

highrock   
covenant preschool

# Parent Handbook

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2011 – 2012 Academic Year

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## ABOUT HIGHROCK COVENANT PRESCHOOL

### Mission

At Highrock Covenant Preschool we provide a quality education in a warm and loving environment, based on the teaching and examples of Jesus Christ. We seek to nurture and develop each child's educational, social and spiritual potential. Our goal is that every child under our care would flourish and grow as a confident unique creation of God, with a strong connection to others and their world, while equipping them for future learning.

### Philosophy

Our academic program has a strong emphasis on creating a joyful early childhood experience of learning, friendship and character building. Jesus offers an approach to life that makes a foundational contribution to the development of the whole child. It is our intention that by combining these values with quality traditional academic areas we can broaden and strengthen a child's sense of identity, community, and increase his or her confidence in learning environments anywhere. By finding developmentally appropriate ways of teaching the values of love, joy, faith, forgiveness, friendship, generosity, the magic and wonders of creation, and a healthy assurance of God's love, children can develop a stronger sense of self and have the tools necessary to navigate life.

We believe that all children should have a satisfying group experience in school and that, therefore, the classroom should be inclusive of children of varied abilities and backgrounds.

The children will be encouraged to grow as individuals and as a group. Because children need to work cooperatively as well as independently, teachers will help children learn to work in both contexts. This will reinforce their need for a sense of personal accomplishment and independence and help them develop needed early social skills.

A strong emphasis will be placed on building partnerships with the families of Highrock Covenant Preschool. Because we believe that school is an extension of home, we communicate regularly with parents and caregivers. Furthermore, all the families, teachers and staff become a community that shares in the welfare of the children, the preschool, Arlington and surrounding communities. The entire preschool community will work together to enrich our curriculum with cultural, financial and community service support.

### Statement of Non-Discrimination

Highrock Covenant Preschool is committed to serving a diverse community of children. As evidence by our school motto, "All Are Precious in His Sight," all children are welcome to apply to the preschool regardless of ethnic, religious or economic background.

### Description of Whom We Serve

We enroll preschool age children from the ages of 2.5 years to 5 years old. Children typically need to be 2 years and 9 months by the start of school. However, on a case by case basis children may be admitted from 2 years and 5 months old, at the discretion of the Director and teachers. Our teaching team is prepared to serve a diverse community of children.

## LEARNING OBJECTIVES

### Spiritual and Emotional Development

We provide families an educational environment that fosters their children's connection to faith at home, school and at play. Each child starts to identify, understand, experience and appreciate love for themselves and others through the love of caregivers. Teachers give an introduction to the examples of Jesus' love through Bible stories and historic or contemporary people of faith, and children learn important lessons of love, friendship, and care.

### Social Enrichment

Children are guided to take care of themselves, others, and the world around them. We teach age- appropriate social and behavioral skills like manners, healthy sanitary practices and nutrition. We give children independent and cooperative roles in the classroom. We model and practice problem solving, sharing, turn taking, respect, forgiveness, making good choices and showing gratitude toward friends. Occasionally we schedule walking discovery tours which present opportunities to discuss taking care of the earth.

### School Readiness

Our curriculum prepares children for school. They practice holding and using writing implements through drawing, marking, and painting, and use a variety of other art media to develop their fine-motor skills. They are introduced to classroom routines, and use a variety of songs, games, imaginative play, poetry, stories, movement, patterns, sequences and repetition to connect with the use of letters, numbers, colors and shapes. Manipulative and sensory materials, toys, tools, musical instruments, finger play, crafts, creative movement and other media expand children's fine-and-gross-motor development. In preparation for activities, children exercise their growing independence as they learn to gather materials and perform jobs on their own, develop comfort with classroom transitions, and get better at performing simple self care tasks.

### Creative Expression

We emphasize the use of creative art-forms in teaching new and emerging concepts to children. The curriculum is energized by fun musical experiences, dramatizations, games, creative movement, dance and occasional performances. We encourage children to grow as artists themselves, and their representations will be proudly showcased in the classroom and other areas at school. Group projects related to themes may include making up stories and finding ways to represent them, making picture or cloth quilts, extended dramatic play, and learning dances, songs or poems from various traditions.

### Physical Development

Children relate and learn well through play and physical activity. Throughout the day, play and physical activity will be integrated into the curriculum. Highrock Covenant Preschool is equipped with a large gated playground. Children will practice jumping, climbing, tumbling, stretching and other gross-motor activities. They will learn about directions, positions, and patterns, while building body awareness, strength and coordination.

### Cultural and Language Discovery

We welcome and invite children and families to share aspects of their culture or traditions in the classroom. We encourage family participation in our school community and will have regularly scheduled enrichment presentations, which display a variety of cultural experiences. We incorporate the introduction of other languages into the program through games, music, hands-on activities, visual aids and guest presentations, and

offer a wealth of opportunities for building awareness through storytelling and literature. We also celebrate national holidays along with Christmas and Easter.

#### Emergent Curriculum

The most important job we face as teachers is to motivate each child to become an engaged, independent thinker. To that end, a large portion of our time is spent listening to the ideas and interests of the children, and encouraging them to think about those interests in relation to themselves, others, and their world. We capitalize on the teachable moments presented from their ideas and interests, and use it to inform and enhance the direction of our teaching and learning. We create lesson plans suitable for each child and use them to help make learning fun, which furthers our goal of making Highrock Covenant Preschool the best introduction for our little ones to future learning.

#### Science, Math and Technology

We provide children opportunities to learn how things work and to foster their curiosity about their natural surroundings. Such explorations involve quantifying, extraction, observation, manipulation, identification, estimation, comparison and other skill sets that help them differentiate textures, spatial relationships, order, placement and a myriad of other deductions. We provide everyday applications like cooking and gardening to extend a practical and developmentally appropriate means of discovery.

#### Curriculum and Assessment

We use *The Creative Curriculum*<sup>®</sup>, which is a scientifically-based and comprehensive curriculum and assessment program for preschool that complements the Department of Education's standards for preschool learning. The detailed objectives for learning and development from *The Creative Curriculum*<sup>®</sup> can be found in the appendix of this handbook. Using *The Creative Curriculum's* model, Highrock Covenant Preschool has developed goals for Spiritual Development that is also included in the appendix of this handbook.

## ASSESSMENT -The Creative Curriculum®

Highrock Covenant Preschool provides each family with a comprehensive evaluation of your child's development twice yearly (in the fall and spring). We use the leading tool recommended by National Association for the Education of Young Children (NAEYC).

