

Dear Families,

We are very pleased that you are considering enrolling your child in the Wollaston Child Care Center. This Handbook has been prepared to acquaint you with the daily procedures and routines that are intended to promote the high-quality childcare facility we have described throughout the admissions process.

After a member of the Administration Team has completed the initial intake interview, we strongly suggest that you read the Handbooks and call us with any questions that arise prior to registering your child in our program. Once you have submitted your registration forms, along with the required fees, you will be asked to schedule at least two classroom visitations. Becoming familiar with the classroom environment and knowing what is expected can smooth the initial transition process.

We look forward to working with you and your child, and we will make every effort to ensure your child has the opportunity to reach his/her full potential.

Sincerely,

Wollaston Child Care Center

## **Preparing for the First Day at WCCC**

Having selected WCCC as the facility for your child/children, there are several tasks parents need to complete prior to the first day. You will need to collect a complete change of clothes that can be kept in the Center.

Young children often misplace clothing and other belongings. For this reason, we recommend that your child's clothing be labeled. It will also be in your best interest to label other items such as jackets, coats, boots, backpacks, lunchboxes, etc. Periodically, your child's teacher will ask you to replenish clothing that your child has outgrown or that might be out of season.

No matter how children may look forward to attending a child care program; it is probable that there will be times when they miss family members. Selecting a family photo that can be left at the Center is a way we can acknowledge your child's feelings and reassure him/her that you will be returning at a specified time.

Students attending full days must bring a blanket and small pillow for rest. Rest time items should fit within the nap time bag provided at enrollment and stored in your child's cubby. Weekly, these items are to be sent home and washed.

Your child will benefit from reassuring comments as you talk with your child about the first day at WCCC. Transitions are likely to be stressful for you and your child. Thus, positive comments are very helpful. If you have concerns about your child's successful transition into WCCC, please with the Director. Every effort will be made to support you and your child.

This Child Care Center is pet friendly. Animals play an important role in the enhancement of all science programs. It is a great way for children to learn about respecting and caring for all living things. From time to time different types of small fur bearing animals and small reptiles will visit each classroom. All of these animals are sure to be in good health and hygienically acceptable.

## **The First Day**

Human beings approach new situations in different ways. Just as children are likely to experience stress and/or anxiety as they begin a "new" program, WCCC staff also recognizes that many parents are likely to feel uneasy as they prepare to leave their child in the care of others.

With this in mind, the WCCC staff expects to confer with parents prior to the first day the child is enrolled. The purpose of the conference is to share issues and concerns in order to ease the child and family's transition into the WCCC program. Entering a childcare program is an important part of a young child's life and the parents' life too. With this in mind, WCCC staff strongly recommends that a parent set aside sufficient time to accompany their child through the initial routines and activities for at least two hours, on two different days. If you feel that you and your child need additional visitations to complete the transition, we will do everything possible to accommodate your needs.

On the first day, bring the clothing and items listed on the Preparation Checklist. You will need to pack a lunch. Do not send food that needs to be heated. WCCC will be providing healthy morning and afternoon snacks and beverages. If your child prefers snacks from home that is perfectly acceptable, along as they are nut free.

### **Daily Arrival Routine**

As much as WCCC staff desires a smooth transition into the program, there is also a set of expectations and routines to follow on a daily basis. It is WCCC staff's expectation that the parent and/or caregiver who accompany the child into the Center each day will follow the routine shown below. By following each step, your child will successfully transition into the program. Guidance and assistance from a parent or other caregivers can be helpful to the young child. Upon arrival each day, the steps to follow include:

**Step 1** Sign your name and time of arrival on the Sign-In/Out Sheet next to your child's name.

**Step 2** If your child is on medication, please ask the Front Desk Staff for a Medication Authorization Form. Give the completed form, along with the medication and any measuring utensil that are required, directly to a staff person.

**Step 3** Assist your child with hanging up extra clothing and putting snacks/lunch in his/her locker space.

**Step 4** Help your child wash his/her hands before joining an activity.

**Step 5** Share information with teaching staff that helps them respond supportively to your child. Attention to a child's emotional well-being is crucial to a successful transition from home to the Center. (Example: The family is feeling sad because a pet died. A family member is ill and the child has expressed a desire to stay home instead of attending the WCCC program.)

**Step 6** Tuition payments may be left in the mailbox, located on the main floor, directly across from the Family Room.

#### Other Suggestions:

Although parents sometimes think it will be easier for their child if they just scoot out without saying good-bye, WCCC staff does not recommend this approach. Your "goodbye" and caring explanation about when you or another family member will return helps the young child develop trust, confidence and a sense of security. On occasions when you wish to spend extra time with your child, please discuss your plan with the teacher. Also review the Classroom Guidelines included with this Handbook.

Likewise, arriving on time and attending consistently are other aspects of the daily routine that help your child feel secure. *Erratic attendance is not helpful.* When your child is not present, parents are expected to notify WCCC.

## **Departure**

The way a child ends the day and leaves the Center is just as important as the way the child entered that morning. Just like their parents, children are often tired at the end of a day. It has been the WCCC staff's experience that parents are often in a rush when they arrive to pick up their child/ren. Therefore, to ensure a successful transition home, child/ren need the parent's understanding and support.

On any given day, you should anticipate that your child may greet you with enthusiasm or appear indifferent even resentful that you have arrived. Try not to take the response personally. Helping your child/ren as they express their reluctance to leave or say good-bye to other children and caregivers, gather their belongings, and put on outerwear is often a challenge for a tired and busy parent. However, at this critical time of the day, patience is especially important. The WCCC staff is aware and sensitive to this issue.

Upon departure each day you can assist with your child's transition from the Center by taking a few minutes to follow these steps:

- Step 1** Sign your name and the time of departure on the Sign-In/Out Sheet.
- Step 2** Checking your mailbox for notices from the staff about special projects, field trips, parent meetings, conferences, payment receipts, etc.
- Step 3** Greeting your child and taking a few moments to find out about her/his day.
- Step 4** Helping your child gather together belongings, wash his/her hands and possibly use the toilet before leaving the Center.
- Step 5** Saying "goodbye" and adding such phrases as "I really don't want to go but...", "I'll be back tomorrow" or "I'll see you on Wednesday" ease the child's discomfort.

In terms of the safety and security of every child and family, WCCC staff will not release children to any person who is not listed on the designated Pick-Up List. If there is to be any changes in the daily pick-up arrangement, parents must notify the WCCC staff in writing. In the case of a last minute emergency, parents may call the Center, naming the adult who will be picking up the child and supplying the information necessary for a proper identification. Parents/Guardians must inform the designated person who will pick up the child that the WCCC staff will require picture identification for verification at the time of pick up. Otherwise, WCCC staff will not release the child. (Refer to Pick Up Policy in Policies Handbook.)

