

# PLOWSHARES PARENT HANDBOOK

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**PLOWSHARES EDUCATIONAL DEVELOPMENT CENTER, INC.**  
**PROGRAM DESCRIPTION/GOALS AND OBJECTIVES**

**Agency Mission:** To provide the highest quality childcare possible to families who live and/or work in Newton and the surrounding communities; to support families in the education and care of their young children; to promote cooperation and exchange between the existing childcare programs; to provide technical assistance; to publish professional child care literature; to organize parent workshops/trainings; and to encourage parental involvement. To foster, promote and provide professional development for teachers .

Toward these ends, the Board of Trustees has set forth the following goals and objectives; to establish and evaluate governance systems and policies which will meet the above stated missions and objectives; to focus on prioritized needs and offer appropriate support to the agency and staff in carrying out these objectives; to establish in conjunction with administration, staff, parents and community members, short and long range plans and objectives; to evaluate the success of said goals; to raise funds commensurate with these purposeful goals..

**Agency History and Experience:** When Plowshares incorporated in 1976 as a tax-exempt, non-profit child care program, there were ten children enrolled. Today the agency operates in three locations, housed within Newton public school buildings and provides services to more than 200 families. Programs available include parents, thereby ensuring parental participation in the policy and decision-making aspects of the organization. The Plowshares site at Newton North High School serves as the lab training facility for our high school students majoring in Early Childhood Education. Our other locations are Franklin Elementary School in West Newton and the Lincoln Eliot Elementary School in Newton Corner.

**Administrative Goals and Objectives:** To support and carry out the primary mission and objectives as defined collectively by the Board of Trustees, staff, parents and community members. We believe that the most essential element in ensuring quality childcare is the support and development of a dedicated, diverse, educated and nurturing staff, trained in developmentally appropriate education. Staff development, training and advancement opportunities remain a high priority. Currently included as program development priorities are the following: on-going assessment of developmentally designed and culturally diverse curriculum. Research and design of curriculum that fosters moral and ethical development in a diverse society. Other administrative priorities include continued parent participation, membership of the Board of Trustees and our open-door classroom and participation policy. Grantsmanship and fundraising for a variety of purposes, including: Tuition assistance for low and moderate income families; facility improvement; curriculum design and development; parent workshops; technology updates; staff development and collaborative work with other social service agencies and support groups to foster professionalization of the early childhood education field.

**Communication and Contact:** Administrative office call (617) 527-3755 or Fax (617) 244-0227  
Email: [office.plowshareschildcarenorth@gmail.com](mailto:office.plowshareschildcarenorth@gmail.com) Website address: [www.plowshareschildcare.org](http://www.plowshareschildcare.org)

As our logo states we want to be “**Your Trusted Partners in Education and Care**” of your children. We count on your feedback to improve the quality of your programs. So please be sure to fill out our surveys. Speak with the Site Directors about more ways that you can be involved.

## **PLOWSHARES CHILDCARE AND EDUCATIONAL PHILOSOPHY**

Plowshares believes that all children and families regardless of race, religion, cultural heritage, political beliefs, ability, gender identity, marital status, have a right to quality care, nurture and instruction from competent, educated and loving educators. We believe in the importance of developmentally designed and age-appropriate education and care as endorsed by the National Association for the Education of Young Children (NAEYC). And we believe educators have a right to training and supervision which supports their professional development.

We also believe that each child has the right to develop self-confidence and positive feelings of self-worth. Toward these ends, we stress the importance of socialization and enrichment opportunities. Our curriculum and daily schedules are geared toward providing experiences and activities, within both a group and individual context, that foster self-esteem. Plowshares' professional educators observe and evaluate, with input from parents and the child, each child's unique capabilities. Within the context of a nurturing, non-pressured and supportive classroom, teachers are able to design specific activities which encourage and stimulate children to stretch their capabilities and explore new opportunities. In this way, mastery of skills are self-initiated, discoveries are attainable, non-threatening and confidence building. Teachers also foster independence and self-sufficiency. Children are challenged to develop problem-solving strategies by thinking through solutions to various dilemmas: What would happen if? Teachers serve as catalysts to help empower children to become self-sufficient and serve as resources.

## **SCHOOL-AGE CHILDCARE AND EDUCATION PHILOSOPHY**

Plowshares School-Age Care and Education Philosophy is also based on DAP (Developmentally Appropriate Practice). School-age programs and operations are adapted, modified and even newly developed to meet the new stages of growth and development school-age children undergo. School-age children have increasingly powerful desires to become more self-expressive and self-reliant. They need increasing amounts of independence-along with increasing amounts of accountability. School-age staff offer direction on ways to obtain information, facts and organization of thoughts and ideas is fundamental in helping them develop into creative, inquisitive and discerning individuals.

Acquisition of problem solving, and conflict resolution skills is an important and primary component of our school-age programming. Children need help to think through ways of finding solutions, be it homework, puzzles, or personal problems. Children especially need guidance in ways of handling powerful emotions such as fear, anger, embarrassment, etc. Learning how to express one's feelings honestly, yet appropriately, takes time, support and practice. Staff lend such support and guidance, teach cooperation and respectful coexistence. Curriculum and programming for older school-age children is designed to be enriching, socially stimulating, fun and educational.

Programs for older children can capitalize on the importance of the peer group function while still maintaining adult guidance and supervision, by designing a more "club-like" form of programming and operation. Clubs enable students to sharpen their social skills, develop opportunities for social cooperation, build important friendships, and foster self-esteem.

In keeping with a club-like atmosphere, long range and more in-depth activities are very appropriate, as students at this age have greater attention spans and capabilities to explore and master skills, ideas and concepts. We also offer time for students to complete homework and receive additional support from our teachers.

As Plowshares' staff members are dedicated to keeping abreast of new developments in the field of child growth and development, we will continue to draw from the current research and knowledge and strive to create age-appropriate curriculum which challenges, stimulates and engages our students. Enrichment, fun, learning and opportunity will always be cornerstones to our school-age programming and activities.

## **Plowshares Welcoming and Transition Procedures**

All children and families who initially enter any of the Plowshares programs are assisted by the protocol and standard practices of fair, non-discriminatory and welcoming procedure as noted in our Child Intake Policy.

All families are invited to visit the programs, meet Director/Educators, see the programs and learn about our philosophies, practices and procedures for excellence in care and education. This is also when directors and teachers have the opportunity to learn more about each child and what their specific needs and learning styles may be.

All necessary enrollment paperwork (including contact, and health information) as required by EEC are obtained at such meetings. Plowshares standard information packets are reviewed and shared.

