

# **Kids Club Handbook**

## **Kids Club Organization**

### **Owner**

Christopher Clark  
146 Main Street  
Cherry Valley Ma 01611  
[Chrisclark1986@gmail.com](mailto:Chrisclark1986@gmail.com)

### **Kids Club Staff**

Aimee Travers  
Alicia Dryden  
Yvonne Banyai  
Julia Anderson  
Brenna St. John  
Yasmin Santiago  
Cai Bohanan

### **Director**

Mary Jo Valois

### **Site Administrator**

Aimee Travers

## **THE PHILOSOPHY AND STATEMENT OF PURPOSE**

Kids Club strives to create a safe, healthy, and positive atmosphere which will allow children to grow and learn. Our main goals are to create situations that help build self-esteem, encourage creative thinking and develop social interaction.

Giguere Gymnastics (our parent company) is excited to offer Cherry Valley and the surrounding communities' one of the best child care and school age programs anywhere. Gymnastics is by far one of the best gross motor activities for children. Second, our home-like atmosphere that contributes to a better learning and more comfortable experience.

Kids Club services children from 5 years through 13 years and is open from 7:00 a.m. until 6:00 p.m.

We have an open door policy and welcome you to visit your child's program whenever it is convenient. We view parent's/guardian's as a child's first teacher and welcome you to participate in your child's after school care, whether it's to join in activities or just to play!

## **ENROLLMENT PROCEDURES**

Kids Club services children from the age of five through thirteen years of age. Families and children are encouraged to visit and learn about the program. This can be accomplished by making an appointment with the director. At the time of enrollment and before attending one of our programs, parents are given enrollment forms. These include a face sheet, a general information form, emergency information form, an authorization and consent form, a credit card form, snow day form, and a Giguere's enrollment form. Parents will also be given a Parent Handbook, which can be used for reference purposes. At the time of enrollment visit the parent will be informed when his/her child can start attending the program and if the program is full the child will be placed on a waiting list. These forms are updated annually.

## **NON DISCRIMINATION POLICY**

Kids Club has a positive attitude towards staff employment, and caring for children regardless of race, religion, cultural heritage, political beliefs, national origin, marital status, disability or sexual orientation.

## **PARENTAL INPUT**

As parents, we value your input in the development of the policies and procedures of Kids Club. Please feel free to discuss your ideas and suggestions with the owner, director, or any staff member. Parents are welcome to visit the program unannounced at any time that their child is present.

## **PARENT CONFERENCES**

Progress reports are done on each child annually (in the middle of the school year). These will be distributed to the parents, who can make an appointment to discuss them with the teacher or director.

Kids Club is licensed by the Department Of Early Education and Care and parents may contact the agency for information regarding the program's compliance history at:

DEEC Springfield Regional Office  
95 Liberty Street, Suite 1124  
Springfield, MA 01103  
(413) 788-8401

THE DEPARTMENT OF EARLY EDUCATION AND CARE REGULATIONS ARE  
AVAILABLE UPON REQUEST

## **FEES AND PAYMENT POLICY**

### **Hours of Operation**

Monday-Friday

Before-school 7:00-8:30 a.m.

After-school 2:00-6:00 p.m.

### **Ages**

Kindergarten through sixth grade      5-13 Years

### **Deposit**

A \$100.00 non-refundable deposit is required to secure a spot for the upcoming school year.

### **Cost**

Annual membership fee- \$40

Daily- \$24

Weekly- \$105

Half day-\$38

Half day- \$14 (if already scheduled on that day)

Full day-\$50

Full day-\$26 (if already scheduled on that day)

Before-school-\$24 per week (with full time after school care)

Before-school-\$40 per week (with part time or no after school care)

No discount for fewer than five days

Vacation Week- \$250 per week (M-F full time)

### **Payment and Payment Options**

Payment is due for all days for which the child is registered (part or full time) without exception.

This includes **snow days, sick days, closed days, and personal vacation days**. The only days you are **NOT responsible for payment:**

**Those during Christmas break (12/25/17-12/29/17)**

**February and April vacation weeks (if your child does not attend)**

Tuition will be billed on a day-to-day basis for days attended before and after the 40 week period, which begins on 8/28/17 and ends 6/15/18

Payments may be made by cash, check, or credit card. However, a valid credit card **MUST** be on file for all students in Kid's Club. This card will not be charged unless:

1. The automatic payment option is checked
2. Your account falls 30 days in arrears.

Failure to make timely payments may result in termination of services. A two week written notice will be given to the parent.

### **Payment Due Dates**

If your child is attending for the full week, payment is due weekly, either the Friday before the new week or the Monday of the new week. If your child attends 1-4 days per week, the payment is due monthly, at the beginning of the four week period per the following schedule.

### **Absentees**

Please call before 2:00 p.m. on the day your child will be absent so that we know that they will not be getting off the bus. All payments are for the times for which you signed up and must be paid whether your child attends or not. If you are late picking up your child you will be charged a

dollar a minute starting at 6:00 pm. You will need to pay that, in cash, to the teacher that is waiting with your child.

### **Withdrawals**

Should you decide, at any time, to withdraw your child from the program, please notify the director and the front desk. **A two week written notice is required. Tuition is due for the two week period, from the date of notification.**

### **Holidays**

GIGUERES is closed for the following holidays: If your child is enrolled on these days (with the exception of those holidays which fall during the Christmas break week) tuition is still due.

Labor Day

Thanksgiving Day

Christmas Eve

Christmas Day

New Year's Eve

New Year's Day

Memorial Day

In order to receive full day care for "soft" holidays (Columbus Day, Veteran's Day, MLK, President's Day, and Good Friday) please see the office regarding any Fun Days which may be offered. These days will be run by Giguere's as a special event and are not run by Kids Club.

### **School Vacations**

Kids Club is closed during the December, February, and April school vacation weeks. There is no regular payment due for these weeks.

Giguere's may offer a special event camp during these weeks. Please see the front office for more details.

### **Cancellations**

In order to receive care during school cancellation (snow days), the director needs to be notified at enrollment as to whether or not your child will be coming to Kids Club on those days. Again, a minimum of three children need to be signed up for a full day care to be provided.

If you know that your child will not be attending on a certain snow day please call or email me a [GigueresKidsClub16@gmail.com](mailto:GigueresKidsClub16@gmail.com) by 2:00 on the previous day.

## **Closing**

In the event of extreme weather conditions, Giguere's will close. Listen to WSRS, 96.1 for the closing or call the office (508-892-3797). If you hear that Giguere's is closed, Kids Club may still be open for day care.

