



## Early Education and Care Center

### Parent Handbook



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Accredited by NAEYC's National  
Academy of Early Childhood Programs

## Mission Statement:

The mission of the Early Childhood Programs is to support the growth and development of children and their families by providing a high quality early education and care program, parent education, parent/child activities and individualized family supports.

## Philosophy:

We believe that children learn through play and active engagement with the world around them. Our teachers have a strong foundation in child development and recognize the value of predictability and consistency. They are careful observers, listeners, program planners and guides. The classroom curriculum evolves from the teacher's observations and documentation of the children's development, interests, ideas and questions. Experiences are then offered that will engage the children and encourage growth in all developmental areas.

Our curriculum is not set in stone at the beginning of the year, but rather emerges from the interests and needs of the children. The curriculum that evolves reflects the focus of *The Massachusetts Guidelines for Infant and Toddler Learning Experiences* and *The Massachusetts Guidelines for Preschool Learning Experiences*. These guidelines structure learning through "play and other meaningful activities." In addition, we use the *Creative Curriculum* as a blueprint for planning activities throughout the year. Children are provided with experiences that build a solid foundation for learning and school success.

There are five components that we consider in planning the curriculum:

- The Child's Role
- The Teacher's Role
- The Family's Role
- The Learning Environment
- What Children Learn

### The Child's Role

Children are viewed as competent, curious, resourceful and creative. It is their genuine enthusiasm for learning about the world around them that drives our curriculum. Teachers provide opportunities to plan, play, reflect and revisit appropriate to their age and ability. Children are invited to investigate, make new discoveries and construct their own knowledge.

### The Teacher's Role

Teachers become aware of children's individual interests and strengths and find ways to engage and expand upon them. They do so by arranging for a rich variety of learning experiences that appeal to all the senses - visual, auditory, and physical -

and by alternating individual, partnered, small and large group activities so that children can experience various kinds of social interaction.

Teachers use the *Teaching Strategies GOLD* as a tool for observing children's development in daily activities and to track their progress. Checkpoints are completed three times per year. For infants and children with disabilities checkpoints are completed four times per year (see Appendix A – Objectives for Development and Learning).

Teachers use their observations, documentation and assessment information to develop their weekly curriculum plans. Plans are posted in the classroom and shared with families electronically.

### The Family's Role

We believe that developing a partnership with each family and working together to support children's optimal development and learning is imperative. Teachers communicate regularly through daily conversation, meetings, phone calls and email to share and get input.

MVCS promotes an awareness of differences among children and families, respects the child and family's culture and language, and is responsive to the inclusion of a variety of learning styles. When teachers are developing their weekly curriculum plans, they consider the values, beliefs and experiences of all families in our program.

### The Learning Environment

Classrooms are designed to facilitate play and support children's learning. Teachers develop interest areas that may include areas for blocks; dramatic play; toys and games; art; library; discovery; sand and water; music and movement; cooking; computers; and outdoor exploration. Materials are organized in each classroom to give children a sense of order and mastery.

### What Children Learn

Through the relationships teachers build and the experiences they provide, children build a strong foundation in Social/Emotional Development, Language and Literacy, Mathematics, Science, Social Studies, The Arts, Technology and 21<sup>st</sup> Century Skills (e.g., communication, collaboration and teamwork, creativity and imagination, critical thinking, problem solving).

Additional Services available through Early Childhood Programs:

- Head Start: Comprehensive home based preschool program for Children ages 3-5 (no fee)
- MV Family Center Consultation, parenting classes, support groups, health/developmental screenings, resource and referral, family activities, playgroups, swap shop, and other parent and provider resources.

*Anyone interested in these services may call the Early Childhood Programs Office at 508-693-7900 ext. 280*

Additional services available through MVCS include:

- CONNECT to End Violence: Services to victims and survivors of domestic violence and sexual assault. Supervised Visitation: Safe structured environment for children to visit with non-custodial parent
- Island Counseling Center: Family and outpatient services, substance abuse programs and a 24 hour crisis hotline.
- Disabilities Services: Support services for families who have family members with a disability.
- Island Wide Youth Collaborative Develops and provides an Island-wide integrated system of behavioral health care that is comprised of local providers and maintains on-island treatment options for our youth, young adults and families.

*Anyone interested in these services may call MVCS at 508-693-7900*

Enrollment and Tuition:

The MVCS Child Care Center offers care for children ages 3 months through 5 years. Age groupings include: Infants and Young Toddlers (3-24mos.), Older Toddlers and Preschoolers (ages 2 - 3 yrs.), Preschoolers (3 - 4 yrs.), and Pre-K (4 - 5 yrs.).

Parents meet with the Program Coordinator prior to enrolling in the program. At this visit, parents will receive information regarding Center policies and procedures. We will also use this time to gather information about your child and family's interests and needs, as well as your family culture and customs. To support transitions and coordinate with services offered by other providers, we will ask you to share information regarding other therapeutic, educational, or social service supports received by your child. We will also gather information about your child's developmental history. Both parent and child visit the program and meet the teachers prior to the child's enrollment. All written documentation requested (enrollment forms, developmental history, immunizations, physical, special health plan) must be given to the Program Coordinator the week prior to the child's enrollment.

