The main number for Lesley Ellis School is 781-641-5987. The telephone is initially answered by an automated system that will direct you to various options. Calls regarding your child should be directed to the "main office."

Attendance

The faculty and administration believe that there is no substitute for the interaction that takes place in the classroom. Every day of the school year is important. Family trips should be planned to coincide with the vacation or holiday dates indicated on the school calendar. Except in the case of illness, all students are expected to attend school regularly and to observe the stated school hours.

If your child is going to be late or will not be attending school on any given day, please call the school before 8:30. The school day begins at 8:30 a.m. The school offers an "Early Drop Off" option at 8:00. Classroom activities begin promptly at 8:30 in elementary classrooms. **K - 5 students should be in their classroom at 8:30, and may not arrive later than 8:45.** Preschool, prekindergarten and transitional kindergarten students are encouraged to be at school by 8:30. This will assure that a child does not miss anything and will allow the class time to come together as a whole group. **Children in the early childhood program may not be brought to school after 9:00 a.m.** Transitioning into a class well after the day's activities have begun is difficult for the child and disruptive to class activities.

Dismissal

The school has several dismissal times: 12:30 p.m. for early childhood classrooms, 3:00 p.m. for elementary classrooms, and 5:30 p.m. for stu-

ductible. If your employer offers a matching gift program, please consider designating Lesley Ellis School as the recipient of that gift.

Money raised by Lesley Ellis in support of the school is directed exclusively to Lesley Ellis programs.

The Annual Fund

The Annual Fund is an annual campaign that raises money for discretionary spending. The Fund has been vital to our music, technology, physical education, and arts programs. It has also helped to support professional development for our teachers, library activities, and assembly programs. In addition, it provides a critical cushion in times of need and makes it possible for us to pursue unexpected opportunities. Every gift to the Annual Fund is tax deductible. **It is our goal to encourage participation at some level from every family.** Every single gift to the Fund makes a direct and a meaningful contribution to the quality of the program our children enjoy.

The Auction

The Auction raises money for financial assistance. Most of the funds are used the following year for scholarships, with a portion invested to build an endowment for future financial assistance.

Over 200 local and national businesses are regular supporters of the Auction. Families, faculty, classrooms, and staff also make wonderful donations. There are four different ways families directly support the auction. First, parents/guardians volunteer to help organize and prepare for the Auction. Second, families donate items or services. Each year the Auction Committee provides donation suggestions, and previous auction catalogs are available in the office for more ideas. Third, purchasing tickets helps offset operating expenses, and attending the Auction provides a fun adult night out. And finally, bid -- high and often!

Other Efforts

Early in the fall Lesley Ellis participates with Innisbrook Wraps for the sale of high quality wrapping paper and gift items. Lesley Ellis gains the financial benefit of approximately 50% of the total sales. Each spring, the Gently Used Kids' Clothing Sale, organized by the PTO, raises important funds for the library program and is a very popular community-wide event. From time to time, the PTO may undertake other fundraising activities to support family events or special projects.

PTO Kick Off Meeting in late September: Learn about the PTO and how parents/guardians can become involved.

Friday Family Playdates: Join LES families for pizza and entertainment in the Wing on Friday Nights. Held five times during the school year, Family Playdates allow families to get to know each other in a relaxed atmosphere. Parents can chat while the kids are entertained. Past entertainment has included: Ben Rudnick, Big Joe the Storyteller, magicians, creepy crawl animal visits, sing-alongs, movie nights, etc.

Children's Enrichment Events: Throughout the year the PTO organizes several enrichment activities for students during school hours. In the past, classrooms have enjoyed the Peanut Butter and Jelly Dance Company, a Pan-Asian Festival, a visit from Habitat, an Australian storyteller and didgeridoo player, Tribal Rhythms, and Animal Encounters with the Museum of Science.

The LES Giving Tree: Twice during the year the LES Giving Tree is set up in the hall to collect donations for children in need. Built and generously donated by a parent, the Giving Tree teaches children about belonging to and giving back to the community. The Giving Tree is one of several community outreach programs.

Teacher Appreciation Night: In May, parents get together to honor the teachers of LES. Parent volunteers transform the Wing with decorations, food and drink. An adult evening is enjoyed and the teachers are honored for their hard work, dedication and care.

