



North Shore Montessori School 2022-23 Parent Handbook

The Mission of the North Shore Montessori School is to develop the whole child in an environment based on the Montessori philosophy and methodology. Our school's primary goal is for students to become confident, lifelong learners with a deep respect for themselves and for the world in which they live.

In 2022 we celebrate our fifteenth year! We are grateful to our former and current parents for entrusting their children to us, and for helping us to grow and thrive as a school—your commitment to the school and your referrals are vital to keeping us strong.

At North Shore Montessori School, each child's unique learning style is embraced and valued. We follow the path of your child's learning style, and will guide each student to grow and thrive academically, as well as interpersonally.

This handbook is intended to answer questions and allow you to understand the principles underpinning a Montessori education.

Thank you for becoming a part of our school community.

Notes on COVID	3
Overview and Affiliations	3
Parental Involvement	4
Use of Photography	4
Admissions Information	5
Enrollment Procedures	5
Tuition Payment Plans	5
Arrival and Dismissal Information	6
Safety and Security Notices	7
Early/After-Care	7
Parent Communication	8
Ground Rules and Expectations	8
Clothing and Slippers	8
Lunch & Snack Procedures	9
Birthday Celebration: Children's House	10
Health & Wellness Policies	11
Student Records	14
Prevention of Abuse and Neglect	14
Expulsion Policy	15

Notes on COVID

The pandemic has forced us to do things a little different than the traditional Montessori ways, and things are always evolving. For example, all pick up and drop off happens outside, instead of parents coming in to meet their children and see their work. Snacks are brought from home, instead of rotating shared snacks with child involvement in preparation. We are limited in our ability to host indoor gatherings, including presentations and concerts. This makes it more challenging for parents and teachers to have opportunities to get to know each other. The caveat “depending on the state of COVID” is implied throughout, and we will do our best to update parents as things change.

As of February 2022, we are participating in a free at-home rapid test program in partnership with the Mass. Department of Education. Enrolled students will perform a COVID test on Mondays before coming to school. All information is confidential.

Each morning, parents are required to complete the MedBot health screening questionnaire, temperatures are taken before entry, and we ensure ample fresh air as well as utilizing the IQAir filter system which includes HEPA filters throughout the school.

At the discretion of the director, masks may be required to be worn indoors unless eating or drinking. We will do our best to clearly notify families of any changes in policies based on public health guidance and transmission concerns at NSMS. We wash hands frequently and before snack and lunch.

Because we often leave windows cracked, children are encouraged to have a sweater to ensure they are comfortable in the classroom. We spend ample time outdoors each day, and masks are not required if children are healthy and able to maintain safe distance.

If students travel, attend large events with crowds, or are exposed as a close contact with anyone who has COVID, or contracts the virus themselves, they must test COVID-negative before returning to school. At this time we are asking for daily rapid or in-home tests for seven days after being exposed which is also negative. If your child contracts COVID, they must stay home for 10 days and test negative with an at-home test before returning to school. *Lastly, we strongly encourage all eligible students and visiting parents to be fully-vaccinated.*

This handbook is written for “normal” times, and many of these typical school practices may not yet be underway. Throughout these few years, we have been continually adjusting and incorporating new guidance to help prevent the spread of the virus, while balancing the social and emotional needs of the children. Thank you for your understanding, and please be in touch if you have questions.

Overview and Affiliations

North Shore Montessori School (NSMS) was founded in 2007 and serves children from age two years and nine months through sixth grade. We are subject to rules and regulations of the Massachusetts Department of Education. We are affiliated with the American Montessori Society (AMS) and also belong to the Montessori Schools of Massachusetts.

Parental Involvement

It is NSMS's policy to encourage parents to observe the class. An appointment is advised so as not to have an influx of parents showing up at any one given time. Open communication between parents and all staff is highly encouraged. We want parents to feel free to make an appointment to discuss any concerns they may have. We welcome parents to share their talents, hobbies, and careers through classroom presentations. Please make arrangements with the teacher to schedule your visit.

