



# Kiddosland

## CHILD DEVELOPMENT CENTER

### Parent Handbook

2018-2019

### **Kiddosland Child Development Center, Inc.**

"Start children off on the way they should go, and even when they are old they will not turn from it."

(Proverbs 22:6)

**Program Address:** 725-727 Granite Street, Braintree, MA 02184

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**Email:** [admin@kiddosland.us](mailto:admin@kiddosland.us)

**Website:** <http://www.kiddosland.us/>

**Administration:** Amelia Lau, Administrative Director

781-971-5178/ [amelia.lau@kiddosland.us](mailto:amelia.lau@kiddosland.us)

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## **SECTION 1: STATEMENT OF PURPOSE**

### **I. Mission Statement**

Kiddosland is a one-stop child development center, providing quality child care, education and enrichment programs for families with children from ages 2 years 6 months to 12 years. We are committed to create a warm family environment to ensure that our professional team is 100% focused on building relationships with your child(ren), your family and our community. We are dedicated to:

- Build positive relationships with our children to promote their healthy self-esteem and self-regulation skills;
- Pay extra attention to the needs of our children and families, and accommodate responsively;
- Provide our children developmental appropriate curriculum and innovative educational programs to develop their unique qualities and potentials.

### **II. Program's Philosophy**

Based on the Sociocultural Theory of Lev Vygotsky, we believe that children are active learners and their knowledge is socially constructed and cultural values as well as the custom dictate what is important to learn. We believe our children to be scaffolded to learn about new skills and concepts as well as to acquire the tools of their culture through a variety of learning activities and interactions in their social environment.

### **III. Goals and Objectives**

The goals of Kiddosland are to provide:

1. A safe and fun learning environment for children;
2. Positive experiences for children to refine and acquire all aspects of skills and competencies;
3. Opportunities for children to build on new knowledge and experiences based on the past accomplishments;
4. Valued play experiences for children in promoting their developmental domains;
5. Opportunities to collaborate with families through informal and formal communications regarding all areas of the child's developments;
6. Various educational and enrichment programs to meet the needs of the children, families, and the communities.

### **IV. Ages of Children Served & Services Provided**

Kiddosland Child Development Center serves toddlers, 2 years and 6 months through school age children, 12 years old. We offer full & part time, full & half day programming based on the needs of our community.

Kiddosland provides the following services as below:

- Nutritional meals are provided throughout the day, which include breakfast, hot lunch, afternoon snacks, and beverage.
- A Health Area in the Director's Office for children who become sick where can be made comfortable as they wait for their parents/guardians while at the Center.
- Toddler/Preschool/Pre-K/Kindergarten/School Age Afterschool Programs
- Enrichment Programs
- Summer Programs for school-age children

**V. Statement of Nondiscrimination**

Kiddosland Child Development Center does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran. This policy applies to every aspect of Kiddosland's programs, practices, policies, activities, services, and employment practices. Kiddosland serves all individuals who are eligible for its programs in a nondiscriminatory manner, without regard to the above status as well as the toileting status of children. Toileting status is not enrollment criteria. Kiddosland complies with the requirements of the Americans with Disabilities Act.

**VI. Governance**

Kiddosland Child Development Center is a licensed program by the Department of Early Education and Care. Families may contact the EEC for information regarding the program's compliance history. The EEC regional office information is as follows:

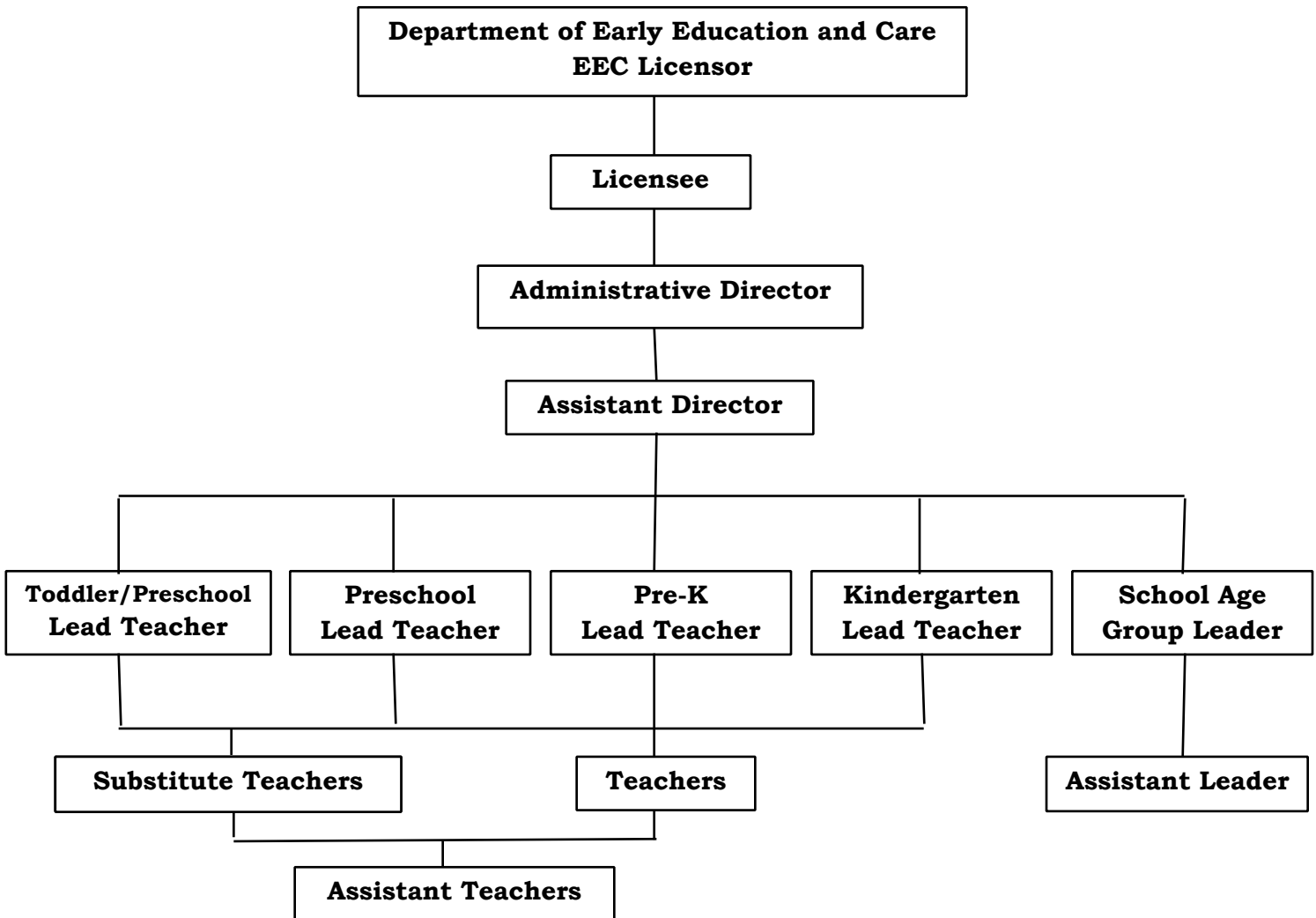
The Department of Early Education and Care (EEC)  
Metro Boston Regional Office  
1250 Hancock Street, Suite 604N  
Quincy, MA 02169  
Phone: (617) 472-2881  
Fax: (617) 472-2722

**SECTION 2: ADMINISTRATIVE ORGANIZATION OF PROGRAM**

**I. Administration**

	<b>Administrative Director</b>	<b>Licensee</b>
	Amelia Lau	Henry Wang
<b>Email</b>	amelia.lau@kiddosland.us	admin@kiddosland.us
<b>Office #</b>	781-971-5178	
<b>Cell #</b>	857-400-6892	617-833-7330
<b>Fax #</b>	781-971-5186	
<b>Address</b>	725-727 Granite Street, Braintree, MA 02184	
<b>Email</b>	info@kiddosland.us	
<b>Website</b>	<a href="http://www.kiddosland.us/">http://www.kiddosland.us/</a>	

**II. The Organizational Chart of Kiddosland Child Development Center**



**SECTION 3: PROGRAM CALENDAR**

**I. Hours of Operation**

Monday – Friday  
 7:00 a.m. – 6:30 p.m.  
 Open Year-Round, 52 weeks per year

Families are strongly encouraged to have their children arrive in their classroom before 9:00 a.m. so that classroom routines are not interrupted. No one will be accepted into the program after 9:30 a.m. unless a prior notice or a note from a medical professional has been received.

**II. 2018-2019 Schedule of Holidays and Closings**

<b>Date / Day of the Week</b>	<b>Holiday / Closing</b>
September 3, 2018 / Monday	Labor Day
October 8, 2018 / Monday	Columbus Day
November 12, 2018 / Monday	Veterans' Day (Observed)
November 22, 2018 / Thursday	Thanksgiving Day
November 23, 2018 / Friday	Day After Thanksgiving Day
December 25, 2018 / Tuesday	Christmas Day
December 26, 2018 / Wednesday	Day After Christmas
January 1, 2019 / Tuesday	New Year's Day
January 21, 2019 / Monday	Martin Luther King, Jr. Day
February 18, 2019 / Monday	Presidents' Day
April 15, 2019 / Monday	Patriots' Day - Professional Development Day
May 27, 2019 / Monday	Memorial Day
July 4, 2019 / Thursday	Independence Day
August 30, 2019 / Friday	Professional Development Day

**III. Weather-Related or Other Emergencies Closings**

In the event of an inclement weather or other emergencies, such as a hurricane/storm, state of emergency, etc., Kiddosland will be closed when the Braintree Public Schools are closed. However, if Braintree Public Schools are closed more than two days in a row, Kiddosland will open depending on the road conditions.

The guidelines and policies of inclement weather/other emergencies for families are as follows:

- Families may check out the Center's website <http://www.kiddosland.us/>, or local public medias, such as radio, television, etc. for the updates
- Families shall be notified for the unexpected closures of the Center by the Administration of Kiddosland
- Families may call the Center for the updates

## SECTION 4: ADMISSIONS & PROGRAM FEES

### I. Registration

#### Admissions Procedures:

1. A tour of the facility and an intake interview shall be scheduled for forty-five (45) minutes at a mutually convenient time.
2. During the tour and interview, you may have an opportunity to ask questions about our programs and other related questions.
3. At this point, you may begin the registration process, thereby securing your child's enrollment in the program. Participants are enrolled on a first come, first served basis. Your application will be placed on a waitlist if our program is full at the time of enrollment.

**\* Please note that if you decide to return at another time to complete the process, we may not be able to reserve your placement until the registration forms and fees have been submitted.**

4. To begin the registration process, you may need to:
  - a. fill out the forms in the Enrollment Packet with a Recent Child's Photo attached
  - b. submit a **NON-REFUNDABLE** \$100.00 Enrollment Fee for each child (\$180.00 maximum per family) and is due upon registration
  - c. submit the First Week Tuition or Voucher (is due upon registration)
  - d. submit Two-Week Tuition Deposit (is used for the last two weeks tuition when withdrawal, and serves as a security deposit to secure your child's placement and is due upon registration)
  - e. submit a current Physical Examination on Health Record Form, signed by your child's doctor. (A valid Physical must have been conducted within 12 months from the date of enrollment)
  - f. submit an updated Immunization Record
  - g. Lead Screening Report

\* Please make all checks or money orders payable to:

**Kiddosland Child Development Center, Inc.**

### II. Participants of the Voucher Programs

1. Parents/Guardians are requested to pay the first week tuition and two-week tuition deposit of your voucher co-payment before your child's first day of participation.
2. Only **five full-day programs** are available for voucher participants. Participation of our programs less than five days per week and half-day programs will not be accepted.
3. Tuition payments must remain current.
4. All participants in voucher programs are responsible for renewing their voucher agreements two weeks prior to the ending date of the voucher.



5. Services will not be extended past the ending date without verification of an extension from your voucher organization.
6. Should you miss your appointment, be aware that your voucher will not be back dated, and you will be responsible for the full tuition payment between the ending date of your voucher and the starting date on your new voucher.
7. In compliance with your voucher agreement, you are allowed thirty excused absences in a six-month period and after three unexcused absences your voucher will be terminated.
8. An absence is excused when you call the Center to report that your child will not be participating.
9. An absence is considered unexcused when a parent/guardian does not call in a child's absence from the Center.
10. The two-week vacation period mentioned in this Parent Handbook is not extended to voucher participants.
11. Parents/guardians must give notice for termination **at least four weeks in advance** of the ending date if it is an OCCS (Office of Child Care Services) slot (participants in voucher programs.) A Request for Withdrawal Form must be signed and submitted to the Director's Office. **Insufficient notice of withdrawal will result in being charged for the days of difference of the shorter notice.**

### **III. Tuition Policy**

There will be a tuition rate increase in September of each year for all Programs. Parents/guardians are welcome to have their children attend whatever schedule that suits their needs.

#### **Policies for tuition payments are as follows:**

1. Tuition payments may be made weekly, monthly, 3-month, or 6-month basis.
2. Weekly tuition payments are due on every Friday for the following week.
3. Monthly tuition payments are due the last Friday of each month for the following month. (Monthly payments = your weekly rate X 52 weeks divided by 12 months with a discount. Please refer to the Kiddosland Discounted Tuition Payment Plans.)
4. The 3-month and 6-month tuition payments are due the last Friday of previous tuition payments for the following 3-month or 6-month tuition payments. (The 3-month and 6-month tuition payments are offered a discount. Please refer to the Kiddosland Discounted Tuition Payment Plans.)
5. **No refunds or adjustments** will be made for illnesses, days absent, holidays, professional development days, and days closed/delayed openings due to inclement weather, or closure emergencies and/or other delays.
6. Tuition must be paid by check or money order made payable to Kiddosland Child Development Center, Inc. Please write your child's first and last name on the check or money order so that we can accurately keep track of your tuition payments.

7. There will be a \$35.00 (thirty-five dollar) charge for any check that is returned. After two returned checks, tuition must be paid with a money order or bank check.
8. Cash will not be accepted.
9. Whenever the status of your child's schedule changes due to an increase in participation, parents/guardians must also increase the amount that secures your two-week tuition deposit. A Two-Week Tuition Deposit Adjustment Form must be signed by the parents/guardians and it will be kept in the child's file.
10. No student's account may have more than one week's tuition outstanding at anytime. A termination notice will be issued if payment is not received on the scheduled day of payment.
11. The effective date of the termination notice will be reflective of the two-week tuition deposit for the last two week's tuition.
12. Failure to pay tuition will result in termination from the program.
13. School age afterschool program is normally from 2:30 p.m. to 6:30 p.m. There will be an additional tuition fee of \$45.00 for full-day care whenever the public/private school closings.
14. A Child's Schedule Change Request Form must be filled out and signed whenever any schedule change of your child(ren). The completed form for the schedule change must be submitted two weeks in advance to the Director's Office in terms of calculating the tuition accurately.
15. For families who are not participants in voucher programs, a Request for Withdrawal Form must be signed and submitted to the Director's Office at least two weeks in advance for termination. **Insufficient notice of withdrawal will result in being charged for the days of difference of the shorter notice.**

#### **IV. Family Vacation Policy and Procedure**

1. Families that have been with our program one consecutive year are entitled for family vacation credit.
  - a. Families who enrolled in five (5) full days per week that are eligible for **two-week tuition free vacation** after one-year enrollment.
  - b. Families who enrolled in part-time programs, less than five full days per week are eligible for **one-week tuition free vacation** after one-year enrollment.
2. To be eligible, a Notification of Family Vacation Form must be filled out and signed. The form must be submitted at least 30 days prior to the vacation being taken.
3. **Insufficient notice of family vacation will result in paying full tuition payments for the vacation days.**
4. Family vacation must be taken in weekly blocks. The family vacation week(s) must be taken from Monday through Friday. During the family vacation weeks, a child does not attend the program, and tuition fees will not be charged for the vacation week(s). If the child attends any days during the vacation weeks, the full weekly tuition will be charged.
5. The tuition adjustment for the family vacation will be credited to the family's account after the vacation week(s).

