

Parent Information

Chapter 28A, Section 10 and subsequent amendments to the General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Education and Care (EEC) the legal responsibility of promulgating and enforcing the rules and regulations governing the operation of child day care centers (including nursery schools), and school age child care programs.

These regulations, 102 CMR 7.00, establish minimum standards for operation of group day care and school age child care programs in the Commonwealth. The regulations require certain things of licensees (child care program owner) in regard to their work with parents. A summary of the required parent information, rights and responsibilities follows.

- **Parental Input-** The licensee must appropriately involve parents of children in care in visiting the program, meeting with staff and receiving reports of their children's progress. The program must have a procedure for allowing you to give input and make suggestions, but it is up to the program to decide whether or not they will be implemented.

- **Meeting with parents-** In group day care programs, the licensee shall assure that the administrator or his/her designee meets with the parent(s) prior to admitting a child to the program. The parents shall have an opportunity to visit the programs classrooms at the time of the meeting or prior to the enrollment of the child. In school age programs, the licensee shall provide an opportunity for the parent(s) and child to visit the program and meet the staff before the child's enrollment.

- **Parent Information-** The licensee must provide to the parents upon admission of their child the programs written statement of purpose, including the program philosophy, goals and objectives, and the characteristics of children served; information on the administrative organization of the program, including lines of authority and supervision; the programs behavior management policy; the programs plan for referring parents to appropriate social mental health, education, and medical services for children; the termination and suspension policy; a list of nutritious foods to be sent for snacks or meals; the programs policy and procedures for identifying and reporting suspected child abuse or neglect; the procedures for emergency health care and the illness exclusion policy; the programs transportation plan; the procedure for administration of medication, and upon request, a copy of the complete health care policy; a copy of the fee schedule, and in school age child care, the procedures for on-going parent communication. All of this information may be contained in a "Parent Handbook."

- **Parent Conferences-** The licensee must make staff available for individual conferences with parents at your request.
- **Progress Reports-** At least every six (6) months, the licensee should meet with you to discuss your child's activities and participation in the program. The licensee will prepare a written progress report for your child, will provide a copy to you, and will maintain a copy of the report in your child's file. If your child is an infant or child with disabilities, you should receive a written progress report at least every three (3) months. Program staff must bring special problems or significant developments, particularly if they regard infants, to your attention as soon as they arise.
- **Parent Visits-** You have the right to visit the center and your child's room at any time while your child is present.
- **Children's Records-** Information contained in a child's record is privileged and confidential. Program staff may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without your written consent. You must be notified if your child's record is subpoenaed.
- **Access to you Child's Record-** You are entitled to have access to your child's record at reasonable times on request. You must have access to the record within two (2) business days of your request unless you consent to a longer time period. You must be allowed to view your child's entire record, even if it is maintained in more than one location. The center must have procedures governing access to, duplication of, and dissemination of children's records, and must maintain a permanent written log in each child's record which identifies anyone who has had access to the record or who has received any information from the record. This log is available only to you and the people responsible for maintaining the center's records.
- **Amending your Child's Record-** You have the right to add information, comments, data, or any other relevant material to the child's record. You also have the right to request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to a conference with the licensee to make your objections known. If you have a conference with the licensee, the licensee must inform you in writing within one (1) week of his/her decision regarding your objections. If the licensee decides in your favor, he/she must immediately take the steps necessary to put the decision into effect.

- **Transfer of Records-** When your child is no longer in care, the licensee can give your child's records to you or any other person you identify, upon your written request.
- **Charges for Copies-** The licensee shall not charge an unreasonable fee for copies of any information contained in your child's record.

Program Responsibilities

- **Providing Information to the Office-** The program must make available any information requested by EEC to determine compliance with any department regulations governing the program, by providing access to its facilities, records, staff, and references.
- **Reporting Abuse or Neglect-** All center staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Children and Families or to the licensee's program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy upon enrollment.
- **Notification of Injury-** The licensee must notify you immediately of any injury which requires emergency care. The licensee must also notify you, in writing within 24 hours, if any first aid is administered to your child.
- **Availability of the EEC Regulations-** The program must maintain a copy of the regulations, 102 CMR 7.00: *Standards for Licensure or Approval of Group Day Care and School Age Child Care Programs*, on the premises of the center and must make them available to any person upon request. If you have a question about any of the regulations, ask the center to show them to you.

Department of Early Education and Care Contact Information

Small Wonders Nursery and Daycare Inc. is licensed by the Massachusetts Department of Early Education and Care (EEC). Parents may contact the EEC for information regarding the program's regulatory compliance history.

Commonwealth of Massachusetts Department of Early Education and Care

1 Washington St, Suite 20

Taunton, MA 02780-3960

(508) 828-5025

Small Wonders Nursery and Daycare, Inc.

Statement of Purpose and Intake Policy 7.06 (01)

Small Wonders Nursery and Daycare's philosophy is to provide preschool age children with an educational and free play environment to further develop their cognitive and social skills. The curriculum and objectives will be planned by the director and teachers for the appropriate age group ranging from 2.9 years to 6 years of age. These lesson objectives met by the children will be evaluated twice during the school year. These written evaluations will be sent home and signed by the parent or guardian and returned to the child's file to be kept at Small Wonders Nursery and Daycare.

