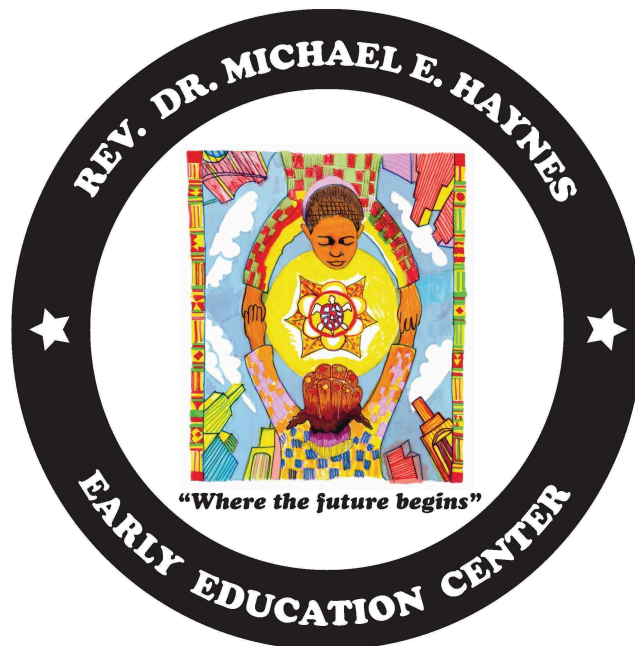


# Rev. Dr. Michael E. Haynes Early Education Center

## Family Handbook 2025-2026



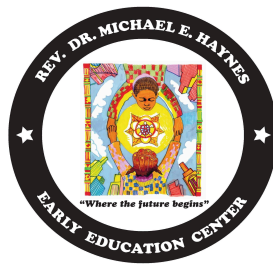
### Our Vision

The Haynes EEC is to be a benchmark of excellence in early childhood education.

### Our Mission

Our mission as “The Second Happiest Place on Earth” is to partner with families and communities to develop the essential skills children will need to achieve success and excellence in our global society.

**Donette Wilson-Wood, Principal**  
263 Blue Hill Ave. Roxbury, MA 02119  
P: 617 635-6446 F: 617 635-9795



Dear Haynes Families:

Raising children was the most exciting adventure of my life...and the most important, but it was not always the easiest. I welcomed all the advice and information I could get. All families have dreams for their children. Remember, right now is the time to begin making those dreams come true, as you are caring for your active preschooler or primary-age child.

In our efforts to make this a fulfilling school year, the Family Handbook is compiled to support parents, "a child's first teacher." This handbook serves as a reference for families who have questions about activities their children are engaged in at the Haynes Early Education Center.

In this handbook, you will find useful information to help your child discover the joys of learning, and suggestions for helping them grow up feeling confident and secure which is an essential part of learning. You'll also learn how you can be a full participant in our school community, as well as, many of the Boston Public Schools' policies and procedures.

When scholars enter our classrooms, their understanding of the world grows. Youngsters have a lot of adjusting to do, to other children, to teachers, and the principal. It is natural for them to be a little anxious, and for families to be anxious also! By knowing the expectations outlined in The Parent Handbook and fostering your child's learning, you'll enjoy school together. Every year is a new beginning for your little one, together, we will make it a great year!

Warmly,

*Donette Wilson-Wood*

Principal

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# Haynes Early Education Center Staff

**Principal**  
Donette Wilson-Wood

**Climate, Culture, and Operation Manager**  
Judy Webster

**School Secretary**  
Briana Vaughn

## Classroom Teaching Teams

<b>Classroom Teachers</b>	<b>AM Paraprofessionals</b>	<b>PM Paraprofessionals</b>
101-Hanan Koura	101- Nichole Ring	101- Johanny M. / Georgiana S.
102-Isabel Pina-Britt	102- Missile Lorre	102- Kyanna Black
103-Camilla Pontes	103- Wilfredo Nunez	103- Tsuya Chinn
104-Andrew Berg	104- Nicole Calderon	104- Paulisha Rogers
201-Sheleah Israel	201- Meredith Wood	201- Sandra Cuff
202-Adina Thomas	202- Sara Villareyna	202- Faith logan
203-Jessica Bordes	203- Barbara Ravenell	203- TBD
204-Veronica Gilliard	204- William Robinson	204- Deandra Broglin
301- TBD	301- TBD	301- TBD
302- Shaunice Taylor	302- Waliah Brewington	302- Jasmine Lestrade
303-Ester Fernandes	303- Chandra Henley	303- Yanira Ubiera
304-Margaret Chernoble	304- Bouchra Laarif	304- Leilah Tyler