Classroom Visits

Throughout the year we invite prospective parent observers to spend time in our classrooms. Visitors include prospective parents, teachers from other schools, relatives, parents and student teachers. Parents are asked not to hold conversations with staff and children while the class is in session. Your job will be to observe. Please enter the classroom slowly, use a soft voice, and enjoy the time to experience the magic of a Montessori classroom.

Parent volunteers are always welcome and needed to support the teachers and administration in the many tasks of running a school and classroom. We have a wonderful Parent Teacher Association that helps in many different needs of the teachers and school. We look forward to the continued growth of this group as NSMS grows.

All adults interested in coming into the classroom, driving on field trips or being involved with the children during school hours need to have a [CORI background check](#) and fingerprinting. This is a requirement of the Massachusetts Department of Education. If you are driving for a field trip, a copy of your license and insurance information for the vehicle you will be driving is required.

NSMS provides the opportunity for two to three parent-teacher conferences during the school year. In addition, we typically host an array of other opportunities to gather, engage with the school, and learn about our practices. For a better understanding of the Montessori method and what your child experiences each day at school, we highly recommend you attend all events hosted by your child's teacher and the school.

These may include:

- Parent/Teacher Night
- Picnic, Potluck or other school get-together
- Follow the Child Saturdays
- Parent/Teacher Conferences
- Parent Education Events
- Children's House Spring Tea with special guest
- Elementary Valentines Breakfast

Use of Photography

As part of our communications with parents as well as school promotion and social media, NSMS may occasionally photograph your child while learning, playing, and participating in enrichment activities. *If you do not want your child to be photographed, please let Margaret Henry know in writing.*

Playground Rules

When teachers are on the playground, supervising the children is the priority and teachers are expected to stay engaged in the children's care. The teachers' attention is on your children and we can only partially listen or talk with you. When something happens on the playground we have to abruptly leave the conversation and attend to the children. Please understand we are not discounting the importance of our conversation, but looking out for all the children.

Admissions Information

The North Shore Montessori School does not discriminate in any of its policies or programs on the basis of race, national origin, marital status, disability, sexual orientation, family configuration, religion, political beliefs, or cultural heritage.

Children must be close to two years nine months to attend our Children's House and five years old by September 1st to be in kindergarten. Toilet training is not required at time of entry.

Our Lower Elementary class includes grades 1-3. Upper Elementary includes grades 4-6.

Enrollment Procedures

The procedure for admission will be as follows:

1. Make an appointment for parent(s) to observe the classroom while in session.
2. Complete an application and return it to the school.
3. Make an appointment for your child to visit a class and meet the teachers and staff.
4. If it is determined after receiving an application and visiting with your child that the school is the right learning environment for them, we will send you a letter of acceptance.
5. We aim to finalize acceptance by March 15. For the elementary program, admissions may be rolling, based upon space and a good fit with our school.
6. Please note that spots for our Children's House program are very limited. As such, we are weighting enrollment towards families where there is a high likelihood that the child will continue on into elementary grades, or there are siblings already enrolled in our elementary program.

Tuition Payment Plans

All Tuition information for payment plans etc. are on the website at northshoremontessori.org/admissions. Please select a plan that is right for you.

As of Fall 2022 all tuition should be paid via electronic funds transfer. Visit the Parent Portal at northshoremontessori.org/for-parents to get signed up.

IMPORTANT: A non-refundable tuition deposit of \$2,000 will be due by March 1. This deposit will be applied toward your child's tuition. Payments for the coming school year begin May 1 and run through March.

Arrival and Dismissal Guidelines

Arrival

All children should be in their classroom at the start of school.

Elementary classes begin at 8:45 a.m. and Children's House at 9:00 a.m.

