OUR PHILOSOPHY AND STATEMENT OF PURPOSE

We believe that young children learn through their play experiences, through intellectual challenges, and social interaction with both peers and teachers. Young Children need to explore at their own pace and in their own style and be given ample and appropriate choices and experiences throughout the day.

The curriculum, therefore, offers a balance between planned teacher initiated activities and supervised free play that allows children to explore areas that interest them and thus to contribute their ideas to the program. Because children can best master and integrate information through their direct, personal experience, free play using a wide variety of materials is an important part of each day.

Children need to be nurtured by warm, responsible adults who are knowledgeable in child development in order to help children develop as healthy, happy, competent individuals. Our position as a laboratory school ensures that our staff is highly qualified and well experienced.

Along with these important basics, we add the following goals:

- Provisions of appropriate developmental learning materials and activity areas, both indoors and outdoors.
- Aesthetically pleasing and inviting rooms.
- Impeccable health standards.
- Parent communication and involvement.
- Staff selection procedures that ensure teachers who will nurture children’s self-esteem and enhance their social,
emotional, physical and cognitive development, while applying the theory of Multiple Intelligences, developed by Dr. Howard Gardner.

- A strong support system for teachers.

Our program provides for all of the above, as it is our belief that all are necessary for quality early childhood education.

**NONDISCRIMINATION POLICY**

The Holway Child Study Centers admit children without regard to race, color, religion, national origin, disabilities, or political beliefs, sexual orientation of their parents or guardians. This nondiscrimination policy applies to the hiring of staff for the Centers, as well.

**HISTORY**

The Child Study Center at Lasell College was started in 1956 in response to a need for an on-campus laboratory school for the Early Childhood Education program and for a nursery school in the village of Auburndale. It was originally located at Berkeley House, and in its first year there were 9 four-year-olds and one teacher.

In 1964, the Center was moved to the Rockwell Estate at 70 Studio Rd, hence the origin of our pseudonym “Rockwell”. At this time an afternoon class was added, and in 1967 a three-year-old class was added. Rockwell continued to grow with the later addition of the transition kindergarten program. Staff increased as the number of children grew to 50. In 1979 we were accredited by the city of Newton for our program for five-year-olds.

The beautiful hilltop estate encompassed a half acre of wooded terrain, but “this old house” has never been the same since our arrival. It has been bursting with activity as our exuberant children grace its halls.
Although there have been changes over the years, including the adding of the “Holway” name after one of the college’s benefactors, Rockwell continues to be a high quality program for children within the community and to serve as a teaching facility and human resource center for the college faculty and students. With significant participation of senior residents from Lasell Village we are afforded the opportunity for intergenerational learning. There are 45 students enrolled with 7 highly qualified and experienced teachers. College students and teachers alike, continue to learn from the children, who come to us from varying backgrounds in Newton, and surrounding communities.

**HOWARD GARDNER’S THEORY OF MULTIPLE INTELLIGENCES**

Howard Gardner’s theory of Multiple Intelligences provides the structure for our curriculum. This allows for educational themes that provide children with opportunities to explore and learn in all areas of intelligence: visual/spatial, mathematical/logical, musical, verbal/linguistic, bodily/kinesthetic, naturalistic, interpersonal, and intrapersonal.

Using this theory, we are able to provide children, who all have different learning styles, many ways to experience both child and teacher initiated activities. Some children are visual learners while others are tactical. Some children are more musically inclined while others are analytical and mathematical. We strive to present each child with the opportunities to use intelligences with which they are comfortable, while challenging them to explore other areas.

**PROGRAMS AT LASELL**

The Holway Child Study Centers offer two kinds of programs for young children. One is offered at the Rockwell Preschool, which serves children between the ages of 2 years, 9 months to 6-years-old.
The other is in The Barn, which is a child care center serving children 3 months through 5 years of age.

Both Centers are laboratory schools, which means that there is participation by Lasell’s Education students and staff, as well as other departments, such as Psychology and Spanish. All Lasell students are supervised by college faculty and by our Center teachers as they work with young children in our classrooms.

