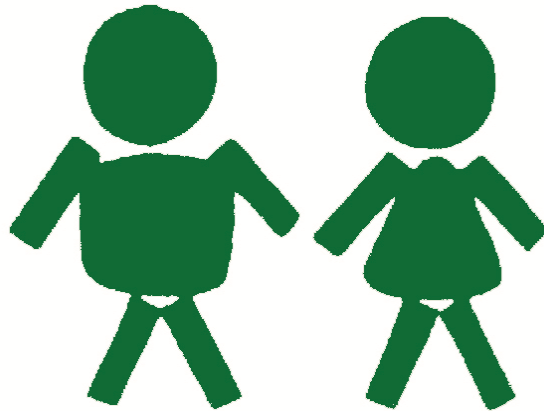


**THE KENDALL SCHOOL**



**PARENT HANDBOOK**

577 Belmont Street  
Belmont, MA 02478  
(617) 484-4634  
[kendallschool@verizon.net](mailto:kendallschool@verizon.net)  
[www.thekendallschool.com](http://www.thekendallschool.com)

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## **WELCOME!**

The Kendall School (est. in 1931) welcomes you and your family to our school year. This handbook was designed to answer some of the questions you may have regarding the policies and procedures at Kendall School. If you have any questions or suggestions, then please contact the Assistant Director at your earliest convenience.

Thank you!

We look forward to providing you and your child an enriching, fun, loving, safe, educational and creative environment.

**THE KENDALL SCHOOL**  
**577 BELMONT STREET**  
**BELMONT, MA 02478**  
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## **A. PHILOSOPHY AND APPROACH**

The Kendall School mission is to provide a nurturing, creative and enriching experience for pre-school age children that encourages positive self-esteem and the eagerness to learn. It also provides an opportunity for children to form strong and supportive relationships with children and adults outside of the home. The first school experience is essential to help children develop independence so that they are well equipped to face the challenges of primary school.

Our program philosophy is based on the concept of a developmentally and age appropriate practice. We work toward fostering the social, emotional, physical, and cognitive needs of children by offering both child directed and teacher directed activities. Curiosity, exploration, and sharing are nurtured and praised.

The Kendall School does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disabilities, marital status or sexual orientation.

The Kendall School is licensed by The Department of Early Education and Care of Massachusetts.

## **B. ADMINISTRATION**

The Director and Assistant Director are responsible for the every day organization of The Kendall School. They see that the philosophy and policies of the program are met. The Director is responsible for the development and maintenance of the early childhood curriculum, the staff development, training and supervision, and services for children with disabilities.

The Assistant Director assists the Director with all of the above plus the children's records, personnel records, parent billing and supplies.

The teaching staff is responsible for the care of the children and for planning curriculum within the parameters of The Kendall School's philosophy.

Director: Ann O'Donnell

Assistant Director: Connaught Colbert

## C. TEACHERS

All of our lead teachers are experienced in the early childcare education field. They are required to have a Bachelor's Degree (preferably in Early Childhood Education) and a teaching certificate from The Department of Early Education and Care. All teachers and Assistant teachers are certified in First Aid and CPR. The Staff Information packets containing individual teacher profiles are distributed in September at Open House and available throughout the school year.

We have specialty teachers at Kendall School as well. They teach some of the afternoon language and dance classes. Our pianist accompanies the children each morning during Music Circle. Also, we often have college and high school students helping at the school while fulfilling their student teaching and community service commitments.

Finally, the entire staff at Kendall School possesses a keen understanding and sincere love for children along with a dedication for working together with families. This combination is essential in making a successful preschool experience for the whole family.

## D. ENROLLMENT

Admission is by personal tour and interview to discuss your childcare needs. We encourage parents to bring their child to visit the school in session. To enroll your child, a **non-refundable** registration fee is required (each academic year) to reserve a spot. Required forms include a Registration Blank, Child's Fact Sheet, Developmental History Form, First Aid and Emergency Medical Consent Form, and Health Form including Lead Paint test. Also, there is a **non-refundable** Tuition Deposit due on May 15<sup>th</sup> prior to entering school in the fall. The Tuition Deposits are applied to the cost of the full year tuition.

