



*FAIRWIND*  
LEARNING CENTER

# Parent Handbook

2017-2018

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## Welcome to Fairwind Learning Center

Dear Families,

I am thrilled to introduce you to Fairwind Learning Center, a dynamic environment for families, children, and the community. We took great pride and put a lot of thought into creating innovative learning spaces for parents and children inside and outside our Center. From our custom built loft, reading bench, to our multi-purpose room, children's library and technology studio, the opportunities are endless for children and parents. One of the highlights of our Center is our natural playground which inspires children to connect with nature and utilizes their creativity and imagination. We look forward to your children experiencing first hand our dynamic learning environment and the many opportunities our nurturing and thoughtful educators will provide.

My background in education includes a Master's Degree in Literacy and Curriculum Development, an Early Childhood Education Degree, work as a specialized literacy tutor, and extensive teaching experience working in private schools. I have always been passionate about teaching and pride myself on building personal connections with children and families. Our mission at Fairwind Learning Center is to respect and support children as individuals and encourage them to be critical thinkers and life long learners. We achieve these goals by providing students opportunities to explore, question, connect with one another, and their environment. We provide innovative curriculum, planned by highly qualified educators that focus on all aspects of a child's development. Lessons are fun, age appropriate, hands-on, collaborative, and take into account your child's learning style. I am motivated and eager to make Fairwind Learning Center an integral part of the community where families can come and be inspired to learn.

I look forward to developing a partnership in your child's education. Please visit our website at [www.fairwindlearningcenter.com](http://www.fairwindlearningcenter.com) or our Facebook page for further information.

Sincerely,

A handwritten signature in black ink that reads "Tiffany Uttaro". The signature is written in a cursive, flowing style.

## **INTRODUCTION TO FAIRWIND LEARNING CENTER**

**Program Philosophy and Curriculum:** Fairwind Learning Center strives to provide young children with the highest quality education while focusing on age appropriate academics and development. Our belief is when learning is holistic and a child is engaged physically, socially, emotionally, and cognitively they can embrace the true meaning of learning. Each child will be given the opportunity to develop early learning skills in English Language Arts, Mathematics, Science and Technology, History and Social Science, Health Education, and the Arts. In addition to our academic program, we believe in creating a caring community of learners where empathy is valued and nurtured. The children will be guided as they become strong and ethical thinkers and encouraged to ask questions and find answers through exploration and self discovery. With our care and compassion, the children will become decision makers and problem solvers who develop positive self-esteem, confidence within themselves, and a love for learning. We strongly believe that children who attend Fairwind Learning Center will have the necessary skills to reach their full potential and have fun doing it!

**Programs Offered:** We offer a Preschool I Program for those children who are typically turning three years of age by December 1<sup>st</sup>, a Preschool II Program for those children who are typically turning four years of age by December 1<sup>st</sup>, and a Transitional Kindergarten Program for those children who are typically turning five years of age by December 1<sup>st</sup>. We also offer Enrichment Programs for enrolled students who wish to extend their day and children ages 4-6 years of age from the community.

**Hours and Days:** Our Preschool I students attend the Center Monday, Wednesday, and Friday from 8:30am to 12:00pm. Preschool II students attend the center for five days and have an option of a half day (8:30am-11:45am) or a full day (8:30am-2:45pm) program. Our Transitional Kindergarten students attend the center for five full days (8:30am-2:45pm). The Enrichment Programs are offered Monday through Friday from 3:00pm-4:00pm for an additional fee.

**School Closures:** Fairwind Learning Center will follow the Marblehead Public School calendar. We will be closed for holidays including but not limited to, Columbus Day, Veteran's Day, Thanksgiving Day, MLK, Jr. Day and Memorial Day. We will also be closed for vacation weeks in December, February and April. Fairwind Learning Center also has an inclement weather policy which states that if the Marblehead Public Schools are closed due to inclement weather we will also be closed. If the Marblehead Public Schools have a delayed opening, we will also have a delayed opening with a start time of 10am. Please use your discretion when traveling to and from Fairwind Learning Center during inclement weather.

**Preschool I Program Goals and Objectives:** Our Preschool I program is designed for children who will be three years old by December 2017. It is a hands-on, nurturing, and developmentally appropriate program that builds the foundation for a love of learning. We provide a safe, stimulating, and playful environment where children develop the behavioral and language skills to successfully interact with their classmates and teachers. Our teachers focus on the social and emotional needs of the three year old and emphasize cooperation, sharing, communication, and independence. Our program implements a curriculum that promotes social, emotional, physical, language, cognitive learning and development while engaging our students in dynamic experiences both inside and outside the classroom. The curriculum is enriched through natural discovery and monthly themes and projects that incorporate art, music, science, cooking, health and nutrition, social studies, and shared reading experiences. Lessons are taught through sensory

motor and cooperative play activities that offer opportunities for children to develop an understanding of themselves and curriculum topics. Preschool age skills are taught in the context of daily routines, natural exploration, outdoor experiences, teacher designed learning centers, multi-sensory projects, and cooperative play. Our goal is for your child to develop their self-confidence, imagination, problem solving and critical thinking skills, and build friendships while fostering a sense of wonder and an excitement for learning. Our students will spend their mornings in a supportive and nurturing environment where they will explore, discover, learn, share, and have fun!

**Preschool II Program Goals and Objectives:** The Preschool program at Fairwind Learning Center is a class designed for children who are typically turning four years old by December 1st. At Fairwind we encourage children to ask questions and become problem solvers. These critical thinking skills foster a preschooler's confidence and create independent thinkers and lifelong learners. Four-year-olds want to try new experiences. They also want to be more self-reliant and seek to expand the areas of their lives where they can be independent decision-makers. Fairwind students have opportunities every day to make choices in their learning which empowers them to use materials and equipment in more creative and innovative ways. We look at each child as a unique individual with different experiences and backgrounds. We take great pride in getting to know your child and developing relationships based on trust and understanding. This cooperative thinking creates a classroom community where children can learn from teachers, other children, the environment, and from self-exploration. We believe when children are in a nurturing, predictable setting they are willing to try new things, learn from their mistakes, and develop empathy and appreciation for other's feelings. Our typical preschool day will include times for children to participate in self-directed activities based on their interests, teacher directed activities to build on preschool skills, gross and fine motor activities, social and emotional skills, and exploration on our natural playground. Learning is interesting, meaningful, and relevant based on your child's developmental needs and strengths. Our balanced curriculum engages young minds with art, movement, music, cooking, and natural experiences.

