



45 Woburn Street • Reading, MA 01867 • 781-944-3876  
dayschool@fbcreading.org

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**2025-2026**  
**Parent Information**  
**Handbook**

**This handbook outlines The Day School policies and procedures as they exist under normal Department of Early Education and Care (EEC) regulations. EEC is our licensing body and as such dictates the minimum standard by which we must operate. Under certain circumstances, such as Governor Baker's Covid-19 phased reopening, EEC may release temporary regulations which require Massachusetts child care providers, including The Day School, to make temporary or permanent changes to policies and procedures. Permanent changes will be updated in the Parent Handbook. Temporary changes to policies and procedures will be outlined in a separate document which will be emailed to families.**

## **WELCOME TO THE DAY SCHOOL**

Thank you for selecting the Day School to assist your child's growth towards self-discovery and learning. Our professional Teaching Team is dedicated to helping your child learn and grow in a nurturing and supportive environment.

The Day School was established by the First Baptist Church of Reading in 1962 to provide a quality preschool experience for the children in the community. The Day School provides a developmentally appropriate curriculum within a warm and friendly atmosphere designed to foster growth in all areas of development.

The school is open to all children without bias who are 2.9 to 6 years old.

### **Philosophy**

The Day School is a play based preschool with a balance of academics. We believe that each child is a unique individual and that all children can learn. Our preschool program provides classrooms that recognize children's varied abilities, interests, needs, and learning styles. Teachers prepare an environment which will facilitate the development of each child to their fullest potential. We believe children learn best through meaningful play. Meaningful play encourages curiosity, discovery and problem solving which allows individual growth and development of a positive self-image. Emphasis is placed on providing a warm and nurturing environment, giving the emotional support and encouragement that all individuals need to learn and grow.

## Tuition Information

1. The Parent will pay The Day School for the Child's care at the monthly tuition rate set at the beginning of the year. Tuition is due the 15th of each month. A late fee of \$15.00 will be added to any payment that is more than two weeks past due.
2. The Parent is responsible for monthly tuition regardless of the child's absence for any reason including school closings due to holidays, building emergencies, inclement weather, State of Emergency called in MA, closing mandated by the Town of Reading or the child's illness. A schedule of the school's closings is distributed annually. Yearly tuition is divided into ten equal payments that are due on the 15th of each month. At any time, parents can give a 30-day notice and withdraw their child; tuition payments would stop and your child's placement ends.
3. Continual failure to pay tuition may result in the suspension of the child's enrollment until tuition is caught up or a payment plan has been agreed upon by the Parent and School Director. In the event that a check is returned for insufficient funds, The Day School will request a second check along with a \$25.00 bank fee. If the second check does not clear, the Parent will be asked to pay the amount with cash or a money order.
4. The Parent will give the Director of The Day School at least a 30-day written notice before withdrawing. The Parent will pay tuition for school until the end of the 30-day notice period.
5. The Parent agrees to drop-off and pick up the child within the set school hours. Chronic late pick up may result in termination of the child's enrollment or a late fee.

\$280.00 per month - Two-day program

\$370.00 per month – Prek1 (9:00 – 12:00)

\$455.00 per month – Prek2 (9:00 – 1:00)

\$555.00 per month – Transition Class (Monday – Thursday 9:00 – 1:00)

\$655.00 per month – Transition Class (Monday – Friday 9:00 – 1:00)

\*\* Sibling Discount 10 percent off second child \*\*

Checks should be made payable to the Reading Baptist Day School.

In the event of a field trip a minimal fee may be charged.

**Class Options:**

Two-day class:	Tuesdays and Thursdays 9:00 – 12:00 Lunch bunch option on Tuesdays 12:00 – 1:00 (\$15.00)
Prek1 Class:	Monday, Wednesday and Friday 9:00 – 12:00 Lunch Bunch Option on Mondays and Wednesdays 12:00 – 1:00 (\$15.00)
PreK2 Class:	Monday, Wednesday and Friday 9:00 – 1:00 Parents send in a lunch each day
Transition Class:	Monday – Friday (5 days or 4 days Monday-Thursday) 9:00 – 1:00 Parents send in lunch each day

\*\* Children who attend the school for 3 years attend the transition class; the remaining spots are given to children who just miss the cut off for kindergarten. After that any remaining spots will be decided on by the teachers who will look at each child's individual needs and developmental progress. Both the transition class and the Pre-k classes prepare children for kindergarten. The transition class has a different curriculum so that children who attend school for three years are not repeating activities.

A Lunch Bunch Program is offered twice a week for our prek1 class. Starting in November, the Lunch Bunch Program will be offered once a week for our 2-Day Classes. The children are invited to stay an extra hour (12:00 – 1:00) for an additional fee of \$15. This is a weekly optional program.