*Toilet training status is not an eligibility requirement for enrollment. We do not discriminate on the basis of race, color, national origin, gender, religious creed, disability, age, political beliefs or marital status.*

In order to maintain affordability, MVCS fundraising supplements tuition fees as the actual cost of childcare is greater than what is charged. The tuition fees charged to parents are:

Infant/Toddler	\$64.50 per day
Toddler/Preschool	\$60.50 per day
Preschool	\$56.00 per day
Pre-K	\$56.00 per day

These rates are inclusive of our nutrition program. If your family is eligible for free or reduced lunch, your rate will be adjusted accordingly. Limited funding is available for working families through the Department of Early Education and Care and Voucher subsidies. We also accept subsidies from other funding sources including Bailey Boyd Associates and The Wampanoag Tribe of Gay Head. Parents are responsible for the weekly fee regardless of absence for holidays, closings, vacations or illness.

Payment in full is due *prior* to the month of service (or at the time of enrollment). If the monthly payment cannot be paid in full, a weekly payment may be paid in *advance* prior to the week the child is scheduled to attend. Payment is also required prior to attending for additional days added during the month.

*Your child may not attend the program if tuition is not paid when payment is due, unless a plan has been approved in advance by the office. Payments in arrears of two weeks will result in the loss of your child's placement.*

### Physicals and Immunizations:

Your child must be immunized in order to be enrolled in our program unless you object in writing on the grounds that it conflicts with your sincere religious beliefs or

if the child's physician, nurse practitioner, or physician's assistant submits documentation that such a procedure is contraindicated. Please note that in situations when a vaccine-preventable communicable disease is present in school, all children, including those with medical or religious exemptions are subject to exclusion as described in the DPH Isolation and Quarantine Requirements.

State law requires the Center to have a yearly health form on file for each child. This form includes a brief history, evidence of a current physical, and dates and types of immunizations. Please check with us prior to visiting your physician to ensure your child's medical records are current. The visit can provide the opportunity to update the information. All written consents provided by parents are valid for one year unless consent is withdrawn, in writing, prior to that time.

### Lead Testing:

The Department of Early Education and Care (EEC) requires that all children, who are entering or who are enrolled in child care, be screened for lead poisoning when they are 9 months old, then annually until they are 4 years old. Proof that your child has been screened needs to be given to the Center Program Coordinator within one month of admission.

### Organizational Information:

The Department of Early Education and Care (EEC) is the licensing authority for the center. The EEC Regional Office is located at 1 Washington Street, Taunton MA (508) 828-5025. Parents may contact EEC for information regarding the program's regulatory compliance history at any time. The Director of the Early Childhood Programs is responsible for overseeing the Child Care Program. The Childcare Program Coordinator supervises the day-to-day operations of the Center. The attached program chart shows the organizational structure of the Early Childhood Programs. (See attachment B - Organizational Chart)

### Center Hours:

The Center is open from 8:00 am - 5:00 pm Monday through Friday with the exception of legal holidays and approved closures. Early drop-off (7:30 - 8:00 am) and late pick-up (5:00 - 5:30 pm) are available by prior written contractual arrangement with the Program Coordinator. Availability is limited (See attachment C - Holiday Closures).

Please make every effort to pick up your child on time. When a child is picked up late he/she may experience sadness and worry, leading to a difficult departure. Also, teachers rely on after-school time to clean, plan and discuss the school day.

By or before your pickup time you should complete the following:

- Talk with teachers about your child's day.

- Sign-out your child.
- Gather your child's belongings and depart from the classroom with your child.

There will be a late charge of \$5.00 for every 5 minutes, or any fraction thereof that your child remains after his/her scheduled time. A late slip will be signed by the parent and the teacher will turn it into the ECP office. The charge will be added to your tuition bill. We do understand that emergencies arise - please be in touch when they do. Thanks in advance for your cooperation!

### Your Child's First Day:

1. Please return all enrollment forms 2 weeks prior to your child's first day.
2. Bring a change of clothes, proper outer wear for the day, and any necessary personal items, all labeled clearly with your child's name. They will be kept in your child's cubby.
3. Any special instructions or information about your child should be communicated to a teacher, or written in the communication notebook located in the sign in area
4. Separation: This is an important part of your child's day and often requires special attention. It is helpful to establish a short and predictable routine with your child at drop-off (i.e., read a story together, engage in an activity together for a few minutes). It's best to keep it clear, simple and time limited. For example, "When we get to school, I can read you one book, and then it's time to say goodbye." If your child begins crying, walking away will be hard, but never try to slip away without being noticed. No matter how challenging it may seem at the time, a child has even greater difficulty moving on with his/her day if a parent does not acknowledge his/her departure. We will always contact you if your child is inconsolable. Feel free to call at any time during the day to see how your child is doing.
5. When you come to pick up your child, it is important to greet your child first, before stopping to speak with teachers or friends. Your child looks forward to seeing you!
6. Teachers try to make themselves available at the beginning and end of the day to speak with parents. There are times when the demands of the classroom do not allow for this. If you have an immediate need to speak with a teacher, please check-in with the Program Director or Coordinator and they will help to facilitate a conversation. If the need is not immediate, let the teacher know that you would like to arrange a meeting. The teacher will follow up to schedule a time to touch base on the phone or in person.

ECP Director, Heather Quinn  
ECP Office, Admin. Assist, Sharon Coogan

X281  
X280

Program Coordinator, Judy Thomas	X285
Infant/Toddler Room	X289
Toddler/Preschool Room	X280
Preschool & Pre-K	X280

## Arrival and Departure Routines:

There are two entrances to the program space. The doors are unlocked and monitored during drop-off and pick-up times, but locked at all other times of the day. Please knock and a staff person will open the door for you. There will be an attendance clipboard in your child's classroom. Be sure to sign-in and sign-out every day! Also, leave additional phone number(s) where you can be reached that day if not at your usual number. Please call the Center if your child will be absent.