## **Dressing for Play**

The familiar quote, "Play is the work of childhood", reflects one facet of the WCCC philosophy. With this in mind, parents should expect their children to be playing in and outdoors every day. Plenty of exercise and the freedom to explore the elements—snow, ice, and even an occasional mud puddle—are important learning experiences for young children. Outdoor play will be a daily occurrence unless weather conditions are poor-

extremely hot or cold temperatures, exceptionally windy or otherwise determined as unsafe for the children.

Besides playing outdoors, children will be involved indoors with projects and activities that require sitting on the floor or at tables using paint, working with clay, etc. All these activities require comfortable but durable play clothes that are washable. If you hear yourself, saying to your child, “Don’t get your clothes dirty today” as he or she is getting ready in the morning, consider dressing your child in a different outfit. Your child wants to please you. When the Center activities conflict with your word of caution, your child may become stressed. On the one hand, s/he wants to please you, yet on the other hand, s/he also wants to cooperate with his/her teacher/caregiver. Therefore, to reduce conflict, avoid dressing your child in clothes that are considered “best”.

**Be advised that all drawstrings should be removed from clothing because of the potential hazard if caught. Velcro and snaps are a great alternative. Necklaces are also a potential hazard and should not be worn while in our Center.**

Sturdy shoes, such as sneakers, or any shoes with rubber soles, are essential. Avoid shoes with slippery soles. **Please remember, open-toe shoes are not allowed in our Center.** Any child arriving at our Center in open-toe shoes will not be admitted. During the summer we have “Water Play Day”. To protect your child’s feet they must wear water shoes or a pair of old sneakers. Make sure that you bring in additional footwear for your child to change into after the “Water Play” has ended. The children will not be allowed to go outside barefooted at anytime.

*Cold weather clothing:* Warm coat, snow pants, boots, hat and mittens will be needed so that your child can participate fully in the program planned.

*Warm weather clothing:* Keeping cool on hot days is a must. However, some children are sensitive to the sun. Please provide a hat, long-sleeve, lightweight shirts, sunglasses, and slacks for cover-up. The staff will notify you about the appropriate times your child should wear or bring a bathing suit.

*Extra clothing:* As indicated in the “Preparing for the First Day” section above, parents are expected to provide a complete change of clothing that will be kept on hand at the Center in case of an unanticipated accident. The collection of clothing should include underwear, socks, pants, shirts, and sweaters or sweatshirts. Each item should be clearly marked with your child’s name.

In the event that your child needs to change clothing, you are asked to take the soiled items home to be washed and to please bring a fresh supply the next day.

Every so often, you may need to exchange the clothing because of your child’s growth or the change of season.

### **Favorite Toys and Other Items from Home**

In general, the WCCC staff will not encourage children to bring toys or other items from home to the Center. These items can be misplaced or broken. Often children want to show what they have brought but do not wish to share. This situation can create

unnecessary conflict. More importantly, the Center is equipped with toys and materials for the children so that they can learn to share and use with one another.

On the other hand, there is an important exception to the WCCC policy. Many young children have a favorite toy or blanket that serves as a “transition object”. Such an item can help a child feel safe and secure, making the adjustment to the Center and separation easier. During the conference before the first day, you can discuss this issue with the director and teacher and decide what would be in the best interest of your child. Ultimately, the WCCC’s goal is that your child will utilize classroom toys, equipment and materials, leaving his or her personal toy in the cubby or at home.

### **Snacks and Lunches**

The WCCC provides “healthy” mid-morning and afternoon snacks and beverages such as juice, milk or water. Parents are expected to provide a well-balanced lunch and beverage.

**Candy cannot be sent in to the Center! We will not heat children’s lunches at the Center.** The lunch can be packed in a brown bag or a lunch box, labeled with your child’s name. Please refrain from sending sweets (candy, cake or cookies) as part of your child’s lunch. Alternatives include: crackers with cheese, jam, bite-size pieces of fruit or raw vegetables, bagel and cream cheese, muffins or breads, yogurt, sandwiches, pizza slices, juice, and milk. Wide mouth thermoses keep soups and leftovers warm until lunchtime. Please be sure to advise the staff about any food allergies your child may have. Any food that needs to be refrigerated must be labeled before being placed in the refrigerator.

We all strive to provide children with good nutritious food, getting them to enjoy it can be a bit more challenging! By encouraging children to help you prepare their meals or snacks empowers them to learn to make good choices. Applaud their efforts when they make healthy choices and be sure to limit their sweet treats. Snacks are needed by children and will be offered as part of their daily diet at our Center and it should also be offered at home! We include such foods as fruits, fruit juice, milk, vegetables, cheese, crackers, yogurt, cereal, etc.

The following is a sample menu that will guide you in making good nutritional choices and the proper serving size for children 1- 5 years of age

<b>Number of servings</b>	<b>4</b> Milk and Milk Products	<b>3</b> Protein Foods	<b>4</b> Breads, Cereal and Grains	<b>1</b> Vitamin C Rich Fruits/Vegetables	<b>1</b> Dark Green and Yellow Fruits/Vegetables	<b>2</b> Other Fruits/Vegetables
<b>Serving Size for: 1 year old</b>	1/2 C. milk yogurt 3/4 oz. cheese	1 oz. meat, poultry, fish 1 egg 1/2C cooked beans	1/2 slice bread tortilla 1/4 C rice pasta 1/4 C cooked cereal 1/3 C dry cereal	1/4 C fruit juice 1 small fruit 2 Tb. cooked vegetables	1 small fruit 2 Tb. cooked vegetables	1/4 C fruit juice 1 small fruit 2Tb. cooked vegetable
<b>2-3 year old</b>	1/2-3/4 C milk yogurt 3/4 – 1 oz. cheese	1 oz. meat poultry, fish 1 egg 1/2 C cooked beans	1 slice bread tortilla 1/3 C rice pasta 1/3 C cooked cereal 1/2 C dry cereal	1/2 C fruit juice 1 small fruit 1/4 C cooked vegetables 1/2 C raw vegetables	1 small fruit 1/4 C cooked vegetables 1/2 C raw vegetables	1/2 C fruit juice 1 small fruit 1/4 C cooked vegetables 1/2 C raw vegetables
<b>4-5 year old</b>	3/4 C milk, yogurt 3/4 oz. cheese	1-2 oz. meat, poultry, fish 1 egg 1/2-3/4 C cooked beans	1 slice bread tortilla 1/2 C rice pasta 1/2 C cooked cereal 3/4 C dry cereal	1/2 C fruit juice 1 small fruit 1/4 C cooked vegetables 1/2 C raw vegetables	1 small fruit 1/4 C cooked vegetables 1/2 C raw vegetables	1/2 C fruit juice 1 small fruit 1/4 C cooked vegetables 1/2 C raw vegetables

