

Totland College  
**Handbook**  
(781) 843-3965

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Dear Family and Friends,

This booklet is designed to give you necessary information about Totland College Nursery School. We hope that this book will answer your questions. However, if you should have further questions, please do not hesitate to call the school or contact one of the teachers.

We are looking forward to a happy and worthwhile year in the life of your child. We are sure it will be filled with fun as well as many educational achievements.

Cordially,

Board of Directors

Mrs. Katie Graziano, Director  
Ms. Charlene Morse  
Ms. Jessica Wilson

## **STATEMENT OF PURPOSE**

The purpose of Totland College is to provide the best possible non-profit nursery school for the children of the Union Congregational Church parish and the surrounding neighborhoods. Totland College does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, national origin, political belief, toileting issues, marital status, sexual orientation or disability. Totland will accept applications for children with disabilities and will work with parents in trying to accommodate their children according to state regulations. Toileting status is not an enrollment criteria.

Totland College accepts children from ages 2.9 to kindergarten. We have a 2 and 3-day preschool program. We begin registration in January. There is a \$50.00 non-refundable registration fee to hold the student's place. We have an Open House in the spring for the parents and children and a Parent/Teacher/Child Orientation before school starts in September. At this meeting, you get to meet the teachers, see your child's classroom and ask any questions you might have.

We also offer a 2-day Play Group for 2.9-year-old children to provide an opportunity to develop their social skills. There is a \$25 non-refundable registration fee for this Play Group.

Beginning in September we offer the option of a Lunch-Bunch program or extended day for the morning preschool students only.

During the first 7 years of the child's life his curiosity, creativity, adaptability and self-reliance can be developed more successfully than at any other time. The young child needs to supplement his home experience with opportunities to work and play with children his own age under the supervision and stimulation adapted to his development. The child's future potential for happiness and achievement are largely determined by the kind of guidance, he receives in his early years. We work closely with the parents to achieve the best educational experience possible.

### **Licensor And Staff Information**

The Department of Early Education and Care is the licensing authority for Totland College. You may contact D.E.E.C for compliance history at:

1250 Hancock Street  
Suite 604-N  
Quincy, Ma. 02169  
617-472-2881

Katie Graziano is responsible for the curriculum, staff development, files, and paperwork Richard Hurley is responsible for the bookkeeping.

#### **DIRECTOR**

Katie Graziano  
Director II/Lead Teacher

#### **TEACHERS**

Tracey Southwick  
Linda Talbot  
Marianne Waters  
Luanne Wilson

#### **TEACHER'S AIDES**

Stef Brown  
Keryn Tabak

### **Enrollment Procedures**

Totland begins enrollment each January for the upcoming school year to already enrolled students. Each family is given a registration form to fill out and complete. At the end of January we open up enrollment to new families. Each year in the late winter we host an open house for families who are interested in sending their child to Totland. Throughout the year many families will request a private tour of the school, which is arranged with the Registrar. All paperwork for the upcoming school year can be found on our school web site. Each family is responsible to download the paperwork complete it and return it to school before August 15<sup>th</sup> so it may be recorded and placed in their child's file. In September prior to the first day of school Totland has a teacher/parent/child orientation day so that each child and family may meet and explore their new school and classroom.

## GENERAL RULES TO BE FOLLOWED

1. Children must go home with their regular driver unless their teacher is notified IN WRITING by their parent. Please mark NOTE on the outside of the envelope and give it to your child's teacher. Other drivers must be listed on your child's pick up and drop off sheet.
2. All clothing and boots should be marked with the child's name to prevent loss.
3. Nutritious snacks will be given every day. Please do not send your child with candy or food unless for a special party or event. Please notify us at any point during the school year of any new food allergies your child might have.
4. Birthday parties will be celebrated during the year with parents bringing in a special snack for their child's class. Summer birthdays will be celebrated before school ends. You will make birthday arrangements with your child's teacher. **Please do NOT use nuts, or nut products in cooking!**
5. No toys will be brought to school except for "Show and Tell" days. You will be notified of these days.
6. No child will be allowed to attend school without a MEDICAL FORM. These forms must be turned in by the beginning of September.
7. Any notes other than tuition should be kept separate and marked accordingly on the envelope.
8. Parents must bring their children to their classrooms when they arrive and come inside to pick them up at dismissal time. Parents please encourage the use of **indoor voices and no running** in the school. The doors to the school will open no earlier than 8:40 A.M.
9. Please abide by the school's hours. (8:45-11:30 a.m.)
10. For your child's safety, please use the STOP sign, located at the top of the driveway and proceed cautiously into the parking lot. **DO NOT** park along the driveway
11. Totland's playground is not open for public use. We request the playground be used only during school time when the Staff supervises the children.
12. No drawstring clothing and loose fitting jewelry allowed.

### OPENING DAY

September 9, 2019 for 3-day students  
September 10, 2019 for 2-day students

September 16, 2019 for 3-day Lunch-Bunch/Extended Day  
September 17, 2019 for 2-day Lunch-Bunch/Extended Day  
October 1, 2019 for Play Group students

### NO SCHOOL DAYS FOR 2019-2020

October	14th
November	1st (Church Fair), 11 <sup>th</sup> , 28th & 29th
December	23rd thru 31st
January	1st & 20th
February	17th thru 21st
April	10 <sup>th</sup> , 20 <sup>th</sup> thru 24th
May	25 <sup>th</sup>

### SNOW POLICY

There will be **NO** school at Totland College if school is canceled in Braintree due to bad weather conditions. If school is delayed in Braintree by one hour, our school will start 1 hour late at 9:45 for the morning session. Please check the school's answering machine **781-843-3965** for further clarification. No tuition deductions are given under these circumstances.

### CHURCH FUNCTIONS

Periodically, there will be a need for special church related functions, and at these times we will ask for your co-operation in arriving and departing in a quiet and orderly fashion. Whenever possible, we will give you advance notice of such occasions.