### **School-Age Procedures and Options for visiting and obtaining information may occur in any of the following ways:**

At the annual Newton Public School parent orientation. Plowshares works in partnership with the principal to make a brief presentation about the after-school program. Interested parents receive our program information packet. In addition, directors remain available to talk with interested parents, answer specific questions and if interested, set up an opportunity for a program visit with the child.

Both the Lincoln Eliot and Franklin public schools offer Step-up Day for their students and our staff design an Orientation Day filled with fun activities and opportunities to make connections with other children in the Plowshares classrooms.

Parents can contact Afterschool sites to set up a visit prior to school opening in September.

If any child entering our programs has unique health, learning or other specific issues or needs, then we generally have the parent and/or specialist come in prior to entry to share, train, inform, etc. the teachers in the specific needs and procedures that will help the child in our settings.

Parents are encouraged to call/text or email if they have concerns about how their child is transitioning into the Plowshares programs. Communication and exchange is a top priority to ensure a positive partnership and ongoing dialogue.

Teachers share updates on each child's day with parents at pick-up as well. In addition, the director/teachers will call parents if the transition (or any day for that matter) is truly difficult and follow-up discussion, strategies and reassurance is established to help improve the situation.

## **Additional Transitions and Procedures**

Children in our toddler/preschool, Kindergarten and K/1 programs have frequent and ample opportunities to mix with children in other age groups throughout the day and year, including on the playground and gym, or through activities, clubs, field trips, snack time, parties, etc. thereby building friendships, making connections with other children and teachers throughout the year.

Teachers from each grouping (Toddler, Preschool, K, K/1, older After School, etc.) hold frequent joint staff meetings. They share and exchange information and updates on all children as appropriate. When any child or group is transitioning up, the specific teacher involved will go over the individual child(ren)'s progress reports, status, records, information, specific needs and procedures, etc. to ensure a smooth, seamless and welcoming transition. In general, the transition day is designed with specific activities and events to make it easy and comfortable.

## **Transitioning out of the Plowshares program into another school/location/move**

**After School to Middle School:** The Newton Public Schools host a Step-up Day for all students during the spring which is the initiation of the transitioning process. Plowshares teachers design activities and special events that recognize and honor each child in our program for who they are, what they have accomplished and how much they have been enjoyed at Plowshares. This serves as an informal rite of passage and is coordinated just prior to the end of the year. Progress reports and other records are available to pass on to the middle school if requested or as appropriate with parental consent.

**Preschool:** Plowshares staff are fully integrated into the K transitional process established by Newton Public Schools decades ago to foster the transition into Kindergarten. Parents are given The Kindergarten Registration (Preschool Student Information Form) by NPS at registration for Preschool teachers to fill out and send to the child's school. Plowshares teachers are available upon request by parents and or NPS staff to share any information that could be beneficial to the child's adjustment.

Parents, during such transition periods, are offered information and support. We provide the name of schools and contact information. We reassure both parents and children that the process, though sometimes scary, is generally a great opportunity and chance to progress forward. And we always let them know that we will be available whenever they need or want to talk with us.

All of our programs, for whatever the transitional reason, utilize personal discussions and books.

We have access to specific experts/counselors as appropriate and can share whatever resources we have about the new setting or community.

Teachers from each grouping (Toddler, Preschool, K, K/1, older After School, etc.) hold frequent joint staff meetings. They share and exchange information and updates on all children as appropriate. When any child or group is transitioning up, the specific teacher involved will go over the individual child(ren)'s progress reports, status, records, information, specific needs and procedures etc. to ensure a smooth, seamless and welcoming transition. In general, the transition day is designed with specific activities and events to make it easy and comfortable.

### **PRIMARY CARETAKING**

In keeping with our Program Philosophy of viewing each child as an individual and seeking to support each child's unique growth and development pattern, the staff at Plowshares offers primary caretaking. In this practice, each teaching member is assigned not only to watch over the whole group but to carefully observe a small primary sub-group of children throughout the year. This teacher has the primary responsibility of assessing your child's growth and development. They will note your child's particular strengths, talents and skills as well as areas that need further assessment or evaluation. This primary teacher will be responsible for establishing the parent/teacher conferences for preschool families or any necessary conferences for school-age students. Directors/Teachers can arrange to meet with parents at their request for feedback, support or any other need.

### **DIVERSITY: CELEBRATING OUR HERITAGE**

Plowshares welcomes diversity in our enrollment and staff selection. We actively seek employees with diverse social, cultural, racial, ethnic, religious and economic backgrounds to join our programs. As an agency we seek training in special education and diverse cultural and anti-bias curriculum development. Plowshares is proud of our long history of supporting and including children with diverse learning abilities when possible. We welcome sharing by parents, staff, children and consultants on the many needs, customs, holidays, celebrations, history, rituals, foods, song and dance of all our families' heritage and background.

## THE LAB SCHOOL AT NEWTON NORTH HIGH SCHOOL

The Plowshares program operating at Newton North High School was established in September of 1987 at the invitation of the School Committee and Technical Vocational Education Department of Newton North High School. It is a model program and example of a successful public/private partnership between Newton Public Schools and Plowshares Childcare Program, Inc. This location serves as a lab school for training high school students majoring in Early Education. The lab students that take the classes are taught the academic portion of the courses by a High School Teacher and supervised collaboratively with Plowshares Teachers when placed in for practice and hands-on experience in the Preschool classrooms. Lab students study child growth and development theories and learn practical methods of classroom implementation.

Early Childhood Education students that successfully complete all the course requirements are eligible for the Massachusetts Department of Early Education and Care (EEC) teaching certificate.

### PLOWSHARES PRESCHOOL SCHEDULE

This is an example of a general schedule currently in use at the Newton North site. Sites will vary from this general schedule to accommodate specific needs, program hours or spontaneous events.

7:30-10:00	Free Choice Time / Morning Meeting
10:00-10:45	Theme Project-Teacher Directed activity/ snack/ bathroom
10:45-10:50	Clean up Time
10:50-11:15	Group Time
11:15-12:00	Outside/ Gross motor in the gym
12:00- 12:45	Lunch time
12:45-1:00	Bathroom/ Quiet Reading/ Group story
1:00-2:30	Quiet/Rest time
2:30-2:45	Bathroom/ Snack
2:45-3:30	Quiet Reading/ Table choices/ Clean-up
3:30-4:30	Outside/Dismissal

### SCHOOL-AGE PROGRAMMING

Components in After-School Schedules include Lunch (Wednesday/Early dismissal days), Free-choice, Outdoor sports play, Theme Activities, Field Trips, Clubs, Snack Time, Group Meetings, Special Projects, Community School Options, Speciality Instruction Workshops, Homework Options, Quiet Activity Period and Clean-Up.

## CHILD INTAKE

Our enrollment and personnel practices are non-discriminatory towards children and families with regards to race, religion, sex, cultural heritage, political beliefs, marital status, disability, sexual orientation and ethnic or national origin or toilet training status.