Small Wonders was established in August of 1983. Small Wonders Nursery and Daycare offers morning programs as well as full time day care. The center is open from September to June and daily hours are 7:00AM to 5:30PM. Our preschool program includes children from 2.9 to 6 years of age. All of the children are in appropriate age groups. Small Wonders is located on the Hoyle School bus line and bus transportation may be arranged by the parent contacting the Swansea School Department.

Small Wonders Nursery and Daycare is designed to meet the objectives and cognitive, social, and creative developments in preschool age children from 2.9 to 6 years of age. The daily schedules are posted in the center informing parents of their child's time for music, art, dramatic play, science, blocks, or cognitive lessons. Snack, outdoor play, and rest or naptime are also included in the weekly schedule. Teachers are certified and head teacher qualified to prepare lessons and projects for their groups.

The director of Small Wonders Nursery and Daycare is Marilyn Bonner and she can be reached at (508) 379-0896 for appointments to see the center or to obtain information about the center. Registrations are accepted at any time during the school year and parents are encouraged to bring their children and families to visit us.

Parents and their children are required to visit the center and meet the director prior to enrollment. At this time, director will give a tour of the center and a description of the center's daily schedule, introduce teachers, and give the required state forms to the parent. The tuition and policy handbook as well as a monthly newsletter will also be passed out.

Parents will complete the necessary MA state forms prior to enrollment. These include a face sheet, a developmental history form, authorization and consent form, and a medical examination form which includes a record of Immunization. These will be kept in a locked file at Small Wonders Nursery and Daycare. A registration fee of \$50.00 will also be paid. A tuition policy and rate schedule are also included in this packet of forms.

The Director will have a plan to ensure the appropriate measures are taken to ensure the health requirements of children with disabilities are met.

Progress Reports 7.06 (3)

Small Wonders Nursery and Daycare Inc. will provide progress reports to parents. The progress reports will provide observation and documentation of the child's progress. The progress report will address the development and growth of the child and will include cognitive, social and emotional, language, fine and gross motor skills, and life skills appropriate for the child's age.

September 2020 – June 2021

Small Wonders Nursery and Daycare Inc. offers morning and full-time daycare, as well as before and after school care. The morning program runs from 7:00AM until 12:00PM.

Our programs have been developed to meet the objectives of the cognitive, social, and creative development of children between 2 years 9 months and 5 years of age.

Schedules are posted in the center informing parents of their child's time for music, art, dramatic play, science, blocks, or cognitive lessons. Snack, rest and other play times are also included in our daily schedule.

Attached is the school policy for the year. We ask that each parent read the attached policy and speak to the Director if you have any questions. A parent or guardian must meet with the Director prior to the child's or children's enrollment.

Please keep this policy handbook in a handy place. You may need to refer to it throughout the school year.

We hope the that this year at Small Wonders is rewarding and especially enjoyable for you and your child.

Sincerely,

Marilyn E. Bonner- Director

Small Wonders Nursery and Daycare

Home Address- 196 Pound Rd

Cumberland, RI 02864

Home Phone- (401) 334-5011

Emergency Telephone Numbers 7.05 (01)(A) 01

Emergency phone numbers are posted by each phone in the center. Telephones are located in the Art room and Science room. If for some reason the telephones are not in service, a separate line that belongs to the First Baptist Church in Swansea may be used. This telephone is located at the far-right hand of the downstairs hallway. Emergency numbers are not posted there due to the fact that the church only allows us to use it if our line is not in service.

Emergency Telephone Numbers

Small Wonders Nursery and Daycare Inc.

- **Health Care Consultant**
 - Erin McGough (508) 269-6234
12 Harcourt St
Swansea, MA 02777
- **Swansea Fire Department**- 911 or (508) 672-4305
- **Swansea Police Department**- 911 or (508) 674-8464
- **Swansea Ambulance**- 911
- **Poison Control**- 1-800-222-1222
- **Swansea Department of Health**- (508) 324-6704
- **Commonwealth of MA Department of Public Health**- (508) 984-0600
- **Nearest Emergency Health Care Facilities**
 - Charlton Memorial Hospital- (508) 679-3131
 - Rhode Island Hospital- (401) 444-4000
 - Hasbro Children's Hospital- (401) 444-4000
- **National Grid Power Outage**- 1-800-465-1212
- **National Grid**- 1-800-322-3223
- **Small Wonders Nursery & Daycare Inc**- (508)379-0896
21 Baptist St
Swansea, MA 02777
- **Marilyn Bonner (Director)**- (home) 401-334-5011, (cell) 401-374-7299
196 Pound Rd
Cumberland, RI 02844

Holiday Closings

September 2020 – June 2021

Labor Day

Columbus Day

Veterans Day

November 25, 2020 – ½ Day, 12:00PM closing

Thanksgiving Day and the day after

December 23, 2020- ½ Day, 12:00PM closing

Thursday, December 24 – Friday December 25, 2020

December 31, 2020- 3:00PM closing

New Year's Day

Martin Luther King Jr Day

President's Day

Good Friday- April 2, 2021

Patriots Day

Memorial Day

June 11, 2020 – 3:00PM closing

Specific dates will be in our monthly newsletter and posted on our website, www.smallwondersswansea.com.

