

***ST. MARY'S SCHOOL***  
162 Washington Street, Winchester, MA 01809  
781-729-5515

# **PARENT HANDBOOK**

**Please read the attached COVID – 19 Addendum on Policies and Procedures**

*Please sign and return last page*

**2020-2021**

**Rev. Paul Hurley, Pastor**

**Nancy Riley, Executive Director**

**David Worthen, Program Director**

**Patricia Petrulavage, Director of Admissions**

This handbook is written in accordance with EEC and CDC Guidelines for health and safety precautions.

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## **St. Mary's School, Winchester**

### **Mission Statement**

St. Mary's School, Winchester provides opportunities for each child to learn and develop in a nurturing environment. We believe that each child is a unique individual with skills and talents that must be cultivated. We are dedicated to providing a curriculum that fosters curiosity, exploration, critical thinking and problem-solving skills.

### **St. Mary's Faculty and Staff**

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### **Background Checks**

All employees and volunteers are required to pass CORI, SORI and DCI background checks as well as fingerprinting prior to being hired by both the Archdiocese of Boston and the Department of Early Education and Care (EEC). Additionally, all necessary documentation in compliance with EEC will be completed by each staff member.

## **Enrolling Your Child**

Before enrolling any child, parents or guardians should schedule an appointment with the Director for a tour and visit. Children are most welcome to accompany parents. This allows for both the director and the parents to clearly articulate their expectations.

Once the decision is made to enroll the child, parents will fill out an application, health forms and emergency contact forms, as well as receive an information package on tuition, registration fee and enrollment in the FACTS system of automatic tuition payments. The registration fee is due when the application is submitted. All medical and emergency forms must be submitted prior to the child's start date in the program.

We enroll on a first come first serve basis. Let us know if you would like to be added to our wait list if classes are full.

## **Tuition Payments**

Tuition forms must be filled out per family as requested by the director. FACTS/SIS tuition company will be the provider for St. Mary's School's tuition collection. FACTS reserves the right to charge a late fee or application fee for this service. No family may enroll in St. Mary's School without using FACTS/SIS service.

## **Non-Discriminatory Policy**

Admission to St. Mary's is made without regard to race, religious affiliation, ancestry, national origin, disability, age, or gender.

## **Health History**

A child's health record must be up to date prior to starting school. A copy of the most recent physical (within one year of enrollment) must be produced. This includes a record of all immunizations and health concerns, including allergies. If there is a chronic condition, the child must have an individual health plan explaining diagnosis and treatment instructions filled out and signed by their

physician. These forms must be submitted prior to the opening of school along with any medication to treat the condition. The health records are kept by the school nurse who distributes necessary health information to classroom teachers. Children's health records will be reviewed by the school nurse yearly, or as needed to reflect any changes.

### **Administering Medication**

Administration of all medications is done by the school nurse. Doctors need to fill out an Administration of Medication Form which outlines the diagnosis and treatment for a child. A prescription will be copied from the medication with a written permission slip to administer medication from the parent, as well as a dosage chart and a list of possible side effects. The nurse will record dosage and time of day given. A copy goes into the child's folder and a copy is sent home so that the parent has a record.

Each classroom is equipped with a first aid/emergency bag. This bag travels with staff and children wherever they go. Included in each bag are provisions for any child who has a need for emergency medication such as an EPI-pen. These medications and instructions for administration are in the bag. All staff members are required to complete the staff orientation for the school's reopening to discuss health and safety guidelines including medication administration. All staff are trained in emergency procedures including CPR and first aid certification.

### **Parent/Teacher Information Sharing and Confidentiality**

At the beginning of the school year, parents enroll in the SIS/FACTS program and RENWEB attendance and communication program. This will be our main source of communication this year. Email lists with addresses and phone numbers, are given to all staff, and parents are asked to check for accuracy. After any corrections are made, parents are sent a test email and instant message through the RENWEB system.

When managing sensitive information, there is an ethical and legal responsibility to protect the privacy of individuals and families. This information is shared only

when necessary, particularly when there are specific health and safety precautions that need to be addressed.

