

KIDS IN ACTION

220 Central Street, Hingham MA 02043

Pre-Kindergarten Parent Handbook 2022-2023



Main Office: (781)804-4235

Classroom: (781)804-4910

Letter From The Director

Dear Parents,

Hingham Public Schools created the Kids In Action After-School Program in 1986 in response to a need in the community. Kids In Action provides a stable and secure environment for children at the end of the school day. In addition, Kids In Action encourages positive peer relationships and offers the children opportunities to explore their creativity through projects and activities. Children develop self- confidence and responsibility as they grow and mature.

The Kids In Action program provides a relaxed atmosphere for children to explore and imagine; discover learning skills through playing; the development of social skills through making friends and developing responsibility and independence through making choices. The program is designed to enhance each child's social, emotional, intellectual and physical development through creative and stimulating activities.

Our professional staff brings a genuine caring environment to the Pre- Kindergarten Program. The staff combines education in Early Childhood with many years of experience with Pre-Kindergarten children to provide quality care in the Pre-Kindergarten setting. The goal of our staff is to maintain a safe and secure environment for each child. In addition, our staff is dedicated to serving the individual needs of the children by offering a variety of activities that will foster the development of a positive self-image; encourage the use of appropriate social skills; facilitate discovery and growth and provide abundant physical activities.

We hope that each child will develop life-long friendships through their involvement with the Pre-Kindergarten Program. We know the fun-filled activities will remain as fond memories of their childhood.

We look forward to a great year with your child!

[Jackie Sansone](#), Director

Superintendent of Schools
Margaret Adams, Ed.D.



Director of Business and Support Services

Aisha Oppong

Director

[Jackie Sansone](#)

Pre-Kindergarten

[*Karen Pratt, Team Leader](#)

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Program Design

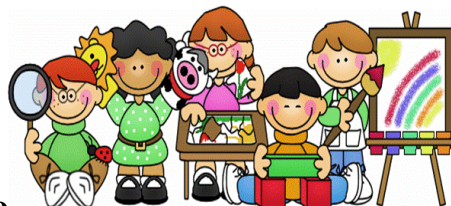
[KIDS IN ACTION](#) provides a safe and caring atmosphere for Pre-Kindergarten children to learn and play. We believe that children learn best in an environment that is warm and comfortable. Children need the flexible structure of a gently guided routine. Individual activities encourage independence while group activities provide opportunities for negotiating, cooperating and sharing of ideas. Children are provided with experiences that allow them to make choices and to become active participants in their environment through exploration, discovery and imagination. Our curriculum incorporates the diversity and unique individuality of each child.

Learning Centers provide opportunities for children to develop independence and encourage involvement. Centers allow children to make choices of a variety of activities and to develop responsibility for the decisions that they make. Gentle guidance gives children the direction they need in caring for supplies and materials, as well as, following through to the conclusion of the activity.

Through group activities, table-top activities and circle time our curriculum provides direct educational stimulus. Free play, creative play and imaginative play provide opportunities for children to utilize their creative energies to optimize their learning experiences. Social skills are strengthened and reinforced through sharing, taking turns and through cooperating and negotiating with other children. Music and movement activities along with outdoor and gym activities provide exercise for large muscle development.

Our curriculum is designed to nurture and enhance the development of the SOCIAL-EMOTIONAL, COGNITIVE, PHYSICAL and CREATIVE areas of the Pre-Kindergarten child. Through the use of themes, we are able to integrate these developmental areas into an effective approach to learning.

LEARNING TAKES PLACE WHILE A CHILD IS AT PLAY!



Pre-Kindergarten Missio..

- Promotes **positive relationships** with children to encourage each child's sense of individual worth.
- Implements a **curriculum** that fosters all areas of child development: cognitive, emotional, language, physical, and social.
- Uses developmentally, culturally, and linguistically appropriate **effective teaching approaches**.
- Provides **ongoing assessments** of a child's learning and development and communicates the child's progress to the family.
- Promotes the **nutrition and health** of children and protects children and staff from injury and illness.
- Employs a **teaching staff** that has the educational EEC qualifications, knowledge, and professional commitment necessary to promote children's learning and development, and to support families' diverse needs and interests.
- Establishes and maintains collaborative relationships with each child's **family**.
- Establishes relationships with and uses the resources of the **community** to
- support the achievement of program goals.
- Provides a safe and healthy **physical environment**.
- Implements strong personnel, fiscal and program management policies so all children, families, and staff have **high quality experiences**.



