



Parent Handbook



Business Office
190 Hampshire Street
Lawrence, MA 01840
978-682-6628
978-682-1013 (fax)
www.communitydaycare.org

**Community Day Learning
Parent Handbook Table of Contents (Revised October, 2013)**

STATEMENT OF PURPOSE	1
LICENSING AND ACCREDITATION	3
DISCRIMINATION DISCLAIMER.....	3
ORGANIZATIONAL CHART	4
POLICIES AND PROCEDURES	
Intake Procedures.....	5
Children with Disabilities	5
Trial Period.....	6
Attendance	6
Absences for School Age Children	6
Family Changes	7
Things to Bring to the Program.....	7
Arrival & Departure/Transportation Plan	7
Your Child’s Day	10
Clean Up and Pick Up	11
Nutrition	11
Child Guidance	11
Transition Plan	13
Referral for Social Services	14
Local Resources	16
Suspension and Termination of Day Care Due to Unsafe Behavior	17
HEALTH & EMERGENCY INFORMATION	
Health Record/Medical Requirements	19
Policy Oversight/Training Responsibility.....	19
Staff Training.....	19
Illness	19
Mildly Ill Children	20
Doctor’s Note	21
Contagious Diseases/Conditions.....	21
Administration of Medication.....	21
Allergies, Chronic Health Conditions or Limitations	21
Hand washing/Diapering/Toileting Policies.....	22
Infection Control Procedures	22
Lead Poisoning Information	22
Prevention of Abuse or Neglect.....	23

TABLE OF CONTENTS CONTINUED

Emergency Policies	23
First Aid Equipment.....	25
Evacuation Procedure	25
Additional Policies.....	26
PARENT INVOLVEMENT	
Emergency Responsibilities	28
Parental Rights	28
Parent Visits, Input, Conferences and Complaints	28
Custody, Visitation, Support, Care and Related Issues	29
CONFIDENTIALITY	
Charge for Copies	30
Updating the Child’s Record	30
Amending the Child’s Record	30
Transfer of Records	30
Availability of Information to the Dept. of Early Education and Care	30
Notification to Parents	31
RESEARCH AND EXPERIMENTATION: UNUSUAL TREATMENT	31
UNAUTHORIZED ACTIVITIES	31
FEES	31
PAYMENT FOR CHILD CARE	31
HOLIDAYS AND VACATION	32
SNOW CLOSING / SNOW DAYS	32
DEEC NOTICE: ‘KEEPING SLEEP TIME SAFE’	33
CHILD AND ADULT CARE FOOD PROGRAM NOTICE	34
COMMUNITY DAY LEARNING PROGRAMS	
Early Learning Center.....	35
Family Child Care	35
Latchkey Enrichment Program/Arlington School	35
Latchkey Enrichment Program/Methuen	35
Latchkey Enrichment Program/Frost School	35
Latchkey Enrichment Program/Guilmette School	36
Latchkey Enrichment Program/Parthum School.....	36
Latchkey Enrichment Program/South Lawrence East School.....	36
Latchkey Enrichment Program/Wetherbee School	36
Teen Parent Infant/Toddler Program at Lawrence High School	36

STATEMENT OF PURPOSE

We welcome your family to Community Day Learning, a program of The Community Group. Community Day Learning began in 1970 as Community Day Care of Lawrence, Inc., a small preschool with twenty children enrolled. As the students in this first class grew and thrived, the organization grew with them. Programs expanded to meet the changing needs of these early students and the community at large.

In 1974 the Latchkey Enrichment Program was founded, providing care to children who had started school and needed care when school was not in session. Shortly thereafter, in 1975, Family Child Care was established, offering home-based care for infants, toddlers, and older children. The network of home care providers offers a small, nurturing setting for children.

Community Day Learning began its Teen Parent Infant/Toddler Program, one of the first infant/toddler programs in the state to focus on the needs of teen parents and their children, in 1984. While mothers attended school, their babies were cared for in a safe, loving, and developmentally appropriate environment. Mothers were supported in developing parenting and life skills to help them create bright futures for their children.

Today, Community Day Learning programs serve children in infancy through 12 years in the Greater Lawrence area and are designed to deliver the skills and competencies that maximize children's success in school. Programs collaborate with other programs of The Community Group, including Community Day Charter Public Schools and Community Day Arlington Elementary School.

Programs operate year-round, Monday through Friday. Programs of Community Day Learning include (full contact information for each program is available at the back of the Parent Handbook):

- Early Learning Center
- Family Child Care
- Latchkey Enrichment Programs:
 - Arlington School
 - Frost School
 - Guilmette School
 - Methuen
 - Parthum School
 - South Lawrence East School
 - Wetherbee School
- Teen Parent Infant/Toddler Program at Lawrence High School

Our programs focus on the individual needs of each child. They are designed to provide activities for children in all areas of development: social-emotional, cognitive, language and physical. We aim to support the nurturing and guidance provided by parents that are essential to the healthy development of children. Special needs children are enrolled whenever possible based on the accommodations needed.

Our staff members are thoughtful and caring professionals who are well trained in all aspects of child development. In addition, we seek to reinforce the children's language and culture while providing exposure to other cultures. Our programs stress instruction in both English and Spanish. We are proud of the cultural and linguistic variety of our children, and emphasize this variety in our curriculum.

Our agency has developed a philosophy, which we reflect and model in our training sessions. We believe that quality education:

- Considers the whole child;
- Fosters a love and excitement of learning;
- Has a curriculum based on knowledge of child development;
- Supports and respects children and their families
- Respects staff and encourage their professional development.

Our agency now exists:

1. To provide the family with a secure nurturing environment for the child.
2. To provide a stimulating environment in which the child can explore his/her world and develop a positive self-image through quality curriculum.

We believe that quality curriculum is a planned program of developmentally appropriate teacher/child directed activities that reflects our educational philosophy. In addition, the curriculum should meet a wide range of individual needs and learning styles. Curriculum should:

- Consider the individual within the context of the group;
- Be supported by a knowledgeable, trained staff using varied techniques, materials and settings;
- Be nurtured by the environment
- Build in opportunities for success, including the achievement of individual and group goals, fostering self-esteem for children and staff.

Our programs combine freedom with structure, challenge with consistency, and play with learning to enable each child to develop to his/her potential and to develop a positive self-image.

We hope this handbook serves in giving you some insight into our programs and policies. Feel free to call your program's office at any time to discuss your child, center policy or any question you may have.

Please notify your child's program immediately if any of the information given to us at the time of intake changes. In the event of an emergency we must be able to contact you. Additionally, if any new or upsetting event occurs in your household, please notify the Program Director as this incident may have an effect on your child's behavior. All information will be held in confidence.

We hope that you will take an active interest in working with us to provide care for your child. Please talk with staff, visit us often, come to observe and read this parent brochure as well as any notes we send your way.

Our work is important because your child is important. We look forward to providing the best possible care for your child.



LICENSING AND ACCREDITATION

Our programs are licensed by the **Department of Early Education and Care** (360 Merrimack St, Lawrence, MA 01843 phone: 978-681-9684) and meet or exceed all licensing requirements. Copies of the regulations are on file at each program and shall be made available to any person upon request. Parents are welcome to contact DEEC for information regarding the program's regulatory compliance history.

During the summer months, both the Latchkey Program and the Community Kids Place Program comply with the Department of Public Health Camp Regulations during the hours of 9:30 a.m. – 3:00 p.m. Questions or concerns related to any incident that may occur during these off-site camp hours should be directed to the Department of Public Health.

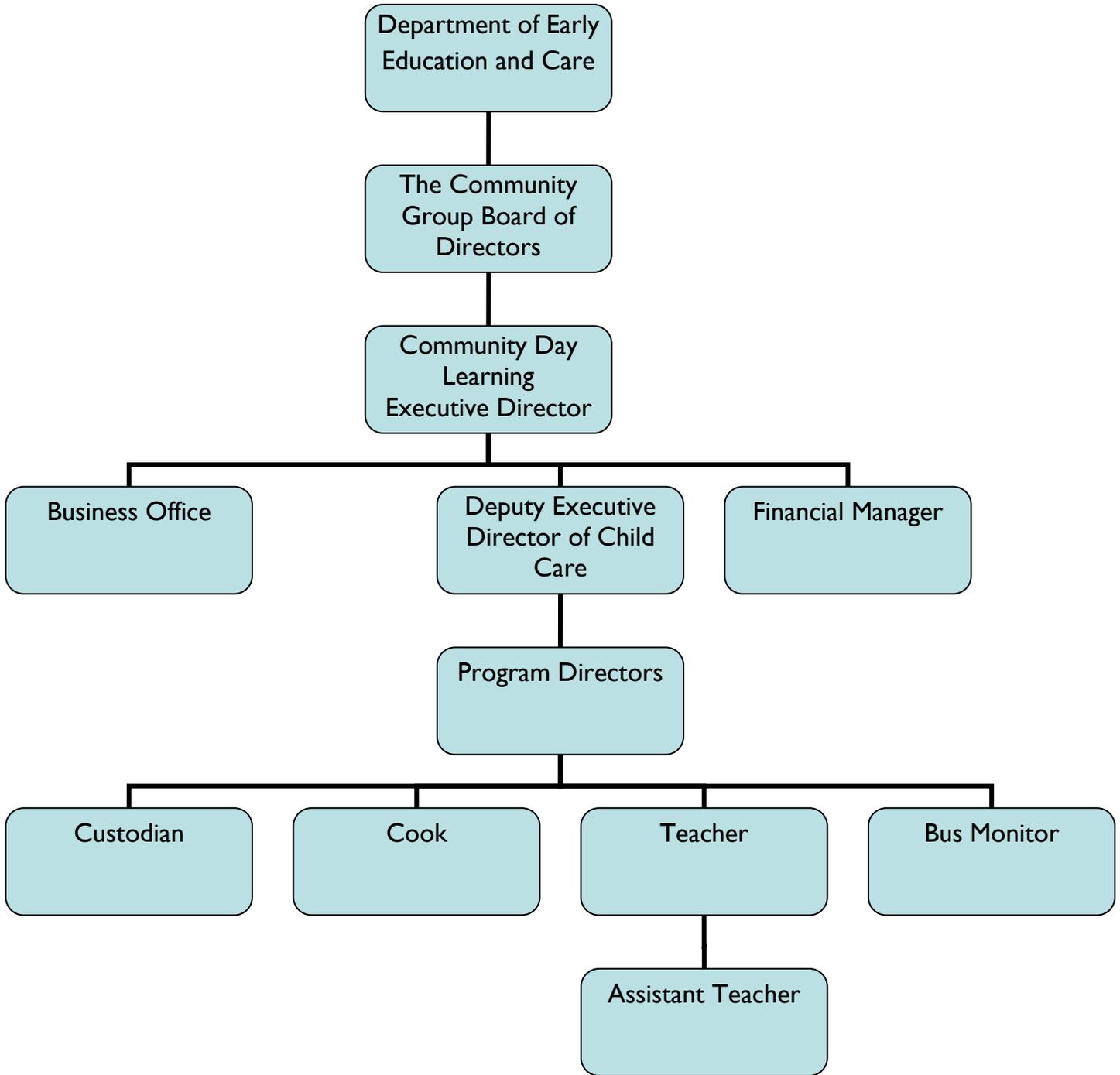
Additionally, our center-based programs, caring for children ages 6 and under, have earned recognition and accreditation from the National Association for the Education of Young Children. The Latchkey Program has received accreditation through the National School-Age Care Alliance.