During the school day, staff communicate to one another. An emergency communication system is in place throughout the building to be used if necessary.

### **Children's Records**

Children's records are available when a child transfers to another program. These records will be sent to the new program only when the parent/guardian has filled out an authorized "Release of Records" form.

### **Daily Schedule**

Center calendar months will be September - June. Regular school hours are 8:00 a.m. to 2:20 p.m

St. Mary's After School Program begins at 2:00 p.m. each day and runs until 5:00 p.m. Parents should arrive by 4:45 p.m. to allow ample time for parent/teacher contact.

Attendance: Daily attendance will be taken through our automated Renweb system. Daily/weekly and monthly attendance reports can be monitored for increased absences. Staff will use a recording system to make note of any symptoms of illness during the day. The nurse will monitor attendance records and alert local health officials of increased absence of children/and or staff.

### **Lunch and Snacks**

Food is not served by the school. Students are required to bring snacks and lunches in bags/containers that will be discarded at the end of the snack or lunch time.

Milk can be ordered through the school office. Children are allowed to bring water bottles from home that will be refilled by the teacher as necessary throughout the day.

Strict hand-washing procedures are adhered to and hand washing before and after eating is supervised by the teacher. Handwashing procedures are posted in all places where sinks are present.

### **Celebrating Birthdays and Holidays**

St. Mary's teachers celebrate each child's birthday within their classrooms. Birthday crowns, ribbons, etc. are given to the child to celebrate his/her special day.

St. Mary's celebrates cultural, national, and Catholic religious holidays.

### **School Uniforms**

The school uniform consists of St. Mary's School navy blue shorts/skort with gray t-shirt and navy blue sweatpants with sweatshirt. Elastic-waisted pants or shorts work best with young children. Uniforms are to be purchased at **J. B. Pride Uniform Company in Woburn.**

The second and fourth Friday of every month will be a **N.U.T. Day.** (No Uniforms Today) **Students pay \$2** to wear their own choice of clothing. Money collected will go towards school enrichment programs.

### **Storm Closings or Delayed Openings**

We use the FACTS/SIS form of communication. Parents will receive a text message, an email and a phone call. We will send you a list of television stations to inform you of delays or school closings. Please make sure to give all pertinent information when registering and be sure to maintain up to date contact information to the school should your email or phone number change for proper electronic communication.

### **Evacuation/Emergency Plan**

Staff members have been trained in evacuation and emergency procedures through the A.L.I.C.E. program (Alert, Lockdown, Inform, Counter, Evacuate) in

collaboration with the Winchester Police Department. In the event of the need to evacuate the building, a designated safe space near the school has been predetermined and approved by the Winchester Police Department. In the event of an emergency, all communication to parents and staff will come from the Director.

Each classroom is equipped with an emergency backpack containing student contact information, medications and dosage instructions, and first aid equipment. All evacuation instructions are posted in classrooms and common areas of the building.

Monthly fire/evacuation drills, as well as quarterly shelter-in-place drills are conducted as required by EEC.

### **Visitors / Volunteers**

St. Mary's ECC is equipped with security cameras and buzz in entry features. All visitors and volunteers need to check in at the office upon arrival and sign in. They will receive a visitor's badge to wear while in the building.

### **Parent Involvement**

We recognize that parents play an important role in their child's development and school success. We encourage family involvement in the classroom and teachers will discuss all the opportunities with you.

The St. Mary's Parent Teacher Organization (PTO) conducts various fundraising activities throughout the year. These activities are essential to their success. These activities also provide an excellent opportunity for children to witness the dedication and commitment of their parents to the mission of St. Mary's School.

Also, St. Mary's School includes an Advisory Board made up of parish and school community members, including parent representatives. This Board is chaired by the Pastor, and meets monthly during the academic year to discuss various plans,

ideas, budget and programs related to the school. If you have interest in becoming a parent representative, please contact the Director for more information.

