



EARLY LEARNING CENTER

MALDEN PUBLIC SCHOOLS

The ELC is the
Best Place to BEE!



- Be Safe.
- Be a Friend.

257 Mountain Ave. Malden, MA 02148

Tel 781.397.7025 Fax 781.321.3495

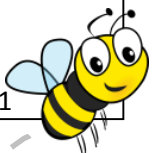
<http://maldenps.org/early-learning-center/>

The ELC has many
program options:

-  Full Day
-  Half Day
-  2 Days
-  3 Days
-  5 Days
-  Before School Care
-  After school Care

Tuition-paying families do not have to live in Malden to attend. If you would like to learn more OR enroll your preschooler in our program, call us at 781.397.7025.

FAMILY HANDBOOK 2017-2018





Malden Public Schools

Early Learning Center
257 Mountain Ave.
Malden, MA 02148

Rebecca A. Gordon, M.Ed., C.A.G.S.
Principal

Welcome to the Malden Public Schools' Early Learning Center. Nationally recognized by the National Association for the Education of Young Children (NAEYC), the Early Learning Center is dedicated to providing individualized opportunities for students to grow within all academic and social domains. Our mission is to provide the groundwork that empowers all children to become enthusiastic and competent lifelong learners. College and career readiness starts in preschool!

The ELC utilizes developmentally appropriate curricula and instructional practices to provide children with the readiness skills needed to succeed as lifelong learners. We continually collaborate with the district's elementary schools to ensure our curriculum transitions into the work your child will do throughout their years in the Malden Public Schools. In fact, we have purposefully designed curriculum that aligns and is the prerequisite for kindergarten to grade 3.

This handbook has been designed to provide you with some useful information about the ELC. Our classes are integrated and designed to promote growth in all areas of development for children with and without disabilities. Our program is developmentally appropriate for our multi-age classes. We believe that children learn best through play and hands-on activities that align to multiple standards embedding social and emotional skills. Through play and explorative experiences, children continually refine their skill development and understanding. Our teachers strive to design instruction and activities based on students' developmental stages. All students have opportunities to participate in a multitude of experiences that provide foundations for learning in various disciplines and developmental areas – cognitive, language, fine and gross motor, self-help and social-emotional. As the school year proceeds, your child's progress is carefully monitored and reported to you.

If you have any questions or concerns at any time, please do not hesitate to call the school.

Sincerely,

Rebecca A. Gordon, M.Ed., C.A.G.S
Principal

Contents

- District and School Contact Information4
- Notice of Non-Discrimination4
- Behavioral Support/Positive Behavioral Interventions and Supports (PBIS)5
- Bullying5
- Curriculum.....6
- Food Policy6
- General Care.....6
- Medical Information7
- Parent Involvement/Communication/Observations.....8
- Safety Procedure for Drop-Off and Pick-Up.....9
- School Closings10
- School Safety10
- Smoking Prohibited.....11
- Special Education Needs11
- Student Records.....12
- Transportation.....12
- Termination Policy12
- Tuition.....13

District and School Contact Information

John Oteri, Superintendent.....	781.397.6100 x 2201
Rebecca Gordon, Principal	781.397.7025
Monique Boudreau, Special Education Manager.....	781.397.7025
Katie McMormick Tuition Manager.....	781.397.7056
Lori Barrasso, School Nurse	781.397.7031
Grace DeAngelis, Administrative Assistant	781.397.7025
Caroline Wilcox, Administrative Assistant.....	781.397.7027
Omar Hernandez, Food Services.....	781.397.6035

Notice of Non-Discrimination

Ms. Carol Keenan and Ms. Maura Johnson, Assistant Superintendents, are the district administrators responsible for coordinating compliance under each of the statues below. Their office address is 77 Salem Street, Malden, MA 02148, and they can be reached at (781) 397-7204.

All programs of the Malden Public Schools admit students and make available to them the advantages, privileges, and courses of study without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness status.

Any student or employee of the Malden Public Schools who believes he or she has been discriminated against, denied a benefit, or excluded from participation in a program or activity on the basis of sex, sexual orientation, or gender identify under Title IX of the Educational Amendments of 1972 or M.G.L. chapter 76, Section 5, or on the basis of race, color, religion or national origin under Title VI of the Civil Rights Act of 1964, M.G.L. chapter 76, Section 5, or M.G.L. C. 151 C, or on the basis of disability under the Section of 504 of the Rehabilitation Acts of 1973 or Title II of the Americans With Disabilities Act, may file a written complaint with the Title IX, Title VI, and/or Section 504/ Title II coordinator. Any such complaint should be addressed to the Assistant Superintendents.