Home providers receive extensive training and education from Community Day Learning staff who visit the homes regularly to maintain quality control and accountability. Individual providers may also work toward the Child Development Associate (CDA) and/or the National Association for Family Child Care (NAFCC) certification.

DISCRIMINATION DISCLAIMER

Community Day Learning does not discriminate against children or families on the basis of race, religion, sex, national and ethnic origin, cultural heritage, political beliefs, sexual orientation, disability, marital status or age or the child's toilet training status.

ORGANIZATIONAL CHART



POLICIES AND PROCEDURES

Community Day Learning believes that the following policies and procedures are essential to the success of our programs. These policies are distributed to parents at the time of enrollment and to all staff. It is only possible to offer quality day care with your help. We welcome any comments or suggestions and we thank you in advance for your cooperation with these policies.

INTAKE PROCEDURES

To be eligible for Commonwealth of Massachusetts subsidized childcare slots, parents must be at least 30 hours/week at work, in school or an approved training program. Subsidized childcare tuition is based upon a sliding fee scale; fees are determined at intake and at each reassessment. The Commonwealth of Massachusetts, Department of Early Education and Care, establishes eligibility guidelines. We also have private contract rates available. Both the MA Subsidized Fee Scale and the CDL Private Rate Contract are shared with parents prior to intake.

At the time of intake, the parent is required to provide a copy of the child's current immunization record and birth certificate, verification of family income, proof of address, copies of social security cards for all household members, birth certificates for all children in the family, photo identification for the parent, and (if applicable) verification of enrollment in school (copy of current class schedule) or training program. A physical examination report signed by a doctor and current within one year must be obtained within thirty days of enrollment. For children 12 to 48 months, a lead paint test is also required.

The parent will be provided with a parent handbook, which will include a program description and the policies for health, emergency care, termination and suspension. Also provided will be the program's statement of purpose, services, a description of parental involvement, information on our administrative organization and plan for behavior management. The parent will also be provided with the program transportation plan and bag lunch suggestions. The parent and child will also have a tour of the child's classroom at this time and are encouraged to visit again prior to enrollment.

- Please schedule at least an hour for the intake appointment so that all necessary information can be exchanged and a thorough orientation can be completed.
- On your child's first day you are requested to spend a little extra time at the day care with your child.

CHILDREN WITH DISABILITIES

In accordance with DEEC regulations, the Community Day Learning will accept applications for any child with a disability. In considering the admission of a child with disabilities, the Director will, with the consent of the parent, request information related to the child's participation in the program from the Local Education Agency, Early Intervention Program and/or other health or service providers. The agency will, with parental consent, identify in writing any accommodations needed to meet the needs of the child, including:

1. any change or modification in the child's participation in regular center activities.
2. the size of the group and the appropriate staff/child ratio.
3. any special equipment, materials, ramps or aids.
4. any appropriate or specific health requirements.

If the accommodations required by 7.04(13) are determined by the agency to cause an undue burden to the program, the center will notify parents in writing within 30 days, stating the reasons for the decision. In addition, the notification shall inform the parent that they may contact DEEC and make a request that DEEC determine if the center is in compliance. A copy of this notification will be kept on file. The accommodations related to the toileting needs of a child with a disability who is not toilet trained shall not be considered an undue burden.

In determining whether the accommodations required would cause an undue burden, the agency will consider:

1. the nature and cost of the accommodations
2. the ability to secure funding or services from other sources
3. the financial resources of the agency
4. the number of employees employed by the center
5. the effect on expenses and resources

The agency will, with parental consent, participate in the development and review of the child's program plan in cooperation with the other educational, health and service providers. The agency will, with parental consent, inform the administrator of Special Education, in writing, that the agency is serving a child with a disability.

For each child with a disability, a liaison will be chosen to coordinate services between parent, the day care program and the outside agencies. The designated person will either be the program director, the classroom teacher or the social services coordinator.

Community Day Learning will make every effort to incorporate specialized consultants to support the efforts of meeting the needs of children and families to participate fully in the program, including children with disabilities, behavior challenges, or other special needs. The program will continually update our list of community resources, determining what services are provided by local agencies and how our families might be eligible for the services. As necessary, we will work with the families to make the referrals and arrangements for services, and will explore contractual, third-party billing and grant-funded arrangements in order that any necessary services for the child might begin.

TRIAL PERIOD

All children are accepted into the program on a two-week trial period, after which a parent conference may be held to discuss the child's acclimation to the program. If there is some question about your child's adjustment or about the program's ability to meet your child's needs, you will be asked to meet with the Director to discuss his or her continuation in the program. Please see detailed procedures in our referral plan.

ATTENDANCE

Your child should attend day care every day unless he/she is sick. If a child does not attend regularly, it makes it difficult for the child to adjust and also difficult for the teacher to know your child well. If your child is going to be absent, please call the center or FCC Provider prior to your child's regular arrival time. It is necessary that we know the reason for the absence. Failure to comply may result in the termination of your day care.

ABSENCES FOR SCHOOL AGE CHILDREN

Whether or not your child goes to school, you must call us to let us know that he or she will not be in the program that day. Otherwise we worry that something happened to prevent your child from getting on the bus and that they may be lost.

Arlington After School	978-273-5534	Parthum After School	978-857-4948
Methuen	978-857-3324	South Law. East After School	978-857-7585
Frost After School	978-857-8046	Wetherbee After School	978-857-7589
Guilmette After School	978-807-5185		

Our program's goal is for 100 % accountability for the children in our care. In order to achieve this, **parents must notify the appropriate program by calling and speaking with a staff member or leaving a message on the answering machine when their child will be absent or if there is a change in contact phone numbers.**

- Staff will be required to suspend children from the program when parents do not notify the program of a child's absence. Suspension will be required within three days for failure to notify.
- Repeated occurrences will result in children being asked to leave the program permanently.

FAMILY CHANGES

Notify the Director immediately if your address, phone number, emergency number, emergency contacts, place of employment, school or schedule changes. Also, we should be notified of changes in employment status, pay rate, family size, household income or welfare eligibility.

If any new or upsetting events occur in your household, please notify the teacher and/or Director as this incident may have an effect on your child's behavior. All information will be held in confidence. Please notify the Director of such things as a new baby, remarriage, loss of job, death, illness, hospitalization of a family member or close friend. We want to help your child cope with his/her problems, but first we must be aware of them.

THINGS TO BRING TO THE PROGRAM

Children should come to day care appropriately dressed for outdoor activity, in dry clothing, layered for warmth, including hats, mittens and boots in the winter and swimsuits in the summer. For children 7 years old and younger, they must have a change of clothing at day care in case of accident. This includes underwear, socks, pants and a shirt. If we send home wet or soiled clothing, please replace it with clean clothing the next day. If we change your child into clothing belonging to the center, please clean it and return it.

To minimize any mix-up or loss of clothing, label all of your child's clothes, boots, coat, hats, sweaters, gloves, etc. Please do not send your child to day care with toys, money, valuables, food, beverages, candy or gum. For the after school programs, we will notify you when your child will need to bring a lunch to the program.

ARRIVAL & DEPARTURE/TRANSPORTATION PLAN

Children may arrive at the program via several methods: parent drop-off, program vehicle, contracted bus, private transportation set up by the parent, escorted walks with a staff person, and unescorted walks from the child's classroom to the program site within the public schools (school age children only). Written parental permission is obtained for all forms of transportation to and from the program. Each Program Director is responsible for his/her program's transportation coordination and parents are required to discuss any changes, questions or concerns with that person (program telephone numbers are listed at the back of the Parent Handbook). Parents are encouraged to contact the program directly during transportation times, and only to contact the contracted bus company in the case of an emergency.

If parents bring their children they are required to escort them into the classroom and sign them in, and need to abide by the program's cut-off arrival time.

For those that are picked up at school by the program vehicle, the program is responsible for the children from the time of pick-up, once the child enters the vehicle. Both the vehicle and driver comply with all pertinent Massachusetts laws and regulations.

A first aid kit and child info and emergency medical release forms for each child are kept in the program vehicle. In the event of an emergency the driver will:

- a. Call an ambulance (911), if necessary.
- b. Call the Program Director and the bus company.
- c. The Program Director will notify the parent and the hospital, and go to the site of the accident to accompany the child to the hospital.

- d. For minor injuries, either administer First Aid on site, or drive to the hospital directly, or call 911, if necessary.

Children with disabilities who receive services through the public schools are transported to the program in buses provided by the Public Schools. The Public Schools are responsible for the children until they arrive and enter our program site. In other circumstances, children with disabilities will be transported in the same vehicles that are used to transport other children, whenever possible.

Other children may be transported to the program by bus companies with which CDC has contracts (North Reading Transportation, 978-681-4100). The bus companies are responsible for the children until they arrive at the program. These contracted buses and drivers are licensed, registered and insured according to Massachusetts law and all of the buses are equipped with two-way radios. All drivers are required to submit a completed CORI/BRC request form and a copy of their driver's license to CDL, which will be submitted for a background records check. In addition, all buses are staffed with a CDL bus monitor who has also submitted a CORI/BRC request form and is trained in CPR, First Aid and Child Guidance. The bus monitor is responsible to supervise the children from the time they enter the bus until she/he signs off the child to the FCC provider or designated staff person. A daily bus attendance list will be maintained, recording on the attendance as each child enters the bus and again when they are passed onto the responsibility of a teacher or FCC provider. For center-based programs, the teachers sign as having received the child(ren) and then record them immediately on the classroom attendance. For FCC, each Provider signs the Attendance Log as they receive children from the bus. Information regarding any bus child's absence will also be recorded and shared with the teacher/provider. At the end of each bus route, both the bus monitor and the driver will complete a thorough check of the bus, checking in and under seats, and will make a record of such on the Daily Attendance sheet, before either the monitor or driver leave the bus.

Parents need have their child ready 15 minutes before the bus time and need to accompany their child to the bus when it arrives. The bus can only wait one minute at any address. These buses will pick up and drop off children according to the route prepared by the Program Director. A copy of the bus route will be kept at the program site, on the bus, and at the bus company office. In the event of any injury/illness that might necessitate immediate emergency medical attention, the bus driver has been instructed to pull over, immediately radio the bus company to call 911. The bus company will then contact the program whereby the Director will contact the parent and go directly to the hospital with the child's record. DEEC will be notified according to the regulation procedures. In the event of a minor injury not requiring immediate medical attention, the bus monitors have been instructed to administer First Aid as necessary, relay the incident directly to the Site Coordinator or Director and to fill out an accident report. The report information is relayed to the parent, the parent is asked to sign the accident form, and then the form is kept in the child's file and in the central log of injuries.

In the event that a child presents with disruptive behavior, unbuckles the seatbelt or refuses to remain seated, the bus monitor will attempt to guide the child into compliance, using appropriate child guidance techniques. If this guidance is unsuccessful and the child is a safety risk to him/herself or others, the bus will pull over and the bus monitor will contact the Program Director via cell phone who will arrange for the parent (or approved alternate) to meet the Director at the bus and the child will be removed from the bus. Before resuming program transportation, the Director will have a conference with the parent (and child, if appropriate) to discuss the behavioral concerns and develop a behavioral plan.