### Objectives for development & Learning

#### Social-Emotional

1. Regulates own emotions and behaviors
  - a. Manages feelings
  - b. Follows limits and expectations
  - c. Takes care of own needs appropriately
2. Establishes and sustains positive relationships
  - a. Forms relationships with adults
  - b. Responds to emotional cues
  - c. Interacts with peers
  - d. Makes friends
3. Participates cooperatively and constructively in group situations
  - a. Balances need and rights of self and others
  - b. Solves social problems

#### Physical

4. Demonstrates traveling skills
5. Demonstrates balancing skills
6. Demonstrates gross-motor manipulative skills
7. Demonstrates fine-motor strength and coordination
  - a. Uses finger and hands
  - b. Uses writing and drawing tools

#### Language

8. Listens to and understands increasingly complex language
  - a. Comprehends language
  - b. Follows directions
9. Uses language to express thoughts and needs
  - a. Uses an expanding expressive vocabulary
  - b. Speaks clearly
  - c. Uses conventional grammar
  - d. Tells about another time or place
10. Uses appropriate conversational and other communication skills
  - a. Engages in conversations
  - b. Uses social rule of language

#### Cognitive

11. Demonstrates positive approaches to learning
  - a. Attends and engages
  - b. Persists
  - c. Solves problems
  - d. Shows curiosity and motivation
  - e. Shows flexibility and inventiveness in thinking
12. Remembers and connects experiences
  - a. Recognizes and recalls
  - b. Makes connections
13. Uses classification skills
14. Uses symbols and images to represent something not present
  - a. Thinks symbolically
  - b. Engages in sociodramatic play

#### Literacy

15. Demonstrates phonological awareness
  - a. Notices and discriminates rhyme
  - b. Notices and discriminates alliteration
  - c. Notices and discriminates smaller and smaller units of sound
16. Demonstrates knowledge of the alphabet
  - a. Identifies and names letters
  - b. Uses letter-sound knowledge
17. Demonstrates knowledge of print and its uses
  - a. Uses and appreciates books
  - b. Uses print concepts
18. Comprehends and responds to books and other texts
  - a. Interacts during read-alouds and book conversations
  - b. Uses emergent reading skills
  - c. Retells stories
19. Demonstrates emergent writing skills
  - a. Writes name
  - b. Writes to convey meaning

*Objectives for development & Learning, continued*

Mathematics

- 20. Uses number concepts and operations
  - a. Counts
  - b. Quantifies
  - c. Connects numerals with their quantities
- 21. Explores and describes spatial relationships and shapes
  - a. Understands spatial relationships
  - b. Understands shapes
- 22. Compares and measures
- 23. Demonstrates knowledge of patterns

Science and Technology

- 24. Uses scientific inquiry skills
- 25. Demonstrates knowledge of the characteristics of living things
- 26. Demonstrates knowledge of the physical properties of objects and materials
- 27. Demonstrates knowledge of Earth's environment
- 28. Uses tools and other technology to perform tasks

Curriculum for Spiritual Growth

Using *The Creative Curriculum*<sup>®</sup> model as a guide, Highrock Covenant Preschool developed our own objectives for spiritual growth:

Shows empathy towards others

- a) Noticing their own emotional states
- b) Noticing others emotional states
- c) Showing care towards others
- d) Showing care for God's world (creation, animals, and diverse traditions)

Recognition of God and His Word

- a) Observing prayer and songs
- b) Participating in prayer and songs
- c) Initiating prayers, songs, poetry, and praise to God
- d) Demonstrating an understanding of triune God and His Word (demonstrated understanding or distinction between Father, Son and Holy Spirit through representations, conversation...)

Demonstrates gratitude

- a) Responds to direction when prompted (manners)
- b) Initiates thankfulness (i.e. saying thank you when handed a piece of paper)
- c) Thanking God for tangible objects/people in their world
- d) Thanking God for things that are abstract (i.e. love of parents)

Social Studies

- 29. Demonstrates knowledge about self
- 30. Shows basic understanding of people and how they live
- 31. Explores change related to familiar people or places
- 32. Demonstrates simple geographic knowledge

The Arts

- 33. Explore the visual arts
- 34. Explores musical concept and expression
- 35. Explores dance and movement concepts
- 36. Explores drama through actions and language

English Language Acquisition

- 37. Demonstrates progress in listening to and understanding English
- 38. Demonstrates progress in speaking English

## ENROLLMENT OPTIONS AND PROGRAMS

Highrock Covenant Preschool strives to provide flexible care to meet the needs of our diverse working and non-working families. To that end, we offer 2, 3 and 5-day schedules. Children may be enrolled in our morning, extended-day, full-day or enrichment programs. Descriptions of our various programs are below.

### Weekly Enrollment Options

Our weekly schedules are set as stated below. Having fixed schedules provides consistency and stability to the children's school experience as well as enables teachers to plan curriculum and classroom activities to benefit all their students.

- Two Days: Tuesday & Thursday
- Three Days: Monday, Wednesday & Friday
- Five Days: Monday – Friday

### Program Options

Classes begin for the morning session at 8:30 a.m. However, parents are extended a half an hour grace period before classes, drop off at 8:00 a.m., without a financial penalty. Drop-off's prior to 8:00 a.m. will be noted and you will be billed for the early drop off fee.

#### Morning Session (8:30 – 12:30 p.m.)

The morning session is the core of the academic program where children learn through music and movement, creative expression, play and games, stories, exploration of toys, manipulatives and sensory materials, art and crafts, routines and repetition, as well as themes that emerge from children that directs our curriculum.

#### Extended Day (8:30 – 3:00 p.m.)

After the morning session children settle in for lunch, a quiet activity and a recuperative rest time. They awake to a snack and indoor/outdoor adventure and discovery activities.

#### Full Day (8:30 – 6:00 p.m.)

Children enrolled for a full-day schedule will spend their afternoons in our Enrichment Program, which offers a diverse range of activities. Some of the activities are Cooking, Arts, Crafts, and Nature.

Their day ends with 30 minutes of free play (5:30 – 6:00 p.m.). Parents may pick up their children anytime during free play.

#### Enrichment Program Only (3:00 – 6:00 p.m.)

While our Enrichment Program, described above, offers a fun variety of afternoon activities to our full-day students, it is dynamic enough to stand on its own as a satisfying after-school program for preschool-age children.