Book Fairs: In the fall and again in the spring, the PTO sponsors a book to raise funds for the library. On one evening during the fall Book Fair a Pajama Party is held. While volunteers in a classroom read stories to the kids (complete with cookies and milk), parents/guardians can stock up on holiday gifts at the Book Fair.

Fundraising and Development

As an independent school, Lesley Ellis depends on support from families. Our fundraising and development activities provide resources that directly contribute to the quality of the program and the opportunities we are able to offer. Your generous support is much appreciated. Every gift is tax de-

dents in the afterschool programs. It is important that these times are carefully adhered to in order to assure smooth transitions. Parents/guardians who will be arriving earlier than usual or in any way changing their pick-up routine should alert the child's teacher(s).

Children dismissed at 12:30 may play on the playground, supervised by their parents/guardians, unless a class is using the playground. Children dismissed at 3:00 may play on the playground, supervised by their parents/guardians, until 3:30 or when the Afterschool Program children come outside — whichever occurs first. Having children who have been dismissed mixed in with children still in school or in the Afterschool Programs creates a confusing and unsafe situation for all the children, as well as congesting the playground.

Once a teacher sees that a parent/guardian has arrived at the 12:30 or 3:00 pick-up time, the teacher will assume that the parent/guardian has taken over responsibility for the child, unless otherwise indicated. **If a child stays for the Afterschool Program (3:00-5:30), the child must be signed out at pick-up time.** Parents/guardians picking up a child from the playground must accompany the child into the building to collect belongings. **Children are never allowed inside the building without an adult.** When picking up a child from the playground, be sure that the Afterschool Program teachers know that the child is leaving.

At the time of enrollment, parents/guardians will indicate on a Release Authorization form the names of those individuals who are authorized to pick a child up from school. **A child's teachers will not let a child leave with anyone who is not on this list unless they are instructed by the child's parents/guardians, either in writing or verbally.** Even if someone's name appears on the Release Form, teachers will not release a child to someone who does not typically pick up the child unless prior notification has been given. **Individuals who are picking up a child for the first time and who are not known by the child's teachers will be asked to show identification** (typically their driver's license). **Please remind the individual that this will occur.**

Late Pick-Up Fees

Please be sure to pick up your child on time in the afternoon. Children not picked up promptly at 3:00 will wait for their ride with the children in the Afterschool Program. **Parents/guardians who are late picking up a**

FAMILY INVOLVEMENT

child at his or her dismissal time (12:30, 3:00 or 5:30) will be assessed a late fee. The fee is \$10.00 for each 10 minute period or any part thereof. Payments should be made within the week with a check made out to the school and brought to the office. If a child is picked up late more than three times in any given school year, the late fees assessed to the family will be increased to \$20.00 for each 10 minute period or any part thereof. If the child is enrolled in the Afterschool Program, continued enrollment in that program will be in jeopardy.

Extended Hours Requests

If families are faced with an unusual scheduling conflict and need their child to come to school at 8:00 a.m., or stay later than usual on a given day, a request for additional hours may be made. Parents/guardians should fill out a request form, which is available in the office, as much in advance of the date the additional hours are needed as possible. The Coordinator of the Early Drop Off Program or the Director of the Afterschool Program your child will be participating in will review requests for extended hours and determine if space is available. The teachers will be informed in writing if a child's schedule will be changing on a given day.

The fee for extended hours is: \$25 for 12:30-3:00; \$25 for 3:00-5:30; \$48 for 12:30-5:30; and \$5 for early drop off.

Requests will not be approved for a preschool child to attend school on any day the child is normally not scheduled to be at school.

Childcare for Volunteers

As a school community we are very grateful for the time and energy parents give to the school working on various PTO projects and committees. For any Lesley Ellis parent volunteering on a PTO project or attending a committee meeting, the school offers complimentary childcare from 8:00-8:30 a.m. and from 3:00-5:30 p.m. Parents must sign-up in advance. Details are available in the office.