Behavioral Support/Positive Behavioral Interventions and Supports (PBIS)

What is PBIS?

- PBIS is a process for creating a safer and more effective school.
- It helps the schools to educate all children by developing research-based, school-wide, and classroom behavior support systems.
- The process focuses on improving a school’s ability to teach and support positive behavior for all students.
- PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans.
- PBIS includes school-wide procedures and processes intended for all students and all staff in all settings.
- PBIS is not a program or a curriculum.
- It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

What is PBIS at our school?

We have adopted a unified set of rules based on our Core Values of “Be Safe” and “Be a Friend”. These rules define our expectations for behavior in our school. You will see these rules posted throughout the school and your child will be learning and practicing them.

Location	 Be Safe 	 Be a Friend 
Hallway	<ul style="list-style-type: none"> ● Hands on own body ● Walking feet ● Stay with the group 	<ul style="list-style-type: none"> ● Quiet voice ● Share the hallway ● Kind words
Bathroom	<ul style="list-style-type: none"> ● Wash hands ● Hands on own body ● Wait nicely 	<ul style="list-style-type: none"> ● Give privacy ● Flush ● Take Turns
Cafeteria	<ul style="list-style-type: none"> ● Hands on own body/lunch ● Walking feet ● Stay with the group 	<ul style="list-style-type: none"> ● Wait your turn ● Quiet voice ● Use kind words
Indoor/Outdoor Playground	<ul style="list-style-type: none"> ● Up the stairs, down the slide ● Safe body ● Toys in their area 	<ul style="list-style-type: none"> ● Wait your turn ● Play with everyone ● Use kind words
Gym	<ul style="list-style-type: none"> ● Safe body ● Give space ● Keep toys in their area 	<ul style="list-style-type: none"> ● Use kind words ● Make a friend ● Wait your turn
Stairs	<ul style="list-style-type: none"> ● Eyes forward ● Hold the railing ● Hands on your own body 	<ul style="list-style-type: none"> ● Follow the arrows ● Quiet voice ● Give space

In addition to PBIS, we utilize Restorative Practices to build community and help students to problem solve conflicts. Students will participate in Community Building Circles- the foundational practice- to develop social and emotional capacity, build relationships and improve school climate.

Bullying

The Malden Public Schools expects that all members of the school community will treat each other in a civil manner and with respect for differences. As a result, bullying is prohibited. Bullying, including cyber-bullying, as defined by Chapter 92 of the Massachusetts Acts of 2010, is the repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at a victim that causes physical or emotional harm to the victim or damage to the victim's property, places the victim in reasonable fear of harm to himself or of damage to his property, creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or the orderly operation of a school. Parents, staff and students can submit a bullying complaint to the ELC Principal.

Curriculum

Our Social Emotional, Literacy, Math, and Science curriculums align with the Massachusetts Standards for Preschool and Kindergarten Social and Emotional Learning, The Massachusetts Curriculum Standards, as well as the Massachusetts Preschool Guidelines.

See our website for more detailed information on our curriculum and programs.

<https://maldenps.org/early-learning-center/curriculum/>

Food Policy

The Early Learning Center is a **nut-free** school. Please make sure you read the ingredients on the packaging of snacks, cookies, etc., before putting them in your child's lunch/snack bag. The Malden Public Schools' Wellness Policy states:

- Parents cannot bring in baked goods or any other prepared food that is meant to be shared with their children's classmates.
- The only food from outside allowed in classrooms is food provided from home for an individual child's lunch and/or snack.
- Food is no longer used as a reward for students.

General Care

All children need a season appropriate change of clothes that is labeled with your child's name. This can be kept in school or in your child's bag. For the safety of the children, close-toed shoes (sneakers, rubber sole shoes) should be worn at school. Sandals and open toed shoes are a safety hazard on the stairs and playground equipment.

Half-Day Sessions: Children attending a half-day class have a daily snack time during both the morning and afternoon sessions. Please send in a drink and a small, healthy snack for your child. Milk can be purchased each day.

Full-Day Sessions: Children attending a full-day class will have a designated lunch period and will eat in the cafeteria. Lunches/drinks can be brought from home or purchased in

school. They will also have a daily snack time and will need a drink and small, healthy snack. For rest time, students need a small pillow and blanket. Items will be sent home periodically for cleaning.