Parents and guardians are provided with a 15-minute window for drop off before school starts to enable a smooth start to the day. Arriving on time is essential for learning.

Elementary students may start arriving at school at 8:30 a.m. and Children's House may start arriving at 8:45a.m. without being charged for Early Care. When there are siblings, they may arrive at the earlier start time

Being-on time is vital to each child's school experience and to the classroom community. We recognize some children experience the transition into the school day to be challenging. Arriving a few minutes early before class begins can make a significant positive difference in the way students begin the day and the teacher support that students receive.

Students that are tardy will miss lessons, discussions and group meetings. Students that are frequently tardy will not be offered the content that they missed during school time. Thank you for honoring the children's learning time.

Dismissal

All children should be picked up on time.

For the Children's House half-day schedule, pick up is at 12 noon and full day scheduled pick up is at 3:00 p.m. With COVID, we must limit entrance into the building, so children will be met outside or staff will bring students to meet you at your car.

Pick up is 3:00 p.m. for elementary students. Please drive your car to the end of the school driveway and turn around. Line up in the pick up line of cars. Staff will bring your child to you. Please exit your car and seat belt your child if assistance is needed.

If someone other than a person listed on the release form is to transport your child, you must notify us with a written note or by email and that person will be asked for photo identification. For the safety of the children, they will not be released to any unauthorized individual.

Safety and Security Notices

The Rowley Police Department requires the school to lock our doors. We have installed locks that are controlled by a four digit number that will be given out with discretion to older students and authorized adults.

We have been asked to follow the same procedures as the public school in the event that a dangerous intruder comes onto the grounds. There are two main police procedures that include the administrator and teachers to make decisions in regards to the children's safety based on the information available in the moment. Depending on the situation, staff would decide to either take flight with the children out of the school building or shelter in place.

Each class will practice how to evacuate a building quickly and safely or "lockdown"/shelter in place. During practice sessions, information will be provided based on the appropriate developmental stage of the students in each age group. Annual staff meetings will review the procedures and expectations.

Early/After-Care

Early/After-Care is offered at the rate of: \$15.00 per hour for 1 child and \$20 per hour for two or more children.

Early-Care is from 7:45 a.m. - 8:30 a.m. for Elementary and 7:45 a.m. - 8:45 a.m. for Children's House

After-Care is from 3:00 pm - 5:00 pm

If earlier or later care is needed, please contact Margaret Henry to schedule child care. Invoices will be sent out at the end of each month and payment is due within a week of receiving the bill. A late fee of 5% will be applied after 30 days if payment has not been received.

Parent Communication

In case of messages regarding tardiness, absences, and emergencies Please call or text Margaret's cell phone at 978-948-2237 or call the school at 978-948-2237. Messages will be passed on to the classroom teachers.

We encourage open communication between families and teachers. Developing trusting communication is in the best interest of the children and their education. You may hand a note to the greeting teacher in the morning if there is something we should know.

If you would like to speak to a teacher about your child's schooling outside of scheduled conferences, you may contact your child's teacher to make an appointment. Emails will be provided to enrolled families.

The hours before school begins are for teacher preparation. If you have an urgent matter, please email the teacher beforehand, to the best of your ability.

Please know that the teachers may not check their emails regularly during school time but will check them during work hours between 8:00 a.m. and 3:00 p.m., though they typically check email at mid-day or after

dismissal. If you email after school hours, the teachers are encouraged to wait until work time to respond. It is reasonable for teachers to respond within 24 hours for an urgent matter and 48 hours for more routine information during the school week.

Sending and Receiving Messages

Children's House: Please check the top of your child's cubby on a daily basis for messages and notes from the school and/or your child's teacher.

For all classes: If you have any messages for the teacher and class has already begun, please send them in the folder that comes home in your child's backpack for school work and notices. The staff will return phone calls as soon as possible.

We feel it is in your child's best interest that you discuss any questions you may have or any issues you want to bring to our attention in private. In the interest of confidentiality, we will not discuss issues concerning your child when other parents or children are present.