**TUITION**

When paying tuition, please place the payment in a sealed envelope so you will receive proper credit. The child’s name, his/her teacher’s name, the date and session should be written on the outside of the envelope. Also, please mark TUITION on the envelope.

**2-DAY PROGRAM**

For the 2-day students, payment should be made no later than the 1st of each given month. Tuition for the 2-day program is \$1662.50 for the school year. There will be NO deductions for absences in the 2-day program.

**3-DAY PROGRAM**

For the 3-day students, payments should be made no later than the 1st of each given month. The 3-day program’s tuition is \$2327.50 for the school year. There will be NO deduction for a day’s absence.

**PLAY GROUP :**

The weekly tuition for the Play Group will be \$30 per week, starting in October. At the end of each given month payment should be received in full.

**LUNCH BUNCH:**

Lunch/Bunch, will be \$9 per day and payment must be received at the end of each month.

If you ever have questions regarding tuition, please feel free to see or call Katie Graziano, 781-843-3965 and she will be happy to help you. Tuition must be paid up before graduation.

TUITION FOR 2019-2020 FOR BOTH A.M. AND P.M. SESSIONS IS AS FOLLOWS:

- \$2327.50 for the 3-day program.
- \$1662.50 for the 2-day program.
- \$30 per week for the Play Group

**ADDITIONAL FEES**

School Pictures (optional)	\$35.00-\$40.00
Santa Grab	\$3.00-\$5.00
Late Pick Up Charge	refer to pick up policy
Bounced Check	The amount the bank determines



## **DAILY PROGRAM SCHEDULE**

### **A.M. SESSION**

8:45-9:00	Conversation & Greeting
9:00-10:00	Free play, indoor-outdoor games or craftwork in the Social Hall.
9:45-10:00	Snack Time
10:00-10:15	Music Time
10:15-11:00	Classroom work
11:00-11:15	Quiet periods, story time and preparing to depart
11:15-12:15	Lunch/Bunch, October start-up.

### **P.M. SESSION**

11:30-12:30	Lunch/Bunch, October start-up.
12:30-12:45	Conversation & Greeting
12:45- 1:45	Classroom work
1:45 - 2:00	Snack Time
2:00-2:15	Music
2:15-3:00	Free play, indoor-outdoor games, or craftwork in the Social Hall
3:00-3:15	Quiet period, story time, and preparing to depart

### **PLAY GROUP**

12:30	Afternoon greeting (Drop off in Big Room)
12:30-1:00	Free choice/Activities
1:00-1:30	Gross Motor/Outside Play
1:30-1:45	Snack Time
1:45-2:00	Music/Circle/Story Times
2:00	Pickup Time in the Big Room

## **LOCATION INFORMATION**

Totland College Nursery School is located in the Union Congregational Church at 74 Commercial St., Braintree, MA. The telephone number is 781-843-3965 and the Director is Katie Graziano.

There are three classrooms on the street or parking lot level and one classroom at the bottom of the stairs. The play areas (both inside and outside) are on the lower level, along with the school's office.

### **TEACHERS**

Mrs. Katie Graziano, Director  
Mrs. Tracey Southwick  
Mrs. Linda Talbot  
Mrs. Marianne Waters  
Mrs. Luanne Wilson

### **AIDES**

Mrs. Stef Brown  
Ms. Keryn Tabak

**TOTLAND COLLEGE OFFICE**

781-843-3965

In an emergency situation when we evacuate the school you may reach us at 781-603-7410.

### **Totland Late Policy**

We ask that you abide by the school hours of 8:45-11:30 for the morning sessions, 11:30-2:30 for the extended day session, 12:30-2:00 for the playgroup and 11:30-12:30 for Lunch Bunch. You will be charged a late fee of \$10.00 for the first fifteen minutes, and a dollar a minute for each minute after. If you are late more than 3 times, there will be a meeting scheduled to resolve this issue. If after the meeting this continues, you will need to make other arrangements for your child's care.

## **ENRICHMENT PROGRAMS**

Various professionals from surrounding communities are invited to the school to address such important topics as safety, dental health, etc.

## **PARTIES**

Parties will be held for Halloween, Christmas, and graduation. There will be a feast and special program for Thanksgiving and an exchange of Valentines on Valentine's Day.

## **GRADUATION**

The **2-day A.M.** (or morning) session graduation exercises will be held on **June 3rd**. The **3-day A.M.** (or morning) session graduation exercises will be held on **June 4th**. **Graduation time is 6:00 P.M.**

## **PROGRESS REPORTS**

Written progress reports on your child's development will be issued twice a year, in February and May. This report will be filed in your child's records. For a child with disabilities, a written report will be issued every 3 months and maintained in your child's records.

We welcome parental input; any problems or special concerns that develop will be brought to the parent's attention immediately. Teachers will be happy to meet with you after school and discuss your child's progress at any time.

## **TRANSPORTATION PLAN**

Parents and/or guardians are responsible for bringing and picking up their children each day. The parents are responsible for the supervision of the children prior to the arrival of the teachers to their classrooms. Also, the parents are responsible for the supervision of their children at dismissal time. Parents are to bring the children into their respective classrooms and also pick them up from their classrooms. We ask parents to encourage the use of indoor voices and no running in the school.

## **Child Guidance Plan**

At Totland College we use positive reinforcement and praise and compliment the children whenever possible. Totland will provide children with expectations that are clear, age-appropriate and applied in a consistent way. Teachers will teach new skills and encourage children to discuss and resolve their conflicts on their own or with the teacher's assistance, when necessary, rather than imposing an adult's solution on them. Teachers want to encourage children to express their feelings in words and to resolve problems peacefully. During the first weeks of school the children will participate in the establishment of rules, policies and procedures to help develop self-control through understanding.

Teachers model appropriate behavior by what they say, their expectations and actions. Teachers will work with children to develop self-control, become more independent, and feel good about themselves. They will teach children how to express their feelings appropriately, balance their needs and wants with others, learn new problem-solving skills and to use equipment, materials and other resources in caring, appropriate ways.

