



# PARENT HANDBOOK

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[www.GrowingByLB.com](http://www.GrowingByLB.com)

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Dear Parent,

Welcome to Growing By Leaps & Bounds, Inc., serving children age 1 months to 8 years old. We are happy to have you and your child join our childcare family.

You, no doubt, have many questions about such things as policies, yearly calendar, medical forms, and so forth. We have prepared this HANDBOOK to help answer such questions. Please read it before your child attends our program and consult it as needed throughout the time that your child is enrolled at Growing By Leaps & Bounds, Inc.

Growing By Leaps & Bounds, Inc. is licensed by the Massachusetts Department of Early Education and Care (EEC) and follows their regulations.

A handbook cannot anticipate all the questions that a parent might have, so feel free to contact us (781-238-4443) if you need any further information.

The fax line is also our secondary line. *If you need to send a fax to the center, please call us first so we do not pick up the secondary line and miss your fax.* Thank you.

Definition of a Parent: For the purposes of this handbook, the word “parent” will be used to define the person who is the child’s primary caregiver or legal guardian.

Sincerely,

Abby Hodgkins, Director  
Growing By Leaps & Bounds, Inc.

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## **PHILOSOPHY**

### “Reaching For The Stars”

Here at Leaps & Bounds we believe that each child should be given the opportunity, the help, the knowledge and the love to reach for the stars. We will strive to fill their minds with magic and wonder, awe and excitement, hopes and dreams. We will encourage the children to have time for play that we feel is an essential part of the learning process. Play and learning are inseparable companions. All this will be done in the safest of havens with lots of laughter and warmth and an abundance of exuberance and serenity. We will offer just the right mixture of freedom and restraint, nurturing and security, and let’s not forget empowerment. And with that power, we will watch them soar! The practices that we will use to sustain these dreams include:

- \*\*\*\*\**Teachers as advocates for the child and parents.*
- \*\*\*\*\**Flexible schedules and routines.*
- \*\*\*\*\**Personal rituals between child and teacher.*
- \*\*\*\*\**Teaching practices tailored to the characteristics and needs of each child.*
- \*\*\*\*\**Continuity of caregivers.*
- \*\*\*\*\**Consistencies of care practices between home and school.*

At Leaps & Bounds we believe that children are not the same, and each child deserves a full range of developmentally appropriate experiences, free of stereotypes or limits based on race, gender, or religion. Our program practices that promote individualized, appropriate learning include:

- \*\*\*\*\**An emphasis on learning environments and child-choice curriculum.*
- \*\*\*\*\**An emphasis on natural, authentic experiences and interactions.*
- \*\*\*\*\**An environment rich in written and spoken language experiences.*
- \*\*\*\*\**Generous allowances for child mobility, messy play, and challenge.*
- \*\*\*\*\**Extensive use of the outdoors.*
- \*\*\*\*\**Use of caring routines and times for play and learning.*
- \*\*\*\*\**Exposure to cultural diversity via materials, interactions, and experiences.*

Leaps & Bounds realizes that all families are not the same and for that reason our program hours, services, and policies are designed to be flexible and responsive to various needs. Our program practices include hours ( M – F, 7:00am – 5:00pm) and services reflecting parents’ needs.

Leaps & Bounds respects and understand parents and is sensitive to family beliefs and values. We recognize the need for a true partnership with parents and are responsive to individual and collective parents’ needs, requests, and concerns about the care and education of their children. Parents are encouraged to contribute, make suggestions, and have influence over their children’s’ care. Program practices include:

- \*\*\*\**Teachers who are responsive to parents.*
- \*\*\*\**Daily written and verbal communications.*
- \*\*\*\**Regularly scheduled progress reports and parent conferences*
- \*\*\*\**Monthly Newsletters found on our on-line blog*

## GENERAL INFORMATION

### GUIDLEINES FOR REGISTERING AT GROWING BY LEAPS & BOUNDS, INC.

When a parent is interested in enrolling their child in the Center, they will contact the Director, or a member of the staff who is at least teacher certified, to set-up a pre-enrollment visit. During this visit, the parent will come with their child (some parents chose to come on their own for the first visit) and tour the Center and particularly their child’s room. If the Center currently has a waiting list for your child’s age group, then the Director will put you on it if you so desire. If the Center does not have a waiting list or knows that they will have an opening on a specific date, for which you are interested, then a slot may be reserved with an \$85 registration fee which is non-refundable. Before a child’s “official” start date, the Center recommends that a child visit their new classroom several times. Typically, a child will come 2-3 times during the week before they are scheduled to begin school. This helps the child feel more comfortable with his/her new teachers and new peers. This helps significantly to smooth the transition from home to school.

- GBLB accepts children ranging in age from 1 months to 7 years old.
- The Center has four classrooms that are broken down in the following way:

Infants	1 months to 15 months
Toddlers	16 months to 2.9 years
Preschool	2.9 years to 4 years (mixed Toddler/Preschool age group is approximately 2.2 - 4+ years)
Pre-Kindergarten	4 years to 5 years+

- Children enrolled in the Center will be given first priority to move from one age group to another, but switching rooms or groups depends on availability and the child’s development.
- Any child who will be leaving for the end of June or end of August, must let us know by the end of March, so we may be able to enroll new children for the summer and fall.
- The Center maintains a waiting list. Intake is based on our ability to meet your scheduling needs.
- All infants 12 months and younger will be placed on their back to sleep in order to reduce the risk of SIDS. If a parent would like their child to sleep (including, but not limited to) on their sides, stomach, there will need to be a written note from your child's doctor stating that they are aware of this arrangement and give GBLB permission to do so. We

are unable to have them sleep on or in an object such as swing, carseat, etc. Infants may only have a crib sheet and a sleep sack in their cribs. A pacifier may be used, but will be removed from their crib once it is no longer being actively used.

## **TOOTH BRUSHING**

Due to recent pandemic concerns, GBLB will no longer be participating with toothbrushing after lunch meals. Oral hygiene is very important and we encourage you to instill good tooth brushing habits at home in the morning and at night. Seeing a dentist every 6 months and at an early age establishes a life-long routine of enhanced oral health for your child.

## **REQUIRED FORMS**

The following forms must be kept in our files and available for print out on our website [www.GrowingByLB.com](http://www.GrowingByLB.com):

- Face Sheet / Child's History Form
- Developmental History and Background Information
- Emergency Release Form
- First Aid and Emergency Medical Care Consent Form
- Physicians Form (completed by a doctor) including a lead screening at age 1, most recent physical exam date and current immunizations. (not a printable off of our website, please obtain a printout from your child's doctor)
- Custody agreement of guardianship papers (if applicable)
- Medication Form (if applicable)
- Visitor Authorization/ Nap Time release/ Photo release/ Walking Field Trip Form

All of these forms will be accessible to you in an enrollment packet found on our center's website address [www.GrowingByLB.com](http://www.GrowingByLB.com). These forms **MUST** be completed **BEFORE** your child receives care at GBLB. *New forms must be completed and updated annually.* The office will notify parents when they need to update their forms.

## **ARRIVAL**

GBLB operates Monday – Friday 7:00 AM to 5:00 PM. When you enroll your child at GBLB, we ask you to give us the scheduled hours your child will attend. All drop-offs need to be by 9:30 AM unless you have made previous arrangements with the office on a case by case basis. If your child is going to be late or absent, we ask that you call before the scheduled start time to let your child's teacher know so they will not delay activities while waiting for your child.

We have had some confusion in the past regarding drop off and pick up times and our flexibility. Although GBLB maintains a high level of flexibility with your schedule, we do contract your child for the drop off and pick up times you place on your child's enrollment packet. Therefore, if you're contracted for an 8:00 drop off and a 4:00 pick up, please stick to these times unless a prior arrangement has been made with the Director before that day. Furthermore, if you are contracted for 8:00, and you drop off late at 8:30, this does not constitute a pick up of a half hour late for 4:30. You must still pick up by your contracted pick up time, or you will receive a \$5.00 for every 15 minutes late charge, (or \$20.00 for every 15 minutes if past 6:00). This also pertains to early drop offs. If you arrive at 7:30, instead of 8:00, you will accrue a \$5.00 charge for every 15 minutes of being early until your contracted start time. This will only take place if there is an appropriate number of teachers in the classroom to maintain correct EEC staff to child ratios.

We will also no longer accommodate drop offs after 9:30 AM. We are a scheduled learning facility that runs curriculum imperative to your child's academic benefit. When a student who is scheduled for a full day is dropped off after 9:30, it is disruptive to the students learning and the classroom environment. An after 9:30 drop off time would be acceptable with a previous arrangement made with the Director, or a doctor's note.

## **ENTERING & LEAVING GROWING BY LEAPS & BOUNDS, INC.**

GBLB has a security code in order to enter the building. Upon enrollment, you will be given a 4 digit code to open the secondary door. This code is subject to change without notice, but you will be given a new code when it does change.

We want to remind you to drive in the parking lot in a safe manner for the well being of all children. Please drive slowly since a child could dash away quickly. We do not want to have any accidents. Also, please note that children are impressionable. We would like to encourage parents to **NOT SMOKE IN THE PARKING LOT**. Some parents are sensitive to this type of visual input their child may receive and would not find it favorable to have their child see someone smoking.

***Parents are responsible for escorting their child into the classroom with acknowledgement of the teacher/aide.***

## **DEPARTURE**

- Children must be picked up promptly by 5:00 PM.

- If an emergency arises, and you know you will be late, please notify us as soon as possible.
- Your child will be released only to you or the other adults listed on the Emergency Medical Care & Consent Form.
- If someone other than yourself is going to be picking up your child, and that person is listed on the Emergency Medical Care Form, we still need to know from you that they are coming. You may write a note or call the office to let us know. Non-custodial parents will be permitted to pick-up their children unless the custodial parent states, in writing, that they are not permitted to do so, and give us a copy of the custody agreement.
- If you wish to have someone pick-up your child who is not on the list, a written, signed request is necessary. *We cannot accept telephone requests!*
- Staff is instructed to ask for identification from any adult whom they do not recognize.
- In cases where one parent is the custodial parent, the Center will need a notarized court document showing the custodial agreement. This is the only way the Center is able to enforce the agreement and even sometimes the non-custodial parent will get very upset and will try to take a child. The teachers will do what they are capable of to prevent this from happening. They will try to call the custodial parent and/or the police if necessary, but if the non-custodial parent is causing too much trouble for the teachers and the group as a whole, the teachers may be unable to enforce the agreement. It would be in the custodial parent's best interest to inform the teachers of what exactly they would like them to do if the non-custodial parent were to show up and become violent. Please try to refrain from involving your child's teachers in the details of your custody issues. Their job is to be sure that your child is receiving high-quality care while they are at the Center. If issues directly affect the child, then the teachers should be informed; however, if the issues are personal between the two parents, then the staff should not be involved. Please bring concerns and more detailed, necessary info to the Director.