Before School: Breakfast can be brought from home to be eaten during the before school program or students can purchase a breakfast in the cafeteria.

Income eligible children are entitled to free or reduced-price milk and/or lunch. **Regardless of eligibility, please complete and return the Free/ Reduced Application form as soon as possible.**

Please make sure the main office has the most up-to-date contact information, current pick up list, medications and allergies list on file.

Please do not assume that the school employees know about custody issues. If a student is the subject of any temporary/permanent custody order, decree, or agreement, a copy of the custody order, decree or agreement – either signed by the judge of the probate court in the case of an order or decree or signed by both parents in the case of an agreement – must be provided to the main office. These orders are important for determining access to the student’s records, the right to have the student dismissed into the care of an individual, the right of access to a student’s teacher and similar issues. Parents are responsible for notifying the school of any changes in the custody order, decree, or agreement.

Adult bathrooms are located on the first floor by the gymnasium. Student bathrooms, that are located in the hallways, are **only** to be used by students **when accompanied by a teacher.** If you or your child needs to use the bathroom, please use the adult bathrooms located on the first floor.

Medical Information

All children entering the program need to have a current physical examination and be up-to-date with their immunizations in order to begin. If your child has allergies or other medical or dietary concerns, please notify us immediately.

Staff will inform parents regarding injuries and any changes in children’s health that occur during school hours.

Please keep your child home from school if your child is experiencing:

- **Fever** (a normal temperature is 98.6; child should be fever free **without** medication, such as Tylenol or Advil, for 24 hours **before returning to school**)
- **Diarrhea** -(more than one episode occurring in the 24hr period before school starts in the morning, or if it occurs **one time** in the AM before school)
- **Vomiting** -(more than one episode occurring in the 24hr period before school starts in the morning, or if it occurs **one time** in the AM before school)

- **Eye(s)** that are itchy, crusty, red, or have any drainage present, indicating a possible conjunctivitis. Please note: if your child has been diagnosed with conjunctivitis and is prescribed medication, they must be on it 24hrs before returning to school with a doctor's note.
- If children are being treated for **strep throat**, *please inform the nurse*; they need to be on the antibiotic 24hrs before returning to school with a doctor's note.
- **A constant runny nose** where the drainage is thick yellow or green, and the child cannot manage the secretions.
- **A productive cough** where the sputum is green, or if the child is continually coughing and cough medicine has not helped; the child cannot focus on the task at hand, and the germs can spread to others.
- **Rashes**- please have any rashes evaluated by the pediatrician. A doctor's note documenting treatment and stating the student is allowed to return to school is needed.

For all prescription medication, the nurse requires a doctor's order along with written parental consent. For over-the-counter medicine, the nurse requires written parental consent.

A parent/guardian needs to bring in the medication with the required documents to the school nurse. Students and staff are not permitted to transport medication to the school nurse.

Although regular attendance at school is important, it is **more** important for a child, who is truly not feeling well to stay home to rest and recover. If you have any questions, please contact the school nurse.

Medication: Throughout the school year students may require various medications due to short-term illnesses and/or medical conditions. In compliance with regulations 105 CMR 210.00 as set by the Commonwealth of Massachusetts, policies have been instituted to ensure the safety and health of all students needing medication during the school day. These policies include self-medications such as inhalers and Epipens. The following must be in place in order for medication to be administered during the school day:

- A written medication order must accompany all medications to be administered in school. This order must come from the student's physician, nurse practitioner, or licensed prescriber. Students needing medication on a long-term basis must have this form renewed at the beginning of each school year.
- A consent form signed by parent/guardian.
- All medication must be delivered to the school nurse by parent/guardian in a manufacturer labeled container. Students and staff may not deliver medication. Please ask your pharmacy to provide separate containers for sending to school.

Questions regarding medication should be directed to the school nurse.

Parent Involvement/Communication/Observations

We, at the ELC, believe that strong home/school communication is vital to student success. There are multiple ways to get involved in your child's education and school community. At the beginning of the school year, teachers hold an Open House Night to inform families of curriculum, routines, and procedures in the classroom. Parent/ teacher conferences are held

halfway through the year to discuss your child’s progress; however, additional conferences can be scheduled as requested/needed. Parents are welcome to schedule an observation of your child in his/her classroom. Observation requests need to be made to a school administrator in writing in advance. The observation will be scheduled at a mutually convenient time for the observer and school staff. All observers will be accompanied by a school staff member. The school reserves the right, if necessary, to terminate the observation to protect the safety of the children, to preserve the integrity of the program being observed, or to prevent disclosure of confidential or personally identifiable information.

