

# DISCOVERY SCHOOL HOUSE PARENT HANDBOOK



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## **Discovery School House Statement of Philosophy**

It is the philosophy of Discovery School House that children can be encouraged to learn and grow by providing a foundation of developmentally appropriate experiences where all children can succeed in a safe and nurturing environment. We believe that each child is a unique individual and that all children can learn. We believe that children learn best through meaningful play. Our play-based, child centered program reflects the integration of physical, cognitive, social, emotional, language, self-help and aesthetic areas for the total development of the child. Meaningful play encourages curiosity, discovery and problem solving which allows individual growth and development of a positive self-image. We recognize that parents are the child's first teachers, Children learn best when parents are involved in their educational program. The primary bridge between home and school is the involvement of family and community.

### **PROGRAMS**

Discovery School House services children fifteen months through 5 years of age. Discovery is open fifty-two weeks a year from 7:30am to 5:30pm. We welcome parent input in the development of our program.

Toddler: 15 months- 2.9 years

Preschool: 2.9 years- 4 years

Prek: 4 years- 5 years

Our after school program through Kids Club at Giguere's offers services for ages 5 years –13 years old

We offer gymnastic classes twice a week during our school year. During our summer program we offer gymnastic classes twice a week along with swimming lessons twice a week. Toddlers do not swim in the pool due to safety reasons. They do participate in water play every day though.

### **STAFFING**

Discovery School House employs only qualified staff. The basic organization of staffing includes: Director, Assistant Director, Lead Teachers, Teachers, and Assistant teachers. The teachers qualifications must meet the requirements of the Department of Early Education and Care (EEC). All staff are hired through a screening and interviewing process, with reference check and criminal background checks.

Discovery School House staff are required to do twenty hours of trainings each year. The director holds monthly staff meetings and all staff are required to be trained in First Aid and CPR. New staff members receive an initial training and new employment orientation.

**DISCOVERY SCHOOL HOUSE**

**ORGANIZATION**

**OWNER**

David Giguere

**General Manager**

David Giguere/Paul McCarthy

**Facilities Manager**

Paul McCarthy

**Discovery Staff**

**Director**

Brittany Grenier-Victor

**Assistant Director**

Michelle McKeen

**PreK**

Alison Tucker

Paige Caldwell

**Preschool 2**

Andrea Laprade

**Preschool**

Ciara Remillard

David Curran

**Toddlers**

Michelle McKeen

Britney McKeen

**Substitute/Assistant Teachers**

Tanya Barron

Evelyn Mejia

Stephanie Boucher

Sharon Jones

## **ABOUT EEC**

EEC is the agency that oversees the early education and care for families in Massachusetts. EEC has quality standards for all licensed programs to ensure high educational value, as well as health and safety. Discovery School House 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

1441 Main St #230

Springfield, MA 01103

(413) 788-8401

### **PROVIDING INFORMATION TO THE Dept. OF EARLY EDUCATION AND CARE**

Discovery School House must make available to the DEEC 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

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

### **NON-DISCRIMINATION POLICY**

Discovery School House 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. Being toilet trained is not a requirement for admission to our program, nor will it stop a child from advancing into the next class.



know when you would like to use your free week. Children who are on vouchers do not get the free week.

- A two-week notice is required for anyone dropping out of a program. If a child is withdrawn without notice, two weeks payment is due. Please see our withdrawal policy.

Childcare services are from 7:30 a.m. – 5:30 p.m., Monday-Friday. Each child has a 9 hour time slot that was chosen at the time of the tour. See time slots policy below. We acknowledge that no matter what the weather conditions are, parents still need childcare. We will go to every extreme to keep the center open, however, certain situations may cause the center to open later, close early or close for the day. If the decision to open later, close early or close for the day happens we will notify parents through Brightwheel.

### **TERMINATION OF 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 pay the balance. If neither of these steps is taken the child will be terminated from the program. As stated above, a termination letter will be sent home to the parents/guardians via memo and followed up by a message on Brightwheel, stating termination reasons of non-payment for which the child will be terminated from the program. We will then give the child an opportunity (to finish out their week) to say good-bye to his friends and teachers.

### **TIME SLOT POLICY**

Every child has an assigned pick up/drop off time slot. This is a 9 hour time frame which you have chosen at the beginning of the year or the start of your child's enrollment. Our time slots are from 7:30-4:30, 8:00-5:00 and 8:30-5:30. No matter which time slot you choose every child must be in attendance by 9:30. If you choose 7:30 as your time slot, you may drop your child off anytime between 7:30-9:30. If you choose 8:00 as your time slot, you may drop your child off anytime between 8:00-9:30. If you choose 8:30 as your time slot, you may drop your child off anytime between 8:30-9:30.

**There will be no admittance to the school after 9:30, unless it has been arranged and approved by the Director.**

### **DROP OFF/ PICKUP POLICY**

Parents or someone 18 years or older must escort their child/ren to the playground every morning. Children must stay with an adult at all times in the parking lot. A teacher will greet you on the playground and welcome your child in. If the playground is empty, due to inclement weather or otherwise, proceed through the gate and knock on the PreK classroom door. Please do not enter the classroom and never leave your child unattended on the playground. We are not responsible for any child until they have been checked in and a parent makes contact with a teacher. Failure to comply could result in termination. **Parents are responsible for using the Brightwheel app to sign their children in every morning at drop off. Teachers will sign their children out at pickup.** 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 on the attendance. The attendance list will be kept on the clipboards and be readily accessible in case of an emergency evacuation. The only people who can pick up your child are adults (over 18 years old) who are listed on your child's pickup list. You can add adults at anytime by messaging the director on Brightwheel. All requests to add or take off the pickup list must be done in Brightwheel, this is how we track requests. When messaging the director, please make sure

to use their full legal name and ask them to arrive with their license for verification. If a form of identification is not produced then the parent will be contacted and the child will not be released as identification cannot be verified.

