

# **Koinonia Early Childhood Center Parent Handbook 2023-2024**

Celebrating 28 years!



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## Our Vision

Koinonia Early Childhood Center ("Koinonia" or KECC) is an outreach and support ministry of the West Newbury Congregational Church. We believe the church today is called to perform a vital role in our communities by actively ministering to the needs of individuals. Through this early childhood center, we seek to respond to the valid concerns of working families and partner with parents in the care and nurturing of their children. Through an active, developmentally appropriate, and stimulating program, in a secure, loving, and Christ-centered environment, our vision is that children will be instilled at an early age with the desire to do what is right and good, as taught in the Word of God. As a result of this positive influence, our children, our families, and our communities will benefit today and for generations to come.

## Our Philosophy

"Even a child is known by his actions, whether his conduct is pure and right."  
-Proverbs 20:11

At Koinonia, we believe it is important to instill in our small children the desire to do what is right and good. Our philosophy and early childhood education is built upon five educational tenets.

## The Five Foundational R's

- Having a **RELATIONSHIP** with God and learning to get along with others are priorities in life.
- **RESPECTING** other's lives and property are key to effective socialization.
- The appropriate **RELEASING** of both frustration and forgiveness sets an early standard for self-control.
- Training children to take **RESPONSIBILITY** for their actions provides a foundation for life-long confidence.
- Koinonia provides **REINFORCEMENT** of family values.

We believe in a strong background of social skills and respect for God, family, peers, and adults. We instill the 14 characteristics of Christ, as found in Scripture (Philippians 2:5-11). These 14 characteristics have been defined in T.W. Hunt's and Claude King's book: *The Mind of Christ*. With the permission of the authors, Jean Cronk, founding Director, developed a curriculum around these characteristics, which is developmentally appropriate for preschoolers. The 14

characteristics are as follows: humble, obedient, willing, good, meek, able to teach, not quarrelsome, patient, gentle, faithful, wise, watchful, loyal, and courageous.

### **Koinonia Early Childhood Center Rates**

**Effective August 21, 2023**

#### **Full Day Program**

	5 Days	4 Days	3 Days	2 Days	1 Day
Preschool	\$400	\$320	\$252	\$178	\$99
Toddler	\$441	\$373	\$295	\$224	\$121
Infant	\$586	\$485	\$365	\$271	\$143

#### **Half Day Program**

	5 Days	4 Days	3 Days	2 Days	1 Day
Preschool	\$241	\$191	\$153	\$107	\$55
Toddler	\$253	\$213	\$167	\$130	\$66
Infant	\$353	\$290	\$219	\$163	\$87

#### **Hours of Operation:**

All Day Program            7:30 AM to 4:00 PM

Half Day Morning            7:30 AM to 12:00 PM

#### **Registration Fee**

- \$75.00 non-refundable per child annually for new enrollment
- \$65.00 non-refundable per child annually for returning enrollment

Please note that the toddler rate applies to children in preschool not yet potty-trained. The infant rate applies to toddlers not yet walking independently.

**ALL RATES ARE WEEKLY**

## Child Guidance

Appropriate behavior plays an important role at Koinonia. The principle of discipline is to help the child develop self-control and responsibility for his or her actions. We encourage positive behavior and child participation. There shall be no forms of corporal or cruel punishment, no humiliation or verbal abuse, and no child shall be denied food as a form of punishment. Discipline is approached from a positive perspective; children are given instruction to meet classroom rules and expectations. Teachers provide children with words of praise, encouragement, as well as verbal correction and redirection. If redirection is not effective, a child will be encouraged to take a break from the group setting and return when he or she feels ready and/or a teacher has had an opportunity to discuss the situation with him or her. Serious behavior problems will be discussed with parents or guardians as they occur.

When a discipline issue needs to be addressed with a child, it will be done using positive language and redirection. Staff will not be allowed to belittle a child when disciplining. Staff seek to help the children remedy situations as they arise by teaching them acceptable and developmentally appropriate steps to deal with the problem.

It is our philosophy that the most effective discipline strategies are consistent at school as well as in the home.

Koinonia will provide referral services for any child whose needs are beyond what we are able to provide. A variety of resources are available at Koinonia upon request. A child's attendance should not be continued if the needs of the child cannot be met.