The Leadership Team of the church is the governing board of the Day School. A leadership Team member acts as liaison between the Leadership Team and the Day School Director. The Day School has eleven staff members which consist of six lead teachers, four teacher's aides and one director.

## **LICENSING OF SCHOOL**

Licensing of the School comes under the jurisdiction of the Department of Early Education and Care. Parents may contact EEC for information regarding our regulatory compliance history. The building is inspected by the Town Building Inspector and the Reading Fire Department as well as EEC.

DEEC Regional Office  
360 Merrimack Street Bldg. 9, 3rd Floor  
Lawrence, MA 01843  
(978) 681-9684

## **STAFF QUALIFICATIONS**

All Lead teachers on the staff hold college degrees and are certified as lead teachers by EEC. Class size is 1 teacher with an assistant for 12 children in the 2-Day classes, 1 teacher with an assistant for 12 children in the PreK1 and PreK2 and 2 teachers with 16 children in the Transition classes. All personnel must meet the education and health requirements as specified in the Rules and Regulations of the EEC. Each staff member has had experience working with this age group and has a genuine love of children.

## **RECORD KEEPING AND CONFIDENTIALITY**

The children's records are privileged and confidential. All records kept by the School are for the use of the staff only. The records are available to the parents at any time. If a parent wishes to share the records with a physician or other persons interested in the welfare of the child, a written request must be made to the school by the parent before copies of the records are released. This would include medical forms, evaluations or classroom observations. If the child's records are subpoenaed, parents must be notified. Parents will have access to records no more than 2 days after request. We will keep a permanent written log with record indicating to whom information was released.

The staff of the school will cooperate with public school personnel, physicians or social service agencies concerning the development and well-being of any child attending the program.

## **DAILY SCHEDULE**

### **Morning circle:**

Morning meeting is a time to greet everyone and start our day. Activities at morning meeting may include children's jobs, pledge of allegiance, calendar, weather and introduction of the day's activities.

### **Child Choice Time:**

A variety of developmentally appropriate activities that encourage learning in all areas of development, as well as a teacher facilitated activity.

### **Clean up Time:**

All children work together to clean up our class room.

### **Story Time:**

A teacher reads a story, relative to our curriculum, to the whole class.

### **Snack:**

Our school has a nut free policy. Children begin snack with hand washing, a blessing and participate in clean-up. Parents send in a healthy snack each day and a water bottle.

### **Quiet Time:**

A short rest time (two minutes) at snack tables while listening to quiet music.

### **Meeting Time:**

Meeting time is an opportunity for the whole class to get together in one area. Activities at this meeting include show and tell, music and movement, class discussions and group games. Most importantly this is a time for children to share information with others, practice listening and waiting skills, and participate in the large group.

### **Physical activities:**

Outdoor play in good weather  
Indoor gym in cold or poor weather

Collect papers, clothing and wait at door for dismissal.

*\*This schedule is flexible and, at times, rearranged to permit field trips or special activities.*

## **REGISTRATION POLICY**

During the initial registration period the following groups may register: children and grandchildren of church members and children currently enrolled in the school. At a later date, siblings of children who attended the school at any previous time may register. After this initial registration period ends, enrollment will be open to the larger community. If there are any spaces available, they will be filled on a first come-first serve basis. Interested people must call the director and arrange for a tour. Registration fee is \$100 and is non-refundable.

## **REQUEST POLICY**

Although you may request a specific teacher or classroom, please be aware that we may not be able to honor that request. Classroom assignment decisions are based on many factors, among them; age of the child, friendships, teacher recommendations, ratio of boys to girls and classroom dynamics. Final decisions will be made by the director and teachers.

## **ENROLLMENT FORMS**

The program is a state licensed center and is required to maintain a file on all registered children. Parents have the responsibility to return the completed enrollment form package.

## **ARRIVAL & DEPARTURE**

For the safety of your child, all children must be brought to the school and picked up from the school by an adult. When arriving at school an adult must bring the child to their classroom and ensure that a teacher is aware of his/her arrival. Teachers will dismiss children one at a time from the designated door and ensure that each child departs with the designated pick up person. The school reserves the right to ask for identification before releasing a child to a person who is unfamiliar to the school personnel.

Should someone, not designated in our files as authorized to pick up the child, have your permission to collect your child from school, prior notification must be given to the director before the child will be released. Please ensure that your identification and emergency information is up to date at all times with the names of those persons authorized to pick up your child.

## **BIRTHDAYS**

We will have a simple birthday celebration on or near each child's birthday. On the day of the celebration the child may bring a treat for the daily snack from a pre-approved nut free list. Only items in the original packaging on this list can be served. For children who have summer birthdays, we celebrate their special day in the spring. No homemade treats are allowed due to cross contamination.

## **TOYS FROM HOME**

The Day School has many toys and materials which the children may play with and enjoy. We prefer that no toys are brought from home - we cannot be responsible for them. We do not allow "pretend gun or weapon play" at school and will redirect to an acceptable form of play.

