



# The Brookwood School Family Handbook 2011-2012



The Brookwood School is a community of students, teachers, administrators and parents whose interactions with each other are based on mutual respect and awareness of the rights and needs of others. Understanding and following the rules and guidelines of the School provide a more productive community which seeks to encourage the intellectual, social, emotional, physical, and ethical development of the children we serve. In matters of conduct, it is the expectation of The Brookwood School that **students and adults act honestly and respectfully at all times. Students and adults are expected to willingly support the philosophy, policies, and rules of the School. The School reserves the right to determine the appropriateness of its overall program for each one of its students.**

The Brookwood School is a member in good standing of the New York State Association of Independent Schools (NYSAIS) and the Cooperstown Chamber of Commerce. The School is chartered by the New York State Department of Education.

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# Vision Statement

We envision teaching every student to be confident, respectful, knowledgeable, inquisitive and inspired to become self-motivated lifelong learners.

# Mission Statement

The Brookwood School promotes an early foundation for a life-long love of learning in an environment that embraces intellectual curiosity, enthusiasm, and trust from infancy to adolescence. We foster personal and social responsibility and develop each child's self-esteem in a safe, nurturing environment.

# Our Philosophy

Our philosophy at The Brookwood School is that each child is seen as a unique individual, and is highly respected as such. We follow the Montessori philosophy which states that carried within each child is the adult person that child will become. To be able to develop to his/her fullest physical, intellectual, and personal potential, we believe that each child must first achieve freedom through order, and self-discipline within a warm, loving atmosphere. The Brookwood School is committed to a learning program that includes, as one of its goals, a method of recording student achievement that is consistent with the school's mission and educational objectives.

The Brookwood School delivers a process-based educational program where students are encouraged to evaluate their work regularly in order to achieve high standards of quality. Reading and writing are dynamic processes that integrate the instruction of all subject matters.

# National Association of Independent Schools' Principles of Good Practice: Parents Working with Schools, Schools Working with Parents

Parents and independent schools work together to create and sustain effective partnerships. The following principles of good practice describe the respective roles and responsibilities of both partners.

## **Parents Working with Schools**

1. Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.
3. Parents are familiar with and support the school's policies and procedures.
4. Parents provide a home environment that supports the development of positive learning attitudes and habits.
5. Parents involve themselves in the life of the school.
6. Parents seek and value the school's perspective on the student.
7. When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
8. Parents share with the school any religious, cultural, medical, or personal information that the school may need to serve the student best.

## **Schools Working with Parents**

1. The school recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.
3. The school seeks and values the parents' perspective on the student.
4. Teachers and administrators are accessible to parents and model candid and open dialogue.
5. The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
6. The school defines clearly how it involves parents when considering major decisions that affect the school community.
7. The school offers and supports a variety of parent education opportunities.
8. The school suggests effective ways for parents to support the educational process.
9. The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

## The First Six Weeks

Both continuing and new students are able to develop a comfortable level of responsibility in this process in about six weeks each year. Teachers integrate lessons in self-management with other areas of the curriculum.

- Teachers establish expectations and routines as they build community in the schoolroom.
- During the daily meeting, students and teachers discuss and role-play appropriate behaviors.
- Teachers demonstrate and discuss how to use and care for students' personal belongings and for school materials.
- Students learn to be responsible for their own assignments and for producing quality work.

The investment of time which teachers and students make early in the school year, is returned many times over throughout the year, not only in time saved but also in a stronger community.

## Ground Rules

Our ground rules are simple but all-encompassing:

- Respect yourself
- Respect others
- Respect the environment

## Special Circumstances At Home

Sometimes, special events at home arise that may affect a student's performance at school. Please help us by making the child's teacher aware if events like the following occur:

- A family illness
- A parent/sibling is away for an extended time
- A death in the family
- A visiting relative
- A marital separation or divorce
- Acquisition, death, or illness of a pet
- Anything else you deem important

## General Information

### School Hours

School Hours: The building is open from 6:30 a.m. to 5:30 p.m.