If it becomes apparent that a child is having difficulty functioning within the boundaries and philosophies of Koinonia, the following procedures will be implemented:

1. Parents will be notified and required to conference with the Director and staff members involved to make parents aware of the problem.
2. A plan of action will be decided upon where both the school and the parents agree to work with the child at school and at home.
3. Koinonia will make every effort to work for the child's best interest and wellbeing, in a cooperative manner with parents to help the child. When necessary, the center's Director, staff, and parents will meet to discuss progress and assess the situation. At that time, it will be decided if a suspension from the program is in the best interest of the child(ren). If it is, then the family will be

notified. All matters discussed will be documented and kept confidential, in the child's file. All documents will be dated and signed by the center's Director, and, if available, the parents.

### **Suspension Policy**

It is the desire of KECC administration and teaching staff to work with children and their families, so all children have a positive early school experience. At times, serious behavioral concerns (considered developmentally inappropriate) sometimes arise in the classroom. These behaviors are addressed immediately. Parents of the child acting inappropriately are notified immediately. Additionally, parents may be called and asked to pick up their child immediately.

If a parent picks up their child because of inappropriate and serious behavioral concerns, the child may not return until a meeting is held with the parents and the classroom teacher and/or Director. The goal of this meeting will be to develop a behavioral plan to prevent further incidents. On the second offense, the child will be suspended from the program for two school days. The third offense will result in termination from the program. Please see termination policy.

### **Home Communication**

It is helpful to know how to support the children if we (the center's staff and administration) partner together with parents and caregivers. Please keep the center's staff and administration informed of any changes which affect the child, such as living arrangements, a death in the family, etc. Staff can interact better with the child if they are aware of any changes in the child's life. Something seemingly insignificant to an adult is monumental to a child. Please inform Koinonia administration and the church office administrator if your address or phone numbers have changed as well.

### **Photos/Videos**

Please do not post pictures or videos of other children in your child's class on the internet without the consent of the other child's parents/guardians.

## Curriculum

Our curriculum consists of a combination of age-appropriate skills and activities and lessons that enrich a child's mind and heart. Language skills, songs, and music and movement are an important part of all our programs, including the infant and toddler program.

We use Howard Gardner's theory of multiple intelligences as a basis for working with and assessing children at Koinonia. In his work *Frames of Mind* (1983), Gardner suggested that there are at least eight different intelligences: linguistic, logical-mathematical, spatial, musical, bodily-kinesthetic, interpersonal, intrapersonal, and naturalist. Most recently, a "big question" intelligence has been added to the multiple intelligences' framework. Children who are strong in this area ask big questions about God, the nature of how things work, and the big questions about the universe. All of us possess these intelligences, but to varying degrees. Learning can be enhanced when strategies are personally appealing. Applying Gardner's theories to early childhood looks like this:

**Linguistic (*Word Smart*):** Linguistical learners enjoy reading, writing, and telling stories. They are good at memorizing names, places, dates, and trivia. Their learning preference is dominant through seeing and hearing.

**Logical/Mathematical (*Math Smart*):** Logical/mathematical learners try to figure things out, do experiments, engage in activities that involve quantities and numbers, ask questions, and explore patterns and relationships. Their learning preference is through applying reason, logic, and problem solving and they learn by categorizing, classifying, and working with abstract patterns/relationship. They typically enjoy math.

**Spatial (*Art Smart*):** Spatial learners like to draw, build, design and create things, daydream, look at pictures, watch movies, and play with machines. Their learning preference is visualizing, and they are good at imagining things, sensing changes, mazes/puzzles, and reading maps/charts. Spatial learners learn by visualizing, dreaming, using the "mind's eye", and working with colors/pictures.

**Musical (*Music Smart*):** Musical learners enjoy singing, humming, listening and responding to music, and playing an instrument. They are adept at picking up sounds, remembering melodies, noticing pitches/rhythms, and keeping up time. They learn through rhythm, melody, and through the beat of music.

**Bodily/Kinesthetic (*Body Smart*):** Bodily/kinesthetic learners like to move around, touch, talk and use body language. Their learning preference is through touching, moving, interacting with space, and processing knowledge through bodily sensations. A bodily/kinesthetic learner is likely to excel in physical activities (sports, dance, acting) and crafts.