Plowshares is a multi-ethnic, socio-economic and culturally diverse program which supports non-discrimination in enrollment and personnel practices. Plowshares accepts children 18 months through grade five, depending on site location and licensing permits. Children who are learning English (ELL) are welcome to enroll.

Parents shall be asked to contact the site director to discuss program operations, care and education philosophies, curriculum goals/objectives, scheduling needs, individual needs of the child and other pertinent information or questions.

**Preschool:** Prior to enrollment, children shall visit the center for an informal observation and assessment in the classroom setting and shall be given an opportunity to play and explore and to meet the teachers, staff and children.

**School-age:** Prior to enrollment, if parents would like to visit please reach out to the director to schedule a tour with their student.

To be placed on the "Active" Wait List which determines your placement date for openings, parents must complete and return the one page Wait List application form and the **non-refundable application processing fee**.

Acceptance is generally based on the date the child is placed on the waiting list.

**Preschool:** September enrollment determination begins January 15th of each year.

**School-age:** September enrollment determination begins February 15th of each year.

Siblings and City of Newton employees receive priority in enrollment through January of each year.

When notified of openings, parents will be permitted one (1) week to decide on enrollment to send in the required non-refundable deposit, equivalent to one (1) monthly tuition fee, before the position is offered to another on the active waiting list.

Enrollment packets, Parent handbook, school calendar, daily schedules are distributed or can be accessed on our website: [www.plowshareschildcare.org](http://www.plowshareschildcare.org)

It is important that parents should familiarize themselves with information and policies contained therein.

All forms, including the Billing Agreement, Application, Health Form, IHCP (for children with allergies), Emergency Release and Field Trip Permission, Media/Photo release, Escort Data Form and Alternative Transportation Form must be completed BEFORE the child initially begins school and updated each September thereafter.

Fees are determined prior to enrollment and included on the Billing Agreement.

Financial Aid applications are available for qualifying families. Discuss options and sources with the directors or contact the main office for further information.

Children with special needs are incorporated into our program whenever possible and appropriate. We ask parents to share any pertinent information relative to a child's need and learning style, including existing IEPs, in order to best serve the child. We adhere to ADA and EEC guidelines on inclusionary practices. We will make all reasonable accommodations on a case by case basis to welcome or continue to serve any child with special needs. If it is determined by Plowshares that a child requires the use of an aide in order to safely attend Plowshares, then we will work with the parents, early intervention, the school and school district as appropriate, utilizing EEC and ADA guidelines to reasonably accommodate the child. If the parents of a child believe that accommodations are necessary for their child, then we will request that the parents inform us of these needs and reasons in writing. We will then work with the parents and early intervention, schools and school districts, as appropriate, to collectively determine what reasonable accommodations can be made. If in Plowshares judgment, the accommodations to serve the child would cause undue burden to the program, then Plowshares will provide written notification to the parents within thirty days of receipt of the authorized and requested information.

## HEALTH AND MEDICAL

( A complete copy of the Health and Medical Policies and Procedures are available upon request)

1. **EMERGENCY CONTACTS:** Parents should always give us the best option(s) on how to be reached in case of an emergency. Please inform the program about any changes in **contact information**.
2. **HEALTH FORMS:**
  - (A) Each child must have a health form filled out and signed by a physician. These are required **ANNUALLY**. School age children may have a written parental statement that the required information is on file with the child's public school.
  - (B) Allergies and special health considerations should be noted on the application, health form and Action Plan. The teachers should also be verbally informed.
  - (C) Immunizations must be up-to-date as required by the Mass Dept of Public Health and EEC. State regulations require testing for lead paint poisoning as well.
  - (D) If your child is not immunized for religious or health reasons, you must submit a waiver signed by your physician.

If a vaccine preventable disease to which children are susceptible occurs in the program, children without immunizations will be unable to attend until such time the child(ren) will no longer be at risk.

3. **ILLNESS:**
  - (A) When a child becomes ill in school, we notify parents immediately so arrangements can be made to pick up the child as soon as possible.
  - (B) Please do **NOT** bring your child to school if they are ill, as it is unhealthy for the other children, their parents, the teachers and the child. Symptoms accompanied by a fever are exclusionary indicators.
  - (C) A temperature of 100°F and above is considered a fever and a child must be picked up from school. A child must be fever free (non-medicated) for at least 24 hours before they are allowed back in school.
  - (D) Any contagious illnesses or conditions that require treatment by a physician or nurse practitioner. Return to the classroom is dependent upon a non-contagious condition as indicated by physician or practitioner.
  - (E) Always notify the center when your child will be out. Also, please report any contagious illness as soon as possible.



4. SERIOUS ACCIDENT/ILLNESS; The following procedures are followed:

Life or Death– Dial 911

- a) Arrange for an ambulance to take the child and a staff member will accompany the child to Newton Wellesley Hospital or nearest hospital deemed by EMS.
- b) Have the teacher/director contact the parent and explain the situation.
- c) In a non-threatening situation the hospital, in general, will not treat the child until the parent(s) arrives.

5. MEDICINE DISPENSATION: (When possible, parents are encouraged to come in and dispense medication themselves.)

Plowshares adheres to the EEC guidelines as follows:

- (A) All medication administered to a child, including but not limited to oral and topical medications of any kind, either prescription or non-prescription, must be provided by the child's parent.
- (B) All prescription medications must be in the containers in which they were originally dispensed and with their original labels affixed. Over-the-counter medications must be in original manufacturer's packaging.
- (C) Staff may not administer any medication contrary to the directions on the original container, unless so authorized in writing by the child's licensed healthcare practitioner. Any medication without clear instruction on the container must be administered in accordance with a written physician or pharmacist's descriptive order.
- (D) Unless otherwise specified in a child's IHCP, the staff must store all medications out of reach of children and under proper conditions for sanitation, preservation, security and safety during the time the children are in care and during the transportation of children.

6. These medications found in the United States Drug Enforcement Administration Schedules II-V must be kept in a secured and locked place at all times when not being accessed by an authorized individual.

7. Prescription medications requiring refrigeration shall be stored in a way that is inaccessible to children in a refrigerator maintained at temperatures between 38 and 42 degrees.

- (E) Emergency medications such as epinephrine auto-injectors must be immediately available for use as needed.
- (F) When possible, all unused, discontinued or outdated prescription medications shall be returned to the parent and such return shall be documented in the child's record. When return to the parent is not possible or practical, such prescription medications must be destroyed and the destruction recorded by a manager or supervisor in accordance with the Dept of Public Health, Drug Control Program.
- (G) No staff member shall administer the first dose of any medication to a child.
- (H) Each time a medication is administered, the staff must document in the child's record the name of the medication, the dosage, the time and the method of administration and who administered the medication.
- (I) Staff must inform the child's parent at the end of each day whenever a topical medication is applied to a diaper rash.
- (J) Missed doses must also be noted along with reason(s) why the dose was missed.

