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THE PURPOSE AND GOALS

MISSION STATEMENT

Our Lady's Child Care Center will offer each child a loving, safe, and nurturing environment in a Catholic setting. This will allow each child to blossom into his/her own unique person and to help him/her develop a love for God.

STATEMENT OF PURPOSE

Our Lady's Child Care Center's major goal is to provide an enriched environment for the children to develop socially, emotionally, cognitively, physically, and spiritually. We offer a safe, pleasant, and inviting atmosphere to develop in. Children learn through play, asking questions, exploring, and by doing. Quality staff will provide a curriculum that will engage children in fun and exciting activities in which to learn from. Our curriculum is designed to meet each child's needs.

THE CHILD CARE GOALS ARE:

- to provide a warm, supportive, and safe environment for every child.
- to treat each child with dignity, respect, and accept their different and unique personalities.
- to help each child develop a positive self-esteem.
- to help each child develop interpersonal relationships, to become aware of each other, of the group, and their place in it.
- to develop a partnership with each child's family.
- to provide enriching experiences that will linger as favorite childhood memories.
- to provide time, space, and activities that will enhance each child socially, emotionally, cognitively, physically, and spiritually.
- to provide a Catholic experience.
- to develop respect and empathy for others.

Our Lady's Child Care Center is operated by Our Lady of the Valley Parish; Rev. Douglas McGonagle is the Pastor. Please visit us on olveasthampton.org or check us out on face book. To like us on face book type the full name: Our Lady's Child Care Center.

Our License of authority is the Department of Early Education and Care, 95 Liberty St, Suite 1124, Springfield, MA 01103; phone 413-788-8401, <http://www.mass.gov/eec>. Please feel free to contact them to check on our compliances or non-compliances with the regulations. The certificate of Licensure is posted on the premise at all times in the main hallway.

NON-DISCRIMINATION POLICY

Our Lady's Child Care Center does not discriminate against any applicant for employment or children, on the basis of sex, age, marital status, religion, political belief, disability, sexual orientation, race, color and national and/or ethnic origin. All children

are given equal access to all the rights, privileges, programs, and activities generally accorded or made available to children at this center. We encourage families of all ethnicities, to join our program. We also ask that you share some customs, traditions, and family history with your child's class.

ADMISSIONS

We are open year round from 7:00a.m.-5:30p.m., Monday through Friday. We offer care to children ages 4 weeks through 10 years of age. We enroll children on a first come, first serve basis. Applications may be picked up anytime during business hours or printed off our website. Registration, however, requires an appointment with the Director. If we are at full capacity, you may have your name put on our waiting list; Our Lady of The Valley Parishioners will have first priority on the waiting list. We will refer to the waiting list as openings occur.

We also offer care for children, Kindergarten to 10 yrs, during non-school days. This includes Christmas, winter and spring vacation, in-service days, parent conference days, some holidays, some snow days, and any other day that school is closed and the center is open. You must sign up for care on these days ahead of time. We need to know the number of children coming so that we have enough staff on hand for these days. When there is inclement weather, please check to see that we are open. Parents must then call after 7:00a.m. to reserve a space for the day. If your child turns 10 during the school year then care ends on the last day of school. If your child turns 10 during the summer then care ends at the end of the summer.

Before and after school care will be offered. Children that arrive before 8:05 will be transported to their Easthampton Elementary School. The children will walk to Center and Pepin from September through November and from April through June. A bus will be provided from December 1 through March 31. The bus will leave Our Lady promptly at 8:30. A teacher from the center will ride on the bus as a bus monitor. The bus will return to the schools at 3:05 to pick up the children from the elementary school and return them to Our Lady. A teacher will ride the bus in the afternoon as a bus monitor. Any child misbehaving will lose bus privileges. It will be the parents' responsibility to get the child to and from school. See transportation policy for more details.

HEALTH REQUIREMENTS

The Commonwealth of Massachusetts requires that all children have updated immunizations. We MUST have your child(ren)'s immunization records prior to the first day. Physical examination forms are also required prior to the first day of your child's attendance at the Center. If after 2 weeks we do not have the physical form, then child care will be suspended until the parent can produce a signed physical examination form. Children ages 1, 2, and 3 must show proof of a lead test as well.

Physicals are good for one year. Each year we need a new physical and immunizations. We understand that insurance will not cover it until it is one year past the last physical. Please make the appointments as soon as possible.

If your child has health issues such as allergies or asthma that may require emergency medications such as an epi-pen or inhaler, you must fill out an Individual Health Care Plan that must be signed by the doctor. You must also provide medication in the original prescription containers. These forms must be updated yearly. Medication does expire, when this happens please replace it promptly. These are requirements regulated by our licensing agency, Early Education and Care.

FIRST DAY OF SCHOOL

On your child's first day there are many things for you to bring to school. Please bring at least one change of clothes, and include extra underwear and socks that can be left here. We ask that the child has a blanket and if necessary a stuffed animal for rest time. You may bring a toy for the first day or two to help your child feel comfortable. After that, please leave the toys at home. We cannot be responsible for your child's toys if they are lost or get broken. Bringing toys from home causes your child and other children great stress. Sharing school toys is O.k.; sharing personal toys is very difficult. PLEASE LABEL EVERYTHING! There are many children; all the boys have Thomas the tank jackets and Red Socks baseball caps, and the girls all have pink and princess jackets and hats.

TRANSITIONS

It is very important that children have a chance to transition to their class. Children entering the center for the first time should visit their classroom and teachers a few times before being left for the day. Parents are asked to stay with their children on these visits. Please call the center ahead of time to set up these visits. On the last scheduled visit, we ask the parents to take a short walk (20 minutes) so that the child can experience saying good-bye and understand that the parent always comes back. Some children will be very upset and others will be fine. For those children that are upset or have a difficult time, we will ask parents to initially shorten the day so that their child does not experience other children leaving with their parents. As children age out of their group they will visit their new class several times before being left for the day. They will stay in the new class as long as the child is comfortable there. If the need arises, the child can return to his/her old classroom for a visit. Parents are asked to visit the new room at least once with their child to meet the teacher and to help with the transition. When a child transitions to a new room it is helpful if the old teacher and the new teacher share information about the child. The teachers will check with the parents first before sharing information. If a child is moving to another school information will only be shared with the new school if we have written permission from the parent. Every child is different and we will do our best to assist the child in a way that she/he can understand and feel comfortable with the transition.

School age children should also visit the center a couple of times ahead of time. They need to know who the teacher is that will meet them on the bus in the afternoon. We want them to feel comfortable since transporting from one school to another is a significant transition.

SIGN-IN BOOK & ATTENDANCE CHECKS

The center will maintain a daily Sign in book that is current. The designated staff person is responsible for recording each child's attendance for the day. The teacher will be responsible for taking this book out during an emergency evacuation. There is also a sign in book that parents are responsible for signing their children in and out of each day. This log is kept in the main hallway. The person in charge will be responsible for taking this book out on emergency evacuations and comparing it with the teacher's class attendance. It will be taken out after the person in charge has visually checked the entire building for any children left behind.

Before and after each class movement such as to the playground, as well as periodically throughout the day, teachers will do attendance checks. In the event a child becomes missing the teacher will do a second attendance check. The director will check the entire building including unused classrooms, bathrooms, closets and any small area a child might hide. If the child is missing from the playground then the playground will be checked again. After this initial check the Director will call the Police Department and report the child missing. The parents will then be called. EEC will be called and all required paperwork will be filled out. Any and all agencies called will be given our full cooperation. The teacher responsible for the child at the time of the disappearance will be put on immediate suspension with a possible termination depending on the investigation.

Attendance is taken several times a day. We must always be able to account for each child in our care. When parents and children arrive at the Center, please sign your child in on the weekly sign in sheets located in the entrance ways. It is very important that you do this. When we have a fire drill we use these sign-in sheets to make sure all children are accounted for.

If your child is going to be out for the day, it is important that you call us and let us know. If we haven't heard from you in two days we will be calling to find out if everything is Okay. Please remember, you must pay for the scheduled days your child does not attend. If you are on a voucher, we must inform them if your child is absent for 3 or more days.

PARENT INFORMATION

CONFIDENTIALITY

No information is ever given out about children enrolled at Our Lady's Child Care Center without written consent of parents, unless subpoenaed by a court of law. Parents will be notified if a child's records are subpoenaed. Children's files are kept locked in the office. All staff are briefed about confidentiality during their orientation and reminded about the policy as the director feels it is necessary. Staff is not allowed to give out other children's phone numbers or last names. They are not allowed to put pictures of your children on their face book or to share any information about your child with anyone outside the center. If we feel it is necessary to have someone outside the center observe your child, you will be given a permission slip first. This also applies to children in our school age program. In order for our staff to be able to speak

to your child's school teacher about any concerns or issues, we would need written consent for the parent. All permission slips must be updated yearly.

PARENTS RIGHTS

Upon a request, the parent shall have access to his/her child's records, at a reasonable time. All of the child's records will be available to the parent within 2 business days. The acting Director will keep a log of who requested the records, who gave them out, what part of the records were seen, and the date that they were seen. The Director and party requesting the records will sign for the distribution or release of the records. Only parents and Director will have access to this log.