## **INCLEMENT WEATHER CLOSINGS**

- The Center will normally stay open during winter storms; however, there may be times when the Center will have delayed openings or will dismiss early depending on the time and severity of the storm. We will coincide our closings, delayed openings, or early dismissals, with the town of Burlington School Systems. *However, we may close, delay, or have an early release on our own authority as well. All decisions are made by the Director, and are not open for discussion the following day back to school.* Our main priority is the safety of everyone enrolled and working at the Center, not convenience!
- School closings will be on the school answering machine by 6:15 AM. It will also be posted to our center's blog at <https://growingbylb.wordpress.com> which we ask you to subscribe to in order to receive all of our important center-wide information. It is your responsibility to check for school closings.



## CLOTHING

- Dress your child in sturdy, washable clothes that can take wear, tear, and occasional spills. Children cannot wear open-toed sandals/flip flops to play on our outdoor equipment for safety reasons. Try to send children in clothes that will make it easy for them to dress themselves. We do not remove shoes for nap time. We need to be prepared to leave in an emergency at all times.
- 1-3 complete changes of clothing, including outer wear, socks, pants, underwear, sneakers, and shirts should be sent in. Children who are potty training should have at least 5 changes available each day.
- The children will play outside almost every day, weather permitting. Please be sure to send in the appropriate clothing each day (i.e. snow pants, hat, boots, mittens, sunhat, etc.) Often times, even if it's really cold, or hot and muggy outside, just getting out for five to ten minutes, is all the children need. The teachers use their own discretion as to when it is appropriate for their classroom to go outside. Unfortunately, due to staffing issues we cannot accommodate requests to have one child stay inside all day. If the rest of the class is going out, then all teachers would need to go outside with the class, thus there would not be a teacher available to stay inside.
- In spring and summer, children will go in the sprinkler. Children should bring a bathing suit, towel, sun block, water shoes, and hats.
- All clothes and shoes (boots) must be clearly marked with your child's name. We cannot be responsible for lost or damaged items. ***We cannot stress enough, the importance of sending your child to school in clothing that can get dirty, stained, or possibly lost.*** It is very difficult for the teachers to keep track of every article of clothing each child wears to school on a daily basis. We always have extra clothing on hand.

## CONFIDENTIALITY

Each child has a file which will contain all of the required forms, any written communications from you, and any information your child's teacher may have in regards to your child, including a copy of the child's progress reports. The child's file and record are available to the Director and Teachers. You will be asked for a written and signed request before the file will be shared with other professionals. Parents may request access to their child's file at any time.

GBLB enforces a policy of strict confidentiality with regard to the children, their families and our staff. Staff members are to discuss matters of students or families in private only. They are not to discuss with parents matters regarding GBLB's administration, staff, or families and

children other than the parents own. Violation of these matters of confidentiality will be grounds for immediate dismissal of the staff member.

Any financial issues should be discussed with the Director.

## **OBJECTS FROM HOME**

Some children like to bring items from home to the Center. We appreciate the young child's need for taking along security objects when leaving home for the day. However, problems occur at the Center when:

- The objects brought in encourage a kind of play we discourage (e.g. toys with sharp edges, aggressive toys such as guns, swords, or any other type of weapon)
- The objects are very unique or popular and the owner of the object allows some children to have a turn but refuses to give a turn to others.

In order to keep the peace among the children and facilitate reasonably calm play, we encourage children to put objects brought from home in their cubby. For a child who needs an object to hold on to, this is not a satisfactory solution.

The following suggestions can help meet children's needs but avoid problems:

- Try to send a toy that is important to your child but not especially interesting to the other children. A favorite stuffed animal is often a good choice. Most children have their own favorite stuffed animal at home and do not quickly warm up to someone else's. Books, too, are good choices, because a book is easily shared with others as a teacher reads the book to the owner, other children can listen.
- If your child insists on a toy that you think you will not be a good one to bring to the Center, try to encourage the child to bring in the toy as a nap choice only. Bring in a napping toy is completely fine as long as they are not violent toys, noise producing toys, or something that may distract other children from their rest time. Let your child know that during the day that toy will stay in their cubby until nap time.

We wish to support children who need an object to make the transition from home to the Center. We also wish to optimize the Center experience for everyone, which sometimes becomes more difficult when certain items are brought in. We appreciate your sensitivity to this matter and hope that the suggestions given above will help all of us.

## **RESEARCH**

Although this does not happen often, researchers may ask to use the Center as a site to conduct a study on which they are working. If it is an observational study in which the researcher will have no contact (verbally or physically) with the children and all names and identifying information will remain confidential, the researcher must request, in writing to the Director who can approve or disapprove of the request.

If the project entails contact with the children, a thorough proposal must be submitted to the Director. This type of research requires the approval of the Director. If approved, the researcher must supply permission slips to all the parents for approval to work with their child. A final version of the research paper must be sent to the Director and any parent who requests one.

## **NON DISCRIMINATION CLAUSE**

Growing By Leaps & Bounds, Inc. is an equal opportunity employer and does not discriminate on the basis race, religion, national origin, cultural heritage, disability, political beliefs, marital status, or sexual orientation in admissions, hiring, policies, financial aid, or other aspects of its operations.

In accordance with the American with Disabilities Act, Leaps & Bounds affirms the legal rights of individuals with disabilities by prohibiting discrimination based on disability and promoting equal opportunity in employment and service delivery for persons with disabilities, and the provider shall meet the standards applicable to itself and to the Commonwealth of Massachusetts under the Americans with Disabilities Act (42 USC 12101 et seq., 28 CFR Part 35)

It is not an eligibility requirement for Preschoolers to be potty trained in order to be accepted into our program.

## **DRUG FREE WORKPLACE AND GROUNDS**

GBLB maintains a drug free workplace at all times. Any question of drug or alcohol use while working would result in immediate dismissal of any GBLB employee. Although it can make for

an awkward and loathsome conversation, please note that the Director will also have to speak to parents should anyone have any paraphernalia, smell of any products, or prove to be under the influence in any way. If necessary, the local police or DCF authorities will be notified. This situation may also lead to asking the family to move on from our care.

## **TUITION**

Upon registration at the Center, you will be informed that our most recently published tuition rates are available on-line on our website [www.GrowingByLB.com](http://www.GrowingByLB.com). Tuition rates are subject to a yearly increase in August. This increase will be on a percentage scale of 3-7%, but may be more or less depending on fiscal needs.

Parents are billed either monthly or weekly. We do not accept payments made in cash or check, (please see next paragraph). If you choose to be billed monthly, you will receive your bill in the last week of the month before you receive the care for your child, and tuition is due the on the first day of the month. If you choose to pay weekly, you will still receive a monthly statement, but funds will be withdrawn weekly. All tuition payments are expected before you receive the care for your child, *not afterwards*, therefore, the Director will process all payment on the Thursday before the week/month due. This will ensure that funds are withdrawn from your account and deposited into ours before Monday or Tuesday of that week of care.

***Our Program processes all payments through “Tuition Express”. This can be discussed in more depth in person, but the general idea is that you can have your tuition withdrawn directly from your checking, savings, or major credit card, each time your bill is due. It is a lot more convenient for both the Parents and the Business, and requires only one form to be completed in order to activate Tuition Express. Activation of an account can take up to 5-10 business days. We do not accept payments in cash or check.***

When tuition is 2 weeks in arrears, written notice will be given to parents stating that it will be their responsibility to contact the Director to correct the situation. Financial documentation will be required if an extended payment plan is sought due to an emergency. There will be a \$25.00 late charge for all outstanding balances more than 10 business days overdue. If, after 30 days, there is a balance due, childcare services can be terminated. There is a \$25.00 charge for returned checks.

A late charge of \$20.00 will be assessed for every 15 minutes or portion thereof, after the closing time of 5:00 PM. You will be billed in the month that it occurs. It is important that we do this because the teachers are only scheduled until 5:00 PM and they have other commitments outside of work that they must attend to. We do understand that many unforeseen circumstances come up, and often times it is impossible for you to get to the Center by 5:00 PM. We do appreciate it, if you know you will be late, to try to give us a call ahead of time so as to provide the teachers as much notice as possible.

If you are early for drop off or late for your scheduled pick up time, (other than if it falls after 5:00 P.M.) there is an early/late fee pick-up policy of \$5.00 for every 15 minutes. Over run fees will be billed monthly. You will be charged for the first two hours at this rate, and then become subject to the next highest rate on the rate sheet.

All parents are expected to pay for their child's contracted hours 52 weeks a year. In other words, if you go on vacation, if your child is sick, the Center is closed (major holidays), or if your child is out for any other reason, you are still expected to pay the Center your regular weekly tuition during that time. The main reason for this is that regardless of whether or not your child is here, we still need to pay our teachers as well as our monthly bills. Also, regular attendance is very important in order for your child to feel part of a group, develop, and maintain friendships. If you need to change your contracted hours on a permanent basis, we would appreciate a written note from you two weeks in advance. We will not allow parents to change their contracted hours for a week at a time. If your child will be absent due to an illness, especially a contagious one, please notify the school so we may inform other parents if it is a contagious illness. We appreciate 2 weeks written notice of any planned absences. The two-week lead-time is helpful to us as we plan our staffing each week. **No credits will be given for vacation or sick time used. If your child comes part time and is sick on one of their regularly scheduled days, you may make up the time during THE SAME WEEK if there is space on another day. Please call the Center to make arrangements.**

Further information regarding vacations, time-off, and/or summer's away is as follows:

1.) SHOULD YOU WISH TO TAKE A VACATION, TIME-OFF, AND/OR SUMMER'S AWAY, YOU WILL NEED TO NOTIFY THE OFFICE IN ADVANCE. IF YOU ARE TAKING A ROUTINE COUPLE OF DAYS TO A WEEK OFF, A TWO WEEK NOTICE IS NEEDED. HOWEVER, IF YOUR VACATION IS MORE LENGTHY, AND INVOLVES A PERIOD IN EXCESS OF TWO WEEKS TIME, A MONTH'S NOTICE OR MORE IS APPRECIATED.