Each teacher is responsible for supervising the behavior in the classroom. Teachers will redirect children away from negative actions and towards positive activities by interrupting a child's negative behavior and steering the child towards an acceptable substitute activity. If the child's behavior becomes inappropriate, the child is removed from the situation and spoken to about this behavior. Teachers will model appropriate behavior, redirect when needed and at times will use a "time out", not to exceed 2 minutes. During this time, the teacher will talk with the child to ensure that the child understands what has transpired. The safety of the children in our care is our main concern.

The following practices are strictly prohibited: spanking or other corporal punishment of children; 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; 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; 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; confining a child to a piece of equipment for an extended period of time in lieu of supervision; and 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.

Teachers arrange furniture in their classroom environments that encourage active learning and independence. Teachers schedule the day to give opportunities for children to select activities on their own, move amongst them at their own pace, and to find times to relax and enjoy the school materials. Children are given ample notice of transitions ahead of time.

## TRANSITIONS

### **Totland will make arrangements and follow our transition plan when:**

- Children enter our program for the first time
- Children move up and on to another classroom within Totland
- Children go from preschool to Kindergarten
- Children move to a different community and school
- From activity to Activity

### **How we welcome and greet our new families as well as returning students:**

- Totland holds an open house in the spring for new families looking to attend Totland that following fall.
- At the end of August or beginning of September Totland holds an orientation day, which allows students to come to the school for a meet and greet with their families. During this time they will explore their classroom and meet their teacher or teachers. At this time children will receive a nametag and see where their cubby is. Families will also inform teachers of any known allergies and turn in any outstanding paperwork.
- Placed outside of each child's classroom is a wipe off board; that teachers write on daily, sharing information about the experiences their children have had that day at school. We hope that parents will use this daily news as a springboard for conversation with their child around their school experience.
- Teacher will communicate with parents on a daily basis
- We have teachers phone numbers listed in the parent handbook so parents may reach their child's teacher if they need to speak with them after school hours.
- If needed we will work with individual families on a personal transition plan if a child is having difficulties separating.
- Four times a year we have a room switch day with another classroom. This allows the children to see and explore all of Totland's classrooms and become familiar with their school surroundings.

### **Saying Goodbye**

- As the Totland school year comes to an end we plan many fun activities that allow children to say goodbye. For example but not limited to:
  1. A graduation ceremony for everyone.
  2. An ice cream sundae party,
  3. Create an autograph book with friend's names and pictures.
- We read stories about these upcoming events whether it's moving to a new school or town or moving on to Kindergarten.
- With parental consent we will send along any paperwork that could be helpful for their new school experience.

### **Activity to Activity**

- Five-minute warnings, Verbal and Auditory cues.

### **A Referral Plan**

In the event that a teacher has concerns with a child's social, mental health, educational and medical services, including but not limited to vision, hearing & dental and an assessment for such services would benefit the child. The following steps will be taken:

- The head teacher will inform the director of his/her concerns
- The director along with the teachers in the classroom will observe the child and record their observation to be maintained in the child's file.
- Once the observations are documented the head teacher and director will discuss if further action needs to be taken.
- If a referral is necessary, the head teacher and the director will arrange a meeting with the parent.
- At the meeting with the parent we will discuss concerns, share observations as well as any efforts the program has made. A copy of this information in writing will be given to the parent prior to a referral. We will then make recommendations to the following but not limited to: speaking with your child's pediatrician, or contacting local public school special needs department for testing.
- We will continue to monitor the child's progress and if need be but with only written parental consent, be in contact with the agency or service provider who evaluated the child.

### **Referral Sources**

- The child's pediatrician
- South Shore Mental Health 617-847-1950
- MASSCAP 617-357-6086
- DCF/Child Abuse 1-800-792-5200
- Special Services in your town through your public schools

### **Chapter 766 Braintree**

- Braintree Early Childhood Program 781-848-4000 Ext. 2203

### **Hearing**

- South Shore Hearing Center 781-337-6860

### **Eye Health**

- Eye Health Services 696 Main Street Weymouth, Ma.

### **Dental Health**

- Dentistry for Children 781-331-0140

## **Termination and Suspension Policy**

### **1. The procedures to avoid suspension and termination:**

- Totland will provide an opportunity to meet with parents to discuss options other than suspension or termination;
- Totland will offer referrals to parents for evaluation, diagnostic or therapeutic services
- Totland may pursue options for supportive services to the program, including consultation and educator training;
- Totland will develop a plan for behavioral intervention at home and in the program.

### **2. When a child's behavior is uncontrolled, inappropriate or is detrimental to the remaining children in care the following will take place:**

- The head teacher will document these behaviors to share with the director at a meeting.
- The child's parents will be notified in person or by phone of these incidents or behaviors.
- If necessary a parent/teacher meeting will be held in which they will receive these incidents in writing.
- If the child is able to stay at Totland we will use the 3 unsafe behaviors or incident rule. We will go over these conditions with the parent and child.
- If the child has three unsafe behaviors or incidents the parent will be notified for an immediate pick up and removal from the school. A meeting will need to be arranged with the parent/teacher and director before the child may return to school.
- If at the meeting it is decided by the Totland staff that we may no longer be able to service the child's needs here at Totland the following will happen:
  - A. The child's teacher or director will explain the termination to the child in a manner that he/she will understand and feel comfortable with.
  - B. If possible we will arrange a goodbye day for the child.

### **3. Non Payment of Tuition**

- Tuition and lunch bunch payments must be made by the end of each month.
- If payment is not made, then your child will be suspended until required payment is made.
- You may not attend a following school year until all tuition payments have been made from the prior school year.

### **4. Unable to follow Totland's Late Policy**

### **5. Unable to provide a Yearly physical with an updated list of immunizations**

- During the year you may receive a notice stating that you need an updated medical form. Please provide us with a date of your child's upcoming physical appointment or an updated medical form to avoid suspension.