### **LATE PICK-UP POLICY**

If you will be late picking up your child (children) please contact your child's teachers through Brightwheel or call the school directly. Any child picked up after their assigned pickup time will be charged a late fee. For the first five minutes you will be charged \$1.00 per minute, after five minutes you will be charged \$2.00 per minute. The late fee must be paid in cash that evening or the next morning. If you are picking up more than one child a late fee will be applied for each child. This fee will be assessed by the attending staff and the school clock. The child will not be readmitted the next day unless the fee has been paid. If you are late more than three times in a school year, the fee of \$1.00/\$2.00 per minute increases to \$5.00 per minute. If after the fee increase, you continue to be late for pick up, a meeting between the director, parent and management will occur to determine if Discovery School House is able to meet the needs of your family. If you plan to have another person from the approved pickup list pickup your child, and they are late picking up, late fees will still be charged and will be the responsibility of the parents.

### **WITHDRAWAL**

If you decide to withdraw your child from the program, we request a written withdrawal notice from the parents/guardians which must state reasons for leaving the program. When it is solely the parent/guardians decision to withdraw, no refunds will be given. A two weeks' notice must be given prior to last day. Tuition is required during these two weeks. If there is no notice of withdrawal, parent/guardian will be responsible for two weeks additional tuition cost.

### **ABSENCES**

Parents are responsible for contacting the center should your child be absent. You can contact the center directly by calling 508-892-4500 or sending a message to your child's teacher directly in Brightwheel. If your child is sick please make sure that you are following the illness policy which is explained in the plan for managing infectious disease policy.

**DAYS AND TIMES CLOSED**

Discovery School House will be open 52 weeks a year for full day childcare. The school will be closed on the following days:

<b>NEW YEARS DAY</b>	<b>JANUARY 1, 2025</b>
<b>PRESIDENTS DAY</b>	<b>FEBRUARY 17, 2025</b>
<b>PROFESSIONAL DEVELOPMENT DAY</b>	<b>APRIL 11, 2025</b>
<b>MEMORIAL DAY</b>	<b>MAY 27, 2025</b>
<b>PROFESSIONAL DEVELOPMENT DAY</b>	<b>JUNE 20, 2025</b>
<b>INDEPENDENCE DAY</b>	<b>JULY 4, 2025</b>
<b>PROFESSIONAL DEVELOPMENT DAY</b>	<b>AUGUST 29, 2025</b>
<b>LABOR DAY</b>	<b>SEPTEMBER 1, 2025</b>
<b>COLUMBUS DAY</b>	<b>OCTOBER 13, 2025</b>
<b>THANKSGIVING</b>	<b>NOVEMBER 27, 2025</b>
<b>FRIDAY AFTER THANKSGIVING</b>	<b>NOVEMBER 28, 2025</b>
<b>CHRISTMAS EVE</b>	<b>DECEMBER 24, 2025</b>
<b>CHRISTMAS DAY</b>	<b>DECEMBER 25, 2025</b>
<b>DAY AFTER CHRISTMAS</b>	<b>DECEMBER 26, 2025</b>
<b>NEW YEARS EVE</b>	<b>DECEMBER 31, 2025</b>

**AS STATED IN SCHOOL CLOSURES WATCH BRIGHTWHEEL FOR DISCOVERY SCHOOL HOUSE  
WINTER CLOSINGS AND EARLY RELEASES.**

## **PARENT INFORMATION**

### **PARENT RESPONSIBILITIES**

The following is a list of responsibilities for parents:

- Check Brightwheel for any announcements, updates, and other information regarding the program. Also on Brightwheel there will be class announcements, weekly curriculum, daily updates about your child's day, and feedback from your child's teachers.
- Check your child's folders inside their backpacks for any important information and their work of art
- Dress your child appropriately based on weather conditions
- Bring spare clothing (underwear, shirts, socks, pants, etc) clearly labeled. Replace clothing when asked by your child's teachers
- Provide an ample amount of diapers and wipes for your child. Replace your child's supply when asked by your child's teachers. We try to give parents a few days ahead of time before we run out. If we ask more than three times to provide diapers and wipes, we will charge a fee for the extra diapers we provide from the school.
- Provide your child with a fitted sheet (standard crib sheet fits best), blanket and stuffy weekly. They will be sent home weekly to be washed
- Keeping the center informed of any changes in address, telephone numbers, emergency numbers, unusual daily schedules and other pertinent information.
- Respect and follow the center's policies in this handbook
- Be a role model for your child such as showing courtesy to others

### **PARENTAL INPUT**

As teachers and some of us parents, we value your input in the development of the policies and procedures of Discovery School House. Please feel free to discuss your ideas and suggestions with any of the teachers, Director or owners. Parents are welcome to visit the program unannounced, by ringing the bell on the front door, at any time that their child is present.

### **PARENT COMMUNICATION**

Parents will receive a monthly newsletter that is school wide, a monthly calendar for their child's classroom, and multiple updates throughout the week, from their child's teacher. The classroom's curriculum and snack list will be posted in Brightwheel weekly. Communication between parents and teachers will be utilized throughout the school day starting at 6:30 am and will be ending at 6:30 pm. We understand that you may have questions outside of these hours and encourage you to wait until the next day unless it is an emergency. Please be respectful to teachers and respond to messages in a timely manner.