2.) PERTAINING TO VACATIONS, TIME-OFF AND/OR SUMMER'S AWAY THAT ARE 29 DAYS OR LESS, YOU WILL BE EXPECTED TO PAY YOUR NORMAL TUITION RATE WHILE YOU ARE AWAY. \*THERE WILL BE NO DISCOUNTS OR DROPPED DAYS TO ACCOMMODATE A LOWER FEE. (FOR EXAMPLE: IF YOUR NORMAL TUITION RATE IS \$100 PER WEEK, YOU'D PAY \$100 PER WEEK).

3.) PERTAINING TO VACATIONS, TIME-OFF AND/OR SUMMER'S AWAY THAT ARE 30 DAYS EXACTLY, YOU WILL BE EXPECTED TO PAY 50% OF YOUR NORMAL TUITION RATE THROUGH THE 30 DAYS PERIOD OF TIME. UPON YOUR RETURN ON THE 31ST DAY, YOUR NORMAL TUITION RATE WOULD GO INTO EFFECT. \*THERE WILL BE NO DISCOUNTS OR DROPPED DAYS TO ACCOMMODATE A LOWER FEE. (FOR EXAMPLE: IF YOUR NORMAL TUITION RATE IS \$100 PER WEEK, YOU'D PAY \$50 PER WEEK FOR THE FIRST 30 DAYS, THEN BACK TO YOUR NORMAL \$100 PER WEEK THEREAFTER).

4.) PERTAINING TO VACATIONS, TIME-OFF AND/OR SUMMER'S AWAY THAT ARE IN EXCESS OF 31 DAYS, THE 30 DAY POLICY WOULD GO INTO EFFECT. THEREFORE, YOU WILL PAY 50% OF YOUR NORMAL TUITION FOR THE FIRST 30 DAYS AND THEN AFTERWARDS WOULD PAY YOUR NORMAL TUITION RATE FOR THE REMAINING TIME YOU HAVE SCHEDULED TO BE OUT. \*THERE WILL BE NO DISCOUNTS OR DROPPED DAYS

TO ACCOMMODATE A LOWER FEE. (FOR EXAMPLE: IF YOUR NORMAL TUITION RATE IS \$100 PER WEEK, YOU'D PAY \$50 PER WEEK FOR THE FIRST 30 DAYS, THEN BACK TO YOUR NORMAL \$100 PER WEEK THEREAFTER, WHETHER YOU RETURN ON THE 31ST DAY OR NOT).

\*FOR EXAMPLE: IF YOU ARE NORMALLY SCHEDULED TO COME 5 DAYS PER WEEK, YOU WILL BE DISCOURAGED FROM DROPPING YOUR SCHEDULED DAYS DOWN TO A LOWER NUMBER OF DAYS TO ACCOMMODATE YOUR RATES WHILE ON VACATION, TIME-OFF, OR SUMMER'S AWAY. TO CLARIFY, CHANGING YOUR SCHEDULE FROM A 5 DAY RATE TO A 4, 3, OR 2 DAY RATE BEFORE A VACATION, TIME-OFF, OR SUMMER'S AWAY, WILL NOT USUALLY BE ACCOMMODATED IF YOUR INTENTIONS ARE TO THEN RETURN AND RESUME YOUR 5 DAYS. IF THIS SCHEDULE CHANGE IS WHAT YOU CHOOSE TO DO, THEN UPON YOUR RETURN, YOUR 5 DAYS CANNOT BE GUARANTEED AS WE MAY GIVE UP THOSE LOST DAYS TO OTHER FAMILIES IN NEED OF CARE. YOU MAY BE PLACED INTO A DAILY SCHEDULE OF 4, 3, OR 2 DAYS WITHOUT RE-ADMITTANCE INTO YOUR 5 DAY SLOT, SHOULD IT BE UNAVAILABLE.

ON A SIDE NOTE: ALL OTHER CHILD CARE CENTERS REQUIRE FULL PAYMENT OF ALL VACATIONS, TIME-OFF, AND SUMMER'S AWAY, SO WE HOPE THE 50% DISCOUNT IS HELPFUL FOR THOSE OF YOU WHO WISH TO SAVE SOME MONEY ON VACATIONS, TIME-OFF, AND SUMMER'S AWAY THAT ARE 30 DAYS IN LENGTH.

Childcare hours are tallied according to the hours on the sign in/out sheet found on the wall. Hours are tallied by quarter hours only. Whether your child attends school full or part time, you must sign in and out each day. If you do not, *you will be charged a \$5.00 fee for each day that your child is not signed in and/or out.* **Please also note: we would like you to write next to your child's name whether or not they have received any form of medication for that day, what it was, and why and when it was given.**

If someone other than yourself brings them or picks them up, you must make sure they sign in or out. Sign in/out sheets are used for attendance purposes in times of emergencies (fire drills, etc.) Although the staff will keep their own class attendance sheets, these are not the forms we will go by for billing or emergency purposes.

In cases where the two parents are separated or divorced, it is the responsibility of both of the parents to see that the bill is paid on time, in full! The Center is not responsible for making sure that each parent pays a portion of the bill. The parents, together, are responsible for seeing that their child's entire tuition is paid on time.

We offer a 7% second child discount and a 10% third child discount. This only applies to families that contract for more than 2 full days per week, or 3 half days per week. The tuition amount for the oldest child is used to then deducted either 7% or 10% from the total.

The Center does not charge parents to be placed on the waiting list. When space becomes available and a parent decides to enroll their child, the parent pays an \$85.00 registration fee.

This fee is non-refundable. After your yearly enrollment expires, you will receive a new enrollment packet and be charged a \$45 re-enrollment fee.

Upon enrollment of your child, you will be required to leave a deposit equal to one week's tuition. This deposit is held the entire time your child is enrolled at the Center and may be used towards your last week's tuition, provided we receive **at least 2 weeks written notice** of your withdrawing your child from the Center and your bill is current. If we do not receive at least 2 weeks written notice for the withdrawal of your child from the Center, and your bill is not paid up to date, then your deposit becomes non-refundable.

## MEALS

Parents will be asked to provide all snacks and meals for their child. Please send these items in to the Center using a lunch box that is accompanied by an ice pack to keep refrigerated items fresh. We have microwaves in classroom for use in heating up foods if needed.

The children will be allowed to eat breakfast brought from home from approximately 7:00 to 8:00.

Morning snack is held at 9:30. A nutritious choice is best for this time of the day, in lieu of sugary snacks.

Lunch is generally from 12:15 – 1:00 each day based on the needs of the children. Parents need to send in healthy meals for their children each day.

Afternoon snack is held at 3:15.

Sometimes, children bring in special treats to share with the others for unique occasions. If you do not want your child to have such treats, please let his/her teacher know.

Please do not send in any food that your child hasn't already tried at home first. Allergies can be quick and severe. All new foods should be tried at home first. Also, please cut up larger items like apples and sandwiches as well as highly checkable items like grapes and hotdogs before sending to school.

***PLEASE BE SURE TO LET US KNOW IF YOUR CHILD HAS ANY FOOD ALLERGIES OR RESTRICTIONS. THERE IS A PLACE IN YOUR CHILD'S DEVELOPMENTAL HISTORY FORMS, WHICH ARE UPDATED ANNUALLY. PLEASE INDICATE IT ON THE FORMS AS WELL AS VERBALIZE IT TO YOUR CHILD'S TEACHER AND TO THE DIRECTOR DURING YOUR INITIAL INTERVIEW. You will be asked to fill out an IHCP form to have signed by the doctor and updated annually in their file. <https://www.mass.gov/doc/individual-health-care-plan-policy-and-form/download>***

## **WE ARE A PEANUT AND NUT FREE CENTER!**

### **FOR ALL CLASSROOMS**

All classrooms will be sensitive to the individual needs of the children in the room as possible. In each classroom, the teachers will be in charge of maintaining each child's progress report evaluations and any other specific developmental issues relevant to the child.

### **SCHOOL VACATIONS & SUMMER PROGRAM INFORMATION**

GBLB is open year round 7:00 AM - 5:00 PM and during all school vacations. Our hours do not change during public school vacations either. Please note: During school vacations, snow/ inclement weather days, or any day in which your child needs extra care beyond what their normal care would be, you would be charged accordingly.

GBLB will only be closed for the following days/holidays and 2 weeks every day for the Christmas Holiday break and Fourth of July break:

Memorial Day

Week of the 4<sup>th</sup> of July (dates will be depending on calendar placement)

One Friday in August for Staff Development Day (to be announced)

Labor Day

Thanksgiving Day and the day after

Week of Christmas Eve Day through January 1st, reopening on January 2nd.

GBLB is open all summer long. The Center schedule runs similar to a summer camp from the end of June to the end of August. The main difference in the daily schedule is that the children spend more time outside in the mornings and afternoons. For example, morning free play and morning activities are typically held outside, weather permitting. The Center offers water play, walking neighborhood trips, and lots of fun activities (magicians, gymnastics, singers etc.) for the children. At the beginning of the summer, we will send home a calendar with each week's themes and activities planned. We will ask families to pay a nominal fee for the entire summer program to help defray the cost of these special activities.

### **FIELD TRIPS**

The Walking Field Trip Permission Form, which you have been asked to sign, is required for general trips (e.g. walks in the neighborhood, local parks, fire stations, etc). Special field trips



(e.g. museums, theaters, restaurants, apple orchards, etc.) will require a separate specific written authorization. The Center may go on field trips throughout the year. Parents are informed of these trips well in advance and are required to sign specific permission slips in order for the child to be able to go on the trip. If you ever did not want your child to go on a particular field trip, there is always the option for your child to stay behind at the center in another classroom *only* if they are in the same age group per EEC standards. You would need to make these arrangements ahead of time with your child's teacher. There may be a nominal cost associated with each trip. We will only contract transportation from companies that offer adequate insurance and provides seat belts. We do not provide center owned or parent owned vehicles for transporting children.

Transportation Plans will be written according to the type of trip to be made. The plan will document the destination of the trip, those certified to supervise the trip, the safety and supervision of students during the trip, a description describing how they will travel from to and from the program and/or in an emergency. The plan will be available for parents to read and sign before a trip is taken as well as be available to the certified person(s) supervising the trip.