## Sample Menu

Age	Breakfast	Snack	Lunch	Snack	Dinner
<b>1 year old</b>	½ C milk ¼ C hot cereal ½ small banana	¼ C orange juice 1 hard-boiled egg 1 graham cracker	½ C milk ½ peanut butter sandwich 2 Tb. Peas ½ peach	½ C milk ¼ C dry cereal	½ C milk 1 oz chicken ¼ C rice 2 Tb. Carrots ¼ C applesauce
<b>2-3 year old</b>	½ C milk ½ C orange juice ½ C dry cereal	½ C apple juice cheese cubes	½ C milk ½ C ham and split pea soup 1 slice bread apple slices	½ C yogurt 3-4 crackers	½ C milk 2 oz. hamburger 1/3 C noodles ¼ C broccoli ½ C lettuce salad
<b>4-5 year old</b>	¾ C milk 1 scrambled egg 1 slice toast	½ C pineapple juice 3-4 crackers	¾ C milk 1 tuna sandwich 3-4 carrot sticks	¾ C milk cream cheese and celery	¾ C milk ¾ C mild chili ½ C tossed spinach salad 1 piece cornbread

**SNACKS** are always needed by the very young child, whether at the Center or at home, and should be offered as part of their daily diet. Include such foods as fruits and fruit juices, vegetables, cheese, crackers, hard-boiled eggs, yogurt, custards, and dry cereal.

### Celebrations

Children enjoy all kinds of celebrations. With this fact in mind, our program is designed to offer many varied opportunities for children to enjoy their own and other children's birthdays, holidays and special occasions. Parents are invited to plan some celebrations with the WCCC staff as well as participate. No more than two adults will be invited to participate in each celebration in their child's Classroom. "Goodies Bags", candy, treats, and balloons will not be allowed to be distributed to the children during celebrations.

**HONOR BOOKS PROGRAM.** The WCCC has developed a program whereby individuals/families may choose to donate a book to the Center's Library in honor of an occasion such as a birthday, a wedding, an anniversary, or to honor the memory of a loved one. You may wish to choose a book that has special meaning to you and your family, or you may request a list of suggestions from the staff.

## **Center Closings**

In order to meet the needs of every family served at the WCCC, the policy regarding closings is to remain open whenever possible. On the rare occasions it may become necessary to close the Center due to severe weather, such as when the Governor of Massachusetts declares a “State of Emergency”. At that point we will leave a message regarding the changes in hours of operation, or that the Center will be closed for the day on our main phone number, (617-773-7217). Closings will also be posted on our Center Facebook page. Whenever you have any question as to if the Center will be opened, feel free to call us directly.

## **Change in Information**

Being able to contact parents quickly is crucial to the home/Center relationship. For this reason, parents are asked to notify WCCC whenever there is a change of address, work or home telephone numbers, or emergency contact names and telephone numbers. It is very important that this information be kept current at all times. Whenever there is a change, please inform the Administrative Director in writing.

## **Child Guidance Policy**

The root word for discipline is derived from the word disciple—someone who follows the teachings of another. Children are not born knowing or understanding how to behave appropriately. It is guidance and support parents provide from the beginning of life that WCCC values and intends to build upon in the Center.

Guidance and support by caring and supportive adults helps children to learn how to understand and manage their feelings, as well as cope with the challenges that are posed each day as they encounter other people and situations. Through these interactions children are helped to learn appropriate ways to express their satisfactions, needs and a wide range of feelings.

Since the learning of self-control and discipline takes time and can vary according to a number of factors, such as a child’s temperament, the WCCC staff expects to work closely and consistently with children and families. As inner controls continue to develop children are helped to live harmoniously and peacefully with one another. Learning to tolerate limits and understanding the consequences of their own actions contribute to healthy emotional and social development. Of particular importance to the WCCC staff is separating the deed from the idea. By doing so no child is made to feel ashamed, embarrassed or bad.

Another aspect of the learning process is to respect and care for others. Opportunities to learn how to use materials respectfully are also essential.

The Wollaston Child Care Center follows and implements The Pyramid Model, a positive behavioral intervention and support (PBIS) framework that uses systems-thinking and implementation science to promote evidence-based practices. We strive to provide nurturing and responsive caregiving, create learning environments, provide targeted

social-emotional skills, and support children with challenging behavior. We offer referrals to area programs and services for additional support when needed.

The Wollaston Child Care Center prohibits the following:

- (a) Spanking or other corporal punishment of children;
- (b) Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment; including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks;
- (c) Depriving children of outdoor time, meals or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence;
- (d) Disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet, or using any other unusual or excessive practices for toileting;
- (e) Confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision; and
- (f) Excessive time-out. Time-out may not exceed one minute for each year of the child's age and must take place within an educator's view.

The staff will redirect a child when they are unable to support him/her in resolving a conflict. If it becomes necessary to remove a child from his/her classroom setting due to their inability to control their actions or behaviors, the child will be brought to a member of the Administrative Team, until such time the child is able to return to the classroom. If the child is being aggressive or physical toward the children in the classroom and/or the staff, the parents will be notified, and the Procedure for Avoiding Suspension and Termination will be implemented.

### **Procedures for Avoiding Suspension and Termination**

It is the policy of WCCC to make every effort to avoid suspension or terminating a child from the program due to challenging behavior. The procedures to avoid suspension and termination include:

1. WCCC provide an opportunity to meet with parents to discuss options other than suspension or termination;
2. WCCC will offer referrals to parents for evaluation, diagnostic or therapeutic services;
3. WCCC will pursue options for supportive services to the program, including consultation and educator training;
4. WCCC will develop a plan for behavioral intervention at home and in the program.
5. In extreme situations when behavior poses as safety risk to the child, other children, or staff of the Wollaston Child Care Center the child may be suspended or terminated from the program.

### **Termination and Suspension Policy**

In the event of extreme behavior that poses a safety risk to the child, other children, or staff of the Wollaston Child Care Center, the child may be suspended or terminated from the program. Other reasons for suspension and termination include disrespectful or discriminatory comments towards the staff, other children or parents, failure to pay tuition, failure to submit required paperwork, multiple late pick – ups, special services that the center cannot accommodate and refusal to comply with center policies.

1. If and when it becomes necessary for a child to be terminated, the parent(s) will be provided with an opportunity to meet with a member of the Administrative team to discuss the reason for the decision. At that point we will provide a written documentation of the circumstances leading to this decision and the efforts that were made to accommodate the child's needs prior to the termination/suspension. Whenever possible, the family will be given a two-week notice before services are terminated.
2. When any child is terminated from the program, initiated by the program or the parent(s), the child's teachers will prepare the child for the transition from the program in a manner consistent with the child's ability to understand.

