

TOTLAND COLLEGE HANDBOOK

2023-2024



www.totlandpreschool.org

Totlandcollege@gmail.com

74 Commercial Street, Braintree MA 02184

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Dear Family and Friends,

Welcome to Totland College! This booklet is designed to give you necessary information about our preschool. We hope that this book will answer your questions, but please reach out via email at Totlandcollege@gmail.com if you have any other questions or concerns.

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

Sincerely,

Nelly Castillo, Director

STATEMENT OF PURPOSE

The purpose of Totland College is to provide the best possible non-profit preschool for the children of Braintree and Weymouth, the surrounding neighborhoods and Union Congregational Church. We offer STEM and hands on educational activities, enabling children to learn in a fun and loving environment as we prepare them for kindergarten. 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, 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 MA State regulations. Totland College follows State Covid safety guidelines.

During the first 7 years of a child's life - their curiosity, creativity, adaptability and self-reliance will develop more successfully than at any other time. Totland College provides children the opportunity to work and play with their peers under nurturing supervision - and an education program adapted to their development. We work closely with the parent(s)/guardian(s) to achieve the best educational experience possible, and help develop a love and joy in learning!

Totland College accepts children from ages 2.9 to kindergarten who are toilet trained. We have a 2 and 3-day preschool program, and offer before school, "Lunch Bunch" and extended day programs. An open house is held in the spring for parents and children and a "Meet and Greet" orientation before school starts in September. At these events, you will get to meet the teachers, see your child's classroom and ask any questions you might have.

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

Nelly Castillo is responsible for the curriculum and staff development. Don Damon is our Totland Administrator and also oversees the financials.

DIRECTOR – Nelly Castillo

TEACHERS - Mary M. Clark

ASSISTANT TEACHER - Nimia Viraheta

TOTLAND ADMINISTRATOR - Don Damon

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 enrollment to new families. Throughout the year many families will request a private tour of the school which is arranged with the Director. 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 July 1st so it may be recorded and placed in their child's file. An open house is held in the spring for parents and children and a "Meet and Greet" orientation before school starts in September. At these events, families will get to meet the teachers, see their child's classroom and ask any questions they might have.

GENERAL RULES TO BE FOLLOWED

1. Children must go home with their regular driver unless their teacher is notified BY EMAIL OR WRITTEN NOTE by their parent/guardian. Other drivers must be listed on your child's pick up and drop off sheet.
2. All clothing, backpack and boots etc. should be marked with the child's name to prevent loss. No drawstring clothing and loose fitting jewelry allowed.

3. SNACKS/LUNCH -Nutritious snacks/Lunch (if staying for Lunch Bunch) shall be packed for your child every day. Snacks should be placed in a labeled container. Please notify us at any point during the school year of any new food allergies your child might have. Please do not send your child with candy or food for others unless for a special party or event. WATER BOTTLE – Please send your child with a full, name marked water bottle each day. Water refills will be available all day.
4. BIRTHDAY PARTIES - Will be celebrated during the year with parents/guardians bringing in a special treat for their child’s class, if you choose to participate. Summer birthdays will be celebrated before school ends. You can make birthday arrangements via email to let us know what day you will be bringing in a treat. Please be aware of our allergy policies.
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 their MEDICAL FORMS. These forms must be turned in by the first week of September. Children should be toilet trained to attend Totland College.
7. Any notes other than tuition should be kept separate and marked accordingly on the envelope.
8. LUNCH BUNCH– Sign up is at the beginning of the week, or on a daily basis. All lunches must be labeled with your child’s name and be peanut free.
9. AFTER SCHOOL CARE – Sign up is at the beginning of the week with extended day pick up at 2:30 p.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.