#### GENERAL TRANSITION PLANS:

##### Transition plan for Infants leaving Toddler, Preschool, Pre-K room, the kitchen, bathroom or outside to head to the Infant room:

Infant teachers will escort the children from the prior destination down the hall to their classroom. A count of infant children present in the prior destination and again in the infant room will be done to ensure a proper headcount using the classroom attendance sheet. Any communication to be given to another co-teacher will be given at this time.

##### Transition plan for Infants leaving Infant room to go to Toddler, Preschool, Pre-K room, the kitchen, bathroom, or outside.

Infant teachers will escort the children from the infant room down the hall to their destination. A count of infant children present in the infant room and again at the destination location will be done to ensure a proper headcount using the classroom attendance sheet. Any communication to be given to another co-teacher will be given at this time.

##### Transition plan for Toddlers leaving Infants, Preschool, Pre-K room, the kitchen, bathroom or outside to head to the Toddler room:

Toddler teachers will escort the children from the prior destination down the hall to their classroom. A count of toddler children present in the prior destination and again in the toddler room will be done to ensure a proper headcount using the classroom attendance sheet. Any communication to be given to another co-teacher will be given at this time.

##### Transition plan for Toddlers leaving Toddler room to go to Infant, Preschool, Pre-K room, the kitchen, bathroom, or outside.

Toddler teachers will escort the children from the toddler room down the hall to their destination. A count of toddler children present in the toddler room and again at the destination

location will be done to ensure a proper headcount using the classroom attendance sheet. Any communication to be given to another co-teacher will be given at this time.

Transition plan for Preschool leaving Infants, Toddlers, Pre-K room, the kitchen, bathroom or outside to head to the Preschool room:

Preschool teachers will escort the children from the prior destination down the hall to their classroom. A count of preschool children present in the prior destination and again in the preschool room will be done to ensure a proper headcount using the classroom attendance sheet. Any communication to be given to another co-teacher will be given at this time.

Transition plan for Preschoolers leaving Preschool room to go to Infant, Toddlers, Pre-K room, the kitchen, bathroom, or outside.

Preschool teachers will escort the children from the preschool room down the hall to their destination. A count of preschool children present in the preschool room and again at the destination location will be done to ensure a proper headcount using the classroom attendance sheet. Any communication to be given to another co-teacher will be given at this time.

Transition plan for Pre-Kers leaving Infants, Toddlers, Preschool room, the kitchen, bathroom or outside to head to the PreK room:

Pre-K teacher will escort the children from the prior destination down the hall to their classroom. A count of pre-K children present in the prior destination and again in the pre-K room will be done to ensure a proper headcount using the classroom attendance sheet. Any communication to be given to another co-teacher will be given at this time.

Transition plan for Pre-Kers leaving Pre-K room to go to Infant, Toddlers, Preschool room, the kitchen, bathroom, or outside.

Pre-K teacher will escort the children from the pre-K room down the hall to their destination. A count of pre-K children present in the pre-K room and again at the destination location will be done to ensure a proper headcount using the classroom attendance sheet. Any communication to be given to another co-teacher will be given at this time.

## **BEHAVIOR MANAGEMENT**

Leaps & Bounds maintains a policy of discipline and guidance, which shall be consistent and based on an understanding of the individual needs and development of the child. The direct goals of any discipline are to maximize the growth and development of the children, and to protect the group and the individuals within the group. Each child, who needs support in managing behavior, will be approached, individually, depending on the situation. Children will participate in development of rules, when possible. However, these guidelines will be followed as general rules for all children when discipline is an issue. Redirection is our main practice.

Our first efforts will be preventative discipline. Preventative discipline is:

- Recognizing age-level characteristics and needs of children, and planning the program to meet those needs.
- Giving the child a choice only when we intend to leave the situation up to the child.
- Clearly defining limits, and consistently and fairly maintaining them.
- Stating suggestions and directions in a positive rather than negative manner, i.e. “walk” rather than “don’t run”.
- Using only words and tone of voice that will help the child feel confident with the child’s own motive or interest.

When behavior gets out of hand, action needs to be immediate. Staff will:

- Speak to a child in a soft and private manner. Explain any inappropriate actions while maintaining eye contact and getting to know s/he is angry, worried, excited, etc.
- Accept child’s feelings. Say that you know s/he is angry, worried, excited, etc.
- Look for reasons that may contribute to behavior problems – is the child needing adult help or attention? Is the child hungry or worried, etc.?
- Separate a child from the group in a quiet chair until the child has regained self-control. No child shall ever be out of sight or hearing of the teachers. Quiet time will not exceed one minute for each year of the child's age.
- Remove the child from the classroom, with teacher supervision, until the child is able to regain self-control and rejoin the group.
- Follow up of repetitive behavior problems with parental discussion/conference.
- Follow up any discipline with a positive reinforcement for positive actions.
- When at all possible, please try to only redirect the child away from the situation and into a new and better situation.

The following shall never be used as a form of discipline by GBLB staff:

- Corporal punishment, including spanking, or any form of striking or touching the child.
- Cruel or severe punishment, humiliation, verbal or physical abuse, neglect or abusive treatment.
- Denial of food.
- Punishing a child for soiling, wetting, or not using the toilet.
- No force-feeding.
- 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.

In cases of consistent problem behavior on the part of a child or parent, GBLB reserves the right to ask a child/family to leave the Center. The Center reserves the right to immediately terminate a child if that decision is in the best interest of the Center as a whole. If the child’s behavior or the parent’s behavior is uncontrollable or if a child has special needs which cannot be met at

GBLB, the Center reserves the right to terminate the family. If a parent were being disruptive and causing undue stress to the staff of the Center, this would also be reason for termination from the Center.

The following actions will be considered due cause for termination of a family from the Center:

- Excessive biting
- Severe behavior problems, which cannot be controlled and endanger the child and/or other children.
- Physical, mental, or emotional problems that require constant one-on-one attention for a period of more than 30 days.
- If a parent refuses to cooperate and seek professional help when recommended by Center staff or when a parent refuses to cooperate with the Center's policies.
- Failure to pay tuition on time.
- If a child has a disability which the school cannot accommodate.
- Drug or alcohol use, paraphernalia, or excessive odor causing upset by individual family, other families or staff. Local police and/or DCF may be notified, if necessary.
- Excessive language, hostile behavior, belittling actions, or worse, from a parent to staff and/or the Director.
- Or any other issue, which may be disruptive to the Center.

**The Center always reserves the right to immediately terminate a family if it is in the best interest of GBLB. In the event of such termination, a portion of any prepaid tuition will be refunded on a per diem basis. Readmission to our program is at the discretion of the Director.**

## **HEALTH CARE POLICIES**

**EEC requires that a written Health Care Policy Statement be provided to each staff member posted near a telephone and include the following:**

### **HEALTH CARE CONSULTANT:**

Danyelle Kavanagh, RN  
119 North Street  
Danvers, MA 01923  
Cell Phone: (978) 884-9078

### **EMERGENCY TELEPHONE NUMBERS:**

**POLICE..... 911 OR (781) 272-1212**

**FIRE..... 911 OR (781) 272-1212**  
**RESCUE..... 911 OR (781) 272-1212**  
**POISON CONTROL CENTER..... 1-800-682-9211**

**HOSPITAL:**

Winchester Hospital  
41 Highland Avenue  
Winchester, MA 01890, USA  
(781) 729-9000

OR  
Lahey Clinic Medical Center  
41 Mall Road  
Burlington, MA 01805, USA  
(781) 744-5100

**EMERGENCY PROCEDURE:**

1. Immediate First Aid for condition.
2. Call Police or Rescue..... 911 OR (781) 272-1212
3. Notify Parent; call work number.

**EMERGENCY PROCEDURES IF PARENT CANNOT BE CONTACTED:**

1. Immediate First Aid for conditions
2. Call Police or Rescue..... 911 OR (781) 272-1212
3. Call emergency alternate. Staff person should accompany the child with his/her medical and emergency forms and stay until a family member is present.

**FIRST AID EQUIPMENT:**

**LOCATION: In each classroom**

Location for each kit should be posted in a prominent place in each classroom.

Contents of each kit should include:

Band-Aids, adhesive tape, gauze pads, gauze rolls, tweezers, thermometer, disposable Medical Examination Gloves, scissors, multiple cold packs.

**Responsibility for maintenance of First Aid Kits: Teachers in each room.**

**Responsibility for administering of First Aid Kits: All First Responders.**

- Your child’s doctor must complete the Massachusetts School Health Record, including the lead screening if after 1 year of age. (A printout from your doctor's office that includes a current physical exam date, current immunizations, and a signed and dated doctor's signature.)
- You must also fill out all enrollment forms prior to your child’s first day at school found on our centers website [www.GrowingByLB.com](http://www.GrowingByLB.com)

- Children must have had a complete physical exam within six months of the completion of the medical form. This form along with the other enrollment forms must be updated every year on or before your child's anniversary date.
- For the sake of your child's comfort and health of the other children, please keep your child home if any other the following conditions exists:

Sign of a fresh cold (runny nose, watery eyes, etc.)

Fever of 100.2 or more

Diarrhea (3 or more incidents)

Vomiting

Untreated infection, (e.g. strep throat, ear infection)

Infectious rashes

Contagious conditions, such as lice, impetigo, or conjunctivitis

If your child has an infection, s/he can return to the Center after they have been on the antibiotic for at least 24 hours. If your child is being sent home with a fever, s/he must be *fever-free AND medicine-free* for at least 24 hours before s/he may return to school.

If your child has a communicable illness, (e.g. lice, strep throat, conjunctivitis, impetigo, Coxsackie, etc.) you must let his/her teachers know; they will inform the other parents and the Center's Health Care Consultant. Your child would be excluded from care until a proper diagnosis, medical treatment and advice to return to the center is given by your child's doctor.

If your child becomes sick while in our care, your child's teacher will call you to take your child home. If you cannot be reached, your delegated "emergency" person will be expected to pick up your child, and will provide care until you return. Please be sure that the people on your emergency list understand that responsibility. Your child will be placed in a quiet, cozy area (either in the classroom or in the office) in the Center and will be supervised until you or your emergency person arrives. If a parent is asked to pick up their child, they must **arrive at the center to pick up their child within 1 hour of the time of the phone call.**

Staff can administer non-prescription medicine and other types of topical or oral items ONLY with a note written by the child's doctor specifying dosage and restrictions. Other prescription medication must be in the original prescription container. Please fill out a Medication Log form at drop off if you are leaving a prescription medication with your child's teacher to administer. The first dose of any medication may not be administered at the program. Staff perform an annual evaluation on-line of the ability to authorize and administer medication. We will allow parents to provide staff with the written permission of their child's health care practitioner to train staff in implementation of their child's individualized health care plan. IHCP's will be written up for children who require medication that aid in life saving techniques, i.e. epipens, inhalers. <https://www.mass.gov/doc/individual-health-care-plan-policy-and-form/download>

It is a requirement from EEC that all children 12 months and older must have a lead screening done prior to enrollment in the Center and then annually after that up to age three, unless living in a high risk city/town.

