



## PARENT HANDBOOK

**Unique developmental preschool program that combines learning through play, plenty of physical movement and various activities every day:**

Play-Doh Modeling, Developing Writing Skills, Arts and Crafts, Fun Physical Exercises, Dance Time, Sports Fun, Cooking Lessons

License # 9043606

Operating hours: 8:45am-3:00pm

Location: 1 Williams Road, Sharon, MA

Visit [www.sunnyplacepreschool.com](http://www.sunnyplacepreschool.com)

email: [sunnyplacepreschool@gmail.com](mailto:sunnyplacepreschool@gmail.com)

Call ANASTASIYA (617) 276-4233

(Fluent in English, Ukrainian and Russian)

Find us on Facebook: Sunny Place Preschool Center

Thank you for showing interest in our preschool center! As a licensed Family Child Care Educator, I would like to congratulate you on choosing licensed Family Child Care. My licensed capacity is 8 children (6 preschool+2school age kids). As I will be educating your precious child, I'm sure you would love to know some facts about me.

## FEW WORDS ABOUT ME AND MY FAMILY

My name is Anastasiya Tarnavsky. I have master's degree in international relations, was professional rhythmic gymnast in my past. I'm cheerful, open-minded, honest, responsible, enthusiastic and very active person. Have three kids: 2 boys and a girl.

My hobbies are cooking, baking, fitness, beauty and children's psychology. I'm fluent in English, Ukrainian and Russian languages, know some Spanish.

I have been a Staying-at-Home Mom for more than 8 years. I have gained a lot of useful skills and huge experience in early childhood education and care area during those years. Also I have realized that I really enjoy spending a lot of time with kids. That's why I decided to open licensed SUNNY PLACE Preschool Center. I have been running my unique developmental program since September 2019.

## GOALS AND TEACHING STRATEGIES

>To make learning through play in our mixed-age group varied and interesting:

- we will be singing and dancing, learning new moves, playing with puzzles, modeling Play-Doh, doing fun physical exercises, making crafts and much more;
- every day children will have different Today's Special Activity.

To provide plenty of physical movement for preschoolers:

- children will have 15 minutes of Fun Physical Exercises every day;
- children will have Sign and Move, Dance Time and Sports Fun activities 3 times per week;
- children will have indoor Sports Fun or Dance Time when we can not go outdoors (see Outdoors Time Regulations for details);
- children will play different active games during Outdoors Time.

To introduce cooking to children:

- we will have real Cooking Lessons every month (pizza, cupcakes, sugar cookies, apple pie etc.)

To promote healthy eating and lifestyle habits:

- children will eat healthy snacks, organic fruits and hot homemade lunches every day;
- we will have a lot of physical activity during the program;
- we will be talking about the necessity of taking care of our nature, animals and Planet Earth.
- we will spend more time outdoors than scheduled during warm weather.

To teach children basic preschool knowledges:

- we will be using Preschool Workbooks, Tracing Pages, Cut and Paste Workbooks, Coloring Books, etc.

## PRESCHOOL CENTER REGULATIONS

 School year is September-June. Summer Camp starts after Independence Day and lasts 3 weeks in July and 3 weeks in August.

 Children must be at least 2(2.5) years old when they enter preschool.

 Children must bring in their backpack to school every day:

- an extra change of clothes (more than one set for those, who are potty training and few extra pull-ups);
- comfortable, clean change of shoes to wear (light sneakers, slippers or socks with rubber soles). Children will not be allowed to wear at school those shoes that they usually wear outside (I'm sure that this practice will prevent the spreading of germs in our school);
- Water bottle. I will encourage kids to drink water when they are thirsty (not only at the snack time), because it is very important to keep child's bodies hydrated. Poland Spring water will be provided.
- Sunscreen during spring/summer/fall months.

NOTE: All children's personal belongings must be labeled with their names.

 Preschool center working hours is 8:45am-12:15 (8:45-3pm). Drop off time is 8:45-9:00am. Pick up time is 12-12:15pm (2:45-3:00pm). Please drop off and pick up your child on time. A 12:15m (3pm) pick-up time means that you have arrived and are picking your child BY 12:15 pm (3pm). Arriving at 12:16(3:01) is late and unacceptable. (In case of rare emergency, please call or text me as soon as possible). If you are late to pick up your child very often, I will charge late pick-up fee.