In the event that, while children are being transported, the bus becomes disabled, becomes involved in an accident, or the driver is stopped by the police or RMV for any reason, the driver is responsible to radio the bus company immediately and the monitor is responsible to use the agency cell phone immediately to notify the Program Director. If appropriate, the Program and/or Deputy Directors will go to the site to provide assistance.

If the parent arranges private transportation, our program assumes responsibility once the child arrives at the program and is signed into the program site. For those school age children who attend our program onsite at their school, with written parental permission they will be allowed to walk from their classroom to the program site within the school. The program will assume responsibility for the child once the child enters the program site.

When leaving the program at the end of the day, children are either picked up by their parent/authorized alternate or transported by contracted bus or private transportation arranged by the parent. When the parent/authorized alternate is responsible for pick up, he or she is required to enter the classroom (or FCC home), make sure that the staff person knows that the child is going home, and sign the child out. Children will be released only to adults designated by the parent whose names are on file. If there is a change concerning the person or the time of pick up, please notify us in writing and in advance. Children are never allowed to leave the program unattended and under no circumstances will a child be sent home in a taxi unless accompanied by an authorized adult.

If the child is transported home by our contracted bus, a bus attendance list will be maintained as the child both enters and leaves the bus. The child(ren) will be escorted to the bus by the teacher/provider or the bus monitor and the monitor will sign the child as received on the Attendance Log. The parent must be available to receive the child at the bus door, at the designated delivery time. In rare circumstances, for school age children only, the Program Director may approve (with written parental permission) that the child may be released to the parent (or approved alternate) who is visibly present at the doorway or window, and the bus will wait to make sure that the child has entered the home. In the event that the parent is not available, only a person who has been designated in writing by the parent will be allowed to receive the child. The bus drivers and monitors will be supplied with an updated list of persons authorized to receive the children. Drivers will wait a maximum of one minute (if possible, without blocking traffic) after stopping at the child's home and blowing the horn. If no appropriate adult is available to receive the child the bus will return the child to the program site and a \$5.00 fee will be charged. The parent will be called and will be responsible for coming to pick up the child at the program site.

For parents who arrange their own private transportation, an authorized person needs to come in and sign out the child. Once the child leaves the program via the private transportation, the parent is responsible for the child.

On field trips, children may be transported by the program vehicle, contracted bus or may walk to nearby destinations. Written parental permission will be on file for all field trips.

If a child must go immediately to the hospital:

- The Director or designated staff person shall:
 - a. Call an ambulance (depending upon the seriousness of the injury-when in doubt, call)
 - b. Notify the hospital that the child is en route
 - c. Notify the parent(s) to meet the child and adult at the hospital
 - d. Accompany the child to the hospital with the child's Emergency Authorization and Consent Forms.
 - e. Notify DEEC according to regulation procedure
- Only staff vehicles with the following insurance are allowed to transport children to the hospital:
 - a. \$100,000 - \$300,000 personal liability
 - b. \$5000 property damage
- In the event there is no available transportation from the Center to the hospital and an ambulance is not necessitated, the Police may be called to transport the child and will be accompanied by a staff person.

- Contact numbers for all parents are found in the child's file in the office. If a parent cannot be reached, at either the home or work number, the person listed in the child's file as the emergency contact should be notified. Again, an accident report must be filled out by the staff person who witnesses the injury.

It is the mutual responsibility of the Program Director and the parents to inform each other of the necessity of making any changes in transportation arrangements. Any child's transportation plan that varies from these policies must be authorized in writing by the parent, and any permanent address changes must be made with and approved by the Program Director 24-48 hours in advance.

The program reserves the right to refuse transportation for non-payment, if a child's behavior endangers him/herself or others, if a parent is not home for the bus 3 times, or if the distance from the regular route is too great.

Children must be picked up before the program closes (refer to your program description for the closing time). If you are late due to an emergency, please make other arrangements to have your child picked up and call to notify us of these arrangements. We will not release your child to anyone who is not on your list of authorized release people.

Late Pick-up fees are as follows:

First Time	The late fee will be \$5.00 per 15 minutes or portion thereof (i.e. \$5.00 for 15 minutes late, \$10.00 for 15 to 30 minutes late, etc.)
Second Time	The late fee will be \$10.00 per 15 minutes or portion thereof
Third Time	The late fee will be \$15.00 per 15 minutes or portion thereof

The fee will continue to rise by \$5.00 each time you are late picking up. The third late pickup within three months may result in termination from the program. If you go three months in a row without being late, your fee will go back down to \$5.00 per 15 minutes. Late fees are paid first out of any payment you make, so if you do not pay the late fee plus your regular fees, your child may be terminated from the program.

If your child is still at the program after closing and we are unable to reach you or any of your contacts, we will notify the Hotline at the Department of Social Services to arrange a foster care placement.

If a parent or designated pick-up person arrives to pick-up a child and is suspected of being under the influence of alcohol/drugs, the child's teacher and/or Program Director will call the individual aside to discuss the suspected condition and potential danger to the child. Agency personnel will offer to call a spouse, friend or taxi for the individual. If this is ineffective, agency personnel will notify the police to report their concerns about the welfare of the child and will assist the police as requested. In addition, a 51-A report will be filed with the Department of Children and Families.

YOUR CHILD'S DAY

Our programs focus on the individual needs of each child and are designed to provide curriculum activities for your child in all areas including social-emotional, cognitive, language arts/literacy and fine and gross motor physical development. Through participation in these activities each child can achieve success and receive encouragement and assistance as needed. Throughout the day children have opportunities to make choices and to work and play independently as well as cooperatively. We are very proud of the cultural and linguistic variety of our children and emphasize this variety in our curriculum.

Physical activity is important and educational and will be offered throughout the day, both indoors and outdoors (at least 30 minutes for part-day programs and 60 minutes for full-day programs). It is therefore crucial to send appropriate outdoor clothing. We are unable to keep individual children inside when the group

is going out to play. A child who is not well enough to play outside should stay home. We will make every effort to have children dress warmly, and we will not go outside in extreme weather. In warm weather there will be opportunities to play in the shade and sunscreen (SPF 15 or higher) will be applied with written parental permission.

There will also be opportunities for children to learn about proper nutrition, healthy habits and personal safety. Teachers/providers will assist the children with brushing their teeth whenever they are in care for more than four hours or if they consume a meal while in care. Individually labeled toothbrushes will be stored in a hygienic fashion in accordance with the regulations.

Quiet activities and rest or napping periods are also offered throughout the day, appropriate to the needs of the child and the duration of care (extended rest periods are offered for children in care longer than four hours). Infants under 12 months of age are always placed to sleep on their backs, unless there are written orders from the child's health care professional.

For your child's specific daily schedule and curriculum activities, as well as information on field trips and summer programs, please refer to the program description that will be shared as an addendum to this handbook.

CLEAN UP AND PICK UP

Often your child will be involved in some activity that requires some time to clean or pick up. Please allow a few minutes for this procedure when you come to get your child at the end of the day. We feel that having the children participate in clean-up helps build responsibility and is immensely helpful to our teachers. This is a great time to ask the teacher and child about the events of his/her day.

NUTRITION

We offer a "natural foods" program that provides fresh and wholesome foods without artificial additives or preservatives. We serve fresh fruit, vegetables, juices and cheese rather than sweets. Please do not send food, candy or gum to day care. Meals and snacks served meet and often exceed the guidelines mandated by the Child Care Food Program. Menus are posted for you to review. In adherence with our "natural foods" policy, we ask that parents do not bring in birthday cakes or treats for your child's birthday. We plan to highlight your child's special day in other ways.

The after school programs request that parents send a bag lunch on school half days. A thermos or cold pack will help maintain the food at the right temperature so that it does not spoil by lunchtime. We suggest the following nutritious items:

Soup	Salad	Yogurt
Fresh or canned fruit	Cheese	Chicken pieces or other cold meat
Juice or Milk	Raw vegetable slices	Sandwiches (tuna, sliced meat, egg)
Crackers or breadsticks		

For those children whose parents fail to provide a bag lunch, an alternate lunch will be provided.

CHILD GUIDANCE

Community Day Learning Staff's goal is to provide positive and consistent guidance to children based on their individual needs and development in order to maximize the growth and development of each of our children in a safe and healthy environment. We work towards helping each child learn self-control and respect for him/herself and others, while teaching children that there are consequences to their actions.

In cases where a child is disruptive to normal classroom functioning, disruptive to school or personal property or is inflicting harm on others, a method of discipline will be used which is consistent with the child's age and developmental level and with the act which necessitates disciplinary action. The staff will direct discipline to the goal of maximizing the growth and the development of the child and for the protection of the group and individuals within it. All staff is aware that children's behavior may be influenced by a variety of factors.

No child shall be subjected to abuse or neglect, cruel, unusual, severe or corporal punishment including: spanking or any type of physical hitting inflicted in any manner upon the body, punishments which subject a child to verbal abuse, ridicule or humiliation, denial of food, rest, outdoor time or bathroom facilities, confinement, excessive time-outs, punishment for soiling, wetting or not using the toilet, or forcing a child to remain on the toilet, or using any other unusual or excessive practices for toileting, or punishment related to eating or not eating food.

We use many techniques to encourage and facilitate positive interactions for children:

- Arrange our classrooms to allow children to move freely between areas with the fewest disturbances at the same time allowing staff to observe with ease.
- Plan our day to provide a balanced schedule of stimulating and age-appropriate activities.
- Provide a quiet area for children to use, as needed.
- Provide positive feedback to children throughout the day.
- Inform children consistently of age-appropriate expectations/rules/limits to their behaviors.
- Offer children choices whenever possible.
- Redirect children who may begin to experience difficulties.
- Verbalize alternatives to children who may become frustrated or unable to participate in activities in a constructive way with others.
- Mediate between children experiencing difficulties, modeling and verbalizing possible alternatives to a situation.
- Provide children, when needed, special support, such as holding a child's hand or having a child sit next to staff during an activity.

Staff members will attempt to reason verbally with a child and try to solve behavioral issues through discussion, explanation or redirection of a child's attention. If these attempts are unsuccessful, staff members will generally give two warnings before initiating a brief 'time-out' (not to exceed one minute for each year of the child's age and within view of the teacher/provider).

The number of warnings given may vary according to the particular circumstance. Children who are hurting other persons or property may need to be removed from the situation immediately, but this will be done in a manner that is not harmful to the child. Only in rare cases of an emergency where a life-threatening or dangerous threat to a child or other children exists, a staff member may need to supportively hold a child. In such circumstances, the staff may only hold the child long enough to remove him/her from the dangerous situation and when appropriate, return him/her to safety. It will be accompanied by calm but firm language stating that the child is safe and no one is going to get hurt. This support may take the form of hugs, taking the child by the hand, picking up a child and moving the child to a safe area, and holding a child on one's lap - familiar ways of touching that acknowledge and affirm the child while interrupting their behavior. After the child is calm, the teacher will review the incident with the child. Whenever possible another staff person will be present as a witness, or one will be brought in as soon as possible.

Community Day Learning recognizes that staff need assistance and support to work effectively with children. Therefore, we provide staff with:

- An overview of child growth and development.
- An orientation to behavior management techniques that is consistent and acceptable in the classroom.
- Access to training sessions on behavior management techniques.
- Ongoing supervision with his/her supervisor to discuss individual children and classroom programming.
- Regular observations of staff in order to critique his/her techniques offering feedback to increase their skills.
- Access to a supervisor, social worker, mental health therapist and Early Childhood Program Director to discuss concerns he/she may have on children or the classroom.
- An ongoing review and planning process for children through their classroom team meetings.
- Support for meetings with parents to discuss behavioral issues and referrals to the appropriate resources.