State regulations forbid us to release a child to anyone not specified on the release form included in your enrollment packet. A phone call from a parent will NOT suffice. Please be sure to include anyone who may pick-up your child on the release form. Please let us know if you have a court ordered custody arrangement. In order for us to effectively honor the arrangement, we must have a copy on file. We will not release your child to an adult who appears to be under the influence of alcohol or other substances. If it is determined that the adult designated to pick up your child is under the influence, we will contact another adult listed on your release form.

Upon departure, please check the cubby for art work, dirty clothes, notes, etc. In the Infant/Toddler room, please check your child's clipboard for information about your child's day. In the Older Toddler and Preschool rooms, daily information may be found in the child's "pocket". Teachers are also available to answer questions and share additional information. They may ask that you schedule a time to talk as communication during drop-off and pick-up can be challenging.

## Articles to Bring from Home:

Please bring the following articles to the center daily:

- Formula for infants (if used)
- Complete change of clothes, labeled with child's name
- Diapers (if needed)
- Bottle (if used, labeled)
- Special comfort items (e.g., blanket, stuffed animal)

We ask that your child not bring toys to the Center, other than those that will help his/her transition from home to school. In our experience, toys such as action figures or battery powered vehicles do not contribute positively to school play. If you are having difficulty explaining this to your child, please ask a teacher for help.

## Nutrition:

The Center serves breakfast, lunch and an afternoon snack. Funding is available through the USDA's Child and Adult Care Food Program. You will complete an application packet to determine if your family is eligible for free or reduced meals. Families who are not eligible for assistance will be charged an additional daily nutrition fee.

*We do not discriminate on the basis of race, color, national origin, gender, religious creed, disability, age, political beliefs, marital status or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

The weekly breakfast, lunch and snack menus are posted in your child's room. Please let teachers know about your child's food restrictions (See attachment D - Sample Menu).

### Parent Involvement and Communication:

We encourage parental participation in our program. You may visit at any time (for lunch/play, assist on field trips), as your child is excited to share his/her school experience with you. We encourage day to day communication during drop off and pick up, as well as by phone or email. For the younger children, daily parent reports are written for each child in order for you to have a better sense of your child's day at the Center. Any special issues or significant developments will be shared with you. Please let us know if interpreter services are needed.

Each year a Parent Survey is sent to you in order to formally get your feedback regarding our services. We encourage you to provide feedback any time during the year as well. A Parent Advisory Committee (PAC), made up of one parent from each classroom, meets three times a year and serves as another vehicle for parent input. Let us know if you would be interested in participating in the PAC.

Teachers are available to discuss any questions or concerns that you may have about your child's day or the daily program. Should any difficulties arise that cannot be comfortably settled by individual meetings with the teacher(s), you may request a meeting with the Program Coordinator. If neither of these steps resolves the conflict, the Director of the Early Childhood Programs is available to meet with you to assist in facilitating solutions (See attachment E - EEC Parental Rights).

### Child Screening and Assessment:

As part of the enrollment process, we will also ask you to complete an *Ages and Stages* questionnaire (ASQ) for your child, which can be completed within the first month of your child's entry into the program. Because we want to provide the best start for your child, we use this developmental screening tool in order to gather information from you regarding your child's communication, large and small motor,

problem solving and social/emotional development. Once completed, the teachers will review your ASQ and talk with you about future learning opportunities for your child.

Teachers utilize the *Teaching Strategies GOLD* observation and assessment system to observe and assess the children in their classroom in all developmental areas. Teachers receive comprehensive training on the system and ongoing support in its use by the Program Coordinator. Observations are made throughout the year while children engage in their daily activities. Based on the observation checkpoints, you are provided a written developmental profile two times per year and a parent conference scheduled at that time. Please note that infants and children with disabilities receive profiles/conferences every three months. You may request additional parent conferences at any point in the year.

Your child's assessment information and developmental profiles are used to guide the teachers in their curriculum planning, as well as to inform planning for overall program improvements. The reports are confidential and will only be shared with your written permission. Please let us know if you have any questions or concerns about the assessment process. It is essential that you feel confident that the process will meet your child's needs.

### Staffing Patterns:

Specific teachers are assigned to each classroom, allowing for consistency day-to-day and stably over time. Our Infant/Toddler classroom, our Preschool classroom and our Pre-K classroom all have three regular teachers. Our Toddler/Preschool classroom has two regular teachers. We also have two "floater" teachers - one is shared by the Infant/Toddler and Toddler/Preschool classrooms and the other is shared by the Preschool and Pre-K classrooms. The "floater" covers for planning time and regularly scheduled breaks in an effort to create as much consistency and predictability for the children as possible.

We maintain a list of familiar substitutes who provide coverage for vacation and sick time. When a familiar substitute is not available, the Program Coordinator provides classroom coverage. Substitutes, support staff, volunteers and other service providers do not work alone with children. They are with and supervised by regularly scheduled teaching staff at all times.

### Transition Plan:

For all of us, transitions work better when we know what to expect. By planning transitions, we can help children to adjust to new settings and approach new experiences in a positive way. This Transition Plan will support continuity in the care and services children and their families receive by making sure that the critical information goes with them.

Transitions are supported in our program in the following ways:

For new children and children moving "up":

- Children and their parents are encouraged to visit as often as they would like before the child's first day.
- Teachers review all of the child's intake information, including health and developmental information
- Teachers schedule activities that welcome the child into the group
- Teachers enlist a child in the classroom to be a buddy and show the new child around
- A cubby is prepared for the child so that he/she feels a sense of belonging
- The child and parent are introduced to the group
- When the parent leaves the child, they are encouraged to give a call to see how the child is doing
- Teachers talk with parents often about their child's participation and progress
- Teachers share important information to ensure a smooth transition

In order to ensure continuity in care for infants and toddlers, we strive to keep them together with the same teaching staff for nine months or longer. Our preschoolers typically transition to Pre-K as a group in September. Children enrolled in Pre-K are most often in their last year of preschool and transition as a group to kindergarten at the start of the school year.