Snow Cancellations

Small Wonders will close or delay if Swansea Schools close or delay. If there is a Swansea School vacation week, please be aware of the Nursery and Daycare closings due to weather. When Swansea Schools have a delay due to weather conditions, Small Wonders Nursery & Daycare will also have a delay to ensure the safety and well-being of our children and staff. For example, if it is a 90 minute delay, Small Wonders will open at 8:30AM instead of 7:00AM.

The last day of our program is Friday, June 18, 2021. Graduation day is tentatively scheduled for Saturday, June 12, 2021. This date is subject to change.

Enrollment Procedures 7.04 (17)(g) 2, 7.08 (5)

Small Wonders Nursery & Daycare Inc. will attain information about each child and family's interest and needs. The educators will request that parents share with them information about other therapeutic, educational, social and support services received by each child. All developmental history must be updated annually and maintained in the child's file at Small Wonders Nursery & Daycare Inc.

Organizational Information 7.04 (17)(c)

When the Director is not in the center, there is an organizational chart on file to identify the line of authority and supervision within the program and identifying the Department of Early Education and Care (EEC) as the licensing authority. The employees on duty will know who is responsible for administrative supervision of the program at all times.

The Director is at the top of the line of authority. The names of the educators are on file with the chart to identify this information as designated by EEC.

Transition 7.04 (18) (b)

Small Wonders Nursery & Daycare Inc. has three (3) groups (four if enrollment warrants) of pre-school aged children divided by age. There is a 2.9-year-old group, an older 3 and 4-year-old group, and a 5-year-old group. The educators along with parental input will help determine if a child is ready to advance to another group after being enrolled in an age appropriate group for one (1) school year (Sept – June).

For now, children will be contained with their group in one (1) classroom. Snack & lunch will be held in the classroom. Social distancing will be required for bathroom and naptime.

When a parent decides to enroll their child in the age appropriate group at Small Wonders Nursery & Daycare Inc., they are encouraged to visit the center and meet the Director and the educators. After the visit, the parents are encouraged to ask questions, visit again, and call the Director at any time. The program enrollment packet is given, along with the Parent Handbook. Any forms that need to be signed and dated are put in a file for the school year and updated when necessary.

Small Wonders Nursery & Daycare

Social Services Referral Plan 7.05 (7)

Small Wonders will refer parents to appropriate social, mental health, educational, and medical services for their child if the staff feels that additional services would benefit the child.

Educators will notify the Director of any concerns in the child's behavior or development. Educators and the Director will observe and record the child's behavior and review the child's record before making a referral.

The Director and Educators will meet with the parents to notify them of these concerns. We will discuss the list of referral resources in the community for child in need of social, mental health, educational, and medical services. The list will include the contact for Chapter 766 and Early Intervention Program referrals.

The Educators and Director will provide a written report to the parent that will include the reason for recommending a referral for additional services. This report will include the observations related to the referral and all the efforts the Educator has made to accommodate the child's needs.

The Director will help the child's parents to make the referral. Small Wonders Nursery & Daycare Inc. will have written parental permission before any referral is made.

Referral Services 7.04 (17) (h)

There will be written notice sent to the appropriate administration of special education that Small Wonders Nursery & Daycare Inc. is serving a child with a disability if the child is 2 years 9 months or older.

Suspension or Termination 7.04 (17) (i)

Small Wonders Nursery & Daycare Inc. will determine if a child is suspended or terminated from the program after careful consideration that all resources have been used and the child's needs cannot be met.

This procedure will help avoid the suspension or termination of a child due to challenging behavior.

Small Wonders Nursery & Daycare Inc. will provide the opportunity to meet with parents to discuss options other than suspension or termination.

Small Wonders Nursery & Daycare Inc. will offer referrals to parents for evaluation, diagnostic and therapeutic services. This may include finding options for supportive services to the program including consultation and education training.

Small Wonders Nursery & Daycare Inc. will also develop a plan for behavioral intervention at home and in its program.

If a child is suspended or terminated for any reason, Small Wonders Nursery & Daycare will provide written documentation to the parent of the specific reason for proposed suspension or termination of the child and the circumstances under which a child may return, if any.

Procedures for Identifying and Reporting Suspected Child Abuse and Neglect 7.05 (01) (A) 08

Small Wonders Nursery & Daycare Inc. will protect children from abuse and neglect while in the program's care and custody.

All staff are mandated reporters and shall report child abuse and neglect. The report will be made to the Department of Children and Families (DCF).

Small Wonders Nursery & Daycare will cooperate in all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled in the program and providing consent and disclosure to the Department of Early Education and Care (EEC).

Abuse – Neglect 7.06 (06)(C)

When allegations of abuse or neglect are made against a staff member, the Director, Marilyn E. Bonner, will notify DCF, EEC, and the staff member will be suspended – terminated immediately. If the staff member is charged with alleged abuse or neglect, he or she will be paid up to two (2) weeks depending on the circumstances, and at the discretion of the Director.

Non-Discrimination Statement 7.04 (17) (g)1., 1.03

Small Wonders Nursery & Daycare Inc. will not use toilet training status as an eligibility requirement for enrollment.

Small Wonders Nursery & Daycare Inc. will not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation, or disability.