 You can enroll your child for 2, 3 or 5 days per week.

 I reserve a right to remove a child from the program if he or she doesn't fit into the program, doesn't follow the rules/schedule or misbehaves (e.g.: biting, hitting, loud screaming etc.) and in case if no positive changes in behavior are seen.

## PAYMENT POLICIES

 Upon enrollment a \$50 non-refundable registration fee and \$200 non-refundable tuition deposit (secures the program space for your child; applies to First Monthly Payment) are required.

 Preschool fee should be paid monthly and is due in full before or on the first day of the attendance each month (healthy snacks/lunch and water included). A fee of \$25 will be charged for any check returned by the bank. After two returned checks payment will only be accepted in cash.

 Sick days, snow days, holidays, missed days for any other reason are non-refundable.

 No fee will be charged, for my own (or my kids') sick days\* when I'm unable to open the center in case if 10 paid days off have already been used. (as much notice as possible will be given) and for my vacation (4 week notice will be given).

 Preschool tuition rates will increase by approximately 5% each year due to constant rise in prices for food, gas, school supplies etc. Please refer to "Current Tuition Rates" Form to check Monthly Tuition Rates for current School Year.

## HEALTH POLICIES

♥ Recent report on physical examination showing immunizations and a lead test must be on file for each student and must be submitted one week before your child's start date.

♥ No sick child may attend Preschool, in particular no child with fever (98,6F and higher), diarrhea, vomiting, eye discharge, severe runny nose (stuffed nose) or contagious skin disease should attend. Please, be respectful to each other, don't bring your sick child to school, don't put at risk the health of other children enrolled in program. Thank you!

♥ A child needs to be fever-free and vomit-free for full 24 hours without any medication before returning.

♥ Slight cold with light runny nose without prior fever is acceptable.

♥ Medications will be administered only upon physician's instruction and with written parental authorization and instructions. All topical ointments and sprays will be administered to children only with written parental permission. The first dose of any new for child medicine should be given by a parent at home in case of an allergic reaction.

♥ You will be notified to pick the child up if he or she becomes sick during the program.

♥ The school must be notified by email, a phone call or message if a child is going to be absent.

♥ I will notify you if any of my kids becomes sick and needs to stay home. In this case I will keep my sick child in his/her room during illness and he/she will not contact with children enrolled in program, or I will not open the center on these days (it will depend on the type of my child's illness).

## SCHOOL CALENDAR

① The school will generally follow the Sharon Public School Calendar. Exceptions are my (my kids') sick days when I'm unable to open the center (as much notice as possible will be given) and my personal vacation (4 weeks notice will be given).

① The school will follow the Sharon Public Schools decisions regarding school closing due to inclement weather (no reimbursement is given for these days).

① Leading Teacher can have up to 10 paid days-off per year that can be used for sick days, medical appointments and/or professional development. Preschool will be closed on such days and no reimbursement will be given.

## PARENTS AND PRESCHOOL CENTER

(:) Monthly newsletter will be provided with outline topics, upcoming activities and events.

(:) Progress reports will be provided twice a school year.

(:) You are always welcome to participate in our program on a voluntary basis, visit your child anytime during the program, and discuss any questions regarding your child with me.

## DAILY SCHEDULE

<b>8:45 – 9:00</b>	<b>Drop Off Time</b>
<b>9:00 – 9:45</b>	<b>Free Play/Dancing/Activity of Child's Choice</b>
<b>9:45 – 10:00</b>	<b>Developing Writing Skills</b>
<b>10:00 – 10:15</b>	<b>Circle Time, Monthly Theme Study</b>
<b>10:15 – 10:40</b>	<b>Snack, Story Time</b>
<b>10:40 – 11:00</b>	<b>Today's Special Activity</b> Sing and Move with egg shakers/bean bags Play-Doh Modeling Dance Time Sports Fun Arts and Crafts Cooking
<b>11:00 – 12:00</b>	<b>Outdoors Time</b>
<b>12:00 - 12:15</b>	<b>Lunch/ Pick Up Time (Half Day)</b>
<b>12:15 – 12:45</b>	<b>Free Play</b>
<b>12:45 – 2:45</b>	<b>Nap/Rest Time</b>
<b>2:45- 3:00</b>	<b>Story Time/ Pick Up Time (Full Day)</b>

All times are approximate. The schedule is flexible to accommodate children's interests and needs. We do things in the same order every day, so that kids feel comfortable with our routine.