We welcome parents to volunteer in the classroom. This may include reading a book to your child’s class, engaging in specific classroom activities, and/or providing assistance during certain tasks. The Parent/Teacher Organization (PTO) is a parent-run organization that offers enrichment programs/activities to the school. PTO funds are generated by fundraising efforts at the school.

Please check out our website at <https://maldenps.org/early-learning-center/> under the Resource and Calendar Tabs for information regarding upcoming events from our PTO and CFCE (Coordinator Family Care Engagement).

New/concerning behaviors and/or injuries will be documented. Incident reports are available upon request.

For safety and security reasons, all parent volunteers must pass a Criminal Offender Record Information (CORI) check in order to volunteer in school. CORIs need to be current (within one year) and can be completed at the main office.

Safety Procedure for Drop-Off and Pick-Up

Malden Public Schools takes great pride in our safety procedures for all students and staff. We are asking you to help us ensure that our school continues to be a safe and happy community. To that end, please pay special attention to the charts below.

Drop Off Times

Program Start	Parent/Caretaker Entrance Time	Parent/Caretaker Exit Time <i>*Please report to the main office after the specified time.*</i>
8:00 am	7:55 am	8:10 am
8:30 am	8:25 am	8:40 am
11:30 am	11:25 am	11:40 am

Pick Up Times

Program End	Parent/Caretaker Entrance Time	Parent/Caretaker Exit Time <i>*Please report to the main office after the specified time.*</i>
11:00 am	10:55 am	11:10 am
2:00 pm	1:55 pm	2:10 pm
2:30 pm	2:25 pm	2:40 pm

****All visitors including parents/caretakers must check into the office before reporting anywhere else in the building excluding the arrival and dismissal times.****

We cannot emphasize enough the importance of being on time to pick up your child. Picking up your child late from school causes undue stress for your child. Repeated tardiness will result in a meeting with the building principal.

If there is a change in your child's pick-up person, please send in a note specifying who will be picking up your child and make sure that this person understands the pick-up procedures.

To ensure your child's safety, please have a photo identification available and refrain from using your cell phone.

Parking Lot/Street Etiquette- Please be aware to not block the fire lanes and the entrances and exits. All families understand that "double parking" is a necessity, but please be cognizant of other cars and, most importantly, other people. Please spend the extra second to look around you! Under no circumstances should a neighbor's driveway be blocked. Additionally, if you are planning to remain at the school for any length of time, please do not block a car into the space. All operators of school buses and personal motor vehicles, including parents, faculty, staff and visitors, are prohibited from idling such vehicles on school grounds, consistent with Massachusetts General Laws, Chapter 90, Section 16B and its corresponding regulations.

School Closings

If it becomes necessary to close school due to snow or other emergencies, notification will be on local news television stations as well as posted on the Malden Public School website. Additionally, a ConnectEd phone call will be made to the phone number listed on the emergency information form provided to the school during registration.

School Safety

During the school year, the children will be informally practicing our various safety procedures. A social story will be utilized to help the students better understand and feel more comfortable with the drills. Please refer to our website for a copy of this social story. Unannounced safety

drills (fire drill, shelter-in-place drill, and lockdown drills) will occur periodically during the school year. After a school-wide drill, parents will be notified via a ConnectEd call.

Smoking Prohibited

The use of any tobacco products -within the school buildings, the school facilities or on the school grounds, or on school buses by any individual, including parents and school personnel, is strictly prohibited.

Special Education Needs

The purpose of Special Education State and Federal Law is to ensure that eligible Massachusetts students receive a free and appropriate public education in the least restrictive environment. To be eligible for special education under the federal Individuals with Disabilities in Education Act (IDEA) and Massachusetts General Laws, Chapter 71B, a student must be determined by the Team to have a disability(ies), and as a consequence is unable to progress effectively in the general education program without specially designed instruction or is unable to access the general education curriculum without a related services. (603 CMR 28.02(9)). A “disability” shall mean one or more of the following impairments, as defined under state regulations:

Autism	Emotional Impairment
Development Delay	Communication Impairment
Intellectual Impairment	Physical Impairment
Sensory Impairment (Hearing, Vision, Deaf/ Blind)	Health Impairment
Neurological Impairment	Specific Learning Disability

