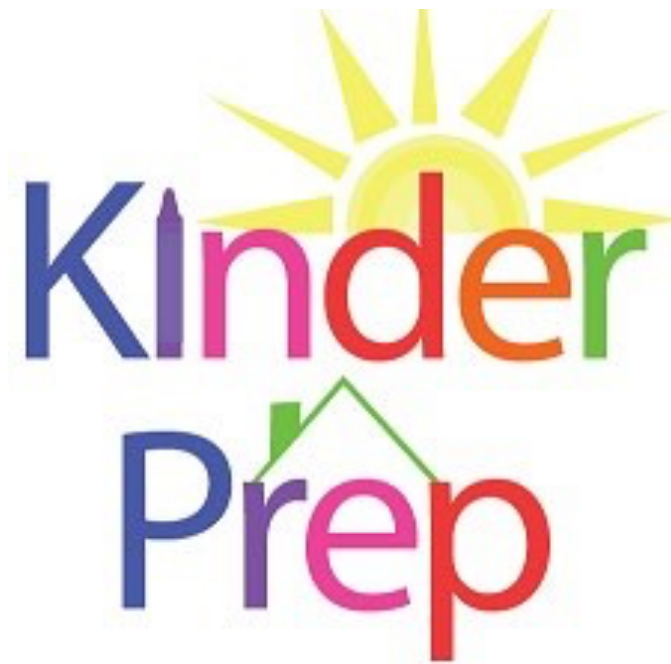


Kinder-Prep Preschool & Childcare LLC

Program Handbook

Last updated: 1/2/2025



Kinder-Prep Preschool & Childcare LLC
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<http://kinderprepcare.com>

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Kinder-Prep accepts families of every race, color, cultural heritage, and national origin, regardless of marital status, sexual orientation, disability, religious belief, or any other status protected by state or federal law. We reserve the right to accept or deny enrollment of any family if the fit is not right.

Welcome to Kinder-Prep Preschool

Dear Parent(s) or Guardian(s),

Thank you for choosing Kinder-Prep! We are excited to have you as a part of our classroom community! We strive to provide the highest quality care for all the families at our center. We are here not only to academically prepare your child for kindergarten, but to help them develop a long-lasting love of learning. We will support them in creating meaningful relationships, developing self-help skills, and building self-confidence. Our classroom will be a safe and nurturing environment for your child to learn and grow.

Inside this Program Handbook, you will find answers to many of your questions about our mission, policies, and procedures. Please read through them carefully so you have a complete understanding of what our program entails. Let us know if you have any additional questions or comments.

Thank you so much,
Amanda Languirand & Lauren Geary
Co-Teachers at Kinder-Prep Preschool & Childcare LLC

I.	Basic Information	<i>page 4-5</i>
	<ul style="list-style-type: none"> • Our Mission/Philosophy, Program Information • Hours of Operation, Tax ID Number • School Calendar, Holidays, & Vacations • Teacher Credentials, Licensing & Accreditation • Policy Statement on Non-Discrimination and Harassment 	
II.	Application and Enrollment Procedures	<i>pages 6-7</i>
	<ul style="list-style-type: none"> • Application Process, Enrollment Procedures • Security Deposits, Tuition Payments • Required Documentation • Transition Information 	
III.	Daily Operations	<i>pages 8-12</i>
	<ul style="list-style-type: none"> • Daily Schedule • Drop-Off/Pick-Up Policies & Procedures, Late Policy • Daily Report • Free Play • Outdoor Play, Sunscreen Policy • Meals and Snacks • Nap Time & Safe Sleep • Potty Training Procedures 	
IV.	Rights of Children & Families	<i>pages 12-13</i>
	<ul style="list-style-type: none"> • Children's Involvement in Classroom Routines • Behavior Management Policy • Observation of Children for Coursework • Assessments & Portfolios • Confidentiality Regarding Children & Families • Identifying & Reporting Suspected Child Abuse or Neglect • Access to Children's Records • Child Custody Documentation 	
V.	Parent Responsibilities & Involvement	<i>page 13-14</i>
	<ul style="list-style-type: none"> • Parent Communication with Teachers • Parent Involvement in the Classroom • Family Events & Field Trips • Incident Reports • Suspension, Termination, or Withdrawal of Families 	
VI.	Health & Hygiene	<i>pages 14-17</i>
	<ul style="list-style-type: none"> • Hand Washing Policy • Infection Control, Cleaning Formulas, Universal Precautions • Accident Prevention & Reporting, Emergency Procedures for Injuries • Health & Illness Policies • Physicals & Immunizations • Allergies/Dietary Restrictions, IHP • Administration of Medication • Lead Poisoning Prevention 	
VII.	Safety & Security	<i>pages 18-19</i>
	<ul style="list-style-type: none"> • Emergency & Evacuation Contingency Plans • Evacuation Procedures & Drills, Closings • Prohibition Against Smoking on Premises • Prohibition Against Firearms in the School • Data Security & Privacy 	