Childcare is offered from 6:30 a.m. until 8:20 a.m. Students arrive in their classroom between 8:20 a.m. and 8:30 a.m. They should be prepared to work by 8:30 a.m. Children who participate in the Brookwood After-school Program (2:30 p.m.-5:30 p.m.) are expected to be picked up by 5:30 p.m. Please make every effort to be here by 5:30 p.m. Our staff often has commitments after school and need to be able to leave on time. Please call ahead if you are detained by an emergency. The school number is (607) 547-4060. A late fee will be assessed.

On occasion, school hours may be extended to accommodate special programs. You will be notified in advance of any change.

All students enter and exit the building at the front entrance. At 8:20 students should go directly to their classroom in the morning or if arriving sooner, are welcome and encouraged to participate in the before school program. There is a fee for participation in this program. At 2:30 students are dismissed to parents or to the After-school Program.

Students are dismissed by their classroom teachers at the end of the school day. It is important that we know how each student goes home each day and who is responsible for picking him/her up. Please indicate to us to whom your child may be released. If you later want to amend that list, please notify us in writing. We will not release your child to anyone not on your list without your prior permission.

## Who To Call For What

Phone: (607) 547-4060 Fax: (607) 547-2835

E-mail: [info@thebrookwoodschoo.org](mailto:info@thebrookwoodschoo.org)

Website: [www.thebrookwoodschoo.org](http://www.thebrookwoodschoo.org)

If you have a question concerning:

- Your child or his/her classroom, speak to the teacher.
- If you need further assistance, speak to Sharon Vesely or Gina Reeves at (607) 547-4060 or email at [svesely@thebrookwoodschoo.org](mailto:svesely@thebrookwoodschoo.org) or [greeves@thebrookwoodschoo.org](mailto:greeves@thebrookwoodschoo.org).
- Observations or scheduling conferences, speak to your child's teacher.
- Financial concerns, call Elizabeth Schiavone at 607-547-4060, or email at [finance@thebrookwoodschoo.org](mailto:finance@thebrookwoodschoo.org).
- Elementary Transportation, contact your local district:
  - Cooperstown, (607) 547-8331
  - Milford, (607) 286-7917
  - Cherry Valley, (607) 264-3912
  - Laurens, (607) 432-9034
  - Morris, (607) 263-6117
  - Richfield Springs, (315) 858-0050

## Computer Checking In and Out

Computer sign in is the basis for attendance and billing, and therefore, it is important that parents make sure it is done correctly. Every adult who is bringing in or signing out a child should have their own numbers. **DO NOT GIVE OUT YOUR NUMBERS TO OTHERS.** If an approved adult is dropping off or picking up your child, call us and we will supply them with their own numbers. This too, is for accuracy and legal reasons. Anyone can be added to our drop off/pick-up list; just let the office know. **Not signing in or out will reflect a 6:30 am - 5:30 pm day and there may be additional charges.**

# Financial Obligations

The Brookwood School is an independent school. It is self-supporting and depends on the tuition it receives from enrollment to meet its financial obligations. Your commitment to these obligations is what enables us to provide the exceptional care your child deserves.

School Tuition payments are an annual obligation. Your payment options are:

- One payment with a 5% discount
- 10 installments, due September 1st – June 1st

Tuition installments and childcare payments are due upon receipt. A statement reflecting your total outstanding obligation is mailed at the beginning of each month. A finance fee of \$15 or 2% of the balance, whichever is greater, will be charged twice monthly on the 15th and the last day of the month. Please inquire at the Finance Office for details.

Bassett employees electing payroll deduction will receive a 10% discount on childcare services. It is the parent's responsibility to verify each monthly statement to ensure their deductions are adequate to cover charges. For all parents, including Bassett employees, additional payments may be necessary at times when there are expenses incurred over the contracted amounts. Please remember to review your account for these items. Payroll deductions do not cover these charges and unpaid balances are subject to finance fees.