8. ACCIDENT INSURANCE: Plowshares does not carry individual accident insurance for the children.

**EEC REQUIRES ALL MEDICATIONS TO BE ADMINISTERED IN ACCORDANCE WITH THE  
CONSENT AND DOCUMENTATION REQUIREMENTS SPECIFIED IN THE CHART BELOW:**


**7.11 Health and Safety**

Type of Medication	Written Parental Consent Required	Health Care Practitioner Authorization Required	Logging Required
All Prescriptions	Yes	Yes, must be in original container with original label containing the name of the child affixed	Yes, name of child, dosage, date, time, staff signature; missed doses must also be noted along with the reason(s) why the dose is missed
Oral Non-Prescriptions	Yes, renewed weekly with dosage, times, days and purpose	No in FCC. Yes in Large and Small Group. Must be in original container with original label containing the name of the child affixed.	Yes, name of child, dosage, date, time, staff signature; missed doses must also be noted along with the reason(s) why the dose was missed
Unanticipated Non-Prescriptions for Mild Symptoms (e.g., acetaminophen, ibuprofen, antihistamines)	Yes, renewed annually	No in FCC. Yes in Large and Small Group. Must be in the original container with the original label containing the name of the child affixed.	Yes, name of child, dosage, date, time, staff signature
Topical, Non-Prescription (when applied to open wounds or broken skin)	Yes, renewed annually	No in FCC. Yes in Large and Small Group. Must be in the original container with the original label containing the name of the child affixed.	Yes, name of child, dosage, date, time, staff signature
Topical, Non-Prescription (not applied to open wounds or broken skin)	Yes, renewed annually	No. Items not applied to open wounds or broken skin may be supplied by program with notification to parents of such, or parents may send in preferred brands of such items for their own child(ren)'s use.	No for items used solely for prevention, such as sunscreen, insect repellent and chapstick.

## **PARENT INVOLVEMENT**

Plowshares maintains an OPEN DOOR policy whereby parents are welcome and encouraged to visit and observe the classroom at any time. We also encourage parents to volunteer when possible for special projects, field trips, fundraising, sharing hobbies and expertise, etc. Your participation can and does make a difference in supporting a QUALITY program.

## **PARENT COMMUNICATION**

Parent communication for all programs is facilitated through daily postings, weekly newsletters, monthly calendars, Teacher, Director and Executive Director memos, parent feedback surveys, phone calls, email/text exchanges, messages and alerts through the *Remind App* .

## **PARENT TEACHER CONFERENCES**

Plowshares believes in parent/teacher partnership. We encourage daily communication and feedback. We schedule preschool conferences and encourage meetings throughout the year. A copy of progress reports is provided to parents. School-age progress reports are written annually for each child and a copy given to the parent. Parent conferences are scheduled at parent or program request as needed. Conferences with the Director and/or teachers will be arranged whenever requested. Children with identified special needs will have progress reports conducted every 3 months.

## **BOARD OF TRUSTEES**

Plowshares is a non-profit organization overseen by a Board of Trustees composed of alumni parents, social service professionals and community members with skills, interest and expertise that supports and advances the mission of the Agency. If you are interested in participating, please speak with the site director or the Executive Director for further information.

## **CHILDREN'S RECORDS AND CONFIDENTIALITY/AMENDMENTS**

Information contained in a child's record will be confidential and will not be released to anyone outside the Agency, except under mandated reporting laws, without the written consent of the parents. Access information will be logged. Parents will be notified if a child's records are subpoenaed. At the NNHS lab site, records are reviewed by lab students under teacher auspices and subject to confidentiality and with parents consent. Upon request, and at reasonable times, parents may have access to the records of their child. If a copy is requested, no charge will be made. The child's parent may add information to the child's record and may also request deletion or amendment thereof by scheduling a conference to make objections known. Plowshares will render a written statement within one week after the conference to the parents stating the reasons for the decision and, if appropriate, will take actions as determined.

Please be aware: Plowshares strives to protect the privacy and rights of all our children and families and will not release photos, media or private information without consent, unless so required by law or deemed to be in the best safety interest of the children in our care.

Also, Please Note: As we are in a collaborative partnership with the Newton Public Schools we do share, when appropriate, information in a professional and confidential manner with pertinent public school personnel.

## CHILD'S GUIDANCE

Plowshares' child guidance practices reflect our belief that developmentally appropriate expectations and consistent and appropriate limit setting for children are essential to their safety and healthy development. All our child guidance and limit setting procedures are intended to ensure the well being and safety of each individual child and the group as a whole. Plowshares' overall program operations and curriculum are designed to foster creative, interesting and engaging activities, thereby minimizing the likelihood of disruptive and inappropriate behaviors.

Teachers are trained to recognize early signs of distress and possible disruptive behavior and are skilled in trying to redirect the child's energy and attention to a more positive outlet. On occasion "breaks" are deployed to diffuse a difficult situation. When a child's behavior is inappropriate, the teacher will first speak with the child to be certain that they understand why the action is unacceptable. If the behavior continues, the child will be asked to take a "break" and will return to the group when they feel able to do so. Through this process, we hope that the child will begin to gain internal control for their behavior.

Plowshares' staff are trained and supervised in adhering to EEC guidelines on positive and consistent ways of understanding individual needs and development of children by:

- Encouraging self-control and using positive child guidance techniques such as recognizing and reinforcing children's appropriate behaviors, having reasonable and positive expectations, setting clear and consistent limits and redirecting;
- Helping children learn social, communication and emotional regulation skills they can use in place of challenging behaviors;
- Using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to encourage appropriate behavior and prevent challenging behaviors;
- Intervening quickly when children are physically aggressive with one another and helping them develop more positive strategies for resolving conflict;
- Explaining rules and procedures and the reasons for them to children, and where appropriate and feasible allowing children to participate in the establishment of classroom rules;
- Discussing behavior management techniques among staff to promote consistency.

In the rare instance when a child's behavior poses a threat to themselves, the other children or staff, then and only then may a teacher or senior staff member utilize the least necessary supportive hold to prevent the child from harming themselves or anyone else. The goal remains the same; to prevent harm and to help the child regain self-control. The child may likely need to be removed and taken to a safer, more appropriate location.

Supportive holding of children should be considered only in the following situations:

- The child's safety is at risk.
- The safety of other children or adults is at risk.
- The child must be moved in order to be safely supervised.
- The child demonstrated a sustained behavior that is highly disruptive and/or upsetting to the other children necessitating moving the child.