A child's parents have the right to add information, comments, data, or any relevant materials to the child's records.

A child's parents have the right to request a deletion or amend any information in a child's record. If a parent feels adding to the records does not clarify the information, they have a right to request a conference to make his objections known. If the decision is in favor of the parents, steps shall be taken immediately to put the decision into effect.

A parent has the right to receive copies of their child's file upon written request. Such request will be done within a 48 hour period. There will be no cost to the parent for the copies.

VISITS

Parents are always welcome and encouraged to visit our center at any time as long as the visit is not being disruptive to the classroom. Center policies and class rules must be adhered to at all times. Visitors must understand that the children are always our priority, and our focus and attention will be centered on the children, not the visitor. If you have a special talent or interest and would like to share it with us, please coordinate a time with our staff. We always welcome new suggestions, special visitors, and new sources of supplies or services, or good ideas that will benefit the children. If you have a free day and would like to volunteer your time, please see your child's teacher. Another way to get involved is to join the Parent Board that meets monthly. This is a great way to get involved and share your ideas and concerns about the program.

VOLUNTEERS

Every volunteer including student teachers must have a EEC background record check, go through orientation and training, and be supervised at all times by an EEC certified teacher. Their dates and hours of service will be documented by the mentor teacher and kept on file. A list of their responsibilities will also be on file.

FIELD TRIPS

Field trips will be planned by the teacher to help promote the theme. They are a privilege to have. It is our intention that every child participates in field trips. However, if we feel a child

may present a risk on the trip then that child will not be allowed to attend. If there is room in another class then your child may attend that class until his/her class returns. If there is not room for your child then you will need to keep your child home for those hours. All field trips will have written permission slips for each specific trip. Teachers will take a first aid kit and emergency numbers. There will always be one extra staff member on each trip. Field trips will be funded from fund raising activities held through-out the year. Children who did not participate in fund raising will not be denied field trips.

STAFF QUALIFICATIONS

All staff is EEC qualified for their position upon hire. If they do not have an associate's degree, then the staff must be working toward receiving an Associate's degree in Early Childhood. Assistants must be 18 years of age or older and will work under the supervision of the teacher. All staff members are expected to have a pleasant, responsible personality and relate well with children. We understand the need for each parent to feel comfortable leaving their child at Our Lady's Child Care Center. The staff looks forward to working with you, your child, and the whole family.

PARENT INPUT

Any questions, concerns, or suggestions should be brought to the Director's attention. We welcome any ideas that would improve our center.

VISITORS

Occasionally we may have outside visitors come to the school. All visits will be monitored.

PHOTOGRAPHS

Photographs and video tapes may be taken of your child to be used for publicity, including displays, bulletin boards or other types of program publicity along with media interviews. Parental written consent will be obtained prior to the use of any pictures for publicity.

SECURITY SYSTEM & CODES

Both school buildings are now set up with security systems. Each parent has their own personal code that allows them access. Please do not share this code with anyone. If someone comes to pick up and does not have a code, they can use the buzzer and the office will check ID and let them in. In addition to security codes, The Infant / Toddler classrooms will be monitored by video camera, viewed by office personnel only. It is important that you do not let your children know what your code is.

COMMUNICATING AND RESOLVING PROBLEMS

It is essential that there is open communication between parents and staff. Concerns and issues arise from time to time. We would like to follow these steps. If a parent has a concern about their child, he/she should contact the child's teacher. The teacher may be able to address the problem right away, or a convenient appointment will be made to discuss the problems. If a teacher has a concern about a child, that teacher will notify the child's parent and arrange to discuss the problem. If the parent or teacher is unable to resolve the problem then a meeting will be set up with the Director.

PARENT CONFERENCES

A parent may request a conference with a teacher at any time. If a teacher or the Director feels it is necessary to have a parent conference with the parent then the parent will be notified. All conferences will be scheduled as soon as possible at the convenience of the parent(s) and teacher. Teachers will prepare a written assessment on each child after three months of enrollment. After that, assessments will be done every 6 months. Parents will be given a copy of these assessments. The original will be placed in the child's file. At this time we encourage parents to set up a time to meet with the teacher for a parent conference. Infants and children with IEP S will have assessments done every 3 months. At any time a parent may approach the teacher or the Director with any concerns. Teachers are required to notify parents immediately with any concerns they may have regarding your child.

TRANSPORTATION & PARKING

Parents must provide children with transportation to and from the Center. Please enter by using the middle driveway, following the one-way sign, and proceed around the preschool building. There are parking spaces in front of the infant/toddler center for easy drop off and pick up. There are additional parking spaces on the side of the garage. The back entrance of the preschool building will be locked. Please use the front entrance adjacent to the rectory.

TUITION POLICIES

A one-time non-refundable enrollment fee of \$25.00 will be charged upon enrolling your child into the program. This enrollment fee will hold your child's slot. This does not apply to subsidized slots. If there are multiple siblings enrolled in Our Lady's Child Care Center then one sibling will receive \$15.00 off his/her weekly tuition. This discount does not apply to part time slots, subsidized care, or before and after school care.

At the time of enrollment we expect one week's tuition to be paid in full and a second week of tuition to be paid on account to be held for the child's last week here. Tuition is due every Friday for the following week. It must be paid before the services are given. No reimbursement will be granted for absenteeism. Tuition is still charged when your child is absent. If the tuition goes up, we expect the parent to adjust this week of tuition being held on account. If the child changes age groups then the week on account will be adjusted and the child's account will be credited. In the event we close the

Center due to no heat, water, or electricity due to something here at the center, tuition will be credited for those days. However, if the Center is forced to close for reasons beyond our control (such as no electricity from the street, snow, ice, or a declared state of emergency) parents will still be responsible for tuition. When your child has attended Our Lady's Child Care Center for one year, a vacation credit will be applied. Each child will receive two weeks at half rate for vacation time; this does not apply to subsidies or school age children. To receive this credit, you must let the director know in advance that you are using the credit. School age children are charged for school vacation weeks and summer weeks when you sign your child up for care. You are not charged for the weeks you do not sign your children up. We require a two week termination notice and reserve the right to charge for those two weeks even if the child does not attend.

The center closes at 5:30 P.M. every night. There is a late fee of \$25.00 for any part of each 15 minute interval that the parent is late. If you think you are going to be late please call and let me know. The call will NOT excuse you from the late fee.

Tuition may be paid by cash or check and deposited in the tuition box in the office or in the entry way of the infant/toddler building. Receipts will be written for cash payments. If a check is returned for insufficient funds then you will be charged a \$25.00 fee. Tuition must be paid in full to continue with child care services.

Infant (4weeks - 15months):

5 full days only
\$250.00 a week
\$1000.00 a month (paid before the 1st of the month)

Toddlers (15 months-2yrs 9 months):

\$34.00a half day
\$49.00 a day
\$240 a week
\$960 a month (paid before 1st of the month)

Preschoolers (2yrs 9months - Kindergarten):

\$28.00 a half day
\$43.00 a day
\$185.00 a week
\$740.00 a month (paid before the 1st of the month)

School Age (Kindergarten to 10 years old)

Non School Days:

\$33.00 per day
\$23.00 per half day
\$140.00 per week

Before School Care:

\$10.00 per day

After School Care:

\$18.00 per day

CALENDAR OF THE SCHOOL YEAR

Our Lady's Child Care Center is open Monday through Friday from 7:00 a.m. until 5:30 p.m. The following is a list of scheduled holidays that we will be closed. Parents are expected to pay full tuition for weeks including holidays.

Labor Day
Columbus Day
Thanksgiving Day and day after
Christmas Eve close at 2:00
Christmas Day
New Year's Eve close at 4:00

New Year's Day
Presidents' Day
Patriots' Day* (April)
Memorial Day
Independence Day
Veteran's Day*

*Patriots' Day and Veterans' Day will be used for teacher in-service days.

Snow days will be announced on Television ABC (Channel 40) and NBC (Channel 22). School closings will be posted on the Our Lady's Face Book page early. If you check on line, the closings are not usually listed under schools, often they are listed under "other". School will only be canceled on the worst snow and ice days. If the center decides to close for safety issues then parents will be expected to pay their full tuition as usual.