Although we understand it is difficult for a parent to miss work, in many cases it is not in the best interest of the sick child and/or the Center community to have the child at GBLB. GBLB's health policies set up the basic criteria that we follow regarding necessary treatment, and exclusion of GBLB care, for common conditions found in Early Childhood. In general, we ask a parent not to bring their child to the Center if their condition is contagious, requires medical treatment, or if the child is obviously too uncomfortable functioning in group care. Also, if your child's condition requires a 1:1 ratio or it interferes in any way with the adult/child ratio, we are unable to allow them to attend GBLB that day.

GBLB staff try to be reasonable when determining whether or not a child is sick; however, we do adhere strictly to the health policies, for the benefit of the sick child and the total group. If a parent is asked to pick up their child, they must arrive at the Center within 1 hour of the time of the phone call. If a parent will not be at their usual number, they must leave the number where they can be reached in case their child becomes ill during the day. If your child appears to have symptoms of illness, as described in the policies listed below, please keep him/her home. When in doubt, a parent is welcome to call the Center in the morning to ask for advice in judging the condition. Please try to call before your child's start time if you know your child will not be coming to school that day, as this helps us to identify similar symptoms in other children and it also helps in program planning. Notification of any highly contagious conditions (conjunctivitis, strep throat, impetigo, etc.) is very important to us, and we do post notices of such illnesses to inform all parents.

**Some common childhood illnesses are:**

**DIARRHEA:**

A child will be sent home if s/he has had 3 watery stools. Children may return to the Center once they have had a firm stool. Your child may return to the Center with occasional diarrhea, due to antibiotics, teething, etc. only if we have written or verbal notification from your pediatrician that the diarrhea is not due to contagious illness. The only exception to the requirement of a doctor's note for diarrhea, which is being caused by an antibiotic, is in the case of Augmentin. Since diarrhea is such a common side effect of the antibiotic, Augmentin, our Health Care Consultant said that this could be the one exception. In other words, if your child is on Augmentin and is experiencing NO other symptoms other than diarrhea, it is OK for you child to attend the Center even though they still have diarrhea. (For younger children we might ask that you bring in plastic pants to go over the diapers until the diarrhea has stopped.) If the antibiotics are only causing the diarrhea, but the antibiotics are also causing stressful cramping, we will ask that your child be taken home if s/he is very uncomfortable.

## **VOMITING:**

A child who has vomited at GBLB must leave the Center until vomiting has ceased for a minimum of 24 hours, returning only if s/he is well enough. If your child vomits at home during the night or in the early morning, s/he should not be brought to GBLB since not enough time has passed to determine the cause of vomiting.

## **COLDS:**

Normal colds may occur frequently in Early Childhood and children with very mild symptoms such as a runny nose, or slight cough may be in the center. However, if your child is not well enough to participate with the rest of their classroom, then they will not be permitted to attend school that day. The Center does not have the staffing to provide 1:1 ratios for children who are feeling sick. Please remember that a child must also be well enough to play outside to be at GBLB. Given recent pandemic guidelines surrounding the Covid-19 virus, a child who presents with cold symptoms will be asked to seek medical attention and receive a Covid-19 test.

## **FEVER:**

Parents will be called and asked to pick up a child who has a fever of 100.2F or higher. Although, often times we will still contact parents even if their child's temperature is under 100.2F just to let them know that their child has a slight fever. The child may return to GBLB within 24 hours ONLY IF the fever was under 100.2. ALSO ONE OF THE PARENTS MUST BE REACHABLE BY PHONE AND BE ABLE TO ARRANGE PICK-UP in case the teachers observe that the child is not well enough to be at GBLB after all. All temperatures are taken with a digital hospital grade thermometer. The thermometer is the same one used at your pediatrician's office and is placed under the child's left arm, in their armpit. It has a specific setting for auxiliary temperature taking and therefore we do not need to adjust the displayed temperature the way we would have to on a regular thermometer you could buy OTC.

If the fever was 100.2 or higher, the child must remain out of school until at least 24 hours from the time the fever breaks (*this is not necessarily 24 hours from the time the child leaves GBLB*). An exception to this would be if the fever were caused by an ear infection for which the child was now taking an antibiotic. If this were the case, we would need a note from the child's doctor, stating that their fever was due to an ear infection.

The fever policy is based on mutual trust and respect for the judgment of teachers and parents. It is not designed to allow for care for mildly ill children, but to allow for flexibility to assess children's recuperation from fever producing illnesses on an individual basis. This is done for the benefit of the parent, but not to the detriment of the child, or other children, or teachers. This policy will not work without total cooperation between teachers and parents. Given recent



pandemic guidelines surrounding the Covid-19 virus, a child who presents with a fever will be asked to seek medical attention and receive a Covid-19 test.

### **IMPETIGO:**

There are two types of impetigo: One caused by strep and the other by staph. A culture must be taken to determine which bacteria are causing the impetigo. If it is strep, as it is usually the case, a child may return to GBLB 24 hours after medication is applied. If it is staph, the child must be out for 72 hours after application of the medication.

### **CONJUNCTIVITIS:**

This is a highly contagious infection of the eye, characterized by tearing, a yellow-green discharge, and “pink eye”. If it is suspected, we will call you and ask you to take your child and have him/her checked by a doctor. If the diagnosis is confirmed, your child must be on antibiotics for 24 hours before returning to GBLB, and then only if the yellow discharge is gone.

### **STREP THROAT:**

Strep can cause a variety of symptoms. You should have your child checked for strep if s/he has a fever, rash, and/or sore throat. If a child has strep throat, s/he must be on antibiotics for 24 hours before returning to GBLB. Given recent pandemic guidelines surrounding the Covid-19 virus, a child who presents with sore throat symptoms will be asked to seek medical attention and receive a Covid-19 test.

### **COXSACKIE:**

Coxsackie is a virus that causes a rash that appears as spots or blisters on the mouth, hands, and/or feet. The virus can also cause fever, diarrhea, upper respiratory infection, and a sore throat. Children with Coxsackie may not be at GBLB. Often times these sores are bloody, oozing or otherwise, and a child can spread this virus until sores are completely healed. It is also a tricky virus in childcare centers to keep covered and free of bacteria or debris entering the wounds so as to prevent infection. We ask that your child remain at home until the sores are crusted over and healing.

### **CROUP:**

Croup is caused by an inflammation of the larynx, usually following a cold. The major symptoms of croup are labored breathing and a harsh “barking” type of cough. A child with croup may not be at GBLB until the “barking” has stopped, which can take from a few days to 2 weeks in more severe cases. Given recent pandemic guidelines surrounding the Covid-19 virus,

a child who presents with croup symptoms will be asked to seek medical attention and receive a Covid-19 test.

### **EAR INFECTIONS:**

Many ear infections are accompanied by a fever and in these cases we do follow the policy regarding fevers. Occasionally, there is no fever but it is often apparent that the child with an ear infection is very uncomfortable and out-of-sorts. In these cases, even though ear infections are not highly contagious, your child will either have to leave the Center or will not be allowed to come to the Center. It is important to trust the teacher's judgment on this matter.

If a child has to go on an antibiotic for an ear infection, they do not have to wait the 24-hour waiting period unless it is a new antibiotic, in which case the antibiotic policy would override. The other case would be, of course, if the child were not feeling well enough to come to the Center, then they would also have to wait until they were feeling well enough.

### **TEETHING:**

Infants and toddlers present a special health problem due to teething. Teething is often accompanied by a slight fever, diarrhea, and general cold symptoms, none of which are contagious but do make your child feel unwell. We will try to ease your child through this time, especially by following the methods that have been successful at home. If the day seems particularly stressful for your child because of teething, we may suggest that you pick him/her up early.

### **MONILIA/THRUSH:**

These are yeast infections (candida/fungus), which appear as white or yellow spots or patches inside the mouth (thrush) or in the genital area (monilia). Once discovered, parents will be called to remove the child from the center so that the child may be taken to the doctor for appropriate antibiotics. A child with monilia may return to GBLB on the following morning, after receiving the antibiotic, since the child's clothes will cover the infection. However, since the infection is contagious, a child with thrush must be on the antibiotic for 24 hours before returning to GBLB, as it is impossible to control completely the transmission of an infection in the mouth.

### **LICE:**

Head lice are tiny bugs, approximately 1/8<sup>th</sup> of an inch long and tan in color. They do not transmit disease, but they do bite and they do spread easily because they lay eggs (nits) and are able to be transmitted from a head onto something or someone else. The nits are grayish-white, oval, and tiny, and they adhere tenaciously to hair strands about ½ to 1 inch from the scalp. The noticeable symptoms of lice are itching, and the child often constantly scratches the head. If GBLB were to have a lice epidemics, there will be guidelines for the fairly simple treatment of

the hair that will be posted in the Center. If a parent would like a scientific copy, they can request one from their child's doctor. If lice or nits are found on a child's head, parents will be called to pick their child up immediately. If your child has lice or nits, they cannot return to school until their head is free of all lice and nits. Even if the nits are dead it is too difficult for us to determine whether or not some could still be alive, so the child is not permitted to return to GBLB **until their head is completely free of any evidence of lice or nits.**

## **COVID-19**

**Given recent pandemic guidelines surrounding the Covid-19 virus, a child who presents with any symptoms of Covid-19 will be asked to seek medical attention and receive a Covid-19 test. Protocols surrounding cases of Covid will be managed by the Department of Public Health and all appropriate quarantines will need to be followed. If your child has been in contact with someone who has had a positive case of Covid, quarantine procedures will need to be followed: if in the home and unable to isolate, quarantine for the positive case's 10 days and then on day 11 begin your child's day 1 for 10 days. For further guidance surrounding Covid-19 please seek medical advice from your family practitioner, the CDC and/or DPH.**

## **MEDICATIONS**

EEC will not allow staff to administer any prescribed or non-prescribed medication to a child without a written request, or prescription from their physician. GBLB also requires that parents complete medication forms for both prescription and non-prescription medicines. Prescriptions medications must come in the original container, with the child's name, the appropriate dosage, the name of the medication, the number of times per day and the number of days the medication should be administered all on the label.