For children who are leaving the program:

- Books are read about moving or starting school in order to help the child understand and process the upcoming change
- With parental consent, important information about the child accompanies him/her to the new setting (i.e. Transition Reports)
- Parents are provided with information about resources in their new school or community
- Visits to the new program are encouraged

### Child Guidance Policy:

The goal of our Child Guidance Policy is to maximize the growth and development of children while protecting the group and the individuals within it. Teachers develop a trusting relationship and an effective style of communication with each child. Guidance is provided in a positive and consistent way based on an understanding of the individual needs of the children.

General Guidelines:

- *Prevention:* Prevention is the best technique. Our classrooms, materials and activities are carefully planned to help children meet our expectations.

- *Modeling*: We expect that children will grow in self-control and respect for others by watching adults behave in positive, supportive cooperation and meaningful interactions. Children will imitate the social behavior of adults they admire.
- *Explanation*: Children may not always understand the effect of their behavior on others. Adults contribute to guidance by explaining the consequences of a child's behavior and by pointing out the impact of that behavior on others.
- *Problem-solving*: We know that children want to be independent and have their decisions respected. We encourage children to test their ideas and provide a setting where their creativity can be used to help fit the needs of each other and the group.
- *Redirection*: Children will not be permitted to engage in behaviors that are potentially harmful to themselves, others in the classroom or our materials. We recognize, however, that the feelings or motives behind the behaviors are real and immediate to the child. Our approach is to help the child find some way to express her feelings in an appropriate way. A child who is having difficulty regulating her emotions might benefit from physical activity, a quiet space or the opportunity to play independently or one-on-one with a teacher.
- *Natural or Logical Consequences*: We know that young children need to anticipate what will happen next and understand how their actions affect other people in concrete ways. We explain the logical consequences that will occur (factors which are likely to occur under natural circumstances), describe predictable limits, offering the child acceptable choices of actions.

#### Guidance Strategies in the Classroom:

- We establish basic rules for safety with the children, giving clear explanations. We try to keep these simple. Learning to understand what these rules mean is a process that takes time.
- When small conflicts arise between children, we facilitate problem-solving and exchange of viewpoints between them. The teacher will help the children identify the problem, as well as potential solutions.
- When small problems arise concerning the use of the physical space, equipment or materials, we try redirection and problem-solving first. ("I'm worried that you might get hurt if you sit on the table. What is another way to get closer to the picture you're working on?")
- If redirection, explanation and problem-solving fail to provide the support needed for the child to meet the expectation set, we present natural/logical consequences. ("You need to find a way to play without splashing the water on your friends. They do not want to get their clothes wet. If you can't find a way to do this, I am going to help you to make another choice.")

- If a child is having difficulty regulating his/her emotions and his/her behavior feels disruptive or unsafe to other children, a teacher may help the child find a quiet place to calm. (“It looks like you are having a hard time keeping yourself safe. I’ve brought some pillows over to the rug. I will sit there with you until you are ready to play.”)

The following practices are never used:

- *Physical punishment* of children, including but not limited to, shaking, hitting, slapping, jerking, squeezing, kicking, biting, pinching, spanking or requiring a child to be inactive for a long period of time.
- *Psychological abuse*, including, but not limited to, humiliation, shaming, name calling, ridiculing, sarcasm, cursing, making threats, ostracism or withholding affection.
- *Coercion*, including but not limited to, rough handling, forcing a child to sit down, lie down or stay down or physically forcing a child to perform an action (e.g., clean-up). A child may be held in order to protect the child or others from harm.
- Depriving children of outdoor time, meals or snacks, force-feeding children or otherwise making them eat against their will, or in any way using food as a consequence
- Disciplining a child for soiling, wetting or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet, or using any other unusual or excessive practices for toileting
- Confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision
- *Time out*. If a child is having difficulty successfully participating in a classroom activity, alternative activities will be offered. For example, taking a short walk with a teacher or assuming a helping role in the classroom.

### Referral for Services:

MVCS will refer parents to appropriate educational, mental health, social services and/or medical services, including but not limited to a developmental, dental, vision or hearing screening for their child should the teaching staff feel that an assessment for such additional services would benefit the child. The following procedure will be followed:

- Teachers will document their observations of the child, using the *Daily Log and Incident Action Plan* when appropriate.
- The Program Coordinator will schedule a family meeting to identify and discuss the concerns.
- The Program Coordinator will provide the parent(s) with a written statement including the reason for recommending a referral for additional services, a brief summary of the program’s observations related to the referral and any efforts the program may have made to accommodate the child’s needs.

- The Program Coordinator will provide the parent(s) a current list of referral resources in the community for children in need of social, mental health, educational or medical services.
- The Program Coordinator will obtain written parental consent before the referral is made and maintain a written record of any referrals, including the parent conference and any follow-up conversations.
- The Program Coordinator will follow-up on the referral, with written parental consent, and contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs in the program. If it is determined that the child is not in need of services from this agency, or is ineligible, the Program Coordinator will review the child's progress every 3 months to determine if another referral is necessary.

All meetings with parents are documented by the Program Coordinator and placed in the child's file. Should an IEP or any other individualized plan be developed through any referral source, all adults working with the child shall meet together on a regular basis to ensure success for the child. If the child is presently receiving services from MVYPS or Early Intervention, MVCS will provide a written notice to the administrator of the department to let them know we are providing care for the child.