Both Rockwell and the Barn are located on Lasell’s campus. Although these programs work cooperatively, they are also independent. This handbook deals specifically with the Rockwell Preschool, its rules and regulations.

What the Holway Child Study Center has to offer to child:

- A warm, loving, and safe environment for children where they will be comfortable and happy while being away from their own home.

- Opportunities for being with other children in a setting conducive to the development of wholesome social relationships.

- Assistance to children in developing a feeling of self-confidence.

- Appropriate play experiences that contribute to the developmental needs of the individual children in the program.

- Intergenerational opportunities to interact with residents of Lasell Village, a retirement community on the campus of Lasell College

What the Holway Child Study Center has to offer the parent:

- Early childhood education and care for their child.
- Opportunities to meet with other parents and teachers who have as their common concern the interest and needs of the child.

- Opportunities to grow in the understanding of child development through daily contacts with the Center staff and workshops offered by the Center.

**LASELL COLLEGE STUDENTS**

The Holway Child Study Center-Rockwell serves students in two capacities, as a laboratory school for the college community and for Federal Work Study. Lasell students bring an enthusiasm and enrichment to our Center where they share their classroom experiences with young children. At no time are students left alone unsupervised with the children.

**CENTER ROUTINES AND POLICIES**

**ENROLLMENT POLICIES**

Families can submit an application up to one year before the expected date of enrollment. Upon acceptance, a family must sign a contract and place a deposit of $500 to hold a space in the program. This deposit is applied to the tuition for that year. This deposit is not refunded if the child is withdrawn before the end of the contract year. Acceptance is on a first come, first served basis.

**TUITION AND BILLING**

**Half-day program:** tuition payments can be made twice a year: August and December; 4 times a year: July, September, November, and January; or the full amount in advance.

**Full Day Program:** Tuition is payable on the first of the month, payments are delinquent if not made by the fifth of the month. Bills/invoices will not be sent. Parents must schedule payments without reminders. Responsibility for tuition begins in September of the contracted year. If a child entering Rockwell is not
developmentally ready to begin in their classroom by September, parents are still responsible for the tuition since the space is being held for their child.

Tuition Payments for both programs should be made directly to the Lasell College Business Office, 1844 Commonwealth Ave., Newton, MA 02466. Their phone number is 617-243-2101. Payments may also be made online (with the exception of the advance deposit) at www.lasell.edu/rockwell.

**Flexible Extended Day Hours:** Scheduled flexible hours are $12 per hour, and paid at the beginning of each month. We will also accept “drop-in” requests when space allows at $14 per hour.

**Summer Program:** Our summer program which is included in our full day/full year tuition is offered to our half day families on a weekly basis. Families may purchase one to up to ten weeks of summer program. Fees for summer program are announced in February.

Besides tuition, fees for field trips and cafeteria lunches (not to exceed $80), may be requested by Transition Kindergarten at the beginning of the school year.

**SCHOLARSHIPS**

The Center has a modest scholarship program for those families that qualify. Parents are encouraged to apply each spring for the next contract year. Scholarship decisions are made by the college.

**RE-ENROLLMENT**

Families are asked in the fall if their child is returning the following year. We ask that parents sign a new tuition contract and submit a $500 deposit to hold a space for their child.
**Operational Hours**

Beginning in September of 2018, Rockwell will offer a half day program as well as a full day/full year program. Flexible extended day hours are also available.

**Younger (3-year-olds) and Older (4-year-olds) Preschools:**

9:00 a.m. to 12:00 p.m.
with optional extended hours on Monday through Friday until 6:00 p.m. and an early drop-off option from 8:00 to 9:00 a.m.

**Transition Kindergarten:** 9:00 am – 1:00 p.m.
with optional extended hours on Monday through Friday until 6:00 p.m. and an early drop-off option from 8:00 to 9:00 a.m.