Our Mission & Philosophy

At Kinder-Prep, we believe in young children learning through meaningful experiences. This approach starts with building healthy and trusting relationships with teachers and peers. The classroom should become a safe and nurturing space where students feel comfortable to learn, ask questions, and explore the world around them.

Our teaching style includes a balance between free play and teacher-directed activities. Most activities are open-ended which allows children to be creative and know that their ideas are important too. We support and further develop on self-help skills, preparing preschoolers for the independence that comes with the transition to kindergarten and beyond.

Program Information

Kinder-Prep is a preschool & full-day childcare program. We enroll children ages 3-5. Our program follows The Creative Curriculum combined with aspects of The Montessori Primary Program. We believe in a well-rounded approach to learning and use the Rhode Island Early Learning and Development Standards (RIELDS) as our guideline for goals and objectives. Our goals and objectives also align with the suggested learning standards of the Department of Early Education & Care in Massachusetts.

Hours of Operation

Our program is open Monday-Friday, 8:00am – 5:00pm

Tax Identification Number

Kinder-Prep Preschool & Childcare LLC's Tax Identification Number (EIN) is: **86-2692758**

School Calendar 2025

Kinder-Prep is **closed** following dates:

(Families are still expected to pay full tuition as normal during these holidays and vacations.)

- 1/1 New Year's Day
- 4/18-4/25 April Vacation
- 5/26 Memorial Day
- 7/3 & 7/4 Independence Day Break
- 9/1 Labor Day
- 10/13 Columbus Day
- 11/27 & 11/28 Thanksgiving Break
- 12/24-1/2/26 Christmas Vacation

We reserve the right to close for any other reasons necessary. Tuition is to be paid as usual unless otherwise notified. We will always try to give fair notice of dates we will be closed or have altered hours.

Teacher Credentials

Mrs. Amanda Languirand

- ✓ 10+ years of experience in the Early Childhood field. (Children ages 0-5)
- ✓ A.A. degree with a major in Early Childhood Education and a minor in Psychology
- ✓ 200+ hours of professional development training related to Early Childhood Education
- ✓ CPR & First Aid Certified

Mrs. Lauren Geary

- ✓ 10+ years of experience in the Early Childhood field. (Children ages 0-5)
- ✓ B.A. degree with a major in Early Childhood Education
- ✓ 200+ hours of professional development training related to Early Childhood Education
- ✓ CPR & First Aid Certified

Licensing & Accreditation

Our current licensed capacity is 10 children a day. Our licensing authority is the Massachusetts Department of Early Education and Care (EEC), a division of the Massachusetts Department of Education (DOE). Anyone who wishes to consult the regulations may do so by consulting www.mass.gov/eec. The EEC office of Central Massachusetts can be contacted at 1(508) 798-5180.

In cases of emergency, we may have substitute teachers act as teaching assistants. These staff members are approved by the EEC. If we use an assistant, families will be notified. We may also use volunteers from time to time, and although they will not be directly responsible for the care of the children in the program, they will be on the premises and assisting us.

Policy Statement on Non-Discrimination & Harassment

We are committed to maintaining an environment that is free from unlawful discrimination and harassment. Kinder-Prep strictly prohibits and will not tolerate harassment by anyone, including any parent, family member, teacher, administrator, or service provider. We will investigate all allegations of discrimination or harassment in a fair manner and will act up to and including termination against anyone in violation of our policies. Harassment is defined as any verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of her/his race, color, ancestry, religion, gender, national or ethnic origin, sex, sexual orientation, marital status, age, disability, veteran status, or any other category protected by law that has the purpose or effect of creating an intimidating, hostile, or offensive environment. Anyone wishing to file a complaint may do so by contacting the owner directly.

Application Process

If you wish to apply for care with Kinder-Prep, you may do so by visiting our website and downloading the application file or by requesting a copy via E-Mail.