### **Communication**

Our goal is to make this a totally positive experience for your entire family; therefore we look forward to establishing an open line of communication between, families, administrators, and educators. Your input is invaluable to the success of our program.

# **Health Care Policy**

## **Health Care Consultant**

Maddie Hao, M.D., South Cove Community Health Center, 88 Holmes Street,  
Quincy, MA 02171.

Telephone Number: 617-318-3210.-259

Karen Lynch, 136 Franklin St. East Bridgewater, MA 774-259-1761

## **Emergency Telephone Numbers**

Rescue - 911

Poison Control Center – 617-232-2120

Fire Department – 617-773-9800

Police – 617-479-1212

Whenever children are taken on a Field Trip or off Center property, a cell phone will be taken with the group and the number left at the front desk.

## **Hospital Utilized for Emergencies** (unless otherwise determined by emergency responders)

Quincy Medical Center, 114 Whitwell Street, Quincy, MA 02169.

## **Procedures for Emergencies, Injuries, (Including Dental) and Illnesses**

1. All staff will be trained in the program's emergency and evacuation procedures, in standard precautions and designated staff will be trained in medication administration procedures.
2. The staff will maintain current First Aid and CPR Certification, ensuring that staff trained in First Aid and CPR are present at all times. 7.11 (1) a
3. Only trained members of the staff will be allowed to give first aid.
4. When necessary 911 will be dialed for emergency support and/or transportation.
5. Parent(s) will be contacted, or emergency contacts will be called, if parents are unavailable.
6. A member of the Administrative Team or the child's teacher will be transported to the hospital, along with the child's or the adult's records, and will remain with the child/adult until a parent arrives.
7. First Aid and Emergency Medical Care Consent Forms, along with the children's records, will accompany the Staff whenever the children leave the Center's property while in our care.
8. In the event that a tooth is knocked out, the tooth will be placed in a container of cold milk and it will be transported with the child to the Quincy Medical Center.
9. Off site emergencies and injuries:
  - ❑ Emergency forms and necessary medical equipment will be taken on every field trip and neighborhood walk.
  - ❑ At least one teacher will be in possession of a cell phone.

- ❑ Each classroom will bring their own emergency kit with them to assist in taking care of small injuries.
- ❑ In the event of an emergency the staff will call 911 immediately, then they will call the Center. The Director or Assistant Director will make arrangements to meet at the site of the emergency and be transported with the child, if necessary.
- ❑ Parents/guardians will be notified once the emergency personal has assessed the situation.

### **Procedures for Utilizing and Maintaining First Aid Equipment**

1. First Aid Kits are located in each classroom and in the health room. Classroom teachers are responsible to notify the director of any items in need of replacement. Their contents include:
 

Band-Aids	Disposable non-latex gloves
Gauze Pads	Gauze Roller Bandage
Adhesive Tape	Instant Cold Pack
Tweezers	Thermometer
Scissors	CPR face shield
2. A First Aid Kit is taken whenever a group travels to the playground or leaves the property. A cell phone is taken whenever a group leaves the property.
3. Every teacher is certified to administer First Aid and at least one staff member on duty at all times is trained to administer CPR.

### **First Aid Procedures for Injuries**

1. Teachers must put on disposable gloves.
2. The affected area is washed with soap and water and a Band-Aid will be applied if necessary.
3. Any child in the center with an open cut or scratch will have the affected area covered until it has scabbed over completely.
4. The child's parents will be contacted if the Center's staff deems it appropriate. If parents are not contacted at the time of the incident, they will be informed, both verbally and in writing, via an injury report at the time of pick up.

### **Plan for Emergency Evacuation of the Center**

1. Separate evacuation plans are posted in each classroom and Center exits.
2. Classroom teachers are responsible for leading their own class out of the building.
3. An Administrative Team member is responsible for checking for stragglers.
4. An Administrative Team member, supported by the teachers, is responsible for assuring the number of children in attendance to the number of children safely evacuated.
5. The Administrative Team is responsible for assuring that evacuation drills are held at different times of the program day, and are practiced with all groups of children and staff on a monthly basis.
6. The Administrative Team will maintain the documentation of the date, time, and effectiveness of each drill. Each classroom has their own Fire Drill Log Book and documents the date, time, effectiveness and exit used.

## **Injury Prevention**

1. Liquids, foods, and appliances that are or become hot enough to burn a child must be kept out of the reach of children.
2. The use of any substance that may impair the educator's alertness, judgment or ability to care for children during child care hours is prohibited.
3. Drinking alcoholic beverages and smoking on the childcare premises during childcare hours are prohibited.
4. The WCCC will ensure that the following are easily and readily available at all times, and accompany the children anytime they leave the facility in the care of staff:
  - a. a first aid kit;
  - b. current family contact information;
  - c. emergency or life-saving medications, such as asthma inhalers and epinephrine auto-injectors, for any children for whom they have been prescribed;
  - d. telephone numbers for emergency services;
  - e. authorization for emergency care for each child.
5. The WCCC will maintain adequate first aid supplies, including but not limited to: adhesive tape, band aids, gauze pads, gauze roller bandage, disposable non-latex gloves, instant cold pack, scissors, tweezers, thermometer, and CPR mouth guard.
6. The WCCC will maintain a record of any unusual or serious incidents including but not limited to behavioral incidents, injuries, property destruction or emergencies. These reports must be reviewed, by the Administration, on a monthly basis.
7. The staff will be responsible for checking the children's clothing to ensure that it is free from strings, laces or jewelry that could become entangled or wedged in the playground equipment and present a strangulation hazard.
8. Staff members are required to protect children against cold, heat, and sun injury.

## **Use of Off-site Facilities**

1. The educator must confirm the availability and appropriateness of off-site facilities prior to each use.
2. The Center must consider and implement a thoughtful plan for appropriate supervision of the children in public spaces.
3. The Program must require written parental consent for a child to participate in off-site activities. The program may obtain a general permission from the parent of each child to take the child off the premises of the childcare program for common excursions (*e.g.* library, playground, museums, swimming) if the consent lists the common excursions and the means of transportation. The consent form shall be valid for one year.

## **Oral Health Policies and Procedures**

Early attention to good dental hygiene and care is extremely important to the development of your child. We advise our families to have their children's dental health overseen by a dentist of their choice. If your family does not have a dentist, a list of local dentists will be provided to you. We recommend that children brush their teeth in the morning, after lunch and before going to bed at night.