## Emergency Preparedness

**In the Case of: FIRE, NATURAL DISASTER OR OTHER DANGEROUS SITUATIONS (bomb threats, chemical spills, terrorist attacks, Etc.) Necessitating evacuation of the building; the following**

**The following procedure will be followed:**

- Totland will be in touch and obtain any information needed in such an emergency with BEMA (Braintree Emergency Management Association) 781-356-6440.
- Emergency Evacuation Plans and diagrams of routes will be posted at all exits
- During an emergency evacuation the Head Teacher will be responsible for taking the attendance information and for leading the children out of the building. Assistant teachers and other staff will assist in the evacuation and check for stragglers.
- A head count will be conducted before leaving the building and again at the meeting place
- An administrator will recheck classrooms and bathrooms for children.
- Main evacuation route for the three street level classrooms: **Once into the hallway they will then exit out the back door of the church into the rear parking lot. Children will line up at the back of the parking lot for a head count followed by instructions from the director.**
- Main Evacuation route for the one classroom, big room (play area) and Totland's office: **Make your way into the big room space exiting out that door and walk up the hill to the rear parking lot. Children will line up at the back of the parking lot for a head count followed by instructions from the director.**
- Second Evacuation route for the three street level classrooms: **Exit out the classroom door to the hallway from there make your way to the front door of the church and go to the front lawn of the "CE" building. Children will line up on the lawn for a head count followed by instructions from the director.**
- Second Evacuation route for the one classroom, big room and Totland's office: **Exit out the classroom, big room and office walking up the stairs. At the top of the stairs they will walk straight exiting out the front door of the church. Once outside they will go to the front lawn of the "CE" building. Children will line up on the lawn for a head count followed by instructions from the director.**
- **If we are instructed by authorities to evacuate the school ground:** Children and staff will be evacuated and will walk to the Royal Rehabilitation and Nursing Center located across from the school at 95 Commercial Street, Braintree, Ma, unless the Fire/Rescue personnel otherwise instruct us. If we are sent elsewhere it will be posted on their front door so you can meet us at the alternative location. At that time we will use assistance from emergency vehicles.
- Parents will be notified by cell phone. Local Police and Fire/Rescue Departments will also be aware of your child's whereabouts. Cell phone # 781-603-7410.
- All emergency contact information, parent phone numbers, daily attendance, medical care consent forms and special medications will be brought with us by the Head Teacher of each classroom. Mrs. South and Mrs. Graziano will bring first aide supplies and our cell phones.
- The educator must hold practice evacuation drills with all groups of children and all educators from each floor level at least monthly. Drills must be held during different times of the program day, and must use alternative exits. The educator must document the date, time, exit route used, number of children evacuated and effectiveness of each drill.

If this occurs before school opens, parents will be called and the school session canceled.



**IN THE CASE OF A POWER OUTAGE, LOSS OF WATER OR LOSS OF HEAT:**

**In The Case Of: POWER OUTAGE**

- Temporary power outages for less than 15 min. are handled by battery operated emergency lights in classrooms, hallways and exits.
- For longer power outages cell phones will be used to call parents for pick up. If they cannot be reached we will begin to call the numbers listed on your emergency contact sheet.

**In The Case Of: LOSS OF HEAT**

- The Director will refer to the maintenance chart in the office and call the burner mechanic, and inform them that it is a pre-school and this is an emergency. We will have children keep their outer clothing on, if heat is not restored within 30 min., parents will be notified that we are closing.

**In The Case Of: LOSS OF WATER**

- If water is not restored in 15 minutes, then school will close and we will notify parents.
- If any of this occurs before school opens, parents will be notified as soon as possible that we are canceling for the day.

**In The Case Of: LOST CHILD**

- If a child is lost in the building or from the playground, the Director is in charge of the search. The missing child will be reported to the office. The report will include, but not be limited to the child's name, age, and last place where the child was seen and what the child was wearing. A search will be conducted of the bathrooms, classrooms, big room, church sanctuary, church office and all areas of the school, playground and parking lot. All attendance records will be checked completely making sure that the child had not been picked up by parents or other special arrangements had not been made. Emergency personnel (911) and parents are contacted. The search will continue until all children are accounted for.

## **Emergency Evacuation**

Emergency Evacuation Plans and diagrams of routes will be posted at all exits

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

A head count will be conducted before leaving the building and again at the meeting place.

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

A child with a disability or special needs will be helped by the appropriate aide or Mrs. Graziano.

All classrooms, once evacuated, will meet in the back part of the school parking lot and wait for the go ahead by the program Director before reentering the building.

The School will maintain a daily attendance list that is current. Each classroom teacher is responsible for checking children in and out of the school each day. The attendances lists will be keep in each teacher's possession and be readily accessible in case of an emergency evacuation. The Head Teacher will be responsible for taking the attendance list and for accounting for all of the children in the class once they are safely out of the building.

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

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

The director will maintain documentation of the date, time and effectiveness of each drill in the fire drill log.

## Health Care Policy

Totland College Nursery School  
74 Commercial Street  
Braintree, Ma. 02184  
781-843-3965

### Health Care Consultant

Ms. Christine Collins  
494 Thomas Clapp Road  
Scituate, Ma. 02066  
781-545-8956

### **Emergency Telephone Numbers** “ Call 911”

Fire Department 781-843-3600

Police Department 781-843-1212

Poison Control 1-800-222-1222

Ambulance 911

DCF/Child Abuse 1-800-792-5200

Public Health Dept. 781-649-8095

Designated Adults Katie Graziano

In the event of an evacuation our emergency only cell phone #781-603-7410.

### **Hospital Utilized for Emergencies**

South Shore Hospital  
55 Fogg Road  
S. Weymouth, Ma. 02190  
781-624-8000

### **Information to Give in an Emergency**

Your Name  
The Nature of the Emergency  
Totland’s Telephone Number: 781-843-3965  
Totland’s Address: 74 Commercial Street Braintree, Ma. 02184  
Your Location in the Building

Totland’s Location in the building: 3 classrooms on street level, 1 classroom, play area and Totland’s office is on the lower level.