SCHEDULE OF THE DAY - SCHOOL AGE

7:00 – 8:30	Drop off; Free play
8:30 – 8:45	Bathroom, hand washing
8:45 – 9:30	Table activities, snack as a choice, sunscreen
9:30 – 9:40	Group Meeting time
9:40 – 9:45	Bathroom
9:45 – 11:45	Outside activities
11:45 – 12:00	Bathroom, hand washing, (summer bathing suit changing)
12:00 – 12:30	Lunch
12:30 – 1:00	Quiet time of group reading and individual reading
	Note: School age children will not be required to rest. However, a mat and rest area will be made available to any child that feels the need to take a rest.
1:00 – 2:30	Inside activities, Choice time, special activities, learning time
2:30 – 2:45	Bathroom and hand washing
2:45 – 3:45	Table activities, snack as a choice, sunscreen
3:45 – 5:00	Outside time
5:00 – 5:30	Books, Puzzles, coloring, easy clean-up activities

SCHEDULE OF THE DAY - PRESCHOOL

7:30 – 9:00	Arrival and table activities
9:00 – 9:10	Clean up. Bathroom time
9:10 – 9:30	Snack. Everyone sits down as a group.
9:30 – 9:50	Circle time. We discuss the activities of the day, the calendar, the weather, any important news such as field trips, sing songs, and rhymes are done.
9:50 – 10:30	Art activities reflecting the theme for the day are set up. Free play. All centers are open. The children are free to visit any of the centers or art tables set up.
10:30 – 10:40	Clean up. Bathroom time. Transition time.
10:40 – 11:00	Story time, music.
11:00 – 11:45	Outside play weather permitting. In poor weather the children will participate in some inside games and use some inside equipment that will help develop their gross motor skills.
11:45 – 12:00	Clean up. Bathroom time. Transition time.
12:00 – 12:30	Lunch. Children are encouraged to eat the healthy parts of their lunch first. When a child finishes they may look at books, do puzzles, or other quiet materials that are provided.
12:30 – 12:45	Clean up. Bathroom time. Transition time.
12:45 – 2:30	Rest time, quiet time. For those that can't sleep, quiet materials are provided for a child to do individually at their mats.

2:30 – 3:00	Children are waking up. Coloring, table toys, and books offered to those that are awake. Bathroom time and handwashing.
3:00 – 3:20	Snack
3:20 – 4:15	Outside play. Same as the morning.
4:15 – 4:25	Hand washing, bathroom time.
4:25 – 4:50	Art activities reflecting the theme for the day are set up. Free play. All centers are open. The children are free to visit any of the centers or art tables.
4:50 – 5:00	Clean up.
5:00 – 5:30	Story and music. Books, manipulatives, coloring, puzzles, ect.
5:30	Center closes.

SCHEDULE OF THE DAY - TODDLERS

7:30 – 8:30	Arrival and table activities. Choice time.
8:30 – 8:45	Diapering, bathroom.
8:45 - 9:00	Clean up. Washing hands for snack.
9:00 – 9:20	Snack. Everyone sits down as a group.
9:20 – 9:30	Circle time. We learn about the activities of the day, sing songs, finger plays and rhymes are done.
9:30 – 10:15	Art activities reflecting the theme for the day are set up. Free play. All centers are open. The children are free to visit any of the centers or art tables set up.
10:15 – 10:30	Clean up. Diapering, bathroom time. Transition time.
10:30 – 10:45	Story time, music, finger play.
10:45 – 11:15	Outside play weather permitting. In poor weather the children will participate in some inside games and use some inside equipment that will help develop their gross motor skills.
11:15 – 11:30	Hand washing.
11:30 – 12:00	Lunch. Children are encouraged to eat the healthy parts of their lunch first.
12:00 -12:15	Bathroom, diapering time. Hand washing.
12:15 – 2:30	Rest time, quiet time. For those that can't sleep, quiet materials are provided for a child to do individually at their mat.
2:30 – 2:50	Children are waking up. Bathroom, diapering time. Hand washing.
2:50 – 3:15	Snack
3:15 – 3:45	Outside play. Same as the morning.
3:45 – 4:00	Hand washing, bathroom, diapering time.
4:00 – 4:15	Light snack.
4:15 – 4:45	Art activities reflecting the theme for the day are set up. Free play. All centers are open. The children are free to visit any of the centers or art tables.
4:45 – 5:00	Clean up.
5:00 – 5:30	Story and music. Books, manipulatives, playdough, puzzles, ect.
5:30	Center closes.

Transition time happens each time there is a change from one activity to the next. The children are given a 5 minute warning that it will be happening and then another warning at 2 minutes. Simple games such as who can clean their area the fastest are played or simple songs are sung such as the clean up song. Some children may be asked to clean up the square blocks and another child may be asked to clean up the triangle blocks. The children are encouraged to clean their area and to help others when

their area is clean. Praise and stickers are usually the rewards.

SCHEDULE OF THE DAY - INFANTS

There is no specific infant time schedule. Each child's needs will be met according to their own individual schedule.

Explanation of Daily Activities

Free Choice:

Children may choose from a wide variety of activities: Dramatic play, water table, easel, blocks, art, manipulatives.

Activity Time:

Pre-planned activities that are goal-oriented, such as reading, math, language, cooking, etc.

Group / Circle:

We use flannel board, songs, finger plays, and stories during this group time. Calendar and weather are discussed along with other related subjects.

Outdoor Play / Large Motor:

Children are given the opportunity each day to work on their large motor abilities. We will spend time outdoors each day, weather permitting. If the weather is bad, mats, balls and games may be played with indoors.

Nap Time:

Children rest on their mats quietly, even though they may not sleep, for a minimum of 45 minutes. At this time children get a chance to relax. A stuffed animal, blanket and crib sheet may be brought from home. All bedding is sent home weekly to be washed.

Snack/Lunch:

Children sit and talk quietly to peers and staff while enjoying their snacks and meals.

Story Time:

Children sit and listen to stories read by the teacher or on tape to strengthen his or her vocabulary and attention span.

CLOTHES

One complete change of clothing is to be kept at the child care center. Please make sure it is the correct size and appropriate to the season. An extra sweater or sweatshirt along with slippers or shoes should also be on hand. Toddlers will need a change of clothes, a bib, a supply of wipes, and/or diaper cream, and a daily supply of diapers. PLEASE LABEL EVERYTHING!

MEALS

Two nutritious snacks are given during the course of the day -- one in the morning and one in the afternoon. Children are required to bring their own lunch in a lunch box with their name on it. You do not need to send a drink for lunch. Many juices and drinks are full of sugar. Milk or water will be provided by the center. Lunches are not refrigerated. You must provide an ice pack or thermos. If a

lunch is left at home as sometimes happens a lunch will be provided at a cost of \$4.00 (this does not apply to subsidized slots). Parents are asked to send a lunch which is nutritious and contains little sugar. If candy is sent in, it will not be given to your child.

Here are a few suggestions:

Healthy Lunch Ideas

Sandwiches

Cream Cheese and jelly
Cold meats and cheese
Tuna fish
Egg salad

Vegetables

Served raw such as:
Baby carrots plain or with a dip
Cherry tomatoes
Cucumber slices
Celery sticks
Green beans
Snap peas

Other vegetables can be sent
and heated as a side dish.

Fruit

Bananas
Oranges
Apples
Pears
Grapes
Melon chunks (Watermelon,
Cantaloupe)
Applesauce, fruit cups
Strawberries
Peaches
Nectarines
Kiwi
Extras
Yogurt
String Cheese
Pudding cups
Granola bars
Nutri grain bars
Occasional cookie or sweet (No
Candy Please)
Raisins

Leftovers

Anything left over that can be reheated or doesn't need to be heated.
Pizza, noodles and sauce, macaroni and cheese, meatloaf, chicken, potatoes,
vegetables

Just a note of caution:

The most often choked on foods are as follows: grapes, hot dogs, and popcorn.
Make sure your child is old enough to eat these foods or cut them into bite size
pieces. We discourage families from sending in gooey fruit snacks due to the sugar
settling on the child's teeth.

Helpful tips

Peanut butter will not be allowed at the program. Lunches need to come to school
ready for eating. Everything must be peeled or cut. We have time to warm things in
a microwave but we don't have time to mix and prepare meals.

Please try to make lunches as healthy as possible by packing food from each food group. We encourage the children to eat nutritious food before they eat any treats. Many yogurts come in large containers. It is recommended that you put some yogurt in a dish and not send in a yogurt container. Often times the children open the yogurt but do not finish it. We have no way of saving the yogurt. Send food that you know your child likes and will eat. Do not send too many choices because the children want to try everything and we don't always have a way of saving what they have opened.

WE ARE A PEANUT, TREE NUT FREE CENTER. WE CANNOT ALLOW YOUR CHILD TO EAT FOOD THAT MAY CAUSE ANOTHER CHILD A HEALTH ISSUE.

Please check ingredients on everything. Sometimes one brand is peanut/tree nut free and another is not. If there is any type of classroom celebration where food is brought in, it may not be homemade, for cross contamination purposes.

SCHOOL AGE PROGRAM

- **BEFORE SCHOOL:** Please have your child at the Center by 8:00a.m. at the latest. We start walking by 8:10 and have to be on time to meet the Maple Street bus at Center Pepin. We open at 7:00 – no earlier. If your child brings a breakfast – please allow them time for that. PLEASE make sure it is PEANUT/TREE NUT FREE. Breakfast cannot come from Subway or Dunkin Donuts as the food may be contaminated with Peanut Oil. They need to sit down and eat it, wash hands and then they can play.
- **SAFETY:** We walk through the center of town, where it is loud, and cross 2 major intersections. All children are partnered up and there have been past issues of pushing and pulling toward the street, skipping, hitting, and shouting. We understand it is the end of their school day and they have a lot of energy, but SAFETY is # 1. There is time to play when we get back to the Center. Please talk with your child about being safe on the walk. We will report any unsafe behavior to you at pick up.
- **UMBRELLAS:** We have tried our walk on rainy days using umbrellas and have found them restricting our vision of the kids, and their vision of their teachers. We have to ask that you not send them with an umbrella. We encourage raincoats, hooded jackets, or ponchos. Keep a change of clothes in your child's bag so they can change when we get back if they are soaked.