### Termination and Suspension Policy:

Under several circumstances, MVCS reserves the right to terminate or suspend a child from the program, including:

- non-payment of tuition or pre-arranged payment agreement.
- when the health and safety, developmental needs and welfare of the child, other children in the program or staff cannot be adequately assured.

MVCS will make every effort to avoid suspension/termination including the following:

- meeting with parents to discuss concerns and available options.
- referrals for evaluation, diagnostic or therapeutic services.
- pursuing options for supportive services to the program including consultation and teacher training.
- developing a plan for intervention at home and in the program.

The Program Coordinator will handle these cases on an individual basis with input from the teachers and the Director of Early Childhood Programs. Documentation will be maintained and confidentiality will be strictly observed. In the event of a termination, teachers will talk with the child and other children in the class in a developmentally appropriate manner.

### Nap/Rest Time:

Infants and Young Toddlers sleep in the nap area on their own sleep schedules. Older Toddler, Preschool and Pre-K children sleep on their own individual mats at designated nap/rest times. The environment is prepared to create a relaxing atmosphere where children can rest successfully. Preschoolers who do not sleep are offered quiet activities.

### SIDS Reduction Practices (Sudden Infant Death Syndrome):

In accordance with the recommendations of the American Academy of Pediatrics, MVCS complies with the following safe sleep practices:

- Infants under 12 months in age are placed on their backs for sleeping, unless the child's health care professional orders otherwise, in writing.
- Each infant naps in an individual crib with a firm, properly fitted mattress and a clean fitted sheet with no potential head entrapment areas. Car seats and other sitting devices are not allowed for routine sleep.
- If infants arrive to the program asleep, or fall asleep, in equipment not specifically designed for infant sleep, the infant is removed and placed in appropriate sleep equipment.
- Cribs meet CPSC and ASTM safety standards. Slats on cribs are no more than 2-3/8 inches apart.
- Blankets, quilts, comforters, sheepskins, pillows, stuffed animals, wedges, positioners, bumper pads or other soft padded materials or toys are not placed in the crib with infants under 12 months.
- Sleepers and sleep sacks are used instead of blankets when needed.
- Infants' heads remain uncovered during sleep.
- Bottles are never be propped and infants do not sleep sucking on a bottle of milk.
- Home monitors or commercial devices marketed to reduce the risk of SIDS are not relied upon for the supervision of sleeping babies.
- Supervised awake tummy time is provided daily to facilitate development and minimize the occurrence of positional plagiocephaly (flat head).
- Infants are under direct visual supervision at all times, including while napping.
- All teachers are trained on the aforementioned requirements

### Diapering and Toileting:

Toilet training is not an eligibility requirement for enrollment.

Teachers will ensure that:

- a change of clothing is available for each child.
- diapering areas are separate from facilities and areas used for food preparation and food service.

- a supply of clean, dry diapers adequate to meet the needs of children is maintained.
- the diapering surface will not be used for any other purpose.
- the diapering surface is smooth, intact, and impervious to water and easily cleaned.
- each child's diaper is checked and changed on a regular basis throughout the day. Teachers always check and change wet/soiled diapers after a child wakes from a nap.
- each diaper changing table is used exclusively by one designated class of children.
- the changing surface is protected with a covering that is of adequate size to prevent the child from coming in contact with the changing surface.
- they wash their hands with liquid soap and running water using friction and dry their hands with individual or disposable towels after diapering a child.
- they keep at least one hand on the child at all times when the child is being changed on an elevated surface.
- each child is washed and dried with individual washing materials during each diaper change. After changing, the child's hands must be washed with liquid soap and water, and dried with individual or disposable towels.
- soiled disposable diapers are placed in a closed container that is lined with a leak-proof disposable lining. Soiled diapers will be removed from the program daily, or more frequently as necessary
- soiled non-disposable diapers are placed in a sealed plastic container labeled with the child's name and returned to the parents at the end of the day.
- children are toilet trained in accordance with the requests of their parents and consistent with the child's physical, emotional and developmental abilities.
- no child is punished, verbally abused or humiliated for soiling, wetting or not using the toilet.
- soiled clothing is double bagged in sealed plastic bags and stored apart from other items and sent home with parents at the end of the day.
- children are accompanied to the bathroom by a teacher whenever the need arises, including coming in off the playground.

## Oral Health:

In an effort to decrease the incidence of tooth decay in young children, the Department of Early Education and Care requires that all children attending child

care for more than four hours a day brush their teeth. MVCS will provide each child with a child-sized toothbrush that will be replaced every 90 days. Teachers will assist children in brushing their teeth after they have finished eating lunch. Teachers will ensure that toothbrushes are labeled and stored in a safe and sanitary manner. Parents who do not want their child to brush teeth while in school must make a request for non-participation in writing.

### Transportation Plan:

Children are transported to and from the program by the family or the family's designee who must be 18 years of age or older. Parents will sign an EEC (Department of Early Education and Care) Transportation Plan which will be kept in the child's file and be available to the child's teachers. We discourage parents/caregivers from idling vehicles in our parking area, except if vehicles need to idle in extreme heat or cold to maintain interior or engine temperatures.

Transportation for field trips, which are a part of the Toddler/Preschool, Preschool, and Pre-K curriculum, is provided by the Vineyard Transit Authority. All children utilize seatbelts. The Program Coordinator and a teacher will take attendance prior to entering the bus and upon exiting in order to ensure every child's safety. A First Aid kit, seat belt cutters, a cell phone and emergency information are taken on every field trip.

The program obtains general permission upon enrollment for walking excursions. An Off-Site Activities Permission Form is also obtained for any special field trips requiring transportation.