Hingham Public Schools does not discriminate in its educational and/or operational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including pregnancy), gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law.

Achieving Standards through Play

Kids In Action has designed a program that supports learning through active play and play-based centers. We know that young children need many opportunities to explore and discover through

interactive play and through a variety of experiences to make learning meaningful to them. We give children time to practice and use what they are learning through activities in each center. We encourage the children to use their imaginations to develop their creativity through the use of various materials.

Choices provide children with the opportunity to make decisions and become independent and to develop personal responsibility. Gentle nurturing staff, listen as children play to offer a helping hand when necessary and to adapt curriculum to better fit the needs of the children.

We have established a safe and supportive environment where the children can learn while developing relationships with others and where they feel comfortable taking risks and trying new things. Below are a few of the many opportunities that are provided for the children throughout their experience in our classroom.

<p><u>Literacy</u></p> <p>Games & Puzzles Circle Games Table Activities Book Transitions Classroom Story-time Stories on CD Children's Class Books</p>	<p><u>Math</u></p> <p>Games & Puzzles Circle Games Table Activities Graphing/Estimating Manipulatives Measuring Height & Weight</p>	<p><u>Science</u></p> <p>Life Cycles Sensory Tables Cooking Projects Play Dough / Mixtures Seasonal Changes Hands-on Experiments Dinosaurs & Animals</p>
<p><u>Social Studies</u></p> <p>Friends The First Thanksgiving Holiday Traditions Farm Field Trip Firefighter Visit Safety Officer Visit Community Helpers</p>	<p><u>Creative Arts</u></p> <p>Table Activities Cutting & Gluing Painting Arts & Crafts Writing Center Dramatic Play Puppet Play</p>	<p><u>Fine & Gross-Moto</u></p> <p>Writing & Drawing Cutting & Gluing Transition Games Playground Activities Music & Movement Circle Games Board Games</p>
<p><u>Social-Emotional</u></p> <p>2nd Step Curriculum Dramatic Play Theme Centers Table Activities Circle Games Large & Small Group Activities Self-Help Skills Problem Solving</p>	<p><u>Home to School Connection</u></p> <p>Children's Sneak-A-Peek Parent Orientation Newsletters/Calendar/Parent Handbook Daily Communication through "Today's Happening" Parent & Child Field Trip Parent Classroom Visits Biscuit Backpacks Children's Class Books Class Performance</p>	

Parent Information

Registration Process 2022-2022...

1. Open Registration begins in **January** for the upcoming school year.
2. Confirmation of your child's acceptance and schedule will be mailed by the end of **February**. If space is available we will continue to accept children.
3. During the school year, registration is ongoing provided there is availability.
4. There is a \$25.00 non-refundable Registration Fee due at the time of registration.
5. A non-refundable deposit of \$150.00 is due when you return your confirmation form. Deposits will be credited to the June tuition. Deposits will be forfeited if you withdraw from KIA before June 2023.
6. Registration forms may be completed and submitted online at,
7. **Please mail your \$25 Registration Fee & \$150 Deposit to:**

Kids In Action • 220 Central Street • Hingham, MA 02043

Tuition & Fees...

1. Tuition is an annual charge payable in 10 Equal Payments, August through May. All families are required to pay KIA tuition electronically through H.P.S 3rd Party Billing provider, FACTS Management. The provider charges \$43.00 to set up an account. There is no charge if the annual tuition is paid in full on or before August 1st. Tuition will be debited on the 20th of the month, August through May. A transaction fee will apply to charge card transactions. Email reminders will be sent a few days before payment is due.
2. There is no reduction of fees for absences or vacations.
3. Parents are expected to pick up children by 11:30 a.m. for early dismissal or 1:00 p.m. for regular dismissal. A fee of \$15 will be charged for each 15 minutes or portion thereafter.
4. There is a \$50.00 charge for change of schedule. Scheduled changes will only be implemented at the beginning of the specified month. Limit three changes per school year submitted to the Director in writing one month prior to the schedule change.
5. If a child needs to be withdrawn from the Pre-Kindergarten Program, a one-month notice is required. This notification must be in writing and dated.

Parent Information

Drop Off and Pick Up Procedures ...

1. In the morning, teachers will meet the children and parents at the playground entrance in the back of the building at East School. At the end of the day, parents will drive to the left of the building, and pick-up their children at door number 2. Parents or caregivers will sign their child in and out using the Procure app.
2. Children must never be left at KIDS IN ACTION without a teacher present.
3. Alternative pick-up person, must have their identification. Please provide a note, email or a message on Procure to the teachers, indicating the name of the alternative pick up person.