MEET AND GREET September 3 and 4, 2024 9–10 am

FIRST DAY OF SCHOOL September 9, 2024 8:30 – 11:30 am (3 day)

September 10, 2023 8:30 am – 11:30 am (2 day)

(Lunch Bunch and Extended Day begin on the first day of school)

NO SCHOOL DAYS FOR 2024-2025

October 14 Indigenous People's Day

November 5 Election Day/Teacher Development

November 11 Veteran's Day Observed

November 28-29 Thanksgiving Break (No extended day, November 27)

December 23rd thru January 1 Winter Break

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 9:30 am for the morning session. Please check the school's Facebook page for postings. 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

We encourage tuition to be paid by bank/credit card each month or tuition may be paid by check. NO CASH will be accepted as payments. If paying tuition by check, please place the payment in a sealed envelope so you will receive proper credit. The child's name and date should be written on the outside of the envelope as well as the word TUITION. If paying by credit/bank card, please fill out the card member information provided via email or through the Administrator. PAYMENTS – Must be made on the first day of class of each month. Late payments may result in your child being asked to leave the program until payment is made. If you ever have questions regarding tuition, please feel free to check with Don Damon our Administrator. He may be emailed at - Unionccfinance@gmail.com and he will be happy to help you.

The non-refundable registration fee of \$75 per child is due with your application for the preschool program. School begins on Monday, September 11, 2023, Graduation is June 3, 2024 with two weeks of camp following graduation.

Total Tuition (3 day =**370.00 per week**) is paid in 10 installments from September 1 thru June 1 of the school year. Total Tuition (2 day =**280.00 per week**) is paid in 10 installments from September 1 thru June 1 of the school year. (5 day=**550.00 per week**) is paid in 10 installments from September 1 thru June 1 of the school year.

All payments are due on the first of the month.

ADDITIONAL PROGRAMS

Lunch Bunch \$15.00 per day 11:30 -12:30 pm

Extended Day \$35 per day 11:30-2:30 p.m. (The 35.00 includes Lunch Bunch)

Payments may be authorized by credit card or in a check labeled with the student's name. Lunch Bunch and extended day must be paid at the end of each week or may be pre-paid or paid at the time of service.

Late payments (3 days following due date) will be charged a \$15 late fee in addition to that months tuition. If a check is returned for insufficient funds there will be a \$10 charge to cover the charges from the bank as well as the value of the check. After two returned checks all payments must be made in a money order or credit card

Tuition will be pro-rated if a student enrolls after the school year begins. Two weeks notification must be given for an early withdrawal and a fee of \$50 will be charged for an early withdrawal.

All tuition must be paid in full before graduation. Evaluations and end of the year activities may be in jeopardy if the account is not in good standing.

ADDITIONAL FEES - Late Pick-Up Charge Refer to pick up policy

DAILY PROGRAM SCHEDULE

8:45-9:00 Morning welcome
9:15-9:30 Calendar/Jobs for the day (Line leader etc.)
9:30-10:15 Morning Lesson/Small group activities
10:15-10:30 Snack Time
10:30-10:55 Free play/Outside time
10:55-11:20 Music/Art/Dance
11:20-11:30 Story time and preparing to depart
11:30-12:30 Lunch Bunch

EXTENDED DAY

12:30-1:15 Afternoon lesson
1:15- 1:30 Music/Storytime
1:30 – 2:15 Free play, indoor-outdoor games, or craftwork in the Social Hall
2:15 – 2:30 Quiet period, preparing to depart

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

PHONE 781-843-3965

EMAIL Totlandcollege@gmail.com

WEBSITE www.totlandpreschool.org

In an emergency situation when we evacuate the school we will be in Royal Nursing Home parking lot across the street. Emails/Calls will be sent in an emergency situation.

TOTLAND LATE POLICIES

We ask that you abide by the school hours of 8:30-11:30 am for the morning sessions, 11:30-2:30 for the extended day session, 11:30-12:30 pm for Lunch Bunch. You will be charged a late fee of \$10.00 for the first fifteen minutes, and then in 15 minute increments.

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. Valentines are exchanged on Valentine's Day – as well as other special events throughout the year.

GRADUATION

Will be held on June 2, 2025. Graduation time is 6:00 P.M. and will be held in the parking lot.