**Transitional Kindergarten Goals and Objectives:** The Transitional Kindergarten program at Fairwind Learning Center is a class designed for children who are typically turning five years old by December 1st or those children that could benefit from one more year in a pre-kindergarten readiness classroom. The curriculum is based on developmentally appropriate practices and designed by a Master's level educator with extensive experience in the early childhood field. Our bright and cheerful classrooms provide an atmosphere which nurtures a positive and exciting learning environment and engages children in all facets of their development. A highlight of our classroom is our custom built red cedar reading loft that invites children to relax and enjoy the pleasure of books. The Transitional Kindergarten classroom also extends to our multi-purpose room where students engage in art, music, woodworking, and gross motor play. This colorful and exciting space encourages children to create, imagine, design, and use their bodies and senses creatively. We recognize that each student has individual talents and unique learning styles therefore we create an environment where everyone is respected and encouraged to be their best. The children will work in collaboration with peers and independently, exposing them to concepts and activities that will be introduced in kindergarten. Each child is supported and challenged at his or her individual level of development. We guide the children in developing skills that are an essential part of everyday life through thematic units that spark the interests of the children. We thoughtfully design learning centers that create a fun, hands-on, stimulating learning atmosphere in

which the children are excited to play, ask questions, and explore. With our care and guidance, we invite children to become decision makers, problem solvers, observers, and empathetic friends. The children will develop positive self esteem, confidence within themselves, and a love for learning. We believe by creating a caring community it fosters both social and academic success as children play, laugh, sing, and have fun!

**Enrichment Classes:** Our extended day enrichment program is offered to our enrolled students and open to the community for children ages 4-6 years old based on our availability. Classes are held Monday-Friday from 3:00pm-4:00pm for an additional fee. Children from our programs will have an afternoon snack, provided by their parents, prior to start of class. These classes will be taught by staff members or by qualified and certified adults. Fairwind will offer 8 week programs throughout the school year and registration forms will be available upon request.

**Non-Discrimination Policy:** Fairwind Learning Center shall not discriminate in providing services to children and their families based on the basis of race, sexual preference, religion, cultural heritage, political belief, marital status, national origin and disability.

**Our Staff:** We strive to hire qualified and experienced early childhood professionals. Our educators excel at providing a warm, nurturing learning environment, are educated in child development, and developmentally appropriate practices. We check references and perform background checks and fingerprinting on all individuals working directly with children. Our teachers are First Aid and CPR certified.

## **FAMILIES AND COMMUNICATION**

**Parent Involvement:** There are many opportunities for parents to be involved at Fairwind Learning Center. All parents must undergo a background check prior to volunteering in their child's classroom to ensure a safe learning environment. Parents will not have any unmonitored contact with children and will always be under the supervision of a Fairwind teacher. We encourage and invite you to visit or call us at anytime. You are welcome to come into the classroom to read, share a talent, demonstrate a hobby or discuss your occupation with the children. It is best to speak with the classroom teacher to arrange a time for your special visit. A Parent Center Bulletin Board will be posted near the classroom to keep you informed of upcoming events and will display pertinent information. We will host a Back to School Night at the beginning of the school year so parents can learn about the specifics of our programs and curriculum, meet our entire staff, and learn how to be apart of Fairwind.

**Communication:** We understand how important it is to have open communication between the staff of Fairwind Learning Center and our families. If you would like to speak with a staff member at length, please arrange for a phone call or meeting. It is difficult to have conversations during drop-off and pick-up times because the teachers focus and priority is helping the children transition smoothly. We will do our very best to respond to emails within twenty-four hours of when they are received. School communication should be through email or a direct phone call to the school (781-990-1862), please do not text message teachers. We will offer two Parent/Teacher conferences during the school year where parents will have an opportunity to discuss their child's progress, development, or any concerns. Parents will receive a written narrative and a checklist detailing all areas of their child's development. Parents are welcome to request a meeting at any time throughout the school year; we will do our best to accommodate schedules in a timely fashion. We ask that you share any family information (changes in family,

death of a pet, moving, new sibling, etc) that may affect your child so we can offer support and have a better understanding of your child's needs. Any information you share with us will be kept confidential.

**Drop-Off Procedure:** An adult must accompany a child into Fairwind Learning Center; a child should never arrive unattended by an adult. It is important to arrive on time so that your children can benefit from starting their day with their peers.

**Saying Goodbye to Your Child:** We understand that young children often have difficulty with separation and this is quite normal. We want to reassure you that we are always ready to talk to you and to comfort your child. Always say good-bye with a kiss, hug and a wave! Be firm, but friendly, about leaving. If your child whines or clings, prolonging the good-bye will only make it harder for yourself and your child. Be consistent by following the same routine every day -- walk into the classroom, guide your child as they put away their belongings, and always say goodbye! Once you have gone through your good-bye routine a few times, your child will get to know what to expect and the good-byes will be less difficult. A child's separation anxiety usually ends fairly soon once you leave, but please be assured that we will call you if this is not the case and let you know how your child is doing.

**Release of a Child:** A child will only be released to their parents or another authorized adult. If another individual will be picking up your child you must indicate it with an email, a phone call, or a written note given to the classroom teacher. If that individual is unknown to the staff member they must provide photo identification to ensure the safety of the child.

**Pick Up Procedure:** Parents will pick up their children promptly at the end of their contracted school day and please take your child by the hand when entering the parking lot. If a parent or person responsible for picking up a child arrives after their designated time, the staff member in charge of staying with the child will verify and document the time of the caregiver's arrival. If parents arrive after their scheduled pick up time, they will be given one (1) warning. The charge for subsequent late pick up times will be \$1 a minute starting 5 minutes from the scheduled pick up time.