### **GRIEVANCE POLICY FOR FAMILIES**

If a parent/ guardian have a question or concern they should speak to one of the child's teachers first to try and resolve any issue. If they are not satisfied or still have questions or concerns, they would then speak to the

Director of the program. If those efforts are still not satisfactory a meeting will be set up with the owner/s of Discovery School House.

## **PARENT CONFERENCES**

At Discovery School House, progress reports are done two times a year in December and May for the entire school. Parent conferences are offered and held, after receiving your child's progress report to discuss these reports. At any other time a parent has a question or concern about their child they should contact their child's teachers through Brightwheel and a conference will be scheduled as needed. Parents will be given a copy of their child's progress report and a copy will be kept in the child's file.

## **YOUR CHILD'S RECORDS**

### **CONFIDENTIALITY**

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, the parent or legal guardian, have access to your child's records upon request. Discovery School House will provide access within two business days, unless you have given permission for it to take longer. You will be allowed to view your child's entire record, even if it is located in more than one location. Discovery School House will 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 and a copy of it will be kept in the child's file.

### **AMENDING THE RECORD**

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 or 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. Discovery School House 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, Discovery School House shall immediately take steps that may be necessary to put the decision into effect.

### **CHARGE FOR COPIES**

Discovery School House will not charge for copies of your child's file.

### **TRANSFER OF THE RECORDS**

Upon your written request, when your child is no longer in care, the licensee can give you a copy of your child's record or transfer them to any other person that you identify. Discovery School House will ask you to sign a form verifying that you have received the record. This form will be kept in the child's original file.

## **PICTURES AND SOCIAL MEDIA**

Please note that teachers will be taking pictures and videos of your children throughout their day and sending them through Brightwheel only. At times we do use the pictures and videos on our website, facebook and instagram. We will not use these pictures and videos without your consent. All parents will receive a permission slip for consent in their enrollment packages.

## **BIRTHDAYS**

Your child's birthday is a special day for them to celebrate with their classroom friends and teachers. We have a few options available for parents to choose what they would like for their child's birthday celebration. Due to allergies in each classroom these are the options:

**Option 1-**Parents can send in money to purchase pizza from Northeast Pizza. We will provide a sweet treat to accompany the pizza.

**Option 2-** Parents can send in money to have an ice cream sundae party. We will purchase the ice cream supplies as not all ice creams are nut free.

**Option 3-**Parents can send in the ingredients for a cake, cupcakes or cookies. The children in the classroom will assemble and bake their sweet treat with their peers. (Betty Crocker cookies and cake mixes are allergen free)

**Option 4-** Dunkin's munchkins are ok if you inform them there is a nut allergy.

We will continue to have a birthday book donation that we can read to your child's class and be a donation to our book collection, accompanied with these choices.

## **TOYS FROM HOME**

We respectfully ask that all toys be left at home. We understand that at times children are excited about new toys and want to show them off to their class. In those cases, toys may be brought into the classroom at designated show and tell times, but must be returned to the child's backpack after circle time. This will avoid lost and broken toys. Violent, noisemaking and otherwise disruptive toys are not allowed in the classroom at anytime.

## **JEWELRY/HATS**

Children wearing jewelry can be a choking hazard and distraction. If your child wears any type of jewelry to school, bracelets, necklaces, rings, earrings, watches etc, we will allow them to wear them unless it becomes a safety concern or distraction in the classroom. We will ask your child to remove the item(s) and place them into their backpacks for the day. Children in the toddler room are not allowed at anytime to wear jewelry due to safety concerns with your child and other children in the room.

Hats are allowed to be worn only outside while playing. We believe it is disrespectful to wear hats inside the school and we will ask your child to remove their hats if being worn inside the building. Hats will be allowed in the building only during special days such as crazy hat day, costume days etc. We appreciate your cooperation with these policies.

## **PETS**

Please leave pets inside your vehicles at drop off. It is a liability to have pets interact with the children at the center due to allergies, fears and possibility of a child being bit or scratched.

## **PARKING**

Please make sure you are parking in the designated Discovery parking spaces when dropping and picking up your child. Please see parking diagram on the last page of this handbook. Our parking lot can get very busy and we cannot be blocking any doors, exits or entrances to the parking lot. You will be asked to move if you are not in an appropriate parking spot. When walking in the parking lot make sure you are watching your children and holding their hands during transitions. Please do not leave any child unattended in your vehicle. Turn your car off when dropping and picking up your child.

***Discovery School House is not liable for any accidents/incidents that occur in the parking lot if the above rules are not followed.***

## **TABACOO USE**

Tobacco use of any kind is hereby prohibited on all Discovery School House/Giguere's owned locations/premises; all internal and external areas, parking lots, including inside private vehicles on Discovery School House/Giguere's property. If you are seen on the property smoking we will ask you to leave.

## **TRANSITION PLAN**

Children in our programs, who will be moving to a new classroom, will be allowed to visit that classroom for short periods of time at different times of the day for up to two weeks before they are moved to assist them in the transition process. If the child is moving to a new program every effort will be made to encourage parents to visit the new program or school if the program or school does not already have something in place for that to happen. With parental permission educators will collaborate and share information about the child with the new teacher or program. This may include sharing progress reports and portfolios of the child as well as sharing other pertinent information.