**Arrival and Departure**

For the safety of the children, and in consideration of the teachers who must have before class time to prepare their class room, please plan to arrive at the school no earlier than 9:00 a.m., unless you are using the early drop-off option. The teachers check children in at drop-off time, and parents (nannies, relatives, etc.) sign the children out at pick-up time. If there is a change in pick-up person from your regular routine, please make a note of it on the class information sheet. *We cannot release your child to anyone without your written permission.*

There is a late fee of $10 if you arrive after your child’s scheduled departure time. After 15 minutes of a late arrival, there will be a $15 fee and a $30 fee for a 30-minute late arrival. If parents arrive late more than 3 times in one contract year, the fine will be doubled starting on the fourth occurrence. Fines are instituted to discourage late pick-ups, which are hard for both children and the staff. Late pick-ups can also be disruptive to ongoing program activities.
No Smoking

Rockwell is a smoke free environment. Smoking is not permitted in the school or on the playground.

Parking

For safety reasons, please do not park, turn or back up in our driveway. Parking is available on our side of Aspen Avenue and Studio Road.

Birthdays

We celebrate birthdays at the school in a low-keyed manner. Taking into consideration the ages of the children involved as their ability to participate comfortably we ask that you do not bring in outside entertainment. If you wish to celebrate your child’s birthday at school, please let his/her teachers know. Please take into consideration any food allergies that a child in the classroom may have. The party will be limited to cupcakes or special cookies and drinks that the parents may bring in for snack. A variety of other options exist for party snacks that could include fruit, homemade breads (banana, zucchini, etc.) or goodie bags filled with raisins, granola, popcorn, etc. Of course, parents are welcome to come in and celebrate, too! We will provide a candle for the birthday child and we will all sing Happy Birthday if the child is comfortable with this attention. Anything more elaborate must be reserved for your home celebration.

Please contact parents directly to invite children to attend home parties. Party invitations should not come to school for distribution unless all children in the class are invited.
**Holidays**

At our centers, we are firmly dedicated to a policy of enrichment and growth for all our children. As part of this philosophy, it is our intention to present, in addition to holidays we all share, those special holidays which have meaning within the ethnic or religious backgrounds from which our children come. In this way we hope to ensure each child’s retaining dignity in his/her culture while learning to understand and respect others. As part of this learning experience, we encourage both children and our Lasell student teachers to share with us their holiday experiences.

We welcome any parent who wishes to participate in this program. While our teachers are informed about cultures other than their own, we are pleased to share our classrooms with those parents for whom the holiday has special meaning. In this way, we can all, parents, staff, student teachers, and children, learn to grow together.

**Toys From Home**

Except for toys that are needed at the beginning of the school to ease a child’s transition, we ask that complicated toys be left at home. It is very hard on your child when he/she brings a toy to school and then cannot find it at school’s closing. Also the question of sharing a special toy can sometimes cause unhappiness, something we would all like to avoid. Please consider these possibilities before you let your child leave home with toys and please limit the number to only one. Guns, knives, or weapons of any kind are not allowed.

**What to Wear at School**

Please provide simple clothing free of complicated fastenings, for your child’s comfort and to help promote self-help skills. We encourage you to provide clothing that is sturdy and washable and shoes that are not slippery, but are appropriate for climbing, running, and the sandbox. For children’s safety, sandals are discouraged, and flip-flops are not allowed.
We do go out every day, weather permitting (rain or bitter cold temperatures and wind chill factors). Please provide labeled necessary seasonal clothing. Please leave a complete set of extra clothing at school for your child, such as socks, underpants, jerseys, and long pants. These should be changed seasonally.

HOLIDAY CLOSINGS

Holidays vary yearly. Please see our current calendar for exact dates. Our school year starts the Tuesday after Labor Day and closes in mid June. There is a week vacation in December between Christmas and New Year’s Day, and Rockwell is also closed for one day in the spring for Staff Development and the week before Labor Day.

WEATHER RELATED CLOSINGS

Rockwell closes whenever Lasell College is closed for inclement weather. If Lasell delays opening, then Rockwell will do the same. You can also call the office phone (617-243-2355), check the Lasell website at www.lasell.edu, or call the Lasell Snow Line (617-243-2208) for closing information.