Whenever a child's behavior is cause for concern, then the child's parents shall be contacted and consulted, and if necessary, appropriate resources and assistance will be sought. Refer to the Social Services/Referral Guide.

Plowshares adheres to the EEC guidelines prohibiting the following practices:

- Spanking or other corporal punishment of children.
- Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks.
- Depriving children of outdoor time, meals or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence.
- Disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet, or using any other unusual or excessive practices for toileting.
- Confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision.
- Excessive time-out. Time out may not exceed one minute for each year of the child's age and must take place within a staff member's view.

## **REFERRAL SERVICES**

The following outlines Plowshares referral services policy. We maintain a referral and human services list to assist families in locating appropriate services for educational, social, emotional and medical needs. In addition, Plowshares utilizes referral services and consultants to help assess children's development and to design appropriate education and care plans.

Plowshares also adheres to the EEC guidelines to help avoid suspension or termination of a child from our programs.

## **SOCIAL SERVICES REFERRAL PLAN AND PROCEDURES**

It is the responsibility of the site directors and lead teachers to ensure that procedures relative to social service referrals are carried out in each program and that all teachers are trained and informed in said procedures.

Whenever any staff member observes behaviors in children that raise concerns, then that teacher should share their concerns or observations with the immediate supervisor and/or site director. The issue should then be shared with other teaching members of the classroom team for further assessment, input and discussion.

If the initial issue or behavior observed is of serious concern, then the site director shall inform the parents as soon as possible. Otherwise, all members of the team, including the site director, shall continue to observe the child for further occurrence or indications of the behavior or concern. If the site director feels further assessment for the situation is required, then the site director shall notify the parents and schedule a meeting to discuss the situation. With parental input at such conferences, the teachers, directors and support staff will collectively work to design an appropriate educational and social strategy plan to help the child. The primary goal will be to aid the child in developing behavior and skills to enable their continued participation in the program. Philosophically such goals are developed with the intention of building self-esteem and fostering appropriate social skills. Parents are encouraged and supported in developing strategies to supplement the work and support efforts designed at Plowshares. Consistency in behavioral intervention practices, both at home and at Plowshares, is a priority in order to help modify children's challenging behaviors.

If the observed behaviors or conditions warrant assessment by other specialists, then the parents shall sign a consent form and be informed of the person observing, the date and time of the observation/consultation and have access to information regarding such assessments. This is generally done in a separate conference with the parents, director and consultant/specialist.

Whenever appropriate, parents will be informed of services offered under Chapter 766 with referrals to Early Intervention for children under three years of age (781-449-1884); the Director of Early Childhood Program for children over three (617-559-6050); the Coordinator of Elementary Special Education for N.P.S. and Pupil Personnel Services (617-559-6025). Other social service referral listings and contacts will be made available when needed.

Should a child's condition or behavior warrant development of a special individual education plan, then the parents, staff and Special Ed personnel will work together to develop and implement such plans for supporting the continuation of the child in the classroom setting as required under Chapter 766 and EEC. Plowshares supports the "inclusion" model of integration of children with diverse learning needs in the classroom whenever possible and appropriate. Plowshares teachers work closely with the Newton Public Schools and special education personnel in designing such plans.

Alternative Placement and Termination: If after a reasonable period of time implementing the intervention practices, the staff and directors believe the social, behavioral, emotional or psychological needs of the child are greater than can be appropriately met by the staff, then the program will assist the family in finding the appropriate social services and/or relocating the child to a more suitable environment. This should be conducted within a reasonable time frame, not to exceed 3 weeks. Although Plowshares does assist in the process of locating referral services or relocation, the ultimate responsibility rests with the parents or guardians.

If the procedures, as stated above, have been carried out with little or no success and the child's behavior continues to seriously disrupt classroom proceedings or jeopardizes their own safety or the safety of the other children and staff, then Plowshares reserves the right upon notification of the parent, to suspend or terminate the child. Referral services, assistance and counseling will continue to be made available to the family and child as needed.

All children shall be appropriately informed of the pending suspension or termination as is suitable for their developmental status, abilities and/or age and shall be given adequate information and support to prepare for the separation, including, but not limited to, a farewell gathering with their classmates and support and encouragement from the teaching staff.

All reports, meetings and evaluations shall be documented and maintained in the child's file. Parents will be provided with a written statement which includes the reasons for recommending a referral, a brief summary of the relevant observations made by staff and all efforts made to accommodate the child. It is the responsibility of the site director to ensure that appropriate files and records are maintained.

## PLOWSHARES POLICY ON TERMINATION and SUSPENSION

Plowshare Childcare Program, Inc. reserves the right to terminate services to children and families for the following reasons:

- 1. NON-PAYMENT OF TUITION/LATE PICK-UP:** Whenever tuition falls in arrears more than 2 weeks (See Billing Agreement); Frequent tardiness at pick-up & end of day.
- 2. CHILD'S NEEDS FOR SPECIAL SERVICES BEYOND PLOWSHARES CAPABILITIES:**  
Whenever the service and program needs of a child exceed the expertise, professional capabilities or physical capabilities of staff members; or whenever a child's condition or behavior cannot be managed effectively by Plowshares Educators or detracts from the daily operation of the center; or whenever a child's condition or behavior poses a potential threat to the safety and well-being of themselves, the other children or staff, then referral arrangements for more appropriate services and placement will begin as indicated in the Social Service Referral Plan. Please note that if a child's behavior poses a serious threat to the safety and well-being of the child or the other members of the class, or is so inappropriate as to be disruptive of program operations, then Plowshares reserves the right, upon notification to the parent, to terminate continued services for the child.
- 3. HARASSMENT/MISCONDUCT:** If a parent, family member or child displays inappropriate behavior, either physically, verbally or sexually, toward any staff member, child or parents, then termination/referral procedures shall be initiated immediately.
- 4. PROGRAM PHILOSOPHY DIFFERENCES:** Whenever program operations and philosophical beliefs are in conflict with any parent's or child's philosophy or beliefs, then the Plowshares administration will establish a meeting to listen to the perspective of the parent/child. If accommodation of requests, changes or actions can be incorporated into the program without disruption of the schedule or program philosophy, then a reasonable attempt to do so will be made. If however, the requests for change or actions are contrary to the Plowshares published philosophy and educational and care giving goals, or is disruptive of daily schedules and operations, then the parent/child will be informed and, if needed, referral and termination practices will be initiated. The termination process shall not exceed two (2) weeks. The Executive Director will be the final arbitrator of any dispute regarding program or operational practices or issues; the Board of Trustees for any legal/policy issues.
- 5. POOR COMMUNICATIONS/LACK OF TRUST:** If relations between the parent(s)/Guardian(s) and Plowshares should for any reason deteriorate to the point that communications are strained and counterproductive and trust is lost or broken, then Plowshares reserves the right to terminate services.
- 6. OTHER CAUSES:** All such other causes as would prove detrimental, illegal or harmful to the children, employees or families at Plowshares.
- 7. SUSPENSION:** Plowshares adheres to the EEC guidelines to help avoid suspension or termination of a child. Suspension is rare, to be used only in extreme situations where safety or behavioral concerns for the well being of the child, the other children or staff is critical or when recommended as part of an IEP.