## Specialist Teachers

Science Teacher	Leroy Attles
Dance Teacher	Rochelle Chance
Music Teacher	Heather Scott
Physical Education Teacher	Scott Chamberlain
ESL Teacher	Erin Morales
ESL Teacher	Sanettah Wright
Reading Specialist	Stephen MacCormack
Librarian	Anisha Jordan-Royston

## Student Support Staff

Nurse	Mary Paulino-Bonifacio
Coordinator of Special Education Services	TBD
Speech Pathologist	Fran Fallon
Bilingual Speech Pathologist	Patricia Pareda
Occupational Therapist	Kristina Krotas
Instructional Coach	Winsome Harding
School Psychologist	TBD
Physical Therapist	Lorna Mathieu
Community Field Coordinator	TBD
Family Liaison	Francisca Guevara
Hub School Coordinator	Kazembe Abif

Social Worker	Marcia Gupta
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## Facilities Support Staff

Morning Custodian	Issac Sneed
Afternoon Custodian	Ron Wilson
Cafeteria Manager	Beverley Gayle
Cafeteria Attendant	TBD
Cafeteria Attendant	TBD
Lunch Monitor	Karanda Whitfield
Lunch Monitor	Debra Forrester
Lunch Monitor	Yokaylin Lopez
Snack Monitor	Juan Gomez
Sub Monitor	TBD

## Important Contacts

BPS Welcome Center <u>Roxbury</u>	617-635-9010
BPS Welcome Center <u>Dorchester</u>	617-635-8015
BPS Welcome Center <u>Roslindale</u>	617-635-8040
BPS Welcome Center <u>East Boston</u>	617-635-9597
BPS Transportation	617-635-9520
Special Education Department	617-635-8599/617-635-8883
BPS Safety Services	617-635-8000
Boston Public Health Commission	617-534-5395
Department of Early Education	617-988-6600
Department of Child Services	617-989-2800
Department of Transitional Assistance	617-989-2200
Child at Risk Hotline	1-800-792-5200
Parent Hotline	617-635-8873
Parent Stress Support	1-800-632-8188

## **School-Based Rules**

1. Use self-control
2. Respect yourself and others
3. Listen carefully
4. Use your polite voice
5. Always try your hardest

## **"I Am a Learner" Pledge**



I am a learner  
I am smart  
I will get smarter!  
I am important to my family, my school, and my  
community  
I will come to school on time every day ready to learn  
I will develop positive self-esteem  
I will feel good about being me  
I will develop self-control  
I will show respect for myself the other students and  
my teachers  
I will treat others the way  
I would like to be treated  
I will listen and follow directions  
I will believe in myself  
I will achieve  
I am a learner

Make it a great day!

## Our Philosophy

The philosophy that guides us as we implement our curriculum is that young children learn best by doing. Learning is not just repeating what someone else says, it requires active thinking, exploring and experimenting with words and objects to discover how things work and to learn firsthand about the world we live in.

During these early years our children explore the world around them using all their senses (touching, tasting, listening, smelling and looking). In using real materials such as blocks or art materials, and trying out their ideas, our children learn about size, shapes and colors, and they notice relationships between things.

In time, they learn to use one object to stand for another. This is the beginning of symbolic thinking. For example they might pretend a triangle block is a perfume bottle or a stack of scribbled papers is mail. These early symbols—the block and the papers—are similar in shape to the objects they

represent. Gradually, children become more and more able to use abstract symbols like words to describe their thoughts and feelings. They know how to “read” pictures that are symbols of real people, places, and things.

Play provides the foundation for academic or “school learning.” It is the preparation children need before they learn highly abstract symbols such as letters, which are symbols for sounds, and numbers, which are symbols for number concepts. Play enables us to achieve the goals of our early childhood curriculum. Play is the work of young children.