Clothing and Dress . . .

1. Please send in a complete change of clothing to keep at school. (Underwear, shirt, pants, socks) Please place all items in a large zip lock bag labeled with your child's name.
2. Daily activities include outdoor play, if the outside temperature is above 32 degrees. Please be sure that your child is equipped with weather- appropriate clothing. (Coats, mittens, hats, boots etc.)
3. Shoes must be appropriate for all activities including indoor and outdoor play. Please NO FLIP-FLOPS.

Snack & Lunch . . .

Children should bring in a snack, lunch and water bottle from home. Kids In Action is a peanut and tree nut free classroom, please check the ingredients on all food you send to school.

Birthday Celebrations . . .

The Pre-Kindergarten Class celebrates every child's Birthday. The teachers and students will make it a special day for the birthday child. Due to allergy concerns, birthday snacks may not be brought in for the class. Thank you for understanding. This day is a great opportunity for you to visit the classroom, play or read a story to the class.

Visits ...

Parents are always welcome into the classroom.

Mandated Reporting . . .

All Kids In Action Teachers are mandated reporters and must, by law, report suspected child abuse or neglect to the Department of Children and Families.

Children's Record . . .

You may request a copy of your child's records by notifying the Director of KIA.

Parent Information

Parent-Staff Communication ...

The success of Kids In Action depends on good communication and mutual support between parents and staff. Please feel free to ask questions or express concerns at any time. A quick chat with the staff at drop-off or pick-up times are a great way to keep in touch. You know your child best and we will look to you for information about your child's needs, interests and behavior. It is essential that you communicate with us any changes in home or family life (divorce, death, illness, moving to a new home, change in employment, etc.) to help us respond effectively and with sensitivity to your child. We will keep you informed on a regular basis about your child's experiences in Kids In Action.

Everyday a **"Today's Happening"** will be emailed to families. Here you will find some activities that were offered to the children, the concepts and skills we were focusing on, children who had jobs and upcoming information and dates.

Each month you will receive a **newsletter** showcasing our themes for the month, some activities we have planned and the MA State Framework Guidelines we are working on with the children.

Assessments & Conferences...

Assessments will be sent out twice a year. If you wish to discuss a particular issue, please notify the Team Leader so an appropriate time can be made available. We want to devote full attention to your concern; therefore, a set schedule of a meeting time makes this possible. Informal conferences will take place in the Fall and formal conferences will take place in the Spring. Time is set aside each month for parents who would like a Parent/ Teacher meeting to discuss the child's progress.

Schedule and Holidays ...

September 9, 2022 - Sneak-A-Peek & Parent Orientation

September 12, 2022 - First Day of KIA Pre-Kindergarten

June 9, 2022 - Last Day of KIA Pre-Kindergarten

Full Day Program: 8:30a.m. – 1:00p.m. Half Day Program: 8:30a.m. – 11:30a.m.

Kids In Action Pre-Kindergarten follows the Hingham Public School Calendar.

On Early Release Days, KIA Pre-K will close at 11:30.

Absences ...

If a child is going to be absent from Pre-Kindergarten for any reason, parents shall notify the Pre-Kindergarten teachers. If you know in advance that your child will be out, please e-mail, leave a Procure message or tell the teachers the day before. Otherwise, call the Pre-Kindergarten classroom 781-804-4910 on the day your child will be absent.

Parent Information

School Cancellations ...

In the event of a Hingham Public Schools cancellation, the Pre-Kindergarten will also be canceled.

On days there are delayed openings in the Hingham Public Schools, Pre-Kindergarten will be closed.

If the Hingham Public Schools closes early due to weather or an unforeseen even, KIA Parents will be notified immediately to come pick up their child.

Donations ...

You can help us by donating dry erase markers, disinfectant wipes, paper towels, toys, books, etc. Oftentimes the company that you work for, may look for a place to donate over-stock items or unused equipment - KEEP US IN MIND!

Health and Safety Procedures

With each child's wellbeing in mind, Kids In Action has developed health guidelines concerning illness and medication. We ask that all parents cooperate by observing the guidelines and by informing the staff of any health-related issues. This policy is in conjunction with the Hingham Public School's health guidelines.

Emergency Updates and Procedures ...