## **Daily Schedule**

Middle School arrives at 2:20

Heard St School arrives at 2:30

May St School arrives at 2:50

Memorial School arrives at 3:00

West Tatnuck School arrives at 3:40

Primary School arrives at 3:25

2:20-4:00 Gym Time

4:00-4:20 Snack Time (we provide snacks and water)

4:20 -6:00 Start homework. When a child finishes their homework, he/she may have free time providing they are quiet and respectful of others who may still be working. Arts and crafts are always provided.

## TRANSPORTATION PLAN

### **Transportation Coordinator**

Aimee Travers (774)641-6034

### **Drivers**

Aimee Travers (774)641-6034

### **Additional Contacts**

Giguere's Gym (508)892-3797 Kids Club Ext. #112

Mary Jo Valois (supervisor) (508)527-1448

Christopher Clark (owner) (508)340-3531

3&4. Transportation is provided by Kid's Club, parent company- Giguere's Gymnastics.

5. The designated driver will be responsible for the children during the transport and until they are released to the Kid's Club program. The driver will pick up the children at the designated school and transport the children to the Kid's Club program in a fixed route. The driver will escort the children from the van upon arrival to the Kid's Club program and personally release them to the Site Coordinator/Group Leader each day. It will be the responsibility of the driver to sign the transportation attendance roster for each child transported, and to sign the Kid's Club attendance roster for each child transported, and to sign the Kid's Club attendance roster for each child released to the program daily.

6. If disruptive behavior occurs on the van while transporting the children to the program the driver will pull to the side of the road when able to do so safely and address the problem in a safe and secure manner. He/she will take the necessary time to deal with the issue at hand before continuing in their route to the Kid's Club Program.

Disruptive behavior and/or unbuckling of seat belts by a child during transportation is a very serious safety concern. Children not remaining seat belted and or children behaving in a disruptive manner in the van may forfeit their right to be transported in the future. If a child is behaving in a disruptive manner or refuses to stay seated with the seat belt fastened, the driver will notify the program director immediately. The program director will notify the parent verbally of the concerning incident and try to identify ways in which the behavior can be addressed or resolved.

7. If a medical emergency should occur while transporting the children to the program, the driver will pull to the side of the road when able to do so safely and address the medical emergency in a safe and secure manner. The driver is up to date with CPR and First Aid and will be equipped with a first aid kit, all necessary medical information on each child, and an emergency contact list e.g., poison control, 911, police, etc. Documentation of current CPR and First Aid Certification is kept on file at the Kid's Club Program.

8. The driver will have a cell phone available to him/her while transporting the children to the program, and will use the cell phone only in an emergency situation. The driver will not make casual calls or do any texting while transporting the children.

9. If a child is not present at the pick-up location and the driver has not received notice that the child will not be coming to the program on that day, the driver will check with the child's teacher at the school first, then the driver will contact the Kid's Club Program regarding the child's absence to see if the site coordinator/group leader has received notice. If they have not received notice the driver or group leader will contact the parents of the child and find out whether their child attended school on that particular day. Every effort will be made to get to the bottom of why the child was not present at the time of pick-up and why Kid's Club was not notified.

10. If the vehicle becomes disabled during transportation, the driver will pull the vehicle to the side of the road in a safe and secure way. The driver will secure the children and the vehicle and then make the necessary phone calls to ensure that help is on the way. The driver will NEVER leave children unattended and the director will notify the EEC immediately upon notification.

11. If a moving violation or accident occurs while children are being transported, the Department of Early Education and Care will be notified immediately. The driver will contact the director of the Kid's Club Program immediately and the director will notify the EEC immediately upon notification.

- A. Kid's Club will comply with the Americans with disabilities Act as well as Section 504 of the Rehabilitation Act of 1973. Every effort will be made to transport a child with a disability in the same vehicle as the other children whenever possible.
- B. If this is not possible and a contractor is used than a supplement will be appended to this police.
- C. A copy of the transportation policy and procedures is available to educator, driver, monitors, and parents upon request.

### **Vehicle and Driver Requirements**

- A. The vehicle being used for transportation will comply with the special equipment and licensing requirements of M.G.L. 90 Section 7(D). A Maximum of eight passengers only will be transported at any one time.
- B. The driver being used for transportation will comply with the Massachusetts requirement as contained in M.G.L. c. 90, 7(D) as applicable.
- C. The vehicle used for transportation of children to and from Kid's Club is registered and inspected in accordance with the Massachusetts' state laws.
- D. The operator of the vehicle being used for transportation of children to and from the Kid's Club program is licensed with a 7D Certification, in accordance with the Massachusetts' state laws.
- E. The driver of the vehicle will receive an orientation to the transportation plan prior to transporting children.
- F. The driver or at least one person on the vehicle being used for transportation of the children is currently certified in First Aid and CPR.

- G. The driver of the vehicle will be alert at all times during transportation and is not distracted by telephone, radio, or other means of communication.
- H. One driver will be regularly assigned to the route.
- I. In the case that the regularly assigned driver is unavailable there is a plan in place for a substitute driver.
- J. The driver of the vehicle takes attendance before and after each trip and conducts a complete vehicle inspection after every trip to ensure that children are not left behind.
- K. There is no smoking allowed in the vehicle when children are present. If smoking occurred in the vehicle, it will be properly ventilated prior to transporting the children.
- L. Each vehicle must have a first aid kit and a seat belt cutter that are easily available to the driver/monitor.
- M. Drivers and Monitors will attend an orientation that includes but is no limited to the EEC required trainings (“Look Before You Lock” and “Transportation Safety”), transportation plan/policies and training on how to properly install car seats and restraints.

### **Parent Requirements**

If your child will be out on a certain day, it is the parent’s responsibility to call or email me at **GigueresKidsClub16@gmail.com** by 2:00pm to inform us.

### **Insurance**

The vehicle being used to transport the children to and from the Kid’s Club program is covered with at least a minimum adequate amount of liability insurance.

- A. Injury per person: \$100,000
- B. Injury per accident: \$300,000
- C. Property damage: \$5,000

### **Transportation Safety**

- A. The number of children being transported to and from the Kid’s Club program will not exceed eight students in accordance with M.G.L. 90 section 7D. All children will be seated and seat-belted while the vehicle is in operation.