In case of a medical emergency, transportation will be provided by the parent or other designated adult as arranged by phone, unless it is deemed necessary to call an ambulance. An adult, familiar to the child, shall always travel with the child.

### Confidentiality and the Distribution of Records and Information:

Information pertaining to children and families is privileged and confidential. We will not distribute or release information about your child or family to any unauthorized person, or discuss with any unauthorized person information about your child or family without written consent from you. You have access to your child's file at any time. All children's records must be updated annually. Parent consents are valid for one year unless such consent is withdrawn, in writing prior to that time. As noted above, we are licensed by the Department of Early Education and Care. They have access to all records in order to ensure regulatory compliance.

### Professional Development:

It is essential that all of our teachers be given the opportunities to grow and learn as professionals throughout the year. We create a yearly Program Professional Development Plan and Individual Professional Development Plan for all teachers based on the results of our Annual Program Evaluation and the Performance Appraisals for all staff members. All of our employees complete a minimum of 20 hours per year of Professional Development, including ongoing training on *Teaching Strategies Gold*. Professional Development opportunities include conferences, workshops, coaching/mentoring and college coursework.

### Health Care Policies:

The following are excerpted from MVCS's Health Care Policy. The complete Health Care Policy is kept on premises and is available upon request.

### Contingency Plans for Emergency Situations:

#### Weather Related Closures:

The Program Director or Program Coordinator shall be in contact with the Executive Director or Safety Officer who are responsible for the decision to delay or close due to weather. Reports of closure will be announced on WCAI radio (92.7). Closures will also be listed on MVTV channels 13, 14 and 15. There is also an inclement weather line at 508-693-7900 ext. 300 with updates. Parents will be called if early closure is warranted.

#### In Case of Missing Children:

Should a child be missing from the center, a teacher will alert the Program Coordinator immediately. The Program Coordinator will ask the ECP Administrative Assistant to inform the other programs on campus. The Program Coordinator and any additional staff available will begin looking for the child. If the child is not located within several minutes, the Program Coordinator will call 911 and the child's parents. The Department of Early Education and Care, as well as Department of Children and Families, will be notified within 24 hours.

Should a child be missing from an off-site field trip, the Program Coordinator and any additional staff available will begin looking for the child. If the child is not located within several minutes, the Program Coordinator will call 911 and the child's parents. The Department of Early Education and Care, as well as Department of Children and Families, will be notified within 24 hours.

#### Sheltering in Place:

- In some emergency situations, it may be safer to remain on site until the emergency has ended. The MVCS Safety Officer, or in his absence the Executive Director, shall obtain information from the Oak Bluffs police to determine whether to evacuate or shelter in place.

- As the Center has town water, a power outage will not cause us to lose water. If the water needs to be turned off for any reason, bottled hand cleaner will be used for handwashing. There is a bottle in the first aid kits located in each classroom. Toilets will be flushed by back up water jugs.
- In the case of a power outage, emergency back-up lighting will be utilized.
- All classrooms have a cellular phone, as well as an emergency supply of food, water, formula, diapers, clothing, blankets and other necessities.
- All teachers will remain calm and keep children comfortable and engaged until evacuation is possible.
- In the event that there is a risk of high winds, teachers will move the children to an interior part of the classroom, away from all windows
- The MVCS Safety Officer or Executive Director will notify staff when it is safe to evacuate. Teachers will then initiate evacuation procedures.

#### Lock-down Procedures:

- In the event of a potential threat from an intruder inside or outside the program, the MVCS Safety Officer or Executive Director will contact the ECP office to initiate lock-down procedures. If the event originates within the ECP building, the Program Coordinator or Director will initiate lock-down procedures and contact the MVCS Safety Officer or Executive Director to initiate lock-down procedures in the other buildings on campus. The MVCS Safety Officer or Executive Director will contact the police.
- The Program Coordinator and/or Director will communicate to all classroom teachers that a lock-down is in place.
- Classroom teachers will close the doors, turn out the lights and draw the shades. The children will be instructed to sit on the floor, out of sight lines from the door(s). A Teacher(s) will secure the doors using furniture, zip-ties or bungee cords. Attendance will be taken to ensure that all children are accounted for.
- In the event that a teacher determines that it would be safer for some/all children to flee the building, he/she will initiate evacuation procedures. Once the group reaches a safe location, attendance will be taken to ensure that all children are accounted for.
- A cell phone and emergency supplies will be available in all classrooms.
- The MVCS Safety Officer or the Executive Director will notify staff when the lock-down has ended.
- The Program Director and/or Coordinator will notify families.

#### Emergency Evacuation:

- Emergency Evacuation Plans will be posted at all exits.
- During an emergency evacuation the teacher(s) will be responsible for leading children out of the building. The Program Coordinator and Program Director will assist in the evacuation, check for stragglers and ensure that the windows/doors are closed.

- One teacher will be responsible for bringing the clipboard, which includes daily attendance records, and emergency contact information binder.
- Once everyone is out of the building, two teachers in each classroom will take attendance in order to confirm that all children are accounted for.
- A teacher will lead the children to the designated meeting place at the YMCA where attendance will be taken again.
- Reasons for emergency evacuations include, but are not limited to, fire, power outage, loss of heat or water and natural disasters. If loss of power, heat and/or water occurs while children are in care and is unlikely to return within 2 hours, the Center will be closed. Parents will be notified and asked to pick up their children immediately.
- The Program Director, in conjunction with MVCS's Safety Officer, will contact all appropriate licensing boards and emergency agencies. The Center will remain closed until all involved agencies have approved reopening.
- The Program Director will notify the EEC of any evacuations and/or closures within 24 hours.
- The Program Coordinator will conduct emergency evacuation drills monthly at different times of the program day, under varied weather conditions and using different evacuation routes.
  - The Program Coordinator will maintain documentation of the date, time and effectiveness of each drill in the Emergency Evacuation Log. This documentation will be maintained for 5 years.