## **Curriculum**

St. Mary's School offers students a well-researched, theme-based preschool curriculum. It provides a variety of age-appropriate themes, with lessons and activities designed to facilitate learning, encourage curiosity, build confidence and help children to develop academic and social skills. Similarly, the Kindergarten program extends and expands learning in all areas through a theme-based approach. Teachers will provide updates and information throughout the year in newsletters that are emailed to parents.

## **Student Assessments**

Assessments are used to gather data and provide educators and parents with critical information about a child's development and growth. EEC regulations require that these assessments be used as a form of evaluating and maintaining a high-quality program.

Assessments are conducted by teachers and shared at parent conferences, held two times during the school year. Student portfolios are kept for each child as well, documenting the progress that he/she is making in all areas.

Staff members meet with the Director on a regular basis to discuss curriculum, share ideas and assess the program.

Professional Development is a regular part of the program and is provided as outlined in the school calendar. In addition, teachers are encouraged to take courses offered through the Catholic Schools Office and EEC.

All of our lead teachers are certified and licensed by the State of Massachusetts.

## **Plan to Address/Prevent Suspension and Termination**

St. Mary's School ensures that every possible step is taken to address concerns and prevent the need for suspension or termination of a child.

The process that we have developed is called "Child Study." After consultation with the Director and parents, a teacher may present a child to the child study team for review. The team consists of the Director, the school nurse, and the classroom teacher. The teacher presents the concerns to the team and recommendations are made for adjustments to the child's program to address identified needs. Parents then meet with the Director and teacher to consider the recommendations. These recommendations are put in place for four weeks, after which time the team reconvenes to assess progress.

If further intervention is deemed necessary, parents may be asked to consult with an outside agency or request an evaluation through the school system where the family resides. Removal of a child from the program is only necessary if a determination is made that, after all appropriate interventions have been tried, the program is not able to support the needs of the child.

At that time, parents will be consulted as to the best way to help the child separate from the program. Every effort is then made to assist the parents in identifying an educational setting that can best accommodate the child's needs.

## **Transitions**

When a child enters the program for the first time, every effort is made to ensure a smooth transition. This visit to the school includes interaction with the teacher, familiarizing the child with the setting and explaining routines.

Transitions throughout the school day are managed by each teacher in his/her classroom through the use of daily orientation, visual scheduling and verbal reminders to help children transition smoothly from one activity to the next.

Children who find transitions challenging are offered reminders in advance of a change, and positively encouraged when they are able to make the transition without incident.

Transitions from one class to another are planned to best accommodate the needs of the child or children. When a child transitions from one teacher to another, closure activities are included and appropriate information is shared with the receiving classroom teacher.

### **Toileting**

Toileting procedures follow EEC guidelines. Children are supervised by the classroom teacher and assisted when needed by the teacher or classroom aide. All children are supervised in handwashing after using the bathroom. Only paper towels are used for cleaning and drying purposes. Parents are asked to provide an extra set of clothing in case of an accident. When a child needs a change of clothing, the nurse will assist the child in cleaning him or herself and making sure that the soiled clothing is placed in a zip-lock bag to be taken home. Two adults will always be present when a child is being cleaned and changed following an accident. No child will be excluded from the program because they are not completely toilet trained.

### **Preparedness/Steps for Reducing the Spread of Germs**

The building is cleaned daily by the custodian. All common areas of the building are cleaned and sanitized daily. All banisters and door knobs in the main hallways will be wiped down frequently and sanitized throughout the day.

Bathrooms are cleaned, sanitized, and disinfected morning, afternoon and at the end of the school day.

### **Handwashing Practices and Hygiene**

Children will be asked to wash their hands upon arrival before entering the classroom. Handwashing areas will be equipped with soap, water and hand

sanitizing solutions. Paper towels are used exclusively for hand washing and will be checked for full supply of stock twice a day by the staff.

Students will also wash hands before and after eating snacks and lunch. Children will wash their hands after toileting, coming in from outside play, and several times a day before and after activities.