- B. Suitable car seats/booster seats, restraints and/or seat belts will be provided for and used by each child, driver and attendant in the vehicle while transportation takes place. All car seats will meet the U.S. Department of Transportation Federal Motor Vehicle Safety Standards guidelines, is crash tested and child approved.
- C. Children younger than twelve years of age will not be transported in the front seat of the vehicle at any time during transportation.
- D. When more than eight children are being transported, an attendant other than the driver will be present.
- E. Children's' emergency contact information will be carried on the vehicle during the time that children are present and being transported to and from the Kid's Club Program.
- F. Sharp, heavy or potentially dangerous objects will not be present or on the vehicle while transporting children, if at any time these items are being carried they will be placed in the trunk or cargo area and securely restrained during transportation of children.
- G. The licensee will identify and communicate to the driver of the vehicle any pertinent information that may assist him/her in transporting a child, including, but not limited to, any medical or behavioral problems.
- H. The driver of the vehicle will release the children only to persons known or identified to the driver and authorized by the parent in writing to receive the child.
- I. Children will not be regularly transported for periods longer than 45 minutes one way between their home, school and the Kid's Club Program.
- J. A first aid kit, seat belt cutter, flares, fire extinguisher and emergency numbers for the children will be easily available to the driver of the vehicle at all times.
- K. A working cell phone will be available to the driver at all times during transportation in case an emergency situation should arise.
- L. The licensee will ensure that every accident involving a program-owned or operated vehicle providing transportation services will be reported in accordance with applicable accident reporting laws and requirements.

### **Transportation Oversight Plan**

- Before driving the 7D bus it is the director's responsibility to make sure the Safe Transportation and Look Before you Lock trainings are completed and in staff files.

- The director will have the employee register in the PQ Registry prior to driving the 7D bus.
- The director will complete random checks to the PQ Registry website to ensure all employees are keeping the site up to date.
- The director will ensure that all employees meet all the criteria and procedures for hiring drivers and monitors.
  - These including CORI policies, drug and alcohol testing policies
  - Procedures for discipline of drivers and monitors, including suspensions and dismissals will be presented
  - Procedures for coverage when drivers or monitors are absent on a given day will be presented
- The director is responsible for ensuring that licensee/approved program notifies EEC of any substantial change in the program, the director will call the EEC licensee and make known any changes that will affect the program and make sure it is within the guidelines and regulations.
- During the hiring process it is the director's responsibility to make sure that employees get a copy of the Transportation Oversight Plan, as well as the current documentation as it relates to drivers and monitors.
- The program director or a staff member is responsible for notifying parents immediately if when a child does not arrive at the child care within 30 minutes of his/her scheduled time.
- The licensee will ensure that the driver and a second reviewer will conduct post-trip checks consistent with the requirements upon dropping off the last child; Aimee will be in charge of this.
- The driver will carry and complete a passenger log for each route that is consistent with the requirements; Aimee will be in charge of this.
- The program director will ensure that the vehicles used to transport children to and from child care comply with 606 CMR 7.13.
- The director is responsible for monitoring and overseeing compliance with the child health and safety requirements.

- If the Transportation Provider cannot be reached, the Program shall then contact the parent or guardian to inform the parent or guardian that the child has not arrived. If the parent or guardian cannot be reached directly (i.e. if the Program does not directly speak with a parent), the Program will then contact the child's emergency contact person.
- When the Program reaches a person who can confirm the location of the child, the Program will note the location of the child, the name of the individual spoken to, and the time on the attendance sheet.
- If the parent or approved adult is not present at the drop off location the Driver/Monitor will try to contact the parent. If they are unable to make contact the Transportation Coordinator/Contact person will be notified and the child will be returned to the program. The parent will be expected to pick up the child.

Parent/Program Notification:

- Parents and guardians must promptly notify the Program when their child will be absent or will arrive later than scheduled that day.
- The program will not on the attendance sheet the absence or late arrival of the child's on the appropriate day and, if known, the name of the person who notified the program of the absence or the late arrival.
- Recurrent failure of a parent/guardian to notify the child care program of a child's absence may be ground for suspension/termination of transportation services.

Responsibility for Pick-Up, Drop-Off and Tracking of Each Child:

1. The child care program uses a passenger log to track each and every child during transportation. The first and last name of each and every child received for transport is recorded on the passenger log by the Driver/Monitor. Each child in a sibling group is listed as an individual entry. At no time and under no circumstances is a sibling group listed as a single entry.
2. The Driver/Monitor will record on the passenger log the time each child was picked up.
3. Drop-Off Procedures: The passenger log will be updated immediately upon the child being released from the vehicle by recording the time the child was dropped off.
4. Vehicle Inspection:

As soon as possible after dropping off the last child, the driver will ensure that all children have been dropped off by:

- Physically walking through the vehicle; inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior.
  - Sign the passenger log, with the driver's full name and time, indicating that each and every child is unloaded.
  - Give the passenger log to either a monitor (e.g. an adult riding on the vehicle who is responsible for the supervision of a child being transported) or to an additional reviewer (e.g. an employee of or person designated by the Transportation Provider).
  - The monitor or another person designated by the Transportation Provider (reviewer) will physically walk through the vehicle, in addition to the walk through required of the driver.
  - The monitor or reviewer will inspect all seat surfaces, under all seat and in all compartments or recesses in the vehicle's interior, in addition to the inspection required of the driver.
  - The monitor/reviewer will also sign the passenger log with full name and time, indicating that each and every child is unloaded.
5. Upon completing the vehicle inspection the Driver and/or Monitor will immediately notify the Transportation Provider and the child care program of any discrepancies on the passenger log (e.g.) the number of the children who boarded the vehicle does not match the number of children that were released from the vehicle or a child is found in the vehicle without proper supervision.

### **Progress Report**

- Progress reports are done once a year at the midpoint of the child's program year.
- Parents can request to discuss the progress reports
- A copy will be kept in the child's file.

### **Child Guidance Plan**

Our approach to discipline at Kid's Club is to use a positive and consistent manner to maximize growth and development. We help children to deal with their feelings by encouraging the use of words over actions. Our goal is to protect the group as well as the individuals within the group. Our rules set positive and reasonable expectations that encourage self-control through understanding. We try to anticipate problems or disruptions before they arise so that they may be

avoided. The children will learn to be responsible for their own behavior. We also work with parents to implement this positive, consistent approach at home.

- Children are included at the beginning of year to create the classroom rules. This allows the children to take part in the management of the classroom.

### **Never Do We**

- Use corporal punishment
- Force a child to eat or deny food as a form of punishment
- Subject children to cruel or severe punishment
- Punish a child for wetting, soiling, or not using the toilet
- Confine a child to a swing, chair, or any other piece of equipment for an extended periods of time in lieu of supervision
- Use excessive timeout. Timeout will not exceed one minute for each year if a child's age and will take place in the view of an educator

### **When Children get Physically Aggressive**

- When children get physically aggressive in the center, we will provide a space where the child can be alone. They will be allowed to calm down and talk to a teacher if they want to. At this point a phone call will be made to the parents of the child. The parents will be told that they need to come and pick up their child.