**Interpersonal (*People smart*):** Interpersonal learners like to have lots of friends,

talk to people, join groups, and are skilled at understanding people, leading others, organizing, communicating, manipulating, and mediating conflicts. Their learning preference is through sharing, comparing, relating, cooperating, and interviewing.

**Intrapersonal (Self-Smart):** Intrapersonal learners like to work alone and pursue their own interests. They are good at understanding self, focusing inward on feelings/dreams, following instincts, pursuing interest/goals and being original. The intrapersonal learner's learning preference is to work alone, individualize projects, self-paced instruction, and having his or her own space.

**Naturalist (Nature Smart):** The naturalist shows a strong capacity for understanding the natural world including plants and animals, sensitivity to other natural phenomena such as cloud formation and mountains. They have the ability to discriminate between nonliving forms, interact positively with living creatures and decipher patterns in life cycles and ecological relationships.

Children, just like adults, have their own preferred strengths, learning styles and preferences, interests, likes, and dislikes. We at Koinonia feel that it is our responsibility to consider each child's individual learning styles and strengths as we provide appropriate learning environments, plan learning activities, and set up suitable social structures. Play is the work of early childhood education. Koinonia strives to offer a strong, developmentally appropriate, research based educational experience based on current knowledge in education.



## Infant Program

Infants have their own schedules dependent on their individual needs. As they grow older, they usually work up to the following schedule:

7:30 AM	Center opens – Infants arrive Serve AM bottles or solids as needed Free play – finger plays; various infant toys
9:00 AM	Younger infants nap/older infants snack
9:30 AM	Music & Movement
10:00 AM	Free play/ indoor and outdoor activities (weather permitting)
10:45 AM	Cleanup
11:30 AM	Lunch/Tooth brushing
12:00-2:00PM	Naps or individual quiet activities
2:00 PM	Free play (indoor)
2:30 PM	Snack
3:00 PM	Free play/ indoor and outdoor activities (weather permitting)
3:30 – 4:00 PM	Wind down for parent pick-up

Free play in our Infant Room consists of staff and children interacting with various forms of stimulation. For younger infants, toys, books, singing, and movement are daily activities. Older infants are introduced to some age-appropriate art materials, textures, gross motor activities, songs, and books.

## Toddler Program

7:30 AM	Center opens; Toddlers arrive. Free play, Gross Motor, Fine Motor
9:00 AM	Circle/Snack, Diapers
9:30-10:00 AM	Music and Movement
10:00-10:30 AM	Project Time & Fine Motor Planned Activity
10:30 AM	Outside Play (weather permitting)
11:30 AM	Lunch/Tooth brushing
12:00 Noon	Diapers, Nap
2:00 PM	Children wake at own pace and Quiet Free Play, Diapers
2:30 PM	Snack
3:00 PM	Free play
3:30 – 4:00 PM	Wind down for parent pick-up

The Toddler schedule remains flexible to suit needs and changes as they arise.

## Preschool Program

7:30 – 9:00 AM	Arrival, Quiet Free Choice
9:00 - 9:10 AM	Bathroom
9:10 – 9:30 AM	Circle/large group learning
9:30 - 10:00 AM	Hand Washing & Snack
10:00 - 10:30 AM	Project
10:30 - 12:00	Outside Play
12:00 PM	Morning Children Depart
12:00 –12:45 PM	Bathroom/Hand Washing & Lunch/ Tooth Brushing
12:45 -1:00 PM	Story Time
1:00 – 2:30 PM	Nap/Rest
2:30	Cleanup/Bathroom
3:00 - 3:15 PM	Snack
3:15 – 3:45 PM	Free Play
3:45 – 4:00 PM	Wind down for parent pick-up

This schedule remains flexible to suit needs as they arise.

## Organizational Structure

Koinonia is a ministry of the West Newbury Congregational Church (WNCC). The lead pastor of WNCC is responsible for the overall operations of the church and is accountable to the Ministry Leadership Team, the governing authority of the church. The center's Director reports directly to the lead pastor and is responsible for the day-to-day operations of KECC. The Koinonia Ministry Support Team acts in an advisory capacity to the center's Director and provides logistical help as needs arise. The Team, led by the Director, include members of WNCC, and Summer Camp Director and, when available, parent representatives from Koinonia Early Childhood Center.