All accounts must be current to be eligible for After School Care, SummerCare, and other programs. If tuition and/or childcare accounts are in arrears, this could jeopardize enrollment in all Brookwood programs. No school records will be released for any student until the financial obligation has been met in full. Any account that goes unpaid will be referred to our attorney for collection. Your credit rating could be affected.

It is important that you carefully read and understand the Financial Terms & Conditions. FOR ACCURATE INFORMATION, ALL QUESTIONS & CONCERNS REGARDING YOUR ACCOUNT MUST GO TO **THE FINANCE OFFICE ONLY**. Our email is [finance@thebrookwoodschool.org](mailto:finance@thebrookwoodschool.org).

## Admission and Financial Aid

The Brookwood School makes every attempt to provide clear and accurate information to families considering the school as an enrollment option. We welcome and appreciate referrals from current families and recognize the value of "word of mouth" marketing. Open Houses are scheduled for the second Wednesday of the month, October through May. Individual tours and visits are also welcome. The school has a rolling admissions policy whereby if there is a spot available in a program and the admissions process has been completed, we will enroll that spot. As part of our admissions policy and procedures, The Brookwood School does not discriminate on the

basis of race, creed, gender, ethnicity or age. We welcome all applicants and follow a procedure that helps us determine the best fit for the school and the applicant. For Infants through our Preschool Program, enrollment is on a first-come-first-serve basis. There are many forms that the State of NY requires under licensing regulations, so the Admissions Office will contact you periodically for updated/needed items.

The school works together with families to make Brookwood as affordable to families as possible while ensuring that our excellent staff and programs are not having to sacrifice. Therefore, we encourage families to work closely with our Finance Department to discover what discounts may be available to them and how to apply based on need and program openings. To find out more about the process, inquire at the Finance Office.

## Calendar and Snow Days

Note that our school calendar differs somewhat from the Cooperstown Public School. To know which days are snow days, tune your radio to WDOS 730 AM, WSRK 103.9 FM, WZOZ 103.1 FM, or WSKG. Please check our website: [www.thebrookwoodschoool.org](http://www.thebrookwoodschoool.org) for the monthly calendar. This is the most accurate and up-to-date.

## Attendance

Regular, punctual daily attendance is important so students are able to keep up with daily work and develop a strong sense of personal responsibility. We ask that parents help by assuring that each student **arrives on time** and that absences occur only in cases of illness or emergency.

Please call the school any time your child is absent. This helps us keep track of where illness might be occurring and communicate it to other parents as we all work together to keep contagions down. If your child needs to take medicine while at school, please send the original bottle with the child's name and dosage directions, a prescription, as well as a completed medication consent form from the doctor. The medicine will be kept locked in a designated lock-box.

## Communications

There are numerous ways in which parents and the school can communicate. The school tries to keep parents abreast of the latest news and happenings through various methods:

**Monday Memo** (sometimes on Tuesdays) is a weekly email to families that provides information for the week and beyond, both from the school and the PTO. Be sure we have an up-to-date email address for you!

## **Newsletter and Public Relations**

Each month you will receive our monthly “Good News” full of information and highlights from the previous month via email. There are lots of photos of the programs in action! Families are welcome to send noteworthy accomplishments about their children’s activities outside of school for mention in the newsletter. Press releases are sent throughout the year highlighting student accomplishments and activities and we occasionally have articles about the school published in the local media.

## **Archives**

The school gathers, catalogs, and displays memorabilia from its past. We welcome the contribution of written materials, photographs, and other historical documents for the school’s archives.

## **Individual Notes, Phone Calls and Conferences**

For individual communication with your child’s teacher please use notes or phone calls. Each faculty member can be reached and will get back to you as soon as possible.