### **Grievance Procedures for Families**

If a parent/guardian has a question or concern they should speak to one of the child's teacher first to try and resolve any problem. If they are not satisfied or still have questions or concerns they would then speak with the director of the program, within a few days. If those efforts are still not satisfactory then a meeting will be set up with the owners of Discovery Schoolhouse and Giguères.

### **Health Care Policy**

### **Emergency Telephone Numbers**

Health Care Consultant: Diane Moffatt

190 Pine Street  
Leicester, MA 01524 (774) 437-1280  
Fire Dept.: 911 (508) 892-4351  
Police: 911 (508) 892-3241  
Ambulance: 911 (508) 892-3241  
Poison Control: 1- 800 – 222-1222  
DCF/Child Abuse: (508) 929-2000  
Hospital: Worcester Medical Center  
20 Worc. Center Blvd.  
(508) 363-5000  
Designated Adults:  
Aimee Travers (774)641-6034  
Chris Clark (508) 340-3531

**Information to Give in an Emergency**

Your Name

The Nature of the Emergency

The Center’s Telephone Number

The Center’s Address

**Emergency Evacuation**

**Emergency Evacuation Plans will be posted at all exits.**

During an emergency evacuation the Lead Teacher will be responsible for taking attendance information and for leading children out of the building. Assistant teachers and other staff will assist in the evacuation and check for stragglers.

The Program Director will make a visual inspection of each classroom before exiting the building.

All classrooms, once evacuated, will meet at the side entrance to the gym and wait for the go ahead by the Program Director before reentering the building.

The Center will maintain a daily attendance list that is current. Staff is responsible for signing children in and out of the center by arrival and departure times. The attendance list will be kept on the clipboards and be readily accessible in case of an emergency evacuation. The lead teacher will be responsible for taking the attendance list and for accounting for all of the children in the class once they are safely out of the building.

Emergency evacuation drills are conducted every month at different times of the program day as determined by the Program Director.

Children and staff should practice using different evacuation routes so that the children and staff will be familiar with them.

The Lead Teacher will maintain documentation of the date, time and effectiveness of each drill in the Evacuation Log. This documentation will be maintained for five years.

### **PROCEDURES FOR EMERGENCIES AND ILLNESS**

**(Parents will receive a copy of these procedures.)**

#### **First Aid and Transportation to the Hospital**

- In the case of an emergency or illness (such as a seizure, a serious fall or serious cut), the teacher in charge will begin administration of emergency first aid while the assistant teacher or second teacher takes children in another area or room. Both staff members should respond in a calm and reasonable manner.
- Other staff will be alerted to send for assistance, be it the Director or another person in the center.
- One of the supervisory staff will contact the parent to come and pick up the child or, if response time is a factor, to have the parent meet the child and accompanying staff at the emergency room of the hospital used in emergencies.
- In the event a situation arises that is life threatening or the child cannot be comfortably restrained in a car, an ambulance will be called immediately. The parent will be called to meet the child and staff at the hospital. The teacher or other designated staff will go with the child in the ambulance. The child's file will be taken, including permission forms and pertinent insurance information if the center has it.
- If the emergency is non-life threatening and the child is transported to the hospital by the Center, one of the staff will drive and another staff will be accompanying the child for comfort. The child will be properly restrained in a car seat and in a seat belt. The child **will not** be carried on the staff member's lap.
- If the parent comes to pick up the child and needs assistance, the teacher or program director may offer to drive to the hospital or accompany the child

- .When parents cannot be reached, those listed, as emergency contacts will be called as a further attempt to reach parents. In the event a parent cannot be reached immediately, a designated staff person will continue to attempt to reach parents. If necessary, the child will be transported to the hospital by two designated staff members (or by ambulance) and the child's whole file will be taken, including permission forms.

### **Emergencies While on a Field Trip**

- If an accident or acute illness occurs while on a field trip, the lead teacher will take charge of the emergency, assess the situation and give first aid as needed. The method and urgency of transportation for the child to receive medical treatment will be determined by the lead teacher based on the severity of the emergency or illness. If necessary, an ambulance will be called.
- The program director, or other designated adult, will be contacted by the head teacher as soon as possible and informed of the nature and extent of the injury and the proposed plan of action.
- As a preventive measure, prior to departure from the center, the program director and or lead teacher will determine appropriate guidelines to be followed during the field trip to insure continuity and safety of the children including:
  - A first aid kit will be taken in all vehicles on all field trips
  - Emergency information, including contacts and telephone numbers, will be taken on all field trips
  - On a field trip, staff must know the location of a telephone or have a working cell phone available.

### **Plan for Injury Prevention**

- To prevent injury and to ensure a safe environment, the staff member who opens each classroom is responsible upon arrival each day for monitoring the environment and for removal of any hazards. Any needed repairs or unsafe conditions should be reported to the Director. The Program Director will monitor the outdoor space and remove any hazards prior to any children using the space.
  - No smoking is allowed on the premises.
  - Toxic substances, sharp objects, matches and other hazardous objects will be stored out of the reach of children.
  - A first aid kit and emergency contacts and telephone numbers for the children will be taken on all field trips.
  - Any injury report for any incident which requires first aid or emergency care will be maintained in the child's file. The injury report includes the name of the child, date, time and location of accident or injury, description of injury and how it occurred, name of witnesses, name of person who administered first aid and first aid required. Staff should use the Accident/Injury Report Form to record the



above information. Staff should submit the completed form to the Program Director for review. Once the Program Director has reviewed the report form and has signed it, it should be given to the parent. The parent should be allowed to review it, sign it, and then be given a copy. The staff member should then log the report in the Injury Log and then give it to the Program Director to file it in the child's file. Only staff that have a current First Aid certificate will be allowed to administer first aid no matter how minor the injury.

**The program will immediately report to the Dept. of Early Education and Care any injury to, or illness of, any child which occurs during the hours while the child is enrolled in care and which requires hospitalization or emergency medical treatment.**

### **Assessing Injuries to Children in Care**

When a child is injured, staff needs to fully assess the child's injury and make sure they are following their first aid procedures. When an injury occurs, staff should ask the child questions and observe to make sure the child is okay. The child should be monitored throughout the day. Staff should also continue to assess the child's injury to make sure that what was first observed and treated is still the appropriate course of action. Anytime it is believed that the child's life may be at risk, or it is believed there is a risk of permanent injury, medical treatment will be sought.

After first aid is administered and the child is calm, the administrator or teacher should survey the scene and gather additional information.

- What was the child doing
- What equipment was involved
- Was another child involved
- Were any hazards involved
- Were there any witnesses? What did they see?