## **.PUBLIC SCHOOL SAFETY/PARKING**

Plowshares rents space from the Newton Public Schools. Each parent must become familiar with the rules for safety required by the School in which your Plowshares center is located, especially those rules that apply when dropping off and picking up your child. Please be aware of designated parking areas and rules regarding the crosswalks.

## **TRANSPORTATION**

Parents/Guardians are solely responsible for the daily transportation of the child(ren) to and from Plowshares Childcare Program.

## **CHILD'S ARRIVAL/DEPARTURE**

- 1) Preschool children **MUST** be accompanied by an adult into the classroom, and picked up by an authorized adult from the classroom. Children remain under the Parent(s)/Guardian(s) purview until they are checked in or out by Plowshares teachers both for morning drop-off and afternoon pickup.
- 2) Kindergarten children are picked up at their classrooms by a staff member and taken to Plowshares at the time of dismissal.
- 3) First through fifth graders walk to Plowshares designated areas by themselves at dismissal time. They remain under the Newton Public Schools purview until they arrive and are signed in on attendance at Plowshares where they are then under the auspices and liability of our agency. At no time should they exit the school building.
- 4) No preschool child should be brought into the classroom prior to opening hours: 7:30 AM at Newton North High School site.
- 5) Please call/message us before 9:30 AM or no later than 11:00 AM for after-school children if your child will be late or absent. If necessary, also notify the transportation service.
- 6) If your child will be picked up by an adult other than listed on the Authorized Release listing it is necessary that Plowshares be notified beforehand-preferably in writing. We will need the adult to have a picture ID with them for us to check.
- 7) When leaving with your child, please notify the teacher. Some sites also require a sign-out as well.
- 8) All preschool children **MUST** be picked up by the end of the individual scheduled program.
- 9) After School programs at Lincoln Eliot and Franklin end at 5:45. Tardiness will result in a late fee.

If a child has not been picked up by 6:00 PM, the Director/Teacher will first call the parents. If they cannot be reached then they will call the emergency contacts. If no contacts or arrangements have been made by 6:45 PM, then we must, per order of EEC, contact EEC/DCF and/or Newton Police. However, no child(ren) will ever be left unattended by a Plowshares staff member until appropriate authorities assume custody.

## **LATE FEE POLICY**

Every parent should observe the end of program hours. Parents are expected to be in the classroom to pick up their child by the scheduled end of each program and agreed upon schedule. A \$10.00 charge will be applied to billing accounts for each portion of 15 minutes that a child is picked up after their regular schedule. That charge will increase to \$15.00 for the second time in a month and \$20.00 for the third time. Should tardiness continue beyond 3 times in a month, then the fee will increase to \$5.00 per minute. Teachers will hand tardy parents a copy of the late slip to be filled out at that time indicating the time of arrival, acknowledgment and signature of the parent. These late slips will then be forwarded to the main office for inclusion in the monthly billing. Our staff members work long and hard. They have families and other obligations. This policy will be strictly enforced. We understand that occasional emergencies do occur. ***Consistent tardiness however, is grounds for dismissal.***



## FIELD TRIPS

Plowshares takes field trips to various educational and recreational points of interest, some which may require additional fees. These will be noted on the field trip permission forms.\* Use of seatbelts on buses and/or other forms of public transportation are dependent upon availability of such. Field trips may be either small groupings or with the entire class. Parents are notified beforehand. A general release is signed at enrollment and often for specific releases. Staff will make every effort to arrange field trips on varying weekdays throughout the year to accommodate children on varying schedules. Staff may also choose to limit the size of the group for various reasons.

Parents may sometimes be able to attend field trip events when their children are not regularly scheduled on those days if space and arrangements are possible. In these instances, parents will generally need to arrange transportation and ticket purchase on their own. Parents are asked to assume full responsibility for their children's well-being and must enforce the same rules, conduct standards and limit setting principles that the teachers are enforcing for the rest of the group. If parents are uncertain about any such rules or requirements they should feel free to ask the teachers. Likewise, if parents have any questions or concerns about field trips, they should contact teachers or directors.

If a child is not going to participate on a whole class field trip, it is the parent's responsibility to make alternative arrangements. Sometimes Plowshares can assist.

Once field trip permission slips are signed, you are responsible for charges regardless of whether your child participates.

\* Should field trip fees cause a financial hardship for any family, please contact the site director for possible waiver or reduction of the fees.

## TOILET LEARNING

No child in either pre or after-school shall be refused admittance based on toileting needs or capabilities. All Toddlers and Preschool age children should have a complete change of clothes in their cubby.

**Newton North Toddler/Preschool site:** Plowshares staff are trained in Toilet Learning procedures. Philosophically, we do not believe in pressuring children to start toilet self-help skills until they give indications that they are interested and ready. It is our policy to include parents in the toileting procedures to ensure that consistency in practice is evidenced both at home and in school. An initial meeting is established to discuss and share ideas on methods and practice. Praise and support are primary components of our practice. Likewise, the opportunity to model older children's independent toileting behaviors is supported. In general, once toilet learning procedures have begun, children should not be put back into diapers as it interrupts and prolongs the process. Similarly, we have found that pull-ups are not helpful in the process and are therefore discouraged. Please share any thoughts and ideas or discuss any questions or concerns with site teachers and directors. Progress updates should be shared regularly between home and school.

**Kindergarten and School-Age:** If there are toileting issues, please inform the director at intake and provide a complete change of clothing. An appropriate plan to aid in self-toileting will be developed with the Director/Teachers and parents if needed.

## **REST/QUIET TIME**

Preschool rest /quiet time, required by EEC regulations, is provided daily after each busy and challenging morning. Each child is supplied with an individual mat, which is charged to parents' billings. The quiet atmosphere, often with soft music, is conducive to a relaxed period during which most of the children fall asleep; others benefit by the rest and quiet. (Please note: If a child does fall asleep during rest/quiet time we do not awaken a child until the rest period is over.)

Please leave a small blanket in the cubby and have it laundered weekly. If helpful for your child during rest time, a special stuffed animal or such is welcome.

## **RESEARCH AND EXPERIMENTATION AND UNAUTHORIZED ACTIVITIES**

Plowshares is in compliance with EEC regulation #7.04(12)(13) regarding research, experimentation and unauthorized activities. None are conducted without parent's consent.