OUTDOOR PLAY

As stated above, the children do have an opportunity to go outside each day, weather permitting. We feel it is a vital part of their day to exercise and develop their large muscles. Children will have an opportunity to move, dance, and sing in their classroom or upstairs meeting room if the weather is uncooperative.

HEALTH REQUIREMENTS

A health form, which must be filled out by a physician, is required at the time your child is admitted to the Center and updated yearly.
All children must have the required immunizations. Health forms must indicate not only what immunization your child received but also the date on which the immunization was given.

**Your child may not attend if he/she has the following symptoms:**

- A temperature over 100.6 (A child must remain fever free for 24 hours before returning).
- Diarrhea (Watery or greenish bowel movements that look different and are much more frequent than usual).
- Conjunctivitis (The eye is usually red with some burning).
- Vomiting
- Lice
- Impetigo of the skin. This starts as a very small blister that contains yellowish fluid or white pus and is surrounded by reddened skin. The blister is easily broken and leaves a small red spot. It commonly occurs on the face or other exposed areas. It can occur as a complication of other skin conditions.
- A contagious disease such as strep throat, chicken pox, mumps, roseola, or an unidentified rash. Please report any contagious disease within your household to the Center. This information will help us observe the children and prevent the spread of disease.
- A cold, which is accompanied by colored (green) nose drainage, watery eyes, excessive sneezing, and/or a persistent cough.
- If a child seems sick with or without obvious symptoms. The child may simply look different. There may be unusual paleness, irritability, unusual tiredness or lack of interest in daily routines.
- If it appears that your child cannot keep up with his/her daily routine, we encourage you to keep him/her home.
The Center will inform families verbally and/or in writing about any unusual type of communicable disease to which their child may have been exposed. If necessary, an information sheet about the symptoms, signs, mode of transmission, and period of communicability will be sent home with each child. Rockwell has a pediatric health consultant from whom we may seek medical advice when outbreaks of communicable disease occur.

If a child becomes ill at school, and is suspected to be contagious, he/she will be made comfortable in the director’s office. The parent(s) or other authorized adult will be immediately notified to pick up the child.

MEDICATIONS

Teachers are only allowed to administer medication to children if the parent fills out the medication form stating the dosage, the time at which the medication was given, and what type of medication it is. Topical ointments also need a medication form completed by the parent. These medication forms are available on request. If it is a nonprescription drug, we need a signed doctor’s note stating we can administer this specific drug to the child. All prescription drugs must be stored in the original pharmacy bottle. If your child is taking any medication at home please inform your child’s teacher. There is more information in our Health Care Policy and Emergency Information booklet.

CONFIDENTIALITY OF RECORDS

All children’s records are carefully protected in a secured file cabinet. No information will be released from our files without written parental consent. At the same time, a child’s records are always available to parents.
TRANSITIONS

Each spring an “Open House” is held for all of our new families who will be entering the program in the fall. This gives the children an opportunity to meet their teachers and other children in the program. Transitions are different for each child, and they are treated as such. Individual plans with the family can make it easy for both child and parent. We encourage parents to call during the morning to see how their child is doing.

For children who will be moving into an older age group, we hold a “step-up” morning in the late spring. The children spend about an hour with their new teachers for a snack and a story.

Books, discussions, and activities about going to school, are planned for late spring for those children leaving Rockwell to go to Kindergarten.

ASSESSMENT

Assessment is the process in which the teachers gather information about each child, using multiple sources, to show progression. Assessments are used to support children’s learning, identify children’s interests and needs, describe the developmental progress and learning of children, detect the need for developmental screening and referral, improving curriculum, adapting teaching practices and the environment, and planning program improvement.

We measure children’s progress primarily through performance assessment, appraising children’s development and learning through everyday play and teacher-directed activities. Teachers look at the whole child and promote development in all areas of intelligences. Assessment should be an ongoing process throughout the year, and take place in the child’s everyday classroom environment as he/she plays, interacts with teachers and children, and participates in small and large group activities. At Rockwell we use observations, checklists, Multiple Intelligence tools and Newton Public Schools.
evaluation forms. Results of children’s assessments are shared with families on a regular informal basis, in a “fall reflection” given to parents at November parent conferences, and a written formal evaluation done in the spring. With written permission from the family, assessment information may be shared with learning specialists. Evaluations are confidential, and are placed in the children’s folders in a secured file cabinet in the director’s office.