*“Childhood is a journey not a race.”*

We know that families are our children’s first and most important teachers. We honor that relationship and work to support this continuing process. As we join together to watch and promote children’s growth in all areas, we strive to give families clear information, ideas, and strategies that will promote the accomplishment of academic tasks that support lifelong learning. We find it critical to maintain an open two-way conversation with our families. What families know about our children and the goals that families have for school success helps to inform our children’s school experience. Our main message is to let you know that you matter.

## **Classroom Structure and Curriculum**

### **General Structure**

All of our classrooms are child-oriented and use a hands-on approach. Students are allowed to choose activities independently. We guide children using techniques that build social behaviors.

This structure encourages children to develop age-appropriate self-discipline. Our students learn to verbalize their feelings to adults and/or peers and to solve issues cooperatively.

Many of our classrooms mix children who require special educational services with “standard” education students, a practice known as inclusion. The number of special learners is limited to four, and like all other children, they have varying degrees of abilities. Each student with special needs will have an Individualized Education Plan (IEP) that describes the conditions by which the student will take standardized tests and alternative classroom tests and assessments.

Our sheltered immersion classes represent a variety of languages from around the world. The language of instruction is English and the native language of each student is honored and promoted whenever possible.

Many classroom teams consist of a certified teacher and a morning and afternoon Surround Care Assistant.

# Haynes EEC Important Information

## School Day

Students need to arrive at school on time every day. The mandatory instructional hours are 8:30 am to 2:35 pm. All students should be in their classroom by 8:30 am to be considered present and on time for the academic day.

If your child will be absent, please notify the school office as early as possible. The school phone number is 617-635-6446. Parents or guardians, please submit a note of explanation for each absence within one week for the absence to be excused.

## Early Dismissal

Several days during the year are designated as early dismissal. You will be notified of these days in advance. It is the family's responsibility to pick up children at school or bus stops at earlier times on these days.

## Surround Care

We want to remind you of the "pick-up time" for the Surround Care Program (after-school portion). Below is an overview of the Haynes EEC Surround Care program and the mandatory pick-up times.

**The Haynes EEC Surround Care Program (after-school portion) is from 2:35 p.m. to 4:00 p.m.**

The goal of the Surround Care Program is to provide our students with a positive learning experience that incorporates ample opportunities for academic enrichment for all our students. In doing so, we focus on preparing our scholars to meet the state's Common Core Standards in all core academic subjects. We provide our students with a wide range of age and grade-appropriate activities to enhance their regular educational programs.

## Late Pick-up Fee

To assist parents, we are providing a 20-minute grace period to pick up your child.

**Students who are not picked up by 4:20 PM will be assessed a charge of \$1.00 per minute, and payment is due the same day in cash.**

- First infraction - Verbal Warning
- Second infraction - \$1.00 per minute late pick-up fee due at time of pick-up (non-negotiable)
- Third infraction - Late fee charge and mandatory conference with the Principal following lateness.
- Fourth infraction - Late fee charge and possible suspension from the surround care program

Persistent lateness may cause dismissal from the surround care program. Again, we want to work collaboratively with you and want to end the school day safely and on time.

## **Surround Care/Medical Emergency Form**

For safety reasons, the adult who picks up your child must sign the "Parent Sign-Out" book daily. Only parents or authorized individuals, listed on the Surround Care Emergency Form, will be permitted to take children from the building. All "authorized adults" must show photo identification at the time of pick-up.

## **Communication**

Two-way communication between parents and teachers is crucial for student success. It involves open dialogue, where both parents and teachers share information, concerns, and insights, fostering a collaborative partnership to support the child's learning and development. This approach moves beyond one-way communication, creating opportunities for feedback and a deeper understanding of the student's needs both at school and at home. The BPS district is using the Parent Square platform, which will allow the district to unify all family communications.

## **Moving**

If you move, the school must be notified immediately.

If you move...Within the zone, your child will be able to remain in his/her current seat. Transportation will be adjusted. Outside the zone, your child can remain in the EEC for the remainder of the year only.