Here in our Center, we encourage our children to brush their teeth once each day. We will provide the children with new toothbrushes every three months and *Colgate Fluoride Toothpaste* for children over two years of age. Fluoride free toothpaste will be offered to the children in the Toddler Program. Our staff will be on hand to assist them in applying the toothpaste to their toothbrush and will guide them in proper brushing and rinsing techniques. Often young children tend to swallow before rinsing. Therefore, if you prefer to have your child use the toothbrush with just water it is perfectly acceptable. However, if you do not wish your child to participate in the tooth-brushing program, be sure to notify us in writing.

### **Plan for Safeguarding Children with Nut Allergies**

Due to the ever-increasing amount of children who enter our program with severe nut allergies, we have declared this program to remain nut free at all times. Therefore, we will not purchase items that have been manufactured by equipment that may have processed nuts. We also request that our families refrain from sending in any products that include nuts or ingredients that may have been in contact with nuts or nut by-products.

### **Plan for Meeting Health Standards and Food Preparation Regulations**

Families often wish to contribute food items for special occasions, such as their child's birthday and holiday parties. Due to the vast numbers of children who have allergies to certain food products, we cannot accept items prepared at home. It is also one of our goals to eliminate candy from being brought into the Center in the children's lunch boxes and for party treats. When purchasing items from a store or a bakery, the ingredients must be labeled on the outside of the sealed packaging. All items donated to the classrooms must arrive in an unopened sealed package, listing all the ingredients. If the labeling implies that the equipment used during the process may have been used to process nuts or nut by-products, we will be unable to serve that product.

### **Sun Safe Policy**

Skin cancer is increasing in the United States and has reached epidemic proportions. Ninety percent of all skin cancers are caused by exposure to the sun. According to the Skin Cancer Foundation statistics, one in every four Americans will develop skin cancer in their lifetime. Baring this fact in mind, we have developed our Sun Safe Policy.

- We encourage our staff and parents to role model sun protection behaviors at all times.
- We recommend the use of sunscreen with SPF 15 or higher, with UVA & UVB protection.
- Parents are requested to sunscreen their child/children before coming to the Center each morning.
- Parents/guardians that request their child/children to have sunscreen applied before going outside in the afternoon must supply and label the product with their child's name and sign the authorization and consent form.
- The staff is responsible for applying sunscreen to the children before going outside in the afternoon.

- Classrooms going outside between the hours of 11:00 a.m. to 12:00 p.m. and 2:30 p.m. to 4:00 p.m. will limit their time in the direct sunlight to no more than 30 minutes. (Children are not outdoors between the hours of noon and 2:30 p.m.)
- Children and staff are encouraged to wear hats, sunglasses and to keep their skin covered as much as possible.
- Children and staff are encouraged to seek shade whenever possible.

Our Policy reflects the views of the Shade Foundation's recommendations. To find out more about this organization go to their web site, [www.shadefoundation.org](http://www.shadefoundation.org).

In accordance with the Massachusetts Child Care Weather Watch, the following standards will be observed.

### Heat Index

- 80 degrees is considered comfortable.
- 90 degrees will begin to feel uncomfortable and children will only be allowed outside to play in shaded areas for short periods of time. Otherwise they will use our indoor, air-conditioned Community Room for Gross Motor Activities.
- 100 degrees is considered uncomfortable and may be hazardous, therefore children will only be allowed to use our indoor, air-conditioned Community Room for Gross Motor Activities.

### Wind-Chill

- 30 degrees is chilly and generally uncomfortable. Children may go outside, only when they are dressed appropriately for the existing weather conditions.
- 15 – 30 degrees is cold. When the entire class is dressed appropriately, children may be allowed outside for a short period of time to exercise before proceeding to the Community Room for Gross Motor Activities.
- 0-15 degrees is very cold and therefore the children will use the Community Room only for Gross Motor Activities.

### Plan for the Care of Mildly Ill Children and Management of Infectious Disease

1. In order to minimize the spread of infectious diseases and to care for children exhibiting such symptoms, a space will be provided for their isolation in the Health Room.
2. Any child having symptoms such as a temperature that exceeds 100 degrees or discomfort due to a cold or flu, sunburn with blisters, constipation, diarrhea, ear infection, etc., or who is otherwise unable to participate in scheduled programming, will be sent home. Children should be picked up within two hours after notification.
3. Children exhibiting symptoms requiring exclusion will be made comfortable in the Health Room until they can be picked up.
4. **Any child sent home ill/sick from the program must be out for a full 24 hours and free of symptoms for 24 hours before returning to the Center.**
5. Parents are obligated to notify the Center when their child has had a communicable disease. Any child having a communicable disease must have a doctor's note before being readmitted to the Center. Parents will be notified when

any communicable disease such as measles, pediculosis (Head Lice), or salmonella has been introduced into the Center.

6. Once a child has been found to have pediculosis (Head Lice), it is the policy of this Center that the child may not return until all nits have been removed from the hair. **This Center has a no nit policy!**

Children are considered ill when they are unable to participate fully in all aspects of the Center program, including indoor as well as outdoor play. Our Health Care Consultant can be contacted at any time to answer questions and assist parents regarding health needs for the children and/or the family.

Parents are expected to contact the Director to determine the status of their child's health if there is a question of illness. Keeping a child at home for one or two days at the beginning of an illness can often prevent a longer absence later. Also, by avoiding contact with other children, it might be possible to reduce illness among other children and staff.

However, if you contact the Director and it is determined that your child is well enough to attend, it is also assumed that you or a designated person will be available to take your child home if his/her health deteriorates during the day

#### **Plan for Dispensing Medication**

Only staff members trained to verify and to document that the right child receives the proper dosage, of the correct medication, for that particular child and given at the correct time(s), and by the proper method. Each staff member who administers medication (other than topical medication) must demonstrate competency in the administration of medication before being authorized by the WCCC to administer any medication. The staff that is allowed to administer medication must complete the training in Five Rights of medication distribution yearly.

- The Administration will ensure that at least one person with training in medication administration is present at any and all times when children are in care.
- Each staff member who administers any medication, other than oral or topical medications and epinephrine auto-injectors, must be trained by a licensed health care practitioner and must demonstrate annually to the satisfactions of the trainer, competency in the administration of such medications.
- The WCCC will ensure that each educator, including those educators who do not administer medications, receives training in recognizing common side effects of specific medications being administered in the program.

1. **Non-prescribed medication** will only be administered when accompanied by a physician's written order. The written order must specify the child's name, the medication name, the dosage, time to be administered, the duration and reason being given with parameters.