*At home the parent should administer the first dosage of a new medication in case of an allergic reaction. The first dose of medication may never be administered while in the program.*

Non-prescription medications must also come in their original containers, with a Doctor's note specifying the medication, the dosage amount and how often it should be administered. This statement will be valid one year from the date it is signed. The child's physician should review this authorization during the year for any changes in the child's age or weight. GBLB cannot administer outdated medication of any kind, or administer any medications contrary to the directions on the label unless so authorized by written order of the child's physician. We will make every attempt to contact the parent prior to their child receiving the non-prescription medication unless the child needs medication urgently or when contacting the parent will delay appropriate care.

Medication forms for parents to complete are available outside of your child's classroom door in the 3-file wall distributor. Please return it promptly to your child's teacher following its completion. When a medication form is filled out by a doctor regarding a Non-Prescription medication, the form is valid for one year's time. Oral medication for the use of reducing fevers will not need to be signed off on by a doctor, but will need to be filled out on a medication form WEEKLY by the child's parents.

Medications are to be handed directly to your child's teacher. Under no circumstances should you leave your child's medicine in their cubby, lunch box, back pack, etc. Please also let the teacher know whether it is a refrigerated item or not. All medication will be disposed of by being given to the parents at the time of their expiration or at the end of the duration of medication/consent forms expiration.

Since it is our policy to send children home with a fever of 100.2 or higher, we cannot give Tylenol to a child simply to bring down their fever. The only exception would be if there were a Doctor's note saying that the fever was not due to a contagious illness. The note must state why the child did have a fever. Some acceptable reasons would be teething, an ear infection, a shot, etc. However, should your child spike a high fever, and you are more than a reasonable amount of time away, we will administer a dose of fever-reducing medicine if your medication form states so and we have your verbal permission over the phone.

When topical ointments and sprays are applied to wounds, rashes, or broken skin, the program will follow its written procedures 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. The parents must bring them in labeled and the teachers put them in a designated spot in the room (not in the child's cubby). The sunscreen, bug spray, or diaper creams would be administered as specified on the parent permission form. Upon completion of a form/medication, your child's teacher will give it to the Director to file in your child's main office file folder.

The staff of GBLB uses a form in order to keep track of the child's name, the time, and date of administration, the dosage, and the name of the staff person administering the medication. You can ask to see this form daily, when the medication is scheduled to be completed, or not at all. This form will also be given by the Teacher to the Director to file in your child's main office file folder at the end of the medication. All unused medication will be returned to the parent.

## **PROCEDURES FOR MILDLY ILL CHILDREN**

If a child comes to the Center feeling ill, (suffering from fever, nausea, etc.) the child's teacher will attempt to contact the parent at his/her place of employment. Unfortunately, parents are not always able to leave work immediately. In these situations, the teacher will isolate the child in a

quiet area of the classroom or in the office under supervision and make him/her feel as comfortable as possible until the parent is able to arrive. The teacher or Director may offer the child food (such as crackers) and water. Also, if the child is feeling well enough, we will offer him/her a toy or quiet activity. This activity must be one that can easily be sanitized, such as Legos or Fisher price cars. Should you be unable to pick up your child within one hour of initial phone call please communicate that right away and we will help to make arrangements for a person from your Emergency Contact List to come in your place.

## **PROCEDURES FOR MEETING INDIVIDUAL CHILDREN'S SPECIFIC HEALTH NEEDS AND IHCP**

GBLB will post allergy lists in each classroom. This list will include the child's name, type of allergy, symptoms of the allergy, and medications or emergency procedures to follow should the allergy take effect. Parents are required to let their child's teachers and Administration know what specific instructions should be taken. This will also help aid the Administration in knowing if they need to specially train their staff to deal with such emergencies. GBLB will do everything in its power to prevent exposure to foods, chemicals, pets, allergens, or other materials that pose a possible allergic reaction. If your child has an allergy, an Individual Health Care Plan (IHCP) will be written up to be kept in your child's file. This plan will inform staff on how to administer life-saving medications and will need to be updated annually by your child's doctor with a valid signature and date. If a life saving medication is administered, 911 and the parents will be notified immediately.

## **PLAN FOR MANAGING INFECTIOUS DISEASE**

When a communicable disease has been introduced into the program, the parents must be notified, and will be made aware of the signs and symptoms of the communicable disease. GBLB will monitor other children within our care for signs and symptoms of the infectious disease. Should the infectious disease prevent a child from participating in all program activities, or from resting comfortably, we will require the child to be picked up from the center within our policy's one-hour time frame. If the illness results in greater care than staff can provide, or requires the child to be excluded from the program, then the child will be sent home and referred to their doctor for further diagnosis, and/or treatment. Should your child not be immunized due to a written statement that it conflicts with your sincere religious beliefs or that such a procedure is contradicted then this child must be excluded from the program when a vaccine preventable disease is introduced into the program. Our Health Care Consultant, Danyelle Kavanagh will be notified of any infectious diseases and consult us on what precautions to take, should there be the threat of spreading the disease throughout the facility.

In regards to COVID-19, we will continue to follow all CDC guidelines regarding quarantine, sanitizing/disinfecting surfaces, notifying our GBLB community as well as EEC and BOH

should any positive cases occur at GBLB. Should there be any period in time when a classroom(s) or the center needs to close due to a Covid-19 outbreak we will follow our our policies as well as State/Federal guidelines. All days closed due to any type of pandemic situation will result in families paying 50% tuition until we reinstate child care.

## **PLAN FOR INJURY PREVENTION**

All staff members and administration will check hazards daily. Any findings will be reported to the Director immediately, regardless of what person found them. If immediate action is necessary, the Director will make arrangements to fix, however, the landlord of the building is responsible for any major fixes that the building or grounds may require.

**There will be no smoking on the premises, or in the parking lot.** Toxic substances, sharp objects, and other hazards will be kept out of reach of the children at all times. Staff should note that First Aid Kits are located in each classroom, should be taken outside to the play yard, and taken on filed trips along with emergency phone numbers of parents, the center, and emergency care. Staff are aware that they are to properly fill out any incident that requires First Aid and that they are required by GBLB to place a phone call to the child's parent if their injury results in a neck or above injury or if it involves a biting incident. The Director or assigned teacher will keep track of all injuries in a main injury log, so please report all injury forms to the office, once the parent has signed it and you've given a copy of the report to them to take home. Please be aware that only staff who are currently certified in First Aid will be allowed to administer care.

## **WRITTEN PLAN FOR REFERRALS, SERVICES & TERMINATION**

**Withdrawal:** Any parent wishing to withdraw his/her child from GBLB must give the Director **at least 2 weeks written notice.** The parent is responsible for all fees applicable until the end of the two-week notice. **This notice must be in writing!**

**Referral:** GBLB shall use the following procedures for referring parents to appropriate social, mental health, educational, and medical services for their child, should the Center staff feel that an assessment for such additional services would benefit the child. GBLB may also offer staff members consultation and educator training needed to further support the child and the program from an outside source. If the referral is made because of behavioral reasons, we will develop a plan for behavioral intervention at home and in the program as advised by the referral services provided.

**Center Liaison:** The Center liaison is a staff person (at least teacher qualified) assigned to a child to serve as that child's liaison between the classroom and the other teachers and outside referral agencies.

- Any staff member who is concerned about a child's development or behavior will report her concerns to the child's classroom teacher. The Teacher will review the concerns with the Center Liaison and, if necessary, the Center Director.
- If the Center Director and the Center Liaison agree, the Teacher will complete and begin documentation's of the child's behavior. The parent will be informed of the problem and the attempts to be taken to resolve it. The Director and Center Liaison will review the documentation's and the child's record.
- If the Director agrees, all parties will meet with the child's parent(s) or legal guardian.

The Center Liaison will maintain a list of current referral resources in the community for children in need of social, mental health, educational, or medical services.

### **REFERRAL MEETING:**

The Director and the Center Liaison will schedule a meeting with the child's parent(s) or legal guardian to notify them of the Center's concern.

At the meeting, the Director or the Center Liaison will provide to the parent a written statement including the reason for recommending a referral for additional services, a summary of the Center's observations related to the referral, and efforts the Center may have made to accommodate the child's needs, and a current list of possible referral resources. We will work with the Parents to develop a plan for behavioral intervention at home and in the program.

The Director or Center Liaison will offer assistance to the child's parent(s) in making the referral. Parents should be encouraged to call or request in writing an evaluation. If parents need extra support, the Center may, with written parental consents, contact the referral agency for them.

If a child is under the age of three, the Director or Center Liaison shall inform the child's parent(s) of the availability of services provided by Early Intervention Programs.

### **FOLLOW-UP TO THE REFERRAL:**

The Director or Center Liaison will, with parental permission, contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the Center. If it is determined that the child is not in need of services from this agency, or is ineligible to receive services, the Center shall review the child's progress at the Center every 3 months to determine if another referral is necessary.

**Suspension:** In the event in which a teacher feels that a child should be suspended from our program, s/he will inform the Director. The child's teacher will document all relevant information regarding the suspension of any child, including the completing of an observation

report. The child's teacher will also communicate this information verbally to the parent/legal guardian and set up a referral meeting (please see above description of a referral meeting) to discuss their concerns. If following the meeting with the parent/legal guardian, the Director and the child's teacher feel that further participation in the program would not be in the best interest of the child or the program at this time, the parent would be asked to keep their child home for a week's duration so as to see if removing the child from the situation would help to solve the situation. At this time the parent/legal guardian will also be provided with written documentation of the reasons for their child's suspension. If upon returning to the program after suspension does not prove to be the best situation, it is within the rights of the Director to proceed with Termination policies, which are basically the same as the suspension policy, but would allow the program to skip those steps already taken, and provide the parent with documentation as to why their child is being Terminated. At this time the parents would again be informed, as they were in the referral meeting, of the availability of information and referral for other services, which may benefit their child.

A similar policy will be accountable for parents being suspended from the program. Whether it's due to lack of respect of our property, teachers, Administration, other students or families, or any other egregious acts, GBLB maintains the right to request the parent(s) not partake in drop-off or pick-up procedures, avoid communication through phone calls, email or text and if need be request final steps for termination. Suspension or Termination will also pertain to drug or alcohol use, persistent drug smells or otherwise while on or in the property. If needed, GBLB reserves the right to seek assistance from the local authorities, contact DCYF and notify EEC.