Classrooms are equipped with sinks for easy access to hand washing. Portable sinks are available for rooms that do not have permanent ones. Signs will be posted in each classroom for handwashing, coughing and sneezing instructions. Teachers will make sure that children know the proper length of time for handwashing and supervise them in the process.

### **Child Guidance Policy**

Our discipline is based on respect for self and respect for others. Each teacher will explain and teach positive school-wide behavior expectations in their classroom in a developmentally appropriate manner. Students will learn school and classroom expectations of behavior and are guided in making appropriate choices.

Given the importance of social/emotional development in young children, discipline policies will reflect the latest research on practices that support positive behavior, learning expectations, and rules of being in a school. Teachers will use Pyramid Model practices where appropriate and support children in becoming good citizens.

Guidance for children should always be conducted with respect and dignity of the individual. No student should be ridiculed or publicly humiliated. Teachers will manage children's behaviors and situations in their own classrooms whenever possible in order for the student to build a trusting and secure relationship with his/her teacher(s). The Director should be made aware of on-going challenges in the classroom that are not responsive to developmentally appropriate practices; for example: redirection, teaching the appropriate action, encouraging problem solving, etc.

### **Mandated Reporters**

St. Mary's School staff are mandated reporters and are required to make a report when they suspect, in the course of their professional duties, that a child is a victim

of abuse or neglect. The staff member who suspects abuse or neglect should immediately inform the Director, and together they will contact DCF. In the event that the Director is not available, the teacher should make the call.

### **Building Security**

All building doors are equipped with camera security systems and buzz in entry features. No one is allowed entry into the building unless cleared by the office through camera and voice communication. The employee monitoring the entrance will determine if it is appropriate to open the door. Once inside, all visitors are required to check in at the main office.

### **Building Certifications**

All certificates required by the Town of Winchester, the Commonwealth of Massachusetts and the Catholic Schools Office of the Archdiocese of Boston are kept on file in the school office and are available for inspection at any time. These include, but are not limited to hazard and safety inspections, lead paint certificate of inspection, and certificate of occupancy.

### **Referrals**

Referral services and information are listed and available for parents and teachers as needed. The Town of Winchester makes available to all residents and students who attend schools in Winchester, referral service to access mental, behavioral and emotional health services. This service can be accessed through the Winchester Health Department.

The following plan will be followed by the center when there is a concern for a child needing a referral to appropriate social, mental health, educational, and/or medical services, including but not limited to dental check-up, vision or hearing screening, should the program staff feel that an assessment for such additional services would benefit the child.

- Staff will inform the supervising teacher or the Director of the specific area of concern for the specified child.

- Staff will observe and record information on an observation form. A copy of this form is given to parents and also kept in the child's enrollment folder. The teacher may request a parent meeting to discuss the area of concern for the child.
- A parent meeting is held to discuss the staff's and/or parent's concerns. Observations, interactions and documentation is shared at this meeting by both parents and center staff.
- A plan is devised to address concerns for home or school. A copy of the plan is given to parents, staff, and the enrollment folder.
- A referral may be made if needed. Parents are asked to sign a release to specific agencies that may assist with the child's concern. A copy of the release is given to the parents and kept in the child's enrollment folder. The plan is shared with all staff that have direct contact with the child during the day. Parents are encouraged to contact their pediatrician or other existing services already in place to work with us in developing a plan that best suits the child.

St. Mary's School maintains referral information from each of the school systems in which our families reside. Families are entitled to access the services that the public schools provide in their town of residence. In case of the need to request an evaluation and/or other services for a student, the Director will provide the necessary contact information and process for the parent to make the request. The parent, and not the school, must make the initial request for an evaluation to their city or town school department.

### **Additional Resources**

St. Mary's School has access for staff and students to the following resources. We maintain regular contact with each of these agencies and can access assistance both for the school and for individuals as needed.