**Example:** *Child's name, Robitussin Itsp, by mouth every 4-6 hours for cough. To follow up with MD if not improved in 4 days.*

Non-prescribed medication will not be given to children by the Administrative Staff or parents, while attending the program, without the physician's authorization! Non-prescribed medication can mask symptoms of contagious

- illnesses that can quickly spread throughout the Center. It is for this reason that we must strictly adhere to this policy.
2. Any child who needs a **prescribed medication** for any reason must be on the medication for 24 hours and symptom free before returning to the Center.
  3. Medication that has been prescribed by a physician may be given to the child while at the Center, as long as the following procedures are taken:
    - The medication is brought in its' original container with the prescription label attached by the child's parents/guardian.
    - The Authorization form for Administering Medication is filled out and signed by the parent/guardian. This form will be maintained by the Administrative Staff and placed in the child's file when completed. The information documented will be as follows:
      - The child's full name.
      - The name of the medication.
      - The correct dosage to be given.
      - The time when the medication is to be given.
      - The right method to be used to administer the medication, along with the appropriate dosing tool.
      - The parent's signature of consent.
      - The beginning and ending dates that the medication will be given.
    - An accurate measuring utensil (i.e. measuring spoon or measuring cup) must be brought with the medication.
  4. All medication must be handed directly to a staff member.
  5. Medication will be stored in a secured cabinet within the Health Room. Any medication needing refrigeration will be stored in the kitchen refrigerator located on the main floor.
  6. When having a prescription filled, most pharmacies will divide the prescription into two containers, both properly labeled. This will enable you to leave one bottle at the Center. It is our understanding that there is no added cost for this service.
  7. Leftover or out dated medication will be returned to the parent or disposed of appropriately in conjunction with the FDA guidelines.
  8. A physician may give a standing order listing the medication(s), dosage and criteria for administration. This order will be valid for no more than one year from the date it was signed. When a child with standing orders receives medication as needed, the parent(s) will be notified by phone or written notice stating the date and time the medication was administered.
  9. Each time medication is given it will be documented in the ***Medical Records Book***, located on the desk in the **Health Room**. The person administering the medication will document the time the medication was given, the name of the medication, the dose administered, and the staff person's name.
  10. The parents will be informed of any child with standing orders before administering medication.
  11. The parent(s) will be informed any time a dosage is missed, or refused by the child.
  12. During the yearly First Aid Training the entire staff will undergo training on administering and documenting medication.
  13. Sunscreen lotion, insect repellent, with DEET, Chap Stick, diaper cream, hand cream and other topical creams or ointments must be accompanied by an authorization and consent form signed by the parent/guardian.

## **Plan for Implementation and Monitoring Infection Control**

- a) All staff members will be trained in infection control procedures.
- b) The staff will educate children about and promote hand washing procedures and health precautions.
- c) The staff will ensure that educators and children wash their hands with liquid soap and running water, using friction, in accordance with DPH guidelines. Hands must be dried with individual or disposable towels or automatic hand blow-dryers. The use of common towels is prohibited. Staff and children must wash their hands at least at the following times:
  - Before and after water play;
  - Before eating or handling food;
  - After toileting or diapering;
  - After coming into contact with bodily fluids or discharges (including sneezes, coughing); and
  - After handling caged animals or their equipment.
- d) In addition, staff must wash their hands:
  - Before and after administration of medication;
  - After performing cleaning tasks, handling trash or using cleaning products.
- e) Facilities used for hand washing after diapering or toileting must be separate from facilities and areas used for food preparation and food service.
- f) The WCCC will ensure that the equipment, materials, items or surfaces (including floors, walls and clothing used for dramatic play) are washed with soap and water and disinfected as needed to maintain a sanitary environment.
- g) All floors used by children must be swept and/or vacuumed daily.
- h) All eating surfaces be washed and disinfected before and after each use.
- i) Where applicable, the following items, equipment and surfaces must be washed and disinfected after each use:
  - 1) Children's toileting facilities.
  - 2) Diapering surfaces;
  - 3) Mops used for cleaning bodily fluids;
  - 4) Thermometers; and
  - 5) Water tables and water play equipment.(The WCCC uses disposable bibs in the Toddler classroom.)
- j) Toys mouthed by children must be set aside and stored after each use and may not be used by another child until they are washed and disinfected.
- k) Personal items intended for individual use by children, including but not limited to toothbrushes and sleeping materials, must be labeled with the name or numbered for whom they are intended.
- l) The following items must be monitored for cleanliness and washed and disinfected at least daily:
  - 1) Toilets and toilet seats;
  - 2) Containers, including lids, used to hold soiled diapers;
  - 3) Sinks and sink faucets;
  - 4) Drinking fountains;
  - 5) Play tables and
  - 6) Washcloths and towels.
- m) The following must be washed and disinfected at least weekly:
  - 1) Cribs, cots, mats and other approved sleeping equipment;

- 2) Sheets, blankets or other coverings;
  - 3) Machine washable toys.
  - 4) Smooth surfaced, non-porous floors, and
  - 5) Mops used for cleaning.
- n) The disinfectant solution used to disinfect child care items, equipment and surfaces is a bleach solution prepared by the WCCC staff in accordance with EEC guidelines.
  - o) All disinfectant solutions must be stored in accordance with EEC regulations and kept out of the reach of all children. The bleach solution used as a disinfectant will be made fresh at the beginning of each day.
  - p) The WCCC will provide disposable non-latex gloves to be used for clean-up of blood and bodily fluids. The affected area will be disinfected. Used gloves and any other materials containing blood or other bodily fluids must be thrown away in a lined, covered container. The WCCC will ensure that staff wash their hands thoroughly with soap and water after cleaning up the contaminated area. Contaminated clothing will be sealed in a plastic container or bag, labeled with the child's name and returned to the parent at the end of the day.
  - q) The WCCC will ensure that when individual towels or washcloths are used for any purpose they are stored open to the air and not touching each other.

### **Personal Hygiene**

- a) All staff members must model and follow good personal hygiene practices at all times.
- b) The staff members must ensure that when each child is washed, an individual, labeled washcloth or disposable materials are used.
- c) The WCCC will have available sufficient clean and dry indoor and outdoor clothing to change a child's clothing or for a child to change his/her own clothing when wet or soiled and will ensure that children are dressed appropriately for the weather and for indoor and outdoor program activities. Clothing must be washed after each use.
- d) The staff must assist children in brushing their teeth whenever they are in care for more than four hours, or whenever they consume a meal while in care.
- e) The children must use individual, labeled toothbrushes, which will be stored in a safe and sanitary manner open to the air without touching each other.
- f) Toothbrush holders will be washed and sanitized once a week, or whenever deemed necessary.