Ground Rules and Expectations

A Montessori classroom sets ground rules for children so the class can function in a safe, peaceful and orderly way. The rules and expectations support children's respect for one another, teachers, parents and visitors, as well as the materials that are provided in the school. The expectations are consistently reinforced. They are the foundation in forming a school community that is a safe and positive place for all children to learn and develop to their fullest potential.

Caring for one another and the ability to make informed choices in academic work and social relationships are key elements of our philosophy. NSMS is committed to modeling and teaching problem solving and conflict resolution skills.

Through group discussions, children will have an opportunity to participate in the establishment of the ground rules and procedures for their classrooms. This practice is especially valuable in solving classroom issues and conflicts.

Clothing and Slippers

We ask that each child have a pair of slippers or indoor shoes with hard bottoms to wear during the inside classroom time. Hard bottom soles are required. During a fire alarm practice, we do not stop to change shoes or take jackets. Hard soled slippers will keep your child's feet dry on a wet or snowy day if we must leave the building for any reason, including a fire drill.

Please provide comfortable clothes that have easy access for the children to independently use the bathroom, as well as be able to put on and off for outdoor time.

We support a “character-free” learning environment. Please send your child in clothing (shoes, lunchboxes, backpacks) that is free of character decorations during school time. We celebrate your child's imagination and nurture their creative thinking. Time and space free from the distractions of characters and their stories is essential to cultivating self-expression.

Children should wear clothing appropriate for the weather, whatever the season. We go out almost every day!

Science and art are integrated into the curriculum, both indoors and outside. Students may get wet and dirty from digging and planting in the garden, playing in the sand, water play, painting, clay sculpting and drawing with markers. Learning can be wonderfully messy! Please dress your child in clothing you do not mind getting dirty or soiled.

Please provide a complete set of spare clothing to keep at school and periodically ensure that it fits and is appropriate for the season.

Lunch & Snack Procedures

We are a nut-free school. If there are other severe allergies to be made aware of in your child's classroom, we will communicate that with parents.

Children staying for lunch bring food from home with their own cold packs and/or thermos for warm food. We strive to have as little waste as possible, so sending in reusable containers instead of plastic bags is welcomed and greatly appreciated. Taking care of the earth is a practice that is integrated into the classroom learning as much as possible. Please provide a cloth napkin in their lunch box. Children enjoy receiving notes in their lunch boxes once in a while!

We offer pizza lunch from the local pizzeria on Thursdays for \$2.00 a slice. Each week children who have purchased a pizza wheel will be invited to participate in ordering a slice or two of cheese pizza for lunch. A pizza wheel worth \$20 for 10 slices will go home at the beginning of the school year and you will be invited to replenish funds as needed.

Snack - Children's House

COVID Note: until further notice, all children must bring their own nut-free snacks. We will resume the below protocol as soon circumstances allow.

At the beginning of the year, the teachers will provide families with a snack calendar. On a rotating schedule, each child will have a day, once or twice a month, to bring in the snack for the whole group. Snack preparation, in addition to snack service and clean-up are integral parts of the practical life curriculum. We strive to support each child's whole growth, including healthy nutrition. We would like your support in providing vegetables, fruit, and other sources of complex carbohydrates to nourish the children's minds and bodies.

In the beginning of the year, we may ask that you provide prepared snacks. As we adjust back into classroom routines, we will ask that snacks are unprepared so the children may wash, cut, and prepare all foods for their friends.

Some snack suggestions:

Fruit, vegetables, hummus, cream cheese, cheese and crackers, homemade breads
We look forward to resuming group snacks as COVID special rules can be relaxed.

Each year we will adjust the foods allowed in the classroom depending on the food allergies. We work closely with families to ensure that each child is safe at school, including exposure to any allergens we can control.