Daily Routine

- Parents need to wear a face mask or covering at drop off and pick up while on the premise.
- Walk your child by the hand into the building. **DO NOT** leave siblings in your vehicle.
 - Child's belongings (ex. backpacks, nap items) will be stored in cubbies that labeled with your child's name. Cubbies will be located near your child's classroom.
 - Full day children will have additional cubbies for their naptime items which should be stored in a labeled bag or backpack. These cubbies will be located in the upstairs (nap room) room where the stage is located.
 - Hang your child's coat, sweater, hoodie on the coat racks between the vinyl curtains to maintain safe and health conditions.
 - There will be two (2) coat racks, one labeled full day and the other labeled half day.
- At the time of pick-up, your child's coat will be on the coat rack and their lunch box, and school work will be located in their cubbies. For now, this is the safest way.
- At the end of your child's school day, you should get your child and walk them to your vehicle. It is unsafe to let your child run to your vehicle. Our parking lot is very busy at drop off and pick up times. Please know your child be taught this safety rule (among others) to ensure his/her well being at Small Wonder's Nursery & Daycare Inc.

Behavior Management Plan 7.06 (10) (h)

Educators at Small Wonders Nursery & Daycare will be consistent and meet the developmental needs of each child in their group. Educators will direct discipline to aid the growth and development of each child at the center and protect the group and individuals in it.

Small Wonders Nursery & Daycare Inc. prohibits corporal punishment (spanking), cruel and severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment. No child will be deprived of meals or snacks, or be forced to eat snacks or meals. No child will be disciplined for soiled, wetting, or not using the toilet. No child will be forced to remain on the toilet or be forced to remain in soiled clothing.

When a child is displaying inappropriate behavior, the educator will speak to him/her about that behavior. If the inappropriate behavior continues, a time out will be given. The educator will help the child understand what behaviors are appropriate or inappropriate based on the center's rules concerning social behavior. Pushing, hitting, biting, kicking, spitting, grabbing, and pinching are inappropriate behaviors at Small Wonders Nursery & Daycare.

Educators will use the time out method of discipline. After a child is told of his/her inappropriate behavior or actions that caused harm to an individual or group, the child will be asked to sit at the table (away from the group), but within the same as his/her group and teacher. The director and parents will be notified of these time out periods. Parents may talk to their child's teacher or the director at any time to monitor their child's behavior if time outs are frequent.

Child Guidance 7.05 (5) – (8)

The following practices will be strictly prohibited. No child will be physically hit upon his/her body, shaken, threatened or give derogatory remarks.

No child will be deprived of outdoor playtime or confined to any piece of equipment for an extended period of time in lieu of supervision. Time outs will not exceed one minute for each child's age.

Health Care Policy

When your child is ill or injured, Small Wonders requires that a parent call with the reason for the absence. This will help us to properly disinfect the center from the spread of germs and also enable us to inform parents to be aware of related symptoms.

The following is a copy of our health care policies. The policy is required by the Department of Early Education and Care. Please carefully read our policy for illness and emergency procedures. If you have any questions, please speak to the Director. The policy was implemented to ensure the health and safety of all our children. Please read the attached policy and sign and return the slip below for your child's file.

Health Care Policy

The health and safety requirements that will be implemented by child care programs were developed by the Massachusetts Department of Early Education in partnership with the Department of Public Health, Executive Office of Health and Human Services, Department of Children and Families, and the Department of Elementary and Secondary Education.

- Hand washing will continue to be an important part of daily routine. If a sink with soap and water is not available, staff will provide hand sanitizer with at least 60% alcohol and will supervise use.
- New hygiene and health practices have been put in place, including physical distancing and adult use of face masks and gloves when appropriate.
- Our program has Personal Protective Equipment (PPE) like masks and gloves on hand, as well as cleaning, disinfecting, and sanitizing supplies.
- Staff have been trained in the new health and safety protocols to ensure that everything is implemented safely and effectively.
- Please wear masks at all times when dropping off and picking up your child and be mindful of the people around you to maintain appropriate distance.
- Drop off and pick up times may be staggered to minimize the number of families arriving at once. There will be a designated entryway for pick up and drop off.

COVID-19 Health Care Policy

- Children are not required to wear face masks although it is encouraged.
- If your child becomes ill at school, he/she will be given a mask and will be in the sick room located downstairs. Parent pick up will be mandated and they and their child will exit through the back exit near the parking lot.

Please check your child for these symptoms every morning prior to dropping off your child and ask yourself if you or anyone in your household has come in contact with anyone who had tested positive for COVID-19 in the past 14 days. If any of these symptoms are present, please **DO NOT** bring your child Small Wonders Nursery & Daycare Inc. and contact your pediatrician right away.

- Cough
- Sore Throat
- Difficulty Breathing
- Gastrointestinal symptoms (diarrhea, nausea, vomiting)
- Unexplained rash
- Fatigue
- Headache
- New loss of taste/smell
- New muscle aches
- Any other signs of illness.

If the Commonwealth of Massachusetts has an Executive Order active which relates to travel restrictions, that Executive Order must be followed by Small Wonders Nurse & Daycare Inc. (i.e.- if you return from a trip to a location not considered “low risk” by Massachusetts, your child will not be allowed to return to Small Wonders until a 14 day quarantine period is completed or you provide proof of a negative COVID-19 test.)