## **SEPARATION FROM PARENT**

Separation is an important issue with preschool children, and we hope to ease the transition into school with this plan. A meet and greet will be held the week before school begins. The first day of school will be a shortened day. When the children return for their second day of school hopefully, they will be less anxious; will know what to expect and will know that school is a happy, fun, and safe place!

## **SPECIAL EVENTS & CELEBRATIONS**

We believe in keeping events and celebrations simple.

All dates for special events will be announced throughout the year. Room parents will handle sign-ups for volunteers and treats.

### **Annual Apple Picking Fieldtrip:** (All classes)

Teachers will meet parents and their children at Smolak Farm in North Andover. We will go on a hayride, pick apples, and enjoy apple cider and donuts. This event is planned for late September/early October.

### **Hoe Down:** (two-day classes and Pre-k)

A class room party at the end of October with special snacks, activities and games. Children are encouraged to dress up as something related to the farm (i.e.: farm animal, farmer, cowboy).

### **Night Party:** (Transitional class):

A class party at the end of October with special snacks, activities and games. Children are encouraged to wear pajamas to this night themed event.

### **Picture Day:** (All Classes)

In early November a professional photographer will come to school to take individual and class pictures. Order forms will be sent out prior to this event.

### **Thanksgiving Feast:**

Our Thanksgiving feast consists of foods that the children help prepare: corn bread, sliced apples and popcorn. Both classrooms enjoy our "feast" together in fellowship hall. Our feast takes place during the week of Thanksgiving.

### **Holiday visit:**

Dads, Uncles, grandpas or other special persons are encouraged to come to school from 9:00 – 10:00 to participate in activities and share a special snack made by the children. At the end of this event children will entertain our guests with a few of our favorite holiday songs. This event will be scheduled in early December.

### **Christmas Party:**

A class room party with special snacks and activities. This party is scheduled for the last day of school before Christmas break.

### **Valentines Party:**

A class room party with special snacks and activities.

### **Mother's Tea:**

Moms, Aunts, grandmas or other special persons are encouraged to come to school from 9:00 – 10:00 to participate in activities and share a special snack made by the children. At the end this event is scheduled on the Thursday and Friday before Mother's Day.

### **End of the Year Picnic:**

This event will take place the week before the last week of school at a local playground.

## **HEALTH**

A medical form is provided by the school and must be completed by your child's doctor. Some pediatricians prefer to provide computer-generated printouts. This is acceptable as long as it contains the date of last yearly physical, full record of immunizations including Varicella, lead screening date and results, and a Doctor's official stamp or signature. The Department of Early Education and Care (EEC) requires a complete physical each year. Please note that health exam forms must be updated every year since it is valid for only one year from the date of the physical. Please submit updated health form immediately following the exam. During the summer, please mail in new physical forms, as this will help your first day check in to go more quickly and smoothly. Please Note: No child will be able to attend school without his/her completed health form and enrollment packet on file.

We request you call or email The Day School when your child is absent. If a child comes to school when he/she is not feeling well, he/she will be more vulnerable to infection. It is in the best interests of your child, other children, and our staff, to keep your child at home when he/she is ill. Although your child may be disappointed, please keep him/her at home until well.

## **MEDICATION POLICY**

The Day School encourages parents to set up a schedule for administering non-emergency medications at home. In an emergency due to insect bites, allergies, other prevalent medical conditions, or if a physician prescribes a medication to be administered during preschool hours, staff will follow these guidelines:

- First dose of medication will not be administered at The Day School.
- The Day School will not be responsible for administering prescription, non-prescription medication, or topical ointments to a child without the written order of a physician.
- No medication prescription, non-prescription, or topical ointments shall be administered without prior parental authorization.
- A Staff member trained in medication administration will be present at all times.
- The Staff administering the medication will demonstrate competency in the administration of the medication before being authorized to administer any medication.
- Medication must be in the original labeled packaging with the child's name, expiration date, and dosage, and brought into The Day School administrator.
- Medication shall be stored in the child's classroom cabinet or the Friendship room refrigerator labeled with the child's name, prescription name, and specific administration directions. Emergency medication, etc. shall accompany the child anytime the child is away from the classroom.
- A written medication log will be kept in the child's file recording the child's name, prescription name, date and time when administered, and staff member administering.
- Unused medications may be picked up by parent at the end of the school year or medications will be properly disposed of by The Day School staff.

## **AIR POLLUTION**

Program staff protects children from exposure to high levels of air pollution by using the indoor gym if there are any warnings from local public health authorities.