## Plan for Managing Illnesses and Infections:

Children need not be excluded for minor illness unless any of the following exist:

- an illness that prevents the child from participating in program activities or resting comfortably
- an illness that results in greater care need than the staff can provide without compromising the health and safety of other children
- unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of serious illness
- Fever, 101° or higher, until fever free for 24 hours.
- Vomiting, 2 or more times in the last 24 hours.
- Persistent Diarrhea that cannot be contained by a diaper or toilet use.
- Unidentified Rash, with a fever or behavior change, until a physician has determined that the illness is a non-communicable disease.
- Mouth Sores, unless a physician states that the child is non-infectious.
- Purulent Conjunctivitis (defined as pink or red conductive with white or yellow discharge, often with matted eyelids), until examined by a physician and approved for readmission with or without treatment.
- Head lice, until treatment has been initiated. The Program Coordinator will assess the evidence of treatment and determine whether readmission is appropriate.

- Impetigo, until 24 hours after treatment has been initiated.
- Strep Throat, until 24 hours after treatment has begun and the child has had a normal temperature for 24 hours.
- Scabies, until after treatment has been completed.
- Pinworm, until 24 hours after treatment has begun.
- Ringworm infection, until after treatment has begun.
- Chicken Pox, when all lesions have dried and crusted, at least 5 days after onset.
- Tuberculosis, until the child is non-infectious.

Minor illnesses where a child might remain in care include:

- Cold
- Headache
- Minor cough
- Fever less than 101

The Program Coordinator reserves the right to make the final decision regarding admission to the Center with symptoms of illness.

The above guidelines are approved by our Health Care Consultant and are in conformance with regulations and recommendations set by the division of Communicable Disease Control, Department of Public Health. The Program Director will notify the Department of Public Health and all enrolled families immediately, and in writing when any communicable disease or illness has been introduced into the program. Whenever possible, written information will be made available. Children who have not been immunized will be excluded from care for the duration of the incubation period.

Procedures for Illness, Injury or Emergency:

- All teachers at MVCS are trained yearly in Infant/Child CPR and every two years in Standard First Aid.
- If a child becomes ill while at school (see Plan for Managing illnesses and Infections), a parent or guardian will be notified to pick him/her up. If a parent cannot be reached, then the person(s) designated on the child's First Aid and Emergency Medical Care Consent Form will be contacted.
- If a child is injured, the following procedure will be observed:
- The teacher will assess the child's injury.
- If the injury is not serious/life threatening, the teacher will follow the recommended first aid procedure. The teacher will then monitor and observe the child's condition throughout the day.

- The parent or guardian will be provided with timely, full and accurate verbal notification of the injury.
- The teacher will complete an Injury Report Form within 24 hours. The report will be given to the parent or guardian for signature. A copy will be returned to the parent or guardian and a copy will be maintained in the child's file.
- The injury will also be documented in the Incident Log.

If the injury is serious/life threatening or a medical emergency occurs, the following procedure will be observed:

- A teacher will immediately administer CPR/First Aid as deemed necessary by the nature of the emergency.
- A teacher will immediately contact emergency services (911) and if needed, obtain the AED from the Program Director's office.
- The Program Coordinator will then notify the child's parent or guardian of the injury/emergency. If a parent or guardian cannot be reached, then the person(s) designated on the child's First Aid and Emergency Medical Care Consent Form will be contacted.
- A teacher(s) will care for the non-injured, healthy children.
- If transport to The Martha's Vineyard Hospital is necessary, the Program Coordinator will accompany the child. A copy of the child's medical information and First Aid and Emergency Medical Care Consent Form will be provided.
- The teacher will complete an Injury Report Form within 24 hours. The report will be given to the parent/guardian for signature. A copy will be returned to the parent or guardian and a copy will be maintained in the child's file.
- The injury/emergency will also be documented in the Incident Log.
- The Program Director will provide written notification to the EEC of the injury/emergency within 48 hours of making the original report. Copies of the CPR/First Aid cards of the staff present at the time of the injury/medical emergency will also be provided.

Emergency Procedures when off site:

- The First Aid Kit and the Off-Site Activities Permission Form for all children present will be taken on all off site activities.
- All children will wear a name-tag with the program's address and phone number.
- The Program Coordinator will carry a cellular phone and identify in advance the location of accessible landlines.

- The procedures for illness, injury or emergency outlined above will be followed.

#### Medication:

- Every teacher who administers prescription or non-prescription medication to an enrolled child during school hours will be trained to verify and to document that the right child receives the proper dosage of the correct medication designated for that particular child and given at the correct time(s) and by the proper method. Every teacher who administers medication (other than topical medication) will demonstrate competency in the administration of medication before being authorized by the Director to administer any medication.
- At least one teacher with training in medication administration will be present at any and all times when children are in care.
- Every teacher who administers any medication, other than oral or topical medications and epinephrine auto-injectors, will be trained by a licensed health care practitioner and will demonstrate annually to the satisfaction of the trainer, competency in the administration of such medications.
- Every teacher, including those not authorized to administer medication, will be trained in recognizing common side effects and adverse interactions among various medications and potential side effects of specific medications being administered in the program.