**Termination:** In the event in which a teacher feels that a child should be terminated from our program, s/he will inform the Director. The child's teacher will document all relevant information regarding the termination of any child, including the completion of an observation report. The child's teacher will also communicate this information verbally to the parent/legal guardian and set up a referral meeting (please see above description of a referral meeting) to discuss their concerns. If following the meeting with the parent/legal guardian, the Director and the child's teacher feel that further participation in the program would not be in the best interest of the child or the program, the parent would be asked to withdraw their child from the program. At this time the parent/legal guardian will also be provided with written documentation of the reasons for their child's termination. At this time the parents would again be informed, as they were in the referral meeting, of the availability of information and referral for other services, which may benefit their child.

When a child is going to be terminated from the program, the Center will attempt to prepare the child for their termination. They will do this by discussing the child's eventual departure with the child and with other children in his/her class. Soon before the child's last day the teachers and other children will have a good-bye snack or party for the child, so they are able to say their final good-byes. In the event of such termination a portion of any prepaid tuition will be refunded on a per diem basis. Readmission to our program is at the discretion of the Director.



As mentioned above, severe acts of hostility, disrespect, and any other egregious acts will not be tolerated and will be cause for termination from our program. Parents will be given a written account of the events, situation or otherwise upon termination. If serious enough, GBLB reserves the right to seek assistance from the local authorities, contact DCYF, notify EEC and/or file a restraining order.

## **EMERGENCY PROCEDURES**

In cases where a child would be taken for emergency treatment before the parent was able to get to the Center, EMT's would transport the child to the nearest hospital for treatment. A member of the Center's staff would call the parent to inform them that their child had been taken to the hospital. The Center staff person would take the child's emergency file with them and would assume full responsibility for the child until the parent arrived at the hospital at which time the parent would take over full responsibility. If parent is unreachable, Center staff will call the emergency person listed on the child's face sheet to come and attend to the child.

GBLB staff is required to successfully complete a First Aid course for infants and young children during the first 6 months of employment, and to update their certification before the expiration on the card. A complete first aid kit is always available in each classroom. We also have a portable kit to bring with us of field trips and on walks. Most full time staff have their certification in Infant/Child & Adult CPR. We are required by EEC to have a person on site at all times who has the Infant/Child & Adult CPR certification.

The hospital requires parental consent to treat a child, and although you sign a medical release form upon enrollment, we ask that you come to the hospital ASAP in the event of an emergency.

It is essential that you provide the center with a number where you can be reached should it become necessary. In addition, an alternative number is needed for someone who is willing to accept emergency responsibility for your child in the event that you cannot be reached.

During an emergency evacuation, all staff will be responsible for taking attendance information, first aid kits, pertinent medications, and a cell phone and leading the children out of the building in an appropriate way depending on the child's age, (i.e. rolling cribs or walking). The Director will monitor that all children and staff exit the building and into their appropriate designated handicapped parking spots across the parking lot. 911 will be called via cell phone (or land-line if calling from within the church). The Director will check the building for any missing, lost, or straggler children, while also inspecting each classroom before exiting the building. The center will empty into the parking lot of St. Mark's church and continue across to the opposite side to gather in the designated handicapped parking spots. These designated spots are located on the classrooms fire escape routes poster to be found on the wall near the exit door of that classroom. Upon gathering, staff will again take attendance and report any missing persons directly to the Director who will then report them to the authorities. Only upon confirmation from local authorities, and the Director, may staff and children be allowed back inside the building.

Depending on the length of time out of the building, parents will be notified of an emergencies as soon as possible and safe. The Director will document date, time, and effectiveness of all evacuations and drills. Drills will be practiced every month and at various times of the day using different evacuation routes to maintain familiarity.

In the event of an emergency during a field trip, staff will be expected to designate a meeting place for all children and staff to gather within safe distance of their area before beginning the field trip. Upon gathering in the designated area, staff will take attendance and report any missing persons directly to the Director. Again, only upon confirmation from local authorities and the Director may staff and children be allowed back inside the field trip area. Any missing children or staff will be reported immediately to the local authorities as well as contact parents/emergency contacts.

## **CONTINGENCY PLANS FOR EMERGENCY SITUATIONS**

In the event of an emergency situation that requires the evacuation of our building, one of the following plans shall be implemented. In all situations the caregiver in charge when evacuating shall take:

- \* An accurate attendance list
- \* Account for all children and staff as they arrive/leave destination
- \* Bring any necessary medications/supplies and emergency records
- \* A cell phone to be used for emergency notifications

1) If the environmental emergency is confined to the immediate area of Growing By Leaps & Bounds, Inc, e.g. fire or toxic fumes, the children will be evacuated and brought to Saint Marks Church across the parking lot where they will remain accompanied by staff while parents/emergency contacts are notified of the situation and arrangements for either transportation home or continuation of care are made.

2) If the environmental emergency is more widespread and encompasses a larger area, such as neighborhood or several homes, due to a non-confined environmental threat, e.g. toxic fumes from a spill, floodwaters, brush fires, etc., and the children cannot remain in the area, the children and staff will walk or be transported by bus or staff vehicles to Francis Wyman Elementary School on Terrace Hall Avenue. After the children are situated and safe, staff will notify parents/emergency contacts of the situation and make arrangements for either transportation home or continuation of care.

3) In the event of a major environmental hazard that necessitates a large area evacuation such as several neighborhoods, a city/town, or geographical area, due to a large non-confined hazard, e.g. a nuclear accident, earthquake, hurricane, etc., children will be transported by bus or staff vehicles to a Red Cross designated mass shelter, where they will remain accompanied by staff while parents/emergency contacts are notified and arrangements are made for their pick-up.

In cases of power outage or loss of heat or water, we will remain open as long as safety requirements are not compromised. If the building is warm and there is adequate light and we have plenty of bottled water so that we feel we can carry on without compromising anyone's health or safety we will remain open. Should we find that water, heat, or power will not be restored within a reasonable amount of time and health or safety issues are at risk, we will contact parents and ask that their children be picked up ASAP. We will be in touch with the Town of Burlington and abide by their recommendations.

We will practice a lock-down drill every 6 months and shelter in place drill every 6 months. Parents will be notified of this drill before it takes place.

1.) Our routine will be to practice our lock-down by locking all doors and windows, drawing the curtains closed, moving students to a position outside of the line-of-sight of doors and windows, check hallways/bathrooms/common areas for students outside of their classrooms and move them into classrooms, turn off lights and remain quiet, take attendance and any student that's outside of the building during a lock-down should move away from the school to the designated evacuation site, the church basement or other appropriate site location. In a real event: Staff will barricade the doors to the classrooms with available equipment/furniture and move students to areas within the classroom that they can be better hidden/sheltered. 911 will be notified immediately; Parents will be notified as soon as possible/safe to do so.

2.) Our routine will be to practice our shelter-in-place by closing and locking all exterior windows and doors to prevent inadvertent opening, move everyone to the hallways near the fish tank and close all classroom doors to the hallway. Staff will bring attendance, grab-and-go bag, and any necessary medications to the hallway. Turn off all heating/AC/ventilation systems. In a real event: 911 will be notified immediately; Parents will be notified as soon as possible/safe to do so.

There will be no refund or compensation for closings that are beyond the control of the Center staff. Any decision to close the Center for any reason would be made by the Director, the Town of Burlington, or the State.

## **SPECIAL NEEDS POLICY**

When a family with a special need's child would like to enroll at our Center, the Director will meet the family and take them on a tour of the Center.

If the child requires one-on-one care, due to the size of the group and teacher to child ratio, we may not be able to service the family. In this case, professional referrals will be given to the family.

Before the child enrolls, the Director meets with the staff to explain the child's particular needs. If the child has an IEP (Individual Education Plan), the staff is made aware of the plan.

After the child enrolls, parents are included in all conferences regarding the IEP and the development of the child. Staff will meet regularly with the Director to discuss the IEP, as well as the program of the child. Progress Reports will be given every 3 months.

### **INSTITUTIONAL ABUSE AND NEGLECT POLICY**

Per EEC Regulations:

Prevention of Abuse and Neglect.

(a) The licensee shall protect children from abuse and neglect while in the program's care and custody.

(b) The licensee shall develop and follow written procedures for the reporting of any suspected incidents of child abuse and neglect as required by M.G.L. c. 119, § 51A. The procedures shall include:

1. All staff are mandated reporters and shall report suspected child abuse or neglect. The report shall be made either to the Department of Children and Families pursuant to M.G.L. c. 119, §51A, or to the licensee's program administrator or designee.

2. The licensee's program administrator or designee shall immediately report suspected abuse or neglect to the Department of Children & Families pursuant to M.G.L. c. 119, § 51A.

3. The licensee's program administrator or designee shall notify the Office immediately after filing a 51A report, or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of the program or during a program related activity.

4. The licensee shall cooperate in all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled in the program; providing consent for disclosure to the Office of information from, and allowing the Office to disclose information to, any person and/or agency the Office may specify as necessary to the prompt investigation of allegations and protection of children. Failure to cooperate may be grounds for suspension, revocation, or refusal to issue or renew a license.

5. The licensee shall develop and maintain written procedures for addressing any suspected incident of child abuse or neglect, which includes but is not limited to ensuring that an allegedly abusive or neglectful staff member does not work directly with children until the Department of Children and Families investigation is completed and for such further time as the Office requires.

Dept. of Children and Families  
Lowell Area Office  
33 East Merrimack St.  
Lowell, MA 01852  
(978) 275-6800

Department of Early Education and Care (EEC)  
360 Merrimack St., Bldg. 9, 3<sup>rd</sup> fl.

Lawrence, MA 01843  
(978) 681-9684

Concerning Parents:

The following procedure reflects the commitment of GBLB to comply with the Mandatory Child Abuse and Neglect Reporting Statute, Chapter 119, Section 514, with the Commonwealth of Massachusetts. The intent of this is to identify suspected abused or neglected children and to refer them to the appropriate agency for treatment and protection.