## Parent Rights

Parents are entitled to the following:

- A statement of our philosophy
- A copy of the fee schedule
- Organizational information
- Progress reports at least twice a year, three times for infants or children with IEPs
- A conference with your child's teacher upon request

## Parent Information & Involvement

Each child will have his or her own cubby where a complete change of clothes and all other personally labeled belongings will be kept. Please send your child in play clothes and sneakers. If weather requires boots and snow pants, please send them, as we try to get outside every day. Please send in a water bottle daily, labeled with your child's name.

Written progress reports will be sent out once in January and once in June, after which teachers will be available for conferences. Both parents/guardians will be given the opportunity to attend the conference for their child. Separate conferences will not be scheduled. All progress reports are kept confidential. Upon request, parents/guardians will have access to their child's records, and they will have the right to request amendments and conferences with the child's teacher and with the school Director. Transferring the child's records to parents/guardians will be done upon written request by the child's parents/guardians.

## Policies and Information

Preference is given to those requesting full time day care. Children will be placed on a waiting list and enrolled into the program in order of their placement on the waiting list.

Prior to admitting a child to Koinonia, the parents will meet with the Director or Lead Teacher of the program.

No child or family will be discriminated against because of race, religion, cultural heritage, national origin, political beliefs, disabilities, sexual orientation, or marital status. Koinonia respects all family and lifestyle choices and does not discriminate against family or lifestyle choices when a family is going through the interview and enrollment process. The interview process is a requirement of the family before starting the program. It is a step that involves the family and the Director, either on the day of a visit to the program or set up separately by the Director.

The maximum number of children at one time in the Center is determined by the Department of Early Education and Care ("DEEC"), our licensing authority. Their address is 360 Merrimack Street Lawrence, MA 01843. Their phone number is 978-681-9684. Currently, KECC is required to adhere to the new Health and Safety guidelines published by EEC and updated May 25, 2022.

There will be a one-month trial period in order to determine the child's emotional readiness to separate from his or her parents for the necessary period of time, together with the parent's willingness to let Koinonia share in the care of their child. Infants solely reliant on breast milk must be able to successfully drink from a bottle before beginning at Koinonia.

Appropriate health forms, required shots, and lead screening results must be complete and on file at least one week prior to entry into Koinonia. Koinonia requires that all children be immunized in accordance with the Massachusetts Department of Public Health guidelines in order to be enrolled. No exemptions will be allowed.

For your child's safety, all children must be escorted into the building by a parent or guardian and brought to the classroom. A staff member will greet the child as the parent or guardian and child enters the classroom and the teacher will sign the child in on the designated sheet.

The teacher will sign the child in and out by writing the time of the child's arrival

and time of departure. A parent or guardian will retrieve the child from a staff member at the end of the day. The parent or guardian will escort the child to his or her vehicle in the parking lot. Please note that a parent or guardian must be present to dismiss your child. It is not appropriate for an older sibling to be responsible for this task. Under NO circumstances can we allow your child to leave Koinonia with anyone whose name does not appear on the release form. Please keep this list updated at all times. If the staff has any doubts about the person picking up your child, they will contact you by phone before allowing the child to leave the center. If the parent, guardian, or individual picking up your child appears to be under the influence of alcohol, marijuana, or any other drug, the teacher will ask the individual, guardian, or parent to call an alternate person to pick up the child. We request that you hold your child's hand when coming to and from the parking lot. Do not allow children to play in the parking lot.

### Sleep Safe for Infants

All infants will be put to sleep on their backs. Pillows, blankets and stuffed animals will not be permitted in cribs. All infant parents will meet with their child's teachers to discuss daily schedules and sleep safe guidelines provided by the American Academy of Pediatrics. All parents/guardians of infants in the program must provide a sleep sack for their child to use at Koinonia.