Kendall School enrolls children on a first come-first serve basis with preference given to currently enrolled children and their siblings.

## E. CALENDAR

The Kendall School follows closely the yearly schedule and holiday schedule of the Belmont Public Schools, opening in September and closing at the end of June. Kendall School has an eight-week Summer Program. In addition, the Kendall School maintains a flexible daily schedule from 8:00am to 5:30pm to accommodate childcare needs. Regarding school cancellations due to weather, the Kendall School adheres to the Belmont Public School closings.

## F. CURRICULUM

The Kendall School understands that children grow and develop at their own pace. We provide an atmosphere that supports the growth of the whole child – the social,

emotional, physical, and intellectual child. The Kendall School curriculum offers a variety of creative activities as well as science, free play, music, cooking, languages, class time, and special projects. Creative activities include art (drawing, painting and crafts), music (rhythm and songs), dance, and drama (imaginary play and theater) in both structured and unstructured situations.

Science activities include weekly projects, nature programs and an introduction to computers. Free play, both indoors and outdoors occurs several times during the day. Materials that help develop cognitive skills, hand-eye coordination, creativity, and pattern recognition such as blocks, puzzles, and other learning toys are used throughout the school. The older children participate in a reading and math readiness program. An outdoor play space provides a safe and fun recreation area featuring swings, sandbox, slides, and climbing structures. Also, it promotes large muscle development and an appreciation of the outdoors and the changing New England seasons.

With praise and encouragement, the Kendall School promotes active learning, works on self-esteem, and encourages the efforts of individual children. Thus, the curriculum is a pleasant transition from the learning environment of the home to the more formal instruction found in the primary grades.

The staff is supported with training, supervision, planning time, and staff meetings in order to keep up with the current changes in the Early Childhood profession.

The Kendall School welcomes new ideas, customs, and holiday traditions of all the families to our classrooms. Sharing will give more opportunities to meet the individual needs and interests of each child.

## **G. PROGRAM AND DAILY SCHEDULE**

The Kendall School offers programs for children from ages 2.9 through 5 years on a five-day basis for all children and on a three day (Monday, Wednesday, Friday) or two day (Tuesday, Thursday) basis for 3 year old children only.

Early Bird Room.....	8:00 AM to 8:30 AM
Morning Session.....	8:30 AM to 12:00 PM
Afternoon Session.....	11:30 AM to 3:00 PM
Full Day.....	8:30 AM to 3:00 PM
Extended Day.....	3:00 PM to 5:30 PM

A morning at the Kendall School starts with free play, including access to computers and painting easels, followed by meeting time, a story or poem, music circle, snack, class time, and supervised outdoor play.

Each child has the opportunity to play with mixed aged children in the entire school while also enjoying two scheduled times with their individual teacher and children of their same age group.

In the afternoon, after lunch and rest, the program is diverse and expansive. Monday offers nature and science, Tuesday offers dramatic play, Wednesday offers French, Spanish or

English as a Second Language (ESL) classes, Thursday has creative dance instruction and Friday is cooking class.

These afternoon programs are included in the Full Day tuition or Stay Day charges.

## **H. STAY DAY AND EXTENDED DAY**

Children who regularly attend the morning session are welcome to stay for the afternoon session and extended day program on a daily basis. Please notify the teachers that morning and send your child to school with a lunch. These additional sessions are added to the monthly tuition bill.

## **I. SUMMER PROGRAM**

The Kendall School offers an eight-week summer program during July and August. This full day program is a more relaxed and flexible experience typically featuring weekly themes such as ‘Under the Sea’, ‘Fairy Tales and Dragons’, ‘Outer Space’, or ‘International Week’. The Summer Program brochure and registration form are available in February.

## **J. TUITION AND BILLING**

Monthly tuition is due on Opening Day and on the first day of each month. Tuition is based on a 37-week program starting in September and ending in June. See the Tuition and Payment Schedule for current monthly rates and remember the Tuition Deposit is applied toward the yearly

tuition. Kendall School reserves the right to establish a late fee penalty if monthly tuitions are not met. There is no refund for absence, withdrawal, relocation, weather caused school closings or parent-opted vacations. As it states on your child’s signed Registration Blank, you are financially responsible to a full semester commitment.