## **NAPTIME**

All children in the center are required to participate in naptime. If your child does not sleep they will be given a quiet activity to have on their cot after they have quietly rested their body for 30 minutes. Each child will be assigned their own resting cot or will share with another child that does not attend on the same days. Every cot is sanitized after each use. Parents are responsible for sending in one fitted sheet (standard crib sheets fit best), a blanket and a stuffy (soft toys only) if child wants. These items need to fit inside a small nap bucket, please see your child's teacher if you have questions about this. Nap items will be sent home weekly to be washed or if your child has an accident or is sick they will be sent home with your child that day. We do supply extra sheets and blankets for when a child does not have them. These items are washed and sanitized after every use. We are not allowed to keep a child awake at rest time. If a child falls asleep in the 30 minute time frame before quiet toys are given we are not allowed to wake them up. We can wake a child after they have been resting for more than 30 minutes but if they do not wake up when woken we need to allow them to continue to sleep until they wake up on their own.

## **FOOD/BEVERAGES**

Discovery School House is a nut free facility. When packing your child's lunches please watch labels carefully and refrain from sending in items that contain nuts, or were processed in a facility that also processes nut

products. We provide morning and afternoon snacks in each classroom along with water that is available to children all day. Each snack time we offer a nutritious snack along with a fruit or vegetable. Each classroom will post a weekly snack menu on Brightwheel for you to view. Parents are responsible for packing a lunch for their child daily. We do not have a microwave to heat up food, any hot meals please pack in a warm thermos which will be placed on the classroom counter and not in the refrigerator. Any food that you send in make sure that all items are cut into bite size pieces and that the food is age-appropriate items for your child. Items like tomatoes, grapes should be cut in half the long way or in quarters. Apples should be cut up into slices and oranges should be peeled and separated. We cannot serve items like gummies, pretzels, hot dogs, raisins, fresh carrots, etc. to any child under the age of 4. If an item is sent into Discovery that is not age appropriate: has peanuts/tree nuts; may have traces of peanuts or tree nuts; is made in a facility that produces nuts, the item will be sent home with an explanation.

**We try to promote healthy eating, so we ask that you not send candy, gum or soda to school**

Pizza day: Every Friday is pizza day. For a \$3 fee your child will received 2 slices of pizza, a healthy side of fruit or vegetables and a baked dessert. The \$3 (cash only) needs to be paid weekly on each Friday for your child to participate in pizza day. If your child does not want pizza, please pack a lunch as you normally do. We ask if your child is having pizza, do not pack them snacks but please bring along their water bottle as usual.

If a child has a food allergy or special dietary condition, parents must provide Discovery School House with a doctor’s Individual Health Plan for the child with detailed information regarding the condition/allergy. Children with food allergies and special dietary conditions will always be considered when planning snack menus. If the dietary request or allergy is extensive then parents will be asked to provide snack items from home.

**We will never use food as a reward or punishment for children, or force children to eat**

Please refer to the USDA food pyramid for suggestions of healthy choices to send in your child’s lunch.



## **DIAPERING/TOILETING PROCEDURES**

### **DIAPER CHANGING**

Children in diapers are changed every 2 hours or when needed. Every child's diaper must be changed when wet/soiled at a changing table. The changing table will not be used for any other purpose and is separated from food preparation areas. The changing surface is smooth, intact, and impervious to water and easily cleaned and sanitized. The following is the procedure for changing diapers:

- The changing table will be clean and have fresh table paper covering the whole changing surface.
- The teacher changing the child will wear latex-free gloves on both hands during the entire diaper change
- The child will be placed on the changing surface. The teacher's hands will never be removed from the child while on the surface.
- The teacher will remove the diaper and place the soiled diaper in a covered lined trash container specifically for diapers only. The trash container is emptied and sanitized daily.
- The child will be wiped clean with their wipes from home
- If the child needs cream, the teacher will apply the cream that was sent from home. The teacher will notify parents through Brightwheel if cream needs to be applied
- The teacher will place the new diaper on the child. Diapers are supplied by parents.
- The child will then be removed from the changing surface.
- The teacher will then remove all waste from changing surface and throw away. Gloves will be removed at this time
- The teacher will assist the child to wash his/her hands thoroughly with soap and water and dry with a clean paper towel
- The teacher will then wash the changing surface with soap and water and then spray with bioesque to sanitize
- The teacher will then wash her/his hands thoroughly with soap and water.

Parents will need to supply diapers/pull ups, wipes and diaper cream (Label please). When a child's supply of diapers or wipes is low, the child's teachers will reach out on Brightwheel to let you know. We ask that you please bring a new supply in as soon as you can. If we ask three days in a row for more supplies and we are using schools extra diaper supply we will charge a fee of \$5 per day for the items used. If your child is in pull ups, please make sure that the pull ups that you are sending in have Velcro sides. The pull ups with the tear away sides require us to completely disrobe the child from the waist down and also make it so they are unable to assist with their dressing needs.

### **TOILET TRAINING**

Learning to use the toilet is a big event for a child. Toilet training can be a complex process and there are many issues parents must consider before and during the process of toilet training for it to be successful for everyone.

#### **How to tell if a child is ready to be toilet trained?**

- Follows simple directions
- Children range from the ages of 2-4 years old
- Remains dry for at least 2 hours at a time during the day
- Dry after naptime
- Regular and predictable bowel movements
- Walks to and from the bathroom and can pull down pants and pull them back up again
- Seems uncomfortable with soiled or wet diapers
- Seems interested in the toilet
- Has asked to wear big kid underwear

If a child has most of these skills, then they probably are ready to start toilet training. If they do not have most of these skills or have a negative reaction to toilet training, wait a few weeks or months until most of the skills are achieved. Starting the process of toilet training can actually delay the process and cause frustration. Toilet training is much easier when the child is ready.