**V. 2018-2019 Tuition Schedules for Full-Day Programs  
(Effective September 3, 2018 - August 30, 2019)**

**Toddler Full-Day Program  
(2 years 6 months - 2 years 8 months old) Weekly Rates**

<b>Weekly Attendance</b>	<b>Full Day = 10 Hours Or Less Per Day</b>	<b>10 Hours 30 Minutes Per Day</b>	<b>11 Hours Per Day</b>	<b>11 Hours 30 Minutes Per Day</b>
5 days per week	\$365	\$375	\$385	\$395
4 days per week	\$330	\$340	\$350	\$360
3 days per week	\$260	\$270	\$280	\$290
2 days per week	\$195	\$205	\$215	\$225

**Preschool/Pre-K Full-Day Programs  
(2 years 9 months old - 4 year and 11 months old) Weekly Rates**

<b>Weekly Attendance</b>	<b>Full Day = 10 Hours Or Less Per Day</b>	<b>10 Hours 30 Minutes Per Day</b>	<b>11 Hours Per Day</b>	<b>11 Hours 30 Minutes Per Day</b>
5 days per week	\$315	\$325	\$335	\$345
4 days per week	\$270	\$280	\$290	\$300
3 days per week	\$230	\$240	\$250	\$260
2 days per week	\$175	\$185	\$195	\$205

**Kindergarten Full-Day Program  
(5 years - 6 years old) Weekly Rates**

<b>Weekly Attendance</b>	<b>Full Day = 10 Hours Or Less Per Day</b>	<b>10 Hours 30 Minutes Per Day</b>	<b>11 Hours Per Day</b>	<b>11 Hours 30 Minutes Per Day</b>
5 days per week	\$280	\$290	\$300	\$310
4 days per week	\$238	\$248	\$258	\$268
3 days per week	\$200	\$210	\$220	\$230
2 days per week	\$155	\$165	\$175	\$185

**School Age Afterschool Program  
(6 years - 12 years old) Weekly Rates**

<b>Weekly Attendance</b>	<b>Half Day (2:30 p.m. - 6:30 p.m.)</b>	<b>Transportation Fee</b>	<b>Full Day for whenever Public/Private School Closings</b>
5 days per week	\$103	+ \$18	+ \$45 per day
4 days per week	\$93	+ \$15	+ \$45 per day
3 days per week	\$82	+ \$13	+ \$45 per day
2 days per week	\$62	+ \$10	+ \$45 per day

**VI. 2018-2019 Tuition Schedules for Half-Day Programs  
(Effective September 3, 2018 - August 30, 2019)**

**Toddler Half-Day Program  
(2 years 6 months - 2 years 8 months old) Weekly Rates**

<b>Weekly Attendance</b>	<b>Half Day = 4 hours or less 8:00 a.m. to 12:00 noon 2:30 p.m. - 6:30 p.m.</b>	<b>4 Hours 30 minutes Per Day</b>	<b>5 Hours Per Day</b>	<b>5 Hours 30 minutes Per Day</b>
5 days per week	\$190	\$200	\$210	\$220
4 days per week	\$180	\$190	\$200	\$210
3 days per week	\$150	\$160	\$170	\$180
2 days per week	N/A	N/A	N/A	N/A

**Preschool/Pre-K Half-Day Programs  
(2 years 9 months old - 4 year and 11 months old) Weekly Rates**

<b>Weekly Attendance</b>	<b>Half Day = 4 hours or less 8:00 a.m. to 12:00 noon 2:30 p.m. - 6:30 p.m.</b>	<b>4 Hours 30 minutes Per Day</b>	<b>5 Hours Per Day</b>	<b>5 Hours 30 minutes Per Day</b>
5 days per week	\$160	\$170	\$180	\$190
4 days per week	\$140	\$150	\$160	\$170
3 days per week	\$120	\$130	\$140	\$150
2 days per week	N/A	N/A	N/A	N/A

**Kindergarten Half-Day Program  
(5 years - 6 years old) Weekly Rates**

<b>Weekly Attendance</b>	<b>Half Day = 4 hours or less 8:00 a.m. to 12:00 noon 2:30 p.m. - 6:30 p.m.</b>	<b>4 Hours 30 minutes Per Day</b>	<b>5 Hours Per Day</b>	<b>5 Hours 30 minutes Per Day</b>
5 days per week	\$140	\$150	\$160	\$170
4 days per week	\$130	\$140	\$150	\$160
3 days per week	\$120	\$130	\$140	\$150
2 days per week	N/A	N/A	N/A	N/A

- ❖ Tuition payments may be made weekly, monthly, 3-month, or 6-month basis.
- ❖ Weekly tuition payments are due on every Friday for the following week.
- ❖ Monthly tuition payments are due the last Friday of each month for the following month. (Monthly payments = your weekly rate X 52 weeks divided by 12 months with a discount. Please refer to the Kiddosland Discounted Tuition Payment Plans.)
- ❖ The 3-month and 6-month tuition payments are due the last Friday of previous tuition payments for the following 3-month or 6-month tuition payments. (The 3-month and 6-month tuition payments are offered a discount. Please refer to the Kiddosland Discounted Tuition Payment Plans.)
- ❖ A **NON-REFUNDABLE** \$100.00 Enrollment Fee for each child (\$180.00 maximum per family) and is due upon registration
- ❖ First Week Tuition or Voucher (is due upon registration)
- ❖ Two-Week Tuition Deposit (is used for the last two weeks tuition when withdrawal, and serves as a security deposit to secure your child's placement and is due upon registration)
- ❖ A two-week notice is required when withdrawing enrollment or any programs from Kiddosland Child Development Center.

**VI. Kiddosland Discounted Tuition Payment Plans**

(Effective September 3, 2018 - August 30, 2019)

Kiddosland Discounted Tuition Payment Plans are ONLY for Full-Day participants. Half-Day participants are NOT offered these discounted Tuition Payment Plans.

Kiddosland Discounted Tuition Payment Plans are subject to change. Families shall be notified prior any changes.

**Discounted Monthly Tuition Payments**

Program	5 Days	Saving	4 Days	Saving	3 Days	Saving	2 Days	Saving
Toddler	\$1515	\$67	\$1370	\$60	\$1080	\$47	\$815	\$30
Preschool/Pre-K	\$1300	\$65	\$1120	\$50	\$955	\$42	\$730	\$28
Kindergarten	\$1155	\$58	\$990	\$41	\$830	\$37	\$645	\$27

**Discounted 3-Month Tuition Payments**

Program	5 Days	Saving	4 Days	Saving	3 Days	Saving	2 Days	Saving
Toddler	\$4310	\$435	\$3900	\$390	\$3090	\$290	\$2330	\$205
Preschool/Pre-K	\$3720	\$375	\$3190	\$320	\$2710	\$280	\$2080	\$195
Kindergarten	\$3300	\$340	\$2810	\$284	\$2360	\$240	\$1840	\$175

**Discounted 6-Month Tuition Payments**

Program	5 Days	Saving	4 Days	Saving	3 Days	Saving	2 Days	Saving
Toddler	\$8400	\$1090	\$7600	\$980	\$6000	\$760	\$4500	\$570
Preschool/Pre-K	\$7200	\$990	\$6200	\$820	\$5300	\$680	\$4000	\$550
Kindergarten	\$6400	\$880	\$5450	\$738	\$4600	\$600	\$3550	\$480

**Discounted Monthly Tuition Payments**

Program	5 Days	Saving	4 Days	Saving	3 Days	Saving	2 Days	Saving
School Age Afterschool	\$400	\$46	\$370	\$32	\$330	\$27	\$250	\$18

**Discounted 5-Month Season Tuition Payments**

Program	5 Days	Saving	4 Days	Saving	3 Days	Saving	2 Days	Saving
School Age Afterschool	\$1950	\$282	\$1800	\$209	\$1650	\$135	\$1250	\$89

**Discounted 10-Month School Year Tuition Payments**

Program	5 Days	Saving	4 Days	Saving	3 Days	Saving	2 Days	Saving
School Age Afterschool	\$3800	\$663	\$3600	\$417	\$3250	\$321	\$2450	\$228

**Discounted School Age Afterschool Transportation Fee**

Program	5 Days	4 Days	3 Days	2 Days
Monthly Rate	\$68	\$58	\$48	\$38
5-Month Season Rate	\$310	\$258	\$238	\$165
10-Month School Year Rate	\$568	\$495	\$445	\$310

\*Tuition for enrichment program is charged separately.

\*For 6-months discounted payment plan, please check with our Administrative Director.

\*Kiddosland reserves the right to make changes on the tuition and fees.

\*It is parents/guardians' responsibility to notify our Director's Office with **Tuition Payment Plan Change Request Form** one month in advance of any changes to tuition payments in order to be effective in a new payment plan.

**VII. Two-Week Trial Period**

All children shall be admitted on a two-week trial basis. If at the end of the trial period we feel it is not in the best interest of the child to continue to participate in our program, the two-week deposit will be refunded to the family.

**VIII. Sibling Discount**

When two or more children from the same family attend our program, sibling discount will be offered, and the discount is 5% off for each child of the tuition.

**X. Policy for Annual Re-Registration Fee**

Each family enrolled at the Kiddosland Child Development Center will be asked to re-enroll their children each year and the policies and procedures are as follows:

1. Re-enrollment for September will take place in May. Families will be asked to complete a new enrollment packet.
2. Each family is charged an annual registration fee of \$75 per child (\$140 maximum per family)
3. All enrollment packet, registration paperwork and the registration fee of \$75/child (\$140/family) must be received by May 31st in order to secure your child(ren)'s placement.
4. Per EEC, the Department of Early Education and Care, all registration paperwork is valid **ONLY for one year** and must be updated annually.

**XI. Late Pick-Up**

Whenever late pick-up, parents/guardians will receive a Late Pick-Up Form from the staff. Please follow the directions for paying the late pick-up fee as below:

1. Each full day is based on ten hours per day. Late pick-up will be required to pay a fee of \$1.00 per minute after ten (10) hours each day of your child's schedule in the Center. For example, if a child arrives in the Center at 7:00 a.m. and the child must be picked up before 5:00 p.m. After 5:00 p.m., the late pick-up will be charged a fee of \$1.00 per minute. Late pick-up before closing time, 6:30 p.m., the late pick-up fee will be added onto your tuition for the following week.
2. Each half day is based on four hours per day, 8:00 a.m.-12:00 noon or 2:30 p.m.-6:30 p.m. Late pick-up will be required to pay a late pick-up fee of \$1.00 per minute after four (4) hours each day of your child's schedule in the Center. Late pick-up before closing time, 6:30 p.m., the late pick-up fee will be added onto your tuition for the following week.
3. The Center is closed promptly at 6:30 p.m. Any parent/guardian arriving after closing time will be charged a fee of \$10.00 for the first ten minutes they are late and will be charged one dollar for each additional minute thereafter. The late pick-up fee will be calculated at the time you exit the building, as it often takes five to ten minutes for families to gather their children's belongings before exiting. The late pick-up fee will be added onto your tuition for the following week.
4. If the late pick-up should occur more than twice a month, it will be assumed that our Center does not meet the needs of the family. The family will be given a two-week notice and will be provided resources in finding a new center by Kiddosland Development Center.

## **XII. Late Payment**

A Notification of Payment Due will be issued by the Management of Kiddosland to the family for the late payment. The late payment policies are as follows:

1. Weekly tuition payments are due on every Friday for the following week. Payments that arrive after Monday morning for the weekly payments will automatically be assessed a late fee of \$20.00 (twenty dollars). The late fee will be added onto your tuition for the following week.
2. Monthly tuition payments are due the last Friday of each month for the following month. Payments that arrive after the first Monday morning of each month for the monthly payments will automatically be assessed a late fee of \$40.00 (forty dollars). The late fee will be added onto your tuition for the current month.

## **XIII. Field Trips**

As a part of social studies in our program, children will participate in walks into the community and to visit our neighboring businesses for regularly scheduled off-site activities via walking. Walking field trips around our neighborhood may take place during good weather any time from 9:30 a.m. to 11:45 a.m. However, whenever we have planned a trip for a destination that supports our curriculum development; we will inform you of the date, time, and destination of the walking field trip. A first-aid backpack, authorizations consent forms for emergency medical treatment, and emergency contacts are with the staff whenever the children leave their classrooms. We always maintain the proper classroom ratios throughout the day and our children use a walking rope with handles. **These walking Field trips are free of charge.**

### **Our Walking Field Trips include the following:**

- ❖ Walks around the neighborhood to notice the seasonal changes and to study the environment.
- ❖ Harbor Freight Tools, Granite Street, Braintree, Massachusetts
- ❖ TONI&GUY Hairdressing Academy, Granite Street, Braintree, Massachusetts
- ❖ Burlington Coat Factory, Granite Street, Braintree, Massachusetts
- ❖ Wamps Pizzeria, Granite Street, Braintree, Massachusetts
- ❖ Montilio's Baking Company & Pizzeria, Granite Street, Braintree, Massachusetts
- ❖ Century Bank, Granite Street, Braintree, Massachusetts
- ❖ Planet Fitness, Granite Street, Braintree, Massachusetts
- ❖ Goldfish Swim School, Granite Street, Braintree, Massachusetts
- ❖ Braintree High School, Town St, Braintree, Massachusetts
- ❖ Chung's Asian Cuisine Restaurant, Granite Street, Braintree, Massachusetts
- ❖ Eda's Cafe Breakfast Lunch and Catering, Granite Street, Braintree, Massachusetts
- ❖ On occasion we may visit other businesses in Braintree

**Whenever field trips are required transportation and entrance fees, parents/guardians are responsible for these additional fees.** The policies and procedures for these field trips are as follows:

1. A Notification of Field Trip will be sent home, which includes the date, time, destination of the field trip, and the amount of the additional fees. Parents/guardians must sign and return it to your child(ren)'s teacher(s).
2. An Off-Site Activities Permission Form will be sent home for parents/guardians to sign and return it to your child(ren)'s teacher(s).

3. The above forms must be signed, and fees must be received in order to participate in these field trips.

#### **XIV. Program Materials**

Basically, all art materials and daily supplies use for children are included in the tuition. However, parents/guardians are required to provide the following items as below:

1. Diapers or Open Sides Pull-ups (if applicable)

☐ Please note that there will be charged a **\$1.00 fee per diaper/open sides pull-up if failure to bring in diapers/open sides pull-ups.** The additional fee for diapers/open sides pull-ups will be added onto your tuition for the following week.