### **Procedures that must be followed:**

- Complete an injury report
- Provide timely, full and accurate verbal notification to parent/guardian regarding injury
- Do not perform CPR or first aid without having completed current training
- Regularly review program's health care policy with staff
- Program staff must share all pertinent information with program administrator and any staff taking over care. Sharing the child's status with the parent/guardian at pick up time
- Make sure the location of the child's medical information is complete and accessible to staff

### **Procedures to Follow in Urgent Emergency Medical Situations:**

- 1) Administer First Aid and CPR to the child as deemed necessary based on the nature of the emergency.

- 2) Call emergency medical services right away. **911.**
- 3) After EMS or emergency medical services have been contacted, call the child's legal guardian.
- 4) Take the child's medical information and emergency consents to doctor's' office or emergency room.

#### **What Staff Should Do**

- 1) Know how to access EMS in this area
- 2) Administrator should educate staff on the recognition of an emergency and the center's health care policy
- 3) Be able to access the phone number for each child's guardian and primary health care provider
- 4) Share specific plans and specific health care needs of children with direct care staff
- 5) Develop plans for children with special needs with their family and health care provider

#### **Plan for Managing Infectious Disease**

Staff will take extra special precautions when children who are ill are diagnosed at the Center and when children who are mildly ill remain at the Center.

Children who exhibit symptoms of the following types of infectious diseases, such as gastrointestinal, respiratory and skin contact infections, may be excluded from the Center if it is determined that any of the following exist:

- ❖ The illness prevents the child from participating in the program activities or from resting comfortably;
- ❖ The illness results in greater care need that the child care staff can provide without compromising the health and safety of the other children;
- ❖ The child has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of serious illness;
- ❖ Diarrhea;
- ❖ Vomiting two or more times in the previous 24 hours at home or once at the Center
- ❖ Mouth sores, unless the physician states that the child is noninfectious;
- ❖ Rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease;
- ❖ Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow discharge, often with matted eyelids) until examined by a physician and approved for readmission, with or without treatment;
- ❖ Tuberculosis, until the child is noninfectious;
- ❖ Impetigo, until 24 hours after treatment has started or all the sores are covered;
- ❖ Head lice, free of all nits or scabies and free of all mites;
- ❖ Strep infection, until 24 hours after treatment and the child has been without fever for 24 hours;

- ❖ Many types of hepatitis are caused by viruses. The symptoms are so alike that blood tests are needed to tell them apart. In the U.S. the most common forms of hepatitis are A, B, and C. Types B and C are spread through blood and other body fluids. Type A, is spread through contaminated food and water or stool (feces). Fact sheets are available from the State Dept. of Public Health. [www.state.ma.us/dph](http://www.state.ma.us/dph).
- ❖ Chicken pox, until last blister has healed over.

A child who has been excluded from care may return after being evaluated by a physician, physician's assistant or nurse practitioner, and it has been determined that he/she is considered to pose no serious health risk to him/her or to other children. The Center may make the final decision concerning the inclusion or exclusion of the child

If a child has already been admitted to the center and shows signs of illness (for example: a fever equal to or greater than 100.5 degrees by the oral or axillary route, a rash, reduced activity level, diarrhea, etc), he/she will be offered their mat, cot, or other comfortable spot in which to lie down. If the child manifests any of the symptoms requiring exclusion (as listed above) or it is determined that it is in the best interest of the child that he/she be taken home, his/her parent will be contacted immediately and asked to pick the child up as soon as possible.

When a communicable disease has been introduced into the Center, parents will be notified immediately, and in writing by the Program Director. Whenever possible, information regarding the communicable disease shall be made available to parents. Program Directors shall consult the Child Care Health Manual for such information. DPH will be contacted when there is a reportable communicable disease in the program.

**The program requires, on admission, a physician's certificate that each child has been successfully immunized in accordance with the DPH recommended schedule. No child shall be required, under 102 CMR 7.00 to have any such immunization if his parent(s) object, in writing, on the grounds that it conflicts with their religious beliefs or if the child's physician submits documentation that such a procedure is contradicted. This must be maintained in the child's file. No child will be admitted into the program without the required documentations for immunizations. (Childhood Lead screening must be done on all children; it is not considered an immunization). The program will maintain a list of children who have documented exemptions from immunizations and these children will be excluded from attending when a vaccine preventable disease is introduced into the program. The MA Immunization Program provides free childhood vaccines. The toll free number is 1-888-658-2850.**

**Medical Record Verification may be either:**

1. a written parental statement that the required information is on file with the child's school; or
2. copies of the child's immunization, physical examination and lead screenings records.

### **Plan for Infection Control**

a). All staff and children will be required to wash their hands with soap and running water using friction and dry them with individual, disposable towels Staff and children will wash their hands minimally at the following times:

- before and after eating or handling food
- after toileting or diapering
- after coming in contact with bodily fluids or discharge
- Before and after water play
- After handling center animals or their equipment; and
- after cleaning

The program director or lead teacher shall ensure that the specific equipment, items or surfaces are washed with soap and water and disinfected with a fresh, standard bleach solution (1/4 tsp. per 1 qt.) using the following schedule:

- ❖ After each use:
  - toilets, toilet seats and toilet training chairs
  - sinks and faucets used for hand washing after the sink is used for rinsing a toilet training chair
  - Toys mouthed by children
  - Mops used for cleaning bodily fluids: and
  - Thermometers
- ❖ At least daily:
  - Toilets and toilet seats:
  - Sinks and sink faucets:
  - Drinking fountains
  - Water table and water play equipment
  - Play tables
  - Smooth surfaced non-porous floors
  - Mops used for cleaning; and
  - Cloth washcloths and towels
- ❖ At least monthly or more frequently as needed to maintain cleanliness, when wet or soiled, and before use by another child:

- Cots, mats, or other approved sleeping equipment
- sheets and blankets or other coverings; and
- Machine washable fabric toys

All staff must wear non-latex gloves when they come into contact with blood or body fluids. Specifically, gloves should be worn during diapering, toileting, when administering first aid for a cut, bleeding wound, or a bloody nose, or when feeding an infant breast milk.

Gloves should never be reused and should be changed between children being handled.

Proper disposal of infectious materials is required. Any disposable material that contain liquid, semi-liquid, or dry caked blood will need to be disposed of in the secured trash receptacle located in the janitor’s closet and marked “Biohazardous waste.” The bags should be removed and securely tied each time the receptacle is emptied.

Cloth items that come into contact with blood or bodily fluids will be double bagged and sent home.

Each staff member will be trained in the above Infection Control Procedures upon employment and before working with the children and then annually.

**Procedures for using and maintaining first aid equipment**

Location of first aid kits: Each classroom has a first aid kit. Its location will be marked by a red cross contacted on the front of the container. Group 1, Group 2, Group 3, Group 4- in a bag on top of the refrigerator in the room, or on an elevated surface that is inaccessible to children and ready to go with the educators at any time.