Health Care Policy

Dress Code

Dress Code for our preschoolers to stay safe inside and outside during their busy day should be as follows:

- Footwear must be safe and appropriate for indoor and outdoor physical activity as well as prompt exit from the center for emergency purposes (ex. Fire drill). Flip flops, footwear without backs, platforms, and high heeled footwear are not appropriate for school.
- Jewelry or chains which present a safety risk are not appropriate. They will be removed if necessary, especially at naptime.
- At the discretion of the parent or guardian for children aged 2 and older, wearing a face mask is encouraged.

Allergies 7.05 (01) (a) (07)

Any child who has allergies will have his/her name posted on the allergy chart in the kitchen area (on the refrigerator). These children will be identified to staff members who serve lunch and/or snack and who work with food, chemicals, or materials to which these children are allergic.

If a child does have an allergic reaction, 911 will be called, parents will be contacted, and a staff member will accompany the child to the health care facility stated on the emergency procedure form located in the child's file. Hospital preference will be noted and the emergency log will be given to the health care facility. If parents cannot be contacted, the next person listed as the emergency contact on the enrollment forms will be contacted. The emergency numbers are also included in our emergency log located in the health and first aid kit.

Injury Prevention Plan

Upon opening the building each day, the opening teacher does an initial check of the building. Any hazard will be reported to the appropriate agency or the director.

During school hours the director is responsible for maintaining a safe environment. It is the responsibility of Marilyn E. Bonner to keep the center hazard free.

If equipment or furniture becomes broken or in disrepair, the teacher must remove said item. Broken toys must be thrown away. Director approval is not necessary. A teacher can decide if he/she needs to throw toys or equipment away. Broken furniture should be removed from the children's play area until it can be repaired.

Outdoor equipment maintenance is conducted by the director and paid individuals.

Upon closing the building, the teacher who locks up is responsible for:

- Housework duties (disinfecting and sanitizing toys and equipment)

- Heating checks
- Fire door closings
- Light checks
- Secure locks
- Check toilets and Water faucets

Central Injury Log

Small Wonders central injury log is located in our first aid cabinet. The teacher must complete two forms. The injury reports are in pairs separated by carbon paper. The original will be kept at school in the child's file. The second copy will be sent home with the child for a parent to sign and return. A summary sheet is located in the rear of the log book.

Accidents

Minor accidents at the center will be treated by our staff. A copy of our accident report will be sent home for parents to read, sign, and return. Staff members may also inform parents of any other needed information on how the accident occurred. All staff members have had first aid training and can care for minor accidents.

Minor accidents may include:

- Bruises
- Cuts and scrapes
- Falls
- Bites and some stings

Emergency Procedures for Severe Illness or Accidents

If a child becomes ill or has an accident that requires immediate attention, the following procedures will occur.

- Ambulance will be contacted
- Parents will be contacted
- If parents cannot be contacted the next person listed as emergency contacts on the emergency forms will be contacted. The emergency numbers are also included in our emergency log located in the health and first aid kit.
- Hospital preference will be noted and the emergency log will be given to the health care facility
- Staff member will accompany the child to the health care facility

There will be a designated separate space to isolate children or staff that become sick. Parents will be notified to pick up their child immediately. Face masks or other face covering will be available until they have left the premises.

Small Wonders Nursery & Daycare Inc.

Tuition Rates

Full-Day Program 7:00AM – 5:30PM

- Five full days: \$195.00
- Four full days: \$170.00
- Three full days: \$145.00
- Two full days: \$110.00

Half-Day Morning Program 7:00AM – 12:00PM

- Five half days: \$140.00
- Four half days: \$125.00
- Three half days: \$100.00
- Two half days: \$80.00

Tuition is due the first day of the week and is due regardless of attendance.

Additional Tuition Information

- Extra Half Day: \$30.00 (adding a day to an existing program)
- Additional Hourly Rate: \$10.00 per hour
- Additional Full Day: \$50.00 per day
- Sibling Discount: \$15.00 per family
- Late Payment Fee: \$10.00 per week until balance is paid off
- Late Fee: \$10.00 per fifteen minutes. See policy in handbook
- *Registration Fee \$50.00- one-time fee. A non-refundable \$50.00 registration fee is required with new registrations.

Small Wonders Nursery & Daycare Inc.

Tuition Policy September 2020 – June 2021

Small Wonders has adopted the following tuition policies to ensure that every family is treated equally and to avoid any confusion. We thank all of our parents for understanding that these policies are necessary.

1. Tuition payments are made the first day that your child attends for the week. Small Wonders relies on tuition for its revenue. Tuition payments are expected on time, weekly and a late fee of \$10.00 per week will be added to the weekly fee until the balance is paid in full.
2. All children enrolled in our nursery program start Tuesday, September 8, 2020. Our program ends on Friday, June 18, 2021. This policy means that parents are responsible to pay tuition until the school year ends (June 18, 2021). Regardless if you decide not to send your child to the center, you will be charged tuition until Small Wonders Nursery & Daycare ends its school year.
3. Parents must give two weeks' notice in writing prior to withdrawing a child from our program. Abrupt withdrawals will be charged two weeks tuition.
4. A late fee of \$10.00 per fifteen minutes late will be charged to a parent who is late picking up a child after the program has ended without making prior arrangements with the Director.
5. A \$20.00 service charge will be added to all checks that are returned to Small Wonders Nursery & Daycare Inc.
6. Tuition payments are expected regardless of your child's attendance. This includes all holidays and snow cancellations. If the Commonwealth of Massachusetts mandates a school closure due to COVID-19, the Director will notify you of any balances that are due.