<http://kinderprepcare.com> or amanda@kinderprepcare.com / lauren@kinderprepcare.com

Enrollment Procedures

Once you submit your application, you should hear back from a staff member within 48 hours. If we have open spots, the next step would be to schedule a tour to see our center. If we are currently fully enrolled, we are happy to add people to our waitlist until spots should become available.

Security Deposits

Once your application is accepted, you have toured our center, and it is decided that your family and our program are a good fit for each other we require first week's payment as a non-refundable security deposit. There are no other security deposits upon enrollment.

Tuition Payments

Kinder-Prep tuition is a flat rate of **\$65 per day per child**. Rate applies whether your child is part time or full time. Payment is due every Thursday by closing time (5:30pm). All payments are made through the Venmo app. **If payments are made after 5:30pm there is a late fee of \$5/hour. If tuition is not paid up to date, your child may not attend. Failure to pay may result in termination from our program.**

Tuition is also calculated based on each child holding a spot in our program. **If your child does not attend on one of their scheduled days of care for any reason, you are still required to pay for that day's tuition.**

Required Documentation

We are required by law to keep on file the following documents for all children enrolled in the school:

- Application Form with Child's Photo
- Developmental History
- First Aid/Emergency Medical Care Consent Form
- Physical Information (valid within 1 year of the exam)
- Immunization Record *We require that all children are up to date upon enrollment*
- Lead Screening Documentation
- Drop-Off/Pick-Up Authorization Form
- Field Trip Permissions
- Signed Program Handbook Acknowledgement & Agreement

Transition Information

Transitioning to a new school can cause many different emotions for young children. It is common for children to feel excitement, nervousness, sadness, separation anxiety, etc. At Kinder-Prep it is of the utmost importance to us that you feel informed about your child's development; we do our best to communicate in an open, direct, and collaborative manor. **There is no penalty or notice required if families decide to leave during the 2-week transition period. Kinder-Prep also reserves the right to terminate care during the 2-week transition period for any reason.**

What do I need on my child's first day?

Here is a handy list of what items your child will need to bring on their first day at Kinder-Prep:

- Lunch
 - Please store lunches in a sealed lunchbox/lunch bag with your child's name clearly labeled on it. We ask that all lunches follow the MyPlate guide and contain at least 1 protein, 1 grain, 1 fruit, and 1 vegetable. We provide all drinks for children so no need to pack one. Meals will be refrigerated during the day. Lunches may contain items that need to be warmed up in the microwave, sliced, peeled, broken up, etc. We check, help prepare, and plate all meals before they are served to your child to eat.
- Water Bottle
 - We encourage children to stay hydrated throughout the day. We will remind them to take water breaks and allow them to get sips of water on their own. Please bring in a water bottle for your child with their name clearly labeled on it to keep in their personal cubby. You may bring the bottle in and leave it at school. We will make sure they are washed and re-filled with fresh water each morning.
- Changes of Clothes
 - Each child will have storage for extra outfits in their personal cubby. Please always leave at least 1 complete outfit in there (top, bottom, underwear, socks) - we do tend to get messy at times & spills/accidents may happen.
- Weather Appropriate Outdoor Clothing
 - We typically go outside at least once a day and in almost any weather, so we like to make sure children are prepared. Clothes should be comfortable and functional for play such as running, jumping, climbing, and exploring nature.
 - During winter months we do play outside in the snow. All children can keep a pair of snow pants, snow boots, winter hat, and water-proof mittens at the center. We will take care of washing them when needed.
 - During spring/fall months the weather can be unpredictable. Please make sure your child has a jacket, hat, and light pair of mittens or gloves at the center just in case. We will take care of washing them when needed.
 - During summer months we do have water play. All children can keep a bathing suit, pair of water shoes (no flip-flops please), and a sun hat. We will take care of washing these when needed. Please leave a bottle of sunscreen with us as well during this time.
- Nap/Comfort Items
 - We sleep on cots during our nap time. Please bring in a backpack with a fitted crib sheet, blanket, and toddler pillow for your child. We will take care of washing all items when needed, so no need to take them home. Each child will store their nap and comfort items in their backpack. If they have any stuffed animals, loveys, snuggle blankets, etc. that they find comforting feel free to also leave them in their cubby.

Daily Schedule

Drop-Off | 8:00-9:00

Children will say goodbye to parent/guardian with support of staff.

Once settled, children have some free-play time before breakfast begins.

Breakfast | 9:00-9:30

A healthy & well-balanced breakfast is provided by Kinder-Prep.

We eat meals in small groups and follow the guidelines of the food program.