When appropriate and feasible, children will participate in the establishment of rules, policies and procedures related to behavior management. Positive reinforcement for appropriate behavior will be used whenever possible. Under no circumstances will staff engage in physical interventions for their own convenience or as a form of punishment.

A child will never be left unsupervised for any reason.

This policy will be distributed to all staff members and parents and posted at all sites.

TRANSITION PLAN

In order to support children through the transition when a child is:

- entering a program for the first time
- moving to a new classroom
- moving from one CDL program to another
- moving from a CDL program to school
- moving from a CDL program to another community program

Community Day Learning will include the following as part of the transition plan for each child:

- have the parent and child visit the program or FCC provider one or more times before the child's first day. Children will be allowed/encouraged to bring a blanket or transitional object to ease the transition.
- for classroom and program 'aging-up' transfers, discuss the transition with the parent (and child) in advance and arrange a transition schedule
- teachers and FCC providers will incorporate transition conversation, books and activities into the daily schedule to help prepare the child for the transition, in a manner they can understand
- arrange for 'step-up' day visits, allowing the child to participate in various parts of the daily schedule
- with written parental permission, a transition form will be completed by the child's teacher/provider, which will then be passed to the new CDL teacher, new school or new community program. The transition form will include information regarding any allergies, special needs or accommodations needed for the child.
- for children aging-up within CDL, the child's folder will accompany the child, so that all developmental history forms, assessments, Progress Reports, IE, IFSPs, IEPs, etc. will be available to the new director and teacher. For any child receiving SPED services, the director will communicate with the other agencies to ensure that the child continues services in a seamless fashion.
- for children transferring to school or another agency, a copy of the child's IEP will be sent to the new program if written parental permission is given
- with written parental permission, teachers and providers will be available for phone conferences and in-person meetings (COREs, team meetings) to discuss the transition of a new child

- parents will be encouraged to call and/or visit at any time to see how their child is adjusting
- for new children in the program, a 30-day Adjustment Progress Report will be completed and will be shared with the parent at a conference

For the rare instance when a child may need to transition from a CDL program due to behavioral challenges, CDL will work with the parent to ensure that the child has been evaluated and referred to an appropriate program that will best meet the child's needs. Prior to the determination that a child's needs may be best served by another program, CDL will follow the guidelines as set in our Parent Handbook to evaluate, refer and address the challenging behaviors in order to prevent termination, which may include any of the following:

- coordination with our Mental Health Therapist for observation, evaluation and therapy as indicated (with written parental permission)
- coordination with our other on-site therapists (speech, OT, PT) to determine if there are related developmental issues that could benefit from therapy (with written parental permission)
- offering training and support for staff/providers in order to best serve the child
- assessing and making environmental accommodations that would benefit the child
- designing a Behavior Management Contract with the parent (and child, when age-appropriate)
- referral for additional services (with written parental permission)
- consultation with other agencies and/or mental health personnel (with written parental permission)
- hiring of a one-on-one assistant to support the child in the classroom or FCC home
- supporting the parent and child by attending team meetings, etc.
- conferencing with the parent on a regular basis to discuss concerns, referrals and transition to a new program, if that is deemed in the child's best interests.

REFERRAL FOR SOCIAL SERVICES

Community Day Learning shall use the following procedures for referring parents to appropriate social, mental health, educational, medical (including vision and hearing) and dental services for their child should the center staff feel that an assessment for such additional services would benefit the child. Through the CDL Human Resources Dept., staff will also be provided with referrals to resources that support them in wellness, prevention and treatment of depression, and stress management.

Staff are responsible for informing the Program Director of any concerns. Whenever any staff member is concerned about a child's development, behavior or health and feels that further evaluations should be done, he or she should report it to the classroom's Lead Teacher, who will review concerns with the administrator in charge. The Lead Teacher is requested to complete an observation report and the Administrator will review the report and information in the child's record prior to making a referral.

The Administrator will maintain a list of current referral resources in the community for children in need of social, mental health, educational, medical (including vision and hearing) or dental services. This list shall include the contact person for Chapter 766 and early intervention program referrals.

REFERRAL MEETING: The Director schedules a meeting with parents to notify them of the center's concern and prepares a current list of possible resources. At the meeting, the Director will provide to the parent a written statement including the reason for recommending a referral for additional services, a brief summary of the center's observations related to the referral and any efforts the center may have made to accommodate the child's needs. The Director will offer assistance to the child's parents in making the referral. Parents should be encouraged to call or request in writing an evaluation. If parents need extra support, the center may, with written parental consent, contact the referral agency for them. If a child is at least 2.5 years of age, the Director shall inform the parents of the availability of services including the right to appeal, under Chapter 766. If the child is under the age of three, the Director shall inform the parents of availability of services provided by early intervention programs. Copies of any written communication between the program and either the public schools or early intervention program will be kept in the child's file.

FOLLOW UP TO THE REFERRAL: The Director will, with permission, contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the center. If it is determined that the child is not in need of services from this agency, or is ineligible to receive services, the center shall review the child's progress at the center every three months to determine if another referral is necessary.

When any child is terminated from the center, initiated by the center or parents, the center shall prepare the child for termination in a manner consistent with the child's ability to understand, and shall provide information and referrals for other services upon request. The center shall inform parents of the availability of information and referral services.

LOCAL RESOURCES

This is a partial list of agencies that may be helpful to you and your family.

POLICE/FIRE DEPARTMENT/AMBULANCE.....	911
Alcoholics Anonymous –Massachusetts	1-617-426-9444
AIDS Hotline-English.....	1-800-235-2311
AIDS Hotline-Spanish	1-800-637-3776
Child Abuse Hotline (24 hours).....	1-800-792-5200
Child Care Circuit (Resource & Referral)	978-686-4288
Cocaine Hotline	1-800-COCAINE
Department of Children and Families.....	978-557-2500
Early Intervention at MSPCC.....	978-681-7911
Early Intervention at Professional Center.....	978-685-5070
Family Service Association.....	978-683-9505
Greater Lawrence Family Health Center:	
Haverhill Street	978-686-0090
Park Street.....	978-685-1770
Parker Street.....	978-686-3017
Summer Street.....	978-686-9701
Greater Lawrence Mental Health Center	978-683-3128
Holy Family Hospital.....	978-687-0151
Holy Family Pediatric Health.....	978-687-0370
Lawrence Fire Dept. (non-emergency).....	978-620-3430
Lawrence Police Dept. (non-emergency)	978-794-5900
Lawrence General Hospital.....	978-683-4000
Lawrence Public School Department: Administration	978-975-5905
Parent Information.....	978-975-2768
Special Education	978-975-5990
MA Dental Society (Info & Referral)	1-800-342-8747
MA Medical Society (Info & Referral).....	1-800-322-2303
Methuen School Public Department: Administration.....	978-681-1317
Special Education.....	978-681-1310
Parent Liaison Center	978-681-1312
Massachusetts Society for the Prevention of	
Cruelty to Children (MSPCC).....	1-800-442-2025 or 978-682-9222
Narcotics Anonymous (24 Hour).....	1-603-432-0168
Office of Child Care Services	1-978-524-0012
Parental Stress Line.....	1-800-632-8188
Poison Information Center.....	1-800-222-1222
Psychological Center	
Drug & Alcohol Counseling.....	978-685-1337
Runaway Hotline.....	1-800-231-6946
Samaritans	
24 Hour Crisis Hotline- Suicide	978-688-6607
Teenage Pregnancy (24 Hour).....	1-617-436-3944
Toughlove.....	1-800-333-1069
Welfare	
Department of Transitional Assistance.....	978-686-9441
Food Stamps Hotline.....	1-800-645-8333
Women’s Resource Center (Rape, Abuse).....	978-685-2480

SUSPENSION AND TERMINATION OF DAY CARE DUE TO UNSAFE BEHAVIOR

Our commitment is to provide a quality and safe learning environment for every child. In order to maintain a child safely in the program, the agency will pursue options for any available supportive services, which may include consultation, educator training, and additional staff, as well as offering referrals to parents for evaluation, diagnostic or therapeutic services. We will uphold this commitment unless it becomes apparent that we are not able to provide the most appropriate environment for a particular child. If after exhausting our resources and extensive meetings with parents, the unsafe and/or aggressive behavior continues, we will consider it in the best interests of all involved to ask the parents of the child to withdraw from the program. We will assist families as to the availability of other options if possible. In the case of serious injury, termination may be immediate. This will be a joint decision made by the Program Director and Executive Director. All executive decisions will be final. In all cases, termination will be viewed as the last alternative. A child may be suspended or terminated from the program as a result of the following behaviors:

- Leaving the group
- Physically striking or causing harm to another child
- Physically striking or causing harm to a staff person
- Causing harm to him/herself
- Putting him/herself in danger
- Causing property damage or other destructive behavior
- Unsafe behavior while being transported
- Verbally or physically threatening others
- Lack of cooperation on the part of the parent in helping to solve the problem
- Lack of parental adherence to program policies or procedures

The procedures listed below will generally be followed when any of these behaviors occur:

- A. The Director will be informed and then will meet with the parent and describe the action to be taken by the Center. An incident report will be written and made part of the child's file.
- B. Suspension may occur the first time a child strikes a staff person. A meeting with the parent will occur at this time.
- C. If the behavior occurs again, a meeting will be held with the parent(s), social worker (when applicable) and the child (when appropriate). A plan for behavioral intervention (for at home and in the program) will be developed and signed at this meeting. A school age child will be asked to sign the behavioral contract. Depending on the severity of the incident, suspension may occur at this time.
- D. The third offense will result in suspension. Suspension may range from one to three days during which a meeting with the parent must occur. However, the period of suspension may be longer if the parent is unable to meet with the Director.

A fourth offense will result in suspension. At this time the Director will:

1. Meet with the parent(s) to discuss whether the child should continue the program,
2. Discuss the possibility of termination with the Executive Director,
3. Discuss the possibility of termination with the social worker, when applicable.

An incident report will be filed for each occurrence. Because each child and therefore each incident are unique, the Director will view each case individually. Some steps may be repeated or deleted at the Director's discretion. Depending on the severity of the incident, a parent may be called to pick the child up immediately and suspension may be immediate.

If a child's tendency toward a particular behavior, such as leaving the group, may endanger the child or others during a field trip, the Director may decide to keep the child from going on the trip. The parent will be informed of this decision in advance. If a child attempts to leave the group during a field trip, staff will supportively hold the child if necessary and help the child return to the safety of the group.

If a child is terminated, the parent(s) will generally have ten days notice and will receive information about appropriate mental health, educational and social service agencies. The Program Director and the Executive Director will make a decision regarding the termination.

In case of serious injury, termination may be immediate. This will be a joint decision made by the Program Director and Executive Director. In all cases, termination will be viewed as the last alternative.

A child may be terminated for non-payment of fees, where applicable. See Policies for Fee Payment.



Health & Emergency Information

The agency has designated a Massachusetts licensed RN/Nurse Practitioner with pediatric and/or family health training and experience as the program's Health Care Consultant. The consultant shall assist in the development of the program's health care policy including a plan for monitoring the program's infection control procedures, approve and review the policy initially and at least yearly, approve any changes in the policy, approve first aid and medication administration training courses for staff, and shall be available for consultation as needed.