#### Early Morning Drop Off

For a nominal daily fee, which can be found on the next page, children may be dropped off at school at 7:30 a.m. Parents have the option of signing their child(ren) up for this program for the academic year and have the cost added into their regular tuition payments. They may also sign up on an occasional basis, with prior written notice to the school.

## MONEY MATTERS

### 2011 – 2012 Academic Year Tuition Rates

Schedule Options	5-DAY	3-DAY	2-DAY
Morning Session 8:30am-12:30pm	\$5,843	\$4,494	\$3,434
Extended Day 8:30am-3:00	\$8,090	\$6,067	\$5,495
Enrichment only 3pm-6pm	\$5,393	\$3,820	\$2,748
Full Day 8:30am-6pm	\$11,236	\$8,876	\$6,869
Early Drop Off* 7:30 a.m.	\$990	\$594	\$396

\*The Early Morning Drop-Off fee is based upon a rate of \$5.60/day. There is no additional charge for dropping off your child after 8 a.m.

### Tuition Payment Options

HCP offers the following options for tuition payment:

#### Direct Payment

One installment paid directly to HCP by check on or before July 5, 2011

Two installments paid directly to HCP by check on or before July 5, 2011 and December 5, 2011.

#### Automatic Bank Withdrawal (FACTS)

For a one-time administrative fee of \$38 for the 2011 - 2012 academic year, parents can sign up with FACTS to have tuition payments automatically withdrawn from their bank account at either of the following rates:

Four equal payments automatically withdrawn on the 5<sup>th</sup> of July, October, January and April.

Ten equal payments automatically withdrawn on the 5<sup>th</sup> of each month, starting July 5<sup>th</sup> and ending on April 5<sup>th</sup>.

In order to take advantage of this program tuition payments must be two payments in advance. Payment plans will be recalculated for students that enroll after the July 5<sup>th</sup> payment date.

### Refunds for Absences

No tuition refunds will be given to families who schedule vacation time during the school year. There will also be no schedule substitutions for absences regardless of the cause. We do not offer tuition discounts for students who are frequently absent due to custodial arrangements, illness, travel, etc. that necessitate frequent missed days throughout the year.

### Late Pick-Up Fees

We charge a late fee of one dollar per minute if parents are more than 5 minutes late picking up their child(ren). Although we do appreciate a courtesy call, if you will be late, the call does not waive the late fee. Your lateness impacts the teachers, staff and other children, so please make every effort to adhere to our pick up times.

### Extra Hours

On occasion, parents may need to leave their child(ren) in our care for a few extra hours. Based on available space, we will do our best to accommodate such requests. The rate for extra hours is \$10 per hour, which should be paid directly to the school in a timely manner. We can only offer this rate if requests are made in writing, with prior notice - typically at least a day.

### Enrollment Contract & Tuition Commitment

We take our commitment to our families and their children seriously. We strive to provide your child an excellent educational experience and care in a safe and nurturing environment by very qualified teachers and staff. For that to happen, it is essential for HCP parents to take their commitment to us seriously as well, which is why our enrollment contract requires parents to agree to the following statement:

*"I acknowledge that I am obligated for the year's FULL tuition. I am aware that there will be no refunds or tuition credits for absences. If I withdraw my child or choose to reduce his or her schedule, I am still obligated to pay the originally agreed upon tuition. I also understand that my child will not be enrolled if the tuition is unpaid. My enrollment deposit will be applied to the last tuition payment of the [applicable\*] academic year."*

### Priority Enrollment for Existing Families and Siblings

We give priority enrollment to our existing students and their siblings for the upcoming academic year. Space in our program is guaranteed upon receipt of their re-enrollment or enrollment contracts in a timely manner. The deadline for re-enrollment or sibling enrollment is January 13<sup>th</sup> of the current academic year. After that date any available space will be made available to other interested families. We understand that changes to your schedule may be necessary and can be made without penalty through March 2<sup>nd</sup>.

*\* The applicable academic year is the last year in which the child is enrolled*

## SCHOOL POLICIES (In Alphabetical Order)

### Behavior Management

Our goal is to help our preschoolers find appropriate ways to express themselves and negotiate with friends to find solutions, while learning to self-regulate and care for each other.

Children will assist with setting positive expectations for the classroom that affect one another. Behaviors that result in another child's person or feelings being hurt will be addressed. When undesirable behavior occurs, children will be reminded of the choices and consequences of their actions, and asked to make a more desirable choice. They will be encouraged to verbalize their feelings to prevent the build-up of frustration that often leads to hitting and other errant behaviors.

If harmful conduct persists, the child will be removed from the situation to calm down. A staff member will speak to the child about more appropriate ways to express oneself. At the discretion of the teachers, the Director will also speak to the child. As a team, we will continue to monitor and work on plans to prevent the reoccurrence of such behaviors. Under no circumstances will spanking or other corporal punishment be used to discipline children. Children will not be subject to humiliation or verbal abuse by any staff member, ever. Children will also never be deprived of essentials, such as water or snacks, nor will they be physically forced to do what is desired.

References to God's expectations of their behavior will never be used punitively but rather integrated into the positive reinforcement plan of the overall program. We discourage the overuse of God as a source of guilt to maintain a positive association for children.

Under no circumstances should any HCP parent harshly correct or verbally abuse another person's child. If you feel there is an issue that needs to be addressed, please speak to the staff member in charge at the time or to the Director. Again, it is our goal to help our preschoolers find appropriate ways to navigate situations that come up with other children. We would never encourage one student to respond with any sort of physical violence or verbal abuse toward another child, though a part of our plan is to empower all students, and fully expect HCP parents to follow that same guideline whenever interacting with our children.

### Confidentiality

We respect the privacy of every family in the school. At HCP children's files and information are protected and treated with professionalism. Information will be shared with teachers and staff members as appropriate to meet the needs of the children. Parents or guardians have the right to request information from their child(ren)'s files at anytime. The parent or guardian's written permission will be obtained before any of a child's records will be shared beyond essential HCP staff.

### Dismissal from the Program: Grounds and Procedure for Termination of Care

HCP is responsible for the protection and safety of all the children in our care. In the rare event that a child is determined to pose a continuous threat to the safety and well being of other children, and conventional strategies and resources are determined by the Director to be ineffective s/he may be dismissed from the program.