Circle Time | 9:30-9:45

We do our daily routines such as calendar, weather, and schedule discussion.

Practice whole body listening skills while participating in songs/games/talks about important topics.

We have large group story time with a book of the day that relates to our theme.

Outdoor Play | 9:45-10:30

An opportunity to participate in many activities that help develop gross motor skills.

We will explore nature and the outdoors.

Center Time | 10:30-12:00

Children engage in activities provided through educational centers set up in the classroom.

Children will get 1 on 1 time with a teacher to do specific activities that relate to our learning goals.

Lunch | 12:00-12:30

Kinder-Prep asks that all families provide a healthy lunch for their child daily.

We eat in small groups while practicing self-help and independence skills with eating.

TV Time | 12:45-1:00

Once children finish lunch, they are free to leave the table, go potty, and wash up.

Books or quiet activities are available until the whole class is ready.

We typically watch a 15-minute episode of Daniel Tiger, then settle down for rest time.

Rest Time | 1:00-2:30

Children nap/relax on their cots to re-charge and rest their bodies.

Staff will make sure every child has what they need to be comfortable and calm.

As children wake up, they are free to do quiet activities until everyone is awake or nap is over.

Snack | 3:00-3:30

A healthy snack is provided by Kinder-Prep.

We eat meals in small groups and follow the guidelines of the food program.

Pick-Up | 3:30-5:00

Play time outdoors and indoors until parents/guardians arrive to reunite with their child.

Drop-Off/Pick-Up Policies & Procedures

Upon enrollment, families will receive proxy badges to enter/exit the building. This helps ensure the safety of all children and adults on the premises and helps us keep track of who is in the school at what times.

All families are welcome to park right in our driveway or in front of our home. We are in a low traffic neighborhood with plenty of space so parking should not be a problem. If the gate in the yard is shut, there is an automatic lock. To open the lock, you pull the top up then push the gate forward.

During pick-up and drop off times staff will update the attendance log. (Parents do not need to sign in/out.) This log includes the child's name, time they were checked in/out, and the name/relation of the person who came.

We ask that families do not drop off before their scheduled hours, unless approved by a staff member. We create our staff schedule to accommodate expected number of children at certain times of day.

Under no circumstances will a child be released to anyone showing obvious signs of being under the influence of drugs or alcohol, a known history of child abuse/neglect, or without a proper car seat. We reserve the right to contact the child's other emergency contacts in cases in which an ineligible person arrives for pick-up.

Late Policy

Each enrolled child is allotted a maximum of 9 hours of care per day. We understand that life happens and sometimes things are out of our control. **We always offer a 5-minute grace period for all families.**

If there is an emergency and you know you will not make it by your pick-up time, please call/text and let us know as soon as possible. If it is going to be over 30 minutes, we ask that you make other arrangements for someone to pick up your child. If you fail to notify us that you will be late, we reserve the right to call other contacts on your child's release list.

Any pick-up that is past our grace period is considered a late pick-up and is documented. Any late pick-up that is documented will have a written form signed by a parent/guardian.

We follow a very clear procedure to avoid preferential treatment:

1st late pick-up: \$5 fee

2nd late pick-up: \$10 fee

3rd late pick-up: \$20 fee

4th late pick-up: \$40 fee

5th late pick-up: Suspension of care for 24 hours.

**Families are still expected to pay the full day's tuition for this time.*

Anything past 5 offenses will result in termination from our program.

Daily Report

- You will always see familiar staff members at Kinder-Prep when picking up and dropping off. We can give you updates about your child's day, answer questions, or listen to any concerns you have. You may set up a conference in person or via phone call at any time as well. We always want our families to feel informed about their child's development and well-being.
- Every day we will fill out our 'Daily Report' sheet and send it to parents/guardians via text (iPhone users) or email. This gives a detailed update about your child's day and includes photos.
- We also send out a detailed 'Kinder-Prep Newsletter' every month. This will let you know what topics of study are going on in our classroom, what goals/objectives we are focusing on, center news, important dates, and so on.

Free Play

Free play is a large part of our day. During this time, we will have all areas of the classroom open for children to freely explore. We will have some activities intentionally set up and invite children to participate in them. Some activities will be teacher-directed, some will be child-directed. At least monthly we will change out most classroom materials to keep learning areas fresh and exciting. We will have learning areas set up for play in the following areas: art, music, sensory, science, literacy (reading/comprehension), writing, math/manipulatives (fine motor), dramatic (pretend) play, building/engineering/technology, social/emotional development, and social studies (family, community, learning about people).