A referral for a Special Education evaluation may be made to the student’s resident Massachusetts school district* by a parent or any person in a care giving or professional position concerned with the student’s development (603 CMR 28.04 (1)). Once a referral has been made, a consent form describing the types of testing suggested is sent to the parent/guardian. A Parent’s Rights brochure is provided. Once written consent for testing has been received from the parent/guardian, the school district has thirty school/working days to complete the assessment(s). Parents will receive a copy of the assessment report at least two days prior to the Team meeting. A Team meeting (including the evaluators and the parent/guardian) is held to review the testing and to determine eligibility for Special Education. If the student is found eligible, the Team then develops an Individualized Education Plan (IEP).

*If a parent, caretaker, or professional has concerns about the development of a student who does not reside in Malden, a special education referral should be made to the public school district of the Massachusetts city or town in which the student actually resides.

For additional information about special education, please contact the Early Childhood Special Education Program Manager, Monique Boudreau (781-397-7059, mboudreau@maldenps.org), or the Malden Public Schools’ special education department (<https://maldenps.org/special-education/>).

Student Records

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The district releases directory information, unless the parent opts out. The district will also transfers records to another school in which the student seeks or intends to transfer. The School Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

Transportation

Parents are responsible for transportation to and from school. Eligible students with special education needs may be transported to and from school by a contracted transportation service. It is extremely important to keep emergency information forms complete, up to date, and on file with the classroom teacher and the office.

Termination Policy

Termination from our program can occur due to excessive unexcused absences, continued behavioral challenges* from non-Malden resident students, and/or failure to meet program financial requirements.

Non-Malden resident students- Termination from the program due to continued challenging behaviors from non-Malden students will occur after the early childhood staff uses allowed resources to help the child. The staff will continue to work with the family to find appropriate placement or services for the child whenever possible.

Tuition

The ELC follows the Malden Public Schools calendar.

Monthly tuition bills will be given to you prior to your child's attendance in school for the upcoming month. Tuition should then be paid either on-line or by check/money order payable to the Malden Public Schools. **No cash will be accepted.** Information or questions regarding payment should be made to the Tuition Manager at 781-397-7056.

When your child is registered, you will sign a tuition contract. Should your tuition become more than one month past due, your child will be withdrawn from the program unless a payment arrangement has been made with the Tuition Manager and Principal.

Tuition vouchers are available to children whose parents/guardians are working, disabled, attending school, and/or retired and meet the guidelines specified by the Department of Early Education and Care (EEC). In order to receive financial assistance, it is necessary for families to be placed on the centralized EEC waitlist. ELC staff can assist families in putting their names on the waitlist. Families will then be contacted by Child Care Circuit when vouchers are available.

Please refer to your tuition contract for more details.

MALDEN PUBLIC SCHOOLS

STUDENT/PARENT/GUARDIAN RETURN FORM

A parent or guardian must sign the acknowledgment form below, indicating that he/she has received and read a copy of the handbook. If the signed acknowledgment form is not received within two (2) weeks of the start of the school year, then the school district will nonetheless presume that the parent or guardian has received and read the handbook.

I received the Malden Public Schools Early Learning Center Family Handbook. I have carefully read the Malden Public Schools Early Learning Center Family Handbook with my son/daughter. We understand the rules and regulations of Malden Public Schools and agree to abide by them.

Student Name _____ Teacher _____

Parent/Guardian Signature _____ Date _____

PLEASE CHECK ONE.

_____ I give permission for the school to use my child's name and/or picture on the school website and in any media action that pertains to the Malden Public Schools.

_____ I do not give permission for the school to use my child's name and/or picture on the school website and in any media action that pertains to the Malden Public Schools.

PLEASE CHECK ONE.

_____ I give permission for my child to walk around the perimeter of the building to learn about his/her surroundings.

_____ I do not give permission for my child to walk around the perimeter of the building to learn about his/her surroundings.

PLEASE CHECK ONE.

_____ I give permission for my child to use the network, internet, e-mail and electronic devices for instruction and with adult supervision in accordance with the Acceptable Use Policy outlined previously in the handbook.

_____ I do not give permission for my child to use the network, internet, e-mail and electronic devices for instruction and with adult supervision in accordance with the Acceptable Use Policy outlined previously in the handbook.

Parent/Guardian Signature _____ Date _____