2. Baby wipes (if applicable)

☐ Please note that there will be charged a **\$3.00 fee per package of baby wipes if failure to bring in baby wipes.** The additional fee for baby wipes will be added onto your tuition for the following week.

3. Diaper creams/ointments (if applicable)
4. Petroleum jelly (if applicable)
5. Lip balms/chapsticks (if applicable)
6. Sunscreen for summer
7. Any lotions for dry skin (if applicable)

In terms of applying any topical, non-prescription (not applied to open wounds or broken skin) for items used solely for prevention in our Center, the staff will not be administering the above items 3-7 for your child(ren) unless the following procedures are followed as below:

1. A completed Medication Consent Form must be signed and submitted by the parents/guardians.
2. The Medication Consent Form must be renewed annually.
3. No staff shall administer the first dose of any medication to a child including the above items 3-7.
4. All items must be labeled with your child's name.

#### **XV. Summer Programs**

All Toddler/Preschool through Kindergarten are Year-Round Programs. Therefore, Summer Programs are ONLY for the School Age Afterschool children. Summer programs will begin in June when children are at the end of the school year. The rate of 2018 - 2019 Summer Programs will be \$280 per week. The **NON-REFUNDABLE registration fee** for summer programs will be a fee of \$50.00

☐ **Please see the Administrative Director for details.**



## **SECTION 5: PARENT VISITATION AND COMMUNICATION**

### **I. Open-Door Policy**

Parents/Guardians may visit their children in our program unannounced at any time while their child is present during the day. However, the following policies and procedure must be followed as below:

1. Our main entrance door has a coded lock with only currently enrolled parents/guardians.
2. For safety reasons we maintain an open-door policy for parents/guardians of currently enrolled children and persons they have authorized ONLY for drop off and pickup, having current access codes.
3. We do ask parents/guardians who plan to visit their children frequently to follow the classroom routine, to avoid disturbing classroom schedules and activities.
4. If parents/guardians wish to meet with the Administrative Director or a staff member, please make an appointment so that arrangements can be made.
5. Initial/working interviews or visits for prospective child care enrollment are by appointment only.

### **II. Parent Input & Family Involvement/Communication**

Kiddosland appreciates parents/guardians' valuable input on the care of their children. The process for parent input and policies for communication with families are as follows:

1. A suggestion box is located next to the entrance door on the 2nd floor. Any comments or suggestions are welcome.
2. Parents/guardians are welcome to set up an appointment for a meeting with the Administrative Director if they have any comments, questions or concerns.
3. Parents/guardians may call your child's teachers during rest time from 1:00 p.m. to 2:30 p.m. if they should have any questions or discussions with the teachers.
4. Parents/guardians will be notified in writing prior to the implementation of any change in program policies and procedures within 7 days.
5. Parents/guardians are encouraged to participate in our program activities, such as storytelling, classroom volunteering opportunities, learning opportunities for families such as workshops and trainings, open house, family nights, special events, networking with other families, center enhancements, fundraising, etc.
6. In terms of providing continuous improvement to our program, Family Questionnaires will be sent out to the families twice a year in December and June.
7. Newsletters are sent to the families once a month.
8. In Toddler/Preschool Classroom, a daily report will be sent to the families at the end of each day.
9. In Preschool, Pre-K, Kindergarten Classrooms, a Two-Way Journal is designed to keep the communication open between parents/guardians and teachers. For the full-time students, it will be sent home every Friday and should be returned to school on the following Monday. For the part-time students, it will be sent home

the last day of the week of your child's schedule and should be returned to school on the first day of the following week.

10. In School Age Classroom, a weekly School Age Communication Sheet will be sent home every Friday.
11. Any change in teachers will be communicated to parents/guardians as soon as possible.
12. Any communicable disease or condition that has been identified in the program will be immediately communicated to parents/guardians with a notice and posting on the Family Information Board outside of each classroom.
13. The Kiddosland Child Development Center will ensure effective communication with families whose primary language is not English or who may require alternative communication methods.

## **SECTION 6: PARENT/GUARDIAN CODE OF CONDUCT**

Parents/guardians are the most significant role model in their child's life. Therefore, parents/guardians are required to behave in a manner consistent with decency, courtesy, and respect at all time. Parents/guardians who violate the Parent/Guardian Code of Conduct will not be permitted to access in the Center thereafter.

The policies and procedures for Parent/Guardian Code of Conduct are as follows:

### **1. Swearing/Cursing**

No parents/guardians or adults are permitted to curse or use other inappropriate language in the Center at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent/guardian or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward the staff.

### **2. Threatening of Staff, Children, or Other Parents/Guardians**

Threats of any kind will not be tolerated. All threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the Center will not assume the risk of a second chance. Parents/guardians must be responsible for and in control of their behavior at all times.

### **3. Physical/Verbal Punishment of Your Children or Other Children**

- Acts of corporal punishment of children are not permitted in the Center.
- While verbal redirections are appropriate, it is not appropriate for parents/guardians to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress.
- Parents/guardians are always welcome to discuss a behavior issue of their child with the classroom teachers and to seek advice and guidance regarding appropriate and effective disciplinary procedures. However, Parents/guardians are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own.
- No parents/guardians may physically punish another parent's child.
- If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teachers and/or the Administrative Director.
- It is absolutely inappropriate for one parent/guardian to seek out another parent/guardian to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teachers and/or the Director's attention. At that point, the teachers and/or the Director will address the issue with the other parents/guardians.

- Although parents/guardians may be curious as to the outcome of such a discussion, teachers and/or the Director are strictly prohibited from discussing anything about another child with other parents/guardians.
- All children enrolled in our Center have privacy rights and are further protected by our Confidentiality Policy. Parents/guardians may be assured that we will not discuss anything about your child with other parents/guardians.

#### **4. Smoking**

For the health of all Kiddosland employees, children, and other parents/guardians, smoking is prohibited anywhere in our Center. Parents/guardians are prohibited from smoking in the building, on the grounds, and in the parking lot of Kiddosland. Parents/guardians who are smoking in their cars must dispose of the cigarette prior to entering the Center.

#### **5. Violations Of The Safety Policy**

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and others in the Center.

Please be mindful and careful to NOT allow unauthorized individuals into the Center. Holding the door open for the person following you may, in fact, be polite; however, that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Administrative Director.

#### **6. Confrontational Interactions with Employees & Other Parents/Guardians**

While it is understood that parents/guardians will not always agree with the employees of Kiddosland or the parents/guardians of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

#### **7. Violating the Confidentiality Policy**

Kiddosland takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the Center. Parents/guardians must understand the implications of this responsibility. Parents/guardians need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families, and employees. Any parents/guardians who share any information considered to be confidential, pressures employees or other parents/guardians for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

## **SECTION 7: CHILDREN'S RECORDS**

### **The policies and procedures of children's records are as follows:**

1. No child will be admitted until all necessary forms are collected and have been placed in the child's file.
2. It is mandated by the Department of Early Education and Care that every child must have an updated yearly physical on file at the Center.
3. It is the responsibility of the parents/guardians to update the physical as needed. Families are allowed a grace period of 30 days to update documentation once the physical is outdated. Failure to comply with this state regulation will result in suspension from this program, until the physical has been updated and the documentation has been placed in file.
4. Every child must be fully immunized before being admitted to the program, including one lead paint screening.
5. Information contained in a child's record is privileged and confidential.
6. All children's record will be stored in a locked cabinet in the Director's Office.
7. The records will not be distributed or released to anyone without the written consent of the child's parents/guardians.
8. Upon request and at reasonable times, parents/guardians may have access to their child's records.
9. Parents/guardians shall provide the Center with a list of individuals who may view and discuss the child's progress in the program. Otherwise, Staff will only discuss the child's progress with the parents/guardians without the list.
10. Parents/guardians have the right to add information, comments, data, or any other relevant materials to the child's record, and amend any information contained in the child's record.
11. Upon written request, Kiddosland will transfer the child's records to the family, or any other person the family identifies when the child is no longer in our care.
12. Kiddosland will not charge a fee for copies of any information contained in the child's record.
13. If a child is no longer in our care, the child's records will be kept for only 5 years in the program.

## SECTION 8: CURRICULUM & PROGRESS REPORTS

### I. Curriculum

Our teachers in each classroom are responsible for curriculum planning and students' assessments. When building curriculum for children, teachers will follow the guidelines as below:

Programs	Curriculum Guidelines
<b>Toddler</b>	<b>EEC Massachusetts Early Learning Guidelines for Infants and Toddlers</b> <a href="http://www.eec.state.ma.us/docs1/curriculum/20110519_infant_toddler_early_learning_guidelines.pdf">http://www.eec.state.ma.us/docs1/curriculum/20110519_infant_toddler_early_learning_guidelines.pdf</a>
<b>Preschool</b>	<b>EEC Guidelines for Preschool Learning Experiences</b> <a href="http://www.eec.state.ma.us/docs1/curriculum/20030401_preschool_early_learning_guidelines.pdf">http://www.eec.state.ma.us/docs1/curriculum/20030401_preschool_early_learning_guidelines.pdf</a>
<b>Pre-K &amp; Kindergarten</b>	<b>EEC Guidelines for Preschool Learning Experiences</b> <b>Common Core State Standards Initiative</b> English Language Arts-Literacy & Mathematics
<b>School Age</b>	<b>Common Core State Standards Initiative</b> <a href="http://www.corestandards.org/ELA-Literacy/">http://www.corestandards.org/ELA-Literacy/</a> <a href="http://www.corestandards.org/Math/">http://www.corestandards.org/Math/</a>

Parents/guardians will receive a curriculum calendar and a literacy packet monthly, so that they know what their children have been learning and taught in school.

### II. Progress Reports

The policies and procedures of progress reports are as follows:

1. Parents/guardians are given a copy of the progress report and a copy will be kept in the child's file.
2. Parent-Teacher Conferences will be offered twice a year in January and June. Families will be notified to sign up for the conferences with the classroom teachers to discuss the progress of your child.
3. Parents/Guardians are required to fill out and return a Progress Report-Parent Feedback Form to the teacher right after the Parent-Teacher Conference before leaving the Center.
4. Families may request a conference to consult with their child's teachers and/or the Administrative Director regarding their child's progress at any time.
5. The Administrative Director and/or classroom teachers will bring significant developmental or behavioral concerns to the parents/guardians' attention as soon as they arise.

The assessments/progress reports of students are based on observations and documentation of the child's progress in a range of activities over time. The samples of child's work may include in each child's portfolio for assessments.

The frequency of the assessments/progress reports is as follows:

Age Groups	Frequency
Children with identified special needs	every three months
Toddler	every six months
Preschool	
School age children	annually

## **SECTION 9: CHILD GUIDANCE POLICIES**

### **I. Guidelines for Child Abuse Prevention**

All staff members of Kiddosland Child Development Center are required to use positive guidance strategies at all times. All staff members are NOT allowed to use any of the following as behavior management for children, but not limited to:

- a) Spanking or other corporal punishment of children;
- b) Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks;
- c) Depriving children of outdoor time, meals or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence;
- d) Disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet, or using any other unusual or excessive practices for toileting;
- e) 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; and
- f) Excessive time-out. Time-out may not exceed one minute for each year of the child's age and must take place within an educator's view.

#### **📄 Please note:**

1. Using discipline or child guidance techniques that require the use of any physical restraint is NOT allowed at all times.
2. Each incident must be documented with an incident report and promptly reported to the Administrative Director as well as notifying the parents/guardians. All documentation of incidents is required to maintain confidentiality.

### **II. Child Guidance Policies**

When a child's behavior is atypical of his/her developmental age or a child's destructive behavior persists, which becomes a concern of teachers, the behavior will be observed, recorded, and reviewed for the assessment process before a referral is recommended. A meeting will be scheduled with the child's family to discuss the concerns and referral with the Administrative Director and the appropriate staff. A child guidance plan will be set with the goal of assisting the child to develop pro-social behavior and maximize the child's development and growth while protecting the other individuals in the program. External referrals may be recommended in terms of providing the least restrictive learning environment for the child and the referrals are kept confidential.

### **III. Basic Techniques for Child Guidance**

Routine child guidance practices should include but are not limited to the following:

- Having a sound understanding about the principles of child growth and development;
- Preparing a stimulating and educational environment with a varied curriculum and plenty of age appropriate play materials;

- Creating consistent routines and planning ways to have smooth transitions, enabling children’s waiting times to be productive;
- Modeling appropriate behaviors and positive attitudes;
- Learning about the child and family history;
- Understanding how individual children respond to different cues, and understanding that no single technique will work for all situations;
- Being clear about rules and being consistent in applying them;
- Providing opportunities for children to learn guidelines for acceptable behavior;
- Resolving problems as they occur and reminding children of the rules when a problem erupts, (when appropriate children should play a role in resolving their problems);
- Recognizing children’s feelings when discussing their unacceptable behavior with them, (separation of one’s disapproval of the behavior from the care and respect for the child);
- Reducing opportunities for problem behaviors before they begin by focusing children away from potential problems and expanding efforts towards redirection;
- Helping children learn about natural consequences because appropriate natural consequences appeal to their sense of logic, “When I do this; this is what happens”;
- Teaching children coping mechanisms such as, “Taking a break,” and, “Picking another activity”;
- Helping children “brainstorm” to solve problems and make choices because it helps promote self-esteem and teaches problem solving skills;
- Knowing when to respond to inappropriate behavior and noticing appropriate behavior; and,
- Creating an individual action plan for a child that identifies the child’s challenging behaviors and includes ideas for how the teacher and the child’s parents can work to resolve them.

**IV. Effective Ways Teachers May Respond Include:**

- Separate the child from the environment, but have the child remain within the staff’s immediate and direct supervision until the child is able to regain self-control and re-join the group;
- Have the teacher place him/herself in close proximity to the child until the child is able to regain self-control when the child cannot be removed from the environment. In this instance, the teacher must also remove anything within the child’s immediate reach that is a potential danger to the child or others.
- If necessary, the teacher may use another adult to support and assist in calming the child until the child is able to regain self-control.
- Talk calmly to the child; this is always appropriate.



## **SECTION 10: TERMINATION AND SUSPENSION**

### **I. Procedures for Avoiding Suspension and Termination**

Kiddosland will make every effort to avoid suspension or termination a child from the program due to challenging behavior. Kiddosland may follow the procedures for avoiding suspension and termination as below:

1. Inappropriate behavior of the child will be observed and recorded.
2. An immediate Parent-Teacher conference will be set with the family and will discuss our observations and concerns with the parents/guardians and goals will be set for the child at the moment.
3. Suggestions and information for outside community resources will be provided to the family by the Administrative Director. Kiddosland will work with these resources for further guidance in responding to the child's behavior.
4. Once the procedures to avoid suspension and termination of a child from the program due to challenging behavior have proven unsuccessful, Kiddosland will begin a plan of action to suspend or terminate the child from the program.

### **II. Suspension**

1. At any time, whether or not, a child is receiving services, becomes physically hurtful or abusive in any manner, that child may be suspended for one (1) day.
2. If the child's behavior continues to escalate at any time after the first initial incident, the child will be suspended for two (2) days.
3. At the point where this pattern of behavior continues, the child will be suspended for a final time for three (3) days, after which the parents/guardians will receive a letter of termination, whenever possible.