Dismissal from HCP would only be enforced as a last resort, after multiple discussions with the family and methodical attempts to create and implement a plan of action to control and modify the harmful behavior. Every effort will be made, in collaboration with the parents, to support the child's healthy transition into or out of our school environment. Parents will be kept informed of the child's progress. Any final decision about dismissal from HCP will be made by the Director in consultation with the child's teachers.

### Food: Allergies and Safety (HCP IS A NUT-FREE ENVIRONMENT)

A number of our preschoolers have severe food allergies to nuts, eggs and dairy products. For their safety, at no time should nut-based items be brought to or shared at school. If your children consume any nut products for breakfast, please be sure to brush their teeth and thoroughly wash their hands before coming to school. We will explain the dangers of sharing certain foods to children. If your child's lunch contains any dairy or egg products, please affix a "Contains Dairy or Egg Products" sticker to his /her lunch. The stickers will always be available on the Parent Center Board in the hallway. We also ask that any foods with dairy or egg products that are brought to school for special events be clearly labeled as well.

We maintain and post a current list of food allergies in each classroom to prevent harm to children. We also choose snacks that all children can eat safely. If, however, a child has such a broad range of food allergies that the remaining safe choices would be too restrictive for the rest of the children, the allergic child's parents will need to bring in the appropriate snacks as well as lunch for the child.

### Food: Birthday Treats

Children love celebrating their birthdays with their school friends. Each child is a gift and we welcome parents bringing in a special treat to share on their child's birthday. For practical reasons, cakes and cupcakes will be discouraged when multiple celebrations within a short time frame occur, because they are not nutritious. The preferred treat is natural fruit popsicles. Any other treats need to be pre-approved by the child's teachers and appropriate for all children in the class for practical reasons.

### Food: Lunches & Snacks

Parents are responsible for providing a nutritious lunch for their child(ren) each day. We will provide all snacks, which will include fruit, vegetables, crackers, cereals and other nutritious alternatives. Though we will not force children to eat, we make an effort to have them consume a healthy amount as well as try new things. Please limit or eliminate of treats in your child's lunch. Children will be encouraged to eat more nutritious foods first and extra treats will be sent home.

### Health: Hand Washing

We take preventative measures throughout each day to control the spread of germs and infectious disease in the classrooms. Parental assistance is important in this. Upon arrival at school each day, please either wash your child(ren)'s hands or use the hand sanitizer available from the hallway dispensers. Staff members will have the children wash their hands under supervision before each meal and after toileting.

### Medical Requirements

All children attending Highrock Covenant Preschool are required to have a physical examination by a licensed physician and to meet Massachusetts immunization requirements.

### Health: School Facilities

A professional cleaner comes to the school every evening to wash surfaces, floors and doorknobs and to thoroughly clean the bathrooms. Throughout the day, staff members will also wash surfaces and mouthed objects. Waltham Pest Control treats the school on a regular basis and with products that do not expose the children to health risks as far as possible.

### Health: Tooth brushing (Extended day and Full day Students only)

Please provide a labeled toothbrush for your child. You have the option of providing your own toothpaste if desired. Children who stay for an extended day are encouraged to brush their teeth every day after lunch. We also ask you to replace your child's toothbrush every three months.

## Health: Illness and Communicable Diseases

For the health of the other children, staff and their families, please keep your child home if you suspect that s/he has a communicable disease or shows any signs of contagious infections or viruses' illness such as: colored discharge from the nose or eyes, fever of 100 degrees or higher, vomiting, diarrhea, rash or sluggishness. If your child exhibits any of these symptoms or is suspected of having any communicable disease while at school, the parent or guardian will be contacted. The child will be guided to a quiet activity in the room and made comfortable until the parent arrives.

If the child is suspected of having a communicable disease, s/he may be accompanied to another space in the preschool and made comfortable there until the parent arrives. Children may not return to school until they are symptom-free for at least 24 hours.

In the event of a communicable disease, a physician's note with signature is required to verify that the child poses no further risk to others before s/he may return to the classroom.

If a member of our school community has been exposed to or comes down with a communicable disease, all parents of children, who may have been exposed to that member will be notified promptly and be given the necessary information about the nature of the disease. Parents are then expected to keep an eye out for any symptoms in their own children and to keep them out of school if symptoms appear so that we can prevent the disease from spreading further.

If you suspect that your child has lice (eggs or nits) please do not expose others to it at school and we suggest that the child visit the pediatrician and complete the recommended full treatment and be nit/ egg free prior to coming back to school to avoid spreading/infestation. During the time symptoms are present in any classroom we will do lice screening at school and notify parents. Children will not be allowed to stay in school if nits or eggs are present. Additional information on treatment of lice will be provided. See Appendix on detailed information for treatment of lice.

## Holiday Celebrations

Celebration is a very important part of our community at Highrock Covenant Preschool. In our curriculum, we utilize the opportunities that the holidays provide to talk to the children about such things as thankfulness and joy. As a faith-based school, we celebrate Christmas, Passover, and Easter. We are intentional in our efforts to be inclusive of other traditions that represent the diversity of the children enrolled. Parents are encouraged to share meaningful holiday traditions with us. We also celebrate patriotic holidays, such as Martin Luther King Jr. Day and Presidents' Day.

## Naptime

Naptime is from 1:00 to 2:30 p.m. each day. Families need to provide their own crib sheets and blankets, if their children will be at HCP during that time period. Parents are responsible for laundering these items weekly. A pillow or comfort item can be stored in the mesh bags provided for easy storage for naptime and should be cleaned at the end of each week and return it on your first day of each week of school. Please let the staff know ahead of time if you need to pick up your child during naptime so that we can minimize any disturbance to other children. We will have a planned quiet activity for children who do not nap. The mesh bags are to be returned to the school at the end of each school year.

## Personal Items

Please provide a labeled large zip-lock bag with extra clothing for each child. Please include an extra pair of underwear, socks, and full outfit in the event that they get wet. All clothing, outer wear and winter gear needs to be labeled, including gloves and boots and socks.

Parents are responsible for ensuring that their children's personal items are cleaned regularly. Also, no food items may be stored in the cubbies. Lunches will be placed in the receptacles provided by the teachers in each

classroom. Crocs or flip flops are only allowed in the classroom. Parents need to provide proper footwear for the playground daily. We recommend sneakers only, with a Velcro closing preferred, so that they can independently put shoes on or take them off. Children are not usually able to tie and untie laces at this stage of their development and can become frustrated when they are unable to do things.