### **Diapering and Toileting**

When serving children who are under two years and nine months of age, and/or not toilet trained, the educator must ensure that:

- a) A change of clothing is available for each child;
- b) Diapering areas are separate from facilities and areas used for food preparation and food service;
- c) A supply of clean, dry diapers adequate to meet the needs of the children is maintained;
- d) A common changing table or diapering surface is not used for any other purpose;
- e) The changing surface is smooth, intact, impervious to water and easily cleaned and disinfected after each use.
- f) Each child's diaper is changed on a regular basis throughout the day and when wet or soiled;

- g) The changing surface is protected with a covering that is of adequate size to prevent the child from coming in contact with the changing surface;
- h) Staff wash their hands with liquid soap and running water using friction and dry their hands with individual or disposable towels after diapering a child;
- i) The staff will keep at least one hand on the child at all times when the child is being changed on an elevated surface;
- j) Each child is washed and dried with individual washing materials during each diaper change. After changing, the child's hands must be washed with liquid soap and water, and dried with individual or disposable towels;
- k) Soiled disposable diapers are placed in a closed container that is lined with a leak-proof disposable lining. Soiled diapers must be removed from the program daily, or more frequently as necessary;
- l) Soiled non-disposable diapers are placed in a sealed plastic container labeled with the child's name and returned to the child's parents at the end of the day.
- m) Children are toilet-trained in accordance with the requests of their parents and consistent with the child's physical, emotional, and developmental abilities.

### **Sleep, Rest and Quiet Activity**

- a) The WCCC will provide an opportunity for children to rest or engage in quiet activities when in care for less than four hours.
- b) During sleep, rest or quiet activities the staff must ensure that children are easily accessible during an emergency.
- c) Restraints may not be used on sleeping children under any circumstances.
- d) The WCCC will include, as part of the daily schedule, an extended period of sleep, rest or quiet activities for children in care longer than four hours.
  - 1. The length of the sleep, rest or quiet activity period must be appropriate to the needs of the children.
  - 2. When children choose not to sleep or awaken early, they must be offered quiet activities for the remainder of the sleep or quiet activity period.
  - 3. The WCCC will:
    - a) Minimize noise and disturbance;
    - b) Provide a separate mat, and blanket for each child present at any time during the day;
    - c) Provide sleeping materials that are individually marked and in good repair and clean; and
    - d) Ensure safe and sanitary storage of blankets and bed linens.
  - 4. The staff will ensure that:
    - a) There is a distance of at least two feet between each mat, or there is a distance of at least three feet between children's faces while resting or napping;
    - b) There is appropriate space and adequate lighting for quiet activities for children who do not sleep;
    - c) There is adequate lighting to allow proper supervision.
    - d) This program does not serve infants or children under fifteen months of age.

### **Requirements for Pets**

- a) When the WCCC has pets in the program, we will ensure that they are appropriate for children in our care. Before introducing a pet to the program, we will consider the effect on the children's health and safety, including possible allergies, and notify parents in advance, or prior to the child's enrollment.
- b) The staff will closely supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals.
- c) When pets are kept in the Center, the staff must:
  - 1) Ensure that animals, regardless of ownership, are free from disease and parasites and are licensed and/or vaccinated as prescribed by law;
  - 2) Not allow children to take part in the cleaning of the animal's cage;
  - 3) Keep litter boxes inaccessible to children;
  - 4) Ensure that pets are kept in a safe and sanitary manner.
- d) Children must not come into physical contact with reptiles. Reptiles in the program must be kept in accordance with Department of Public Health Guidelines.

### **Sanitizing**

1. Specified equipment, items, or surfaces will be washed with soap and water and disinfectant by either staff or maintenance department using the following schedule.

*Before/After each use*

- Tables used for eating

After each use

- Mops used for cleaning body fluids
- Thermometer without covers

At least daily

- Toilets and toilet seats
- Sinks and sink faucets
- Drinking fountains
- Water tables and water play equipment (When necessary it will be changed for health reasons.)
- Play tables
- Counter tops
- Smooth surfaced, nonporous floors
- Mops used for cleaning

At least weekly or more frequently as needed to maintain cleanliness when wet or soiled and before use by another child

- Mats
- Blankets and pillows
- Dramatic play clothing
- Toys and equipment
- Storage units and furniture
- Machine washable fabric toys
- Parents are responsible for laundering their child's personal blankets, pillows, and clothing

2. The disinfectant solution shall be either a self-made bleach solution or a commercially prepared disinfectant that has been registered by the Environmental

- Protection Agency (EPA) as a sanitizing solution (registration can be identified by reading the product label and using the disinfectant precisely as directed on the label). Bleach solutions will be made using guidelines in TA-OCCS-01.
3. The Center will provide disposable gloves to be used for the clean up of blood and bodily fluids. The effected area(s) shall be disinfected. Used gloves shall be thrown away in a lined, covered container. Staff will wash their hands thoroughly with soap and water after cleaning up the effected area(s). Soiled clothing shall be sealed in a plastic container or bag, labeled with the child's name, and returned to the parent at the end of the day.
  4. All cleaning supplies and disinfectants shall be stored in a secure place and out of the reach of children.
  5. All staff will be trained in infection control procedures during yearly training of OSHA requirements, as a segment of our First Aid Training program. New employees will address this training during the intake procedure.

### **Children's Sensitivities to Insects**

We will follow the children's pediatrician's recommendations for those who are highly sensitive to insects. Once doctor's standing orders are in place, and the parents have signed consent forms, we will only apply repellents containing DEET once a day, and/or address insect bites by applying topical cream, or oral Benadryl as directed by the physician. (*Standing orders must be on file to apply these products.*)

When the staff considers that the outdoor play area needs to be restricted due to insect population, the children will use the Community Room for Gross Motor Activities.

### **Confidentiality and Distribution of Records and Information**

Information pertaining to children and their families is privileged and confidential. The WCCC or staff members will distribute or release information about a child or his/her family to any unauthorized person, or agency,, or discuss with any unauthorized person information about a child or his/her family without the written consent of the child's parent. The child's parent(s), at reasonable times, must, upon request, have access to everything in his or her child's record.

### **Child with Disabilities**

The WCCC will make reasonable accommodations to welcome or continue to serve a child with a disability. In determining whether accommodations are reasonable and necessary, the WCCC, with the parental consent and as appropriate, request information regarding the child from the Local Education Agency (LEA), Early Intervention Program or other health or service providers.

- a) Based upon available information the WCCC, with the parent's input, will identify in writing the specific accommodations required to meet the needs of the child. Including, but limited to:
  - Any modifications in the child's participation in regular program activities;
  - The size of the group to which the child may be assigned and the appropriate staff/child ratio; and
  - Any special equipment, materials, ramp or aids needed to serve the child

- b) The WCCC will provide written notification to the parent within 30 days of the receipt of authorized and requested information, if, in our judgment, the accommodations required by 606 CMR 7.04(13) to serve the child are not reasonable or would cause an undue burden to the program.