Outdoor Play

Outdoor play helps children develop their gross motor skills, explore nature, and stay active. Children will participate in outdoor play if weather conditions are safe. If temperatures measure below 15 degrees Fahrenheit, we will have gross motor play inside. If temperatures are above 90 degrees Fahrenheit, we will not be outdoors unless participating in water play. We will also monitor the UV index and air quality to determine whether outdoor play is safe.

We will typically be on our playground for outdoor time. We may take walks around the neighborhood and surrounding areas on occasion. Our center is adjacent to conservation land where there are easy nature trails and down the road from the Blackstone Valley Bike Path.

Sunscreen Policy

June through September we will be sure to put sunscreen on all children when the weather requires it. It will be applied each time we go outside. **Parents are required to provide sunscreen for their child.**

Meals & Snacks

- Kinder-Prep provides a healthy breakfast and snack for all children daily. We belong to the state food program so all our meals are served by their standards unless we are doing something special. (i.e. birthdays, holidays, etc.)
- Families are required to send in a lunch for their child each day. Lunches must be packed in a lunchbox or lunch bag that can be closed and will not leak. All lunches are refrigerated during the day.
- We ask that all lunches follow the MyPlate guidelines. This means they should include at least 1 serving of: grain, protein, fruit, and vegetable. Families do not need to pack a beverage as we provide drinks (usually milk or water) for all meals.
- Before lunch time, a teacher will be sure to make sure every child's lunch is set up properly and plated. Parents can feel free to pack foods that need to be heated in the microwave, sliced, peeled, broken up, etc. We are happy to do a little prep work to make sure children have a fresh and appetizing meal to eat.

Nap Time

- Nap time is a chance for children to rest their bodies after a busy and stimulating day. We watch a 15-minute episode of "Daniel Tiger's Neighborhood".
- "Daniel Tiger's Neighborhood" is a PBS show geared towards Preschool aged children. It offers many valuable strategies for emotion regulation, expressing feelings in a healthy manner, developing empathy/compassion, problem solving in social situations, and so much more. We strongly believe in the way it makes complex social/emotional and community topics relatable and easy for young children to understand. The show has a very calm tone and helps children relax and be in a positive head space before nap time begins.
- At nap time, every child has their own cot bed. We ask that all children bring in a crib sheet, blanket, toddler pillow, and anything else that helps them be comfortable for sleeping. We play soft music/sleep sounds and help children settle down in any way they need.
- We will take care of washing all bedding, so it can stay in your child's cubby, no need to take it home.
- Children may have different needs for nap time. We allot 1.5 hours for nap time to accommodate this. If a child wakes up before nap time is over, they may read books or do quiet activities as to not disturb classmates who may still be resting.

Potty Training Procedures

At Kinder-Prep, we do not require children to be fully/independently potty trained. We do require that all children be involved in the process to some degree when they join our program. **Families are required to supply us with pull-ups and wipes.** We believe that all children develop this skill at different rates and should not be pushed before they are showing readiness signs. We are here to support families as they navigate this phase of development.

We do ask that all children who are not yet fully potty-trained use pull-ups (that open on the sides) at school. Using pull-ups allows them independence when possible. We will help children start to potty train by using reminders to try and go throughout the day, displaying sticker chart incentives, and providing literature that encourages using the toilet successfully.

Children's Involvement in Classroom Routines

Our classroom has clear structure and expectations in every way. We feel that children are the most comfortable when they know what is coming next and what is acceptable. Once these rules and routines are known, it becomes easier to teach children about flexibility. Our goal is for students to trust in what we do but also be able to successfully take on the unexpected when it occurs.

Our program believes that the classroom is a community in-itself. We all work together to care for our learning environment and materials. We emphasize treating everyone and everything with care and respect. All children are expected to follow our rules and routines with reminders and guidance. When problems arise, we practice problem solving and compromising to come to a collaborative solution.

Behavior Management Policy

Kinder-Prep staff strive to help children learn cooperative and considerate behavior. Teachers will model appropriate behavior throughout the day. Our strategies for dealing with negative behaviors include direct instruction, providing alternate choices, helping children express their feelings/communicate in a healthy way, and redirection.

Adult behaviors that are never acceptable at our center are: yelling in anger, inflicting physical or emotional pain, spanking, handling children in a rough manner, purposely embarrassing a child, discipline for potty accidents, or withholding food or water as punishment.