Small Wonders Nursery & Daycare Inc.

Emergencies 7.11 (7)(f)

Small Wonders Nursery & Daycare Inc. will require all educators to keep daily attendance in their plan books. In the case of a building evacuation, plan books must be brought with the educator.

Small Wonders Nursery & Daycare Inc. will have practice evacuation drills with their group of children and all staff once a month. The drills will be held at different times during the program day. The Director, Marilyn E. Bonner, will log the date, time, and the effectiveness of the drill.

In the case of a fire, natural disaster, or situation (chemical spill, bomb threats, etc.) necessitating the evacuation of the building, the children will be taken to Joseph Case High School, located at 70 School St in Swansea, MA. The children will be transported by emergency personnel and the staff will accompany them to this location until parents can pick them up. Marilyn Bonner, the Director of Small Wonders Nursery & Daycare Inc. will notify parents of any evacuation situation.

The Director will use a telephone, cell phone, radio, or television to obtain information from local authorities to determine whether to evacuate or shelter in place in the event of a natural disaster. The escape route from each floor is posted in the center and is approved for child care.

The Director will contact the Swansea Fire Department or other appropriate authorities after the center has been evacuated. The Director will also make sure that no child is left in the center after the evacuation and will provide the daily attendance record with date and time of arrivals and departures on it.

The Director will keep the emergency plan current and up to date to meet the needs of all the children as required by the Department of Early Education and Care in the Commonwealth of Massachusetts.

Small Wonders Nursery & Daycare Inc.

Lock-Down Procedure 7.11 (7)(f)

In case of a potential threat from an intruder inside or outside the program, we will go into a lock-down procedure. Marilyn Bonner (Director) as well as other staff members will be responsible for the lock-down procedure or evacuation. The children will be safe, secured, and accounted for. The staff will have their attendance books, cell phones, and daycare box with parent phone numbers and hospital information. Lights will be turned off and doors locked. Parents will be notified as soon as it is safe to do so.

Missing Child

To respond to a missing child, Marilyn Bonner (Director) will be responsible for searching for a missing child. Bathrooms, classrooms, and outdoor areas will be searched in that order. The authorities (Police) will be notified immediately by a designated staff member while another designated staff member stays with the group. The group would be in the classroom near the bathrooms. The designated staff member will continue to do activities such as story time, puzzle play, or games to keep the child calm and safe.

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Fire Drills

Through out the school year Small Wonders Nursery & Daycare will be conducting fire drills. The Director will implement the drill and keep a written record of it. Children should leave the building in a quiet and calm manner. Teachers are required to bring their attendance records outside with them.

Upon re-entering the building, children should remain orderly and proceed to their next activity.

The Director will log the time and date of the fire drill and these drills will be conducted monthly. The Director will also log the exit route, the number of children, and the effectiveness of the drill.

Procedures for Illness and Infection Control 7.05 (06)(b)

Small Wonders Nursery & Daycare Inc. will wash and sanitize tables and chairs used by the children with a self-made bleach and water solution or a commercially prepared disinfectant. The bleach solution chart is posted in the kitchen area for staff members to refer to.

Small Wonders Nursery & Daycare Inc. will provide disposable gloves to be used for the clean up of blood and bodily fluids. The affected area shall be disinfected. Used gloves will be thrown away in a lined and covered container. Staff members will wash their hands thoroughly with soap and water after cleaning up the bloodied area. Bloody clothing will be sealed in a plastic container or bag and labeled with the child's name so that it may be returned to the parent at the end of the day. All cleaning supplies and disinfectants will be stored in a secure place and out of the reach of children.

Change of Clothes

Children always feel more comfortable when they can be changed into their own clothing. We at Small Wonders require a change of clothes to be left at the center.

These clothes will include: **pants, shirt, socks, and underwear. Please ensure that all items are labeled.** Your child's clothes will be kept in tote boxes in our center. Please remember that although it may be hot in September when school starts, it may be cold in January. If your child has an accident in January and only has shorts to wear, he/she may be uncomfortable. Please feel free to add or remove items from your child's bag at any time.

Soiled Clothing

Soiled clothing will be sent home for parents clean and return. Please note that feces or vomit may still be left on clothing. We do not have the proper equipment to launder clothing prior to it leaving the center. Make sure to check the soiled clothing bag when you pick up your child.

Diapering 7.11(18)(c)

Children who are not completely toilet trained will be encouraged to use the toilet or encouraged to use their own portable potty seat (labeled and stored in a sanitary and safe place) if needed.

If a child needs pull-ups or diapers, there is a separate disposal area.

The children are toilet trained in accordance with the request of their parents and consistent with the child's physical, emotional, and developmental abilities.

Program staff must wear gloves and face coverings while attending the needs of diapering or toilet training assistance.

Plan for Managing Infectious Diseases

Small Wonders Nursery & Daycare is kept clean. Toys and equipment are routinely washed and sprayed with bleach. After a child is sent home ill, bedding and other articles are sprayed with water and bleach to hinder the spread of infections. Washable bedding will be sent home to be laundered. The child's bed is washed and set outside to dry.