#### Medication Administration:

- All medication administered to a child, including but not limited to oral and topical medications of any kind, either prescription or non-prescription, must be provided by the child's parent.
- All prescription medications must be in the containers in which they were originally dispensed and with their original labels affixed. Over the counter medications must be in the original manufacturer's packaging.
- Teachers must not administer any medication contrary to the directions on the original container, unless so authorized in writing by the child's licensed health care practitioner. Any medications without clear instructions on the container must be administered in accordance with a written physician or pharmacist's descriptive order.
- Unless otherwise specified in a child's individual health care plan, teachers will store all medications out of the reach of children and under proper conditions for sanitation, preservation, security and safety during the time the children are in care and during the transportation of children.
- Those medications found in United States Drug Enforcement Administration (DEA) Schedules II-V will be kept in a secured and locked place at all times when not being accessed by an authorized individual.

- Prescription medications requiring refrigeration will be stored in a way that is inaccessible to children in a refrigerator maintained at temperatures between 38 and 42 degrees F.
- Emergency medications such as epinephrine auto-injectors will be stored in a place inaccessible to children, but will be immediately available for use as needed.
- When possible all unused, discontinued or outdated prescription medications will be returned to the parent by the Director and the return will be documented in the child's record. When return to the parent is not possible or practical, such prescription medications will be destroyed and the destruction recorded by the Director in accordance with the Department of Public Health, Drug Control Program.
- Teachers will not administer the first dose of any medication to a child, except under extraordinary circumstances and with parental consent.
- Each time a medication is administered, the teacher will document in the child's record the name of the medication, the dosage, the date, the time and the method of administration and who administered the medication.
- Teachers will administer medications in accordance with the consent and documentation requirements outlined by the EEC 7.11(2)(1)1-5. These guidelines will be posted in a place accessible to all teachers and included in the Parent Handbook.
  - Prescription Medication
    - Parents will fill out the Authorization for Medication form and a copy will be maintained in the child's record.
    - Health care practitioner authorization is required.
    - Administration must be logged and include name of child, dosage, date, time, method of administration and staff signature. Missed doses must be noted along with the reason(s) why the dose was missed.
  - Oral Non-Prescription Medication
    - Parents will fill out the Authorization for Medication form and a copy will be maintained in the children's record.
    - Health care practitioner authorization is required.
    - Administration must be logged and include name of child, dosage, date, time, method of administration and staff signature. Missed doses must be noted along with the reason(s) why the dose was missed.

- Unanticipated Non-Prescription for mild symptoms (e.g., acetaminophen, ibuprofen, antihistamines)
  - Parents will fill out the Authorization for Medication form and a copy will be maintained in the child's record. This form will be renewed annually.
  - Health care practitioner authorization is required.
  - Administration must be logged including name of child, dosage, date, time and staff signature.
- Topical Non-Prescription (when applied to open wounds or broken skin)
  - Parents will fill out the Authorization for Medication form and a copy will be maintained in the child's record. This form will be renewed annually.
  - Health care practitioner authorization is required.
  - Administration must be logged including name of child, dosage, date, time and staff signature.
- Topical Non-Prescription (not applied to open wounds or broken skin)
  - Parents will fill out the Authorization for Medication form and a copy will be maintained in the child's record. This form will be renewed annually.
  - Administration of this category does not require health care practitioner authorization, nor does its administration need to be logged.

## Child Abuse and Neglect Policy:

### Abuse and Neglect:

Every teacher is a mandated reporter under M.G.L. c. 119, 51A and must make a report to the Department of Children and Families (DCF) whenever he/she has reasonable cause to believe a child in the program is suffering from serious physical or emotional injury resulting from abuse inflicted upon the child, including but not limited to sexual abuse, or from neglect, including but not limited to malnutrition, no matter where the abuse or neglect may have occurred and by whom it was inflicted.

- The following procedure will be followed:

- A teacher who suspects abuse or neglect must document her observations including the child's name, date, time, child's injuries, child's behavior and any other pertinent information. The teacher will discuss this information with the Program Director.
  - The teacher, with the support of the Program Coordinator or Director, will make a verbal report to DCF, to be followed by a required written report 51A within 48 hours.
  - All concerns of suspected abuse or neglect that are reported to DCF will be communicated to the parents by the Program Coordinator unless such a report is contra-indicated.
- Any form of abuse or neglect of children while in care is strictly prohibited. The Program Director, Program Coordinator and all teachers must operate the program in ways that protect the children from abuse or neglect.
    - Teachers are responsible for abuse or neglect if:
      - The teacher admits to causing the abuse or neglect, or
      - The teacher is convicted of abuse or neglect in a criminal proceeding, or
      - The Department of Early Care and Education determines, based upon its own investigation or an investigation conducted by the Department of Children and Families subsequent to a report filed under M.G.L. c. 119, 51A and 51B, that there is reasonable cause to believe that the teacher or any other person caused the abuse or neglect while the children were in care.
- The Program Director will notify the Department of Early Education and Care immediately after filing or learning that a 51A report has been filed alleging abuse or neglect of a child while in the care of the program or during a program-related activity.
  - The Program Director will notify the Department of Early Education and Care immediately upon learning that a report has been filed naming a teacher or person regularly on the Preschool premises an alleged perpetrator of abuse or neglect of any child.
  - The Program Director will ensure that any teacher accused of the abuse or neglect of a child in a report to the Department of Children and Families, filed pursuant to M.G.L. c. 119, 51A does not work directly with children until the Department of Children and Families investigation is completed and for such further time as the Department of Early Education and Care requires.
  - The Program Director, Program Coordinator and teacher(s) will cooperate fully with all DCF investigations.
  - Staff members who report child abuse/neglect by another staff person are immune from discharge, retaliation, or other disciplinary action for that reason alone, unless it is proven that the report was intended to do harm.