### **Sanitation and safety**

- Potty chairs will not be used at the center due to sanitation reasons
- All toilets will be sanitized when the seat or area is dirty, or twice a day (during rest time and end of day)
- Wet/soiled clothes will be sent home in a double plastic bag sealed tightly.
- Each child should have 2 sets of clothes at school to use for accidents etc
- Teachers will encourage the child to wipe front to back on their own. If a child needs assistance the teacher will wear a latex free glove to help the child wipe.
- Children and teachers will wash hands with soap and water after using the bathroom, helping with toileting or handling soiled clothing.

### **Toilet Training Techniques**

- A calm and easy going approach works best
- Parents and teachers should communicate what strategies are being used and which vocabulary for body parts so that the child has a consistent routine across school and home
- Toilet training has many steps (undressing, going, wiping, flushing, dressing, washing) reinforce the child's success at each step.
- Help children recognize when they are urinating or having a bowel movement. They must be aware of what they are doing before they can do anything about it
- Encourage parents to dress their children in comfortable and easy clothes to remove when using the toilet
- When a child is giving the signs of having to use the toilet or tells you they have to use the toilet take them immediately and help them undress if needed. Sit by the child while they try, do not rush results. After a few minutes help the child with the rest of the routine and give praise for the effort or any successes they had.

- Never force a child to sit on the toilet against their will or for long periods of time if they do not want to. This could set the child up for failure or fear to use the toilet
- Never punish for accidents. Occasional accidents are normal. Clean and change the child immediately after an accident. Be positive and reassuring that they will be successful. Punishment does not make the process go faster and may delay it.
- Always supervise a child while toilet training
- Frequent reminders to use the toilet will help the child be successful

Some children with special needs may need additional help and strategies to create a successful toilet training experience. Help will be sought from health professionals and support personal if needed.

All children will be supervised while using the bathroom and will be assisted by a teacher if necessary. If a child needs assistance, a teacher will put gloves on before assisting the child. The child will be encouraged to wipe independently and a teacher will assist when needed. Children are free to use bathroom whenever they need to and are asked to use the bathroom frequently throughout the day, especially prior to transitions. All classrooms have bathroom facilities within the classroom including sinks for hand washing. Each child will have a plastic bin for an extra change of clothes should an accident occur. If an accident occurs the clothing will be bagged up and sent home. Parents will be notified via Brightwheel.

## **BEHAVIOR MANAGEMENT**

Our approach to discipline at Discovery School House is to use a positive and consistent manner to maximize growth and development. We help children 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 as well as with staff so that there is consistency throughout the program.

When children are being physically aggressive a teacher will intervene to prevent other children from being hurt. Once the child has been calmed the teacher will talk with them about other ways they can safely show their anger or frustration. Once the child is calm they will be encouraged to check on any child who may have been upset or hurt. Parents will be informed of all behaviors through a message in Brightwheel, by phone or at pickup.

When dealing with any behavior issues that arise, we adhere to the following policies:

1. Positive approaches, including the use of positive suggestions, redirecting children to appropriate activities and praise for appropriate behavior.
2. A redirection approach may be used to manage problem behaviors. This will involve having the child be redirected to another area in the classroom.
3. No child will be subjected to verbally abusive or degrading comments from the staff
4. No physical discipline will ever be used on a child
5. Never will a child be forced to eat or be deny food as a form of punishment
6. Never will we punish a child for wetting, soiling or not using the toilet

7. Never will we confine a child to a chair or any other piece of equipment for an extended period of time and without supervision. Time Out will not exceed 1 minute for each year of a child's age and will take place in the view of an educator. Our policy is to only use time out in the toddler room as a last resort. Other methods such as redirection will be used first.
8. The behavior management policy will be reviewed with the parents of any child with behavior problems to assure they understand and accept the policy.
9. The child's teachers will discuss any problem behaviors that require a specific behavior management plan with the parents to solicit their recommendations and agreement with the plan developed.
10. If the teachers and director determine they are unable to manage the behavior of the child and this behavior presents serious risk of injury to themselves, other children enrolled in the program, or to the staff, then the child may be terminated from the program. In such a case, the program director will work with the family and other service providers to locate appropriate intervention resources for the child.
11. There is a no tolerance policy regarding weapons/violence. Children are not allowed to bring any weapons real/fake to school, such as guns, squirt guns, slingshots, toy guns, toy grenades, knives, bullets, etc. If a child possesses any of these items while at school, their parents will be contacted immediately and be asked to pick their child up from the program. Any clothing that displays inappropriate language, images, weapons etc, the child will be changed into a different set of clothes and the parents will be contacted. We encourage imaginative play in our program, but will redirect any child playing inappropriately pretending to use weapons or strike out at another child. There will be a no tolerance for children threatening another child and/or teacher in any way. First offense will be a verbal conversation with parents, second offense the child will need to be picked up from the program, and third offense the child could be terminated from the program.

## **BULLYING**

We are committed to providing a caring, friendly and safe environment for all children that is free from bullying. Bullying is defined as the persistent physical, verbal, or emotional abuse of another child/children. It is often planned and most bullies are aware of the impact of their actions. All alleged incidents of bullying will be taken seriously and investigated by the teachers and program director. We aim to:

- Reassure the bullied child that they will be listened to and every effort will be made by the teachers to help support them
- Not label children as bullies
- Establish facts surrounding the allegations
- Help a child that has been bullying to recognize and understand the implications of their actions
- Recognize that children who bully have often been bullied or are being bullied themselves
- Discuss with the parents of the child who has been bullied and offer reassurance that the situation is being dealt with
- Record all relevant details of an investigation of alleged bullying
- Terminating a child from the program will only be used as a last resort when other strategies have failed and indicate the seriousness of an episode of bullying.