## **K. COMMUNICATION**

Communication at the Kendall School is an important element of the parent-teacher relationship and there are many ways in which it is fostered. Most importantly, we encourage teachers to greet parents each morning, which allows an opportunity for parents to give quick feedback from home and to build on the parent-teacher relationship. At the end of the day, teachers are present to relay information to parents about their child’s activities. All lead teachers send home monthly or weekly newsletters about curriculum goals and what the children are learning

and enjoying. The Administration sends home a weekly parent letter regarding upcoming events, housekeeping memos, and fun and creative stories from the classrooms. Often attached are copies of songs we are singing in our daily Music Circle. **To contact administrators via email, please use our school email address: [kendallschool@verizon.net](mailto:kendallschool@verizon.net).**

There is a parent bulletin board located in the school hallway that is available for posting of information by parents, teachers, and administration. We also distribute a

School Directory, “My Friends at School”, that lists every child and his or her family address, phone number, and email. As we state in our first parent letter, if anyone objects to having their family information included in the School Directory, please alert the Assistant Director.

For parents with English as a Second Language issues, the Kendall School will try to accommodate your needs by inviting a teacher or Kendall parent who shares your language to facilitate with written and oral communication. Due to the proximity of Kendall School to many of Boston’s hospitals and universities, we are blessed with visiting families from all over the world. This international element provides an enriching aspect to our overall curriculum and community.

## **L. PARENT INVOLVEMENT**

The Kendall School teachers recognize the value of communication and cooperation with parents in order to facilitate a nurturing, loving and learning environment for the children. We encourage parents to visit the school in session and to participate in the creative and social atmosphere of preschool. If parents have a special talent, career or hobby, we invite them to share that activity with the school or with their child’s class. Holidays are a particularly good time for parents to visit the classroom and share a fun or inspiring tradition.

We host an Open House in September and parent-teacher conferences in January. Parents may request additional conferences anytime throughout the school year. All conferences occur during school hours.

Also, Kendall School hosts the following family events throughout the year; a Halloween parade, a holiday party, a dance recital, a dramatic play, two parent breakfasts with music concerts, and a family picnic in June.

Parental Rights issued by The Department of Early Education and Care is distributed at our September Open House and available upon request.

## **M. SNACKS AND MEALS**

The Kendall School provides children daily snacks of crackers, fresh or dried fruit, granola and juice, milk or water to drink. Lunches are provided by parents, and we suggest including an icepack, as we cannot accommodate refrigerator storage. For nutritional needs, please limit the amount of sweets in your child’s lunch. Please do not send canned goods, unpeeled eggs or other items that are difficult for preschoolers to manage on their own. Lunchtime is another opportunity for children to gain independence, please assist them by providing peeled fruits and vegetables, cut meats and pasta and other finger foods. Create interest by having your child assist you in food choices. See the list below for lunch suggestions:

\*Rolled up lunchmeats, tuna salad.

- \*Sandwich of cheese, jelly or creamed cheese.
- \*Yogurt – various forms are available.
- \*Bagels or muffins.
- \*Cut vegetables with dip.
- \*Leftovers of pasta, pizza, or rice.
- \*Dried fruits, applesauce and granola.

The Kendall School can meet the needs of children with food allergies and special diet restrictions including nut and peanut free lunch tables, and special storage for snacks. We ask that parents provide a labeled prescription EPI-PEN for their child in case of allergic reaction.

A list of children with food allergies is posted in our lunchroom, in front of the snack cabinet, at the First Aid Kits and on the door of the school refrigerator.

We understand that birthdays are special days for children and we look forward to celebrating with them. If parents choose, they are welcome to bring in special cookies, muffins or fruit for their child’s class. Teachers who have children with diet restrictions in their class will alert the parents of that child when birthday celebrations are coming up so they can provide an appropriate festive substitute!

**Dental Care-** Kendall School can meet the needs of dental care. Parents are welcome to send in a labeled toothbrush and toothpaste, and time will be set aside after lunch daily for dental care.