## **MANAGING INFECTIOUS DISEASE**

1. An updated physical examination form must be kept on file. These physicals are good for one year after the date of the exam. No child is allowed to enter or remain in school without a recent physical or record of immunizations.
2. Children need proof of lead screening to attend school.
3. Children are expected to stay at home and will be sent home if they are running a temperature of 100 or higher, have 2 or more loose stools, are vomiting, have excessive, uncontrollable coughing or green runny nose, or have any contagious illness such as flu.
4. Children will be sent home with an unusual rash and/or excessive itching and skin irritation to see a doctor. Please return to school with a signed doctor's note.
5. Children will be sent home to see a doctor if their eyes are red and produce yellow or green crusty discharge. Some conjunctivitis can be treated with an antibiotic.
6. Children may re-enter a program after an illness if:  
They have been fever-free and/or symptom free for 24 hours without medication • They do not pose a threat of spreading infection to other children • They have been granted permission from their doctor • They have had a 24-hour course of antibiotics
7. Children may attend when they have a minor cold, but not when thick mucus discharge is constantly flowing from eyes and nose. If a child comes to school, he/she is expected to participate in a full program, including outdoor play.
8. Any child showing signs of a contagious illness will be isolated, parents will be notified and the child will be sent home.
9. School will notify parents concerning contagious diseases that have been introduced into the school.
10. The Director will report all necessary communicable diseases to the appropriate agencies.
11. Parents must report to school if their child is diagnosed with any communicable disease.  
\*Our classrooms and bathrooms are professionally cleaned \*

## **PROCEDURES FOR EMERGENCIES AND ILLNESS**

If a child is seriously ill, we will notify the parents immediately. If we are unable to reach the parents, we will call the emergency contact people. In case of an emergency a call will be placed to Ambulance/Rescue/Fire Dept. The director will accompany the child with his/her file to the hospital and will remain with the child until the parent arrives.

When a child is on a field trip his/her file is with the teacher and every precaution is taken. If an emergency arises, we will contact the parent, see that the child gets emergency medical attention, and remain with the child until a parent arrives.

## **SUNSCREEN**

On days that are sunny and not too cold, we will be going outside to the playground. Please remember to put sunscreen on your child before he/she comes to school.

## **CURRICULUM**

The school uses curriculum themes to give the children integrated, developmentally appropriate learning experiences and activities. Our themes are developed in advance and some possible themes for this year are: The Farm, Ocean, Transportation, Solar System and Pond Life. We strive to incorporate the following in our curriculum.

### **Math:**

Math skills are developed and reinforced throughout the day through games, sorting exercises and block building. Children have many opportunities to build their understanding of numbers, number names, quantities, measurement, patterns, shapes and other basic math skills.

### **Science:**

For preschooler's daily life is science. Children are exposed to science constantly in our classrooms and outside. Teachers provide many hands-on opportunities to explore, observe, problem solve and make predictions.

### **Social/Emotional:**

An important part of our program is modeling and teaching positive social and emotional skills. Some of these skills are, showing respect for others, sharing, building confidence, understanding emotions and expressing them in appropriate ways.

### **Art:**

We provide many opportunities for children to experience art through a variety of mediums. We focus on the process of the art experience through exploration of techniques, tools and materials, as opposed to the final product.

### **Music:**

Music is an important part of our curriculum. We incorporate music into circle time; quiet time and transition time (clean up song). Children participate in dancing, singing, finger plays and have opportunities to explore musical instruments.

### **Literacy:**

Children will be exposed to a wealth of literacy activities and a print-rich environment. The day is filled with opportunities to practice language and learn about letters. During circle and throughout the day children are encouraged to express themselves verbally, ask questions and interact with peers and teachers. Children also develop language skills through rhyming, singing, story time and class discussions.

## TRANSPORTATION

Parents are responsible for transportation and will need to provide their own transportation to and from school by private car or walking. Car pools with other children who are attending the school and live in or near your area can often be worked out.

In the event of an emergency that requires transportation, the director or assistant director will arrange for the child's parent, authorized persons, or ambulance to transport the child/children. The director will accompany the child if the parent or authorized persons is not present.

## FIELDTRIPS AND NATURE WALKS

Field trips and nature walks are an important part of our educational program and will be taken periodically to nearby places. Advance notice outlining trips will be given and written parental permission is required. We use a "walking rope" when walking outside. Children walk double file with a teacher at both ends of the line.

The Day School does not transport children. A parent or guardian is required to transport their child to fieldtrips that require transportation. **During these fieldtrips the parent or guardian is fully responsible for their child. Teachers are there to facilitate the trip and ensure that things run smoothly.**

## NO SCHOOL ANNOUNCEMENTS

In case of school cancellation, the Day School has the following policy:

No School for Reading Public Schools	Day School closed
1 Hour Delay	Day School Open
More than an hour	Day School closed

\*\* We do not make up snow days

## COMMUNICATION

Open communication between parents and staff is essential. Please keep us informed of any extraordinary events in your child's life. When a birth, death, move or divorce occurs, a child's behavior directly reflects how he/she is emotionally adjusting to the situation. By being aware of these events, our teachers will be even more sensitive to your child's needs. The school seeks to communicate with parents through monthly newsletters, special notices, email, open houses and parent conferences.