### **III. Termination**

1. If the reasonable accommodations have been made and the inappropriate behavior is not improving, it becomes necessary for a child to be terminated.
2. In that case, the parents/guardians will be provided with an opportunity to meet with the Administrative Director to discuss the reason for the decision. At that point we will provide a written documentation of the circumstances leading to this decision and the efforts that were made to accommodate the child's needs prior to the termination/suspension.
3. Parents/guardians will be also notified in writing regarding the reasons for termination. A copy of the letter will be kept on the child's file.
4. Whenever possible, the family will be given a two-week notice before services are terminated.
5. The family will be informed the information and referrals to other programs and services in the area.
6. When any child is terminated from the program, initiated by the program or the parents/guardians, the child's teachers will prepare the child for the transition from the program in a manner consistent with the child's ability to understand.

#### **IV. Other Conditions for Suspension or Termination**

1. Failure to pay weekly/monthly tuition.
  - a. Payments that are not made by Monday morning of the current week will be considered late for weekly tuition payments.
  - b. Payments that are not made by the first Monday morning of the current month will be considered late for monthly tuition payments.
  - c. If payment is not received by the following Friday, the family will receive a termination letter on Monday that is deemed late.
  - d. In that case, your child may not be able to return to Kiddosland Child Development Center on that Monday.
  - e. The effective date of the termination notice will be reflective of your two-week tuition deposit.
  - f. If the payment is brought up-to-date by the following Friday, the termination notice will be voided.
  - g. Three notices within a year will result in a termination of services.

2. Consistent late pick-up after 6:30 p.m.

**☞ Please refer to the Late Pick-Up Policy.**

3. Lack of updated physical and immunizations.

**☞ Please refer to the Annual Re-Registration Fee and Policy.**

4. When a child and/or a parent/guardian is physically and/or verbally abusive and/or threatening to other children or staff.
5. Unresolved disagreement regarding our center policies or procedures as stated in our Parent Handbook.

**SECTION 11: PLAN FOR REFERRAL SERVICES**

At Kiddosland Child Development Center, we are committed to ensure the safety and well-being of all children in our program. It is our goal to provide a safe and nurturing learning environment for all children enrolled in our program. Although Kiddosland strives to meet the needs of each child in our care, there are circumstances where a child cannot function safely in our Center. If any aggressive behavior causes a significant risk or harm to the safety of the child or other children and/or staff, Kiddosland may follow the procedures for referral services.

**Referral Policy & Procedure:**

Whenever staff or administration have a concern regarding a child’s social, mental, health, education, medical services not limited to vision, hearing, and dental.

- Staff must inform the program owner and director of their concerns.
- Staff and administration will observe a record behavior and other pertinent information regarding their concern.
- A meeting with parent/guardian will be held. At the meeting, a reason for the meeting, a summary of observations and any efforts made to accommodate the child will be given to parent/guardian in writing.
- Program will assist parent in making a referral.
- A list of referrals is as follows:

**List of Community Supports/Referrals**

<b>Education</b>	
Braintree Public School - Braintree Special Services Department	General Telephone - 781-848-4000 Jeffrey Rubin, Special Education Director, x7620 Michael Bochman, Assistant Director of Special Services 6-12, x7621 Dr. Jessie-Sue Milo, Assistant Director of Special Services PreK-5, x7623
Community Care For Kids	1509 Hancock St, Quincy, MA 02169 617) 471-6473
Department of Developmental Services	65 Sprague St #5, Hyde Park, MA 02136 617-363-2900
Early Intervention Program	574 Main St, South Weymouth, MA 02190 781-331-2533
Puzzle Pieces, LLC	1266 Furnace Brook Pkwy #308, Quincy, MA 02169 617-433-7699
Step One Early Intervention	16 Moon Island Rd, Quincy, MA 02171 617-774-1040
<b>Health</b>	
South Shore Health Care	Dr. Robert S. Baratz, MD, PhD, DDS 759 Granite Street, Braintree, MA 02184 781-848-1950
Braintree Public Health Nurse	781-794-8094

Braintree Public School - Nursing Services Department	Director of School Nursing Services, Laurie Melchionda, MEd, BSN, RN 781-848-4000 X7840 or lmelchionda@braintreema.gov
Children's Medical Security Plan	1-800-841-2900
MassHealth	45 Spruce St, Chelsea, MA 02150 781-485-2500
Massachusetts Dental Society	2 Willow St, Fayville, MA 01745 800-342-8747
Montillo Dental Associates of Braintree	420 Washington St #101, Braintree, MA 02184 781-848-2422
Women, Infants and Children (WIC) Nutrition Program	145 South Street, Boston, MA 02111 617-521-6777
<b>Miscellaneous</b>	
Braintree Community Food Pantry	594 Washington St, Braintree, MA 02184 781-277-1609
Parental Stress Line	1-800-632-8188
Social Services Department	541 Main St #201, South Weymouth, MA 02190 781-682-0800
South Shore Mental Health	859 Willard St, Quincy, MA 02169 617-847-1083 or 800-528-4890
Supplemental Nutrition Assistance Program (SNAP)	1-800-221-5689

- The program cannot assist or implement a referral for any child without written parental/guardian's permission.
- Parental/guardian consent written documentation pertaining to the referral and the documenting meeting will be maintained in child's file.

## **SECTION 12: MANDATED REPORTING OF ABUSE AND NEGLECT**

### **I. Mandated Reporting**

Under the Massachusetts guidelines of Mandated Reporting, all staff members of Kiddosland are mandated by Law C119, Section 51A to report all incidents of suspected abuse and/or neglect of children under the age of 18 to the Department of Children and Families (DCF) through 51A Report. On the basis of the Massachusetts General Laws to Protect Children Section 51A-F, the staff will never be discriminated or retaliated against for making a report of suspected abuse.

All staff of Kiddosland must report the following to the Administrative Director immediately, which include, but not limited to:

- Any indication of or warning signs concerning abuse and/or neglect involving a child and inappropriate behavior of a staff member;
- Any instances of staff violating the Code of Conduct and Child Protection Policy;
- Any suspicions or concerns are uncertainty as to whether or not to report.

### **II. Procedure of Reporting**

1. Any child who is threatened with any form of child abuse, such as physical abuse, emotional abuse, sexual abuse, and/or neglect if suspected, this must be immediately reported to the Administrative Director.
2. After you have reported the incident to the Administrative Director, both you and the Director will report the abuse and neglect to the Massachusetts Department of Children and Families (DCF).
3. The Licensee and the Administrative Director in consultation with DCF may jointly decide if, when, and/or how the parents/guardians should be advised that the Kiddosland Child Development Center has filed a 51A report.
4. A written 51A report must be submitted within 48 hours after the suspected abuse or neglect has been verbally reported to DCF. Please note that under the Law, Chapter 119 section 51A-E, a failure of required reporting about the suspected child abuse and neglect, any mandated reporter may be fined up to \$5000 and/or 2½ years in jail.
5. If any staff of Kiddosland involve the alleged abuse, the staff will be promptly be suspended from work and will remain suspended until a full investigation is completed. Reinstatement of the staff will occur only after all allegations have been cleared to the satisfaction of the Administrative Director of Kiddosland.
6. The Department of Early Education and Care (EEC) will be immediately notified about the reporting of the 51A report involving a staff member.
7. Parents/guardians will be immediately notified of any allegations of abuse or neglect involving their children while in care and custody of Kiddosland Child Development Center.

### **III. DCF Coastal Area Office Directory**

Hours: 9:00 a.m.-5:00 p.m.  
220 Forbes Road\Rear, Suite 117  
Braintree, MA 02184  
Phone: 781-794-4400  
Fax: 781-794-4507 and 781-794-4510  
After 5:00 p.m. or weekends/holidays:  
Child-at-Risk Hotline: 1-800-792-5200  
Website: [www.mass.gov/dcf](http://www.mass.gov/dcf)

## **SECTION 13: PLAN FOR MEDICATION ADMINISTRATION**

### **I. Prescription Medication**

- i. Prescription medication must be brought to school in its original container and include the child's name, the name of the medication, the dosage, the number of times per and the number of days the medication is to be administered. This prescription label will be accepted as the written authorization of the physician.
- ii. The Center will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.
- iii. The parent must fill out the Authorization for Medication Form before the medication can be administered.

### **II. Non-prescription Medication**

- i. Non-prescription medication will be given only with written consent of the child's physician. The Center will accept a signed statement from the physician listing the medication(s), the dosage and criteria for its administration. This statement will be valid for one year from the date that it was signed.
- ii. Along with the written consent of the physician, the Center will also need written parental authorization. The parent must fill out the Authorization for Medication Form, which allows the Center to administer the nonprescription medication in accordance with the written order of the physician. The statement will be valid for one year from the date it was signed.
- iii. The Center will make every attempt to contact the parent prior to be child receiving the non-prescription medication unless the child needs medication urgently or when contacting the parent will delay appropriate care unreasonably.

### **III. Topical Ointments and Sprays**

- i. Topical ointments and sprays such as petroleum jelly, sunscreen, etc. will be administered to the child with written parental permission. The signed statement from the parent will be valid for one year and include a list of topical non-prescription medication.
- ii. When topical ointments and sprays are applied to wounds, rashes, or broken skin, the Center will follow its written procedure for nonprescription medication which includes the written order of the physician, which is valid for a year, and the Authorization for Medication form signed by the parent.
- iii. Bug sprays will not be applied in the Center. Parents/guardians may apply bug spray to your child(ren) at home when needed before coming to the Center.

#### **IV. All Medications**

- i. The first dosage must be administered by the parent/guardian at home in case of an allergic reaction.
- ii. All medications must be given to the teacher directly by the parent/guardian.
- iii. All medications will be stored in the Director's Office, out of the reach of children (or in the refrigerator if refrigeration is necessary). All medications that are considered controlled substances must be locked and kept out of reach of children. Rescue medications will travel with child wherever the child goes, indoor and outdoor.
- iv. The Administrative Director will be responsible for the administration of medication. In her absence, the Lead Teacher will be responsible.
- v. The Center will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to normal skin) which will include the child's name, the time and date of each administration, the dosage, and the name of the staff person administering the medication. This completed record will become part of the child's file.
- vi. All unused medication will be returned to the parent/guardian.

## **SECTION 14: MANAGEMENT OF INFECTIOUS DISEASES**

### **I. Infectious Disease and School Exclusion**

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

- i. the illness prevents the child from participating in the program activities or from resting comfortably;
- ii. the illness results in greater care need that the staff can provide without compromising the health and safety of the other children;
- iii. the child has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness;
- iv. having diarrhea two or more times in the previous 24 hours at home or once at the center;
- v. vomiting two or more times in the previous 24 hours at home or once at the center;
- vi. mouth sores, unless the physician states that the child is non-infectious;
- vii. rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease;
- viii. purulent conjunctivitis (defined as pink or red conductive with white or yellow discharge, often with matted eyelids) until examined by a physician and approved for re-admission, with or without treatment;
- ix. tuberculosis, until the child is non-infectious;
- x. impetigo, until 24 hours after treatment has started or all the sores are covered;
- xi. head lice, free of all nits or scabies and free of all mites;
- xii. strep infection, until 24 hours after treatment and the child has been without fever for 24 hours;
- xiii. many types of hepatitis are caused by viruses. The symptoms are so alike that blood tests are needed to tell them apart. In the U.S. the most common types of hepatitis are A, B, and C. Types B and C are spread through blood and other body fluids. Type A, is spread through contaminated food and water or stool (feces). Fact sheets are available from the state Department of Public health. [www.state.ma.us/dph](http://www.state.ma.us/dph)
- xiv. chicken pox, until last blister has healed over.

### **II. Policies and Procedures for Infectious Disease**

- i. A child who has been excluded from the Center may return after being evaluated by a physician, physician's assistant or nurse practitioner, and it has been determined that he/she is considered to pose no serious health risk to him or her or to the other children. Nevertheless, Kiddosland may make the final decision concerning the inclusion or exclusion of the child.



- ii. If a child has already been admitted to the Center and shows signs of illness (for example: a fever equal to or greater than 100.5 degrees by the oral or axillary route, a rash, reduced activity level, diarrhea, etc.), he/she will be offered their mat, cot, or other comfortable spot in which to lie down. If the child manifests any of the symptoms requiring exclusion (as listed above) or it is determined that it is in the best interests of the child that he/she be taken home, his/her parent/guardian will be contacted immediately and asked to pick the child up as soon as possible.
- iii. When a communicable disease has been introduced into the Center, parents/guardians will be notified immediately, and in writing by the Administrative Director. Whenever possible, information regarding the communicable disease shall be made available to parents/guardians. Administrative Director shall consult the Child Care Health Manual for such information. DPH must be contacted when there is a reportable communicable disease in the program.
- iv. The program requires, on admission, a physician's certificate that each child has been successfully immunized in accordance with the Department of Public Health's recommended schedule. No child shall be required, under 102 CMR 7.00 to have any such immunization if his parent(s) object, in writing, on the grounds that it conflicts with their religious beliefs or if the child's physician submits documentation that such a procedure is contradicted. This must be maintained in the child's file.
- v. No child will be admitted into the program without the required documentation for immunizations. **(Childhood Lead screening must be done on all children; it is not considered an immunization).**
- vi. The program will maintain a list of the children who have documented exemptions from immunizations and these children will be excluded from attending when a vaccine preventable disease is introduced into the program. The Massachusetts Immunization Program provides free childhood vaccines. The toll free telephone number is 1-888 658-2850.

## **SECTION 15: PLAN FOR INFECTION CONTROL**

### **Infection Control Policies and Procedures**

#### **I. Hand Washing**

The Administrative Director shall ensure that staff and children wash their hands with liquid soap and running water using friction. Hands shall be dried with individual or disposable towels. Staff and children shall wash their hands minimally at the following times:

- Entering into the classroom, which includes at drop-off, after playing on the playground, after going on a neighborhood/nature walk, or other outdoor activities;
- Before and after water activity;
- Before eating or handling food;
- After toileting;
- After coming into contact with bodily fluids and discharges (including sneezes, coughing);
- After handling center animals or their equipment;
- Whenever hands are visibly soiled;
- Before and after administration of medication (for staff only);
- After performing cleaning tasks, handling trash or using cleaning products (for staff only).

#### **II. Cleaning, Sanitizing and Disinfecting**

In accordance with Department of Public Health (DPH) recommendations, cleaning, sanitizing and disinfecting must be completed as follows:

1. Cleaning alone is sufficient for some surfaces. Cleaning means to physically remove dirt, debris and sticky film from a surface by scrubbing, washing, wiping and rinsing. Cleaning is done with regular (not antibacterial) soap or detergent and water. Towels, washcloths, sheets, pillowcases and other coverings, and machine washable fabric toys must be cleaned and dried before use by another child, and at least weekly. Washcloths used for multiple purposes should be cleaned and dried after every use. These items do not need to be sanitized or disinfected.
2. Sanitizing or disinfecting must follow cleaning as required. Cleaning first allows the sanitizing or disinfecting product to come in contact with the surface.
3. Sanitizing (after cleaning) is the proper treatment for most equipment and surfaces in the program. Sanitizing surfaces destroys enough germs to reduce the risk of becoming ill from contact with those surfaces.
4. Disinfecting (after cleaning) is the proper treatment for surfaces or equipment where safe contact requires a more powerful response to germs. Disinfecting is the proper treatment for equipment and surfaces that are involved with toileting and Special Precautions.