**Accessing Your Child's Records:** You are entitled to have access to your child's records at a reasonable time. You must have access to the record within two (2) business days of your request unless you consent to a longer period of time.

**Amending Your Child's Records:** You have the right to add information, comments, data, and any other relevant materials to your child's record. You also have the right to request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to a conference with the licensee to make your objections known. If you have a conference with the licensee, the licensee must inform you in writing within one week of his decision regarding your objections. If the licensee decides in your favor, he must immediately take the steps necessary to put the decision into effect.

**Transfer of Records:** When your child is no longer in the care of Fairwind Learning Center, you can request to be given your child's records. If you are unable to pick up the records, you must state in writing to whom the records may be released.

**Family Information and Confidentiality:** We provide a school directory for parents with contact information, this is usually used for play dates or birthday party invitations. If you do not want your contact information shared with others, please make a request in writing to the Director. The Department of Early Education and Care requires us to inform you that information contained in a child's record shall be privileged and confidential. Fairwind Learning Center shall not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without the written consent of the child's parents. Parents shall, upon request, have access to their child's record at reasonable times. A child's parents shall have the right to add information, comments, data or any other relevant materials to the child's record.

## **HEALTH, SAFETY AND DISCIPLINE**

There is a direct link between child's health and their ability to learn, therefore when you enroll your child we ask for information about your child's well-being. It is also important to tell us of any changes to your child's health. This information will be kept confidential.

**Licensing and Health Rules:** We are licensed by the Commonwealth of Massachusetts and must follow all of their rules and regulations. If you have any questions regarding these guidelines, please speak to the Director.

**Health Assessments:** Each child enrolled in Fairwind Learning Center must have a current health form on file. The health form must be completed by a physician and must have been conducted within a year of enrollment. It must include an up to date immunization record, statement of lead screening, and physician's signature. This form must be completed before the child's first day of school.

**Allergies:** At Fairwind, we seek to ensure the safety and well being of all members of our school community. We believe an effective partnership between home and school will ensure the successful inclusion of students with allergies. We are committed to responsible and achievable management practices in reducing foreseeable risks associated with the support of students with allergies within the school environment. Prior to entry into school (or, for a student who is already in school, immediately after the diagnosis of a life-threatening allergic condition), the parent/guardian should meet with the school Director and Lead teacher to discuss the child's health history and treatment plan. The Director will provide an Individualized Health Care Plan form that needs to be completed by your child's physician. The Director will meet with all staff interacting with your child to review the Health Care plan. If your child requires an EpiPen, please bring in two (2). One will stay in the classroom and the other will be placed in a backpack used to follow your child outside on the playground or on field trips. The EpiPen must come to school in the original container with the child's name, physician, date, dosage, and expiration date. If the child's EpiPen becomes out of date at anytime, the child will not be allowed to attend school until an up to date EpiPen is in our care. All EpiPens will be kept in a secure place and out of reach from the children. Expired EpiPens will be returned to the parent to be disposed of properly.

**Administration of Medication:** All medication must be current and brought into Fairwind Learning Center in the original container, clearly stating the physician's name, the child's name, the dosage and the exact directions for administering the medication. A parental consent form must be signed by the parent or guardian. Non-prescription medicine such as Tylenol, Benadryl, etc., must have a note from your physician. This note must be signed weekly. We are not allowed to administer any medication, prescription

or otherwise, for more than two (2) weeks, unless it is accompanied by a supplemental note from the child's physician. We require the first dose of any medication to be given at home. At the end of each day, it is the parent's (or designated care giver for the day) responsibility to claim the medication. **Medicine will not be placed in the child's backpack, lunch bag or cubby.** Our teachers are trained annually in the Five Rights of Medication in accordance with the Department of Early Education and Care. The five rights are; **Right Child, Right Route, Right Dosage, Right Time, Right Medication.** All expired medication will be returned to the parent to be disposed of properly. Medication, whether prescription or non-prescription, with the exception of topical non-prescription, may be administered to a child only with written parental authorization and written order of a physician (for prescription medication, this may include the label on the medication). All medications are stored out of reach of the children. Topical non-prescription medications (sunscreen, petroleum jelly, and other ointments) may be administered to a child only with written parental consent. This statement must list the criteria for administration and shall be valid for no more than one year from the date it was signed. We will not administer any such medication contrary to the directions on the original container without a written order from the child's pediatrician. Topical non-prescription medications applied to open wounds requires written authorization from a health care practitioner, must be in the original container with the child's name on it, and must be accompanied by a parent/guardian's written consent.

**Sunscreen:** Parents are responsible for applying sunscreen to their child prior to school. If you would like the staff of Fairwind Learning Center to re-apply sunscreen to your child, please fill out the Non-Prescription Topical Authorization Form with your Enrollment forms. Parents must provide and label their child's sunscreen. We kindly ask that you send in **sunscreen sticks instead of lotion** if possible, this helps to minimize the amount of time for teacher application. All sunscreen will remain in the staff's care and stored on-site out of the reach of children. Please speak with your child about the importance of applying sunscreen and encourage your child to wear a hat while playing outdoors.