## **N. REST TIME**

The Department of Early Education and Care requires a forty-five minute rest period after lunch each day. The Kendall School provides a labeled tri-fold rest mat for each child and recommends that children keep a blanket or stuffed animal at school to provide comfort during rest time. The children are welcome to bring special books from home to read on their mat. Please do not send in action figures, cars or dolls that make noises, as they may disturb sleeping children. We play soft music or a book on tape daily. We request parents wash their child’s rest blanket weekly.

## **O. CLOTHING**

All children are required to keep a change of clothing (pants, underwear, socks, shirt) on their hook in case of spills, messy art projects or toilet accidents. Please keep an extra sweater or sweatshirt at school for weather changes. Remember to label all clothes and to update them seasonally.

For recently toilet-trained children, we ask that you dress them in accessible clothing like shorts, elastic waistband pants, dresses etc... Please DO NOT dress your child in overalls, suspenders or belts, as they become bathroom obstacles.

## **P. TOILETING POLICY**



The Kendall School suggests that all children master toilet training skills which include rituals such as managing clothing, wiping and hand washing. This includes the exclusion of wearing diapers.

All children are introduced to the bathroom at the beginning of the school year and teachers use bathroom terms that have been designated by the child's parents on the Developmental History Form. Teachers remind and encourage children to use the bathroom at various times throughout the day.

At no time is a child punished, verbally abused or humiliated for soiling or wetting pants or not using a toilet. Underwear and pants soiled by feces (the stool is dumped into the toilet), urine, vomit or blood is bagged in a sealed plastic bag, stored apart from all other items and given to parents at pick-up time. The teacher uses latex-free gloves on hands and diaper wipes to clean child's skin.

Children and teachers use anti-bacterial liquid pump soap, running water, and disposable paper towels after each toilet visit.

At this age, occasional toilet accidents are common and should not be considered problematic. If accidents occur on a regular or daily basis, we ask you to consult your child's pediatrician. If there is no sign of physical ailment, a parent-teacher conference will be scheduled to create a plan to help your child overcome this important developmental hurdle.

## **Q. BEHAVIORAL MANAGEMENT PLAN**

Kendall School seeks to build children's self esteem by helping them to develop problem-solving skills and self-control of their actions. Use of physical punishment, belittling, or embarrassing a child is never used as a means of behavioral management. Since our goal is to assist each child achieve self-control, we set a few simple guidelines that sets limits of behavior for the safety and protection of all the children.

\*Re-direct a child to an alternative activity.

\*Positive reinforcement for acceptable behavior.

\*Encourage children to talk about their feelings and encourage teachers to be active listeners.

\*Ask children to take part in the problem solving.

\*Provide an example by speaking and interacting with the children in a positive manner.

\*No child will ever be subject to severe punishment, neglect, humiliation, verbal or physical abuse.

\*No child will ever be denied food or drink as a form of punishment.

\*No child shall ever be punished for soiling, wetting his/her clothes.

\*Take a Break or Time Out – time away from an activity, toy or person as long as necessary for the child to regain self-control.

The Kendall staff has a strong understanding of behaviors associated with each stage of development. A positive approach to behavior management will be used consistently. With age-appropriate children, teachers will encourage

children to negotiate on their own and give them the opportunity to change their negative behavior independently.

## **R. REFERRAL PROCEDURES**

Whenever a staff member is concerned about a child's development and feels that further evaluation should be done, they will submit a written report to the child's teacher and to the Director. In the event that a staff member identifies a family with special needs that might require a referral to a specialist or service agency, the staff member needs to submit a written report to the Director. The Director will observe the child or family, note the child's file, and then set up an appointment to meet with the family to discuss referral options.

### List of suggested referrals:

- \*Child's own Pediatrician or Dentist
- \*Early Childhood Liaison for the Town of Belmont – contact person is Peg Hamilton  
#(617) 993-5695
- \*The Department of Early Education & Care  
# (617) 472-2881
- \*Healthcare consultant – Donna David, R. N  
# (617)484-4410

## **S. ABUSE AND NEGLECT POLICY**

Anyone may report concerns of Child Abuse and Neglect to the Massachusetts Department of Children and Families (DCF) as non-mandated reporters. However, all staff members at Kendall School are mandated reporters and are required by law (Chapter 119, Section 51A) to report suspected abuse or neglect to DCF. Teachers will report concerns to the Director, and the Director will contact DCF, and The Department of Early Education and Care. The family of the child will be contacted by the Director and informed of the reasons and process of reporting. In these circumstances, the Kendall School will attempt to be supportive of the family as well as respond to the primary need – the safety, health and security of the child.