5. Special Precautions treatment requires that surfaces or equipment exposed to blood or vomit spills be disinfected (with the standard disinfectant solution) while wearing gloves.
6. Sponges must not be used for sanitizing or disinfecting.
7. Surfaces and equipment must air dry after sanitizing or disinfecting. Do not wipe dry unless it is a product instruction.
8. Small items requiring sanitizing (such as pacifiers) may be dipped in a container for that purpose filled with sanitizing solution and allowed to air dry, or may be washed and dried in dishwasher.
9. All sanitizing and disinfecting solutions must be labeled properly to identify the contents; kept out of the reach of children; and stored separately from food items. Do not store sanitizing and disinfecting solutions in beverage containers.

### **III. Frequency of Sanitizing and Disinfecting**

The Administrative Director or Lead Teacher shall ensure that the specific equipment, items or surfaces are washed with soap and water and disinfected with a fresh, standard bleach solution (1/4 teaspoon per 1 qt.) using the following schedule:

- i. The following item must be cleaned and sanitized daily, before and after each use:**

Cleaned and Sanitized:

- All surfaces used for eating

- ii. The following items, equipment and surfaces must be cleaned and sanitized or disinfected after each use:**

Cleaned and Sanitized:

- Sinks and faucets used for hand washing after the sink is used for rinsing a toilet training chair;
- Thermometers
- Toys mouthed by children
- Bottles, eating & drinking utensils and dishes, and preparation utensils
- Mops, cloths, or other cleaning equipment when not used for cleaning body fluids.
- Water tables and water play equipment.

Cleaned and Disinfected:

- Toilet training chairs which have first been emptied into a toilet
- Sinks and faucets used for hand washing after the sink is used for rinsing a toilet training chair
- Diapering surfaces
- Mops, cloths, or other cleaning equipment used for cleaning body fluids (using Standard Precautions)

**iii. The following items, equipment and surfaces must be cleaned and sanitized or disinfected at least daily:**

Cleaned and Sanitized:

- Sinks and sink faucets (except when used following toileting activities)
- Drinking fountains
- Play tables
- Smooth surfaced, non-porous floors. (All spills or accidents must be cleaned up immediately.)

Cleaned and Disinfected:

- Toilets and toilet seats
- Containers, including lids, used to hold soiled diapers
- Sinks and sink faucets used after toileting activities
- Water tables and water play equipment
- Mop used for cleaning
- Cloth washcloths and towels

**iv. The following items, equipment and surfaces be must be cleaned and sanitized at least weekly or more frequently as needed to maintain cleanliness, when wet or soiled, and before use by another child.**

- Cots, mats or other approved sleeping equipment
- Sheets, blankets or other coverings
- Machine washable fabric toys

**IV. Sanitizing and Disinfecting Solutions**

**i. Sanitizing and Disinfecting with Bleach and Water**

Programs using a self-made bleach solution must follow the guidelines in this policy in determining the appropriate concentration of bleach for each use. The recommendations below are for commercial bleach products with an 8.25% bleach concentration only. If you are using a different bleach concentration, different dilutions are required. The dilutions for bleach concentrations other than 8.25% are available in the Safe Cleaning and Products Fact Sheet on the EEC Website.

**All bleach and water dilutions must be freshly mixed every 24 hours.**

The recommended SANITIZING dilution for 8.25% bleach is:

- 2 teaspoons bleach to 1 Gallon cool water
- 1 teaspoon bleach to 1/2 Gallon cool water
- 1/2 teaspoon bleach to 1 Quart cool water
- 1/4 teaspoon bleach to 1 Pint cool water

The recommended DISINFECTING dilution for 8.25% bleach is:

- 1/2 cup bleach to 1 Gallon cool water

1/4 cup bleach to 1/2 Gallon cool water

2 Tablespoons bleach to 1 Quart cool water

1 Tablespoon bleach to 1 Pint cool water

Bleach solutions should be prepared daily to ensure their ability to safely sanitize or disinfect. When preparing sanitizing or disinfecting dilutions always *add bleach to water*. (This helps to avoid bleach splashes caused by adding water to bleach.) Use either the sanitizing or the disinfecting dilution as specified above.

## **V. Application of Sanitizing/Disinfecting Solutions**

Sanitizing and disinfecting solutions without bleach must be applied in accordance with manufacturer's recommendations.

Sanitizing and Disinfecting solutions with bleach:

- Apply the bleach dilution after cleaning the surface
- It is recommended that bleach solutions be applied with a disposable cloth rinsed in the solution and discarded after each use, or with a non-disposable cloth that is laundered in hot water and dried after each use. Paper towels also may be used. For all methods of applying bleach solutions, surfaces should be visibly wet. Surfaces should be allowed to air dry.
- If using a spray bottle, adjust the setting to produce a heavy spray or stream instead of a fine mist when possible. The fine mist could contain particles of strong chemicals which can cause asthma or allergy like symptoms.
- Allow for the contact time specified on the label of the bleach product.
- Apply when children are not present in the area and allow for fresh air ventilation when possible until bleach solution has dried.

## **VI. Other Infection Control Procedures**

- i. All staff should wear non-latex gloves when they come into contact with blood or body fluids. Specifically, gloves should be worn during diapering, toileting, when administering first aid for a cut, bleeding wound, or a bloody nose, or when feeding infant breast milk.
- ii. Gloves should never be reused and should be changed between children being handled.
- iii. Proper disposal of infectious materials is required. Any disposable materials that contain liquid, semi-liquid, or dry, caked blood will need to be disposed of in the secured trash receptacle located in the cleaning closet and marked "Biohazardous waste." The bags should be removed and securely tied each time the receptacle is emptied.
- iv. Cloth items that come into contact with blood or bodily fluids will be double bagged and sent home.
- v. Each staff member will be trained in the above Infection Control Procedures upon employment and before working with the children and then annually.

## **SECTION 16: PLAN FOR MILDLY ILL CHILDREN WHILE IN CARE**

Children who are mildly ill may remain in the Center if they are not contagious (refer to Section 6: Plan for Managing Infectious Disease) and they can participate in the daily program including outside time. Symptoms which require exclusion from the rest of the class are fever, chicken pox, lice, impetigo, measles, mumps, rubella, vomiting, skin rash, diarrhea, scabies, Pertussis, conjunctivitis, strep throat, tuberculosis, ringworm, excessive coughing, discharge from eyes, pinworm, meningitis, fifth disease, sores that are oozing, and mucosal secretions that are green in color indicating infection.

**Even though mildly ill children may attend to school, parents/guardians are required to pick up their children within ONE HOUR of notification if their children exhibit any of the following symptoms:**

- If a child has a temperature of under 100°F but does not feel well, the parents/guardians will be consulted to agree on a course of action.
- If a child has a temperature of over 100°F. The child will be sent home from the school and remain home until fever free for 24 hours before returning to the school (without any fever reducer).
- A child with impetigo must stay home and can return to the school with a doctor's note after being on antibiotics for 24 hours.
- A child with the symptoms of conjunctivitis. The child can return to the school with a doctor's note after having two dosages of eye ointment and all the discharge from the eye is cleared up.
- A child with 2 bouts of diarrheas in one hour will be sent home from the school. The child can return to the school with a doctor's note when normal activities are back for 24 hours.
- A child with vomiting symptoms will be removed from the classroom and sent to the Director's Office. The child will be sent home from the school and remain home until vomit free for 24 hours before returning to the school with a doctor's note.
- A child with strep-throat must stay home and be on antibiotics for 24 hours before returning to the school with a doctor's note.
- A child may attend the school with the symptoms of ear infection if a note from the pediatrician is provided. If a child becomes sick at school with complaints of an ear infection, the parent/guardian would be called and consulted on next steps (if fever free).
- A child with the symptoms of scarlet fever, hand, foot and mouth must stay home and may return to the school with a note from the pediatrician stating that the child is not contagious and may participate in all the activities.
- A child with the symptoms of chickenpox must stay home. The child may return to the school with a note from the pediatrician stating that the child is no longer contagious and is able to participate in all daily activities and all lesions are crusted over.
- A child with head lice must stay home and may return to the school with a doctor's note when lice and nits free.

- Persistent of cough or wheezing.
- Appearance of unknown illness or complaint.
- Any other untreated contagious disease.
- Symptom or behavior that requires one-to-one care.

**If a child's condition worsens or, if it is determined that the child poses a threat to the health of the other children, or if the child cannot be cared for by the classroom staff, the following procedures are as below:**

1. The child who becomes ill while at school will be made as comfortable as possible, and isolated from the other children.
2. The child will be cared for in the Director's office by the Administrative Director or a qualified teacher until a parent/guardian or emergency contact arrives to pick up the child. If necessary, a cot, pillow, blanket, books and other quiet play materials will be offered to the child.
3. The Administrative Director or the Lead Teacher/Teacher will contact the child's parents/guardians.
4. The parents/guardians will be asked to pick up the child. If the parents/guardians cannot be reached, the emergency contact persons will be called and notified of the child's condition and may request them to pick up the child.
5. The Lead Teacher/Teacher will fill out the "Notification of Symptoms/Suspected Illness Form for the parents/guardians to sign when picking up the child.
6. All the child's belongings must be taken home and washed.
7. Any toys, blankets, mats or other materials used by an ill child will be cleaned and disinfected before being used by other children.
8. The child's toothbrush in the Center will be replaced a new one by the classroom teachers.

**If the child has been sick, parents/guardians shall honor the following timetables for your child's return to school:**

1. Your child has been symptom-free of vomiting or diarrhea for 24 hours and can tolerate a typical diet.
2. Children should be fever-free without fever-reducing medication for 24 hours before returning to school.
3. For ear infections, pneumonia, strep throat and conjunctivitis, your child can return to school 24 hours after medication has been started, as long as there is no fever.

**☐ Please note that if a child has been evaluated by a medical source and is said to be of no serious health risk to others, that child shall be admitted back to school with written notification by the physician.**

## **SECTION 17: TRANSPORTATION PLANS**

### **I. Transportation Plan for Toddler/Preschool/Pre-K/Kindergarten Programs**

Families are responsible for transporting their children to and from the Kiddosland Child Development Center daily.

## **II. Transportation Plan for School Age Afterschool Program**

1. With written parental permission, Kiddosland Child Development Center will only offer transportation for school age children to the Center, located at 725-727 Granite Street, Braintree, MA 02184 from all Braintree Public/Private Schools.
2. There is no transportation home from Kiddosland Child Development Center.
3. Families are responsible for picking up their children from Kiddosland at the end of the day daily.
4. Families are responsible for transporting their children to and from the Kiddosland Child Development Center whenever the school age children are in full day attendance due to the public/private schools closings or the summer programs.

## **III. The Transportation Policies and Procedures for Children's Safety**

1. All program vehicles and drivers are licensed, registered and inspected in according to the laws of the state.
2. Drivers and monitors are trained in CPR & First Aid and all procedures for transporting children.
3. All vehicles are equipped with emergency first aid kits and emergency information on each child.
4. Drivers must follow the Driver Instructions on the Transportation Log, which include:
  - a. Before transporting the children, the driver must record the transportation delivery type, destination, current date, driver's name, monitor's name (if applicable), each child's first and last name, departure location, and the 'pick-up time/in vehicle' for each child as the child enters the vehicle.
  - b. Upon arrival at the destination, the driver must:
    - i. Record the arrival time;
    - ii. Watch each child exit the vehicle and record the 'drop-off time/out of vehicle' after each child has exited the vehicle;
    - iii. Conduct a physical inspection and visual sweep of the entire vehicle, including all rows, seats, and under seats to ensure all children have exited the vehicle and no children were left in the vehicle; and
    - iv. Immediately sign and time the log after the physical inspection and visual sweep, attesting all children have exited the vehicle.
5. The Monitor/Additional Reviewer Instructions (Kiddosland Staff Only):
  - a. Upon arrival at the destination, the monitor/additional reviewer must:



- i. Conduct a physical inspection and visual sweep of the entire vehicle, including all rows, seats, and under seats to ensure all children have exited the vehicle and no children were left in the vehicle, and
  - ii. Sign and time the log immediately after conducting the physical inspection and visual sweep, attesting all children have exited the vehicle.
6. Kiddosland will not allow the number of children to exceed the number of seats on a vehicle.
7. Suitable car seats, safety carrier, restraints or seat belts that meet U.S. Department of Transportation Federal Motor Vehicle Safety Standards and guidelines are used by each child.
8. Children must remain seated while vehicles are in motion and all potentially dangerous materials must be restrained.
9. Children are not regularly transported for periods longer than 45 minutes one way between their school and the program.
10. The driver/monitor will be responsible for the supervision of children while they are being transported.
11. Whenever disruptive behaviors occurs, such as unbuckling seat belts, refusing to remain seated etc., the driver will pull over to the side of the road until all children are in compliance. The driver/monitor will redirect the children.
12. The following rules are mandatory as below:
  - a. Remain seated at all times while the vehicle is in motion.
  - b. All body parts must remain inside the vehicle at all times.
  - c. Throwing or dropping things out the window is prohibited and punishable by Massachusetts State laws.
  - d. Yelling and screaming are not acceptable tones of voice control. All songs must be appropriate and have no negative connotations. Drivers must be able to hear cell phone communications at all times.
  - e. Children may not open or close windows.
  - f. Food and drinks may not be consumed in the vehicle.
  - g. No writing utensils or toys of any kind may be taken out in the vehicle.
  - h. Vandalism of any kind to the vehicle will not be tolerated.
13. If children violate rules after the second warning, the policies and procedures for disruptive behaviors in vehicles are as follows:
  - a. The parents/guardians of the child will be notified and the child may receive an incident report for disruptive behavior when violating any vehicle rules.

- b. When 3 incident reports for disruptive behavior are received by the child, may result in a suspension from using any Kiddosland transportation.
  - c. A child may be suspended immediately following any unsafe behavior for the child and/or other children in a vehicle, at the discretion of the Administrative Director.
14. Whenever a medical emergency occurs, the driver and/or the monitor will immediately notify the Administrative Director with a cell phone. The medical emergency plan will be conducted as the same procedures as the emergency plan in the health care & safety policy.
  15. Cell phones will be used for communication between the drivers and the Center.
  16. Transportation for off-site activities, parents/guardians will be received a notice about the information of a field trip. An Off Site Activities Permission Form must be signed by the parent/guardian prior to the field trips.
  17. The transportation coordinator for the program is Henry Wang and his phone number is 617-833-7330.
  18. During transportation times, the driver may contact the Administrative Director at 857-445-8182 (Cell Phone) or at 781-971-5178 (Center Phone number)
  19. Whenever a child is not present at the pick-up location, the driver/monitor will immediately notify the Administrative Director. The parents/guardians of the child will be contacted immediately by the Administrative Director or the Lead Teacher of the child.

#### **IV. In the Event of an Emergency**

In terms of transportation for emergency evacuation, the Center will use public transportation arranged by Braintree Emergency Management Department.