1. **HEALTH RECORD/MEDICAL REQUIREMENTS:** The program requires a Massachusetts School Health Record for each child enrolled and a Lead Screening for each child between 9-12 months up to 48 months old, completed and signed by the child's physician within one month of admission. An up-to-date immunization record must be received prior to the child's first day of attendance. Documentation of physical examination and lead test (if applicable) will be required on an annual basis. Depending on the age of the child, additional immunization records and lead tests may be required. Failure to submit these records may result in the suspension and/or termination of day care services. Each child enrolled must be reasonably healthy, free from communicable disease or illness and be able to participate in normal, everyday activities. The program will work to meet each child's specific health care needs, and will work with parents to identify allergies and then protect children from that to which they are allergic.
2. **POLICY OVERSIGHT/TRAINING RESPONSIBILITY:** The Program Director is responsible for overseeing the program's health policies and ensuring that health records are complete and up-to-date according to DEEC regulations. The Program Director shall be in contact with the Health Consultant in the event of any health related questions/issue, which may arise during the year.

The goal of the program is to maximize injury prevention at all times. Health and safety issues are critical components of staff orientation. Teaching staff supervises children primarily by sight. Supervision by sound is permissible for short periods of time, with the understanding that teachers will check on these children frequently (i.e. in cases where children may be playing in an area within the classroom but temporarily out of sightline, or when a child is in the bathroom and the teacher is in the adjacent hallway). Staff members are assigned to supervise specific areas that are near equipment where injury could occur (i.e. playgrounds). In addition, a safety checklist is completed daily in each classroom. It is the responsibility of the Program Director to check that this form has been completed and to monitor overall safety of the room.

3. **STAFF TRAINING:** All staff is trained in First Aid by taking an approved course arranged by the Director. New staff must receive training within 6 months. At least one staff on the premises has current certification in CPR procedures. FCC Providers are trained in both First Aid and CPR. Additionally, a parent, with written permission from their child's physician, may train staff/providers in the implementation of their child's individual health care plan.
4. **ILLNESS:** It is our expectation that any child sent to day care is well enough to participate fully in all curriculum activities, outdoor as well as inside. Parents will be notified by their child's Teacher or by the Director in the event of illness, which develops during the course of the day. The child will be isolated in a quiet, supervised area of the classroom and made as comfortable as possible until the parent or emergency person arrives. Symptoms which require exclusion from the center include but are not limited to: elevated temperature (a degree or more above normal), vomiting, diarrhea, overall discomfort associated with such illnesses as cold or flu and/or the manifestation of a contagious disease such as chicken pox.
 - **FEVER:** When a child has a fever of a degree or more above normal (i.e. 100 or above orally, or 99 or above under the arm), he/she must stay home until he/she has been FEVER FREE FOR 24 HOURS. If

your child develops a fever while at the program, we will call you and you will be expected to pick up your child as soon as possible.

- **ANTIBIOTICS:** A child with a contagious condition for which antibiotics have been prescribed may not attend the center until he/she has taken the antibiotics for 24 hours. A child with a non-contagious condition on antibiotics may attend the program as soon as the child feels well.
- **VOMITING:** A vomiting child must stay home. If he/she becomes ill while at the program, he/she must go home. The child may not return until after the vomiting has stopped.
- **DIARRHEA:** A child will be sent home if he/she has had two or more watery stools during the day. Children may return to the program when the diarrhea has stopped. If you wish your child to return to the program with looser than normal stools due to antibiotics, teething, etc., we must have written or verbal consent from your pediatrician that it is not contagious.
- **IMPETIGO AND CONJUNCTIVITIS:** These are very contagious conditions, and must be treated with antibiotics before the child may attend the program (see antibiotics above). If your child has red eyes with discharge or crusted moist sores, the teacher will notify you. The child must be taken out of the program until a doctor has treated him/her.
- **STREP THROAT:** This can show a variety of symptoms. You should have a doctor check for Strep if your child has a fever, rash or sore throat. We will notify you if there are any cases of Strep in your child's group so you can be on the alert.
- **COLDS:** Any child well enough to come to the program will be expected to participate with other children in the usual outside activities. A common side effect of a cold is a runny nose. Nasal discharge may indicate that there is a viral infection and parents are encouraged to treat the symptoms by offering extra fluids and using a vaporizer at home. If the nasal discharge becomes excessive or if the child does not seem well enough to participate in regular program activities, the Program Director may ask you to keep the child at home until the symptoms subside.
- **CHICKEN POX, MUMPS, ETC.:** Children who have been exposed to a contagious disease may attend the program during the incubation period, but you should inform us immediately if your child has been exposed so that other parents can be informed. Children who have contagious diseases must stay home until all contagion has passed.
- **PEDICULOSIS (HEAD LICE):** This is a very contagious condition and the child must receive the head lice treatment and see the Program Director for a "nit-free" inspection in order to return to the program. Please be aware that all personal items, bedding and home furnishings should be treated for lice infestation and other family members should be examined and treated for lice if detected.
- **HIV INFECTION:** Children who test HIV positive will be admitted to the program if their health, neurological development, behavior and immune status are appropriate. The decision as to whether a child with known HIV infection may attend day care will be made in conjunction with the child's doctor and the agency's health consultant. As with any child for whom we have health or developmental concerns, observational records will be kept. If symptoms change to the extent that attendance is questionable, our concerns will be brought to the parent, doctor and our health consultant, who will decide if continued enrollment is appropriate.

5. MILDLY ILL CHILDREN: Mildly ill children will be given a chance to rest in a quiet area of the classroom isolated from other children and in view of staff. Staff will observe mildly ill children frequently to monitor their condition and provide quiet activities, extra liquids and food and comfort as needed. Special precautions (as outlined in the "Health in Day Care" Manual) including extra hand

washing, cleaning or the use of disposable latex gloves as needed, will be taken when a child has any type of infectious illness (respiratory, gastro-intestinal and skin or direct contact infections). The decision to contact the parent and exclude the child will be made on a case by case basis depending on the staff's assessment of the child's condition, the prevention of the spread of illness and the availability of staff to care for the child's additional needs. The decision of the program is final.

6. **DOCTOR'S NOTE:** In cases where a child is absent due to health related reasons, the program may require a doctor's note before the child returns.

7. **CONTAGIOUS DISEASES/CONDITIONS:** Children who have contagious diseases or conditions must stay home until all contagion has passed. Children can generally return after they are free of symptoms for 24 hours. Parents are required to inform the program when a child has a serious contagious illness, so that the program can notify other parents of the incidence of the illness/condition. The program will inform the parents in writing within 24 hours of the occurrence of any serious communicable disease.

8. **ADMINISTRATION OF MEDICATION:** Staff and providers who will administer medication will receive medication administration training and evaluation annually, and other staff will receive annual training regarding possible side effects. Only medication ordered by a physician may be administered, *including any internal, non-prescription medication*. The parent must bring the medication to the Teacher/Provider. Clear written instructions from the physician must appear either on the label or on a separate piece paper attached to the bottle and will be administered according to the physician's instructions. All medications must be in the originally dispensed packaging with original labels. The child's name must also be clearly indicated on the medication. The parent is required to sign an authorization form, which becomes part of the child's file after the medication is administered and staff/providers will maintain documentation of each medication administration, in accordance with DEEC regulations. The parent must assume full responsibility for administering the first dose of any medication and for picking up medication at the end of the day. Any unused medication will be given to the parent, or if unable to do so, will be thrown away fourteen days from the label date, with documentation made in the child's file. In preschool programs, the use of inhalers will be administered and recorded the same way. In school-age programs, the child may be permitted to carry and to administer his/her own inhaler without the direct supervision of a staff member, but with written parental consent and authorization of the physician. The program shall ensure that all staff members are aware of individual children who have asthma and use their own inhalers as needed. Medications will be stored away and out-of-reach of children, with emergency medications (EPI pens, inhalers) being immediately accessible. Medications needing refrigeration will be secured in a manner inaccessible to children and all psychotropic medications will be secured in a locked box.

Topical, non-prescription medication, such as sunscreen (UVB and UVA of SPF 15 or higher will be used) and insect repellent which are not applied to open wounds, rashes or broken skin may be generally administered to a child with written parental authorization. When public health authorities recommend the use of repellants due to a high risk of insect-borne disease, repellants with DEET will be used, only once per day, on children over two months, with written parental permission. With written parental permission, a topical, non-prescription medication for diaper rash may be applied and the parent will be notified on a daily basis.

9. **ALLERGIES, CHRONIC HEALTH CONDITIONS OR LIMITATIONS:** Parents should inform the program of any allergies, chronic health conditions or limitations. This information is clearly noted in each child's file in addition to being posted in each classroom and office. The Teachers/Providers and Food Service staff are made aware of any food allergies. For any child with a chronic medical condition, an Individual Health Care Plan must be filled out and signed

by the parent and the health care provider, which includes information on the chronic condition, symptoms, treatment, potential side effects and consequences of not providing treatment.

10. **HANDWASHING/DIAPERING/TOILETING POLICIES:** Hand washing policies are posted above each sink, diapering policies are posted at each changing table and toileting policies are posted in bathrooms. Children and staff will wash hands before preparing and serving food, feeding infants, eating, after toileting and anytime there is contact with blood, body fluids, soiled clothing or pets. Friction, free running water, liquid soap and paper towels will be used. Disposable latex gloves will be used as necessary and always for contact with blood or body fluids. Used gloves will be thrown away in a lined and covered container.

INFANT AND TODDLER ROOMS

The infants and toddlers will be diapered on the changing table located in specific diapering areas. Staff will wash their hands with liquid soap before and after changing diapers. Staff will be responsible for checking infants for dirty diapers on a regular basis (minimum of two hour intervals). All toddlers will be checked before and after napping. Soiled diapers and the disposable pad covering on the changing table will be placed in the deodorized diaper pails under the changing tables. The pail will remain closed and sealed at all times and be emptied as needed and at the end of the day. After each use, the diaper pad surface will be cleaned, disinfected and a new disposable pad placed on the surface. Soiled, bloody clothing will be stored in sealed plastic bags, labeled with the child's name and placed in child's cubby to be taken home by the parent at the end of the day. Parents must keep a change of clothing at the program for their child. The program will also maintain extra clothing, which will be laundered after each use.

PRESCHOOL AND AFTERSCHOOL ROOMS

In preschool rooms children are taken to the bathrooms at regular intervals during the day. Staff members are available to walk the children to the bathrooms as needed during other times of the day. In after school rooms depending upon the location of the bathroom, children are either taken to the bathrooms at regular intervals or are able to walk by themselves as needed. In all programs, liquid soap and disposable paper towels are provided for the children to wash their hands after using the toilet and before eating meals or snack. In the event a child soils or bloodies his/her clothing it will be stored in sealed plastic bags, labeled with the child's name and placed in the child's cubby to be taken home by the parent at the end of the day. If a child had an accident during naptime, the cot is washed and disinfected and the child's blanket is washed and dried. In the preschool programs, parents must keep a change of clothing at the program for their child; for after school programs, a change of clothing is optional. The program will also maintain extra clothing, which will be laundered after each use. In no instance will a child be punished for wetting or soiling his/her clothing. Staff will wash their hands with liquid soap after assisting a child with toileting or changing clothes.