*Child-at-Risk Hotline # (800) 792-5200*

Any staff member accused of abuse will be immediately relieved of classroom duties and not permitted contact with Kendall School children. The Director will contact EEC to report the allegations. If the allegations of abuse are substantiated, the staff member will be permanently terminated. If the allegations are not substantiated, the Director will review the employee's overall performance and decide whether the teacher should return to the classroom.

## **T. FIRST AID AND INJURY FORMS**

All Kendall School staff members are trained and receive certification in First Aid and CPR. There are two First Aid kits at Kendall School; one is located in the First Aid Cabinet in the classroom next to kitchen and the other one is located in the storeroom on the first floor next to the Fire Extinguisher. There are two First Aid manuals; one accompanies the upstairs First Aid kit and the other is located in the middle drawer of the school hallway desk. The First Aid kits are maintained by the Assistant Director and contain the following items:

First Aid Cream	Anti-Septic Wipes
Ace Bandage	Disposable Latex-Free Gloves
Icepack	Vaseline Petroleum Jelly
Band-Aids	Large Plastic Strips for large cuts
Splint	Sterile Pad and Gauze
Two Tweezers	Scissors
First Aid tape	Ear Thermometer

The staff will report any injury that requires First Aid. An Injury Form is completed and a copy signed by the parents will go into the child's file. Also copy is given to parents and the injury is noted in the Injury Log book.

## **U. EMERGENCY PROCEDURES**

If a child becomes ill or has an accident at school, the child will be separated from the other children, and the parents (or substitutes listed on Registration Blank) contacted immediately. Regarding illness, if parents or substitutes

cannot be reached, we are guided by our Healthcare Consultant- Donna David, R.N., M.N.

In the case of an accident or emergency, the school will call **911** and the child is taken by ambulance to Mount Auburn Hospital in Cambridge. In order to avoid time delays, one teacher will make the necessary calls and the other (bringing child's file) will accompany a child in the ambulance.

## **V. EVACUATION PLAN**

1. Teachers line up children in the center of the room. Teachers take a head count.
2. Teachers take attendance books.
3. Teachers shut windows and proceed with children out of classroom door while shutting the door behind them.
4. Teachers proceed with children out school door and around school porch toward sidewalk.
5. Teachers take head count and line up children single file against stone wall.
6. Director does a final check of the school for stragglers.

First Floor follows procedures 1-3, and then proceeds directly outside through classroom exterior door. Teachers line up children against the playground fence.

Teachers and children may return to rooms only when notified by the proper authorities.

Each classroom has an Evacuation Plan posted and evacuation drills are conducted periodically.

In case of natural or national disaster, the Kendall School will contact the Belmont Police and Fire Departments and follow Belmont's Emergency Management Plan.

In the case of lost power, heat or water, parents will be notified by telephone to make arrangements to pick up their child within the hour.

## **W. HEALTHCARE**

As stated earlier, our health care consultant is:

**Donna David, R.N., M.N.**

Work # (617) 484-4410

Belmont Hill School

Emergency Numbers are:

Belmont Police (617) 484-1212 or **911**

Belmont Fire (617) 484-1300 or **911**

**Poison Hotline (800) 222-1222**

Poison Control (800) 682-9211

Abuse Hotline (800) 792-5200

Belmont Health Dept. (617) 993-2720

Hospital used for Emergencies:

Mount Auburn Hospital

330 Mt. Auburn Street

Cambridge, MA 02138

**(617) 492-3500**

The Kendall School will take special precautions to try and minimize the spread of infectious diseases and to care for the children who exhibit such symptoms. If a teacher or the Director suspects that a child might be ill, she will take the child's temperature and observe the child's behavior to see if the child should be excluded from school activities. If it is determined

that a child is too ill to participate in school or the health of the other children is in jeopardy, the parents of the sick child will be notified and asked to pick up their child within the hour.