All children and staff wash their hands before and after eating. As part of the Montessori practical life, children wash tables and sweep the floor in order to make the area ready for the next friend. Eating areas are disinfected by teachers before and after lunch.

Snack - Elementary

The elementary students have individual snacks provided from home. Please keep in mind healthy snacks to support nutrition and concentration.

Birthday Celebration: Children's House

On or near your child's birthday we invite you to join us for his/her celebration. Birthday walks will take place at 9:00 a.m. or 11:30 a.m. Again, we hope to resume inviting parents as COVID permits.

At circle time, the child picks a friend to represent the sun. The birthday child walks around the sun holding the earth, as many times as his/her age.

We ask that you send in pictures of your child organized in a timeline, a book, in your laptop or simply loose photos to hold up. Please have ready a story to tell us for each year or to go along with the photos.

Planning this with your child before school enables the birthday child to participate more in the celebration. The celebration takes about 15 - 20 minutes.

If you wish to bring in a special snack, we will have our group snack during circle time. Please keep in mind our goal is to nourish the children with "brain food." Please prepare a treat that is low sugar.

*Summer birthdays will be celebrated as half-birthdays.

Elementary Birthday Information: Please see your child's teacher.

Health & Wellness Care Policies

All health forms must be filled out and dated by your pediatrician and returned before the first day of school. Children must have a complete physical examination each year. Required inoculations must be up to date and an annual lead screening test at age one, two and three is mandatory. If your child is three years old or younger, you must submit proof that your child has been screened for lead poisoning prior to admission, or have it done

within one month of admission. If your child's medical information should change during the course of the year (i.e., she/he develops an allergy, is put on medication, etc.) you must notify the school in writing. A list of children's food and other allergies will be posted in the classroom and on the outside cabinet where the first aid supplies are located.

If your child will not be attending school because he/she is ill, please notify the office at 978-495-2244 or northshoremontessorischool@gmail.com. Children attending NSMS are expected to be well enough to participate in all activities.

Please do not send your child to school on days when any of the following symptoms are present:

- Fever
- Rash
- Persistent cough
- Profuse discharge of mucus from nose or eyes
- Diarrhea
- Vomiting
- Sore throat
- Nits or head lice
- Conjunctivitis/pink eye

Important: For fever, diarrhea, vomiting and temperature: your child must be free from all of the above (without medication) for a 24-hour period before returning to school. If it is a medical reason under the doctor's care then a note from the doctor is required.

If a child appears listless, feverish, or ill at school, you may be asked to pick him/her up. If a parent cannot be reached, a person listed under "emergency information" on the Authorization Form will be called to pick up your child. It is imperative that you keep emergency information in your child's file up to date.

If a staff member suspects that an illness or injury requires immediate medical attention, an ambulance will be called and the child's parents or an authorized person will be notified, and if need be, the child's physician. If the ambulance arrives before the parents or other authorized person, a staff member will accompany the child to Lahey Hospital in Beverly or Anna Jaques Hospital on Highland Avenue off High Street. The treatment release form of the child will be taken to show parental consent. If you have a preference please bring it to Margaret Henry's attention and put it in writing for their file.

All staff are trained in Emergency First Aid and Child CPR through the American Red Cross.

Preventing the Spread of COVID

We strongly encourage all eligible students and visiting parents to be fully-vaccinated. At the discretion of the director, we may require indoor masking to protect each other's health. Changes to mask policies will be made based upon public health guidance and local transmission rates. We will do our best to communicate these changes clearly and in a timely fashion.

Each morning, parents are required to complete the MyMedBot health screening questionnaire, temperatures are taken before entry, and we ensure ample fresh air as well as utilizing HEPA air filters throughout the school.

Because we often leave windows cracked, children are encouraged to have a sweater to ensure they are comfortable in the classroom. We spend ample time outdoors each day, and masks are not required if children are healthy and able to maintain safe distance.