PROGRESS REPORTS

Written progress reports on your child's development will be issued twice a year, in December 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. The Director will be happy to meet with you to discuss your child's progress at any time. Requests for a meeting may be made by emailing the Director at Totlandcollege@gmail.com

TRANSPORTATION PLAN

Parents and/or guardians are responsible for bringing and picking up their children each day. Parent(s)/Guardians are responsible for the supervision of their children prior to the arrival of the teachers in the church parking lot. Also, the parents are responsible for the supervision of their children at dismissal time. Parents are to bring the children to the back door located at the back parking lot for arrival and pick up.

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 supervised "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/Meet and Greet 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 at our backdoor is a wipe off board. Teachers will write 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. Teachers will communicate with parents and share a newsletter

Parents may email the Director at Totlandcollege@gmail.com at any time with any questions or concerns or to set up a meeting.

If needed we will work with individual families on a personal transition plan if a child is having difficulties separating.

Two to 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: A graduation ceremony for everyone. . An ice cream party or movie day.

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, and 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 Services 696 Main Street Weymouth, Ma. 781-331-4004
- Dentistry for Children 781-331-0140

TERMINATION AND SUSPENSION POLICY

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. 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.

Non Payment of Tuition

- Tuition payments must be made by the first of each month and lunch bunch, before school, extended day payments must be made by the end of each week. 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 or if you are unable to follow Totland's late policy, or provide a yearly physical with updated information on 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 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..

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. All teachers will bring first aid supplies and their cell phones.

The Director 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 an emergency 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 contact the Administrator who will 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 the Director.

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 kept 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 Preschool, 74 Commercial Street, Braintree, Ma. 02184

781-843-3965

Health Care Consultant

Marissa Briggs, Weymouth, MA

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 Nelly Castillo	
In the event of an evacuation our emergency only cell phone	857-247-1077
Hospital Utilized for Emergencies	South Shore Hospital, S. Weymouth, Ma. 781-624-8000

Information to Give in an Emergency

Your Name and 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 EMERGENCY OR 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 Covid-19, 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 or 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.
- Totland College follows all State mandated Covid-19 guidelines
- 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
- 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. 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.

SUNSCREEN – Must be applied by a parent before coming to preschool each day

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 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 clear box). Another first aid kit is in the kitchen stored in the 4th 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 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 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, which 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

Technical Assistance

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/vaping 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 Aid 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.
7. An injury report for any incident, which requires first aid or emergency care, will be maintained in the child's file. The injury report includes the name of the child, date, time and location of accident or injury, description of injury and how it occurred, name(s) of witnesses, name(s) of person(s) who administered first aid and first aid required. Staff should use the Accident/Injury Report Form to record the above information. Staff should submit the completed form to the 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 Aid will be allowed to administer first aid 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 December and May 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 the Totland Board of Directors and will be based on the seriousness of the allegations and the facts available.

If the allegations of abuse and neglect are substantiated, the staff member will be terminated immediately without pay or contract compensations. 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 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: Before eating or handling food, after toileting and diapering, after contact with bodily fluids, after handling center animals or their equipment, before and after water play, before and after administering medicine.
- Liquid soap is to be used for hand washing purposes.
- Clothing 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..
- Extra center-owned clothing shall be available for changing purposes. Center owned clothing must be laundered after being worn by a child.
- *Children should be toilet trained before beginning Totland in accordance with the requests of their parents and consistent with the child's physical, emotional, and developmental abilities.*

SNACKS AND LUNCHESES

SNACKS - Snacks must be provided each school day. Snacks should be labeled with your child’s name. Please send healthy snacks and no candy and be mindful that we are a “peanut free” school.

WATER BOTTLE - Each day your child should bring a water bottle, full – and labeled with their name. Water will be available for refilling their bottle throughout the day.

LUNCH - Lunch must be provided when attending lunch bunch. Lunches should be labeled with your child’s name. Please send healthy lunches and no candy and be mindful that we are a “peanut free” school.

CONFIDENTIALITY 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)/guardian(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; A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's record.

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; 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 should 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;

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. Conferences must be requested through email at Totlandcollege@gmail.com

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;

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.