**For emergencies or to change dismissal arrangements call or leave a message at the main office.**

## **The Brookwood School on the Web**

Check our web site, [www.thebrookwoodschool.org](http://www.thebrookwoodschool.org) frequently for updated school information. This is one of the best sources for up-to-date forms, handbooks, calendars and more. Each program and the PTO has a series of pages and links, as well as general information and access to materials. It is also possible to make payments and donations on-line as well. We post recent photos and newsletters.

**IF YOU ARE NOT RECEIVING INFORMATION FROM THE SCHOOL, CALL US SO THAT WE CAN GET THE LINES OF COMMUNICATION FLOWING.**

## **Parent Involvement**

As a parent of a Brookwood student, you have the unique opportunity to be highly involved in your child’s educational experience. All too often, parents don’t know how to be a part of their child’s school and sometimes even believe that teachers don’t want parents to be involved. That’s not true at Brookwood.

- **Attend meetings & functions.** It’s not always easy to attend school meetings, but the extra effort needed to make arrangements so that you can attend school meetings will pay off. You’ll know more about what’s going on, you can ask questions, and you can become better acquainted with teachers and other parents.

- **Talk with teachers.** Don't hesitate to speak with teachers to discuss your child's school experience. Don't wait for a problem to arise. If you sense a difference in your child or your child tells you a story about something that happened at school, call us and inquire. Miscommunication causes more problems than anything else. We only ask that you contact teachers during their work day and not at home. They'll return your calls as soon as possible.
- **See your child in action.** Visit the school. Seeing children in their school environment is a worthwhile experience for parents. However, we ask that you call ahead to schedule a time when a visit will work well for the teaching and learning environment.
- **Attend Parent/Family Nights.** Here's an opportunity for you to see your child's work and a chance for you to chat with teachers. These events are never meant to be conference times, but just casual meetings with our faculty and to see the school environment.
- **Share a talent or your knowledge.** Brookwood parents, collectively present to our school community a vast array of interesting talents and an incredible knowledge base. We encourage you to visit a class, conduct a field trip or monitor a project. Every Brookwood teacher recognizes the value of knowledgeable parents.
- **Join Parent Leadership Committees.** Become an active member of our hard working, committed parent group (PTO). This group of interested parents provides classroom support and conducts fund raising efforts to supplement the school budget. They need your help and you'll feel like a real part of the school when you volunteer your time and energy.
- **Borrow our resources.** We have a number of subscriptions to educational publications, and books on education and child development. These periodicals are on display at the school and can be checked out by parents at any time. The more you know about how children learn, the better able you are to understand your child's role as a student and yours as a parent.

## Partners in Education - Our PTO

Brookwood has a devoted group of parents, teachers, staff, extended family members and friends of the school who make up our PTO. As a parent, you have a key role in how your child learns and in how effective the school can be. We invite you to be an active, involved member of the PTO. It is extremely important that parents take an active role in the school by helping out with events and by sharing their views, concerns and ideas. The PTO is the best way to participate in meaningful ways. They meet as a group on the 1st Wednesday of each month at 6:00p.m.

# Safety and Crisis Information

Below is a general list of information to be followed in the event of an emergency or crisis at Brookwood. This is a general list. Detailed information would be released in the event of an actual emergency.

## General Information

- Faculty and staff have been trained and are knowledgeable about emergency and crisis procedures.
- All classrooms have our emergency procedures posted.
- Every attempt will be made to communicate with parents via the website, telephone and any means necessary regarding such situations.

# Policies and Procedures

## Confidentiality

**Confidentiality for each student is preserved in accordance with the Family Educational Rights and Privacy Act (FERPA).**

Any information about a child's status educationally and financially is kept in confidence with limited access by school employees. Only the Head of School has access to all files.

## Discipline and Self-Management

Students are expected to respect the property and persons of others and the school at all times. Students who steal or deface the property of others, or who intimidate or violate the rights of others, will be put on notice. Each child facing a disciplinary action will be treated according to his/her individual incident. The student, with the help of his/her teacher, will help to determine a reasonable solution. Subsequent offenses will result in disciplinary action, up to and including expulsion.