1. A teacher or any staff person will report the suspected case of abuse or neglect to the Director.

Within the same day of identifying a suspected abused or neglected child, the following **WILL** be done:

2. A written report will be filled out containing the following information:

Name & Address of parent(s) or guardians

Nature and extent of injuries or description of neglect

Any other information that might help establish the cause of the injuries or conditions. **It is not the responsibility of educators to prove that the child has been abused or neglected or to determine whether the child is in need of protection.**

3. The Director will notify the Department of Children and Families, Lowell, MA at (978) 275-6800 within 24 hours of the staff report being made. The telephone call will be followed by sending the completed form to:

Dept. of Children and Families (DCF)  
Lowell Area Office  
33 East Merrimack St.  
Lowell, MA 01852

**MANDATED REPORTERS HAVE IMMUNITY UNDER THE LAWS. FAILURE TO REPORT CAN RESULT IN A \$1,000.00 FINE!**

Concerning Staff:

The following steps will be taken:

1. Upon receipt of report of abuse/neglect incident, employee will be notified of the report and given an immediate temporary leave of absence (length of absence to be determined upon investigation).

2. Investigation by Director into alleged incident.

Investigation will include:

- a. Parental conference
- b. Staff conference
- c. EEC conference
- d. GBLB Attorney conference (if necessary)
- e. Doctor conference (if necessary)
- f. Notification to insurance company

3. At the end of the leave of absence that was given upon investigation, a written report will be issued to the employees and others involved, stating findings and any further action.

Possible Actions:

- a. Leave of absence to be determined by the Director.
- b. Termination (Depending on severity of incident).

## **ORGANIZATIONAL HIERARCHY**

The Director, Abby Hodgkins, is always in charge when she is in the building. In their absence, a designated teacher qualified individual would take over. If you call the Center looking for the Director and she is gone, ask who is in charge. All staff are informed of who is in charge in the Directors absence.

## **PARENT INFORMATION, RIGHTS, AND RESPONSIBILITIES**

Chapter 28, Section 10 of the General Laws of the Commonwealth of Massachusetts mandates to EEC the legal responsibility of promulgating rules and regulations governing the operation of child care centers.

The Director is required to inform all parents of specific information about their rights and responsibilities at the time of admission of the child to the center. Section 7.04 of 102 CMR 7.00, the regulations that govern childcare centers, contains more information.

Parents may also contact EEC for information regarding the program's regulatory compliance history.

## **COMMUNICATION:**

Teachers and parents need to be in frequent contact with each other. Try to speak with the teachers when you drop off or pick up your child. The infant room gives a daily journal or

written note to all parents, describing what your child ate, when they slept, and any other important facts you need to know about your child's day. Other classrooms will send home a "What We Did Today" sheet explaining what your child ate during the day, when they napped and any specifics around toileting, supplies needed and daily activities. There will also be a weekly outlook of curriculum plans on a parent board outside of each classroom highlighting the curriculum.

In addition to the daily communication, each classroom writes and distributes a monthly newsletter. This newsletter has important notices in it such as special events, which are going to occur during the month, any days the Center would be closed during the month, and the overall classroom schedule (theme) for the upcoming month. These newsletters will be posted to our individual classroom pages found on our blog, so please subscribe to the news feed upon enrollment. <https://growingbylb.wordpress.com>

### **SPECIAL EVENTS:**

Events are held throughout the year. They will be held in the mornings or evenings and may take the form of Ice Cream Socials, Bar-B-Ques, workshops, etc. These events are good times to meet other parents, and chat with the staff on an informal basis. Parents are encouraged to make every effort to attend these gatherings. This is one of the many ways GBLB works to better communicate with the members of our center. We also host Parent Night Out's bi-monthly and every other week in November/December, to provide parents a safe place to bring their children while they go out for the evening. This event is always on a Friday evening and is held from 6-10pm (unless a later pick up time is previously decided upon with their teachers involved.) A sign-up sheet will be posted on the Parent information Board to allow you to sign-up and receive more information as to the date of the event and the cost. Payment is made in cash upon pick-up.

### **PARENT'S RIGHTS:**

#### Parent Access:

Please feel free to visit our center at any time. Parents of a child enrolled at GBLB are permitted unlimited access, during its hours of operation, for the purpose of contacting their child, evaluating the care provided, or evaluating the premises. Upon entering the school, you must notify the Director or a staff member of your presence. If, at any time, your presence is disruptive to the classroom, you will be asked to reschedule your visit. Some children experience separation difficulties, so be aware of the possible effect of your visit, and prepare your child and your child's teacher as much as possible.

#### Parent Visits:

Parents are encouraged to spend time in their child's classroom throughout the year and work closely with the teachers to develop an understanding of our program. Teachers welcome

parents to become involved in the classroom, share a special interest or talent with the class, even just to visit and read a story with the children would be delightful, or you may even want to share in a daily activity or plan a special project to do with the whole group. Be sure to schedule visits in advance so teachers can prepare your child and the group for your participation. At GBLB, teachers and parents work together as a team.

#### Parent Grievance Procedure:

If a parent has a particular issue or grievance, which they would like to discuss, they should use the following procedure:

If the issue has to do with your child and your child's teacher, it is recommended that you first discuss the problem with one of your child's teachers. If the issue is more of a whole Center issue or has to do with billing, transitions, or a handbook policy, please discuss these issues with the Director. If all of these steps have been followed and you are still unsatisfied, it is your right to contact EEC.

#### Parent Board/Notices:

Parent notices are posted in or near each classroom with information on daily activities, schedules, sign in/out sheets, announcements of special events, snack sign-up, field trips, etc. Please take time to review these daily notices. Also look for information on parent referrals, local events, and health information.

Reminder, that there is a \$5 charge for not signing in or out on the sign in/out sheet.

#### Student Mailboxes:

Each classroom has its own student mailboxes. They are located on the wall opposite of the sign-in and out board with their name on it. Classroom/Center letters from administration, your child's artwork, bills and any other important notices will be placed in your mailbox. **Please check it daily.**

#### Meeting Prior to Admittance:

The Director shall assure that the teachers meet with you prior to admitting your child to the Center.

At the meeting, the Director, in addition to the information contained in this fact sheet must provide you with: The Center's written statements of purpose; types of services provided; referral policy; behavior management policy; termination and suspension policy; a list of suggested nutritious foods you could send for snacks and meals; the policy for identifying and reporting child abuse and neglect; the transportation plan; a copy of the health care policy;



procedure for administration of medication; procedures for providing emergency health care and the illness exclusion policy; and a copy of the fee schedule. All of this information may be contained in the Parent Handbook. You should also be given the opportunity to visit the Center's classrooms either at the time of the meeting or prior to the enrollment of your child.

#### Progress Reports:

At least every six months, you should either meet with the Center's staff to discuss your child's progress, or receive a written progress report of your child's activities and participation in the Center. The report must become part of your child's center record. If your child is an infant or is a child with disabilities, you should receive a written progress report every three months. Center staff must bring any special problems or significant development concerns, particularly if they regard infants, to your attention as soon as they arise.

#### Conferences:

You have a right to request an individual conference with the program's staff. The Director has the responsibility to make the staff available. Scheduled conferences for the parents and teachers are of tremendous importance in setting appropriate goals, exploring the child's needs and discussing areas of concern and progress. The teachers try to give parents specific ideas in regards to their development at home and at school. Conferences can be arranged as needed. If parents would like to discuss programmatic issues rather than child-focused issues, please arrange an appointment with the Director. *Regardless of what your meeting is for, or who you request it with, please fill out a "Request for Meetings" form which is located outside your child's classroom in the hanging wall file and then submit it to the Teacher or Director.*

#### **YOUR CHILD'S RECORDS:**

Information contained in your child's record is privileged and confidential. The center's staff may not distribute or release information in your child's record to anyone not directly related to implementing the program plan for your child without your written consent. You must be notified if your child's record is subpoenaed.

#### Access to the Record:

You should be able to have access to your child's records. The center must provide access within two business days, unless they have your permission to take longer. You must be allowed to view your child's entire record, even if it is located in more than one location. The center must have procedures regarding access, duplication, and dissemination of children's records. They must maintain a written log, which identifies anyone who has had access or has received any information out of the record. This log is available only to you and the people responsible for maintaining the Center's records

### Amending the Record:

You have the right to add information, comments, data, or any other relevant materials to your child's record; you also have the right to request deletion or amendments of any information contained in your child's record. Such request shall be made in accordance with the procedures described below:

1. If you are of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable materials in your child's record, you have the right to have a conference with the licensee to make your objections known;
2. The licensee shall, within one week after the conference, give you a decision in writing stating the reason(s) for the decision. If his/her decision is in your favor, he/she shall immediately take steps as may be necessary to put the decision in effect.

### Charge for Copies:

The licensee shall not charge an unreasonable fee for copies of any information contained in your child's record.

### Transfer of the Record:

Upon written request, when your child is no longer in care, the licensee can give you your child's record or transfer them to any other person that you identify. The Center should ask you to sign a form verifying that you have received the record.

## **RESPONSIBILITIES OF THE PROGRAM:**

### Providing Information to the Department of Early Education and Care:

The licensee must make available to EEC any information required to be kept and maintained under these regulations and any other information reasonably related to the requirements of these regulations. This includes information in your child's records. Authorized employees of EEC are not to remove identifying case materials from the Center premises and are required to maintain the confidentiality of individual records.

### Reporting Abuse or Neglect:

All Center staff is mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Children and Families or to the licensee's program administrator. The licensee must have written policies and procedures for reporting and must

provide the written policy to you upon enrollment. (Please see detailed Institutional Abuse and Neglect Policy in this handbook for more information.)

Notification of Injury:

The licensee or your child's teacher must notify you immediately of any injury that requires emergency care. They must also notify you in writing, within 24 hours, if any first aid is administered to your child. Any injury resulting neck or above or from a bite will be an immediate phone call home.

Availability of Regulations:

The Center must have a copy of CMR 102 7.00, Standards for the Licensure or Approval of Group Day Care and School Age Child Care Programs, on the premises, available to any person upon request. If you have any questions about any of the regulations, ask your Center to show them to you. Parents may also contact EEC for information regarding the program's regulatory compliance history.

## **BABYSITTING**

At GBLB we *do not* allow our staff members to participate in babysitting services for our families. We are not a babysitting service. We are a curriculum based learning environment. We understand that you will develop relationships and trust with and in your child's teacher, so it may be tempting to ask them to babysit, but we do not condone baby-sitting as it promotes favoritism and can cause an inappropriate work environment for both involved parties. However, we are sympathetic to most cases and would be willing to meet with families on an individual basis to help brainstorm other possibilities for outside-of-hours care.