## OUTDOORS TIME REGULATIONS

 I ask you to dress your children appropriately to the weather because we will go outside every day:

- kids must have snow pants, gloves, hats, winter boots and winter jackets when there is snow outdoors;
- I recommend providing kids with hats and jackets during chilly weather in spring and fall;
- kids must have a cap during sunny spring/summer/fall days.

 We will not go outside if I consider that the weather is not favorable for kids on that day or if any of following weather conditions occur:

- very strong winds (15 m/h and stronger) when the temperature outside is lower than 45F;
- rain;
- very wet snowy weather (because kids' clothes can get wet very fast);
- outside temperature is lower than 20F;
- "heavy snow" weather.

 If we stay inside children will have Dance Time or Sports Fun instead of outdoors time.

## ADDITIONAL INFORMATION FROM EEC

### A Word from EEC

EEC is the agency that oversees the early education and care and after school services for families in Massachusetts. As the agency that licenses child care, EEC has quality standards for all licensed programs to ensure high educational value, as well as health and safety. Having a license means that I have demonstrated that I meet the standards outlined in the EEC regulations.

To obtain your own copy of EEC Family Child Care Regulations, you may download them from the EEC web site at: [http://www.mass.gov/Eeoe/docs/EEC/regs\\_policies/20090122\\_606\\_cmr.pdf](http://www.mass.gov/Eeoe/docs/EEC/regs_policies/20090122_606_cmr.pdf)

For information about my regulatory compliance history, you may contact our local EEC regional office, whose contact information is as follows:

1 Washington st, Suite 20  
Taunton, MA, 02780  
Phone # (508) 828-5025

### Plan for Meeting Potential Emergencies

EEC regulations require that I have a plan for meeting potential emergencies that may occur either during child care hours or at any time if they may affect the operation of the program.

In the event of an evacuation emergency, I will contact the local authorities to determine whether or not to evacuate the program, or to remain sheltered at the program.

#### The escape routes from each floor of the licensed child care space are as follows:

Exit #1 – Main Entrance (from play room – through living room – to the exit door)

Exit #2 – Porch Door in Play Room (straight to the exit door)

Exit #3 – Door to Garage in TV Room (from Play Room – through kitchen – to the exit door )

#### In the event that a child goes missing from the program, I will do the following:

Inform the police once initial search of the facility is made. Then I will continue searching in all areas of the facility and surrounding territory. Then I will notify parents.

#### Should the program need to be evacuated in the case of a fire, natural disaster, loss of power, heat or hot water, or any other emergency situation, we will meet at an alternate location. The designated meeting place(s) outside of the program for emergencies are:

In case of fire in the house we will go outside with kids and all meet near the mail box.

In case of tornado, I will take First Aid Kit, cell phone, water, crackers, some toys and we will go to the basement. And stay in the room that doesn't have windows nearby.

In case of heat or power loss we will go to the neighbors' house at 39 Marcus Road (I have their permission to do so). And I will contact Heat and Power Supply companies to find out what is the reason of this loss.

In any other emergency situations I will follow city alerts and directions.

#### If the program needs to be evacuated, I will notify all parents, as well as the appropriate authorities (fire, police, etc.) and EEC. My method of doing that is as follows (cell phone, neighbor's phone, payphone, etc.):

I will use cell phone to notify parents and caregivers. If there is no possibility to call or send message, I will send email. If none of the above works I will use any other method of communication (neighbors' phone, phone in nearby store, post office phone etc.)

#### I will ensure that no child has been left at the program after an evacuation by:

Counting all children several times, checking the number of the kids with attendance list of this day and bringing all necessary medications and emergency records.