- **SHOES:** Please make sure your child is wearing tied/Velcro/strap shoes. We have had past problems with shoes coming off crossing streets in the past.
- **HOMEWORK:** We schedule time for homework. Not all parents want their children to do their homework at After School, but we like to offer it to those that do. Homework time will be covered by a teacher who can help as needed. Please let your classroom teacher know if you would like your child to do homework at After School or wait to do it at home and we will try our best to meet your needs.
- **SPORTS:** If you need your child to be changed in to sports or dance clothing when you pick up, give your child's teacher a written schedule. We are happy to make sure they are ready to go for you – but we need a written schedule please.
- **PLEASE! PLEASE! PLEASE!** Call us if your child is not coming that afternoon and is scheduled. We are not allowed to leave the school grounds until every child is accounted for.
- **STAFF:** We have a great staff for our Before and After School Program. If you change your pick up person, please have them bring their I.D. On occasion a different staff member may be the closing teacher and have not met all the parents. Please show your I.D. if asked. It is for the safety of your children.
- **Snow days:** We do not always cancel when the public school cancels. Please check Channel ABC and NBC for cancelations. I also will put it on face book and send out emails. This is usually done around 5:30.
- **Non-school time:** When the public school changes; a half day or no school, you must sign your child up for care ahead of time. I must know who is coming so that I have enough teachers to cover the classes. You cannot tell us the day before or that morning that you need care. I may not be able to accommodate your child. Please plan ahead!
- **Reminder** Tuition is due every Friday before the following week. A first and last week tuition is required. You must pay for tuition whether your child is here or not. You must pay for all holidays. If you pay \$140 a week your rate does not change. You pay the same if you child comes full day, half day, or no day. If you pay for A.M. or P.M. care, or for only a few days a week, your rate will change. You must always pay for what you are set up for. Your rate will

increase if you sign your child up for the half days or full days that school is closed. If you don't sign your child up for those days then your rate stays the same. You still have to pay your regular rate whether you sign your child up or not for the non-school days.

For example: Your child comes 5 afternoons- your rate is \$90.00 for the week. If there is a half day and you need care, your rate for the week will increase by \$5.00. If you don't need care for the half day, your rate will not increase. You don't get charged for the extra time if you don't need it, but you still need to pay for your regular rate.

If you don't need care for school vacation week, you will not be charged. However, if you sign up for the week you will be charged whether your child comes or not.

INFANT FEEDING

All food must be supplied by the parents for their infant child until he/she is able to eat the snacks provided by Our Lady's Child Care Center. We do not have a way to sterilize water so parents are asked to provide an appropriate number of bottles filled with pre-measured sterile water each day. A can of powder formula can be left at the center so that the teachers can add the specified amount to the water. Breast milk must be labeled with your child's name on it and the date and put directly in the refrigerator. All bottles will be warmed in a cup of hot tap water. Please bring enough for one full day plus one extra. Baby food will be served from a small dish and not from the baby food jar. All staff will wash their hands and wear gloves before handling any food or bottles. S/he will read the name on the food container/bottle, match it to the child being fed and show it to the other staff member present. When both staff members are satisfied that they have the correct food container/bottle for the correct child, both will initial the infant Feeding Schedule. The item will then be warmed and the name on the item will again be matched to the child being fed. If a staff member is alone in the classroom, s/he will check the name on the food container/bottle to the child being fed and then initial the feeding schedule, warm the food and recheck the name on the container to the child being fed and re-initial the Infant Feeding schedule. If at any time an infant is accidentally fed the wrong food, the director and the parents of the children's food involved must be called immediately. At no time will a child be force fed or refused food for any reason. Infants shall be held while being fed until they are mature enough to sit in a high chair. They will sit in the high chairs for meals until they are mature enough to safely sit at the table. At no time will a child be laid down with a bottle or have a bottle propped up.

DIAPERING

Parents must supply diapers, wipes and ointment for their child. We cannot powder your child as the dust from the powder gets in the air and it makes it difficult to breathe. Children will be changed on a regular schedule and/or as needed. Children will be changed on the changing table with a clean paper under the child each time. The table will be disinfected after each diaper change. Soiled materials will be placed in the proper receptacle. Teachers and children will thoroughly wash their hands after each diaper change. Soiled non-disposable diapers will be placed in a sealed plastic container labeled with the child's name and returned to the child's parents at the end of the day.

INFANT SLEEPING

Each infant will be assigned to a crib to sleep in which will be labeled with his/her name on it. This crib will not be shared with another infant. Crib sheets will be supplied by the center and will be washed weekly or as the need arises. Each crib mattress will be washed, disinfected each time the sheet is changed. Parents must supply blankets; Pillows are not allowed in cribs. Children will be placed on their backs to sleep. A blanket may be used but it must be tucked in at the foot of the bed and cannot come up higher than the child's chest. Any infant sleeping will be checked on every 15 minutes. Infants will be put to sleep according to their own sleeping schedule. At no time will a child be left in a crib to cry him/her self to sleep or used as a punishment. If there is a fire or fire drill all infants are placed in the evacuation crib and pushed outside to safety. The evacuation crib is assigned to a child for sleeping in. Upon returning to the classroom the crib sheet will be changed and the crib mattress will be disinfected.

SAFE SLEEP POLICY

In order to provide for the health and well-being of all infants enrolled in this program, we have developed a policy that is designed to create a safe setting for all infants and that describes our plans for sleep positions, alternate sleep positions, sleep environments and supervision.

Sleep positions-

- Infants will be placed flat on their backs to sleep.
- If a parent requests an alternate sleeping position for their infant then they must obtain a written order from the child's physician that specifically indicates an alternate sleep position and a time frame for how long the instructions are to be followed. A description of the alternate sleep position without identifying specific medical information will be posted on the child's crib. A copy of the written order from the physician will be placed in the child's file.

- If we learn during enrollment that an infant has been sleeping in an alternate sleep position we will obtain written parental permission to seek advice from the child's pediatrician about the best and safest way to transition the child to the back to sleep position. We will also ask the parent to supply documentation from the child's pediatrician with the information.
- If a physician requests that the infant's head be elevated, the parent should submit written instructions from the physician that includes how the crib should be raised such as raising the mattress at one end or raising the crib at one end.
- Infants will not be placed on their side for sleep. Devices such as wedges or infant positioners will not be used.
- Swaddling will only be done for newborns up to 8 weeks of age or younger if the infant is able to move and escape the swaddle.
- Infants will not be placed in cribs while drinking bottles.
- American Academy of Pediatrics has encouraged the use of pacifiers as a way to help reduce the risk of SIDS. Infants who use pacifiers will be offered the pacifier when they are placed to sleep. The pacifier will not be put back in their mouth if it falls out while the infant is asleep. should check the pacifiers periodically for tears and clean and maintain them as required.
- After being placed on their back to sleep an infant who can easily turn over from back to front and front to back may remain in whatever position they prefer to sleep.

SLEEP ENVIRONMENT

- This program will only use U. S. Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses.
- Each infant under 12 months of age must have their own individual crib. This includes siblings, twins and triplets.
- Crib slats will be less than 2 3/8 inches apart.
- Corner posts on cribs should not be higher than 1/16 of an inch.
- The program will pay close attention and follow the manufacturers' weight and height requirements when assigning an infant to a crib/port-a-crib.
- Infants will be placed to sleep in a crib designated for that child only.
- Mattresses are covered with snug fitted sheets. Sheets will be changed as they become soiled and on Friday. Each time a sheet is changed the mattress will be cleaned and sanitized.
- Cribs will be free from loose bedding, toys and other soft objects. This includes but is not limited to pillows, quilts, comforters, sheep skins, bumper pads and/or stuffed toys.

- If an infant has a toy or blanket used to help them fall asleep, this is allowable only if a staff person stands next to the crib monitoring the infant until he/she is asleep. As soon as the infant is asleep, the toy should be removed.
- Infants who fall asleep in highchairs, bouncers, swings, car seats or other equipment will be removed from such equipment and placed in a safe sleep environment.
- To prevent infants from overheating the temperature in the room will be monitored and any outdoor or excessive clothing will be removed. Sleep clothing such as sleepers, sleep sacks and wearable blankets may be used as an alternative.
- If a light blanket is used the infant's feet should be placed at the foot of the crib. The blanket should be tightly tucked along the sides and foot of the mattress. The blanket should not come up higher than the infant's chest.
- Bibs and pacifiers will not be tied around the infant's neck or clipped to their clothing during sleep.
- Smoking is not allowed in or near the program.

SUPERVISION

- All children including infants enrolled in our program will be provided adequate supervision that ensures their health and safety. Staff must be able to visually supervise infants without obstructions such as blankets draped over the sides of cribs, shelving units or other class room furnishings.
- All rooms will have sufficient lighting to allow staff to monitor infants at all times, including during sleep.

Staff will be trained in the program's safe sleep policy and review the information with all staff periodically.