11. **INFECTION CONTROL PROCEDURES:** All programs follow OSHA Blood Borne Pathogen Standards and all staff are trained on a yearly basis.
12. **LEAD POISONING INFORMATION:** Lead poisoning is an environmental disease, which usually affects preschool children. Small amounts of lead can affect a child's ability to learn and develop. Larger amounts, if not detected and treated in time, may cause serious illness or permanent damage. Most often children are poisoned by the ingestion of lead paint chips or lead paint dust. However, there are many possible sources of lead available to children living in an industrial society. Children are exposed to these sources through hand to mouth activity.

Most children who are lead poisoned will show no symptoms. In those who do show symptoms, they are often vague and easily attributed to other childhood diseases. Symptoms of lead poisoning may include head or stomachache, tiredness, fussiness and poor appetite. The only sure way of determining

whether a child has absorbed too much lead is to test his/her blood. The lead-screening test is a simple, relatively painless fingerstick, which collects a small amount of blood.

All children under 6 years old are at risk for acquiring lead poisoning. However, for some children, particularly those living in housing with peeling paint, the risk is greater. Periodic screening of all preschool children is required in Massachusetts. Children who are not at high risk for lead exposure must be tested every year between the ages of 9 months and 4 years. High-risk children must be tested more frequently. Because of reasons not well-explained, lead levels rise in the summer; whenever possible a screening test should be performed during warm weather months. Most doctors and clinics will screen children for lead if you request it. Many Boards of Health also provide screening tests, usually at no cost. Free lead tests are given at the Lead Prevention Program at 305 Essex Street, Lawrence, (978) 681-4940.

If you would be interested in learning more about childhood lead poisoning please call Childhood Lead Poisoning Prevention Program at 1-800-532-9571.

13. **PREVENTION OF ABUSE AND NEGLECT:** In accordance with the agency philosophy and with the Department of Early Care and Education regulations, the children shall be protected from abuse and neglect while in the program's care and custody. All staff/providers will receive training in these policies and their role as mandated reporters during orientation.

- (A) The program shall protect children from abuse and neglect while in their care and custody.
- (B) The program shall follow these written procedures for the reporting of any suspected incidents of child abuse and neglect as required by M.G.L. Chapter 119, Section 51A:
 - 1. All staff are mandated reporters and shall report suspected child abuse or neglect. The report shall be made to the Program Director or designee.
 - 2. The Program Director or designee, in conjunction with the Executive Director, shall immediately report suspected abuse or neglect to the Dept. of Children and Families.
 - 3. The Program Director or designee shall notify DEEC immediately after filing a 51A report (or learning that a 51A report has been filed), alleging abuse or neglect of a child while in the care of the program or during a program related activity.
 - 4. The program shall cooperate in all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled in the program, providing consent for disclosure of information to DEEC and allowing DEEC to disclose information to any person and/or agency DEEC may specify as necessary to the investigation of allegations and protection of children. Failure to cooperate may be grounds for suspension or revocation or refusal of DEEC to issue or renew a license.
 - 5. The program shall maintain written procedures for addressing any suspected incident of child abuse or neglect, which includes but is not limited to ensuring that an allegedly abusive or neglectful staff member does not work directly with children until the DCF and DEEC investigations are completed and for such further time as DEEC or DCF requires.

14. **EMERGENCY POLICIES:**

IN THE EVENT OF AN ACCIDENT:

If a child or staff member gets injured, the staff member or FCC provider reports the accident to the classroom Teacher or Director immediately. First Aid supplies for minor injuries, cold compresses and thermometers are located in the office and in Provider homes. The staff member or FCC Provider who

witnessed the injury must fill out an accident report and the parent is to be notified of the accident upon pick up or by telephone. The parent must receive written notification as well within 24 hours. The accident report is maintained in the child's file and must be signed by the parent. A central log of injuries is maintained by the Director and is monitored continuously. In the case of a staff injury, a report is completed and sent to the CFO at the Business Office.

IF A CHILD OR STAFF MUST IMMEDIATELY GO TO THE HOSPITAL:

The Director or designated staff person shall:

- a. call an ambulance (depending upon the seriousness of the injury and particularly in the case of a head injury- when in doubt, call)
- b. notify the hospital that the child or staff is en route
- c. notify the parent(s) to meet the child and adult at the hospital
- d. accompany the child to the hospital with the child's Emergency Authorization and Consent Forms

In the event that there is no available transportation from the center to the hospital and an ambulance is not necessitated, the Police Department may be called to transport the child or staff, accompanied by a staff person. Contact numbers for all parents are found in the child files in the office. If a parent cannot be reached, at either the home or work number, the person listed in the child's file as the emergency contact will be notified. Again, the staff person who witnessed the accident must fill out an accident report. Department of Early Education and Care regulations require that they will be notified if the child requires any emergency care following an incident at the program site.

IF THE CHILD NEEDS MEDICAL TREATMENT:

If the child needs medical treatment but can wait for parent's arrival, the parent will meet the child at the program and take the child for treatment her/himself.

IN THE CASE OF A LOST/MISSING CHILD:

In the case of a lost child, the Program Director will determine which selected staff will search for the child. Immediately, a search will begin and the child's parents, the Deputy Executive Director for Child Care, the local police and DEEC will all be notified. The other children will remain with a designated group leader/teacher and attendance will be taken.

EMERGENCY PERMISSION SLIPS:

Authorization and consent forms (for emergency medical transportation and treatment) and immunization records must accompany the child to the hospital. Both items are found in the child's file.

Notification of any allergies is boldly printed at the top of the authorization and consent form. Each Teacher is aware of this information.

During an emergency, the primary knowledge kept in mind by staff is to remain as calm and orderly as possible, so that further accidents are avoided. The program cannot prevent every injury from happening but can promote an atmosphere of safety. The Director or FCC Provider will inform the Dept. of Early Education and Care of any serious injury, in-patient hospitalization or the death of a child while in the care of the program and program related activity.

IN THE EVENT OF INGESTION OF A POISON:

The Poison Prevention Center in Boston is contacted immediately. The Poison Prevention Center will give an emergency antidote measure. The ambulance is contacted immediately after calling the Poison Center. The telephone number (1-800-692-9211) is posted at every phone.

DURING FIELD TRIPS:

For trips to off site facilities, parents are asked to sign field trip permission forms. Specific types of field trips to be taken are indicated on the form (i.e. to the beach, the museum, local park, etc.). In preschool programs all parents are notified in writing prior to each trip, including the destination as well as the schedule. Additionally, in preschool program, parents are requested to sign individual permission forms. In school-age programs, specific destinations are posted on the weekly schedule. At the beginning and end of each field trip, face-to name attendance is taken before leaving, upon arrival and at frequent intervals during the field trip.

Children are supervised at all times when using public facilities. A lifeguard is present when the group goes on trips to pools and beaches.

Whenever the program staff and children participate in a field trip, an “emergency kit” is taken, which contains first aid supplies and copies of the children’s information forms as well as the medical authorization and consent forms pertaining to each child taking part in the trip. In this way, should an accident or unforeseen emergency occur during the trip, there will be no delays in obtaining necessary medical care for a sick or injured child and no delays in notifying the parent or guardian. Each classroom Teacher shall assume responsibility for the “emergency kit” during a field trip.

During an emergency, the Teacher will perform first aid and will stay with the group while an Assistant will call for any needed medical attention. The Assistant will also call the Director or his/her designee at the program. The Director will be in contact with the program’s health consultant if necessary. Depending upon the seriousness of the health/emergency situation and the location of the field trip, the Director, with input from the parent and the health consultant as necessary, will determine what additional steps to take as outlined previously under emergency policies.

If a staff person is alone with a group of children, he or she will either stay with the group until help arrives or take the group to call for help depending upon the circumstances of the emergency.

In the event of a vehicle breakdown, the staff person will telephone the program and the bus driver will radio the bus company. The Director will secure alternative transportation, which may include a contracted bus or the program vehicle.

15. **FIRST AID EQUIPMENT:** First Aid kits are kept in the program office and in each FCC Provider’s home, secured in closets or boxes and away from the children. The Director or Provider replenishes supplies. All staff who have completed the First Aid course may administer first aid as necessary. A first aid manual is located in the office. The following checklist is used as a guide when updating medical supplies:

Thermometer	Tweezers	Adhesive Tape
Gauze Pads	Band-aids	Ice Packs
Disposable gloves	Roller Bandage	Gauze rolls
Thermometer Covers	Scissors	CPR mouth guard

16. **EVACUATION PROCEDURE:** Specific evacuation instructions are posted at each exit. When the fire alarm rings, all children are taken out of the building immediately, even if the staff knows it is a drill and are escorted to the designated meeting site outside and away from the child care home or facility. The FCC Provider/Head Teacher in each classroom is responsible for taking the face-to-name attendance and checking that all children are accounted for after leaving the building. (In the school age programs, Teachers are also responsible for closing doors as they leave the room.) Assistant Teachers check all classroom areas to ensure that no children are left behind and see that all classroom doors are closed as they leave. Office staff (Clerical Staff, Assistant Directors, Directors) check bathrooms and hallways and escort any children found outside to their Teacher. The Director verifies with each Teacher that attendance has been taken and all children and Staff are accounted for. Infants are placed in the designated evacuation cribs.

Evacuation drills are held monthly from each floor and alternating exits. The Director maintains a log of evacuation drills stating date, time, exit routes used, number of children evacuated and effectiveness.

IN CASE OF FIRE, NATURAL DISASTER, LOSS OF POWER, HEAT OR HOT WATER, OR OTHER SITUATION NECESITATING EVACUATION OF THE BUILDING:

All staff will follow the evacuation procedures above. The Director or other adult near the office will call the POLICE/FIRE department if there is any question regarding the need to evacuate and/or once the facility has been evacuated. The telephone number is posted at each phone. In the event of an evacuation, the Director/Provider will carry a cell phone for offsite use and will call the business office to inform the Executive Director of the situation and to determine if the program should be closed. As with the monthly fire drills, the FCC Provider/Head Teacher in each classroom is responsible for taking the face-to-name attendance and checking that all children are accounted for after leaving the building. If the evacuation is for an extended period of time, staff and children will walk to the designated evacuation sites. The evacuation sites are as follows:

Early Learning Center	Asian Center of Merrimack Valley, 20 Ballard Road, Lawrence
Latchkey/Arlington School	Tarbox School, 59 Alder Street, Lawrence
Latchkey/Kids Place at Methuen	St. Monica's School, 212 Lawrence St., Methuen
Latchkey/Frost School	Wetherbee School, 75 Newton Street, Lawrence
Latchkey/Guilmette School	Bruce Annex, 483 Lowell Street, Lawrence
Latchkey/Parthum School	Community Day Charter Public School-Prospect, 73 Prospect Street, Lawrence
Latchkey/South Lawrence East School	Breen School, 114 Osgood Street, Lawrence
Latchkey/Wetherbee School	Frost School, 33 Hamlet Street, Lawrence
Teen Parent Infant/Toddler at Law. High	South Lawrence East School, 165 Crawford Street, Lawrence

Classroom Teachers will bring emergency child files. Program Directors will call parents immediately to inform them of their child's location. If possible, a staff member will remain at the center to talk to parents that have not been contacted. Following the evacuation, parents will be notified about the incident in writing.

In the case of power outage, loss of heat or water, the program will close, as seasonal conditions require and in accordance with DEEC regulations. Program Directors will notify parents to pick up the children.