Observation of Children for Coursework

There may be times when our center will have college students come in to complete their field study work. Parents and children will be notified in advance when any new people come into our classroom. Children will never be forced to interact with an unfamiliar person. Children who are willing to participate in activities with visitors may do so at their own comfort level. College students may need to record information or take photos during their field study, so we ask that if any parents/guardians are not comfortable with this please let us know.

Assessments & Portfolios

We assess all children through the "Teaching Strategies: Gold" program. We formally assess children 2 times a year. After assessments are completed, we will schedule a conference with you to discuss your child's progress and development.

Confidentiality

Children and parents have a right to confidentiality that will be always respected at Kinder-Prep. Information pertaining to any child, parent, or family member is discussed only on a need-to-know basis and only within the teaching team. If there is a concern about a child's welfare, however, we are required to report to agencies who may be able to act in the child's interest. Teachers are protected by law when filing any report of abuse or neglect in good faith and required by law to cooperate with the Department of Children and Family Services and the Department of Early Education and Care throughout any investigation.

Identifying & Reporting Suspected Child Abuse or Neglect

Abuse is defined as the non-accidental commission of any act upon a child, which causes or creates a substantial risk of serious physical or emotional injury or constitutes a sexual offense under the laws of the Commonwealth of Massachusetts. Neglect is the failure, either deliberately or through negligence and inability, to adequately care for, protect, or supervise children. Kinder-Prep staff are mandated reporters and will protect children from abuse and neglect while in the school's care.

Access to Children's Records

Only parents, teachers, and the Department of Early Education and Care may view the contents of a child's file, unless a parent/guardian provides written permission for the release of the records to another party. We keep all children's records for 5 years after they have left the school and after that time, they may no longer be available.

Child Custody Documentation

Under the laws of the Commonwealth of Massachusetts, both parents have the right to pick up their child unless a court document restricts that right. If an enrolling parent chooses not to include the child's other parent on the authorized pick-up list, an official court document must be on file (e.g., current restraining order, sole custody decree, divorce decree stating sole custody).

Parent Communication with Teachers

We ask that parents keep open communication with our staff regarding any information that can be helpful in caring for their child. Parents may send us messages via text, e-mail, or speak to us directly at pick-up/drop-off. If there are matters that are time sensitive or more pressing feel free to call us.

We list many reasons throughout the handbook that educators may contact parents/guardians. Some other reasons not listed elsewhere that may arise are: changes in household composition, new pets being introduced into the program, children being taken off the center premises, or whenever special problems or significant developments arise.

Parent/Guardian Involvement in the Classroom

We are happy to have parents/guardians volunteer in our classroom. If you have any special hobbies, talents, or things you would like to share please let us know. If any parents would like to come in to read a story to the group, we would love to set up a time to do so!

Family Events and Field Trips

We invite you to attend any Family Events we throw throughout the year. Any events we plan will have formal invitations and be posted in our Kinder-Prep Newsletter. These special occasions are a great way for us to get to know each other and for the children to spend time together outside of normal classroom activities. We hope you all can join in for the fun!

We also try to provide meaningful field trips as often as we can! Some past field trips we have gone on are Adams Farm, “The Nutcracker” ballet, Capron Park Zoo, Roger Williams Zoo, Spring Lake Beach, and The Biomes Marine Biology Center.

Regarding transportation, we drive children in our own cars and in the cars of trusted chaperones. All children will travel in a safe and appropriate car seat that has been approved by a parent/guardian ahead of time. Parents will sign a field trip slip with all important information prior to the trip. Anyone transporting children must have a valid driver’s license and a safe vehicle with proper insurance.

Incident Reports

If any questionable conversations or events should take place, they will be documented and placed in a child’s folder. If staff has any concerns regarding a recorded incident parents/guardian will be notified.

Suspension, Termination, or Withdrawal of Families

Circumstances that would cause a family to be suspended or terminated from our school may include but are not limited to:

- Jeopardizing the safety of children, families, or staff
- Theft or damage of personal or school property
- Non-payment of tuition
- Excessive lateness
- Violation of other school policies listed in the Program Handbook

In cases of suspension or termination, parents/guardians will be provided a notice with the reason for termination. When possible, families and children will be given time to say goodbye to teachers and classmates. **Kinder-Prep reserves the right to terminate care at any time and for any reason. Families wishing to withdraw from the school (past the 2-week transition period) are required to give at least 2 weeks’ notice.** If a family leaves without giving 2 weeks’ notice, they are still expected to pay for 2 weeks tuition to give providers time to fill their spot.