In general, toys are not allowed at school. A transitional object like a blanket or a stuffed animal can be kept in the child's cubby for naptime.

#### Potty Training

Parents are expected to continue efforts to support positive and consistent toileting practice and training at home and school. However, children can be enrolled if not fully potty-trained. At school, children will not be punished or otherwise humiliated when accidents occur, but reassured that they can and should try again to be successful. Children are accompanied on bathroom visits, as necessary, and children are monitored with hand washing after every visit to the bathroom. Parents are responsible for providing all diapers, pull-ups and wipes as well as making sure that they are replenished daily. Teachers and parents will work together to determine when they would like to try transitioning to cloth underwear.

#### Safety: Emergencies or Serious Injury

If an emergency or serious injury occurs, emergency services will be called immediately. We will then make every effort to reach the parents or guardians. If they are unavailable, we will attempt to reach one of the people listed on the child's Emergency Contact list. Parents are expected to keep that information up to date. The teacher who was present at the time of the injury will prepare an accident/injury report for the parent or guardian to sign. The report will be placed in the child's school file.

#### Safety: Minor Accidents and Injuries

At HCP we do our best to provide a safe environment for the children in our care but accidents do happen and children sometimes get hurt while playing or on equipment. If a child is injured while in our care, first aid will be administered and the injured child will be comforted. The teacher who was present at the time of the injury will intervene and work with children to address the problem and then prepare an accident/injury report for the parents or guardians to sign. We will keep a copy of the signed report and the parent or guardian will receive a copy.

#### Safety: Incident Reports

If a child injures a classmate, the staff member who was present at the time will speak to the child about more appropriate ways to express oneself to solve the problem and assist him or her in helping to comfort the affected child. The staff member will also prepare an incident report for the parent or guardian to sign. The report will be placed in the child's school file and the parent or guardian will receive a copy. These records will not be used or released, without written consent by a parent.

#### Safety: Suspicion of Neglect or Abuse – Mandatory Reporting

We adhere to all legal requirements for identifying and reporting suspected cases of child abuse and neglect. Teachers will document and report all cases of suspected abuse to the Director who will contact the child's parents and attempt to verify the information in the case. If the suspicion remains, The Department of Social Services will be notified and a 51A report will be filed within 48 hours of suspected abuse as mandated by law.

We run CORI checks on all staff members before their hire. If a 51A report is filed against an HCP staff member suspected of abuse or neglect of any child in our care, the Early Education and Care (EEC) and Department of Social Services (DSS) will be notified immediately. The staff member will be suspended until the DSS investigation is completed. If cleared of all charges, the staff member may be invited to return to the school. If the staff member is found guilty, s/he will be terminated immediately.

### Special Needs

If a child requires one-on-one care for the majority of the school day, the parents or guardian will be financially responsible for any additional staffing required to meet the child's needs. The Director can also assist families in making arrangements for special intervention to be carried out at HCP when necessary.

### Summer Camp

HCP offers exciting theme based camp program during the summer months each year. To accommodate varying family vacation plans, our camp is arranged into themed, two week sessions with the option of signing up for 1 week at a time. Parents may sign up their your child(ren) for as many sessions as they'd like as long as there is availability. Our summer camp will offer the same daily schedule options (morning, extended-day and full day) for two, three or five days, as our school year program. Information will be made available to families in January of each year.

### Transportation and Walking Tours

The school does not provide transportation for the children in our care. A general permission slip for walking tours around the neighborhood is included in your school forms package prior to the beginning of the school year. Teachers may take the children on walks to Covenant School, the Arlington Reservoir or for other short distances in the neighborhood of HCP. For trips that require transportation, CORI checked parent volunteer drivers would be needed and permission slips required for each child.

## FUNDRAISING

Our expectation is 100% participation from families in all fundraising efforts. Tuition does not cover 100% of the actual cost of your child's care. In other words, every child's tuition is subsidized by the proceeds from the two fundraisers listed below. All members of the HCP community are encouraged to participate in these events. Please remember that generosity of resources and time helps keep your tuition rates low.

### The Annual Giving Campaign

This fundraiser will begin in October this year and provides an opportunity to current and alumni families and to supporters of Highrock Covenant Preschool to give financial gifts directly to the school. All donations are tax-deductible and can be given by a specified deadline in December (see school calendar), in installments, or pledged for payment at a later date in the school year.

### The Jogathon

The Jogathon is a festive family fundraiser we have in conjunction with Covenant School on the second Saturday of May. This year's event is on May 12, 2012. Runners receive pledges for each lap they run or walk around a regulation, ¼ mile track in the span of one hour. HCP works with families and children in the months prior to the Jogathon to prepare them for the event. All children and parents are expected to pledge, promote, jog, walk or volunteer at the track. This is always a great day filled with music, miles, and family fun. More information will be made available in the spring of the school year.

## OTHER HCP COMMUNITY EVENTS

### Christmas Pageant

Each year the teachers help our children re-enact the story of Jesus' birthday to celebrate the special season of Christmas. The Christmas Pageant is usually held at Covenant School and parents and friends are invited.

### Community Gospel Concert

The Community Gospel Concert is a project that is directed by Stacie Clayton and is free to the general community. The concert is in honor of Black History Month. A permission slip will be sent home for your

child to participate in the concert. We typically teach the songs and movements to the children during the school day at the preschool. Parents are welcome to join the combined choir as well. Last year the performance was held at Tufts University, Cohen Auditorium in Medford.

#### HCP Fall Festival

HCP Fall festival is fun filled day and is held on the last Friday in October. While outside, the kids enjoy face painting, can tosses, the picture booth, sack races, bobbing for crab apples and acorns in a leaf pool, leaf pile diving, running up and down the hill, and parachute play. In the morning all the classes rotate into each classroom to help make scarecrows, decorate their own pumpkins and t-shirts and make Jello shapes.

## COMMUNICATION

#### Change Sheet

Parents or guardians are responsible for the transportation to and from school. Only those people listed on your child's enrollment form will be allowed to pick your child up from school. If in an emergency, your child should ever need to be picked up by anyone other than the persons stated on your forms, written permission is required. Please write and sign the change sheet in your child's classroom. They will be asked to present their driver's license before the child will be released to them.

#### Parent Drop Box

Please place any school forms or tuition payments in the Parent Drop Box, which is located on the 2nd floor entrance hallway, across from the boys' restroom.