**Developmental Needs, Special Care and Referral Plan:** We do our best to work with any families who have a child with special needs. Please consult with the Director prior to enrollment if your child has physical, mental and/or emotional special needs. We will make every attempt to integrate any child into our program. Despite all efforts, however, there may be times when participation in our programs will not be in the best interest of your child. Our staff has expertise in child development and occasionally identifies behavioral or developmental needs in young children that parents may or may not recognize. If any staff member has a concern about a certain child, she will discuss the concern with the Director. The teachers will begin to observe and document the child's behavior in the class and review the child's record. The teachers will notify the parents to schedule a meeting with staff to discuss the child. At this meeting the teachers will give the parents a brief summary of their observations. The teacher will request parental consent prior to making a referral. The Director will then refer the family to the appropriate services, the first would be to the child's physician for a consultation. We recognize some children may require special one-on-one assistance during the day. If you wish to have an occupational, physical or speech therapist and/or behavior coach work with your child, at your own expense, we will work with you to formulate a plan that is in the best interest of your child and school. We make decisions on whether or not to allow these arrangements on a case-by-case basis. We allow only a limited number of these individuals in our classrooms at any one time. If you need extra assistance with community resources, please contact the Director. However, if we determine a situation is beyond our capacity to assist or is detrimental to the classroom, we will require the parents to

make other arrangements and withdraw the child. The following organizations and sources of information may be helpful:

### **State Agencies**

- Massachusetts Dept. of Education (Three to 22), Malden, Early Childhood Division
- Massachusetts Dept. of Social Services (Northeast Region)
- Development Evaluation Clinics
- Children's Hospital, Boston (617)355-6000
- Mass General Hospital, Boston (617)726-2000
- North Shore Children's Hospital (978)745-2100

### **Early Intervention Programs**

- Cape Ann Early Intervention Program, Essex and surrounding area  
(978) 921-1182,
- Tri-City Early Intervention Program, Tri-City area (781)397-2090
- Family Support Early Intervention Program, Peabody area (978) 774-7570

**Suspension and Termination Policy:** A child may be suspended and/or terminated from Fairwind Learning Center if that child exhibits repeated or patterned behavior that puts himself, another child or teachers at risk and such behaviors show no sign of decreasing. A child may also be terminated for non-payment of tuition, and/or not adhering to the policies of Fairwind Learning Center. Parents will be notified in writing and all attempts will be made to resolve the issues prior to suspension and/or termination. If suspension and/or termination are then indicated, parents will be given written documentation from the Director and be provided with referrals to other services. The child will be prepared for suspension and/or termination consistent with his/her ability to understand.

**First Aid:** All teaching staff is trained in emergency first aid procedures. If care is provided to a child by a teacher, the teacher will notify the parents, in writing, describing the injury and the first aid administered. If the staff feels it is necessary, a phone call will be made to the parents to inform them of the nature of the injury and the first aid administered. In the case of a serious injury, the staff will call 911 immediately.

**Emergency Medical Care:** In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911. Our staff has been trained in Pediatric and Adult First Aid and CPR, and will administer it as appropriate. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. In case of injury or accident in which an ambulance is not needed but immediate professional care is required, the staff will contact the parents. If parents are unavailable, those individuals designated as emergency contacts will be notified. Our staff cannot transport children to a hospital or doctor's office. Injured children shall be transported for medical aid by parents or by calling 911 for an ambulance. One of the teachers will accompany the child at all times. The Director will complete the injury form with information including the time of the injury, symptoms of the illness, what was observed firsthand and any change in the child's condition. The child's record as well as the record of the incident should accompany the child to the hospital. Any medication the child is receiving should also accompany the child.

**Illness and Accidents:** Fairwind Learning Center does not have the facilities to care for sick children. In general, your child should be kept home if you feel that they should not go outdoors, need specialized individual attention and/or your child's illness is infectious. Below is a list of symptoms that would require your child to stay home...

- Severe cough
- Difficult or rapid breathing
- Tears, redness or irritation of eyelid lining, swelling or discharge
- Fever over 101 degrees Fahrenheit
- Vomiting
- Unusual spots/rashes
- Sore throat
- Infected, crusty or unusual skin conditions
- Unusual crankiness, crying, lethargy, or if a child does not seem him/herself
- Severe itching of body or scalp
- Diarrhea

For contagious illnesses, a signed and dated statement from your pediatrician will be needed stating when it is safe for your child to return to the program and any medical instructions. Fairwind Learning Center follows the Massachusetts Department of Health recommendations for appropriate action for illness. The teachers will call and ask you to pick up your child as soon as possible for any of the following reasons:

- Your child is not well enough to participate fully in all activities.
- A cold with fever, sneezing, heavy cough, or nasal drainage.
- A temperature of 100 or above axillary. Please note: your child cannot attend school for one full calendar day after he/she has had a temperature of 100 or above. For example, if your child leaves school with a fever anytime on Monday, he/she may not return to the program until Wednesday providing he/she is symptom free.
- Continuous diarrhea
- Vomiting
- An eye or throat infection \*If your pediatrician diagnosis any of these problems and gives your child an antibiotic, your child should be kept home until he/she has been on the medication for a full calendar day.
- Any suspicion of a contagious disease or condition such as conjunctivitis, impetigo, strep throat, head lice, pinworms, and/or any suspicious rash

Should your child develop symptoms of illness while at our program, a teacher will place a call to the parents informing them of their child's condition and requesting that they be picked up. If we are unable to contact either of the child's parents, we will then contact the next person listed on the Emergency Release Form until we can contact someone who can come and pick up the child.

The staff of Fairwind Learning Center will monitor indoor and outdoor spaces daily for the removal and repair of hazards such as keeping electrical outlets plugged, no sharp objects, loose electrical cords, etc. Fairwind Learning Center will maintain a smoke free environment. Toxic substances, poisonous plants, medications, matches and other hazards will be kept in a secure place and out of the reach of children, In the case of an injury, the Director will collect two (2) copies of the injury report form after one copy has been signed and given to the parent of the child involved. One copy will be kept in the child's folder and the other placed in the Injury Log Notebook.

**Head Lice:** Head lice are tiny insects that live only on people's scalps and hair. Head lice hatch from small eggs, called nits, which are firmly attached to individual hairs near the scalp. They may affect individuals of any age or gender. Anyone who has close contact with an infested individual or shares personal items can become infested. Lice are spread only when they crawl from person to person directly or crawl onto shared personal items, such as combs, brushes, head coverings, clothing, bedding or towels. They

cannot hop, jump or fly. An infested individual can transmit head lice to others continuously until undergoing treatment to kill the insects and eggs. Detection is usually made by noting nits, tiny pearl gray, oval shaped specks attached to the hair near the scalp. In some cases, with close inspection, live lice may be seen moving on the scalp or in the hair close to the scalp. Treatment consists of getting rid of the lice from infested individuals, their surroundings and their personal items. All household members and individuals with close contact should be examined for lice and, if necessary, treated with one of the recommended shampoos or hair rinses. Individuals found to have an active case of head lice should be treated as soon as possible. Parents will be notified and dismissal will then be as timely as possible. It is the responsibility of parents to inspect the child's head daily for at least two weeks.