- Winchester Police and Fire Departments
- Winchester Board of Health
- Winchester Public Schools: Special Education testing and services
- Professional Development for staff

- William James College Interface Referral Service: Referrals for behavioral health, counseling, and related services
- Archdiocese of Boston, Catholic Schools Office: Consultation, Professional Development resources, Director and Staff support, Legal and HR services

**St. Mary's School is online. Our website is: [www.stmaryswinchester.org](http://www.stmaryswinchester.org)**

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***162 Washington Street, Winchester, MA 01890***

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**COVID-19 POLICIES AND PROCEDURES**  
**2020-2021**

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## Enrolling Your Child

- During the COVID pandemic, all enrollment will be done virtually by contacting the school office at 781-729-5515.
- All tours and classroom visits will be conducted virtually for the safety and convenience of both prospective and current students.
- Before the opening of school, parent orientations will be held to familiarize families with school policies and procedures as well as to answer questions and provide any additional information.

## Administration of Medication / Healthcare Needs

- Each classroom is equipped with a first aid/emergency bag. This bag travels with staff and children wherever they go. Included in each bag are provisions for any child who has a need for emergency medication such as an EPI-pen. These medications and instructions for administration are in the bag. **All staff members are required to complete the staff orientation for the school's reopening to discuss health and safety guidelines. Staff will receive documentation for the preventative steps for COVID-19. All staff are trained in emergency procedures including CPR and first aid certification.**
- Staff must review all medical information about children in their care and know their high-risk children in attendance. Conversations between the Director and parents will take place as needed to ensure that the child receives the appropriate care. Staff will be supplied with proper PPE to assist a child with toileting needs and any support needed that would require the staff member to come in close contact. Staff and students will be protected from any cross contamination by using the appropriate protective equipment.

## Parent/Teacher Information Sharing and Confidentiality

- **Parents will be asked to fill out and sign a health screening assessment form for their child each morning**, confirming that the child is in good health and does not have a temperature prior to arriving at St. Mary's.
- Upon initial orientation to the school, parents will be asked to identify the best way for them to receive communication from the school, whether it be verbal or digital.
- At the beginning of the school year parents enroll in our FACT/SIS program and Renweb attendance, reporting and communication program. Email lists with addresses and phone numbers are given to all staff and each parent to check for accuracy. When any necessary corrections are made, parents are sent a test email and instant message through the Renweb system.
- A pamphlet providing guidance in talking to children about Covid 19 will be included in the welcome packet and serve as a resource for parents to share age-appropriate information.
- All communication related to COVID-19 will be distributed only by the director and the school nurse.
- Parent meetings and conferences will be held on Zoom until further notice.

## Daily Schedule

- **Arrival:** Children will follow a staggered schedule for arrival between 8:00 and 8:30 a.m. When classes are assigned, you will receive your arrival time. Parents should stand by their cars with their children, where they will be met by a staff member. **Parents will be asked to sign a health screening assessment for their child each morning, confirming that the child is in good health and does not have a temperature prior to arriving at St. Mary's.** After a brief visual screening, the staff member will take the child to his or her teacher. **Kindly use the placard provided by the school so that we may easily identify your child**, especially at the beginning of the school year. **Masks must be worn by parents at drop off and pick up. Students are strongly encouraged to wear masks throughout the day.**

- **Dismissal:** Dismissal time for students not attending the after school program will start at 2:20 p.m. Dismissal will also be staggered. When classes are assigned, you will receive your dismissal time. Each family will receive a placard with the child's last name and class. When arriving at pick up, the parent will show the placard to the teachers on duty and they will bring the child to the car.
- **After School Program:** The After School Program runs from 2:20p.m.-5:00p.m. Due to EEC regulations on student:teacher ratio, children are required to be signed up a month in advance. On half days, the After School Program will be available starting at the 11:30a.m. dismissal time.

### **Lunch and Snacks**

- Children will be asked to bring disposable snacks and lunch bags. Zip lock bags should replace plastic containers, as all lunch and snack materials will be disposed of each day. After lunch, trash barrels will be left at the door to be emptied then brought back.
- The use of water fountains in the building will be off limits during the COVID -19 period. Each student may bring a water bottle clearly labeled with his or her name. Teachers will refill water bottles as needed throughout the day.