Portable first aid kits used on field trips will include: first aid supplies, children's' emergency contacts and telephone numbers, and a staff member will have a cell phone.

The first aid kit is supplied through monthly checks by the lead teacher in the classroom. Supplies will be replaced as needed. Staff certified in first aid and in accordance with recommended procedures will use all first aid supplies and/or equipment. All staff will be certified in first aid within 6 months of employment. One staff member certified in CPR must be on the premises during all hours of operation.

**Contents of First Aid Kit:**

Band-Aids

Scissors

Gauze Pads	Disposable non-latex gloves
Adhesive Tape	Gauze Roller Bandage
Tweezers	Instant Cold Pack
CPR mouth-guard	Thermometer
Compress	

### **Plan for administering medication**

#### Prescription Medication

- a).** Prescription medication must be brought to school in its original container and include the child’s name, the name of the medication, the dosage, the number of times per and the number of days the medication is to be administered. The prescription label will be accepted as the written authorization of the physician.
- b).** The Center will not administer any medication contrary to the directions on the label unless so authorized by written order of the child’s physician.
- c).** The parent must fill out the Authorization for Medication Form before the medication can be administered.

#### Non-Prescription Medication

- a) Non-prescription medication will be given only with the written consent of the child’s physician. The Center will accept a signed statement from the physician listing the medication(s), the dosage and criteria for its administration. This statement will be valid for one year from the date that it was signed.
- b) Along with the written consent of the physician, The Center will also need written parental authorization. The parent must fill out the Authorization for Medication Form, which allows the Center to administer the non-prescription medication in accordance with the written order of the physician. The statement will be valid for one year from the date it is signed.
- c) The Center will make every attempt to contact the parent prior to the child receiving the non-prescription medication unless the child needs medication urgently or when contacting the parent will delay appropriate care reasonably.

#### Topical Ointments and Sprays

- a) Topical ointments and sprays such as petroleum jelly, sunscreen, and bug spray, etc. will be administered to the child with written parental permission. The signed statement from the parent will be valid for one year and include a list of topical non-prescription medication.

- b) When topical ointments and sprays are applied to wounds, rashes, or broken skin, the Center will follow its written procedure for non-prescription medication which includes the written order of the physician, which is valid for a year, and the Authorization for Medication form signed by the parent.

### All Medications

1. The first dosage must be administered by the parent at home in case of an allergic
2. All medications must be given to the teacher directly by the parent.
3. All medications will be stored in the kitchen, out of reach of the children (on an upper shelf or on the refrigerator door shelf if refrigeration is necessary). All medications that are considered controlled substances will be locked and kept out of reach of children.
4. The Lead Teacher will be responsible for the administration of medication. In his/her absence, the Program Director will be responsible.
5. The Center will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to normal skin) which will include the child's name, the time and date of each administration, the dosage, and the name of the staff person administering the medication. This completed record will become part of the child's file.
6. All unused medication will be returned to the parent. If the medication cannot be returned to the parent, the program must have a plan for disposal of the medication that includes documentation of the disposal. If needed, the program can contact the local DPH office for assistance
7. Each person who administers medication must be trained to verify and document the 5 rights of medication administration. All staff are trained to recognize medication side effects.
8. Each person who administers medication other than oral, topical or Epipens must be trained by a healthcare practitioner and must demonstrate annually, satisfactory competence in the administration of such medications.

### **Plan for caring for mildly ill children**

Children who are mildly ill may remain in school if they are not contagious (refer to Plan for Infectious Disease) and they can participate in the daily program including outside time.

If a child's condition worsens or, if it is determined that the child poses a threat to the health of the other children, or if the child cannot be cared for by the classroom staff, the Program Director will contact the child's parent(s). The parent will be asked to pick up the child. The child will be cared for in a quiet area, a classroom or in the Center's office by a teacher qualified staff member or by the Program Director until the parent arrives to take the child home.

Any toys, blankets, or mats used by an ill child will be cleaned and disinfected before being used by other children.

### **Plan for meeting individual health care needs**

A parent/guardian is required to fill out a medical history background which will include information on any specific allergies or other specific health care needs of his/her child entering the program. This will be done at the time of enrollment. All children who have such issues will be included on a list that will be posted in each classroom which will be covered to maintain privacy. All staff will be made aware of this list as well as what procedures to follow to protect children from whatever they are allergic to. Our center is peanut and nut free. All staff is trained in medication administration.

1. Any child with a chronic medical condition which has been diagnosed by a licensed healthcare practitioner must have an Individual Healthcare Plan (IHCP) that describes the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of the treatment, and the potential consequences to the child's health if the treatment is not administered.
2. For each child with an IHCP, staff must be trained by either the child's health care practitioner or by the parent (with the health care practitioners written consent, on the specifics of the chronic medical condition including the medication needs and any other treatment needs of the child.
3. All allergies or other important medical information including emergency medications will be posted in each classroom, near the staff bulletin board. Allergy lists will be updated as necessary as new children enroll and as allergies become known.
4. All staff and substitutes will be kept informed by the Program Director so that children can be protected from exposure to foods, chemicals, pets or other materials to which they are allergic.
5. The names of children with allergies that may be life threatening (ie-bee stings) will be posted in conspicuous locations with specific instructions if an occurrence were to happen. The Program Director will be responsible for making sure that staff receives appropriate training to handle emergency allergic reactions.

### **Procedure for Identifying and Reporting Suspected Child Abuse and Neglect**

All staff members are mandated reporters according to Massachusetts General Laws C119, Section 51A. This means that if a staff member has a reasonable suspicion of abuse or neglect of a child he/she must file a report with the Dept. of Children and Families.

The following procedure will be followed:



1. A staff member who suspects abuse or neglect must document her observations including the child's name, date, time, child's injuries, child's behavior, and any other pertinent information. The staff member will discuss this information with the Program Director.
  - a) The program Director or the staff member with the assistance of the Program Director will make a verbal report to DCF, to be followed by a required written report 51A within 48 hours.
2. DCF Office  
121 Providence Street  
  
Worcester, MA 01604  
  
(508) 929-2000
3. If a staff member feels that an incident should be reported to DCF and the Program Director disagrees, the staff member may report to DCF directly.
4. All concerns of suspected abuse and neglect that are reported to DCF will be communicated to the parents by the Program Director unless such a report is contraindicated

#### Procedure for Identifying and Reporting Child Abuse and Neglect while in the care of the Center

It is the Center's commitment to protect all children in care from abuse and neglect. The following are procedures for reporting suspected child abuse/neglect while the child is in the Center's care.