Bullying is defined by "a variety of negative acts carried out singly or repeatedly characterized by a real or perceived imbalance of power in which a more powerful child or group is attacking a child or group who is less powerful." It may take any of three forms: physical (hitting, kicking, spitting, pushing, taking personal belongings); verbal (taunting, malicious teasing, name calling, making threats); psychological (spreading rumors, manipulating social relationships or engaging in social exclusion, extortion, or intimidation).

## Philosophy of Discipline at the Brookwood School

1. The cornerstone of the Brookwood Discipline Policy is to maintain the safety and dignity of all children at the school.
2. Children should be taught to respect themselves, respect others, and respect the environment.
3. Problems are best resolved through talking, listening, and understanding.
4. Children should be taught that their actions have consequences.
5. Response by teachers and administrators to concerning or unacceptable behaviors must be immediate and consistent.

1. Parental involvement should occur early and consistently.
2. Confidentiality should be maintained.
3. Responses to concerning behaviors may initially include:
  - Redirecting
  - Reaching a reasonable solution with the child on how to avoid repetition of the behavior
  - Speaking to the child outside of the classroom, an informal visit to the office of the Head of School, contacting parents, etc.

## **Conflict Resolution, and Choices and Consequences**

The Brookwood School faculty believes that self-management is a priority for students' success in the learning environment. High expectations are in place for students to manage their own belongings, behavior and schoolwork. In order to facilitate students' growth toward assuming full responsibility in these areas, the faculty teaches self-management as part of the curriculum, especially in the fall.

### Conflict Resolution

At The Brookwood School, time and attention is devoted to teaching children constructive ways to deal with the conflicts that naturally arise when groups of people work closely together. When students are engaged in conflict, the expectation at The Brookwood School is that they will seek peaceful and appropriate ways to resolve those conflicts. Students are not always equipped to do that upon entering school; therefore, they are given the skills and vocabulary when necessary. In addition, adults and other students model conflict resolution for them.

The steps of conflict resolution are outlined below:

1. The child identifies the problem and his or her feelings. Example: "Someone knocked my blocks over and that made me really angry."
2. The child expresses the problem and his feeling to the other person involved. Example: "I feel angry when my blocks are knocked over."
3. The other person takes responsibility for the problem and takes some action to rectify the situation. Example: The second child apologizes and offers to help rebuild the blocks.
4. If there is further conflict, for example: the child does not take responsibility for the problem, the problem is discussed with each child taking turns sharing his or her feelings until they agree upon a mutually acceptable solution. If students are unable to reach such a solution, they request assistance from a teacher, who then assists with the process.

### Choices and Consequences

Decision-making is a vital part of students' growth and development. A safe, nurturing environment helps students feel comfortable to make choices and to experience the natural consequences of those choices. Teachers celebrate the positive consequences with students and support students emotionally during negative consequences. When natural consequences are not apparent or effective, teachers and students determine logical consequences, such as loss

of a right. **(Unnatural consequences, such as rewards and punishments, are controlled by adults and encourage dependence on adults, thus inhibiting progress toward self-management.)**

Feeling the natural and logical consequences of their actions helps students develop responsibility and improved decision-making.

## Harassment

Harassment of a student(s) by other students or any member of the staff is a violation of Federal Law and is contrary to The Brookwood School Board of Trustees' commitment to provide a physically and psychologically safe environment in which to learn.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any form of speech or action that creates a hostile, intimidating, or offensive learning environment.

A student is able to report to the Head of School, any incidence of harassing behavior whether it be from a fellow student, staff members, or a school visitor, in a way that avoids embarrassment and protects the confidentiality of the student. All such reports will be acted upon promptly. Anyone found to have violated this policy shall be subject to disciplinary action up to and including dismissal from the school.