## **PARENT-TEACHER CONFERENCES**

Conferences are held in January but they may be arranged at any time the parent or teacher feels the need for a discussion regarding their child. In June a final evaluation will be sent home closing out the school year. Parents are welcome to visit the school at any time.

## **PARENT VISITS AND INPUT**

Parents are welcome to visit the Day School at any time. From time to time we need volunteers to help us in the enrichment of our pre-school education program. We welcome any suggestions and input that you may have to help us implement our program. For security reasons the front door is locked – please ring the doorbell to be let in.

We feel that the most positive emotional environment exists when parents and the program work together as partners. We believe that parents can provide us with valuable input which will assist us in maintaining the best early childhood experiences for all children.

## **PARENT VOLUNTEERS**

Expectations of volunteers:

- Volunteers may not discipline children, please refer behavior issues to a teacher.
- Always get down to the children's level when helping and working with them.
- Talking to other volunteers can be distracting to children and give them the impression that what they are doing is not as important as your conversation.
- Please refrain from photographing children and posting their photos on social media.
- Volunteers may not help children with toileting.
- If you are not sure what to do please ask a teacher or try some of the following:
  - Help children with routine tasks if needed.
  - Join a group of children at a table or on the rug.
  - Help increase language skills by describing what they are doing and encouraging conversations.
  - Encourage children to ask questions and discover things for themselves.

Parent volunteers are very much appreciated by us so thank you for considering helping in our classrooms.

Something to keep in mind: You may find that volunteering in your child's classroom just doesn't work out. This happens! Many times, a child is so excited to have you in their classroom that they act differently. Don't worry a teacher will remind your child that the same rules apply even when you are volunteering. Also, if your child is having any difficulty separating from you, we may suggest that you wait until they are more secure in being away from you before you help out in the classroom.

## HOME LANGUAGE

We will provide a translator if necessary, to explain and translate school policies, and to help with communication between staff and families.

## APPROPRIATE CLOTHING

Children should dress for comfort and play. Clothing should be completely washable and appropriate for the day's weather. Shoes should be rubber soled and closed toe. Boots, hats, mittens and rain gear should be marked with the child's name.

**We require each child to have one set of extra clothes to be kept in the classroom. This should include shirt, pants, underwear and socks. It needs to fit in a one-gallon zip lock bag.**

## Jewelry Policy

Due to safety concerns we are asking parents to keep jewelry at home. Necklaces can get caught on playground and gym equipment and become a strangulation concern. Other jewelry can be very distracting during school. There is also the concern of lost or broken jewelry which is often upsetting for children. We will talk to the children about this at school as well.

## CHILD GUIDANCE

### Goals:

Help children to:

- Feel good about themselves.
- Develop self-control and good coping skills.
- Appropriately express feelings.
- Become more independent.
- Balance their needs and wants with those of others.
- Learn new problem-solving skills, including non-violent conflict resolution.
- Learn about conservation – to use equipment, materials, and other resources in a caring and appropriate way.

### Methods:

Teachers will:

- Arrange the environment to encourage active learning and independence.
- Provide a daily schedule that prevents boredom, waiting and hurriedness with time to relax and enjoy activities.
- Provide a daily routine with ample opportunity for children to select activities and move between them at their own pace with ample notice of transitions.
- Provide expectations that are clear, age appropriate and consistent.
- Reinforce positive behavior by recognizing children's positive actions.
- Model appropriate behavior.
- Redirect children away from negative actions and towards positive activities.
- Teach children new skills and encourage them to discuss and resolve their own conflicts.
- Encourage children to express their feelings in words.

- Ignore simple negative behavior when possible.
- Work in close partnership with parents to address difficulties at home and at school.
- Observe and record children's behaviors.
- Access specialized support services when deemed necessary. Refer the family, with written parental permission, for specialized services that can help address the child's behavior problems.
- Develop behavioral and safety plans for children that require them.

There are times in which the child will be incapable of responding to these methods, and will need extra time to gain their self-control. During these times, the teacher will direct the child to a quiet place within the classroom (i.e. the library area) for a short amount of time (depending on age – 1 minute per year) away from their peers to give the child the opportunity to calm down. Then the teacher will assist the child with rejoining the activity or group. Children are never confined to one area or piece of equipment. Parents will be notified of any behavior concerns and will be asked to work along with the teachers in helping their child.

Spanking or other corporal punishment of children is *never* used. It is our policy to never subject children to cruel or severe punishment such as humiliation, verbal or physical abuse or deprivation of outdoor time. Children will not be deprived of meals or snack, or be force-fed.

## **ASSESSMENT POLICY**

### **Children**

- Each child is assessed during the 3 months after entry to the program and again in June.
- Children are assessed while in their own classroom and by their own classroom teachers.
- Assessment on each child is done using: observations, checklists, work sampling, conversations, photography.