## **ABUSE AND NEGLECT REPORTING PROCEDURES**

All staff members at Plowshares are mandated by law, EEC, and Department of Children and Families to report, based on our best professional assessment and experience, any suspicious or disclosures of child abuse or neglect of the children in our care. Documentation of concerns and/or incidents is maintained. Teachers report such concerns to supervisory personnel, including site and agency directors. When appropriate, information and concerns are shared with parents. A copy of the full procedures is available upon request.

## **POSITIVE SUGGESTIONS/FEEDBACK/ANNUAL PROGRAM EVALUATIONS**

As we seek to continually improve the quality of the services we offer, please be sure to utilize all means of communication whenever a pertinent thought or idea occurs. Likewise, we encourage on-going communication with administration, directors, and teachers on issues and concerns of importance to you. We also welcome supportive feedback as well. All parents are requested to fill out our year end survey forms as well as sharing feedback on an ongoing basis.

## **CONFLICT RESOLUTION**

Plowshares is committed to parent participation and feedback. We seek to keep differences of opinion and potential conflict to a minimum by seeking feedback on a daily basis. We encourage parents to share concerns or worries as soon as they arise. Please feel free to share these worries daily upon arrival at school. If your concerns require more time for discussion, then the teacher or director will set up a conference meeting at a mutually convenient time.

Whenever appropriate, we suggest that parents first talk over a concern or worry with the staff person most directly related to the issue. If this is not practical/appropriate then talk with that person's supervisor; i.e. Coordinator, Lead teacher, Site Director or Executive Director. If your concern is related to program issues, schedules, philosophies, etc. speak with site directors or administration. If your issues are related to policies and procedures, speak with directors or the Executive Director. Policy and legal issues may need to be decided by the Board of Trustees. If this is the case, the Executive Director will request that you state your issue in writing and petition the Board to review your request. The Board, in turn, will decide whether such a request requires a special hearing, at which time you would be requested to attend a meeting to discuss the concerns raised in your petition. Final resolution of personnel and program operations conflicts generally resides with the Executive Director. Resolution of legal and police issues generally falls to the Board of Trustees.

## EXTRA CLOTHES/DRESS

- 1) Each child should have a complete set of extra clothes (appropriate to the season). Please check regularly.
- 2) All clothes should be labeled.
- 3) Proper dress is required for your child according to the season. We go out almost every day.
- 4) Please send your child to Plowshares in PLAY clothes. Thank You!
- 5) Extra clothes should be kept in a labeled bag in each child's cubby.

## TOYS FROM HOME

Check with your child's teachers about current classroom policy concerning toys from home. We appreciate your cooperation!

## BIRTHDAYS

**Preschool Only**, Plowshares will provide a special snack for the class. Please notify us a few days beforehand of the date.

## SNACKS/LUNCH

**Preschool:** Parents are requested to send a morning and afternoon snack and a lunch with a drink for their children. Water is available throughout the day. Staff encourage children to eat the meals sent by parents. Children are encouraged to eat at least a few bites, although they are never forced to eat. If there seems to be serious issues regarding eating, we will discuss possible solutions and strategies with the parents.

**\*\*BE SURE TO NOTIFY TEACHERS FOR MANAGING CLASSROOM FOOD RESTRICTIONS DUE TO ALLERGIES\*\***

**Kindergarten/School Age children:** Please send a lunch (For Wednesdays and early dismissals) or buy it through the public schools. In addition, send in afternoon snacks.

## FOOD SUGGESTIONS

To ensure good nutrition for your children and that they grow up healthy, they will need to eat a large variety of foods. The amount of food that they eat is much less important. Remember that your children's appetite may decrease and become pickier over the next few years as their growth rate slows. As long as they are gaining weight and have a normal activity level, then you have little to worry about. You can still offer them a variety of foods, but can decrease the serving sizes if they don't eat a lot.

In compliance with EEC regulations, the following are offered as suggestions for nutritious foods, drawn from the USDA Food Guide, which may be included in lunches or snacks.

## MY PLATE

- **Grain** group servings include: 1 slice of bread, ½ cup of cooked rice or pasta, ½ cup of cooked cereal, and 1 ounce of ready to eat cereal. Your child should eat 6 servings from this group.
- **Vegetable** group servings include: ½ cup of chopped or raw vegetables, or 1 cup of raw leafy vegetables. Your child should eat 3 servings from this group.
- **Fruit** group servings include: 1 piece of fruit or melon wedge, ¾ cup of 100% fruit juice, ½ cup of canned fruit, or ¼ cup of dried fruit. Your child should eat 2 servings from this group.
- **Milk** group servings include 1 cup of milk or yogurt or 2 ounces of cheese. Your child should eat 2 servings from this group.
- **Meat** group servings include: 2 to 3 ounces of cooked lean meat, poultry or fish, ½ cup cooked dry beans. You can substitute 2 tablespoons of peanut butter or 1 egg for 1 ounce of meat. Your child should eat 2 servings from this group.

**For school aged only:** Please note: Opportunities for school lunches can be arranged directly through the NPS for early release days.

## ALCOHOL, DRUGS, SUBSTANCE ABUSE

If a teacher observes a parent who appears unfit to drive safely due to intoxication from any source or for any other apparent reason, then that teacher will inform the parents that their condition prohibits release of the child for the reasons of safety and well being of the child and parent and for reasons of law and liability.

Plowshares reserves the right to:

- Call a taxi.
- Call the emergency number of a family member or friend.
- Call the Department of Children and Families or EEC
- Call the police if the parent insists on taking the child.

## PLOWSHARES SCHOOL CLOSINGS

Plowshares follows holidays and closures as observed by the Newton Public Schools. Check Plowshares website for calendar and specific dates.

Closure due to inclement weather is made by the Superintendent of the Newton Public Schools. School Closing Announcements are made via the following:

- Channels 4,5,6,7,56 News
- WBC (1030) and WRKO (680) radio stations
- Email/Text messages.
- Announcement on Remind App

Occasionally, when the weather worsens during the day, Plowshares will need to close early. This decision will be made by the Newton Public Schools and/or Plowshares. For updated information please refer to the above radio/TV stations, Email/Text messages, announcement on Remind App or check on our website [www.plowshareschildcare.org](http://www.plowshareschildcare.org) for closing announcements.

Please remember to allow extra travel time in bad weather and try to arrive early to allow the staff extra driving time as well.

Be sure to notify the center if a friend or relative needs to pick up your child.

## **EMERGENCY EVACUATION PLANS FOR PLOWSHARES' CENTERS**

Purpose: To assist personnel in safe and effective evacuation procedures in case of unexpected emergencies not covered under fire evacuation procedures.