### **Individual Health Care Plans**

The WCCC must maintain, as part of a child's record, an individual health care plan for each child with a chronic medical condition, which has been diagnosed by a licensed health care practitioner. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered.

- (a) Only qualified staff may administer routine, scheduled medication or treatment to the child with a chronic medical condition in accordance with written parental consent and licensed health care practitioner authorization.
1. Notwithstanding the provisions of 606 CMR 7.11 (I)(b) 2., the staff must have successfully completed training, given by the child's health care practitioner, or, with his/her written consent, given by the child's parent or the program's health consultant, that specifically addresses the child's medical condition, medication and other treatment needs.
  2. In addition to the requirements for the routine, scheduled administration of medication or treatment, any unanticipated administration of medication or unanticipated treatment for a non-life-threatening condition requires that the educator must make a reasonable attempt to contact the parent(s) prior to administering such unanticipated medication or beginning such unanticipated treatment, or, if the parent(s) cannot be reached in advance, as soon as possible after such medication or treatment is given.
  3. The educator must document all medication or treatment administration, whether scheduled or unanticipated, in the child's medication and treatment log.
  4. The written parental consent and the licensed health care practitioner authorization shall be valid for one year, unless withdrawn sooner. Such consent and authorization must be renewed annually for administration of medication and/or treatment to continue.

### **Abuse or Neglect**

1. Child abuse is damage to a child for which there is no "reasonable" explanation. Child abuse includes non-accidental physical injury, neglect, sexual molestation, and emotional abuse.

2. When documenting observations, staff will include date, time, and specific circumstances relating to the observation. Staff will share these documented observations with the Administrative Team.
3. All staff are mandated reporters and shall report suspected child abuse or neglect. A verbal report shall be made either to the Center's Administrative Team or to the Department of Children and Families. The Center's Administrative Team shall immediately report suspected child abuse or neglect to the Department of Children and Families:  
Coastal Area Office, 220 Forbes Road Rear, Suite 117 Braintree,  
MA 02184  
Telephone # (781) 794-4507. 24-Hour # 1-800-792-5200
4. Any allegations involving a staff member regarding abuse or neglect will be reported immediately to the Department of Children and Families and to the Department of Early Education and Care. The staff member will be removed from care of children until the EEC and DCF investigations have been completed and/or approval for him/her to return has been obtained by EEC.
5. Staff who report suspicions of child abuse or neglect will be immune from discharge, retaliation, or disciplinary action.
6. The Center shall cooperate in all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled in the program; providing consent for disclosure to the EEC of information, and allowing the EEC to disclose information to any person and/or agency the EEC may specify as necessary to the prompt investigation of allegations and protection of children.
7. After the investigation the staff member may, or may not, be reinstated pending the decision of the Administrative Team.

### **Elevator Protocol**

Whenever possible and in the best interest of the children, they will use the stairs. Only Toddler Classroom 3 will use the elevator to transport their children to and from the Community Room. If for any reason it becomes necessary for any other classroom to use the elevator, they must be governed by the following elevator protocol:

- No more than four children will be allowed to enter the elevator cab, with a teacher, at one time.
- A teacher or the Director must accompany teacher aides.
- The teacher will secure the door before allowing children to enter the cab.
- The children must proceed to the rear wall of the cab.
- Once the children are in place, they must remain there in place until the teacher tells them to exit the cab.
- At this point the teacher, facing the children at all times, will release the door and designate the floor to which they wish to access.
- Once the door begins to open, the teacher will secure the door, until every child has exited safely.
- Once every child is safely out of the cab, the teacher will exit the cab.

Any child who behaves inappropriately and/or unsafely will not be allowed access to the elevator and must use the stairs. (This mandate does not apply to children with disabilities.)

## **Plan for Referral Services**

The following is a plan describing procedures for referring parents to appropriate social, mental health, educational and medical services, including but not limited to dental check-up, vision or hearing screening, for their child should the Center staff feel that an assessment for such additional services would benefit the child:

1. The staff is responsible for informing the Administrative Team of their concern(s).
2. Teachers will observe and record the child's behavior. These records will be reviewed with the Administrative Team before a referral decision is made.
3. A teacher and/or a member of the Administrative Team will meet with parents to share the Center's concerns and plan ways to work together.
4. A current list of referral resources in the community for children in need of social, mental health, educational or medical services will be provided, along with the contact person for St.1972 c. 766 and Early Intervention Program referral.
5. The Center will provide written notice to the appropriate administrator of special education that the WCCC is serving a child with a disability, if the child is 2 years and 9 months old or older.
6. The Center will provide written notice to the administrator of the DPH Early Intervention program when serving a child with a disability, if the child with a disability who is younger than two years and nine months old.

## **In the Case of an Emergency**

Although the WCCC staff intends to contact you regularly about all aspects of your child's experience, there may be a rare occasion when there is an emergency. At such times, you will be contacted because your child has become sick, there has been an incident such as your child being bitten by another child, an accident or an unexpected closing. In such cases, a staff member will contact you. As indicated above, it is essential that home and work numbers as well as those on your emergency pick up lists are constantly updated. If you cannot be reached, one of your emergency contact people will be expected to pick up your child and provide care until you return from work. Please be sure that the people on your emergency contact list understand this responsibility.

**First Day Checklist**

We are looking forward to welcoming you and your family into our program.

We assume that you have read through the Family Handbook. Since there are often so many details that need your attention, we have devised this checklist as a “last minute” reminder of things you need to do before you and your child come to the Center for the “First Day”.

We hope you find the questions helpful. Of course, if you have questions and/or concerns, please feel free to contact us.

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- \_\_\_\_\_ Do you have the complete change of clothes ready?
- \_\_\_\_\_ Is each clothing item labeled with your child’s name?
- \_\_\_\_\_ Have you packed a well balanced lunch with a beverage for your child?
- \_\_\_\_\_ Is the lunch box/bag labeled?
- \_\_\_\_\_ Do you have a *small pillow* for rest time?
- \_\_\_\_\_ Is the pillow labeled?
- \_\_\_\_\_ Do you have a *small blanket* for rest time?
- \_\_\_\_\_ Is the blanket labeled?
- \_\_\_\_\_ Have you selected the Family photo that your child will keep in the Center?
- \_\_\_\_\_ Have you returned all of the enrollment forms and payments that are due to complete the enrollment process?
- \_\_\_\_\_ Have you remembered to pack medication and measuring utensil that your child may need?
- \_\_\_\_\_ Have you informed the Administrative Team of changes that need to be made on your child’s forms that have already been submitted?