### **Procedures for Emergencies and Illness**

- 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 other children to another area or room. Both staff members should respond in a calm and reasonable manner
- Other staff will be alerted to send for assistance, be it the Director, or another person in the school.
- One of the supervisory staff will contact the parent to come and pick up child or, if response time is a factor, to have the parent meet the child and accompanying staff at the emergency room of South Shore Hospital 55 Fogg Road South Weymouth, Ma 02190 781-624-8000. If parents cannot be reached, those listed, as emergency contacts will be called as a further attempt to reach parents.
- In the event a situation arises that is life threatening an ambulance will be called immediately. The parent will be called to meet the child and staff member 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 form and pertinent insurance information.
- When parents cannot be reached, those listed, as emergency contacts will be called as a further attempt to reach parents.
- When injuries occur, the teacher would fill out an injury report, have the parents sign it and make copies for the parent and for the child's file. Then, the director would note the injury on our injury log report form and enclose a copy of the report in that folder.

### **Plan For Mildly Ill Children**

Children who are mildly ill may remain in school if they are not contagious (refer to Plan For Infectious Disease) and that they can participate in the daily program including outside time. If a child's condition worsens or, if it is determined that the child poses a threat to the health of the other children, or if the child cannot be cared for by the classroom staff, the Director will contact the child's parent(s). The parent(s) will be asked to pick up the child. The child will be cared for in a quiet area, a classroom or in the School's office by a teacher qualified staff member or by the Director until the parent(s) arrive to take the child home. Any toys, blankets, or mats used by an ill child will be cleaned and disinfected before being used by other children.

## **PLAN FOR MANAGING INFECTIOUS DISEASE**

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

Children who exhibit symptoms of the following types of infectious diseases, such as gastro-intestinal, respiratory and skin or direct contact infections, may be excluded from Totland if it is determined that any of the following exist:

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

- Viruses cause many types of hepatitis. The symptoms are so alike that blood tests are needed to tell them apart. In the U.S. the most common types 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 Department of Public health. [www.state.ma.us/dph](http://www.state.ma.us/dph)
- Chicken pox, until last blister has healed over.

A child who has been excluded from Totland 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 or her or to the other children. Nevertheless, Totland may make the final decision concerning the inclusion or exclusion of the child.

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

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

The program requires, on admission, a physician's certificate that each child has been successfully immunized in accordance with the Department of Public Health's 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 documentation for immunizations. **(Childhood Lead screening must be done on all children; it is not considered an immunization).** The program will maintain a list of the 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 Massachusetts Immunization Program provides free childhood vaccines. The toll free number is: 1-800-658-2850.

## Plan for Administration Of 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. This prescription label will be accepted as the written authorization of the physician.
- Totland will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician along with the appropriate dosing tool.
- 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 written consent of the child's physician. Totland will accept a signed statement from the physician listing the medications, 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, Totland 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 was signed.
- Totland will make every attempt to contact the parent prior to the child receiving the non-prescription medications unless the child needs medication urgently or when contacting the parent will delay appropriate care unreasonably.

### Topical Ointments and Sprays

- Topical ointments and sprays such as petroleum jelly, sunscreen, and bug spray, etc. will be administered to the child with written parental permission. The signed statement from the parent will be valid for one year and include a list of topical non-prescription medication.
- When topical ointments and sprays are applied to wounds, rashes, or broken skin, Totland will follow its written procedure for nonprescription 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

- The first dosage must be administered by the parent at home in case of an Allergic reaction, with the exception of rescue medicines like EPI Pen & Inhalers. These will go wherever the child goes.
- All medications must be given to the teacher, director or registrar directly by the parent.
- All medications will be stored in the school office, out of the reach of children (in the right upper cabinet above the registrar desk or on the refrigerator door shelf if refrigeration is necessary). All medications that are considered controlled substances must be locked and kept out of reach of children.
- The Classroom Teachers will be responsible for the administration of medication. In the case of a teacher's absence, the Program Director will be responsible.
- Totland 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.
- All unused, outdated and discontinued medication will be returned to the parent. This will be documented in the child's records.
- All staff will be trained annually in **Five Rights Of Medication Administration** before being allowed to administer any medication to a child at Totland.

## Procedures For Using and Maintaining First Aid Equipment

### Location of first aid kit

The main first aid kit is kept in classroom A, stored on the shelf as you walk into the classroom on the left (it is a blue box). Another first aid kit is in the kitchen stored in the 4<sup>th</sup> draw. We also have a third kit that is taken to the playground daily and also on or during any evacuations. The first aid kits are stored out of the reach of children but easily accessible in case of emergency.

### Who maintains the first aid kit?

The first aid kit is kept supplied by the director. First aid kits will be inspected monthly but supplies will be replaced as needed. Staff should report missing items to the director.

Staff certified in first aid and in accordance with recommended procedures will use all first aid supplies and or equipment. One staff member certified in CPR and first aid must be on the premises during all hours of operation.



### **Individual Health Care Plans**

- At the teacher, parent, and child back to school day, parents will inform their child's teacher of any known allergy. Parents will be asked to record any known allergies on their child's history development sheet. These forms will be updated yearly.
- All allergies or other important medical information will be posted in each Classroom, and on the snack storage cabinet in the kitchen. The Allergy list will be updated as necessary - new children enroll, unknown allergies become known.
- 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.
- The names of children with allergies that may be life threatening (ie - bee stings) will be posted in conspicuous locations with specific instructions if an occurrence were to happen. The Program Director will be responsible for making sure that Staff receives appropriate training to handle emergency allergic reactions.
- The educator 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.
- The educator 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.
- In addition to the requirements for the routine scheduled administration of medication or treatment or 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.
- The educator must document all medication or treatment administration, whether scheduled or unanticipated, in the child's medication and treatment log.
- 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.

### **Parents Training Teachers on Individual Health Care Plan**

- Parents will provide a written permission order from their child's health care practitioner, stating that they may train the staff.
- The director, teacher and parent will make arrangements outside of the classroom for this training.