Transportation will not be provided.

## **Emergency School Announcements**

If a serious storm is in progress or pending, school closings will be announced on all Boston area stations beginning at approximately 6:00 AM, and on the Boston Public School Website at [www.bostonpublicschools.org](http://www.bostonpublicschools.org)

## **School Notices**

School notices are regularly sent home with the children, along with the monthly parent newsletter. Be sure to check for notices in your child's book bag when they come home from school. Sometimes school notices have a reply form attached. Teachers collect these and turn them in to the office on the due date. When a "Return" notice is required, promptly fill out the notice and send it back to the teacher. Finally, be sure to read all notices; it is a good way to keep in touch with school events and classroom activities.

## **“Dates To Remember Document”**

You will receive the *“Dates To Remember Document”* outlining the important dates for the school year. Please take the time to add these events to your family calendar.

## **Moving On Ceremony**

Each year, we have a Moving On Ceremony, where we celebrate the accomplishments of our grade 1 students. We encourage all families to attend and celebrate their child as they face their next educational endeavor. Our Moving On Ceremony is held on the last full day of school in June.

## **Phone Calls to Teachers**

During instructional hours (8:30 am- 2:35 pm), teachers are teaching and may not be able to discuss with you a concern you may have about your child. Should you need to speak to your child’s teacher, please call between 8:00 am and 8:30 am; any other time, you will be asked to leave a message, and the teachers will call you back.

## **Holidays and Religious Practices**

The Haynes Early Education Center is a public and nonsectarian school. We therefore do not celebrate religious holidays, although we do talk about them and learn about different traditions that our children and staff members may bring to our school community. We also do not celebrate Halloween, yet it does remain a delightful time for some children, and because of this custom, we put it into context with all other celebrations that can be discussed, given an anti-bias curriculum perspective. Holiday discussions and or lessons can be developed to serve an educational purpose for all students, although these discussions and lessons should not make any students feel excluded.

If used sparingly, holiday activities can contribute to an anti-bias curriculum. Holidays are a part of our society’s cultural life. Remember, all people have celebrations that commemorate struggles for freedom, for self-determination, for justice, and for peace. Young children have very strong feelings about what is fair, equal, and just. Take some time to consider upcoming holidays and talk to you children about them. Explain the meaning behind a particular holiday and who celebrates that holiday, and why.

It is the policy of the Boston Public Schools to make reasonable efforts to accommodate the religious beliefs of students and staff. State and federal law also mandate such reasonable accommodations. In order to accommodate the religious beliefs of students, all who observe any holiday because of religious beliefs will be marked constructively present upon submitting a valid note from their parents or guardian.

## Uniform Policy/Clothing

The Haynes EEC has a mandatory school uniform policy. School uniforms offer numerous benefits, including promoting equality, reducing bullying, and simplifying morning routines. They can also enhance safety, foster a sense of community, and encourage a more focused learning environment. Additionally, uniforms can be cost-effective for families and help prepare students for a more professional setting.

On Fridays, we will have dress-down day (**Spirit Day**). Every child must have a **complete set of extra clothing** and a sweater in school. Please **label** each piece of your child's clothes to help prevent confusion.

## Dangerous Weapons

The Boston Public School Code of Discipline is given to families in September to read, sign, and return to school. For further information and assistance, call the Boston Public Schools at 617-635-9000.

Under the Education Reform Act (Massachusetts General Laws, Chapter 71, Section 37L).of 1993, a student may be suspended and/or expelled (permanently) from school if he/she brings any weapon (knife, gun, brass knuckles, etc.) of any kind to school. In addition, a student may be suspended or expelled for assaulting a school staff member. This is the law!

Even toy weapons are included in this law. Please discuss this with your child and ensure that these types of toys will not arrive in school. It may be helpful if you check your child's book bag each morning & evening to ensure their safety. Children have been known to put things in their bags without parental permission.

Children should **NOT** bring the following items to school:

- expensive jewelry
- money(except for field trips)
- toys
- sharp objects
- unrelated school materials, unless requested by a classroom teacher.

## Health & Wellness

The Haynes EEC supports lifelong healthy eating and physical fitness for all students, families, and staff. We are committed to combating the problems of childhood obesity and to provide healthy environments for students.