### Health Care Policy

Health Care Consultant:

Julie Ambrose, LPN LN61548 978-500-9124

Fire/Police/Ambulance 911

Poison Prevention Center 800-682-9211

Anna Jaques Hospital 978-463-1000

Designated Adult:

Pastor Pat Batten 978-363-2673

Designated Neighbor:

Kathy Jennell 978-363-2256

314 Main Street West Newbury, MA

Children will be transported to Anna Jaques Hospital by emergency personnel or ambulance if they are seriously injured or extremely ill, and the child's pediatrician will be called. Parents will be notified and asked to meet us at the hospital. If the parent can't be reached, the parent's designated caregiver will be contacted. A member of the staff will accompany the child and remain with him or her until the parent(s) arrive at the hospital.

All staff are trained in First Aid and CPR Procedures. A First Aid kit will be located on the daycare office wall with an accompanying manual, and an ice pack will be kept in the freezer. The injured child will be attended to by one staff member who will administer appropriate First Aid. Parents will be informed of any first aid administered to their child and shall be informed immediately of any injury or illness which requires care other than First Aid.

The First Aid kit will include adhesive tape, Band Aids, sterile gauze rolled bandages, sterile gauze pads, disposable latex gloves, scissors, tweezers, instant cold pack, and a thermometer.

If a child becomes ill, a parent will be notified. Depending on the illness, they will be asked to come to the Center and pick up their child.

Your child should be in good health and must have a recent medical examination upon admission. If your child is ill and cannot keep up with the normal pace of the day, please keep him or her home. Any child with communicable illnesses must also be kept home. We enforce a 24- hour fever-free policy at Koinonia. We also require that children who have vomited or had diarrhea within the past 24 hours remain out of school. Children who are absent from school due to illness for one week or more must have a doctor's note to return.

#### Common Symptoms of Illness

- Fever (100.0° or higher) chills or shaking chills
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Muscles aches or body aches
- Cough (not due to other known cause, such as chronic cough)
- Sore throat
- Nausea, vomiting
- Headache
- Fatigue
- Nasal congestion or runny nose, exception known causes i.e. allergies

Children staying for the full day program are required by the DEEC to have a rest time each day. Parents are asked to send a blanket, pillow and crib size sheet, with the exception of infants who just need a sheet.

KECC must have a written order from the child's physician in order for the Center to administer medicine (prescription drugs). Parents will complete, sign and date the medication consent form with directions for administration and the dates and time for administration.

First doses of medications cannot be administered at school. They must first be administered under the parent or guardian's care to assure that no adverse reactions occur. Administration of non-prescription medication can be done under the following conditions:

- A child must have a written and signed physician form allowing the Center to give the non-prescription medication.
- The form must be dated and signed by the physician and will cover the child for one year
- Parents must supply the non-prescription medication.
- The Director or designated staff member will notify the parent and get verbal permission before the non-prescription medication is administered.

### Tuition Policy

Weekly tuition must be paid the Friday before each week of school. **Please make checks payable to WNCC.** You also have the option of paying online at [www.westnewbury.org](http://www.westnewbury.org). Click on the Giving button, select Koinonia Early Childhood Center and make sure "cover the fees" is also selected. Cash payments are not accepted. The full fee is due even though the child is absent, a holiday is observed, there is a snow day, or there is an abbreviated stay. There will be \$25.00 fee for all returned checks. A one-week grace period will be given, after which time a statement will be sent out by the school reminding the family that their account is past due. After two weeks, a request for more information concerning the delinquent account will be requested by the school Director or the Koinonia Ministries Team. A \$25.00 late fee will be charged, weekly, until the account is paid up to date. If an adequate response is not given and arrangements to pay the account after a two-week period have not been made with the Director



or Koinonia Ministries Team, the parents will be asked to come before the Koinonia Ministries Team. It will be the Koinonia Ministries Team's decision whether or not to allow the child to continue in the program. Failure to attend the requested Koinonia Ministries Team meeting will result in immediate termination from the program. It will be the Koinonia Ministries Team decision whether or not to render the services of a collection agency to collect payment.

**Late Pick Up** – Children must be picked up by 4:00 PM, if children are not picked up by 4:00 PM a \$15.00 fee per staff member will be charged for every 15 minutes a child is not picked up. After 4:30 – an additional \$5.00 for every 5 minutes after 4:30 per staff member will be assessed. This fee is paid to WNCC and then to the staff members who waited with your child. These fees are doubled if there are two siblings and tripled for three siblings, etc.