- Any report of suspected abuse or neglect of a child will be immediately reported to the DCF and the DEEC. A meeting will be held with the staff member in question to inform him/her of the filed report
- The staff member in question will be immediately suspended from the program with pay pending the outcome of the DCF and EEC investigations.
- If the report is screened out by DCF, the Program Director has the option of having the staff member remain on suspension pending the EEC investigation or allowing the staff member to return to the classroom. The decision will be made by the Program Director and will be based on the seriousness of the allegations and the facts available.
- If the allegations of abuse and neglect are substantiated, it will be the decision of the Program Director whether or not the staff member will be reinstated.
- The Program Director and staff will cooperate fully with all investigations.

#### Procedures for Maintaining First Aid Equipment

Location of first aid kits: Kids Club- in medicine bag, and on the right side of the desk.

The first aid kit is supplied through monthly checks by the lead teacher in the classroom. Teachers with current first aid and CPR will administer first aid. The location of the fire extinguishers will be clearly marked and all staff is aware of the location of these.

### **Plan for Meeting Potential Emergencies**

In the event that our program experiences an emergency such as a missing child, we have been directed by the Leicester Police Department to bring all children inside the building and lock all doors. The director and lead teacher will call 911 to report a child missing and wait for the police to arrive and direct the staff in what steps to take next.

In the event of a fire, natural disaster, loss of power, heat and hot water etc., the following will take place:

Natural Disaster: The director or lead teacher will make a call to the fire department to see if the center should be evacuated and to see what steps to take next. If evacuation is advised children and staff will be evacuated to Giguere Gymnastics, next door, which is an approved disaster sight for the town of Leicester and a call will be made to the Leicester Fire Department to let them know. If we are unable to use Giguere's the Fire Dept. will arrange for school buses to transport children and staff to Leicester High School where parents will be called and informed.

Fire: Children and staff will follow evacuation procedures for each classroom (located below). If the school cannot be re-entered, staff and children will proceed next door to Discovery School House where parents will be notified and asked to pick up their child.

Loss of Water: If the loss of water cannot be corrected within one hour parents will be contacted to pick up their children. In the meantime bottled water that is kept in the center will be used to flush toilets and wipes will be used to wash hands.

Missing Child: In the case of a missing child, teachers will take attendance immediately to get a head count. If a child is detected missing, the police department will be immediately informed. Door will then be monitored and a stay in place alert will be issued. The parent will immediately be contacted.

Loss of Heat: If the heat goes below 65 degrees in the winter months and the problem cannot be corrected within one hour, parents will be called to come and pick up their child. Staff and children will go next store to Discovery Schoolhouse until the heat is restored or parents have picked children up.

Loss of Power: A determination will be made by the director in consultation with the owner and the Power Company or electron, as to whether parents will need to be called to pick children up.

The decision will depend on things such as length of time that power will be off, time of day, season of year, etc.

In the case of one of the above events happen, the local authorities will contact the business and tell us whether to evacuate or have a shelter in place.

If an emergency happens at Kids Club, the children will be brought next store to Discovery Schoolhouse 148 Main Street Cherry Valley MA 01611. During this time the director will be in charge of connecting local authorities by using a cell phone.

If an emergency happen both at Kids Club and Discovery School House, Leicester School Buses will take us to Leicester High School 174 Paxton St Leicester MA 01542.

The teachers are responsible during an evacuation to take their emergency bag (first aid kit, and medication) as well as the clipboard with the children's' emergency contact information with them.

The director if present is in charge of contacting parents, if not the group leader will make the phone calls.

Before we leave for evacuation, the teachers will count all the children by going off the attendance to make sure we have every child.

If the emergency requires the children to remain in the program we have food, water, blankets, and first aid kits to keep the children safe and comfortable.

All staff are trained where the emergency shutoff valves are for power sources.

### **Evacuation Procedures:**

1. The lead teacher in the classroom will take the clipboard which contains the attendance and emergency forms for each child with her as she leads the children out of the building.
2. Kids Club (Main Room): The children are instructed to meet the lead teacher at the front door or back door, depending on the area of emergency, and proceed to the meeting area.
3. Kids Club (Discovery Room): The children are instructed to meet the lead teacher at the door within the classroom where they will proceed to the meeting area.
4. The meeting area for both rooms is the side of Discovery School (in front of the playground).
5. The director or lead teacher will check all the bathrooms and all other rooms for children and call 911 on a cell phone once safely outside the building.

6. If necessary parents will be called using the emergency forms from either the phone at the gymnastics center or a cell phone belonging to the director or lead teacher.

### **Written Plan for Referral Services**

Kid's Club will use the following procedures for referring parents to appropriate social, mental health, educational and medical services should the program staff feel that an assessment for such additional services would benefit the child.

#### Referral Process:

Whenever any staff member is concerned about a child's development or behavior and feel that further evaluation should be done, they will report it to the administrator in charge. If the administrator agrees, the staff member will complete an observation report and review the child's records prior to making a referral.

The administrator will maintain a current list of referral resources in the community for children in need of social, mental health, educational or medical services. This list will include the contact information for Chapter 766.

#### Referral Meeting with Parents:

The director will schedule a meeting with parents to notify them of the center's concern and prepare a current list of possible referral resources.

At the meeting, the director will provide to the parent a written statement including the reason for recommending a referral for additional services, a brief summary of the center's observations related to the referral and any efforts the center may have made to accommodate the child's needs.

The director will offer assistance to the child's parents in making the referral. Parents will be encouraged to call or request in writing an evaluation. If parents need extra support, the center will, with written parental consent, contact the referral agency for them.

#### Follow Up to the Referral:

The Director will, with parental permission, contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the center. If it is determined that the child is not in need of or is ineligible for service, the center will review the child's progress to determine if another referral is necessary.

#### Record of Referrals:

The director will maintain a written record of any referrals as well as the parent conferences and any results. A referral checklist will be kept in the child's file.

### **Termination and Suspension Policy**

#### Reasons for suspension:

Physical or emotional harm to another child or teacher (after two INCIDENT REPORTS)

#### Process of suspension:

1. Parent is notified of the teacher(s) concerns
2. Every effort is made with the family to work together and better the situation
3. Two incident reports are made on the given behavior
4. A meeting with the parent will be held to notify them that the child is suspended
5. A meeting with the child and parent will be held before the child and return
6. A plan for intervention will be made for the program as well as at home
7. If after reasonable amount of time, significant improvement is not observed by the staff and parents the termination process (below) will be implemented

#### Reasons for termination:

1. Non-Payment of tuition
2. The developmental needs of the child are not being met
3. The safety of the child and/or other children in the group cannot be guaranteed
4. Physical, or social harm to another child or teacher after the child is suspended on a previous basis

#### Termination Process:

Non-Payment: After tuition has not been paid for two consecutive weeks, a notice will be sent home stating that the balance must be paid and that we will be glad to work with parents to set up a payment plan. If there is no response or payment, a call will be made to the responsible party giving them one week to either set up a payment plan or to pay the balance. If neither of these steps is taken the child will be terminated from the program.