17. ADDITIONAL POLICIES:

1. IF A CHILD IS BITTEN: If a child is bitten and the skin is broken, the child's file is checked to see if their tetanus (DPT) shot is up to date. If not, he/she must be taken to the hospital to be given a shot. The parent or guardian will be responsible for bringing the child to the hospital. In the event that the parent or guardian is unavailable and if it is deemed by the Health Consultant that a delay could be injurious to the child, the Executive Director or his/her designee will bring the child to the hospital for the shot, along with the child's Emergency Permission forms.
2. CHILDREN MUST BE CHECKED FOR LICE: Children should be checked weekly. Any problems should be reported to the Director immediately.

3. **SAFETY:** Safety is of the utmost importance and all efforts will be made to ensure that staff and children are protected from hazards, including electrical shock, burns or scalding, slipping, tripping or falling, and excessive noise. Floor coverings are secured to avoid falls. Staff and children will be protected from exposure to high levels of air pollution by limiting outdoor and physical activity during any periods of air pollution alerts. The program meets all public health requirements regarding environmental hazards such as air pollution, lead and asbestos. No firearms are allowed in the building or on the grounds of any program site.
4. **SAFETY CHECKS:** Classroom teachers are responsible for completing a written safety check once daily. Safety checklists are posted in each classroom.
5. **SMOKING:** Smoking is not allowed in any of the childcare buildings or in any outdoor areas used by the children.
6. **STORAGE:** Personal items such as clothing may not be shared and are stored separately. All napping materials are clearly labeled with each child's name and are not shared.
7. **LOCATION FOR THE STORAGE OF:**
TOXIC SUBSTANCES: Locked storage closet or kitchen
MEDICATION: Kitchen refrigerator (in a secured container, for those medications needing refrigeration), kitchen cabinet or locked box in Director's office for others
HAZARDOUS ITEMS: Locked storage closet or kitchen (up high and out of reach of children)
8. **ANIMAL AND PET POLICY:** Directors will determine that pets or visiting animals are suitable and developmentally appropriate for contact with children, in good health, and request documentation that the animals have been fully licensed and vaccinated (if applicable). Teaching staff will closely supervise all interactions between children and animals, and will instruct children on safe behavior when in close proximity to animals. Pets will be maintained in a safe and sanitary manner, and children will not take part in the cleaning of the animal's cage. Staff will make sure that any child who is allergic to a type of animal is not exposed to that animal. Reptiles will not be allowed as classroom pets due to the risk of salmonella infection.
9. **DISINFECTION POLICY:** These items are washed with soap and water and a solution of ¼ cup of bleach to 1 gallon of water or commercial disinfectant ('Spray 9' used according to the directions on the back of the bottle) as follows:

A. AFTER EACH USE:

1. Diapering surfaces
2. Toys mouthed by children
3. Mops used for cleaning up after body fluids
4. Thermometers
5. Tables used for eating (after each meal)
6. All food preparation/serving surfaces will be washed/disinfected immediately prior to use.

B. DAILY OR AS NEEDED:

1. Toilets and toilet seats
2. Containers used to hold soiled diapers
3. Sinks and faucets
4. Water table and water play toys
5. Play tables
6. Floors and Mops used for general cleaning

C. MONTHLY OR AS NEEDED:

1. Mats and cots
2. Blankets
3. Toys

10. **SLEEPING/NAPPING POLICY:** Infants under 12 months will always be put to sleep on their backs (unless there are physician's written instructions requesting another sleep position), and all programs will follow the DEEC Safe Sleep, SIDS Reduction and crib placement regulations.

PARENTAL INVOLVEMENT

EMERGENCY RESPONSIBILITIES:

It is our policy to call the parent (or the person you have designated as an emergency contact) and request that your child be picked up from the program if:

1. The child has a fever, diarrhea, is vomiting or has a rash or other symptoms that indicate the presence of a contagious condition.
2. The child has had an accident and is not recovering to the satisfaction of the Director.
3. The child has had an accident or illness and requires additional medical attention (from the hospital or doctor's office).
4. The physical condition of the child endangers other children in the program.

It is imperative that you provide the program with emergency numbers where we can reach you should it become necessary. It is also necessary to give us an alternative number for someone who is willing to accept emergency responsibility for your child if you cannot be reached. The program expects that if you are called in an emergency that you will come as soon as possible.

PARENTAL RIGHTS:

Chapter 28A, Section 10 of the General Laws of the Commonwealth of Massachusetts mandates to the Dept. of Early Education and Care the legal responsibility of promulgating rules and regulations governing the operation of day care centers (including nursery schools). In accordance with this law, the Dept. of Early Education and Care published the requirements now in effect on January 22, 2010. These regulations must be complied with by the center in order to ensure a minimum level of care for the children serviced by the day care center or nursery school.

The day care center is required to inform all parents of the "rights of parents" as stated in the regulations at the time of the admission of their child to the program. These rights include parent visits, input, conferences or reports and complaints.

PARENT VISITS, INPUT, CONFERENCES AND COMPLAINTS:

The program operates under an open door policy, meaning that parents are welcome to visit and/or join in the classroom activities as often as they wish. At these and at any other time, parents are encouraged to make suggestions and give input. In addition, parent functions may be held throughout the year for which parents are strongly encouraged to attend. Please make suggestions and become involved in your child's program.

Good communication and the exchange of ideas among parents, teachers/providers and Directors are essential for a positive day care experience for you and your child. The Director will be pleased to discuss any suggestions you may have and will be prepared to provide an explanation to the parent if a particular suggestion is not to be adopted by the program. A parent will receive a written response to a suggestion if one is requested.

Following the two-week trial period, a 30-45 day written progress report will be completed and a brief conference will be conducted with parents and teachers/Directors/providers to discuss adjustment and any concerns. Following that, written progress reports based on observations and documentation of the child's

progress will be completed four times per year for infants (under 15 months) and children with identified special needs, and at least twice per year for children over 15 months of age. Additionally, conferences may be held at the request of a parent or the program. Conferences will be utilized to discuss the child's activities and participation in the program and may coincide with the eligibility reassessment. Parents will be contacted and encouraged to meet for a conference to discuss each progress report and will be provided with a copy of their child's report. The original will be maintained in the child's file. The program shall bring special problems or significant development issues to the parent's attention as soon as they arise. The program will work with the parent to make any referrals if there are any developmental concerns.

Parents are encouraged to participate in the program's Parent Advisory Board that meets several times a year. Speak with the Director of your child's program for more information.

The staff member upon receiving a complaint from a parent is responsible to immediately report the incident to the Program Director and to document the report in writing. A complaint form is available in all program offices. The parent will be encouraged to immediately discuss the matter with the Program Director. If the parent does not do so, the Director will contact the parent. The Program Director will review the report and conference with the Deputy Executive Director. If the complaint involves a staff member, the Program Director will meet with that staff person. This may or may not be followed by a joint meeting with the parent and the staff member.

The Program Director is responsible to document the results of these meetings and will inform the parent of the result of the complaint and provide an explanation. The parent will receive a response in writing if requested.

In regards to a complaint about a staff member, the Program Director and the Executive Directors will make a decision as to what form of disciplinary or civil action, if any, is to be taken against the staff member. Both the parent making the complaint and the staff member involved will be informed of this decision.

CUSTODY, VISITATION, SUPPORT, CARE AND RELATED ISSUES

Community Day Learning recognizes that the parents or legal guardians of enrolled children may be subject to court orders, stipulations or other agreements which govern custody, visitation, support, care and related issues. Community Day Learning at all times desires to promote the parent-child relationship, to nurture child development, to minimize potential conflicts and problems, and to promote an environment best suited for the provision of high quality child care, enrichment and education. To promote these interests Community Day Learning has adopted the following policies.

Unless Community Day Learning is provided with a certified copy of an order from a court of competent jurisdiction, which expressly states otherwise, either natural or adoptive parent or legal guardian may visit the enrolled child or children during the normal hours of operation during the day. It shall be the parent or legal guardian's responsibility to provide Community Day Learning with the certified copy of the order. In the event that the certified copy of the order expressly states that either a natural or adoptive parent or legal guardian shall not have any contact with the child or children, and in the event that such person attempts to have contact with the child or children, Community Day Learning shall first notify the local police department and then attempt to notify the custodial parent or legal guardian.

Unless otherwise notified, Community Day Learning shall assume that all natural or adoptive parents or legal guardians of the enrolled child or children shall have equal access to the records kept by Community Day Learning regarding the enrolled child or children, subject to state law governing disclosure of such records.

In the event a parent seeks to have an administrator or staff member of Community Day Learning testify at a deposition or in court during normal business hours, a subpoena shall be required in accordance with the Massachusetts law. Neither administrators nor staff of Community Day Learning shall be permitted, during

working hours, to take time from their regular duties to provide testimony, affidavits or otherwise act as a witnesses on behalf of a natural or adoptive parent or legal guardian involving matters such as the custody, care, support, visitation or control of the enrolled child or children without services of a subpoena.

CONFIDENTIALITY

Information contained in a child's record shall be privileged and confidential and shall not be distributed or released to anyone not directly related to implementing the program plan for the child without written consent of the child's parents. The program will notify the parent if a child's record is subpoenaed. Parents, upon request, shall have access to their child's entire record. In no event shall such access be delayed more than two business days after the initial request without the consent of the child's parents. Upon request for access, the child's entire record, regardless of the physical location of its parts, shall be made available.

The program shall establish procedures governing access to, duplication of and dissemination of such information and shall maintain a permanent, written log in each child's record indicating any persons to whom information has been released. Each person releasing information, in whole or in part, shall upon each instance of release, enter into the log the following: name, signature, position, date, record portions released, purpose of release and the signature of the person to whom the information is released. Such log shall be available only to the child's parents and the program personnel responsible for record maintenance.

CHARGE FOR COPIES:

The program will not charge an unreasonable fee for copies of any information contained in the child's record.

UPDATING THE CHILD'S RECORD:

Children's records will be updated at least once per year, and more often as necessary. Written parental consents are valid for one year unless withdrawn or revised, in writing, prior to that time.

AMENDING THE CHILD'S RECORD:

- A. Parents shall have the right to add information, comments, data or any other relevant materials to the child's record.
- B. Parents shall have the right to request deletion or amendment of any information contained in the child's record. Such request shall be made in accordance with the procedure described as follows:
 1. If parents are of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the child's record, they shall have the right to have a conference with the Program Director to make the objections known.
 2. The Program Director will, within 1 week after the conference, give the parents a written statement of the reasons for decisions. If the decision is in favor of the parents, the Program Director shall immediately take steps as may be necessary to put the decision into effect.

TRANSFER OF RECORDS: Upon written request of the parents, the program shall transfer the child's record to the parents or any other person the parents identify when the child is no longer in day care.

AVAILABILITY OF INFORMATION TO THE DEPARTMENT OF EARLY EDUCATION AND CARE: Upon request, the program will make available to the Dept. of Early Education and Care any information required to be kept and maintained under or related to the regulations. Authorized employees of DEEC shall not remove identifying case material from the program's premises and shall maintain the confidentiality of individual records.

NOTIFICATION TO PARENTS: The program shall notify the parents in writing of the above confidentiality policy, the process for the transfer of records and the availability of information to the Dept. of Early Education and Care at the time of intake and thereafter, in writing at least once a year.