Snacks and Lunches

In Preschool, Prekindergarten and Transitional Kindergarten, food for snacks is provided by the school. **If your child has food allergies or a special diet, please be sure to notify the teachers.** Snacks include such items as

Participation

Parents/guardians are encouraged to join their children for special school events, and they are welcome to share any interests or hobbies they may have with their child's class. Sometimes parents/guardians are invited to chaperone field trips. Parents who anticipate accompanying a class as a chaperone must first have a background record check done. Parent/guardian participation in the school provides children with a sense of continuity between home and school and will allow families to get to know the school better.

The school hosts a number of family gatherings each year. In addition, there is a **Curriculum Night** at the beginning of the school year to give parents/guardians the opportunity to learn about the classroom routine and get an overview of the curriculum.

Parent-teacher conferences are scheduled twice a year on dedicated conference days in October and March. Teachers encourage active parent/guardian participation at these meetings so that information is shared by both teachers and parents/guardians. If questions or concerns about a child or the program should arise at other times during the year, please feel free to request a meeting date other than these scheduled times. Teachers may also ask to meet with parents/guardians should they have any concerns or questions that they feel need more immediate attention.

Parent-Teacher Organization

The goal of the Lesley Ellis School Parent Teacher Organization is to create educational and social opportunities for LES families. All parents/guardians are members of the PTO and are welcome to participate in PTO meetings and events. Each year families are billed a \$30 PTO fee that covers a portion of the many PTO events. Below is a description of just a few of the many activities, events and programs that help the PTO achieve its goal. Throughout the year, families will receive more information about how to get involved with the PTO.

program) will be notified, and further information about detection and treatment will be distributed.

Medical Emergencies/Serious Injuries

In the event that a child becomes seriously ill while at school or sustains a serious injury, the school’s emergency procedures will be implemented. ***It is important that the information on a child’s Emergency Information Form be kept current.*** It is also very important that the school is able to reach at least one parent/guardian at all times. Parents/guardians should alert classroom teachers if they will not be at the numbers listed on their Emergency Information Form.

If it is the school’s assessment that a child requires medical attention, parents/guardians will be notified immediately. If it is not an emergency situation, the child will be kept at school until parents/guardians arrive. Faculty will apply basic first aid as determined by the nature of the injury or illness. All faculty at Lesley Ellis have current certification in First Aid. Minor scrapes are washed with water and antibacterial soap and covered with a band aid (no ointments or other medications are applied). Ice is applied to bumps. Parents/guardians will be called if there is any injury to a child's face or a bang to the head. Parents/guardians will also be called if there is any other injury which, in the teacher's opinion, is in some way unusual. Parents/guardians will be notified in writing of *all* injuries. Injuries to any child in Preschool, Prekindergarten, Transitional Kindergarten or Kindergarten which require professional medical care will be reported to the Department of Early Education and Care within three days of the date of injury.

In the event that a child requires immediate medical attention, the school will call an ambulance and parents/guardians will be notified immediately and asked to meet the child at the hospital. Parents/guardians may indicate their hospital preference on the Emergency Information Form and the school will attempt to honor the request. **In the case of an extreme emergency, the ambulance will automatically go to the nearest hospital which is Mt. Auburn Hospital in Cambridge.** At least one teacher will accompany any child who requires transportation by ambulance.

crackers, rice cakes, cereal, fresh fruits, raw vegetables, and cheese. There is a bottled water dispenser in every classroom. Many classrooms also have days set aside for “special snack.” Families are asked to sign up to bring in a snack from home for the morning snack time. **Please check with the classroom teachers regarding other children’s food allergies prior to preparing a special snack.**

Students in Kindergarten through grade 5 bring their own morning snack.

Children must bring a complete lunch to school, including a beverage. The school does not have the ability to refrigerate children’s lunches. Also, the school has limited ability to heat up children’s meals.