#### Parent Mailboxes

Parent mailboxes are located in the foyer as you enter the building. Please check your mailbox at the beginning and end of each day. Some items will be time-sensitive.

#### Parent-Teacher Conferences

Teachers will be carefully observing and assessing children's progress in varying developmental areas throughout the year. Parent-teacher conferences are held once in the fall and once in the spring. Before each conference, parents will receive a written progress report on their child(ren)'s social, emotional, academic, physical and moral milestones. During the conferences, parents and teachers work together to establish goals appropriate for the nurture and growth of the individual child.

#### Informal Conferences & Classroom Visits

Parents are encouraged to communicate with their child(ren)'s teachers on a regular basis, as the need arises. Teachers' email addresses will be made available in the student directory. Teachers can also provide early morning blocks of time twice per week, before classes, in 15 minute increments to be more accessible to you. These sessions need to be made by appointment. Parents may also make scheduled or unscheduled visits to the classroom at any time.

#### Newsletters and Daily Sheets

In addition, teachers will send out monthly newsletters to communicate what is happening in the classroom. All parents will also receive a weekly outline of the content covered in the morning program, while only families with children in the extended day and full day programs will receive daily sheets with brief descriptions of your child's day.

### Conflict Resolution

If parents have a conflict with their child's teacher, they should first address the issue with the teacher. If the situation cannot be resolved or you are not satisfied with the resolution, the Director will should be involved to help bring about a mutually-satisfying solution.

## SCHOOL CLOSINGS

### National Holidays and Christmas Break

HCP will be closed for at least one week between the end of the academic year and the summer programs, for set up. There will be an optional Christmas camp the week after Christmas for an additional fee, if needed. HCP also complies with closings for all Federal Holidays. Please refer to your calendar.

### Parent-Teacher Conferences

Parent-Teacher conferences are also scheduled during the year to ensure that your teachers are meeting and exceeding national standards to develop your child. No classes will be held for at least one day during those times. Children should not attend these conferences. Please make appropriate arrangements for those dates.

Friday, December 16

Friday, May 25

### School Vacation Weeks & Optional Camp Programs

HCP follows the school vacation calendar of the town of Arlington. The preschool will therefore be closed for one week in February and one week in April. Our regular programs are suspended during those two weeks, but we do offer optional vacation camps free to full-time families and for a fee to part-time families. We will also provide programming for 10 weeks this summer. At the end of the summer sessions there will be another week off to get ready for the fall.

Vacation and Summer Camp registration forms will be made available in December each year. Please see details on the calendar.

### Snow

In the event of a snow closing, we have several methods of conveying the information to parents. Families will receive a courtesy call. We will also post the information on our website and record a "school closed" announcement as our outgoing phone message on the school's voicemail. As a guideline, we often close if Arlington Public Schools are closed or when parking restrictions are prohibitive but please check to be sure.

## PARENT VOLUNTEER OPPORTUNITIES

HCP is an active school community. We encourage and rely on parent participation throughout the school year to coordinate and assist with a number of ongoing tasks and special events. Parent Coordinators for the various committees will work with the Director and other parent volunteers to coordinate dates and action plans.

Parent Coordinators will need help from other parents, so please volunteer where you can. “Many hands make light work.” Volunteer signup sheets will be distributed at the beginning of each school year.

Parents and family members are an important part of our school community. We encourage activities that connect home to school. We celebrate the cultural diversity of our school community and desire to learn more about the traditions of each family. Teachers are open to parents participating in the classroom from time to time. In the past we have had parents share with the children about their culture, talents or professions.

### Bulletin Board Decorators

Are you artistic? This committee would decorate our three all-school bulletin boards seasonally. The school will pay for materials as needed.

### Class Parents

Parents have indicated that they would like more opportunities to get to know other parents in their child’s classroom. Parents organize one parent-only social event per semester for their particular child’s classroom.

Throughout the year we like to provide opportunities for families to get to know and play with each other, or need to involve parents in the life of the school. Class parents would coordinate one “Open Playground” event on our playground in both early fall and late spring. The Director and the teacher need to be consulted on dates. This group of parents would also plan Pizza Night, or other events for parents to get to know each other better. The team may also coordinate a school outing or some other event of interest. The class parents would also serve as primary communicators to all families in each class. Ideally, we need 2 class parents per class, a re-enrolled and a newly enrolled parent team preferably.

### Fundraising Coordinators

There are two major fundraisers for the year, the Annual Giving Campaign and the Jogathon fundraiser. Every family’s tuition is subsidized by the income of these events.

#### *Annual Giving Coordinator*

The Annual Giving Campaign kicks off in October and ends in December. The committee would work toward getting participation from the entire HCP community and meet the school’s financial goal, and help with reminders and incentives as needed,

#### *Jogathon Coordinator*

Although a lot of the groundwork has already been paved by Covenant School, there are still several jobs for the Jogathon Coordinator and committee. The more volunteers the better. Volunteers would be involved in coordinating the designing and ordering of t-shirts, encouraging families to pledge, promote, jog and volunteer at the track, purchasing trophies and other prizes and collecting pledges as they come in. The Jogathon committee works before, during and after the event; however, the bulk of the work happens from March to May.

### Gardening and Landscaping

Do you have a 'green' thumb or just love to play in the dirt?? If so, we could use your help! We are looking for volunteers that would be interested in working in our garden as well as planning other landscaping/gardening projects to spruce up our beloved Highrock-Covenant Preschool. It is a great way to introduce our kids to gardening. What better way for them to connect with God's creation than through growing their own plants?! You could also meet other parent gardeners! The commitment would be 6 to 8 hours in the fall and spring semester. This group will also coordinate work days in the spring to execute some of their plans and do a general clean-up of the outdoor facility to prepare for summer. The commitment for this group is seasonal.

### Handyman Projects

We need occasional assistance with minor handyman (or woman) projects (e.g., hanging shelves, painting a cubby or assembling small items and changing light bulbs). We can also use helpers to assist with shoveling occasionally in the winter.

### Hospitality

In this role parents will be asked to organize refreshments for school events, such as parent socials, and Open Houses. It will involve contacting other parents to help with providing food and drinks at school functions and preparing refreshments as needed.

### Librarian

This job involves sorting, cataloging and organizing all the preschool books. Some work can be done from home.

### Parent drop-off Coordinator

In order to keep our children safe and to ease the traffic flow during morning drop-off, volunteers are needed to man the drop-off line. Two people are needed from (8:00am – 9:00 a.m.), Monday – Friday. If you are able to help out with this duty, whether it's once a month or once a week in the winter months please let us know. Your help is needed to be able to offer this convenience.