## Personal Belongings and Toys

The children have specific places for their belongings. Each child will have a communication folder in which daily work and school information will be sent home. We provide a personal space for your child's jacket and backpack. Each child needs to bring a complete change of clothing (including socks), which are labeled with his or her name, in a zip lock bag or plastic box. We store these clothes in the classroom until needed. Should any clothing be sent home wet or dirty, please provide us with another set of clean labeled clothing the next school day. Sometimes clothes need to be borrowed. Please clean and return any such items as soon as possible. We request that children do not bring toys and games from home. Students are, however, encouraged to bring in objects related to subjects the class is currently studying.

Please note that our classroom materials are very appealing to children. If you notice any beads, cubes, or other materials in your child's possession at home, please return them to your child's teacher.

Children should be dressed appropriately so as not to detract from the learning process for themselves and others. The school reserves the right to take action when dress is deemed inappropriate to the classroom setting. Children should arrive at school dressed in clothing that is appropriate for the weather. In the winter, your child must have boots, mittens, hats, a warm coat, and snow pants. **The children go outside every day unless the temperature falls below 10 degrees Fahrenheit.**

## Checking your Child's Backpack

Please check your child's green communication folder in his/her backpack every day, and especially on Friday, for notes from school; folders should be returned to school each morning. We shall also send home your child's work in the backpack. Please understand that many of your child's accomplishments involve the use of manipulative materials, not paper and pencil. We focus on the child to ensure that each child's needs are being met successfully.

## Lost and Found

The Brookwood School believes in making children responsible for their own belongings. This includes having items that are needed at school, keeping them where they should be and taking them home. Children are given areas and space to keep their belongings in and places to look when they are lost. General lost and found items will be put in a cubby that is accessible to everyone. Parents are encouraged to have children look for their belongings there, and are also welcome to come in and look. In support of students being able to manage and care for their belongings, we ask that parents **make sure that names are clearly marked on all pieces of clothing, shoes and boots, and backpacks;** and that children have what they need but are not overburdened with extra items.

## Soliciting at The School

We request that children and parents refrain from selling food or other items from outside organizations on the Brookwood campus.

## Pets

Animals who are visiting need to be kept on a leash and handled by the owner. Pets cannot be let loose to play with children or run around inside or out. Pets are not to be handed over to teachers to supervise. A teacher's first responsibility is to supervise children to insure safe interactions.

## Medical

### **Administration of Medication to Students**

**Parents: Please read to avoid confusion in the future. Thanks!**

The Brookwood School strongly urges that all medications be administered at home whenever possible. Please consult the prescribing physician or dentist to ascertain if the medication can be given at times when your child is at home. These procedures are designed to protect your child and The Brookwood School.

**Non-Prescription Medication requires both parental and physician's signature. Please refer to the Non-Prescription Medication Release Form for details.**

Before the School will give your child **prescribed medication** which **must** be taken at school, State Law requires that:

1. The parent complete and sign Medication Consent Form (which is valid for 6 months unless a change occurs).
2. The physician or dentist complete and sign a physician's authorization form. A note from the doctor will not be accepted unless it contains all the information contained in the State Law.
3. Completed and signed forms must be returned to school before the medication can be given at school.
4. Each medication must have a separate set of forms.
5. Any change in dosage will require new forms before the new dosage can be given.

## **Immunizations**

State regulations require that every child has a yearly medical form on file in order to attend school. All children must be immunized against Measles, Mumps, and Rubella (MMR); Diphtheria, Pertussis, and Tetanus (DPT); HbCV (HIB); Polio; and Hepatitis B (HbV); Pneumonia (PCV). The Varicella (chicken pox) vaccine is required for all children born on or after 1/1/98. The Dept. of Health also requires that you provide documentation of 2 tests for lead for children at the ages of 1 and 2 years.

## **Accident/Incident Report Form**

In the event your child becomes injured at school, an Accident Report Form will be sent home.

## **Communicable Diseases and the 24-Hour Rule**

A communicable disease is any health condition that is contagious (for example, anything from some common cold symptoms to chicken pox). When your child is clearly ill, and certainly when contagious, he or she should not be in school. To prevent the spread of communicable disease to others, and to prevent your child from returning to school before recovering fully, The Brookwood School has established these procedures, based upon recommendations from the NY Department of Health.