**CONFERENCES**

Teachers are available to conference with parents at any time upon request. The staff plan scheduled conferences with sign-up times posted in the fall, when a brief written observation/reflection is given to parents. Each spring, a more detailed report of each child’s progress is given to the parents, a conference may also be scheduled at this time.

**REFERAL SERVICES PLAN**

All teachers are responsible for monitoring the normal development of the children in their classrooms. Concerns about children should be brought to the attention of the Director.

In the event that the needs of a child are unable to be met within the Center, be it social, emotional, or physical, the Director will refer the family to an appropriate agency. A child may be referred at a parent’s request or at the request of the Director, after team meetings that would include the Director and the teachers. Written documentation of the child’s behavior is the responsibility of the teacher. There is a list of referral agencies/providers available in the Director’s office.

Parents will be notified of staff concerns at a conference requested by the teacher. Documentation of this conference will remain in the child’s folder with recommendations from staff, including action to be taken on behalf of the child. Follow up conferences will be
scheduled according to a plan outlined by staff, the referral agency and the parents.

PARENT INPUT

Parents are always encouraged to spend time in the classrooms, and to keep in close communication with our staff. Parents are able to visit the program unannounced at any time while their child is present. We ask our parents to be a part of the Advisory Board, to help us in our fundraising program, to be class coordinators, and to serve on specific committees that emerge throughout the year.

PARENT COMMUNICATION

Communications with parents include, daily interactions at pick-up and drop-off; weekly/monthly newsletters via email, classroom parents, parent advisory board, and surveys. If English is not the first language of one of our families, every effort will be made to get a translator through the college to help interpret if necessary.

CHILD ABUSE OR NEGLECT POLICY

All staff members are required to report any suspected abuse, whether from home or from any members of the staff to the Department of Children and Families. This is our policy as well as Massachusetts law. Parents will be notified of allegations of abuse and neglect involving their child while in the care of the program.

FIELD TRIPS

Parents must sign a permission slip for field trips as part of our application process before children can attend our special field trips on campus. These permission slips will be kept on file in the office. Off-campus field trips require a separate permission form. Off campus, children will wear the programs’ name and phone number on a bracelet or name tag.
FUNDRAISING

Today, all private and public schools in our country are employing fundraising to supplement their incomes or to support special projects. We ask parents’ help in supporting our fundraisers each year that further the development of our enrichment programs such as music and theatre experiences, our scholarship and/or our professional development programs.

In the support of these projects, we strive to minimize the time commitments of both parents and staff, and to provide ways in which parents can participate with their children. Participation in our fundraising events is not mandatory, but it is our hope that parents will be both understanding of our goals and enthusiastic about joining in the activities that will allow us to reach these goals.

LUNCH/SNACK

Healthy, nutritious lunches and snacks are always encouraged. The Center provides morning and afternoon snacks, and parents send lunch on the extended days for their child. **Rockwell is Nut Free.** Children are encouraged to eat their main course first, and then to eat fruit and desserts. We discourage sharing of food and attempt to send home uneaten portions when possible so that parents are aware of what their child has eaten that day.

Lunch suggestions:

- Sandwiches such as cream cheese and jelly, ham, bologna, turkey, tuna fish, etc.
- Bagels and cream cheese
- Cut up cold meats
- Cheese and crackers
- Leftovers (pizza meatloaf, casseroles, spaghetti, chicken, etc.)
- Soup (kept in thermos) NOTE: we cannot heat food for meals.
- Hardboiled egg
- Cottage cheese
- Yogurt
- Cut up vegetables, fruit, raisins
- Pasta

**ARTICLES TO BRING**

The following articles are the responsibility of the parent to bring to the Center:

- All forms necessary for their child’s school record.
- Complete set of clothes, labeled with child’s name (pants, shirt, underwear, socks, sweater/sweatshirt).
- Lunch with beverage for Extended Day. Please place hot foods in a thermos as it is impossible to warm multiple lunches each day. Also, please place a cold pack in the children’s lunch boxes to keep foods such as yogurt and juice cold.