1. Parents shall inform Kids In Action of changes in address, phone numbers, employment and emergency information. It is critical, IN CASE OF EMERGENCY, that all information is complete and up-to-date. You may also update this information in the Procure app.
2. In case of a MEDICAL EMERGENCY, First Aid will be administered by the KIA staff. KIA Staff are First Aid and CPR Certified. The parent or designated adult, as indicated on your registration, will be notified as quickly as possible.

Any emergency transportation will be to SOUTH SHORE HOSPITAL, unless a doctor has provided written instructions to transport a child to another MEDICAL FACILITY. A staff member will accompany the child to the hospital.

Medication ...

The only medications to be administered at KIA are emergency inhalant medications for Asthma or reactive airway disease and Epi-pen injector medications for known food or insect allergy. Any child who receives an Epi-pen will be transported by ambulance to South Shore Hospital. A copy of the child's Action Plan will be kept with the child's medication.

An **Action Plan** from the doctor and **written permission** from the parent are required for the medication to be administered. If your child will be carrying their medication in their backpack please provide a note stating that you give permission for your child to carry the medication from school to Kids In Action. KIA will keep all medication under proper conditions for preservation, security and safety.

Labeling of Prescription Medications ...

Prescription medications shall be in the containers in which they were originally dispensed and labeled by the pharmacist, including the date the prescription was filled and clear instructions for administration.

Health and Safety Procedures

Labeling of Over the Counter Medications...

Over the counter medications shall be dated and kept in the original manufacturer's packaging. The container should be labeled by the parent/guardian, including:

1. The child's first and last name;
2. Specific instructions given by the prescribing physician or pharmacist's order for dosage and administration, if applicable

Medication Administration - Staff Training...

Kids In Action will have at least one adult with training in medication administration available at all times when children are in care.

Medication Disposal...

Medications will not be used beyond their expiration date. Unused medications will be returned to the parent/guardian for disposal. If medication cannot be returned to the parent/guardian, it will be brought to the school nurse in the building.

Illness ...

If a child has any condition, such as ALLERGIES or ASTHMA, which would limit participation in the regular activities provided at Kids In Action, the Director shall be notified in writing. All allergies will be clearly posted in a designated area for the staff, with the child's name, allergy and allergic reaction. The staff will be alerted to the allergic response of the child involved.

Any child that is absent from their elementary school due to illness, will not be admitted to Kids In Action until he/she returns to school in compliance with Hingham Public School health guidelines.

If a child becomes ill (FEVER, VOMITING, DIARRHEA, ETC.) or is found to have a contagious condition, you or your emergency contact will be called and the child will be expected to be picked up as soon as possible from Kids In Action. Children must be free of the above symptoms for 24 hours before returning to the program.

Contagious illnesses should be reported immediately to the Director. Appropriate information will be posted and distributed to the necessary families and staff members. Contagious diseases like CONJUNCTIVITIS, SCARLET FEVER, STREP THROAT or BRONCHITIS require the child to remain at home until they have been on an antibiotic for 24 to 48 hours from the first dose of medication.

Health and Safety Procedures

COVID-19 Guidance ...

Effective August 15, 2022, children and staff in child care, K-12, out-of-school time (OST) and recreational camp settings should follow the below guidance.¹

- A **rapid antigen test**, such as a self-test, is preferred to a PCR test in most situations.
- To count days for isolation, Day 0 is the first day of symptoms OR the day the day positive test was taken, whichever is earlier.
- Contact tracing is no longer recommended or required in these settings, but schools or programs must continue to work with their Local Board of Health in the case of outbreaks.
- The Commonwealth is not recommending universal mask requirements, surveillance testing of asymptomatic individuals, contact tracing, or test-to-stay testing in schools. While masks are not required or recommended in these settings except for in school health offices, any individual who wishes to continue to mask, including those who face higher risk from COVID-19, should be supported in that choice. For those who need or choose to mask, masking is never required in these settings while the individual is eating, drinking, sleeping or outside.
- All individuals are encouraged to stay up-to-date with vaccination as vaccines remain the best way to help protect yourself and others.