### **Parents**

- Parents receive a notice that they will have a conference and receive a written formal assessment in January, as well as a written assessment in June.
- Parents receive a copy of this policy with the Parent Handbook.
- Parents understand that teachers will follow-up in the areas in which the child needs improvement and help.
- Parents will receive suggestions on practices that they can do at home based on formal assessment.

### **Teachers**

- While assessing children, teachers are looking for children's interests and needs.
- Teachers are aware of the developmental stages of preschoolers and appropriate learning settings.
- Teachers improve curriculum and adapt environment and learning centers as necessary after conducting assessments.

- Teachers keep a classroom checklist to make sure assessments are completed on each child.
- Assessment folders on each individual child are kept in a locked file cabinet.
- At conferences, teachers give suggestions to parents for activities they can do at home based on formal assessment report.
- Teachers use individual assessments to determine the areas of development that need follow-up.
- During conferences teachers ask parents what they observe at home and if they understand the assessment process.
- Teachers meet monthly to improve curriculum and program.
- Teachers communicate with parents about assessment using the assessment tool, the “Learning Experiences Checklist” and with individual conferences.
- Program uses its own self-developed assessment plan and reviews it yearly to make sure it has the needed information.

### **TECHNIQUES TO HANDLE DIFFICULTY**

The program has established a way of negotiating difficulties and differences that may arise. Please arrange for an individual, private conference with the child’s teacher. If the problem is still not resolved, please speak to the director.

### **TOILETING PLAN**

Children are allowed to go to the toilet at any time that is necessary. They must tell the teacher when they go to the toilet. Children will be supervised at all times and will wash their hands after each visit to the bathroom and before all snacks or cooking activities.

If a child has a toilet accident, the teacher will help the child into clean clothes. There is extra clothing for both boys and girls at school in case of an accident. All soiled or wet clothing is bagged and sent home to the parents. Vinyl gloves are worn by the teacher and discarded into a closed container. Every precaution is taken so that no contact with bodily fluids or discharges is made.

Children do not need to be toilet trained to attend the preschool. We would prefer that children who are not toilet trained are sent to school in pull ups.

### **REFERRAL POLICY**

Referrals may be made for social, emotional, or learning problems. Before a child is referred for special assistance or professional evaluation, we will make every attempt to adjust or modify the child’s program to meet his/her needs. When it is time to make a referral the procedure will be that:

- A detailed report will be prepared by the child’s teachers.
- The teachers will meet with the child’s parents for their input, involvement, and consent to make a referral for consultation and/or professional evaluation for the child.
- A list of the most appropriate resources will be given to the parents.

- The referral will be followed up with parental permission to determine what services the child is in need of, or is eligible to receive. Every three months a progress report will be prepared to determine if another referral is necessary.

## **SUSPENSION/TERMINATION**

We recognize that not every situation is appropriate for every child. We make every attempt to avoid suspension and termination by taking the following actions:

- Opportunity to meet with parents.
- Discuss all options other than suspension or termination.
- Offer referrals to parents for evaluation, diagnostic or therapeutic services.
- Pursue options for supportive services to the program including consultation and educator training.
- Develop a plan for behavioral intervention at home and in the program.

If it is not possible to accommodate the child, the parent and/or The Day School director may choose to terminate the arrangement on a time-line that is in the child's best interest.

Other reasons that may result in the termination of a specific child's enrollment include:

- Non-payment of tuition or lack of adherence to tuition payment policies.
- Absence of cooperation from parents with the program's efforts to resolve differences and/or meet the child's needs through parent/staff meetings or conferences.
- Abusive behaviors and/or verbal threats by parents toward program staff or other parents.
- Parents disciplining children (other than their own), in any way, while at the program.
- Child exhibits special needs or needs related to a serious illness that cannot be met through program accommodations. In this case, the program staff will make every effort to involve the parents and other resource persons to determine the best course of action for the child.
- Chronically late picking up child at scheduled time. More than 3 instances will result in a late fee.
- Non-payment of the first tuition installment by the deadline will result in a loss of placement

## **FACILITY**

Our facility includes 3 large classrooms with bathrooms, an indoor playroom, an outside playground and a fenced in side yard. The playroom is equipped with a climbing structure, bicycles, balance beam, sand table and basketball hoop. The playground includes climbing structure, overhead climber, tunnels and 9" of surfacing. We also use fellowship hall for gross motor activities such as parachute, kick ball and other organized games.