INFANT TOYS

Once an infant becomes mobile he/she gets into everything. Supplying your own toys sounds good but the mobile children will like the other toys too. We will have an assortment of toys for your child to play with. Each day the toys will be washed and sprayed with a bleach solution to help prevent the spread of germs. If we see a child mouthing a toy we will remove it after the child is done mouthing it and replace it with a clean toy.

CHILD'S PROGRESS

We keep parents updated and involved through progress reports (every six months), parent/teacher conferences, special meetings, and monthly newsletters. Children with special needs and infants will receive progress reports every three months.

BEHAVIOR GUIDANCE

Children are encouraged to participate in the establishment of rules, policies, and procedures as far as is appropriate to their age and level of understanding. During circle and group time, there will be an ongoing discussion of appropriate and inappropriate behavior. All children will be treated equally and with respect. In order to maintain a sense of continuity, we will follow a specific behavior guidance policy.

Effective child guidance begins long before problems start. Teachers have to assess their own attitudes and behavior, the program environment, the daily schedule, and the rules they expect the children to follow. Teachers need to have a working knowledge of child growth and development; model the kind of social skills they want to see; plan how to use the classroom and the outdoor environments to help the children learn sharing and cooperation skills; how to adapt the day's activities, (including transitions), to be more responsive to the children; and question the expectations of the children in their care is realistic.

Teachers need to provide interesting activities that challenge the children daily. There needs to be enough activities available so that children are busy and not waiting. Transitions are difficult times for children. Teachers need to warn children ahead of time that the transition will be happening, help the child that usually has a more difficult time with transitions, give children simple tasks that they can complete and have consistent routines.

Teachers need to model appropriate behaviors and positive attitudes. They will do this by focusing on the positive. Teachers will tell the children what they want them to do, need them to do or expect them to do. The focus will not be on what they don't want them to do.

Ex: A teacher might say, "I need you to use gentle touches with our friends." The teacher might even show the child what gentles hands are. The teacher will not say, "Don't hit."

Positive rewards will be given through praise, stickers and classroom recognition. Teachers will work with the children on completing tasks such as cleaning up. They will also teach the children nice ways to interact with the other children. They will have clear rules and be consistent in applying them.

It is important that the teacher learn about the child and family history. Each child is unique and some require different cues, understanding, and different techniques to help that child become successful.

Even with all the planning, challenging situations develop and a teacher must intervene. Children may need help recognizing their feelings and appropriate ways to display these feelings. Often children need help resolving problems so that they may develop the necessary skills to solve problems on their own. Helping children to make good choices will promote self-esteem.

Teachers can reduce opportunities for problem behaviors before they begin by focusing children away from potential problems and expanding efforts towards redirection. They can remind children of the rules as often as necessary and solve problems as they occur. Children need to learn that there are natural consequences for inappropriate actions. Teachers need to know when to intervene and when to ignore the behaviors. Sometimes a teacher may need to ask a child to 'take a break' and pick another activity.

The following are not allowed for any reason:

- corporal punishment, including spanking;
- cruel or severe punishment such as humiliation, verbal or physical abuse, neglect or abusive treatment;
- denial of food;
- using methods such as force feeding;
- disciplining a child for soiling, wetting or not using the toilet; or forcing a child to remain in soiled clothing or forcing a child to remain on the toilet, or using any other unusual or excessive practices for toileting;
- Excessive time outs - time outs will not exceed 1 minute for each year of the child's age and must take place within the educator's view;
- Children will not be confined to a chair, swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision.

The Department of Early Education and Care does not allow any licensed child care program to use discipline techniques that require the use of any physical restraints.

Our goals are to provide each child with the ability to succeed by giving them the skills to:

1. Treat one another with kindness, listen to one another and share with one another.
2. Be safe with themselves and with others.
3. Feel good about themselves, develop self-esteem, and become independent.

4. Use proper manners such as "Please" and "Thank You."
5. Develop self-control and good coping skills.
6. Appropriately express their feelings.
7. Respect each other and the school's equipment.
8. Balance their needs and wants with others.
9. Learn problem solving skills, including non-violent conflict resolution.

SUSPENSION AND TERMINATION

If a child's behavior causes harm to the other children or the teacher then:

The child will be removed from the area.

His/her behavior will be addressed when the child has calmed down.

The child will be asked to acknowledge the hurt that he or she gave to another individual.

If the child continually hurts others, then a parent conference will be set up.

When the child cannot get him/herself in control then a teacher may help by using consoling words, gentle touching, holding the child (not restraining). A teacher must be aware that the child may not want the touching and respect their wishes.

The teacher will keep the director informed of improper behavior. Meetings will be set up with parents to discuss the behavior and steps that can be taken. A recommendation for a referral will be given to our consultant from the mental health department of The Collaborative of Northampton. She will come to the center to observe, go to the home to observe, and then sit down with the teacher and the parents to make suggestions. The parent will be given information about any training that seems relevant to their child's behaviors. We will work with the parent to develop a guideline for behavioral strategies to work with these challenging behaviors.

If a child displays behavior that puts children and staff at risk, then the parent will be called. Inappropriate behaviors will be documented. When the behavior is consistent, the referrals have been made, and the center can not meet the child's needs, a written notice of a one day suspension will be given to the parent. If the behavior continues, than a 3 day written suspension will be given. If behavior continues, then the child care will be terminated without notice. The center will try to not enforce this policy however we must protect the other children and staff. If a parent refuses to allow the Director to make a referral, then the parents will be given a two week termination notice. Each written notice will state specific behaviors and the steps that we have gone through to get to this point. It will also state the conditions for a child's return if there is a return. It is not our intention to

terminate a child. We would like each child to develop interpersonal skills and develop respect and empathy for others. Sometimes the center is just not a good fit for the child and it makes it difficult for a child to grow to his/her potential and then the termination will be necessary.

IMPAIRED JUDGMENT POLICY

If, in the staff's opinion, a parent's condition will put a child in danger in any way, the staff will strongly encourage the parent to make other arrangements such as calling the person listed on the emergency contact sheet. Should the parent prove to be uncooperative in this matter, the staff will call the local emergency number 911 for assistance.

Procedure for Identifying and Reporting Child Abuse

All staff are trained to recognize and document the signs of abuse/neglect. This information is covered at staff orientation and at a staff training session at least once a year. All staff are mandated reporters and must report any allegations to the director as soon as possible. Staff can choose to report their suspicions to DCF themselves or have the Director do it. No matter what they choose, written documentation must be given to the director a.s.a.p. At no time will the teacher reporting abuse be subject to repercussions for reporting to DCF. The following must be included in the written documentation and given to the director:

- date of report and date of incident
- time incident occurred
- detailed description of the incident. It must be accurate and not include judgments or comments. Please document only the facts.
- signature of the witness of the incident

At no time will the person observing the incident discuss the issue with other staff. This taints the investigation and breaks confidentiality regulations.

The Director will:

- Immediately remove any teacher from the classroom when an allegation is made.
- Investigate the incident
- Notify the Parent of the child involved in the investigation.
- Will document information gathered
- Contact the Department of Children and Families.
- Will fill out the 51A and send it to DCF.
- Will immediately report the incident to EEC.
- Will cooperate fully in the investigation.

Please remember we are mandated reporters and must report if we suspect anything. It is not our job to prove anything. When a teacher is removed from his/her duties his/her pay will stop. If the report is screened out by DCF, the program Director has the option of having the staff member remain on suspension pending the EEC investigation or allowing the staff member to return to the classroom. This decision will be made by the program Director and will be based on the seriousness of the allegations and the facts available. When the teacher returns to work, he/she will receive pay for the lost days of work. If the investigation finds fault of any nature then the Director will review the facts and determine the corrective action to take against the employee.

REFERRAL POLICY

The Director has the responsibility for the implementation of the child's written plan. When a staff member has a concern about a child, he or she will provide written documentation to support these concerns to the Director. The Director will then document several observations of the child. The head teachers and Director will meet to discuss the concerns and actions to be taken. The parent will be notified of the concern regarding their child and a conference will be scheduled. The Director will attend the conference and provide any support and referral information to the parents they may need. The Director will then document the concerns and any further action taken on behalf of the child. A brief follow-up meeting will be scheduled to offer support in meeting the needs of the child. The Director will document all meetings held. All the documentation and a copy of the referral will be placed in the child's file. If a parent needs assistance with a referral, help will be given after a written parental permission is given. We accommodate children that need services through Early Intervention or at the public school. Early intervention will come into the school to work with a child. We try to give them the space they need and provide activities that will support their work. Those going to the public school can be put on or taken off the bus here at Our Lady. We can accommodate the morning sessions only. We cannot support the afternoon session as it causes us problems with scheduling and directly impacts many of our children.