## PLAN FOR INFECTION CONTROL

The director shall ensure that staff and children wash their hands with liquid soap and running water-using friction. Hands shall be dried with individual or disposable towels.

Staff and children shall wash their hands minimally at the following times:

- Before eating or handling food;
- After toileting;
- After coming into contact with bodily fluids and discharges.
- After handling center animals or their equipment.
- After cleaning.
- Before and after water play
- Before and after administering medication

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

### After each use:

- Toys mouthed by children;
- Mops used for cleaning bodily fluids; and
- Thermometers.

### At least daily:

- Toilets and toilet seats
- Sinks and sink faucets
- Drinking fountains;
- Water table and water play equipment;
- Smooth surfaced non-porous floors
- Mop used for cleaning; and

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

- Machine washable fabric toys.
- Dramatic play clothes

All staff should wear non-latex gloves when they come into contact with blood or bodily 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 between children being handled.

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

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

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

### **Oral Health**

Tooth brushing must be offered when a child consumes a meal in our care (not snack). If your child attends our lunch bunch program we will now allow a supervised tooth brushing time.

If you would like your child to brush their teeth after eating their lunch you must:

- Provide and send in: a toothbrush, ADA approved toothpaste, a vented cap or container for the toothbrush so bristles are not exposed.
- These items will be stored in your child's lunch box, in order to keep everything sanitary.
- You will need to bring these items to school when your child attends the lunch bunch program.

### **Plan For Injury Prevention**

- To prevent injury and to ensure a safe environment, the staff member who opens each classroom is responsible upon arrival each day for monitoring the environment and for the removal of any hazards. Any needed repairs or unsafe conditions should be reported to the Director

The Director will monitor the outdoor playground and remove any hazards prior to any children using the space.

- Toxic substances, sharp objects matches and other hazardous objects will be stored out of the reach of children.
- Liquids, foods, and appliances that are or become hot enough to burn a child must be kept out of the reach of children.
- 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.
- Drinking alcoholic beverages and smoking on the childcare premises during childcare hours are prohibited.
- The licensee must 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:
  1. A First Aide Kit
  2. Current family contact information
  3. Information about allergies and known medical conditions
  4. Emergency or life-saving medications, such as asthma inhalers and epinephrine auto-injectors, for any children for whom they have been prescribed
  5. Telephone numbers for emergency services
  6. Authorizations for emergency care for each child.

- An injury report for any incident, which requires first aide 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(s) of witnesses, name(s) of person(s) who administered first aide and first aide required. Staff should use the Accident/Injury Report Form to record the above information. Staff should submit the completed form to the Director for review
- Once the Director has reviewed the Accident/Injury Report form, it should be given to the parent. The parent should be allowed to review it, sign it, and then be given a copy.
- The Director will then log the report in the Central Log of Injuries and then file the report in the Child's file.
- Only staffs that have current First Aide will be allowed to administer first aide no matter how minor the injury.

### **Children With Disabilities:**

Totland does not screen children prior to enrollment. If your child has been in an early intervention program or has had screens for speech, behavior management, or physical development through your pediatrician or local public school, we need you to share the results with us, prior to enrollment of your child. This shared information will help us establish an individual plan for your child.

- During a tour of the school we will meet with the parents except the application and discuss their child's disability and the enrollment process.
- We will gather information re: child's needs from the parents and from and/or health care or service providers, if parents consent in writing
- Document in writing specific accommodations (child's participation, physical space adaptations, equipment, group size or staff: child ratios)
- We will consider: the nature and staff knowledge of the particular disability, impact on the program, financial resources of the program and availability of funding or services elsewhere.
- If the necessary accommodations do not cause an undue burden to the program, we will make the appropriate accommodations and work with local service providers, schools and others to serve the child, if parents consent.
- We would contact our EEC licensor for approval of said process.
- If the necessary accommodations would cause an undue burden to the program, parents would be notified in writing. We would then inform parents of other available services.
- Once the child is enrolled we will evaluate their behavior for a four-week period, as we do with all children, to be sure that the plan is suitable and observations will be documented.
- Your child will receive a progress report in February and June each school year. Children must have attended at least 8 weeks. If a plan requests reports more frequently (special needs-every 3 months) then it will be followed.

In the event that a teacher has concerns with a child's social, mental health, educational and medical services, including but not limited to vision, hearing & dental, after enrollment, all of the above steps would be taken. Prior to meeting with the child's parents, a referral plan would be completed to use as a reference by the teacher and director.

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

All staff members are mandated reporters according to Massachusetts General Law C119, Section 51A. This means that if a staff member has a reasonable suspicion of abuse or neglect of a child he/she must file a report with the Department of Children and Families (DCF). See attached information for definitions, reporting procedures, etc.

The following procedure will be followed:

- A staff member who suspects abuse or neglect must document her observations including the child's name, date, time, child's injuries, child's behavior, and any other pertinent information. The staff member will discuss this information with the Director.
- The Director or the staff member with the assistance of the Director will make a verbal report to DCF, to be followed by a required written report 51A within 48 hours.

### **Department of Children and Families Telephone # is 1-800-792-5200**

- If a staff member feels that an incident should be reported to DCF, and the Director disagrees, the staff member may report to DCF directly.
- All concerns of suspected abuse and neglect that are reported to DCF would be communicated to the parents by the Director unless such a report is contra-indicated.

### **Procedure for Identifying and Reporting Child Abuse/Neglect while in the care of Totland**

It is Totland'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 Totland's care.

Any report of suspected abuse or neglect of a child would be immediately reported to the Department of Children and Families and the Department of Early Education and Care. A meeting will be held with the staff member in question to inform him/her of the filed report.

### **Department of Children and Families telephone # is 1-800-792-5200**

### **Department Of Early Education and Care # is 617-472-2881**

The staff member in question will be immediately suspended from the program with pay pending the outcome of the DSS and EEC investigations.