Meanwhile, the sick child will be kept comfortable and warm in a "soft spot" under the care of the Director.

Hand washing and the isolation of a contagious child are the two best methods for keeping everyone healthy; therefore, hand washing is an important part of the day for both children and teachers. All children wash their hands before snack and before lunch as well as after each trip to the bathroom. Teachers supervising the bathroom are required to wash their hands after assisting the children with toileting. Children and teachers use anti-bacterial liquid pump soap, running water and disposable paper towels. Sinks and toilets are cleaned daily with a bleach solution.

## **X. MEDICATION**

The Kendall School will not administer medicines to a child unless a signed permission slip is obtained from parents. The permission slip must record the time and initials of staff member who administered medicine.

This record is kept in the child's file and a copy in the three-ring binder on the school hallway desk. **No** medicine may be administered to any child unless the staff member dispenses it from a container that has the original description of medicine, dosage, and the child's name on the label. Medicine is stored in the First Aid Cabinet or the school refrigerator and sent home at the end of the day.

The Kendall School will accept written parental authorization for topical non-description medicines like sunscreen or bug spray. These solutions must be stored in their original container and have the child's name written on it.

## **Y. MANAGEMENT OF INFECTIOUS DISEASES**

Although it is challenging and often stressful to miss a day of work to stay home with a sick child, it is not healthy for the Kendall School community to have a sick child at school. The Director reserves the right to have a written confirmation of health from your pediatrician prior to your

child returning to school. Also, please alert the school if your child has contracted a very contagious disease such as chicken pox, or strep throat. We request that you call the school in the morning if your child is going to be absent that day due to illness or vacation. Thank you.

Please consult the following symptoms and exclusion period list designed to help you recognize illnesses and to recommend the length of time your child must be absent from school.

**FEVER:** registering at or above 101 degrees: your child must be fever free for at least 24 hours.

**COLDS:** often children have colds in the winter months. However, if the child has a greenish or thick yellow discharge from the nose for over a week, please provide written confirmation from your Pediatrician that your child is not contagious.

**DIARRHEA:** your child may return when he or she has not had a loose or watery stool for 24 hours.

**VOMITING:** your child may return when vomiting has stopped for at least 24 hours.

**PINK EYE/CONJUNCTIVITIS:** watery eyes, mucus in eyes, eyes are red and itchy: your child may return 24 hours after anti-biotic treatment has begun.

**EAR ACHES/EAR INFECTIONS:** your child may return when the fever is gone, he/she no longer appears ill and 24 hours after anti-biotic treatment has begun.

**STREP THROAT:** sore white patches on throat and tonsils: your child may return when the fever is gone, child is no

longer in pain and 24 hours after anti-biotic treatment has begun.

**CHICKEN POX:** your child may return to school **6 days** after the onset of rash, all lesions must be crusted over and dry. Fever free for 24 hours.

**COXSACKIEVIRUS (Hand, Foot and Mouth Syndrome):** fever, sore throat, tiny blisters on mouth, hands and bottom of feet, diarrhea: your child must be fever free for 24 hours, blisters healed, child is comfortable and feels well enough to participate.

**CROUP:** Barking cough, difficulty breathing, and fever: your child may return when fever free and breathing with no or little trouble.

**RSV (Respiratory Syncytial Virus)** is very contagious and presents itself as a common cold progressing to coughing, wheezing and respiratory distress: your child may return when coughing is no longer accompanied by a fever for 24 hours.

**SCARLET FEVER:** your child may return 24 hours after anti-biotic treatment.

**IMPETIGO:** red, oozing, blister-like pimples often on the face: your child may return 24 hours after anti-biotic treatment.

**FIFTH DISEASE:** a rash appearing on face with a “slapped cheek” appearance. Rash spreads to trunk and limbs.

These telltale signs occur after virus is no longer contagious. Some symptoms include fever, headache, runny nose. Child may return to school when fever free and cold like symptoms are gone. Pregnant women are at risk for complications.

**RASHES:** your child may return after school receives written confirmation from your child’s Pediatrician that the rash is not contagious.