Students will be allowed to return to school after:

1. They have been treated with a recommended product that kills lice.
2. They have had as many nits as possible removed.
3. They have had contact items cleaned and stored.

**Integrated Pest Management Policy:** Pests can pose significant problems to people, property, and the environment. Pesticides pose similar risks. Children spend a great deal of time in schools and face greater potential for health effects resulting from pest and pesticide exposure. By reducing reliance on pesticides and incorporating low-risk control options, Integrated Pest Management (IPM) reduces both pests and pesticide risks. It is therefore the policy of Fairwind to incorporate IPM procedures for controlling pests.

**Integrated Pest Management Procedures:** IPM relies on pest monitoring and the most economical and least hazardous combination of cultural, physical, biological, and/or chemical controls to prevent unacceptable levels of pest activity and damage. Fairwind has developed a site plan for indoors and outdoors if we experience pest problems. These plans will incorporate IPM and outline specific management tactics. The full range of management options, including no action at all, will be considered. The choice of using a pesticide is based on a review of all other available options and a determination that these options are not acceptable or are not feasible. Non-chemical pest management methods are used whenever possible. Direct action will be used only when specific pest thresholds are reached. When it is determined that a pesticide must be used, the least hazardous material and method of application will be chosen. Pesticide applications will be timed to minimize their impact on school grounds. All pesticides will be handled according to state and federal law.

**Reporting Child Abuse and Neglect:** In order to ensure the well-being of the children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Social Services, and to cooperate in any investigation of such possible neglect or abuse (Massachusetts General Law Chapter 119, Section 51A). We do not have discretion in this matter, but must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including non-family members, and we may be subject to criminal penalties if we fail to report such possible harm. Moreover, in grievous cases, we may refer the matter directly to the police or consult with the District Attorney as well. All staff are mandated reporters and shall report suspected child abuse, or neglect. The report shall be made either to the Department of Social Services pursuant to M. G. L. c. 119, & 51A, or to the licensee's program administrator or designee. The licensee's program administrator or designee shall immediately report suspected abuse or neglect to the Department of Social Services, pursuant to M.G.L, c. 119, &51A. The licensee's program administrator or designee shall notify the

Office immediately after filing a 51A report, or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of the program or during a program related activity. The licensee shall cooperate in all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled in the program; providing consent for disclosure to the Office of information from, and allowing the Office to disclose information to, any person and/or agency the Office may specify as necessary to the prompt investigation of allegations and protection of children. Failure to cooperate may be grounds for suspension, revocation, or refusal to issue or renew a license. The licensee shall develop and maintain written procedures for addressing any suspected incident of child abuse or neglect, which includes but is not limited to ensuring that an allegedly abusive or neglectful staff member does not work directly with children until the Department of Social Services investigation is completed and for such further time.

**EEC Contact Information:** Parents may contact EEC for information regarding the program's regulatory compliance history. Their contact information is: Department of Early Education and Care 360 Merrimack St, Building 9, Third Floor Lawrence, MA, 01843 (978-681-9684).

**Emergency Procedures:** Children's safety is always our first priority. We have emergency procedures in place and practice regular fire, evacuation, and lockdown drills with staff and children. In case of an emergency, our staff will be acting in the best interests of the children. Fairwind Learning Center will retain responsibility for all children placed in our care until they are released to a parent/ guardian or an authorized adult.

**Evacuation:** In the event of a fire, natural disaster, or other situation requiring evacuation of our property our temporary relocation and gathering place, if available, will be the Marblehead Public Library, which is within walking distance. Staff will count the children before leaving the center, again once outside, and again when we get to the destination. Staff will take emergency contact information for all children, emergency medical consent forms, special medications needed by the children, and first aid supplies. Parents will be contacted at the first opportunity and given information and instructions by the Director. However, if need be, children will be evacuated to the Marblehead Park and Recreation building on Humphrey Street. The Director will contact the fire department and then 911 if needed to get assistance from emergency vehicles for transportation to this location. The children will remain under the supervision of the Fairwind Learning Center staff until they are picked up by a parent or guardian. Staff will document when the children are picked up from the temporary location and by whom. Fairwind Learning Center shall document the date, time, and exit route used and the number of children evacuated after every evacuation. The Director will contact the EEC immediately about any emergency relocation.

**Sheltering in Place:** In the event of severe weather or other emergencies creating a power outage, loss of heat or water, parents will be notified immediately to pick up their child by the Director or Office Manager using our school telephone or staff cell phones. In the case of a fire or natural disaster, the evacuation plan will be followed and the Director will contact the Marblehead fire department to shut off electricity, gas, and water service if necessary. If we need to move to an interior area of the center the children will gather in our technology studio. This area is located in the center of the building with no exposure to outside walls or windows. Staff will reassure the children that they are safe and make sure each child is comfortable and engaged. We will have an emergency back pack that can be used at the school or be taken to another location. This back pack will include bottled water, non-perishable snacks, flashlights, batteries, and special activities/games for the children.

**Lock-Down:** A lockdown is an emergency situation, which prevents the safe evacuation of the center and requires steps to isolate children and staff from danger by requiring everyone to remain inside the building. This policy is to establish procedures for various levels of threats and emergency situations. Two (2) practice drills will be held per year. Notice of these drills will be posted in advance and parents will receive an “Emergency Drill Notice” the day the drill takes place. Please note parents will not have access to the building during these drills, as the doors will be locked. Should you arrive while these drills are being conducted, we ask for your patience, as the drill only lasts for a few minutes. In recognizing that each potential crisis will vary, these procedures may be modified to adapt to each unique situation. Emergency Evacuation Procedures are outlined in the previous policies and are different from Lockdown Procedures. The Director is responsible for initiating lock-down procedures by entering each classroom and stating, “THIS IS AN EMERGENCY – THE SCHOOL IS NOW IN LOCKDOWN.” The teachers in each classroom must then lock the door, turn off the lights, keep children away from windows, remain close to the floor, and use a calm manner to avoid unduly alarming the children. Staff will make sure to check the sign-in sheets to assure all children are accounted for before, during, and after the emergency, have emergency contact numbers, and the cell phone of assigned staff member. Staff and children will remain inside the designated safe area until the “all clear” is given by the Director. Each classroom will have a designated safe area based on the location of windows and doors and will be equipped with first aid supplies, bottled water, and non-perishable snacks. Specific instructions will be given by the Director as soon as possible depending upon the situation. In the event of an actual emergency the Director is responsible for notifying police and other emergency officials. Children and staff will remain in their designated areas until the law enforcement officers give the “all clear.” Then the Director and Office Manager will contact parents and others who may need to be notified.