## **Children's Records**

EEC regulations require me to maintain an individual written record for every child I have in care. These records include the information that parents complete at enrollment, as well as progress reports, incident reports and other documentation regarding your child's care. Records are updated at least annually, but may be updated as frequently as is needed.

As a parent, you have access to the record that I maintain for your child, and you have the right to add information or to request that information in your child's record be changed or deleted. You also have a right to receive a copy of your child's record; however I may charge a reasonable fee for that copy.

EEC regulations require that I make children's records available to EEC at any time that EEC may request these records, such as during a licensing/monitoring visit, a complaint investigation, or a financial review of my program. Failure on my part to provide these records to EEC could result in EEC citing me for regulatory non-compliance or taking legal action against my license. When EEC staff members review children's records in order to ensure that I am in compliance with EEC regulations, at times they may copy and keep the information found in these records in order to review my compliance with all EEC regulations and policies applicable to my program. This information will be kept in my EEC Licensing file or in EEC's financial monitoring file if the information involves issues related to subsidized care. EEC is required by law to keep confidential any personally identifiable information found in children's records collected and maintained by EEC staff members. EEC has a Privacy Policy which discusses how EEC keeps such information confidential. That policy can be found by going to the EEC website at [http://www.eec.state.ma.us/docs1/20101124\\_eec\\_privacy\\_policy.pdf](http://www.eec.state.ma.us/docs1/20101124_eec_privacy_policy.pdf).

Please let me know about any questions you have regarding your child's record.

## **Maintaining a Safe Environment**

EEC has a number of licensing standards related to safety in a Family Child Care Home. Most of these standards outline common safety precautions such as making dangerous materials inaccessible to children, covering outlets, having a first aid kit, practicing evacuation drills, gating stairs, windows, or heating elements, posting emergency numbers, and maintaining a clean, hazard-free indoor space. Also, the outdoor space must be safe and hazard free and there should be no access to a busy street, water, construction materials, rusty or broken play materials, debris, glass, or peeling paint.

## **Lead Poisoning Prevention**

All Family Child Care Educators are required by EEC to provide parents with information regarding the risks of Lead Poisoning. The following are some facts that all parents should know about lead and lead poisoning:

- Lead poisoning is caused by swallowing or breathing lead. Lead is poison when it gets into the body.
- Lead can stay in the body for a long time. Young children absorb lead more easily than adults. The harm done by lead may never go away. Lead in the body can:
  - Hurt the brain, kidneys, and nervous system
  - Slow down growth and development
  - Make it hard to learn
  - Damage hearing and speech
  - Cause behavior problems
- Most of the lead poisoning in Massachusetts comes from lead paint dust in older homes. Many homes built before 1978 have lead paint on the inside and outside of the building.
  - When old paint peels and cracks, it creates lead paint chips and lead dust. Lead dust also comes from opening and closing old windows.
  - Lead dust lands on the floor. Lead gets into children's bodies when they put their hands and toys in their mouths. Children can also breathe in lead dust. Children between the ages of 9 months and 6 years are most at risk.
  - Important: Home repairs and renovations also create lead dust.
  - Most children who have lead poisoning do not look or act sick. A lead test is the only way to know if your child has lead poisoning. Ask your doctor to test your child for lead. Some children may have:
    - Upset stomach
    - Trouble eating or sleeping
    - Headache
    - Trouble paying attention

As mentioned earlier, if your child is over nine (9) months of age, you will need to provide documentation to me that your child has been screened for lead poisoning. Most children will be screened annually until either age three (3) or four (4), depending on where the child lives.

I am required to disclose to you if I am aware of any known sources of lead in my home. Information regarding known sources of lead in my home is as follows:

Tile on the wall in the kitchen, which is completely safe according to lead inspection results.

For more information on lead poisoning, you can visit <http://www.mass.gov/dph/clppp> or call the Childhood Lead Poisoning Prevention Program at (800) 532-9571.

### **Supervision**

Supervision is critical to keeping children safe. I and any assistants in my program will appropriately supervise children in order to ensure their health and safety at all times. I will use good judgment and consider several factors in determining the appropriate level of supervision for children including age, developmental needs, behavioral characteristics, the nature of activities and the space we are using, as well as the number of caregivers present at any given time. If you have any questions about how I supervise the children in my program, feel free to ask me.