RESEARCH AND EXPERIMENTATION: UNUSUAL TREATMENT

Community Day Learning does not allow any research or experimentation or unusual treatment involving children without the written, informed consent of the child's parents or guardian, for each occurrence. No research or unusual treatment, which would result in physical harm to children, is ever allowed.

The Director handles all requests for observation and written consent from parents/guardian is obtained.

UNAUTHORIZED ACTIVITIES

Activities unrelated to the direct care of children, including but not limited to fundraising and publicity photos (including digital images) or participation in the mass media, will not be conducted without written, informed consent of the parent or guardian.

FEES

Tuition is based upon a sliding fee scale for those parents eligible for state subsidies (a current copy is available prior to intake). Such subsidy is provided by the Commonwealth of Massachusetts, Dept. of Early Education and Care and is based upon family size and income. Private tuition slots are also available and published private rates are available upon request. Parents must come to the program office for reassessment of fees and eligibility annually or sooner if family income changes, if the child has been excessively absent or if required by the state subsidy. Fees will be charged for late pickup (see Arrival and Departure) but not for field trips or materials.

These fees apply to all programs unless otherwise noted in your program description, which will be given to you at your intake appointment.

PAYMENT FOR CHILD CARE

Fees are due for day care on holidays, vacations and children's sick days as well as for days attended. Credit will not be given for day care when your child is absent. Payments are due on a weekly basis, but we encourage payments twice a month or monthly if possible.

A two-week deposit should be paid along with your first payment. The deposit will need to be increased if your weekly fee increases. This deposit is fully refundable with the condition that the parent gives a two-week notice to the Director before terminating the child from the program.

Payment for day care is due no later than Friday for the following week of care. If this payment is not received, a notice of late payment is sent out on Monday. A parent is allowed four late notices; the fifth late notice results in automatic termination of day care services. Therefore, it is extremely important to pay on time.

You may pay for day care in two ways:

- I. **MAIL:** If you mail your check or money order (please do not mail cash), you must be sure the payment will be received by the office on or before Friday. This means that it should be mailed by Tuesday if you mail locally. The program will not accept as "on time" payments that are postmarked on Friday, as

they will be received after Friday. If a check is returned for insufficient funds, future payments must be made in person and in cash or money order. Mailing Address: Community Day Learning, 190 Hampshire Street, Lawrence, MA 01840.

2. **IN PERSON:** You may pay in person at Community Day Learning at the Old Library Professional Building, 2nd Floor, 190 Hampshire Street, Lawrence, MA. Payments are accepted on Mondays, Thursdays and Fridays between 8:00 a.m. and 5:00 p.m.

Do not give payments to your child, teachers, program staff, providers or bus driver. They will not accept payments. You must come in personally, send another adult in or mail your payment to us.

Non-payment of tuition or excessive late payments will result in termination of day care services.

HOLIDAYS & VACATIONS

At the time of intake and at the start of each fiscal year (which begins on July 1st), parents will receive the list of holidays of when the program will be closed. For this year's holidays, please refer to the Program Calendar received with your intake packet.

If your child is in a sliding fee scale or voucher slot, the Dept. of Early Education and Care pays a portion of your child's day care. They allow a maximum of two weeks vacation a year and require that parents notify the day care **at least 3 weeks in advance** prior to a planned termination, so that another child can benefit by immediate enrollment and money is not expended on a vacant slot. Parents must notify the day care immediately to explain any absence so that the program is assured that you plan to continue services.

SCHOOL CLOSING / SNOW DAYS

The programs will open one half hour later on days when the local public school systems are closed due to bad weather. Only in the event of extreme weather or in a state of emergency will the program be closed.

There may be days when the program is open, but due to dangerous road conditions transportation will be canceled. If transportation is canceled and your child attends an after school program and is in school, he/she will be transported from school to the program but you will be required to pick him/her up from the program. On snow days, you may be notified to pick up your child early if the storm worsens.

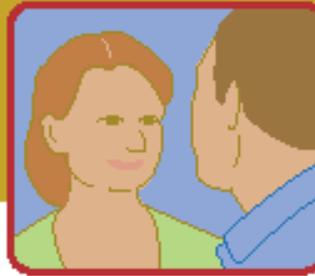
Please listen in the morning to the following radio stations: WCCM (English AM 1110), Power 800 (Spanish AM 800), or WCEC (Spanish AM 1490) for NO SCHOOL ANNOUNCEMENTS, which will note if transportation is canceled or if the program is closed.



Always put a baby to sleep on his/her back.



Keep soft bedding & toys out of crib.



Talk about safe sleep with anyone caring for your child.



Call 911 in an emergency.



Did You Know?

- **Sudden Infant Death Syndrome (SIDS)** is the leading cause of death for infants 1 month to 12 months old.
- Every hour, one baby dies from SIDS.
- One in five SIDS deaths occurs while an infant is in the care of someone other than a parent.
- A baby is most at risk of SIDS:
 - Between 2-4 months old
 - In the first few weeks of a new child care arrangement
 - When they are used to sleeping on their back and then put to sleep on their tummies.
- You can reduce your baby's risk of SIDS by making sure that you and those who care for your baby are using safe sleep practices.
- When awake, a baby needs supervised time on his/her belly to encourage physical development.

Make Sleep Time a Safe Time

- ✓ DO put the baby to sleep on his/her back - always!
- ✓ DO put the baby to sleep in a crib.
- ✓ DO keep a sleeping baby where you can hear him/her.
- ✓ DO check on a sleeping baby frequently.
- ✗ DON'T put a baby to sleep in a bed, car seat, sofa or chair.
- ✗ DON'T place toys, bedding, pillows, and stuffed animals in the crib.
- ✗ DON'T let a baby overheat during sleep — keep room temperature between 68°-72°F.
- ✗ DON'T cover a baby's head or bundle a baby in heavy clothing.
- ✗ DON'T allow smoking around the baby - keep the baby's sleeping environment smoke-free.

Talk With Your Child Care Provider

- Talk about your baby's sleep patterns and habits.
- Ask to see where your child will be napping while in the provider's care.
- Ask what your provider will do in the case of an emergency and keep your contact information up to date.
- Make sure the caregiver's CPR and First Aid certification is current.



A safety message from the

**MASSACHUSETTS
Department of
Early Education and Care**

For more information visit our website at <http://www.eec.state.ma.us/>

Building for the Future

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care.

Each day more than 2.6 million children participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Meals CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Snaper	Snacks (Two of the four groups.)
Milk Fruit or Vegetable Grains or Bread	Milk Meat or meat alternate Grains or bread Two different servings of fruit or vegetables	Milk Meat or meat alternate Grains or bread Fruit or vegetable

Participating

Facilities Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Day Care Homes:** Licensed or approved private homes.
- **Afterschool Care Programs:** Centers in low-income areas provide free snacks to school-age children and youth.
- **Homeless Shelters:** Emergency shelters provide food services to homeless children.

Eligibility State agencies reimburse facilities that offer non-residential day care to the following children:

- children age 12 and under,
- migrant children age 15 and younger, and
- youths through age 18 in afterschool care programs in needy areas

Contact

Information If you have questions about CACFP, please contact the following Child Care Sponsor

State Agency

Department of Elementary and Secondary Education
Office for Nutrition, Health and Safety Programs
75 Pleasant Street
Malden, MA 02148-4906
781-338-6499

Sponsor



USDA is an equal opportunity provider and employer

English Version

ESF June 2010



PROGRAMS

190 Hampshire Street, Lawrence, MA 01840

978-682-6628

978-682-1013 (fax)

www.communitydaycare.org

Sheila Balboni, Executive Director

EARLY LEARNING CENTER

Program Sites & Offices: 11+ 20 Ballard Way
Lawrence, MA 01843
(978) 686-0934 and (978) 686-7196

Ages of children: 15 months to 7 years
Open: Monday – Friday, Year Round
Hours: 6:30 a.m. – 6:00 p.m.

FAMILY CHILD CARE

Program Site & Office: 190 Hampshire St.
Lawrence, MA 01840
(978) 685-4122

Ages of children: 3 months through 6 years
Open: Monday – Friday, Year Round
Hours: Vary

LATCHKEY ENRICHMENT PROGRAM/ARLINGTON SCHOOL

Program Site & Office: 150 Arlington Street
Lawrence, MA 01841
(978) 722-8310 or (978) 273-5534
Location: Rooms A024 and A003

Ages of children: 6-12 years
Open: Monday-Friday, School Year
Hours: 2:00 p.m. – 6:00 p.m. - during the school year, 7:30 a.m. – 5:30 p.m. during school vacations and summer

LATCHKEY ENRICHMENT PROGRAM/METHUEN

Program Site & Office: 10 Ditson Place
Methuen, MA 01844
(978) 857-3324

Ages of children: 6-12 years
Open: Monday – Friday, Year Round
Hours: 2:00 p.m. – 6:00 p.m. - during the school year, 7:30 a.m. - 5:30 p.m. during school vacations and summer

LATCHKEY ENRICHMENT PROGRAM/FROST SCHOOL

Program Site & Office: 33 Hamlet Street
Lawrence, MA 01843
(978) 857-8046
Location: Cafeteria

Ages of children: 6-12 years
Open: Monday-Friday, School Year
Hours: 2:00 p.m. – 6:00 p.m. - during the school year, 7:30 a.m.-5:30 p.m. Summer care will be provided at the Frost School.

LATCHKEY ENRICHMENT PROGRAM/GUILMETTE SCHOOL

Program Site & Office: 80 Bodwell Street
Lawrence, MA 01841
(978) 807-5185
Location: Cafeteria

Ages of children: 6-12 years
Open: Monday - Friday, Year Round
Hours: 2:00 p.m. - 6:00 p.m.- during the school year, 7:30 a.m.-5:30 p.m. during school vacations and summer

LATCHKEY ENRICHMENT PROGRAM/PARTHUM SCHOOL

Program Site & Office: 255 East Haverhill St.
Lawrence, MA 01841
(978) 857-4948
Location: Cafeteria

Ages of children: 6-12 years
Open: Monday-Friday, Year Round
Hours: 2:00 p.m. – 6:00 p.m. = during the school year, 7:30 a.m.-5:30 p.m. during school vacations and summer

LATCHKEY ENRICHMENT PROGRAM/SOUTH LAWRENCE EAST SCHOOL

Program Site & Office: 165 Crawford Street
Lawrence, MA 01843
(978) 857-7585
Location: Cafeteria

Ages of children: 6-12 years
Open: Monday-Friday, Year Round
Hours: 2:00 p.m. – 6:00 p.m. = during the school year, 7:30 a.m.-5:30 p.m. during school vacations and summer

LATCHKEY ENRICHMENT PROGRAM/WETHERBEE SCHOOL

Program Site & Office: 75 Newton Street
Lawrence, MA 01843
(978) 857-7589
Location: Cafeteria

Ages of children: 6-12 years
Open: Monday-Friday, Year Round
Hours: 2:00 p.m. – 6:00 p.m. = during the school year, 7:30 a.m.-5:30 p.m. during school vacations and summer

TEEN PARENT INFANT/TODDLER PROGRAM AT LAWRENCE HIGH SCHOOL

Program Site & Office: 70-71 North Parish Rd.
Lawrence, MA 01843
(978) 722-8492
Location: Rooms C103, D105, F103, H111

Ages of children: 2 mo. to 2 years, 9 months
Open: Monday – Friday, Year Round
Hours: 7:45 a.m. – 3:45 p.m. (or 5:30 p.m. for a teen with an approved after school program)