General: All personnel must be cognizant of the following emergency evacuation plans.

- 1) Follow standard evacuation procedures, including head counts against attendance book, carrying First Aid kit and children's emergency records, portable phone if available, etc. and proceed calmly, reassuring the children as much as possible.
- 2) Attend any emergency medical situations as best as possible, following First Aid training/CPR procedures.
- 3) Once at an emergency evacuation location, call necessary medical personnel, agency administrators and parents to notify of the situation and status of children. As appropriate, offer suggested next steps and procedures. If the situation is not resolved within 45 minutes, parents must pick up their children.
- 4) Directors shall update and inform all staff of emergency evacuation plans at least bi-annually and during orientation of new personnel.
- 5) Evacuation plans shall be clearly posted at each site.
- 6) Evacuation plans will be reviewed annually at Agency Director meetings.

## **EMERGENCY UPDATES AND NOTIFICATION**

We will notify parents/guardians when an emergency and/or an evacuation occurs by one or more of the following: web posting, email, text, Remind app, telephone call. Should an emergency happen early in the morning prior to the major drop off of students, and the children present have been moved to the emergency shelter, then parents shall not be permitted to drop off children at the emergency shelter. All families should wait for further instructions and updates.

Any appropriate information will be disseminated to everyone via the above means as soon as possible.

Main Office: (617) 527-3755

[www.plowshareschildcare.org](http://www.plowshareschildcare.org)

## SITE SPECIFIC EVACUATION PLANS

### **Newton North High School:**

Children should evacuate via designated fire doors, take right and proceed along the sidewalk to stairs, walk up stairs to Hull Street., turn right and proceed along sidewalks to Lowell Avenue. Turn right on Lowell and proceed toward Washington Street/Mass Pike and walk to the first set of crossing lights at the intersection of Otis Street and Lowell. Crossover to St. John's Episcopal Church on the corner and enter basement classrooms for Bowen Nursery School. Tel @ Bowen Nursery School (617) 332-3923; Plowshares NNHS: (617) 527-3755. For Shelter in Place and Lockdown: Students and teachers are generally advised to stay in classrooms. If it is a Shelter in Place, the main entrance on Tiger Drive off of Walnut Street and/or the Athletic entrance will be open and students and faculty outside will be directed to the SOA (simulated outdoor arena), take a left and proceed down the hallway to the gym. For a lockdown, no doors would be open to the building. In both cases, the children and teachers of Plowshares will likely be in our classrooms. However, should we be advised to exit the room with windows then we would likely move into Michelle Ramsdell's room, the middle classroom (Room 107C). If we happen to be elsewhere in the building, such as in the gym or dance room, we will likely remain in those spaces. If we happen to be outside during a lockdown, then we would go to our Plowshares alternative emergence site- St. John's Episcopal Church at the corner of Lowell and Otis Street. And finally, should that space be inappropriate, then we would walk with the school to one of the official NNHS alternative sites: Newton City Hall and/or Main Library, 1000 Commonwealth Ave. (617) 796-1360; Cross Comm. Ave. to City Hall/Library.

**Lincoln-Eliot:** Evacuate via fire routes. Children will gather with the teachers on the far sidewalk on Jackson Road rather than line up on field. Teachers will check that all students are accounted for before heading down Jackson Road toward Our Lady Help of Christians Church @ 573 Washington Street (617) 527-7560. Children will be escorted down Jackson Road taking a right on Wiltshire to Adams Street. Straight across Adams Street to the parking lot of Our Lady's entering through the back green door on the side of the church.

Secondary Site: Cabot School, Kindergarten wing 229 Cabot St. Newtonville: (617) 964-2749 south on Jackson Rd. Cross Washington St., go over the bridge, turn right on Newtonville Ave., then walk diagonally across Cabot Park to school. If parents need to pick up their children they will be notified by email/cell phone. For Shelter in Place or Lockdown: If children and teachers are in rooms that can be locked they will remain in the room. Depending upon the situation, Music Room occupants will go to either the Library or Art Room. Cafeteria occupants go to room 158. If outside during a lockdown, children and teachers will walk to the evacuation location.

## Franklin:

(In an Emergency, all staff take a Walkie-Talkie and their cell phone.) During Elementary School hours, Franklin students will evacuate to the Burr School, 171 Pine St., Auburndale, MA. 02466 (PH: 617-559-9360). After school hours, Plowshares will evacuate to the GYM at Burr School (PH: 617-965-1518) via designated Fire Routes using the hallway stairs to Door #3. If in the Library, Cafeteria, Gym, Music Room, Art Room, Game Room (Rm 428-next to the Gym) use the closest exit that is most appropriate. After each child and Plowshares Teachers are accounted for by name, all children should be escorted along the sidewalks and use crosswalk at traffic light at the intersection of Derby St. and Cherry St. Cross Derby St, and walk south on Cherry St., using the right side of the street, to River St. (opposite Pizza Market). Turn right onto River St., and follow to Pine St. Turn left and cross River St. at the crosswalk and follow Pine St., walking on the right side of the street, to the Burr School. The After School entrance is on the corner of the far (left) side of the school. Go in the door and go down the stairs. Go through the Music Room to the Gym.

For Shelter in Place and Lockdown: Children and Teachers will generally stay in the classrooms. If the Library needs to be evacuated, go to the OT/PT Room, down the narrow corridor at the back left of the Library, may also be used. If the Gym needs to be evacuated use Room #428 around the corner from the Gym. If the Cafeteria needs to be evacuated, use Room #8 next to the Cafeteria, the Cafeteria Kitchen, or the small side room on the right side of the Stage. If we are outside during a lockdown notification and the threat is outside the school, then bring the children immediately inside the school, using a Staff Entrance, and go to the closest Plowshares Room and lock it. If unable to enter the school or if the threat is inside the school, and the group is outside, go to the far end of the large Playground to Derby St. Gate, connect with all other Plowshares staff by Walkie-Talkie, and proceed to our alternative emergency site at the Gym at the Burr School, using Derby St. Left on Sheridan St. Left on River St., and Right on Pine St.

## PARENT RESOURCES

Plowshares website: [www.plowshareschildcare.org](http://www.plowshareschildcare.org)

City of Newton: <http://www.newtonma.gov>

- Public Schools: <http://www.newton.k12.ma.us>
- Health Department: <http://www.newtonma.gov/gov/health/default.asp>
- Housing and Community Development: 617-796-1144
- Parks and Recreation: <http://www.newtonma.gov/gov/parks/default.asp>

Department of Early Education and Care: [www.mass.gov](http://www.mass.gov) ( [Department of Early Education and Care | Mass.gov](#) )

## COMMONWEALTH OF MASSACHUSETTS AGENCY ACKNOWLEDGEMENT

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