**PLEASE NOTE THAT IN MOST CASES AT LEAST TWO TEACHERS WILL BE WAITING WITH YOUR CHILD.**

All questions regarding payments and/or statements should be made to the Director/Bookkeeper.

There is a four-week notice required when a family chooses to withdraw from the program. Tuition will be charged for those weeks if the proper four-week notice has not been given.

Scholarship assistance is available for families experiencing financial difficulties. Scholarship applications are available by contacting the preschool office. All scholarship decisions are made by the Ministry Leadership Team.

**Koinonia is a twelve-month provider. If you decide to terminate enrollment for the summer months, a holding fee equivalent of one week's tuition per month (July and August) is required. This is a holding fee, not a tuition charge. If you need occasional care in the summer, but not regular attendance in the summer you will be charged tuition in addition to the holding fees and only if approved by the Director or Lead Teacher prior to the start of summer session. If you are planning to terminate for the summer, written notification must be given to the Director by March 1<sup>st</sup> or full tuition for the summer months will be charged. Fall enrollment requests are also due on March 1<sup>st</sup> for the following school year.**

## Termination Policy

Koinonia reserves the right to terminate a child from the program not limited to and including the following reasons:

- Delinquency in payment of fees after process described in the Tuition Policy.
- Inability of the program to meet the individual needs of the child after following referral procedures.
- Failure of the parent to fully cooperate or respond in a rational and reasonable manner.
- Failure to provide an updated physical form and lead screening results on an annual basis per DEEC's regulations by the date required.
- Failure to provide Koinonia with changes in address, phone numbers, emergency contacts or job/status/location resulting in the inability to contact anyone in an emergency.
- Failure of the parent to comply with the hours of operation with continual lateness at closing time.
- Continual disruptive, inappropriate behavior or behavior that endangers the safety of the other children and staff.
- Failure to provide accurate information regarding children's health.

Prior to termination, the parents will be informed of Koinonia's decision to terminate a child and the reasons for termination. The availability of services and referral for other services will be provided to the parents, if appropriate. Parents may request a hearing before the Koinonia Ministries Team regarding termination, whose decision will be binding. The Director of KECC reserves the right to terminate a child from Koinonia if deemed in the best interest of all parties.

### **Calendar of School Closings**

August 21-22, 2023 – Professional Development Days  
September 4, 2023 - Labor Day  
October 9, 2023 - Columbus Day  
November 11, 2023 - Veteran’s Day  
November 23-24,2023 - Thanksgiving and the day after  
December 25, 2023-January 1, 2024 – Christmas Vacation  
January 15, 2024 - Martin Luther King Jr. Day  
February 19, 2024 - President’s Day  
March 29, 2024- Good Friday  
April 15, 2024- Patriots’ Day  
May 27, 2024 - Memorial Day  
June 19, 2024--Juneteenth  
July 4, 2024—Fourth of July Holiday  
August 19-20, 2024—Professional Development Days

### **Vacation Shut Down – KECC closings**

December 25, 2023 – January 1, 2024 - KECC will be closed for vacation shutdown  
August 12-16, 2024 – KECC will be closed for vacation shutdown

KECC provides families with two tuition-free weeks. These weeks are observed by KECC as vacation weeks and the center is closed. One week in August and one week is in December (December vacation shutdown encompasses the Christmas and New Year holidays.) KECC observes Christmas Eve Day as a holiday. For your information, the building is closed for typical maintenance and deep cleaning of the facility during vacation/shutdown weeks. Full tuition payments are due the remaining 50 weeks of the year, to include partial weeks for professional development and holiday observances.

### **Snow Days/Delayed Openings & Other Emergencies**

Koinonia follows the Pentucket Regional School District’s decisions regarding inclement weather-related delays and cancellations. Please be advised, Koinonia representatives reserve the right to close the center for any reason due to weather advisories, lack of water, heat, and other unpredictable reasons. Parents will be

asked to pick up their children if KECC is required to close after the start of the school day if inclement or other emergency necessitates an early dismissal. KECC will post closure notices on Facebook and families will also be notified by email of school closures. Please ensure your contact information is up to date with the office. Tuition is due and payable for all center closures related to snow days/delayed openings and other emergencies and center closures. Thank you.