**Braintree Emergency Management Agency  
Department of Civil Defense**

Town Hall  
1 JFK Memorial Drive (Rear)  
Braintree Ma. 02184

Director, Robert F. James  
Phone Number: 781-794-8188  
Fax Number: 781- 356-6440  
E-Mail: [bjames@braintreema.gov](mailto:bjames@braintreema.gov)

**Departmental Hours of Operation:**

10:00 am to 3:00 pm

## SECTION 18: TOILETING AND DIAPERING

All teachers must ensure to follow the proper procedures for toileting and diapering as below:

### I. Diapering

1. Children's diapers will be changed on a regular basis throughout the day and when needed.
2. Per EEC guidelines, hands must be washed before and after every diaper change.
3. Gloves must be worn whenever changing a child.
4. Diapers will be changed on a changing table with fresh changing paper.
5. The teacher will keep one hand on the child at all times when the child is being changed on an elevated surface.
6. Each child will be washed and dried with individual washing materials during each diaper change.
7. After changing, the child's hands must be washed with liquid soap and water, and dried with individual or disposable towels.
8. The changing table surface must be cleaned and disinfected between each use.
9. Soiled diapers must be placed in a closed diaper pail that is lined with a leak-proof disposable lining.
10. Soiled diapers must be removed from the program daily, or more frequently as necessary.
11. Diapering areas are separate from areas used for food preparation and food service.
12. A changing table or diapering surface is not used for any other purpose.
13. Soiled non-disposable diapers are placed in a sealed plastic container labeled with the child's name and returned to the child's parents/guardians at the end of the day.

### II. Toileting

1. Children are toilet-trained in accordance with the requests of their parents/guardians and consistent with the child's physical, emotional, and developmental abilities.
2. Children who are toilet trained that will use the bathroom on a regular basis throughout the day and when needed.
3. After using the bathroom, all children are supervised by the teacher to follow proper hand washing procedures.
4. Whenever using the bathroom, a child or children must be supervised by a teacher.
5. Children are provided opportunities throughout the day to become familiar with the toileting process.
6. If a child has a toileting accident, the child will be cleaned up and changed into clean clothes by a teacher in the bathroom. The soiled clothes will be placed in double bagged and sent home at the end of the day.

**☐ Please note that each family is expected to provide a complete set of weather appropriate clothes or two set for toddlers to be left in your child's cubby at the Kiddosland Child Development Center.**

## **SECTION 19: OTHER CENTER POLICIES & PROCEDURES**

### **I. Preparing for the First Day at Kiddosland**

Having selected Kiddosland as the facility for your child(ren), there are several tasks parents/guardians need to complete prior to the first day.

1. Collecting a set of complete weather appropriate clothes or two sets for toddlers that can be kept in the Center;
2. Since young children often misplace clothing and other belongings, we recommend that your child's clothing be labeled with your child's name. It will also be in your best interest to label other items such as jackets, coats, boots, backpacks, etc.;
3. Your child's teacher will periodically ask you to replenish clothing that your child has outgrown or that might be out of season;
4. Selecting a family photo that can be left at the Center. This is a way we can acknowledge your child's feelings and reassure him/her that you will be returning at a specified time when your child misses the family members;
5. Preparing a blanket and a crib sheet for use during Rest Time is needed. These items are to be sent home and washed once a week;
6. Your child will benefit from reassuring comments as you talk with your child about the first day at Kiddosland;
7. Transitions might be stressful for you and your child. Thus, positive comments are very helpful. If you have concerns about your child's successful transition into Kiddosland, please speak with the Administrative Director. Every effort will be made to support you and your child.
8. The Kiddosland staff expects to confer with parents/guardians prior to the first day the child is enrolled. The purpose of the conference is to share issues and concerns in order to ease the child and family's transition into the Kiddosland program.
9. The Kiddosland staff strongly recommends that a parent/guardian set aside sufficient time to accompany their child through the initial routines and activities for at least two hours, on two different days.
10. If parents/guardians feel that the child needs additional visitations to complete the transition, we will do everything possible to accommodate your needs.

### **II. The First Day at Kiddosland**

On the first day at Kiddosland, your child(ren) might experience stress/anxiety as they begin a new program/environment. Kiddosland staff recognizes that many parents/guardians might feel uneasy as they prepare to leave their child(ren) in the care of others. Our staff will put every effort to assist your child(ren) to transition to our program.

**📄 Please remember to prepare all items on the Ready for School Checklist for your child's first day at our Center.**

### **III. Daily Arrival Routine**

The Kiddosland staff desires a smooth transition into the program; there are expectations and routines for families to follow on a daily basis. Guidance and assistance from a parent/guardian can be helpful to the child. Upon arrival each day, parents/guardians who accompany the child into the Center each day are expected to follow the routine as below:

1. Sign your name and time of arrival on the Sign-In/Out Sheet next to your child's name.
2. If your child is on medication, please ask the Administrative Director or the classroom teachers for a Medication Authorization Form. Give the completed form, along with the medication and any measuring utensil that are required, directly to a staff person.
3. Assist your child with hanging up extra clothing and putting items in his/her cubby.
4. Help your child wash his/her hands when arriving in the classroom before joining an activity.
5. Share information with the classroom teacher(s) that helps them respond supportively to your child, such as your child did not sleep well last night, etc.
6. Pay attention to a child's emotional well-being is crucial to a successful transition from home to the Center.
7. Tuition payments may be left in Tuition Collection Box, located on the second floor, outside the Director's Office.

#### **Other Suggestions:**

Although parents/guardians sometimes think it will be easier for their child if they just rush out without saying goodbye, Kiddosland staff does not recommend this approach. Your "goodbye" and caring explanation about when you or another family member will return that helps your child develop trust, confidence and a sense of security. On occasions when you wish to spend extra time with your child, please discuss your plan with the classroom teachers.

In addition, erratic attendance is not helping children in adjusting to the program or classroom routine. Arriving on time and attending consistently are essential and other aspects of the daily routine that help your child feel secure. When your child is not attending school, parents/guardians are expected to notify Kiddosland by 9:30 a.m.

### **IV. Departure**

In order to ensure a successful transition home, children need to be understood by parents/guardians that they are always tired like the adults at the end of the day. Your child should be anticipated that may greet you with eagerness or seem indifferent when you have arrived. Parents/guardians should try not to take the negative response personally. Upon departure each day, you may help with your child's transition from Kiddosland by the following routine:

1. Give ample time, not in a rush manner to greet your child(ren) and collect your child(ren)'s belongings at pick-up time.

2. Sign your name and the time of departure on the Sign-In/Out Sheet next to your child's name.
3. Check your child's mailbox for notices from the Center or staff about the program information or activities, such as newsletters, open house, family nights, field trips, parent-teacher conferences, family questionnaires, etc.
4. Greet your child and take a moment to communicate with the classroom teacher to find out about your child's day.
5. Assist your child to gather his/her belongings together.
6. Have your child to go to the bathroom and wash his/her hands before leaving the Center.
7. If your child expresses their reluctance to leave or say goodbye to other children or teachers, patience is crucial. The Kiddosland staff will be aware the issue and assist you to ease your child's discomfort while you are gathering the belongings.

## **V. Authorized Pick-Up Policy**

1. In terms of the safety and security of every child and family, Kiddosland staff will NOT release children to any person who is not listed on the Child Release Authorization Form. Parents/guardians must notify the Kiddosland staff in writing if there is to be any changes in the daily pick-up arrangement.
2. Parents/guardians must call the Center if there is a last minute emergency that a person who is not on the Pick-Up List and the person will be picking up the child. The first and last name of the pick-up person, his/her address, or other information necessary for a proper identification must be provided by the parents/guardians. The designated person who will pick up the child that must be required picture identification for verification at the time of pick up. Otherwise, Kiddosland staff will NOT release the child.
3. No one under 16 years of age will be allowed to pick-up children from our program.
4. Whenever an authorized person arrives at the Center to pick up a child and a staff person questions the ability of that person for any reasons to function in a responsible manner, such as due to the influence of alcohol or drugs or apparent emotional instability, the child will not be released. Kiddosland staff will contact the other family members or other authorized people to pick up the child in terms of safety. If the parents/guardians and other authorized pick-up individuals cannot be reached, Kiddosland staff may have no recourse but to contact the police.

## **VI. Transition Plans**

### **i. Classroom Daily Transition**

1. Count is immediately taken as children arrive in the classroom.
2. All staff must be responsible for knowing the exact count within the group at all times. Classroom teachers must be aware of the count throughout the whole

day, as well as the individual movement of children, as they enter or leave their group.

3. During group transitions to and from the classroom, such as indoor play area, outdoor play area, visiting another classroom, when going on a nature/neighborhood walk, or a field trip, the count must be taken as follows:
  - a. When the children prepare to leave the classroom with the classroom teachers.
  - b. During the transition and upon arrival at their destination.
  - c. While walking to the destination and during their outdoor play.
  - d. When returning from the playground.
  - e. When lining up or lining up at the door to enter the building.
  - f. When children enter the building.
  - g. While walking and upon arrival at their classroom as well as they enter the classroom.
4. One teacher must be leading the group during the transition after the count has been taken, while the second teacher must be at the end of the line for keeping the order of the group at all times. No child is allowed to be at the rear of the line/second teacher.
5. Whenever the children transition from their classroom, the teachers are responsible for bringing their classroom first-aid backpack, along with the authorization and consent forms for emergency medical treatment, which is always included within the first-aid backpack.
6. Whenever the children are taken off the premises by the classroom teachers, the Center's cell phone will be taken with them for emergency communications.

**ii. Transition From One Classroom To Another**

When a child is being considered developmentally ready to move on to the next level and there is space available, the classroom to classroom transition procedures are as follows:

1. One week prior to the tentative classroom transition plan, the classroom teacher will share with the parents/guardians about the plan and explain why a different classroom would be better meeting the developmental needs of their child.
2. If the parents/guardians agree for their child to make the transition from one classroom to another, the Child Classroom Transition Form will be required to sign by the parent/guardian, the classroom teacher, and the Administrative Director prior to the classroom transition begins.
3. After the Child Classroom Transition Form is completed and signed, the classroom teachers will send it to the Director's Office and the form will be placed in the child's file.
4. The teachers from both classrooms will work with the parents/guardians to assist the child transition to the new classroom.

5. Prior to the official move on to the new classroom, the child will be sent to the new classroom with different time every day based on the classroom transition schedule during the transition week. The transition week will be extended when needed.
6. Prior to initiating the transition process, parents/guardians should:
  - a. talk to their child about the change to the new classroom;
  - b. be taken on a tour of the new classroom and be introduced to the teachers and the classroom management systems, such as the schedules, daily routines, etc.
7. Receiving classroom teachers should:
  - a. designate a cubby for the new child and label it with the child's name and picture;
  - b. ask for any allergy or special dietary needs documentation;
  - c. follow the classroom transition schedule for the child to adjust into the new classroom;
  - d. plan a "Welcome to our classroom" activity for the first day the child comes to visit during the transition week;
  - e. talk to the other children about the new child who will be joining the group and a photograph of the child can be shared with the children.
8. Current classroom teachers should:
  - a. prepare the items listed on the Child Classroom Transition Form so that all information is ready for transfer when the child leaves the current classroom;
  - b. share information about the child with the receiving classroom teachers prior to the child visiting on the first day;
  - c. prepare the child transition to the new classroom by making up a simple song about the move, using puppets or other activities to act out going to a new classroom, and talking to the child about the visit;
  - d. provide allergy or and special dietary needs documentation to the new classroom teachers;
  - e. discuss any additional information with the new classroom teachers for the child transition.
9. During the transition week, the child will be sent to the new classroom following the schedule as below:

Day 1: Arrange for the child to visit the receiving room during free choice play.

Day 2: Arrange for the child to visit the receiving room during free choice play and outdoor play.

Day 3: Arrange for the child to visit the receiving classroom during free choice play, outdoor play, and lunch.



Day 4: Arrange for the child to visit the receiving classroom during free choice play, outdoor play, lunch, and rest time.

Day 5: Arrange to have the child completely transitioned to the new classroom.

10. During the Day 5 transition, the current classroom teachers should move the child's possessions to the receiving classroom.

### **iii. Transition out of Kiddosland**

When transitioning out of the Kiddosland Child Development Center, the Administrative Director will communicate with the child's new teachers if written parental consent is in place.

## **VII. Individuals with Diverse Abilities**

Kiddosland Child Development Center will make reasonable accommodations to welcome or continue to serve a child with special needs. In determining whether accommodations are reasonable and necessary, with the parental consent and as appropriate, Kiddosland will request information regarding the child from the Local Education Agency (LEA), Early Intervention Program or other health or service providers.

1. Based upon available information, with the parent's input, Kiddosland will identify in writing the specific accommodations required to meet the needs of the child, which include:
  - a. Any modifications in the child's participation in regular program activities, such as the size of the group to which the child may be assigned and the appropriate staff/child ratio; and
  - b. Any special equipment, materials, ramp or aids needed to serve the child.
2. Kiddosland will provide written notification to the parent/guardian within 30 days of the receipt of authorized and requested information, if, in our judgment, the accommodations required by 606 CMR 7.04(13) to serve the child are not reasonable or would cause an undue burden to the program.

## **VIII. Personal Hygiene**

1. All staff must model and follow good personal hygiene practices at all times.
2. The staff must ensure that when each child is washed, an individual, labeled washcloth or disposable materials are used.
3. Kiddosland will have available sufficient clean and dry indoor and outdoor clothing to change a child's clothing or for a child to change his/her own clothing when wet or soiled and will ensure that children are dressed appropriately for the weather and for indoor and outdoor program activities. Clothing must be washed after each use.
4. The staff must assist children in brushing their teeth whenever they are in care for more than four hours, or whenever they consume a meal while in care.
5. The children must use individual, labeled toothbrushes, which will be stored in a safe and sanitary manner open to the air without touching each other.
6. Toothbrush holders must be washed and sanitized once a week, or whenever deemed necessary

## **IX. Tooth Brushing Policy**

It is a policy of Kiddosland for tooth brushing in the Center per EEC guidelines as follows:

1. Children attend for more than four hours per day.
2. Children have a meal (not a snack) while in care, regardless of the length of time the children are in care.
3. Children eat more than one meal must assist children with tooth brushing only once during the program day.
4. Tooth brushing need not follow a meal; it can be scheduled at any time that best fits the program's curriculum.
5. This regulation does not apply to licensed school age programs when children are in care only before and/or after school. It does, however, apply during school vacation weeks and the summer months if children attend for more than four hours per day or have at least one meal during the program day.
6. Kiddosland will provide toothbrushes and toothpaste for the children
7. Children are strongly encouraged to brush their teeth and teachers will assist them in doing so.
8. Children must not be forced to brush their teeth.
9. Parental choice regarding this requirement: This regulation creates an opportunity to provide families with resources and information about the importance of good oral health. It is also an opportunity to educate young children regarding good dental hygiene practices. However, EEC supports and respects parental choice.
10. Individual parents/guardians who do not want their child(ren) to brush their teeth while in care must make a request for non-participation in writing, which is in the Enrollment Packet. This request must be maintained in their child's record.
11. Like other information in a child's record, this request to opt out of tooth brushing must be updated annually as required by 606 CMR 7.04(9).
12. Kiddosland will inform parents/guardians of this non-participation option and give them an opportunity to decide whether their child should brush teeth while in care.
13. Kiddosland will not require, compel, or solicit parents' decision not to have their child participate in tooth brushing because of the program's reluctance to implement this requirement.
14. Kiddosland will be prepared to assist children with tooth brushing as required by this regulation

## **X. Clothing for Play**

At Kiddosland, children will engage in a variety of activities during the day. Since play is the work of children, their clothing should be comfortable, safe, and allowed to get messy during all activities. Families are expected to dress your child to the Center as follows:

1. **NO open-toe shoes or flip flops** are allowed while in the Center. Any children arriving at our Center in open-toe shoes will not be admitted.
2. Sturdy shoes, such as sneakers, or any shoes with rubber soles are always safe footwear for your child to prevent foot injuries during activities.
3. Avoid shoes with slippery soles.
4. Clothing should be seasonable and appropriate for the weather.
5. Clothing can be allowed to get messy during all daily activities.
6. All drawstrings should be removed from clothing because of the potential hazard if caught. Velcro and snaps for clothing are a great alternative.
7. Necklaces are also a potential hazard and should not be worn while in our Center.
8. During the summer whenever water play, to protect your child's feet they must wear water shoes or a pair of old sneakers.
9. Children will not be allowed to go outside barefooted at anytime.
10. Cold weather clothing: Warm coat, snow pants, boots, hat and mittens will be needed so that your child can participate fully in the program planned.
11. Warm weather clothing: Keeping cool on hot days is a must. However, some children are sensitive to the sun. Please provide a hat, long-sleeve, lightweight shirts, sunglasses, and slacks for cover-up.
12. The staff will notify you about the appropriate times your child should wear or bring a bathing suit.
13. Extra clothing: Parents/guardians are expected to provide a complete change of clothing that will be kept in the child's cubby at the Center in case of an unanticipated accident.
14. The collection of clothing should include underwear, socks, pants, shirts, and sweaters or sweatshirts, shoes.
15. Parents/guardians are asked to take the soiled items home to be washed in the event that your child needs to change clothing and to replenish the necessary clothing in the child's cubby as soon as possible.
16. Parents/guardians may need to exchange the clothing as the child's growth and the change of season.
17. Indoor rubber-soled shoes need to be placed in the child's cubby in which for wearing inside the classroom only.
18. Each item must be clearly labeled with the child's name.