### *No Soda or Candy Policy*

The school will no longer permit students to bring into the building or consume soda or candy.

Please see the following definition of soda and candy, as well as steps to be taken if a student brings in soda or candy.

**Definition of Soda-** a carbonated drink with high sugar content. A soft drink (also called soda, pop, coke, soda pop, fizzy drink, tonic, mineral or carbonated beverage) is a beverage that typically contains water, a sweetener, and a flavoring agent. The sweetener may be sugar, high-fructose corn syrup, or a sugar substitute

\* What would be permitted: 100% Fruit Juice

**Definition of Candy/Gum-** a confection made from a concentrated solution of sugar. *Other names:* *candy bar, bubble gum, chocolate, drops.*

### *Steps that will be taken if a student brings in items-*

1<sup>st</sup> time- Staff would take items, call families, and remind them of the policy.

2<sup>nd</sup> time- Same as Above

3<sup>rd</sup> time- Staff would throw away the item

## Physical Activity Policy

The Haynes EEC Physical Activity Policy does not allow for physical activity, such as; recess, gym, dance, or any other opportunity that a student gets to be physically active be taken away as punishment.

## Food and Nutrition Services

Breakfast, lunch, and an afternoon snack are made available to all students. The school lunch meal has been designated to provide 1/3 of a growing child's daily needs for nutrients and calories. We will send home a calendar with breakfast and lunch menus each month.

## Free Breakfast and Lunches

We have universal breakfast and lunch at the Haynes, which means that all of our children eat free of charge. Please bring your child to school on time so that they can participate in the breakfast program. Your cooperation in this matter allows us to serve all of our students better and have them ready to learn in the morning. If you have any further questions regarding the meals served at our school, please call the Food Service Office at (617) 635-9144 or speak directly to the Cafeteria Manager in our school.

## Afternoon Snack

Afternoon snacks are provided free of charge to all EEC students. We encourage our children to participate in this program; however, you may also choose to provide a healthy snack for your child.

## Birthday Celebrations at Haynes Early Education Center:

We are glad to help share the celebration of the birth of children at the Haynes EEC. The guidelines below will help everyone in the scheduling/planning of these events during school hours.

- All celebrations will be held during the afternoon classroom snack period (2:35 to 3:00) (Snack is 25 minutes per classroom)
- In attempting to promote health and wellness we encourage healthy snacks.
- Instead of a cake you may choose fresh fruits, apples, grapes, fruit salad, all-natural salsa and chips, crackers, and the list goes on...
- Please do not send soda to school; 100% juice is healthier.
- Instead of candy bags, send a pencil, eraser, and or small toy to be sent home in the take home bag.
- If you choose to send a cake, please send a small one or cupcakes. Your child's health is our priority.

## Promotion Standards

### Promotion Requirements

To be promoted to grade 2, all students must meet the following requirements:

- All students must receive a passing grade in English Language Arts or English as a Second Language (ESL)
- All students must receive a passing grade in mathematics

### Course Requirements

All students in K2 and Grade 1 are required to take the following courses:

- English Language Arts or English as a Second Language (ESL)
- Mathematics

- Science and Technology
- History
- Social Studies

Arts instruction (minimum 90 hours per year)

Attendance Requirements

- Students are expected to be in school every day on time.
- Students must bring in a note after each day they are absent. These notes must be presented within one week of their return, and must include:
  - The date absent
  - The reason for the absence
  - A phone number where the family can be reached, and a Parent/guardian signature.

## Homework

Homework is a requirement in the Boston Public Schools. The Boston Public Schools believes that meaningful homework assignments are necessary and provide additional time for learning. Teachers Assign homework appropriate for your child’s age and developmental level.

Grade	Approximate Amount	Goals
K0/K1	20-30 minutes per day	Promote the development of spoken language and pre-reading skills through songs, storytelling, nursery rhymes and short poems.
K2	20-30 minutes per day	
Grade 1	30-60 minutes per day	Practice reading and other skills learned during the school day.