Isolation and exposure guidance and protocols

- Quarantine is no longer required nor recommended for children or staff in these settings, regardless of vaccination status or where the exposure occurred. All exposed individuals may continue to attend programming as long as they remain asymptomatic. Those who can mask should do so until Day 10, and it is recommended that they test on Day 6 of exposure. If symptoms develop, follow the guidance for symptomatic individuals, below.
- Children and staff who test positive must isolate for at least 5 days. If they are asymptomatic or symptoms are resolving and they have been fever free without the use of fever-reducing medicine for 24 hours, they may return to programming after Day 5 and should wear a high-quality mask through Day 10:
- If the individual is able to mask, they must do so through Day 10. If the child has a negative test on Day 5 or later, they do not need to mask. If the individual is unable to mask, they may return to programming with a negative test on Day 5 or later.
- Symptomatic individuals can remain in their school or program if they have mild symptoms, are tested immediately onsite, and that test is negative. Best practice would also include wearing a mask, if possible, until symptoms are fully resolved. For symptomatic individuals, DPH recommends a second test within 48 hours if the initial test is negative.

Health and Safety Procedures

COVID-19 Guidance Continued

- If the symptomatic individual cannot be tested immediately, they should be sent home and allowed to return to their program or school if symptoms remain mild and they test negative, or they have been fever-free for 24 hours without the use of fever-reducing medication and their symptoms are resolving, or if a medical professional makes an alternative diagnosis. A negative test is strongly recommended for return.
- Quarantine is no longer required nor recommended for children or staff in these settings, regardless of vaccination status or where the exposure occurred. All exposed individuals may continue to attend programming as long as they remain asymptomatic. Those who can mask should do so until Day 10, and it is recommended that they test on Day 6 of exposure. If symptoms develop, follow the guidance for symptomatic individuals, below.
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- Symptomatic individuals can remain in their school or program if they have mild symptoms, are tested immediately onsite, and that test is negative. Best practice would also include wearing a mask, if possible, until symptoms are fully resolved. For symptomatic individuals, DPH recommends a second test within 48 hours if the initial test is negative. (Kids In Action does not test on site)
- If the symptomatic individual cannot be tested immediately, they should be sent home and allowed to return to their program or school if symptoms remain mild and they test negative, or they have been fever-free for 24 hours without the use of fever-reducing medication and their symptoms are resolving, or if a medical professional makes an alternative diagnosis. A negative test is strongly recommended for return.

Health and Safety Procedures

Prevention and Control of Infectious Diseases ...

Proper Handwashing - Children and adults shall wash their hands with liquid soap and running water, using friction, in accordance with the Department of public Health guidelines. Hands shall be dried with individual paper towels. Adults and children will wash their hands at the following times...

1. Before and after sand or water play.
2. Before eating and/or handling food.
3. After using the restroom.
4. After coming in contact with bodily fluids, including coughs and sneezes.
5. After playing outside.
6. After cleaning or handling garbage.
7. Before and after the administration of medications.

Proper Cleaning, Sanitizing and Disinfecting - All equipment, materials and surfaces will be monitored for cleanliness, washed with soap and water, and disinfected or sanitized as needed.

Discipline Policy

Kids In Action believes children learn and grow through experiences. As teachers, we can lovingly guide and re-direct the children to help them learn to cooperate with their peers and encourage positive individual and group experiences that will enhance their growth and development while in our care. We believe that we can best accomplish this through using the following BEHAVIOR CODE. Our goal is to help each child develop a sense of responsibility for his or her own behavior while at Kids in Action.

Hingham Public School's Behavior Code

1. Be Respectful of Property Always.
2. Use Appropriate Language at all times.
3. Keep Hands and Feet to One's Self.
4. Cooperate with Teachers and Children.
5. Be Mindful of Other People's Feelings.

When a child's behavior does not follow these specified guidelines, we will use the following four steps in disciplining the child. All efforts will be made to encourage and assist the child in developing positive behavior techniques.

1. Speak with the child. Reminding him/her of the behavior code.
2. Encourage the child to express his/her feelings constructively and encourage the child to use one of the Tool Box Strategies.
3. Remove the child from the activity, giving the child an opportunity to calm down and to regain his/her composure. Provide the child with alternative behavior techniques that would be appropriate in the situation.
4. The Teacher/Director will speak to the child and his/her parents. In most instances when parents and Kids In Action staff work together with the child, inappropriate behaviors and/or issues can be resolved.

Conflict Resolution

In the natural growth and development process, when children interact with other children, disagreements may arise. To help children develop problem solving ability, we encourage using positive steps in resolving a situation. In an effort to maintain a warm and happy place, for children to play and grow, we offer this conflict resolution as a method of handling disagreements or uncomfortable situations.

1. If someone is bothering you...Ask them to stop
2. If they won't stop... Move away
3. If they still won't stop...Tell an adult
4. If someone is going to be hurt...Tell an adult right away!