## **XI. Toys and Other Items from Home**

Kiddosland staff will DISCOURAGE children to bring any toys or other items from home to the Center. These items can be misplaced or broken, which can be very upsetting for children. In addition, children often want to show what they have brought but may not wish to share with others that can create unnecessary conflict. Exceptions will be made as follows:

1. A favorite toy or blanket that serves as a “transition object” to assist a child feel safe and secure, making the adjustment to the Center and separation easier when a child begins in the program.
2. A small soft toy only for rest time.
3. A toy is asked for Show & Tell by the teachers.

Kiddosland staff will expect the children to utilize classroom toys, equipment and materials only. Please be advised to leave your child's personal toys or other items in the cubby or at home.

## **XII. Celebrations**

Kiddosland offers many varied opportunities for children to enjoy all kinds of celebrations, such their own and other children's birthdays, holidays, and other special occasions in terms of the social/emotional development of children. Parents/guardians are invited to plan some celebrations with the Kiddosland staff as well as participate. The policies for celebrations are as follows:

1. No more than two adults will be invited to participate in each celebration in their child’s Classroom.
2. Families may choose to donate a book to the Center’s Library in honor of an occasion such as a birthday, a wedding, an anniversary, or to honor the memory of a loved one. Parents/guardians may request a list of suggestions from the staff or may choose a book that has special meaning to you and your family.

## **XIII. Plan for Safeguarding Children with Peanut/Nut Allergies**

Kiddosland Child Development Center is Peanut/Nut Free Center. We declare our program to remain peanut/nut free at all times and we will not purchase any items that have been manufactured by equipment that may have processed nuts. Parents/guardians are requested to refrain from sending in any products that include peanuts/nuts or ingredients that may have been in contact with peanuts/nuts or peanut/nut by- products.

## **XIV. Plan for Meeting Health Standards and Food Preparation Regulations**

Families often wish to contribute food items for special occasions, such as their child’s birthday and holiday parties. The policies and regulations for meeting health standards and food preparation are as follows:

1. Kiddosland may not accept any items prepared at home due to the numbers of children who have allergies to certain food products.
2. The ingredients must be labeled on the outside of the sealed packaging whenever purchasing items from a store or a bakery.
3. All items donated to the classrooms must arrive in an unopened sealed package, listing all the ingredients.
4. Kiddosland staff may not serve any products that the labeling implies in which the equipment used during the process may have been used to process nuts or nut by-products.

5. Health foods are always encouraged for birthday parties, or other celebrations while in the Center.

**XV. Social Networking Policy**

Kiddosland staff members are prohibited from social networking and electronic communicating with enrolled families in our program or initiate outside contact with them. This policy includes the following, but not limited to:

1. Facebook
2. Twitter
3. WeChat
4. Instagram
5. Personal websites
6. Personal blogs
7. My Space
8. MSN
9. Email
10. Other forms of technology

**XVI. Babysitting Policy**

Kiddosland staff members are prohibited from babysitting, making home visits, transporting children, or attending the birthday party of any child enrolled in our program.

**XVII. Biting Policy**

Kiddosland Child Development Center is committed to ensure the safety and well-being of all children. We understand that biting is developmentally appropriate for toddlers and younger preschoolers. However, we have this biting policy to keep our children safe in the program. The biting policy is as follows:

1. If a child bites another child, the incident will be documented for both children.
2. The parents/guardians of both children will be notified, and the children's names will not be used due to confidentiality.
3. The teacher will immediately attend to the child who has been bitten when biting occurs. The teacher will then give age-appropriate verbal feedback to the child who bit the other child.
4. If a child bites more than once per week or once per week on a regular basis, the teacher will follow our child guidance policy for identifying behavior. The plan for referral services and procedures for avoiding suspension and termination will be conducted.

**☞ Please refer to the Section 10: Suspension and Termination and the Section 11: Plan for Referral Services.**

## **XVIII. Sun Safe Policy**

In order to protect our children from sunburn or skin cancer, the sun safe policies are as follows:

1. Parents/guardians and our staff are encouraged to be role model sun protection behaviors at all times.
2. The use of sunscreen with SPF 50 or higher, with UVA & UVB protection is recommended.
3. Parents/guardians are requested to sunscreen their child(ren) before coming to the Center each morning.
4. Parents/guardians that request their child(ren) to have sunscreen applied before going outside in the afternoon must supply and label the product with their child's name and sign the authorization and consent form.
5. The staff is responsible for applying sunscreen to the children before going outside in the afternoon.
6. Children are not outdoors between the hours of 12:00 noon and 2:30 p.m.
7. Children and staff are encouraged to wear hats, sunglasses and to keep their skin covered as much as possible.
8. Children and staff are encouraged to seek shade whenever possible during outdoor activities.
9. In accordance with the Massachusetts Child Care Weather Watch, the following standards will be observed as follows:
  - a. Heat Index
    - i. 80 °F is considered comfortable
    - ii. 90 °F will begin to feel uncomfortable and children will only be allowed outside to play in shaded areas for short periods of time. Otherwise they will use our indoor play area for gross motor activities.
    - iii. 100 °F is considered uncomfortable and may be hazardous, therefore children will only be allowed to use our indoor play area for gross motor activities.
  - b. Wind-Chill
    - i. 30 °F is chilly and generally uncomfortable. Children may go outside, only when they are dressed appropriately for the existing weather conditions.
    - ii. 15 – 30 °F is cold. When the entire class is dressed appropriately, children may be allowed outside for a short period of time to exercise before proceeding to the indoor play area for gross motor activities.
    - iii. 0-15 °F is very cold and therefore the children will use the indoor play area only for gross motor activities.

**XIX. Rest Time & Quiet Activity**

1. Children will be provided an opportunity to rest/sleep or engage in quiet activities when in care during the day in the Center.
2. Kiddosland staff must ensure that children are easily accessible during rest time/quiet activities whenever in an emergency.
3. Restraints may not be used on sleeping children under any circumstances.
4. The length of the rest/sleep or quiet activity period must be appropriate to the needs of the children.
5. Children must be offered quiet activities for the remainder of the rest time period when they choose not to sleep or awaken early.
6. During rest time, Kiddosland staff will:
  - a. Minimize noise and disturbance;
  - b. Provide a separate cot for each child present at any time during rest time;
  - c. Ensure a distance of at least three feet between each cot;
  - d. Ensure adequate lighting and appropriate space for quiet activities for children who are awake during rest time;
  - e. Ensure to be in a good position to allow proper supervision for the entire class.

## **SECTION 20: PLAN FOR MEETING POTENTIAL EMERGENCIES**

### **I. First Aid and Transportation to the Hospital**

- i. In the case of an emergency or illness (such as a seizure, a serious fall or serious cut), the Lead Teacher in charge will begin administration of emergency first aid while the assistant teacher or second teacher takes other children to another area or room. Both staff members should respond in a calm and reasonable manner.
- ii. Other staff will be alerted to send for assistance, be it the Administrative Director, or another staff person in the Center.
- iii. The Lead Teacher will contact the parent/guardian to come and pick up the child or, if response time is a factor, to have the parent/guardian meet the child and accompanying staff at the emergency room of the hospital utilized in emergencies.
- iv. In the event a situation arises that is life threatening or the child cannot be comfortably restrained in a car, an ambulance will be called immediately. The parent/guardian will be called to meet the child and staff at the hospital. The teacher or other designated staff will go with the child in the ambulance. The child's file will be taken, including permission forms and pertinent insurance information.
- v. If the emergency is non-life threatening and the child is transported to the hospital by the Center, one of the staff will drive and another staff will be accompanying the child for comfort. The child will be properly restrained in a car seat and in a seat belt. The child **will not** be carried on the staff member's lap.
- vi. If the parent/guardian comes to pick up the child and needs assistance, if possible, the teacher or director may offer to drive to the hospital or to accompany the child.
- vii. When parents/guardians cannot be reached, those listed, as emergency contacts will be called as a further attempt to reach parents/guardians. In the event a parent/guardian cannot be reached immediately, a designated staff person will continue to attempt to reach parents/guardians. If necessary, the child will be transported to the hospital by two designated staff members (or by ambulance) and the child's whole file will be taken, including permission forms and pertinent insurance information.

**Kiddosland will immediately report to the Department of Early Education and Care (EEC) any injury to, or illness of, any child which occurs during the hours while the child is enrolled in care and which requires hospitalization or emergency medical treatment.**

### **II. Emergencies While on a Field Trip**

- i. If an accident or acute illness occurs while on a field trip, the Lead Teacher will take charge of the emergency, assess the situation, and give first aid as needed.



The method and urgency of transportation for the child to receive medical treatment will be determined by the Lead Teacher based on the severity of the emergency or illness. If necessary, an ambulance will be called.

- ii. The Administrative Director, or the Licensee, will be contacted by the Lead Teacher as soon as possible and informed of the nature and extent of the injury and the proposed plan of action.
- iii. As a preventive measure, prior to departure from the Center, the Administrative Director and/or Lead Teacher will determine appropriate guidelines to be followed during the field trip to insure continuity and safety of the children including:
  - a. A first-aid backpack will be taken in each vehicle on all field trips.
  - b. Emergency information, including contacts and telephone numbers, will be taken on all field trips.
  - c. On a field trip, staff must have a working cell phone available.
  - d. Lead Teachers must take the attendance with the daily attendance sheet and account for all of the children on a field trip at all times before and after getting on each vehicle as well as during all field trips.
  - e. The second Teacher who must be at the end of the line watching for stragglers.

### **III. Emergency Plan for Missing Child**

#### **i. Indoors:**

1. The classroom teacher must immediately notify the Administrative Director of missing child.
2. The Administrative Director will promptly report the incident of missing child to the Licensee.
3. The Administrative Director alerts rest of the staff to search their classrooms for the missing child.
4. A search of the bathrooms, hallways, break room, and other places in the building is made by the Administrative Director.
5. A perimeter sweep will be conducted and all Kiddosland exits will be monitored by staff.
6. If the child is not located quickly, 911 must be called and details given.
7. If the missing child is found without calling 911, the child's parents/guardians will be notified at pick up time.
8. If 911 had to be called, the child's parents/guardians must be notified immediately (even if the child is found).
9. A plan will be established for the missing child to prevent further incidents by the both classroom teachers, the Administrative Director, and the parents/guardians of the missing child.

#### **ii. Outdoor Playground Area or Neighborhood/Nature Walks**

1. The Administrative Director must be notified immediately of missing child via cell phone or walkie talkie.
2. The Administrative Director will promptly report the incident of missing child to the Licensee.
3. The playground area or immediate location is to be searched by staff.
4. The Administrative Director is to search the Center indoor areas in case the child went in on their own without being noticed.
5. If after a quick search and the child is not located, 911 must be called and details of the emergency are to be given.
6. If the missing child is found without calling 911, the child's parents/guardians will be notified at pick up time.
7. If 911 had to be called, the child's parents/guardians must be notified immediately (even if the child is found).

**iii. Off Site Field Trip**

1. The Administrative Director must be notified immediately of missing child.
2. The Administrative Director will promptly report the incident of missing child to the Licensee.
3. The immediate area is to be searched by staff for the missing child while some teachers are watching the rest of the children.
4. A request for support at off site location if staffed.
5. If the child is not located quickly, 911 must be called and details of the emergency are to be given.
6. If the missing child is found without calling 911, the child's parents/guardians will be notified at pick up time.
7. If 911 had to be called, the child's parents/guardians must be notified immediately (even if the child is found).

**IV. Other Emergencies**

**Power Outage, Heat Loss, or Water Loss**

The Administrative Director will immediately report the power outage, heat loss, or water loss, such as disruption of supply or failure of pipes etc. to the Licensee and the Braintree Electric Light Department (BELD) or Town of Braintree Water & Sewer Department.

If there is a power outage, heat loss, or water loss for more than one hour and the issue cannot be fixed while Kiddosland is open, parents/guardians or the emergency contacts of the children (if the parents/guardians cannot be reached) will be immediately notified and advised to pick up their children.

The following should be considered when assessing continued operations during a loss or disruption of electrical power, heat loss, or water loss.

**i. Power Outage**

1. The circuit breakers or fuses at service panel will be checked.

2. Safe movement of children and staff to areas with natural light or emergency lighting.
3. Impact on children with special needs, such as signaling devices and other equipment.
4. Refrigeration of food materials and ability to prepare meals.
5. Operation of security smoke/fire detectors, sprinklers, ventilation, and telephone systems.
6. Impact on overall learning environment.
7. Safety and comfort of the children and staff.
8. Ensure that if an emergency generator is used that it is operated safely and that exhaust products are properly vented.

**BELD**

150 Potter Rd  
Braintree, MA 02184

Phone: 781-348-2353  
FAX: 781.348.1002

Help Desk Hours

Monday–Friday: 8 a.m.–8 p.m.  
Saturday–Sunday: 8 a.m.–4 p.m.

Customer Service Hours

Monday, Tuesday, Wednesday and Friday  
7:30 a.m.–4:30 p.m.  
Thursday 7:30 a.m.–7 p.m.