If students travel, attend large events with crowds, or are exposed as a close contact with anyone who has COVID, or contracts the virus themselves, they must test COVID-negative before returning to school. At this time we are asking for one rapid or in-home test, followed by a PCR test four days later, which is also negative.

Weekly Antigen Testing

A weekly COVID antigen testing program was rolled out in February 2022. We strongly urge all members of the school community (students, teachers, part-time staff) to participate. Enrolling will mean that you will administer an at home "rapid" COVID test each Monday. These will be provided through the school at no cost. Parents must take a series of steps to give consent and enroll in the program, and are expected to participate fully and report any positive results to School Director Margaret Henry. This information will be kept confidential.

For up to date information and links relative to COVID protocols and testing, please visit the Parent Portal on our website: northshoremontessori.org/for-parents

If you have questions, please contact School Director Margaret Henry. Thank you for your help and understanding as we navigate these challenging times. Know that changes are possible at any time.

Injury Prevention Plan

The School Director shall monitor the environment daily to immediately remove or repair any hazard, which may cause injury. An injury report for any incident that requires first aid or emergency care shall be maintained in the child's file.

An injury report shall include, but not be limited to: name of child, date, time and location of accident or injury, description of injury and how it occurred, name(s) of witness (es), name (s) of person (s) who administered first aid or medical care and first aid or medical care required.

A log shall be maintained of all injuries that occur during program hours and shall periodically monitor the safety record of the program to identify problem areas.

Dr. Kathleen Townes is North Shore Montessori School's health care consultant. She is a pediatrician at the North Shore Physicians Group in Rowley. When we need advice on procedures or a medical situation we will ask Dr. Townes for assistance. When we have a medical question about your child and can't get in touch with the child's parent or guardian, your child's doctor's office will be called.

Medication

No prescription medication may be administered to a child without specific written permission from the parent and the physician. The prescription must be specific to the child in care and in the original bottle with the physician's written order not more than one year old. The physician's instructions for dosage must be followed exactly as prescribed on the label of the medication. All unused medications will be returned to the parent or disposed of appropriately. Medication is kept out of reach of children at all times. Children with food allergies severe enough to warrant an Epi-pen require a completed release form that is returned to the office. A prescription for an Epi-pen must be current.

Rest Time

The Massachusetts Department of Early Education and Care (EEC) requires a 45-minute rest time for all children under five year olds who stay all day and do not attend the extended Kindergarten class. Children are not required to sleep, but may rest quietly on cots. A cot with sheet and blanket will be provided for your child. The sheets will get washed on a weekly basis, additional times if needed. Children may bring a blanket and stuffed animal or soft doll for rest time. No bottles or pacifiers please. Children of any age who need to rest or sleep are permitted to do so and wake naturally. If you want your child to be woken up after a certain amount of time, please inform the teachers.

Toileting Procedures

The Children's House bathroom is located near the Common Room door. The elementary bathrooms are located in the hall of the new wing located at the end of the hall near the back of the school.

Children must wash their hands with soap and running water after using the toilet. We use washcloths to dry our hands. Once they are dried they are placed in the wash basket. These lessons will be given the first days of school.

If your child is still in diapers, we ask that you send in a supply of disposable diapers and wipes labeled with your child's name. Please let classroom teachers know your child's toileting needs and typical schedule. We understand that even for children already using the toilet, occasional accidents do happen. For that reason and in case of spills, splashes, or other accidents, each child should have a complete change of clothing at school. If a child wets or soils himself, a staff member will assist him in changing his clothes if needed. Wet or soiled clothes are sent home in a plastic bag. For children learning to use the toilet, we may ask that your child wear pull-ups or diapers if hygiene becomes an issue.

When diapering children we use a roll out cushion mat and place a changing pad on top of the mat. The child lays on the pad. Children and staff will wash their hands after every diaper change.