**BEHAVIOR MANAGEMENT**

Our program is designed with the hope of instilling inner controls in each child by creating a warm nurturing atmosphere in which children can learn to be in control of themselves. We strive to help the children express their anger verbally rather than physically. Our goal is to help them behave in acceptable ways by preventing discipline situations when possible and by increasing a child’s feeling of self worth. Children are included in the formation of classroom rules at a meeting time at the beginning of the school year.

*When children are physically aggressive and discipline measures are necessary, we take the following steps:*

1) Warn and redirect the child to another activity;
2) Calmly remove the child if the behavior persists;
3) Wait for the child’s own decision to return to the activity;
4) Support the child’s return to the activity to encourage success.
5) Create a consistent plan of action with parent involvement, if necessary.

As stated above, we strive to prevent discipline situations whenever possible.

The following guidelines are followed:

1. Verbally reward behavior that is acceptable;
2. Analyze the situation if the undesirable behavior persists and try to change it rather than nagging at the child;
3. Emphasize the positive rather than the negative by telling the child the correct thing to do rather than the “don’ts” (except, of course in the case of a safety situation);
4. Give choices whenever possible and know when there isn’t a choice to give;
5. Warn ahead of time when transitions are necessary;
6. Avoid unnecessary constraints that reduce children’s feeling of satisfaction;
7. Have as few rules as possible and make sure those we do have are enforceable;
8. Plan ahead and anticipate situations;
9. Make the day interesting and avoid fatigue, which leads to misbehavior.

We are committed to providing a warm and respectful learning environment where we nourish emotional good health. We acknowledge that any redirecting of a child must be carried through clearly and with respect.

As stated by the Massachusetts Department of Early Education and
Care, we understand that physical punishment or isolation of a child is not acceptable treatment. It is also understood that no child shall be punished or in a way humiliated for soiling or wetting his or her clothing and that the denial of food and water is child abuse and is no way acceptable. Additionally, no child will be forced to eat or be forced to use the toilet.

**TERMINATION**

It is our sincere hope to avoid termination, but if it necessary that a child be withdrawn from the Center for valid reasons, the staff will do everything possible to help the child with the transition. Rockwell reserves the right to terminate children:

- who require services or care beyond that which Rockwell is capable of giving,
- whose parents fail to make appropriate tuition payments,
- whose parents fail to provide proper documentation,
- whose parents fail to follow our policies and procedures after being reminded of such
- who pose harm to other children and staff.

When termination is initiated by the Rockwell, we will give parents appropriate written notice as to actions being taken by Rockwell prior to termination, including but not limited to written documentation of reasons for termination. We will assist parents as much as possible to find alternative care through providing referral information to them.
LICENSING AND ADMINISTRATION OF THE CENTER

The Center is owned and operated by Lasell College. We are licensed with the Massachusetts Department of Early Education and Care. You can contact them for compliance history at 617-472-2881. They are located at 1250 Hancock Street, Suite 120-S, Quincy, MA 02169. All teachers at the center are certified through the Massachusetts Department of Early Education and Care.

A full time Director is responsible for the daily administration of the center, including the supervision of staff and programming. All staff members at the center are employees of Lasell College and are under the supervision of the vice president of academic affairs (617-243-2112).

HOLWAY CHILD STUDY CENTER at ROCKWELL ORGANIZATIONAL CHART
TO OUR PARENTS

- We want you to know, to understand, and to discuss with us our school and program.

- We want you to contribute to our busy, happy, creative classrooms and to see your child at play.

- We want you to realize the validity of the play and the importance of what he/she is learning.

- We thank you for allowing us to join with you in providing for the care, loving, nurturing and education of your developing child. We look forward with eagerness to the year ahead.

*Please Note: A seven-day notification will be given to our families before any policy or procedure change is implemented.*