REFERRAL SERVICES

Pre-School Enrichment Team
 Child Abuse & Neglect
 1391 Main Street
 Springfield, MA 01103
 (413)736-3900

Holyoke Pediatrics
 Holyoke, MA
 (413)536-2393

Department of Children and Families
 (413) 775-5000

Child Abuse & Neglect
 Statewide Hotline
 1-800-842-5905

Mt. Tom Mental Health
 40 Bobala Rd
 Holyoke, MA 01040
 (413)536-5473

Alcohol Abuse & Drug
 24 Hour Helpline
 1-800-252-6465

Holyoke Hospital- Social Services
 Holyoke, MA 01040
 (413)534-2526

M.S.P.C.C.
 Holyoke, MA 01040
 (413)532-9446
 Greater Springfield Counseling
 175 Dwight Road
 Longmeadow, MA 01106
 (413)567-9993

Child Care Outlook
 393 Main St
 Greenfield, MA
 413-772-2177

Berkshire Children and Families
 220 Russell St
 Hadley, MA
 413-584-5690

Service net Reach Program
 216 N. King Street
 Northampton, MA
 413-585-1400

Speech and Hearing
 Skinner Clinic
 (413) 534-2508

New England Farm Workers
 1628 Main Street
 Springfield, MA 01103
 (413) 272-2303

Domestic Abuse
 Prevention-Intervention &
 Safe Plan Advocate
 33 King St
 Northampton, MA
 413-585-8343

Food Assistance
 Northampton Survival Center
 265 Prospect St
 Northampton, MA
 413-586-6564

Baystate Eye Care
 (413) 783-3100

YWCA of Western Mass
6 Myrtle St
Northampton, MA
413-586-6807

WIC Nutrition Program
413-376-1160
413-534-2460
1-800-WIC-1007
www.mass.gov/wic

Family Center
413-563-7672
www.easthamptonfamilycenter.org

Early Childhood Department
Collaborative for Educational
Services
97 Hawley St
Northampton, MA 01060
earlychildhood@collaborative.org
413-586-4998
Easthampton Early Childhood
Council (E2C2)
Choosing Child Care ext 11
Free Parent Consultations ext 107

SIDS RESOURCES:

MA Dept. of Early Education and
Care
51 Sleeper Street 4th floor
Boston, MA 02210
<http://www.eec.state.ma.us>

TRANSPORTATION BUSING PLAN

This plan applies to all trips when using a bus for field trips or transporting school age children to and from the three elementary schools in Easthampton.

The Strong Bus company will be the company of choice for contracting

Boston Office 617-988-6600
Healthy Child Care America
American Academy of Pediatrics
141 Northwest Point Blvd
Elk Grove Village, IL 60007-1098
Phone: 888-227-5409 or 847-434-4915
Fax: 847-228-6432
E-Mail: hcca@aap.org
Web Site: www.healthychildcare.org

MA Center for SIDS:
<http://www.bmc.org/pediatrics/special/SIDS/index.htm>
Coordinator: Mary McClain, RN, MS
617-414-7437
National Institute of Child Health and
Human Development:
Back to Sleep Campaign
800-505-CRIB (2742)
www.nichd.nih.gov

CJ Foundation for SIDS:
888-8CJ-SIDS (825-7437)
www.cjsids.com

National Resource Center for Health
& Safety in Child Care:
800-598-KIDS (5437)
<http://nrc.uchsc.edu>

National SIDS /Infant Death Resource
Center: 866-866-7437

transportation. The company must have liability insurance: \$100,000 per person, \$300,000 injury per accident, \$5,000 property damage.

Strong Bus Corp.
40 O'Neil St.
Easthampton, MA
413-527-3430

Any questions about the bus should be addressed to the transportation coordinator:
Perri Taylor, Director
Our Lady's' Child Care Center
413-527-6133

During transportation time one should call Perri Taylor at Our Lady's Child Care Center with any concerns. The phone number is 413-527-6133. If Perri Taylor is unavailable then the next person in charge should be contacted, Patti Woodward. If neither is available, call the office of Our Lady of the Valley at 413-527-9778.

We will walk children to and from the Center-Pepin complex from September 1 through November 30 and from April 1 through the end of school as we feel it is an appropriate distance of .3 miles for the children to walk to and from school. However, since the winter months can bring very dangerous roads with snow and ice, very cold temperatures and winds, it is not always safe for the children to walk; therefore a bus will be provided from December 1 through March 31. Children with disabilities will be transported on the same bus as the other children if possible. If it is not possible, the Easthampton school system does provide busing for children with disabilities.

All staff that might be a monitor on the bus at any time must be in the PQ registry. They must complete the 2 EEC safety trainings each year before being on the bus. These trainings must be documented on the PQ registry and a certificate must be printed and in each file. All administrators must complete the following trainings yearly, document it on the PQ Registry and with a certificate in her file. The Director will review the staff PQ registry of staff to ensure all documentation is recorded.

- a. Safe Transportation: The Driver's Role; and
- b. Look before you lock: Transportation Safety in Early Childhood Education

They may be found on EEC's website address: www.mass.gov/edu/birth-grade-

[12/early-education-and-care/workforce-and-professional-development/training-and-orientation-resources/transportation-safety.html](https://www.early-education-and-care/workforce-and-professional-development/training-and-orientation-resources/transportation-safety.html)

1. Each bus trip will have a qualified teacher on it to serve as a bus monitor. This teacher will be first aid and CPR certified, carry a cell phone for emergencies, a first aid kit, and the emergency form for each child on the bus and any medication that may be needed in an emergency for a child with an individual health care plan.
2. The teacher will carry a passenger log that will be used to track each and every child during transportation. The first and last name of each and every child received for transportation shall be recorded on the passenger log. A sibling group will be listed individually and not as a group. The teacher will use the log to take attendance before the bus leaves any premise. The time each child entered the bus will be recorded individually. The attendance will be done again before the children depart from the bus. The time will be recorded for each child individually as he/she departs from the bus.
3. The teacher and driver will physically walk through the bus to check it every time it is emptied of children to be sure no one is under a seat or asleep in a seat. The driver and the teacher will sign, with full name and time, the passenger log to indicate that all children have left the bus.
4. If an extra monitor is on the bus he/she will also walk through the bus and sign, with full name and time, the transportation log indicating that all children have left the bus.
5. When a child is expected to be picked up at an elementary school, and if he/she is not there, the teacher will call the Director and check for a message from the parents. The Director will also call the parents if there is a question about the absence of a child. When it is clear the child will not be on the bus, then the bus will leave the school.
6. The teacher will count all children before entering the school.
7. Each classroom will take attendance for their classroom immediately upon entering their classrooms.
8. At any time there is a discrepancy in numbers the Director will be notified immediately. The transportation company will be notified immediately.

The children will not be on the bus for more than 45 minutes at any time. Any child that is having difficulties cooperating on the bus will sit with the teacher. If the behavior is a safety issue such as unbuckling a seat belt or not staying in his/her seat, the bus will pull over and stop. If the child remains uncooperative, the Director will be called. If the ride is going to or from an elementary school in Easthampton, the Director will meet the bus, take the child off, and walk back to the child care center. The parent will be called. A meeting will be set up to discuss the possibility of the child losing his/her privilege to ride on the bus. In the case of losing bus privileges it will be the parents' responsibility to find a way for their child to arrive and leave the center. If the behavior is a problem on a field trip and the teacher cannot help the child become cooperative, then the bus will pull over and the Director will be called. The Director will call the parents to meet the bus and will also drive out to meet the bus. A meeting with the parents will take place. The child will not be allowed on another bus riding field trip.

In case of a medical emergency the bus will pull over. The teacher will provide whatever care is necessary to help the child. An ambulance and the Director will be called. The Director will call the parents and then go to meet the bus. The teacher will accompany the child in the ambulance while the Director stays with the other children on the bus until the children reach their destination.

Any bus cancelations or change in route will be conveyed to the driver through the Strong bus company. The driver and teacher will be given periodical updated lists of children with allergies, health issues or medical issues that will include symptoms and treatments by the Director. The teacher will deal with the issues involving the children. Any information that the driver needs to know will be conveyed to him/her before leaving the center or at the end of the route.

In case of an accident, the number one responsibility is to make sure the children are safe and not hurt. The appropriate emergency personnel should be called. If hospitalization is needed the children should be treated at the nearest hospital unless otherwise stated on their emergency form. The Director will be called as soon as possible and advised of the situation. She will delegate a teacher at the center to call parents and then proceed to the accident. If the accident occurs on the way to or from the elementary schools the children will be evacuated once it is determined safe for the children. The Director and teacher will walk the children to their destination. If the children are on a field trip the driver will call for another bus. The driver and teacher will cooperate fully with the law. The driver will submit the accident report to the Director within 3 business days. The teacher will call the Director if the bus becomes disabled, whether from an accident or not. If

the ride is to or from the elementary schools someone will walk to the bus and help walk the children to their destination. If it is on a field trip the bus driver must call for another bus to transport the children. The teacher will call the Director to notify her of the situation.

If a moving violation is given to the driver or an accident occurs, the driver must report all pertinent information to his/her company. He/she must cooperate at all times with the police. The bus teacher must put in writing an explanation of all traffic violations and submit it to the Director within 24 hours. The Director will notify EEC of any moving violation issued to the driver or accident that occurs while the children are on the bus. If there is an accident, then it too must be written up and given to the Director. If a child receives any type of injury while on the bus, the teacher must provide medical care immediately and an accident report must be written within 24 hours. If the child must be transported to the hospital or is sent to the doctor and treatment is provided, a report must be sent to EEC within 24 hours.