Hand Washing Policy

Hand washing is the most effective way to prevent the spread of germs and illness. All staff wash their hands with anti-bacterial hand soap and running water upon arrival for the day, when helping with toilet training, after handling bodily fluids, before and after handling any food, before and after administering medication, after handling garbage or other potentially contaminated materials, and any other necessary time throughout the day.

Infection Control

We do our very best to keep our learning environment sanitary. All surfaces are regularly cleaned. Eating surfaces are cleaned before and after use. Bedding is washed weekly. Classroom receives a deep clean each week where floors are mopped, common surfaces are disinfected, and frequently used toys are washed.

Universal Precautions

We follow universal precautions whenever responding to a child who is bleeding or otherwise exuding bodily fluids. Universal precautions were designed by the U.S. Centers for Disease Control to protect everyone from potential infection from blood borne disease, such as AIDS and Hepatitis B. Since there is no way to know who is infected, universal precautions are used with everyone, regardless of perceived risk. Teachers wear disposable gloves to assist anyone who is bleeding or has vomited and wash their hands thoroughly afterward. We discard or decontaminate anything that has direct contact with anyone's blood or body fluids.

Injury Reports

We do our very best to prevent accidents or injuries from occurring. We supervise children to the absolute best of our ability and all teachers are certified in First Aid & CPR.

In the event of a serious accident or injury, teachers will call 911 and contact a parent/guardian immediately. We will call contacts on the child's emergency list until we can reach someone.

For minor injuries (cuts, abrasions, bumps), teachers will care for the child then write up an injury report. If the injury is serious but does not seem to require immediate medical attention, we will still contact someone within the hour. If the injury is not serious, we will write up an injury report and give it to the parent by end of day. **How serious an injury is will be assessed by providers and is handled at their discretion.**

Health & Illness Policies

If your child will be absent due to illness, we ask that you contact us before 9:00am to let us know. We may care for mildly ill children but if your child presents any of the following symptoms upon arrival at the school, we will ask you to take your child home:

- Head lice
- Temperature of 100.4 degrees Fahrenheit or higher
- Vomiting
- 2 instances of diarrhea/loose bowel movements
- Unexplained rash
- Persistent cough
- Wheezing/difficulty breathing
- Thick, copious amount of mucous that are yellow or green in color.
- Any other symptoms of illness that may need medical attention (at the discretion of staff)

If your child is absent because of illness they may return after being fever free without medication for a full 24 hours, have no vomit or diarrhea for 24 hours, and must no longer be contagious.

Staff may request doctor's note to return in certain cases of illness.

Any time a communicable disease has been identified in the program staff will notify families.

Physicals & Immunizations

Each child must be examined by a licensed pediatrician prior to enrollment. Parents/guardians who are pediatricians may not examine their own child. Families must submit documentation of the physical exam and all immunizations. Immunizations must be up to date for protection against the following illnesses: Diphtheria-Tetanus-Pertussis (DTP/DTaP), Polio (IPV), Measles-Mumps-Rubella (MMR), Varicella or a physician-certified history of chicken pox, Hepatitis B, Hepatitis A, Haemophilus influenzae B (Hib), and Pneumococcal Conjugate (PCV). **All children enrolled must have a medical exam every year with updated immunizations on file. Failure to comply with our medical policies could result in suspension or termination of the child's enrollment. We do not accept any exemption forms for vaccines. All children must meet the immunization requirements to attend.**

Vaccine	By Age 3	By Age 4	By Age 5
Diphtheria-Tetanus-Pertussis (DTP/DTaP)	4 doses	Booster given	5 total, booster done
Polio (IPV)	3 doses	Booster given	4 total, booster done
Measles-Mumps-Rubella (MMR)	1 dose		2 total, booster done
Varicella or a physician-certified history of chicken pox	1 dose		2 total, booster done
Hepatitis B	3 doses (complete)		
Hepatitis A	3 doses (complete)		
Haemophilus influenzae B (Hib)	Series complete		
Pneumococcal Conjugate (PCV)	Series complete		

Allergies/Dietary Restrictions

Please inform us immediately of any allergies or dietary restrictions your child has. We will have a list of classroom allergies and dietary restrictions always posted. If your child has been prescribed an epi-pen for allergic reactions, please give us two, with the prescription label on them, along with an Individualized Health Care Plan (IHCP) specifying procedure for treatment. Both epi-pens go in a secure bag zippered into the classroom emergency bag. Epi-pens must be replaced annually to assure that they are effective.