**Designated Safe Areas:**

Technology Studio-under the desk in the far left hand corner  
Multi-Purpose Classroom-children's bathrooms  
Transitional Kindergarten Classroom-under the reading loft under the stairs  
Preschool II Classroom-the corner in the dramatic play area  
Preschool I Classroom/Children's Library-children's bathrooms

Emergency personnel or authorities can issue a hold and secure when an incident occurs within the community. This type of incident poses no immediate danger to the children or staff unless they leave the building. Therefore, the school doors will be closed off, and children and staff will continue their day.

**Missing Child:** To ensure the safety of our students, staff undertake periodic head counts throughout the day, especially during transitional times. If for any reason a staff member cannot account for a child's whereabouts the following procedure will be activated:

- The Director and the rest of the staff must be informed that the child is missing.
- A thorough search of the entire premises, indoor and outdoors, will commence.
- The staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The Director will conduct a search of the area surrounding the premises.
- Staff will be extra vigilant to any potentially suspicious behavior or persons in and around Fairwind.
- If after 10 minutes of thorough searching the child is still missing, the Director will inform the police and then the child's parents.

- While waiting for the police and the parents to arrive, searches for the child will continue. During this period, other staff members will maintain as normal a routine as is possible for the rest of the children at Fairwind.
- The Director will be responsible for meeting the police and the missing child's parents. The Director will co-ordinate any actions instructed by the police.

**Discipline:** We follow the guidelines for developmentally appropriate practices set by the National Association for the Education of Young Children (NAEYC). These guidelines recognize that each child is a unique person with a set pattern and timing of growth, as well as individual personality, learning style and family background. While some behaviors are typical for a specific “age and stage” we recognize that children learn appropriate social behaviors at different rates. With that in mind, we observe and make individual behavior plans when necessary. We believe in “positive discipline” which focuses on positive behavior rather than negative. We like to acknowledge when children are following the rules and praise them for their positive behavior. When a child needs help following the school rules he/she is redirected and then given a reminder so there is an opportunity to make a better choice. When necessary, we speak to a child with a firm, but caring voice. At times, it may be necessary to remove the child from the rest of the group. If a behavior persists, we will contact the child’s parents and ask them to come in for a conference. The following techniques are used according to age-appropriateness and the individual needs of each child:

- Distraction and redirection: Suggest appropriate behavior (we never use time-outs).
- A quiet, private talk: Showing respect for children’s feelings, getting down on the child’s level and looking at the child directly in the eye and giving him or her our undivided attention.
- Praise: “Catch the child being good” praising the child who is behaving appropriately.
- Indirect praise: Praise the child who is next to the child who may be having trouble.
- By using examples: When asking the children to use calm voices, use a whisper voice.
- Arrange contingencies (if/then statements): For example, we might say, “If you finish putting the blocks away, then we can...”
- Redirection to another area: Redirection is done in a positive manner. Teachers give a forewarning of behavior that needs to be corrected. When the child is not following direction and is demonstrating inappropriate behavior, teachers follow through with redirection to another area in the classroom or yard.  
If the child persists with inappropriate behavior, the teacher will shadow the child until the child is ready to resume play in an appropriate manner. Once the child is ready to resume play, the teacher will explain to the child why he or she was removed from the area and redirected to another area. The teacher will discuss with the child how to make better choices.
- Staff guides children in learning and expressing socially appropriate behavior that is individual to that child.
- Children are given a 5-minute warning when transitioning from one activity to another.
- Question vs. Telling: Teachers may ask the child a question such as, “What kind of voice should we use inside?” or “How do we treat our classmates?”

**Aggressive Behavior in Children:** We are committed to making our environment safe and protective as possible for your child. Our program provides an environment that encourages and promotes cooperative interaction, respect for others and non-aggressive problem-solving between children. Behaviors such as biting, tantrums, sharing conflicts or physical aggression may occasionally occur in young children. We closely supervise children in our care at all times. Despite our best efforts, undesirable behavior can sometimes occur before an adult can intervene. We take aggressive behavior seriously.

This behavior includes, but is not limited to: biting, hitting, pushing, tantrums, sharing conflicts, other physical aggression or in any way provoking an altercation. We will be working with you to teach your child to participate, cooperate and be a responsible member of the community. In the event that a child's behavior places the child or other children in danger or interferes with the focus of the classroom, our policy includes but is not limited to the following:

- When necessary, we speak to a child with a firm, but caring voice. At times, it may be necessary to remove the child from the rest of the group.
- If a child is brought to the Director's office because of behavioral problems and cannot return to the classroom for the safety of the other children or the child's own welfare, the child must be picked up within one hour of the phone call being received.
- We may ask you to pick up your child and keep him or her home for a period of one day to one week.
- Staff will document a record of behavior.
- Staff will inform and discuss with parents any child's behavior which becomes persistently disruptive and is not alleviated by individualized guidance techniques.
- If the behavior persists, the Director will notify the parent that the teacher has requested intervention.
- The Director will speak with the parents, discuss possible courses of action, and then a plan will be designed and agreed upon by the school and parents. We want your child to be a successful and responsible individual and we look forward to working with you should any problem arise. If parents are unable to provide support, or even with the parent's support the plan fails to improve the behavior, we reserve the right to withdraw the child. If at any time we feel the behavior is a danger to other children or that the child needs more dedicated supervision, we will require the immediate withdrawal of the child until he or she is able to manage the aggressive behavior. In the event that one child consistently harasses another, either verbally or physically, we will contact the parents of both children. It is our policy in any written or verbal report about an incident involving more than one child that we will not share the name of the other child involved with parents.