If the report is screened out by DCF, the Director has the option of having the staff member remain on suspension pending the DEEC investigation or allowing the staff member to return to the classroom. This decision will be made by the 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 Director whether or not the staff member will be reinstated.

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

### **Research and Experimentation: Unusual Treatment**

No licensee shall conduct research, experimentation, or allow unusual treatment involving children without the written, informed, consent of the child's parents or guardian, for each occurrence. In programs where observations of children (by other than parents of the children in the center) are common, a general parental consent may be obtained in writing. Observation shall mean that there is no interaction between the child and the observers and no identification of the individual child. In no case shall the licensee allow a child to be harmed during research, experimentation or unusual treatment. Research and experimentation shall not mean program evaluation or data collection for purposes of documenting services.



### Toileting/Diapering Procedures

- No child shall be punished, verbally abused or humiliated for soiling, wetting or not using the toilet.
- Staff and children wash hands with liquid soap, running water and disposable towels at the following times:
  1. Before eating or handling food
  2. After toileting and diapering
  3. After contact with bodily fluids
  4. After handling center animals or their equipment
  5. Before and after water play
  6. Before and after administering medicine
- Liquid soap is to be used for hand washing purposes.
- Clothing or cloth diapers soiled by feces, urine, vomit or blood shall be “double-bagged” in sealed plastic bags and stored apart from other items. These items will be sent home daily.
- Extra center-owned clothing shall be available for changing purposes. Center owned clothing must be laundered after being worn by a child.
- Diapering will be done in classroom bathrooms located next to each classroom and are separate from facilities and areas used for food preparation and food service.
- Parents will supply wipes and diapers for their child. These will be located in the child’s labeled backpack and placed on the provided hooks designated for each classroom. Totland will keep on hand a supply of clean dry diapers and wipes if needed.
- Each floor will have a common diapering surface that is not used for any other purpose.
- The changing surface is smooth, intact, impervious to water and easily cleaned.
- Each child's diaper is changed on a regular basis when soiled.
- 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;
- Each child is washed and dried with individual washing materials during each diaper change.
- Soiled disposable diapers are placed in a closed container that is lined with a leak-proof disposable lining. Soiled diapers will be removed from the program daily, or more frequently as necessary.
- Children are toilet-trained in accordance with the requests of their parents and consistent with the child's physical, emotional, and developmental abilities.

## **BASIC NUTRITION FACTS FOR PRESCHOOL CHILDREN**

Include different textures, colors, and flavors in meals. Avoid extremes of temperature. Toddlers can be finicky about the appearance of their food and may want each type separated on their plate. Encourage toddlers to try new foods and encourage the toddlers to try one bite. Prior to meal, try to help the toddler relax and settle down. A transition to the eating period is important. If children are tired or over-stimulated from play, they may not feel like eating.

### **Food groups and major nutrients:**

Foods are divided into groups according to the major nutrients they contain. The following list identifies the major food groups and the daily minimum servings from each food group needed by preschoolers for proper growth and development. Teach children about nutrition by discussing the foods served at meals. The Toddler and Preschool Feeding Guide (Figure 12-3) provide more information on appropriate serving sizes for different foods in each group.

### **Breads and Cereals-(6 or more servings daily)**

Select only whole-grain, enriched, or fortified products such as whole-grain bread and cereals or products made with enriched flour or meal (such as cornmeal, grits, rolled oats, barley, bulgur, rice, pasta or noodles, hot or cold cereals, biscuits, muffins, and pancakes).

These whole-grain or enriched foods contain B vitamins and iron. They provide protein and are an important source of the nutrient in vegetarian diets. Whole-grain products also contribute magnesium, folic acid and fiber.

### **Vegetables and Fruit-(3 or more vegetables daily; 2 or more fruits daily)**

Include one good vitamin C source each day. Citrus fruits (oranges, grapefruits), cantaloupes, tomatoes, strawberries, raw cabbage, and broccoli, are high in vitamin C.

Include one good vitamin A source at least every other day. Dark green and deep yellow vegetables (such as winter squash, carrots, broccoli, dark leafy greens, and sweet potatoes) and fruits (such as peaches and apricots) are high in vitamin A.

Other fruits and vegetables such as potatoes, corn, green beans, cucumbers, apples, bananas, grapes, plums, and watermelon are good components of a nutritious diet.

Unpeeled fruits vegetables and those with edible seeds (such as berries) are also good sources of fiber. Nearly all vegetables and fruits are low in fat.

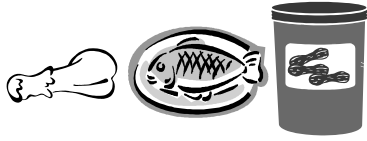
### **Milk and milk products – (2 –3 servings daily)**

Includes milk in any form; whole, skim, low fat, evaporated, buttermilk, and non-fat milk, also, yogurt, ice cream, and cheese (including cottage cheese). Low-fat and skim milk dairy products are preferred for children over 2 years of age, but should not be given to children under 2.

# HEALTHY LUNCH BOX STUFFERS

Eat more of these

Fish, poultry, peanut butter



Whole grain breads, muffins  
And crackers



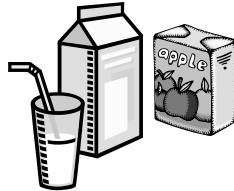
Fresh raw vegetables,  
homemade soups



Fresh and dried fruit,  
unsalted nuts



Skim and low-fat milk,  
natural fruit juices

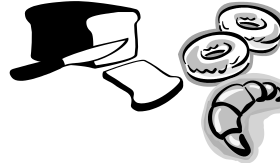


Eat less of these

Cold cuts, fatty meats, frankfurters



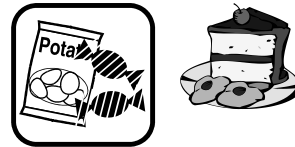
White bread, sweet rolls



Canned soups, prepared salads



Candy, potato chips, cake



Whole and chocolate milk,  
soda pop



**Confidentially and Distribution of Records:** information contained in a child's record shall be privileged and confidential.