## **SUSPENSION/TERMINATION POLICY**

Discovery School House reserves the right to review each child's adjustment to the program and to determine if our Center is the appropriate placement for your child. When a child starts at Discovery they are under a 30 day trial period to determine if the placement is working for both the parents and the school. Parents are encouraged to discuss any concerns about their child's transition to the program with the teachers and the Director. If for any reason such as those listed below, the child can be dismissed from the program.

- Failure to comply with the policies set forth in the parent handbook
- Child's adjustment to the program
- The developmental needs of the child are not being met or the inability to meet a child's needs without the need of additional staff
- Non-payment of childcare tuition, late fees or recurrent late payments or non-payments
- Repeated failure to pick up your child at scheduled times
- Failure to complete necessary paper work
- Safety concerns
- Behaviors which may include, but are not limited to, a child physically harming another child or staff member by hitting, kicking, punching, running around or out of the classroom/building, scratching, pinching, biting, spitting, hair pulling, and inappropriate language.
- Destructive or hurtful behavior of a child that persists even with parent cooperation or without parent cooperation in stopping the behavior
- False information given by parent either verbally or in writing
- Parent behavior toward staff or Director, etc. personality conflicts, blatant disrespect towards teachers, Director or other staff members
- A child bullying another child, when all other options have been exhausted

In this event, a termination letter will be sent to the parents/guardians stating reasons for which the child will be terminated from the program. We will also notify parents/guardians either by phone, via Brightwheel or personally. We will then give the parents 2 weeks to find other care arrangements while the student finishes out their time at Discovery and says good-bye to their friends and teachers.

### **REFERRAL PROCESS/SUSPENSION/TERMINATION DUE TO BEHAVIORS**

Occasionally, a child will experience some difficulty in adapting to the daycare's environment or abiding by the daycare rules of behavior. We will work closely with you to see if the problem can be resolved. Daily notes will be sent home, through Brightwheel, to document the child's day and to help keep lines of communication open. It is our hope that with consistency at both home and school, in helping with the child's behavior, we will develop a positive outcome and the behaviors will subside. If the child's behavior continues to be disruptive to the group, we reserve the right to ask you to withdraw your child from daycare.

**SAFETY NEEDS ARE NOT BEING MET:** If a child's behavior becomes excessive and/or is of concern to a teacher and or the Director, the parent/guardian will be notified, as stated above, and a conference may be requested. All staff will continue to work with the child and his/her family to help correct safety issues as they arise.

**REFERALL PROCESS:** 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. Initially, an assessment will be made in the child's classroom,

through observation by the Director, as to whether the educator/s needs support in working with the child. If that is the case, parents will be contacted and a meeting will be set up with the teachers and the director to discuss the situation and what options are available to them. These options include;

- Working with the parents to implement a behavior plan that is consistent at home and at school
- Behavioral observations and consultations are also available with a behavioral specialist

If parents give us consent to have a classroom observation, then we will contact a behavioral specialist chosen by the child's parents or we can put in a consultation request to the UMASS Together for Kids project. Through this service, a plan will be set up for behavioral interventions to be used at school and at home.

After the observation is done a meeting will be set up with the educator/s and the behavior specialist to discuss what the specialist observed and what interventions he/she suggests. The Director will also work with the educator/s on strategies to use until the observation has been completed. The Director and teachers will take trainings to expand their knowledge and skills with behaviors and the ways to navigate their way through difficult behaviors.

If the referral process is completed and a child is not offered services through early intervention or the public schools or if the parent/guardian is not willing to work with our program to see that the process is completed, a meeting will be held with the parent/guardian to discuss termination proceedings. The parent/guardian will be given a two-week period to find alternate care. If a child is terminated from the program, he/she will be prepared for the termination in a manner consistent with their ability to understand. The child will be encouraged to express his/her feelings concerning the departure. Other children in the classroom will be encouraged to make pictures or cards to say goodbye and the children will be given a reasonable explanation for the departure by the teacher. If the behaviors are a safety risk to the teachers and/or children in the classroom termination may be immediate.

If a parent declines the observation and the behaviors do not decrease then we will ask you to withdraw your child from our childcare setting. Families may be referred to seek outside assistance or referred within the local Public School Department with written permission from a parent/guardian. If parent/guardian declines and the behaviors continue, this may lead to suspension or termination. 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.

### **WRITTEN PLAN FOR REFERRAL SERVICES**

Discovery will use the following procedures for referring parents to appropriate social/emotional, educational, mental health or medical services should the program staff feel that an assessment for such services will benefit the child.

- A staff member will report findings to the Director- Whenever a staff member or parent is concerned about a child's development or behavior and feel that further evaluation should be done; a staff member will report it to the Director or the person in charge.
- The Director will assist the teacher in completing an observation report of the development or behavior- If the Director agrees there is a concern, and then the teacher in the child's classroom will complete an observation report. Then the Director will view the child's file prior to making a referral.
- The Director will schedule a meeting with the child's parents to discuss steps about the referral process and consent

## **REFERRAL MEETING WITH PARENTS**

The director will schedule a meeting with the parents to notify them of the center's concern and prepare a list of possible referral services depending on what school system the child would be evaluated by or if the child is younger than 3, which Early Intervention program would be contacted.. At the meeting, the director will provide to the parents 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 request an evaluation in writing. If parents need extra support, the center will, with written parental consent, contact the referral agency for them.

If the child is at least 1 ½ years of age, the Director will inform the child's parents of the availability of services and their rights, including the right to appeal, under Chapter 766.

## **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 needs of the child at the center. If it is determined that the child is not in need of or is ineligible for services, 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 that are made, and the results as well as the conference with the parents. A referral checklist will be kept in the child's file. 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 and Early Intervention Program referrals.