## TUITION

**Tuition Agreement:** You have the option to pay tuition as one full payment or ten monthly payments. The single payment or the first monthly payment is due on July 1<sup>st</sup>. Monthly tuition is due by the first of each month, from July to April. The tuition is based on a full ten months, September through June, regardless of the programs starting and ending dates and closures. Partial months of attendance must be paid in full. Children enrolling in September are charged the full monthly tuition regardless of their start date, no proration is available. Payment can be made in the form of a check made out to Fairwind Learning Center or by direct deposit.

**Returned Payment Policy:** A \$35 fee will be charged for any returned check. Anytime there is a returned payment, a money order or cashier's check will be required as a replacement. There will be a late charge of \$35 for any tuition not received by the close of school on the first day of the month. If the first day of the month falls on a weekend payment must be received before then.

**Absenteeism:** Full payment of tuition is required every month, whether or not the child attends school the full month. There is no absentee credit when school is missed because of holidays, vacations, and illness or for any other reason. We request that any day your child does not attend our program you inform your child's teacher and the Director by a call, message or email. No refunds are applied when families take vacation time during the program year or any days cancelled due to snow, inclement weather or emergencies.

**Withdrawal Policy:** A child enrolled is expected to attend through to the end of the school year and parents should fully understand the annual financial obligation: tuition fees for the balance of the school year in which the voluntary withdrawal of a child is effective are payable in their entirety. Fairwind Learning Center has limited student spaces. If, for any reason, a child is withdrawn from the school once placement has been accepted, the family is obliged to compensate the school for the full year's tuition. No refunds or credits will be given for withdrawal from the program unless it is for medical reasons that are verified by a physician's certificate. Reimbursement of fees may also be considered in special circumstances, if the student's spot can be filled by Fairwind, upon written request to the Board of Directors.

**School-Initiated Withdrawal Policy:** Fairwind Learning Center is dedicated to maintaining a safe, harmonious environment for the optimum development of all enrolled children. Fairwind reserves the right to withdraw a child without notice if the child's participation in the program creates a direct threat to the safety of the child, other children or the staff of Fairwind Learning Center.

Reasons for dismissal:

- A child is aggressive toward other children or the staff and causes harm to others or self. In such a situation, the child may have to leave the school temporarily for safety's sake. In that case, a two week notice may be given before termination of services in order to allow parents to find alternate childcare. It should be noted, however, that in extreme cases where a child must be removed from our facility immediately, the two week notice will be waived.
- An inordinate amount of the teacher's time is needed to attend to a particular child's special situation, to the extent that it is depriving the other children in the classroom the level of care and concern to which they are entitled.
- The child's special needs are beyond Fairwind Learning Center's scope of care.

Fairwind Learning Center also reserves the right to dismiss a child if the tuition account becomes delinquent, or/and if the parents/guardians fail to honor the obligations of payments or any rules or regulations outlined in the parent handbook.

**Late Pick Up Policy:** Fairwind Learning Center is open Monday through Friday 8:30am to 4:00 pm. Enrichment programs are offered in the afternoons from 3:00pm-4:00pm. Families are expected to pick up their child by the designated time stated on their specific contract in order to maintain compliance with the Early Education and Care Department licensing and to respect the schedules of our staff. If a parent or caregiver arrives after their scheduled pick up time, the staff member in charge of staying with your child will verify and document the time of your arrival. You will be given one warning for late pick up and thereafter be charged according to our Late Fee Policy. This policy states that you will be charged \$1 a minute, starting from the scheduled pick up time. We try to be flexible and accommodate your needs whenever possible so please do your best to notify us ahead of time, with a phone call or email, if you feel you will be late.

## GENERAL POLICIES

**Security:** The staff of Fairwind Learning Center takes the security of the children very seriously. We constantly monitor situations that would affect the safety and security of our children and make plans accordingly. We will keep parents up to date when specific situations arise. We have evacuation and emergency response plans in place to best protect the children and staff in our program. We conduct monthly fire drills and two lockdown drills during the year. Our main front entry door is locked to prevent unauthorized access onto the premises. Each individual will only be let into the Center by a staff member. For security reasons we ask that you not hold the door open for other individuals. During school hours all doorways are locked. The children will only be released to their parents or other authorized individuals listed on the Child's Pick Up Plan Form. Individuals unknown to the Fairwind Learning Center staff will be required to show a picture ID before a child is released to them. If you wish to release your child to another parent in the program (for example, a play date) you will need to make your request known through a phone call or written note to your child's teacher. We will not release your child if we are not given written permission.

**Parent Conferences:** Fairwind Learning Center will schedule two Parent/Teacher Conferences per school year. They are generally scheduled for November and May. However, you may request a meeting with your child's teacher at any time during the year. We do ask you to schedule an appointment ahead of time.

**Dress:** Please help your child select clothing that is easy to put on and take off when needed. Simply styled play clothes facilitate their quick access to the bathroom and help reduce the frequency of accidents. They also allow children to develop their independent dressing skills which builds their self-confidence, self-esteem, and self-reliance. We are on hand to help and encourage, but the children are always delighted to discover that they can manage for themselves! Teaching the children to be independent and self-sufficient is an important part of our curriculum. Please be sure to label your child's clothing, including any outerwear. Our classroom curriculums engage children in a variety of sensory and artistic experiences everyday. The children will be asked to wear smocks during messy art projects and we do use washable paints and markers, but we cannot guarantee that all stains will come out of all fabrics. Therefore, **we ask that you do not send your child to school in clothes that you do want to get messy or possibly stained.**

**Snacks and Lunch:** Fairwind Learning Center is a **NUT FREE** facility and is committed to minimizing the risk of an allergic reaction for children with documented allergies to nut products.