The bus used must conform to Massachusetts school bus requirements as contained in the pertinent sections of M.G.L.c.90 and 540 CMR7.00 (Minimum Standards for Construction and Equipment of School Buses). Busing with seat belts will be used when transporting preschoolers on a field trip. School age children will travel on a school bus. All buses used must be registered and inspected in accordance with the laws of the state. The operator of the bus must have the appropriate license in accordance with the laws of the state. At no time will the number of children on the bus exceed the number of seats there in. The driver and teacher must have an orientation to the transportation plan. The teacher and operator of the bus must remain focused at all times and not be distracted by the use of a cell phone, radio or other communication. Smoking is not allowed on the bus or in the presence of the children.

A written contract will be signed yearly between the Center and the bus company. The bus company will receive a copy of this transportation plan. The bus company is asked to give a copy of this plan to each driver so that he/she will understand the responsibilities of the center. All staff who will work with school age children will be given a copy of this transportation plan yearly and will sign a statement that he/she understands this plan. This statement will be kept in their files. The Director is responsible for seeing that these statements are updated yearly. The Director will review this plan yearly, make changes as necessary and make sure all people involved are updated. When there is a change in the program or bus contract the Director will contact EEC immediately. All changes will be submitted to EEC in writing

Emergencies

PARENTS AND GUARDIAN EMERGENCY EVACUATION PLAN INFORMATION

In the event of an emergency situation that requires an evacuation of Our Lady's Child Care Center, 35 Pleasant Street, Easthampton, MA, 413 527-6133, one of the following plans shall be implemented. In all situations, the caregivers when evacuating shall take the following measures:

- Check attendance and compile an accurate attendance list. Use list during evacuation and take along during transport to host facility.
- Account for all children, staff and visitors during evacuation process.
- Transport all necessary medications, supplies, and records.
- Coordinate all actions with community public safety and/or emergency management officials.
- Confirm required transportation resources and arrival time.

Determine host facility based on situation (Refer to Evacuation Requirements Sheet, attachment 5-1A):

- a. Pre-determined assembly area nearby requiring short walk or transportation.
 - b. Transportation to host facility some distance away.
- Contact host facility with ETA for arrival of children and staff.
 - Notify families of evacuation and host facility information.
 - Make arrangements for support of children at host facility until reunited with families or return to evacuated facility.
 - Maintain a record of expenses and log of actions taken by staff during evacuation such as names of contacts, times of calls, departure/arrival times, etc. to document evacuation process.
 - Take a cellular telephone if available for emergency notifications.

1. If the emergency is confined to the IMMEDIATE AREA of the child care facility, e.g. fire, or hazardous materials release, and the children cannot remain on the premises, the children will be re-located to East Works building, 116 Pleasant Street, Easthampton by walking. They will remain at this location accompanied by caregivers while parents/emergency contacts are notified and arrangements are made to either transport home or care taking for the remainder of the day. The above evacuation place of safety in the instance of an emergency confined to the care giving facility should ideally be nearby, or within walking distance if practical.

- a. In the event that a physical examination is recommended due to the nature of the emergency, children will be transported to Cooley Dickinson Hospital, Locust Street, Northampton, 413-582-2000 where they will be provided appropriate medical treatment. Parents/emergency contacts will be informed of this location or other facility if required.
2. In a more widespread emergency such as flood or hazardous materials accident requiring evacuation away from the care giving facility and surrounding area, the children will be brought to Our Lady of the Valley, 33 Adams Street, Easthampton by Strong Bus Co. where they will remain accompanied by caregivers while parents/emergency contacts are notified, arrangements for transportation home are made, or continuation of care is made.
 3. In the event of a major emergency that necessitates a large scale evacuation involving the places of safety listed above, evacuation arrangements may be coordinated with community public safety/emergency management officials to locate places of safety that can safely accommodate the children and caregiving staff. This information will be provided to parents emergency contacts so that you may make arrangements for transportation home or continued care.
 - a. Child care programs within the ten mile Emergency Planning Zones for commercial nuclear power stations should follow information provided by the Massachusetts Emergency Management Agency. This information should be shared with all parents of children enrolled.
 4. All shelters listed above have phone access. The Director will bring a cellular phone and all staff will be encouraged to bring theirs. Phone communication will remain intact with emergency personnel for further instructions.

2.18 Fire

Children will immediately exit the building. Staff and children will follow the policy set forth for fire drills. Each class's policy is posted in their class room by the exits. Monthly fire drills are conducted. The children will meet on the preschool playground. Attendance will be taken immediately. The director will check every classroom, closet, bathroom and any area possible that a child may hide. She will take the parents' sign in log, emergency numbers, and cell phone. She will also make sure that the fire department has been notified by pulling an alarm and calling once outside.

If children must be evacuated off the property then follow evacuation procedure 3.10. The office at Our Lady of the Valley Parish will be called so that any extra personnel can come to the center to help remove the children from the property. If it is safe for the children to remain on the property but not in the building then they

will walk over to the church and follow the Shelter in Place Policy 3.11.

2.24 Unauthorized or suspicious person

Visitors must ring a bell to enter the building. Notify the director of any suspicious person attempting to enter the building. If the person is unauthorized call the police at once. Anyone watching the children outside or making the teachers feel uncomfortable should be reported to the Director. This person should be reported to the police. All staff will be notified of any sexual offender living in the area.

3.10 Evacuation

In the event an evacuation becomes necessary because the property is deemed unsafe for the children they will walk to the East Works facility located on Pleasant Street less than 1/10th of a mile away. The office at Our Lady Of the Valley Parish will be called so that any extra personnel can come to the center to help remove the children from the property. If transportation is necessary then Strong Bus Company will be called to help as well as the police department. The Director will take emergency numbers, cell phones, first aid kits, snacks, and water. Each Lead Teacher in the classroom will take an emergency bag. This bag will contain diapers and wipes, books, crayons, paper, sewing cards, or some quiet activities that children can do. The first aid kit located in every room will be put into the emergency bag. The Lead Teacher will take her daily attendance list with her. She will be responsible for taking attendance when leaving the building, arriving at the destination and keeping track of her children. The Teacher will assist the Lead Teacher in any way she can.

Attendance will be taken before transporting and again when everyone arrives safely. The Director will be the last to leave after double checking every room, bathroom, and closet for any child that may have been left behind. The Director and extra personnel will call parents to notify them where they are and to pick up their children as quickly as possible. The Director and Lead Teacher will remain until every child has been picked up.

The East Works Building located at 116 Pleasant Street has a public sitting area large enough to hold the children and staff. It is less than one tenth of a mile away and easily obtainable. There are public rest rooms with changing stations in them. Since it is a public building, it is never closed.

If the neighborhood has to be evacuated then the children will be bussed to Our Lady of the Valley at 33 Adams Street, Easthampton. There is a large cafeteria area where the children can stay to wait for their parents.

PARENT EMERGENCY EVACUATION INFORMATION

Child Care Facility Our Lady's Child Care Center

Address 35 Pleasant Street, Easthampton

Emergency Contact Person Perri Taylor Telephone 527-6133

Cellular Phone# (if available, please do not call cellular phone during non-emergencies.)

In the event of a Confined Environmental Emergency, (e.g. fire, chemical spill, etc.) during which this child care facility must be evacuated, in accordance with Public Safety officials, staff and children will leave the building and gather in the **Immediate Area** at East Works building at 116 Pleasant Street

In the event staff and children are required to leave the immediate area due to a non-confined Environmental Emergency, (e.g. chemical spills, flood waters, etc.) both children and staff will be transported by (staff vehicles, emergency vehicles, buses etc.) to the following **Non-Immediate Area**.

Strong Bus Company to Our Lady of the Valley
33 Adams Street, Easthampton
 Telephone 413 527-9778

If necessary, children will be transported to the following Health Care Facility

Name Cooley Dickinson Hospital
Address Locust Street, Northampton
Telephone 413 582-2000

In the event of a **Major Environmental Non-Confined Emergency** that necessitates the evacuation of a large area, children will be transported by bus to a Red Cross designated mass shelter _____. There they will be cared for while parents / emergency contacts are notified and arrangements made for their pick-up. At all times during the crisis staff will remain with and care for all children in care. Staff will check attendance whenever children are moved. Staff will maintain accurate Attendance Lists and bring any necessary medications / supplies and emergency records. **All parents will be notified of the situation and where to pick-up children as soon as possible.**

3.11 Shelter-in-Place

Sometimes the children are to remain at the school on the advice of emergency personnel. The staff will take every precaution necessary to keep children safe, keeping them away from the windows, not allowing strangers in, keeping them calm, and providing as much daily routine as possible.

3.12 LOCK DOWN

We have taken several precautions to keep your child safe from an unwanted intruder. There are alarms on the door and video cameras at the entrances. There is privacy controlled window film on the classroom windows in the doors. Classroom doors have locks on them that can be locked from the inside of the classroom and

can only be unlocked on the outside with a key.