### **Visitors / Volunteers**

- St. Mary's School is equipped with security cameras and buzz in entry features. Signs at the entrance way with Covid-19 safety protocol will be posted at all access doorways.
- Non-essential visitors will **not** be allowed inside the building. Essential visitors will be asked to follow the health and screening protocols.
- Only employees and registered students may enter the building until further notice.
- Delivery personnel will leave packages that do not need signatures outside of the front door. If a signature is required, the delivery person will notify

the office through the intercom and someone will go to sign for the package. The delivery personnel must not enter the main building.

## **Curriculum**

- We have a curriculum for each level: PreK3, PreK4 and Kindergarten. Should we have to offer remote instruction, teachers will be prepared to provide a recorded lesson with a live lesson to supplement each day. The live lesson will also be recorded for those who are not available to join at the scheduled time. This allows students to continue the all important need to be connected to their peers, teacher and curriculum. Also, this allows the academic year to continue smoothly when we return to in-person learning.

## **Preparing the Program**

- Several staff meetings are held to review health and safety protocols for classrooms. These include social distancing strategies, identification and removal of items that cannot be easily cleaned and sanitized, mask usage, and hand washing protocols. Individually labeled student project boxes will be used. Each child will have a box in a cubby. Children are not allowed to bring in their own toys, but may bring one personal item, like a lovey. They will not be allowed to share items in their project boxes which will minimize risk of contamination of materials.
- Student-teacher ratios in PreK3, PreK4, and Kindergarten will be according to the EEC Guidelines with required social distancing in place. Standing and sitting areas will be clearly marked to remind children about social distancing habits. If possible, teachers aides will be assigned to one group of children and will provide lunch and preparation breaks for teachers, as well as cleaning.
- Before school, staff will prepare sanitizing solutions for use during the day for all sanitizing necessities. These items will be stored in a safe place away from child access.
- Coat hooks will be appropriately spaced so that clothing, etc. for each child is completely separated from others and does not touch.

- Circulation of air in classrooms will be through open windows, when possible.
- A list of trained/certified substitute personnel will be readily available if a teacher becomes ill or is required to quarantine. The program will take guidance from the Winchester Board of Health regarding quarantining and facility decisions.

### **Covid - 19 Classroom / Group Ratio**

- Student:teacher ratios in PreK3, PreK4, and Kindergarten will be according to the EEC Guidelines with social distancing in place. Regular school hours are 8:00 a.m. - 2:20 p.m. After School Program hours are 2:30 p.m. - 5:00 p.m. The After School Program will follow the EEC guidelines in determining student:teacher ratio and spaces for each group. Students will participate in social distancing activities and use project boxes when necessary.

### **Screening and Monitoring of Staff and Students**

- All administrative staff, teachers, and aides must do a self-screening at home before arrival at school and entering the building. Continued monitoring of self and students will be done throughout the day and continue during the after-school session. The school nurse will do frequent check-ins with teachers during the school day. Teachers will do daily temperature checks with their students.

### **Isolation and Discharge of Sick Children and Staff**

- An ill child must be immediately isolated from other children to minimize exposure to others. An isolation room has been designated for this purpose.
- That child will be given a disposable mask to wear.
- Contact will be made with the child's parents, and they will be advised to pick up the child immediately. If anyone other than the child's parent is transporting the child for the day, that person should be contacted immediately.

- Identification must be provided for anyone other than a parent or legal guardian who is taking a child from school. **Children will be dismissed only to individuals designated in writing by a parent.**
- An isolation area with masks, gloves and protective clothing for the school nurse and/or staff members will be readily available to minimize exposure.
- If a staff member becomes ill, the same protocol must be followed.
- A student or staff member that has tested positive or has a positive or presumed positive result in their house, must consult with a health care provider. A written note is needed by the health care provider stating that the proper self-quarantine and safety protocols have been followed by the child or staff member before returning to school.
- If exposure happens in the program, the following parties must be called/contacted immediately. Employees and families will be notified. Names will remain confidential. Director must notify the Winchester Board of Health/ Infection Control and follow the instructions given. EEC, CSO and any other funding and licensing agencies will also be notified. We will take guidance by the Winchester Board of Health.