## Guidelines for Outdoor Activities

Children of all ages will have daily opportunities for outdoor play (when weather, air quality, and environmental safety conditions do not pose a health risk). When outdoor opportunities for large-motor activities are not possible because of conditions, the program provides similar activities inside.

- Children wear clothing that is dry and layered for warmth in cold weather.
- Children will have an opportunity to play in the shade
- Staff will follow the guidelines from the weather service:
  - Below 60 degrees: requires jacket/coat
  - Below 50 degrees: requires coat/long pants

- Below 40 degrees: requires coat/long pants/gloves/hat
- Below 30 degrees: shortened recess
- Below 20 degrees: indoor recess

## Sunscreen, Sunblock, Insect Repellent

### *Sample Permission Slip: Please see teacher for a copy*

Summertime is approaching. Children will be going outside in the warmer weather before school, at lunchtime recess and during surround care hours.

If your child needs skin protection by use of sunscreen or sunblock please complete the form below giving permission for the program staff to apply sun block/sun screen. It is the school's policy that the staff cannot apply sunblock, sunscreen or insect repellent without the written permission of the parent. When sending in the skin protection product please label with your child's name. It will only be used for your child. Thank you.

Please return to the homeroom teacher by \_\_\_\_\_

Student Name \_\_\_\_\_ Room \_\_\_\_\_

I give permission for my child to have the skin protection applied by the Haynes EEC staff. I have sent in the product labeled with my child's name.

\_\_\_\_\_ (Parent Signature)

## Health Policies

### Sick Child

If your child has a cough, aches, fever of 100.4, please keep your child home from school until he/she is 24 hours without a fever without the use of fever-reducing medicines. Call your provider if you have concerns. S/He will help you decide if your child needs to be seen by the primary care physician.

If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. We cannot keep seriously ill children at school. If your child is infected with a communicable illness like chicken pox, ringworm, meningitis or strep throat, you must notify the school immediately. If your child is sent home sick e/she must be symptom-free for 24hrs before returning to school if your child is experiencing a fever of 100.4. In addition, you may be asked to pick up your child if the student body's safety is at risk.

### Medication

The school cannot administer **ANY** medicine, unless the medication, a labeled prescription and a physician's form are presented to the school nurse or if the parent or guardian signs the Over the Counter Medication Consent Form. If you have questions regarding this policy, please contact the school nurse at 617-635-6446.

#### **When a child is seriously injured we:**

Stabilize the student using the most qualified school staff.

Activate the Emergency Medical System (EMS), by calling 911.

Notify the family using the information on the emergency card.

Notify School Safety Service at (617) 635-8000.

The responding ambulance crew of Emergency Medical Technical or Paramedics will consult with the principal or nurse and assess the need for transportation to a medical facility. EMS assumes medical management of the child.

School personnel designated by the principal/headmaster (not necessarily the school nurse) must accompany the student in the ambulance and remain with the child until the parent/guardian arrives.

## **Hand Washing Practices:**

- Staff members and some children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored.
- Hand washing is required for all staff, volunteers, and children. Hand washing is recommended to help reduce the transmission of communicable illness from oneself and to others.
- Staff members will assist children with hand washing as needed. Children will wash their hands either independently (with supervision) or with staff assistance.

## **Immunizations**

Before a child can register for school he/she must present proof of immunization at the place of registration. You are required to update immunization records before the start of school each year. Periodically, the school nurse will be sending home requests for immunizations and physical exams; by law these requests must be fulfilled.

## **Allergies**

Information regarding food allergies must be provided before arrival so that your child will not be given food he/she cannot eat. An alternative meal is provided with input and consent from parents.

## **Peanut Allergies**

We are a peanut-free school. We have a few students in our school with peanut allergies. For their safety it is best to avoid packing morning and afternoon snacks that contain peanuts, peanut flour, and peanut oil. Also, when purchasing snacks or birthday treats for a school event that involves a child who has a peanut allergy,

Please read all ingredient labels carefully. It is our school policy that all baked products brought into school be enclosed in a sealed package. We also strongly encourage students to bring in fresh fruits and/or vegetables for snacks. Please inform the school if you have any questions about this matter, and or foods that would be appropriate to bring into the classroom.