We ask parents to exercise care when preparing lunches or special snacks for school events to carefully check labels and to not send any products which contain nuts, or traces of nuts.

In accordance with the USDA Nutrition Requirements, we ask that parents send in a nutritious morning snack, lunch, and afternoon snack as needed for their child each day. Here is a list of suggested snacks...

Crackers	Mini bagels	Low sugar cereals
Pretzels	Fruit cups	Applesauce
Graham Crackers	Muffins	Pumpkin Bread

Rice Cakes

Sliced Veggies

Hard boiled eggs

Here is a list of suggested lunches...

Cheese sticks and crackers

Bagel and cream cheese

Yogurt cups

Banana

Turkey sandwich

Hummus and pretzels

Thermos of soup

Tuna

The teachers will direct you as to where your child's snack and lunch bags should be placed in the morning. Please pack a separate snack and lunch bag (with an ice pack as needed) as they will go in two different places.

**Children's Belongings:** The school cannot be responsible for the safekeeping of any personal belongings brought to the school, including clothing items. Clothing and any personal possessions should be clearly labeled with the child's name.

**Toys from Home:** We discourage children from bringing toys from home. We explain to the children that our school is full of wonderful and new toys for them to enjoy, and their own toys are for their playtime at home. We, of course, do understand and encourage the child who has a special attachment to one particular toy, blanket, etc., and needs to carry that item close to them while not at home. We do not allow toy weapons of any kind in school. We have found that these toys do not promote the cooperative play which is an integral part of our educational philosophy.

**Quiet Time/Quiet Activities:** We are required by the Department of Early Education and Care to offer a rest/quiet activity time for those children attending the program for more than four hours. Children will have an opportunity to rest, play quiet games on their mats, or look at books quietly. Please send in a **small blanket** labelled with your child's name and **one small stuffed animal**. Teachers will send blankets home every Friday to be washed, and we ask that you please return them on Monday.

**Toothbrushing:** The Department of Early Education and Care requires that children who attend school for more than four hours brush their teeth. Due to this regulation, we ask that you send a toothbrush and toothpaste for your child. We will have the children brush their teeth after lunch and store their tooth brushing items in a sanitary holder. We will ask you replace these items as needed. If you do not wish to have your child brush their teeth at school you may sign a permission slip to opt out of this regulation.

**Toileting:** No child will be excluded from participating in our setting who may, for any reason not yet be toilet trained and who still be wearing pull ups or diapers. We work with parents towards toilet learning, unless there are medical or other developmental reasons why this may not be appropriate at the time. We make necessary adjustments to our bathroom provision and hygiene practice to accommodate children who are not yet toilet trained. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and nonjudgemental concern of adults. Children are taught proper hand washing techniques and are encouraged to manage their own clothing when possible. Please be sure to dress your child in clothing that is comfortable and allows them to undress quickly as some children tend to wait until the last minute before using the bathroom. We ask that you send in a complete change of clothes (pants, shirts, underwear, socks, extra sweater) in a labelled ziplock bag to be used in the case of an accident. Please remember to bring a new change of clothes the next school day and check for size and seasonal appropriateness throughout the year.

**Field Trips:** We offer field trips throughout the school year to enhance our curriculum and give children various opportunities and experiences within our community. A general walking field trip form is included in the Enrollment packet for children in our Preschool II and Transitional Kindergarten programs. This gives staff permission to walk with your child to various locations within a short distance, such as the fire station, Marblehead library, Atlantic Vet Hospital, etc. A field trip permission form will be sent home prior to a scheduled trip. Parents will be responsible for transporting their child to and from the field trip location if a bus is not provided.

**Cooking:** Fairwind Learning Center has a kitchen on the premises which will be used for cooking activities related to our curriculum. When in the kitchen, the children will be carefully supervised at all times. Parents are welcome to use our coffee machine in the kitchen or use our microwave if needed.

**Electronic Communication:** Our website, [fairwindlearningcenter.com](http://fairwindlearningcenter.com), has many resources for you to utilize. We ask that parents provide their email addresses so we may send regular news, updates, and important messages in case of emergency. You may communicate via email to the Director, Tiffany Uttam, at [tiffany@fairwindlearningcenter.com](mailto:tiffany@fairwindlearningcenter.com), the Office Manager, Anne Tassel, at [fairwind@fairwindlearningcenter.com](mailto:fairwind@fairwindlearningcenter.com), or your child's Lead teacher's Fairwind email account. We also encourage you to follow our Fairwind Learning Center page on Facebook and check our website for additional resources at [www.fairwindlearningcenter.com](http://www.fairwindlearningcenter.com)

**Cell Phones:** We kindly ask that you do not use your cell phone while at Fairwind Learning Center. Staff and children need your full attention as you arrive each morning and when you pick up at the end of each day. Children are not allowed to bring cell phones (or other electronics) to school.

**Transportation:** Fairwind Learning Center does not provide transportation to or from the program. Parents are responsible for transporting their child to and from the Center.

**Parking:** Please use extreme caution when using our parking lot. The speed limit should not exceed 5 miles per hour in the lot. For the safety of all, we ask that you take your child by the hand and be sure that an adult accompanies them into the building. Children may not be left unattended in the parking lot or a car. It is requested that parents only turn right to enter the parking lot and do not turn left to exit to ensure safety and traffic flow.

**Children's Birthdays:** All children's birthdays will be celebrated at Fairwind Learning Center. Parents are welcome to bring in a special NUT FREE snack for the class, share a story, or make a book donation to our library. A book plate with your child's name will be placed inside the donated book, your child's photo will be taken for our bookworm display in the library, and they will receive a certificate of appreciation.

**Photography and Videography:** Fairwind Learning Center will have the children photographed in the Spring by a professional photographer. Parents will be notified in advance of this opportunity. Throughout the school year, the staff will be photographing or making videos of the children to capture moments of learning. These photographs and/or videos may be used in class newsletters, posted around the Center, used in promotional literature, on our school's website or on our Facebook page. An authorization form is included in your child's Enrollment packet where you can grant permission or decline publication.