Physical or Social Harm: After the family has been made aware of the different incidents that have happened on numerous occasions, and no progress has been seen by the afterschool program or the family (documentation will be provided if requested).

Prior to termination from the program, every effort will be made to work with the child and the child's parent to improve the situation. **If significant physical harm or emotional harm is made to another child or teacher; a meeting is required before the child can return. Termination will be discussed depending on the degree of the incident.**

### **Other important information**

- A two week written notice is required for anyone dropping out of the program. If a child is withdrawn without notice, two weeks payment will be due. A withdrawal form will be available.
- Snow policy: please listen to WSRS (96.1FM) or WTAG (580AM) for school closings. This information can also be found on most television stations, along with the Giguere Gymnastics Facebook page. We try not to close during inclement weather, but there are times, for safety reasons, that we will. If we decide to close early we will call each parent and give them time to pick up their child.

### **Parent Information, Right, and Responsibilities**

Chapter 28, Section 10 of the General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Education and Care the legal responsibility of promulgating rules and regulations governing the operation of day care centers (including After-School Programs).

The licensee (Giguere Gymnastics) is required to inform all parents of specific information about their rights and responsibilities at the time of admission of their child to the center. Section 7.04 of 102 CMR 7.00, the regulations which govern day care centers, contains more information.

### **Parents Rights**

Right to visit: You have the right to make unannounced visits to your child's center while your child is present.

Parent input: the program must have a procedure for allowing your input in the development of the program's policy and procedure. The program must allow you to make suggestions, but it is up to the program to decide whether or not they will be implemented.

Conferences: You have the right to request an individual conference with the program's staff. The licensee has the responsibility to make staff available.

Meeting prior to admittance: The licensee shall assure that the administrator or his designee meets with you prior to admitting your child to the program.

At the meeting, the license in addition to the information contained in this fact sheet, must provide you with; the center's written statement of purpose, types of services provided, behavioral management policy, termination and suspension policy, the copy of the health care policy (if requested), procedure of administration of medicine, procedures for providing emergency health care and illness exclusion policy, and a copy of the fee schedule. All this information may be contained in the "Parent Handbook".

### **Your Child's Records**

Information contained in your child's records is privileged and confidential. The program staff may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for your child without your written consent. You must be notified if your child's record is subpoenaed.

Access to the Records:

You should be able to have access to your child's records. The program must provide access within two business days, unless they have your permission to take longer. You must be allowed to view your child's entire record, even if it is located in more than one location. The program must have procedures regarding access duplication, and dissemination of the children's records. They must maintain a written log, which identifies anyone who has had access or has received any information out of the record. This log is available only to you and the people responsible for maintaining the program's records.

Amending the Records:

You have the right to add information, comments, on data, or any other relevant material to your child's record; you also have the right to request deletion of amendments of any information contained in your child's record. Such request shall be made in accordance with the procedures described below:

1. If you are of the opinion that adding information is not sufficient to explain clarify or correct objectionable material in your child's record, you have the right to have a conference with the licensee to make your objections known.

2. The licensee shall, within one (1) week after the conference, give you a decision in writing stating the reason or reasons for the decision. If this decision is in your favor, he shall immediately take steps that may be necessary to put the decision into effect.

#### Charge for Copies:

The licensee shall not charge an unreasonable fee for copies of any information contained in your child's record.

#### Transfer of Records:

Upon your written request, when your child is no longer in care, the licensee can give you your child's record or transfer them to any other person that you identify. The center should ask you sign a form verifying that you have received the record.

### **Responsibilities of the Program**

#### **Providing information to the Department of Early Education and Care**

The licensee must make available to the Department of Early Education and Care any information required to be kept and maintained under these regulations and any other information reasonably related to the requirements of these regulations. This includes information in your child's records. Authorized employees of the office are not to remove identifying case materials from the program premises and are required to maintain the confidentiality of individual records.

#### **Reporting Abuse or Neglect:**

All program staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Social Services or to the licensee's program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment.

#### **Notification of Injury:**

The licensee must notify you immediately of any injury which requires emergency care. They must also notify you, in writing, within 24 hours, if any first aid administered to your child.

#### **Availability of Regulations:**



The program must have a copy of CMR 102 7.00, Standards for Licensure or Approval of Group Day Care and School Age Child Care Programs, on the premises, available to any person upon request. If you have questions about any of the regulations, ask your center to show you them.

### **Important Parent Information**

Arrival/Departure Procedures:

Parents must escort their child into the program every afternoon (if you are dropping off). Do not leave your child unattended; we are not responsible for a child until a parent makes contact with a staff member.

Parents are responsible for keeping the program staff informed of any changes in address, telephone numbers, emergency numbers, unusual daily schedules and other pertinent information.

Authorization to Release a Child:

- CHILDREN WILL NOT BE RELEASED TO ANYONE THAT IS NOT LISTED ON THE AUTHORIZATION RELEASE FORM. The director must be informed, in writing, if possible, or by the phone if someone new will be picking up your child. Once that person arrives they will be asked to produce a picture I.D. Please note, anyone picking children up needs to be 16 years of age or older.

### **Frequently Asked Questions**

- My child cannot make it in one day; do I still have to pay?

As the policy states you are required to pay for all days you are signed up for whether or not your child attends. This includes **snow days, sick days, closed days, and personal vacation days.**

- What kind of activities do the children do in the program?

The children will participate in arts and crafts, baking, games, movies, science experiments, manipulatives, outside time, and time in the gym.

- What are your policies regard lunch and snacks?

THE SNACK BAR IS NOT OPEN ON FULL DAYS. Please send your child with a peanut and tree nut free lunch and at least one snack. Children are allowed to access snacks from home as long as they do not contain nuts and/or are not made in a facility that processes nuts.

- What is your policy on snow days?

We will be open on snow day as long as you sign up during enrollment. You will be charged if you signed up whether your child attends or not. We will be open afternoon hours on snow days as well. **In the case of extreme weather we may have an early release or be closed.**

- Are you open half days for professional development?

We will be open on all half days for professional development. Don't forget your nut free lunch and snack!

- How far ahead of time do I need to inform you that I need care for holidays and school vacation weeks?

As you know spots are limited, it is important that you inform us a week prior to secure your spot. This helps us determine how many staff members we need to put on as well as if we can allow children outside of the program sign up.

Updated January 2018