**LICE / SCABIES:** your child may return 24 hours after treatment has begun and all nits (eggs) have been removed.

These policies have been designed with consideration for the health and safety of all the children, families and staff at the Kendall School. We ask that you respect and follow these procedures. Thank you.

## **Z. VACCINATION / IMMUNIZATION**

The Department of Early Education and Care requires that children entering preschool have completed the following vaccinations: 4 of Dtp, 3 of Polio, 4 of Hib, 3 of Hep. B and 1 of MMR, 1 Varicella or had the Chicken Pox disease. If your child is undergoing a special vaccination program, the Kendall School needs written confirmation and updates from your child’s Pediatrician.

EEC also requires that all children entering preschool complete a lead paint test. Results need to be added to the Health Form and put in child’s file.

## **AA. FIELD TRIPS AND TRANSPORTATION**

Kendall School does not participate in field trips that require travel by car. All field trips are in 5 to 10 minute walking distance from school. Examples of field trips are

nature walks around the block, visits to local Cushing Square merchants or our Halloween Parade. In the spring when the ice and snow are melting making the playground muddy, we often take the children by class for walks around the block (not crossing any streets).

### **AB. PLAYGROUND**

The children and teaching staff go outside daily unless there is bitter cold or inclement weather. Wind chill is taken into consideration as well as icy footing. In colder months, we ask that all children be sent to school with boots, snow pants, mittens, hats and a warm winter jacket so they can enjoy the outdoor playground. Upon occasion, parents may request that their child refrain from going outside. If parents request for more than 2 consecutive days, then they need to consider if their child is well enough to attend school.

### **AC. PICK UP TIMES**

Only persons listed on the Authorization Form or on a child's Registration Blank will be allowed to pick up the child. The only exception will occur when a parent has called to notify the school and has spoken to the Director or lead teacher. All new or unfamiliar persons will be asked to provide identification.

Please ensure that all authorized pick up persons have the appropriate car seat for your child.

Pick up times are as follows: AM children should be picked up by 12:00 noon, FULL DAY children should be picked up by 3:00 pm, and EXTENDED DAY children should be picked up by 5:30pm. We ask that you honor these times as it effects the lunchtimes and dismissal times of teachers.

### **AD. LATE FEES**

The Kendall School requires that children be picked up on time. After 5:30pm, there is a late fee of \$1.00 **per minute**. There is a policy of forgiving the first lateness or lateness due to snow or severe weather conditions. The most important element is that you arrive safely to pick up your child. Children are often aware of when they are to be picked up or can get scared when they are the last child in school. Calling if you are going to be late is helpful to the teachers in preparing your child to wait.

### **AE. TERMINATION /SUSPENSION POLICY**

The Kendall School may terminate or suspend a child under the following circumstances:

- \*The health and safety of the child cannot be assured.
- \*Behavioral problems, which cannot be controlled and may endanger the child or other children.
- \*Physical or emotional problems that require constant one-on-one attention.
- \*Parent's refusal to seek professional help requested by Kendall School.

- \*The Child's developmental needs are not being met.
- \*The family does not adhere to the Kendall School policies.
- \*Failure of parents to treat Kendall School staff and other families respectfully and professionally.
- \*The Kendall School reserves the right to terminate services in the event of non-payment of tuition and fees.

We are excited about the beginning of school, and we look forward to another year full of fun and positive learning experiences!

When a child is suspended, a meeting of his/her parents, teachers and the Director will occur and a corrective action plan and timeline implemented. If, in the assessment of the Director, the child's family has not fulfilled the plan, the Kendall School reserves the right to terminate the child. The parents will be notified in writing of the reasons for termination and a copy of this will be kept in the child's file. The Director will inform parents of referrals for other services through Child Care Resource Center. The child should be told that he/she will be leaving the school, given the opportunity to say good bye, and encouraged to look positively on another placement. No child will be terminated (unless an unusual length of time occurs) before a new set of activities or childcare arrangements have been established.

## **THANK YOU!**

We appreciate the time that you took to read our Kendall School Parent Handbook. If you have any suggestions for additions, please alert the Assistant Director. As this is a living document, we expect that it will be amended throughout the year. Please read the weekly parent letters for all handbook policy changes.