### Parent Survey Coordinator

We want to hear from parents. What works? What doesn't work? How can we improve our school? At the end of the academic year, parents fill out surveys to communicate their needs, concerns and praises for the school. This coordinator distributes surveys and then gathers and synthesizes the results for the Director to discuss with the staff. The survey can be done on-line. The time commitment is usually a few weeks during March and April.

### Public Relations Parent Representatives

Parents like talking to other parents. We would like to have parents present at outreach events for the school (e.g., Open Houses, Arlington Options Nights and Arlington Town Day) to talk with parents who are interested in the school.

### Teacher Appreciation Coordinator

Coordinate and prepare something special two or three times a year for our excellent teachers to acknowledge their hard work. Some ideas could be but are not limited to: putting together a teacher appreciation luncheon, coordinating a Teachers' Christmas gift from parents or making special end-of-year memory books with the children for the teachers.

# APPENDIX

## HCP 2011 - 2012 Calendar

### AUGUST 2011

Wednesday 8/24 Open Playground at HCP 5 - 7 p.m.

### SEPTEMBER 2011

Tuesday 9/6 HCP Visiting Day (8:30 a.m. to 9:30 a.m. & 10:30 a.m. to 11:30 a.m.)

Wednesday 9/7 First Day of School

Wed. & Thurs. 9/7 & 9/8 Stars' Class (Early 3's) Phased-In Schedule:  
All Stars' students picked up at 12:30 p.m.

Friday 9/9 Stars' Class (Early 3's) Phased-In Schedule:  
All Stars' Full-Day students picked up at 3:00 p.m.

Monday 9/12 Dolphins' Parent Information Session 8:00 - 9:00 a.m.

Tuesday 9/13 Stars' Parent Information Session 8:00 - 9:00 a.m.

Wednesday 9/14 Robins' Information Session 8:00 - 9:00 a.m.

Thursday 9/15 Bluebirds' Information Session 8:00 - 9:00 a.m.

### OCTOBER 2011

Monday 10/3 HCP Annual Giving Campaign Begins

Tuesday 10/4 Robins' Parent Mixer 6 p.m.

Monday 10/10 Columbus Day-SCHOOL CLOSED

Thursday 10/13 Stars' Parent Mixer 6 p.m.

Friday 10/14 Blue Birds' Parent Mixer 6 p.m.

Tuesday 10/18 Dolphins' Parent Mixer 6 p.m.

Monday 10/24 Picture day

Friday 10/28 HCP Fall Festival

### NOVEMBER 2011

Monday, 11/1 Picture retake day

Friday, 11/4 Vacation Camp Registration Forms Available

Friday, 11/11 Veterans' Day - SCHOOL CLOSED  
Professional development for Teachers

Monday 11/21 2012-2013 Re-Enrollment Forms Available

Tuesday 11/22 Christmas Camp Registration Forms Due

Wednesday 11/23 SCHOOL CLOSING at 12:30 p.m. for Thanksgiving

Thu- Fri, 11/24 - 11/25 Thanksgiving Break - SCHOOL CLOSED

### DECEMBER 2011

Friday 12/9 Winter / Spring Vacation Camp Enrollment Forms Due

Tuesday 12/13 HCP Annual Giving Campaign Closes

Thursday 12/15 Christmas Pageant @ Covenant 10 am  
School Closes at 12:30 p.m. Parent Teacher Conference 1:30 p.m.

Friday 12/16 Parent - Teacher Conferences - SCHOOL CLOSED

Wed 12/21 -Fri. 12/30 Christmas Break - SCHOOL CLOSED

Mon 12/26 - Thu 12/29 Vacation Camp

## **JANUARY 2012**

Tuesday 1/3	Professional Development Day - SCHOOL CLOSED
Wednesday 1/4	School Re-Opens
Thursday 1/5	HCP Third Anniversary Celebration
Monday 1/9	Winter Vacation Camp Deposit Due
Thursday 1/12	HCP Open House 6:00 to 8:00 p.m.
Friday 1/13	2012-2013 Re-Enrollment Forms Due
Monday 1/16	Martin Luther King, Jr Day - SCHOOL CLOSED
Tuesday 1/17	Pre-K vs Covenant Session 8:00 -8:30 a.m.

## **FEBRUARY 2012**

Friday 2/3	Summer Camp 2012 Registration Forms Available
Monday 2/6	Open Enrollment for 2012-2013 School Year Begins
Wednesday 1/15	HCP performance at Covenant
Saturday 2/18	Community Gospel Concert ( to be confirmed)
Monday 2/20 - Friday 2/24	Winter Break: SCHOOL CLOSED / Optional Vacation Camp. Free for full-time Families.

## **MARCH 2012**

Friday 3/9	Spring Vacation Camp Registration Forms Due with deposit 12:30 SCHOOL CLOSES for all staff meeting
Monday 3/12	HCP & Covenant School Jogathon Kickoff Night @ 6:30 p.m.
Monday 3/26	P.A.L. Conference in Lexington for Teachers SCHOOL CLOSED
Friday 3/30	Spring Vacation Camp balance due

## **APRIL 2012**

Friday 4/6	Good Friday: SCHOOL CLOSED
Friday 4/13	Summer Camp Registration and Deposits Due
Monday 4/16- Friday 4/20	Spring Break NO SCHOOL / Optional Vacation Camp. Free for full-time Families.

## **MAY 2012**

Friday 5/11	Final Balance due for Morning session Students & 50% for full-day students for Summer Camp
Saturday 5/12	HCP & Covenant School Jogathon
Thursday 5/24	Parent-Teacher Conferences 1:30 / School Closes at 12:30
Friday 5/25	Parent - Teacher Conferences - SCHOOL CLOSED
Monday 5/28	Memorial Day - SCHOOL CLOSED
Thursday 5/31	Final payment due for full-day students - Summer Camp

## **JUNE 2012**

Friday 6/8	End of Year Celebration -SCHOOL CLOSES @ 12:30 p.m.
Monday 6/11	Summer Camp Session I Begins
Friday 6/29	Summer Camp Session I ends

Calendar Rev: 8/2011 Updates may be given throughout the year.

## 2011 – 2012 HCP CALENDAR DEFINITIONS

### Open Playground

Our first scheduled Open Playground allows old and new families of the preschool to meet and play. On Wednesday, August 24, 2011 from 5 – 7 p.m. all families are invited to the HCP Playground to have fun together.