## **ABUSE & NEGLECT POLICY**

A procedure is in place for identifying and reporting abuse or neglect to the EEC. All staff is trained to recognize signs of physical and emotional neglect through a staff training session. If abuse/neglect is suspected, staff will document and date their observations. The program director shall notify EEC immediately after filing a 51A report or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of the Day School or during a program related activity. The staff member and/or director is obligated by law to report any suspected abuse to DCF by telephone within 24 hours and written report by 48 hours. The report will contain the following information: child's name, address, age; parents name and address; indicators observed; reporter's name and position; date of report. The telephoned report is followed up with a written report to child protections services. A copy of this report is placed in the child's file in the program.

A report is submitted to:     *Dept. of Children and Families*  
                                      *22 Pleasant Street*  
                                      *Malden, MA 02148*  
                                      *781-388-7100*

The Day School shall develop and maintain written procedures for handling any suspected incident of child abuse or neglect, which includes but is not limited to ensuring that an allegedly abusive or neglectful staff member does not work directly with children until such further time as the Office requires. Any staff member suspected of abuse or neglect shall be suspended from their position until the incident is completely cleared.

## **EMERGENCY PREPAREDNESS**

### **PURPOSE**

This policy and procedure have been developed to insure the safety of the teachers and children at The Day School in the event of a fire or emergency disaster. The principle objective is to prevent personal injury or loss of life in the event of an actual emergency. All employees shall be acquainted with these procedures to ensure a safe and efficient evacuation of the premises. An emergency disaster might be a missing child, power or heating failure, fire, loss of hot water or other water problem, bomb threat or natural disaster including but not limited to storms, flood, hurricane, thunderstorms and tornadoes.

### **STAFF**

The staff at The Day School shall be trained in First Aid within 6 months from the date of hire. There shall be at least one staff member certified in CPR present during school hours.

The Director shall be in charge in the event of an emergency. The director shall be responsible for the emergency backpack, cell phone, keys, children's medications, checking the facility, decision making and the call for help.

Staff is familiar with the location of water, gas and electricity shut offs.

The lead teachers shall be responsible for their students and attendance. If the director is unavailable, the lead teachers shall be responsible for all of the above.

### **NOTIFICATION OF EMERGENCY**

The church and preschool are registered with the Town of Reading to receive CODE RED notifications of emergency situations and instructions for safe response and/or evacuation.

### **EMERGENCY NOTIFICATION**

The director (or assistant director) is responsible for contacting the appropriate authorities in the event of an emergency and after the facility has been evacuated.

### **EMERGENCY BACKPACK:**

First aid kit, children's face/enrollment sheets, flash light, paper, crayons, books, emergency preparedness policy and emergency blanket.

### **SHELTER IN PLACE**

In an emergency condition that requires shelter in place, the Reading Baptist Day School Staff will move the children to an interior room of the building. This room is marked "youth lounge" and is located at the bottom of the stairs on the left. We will have access to water, bathrooms and a kitchen. The director will bring emergency backpack, cell phone, keys and children's medications. Attendance will be taken before moving the children and after arriving to the

“youth room”. The director will determine the nature of the emergency and whether to shelter in classrooms or “youth room”.

Conditions that require shelter in place are severe weather, such as tornadoes, hurricanes, earthquakes, power outage, hazardous material accidents, community concern or unless instructed otherwise.

### **LOCK DOWN PROCEDURE**

If an emergency arises that requires a lockdown, the director or office manager will notify staff directly and then proceed to ensure that all exterior doors are locked.

One teacher in each first-floor classroom will lead children to the “crib room” located next to classroom 2.

The second teacher in each room will lock classroom door, check for any remaining children in classroom and bathroom, turn of lights and bring attendance.

The first teacher to the crib room will lock outer door, cover windows and turn off lights.

Teachers will silently take attendance and everyone remains silent until further instruction from director.

One teacher in the Transition class will lead children to the bathroom located in the transition class.

The second teacher will check for any remaining children in the classroom, turn off lights, lock door and bring attendance.

Once everyone is in the bathroom the door will be locked lights turned off.

Teachers will silently take attendance and everyone remains silent until further instruction from director.

Director is responsible for notifying police, as well as parents and others who may need to be notified.

In some situations (proximity of threat, possibility of escape), it may be best for some or all occupants to flee the building when an intruder enters. Teachers in each classroom will take control of the situation and handle the safety of the children to the best of her ability. All classrooms will have walkie-talkies to communicate during emergencies.

### **FIRE SAFETY TRAINING**

- Fire drills will be conducted every month.
- Fire drills will be documented and shall include date, time, classrooms participating, weather conditions, and success of drill or any difficulties encountered, door exited, and the number of children that took part in the drill.
- A fire drill log will be made available upon request to the Reading Fire Department.
- This plan has been approved by the Reading Fire Department.

## **SAFETY ENGINEERING AND EQUIPMENT**

- **Alarm System:**  
A fire alarm system is provided throughout the building and is monitored by the Reading Fire Department.
- **Fire Extinguishers:**  
Fire extinguishers are located outside the office door and outside the door to classroom 1.
- **Exits:**  
All exits from the building are clearly marked by a red sign above the exit door. The primary exits for the classrooms are at the rear and exit out to the playground. When exiting from the lower level of the building – emergency exit to exterior stairwells will be used and the front parking lot will be used as a meeting place.