Student Records

NSMS maintains a written record for each child, which includes:

- Background information
- Parents' names, addresses, and phone numbers (home, business, and cell)

- Names, addresses, and phone numbers of two people who can be contacted in case of emergency
- Copies of periodic progress reports
- Medical records indicating a child's health when admitted to the school, immunization history, physician's health form, and a record of any medications the child may be taking
- All necessary authorizations and consent forms
- All pertinent correspondence concerning the child, including referrals for social or medical services

Information contained in a child's records will be privileged and confidential. The school will not distribute or release information in a child's record without a parent's written consent. Parents will have access to their child's record upon request.

Parents have the right to add information, comments, data or any other relevant materials to the child's record. A parent has the right to request the deletion or amendment of any information contained in the record. Upon written request of the parent, the school will transfer the child's record to another school when we receive the request form. The school will not copy records, but will transfer your child's records to another private or public school.

NSMS provides an exceptional education for every child in each program. If a family chooses to apply to another private school, NSMS will charge \$25 per request to cover the time required of us to complete the necessary information for the receiving school.

Prevention of Abuse and Neglect

The school will protect children from abuse and neglect while in the program's care and custody.

The following are the procedures for the reporting of any suspected incident of child abuse and neglect as required by MGL.c.119, 51A.

All staff members 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.

The Head the School (Executive Director) or designee shall immediately report suspected abuse or neglect to the Department of Social Services, pursuant to M.G.L.c.119, 51A.

The Head of the School 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 Head of the School 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 Head of school shall immediately report suspected abuse or neglect to the Department of Social Services, Haverhill Office 978-469-8800, pursuant to M.G.L.c.119, 51A.

The Head of School will notify the EEC 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 Head of School will 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 as the Office requires.

NSMS is subject to the regulations promulgated by the Commonwealth of Massachusetts, including the Department of Secondary and Elementary Education and the Department of Early Education and Care, where applicable.

Expulsion Policy

Sometimes NSMS must require that a child be removed from our program, either on a short-term or permanent basis. We want you to know we will do everything possible to work with the family of the child in order to prevent an expulsion from being necessary.

Remediation: Steps Taken When A Child Is Having A Problem in The Classroom

- Staff redirects the child from negative behavior and provides positive modeling.
- Staff reassesses classroom environment, appropriate activities, and supervision required.
- Staff is consistent with expectations and boundaries.
- Staff uses positive methods and language when disciplining children and explaining expectations and boundaries.
- Staff recognizes and/or praises appropriate behavior and progress made by the child.
- Staff documents disruptive behavior of the child. Confidentiality is maintained with all documentation.
- If warranted, the director and/or classroom teacher(s) may recommend to the parents/legal guardian, professional evaluation of the child through the child's school district.

Communication with Parents/Legal Guardians

- Parents/guardians will be notified verbally or via email when the behavior occurs regarding a child's negative behavior.
- A fully-integrated approach to address a child's negative behavior is critical.
- The director and classroom staff will schedule a conference with the parent/guardian to discuss how to promote positive behaviors at home.
- NSMS may provide literature or other resources describing methods to improve the child's behavior.

Behaviors Requiring Expulsion

- Failure of child to adjust after a reasonable amount of time, as defined by NSMS director and classroom teacher(s).
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to NSMS staff or other children.
- Written documentation will be made and the information will be kept confidential.

Schedule of Expulsion

- If the remedial actions have not worked, the child's parent/guardian will be advised verbally and in writing that the child must be removed from NSMS.
- The specific amount of time to transition the child from NSMS is at the discretion of the director of NSMS. Every effort will be made to allow for time in transitioning the child out of the program, but if necessary, expulsion may be immediate.

Reconciliation of Account

- The deposit is non-refundable.
- If a child is asked to leave, tuition for the current month will not be refunded. The Board of Trustees will be consulted on whether a partial or full refund should be issued for remaining months of school.
- If parents decide to withdraw their student from NSMS on their own accord, no refund will be given.