Parents are encouraged to send healthy snacks and lunches and to avoid sending sweets. Please see the list of lunch suggestions that follows. It is the policy at Lesley Ellis not to regulate what foods children choose to eat from their lunches so anything that is sent from home might be eaten first, including dessert. **Please do not send hard candy (including cough drops, unless prescribed by a physician) or gum at any time.** Children will not be allowed to eat these while at school. Children will also not be allowed to drink soft drinks at lunch. Some lunch suggestions are:

<u>Sandwiches</u>		<u>Sandwich Alternatives</u>	
sliced meats		cottage cheese	yogurt
cheese		tuna salad	pasta
meatloaf		chicken salad	rice
tuna		chopped/cubed meat	
chicken		soup	hard boiled egg
fish		stews/chili	sushi
egg salad		cheese sticks/cubes	
<u>Other</u>		<u>Desserts</u>	
carrot sticks	fresh fruit	dried fruit	cookies
celery sticks	crackers	granola bars	applesauce
salads		yogurt	pudding

Behavior Management

The faculty at Lesley Ellis always maintain a respectful attitude towards

children, even when a child's behavior may be inappropriate and require some redirection or guidance. It is expected that children will test the limits that are imposed on them. Teachers are prepared to help children while they work toward developing independence and the ability to control their impulses. The primary aim is to help children develop the necessary skills to regulate their own behavior and to learn to negotiate and solve conflicts when they arise. Following is the "Behavior Management Plan" for the school. This plan is also posted on the bulletin board in the office.

**Lesley Ellis School
Behavior Management Plan**

When situations occur which require disciplinary action by a teacher, the following guidelines are applied:

1. Teachers will use positive language, telling the child what is expected. Teachers will clearly explain to the child why his/her behavior at that moment is not permissible and what alternative, appropriate behavior would be a better choice.
2. No child will be punished or reprimanded for soiling or wetting their clothing.
3. Children's feelings will never be judged or denied. While a particular behavior may not be permissible, the feeling that motivates the behavior will always be treated as legitimate.
4. Rules and guidelines for behavioral interventions will be determined predominantly by health and safety issues. Teachers will avoid creating too many rules around less serious issues.
5. If, after interventions by a teacher, a child is not able to use appropriate behavior, the child might be redirected to another activity or temporarily denied use of a particular area of the classroom.
6. If a child must be removed from a situation, it will be done in such a way as to minimize the sense of isolation or rejection for that child. A child who is out of control and in need of time away from the group will be moved to a different part of the classroom or playground or taken to the office to allow her/him time to regroup, or redirect energy safely, and minimize disruption of the class activity. **Any child involved in a physical altercation or unsafe behavior will be sent home for the remainder of the day.**

ated with chicken pox, ***he or she may not attend school until all of the pox have scabbed over*** (usually around seven days).

d. Colds and Ear Infections: Children will not be excluded from school if they have a cold or ear infection without a fever. However, children with serious colds typically do not feel well enough to participate in classroom activities and should not be brought to school. If a child at school with a cold acts lethargic and seems unable to participate, a teacher will contact the parents/guardians and request that the child be taken home. ***Children being treated for a cold or an ear infection may attend school as long as they feel well enough to participate in the school's activities.***

e. Strep Throat: Strep throat is often indicated by a rash and temperature, combined with a sore throat. This condition requires antibiotics. ***Children should be on medication for at least 24 hours before returning to school.***

f. Head Lice: Head lice are very small, tan-colored insects that live on the human head. Head lice are a common problem any place where there are groups of children. Head lice are passed from person to person by direct contact, shared personal items and contaminated furniture or carpeting. They live and lay their eggs (called nits) close to the scalp.

The first symptom of head lice is itching of the scalp and neck. It may take up to two or three weeks from the time of contamination before the itching is noticed. If lice or nits are found on the head of one person in a household, all household members should be treated and the home thoroughly cleaned.

Because head lice are so easily spread, are so difficult to get under control, and impact an entire household, **it is imperative that the school is notified immediately if lice are discovered on a child's head or on any family member.** It is school policy that children cannot remain at school if any nits are found in their hair. The school faculty and administration are very experienced in identifying cases of lice and will determine the need for exclusion. The school's determination of exclusion will supercede the advise of the child's physician in this situation. If lice are found on a child, every family in the child's contact group (classroom, buddy class, afterschool

1. **Temperature:** If a child has a temperature exceeding 100 degrees Fahrenheit he or she will be sent home. **Children who are sent home with a temperature may not return to school the following day.** *Children need to be fever free for at least 24 hours before returning to school.*

2. **Vomiting:** A child who is vomiting will be sent home. *The child should stay home until the vomiting has stopped for at least 24 hours* and the child is able to ingest a normal diet. Stomach viruses are very contagious and can spread through the school easily.