**ii. Heat Loss**

1. If possible, move the children and staff to unaffected areas of the Center.
2. Use safe heating alternatives if possible to meet minimum required room temperatures.
3. Alternative heating sources, such as portable electric should be in good condition and operated in accordance to manufacturer's instructions, and fire code.
4. Check with local fire or building department for guidance.
5. Move the children and staff to pre-designated facility, such as Braintree High School and make notifications to parents/guardians.
6. Heat Loss Inspect heating plant and perform maintenance on a regular basis.

**iii. Water Loss**

1. Inspect water supply and equipment on a regular basis.

2. Make improvements as necessary to ensure adequate and reliable supply.
3. Determine feasibility of operating with alternative water sources, such as bottled water (toilet flushing, drinking and sanitation).
4. Identify sources to meet needs.
5. Alternative use of water for hand washing and sanitation.

**Town of Braintree Water & Sewer Department**

85 Quincy Avenue, Braintree, MA 02184

Office: 781-843-8097

Treatment Plant: 781-843-9205 (for emergencies)

**iv. Inclement Weather**

Inclement weather may be predicted over several days in advance in the case of winter storms or hurricanes or within a few hours or less for the storms. Listening to weather forecasts and storm watch or warnings is critical to being prepared.

In the event of an inclement weather or other emergencies, such as a hurricane/storm, state of emergency, etc., Kiddosland will be closed when the Braintree Public Schools are closed in order to keep the safety of our children and staff. However, if Braintree Public Schools are closed more than two days in a row, Kiddosland will open depending on the road conditions.

The guidelines and policies of inclement weather/other emergencies are as follows:

- All parents/guardians and employees may check out the Center's website <http://www.kiddosland.us/>, or local public medias, such as radio, television, etc. for the updates;
- All parents/guardians and employees shall be notified for the unexpected closures of the Center for the inclement weather/other emergencies by the Administration of Kiddosland before 6:00 a.m. or earlier.
- All parents/guardians should be contacted to pick up their children by the classroom teachers whenever any disruption of water, heat, electricity, or other utility more than one hour due to the inclement weather.

**v. Fire Safety & Prevention**

1. In case of a fire, under which conditions staff should attempt to control a fire using extinguishers if possible.
2. Check with fire officials to remain current on fire safety, such as regular inspection of fire extinguishers, detectors and alternate heating sources.
3. Do not overload electrical outlets or extension cords.
4. Use UL-rated portable outlets or extension cords with built-in circuit breakers.
5. Inspect heating plants.
6. Conduct periodic fire safety training.
7. Conduct fire drills at least once a month and instruct children and staff on their roles in a fire emergency in accordance with the EEC regulations.
8. Follow the emergency evacuation plans whenever practice fire/storm drills or in an emergency evacuation.
9. All staff shall be familiar the designated emergency assembly areas outside of the Center where children and staff should go to when in a fire, evacuation routes, and the fire suppression equipment locations.
10. Ensure emergency information pertaining to all children in care is readily available should an evacuation be needed. (All children's emergency information and contact information is located in each classroom's first-aid backpack.)
11. Please refer to "Hazardous Materials" for preventative procedure for handling and storage of flammable materials.

**vi. Hazardous Materials**

Hazardous materials are substances that are flammable, combustible, explosive, toxic, noxious, corrosive, oxidizable, an irritant or radioactive. A hazardous materials accident could occur at the Center, such as a natural gas leak and spilling of a solvent.

The following procedures for hazardous materials are as below:

1. Identify hazardous materials in the Center.
2. Identify facilities in the area that use hazardous materials, including materials transported on roadways near the Center.
3. The Administrative Director will immediately notify the Braintree Fire Department if a hazardous materials accident occurs, and all staff will follow the safety directions.
4. Be prepared to isolate the immediate area, evacuate, or shelter-in-place when an incident occurs.

5. Shelter-in-place involves seal windows, doorways, shutting off air intake systems to provide protection from airborne hazardous materials. This could be directed in the event of suspicious mail or a hazardous materials spill near the Center.

**vii. Bomb Threat, suspicious article or threatening call or message**

Calls of a threatening nature should be recorded as accurately as possible and recorded to the police. Depending on the nature of the call, immediate action should be taken to protect lives and property, including evacuation. A threat to personal safety should never be discounted as a hoax. The following procedures are as below:

1. Record threatening message carefully with attention to details.
2. Record telephone number if caller ID is operational.
3. Notify police immediately.
4. Take prudent response actions with safety in mind.
5. Evacuate to the designated assembly area when needed.
6. Do not attempt to move a suspicious article, package, or letter.
7. Report suspicious articles or communications to the Licensee, the Administrative Director, and the authorities.

**viii. Shelter-In-Place**

Shelter-in-place may be ordered to provide emergency protection in the event of a hazardous materials accident or other airborne threat requiring the public to remain indoors. Teachers and the Administrative Director will stay with the children until instructed otherwise by emergency officials. When it is safe, parents/guardians or the child's emergency contacts will be immediately notified and advised to pick up their children.

- If evacuation is warranted, the Administrative Director and/or teachers will contact parents/guardians or the child's emergency contacts will be immediately notified and advised to pick up their children. Cellular phones will be used if there is a loss of power/phone service.
- The approved emergency shelter, Braintree High School would be contacted (781.848.4000) if it is further recommended. The children and staff shall walk to the Braintree High School, 128 Town Street, Braintree, MA 02184 or be arranged transportation, if possible. Cellular phones will be used if there is a loss of power/phone service. Upon arrival at the emergency shelter, parents/guardians or the child's emergency contacts will be notified and advised to pick up their children.

**ix. Health Care & Safety Policy**

Upon request, a copy of the full Health Care & Safety Policy is provided in the Director's Office at any time.

## SECTION 21: LIST OF NUTRITIOUS FOODS

The suggestions of nutritious foods for children are as follows:

Number Of Servings	4 Milk & Milk Products	3 Protein Foods	4 Breads, Cereal & Grains	1 Vitamin C Rich Fruits/ Vegetables	1 Dark Green & Yellow Fruits/ Vegetables	2 Other Fruits/ Vegetables
<b>Serving Size For:</b>						
<b>1 Year Old</b>	½ Cup Milk Yogurt ¾ Oz. Cheese	1oz. Meat Poultry, Fish 1 Egg ½ Cup Cooked Beans	½ Slice Bread/ Tortilla ¼ Cup Cooked Rice/Pasta 1/3 Cup Dry Cereal	¼ Cup Fruit Juice 1 Small Fruit 2Tb. Cooked Vegetables	1 Small Fruit 2tb. Cooked Vegetables	¼ Cup Fruit Juice 1 Small Fruit 2Tb. Cooked Vegetables
<b>2-3 Years Old</b>	½ - ¾ Cup Milk Yogurt ¾ - 1oz. Cheese	1 oz. Meat Poultry, Fish 1 Egg ½ Cup Cooked Beans 2 Tb. Peanut Butter	1 Slice Bread/ Tortilla 1/3 Cup Cooked Rice/Pasta ½ Cup Dry Cereal	½ Cup Fruit Juice 1 Small Fruit ¼ Cup Cooked Vegetables ½ Cup Raw Vegetables	1 Small Fruit ¼ Cup Cooked Vegetables ½ Cup Raw Vegetable	½ Cup Fruit Juice 1 Small Fruit ¼ Cup Cooked Vegetables ½ Cup Raw Vegetables
<b>4-5 Years Old</b>	¾ Cup Milk Yogurt ¾ oz. Cheese	1-2 oz. Meat Poultry, Fish 1 Egg ½-¾ Cup Cooked Beans 2-4 Tb. Peanut Butter	1 Slice Bread/ Tortilla ½ Cup Cooked Rice/Pasta ¾ Cup Dry Cereal	½ Cup Fruit Juice 1 Small Fruit ¼ Cup Cooked Vegetables ½ Cup Raw Vegetables	1 Small Fruit ¼ Cup Cooked Vegetables ½ Cup Raw Vegetables	½ Cup Fruit Juice 1 Small Fruit ¼ Cup Cooked Vegetables ½ Cup Raw Vegetables
<b>6-12 Years old</b>	1 Cup Milk Yogurt 1 oz. Cheese	2 oz. Meat Poultry, Fish 1- 2 Eggs ½ - 1 Cup Cooked Beans 3-4 Tb. Peanut Butter	1 Slice Bread/ Tortilla 1 Cup Cooked Rice/Pasta ½ Cup Dry Cereal	½ - ¾ Cup Fruit Juice 1 Small Fruit ½ Cup Cooked Vegetables ½ - ¾ Cup Raw Vegetables	1 Small Fruit ½ Cup Cooked Vegetables ½ - ¾ Cup Raw Vegetables	½ - ¾ Cup Fruit Juice 1 Small Fruit ½ Cup Cooked Vegetables ½ - ¾ Cup Raw Vegetables

### Sample Menu

<b>Age</b>	<b>Breakfast</b>	<b>Snack</b>	<b>Lunch</b>	<b>Snack</b>	<b>Dinner</b>
<b>1 Year Old</b>	½ Cup Milk ¼ Cup Hot Cereal ½ Small Banana	¼ Cup Orange Juice 1 Hard-Boiled Egg 1 Graham Cracker	½ Cup Milk ½ Peanut Butter Sandwich 2 Tb. Peas ½ Peach	½ Cup Milk ¼ Cup Dry Cereal	½ Cup Milk 1 Chicken Leg ¼ Cup Cooked Rice/Pasta 2 Tb. Carrots ¼ Cup Applesauce
<b>2-3 Years Old</b>	½ Cup Milk ½ Cup Orange Juice ½ Cup Dry Cereal	½ Cup Apple Juice Cheese Cubes	½ Cup Milk ½ Cup Ham & Split Pea Soup 1 Slice Bread Apple Slices	½ Cup Yogurt 3-4 Crackers	½ Cup Milk 1 oz. Beef/Pork 1/3 Cup Noodles ¼ Cup Broccoli ½ Cup Lettuce Salad
<b>4-5 Years Old</b>	¾ Cup Milk 1 Scrambled Egg 1 Slice Toast 1 Orange	½ Cup Pineapple Juice 3-4 Crackers	¾ Cup Milk 1 Tuna Sandwich 3-4 Carrot Sticks	¼ Cup Milk Peanut Butter Celery	¼ Cup Milk ¾ Cup Sweet Pepper ½ Cup Tossed Spinach Salad 1 Piece Cornbread
<b>6-12 Years Old</b>	1 Cup Milk 1-2 Scrambled Egg 1-2 Slices Toast	½ Cup Orange Juice 3-4 Crackers with Cheese	½ Cup Milk ¾ - 1 Cup Chicken Noodle Soup ½ - ¾ Cup Raw Broccoli 1 Banana	½ Cup Apple Juice 1 Cup Yogurt 4-5 Carrot Sticks	½ Cup Milk 1-2 oz Salmon 1 Cup Cooked Rice ½ Cup Green Beans



## SECTION 22: FOOD SERVICES

1. Kiddosland Child Development Center provides regular, nutritional breakfast, snacks, and beverages for children in care throughout the day while in our program. (Please see Kiddosland's Breakfast & Afternoon Snack Menu.)
2. Kiddosland will prepare written menus, including snacks, for each day and will post menus monthly. Meal Schedules will be provided to all enrolled families.
3. We will ensure that children’s nutritional needs are met in accordance with U.S.D.A. standards. Kiddosland or parents/guardians may provide the meals and/or snacks for the children.
4. Families may either bring own lunches for their children or order balanced lunches from Kiddosland. (Please see the vendors for food services below.)
5. If parents/guardians bring in their own lunch for their child, Kiddosland staff does not microwave food for the children safety. We do not want our children to get hurt by having mouth injuries from microwaved food. Cold lunch must be brought in an ice pack along with their food. Hot lunch should be in a Thermos, this way the food will stay prepared.

### Vendors for Food Services:

#	Vendor	Address & Website	Phone#
1	Chung's Asian Cuisine	731 Granite St. Braintree, MA 02184 <a href="http://www.chungasiancuisine.com/">http://www.chungasiancuisine.com/</a>	781-817-5182
2	Wamp’s Pizzeria and Café	733 Granite Street, Braintree, MA 02184 <a href="http://www.wampspizza.com/index.php">http://www.wampspizza.com/index.php</a>	781- 843-4477

6. Lunch ordering is flexible. All enrolled families may order lunches for their children as many, or as few as they wish.
7. To place order, families must:
  - a. Fill out and **return the School Lunch Order Form along with the lunch payments by the 2nd Friday of each month for the following month.** It costs **\$4.00 per luncheon.**
  - b. There will be **NO REFUNDS** or **ADJUSTMENTS** are provided for lunches, which the days missed for any reasons.
  - c. Your order cannot be changed after it is submitted.
  - d. Please **DO NOT** include this payment with your tuition payment.
  - e. Cash will NOT be accepted.
  - f. Only checks or money orders are accepted for lunch payments.
  - g. Separate checks for lunch payments should be made payable to **Kiddosland Child Development Center, Inc.**
  - h. Please remember to write your child's first and last name on the checks or money orders for lunch payments.
  - i. All completed School Lunch Order Form and the lunch payments should be placed to the Payment Collection Box is located outside the Director's Office near the door.

8. Kiddosland is a nut free center. No families are allowed to bring any food that contains nut/peanut to the Center when packing lunches for their children or having a birthday party in the Center.
9. Kiddosland will make sure to communicate with our vendors that there will be no food contains nut/peanut for our enrolled children who order lunches from us.
10. Kiddosland will ensure that children receive nutritional snacks and meals prepared in a safe and sanitary manner.
11. Kiddosland will allow children to eat at a reasonable, leisurely rate and will insure that each child receives an adequate amount and variety of food.
12. No child will be denied a meal for any reason other than written medical direction.
13. Kiddosland staff will encourage children to eat a well-balanced diet, but no child will be forced or otherwise coerced to eat against his will.
14. Parents/guardians who decide to bring own lunches for their children, a list of nutritious items in our Parent Handbook is provided which should go into a bag lunch. Parent Handbook is accessible on our website [www.kiddosland.us](http://www.kiddosland.us).
15. Kiddosland will have a method for providing a nutritious meal to a child whose parents fail to send a bag lunch.
16. Kiddosland staff will store, prepare and serve all food and beverages in a manner that ensures that it is free from spoilage and safe for human consumption.
17. Kiddosland will provide refrigeration and storage for food at not less than 32° F, or more than 45° F for food requiring refrigeration.
18. All food will be stored in clean, covered containers.
19. Kiddosland staff will properly wash and sanitize all bottles, utensils, drinking utensils and dishes.
20. Kiddosland will provide eating and drinking utensils which are appropriate to the age and needs of the children, free from defects, cracks and chips.
21. Disposable cups and plates may be used, but if plastic silverware is used, it shall be heavy duty and dishwasher proof.
22. Our staff will dispose of milk or food unfinished by a child.
23. Kiddosland will prepare nutritious and tasteful meals in a manner which makes children appetizing.
24. All staff will wash and disinfect the tables used by the children for eating before and after each meal.
25. Kiddosland will provide a source of sanitary drinking water located in or convenient to rooms occupied by children.
26. All staff must follow parental or physician's orders in preparation or feeding of special diets to children and must follow the directions of the parents in regard to any food allergies of a child or where vitamin supplements are required.