### **To determine whether a child is well enough to be in school:**

- **Parents - before school:** Sending sick children to school can result in widespread illness and absences. If you suspect that your child is getting sick or if your child has any of the symptoms listed below, please keep him or her home. A child who is not well enough to participate in all regular school activities, both indoors and outdoors, should stay home. Please do not send in a note to exempt children from activities.
- **School Staff - during school:** Many of our staff members have been trained in First Aid, and/or the prevention, recognition and management of communicable disease to determine if a student needs to be: 1) isolated temporarily, 2) sent home from school, or 3) attended to by an emergency squad.

## **To determine when a child is well enough to return to school:**

Students who return to school too soon after an illness are usually not well enough to benefit from being at school. Remember that a child who is not well enough to participate in all regular school activities, both indoors and outdoors, must stay home. Do not send a note requesting that your child stay indoors, instead use these guidelines:

### **“The 24-hour Rule”**

- 1. The child must be symptom-free for 24 hours, before returning to school.**
  - a) Keep your child home until all symptoms have been gone for 24 hours.
  - b) Keep your child at home until a normal temperature has been registered for 24 hours.
- 2. In any of the following cases, the child must be treated by a physician and be symptom-free for 24 hours before returning to school:**
  - a) Redness or swelling of the eye; conjunctivitis
  - b) Spots or rashes that remain
  - c) Vomiting more than 2 times per day
  - d) Diarrhea more than 2 times per day
- 3. If your physician has prescribed an antibiotic, wait until your child has been taking the antibiotic for 24 hours and is symptom-free without medication for 24 hours before returning to school.**

If your child contracts a communicable disease, please call the school immediately so we can inform other families of the diagnosis. When students have been exposed to a contagious disease, parents will be notified by parent letter or email.

## **Symptoms**

- 1. A student with any of the following symptoms will be isolated temporarily.**
  - Unusual spots or rashes
  - Sore throat or difficulty swallowing
  - Elevated temperature (but under 101° F)

A sick student will rest in the office, or in another space away from other students, where he or she can be observed and heard by a staff member for worsening conditions.
- 2. A student with any of these symptoms will be sent home:**

- Vomiting	- Conjunctivitis
- Diarrhea	- Severe Coughing
- Mucous that is not clear	- Yellowish skin or eyes
- Stiff neck	- Difficulty breathing
- Temperature of 101° or above	- Grey or white stool
- Evidence of lice, scabies or other parasitic infestation	

When your child becomes ill during the school day, pick him/her up as soon as possible, for your child’s own welfare and comfort, as well as to minimize the spread of the illness. If you are unable to come to school on short notice, make arrangements in advance with a relative or neighbor who is listed on the Emergency Release form to come to school and pick up your child.

**A student who is sent home from school with any of the above symptoms may not return to school the following day.**

The school will contact an emergency squad when a student has any of these combinations of these symptoms: severe cough, whistling sound, and trouble breathing.

**Emergency Procedures for Serious Illness or Injury**

In case of serious illness or injury, a member of the school staff will:

1. Call 911 for an emergency squad. The child will usually be taken to Bassett Hospital.
2. Call the child’s personal physician as noted on the child’s Emergency Form.
3. Call the child’s parents. If a parent cannot be contacted, call alternate persons listed in the child’s file.
4. Notify the Head of School of the child’s condition and the action taken.

In case of accidents or injury, the supervising adult will:

1. Administer first aid or seek out a qualified staff member.
2. Contact the parents or their designated alternate, if after evaluating the injury, it is necessary for the child to be seen by a physician. Transportation to a physician is arranged and provided by the parents. The School is not responsible for providing transportation to a physician.
3. The staff member who observed the accident or injury will complete a School Accident Report.
4. Apprise the Head of School of the child’s illness or injury and treatment, and contact the parents if substantial first aid is administered or if an accident report has been written.