## **REFERRAL RESOURCES**

### **Early Intervention**

#### **Thom Worc. Area Early Intervention**

239 Mill St.

Worc., MA 01602 (508) 752-8466

#### **Criterion Child Enrichment**

330 Plantation Street

Worc., MA 01604 (508) 770-0089

#### **South Bay Early Childhood**

548 Park Ave., Suite B

Worc., MA 01603

### **Mental Health Services**

#### **Children's Friend**

20 Cedar St.

Worcester, MA 01609 (508) 753-5425

#### **South Bay Mental Health Clinic**

340 Main S., Suite 818

Worc., MA 01608 (508) 791-4976

#### **UMASS Together for Kids**

Community Health Link

508-421-4454

### **Public School Systems**

#### **Leicester Public Schools**

Office of Student Services

1078 Main St

Leicester, Ma 01540

#### **Worcester Public Schools**

Special Education and Intervention Services

20 Irving St

Worcester, MA 01609

## **IDENTIFYING AND REPORTING SUSPECTED CHILD ABUSE/NEGLECT**

### **OUTSIDE THE CENTER**

All staff members are mandated by law under the Massachusetts General Laws C119, Section 51A, to identify and report any suspected child abuse or neglect to the Dept. of Children and Families (DCF). All staff is trained to recognize signs of physical and emotional abuse/neglect.

The following procedure will be followed in reporting child abuse/neglect once it is identified:

- A staff member who suspects abuse or neglect must document their 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.
- 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. An oral report will be given to EEC as well with 24 hours.
- The director will try to contact the child's parents to explain and clarify the situation
- The staff will cooperate with the investigation efforts of the DCF
- 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.

DCF Office

121 Providence Street

Worcester, MA 01604

(508) 929-2000

### **WITHIN THE CENTER INVOLVING STAFF**

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 the staff member will be reinstated.

**The Program Director and staff will cooperate fully with all investigations**

**DISCOVERY SCHOOL HOUSE**  
**HEALTH CARE POLICY**  
**Emergency Telephone Numbers**

Health Care Consultant

Diane Moffatt (774) 437-1280

190 Crestwood Drive. Leicester, MA 01524

Fire Dept. - 911 (508) 892-4351

Police - 911 (508) 892-3241

Ambulance -911 (508) 892-3241

Poison Control 1- 800– 22-1222

DCF/Child Abuse (508) 929-2000

Hospital Worcester Medical Center

20 Worcester Center Blvd.

(508) 363-5000

Designated Adult: Brittany Grenier-Victor 774-272-1606

Dave Giguere (508) 527-1448

**Information to Give in an Emergency**

Your Name

The Nature of the Emergency

The Center's Telephone Number: 508-892-4500

The Center's Address: 148 Main Street

Cherry Valley, MA 01611

### **PLAN FOR ADMINISTRATING MEDICATION**

#### **PRESCRIPTION MEDICATION**

- 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; however consent to administer needs to be signed by the child's doctor.
- 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.
- The parent must fill out the Authorization for Medication Form before the medication can be administered.

#### **NON-PRESCRIPTION MEDICATION**

- 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.
- 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.

- 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**

- Topical ointments such as petroleum jelly, sunscreen, 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.

### **NO SUNSCREEN SPRAYS ALLOWED**

- When topical ointments 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 reaction
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. Parent's will be notified through Brightwheel when medication is administered.
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 is trained to recognize medication side effects.
8. Each person who administers medication other than oral, topical or Epi Pen's must be trained by a health care practitioner and must demonstrate annually, satisfactory competence in the administration of such medications.

### **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 health care practitioner must have an Individual Health Care 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, on the cupboard in the kitchen. 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 (i.e.-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.

#### **PLAN FOR MANAGING INFECTIOUS DISEASE**

Staff will take extra special precautions when children who are ill and 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 gastro-intestinal, 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 than the childcare staff can provide without compromising the health and safety of the other children.
- ❖ The child has any of the following conditions: fever of 100.0, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness.
- ❖ Diarrhea-3 bouts of extremely loose stools, at home or at the center
- ❖ Vomiting at all in the previous 24 hours at home or if it happens at the center
- ❖ Mouth sores, unless the physician states that the child is non-infectious.

- ❖ Rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease.
- ❖ Conjunctivitis (defined as pink or red conductive with white or yellow discharge, often with matted eyelids) at the end of the day or program and readmitted when the child is able to participate. Antibiotics are not required.
- ❖ Tuberculosis, until the child is non-infectious.
- ❖ Impetigo wash affected area, cover sores loosely, then exclude child at the end of the day until child is treated.
- ❖ Head lice, notify at the end of the day and readmit after treatment, avoid head to head contact.
- ❖ Strep infection, until 24 hours after treatment with antibiotics 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 is crusted over (usually 6 days after start of rash).

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 100.0 degrees by the oral or auxiliary 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 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, within the hour or as soon as possible.

When a communicable disease has been introduced into the Center, parents will be notified immediately, in writing by the Program Director. Whenever possible, information regarding the communicable disease shall be made available to parents. The Program Director 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.**

### **PLAN FOR INFECTION CONTROL**

All staff and children will be required to wash their hands with soap and running water using friction for a minimum of 20 seconds and dry them with individual, disposable towels at the following times:

- When first entering a classroom and after outside play
- 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 Bioesque or with a fresh, standard bleach solution (1/4 tsp. per 1 qt.) using the following schedule:

- After each use:
  - Toilets and changing table surfaces
  - Tables after every meal
  - Toys mouthed by children
  - Mops used for cleaning bodily fluids: and
  - Thermometers
- At least daily:
  - Toilets and toilet seats
  - Sinks and sink faucets
  - Water table and water play equipment
  - Play tables
  - Smooth surfaced non-porous floors
  - Mops used for cleaning
  - Cloth washcloths and towels
  - All toys used in the classroom
  - Cots, mats, or other sleeping equipment

- At least weekly:
  - 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.