The same procedure is used if head lice has been reported at the center. Each bed is cleaned and bedding is sent home to be washed. The beds, rugs, and furniture will be sprayed with the head lice killing solution A-200. Also, hangers and dramatic spray clothes will be sprayed.

When EPA-approved disinfectants are not available, a dilute bleach solution can be used.

Mildly Ill Children

A child who comes to school with a mild illness (i.e. a cold) will be encouraged to use tissues, wash hands, and relax during the day. They will also need to wear a face covering.

Usually parents request no milk on this day and may ask if their child drink more frequently. Snacks and lunch are never forced on a mildly ill child.

We ask parents to call and check on their child mid-day in case we feel the child needs to leave the center. However, we will call parents if we feel the child is exposing his/her germs (ex. Uncontrollable cough, sneezing, or running nose). We need to be aware of the safety, health, and well-being of all children at the center.

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Exclusion

An ill child is always isolated in a room as the center where there is not going to be any activity. A staff person will always stay with the child.

A child with a minor injury will be taken into the kitchen area with a staff person for treatment.

After a child leaves, in all cases, the area is sprayed with Lysol or a bleach solution. The bed is washed with bleach and water. The staff person cleans hands and completes and necessary reports.

Notification of Communicable Disease

Whenever a child has come down with an illness or communicable disease, the parent must contact the center. The Director or Lead Teacher will be responsible to post a large poster in the hall which would contain the following information:

- Dear Parents,
A child in the center has come down with (write illness). The symptoms include (list symptoms). The child is a member of (Teacher) class. Please watch your child for symptoms at home and contact your child's doctor for further information and treatment

Thank you,
Small Wonders

Common Childhood Illnesses

Children are sent home from the center for the following illnesses or health risk situations.

- **Coughs**- Child has a constant cough. The spread of germs by coughing is great, therefore, the parents would be asked to remove the child from the center.
- **Fever**- A child has a fever indicated by our forehead thermometer of 100 degrees or above. The child will be sent home from our center. He/she may return after 24 hours and they are symptom free.
- **Wheezing**- Child exhibits difficulty breathing due to allergy or wheezing condition. Parents are contacted and child must be removed from the center until condition improves
- **Ear Aches**- Child complains of an ear ache or is rubbing or tugging at his/her ear. Parents are contacted and the child must be removed from the center.
- **Sore Throats**- Child will be removed from the center if a sore throat is accompanied by a fever. If a child complains of a sore throat, parents will be contacted and encouraged to obtain a throat culture.

- **Vomiting**- Children will be removed from the center at once when vomiting occurs. Child will remain isolated until parent arrives. Child will be properly cleaned by a staff member after vomiting occurs.
- **Diarrhea**- Children will be removed from the center if he/she has a diarrhea accident in his/her pants. Diarrhea can be very contagious if it is the result of a virus or infection.
- **Chronic Nose Bleeds**- A child who has a nosebleed that continues to flow after usual treatment will be removed from the center until the condition is controlled.
- **Rashes or Other Skin Conditions**- Child will be removed from the center if a rash or skin condition becomes apparent during the course of the day. Parents will be asked to obtain a doctor's note prior to returning the child to the center.
- **Lice**- Child will be removed from the center and may not return until they have a doctor's note indicating they are lice free.

Return After Illness

Any child with an illness that is considered a communicable disease must have a doctor's permission to be in an environment with other children, prior to returning the center. Other illnesses do not require a doctor's note.

Injuries such as broken bones, stitches, etc. also warrant a doctor's note stating that the child can function "normally" within the preschool environment. If there are certain restrictions noted, it will be determined by the Director if the center can accommodate the restriction requests.

Hand Washing Procedures

Children are taught early in or curriculum to wash hands after bathroom use, outdoor play, art activities, sneezing, or coughing. Children wash with soap and dry with paper towel, throwing away the items they used.

Paper towels and disinfectant pump soap are always available. Staff must replace empty paper towel rolls, toilet paper, and pump soap. Baby wipes are available for urine or bowel movement accidents.

Staff members are encouraged to frequently wash hands.

Teachers will monitor the bathrooms to ensure proper hand washing. The Director will monitor staff to ensure they are properly washing as well.

When hand washing with soap and water is unavailable, staff and children will be provided hand sanitizer to use to wash their hands.

Bathrooms

Small Wonders' bathrooms, although old in appearance, are clean and well kept. Each day the bathrooms are cleaned and sprayed with disinfectant three (3) times; the first time at 7:00AM, the second time after lunch, and the third time at 5:00PM prior to closing. Germ killing soap, paper towels, and wipes are available in each bathroom.

Small Wonders' toileting plan is also posted in each bathroom.

Equipment Cleaning

All tables and chairs are washed daily with hot water and soap. At the end of each day, they are Lysol or bleach and water. Toys are sprayed with bleach and water at various times during the week. If a child puts a toy in his/her mouth, the toy is removed and cleaned before returning to play. Rugs and floors are periodically washed or wiped with disinfectant.

Aerosol sprays will not be used when children are present. Pump or trigger sprays are preferred.