### Allergies/Individual Health Care Plan

Koinonia is NOT a peanut-free facility. The building is a shared facility. If a child has an allergy, please note the allergy in your child's enrollment information. Additionally, verbally communicate this information to the center's Director and to your child's teacher. As required by Massachusetts Early Education and Care regulations, children requiring an epi-pen and/or other accommodations, an individual health care plan must be filled out before the child begins school. Depending on the accommodation, your child's pediatrician will need to sign the health care plan. Any child with a chronic health condition such as asthma, diabetes, etc., must also have an individual health care plan. Again, this plan will be developed by your child's physician, approved by the child's parents and the center's Director and a copy will be kept on file. Our health care consultant will approve all individual health care plans and train staff if necessary. The plan will be shared with all staff working with the child and then placed in the child's file. All individual health care plans must be updated annually and/or if there is an update or change to the child's allergy or health condition or status; please inform KECC administration and teachers.

### Toilet Training

Children will not be excluded from our program if they are not potty trained. Toilet training is best done successfully at home before attempted at school. Food rewards will not be given at school for successful attempts. Verbal praise will be given. **Children in preschool who are not yet potty-trained will be charged at the toddler rate.** If there are several children still working on this developmental skill, an additional teaching assistant may be added to the preschool classroom. Children in pre-k must be potty-trained prior to their start in the PreK program.

We define toilet training as follows:

- Child asks to go to the bathroom.
- Child is able to go to the bathroom without assistance (pull-down pants, get on toilet, wipe, pull pants up, wash hands).
- Child is wearing underwear (NOT diapers or pull-ups).
- Child does not have accidents on a regular basis (two or fewer per week if the child

attends full time), (fewer than two per week if the child only attends part-time).

A child who is potty-trained at home is not necessarily trained at school. In order for a child to be considered potty-trained, the child must display the above readiness for a minimum period of one full week at school. The child's parents, teacher and school Director must also agree that the child has mastered this developmental milestone.

### Food Information

Families provide all foods the children will be eating throughout the course of the day. Families should pack two healthy snacks, one in the morning, and the other for the afternoon. Additionally, please pack a lunch with healthy food choices as well. Please pack a water bottle for your child daily. Children's cool or room temperature lunches should be sent in a primed thermos. The infants do have a refrigerator for bottles and a freezer for breast milk if needed.

All families are encouraged to provide a healthy lunch for their child in accordance with USDA guidelines.

Occasionally, parents send in a special snack to share. Cake or cupcakes with frosting are sometimes sent in for birthday celebrations. If your child has ANY food allergy please refer to our allergy policy.

Please refrain from sending in the following food due to **choking guidelines**: raw carrots, raisins (including chocolate or yogurt covered), other dried fruit, raw celery, nuts, whole grapes, whole cherry tomatoes, popcorn, or chunks of meat, watermelon with seeds, cherries with pits, jellybeans and hard candy. Hot dogs must be sliced lengthwise and then cut into bite-sized pieces. All food should be cut up at home for all of our classrooms.

\*\*\*Additional exceptions for our infant or toddler rooms include grapes and pretzels. Peanut butter will not be served to children in our program under the age of two.

**Lunches are not supplied by the school.** Children in all our programs should bring a lunch box and freezer packs to keep lunches cold. We do have a microwave to heat up lunch items.

## Seabrook Emergency

In the case of an emergency at the Seabrook Nuclear Power Station every attempt will be made to notify each parent and have them pick up their child from the Center. If families are not able to reach the school by the time the school is evacuated, parents may pick up their children at our host school which is Tewksbury High School located at 230 Pleasant Street Tewksbury, MA. If monitoring or decontamination is necessary the staff and children of Koinonia will be transported to Masconomet Regional School at 20 Endicott Road in Topsfield, MA 01983. From there, we will be transported to Tewksbury High School. The staff and children of Koinonia will be transported by school bus provided by the Massachusetts Emergency Management Agency. Lee Ann Delp is our Emergency Management Director and can be reached at 978-363-1103.