3. **Diarrhea:** A child who has more than one watery bowel movement will be sent home. *Children may return to school once the diarrhea is under control* and the child's activity level and appetite are back to normal. If your child has an allergy or food sensitivity that may cause loose stools, please alert his or her teachers.

4. **Contagious illnesses/conditions:** The criteria for exclusion when a child is infected with a contagious illness will vary according to each illness. The most commonly occurring illnesses/conditions for which children must be excluded are listed below along with the school's policies for exclusion. **It is always important that the school be notified if a child shows symptoms of any contagious illness or condition.**

a. **Conjunctivitis:** Conjunctivitis is an infection of the eye characterized by a yellow discharge and tearing. Often, eyes will be crusted over in the morning when the child wakes up. A pediatrician needs to be consulted and ***if an antibiotic is prescribed, the child must be treated for at least 24 hours before returning to school.***

b. **Impetigo:** Impetigo is a bacterial skin infection characterized by crusted sores which usually appear first on the face. ***Children who develop impetigo will need to be on antibiotics for 24 hours before returning to school.***

c. **Chicken Pox:** Once a child has been exposed to chicken pox, the incubation period is anywhere from 10 to 21 days. Children may attend school during this time. A child's teachers should be notified if the child has been exposed to chicken pox so that the school may be aware of potential outbreaks and notify other families if necessary. Once a child has broken out with the rash associ-

7. When two or more children are involved in a verbal altercation, teachers will use interventions that encourage the children to talk with each other to resolve their conflict. Children will be encouraged to find a way to make amends. **A child who uses threatening language will be removed from the group and may, at the discretion of the administration, be sent home.**

8. There is never any use of severe punishment, including corporal punishment, verbal abuse, or humiliation. At no time is a child denied food or any other physical need.

Suspension and Termination Procedures

In cases where a pattern of disruptive or unsafe behavior continues despite classroom teacher intervention, the administration retains the right to suspend a child from the school if a "cooling down" period is considered necessary.

In the rare case that a family is asked to permanently leave Lesley Ellis, the following procedures will be followed:

The Head of School and another administrator will meet with the family to discuss the problem. If not done so already, they will discuss referrals to social service agencies. A termination date will be established at that time, and the teachers will appropriately prepare the child for his or her last day.

The school makes every attempt to avoid having to ask a family to leave. However, the following circumstances can be grounds for termination:

1. Continued unsafe or dangerous behavior that puts children or adults at risk.
2. Consistent disruptions to the functioning of the classroom.
3. When placement has been determined inappropriate by school administration.
4. Failure to pay tuition.

Nap Time

Preschool, prekindergarten and transitional kindergarten children who stay at school past the 12:30 pick up time will have a rest or quiet activity time each day. Children are encouraged to sleep, but those who are not able to

sleep are provided books or quiet activities and asked to play quietly on their mat for approximately 45 minutes. The school supplies a vinyl mat for each child which is kept in his or her locker. Parents/guardians must supply a cover to slip over the vinyl mat (a fitted crib sheet works well), as well as a blanket, a pillow and a favorite stuffed animal. The blanket, mat cover and pillowcase must be labeled with the child's name and should be taken home weekly to be washed.

Toilet Training

Children entering the preschool program do not need to be out of diapers. Families are responsible for supplying diapers. For reasons of hygiene, only disposable diapers are used at school. Parents/guardians desiring a particular wipe to be used when their child is changed will need to supply these as well. It is especially important that parents/guardians keep a good supply of extra clothing and underwear at school when a child is going through the toilet training process. Soiled clothing will be left in a plastic bag in the child's cubby and should be taken home daily.

Clothing

Children should dress comfortably in clothing they can get dirty. Although the school will supply smocks for most "messy" activities, children's clothing will inevitably get soiled. For this reason, children in grade one and younger must have a full set of extra clothing in their cubby. Children's clothing should be labeled.

Cubbies/Lockers

Cubbies and lockers are located in the hall. Each child is assigned a locker where lunch boxes, jackets and other personal belongings can be stored. **Please do not leave any items on the floor in front of your child's locker when you leave school at the end of your child's day.** Items left on the floor make the regular evening cleaning of the hallway difficult.