Individualized Health Care Plans

If your child has a chronic medical condition (e.g., asthma, allergy, seizures, diabetes, etc.), you must complete an Individualized Health Care Plan (IHCP) form and maintain it on file with us. The plan includes a diagnosis, symptoms, medical treatment plan, potential side-effects, and potential consequences to the child's health if the treatment is not administered.

Administration of Medication

Prescription Medications:

Staff can only administer prescription or over-the-counter medication to a child under the following circumstances:

- Parents have completed a Medication Consent Form that includes the name of the child, name of the medication, the specific dosage, and procedures for administration.
- The child's record includes instructions from the licensed health care provider who prescribed or recommended the medication for the child.
- The medication is in its original container with a proper prescription label.

Non-Prescription Medications:

Any oral non-prescription medication requires written parental authorization. The form and statement must be reviewed on a weekly basis.

Topical Ointments and Sprays:

Topical ointments and sprays such as sunscreen, ointment, insect repellent, etc. will be administered to the child with written parental permission. The signed statement from the parent will be valid for one year.

All Medications:

All medication is stored in a closed cabinet or refrigerator out of the reach of children and under proper conditions for sanitation, preservation, security, and safety. All unused medication is disposed of or returned to parents when no longer needed.

All first doses of medication must be given by the child's parent/guardian or physician. No exceptions. All staff are trained to abide by all previously stated regulations.

Lead Poisoning Prevention

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

- Lead poisoning is caused by swallowing or breathing lead. Lead is poison when it gets into the body.
- Lead can stay in the human 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 the 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 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 3 or 4, depending on where the child lives.

Our home was built in 2004 and does not have any known sources of lead.

For more information on lead poisoning, you can visit <http://www.mass.gov/dph/clppp> or call the Childhood Lead Poisoning Prevention Program at 1(800) 532-9571.

Emergency & Evacuation Contingency Plans

Evacuation plans are posted in the classroom. In the event of an emergency, staff calls 911 and remains in the building until all children are accounted for. We have 3 exit routes for our classroom. Our primary exit goes up a short flight of stairs and into the playground. Our secondary exit goes up a longer flight of stairs and out to the driveway. Our third exit goes up the same longer flight of stairs and out to our front yard. Staff will use the exits in this order, evaluating on the spot for any obstructions. Our eventual meeting place in the event of an evacuation, is 1 Tupperware Dr, North Smithfield, RI 02896.

If a child should go missing from the program, we will contact the local police department and a parent/guardian immediately.

In the event of an intruder or a dangerous incident occurring outside of the center, a lockdown will take place. These plans are shared with families upon enrollment.

Staff members will always use their best judgement when handling emergency situations. The safety and well-being of children is our top priority. We check attendance before we leave the building, when we arrive at our meeting place, and once we return safely to the classroom.

Emergency Weather Closures

Kinder-Prep may close, have delays, or require early pick-up for emergency weather conditions. **Families are still expected to pay tuition for the day(s) we must close/delay.** Reasons closures may occur include but are not limited to:

- An announced State of Emergency declared by the state of Massachusetts
- Snow conditions that are dangerous for transportation
- Extended power outages
- Extreme wind/tropical storm/hurricane conditions
- Flooding

Anytime we must close or change our hours of operation we will contact families with as much notice as possible. All families must comply with our decisions/requests regarding closures, delays, or early pickups. We reserve the right to call emergency contacts if a parent/guardian does not comply. In the event of any type of closure, families are still expected to pay tuition for that day. We will always do our best to avoid closing for reasons other than emergency weather conditions. We have a call list of substitute teachers to provide coverage for staff in cases of family emergency or illness.

Prohibition Against Smoking on Premises

Smoking is strictly prohibited in the school as well as within 100 feet of any school entrance.

Prohibition Against Firearms on Premises

Firearms are strictly prohibited on school property. Only active-duty police responding to an emergency are exempt from this policy. Existence of firearms in our family home is required to be reported to parents/guardians.

Prohibition Against Pesticide Use

Under no circumstances do we use pesticides in the school. If there are any cases of pests (e.g., ants, mice, termites, roaches), families will be notified, and professionals will be contacted to take care of the issue at a safe time.

Data Security & Privacy

Kinder-Prep respects and appreciates the need for proper security and safeguarding of personal information. All personal information regarding families is only shared between staff. Important documentation is stored in a locked filing system.

At Kinder-Prep we do post updates on social media about our program. Parents will sign a document stating if they allow us to post any photos/videos with their child in it upon enrollment.