### Visiting Days

On Tuesday September 6<sup>th</sup> children will be invited to school to get more familiar with the classroom, teachers and families. During that time children will be introduced to the centers in their classroom and enjoy another Open Playground time with friends, while parents get to speak with other families of their class and teachers.

### Parent Mixer

This is a casual, adult-only evening designed for parents to get to know one another in a comfortable home setting hosted by a parent of your child's class.

### Parent Information Session

The Parent Information Session is our chance to share with you what the teachers will be exploring in their classes as well as what is planned for the months ahead and be updated or reminded of important administrative or procedural tasks. Parents are given an opportunity to ask questions and interact with the teachers.

### Optional Vacation Camps

Optional Vacation Camps are offered during extended vacation weeks to accommodate working families. These camps are offered for free to full-time families and for an additional fee for part-time families during the February (Winter) and April (Spring) breaks. Sign up times are listed on the calendar.

### Community Gospel Concert

The Community Gospel Concert is a project that is directed by Stacie Clayton and is free to the general community. The concert is in honor of Black History Month. A permission slip will be sent home for your child to participate in the concert. We typically teach the songs and movements to the children during the school day at the preschool. Parents are welcome to join the combined choir as well. Last year the performance was held at Tufts University, Cohen Auditorium in Medford.

### All School Jogathon

The All School Jogathon is a Covenant School and Highrock Covenant Preschool fundraiser. This is the major fundraiser for our school community for the year. All children and parents are encouraged to pledge, promote, jog and volunteer at the track. This is always a great day filled with music, miles, family and fun.

### End of Year Celebration

The school year culminates with celebration in each class in which children exhibit many of their newly acquired skills, artwork and developing talents. The children celebrate with families their combined efforts that lead to their moving up, and the event ends with a potluck family picnic and silent auction of a group project.

# PUBLIC HEALTH FACT SHEET ON HEAD LICE (PEDICULOSIS)

Massachusetts Department of Public Health, 305 South Street, Jamaica Plain, MA 02130

## What are lice?

Lice (singular louse) are tiny, wingless insects that survive by feeding on human blood. They cannot jump or fly, and they do not burrow under the skin. Head lice are the most common type of lice and live mainly on the scalp, at the base of the neck, and in the eyebrows and eyelashes. They lay up to six eggs per day, attaching the eggs (called nits) to strands of hair close to the scalp.

## Who gets head lice?

In the United States, children (3 to 12 years old) get head lice more frequently than adults. Anyone can get head lice because they are easily spread from person to person.

Having lice is referred to as an “infestation.” An infestation with head lice does not mean someone is dirty. Head lice have special “claws” on their legs to help them cling to the hair. Washing with plain soap and water does little to disturb them.

## How are head lice spread?

Head lice are spread through direct, person-to-person contact or, less commonly, through contact with an infested person’s personal items, such as hair brushes and combs, hats, unwashed clothing, bedding or towels. Head lice are commonly spread within households. Children often spread head lice to each other during close contact while playing. Head lice can crawl from an infested person or object to a non-infested person. An infested person can continue to spread head lice to other people until s/he has successfully completed a course of treatment that kills all of the head lice and their eggs. Pets cannot spread head lice.

## What are the symptoms of head lice?

A person who has head lice may feel itching caused by a reaction to the louse’s saliva and feces, but many children have no symptoms. Head lice are not known to spread infectious diseases from person to person and should not be thought of as a medical problem. However, there is some risk of skin infection from too much scratching. Head lice are certainly a nuisance, but they are not generally considered a health hazard.

## How are head lice diagnosed?

The best way to determine if someone is infested with head lice is to find a living adult louse. However, adult head lice are rarely seen because they are fast and hide well. Identification of a head lice infestation is usually made by detecting nits attached to the hair close to the scalp. Nits are tiny, grey, oval specks that do not come off of the hair easily like a speck of dandruff would. Behind the ears and near the hairline at the base of the neck are common places to find nits. Nits found within  $\frac{1}{4}$  of an inch from the scalp usually mean the nits are alive and treatment is needed. If the nits are more than  $\frac{1}{4}$  of an inch from the scalp, you should ask your doctor if treatment is necessary.

## How do you prevent head lice?

Children should be checked regularly and treated when head lice are found. Parents should learn to recognize head lice and, as an extra precaution, teach their children not to share hats and scarves or personal hair care items, such as brushes, combs and hair ties.

What is the treatment for head lice?

Treatment for head lice consists of shampooing the hair with a medicated shampoo or cream rinse containing one of the following chemicals: *pyrethrin*, *permethrin*, *lindane* or *malathion*. The chemicals used to kill the head lice and their nits may be toxic and should be used with care, under the supervision of a health care provider (even though some of them do not need a prescription). Be sure to follow the package or label instructions very carefully. Check the hair daily for the next 10 days for more nits or newly hatched head lice. If these are present, an additional treatment may be necessary.

Women who are pregnant or nursing, and parents concerned about an infant with lice should contact a healthcare provider before using these chemicals.

Additional precautions:

Remember, head lice do not survive for long periods of time off of the scalp. The following steps should be taken to avoid reinfestation by lice that have recently fallen off of the head of an infested person.

- Wash headgear, pillow cases, and towels in the washing machine in hot water and dry them in a machine dryer on the hot cycle.
- Any items that cannot be washed should be sealed in a plastic bag for 2 weeks. This leads to the death of any lice in these objects.
- Combs and brushes can be washed with one of the lice-killing shampoos or soaked in hot (128.3°F/53.5°C) water for 5 minutes. This should kill any lice on these items.
- Thoroughly vacuum rugs, upholstered furniture, and mattresses.
- DO NOT USE INSECTICIDE SPRAYS TO TREAT INFESTED PEOPLE. These chemicals can be harmful to both people and pets.

Reinfestation occurs with some regularity and can be frustrating for parents, teachers and children. Treating reinfested and newly infested cases at the same time may help to stop the cycle.

Where can I find more information?

- Your doctor, nurse, health clinic, or local board of health (listed in the phone book under “local government”)
- The Massachusetts Department of Public Health (MDPH) Division of Epidemiology and Immunization, (617) 983-6800, or the MDPH Website: <http://www.state.ma.us/dph/>
- The US Centers for Disease Control and Prevention: <http://www.cdc.gov/parasites/lice/head/>

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