## **Screenings**

By law, we must screen all children between the ages of 3 - 5 to identify children in need of developmental or educational services. The screening includes assessment of vision, hearing, language, motor skills, health, and

educational growth. All children in K0, KI, and KII are screened. The Principal will send you an explanation of those results in early November.

## Transportation

All children in Kindergarten and grade 1 who live more than 1 mile from their assigned school will be provided bus service. In August, parents will receive information regarding a bus number, pick-up/drop-off location and time. Parents must arrange for an adult to pick up their children at the designated bus stop. Bus drivers WILL NOT let children off the bus unless an adult is there to receive them. We strongly encourage parents to be at the bus stop 10 minutes before the scheduled times.

In the event you do not meet your child's bus on time, the driver will continue his route and return to your stop. If you are not there a second time, the zone manager will try to contact you by phone. If this issue is not resolved, your child may lose transportation services. Additionally, if all efforts have been exhausted and you cannot be reached, your child will be turned over to the Department of Children and Families, and a 51A will be filed.

**If your child's bus does not arrive in the morning, call the Transportation Department at the following telephone number: 617- 635 - 9520.**

## Family Engagement

**School Parent Council:** Parents in every Boston Public School have an organization called the School Parent Council (SPC). Each parent is automatically a member of the SPC in the child's school. Membership gives you the right to attend, speak, and vote at all meetings or events organized by the SPC. You have the right to vote (and run) for SPC Executive Committee seats. The executive committee of the SPC organizes the council, meetings, and events.

### **Parent Council Positions**

**Co-Chairs-** responsible for facilitating all SPC meetings, setting up the agenda, meeting dates and times.

**Treasurers-** responsible for making purchases and keeping records of funds raised and used by Parent Council. The treasurer must present a budget summary each month at the Parent Council Meeting.

**Secretary-** responsible for taking meeting minutes at all council meetings.

### **School Site Council**

The School Site Council (SSC) functions as the operating board of the Haynes Early Education Center. Voting members, those elected to the council, are selected in September or October - parents are selected at the first parent council meeting of the year. The school site council meets monthly; any parent or staff member may attend.

## **Workshops and Parent Education**

Throughout the year, we offer various workshops. Families who participate in workshops have the opportunity to learn new skills and make connections with other families in our school community. We will send home a notice and post information regarding workshops, talks, and “get-togethers” before the event.

## **Parent Volunteers**

Parent volunteers significantly enhance the school environment by supporting teachers, enriching student experiences, and fostering a stronger sense of community. They contribute in various ways, from classroom assistance and event support to fundraising and administrative tasks. Their involvement positively impacts student achievement, behavior, and attitudes towards school. All volunteers must complete a BPS CORI form and present a government-issued photo identification to the main office.

## **Evacuation Procedure**

The school community practices monthly safety drills to ensure that everyone knows what to do in the event of an unforeseen emergency.

- Fire/Evacuation drill procedures require visitors and parents to comply with all directions from floor captains. (Ms. Wood, the school secretary, Ms Vaugh, or the librarian)
- If you are trying to gain access to pick up a child, you must remain outside of the building until the drill is complete and the signal is given to re-enter the building.
- In the event of an evacuation, we will assemble all children and staff in the basketball/playground area opposite the school building on Quincy Street.
- Families should wait in the area located near the benches in the playground on Quincy Street opposite the school building. Sign-out procedures will remain in effect.
- In the event we must evacuate the immediate area surrounding the building, there are 2) two alternate sites prepared to receive all the children and staff. They are a follows:

### **Primary Location**

Boston Latin Academy  
205 Townsend Street  
Dorchester, MA 02121  
P: (617)635-9957 F: (617)635-6696

### **Secondary Location**

John Winthrop Elementary School  
35 Brookford Street  
Dorchester, MA 02125  
P: (617)635-8379 F: (617)635-9396

## Required Forms

The following forms must be completed and submitted during the first week of school. You will receive copies on the first day of school; if you need another copy, please see the secretary in the office.

- **Surround Care Form/Emergency Contact Form**
- **Health/Allergy Form**
- **Your engagement commitment as a Parent**
- **BPS Policies Signature Page (Will be mailed by BPS District)**