- (a) The child's parent(s) shall, upon request, have access to his child's record at reasonable times. In no event shall such access be delayed more than two business days after the initial request without the consent of the child's parent(s). Upon such a request for access the child's entire record shall be made available, regardless of the physical location of its parts.
- (b) The licensee shall establish procedures governing access to, duplication of, and distribution of such information; and shall maintain a permanent, written log in each child's record indicating any time a child's record has been released.
  - 1. Each time information is released or distributed from a child's record the following information shall be recorded: the name, signature and position of the person releasing or distributing the information; the date; the portions of the record which were distributed or released; the purpose of such distribution or release; and the signature of the person to whom the information is distributed or released.
  - 2. Such log shall be available only to the child's parent(s) and program personnel responsible for record maintenance.
- (c) The licensee shall not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without the written consent of the child's parent(s). The licensee shall notify the parent(s) if a child's record is subpoenaed.

**Amending the Child's Record.**

- (a) A child's parent(s) shall have the right to add information, comments, data or any other relevant materials to the child's record;
- (b) A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's record.
  - 1. If the parent(s) is of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in the child's record, the parent shall have a right to have a conference with the licensee to make his objections known;
  - 2. The licensee shall, within one week after the conference, render to the parent(s) a decision in writing stating the reasons for the decision. If the decision is in favor of the parent(s), steps shall be taken immediately to put the decision into effect.

**Transfer of Records:** When a child is no longer in care, upon written request of the parent(s) the licensee shall transfer the child's record to the parent(s), or any other person the parent(s) identifies.

**Charge for Copies:** The licensee shall not charge an unreasonable fee for copies of any information contained in the child's record.

## **FAMILY INVOLVEMENT INFORMATION**

The General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Education and Care the legal responsibility of promulgating and enforcing rules and regulations governing the operation of family child care, small group and school age and large group and school age child care.

These regulations, 606 CMR 7.00 establish standards for operation of family child care, small group and school age child care programs in the Commonwealth. The regulations require certain things of licensees (program owner) in regard to their work with families. A summary of the required parent information, rights, and responsibilities are identified below.

**Family Involvement:** The following 606 CMR 7.08 requirements apply to all programs, including child care, small group, and school age and large group and school age child care. Additional requirements for child care are found at 606 CMR 7.08(9). Additional requirements for small group and school age and large group and school age child care are found at 606 CMR 7.08(10).

The licensee must support and encourage a partnership with and the involvement of parents in the early education and care of their children.

**Parent Communication:** The licensee must develop a mechanism for and encourage ongoing communication with parents, and must be able to communicate effectively with families whose primary language is not English or who require alternative communication methods.

**Parent Input:** The licensee must have a procedure for allowing parental input in the development of program policies which may include, but need not be limited to a suggestion box and individual or group parent meetings.

**Parent Visits:** The licensee must permit and encourage unannounced visits by parents to the program and/or to their child's room at any time while their child is present.

**Enrollment Meeting:** The licensee must provide an opportunity for and encourage parents to meet with the program administrator or his/her designee prior to admitting a child to the program.

- The licensee must offer children and parents an orientation to the program.
- The licensee must provide an opportunity for parent(s) and children to visit the program and meet educators before the child is enrolled.
- The licensee must seek information about each child's and family's interest and needs.

- To support transitions and coordinate with services offered by other providers, the educators must request that parents share with them information about other therapeutic, educational, social, and support services received by the child.
- For children younger than school age, educators must discuss each child's developmental history with his or her parents at the time of enrollment. The developmental history must be updated annually and maintained in the child's records.

**Written Information for Parents:** The licensee must provide the following information to families in writing prior to enrollment of their child:

- notification that parents are welcome to visit the program unannounced at any time while their child is present and that input from and communication with parents is encouraged;
- The frequency of children's progress reports;
- The program's policy regarding administration of medication;
- The procedure for meeting potential emergencies;
- The transportation plan;
- A program calendar noting closed days and hours of operation;
- The program fee schedule, including any fees for late payment, late pick-up, field trips, special materials, etc.;
- The program plan to provide positive and consistent guidance to children based on their individual needs and development;
- The program's criteria for excluding children from care due to serious illnesses, contagious diseases and reportable diseases in conformance with regulations and recommendations set by the Division of Communicable Disease Control Department of Public Health;
- Information regarding SIDS risk reduction practices, including the practice of sleeping infants on their backs;
- The procedure relating to children's records;
- notice that child educators are mandated reporters and must, by law, report suspected child abuse or neglect to the Department of Children and Families;
- notice that the program is licensed by EEC, including the telephone number and address of the EEC regional office responsible for the program;
- a statement that parents may contact EEC for information regarding the program's regulatory compliance history,

**Parent Conferences.** The licensee must make educators available for individual conferences with parents at parental request.

**Notifications to Parents.** The licensee must inform parents:

- immediately of any injury which requires any medical care beyond minor first aid or any emergency administration of non-prescription medication;
- immediately of any allegation of abuse or neglect involving their children while in the care and custody of the licensee;

- prior to as soon as possible following any change in educators;
- at the end of day regarding any minor first aid administered; in writing within 48 hours of any incident;
- whenever special problems and significant developments arise;
- whenever a communicable disease or condition has been identified in the program;
- in writing seven days prior to the implantation of any change in program policy or procedures;
- prior to the introduction of any pets into the program;
- of the use of any herbicides or pesticides, prior to their use whenever possible; and
- whenever the program deviates from the planned menu.

**Additional Requirements for Family Child Care.** The provider must notify parents:

- in writing of the existence of a firearm in the family child care home. This notification must be given upon enrollment and/or when the firearm is brought into the family child care home;
- of any changes in the regular composition of the household. The provider must notify the parents of anyone regularly on the premises.

**Additional Requirements for Small Group and School Age and Large Group and School Age Child Care.** The licensee must provide the following information to the parents in writing prior to enrollment:

- the program's written statement of purpose including and, where applicable, information on the administrative organization of the program;
- The suspension and termination policy.