Gloves should never be reused and should be changed in 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 a secured trash bag labeled “biohazardous waste” and disposed of properly. The bags should be securely tied before removing from the container, and then disposed of properly.

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 EMERGENCIES AND ILLNESS**

### **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 will 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.
- 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’s parent will be contacted to pick them up and transport them for medical attention.
- 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 life threatening, the child will be transported to the hospital with a designated staff member by ambulance and the child’s whole file will be taken, including permission forms.

### **PLAN FOR INJURY PREVENTION**

- To prevent injury and to ensure a safe environment, the staff members who open the center are responsible each day for monitoring the classrooms, outdoor play space and environment. The staff members will remove of any hazards. Any needed repairs or unsafe conditions should be reported to the Director.
- Toxic substances, sharp objects, and other hazardous objects will be stored in a locked cabinet and out of the reach of children.
- 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 will use the Accident/Injury Report Form to record the above information. Staff will submit the completed form to the Program Director for review and then log the injury in the Injury Log. After the Program Director has reviewed the report form and has signed it, a copy will be sent to the child's parent via Brightwheel and upon pick up they will receive a paper copy if they want it. The parents will be allowed to review it, ask any question in regards to the injury and then sign it. The staff member will 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:**

- Administer First Aid and CPR to the child as deemed necessary based on the nature of the emergency.
- Call emergency medical services right away. **911.**
- After EMS or emergency medical services have been contacted, call the child’s legal guardian.
- Take the child’s medical information and emergency consents to doctors’ office or emergency room.

**PROCEDURES FOR USING AND MAINTAINING FIRST AID EQUIPMENT**

Each classroom has a backpack with a first aid kit inside, which is inaccessible to children and ready to go with educators at any time. In the kitchen of each classroom there will be a sign with a red cross that states where the backpack/first aid kit is located. 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 and CPR within 6 months of employment.

**Contents of First Aid Kit:**

Band-Aids	Scissors	CPR Moth Guard
Gauze Pads	Compress	Disposable non-latex gloves
Adhesive Tape	Gauze Roller Bandage	Thermometer
Tweezers	Instant Cold Pack	

**TRANSPORTATION PLAN**

Parents/Guardians are responsible for transporting their toddler and preschool age children to and from the program at Discovery School House.

**EMERGENCY EVACUATION**

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

During an emergency evacuation the Lead Teacher will be responsible for taking the classroom backpack with attendance and for leading children out of the building. Assistant teachers and other staff will assist in the evacuation and double check the classroom as they evacuate.

Non-mobile toddlers will be carried by staff. Other available staff will assist with the evacuation of the toddler room.

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 lead teacher will be responsible for taking the attendance list and for accounting for all 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.

## **PLAN FOR MEETING POTENTIAL EMERGENCIES**

### **MISSING CHILD**

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 to their appropriate classrooms or if already in their classroom to stay within the classroom and lock all doors. The Director or Lead Teacher will take a head count of all classrooms, make sure the playground and all common areas are clear and call 911 to report a child missing and wait for the police to arrive and direct the staff in what steps to take next. The Director will call the parent(s) of the missing child and be updated on the situation. Once the police have arrived and searched the premises, the parent and EEC will be called and updated on the situation.

### **EVACUATION DUE TO FIRE, NATURAL DISASTER, CODE BLUE**

#### **Evacuation Procedures:**

1. The Lead Teacher in the classroom will take the clipboard which contains the attendance and emergency forms for each child and the classroom backpack which has any emergency medications with her as she/he leads the children out of the building.
2. First Floor: The children are instructed to meet the teacher at the front or the back door, depending on the area of emergency, and proceed to the meeting area.
3. Second Floor: the children are instructed to meet with the teacher at one of the two exits and proceed down the stairs and out the door.
4. The meeting area for both floors is the side wall on the outside of the gymnastics center next door.
5. The Director (or lead teacher in her absence) 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.
7. A school wide evacuation will be practiced monthly.

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's 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 reentered, staff and children will proceed next door to Giguere's Gymnastics where parents will be notified and asked to pick up their child.

**Code Blue:** If there becomes a threat/danger to the school/children outside the building, the teachers will shelter in place with the children. All doors and windows will be locked and shades will be drawn. All children and staff will remain in place until the director/police deem it safe.

**Loss of Water:** If the loss of water cannot be corrected within one-hour, a determination will be made by the Director in consultation with the owner as to whether parents will be contacted to pick up their children. The decision will depend on things such as season of the year, time of day and length of water loss. In the meantime, bottled water that is kept at the center and will be used to flush toilets and wipes will be used to wash hands. Hand sanitizer will also be available.

**Loss of Heat:** If the heat goes below 65 degrees in the winter months and the problem cannot be corrected within one hour, a determination will be made by the Director in consultation with the owner as to whether parents will be called to come and pick up their children. Staff and children will go next door to Giguere's until 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 electrician, 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 the year etc....

**If you have any questions or concerns about the policies in this handbook please reach out to the director through Brightwheel or email @ [discoveryschoolhouse148@gmail.com](mailto:discoveryschoolhouse148@gmail.com)**

**Thank you for choosing Discovery School House for your child/ren to learn and grow with us!**

## **DISCOVERY SCHOOL HOUSE/KIDS CLUB/GIGUERE'S PARKING DIAGRAM**