### **Safe Sleep**

Supervision of children is equally important during the times that a child is sleeping at the program, particularly when that child is an infant. EEC has very specific regulations around safe sleep practices. All infants are placed on their backs to sleep, unless a child's physician orders otherwise (such an order must be given to me in writing). I check on children every 15 minutes during nap time. If your child is less than six months old, I will directly supervise them during naptime for the first six weeks they are in care. For more information regarding Safe Sleep, please feel free to review the 'Family Child Care Policies' section of [www.eec.state.ma.us](http://www.eec.state.ma.us).

### **Curriculum and Progress Reports**

All Family Child Care Educators must carry out a routine that is flexible and responds to the needs and interests of children in care. The routine must include things such as; meeting the physical needs of children in care, sixty minutes of physical activity every day, child-initiated and Educator-initiated activities and daily outdoor play, weather permitting. Additionally, the Educator must develop a curriculum that engages children in developmentally appropriate activities by planning specific learning experiences. The curriculum must include things such as; learning self-help skills that foster independence, opportunities to gain problem solving and decision making competencies and leadership skills and opportunities to learn about proper nutrition, good health and personal safety. I am also responsible for providing an environment that promotes cultural, social and individual diversity.

In addition, progress reports must be completed periodically for all children in care. For infants and children with identified special needs, I will be completing progress reports every three months. For toddlers and preschoolers, those reports are completed every six months, and school age children will have a yearly progress report completed for them.

I will be sharing your child's progress reports with you, as well as offering an opportunity to meet and discuss your child's progress. Feel free to ask me about curriculum and progress reports and how they are implemented in my program.

### **Non-prescription Medication**

- The program needs written parental authorization to administer oral non-prescription medication. The parent must fill out the Authorization for Medication form, which allows the Educator to administer the non-prescription medication. The statement must be renewed on a weekly basis.
- In the case of unanticipated non-prescription medication that is used to treat mild symptoms (e.g., acetaminophen, ibuprofen), the program must still have written parental authorization, however it must be reviewed annually.

- The Educator will make every attempt to contact the parent prior to the child receiving the non-prescription medication unless the child needs medication urgently or when contacting the parent will delay appropriate care unreasonably.

#### Topical Ointments and Sprays

- Topical ointments and sprays such as petroleum jelly, sunscreen, diaper rash ointment and insect repellent 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.
- When topical ointments and sprays are applied to wounds, rashes, or broken skin, the Educator will follow the written procedure for non-prescription medication which includes the written order of the physician, which is valid for a year, and the Authorization for Medication form signed by the parent.

#### All Medications

- The first dose must be administered by the parent at home in case of an allergic reaction.
- All medications must be given to the Educator directly by the parent.
- All medications will be stored out of the reach of children. All medications that are considered controlled substances must be locked and kept out of reach of children.
- The Educator will be responsible for the administration of medication.
- The program will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to unbroken skin) which will include the child's name, the time and date of each administration, the dose, and the name of the person administering the medication. This completed record will become part of the child's file.

All unused medication will be returned to the parent if possible, or disposed of in accordance with Department of Public Health guidelines.

#### **Parent Notifications**

I am required by EEC regulations to notify you of certain information about my family child care home. These notifications include, but are not limited to:

- an injury to your child;
- allegations of abuse or neglect regarding your child;
- if another educator will be caring for your child;
- the administering of first aid to your child;
- whenever a communicable disease has been identified in the program;
- children being taken off the child care premises;
- the existence of firearms in my home;
- if there are any changes in my household composition,
- prior to any pets being introduced into the program;
- whenever special problems or significant developments arise.

#### **Mandated Reporting**

As a licensed Educator in Massachusetts, I must operate my program in a way that protects children from abuse and neglect. As such, I am a mandated reporter (under M.G.L. c.119 s51A) and must make a report to the Department of Children and Families (DCF) whenever I have reasonable cause to believe a child in the program is suffering from a serious physical or emotional injury resulting from abuse inflicted upon the child, or from neglect, no matter where the abuse or neglect may have occurred or by whom it was inflicted.