## **EMERGENCY EVACUATION PROCEDURE**

In the event of an emergency, where the building must be evacuated for an extended period of time the following plan is in place:

- As the building is being evacuated, the last teacher in the classroom will visually sweep the classroom to ensure that no child is left behind.
- The director will then perform a second visual sweep.
- Attendance will be taken upon evacuation and upon arrival at the Reading Town Hall.
- If any child is missing, the director will go back and search the building.
- If any child cannot be located, the director will call 911 and notify the parent of the missing child.
- The teachers will walk with the children to the Reading Town Hall.
- The director will bring the emergency backpack, cell phone, keys, children's medications and attendance.
- Teachers and children will remain in the large meeting room on the 1<sup>st</sup> floor. We will have access to water, toilets, shelter and telephones. Parents will be notified using face/enrollment forms by cell phone or telephones at the Town Hall.
- In the absence of the director the lead teachers will be in charge of the evacuation. In the event that the Town Hall has also been evacuated we will walk to the Reading Public Library.
- Re-entry to the building will take place when the safety of the children and teachers is assured. Attendance will be taken when returning to school.
- After evacuation the director will notify the proper authorities.

## **Fire Evacuation Procedure**

The director conducts monthly evacuation drills.

- The director will activate the emergency bell.
- Teachers will alert children and take a head count as they exit the building. One teacher will lead the children out the designated exit door while the second teacher does a sweep of the classroom including bathrooms ensuring all children are out of the building. Teachers will lead children to the designated meeting spot.
- Children are instructed to follow the lead teacher in a single file line.
- The 2<sup>nd</sup> teacher is responsible for taking the attendance book, checking the classroom, closing classroom doors, and checking the bathroom.
- Once outside attendance will be taken.
- Re-entry to building will take place when children's safety is established.
- After evacuation the director (assistant director) will notify the appropriate authorities.

## **MISSING CHILD**

In the unlikely event that a child is missing the staff member must quickly identify the child and inform the director. The director will immediately lock down the building and have the building searched. Another staff member will search the perimeter of the building. If child is not immediately found, the director will call 911, parents, and the Department of Early Education and Care. Extra staff will continue to search and follow the direction of public officials.

## **EARLY CLOSINGS**

In the event of an early closing of Reading Baptist Day School, parents or contacts will be notified by either the child's teachers or a public warning system.

Events that may require an early closing of preschool are severe weather warnings, snow and ice storms, technological hazards, fire, utility disruption (water, heat, electricity, etc.), which cause regulations unable to be met.

## **UTILITY DISRUPTION**

In the event of a power outage, Reading Baptist Day School will continue classes.

- Reading Baptist Day School is equipped with emergency lighting.
- Classrooms are well lit with large windows.
- Classrooms have flashlights.

In the event of water or heat loss, classes will be cancelled and parents notified for dismissal.

## **SEVERE WEATHER CONDITIONS**

In the event severe weather conditions are predicted and Reading cancels or delays public schools, The Day School will be closed.

Reading Public School announcements are broadcast on:

- AM Radio – WBZ, WHDH
- Television Channels: 4, 5, 7 and Cable Channel 6.

In the event of a severe weather warning announcement requiring shelter in place we will follow our Shelter in Place Policy

## **HAZARDOUS MATERIALS, BOMB THREATS, IMMEDIATE EVACUATION**

In the event of a hazardous material accident or a call of a threatening nature, the fire department or police department shall be notified immediately. Depending on the nature of the call, an immediate evacuation may take place. The Day School staff will follow the fire evacuation instructions.

## 2025- 2026 SCHEDULE OF HOLIDAYS AND SCHOOL VACATIONS

Meet and Greet	August 27 <sup>th</sup> & 28 <sup>th</sup>
Back To School Night	August 28 <sup>th</sup>
School Starts	Monday, September 8 <sup>th</sup>
Columbus Day	Monday, October 13 <sup>th</sup>
Veteran's Day	Tuesday, November 11 <sup>th</sup>
Thanksgiving	November 27 <sup>th</sup> & 28 <sup>th</sup>
Christmas Vacation Starts	December 22 <sup>nd</sup> - January 2 <sup>nd</sup>
School Re-Opens	January 5 <sup>th</sup>
Martin Luther King Day	Monday, January 19 <sup>th</sup>
February Vacation	February 16 <sup>th</sup> – 20 <sup>th</sup>
Good Friday	Friday, April 3 <sup>rd</sup>
Spring Vacation	April 20 <sup>th</sup> - 24 <sup>th</sup>
Memorial Day	Monday, May 25 <sup>th</sup>
School Closes	Friday, June 12 <sup>th</sup>