### **Hygiene and Health Practices**

- Handwashing - As soon as students arrive to the classroom, they will wash their hands under the supervision of the teacher. Hands will be washed with soap and water throughout the day for 20 seconds each time, including before eating snacks, lunch and after eating. Children will wash their hands after toileting, coming in from outside, and several times a day before and after activities.
- Classrooms are equipped with sinks for easy access to hand washing.
- Staff must follow the same protocol for handwashing and/or any contact with children and PPE equipment. Signs will be posted in each classroom for handwashing, coughing, and sneezing instructions to follow.
- Parent informational meetings will be held to review protocols on health and safety habits at home and at school.

### **Personal Protective Equipment (PPE) - Face Masks and Coverings**

- Students are required to wear a face mask at drop off and dismissal time. Students will be encouraged to wear a face mask when social distancing guidelines cannot be met. It is required that students bring a mask to school, and an extra one to be kept in their backpack, to be used when social distancing is not possible. All staff members will be required to wear masks.

Staff members may wear transparent masks so that children can see smiles and facial expressions from staff and teachers. Practicing will be encouraged by parents with children at home so that children will feel comfortable having to wear masks at points during the day.

- Students will be asked to wear a face mask when they may have symptoms of illness. This will be done as a precautionary measure and to ensure the safety of themselves and others in the classroom.
- PPE equipment should be removed and disposed of into a covered trash receptacle other than a common trash barrel. It will be removed by the custodial staff or cleaning crew at the end of the day.

### **Cleaning, Sanitizing and Disinfecting Plan**

- Cleaning solutions should be approved by the guidelines recommended by EPA. All cleaning solutions and sanitizers will be stored away from the children. Classroom cleaning and sanitizing solutions will also be kept away from the children and stored up high and out of reach. Only paper towels can be used for cleaning in the classroom. No use of sponges or cleaning pads can be used. Aerosol sprays are also prohibited in the classroom while children are in attendance. A list of EPA recommendations for cleaning and sanitizing will be posted in the classroom.
- Prior to the opening of school in September, all areas of the building including classrooms, common areas, bathrooms and offices, as well as furnishings will be sanitized. The building is cleaned daily during the school session and at the end of the day by the custodian. Floors are swept and mopped. All common areas of the building are cleaned and sanitized daily. All bannisters and doorknobs in the hallways will be wiped down frequently throughout the day. Bathrooms will be cleaned, sanitized and disinfected three times during the day, as well as on demand when needed.
- The program will adhere to a cleaning schedule that will ask staff to pay close attention to cleaning toys, activities, hard surfaces, door knobs, keyboards, tabletops, handles, bathroom sinks and handles. Classrooms will be cleaned and sanitized following a daily cleaning schedule implemented by staff members and posted on the wall with a checklist. Staff will leave the classroom with bins cleaned, doorknobs wiped and all other items completed

in the checklist in preparation for the next day's activities.

### **Strategies to Reduce the Risk of Transmission**

- St. Mary's School has suspended all large group gatherings and field trips during the COVID-19 pandemic.
- Physical distancing will be required when transitioning from classrooms to bathrooms and walking to outdoor facilities.
- Children will be encouraged to physically distance when engaged in classroom activities.
- Room arrangements will be supplied with individual project boxes, and storage areas to promote individual play and activities.
- Each student will have adequate materials to keep them engaged while in areas. Center play will be spaced out for a child to be socially distanced from another play area.

**Please call the school office with any questions that you may have at  
781-729-5515.**

*HANDBOOK POLICY*  
*AGREEMENT*  
**(2020-2021)**

**We have read the St. Mary’s School Family Handbook online (including the COVID-19 Addendum) and agree to abide by the policies and all financial obligations contained in it.**

*All families are required to sign and return this form.*

*Thank You*

Date \_\_\_\_\_

Name(s) of Child/Children (please print)

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Please Print

\_\_\_\_\_  
Signature