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Medication Dispensing Plan 7.04 (7)(10)

Children attending Small Wonders Nursery & Daycare Inc. may have medicine dispensed to them during operating hours. Each time a medication is given, the educator must document in the child's record:

- The name of the medication
- The dosage
- The time
- The method of administration
- The name of the educator who administered the medication

The following EEC guidelines will be used for dispensing medication. Please read the following:

- Written permission by the child's licensed health care practitioner and parent prior to administering prescription and non-prescription medication.
- Medication must be labeled and kept in the original container.
- All medication must be labeled with the child's name, name of drug, direction for administration, and directions for storage.
- All medication should be in a Ziploc bag labeled with the child's name.
- All medications will be provided by the parent.
- No medication will be administered contrary to the directions on the container.
- All medications will be stored out of the reach of the children and refrigerated if necessary.
- All controlled substances will be kept locked at all times and only accessed by the Director.
- Emergency medication (i.e. Epi—pen) will be kept where it is easily accessible if needed. (i.e. this should follow the child wherever he/she may be)
- No one should administer the first dose of any medication except under extreme circumstances with parental consent.

7.11 (1)(b)

Each educator who administers prescription or non-prescription medication to a child will be trained and complete the one (1) hour e-training "*5 Rights of Medication Administration*" by viewing the presentation and completing the following test. This will ensure that the right child receives the proper dosage of the correct medication designated for that particular child and given at the correct time and by the proper method. Please make every effort to give your child medications at time intervals that can be given by the parents. Although the state allows full-time children to be given medication at the center with permission, it can never replace the love and care that mom and dad can show the child.

- The staff at Small Wonders will be evaluated annually on the instruction of the 5 Rights of Medication Administration

Individual Health Care Plan

Small Wonders Nursery & Daycare Inc. will maintain an Individual Health Care Plan (IHCP) as part of the child's record. Any child with a chronic medical condition will be diagnosed by a licensed health care provider as required by the Massachusetts state regulation 606 CMR 7.11 (3) (a)-(c). This will ensure that any child with a chronic medical condition will receive the health care services he/she may need while attending the program.

Topical Non-Prescription Medication

Topical non-prescription medication may be applied to the child's skin with written permission from the child's parent. Dosage and time of application should also be indicated on the permission note. This must be kept in a Ziploc bag and labeled with the child's name. Staff must wear gloves when applying sunscreen to a child.

Disposal of Medication

All unused, discontinued or outdated medications will be returned to the parent and returned medications will be documented in the child's record. When this return policy does not happen then the medication (prescription) will be destroyed and the destruction will be recorded by the manager or supervisor in accordance with policies of the licensee and the Department of Public Health, Drug Control Program.

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Procedure for Using and Maintaining First Aid Equipment

First Aid Kit Include the following:

- Antiseptic Cleaners
 - o Antibacterial soap
 - o Antibacterial disposable wipes

- Face masks or coverings for staff and children.

- Thermometer

- Soothing Lotions- for minor skin irritations
 - o Caladryl- written permission needed before applying
 - o Vaseline
 - o Sunscreen- written permission needed before applying
 - o Bug spray- written permission needed before applying

- Bandages
 - o Adhesive bandages of various shapes and sizes
 - o Elastic bandages (ACE)
 - o Steri-strips
 - o First Aid tape- thick and thin
 - o Gauze pads
 - o Splint and sling

- Ice- located in freezer

- Health Care Book

- Emergency Log

- Accident Report Log

The Director is responsible for keeping the first aid kit fully stocked. However, if a staff member uses the last of an item, they should be considerate and inform the Director of the need to replace items.

Small Wonders Nursery & Daycare Inc.

Lunch Box Suggestions and Snack Ideas

- Children attending Small Wonders full day program will eat lunch at our center. Children will bring lunch from home, kept in a **LABELED** lunch box. Please write your child's name on all lunch box items (the box itself, thermos, and sandwich containers). Please make sure the name is clearly visible.
- Children will also need an afternoon snack. Small Wonders will no longer be providing an afternoon snack. Please label the snack as "afternoon snack."
- Parents may keep items cold by placing a freezer cold pack in their child's lunch.
- For now, there will be no warming up of food such as leftovers. You may send them in a thermos.
- For now, no lunchboxes or lunch items will be stored in the Small Wonders' refrigerator.
- All drinks must be juice boxes or placed in thermos containers. Aluminum cans may not be used.
- **PLEASE be sure to include forks or spoons in your child's lunchbox.**
- **Fruits and Vegetables-** Please include a fruit or vegetable in your child's lunch. We will encourage this for morning snack. Remember to peel or cut fruits and veggies into bite size pieces. CHOKING can easily occur in young children and this may prevent it.
- **Leftovers-** Dinner leftovers can make a great lunch for your child. Place them in a LABELED thermos.
- **Yogurt and Pudding-** Children enjoy yogurt or pudding for dessert. Look in your grocery store for a variety of good tasting dairy products.
- **Candy-** Please do not overload your child's lunchbox with candy. It is fine to occasionally add candy, but please do not include gum, lollipops, or hard candy.
- Remember that CHOKING can easily occur with young children. Keep this in mind when packing
 - o Hot dogs- be sure to cut in small pieces
 - o Grapes- cut them in half
 - o Popcorn- serve with a drink
 - o Peanut Butter- add enough jelly or fluff to make swallowing easier
 - o Large rolls
 - o Hard Candies

We will be glad to offer any suggestions or ideas to add to your child's lunch box. Just ask,