1. If a staff member or parent sees a suspicious person walking around or in a car on the Our Lady property he/she should notify the director. **DO NOT APPROACH A SUSPICIOUS PERSON.**
2. The director will investigate by asking others if they know this person. If no one knows this person the Director will call the police immediately. The Director will instruct the closest staff members to go into “lockdown Watch.” They will pass the word.
3. Lock down watch means: Get all children in the classroom, lock doors, and get them quiet so that you will be able to hear any further instructions.
4. If there is gunshot , everyone immediately goes into Lock down.
5. If any staff member encounters a threatening person, and they are able to yell lock down then do so and try to get to the office to pull the alarm three times. All staff will be trained during orientation.
6. Director will call 911. Once the classrooms are in full lockdown, the teacher should call 911 in case the director couldn’t.

PLAN FOR MILDLY ILL CHILDREN

Children who are mildly ill may remain in school if they are not contagious (refer to Plan for Infection Disease) and they may participate in the daily program including outdoor time. If a child's condition worsens or, if it is determined that the child poses a threat to the health of the other children, or the child cannot be cared for by the classroom staff, the Director will contact the child s parent(s). The parent(s) will be asked to pick up the child. The child will be cared for in a quiet area, or by a teacher, qualified staff member, or by the Director until the parent(s) arrive to take the child home.

Any toys, blankets, or mats used by an ill child will be cleaned and disinfected before being used by another child.

PLAN FOR ADMINISTRATION OF MEDICATION

Prescription Medication

- A. Prescription medication must be brought to school in its original container and include the child's name, the name of the medication, the dosage, the number of times per day and the number of days medication is to be administered.

- B. The Center will not administer any medication contrary to the direction on the label unless so authorized by written order of the child's physician.
- C. The parent must fill out the Authorization of Medication Form before the medication can be administered.
- D. New staff members must complete a training required by EEC before administering any medication to a child. An annual evaluation of the staff's knowledge of administering medication will be conducted by the Director.
- E. Any medication given will be checked by a second staff member that has completed the Medication training for the correct child's name, the medication, written dosage, the number and times of day medication is given and the amount given has been measured properly. The second staff member will initial the medication log for that child.
- F. Any medication left over will be returned to the parent for proper disposal. The center will not dispose of medication unless the child has left the program and the medication was left behind. The parent will be called and asked to come and get the medication. Medication will be disposed of according to the label. If there are no directions for disposing of the medication then the Public Health Department will be called and the Director will follow their directions. Any disposal of medication or return of medication will be documented on the child's medication log.

Non- Prescription Medication

- A. The Center does not administer non-prescription medication unless the child's physician signs a medication form. The center will accept a signed statement from the physician listing the medication(s), the dosage and criteria for its administration. Along with the written consent of the physician, the Center will also need written parental authorization. The parent must fill out the Authorization for Medication form, which allows the Center to administer the non-prescription medication in accordance with the written order of the physician. These statements will be valid for one year from the date signed. The child's Teacher or Director shall attempt to contact the parent before the medication is given unless a child needs the medication urgently or when contacting the parent will unreasonably delay appropriate care. All medications shall be stored under proper conditions for sanitation, preservation, security and safety.
- B. All staff shall be notified of the children who have asthma and need inhalers or treatments. The child's name will be posted along with the children who

have allergies. (All inhalers medication needs to be kept out of reach of child.)

Topical Ointment and Sprays

- A. Topical Ointment and sprays such as petroleum jelly, sunscreen, bug spray, etc. will be administered to the child with written parental permission. The signed statement from the parent will be valid for one year.
- B. When topical ointments and sprays are applied to wound, rashes, or broken skin, the Center will follow its written procedure for non-prescription medication, which includes the written order of the physician which is valid for a year and the Authorization for Medication form signed by the parent.
- C. Staff are required to wash with soap and water and wear gloves before and after applying Topical Ointment.

All Medications

1. The first dosage must be administered by the parent at home in case of an allergic reaction.
2. All medication must be given to the teacher directly by the parent.
3. Any medication requiring refrigeration will be stored in the kitchen refrigerator. All other medication will be stored in the office out of reach of children.
4. The Lead Teacher will be responsible for the administration of medication. In his/her absence, the Program Director will be responsible.
5. The Center will maintain a written record of the administration of any medication (excluding topical ointment and sprays applied to normal skin) which will include the child's name, the time and date of each administration, the dosage, and the name of the staff person administering the medication. This completed record will become part of the child's file.
6. All medication will be measured and checked by a second staff member before given to a child to insure proper amount of medication is given. Both staff members will document this.
7. All unused medication will be returned to the parent.

PLAN FOR MEETING INDIVIDUAL CHILDREN'S SPECIFIC HEALTH NEEDS

During intake, parents will be asked to record any known allergies on the enrollment form. This form will be updated yearly. All allergies will be posted in each classroom, on the refrigerator in the kitchen, and on the snack storage cabinet. Allergies list will be updated as necessary - new children enrolled, unknown allergies become known.

All staff and substitutes will be kept informed by the Program Director so that children can be protected from exposure to foods, chemicals, pets or other materials to which they are allergic.

For a child with specific food allergies, the Director will inform the classroom staff of substitutions for snack when completing weekly snack menus.

The names of children with allergies that may be life threatening (i.e. - bee stings) will be posted in a conspicuous location with specific instructions if an occurrence were to happen. The Program Director will be responsible for making sure that staff receives appropriate training to handle emergency allergic reactions. If a child has a chronic medical condition then the parent must complete the form on page 39 of this handbook.

PLAN FOR MANAGING INFECTIOUS DISEASE

Staff will take extra special precautions when children who are ill are diagnosed at the Center and when children who are mildly ill remain at the Center. Children who exhibit symptoms of the following types of infectious disease, such as gastrointestinal, respiratory and skin or direct contact infections, may be excluded from the Center if it is determined that any of the following exist:

Criteria for excluding an ill or infected child from an Early Childhood Program

Specific Illnesses:

Chicken Pox, for five days after the onset of the rash or when all lesions have dried and crusted, whichever is later.

Diarrhea, more than the child's normal number of stools (3 or more in a 24 hour period), with increased stool water or decreased form that is not contained by diapers or controlled by toilet use, or stool that contains blood and / or mucus

Head lice, for 24 hours after treatment was begun and there are no signs of nits, scabies, and mites.

Hepatitis A, virus infection, for 1 week after onset of illness and jaundice (if any) has disappeared or until immune serum globulin has been administered to appropriate children and staff in the program within 2 weeks of exposure, as directed by the health department.

Impetigo, for 24 hours after treatment has begun.

Measles, for 4 days after the rash appears.

Mouth sores, in a child who cannot control his or her saliva, unless the child's physician or local health department states the child is noninfectious.

Mumps, for 9 days after onset of gland swelling.

Pertussis, until 5 days of appropriate antibiotic therapy has been completed.

Pinworm, infection, for 24 hours after treatment has begun.

Purulent conjunctivitis (pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, and eye pain or redness of the eyelids or skin surrounding the eye), for 24 hours after treatment has begun.

Rash, with fever or behavior change, until a physician has determined that the illness is not a communicable disease.

Ringworm infection, until after treatment is begun.

Rubella, for 7 days after the rash appears.

Plan for Meeting the Individual Needs of Mildly Ill Children in Care

It is very important for your child's teacher to know if your child is not feeling well, on medication, or has had an injury within the last 24 hours. Children may respond to any of these in an unexpected way during their day at school. Both prescription medication and over the counter medication should be considered. If a child should become ill while in care, the child will be relocated to a quiet area away from the other children but under the supervision of a teacher. The child will be made comfortable and the child's temperature will be taken. The parents will be called and given the details of the child's illness by the Director or the Lead

Teacher. Children who are mildly ill may remain in school if they are not contagious and they are able to participate in the daily program including outdoor play. If a child has a fever equal to or greater than 100.4 degrees by the oral or auxiliary route, a rash, reduced activity level, diarrhea, etc. he/she will be offered their mat, or cot in which to lie down. If the child manifests any of the symptoms requiring exclusion (as listed above) or it is determined that it is in the best interest of the child that he/she be taken home, his/her parent will be contacted immediately and asked to pick the child up as soon as possible. If the child requests a drink, juice or water will be offered. Quiet activities, such as books or puzzles, will be made available to the child while waiting for the parent.

A child who has been excluded from child care may return after obtaining a note from their pediatrician's office stating that they have been evaluated by a physician, physician's assistant or nurse practitioner, and it has been determined that he/she is considered to pose no serious health risk to himself/herself or to the other children.

ORAL HEALTH

With concerns about the increase in tooth decay (cavities) among young children, the Massachusetts Department of Early Education and Care (EEC) recently adopted a new regulation for child care settings, number 606 CMR 7.11(11)(d), to promote oral health and prevent tooth decay.

Effective January 2010, child care workers must assist children with brushing their teeth if:

- 1. The children are in care for more than 4 hours, or**
- 2. They have a meal while in care.**

Some quick facts about the program:

This program will be implemented safely by following the regulations for infection control set by the U.S. Centers for Disease Control and Prevention (CDC).

It will be a great benefit for your child at **NO COST TO YOU**.

Children will be brushing with the direct supervision of our child care staff

Children will be using toothpaste with fluoride and approved by the American Dental Association

Children will receive new toothbrushes after three months of use, or after they are sick.

Date: _____

I, _____ have received and reviewed the Parent Handbook for Our Lady's Child Care Center.

Parent signature