A pouch is secured to preschool, prekindergarten and transitional kindergarten cubbies for messages being sent home. Please check your child's cubby pouch daily. Elementary students maintain "Take Home" folders, and classroom papers and school notices will be sent home in those folders.

minister in case of an emergency.

Topical non-prescription medications such as sunscreen, petroleum jelly and other ointments may be administered to a child with only parental/guardian consent; the consent of a physician is not required. This consent form will be considered valid for up to one year from the date that it is signed. These products can only be administered if they are brought to school in the original container. Topical medications brought in unmarked containers will not be administered. In administering the topical medication, teachers must follow the directions on the original container. If alternate directions are requested by the parent/guardian, a doctor's note is required authorizing the particular use of the product. Parents/guardians will be informed each time a topical medication is used.

Cough drops are not permitted at school, unless prescribed by a physician, because they present a choking hazard.

Medications that require refrigeration will be kept in a refrigerator in or near the child's classroom. All medications will be kept out of the reach of children. Unused medication shall be returned to the family or disposed of.

Illness

This section outlines the many variables involved in maintaining a healthy environment for the children and teachers at Lesley Ellis. It is critical that these procedures are followed to avoid unnecessary illnesses at the school.

The school recognizes that it is difficult for parents/guardians to miss work or to make alternate arrangements for sick children, but the school does not have the facilities or faculty to care for ill children at school. If a child should become ill at school, parents/guardians will be notified immediately. If it is an illness that might require medical attention, that information will be communicated immediately. Parents/guardians should make every effort to pick their child up within an hour of receiving such a telephone call. If this will not be possible, arrangements should be made for someone else to pick up the child.

The following criteria are used when deciding if a child needs to be sent home. The same criteria should be applied if a child has experienced any of these conditions at home within 24 hours of attending school.

- All children must be tested for lead poisoning.
- All children must either be up to date on their scheduled immunizations or else have a physician's note explaining any delays in the immunization schedule. Exemptions to immunizations due to religious beliefs are accepted with a written statement to that effect for our files. *The medical history form must still be signed by a physician.*

Allergies/Asthma

Parents/guardians are responsible for informing the school at the time of enrollment of any allergies their child has or if their child has asthma, as well as completing an "Allergy Action Plan" or "Asthma Action Plan" form and supplying the school with all necessary allergy/asthma medication. Please be sure to keep the school informed should allergies/asthma develop or change after enrollment. Lesley Ellis is not a "nut free" school. Food allergies are handled on a class-by-class basis.

Administration of Medication

Prescription medications must come to school in a bottle labeled by the pharmacy. This label serves as the doctor's permission to administer the medication. The school can not administer medication that comes to school in an unmarked container. This is true for non-prescription medications as well.

Before administering any medication, the child's parent/guardian must sign an authorization form allowing the school to administer the specific medication. A record of medication given to a child will be kept, including the name of the child, time and date of administration, the dosage given and the name of the teacher giving the medication. Forms are available in the office.

Non-prescription medications may be administered at school only if they are accompanied by a doctor's note indicating the name of the medication, the dosage, and the criteria for when it should be given. This note is good for up to one year from the date it is written. Parents/guardians must also sign a consent form for non-prescription medication and documentation of administration must also be kept. Parents/guardians must be notified in writing each time a non-prescription medication is given. **Children's Tylenol will be kept locked in the office for parents/guardians to ad-**

Birthdays

Children enjoy celebrating their birthday at school. *Birthday celebrations at school are kept simple.* Families may bring in a special morning snack for the whole class. It is best if this snack consists of individual servings such as cupcakes, muffins, or cookies. **Please check with teachers about food allergies other children may have prior to bringing in a special snack.** It is not appropriate to send in any elaborate favors or party games. Please do not distribute birthday party invitations at the school.

A tradition at Lesley Ellis over the years has been for the family of the birthday child to donate a book to the school's library. A dedication label will be placed inside the book with the child's name and birthday on it. Not only does this help the school maintain a strong library, it allows us to remember your child for many years after he or she has left Lesley Ellis.