**The Universal Precautions**

The Universal Precautions policy covers all employees who may “reasonably anticipate” coming into contact with human blood and other potential infectious materials, which includes any body fluid that is visibly contaminated with blood.

1. Each employee may in the course of her or his daily activities come into contact with potentially infectious materials. Those situations are, but not limited to the following:
  - a. Providing assistance after an accident has occurred with children, employees, parents and/or volunteers.
  - b. Assisting children during medical procedures, nosebleeds, times of illness, etc.
  - c. Changing diapers of children or cleaning up after a child has a toileting accident.
  - d. Handling of potentially infectious material such as soiled clothing, tissues, and diapers.
2. The following preventative measures are to be used to reduce the spread of all infectious and contagious diseases.
  - a) Wash hands regularly. Hand washing is the best way to protect both child and caregiver. Use the recommended hand washing technique:

- \* Use antibacterial liquid soap and scrub hands for 1 minute.
  - \* Scrub tops of hands, palms, between fingers and under nails.
  - \* Rinse under water with hands pointed down.
  - \* Dry hands with paper towels.
  - \* Turn off the water faucet with a towel before disposing of it.
- b) Wear disposable gloves while cleaning up blood, bloody saliva, urine, feces, vomit, or if there is a skin rash or open cut on the hands. If skin contact is made with these substances, wash the affected areas with soap under running water.
  - c) Wear disposable gloves when changing a child's diaper.
  - d) Throw away disposable gloves after each use. Everyone must wash their hands after wearing and removing gloves.
  - e) Place disposable diapers in a pail lined with a plastic bag. Tie the bag securely when filled.
  - f) Supervise toilet-trained children to ensure that they wash their hands well after using the rest room.
  - g) Clean up blood and bloody fluids on surfaces with 1 part ordinary household bleach diluted in 10 parts water. The bleach solution should be fresh and used on the day it is made. Isopropyl alcohol, Lysol disinfectant, and hydrogen peroxide can also be used.
  - h) Have mouthpieces or resuscitation bags on-hand to minimize the need for mouth-to-mouth resuscitation in an emergency.
3. All employees must adhere to this Universal Precautions Policy.
  4. If an employee or volunteer has been exposed to a blood borne pathogen during the course of school business, she or he must notify her or his supervisor immediately.

## **Lice Checks**

Head lice is an unfortunate and common problem in this area. Please check your child's head for signs of lice or nits before school opens and periodically during the school year. Children will be checked for head lice several times during the school year. Any child found with lice/nits will be sent home for treatment. To prevent re-infestation, children may not come back to school until after treatment.

## **Food**

### **Birthday Parties**

If your child would like to share a snack with classmates on his/her birthday, we welcome a special treat. Please make arrangements with your child's teacher several days in advance. We strongly suggest that birthday parties be held on weekends. We realize that it may not be possible to include all members of a child's class, but we also know that children who are not invited feel hurt. Therefore, we ask that unless you are inviting everyone, please mail invitations from home. Please make arrangements for guests to go to your party from home rather than from school. Please remind your children not to discuss parties in school.

## **Lunch**

Children must bring a lunch, clearly labeled with their name. Please include an ice pack or thermos, as we cannot accommodate lunches in our refrigerators. Milk is available for a monthly charge (not for infants).

## **Childcare: Before and After School Care, Vacations, Snow Days and SummerCare**

The Brookwood School is open for quality childcare during school vacations, snow days, and throughout the summer, as well as before and after-school childcare. The children are involved in a variety of programs such as crafts, field trips, workshops, games, music, and performances. All community children are welcome to attend vacation and SummerCare. The programs are for children ages 3-12. Children are welcome to come for as much or as little time as is convenient for the family. They must, however, have the appropriate forms on file before they can attend.

Blocks of childcare hours are available for before-and after-school childcare or families may use this service on an hourly basis. SummerCare is available on an hourly basis as well, with a reduced rate based on usage.

**\*\*NOTES\*\***