Field Trips

The teachers in each classroom will arrange a variety of field trips during the school year to enhance or support the curriculum in the classroom. Parents/guardians will always be given notice of upcoming field trips and asked to sign a permission form for each trip that requires children to use public transportation or school vans. Teachers will occasionally ask for parent/guardian volunteers when these trips are taken. Classrooms will also occasionally go on neighborhood walks. These outings may be more spontaneous and parents/guardians are asked to sign a general release at the beginning of the school year for these trips. Parents/guardians may be asked to contribute towards the fee of field trips, not to exceed \$75 per year.

Transportation of Children

On school field trips, children will usually travel in school owned vans which meet the state regulations for the transport of children and are driven by classroom teachers. For children under five years of age and/or 40 pounds, car seats, provided by parents/guardians, are used in the vans. Occasionally, classes may use public transportation to reach their destination.

Crisis Plan

If the need arises to evacuate the immediate area teachers will walk with the students to Dearborn Academy at 34 Winter Street (5 blocks east of Lesley Ellis). A secondary site is the Thompson School (70 North Union St.). Other sites include the Hardy School (52 Lake St.) and the Capitol Theater (204 Mass. Ave.). Parents will be called from Dearborn Academy (or the selected alternate site if Dearborn is not feasible). Faculty and administrators will remain with students until a parent, or parent designate, signs them out.

The need to evacuate is determined by a situation that presents a threat of illness or injury to students and faculty if they remain inside the building, and if it is determined that evacuation will provide a greater level of safety for students and faculty.

Area Evacuation

In the event of an area emergency, the school will be notified by town officials regarding shelter-in-place or area evacuation via MBTA buses.

Shelter-in-Place

Shelter-in-place refers to protecting students and faculty within the building. There are two types of situations where this option may be appropriate. First, there is no immediate threat to the structure of the building itself, so all students and faculty can remain safe by staying inside. Second, the threat is such that an attempt to move the students and faculty from the building would expose them to more danger than they would face by staying in the building. The school has a procedure for shelter-in-place.

Parking

The parking lot adjacent to the school, the two-hour parking areas on Tufts and Foster Streets, and the 15-minute parking area on Tufts Street should be used during drop-off and pick-up times. Unfortunately, these spaces are limited in number. The on-street parking on Tufts and Foster Streets, as well as the section of Raleigh Street near the school, is restricted to "Resident Parking Only". Do not park in the area nearest the playground marked "No Parking Any Time" -- this area must be kept free for emergency vehicles. Individuals parking in any of these restricted zones do so at the risk of being ticketed. **Parking on Bates Road, which runs parallel to Tufts Street, is not restricted and is a short walk to the school.**

Twice a day the alley driveway from Foster Street into the parking lot may be blocked by vans. These vans pick-up and discharge clients of the Kelliher Center — a work training program for developmentally delayed adults which is located in the lower level of the Gibbs building. The van drivers have permission from the town to temporarily block the driveway to ensure the safety of the Kelliher clients as they are boarding or leaving the vans. If you are arriving at the school at times when the vans are blocking the driveway, you should enter the lot from Tufts Street.

School Closing Announcements

In the event that weather or other circumstances necessitate a delay in opening or school cancellation, information will be available at www.thebostonchannel.com and on WBZ TV (Ch. 4); WHDH TV (Ch. 7); WCVB TV (Ch. 5); WBZ radio (1030 AM); or WRKO radio (680 AM) by 7:00 a.m. A message will also be left on the school's voice mail (781-641-5987, main office) announcing any delayed opening or school cancellation. **Lesley Ellis School does not follow the Arlington School Department's closing decisions** so it is possible that school will still be in session even when the public schools are not.

HEALTH AND ILLNESS POLICIES AND PROCEDURES

The health and safety of the children enrolled at Lesley Ellis School is of primary importance to all of the faculty and staff. A detailed health care policy is available in the office for parents/guardians to review. Listed below is information regarding the most common health and illness concerns which arise at the school.

Medical Reports and Immunizations

Parents/guardians must provide the school with a completed health record **indicating that their child has had a complete physical examination within the past year.** The necessary form is issued each summer and is also available from the Administrative Assistant. **This medical form must be signed by the child's physician.** A few important points regarding medical information required by law: