

WHIZ KIDS LEARNING CENTER

PARENT HANDBOOK

2026-2027

Table of Contents

An Invitation to Parents	2-3
Our Purpose / Goals and Objectives	4
Daily Schedule / Hours	5
Programs	6
Organizational Flow Chart	7
Admissions Requirements	8
Unauthorized Activities / Transitions/ Televisions in classrooms	9
Food Recommendations & USDA Nutritional Standards	11
Health Care Policy	12-14
Contingency Plans for Emergency Situations	15
Child Guidance Plan	20
Referral Policy / Progress Reports	21
Suspension and Termination	22
Transportation Plan and Vehicle Safety Policy	23 - 25
Tuition Rates	26
Payment Policies	27

AN INVITATION TO PARENTS

To Talk With Us:

Open and frequent communication between parents and teachers will help your child to have a positive learning experience. We welcome you to talk with the director or your child's teacher when you drop-off and/or pick-up your child. Please feel free to request conferences at any time. The staff at Whiz Kids will discuss your child's developmental history at the time of enrollment and throughout the year. Whiz Kids will communicate to the best of their abilities with parents whose primary language isn't English.

To Visit With Us:

School is a very important aspect of your child's life and they will want to share it with you. We want your child to get the best education and be focused. To help achieve this, parents are asked to drop off their children on the porch and discouraged from accompanying their children into the building. This avoids a lot of stress and disruption for the child and the other children in the classroom. Parents can always ask to visit their child's classroom at any time. We encourage parents to view our classroom displays of the children's artwork and other projects.

Volunteer Plan:

Whiz Kids welcomes volunteers to help us when needed or on field trips. Volunteers must have a BRC check on file before one can volunteer. BRC checks will be kept confidential. All volunteers will be under the direct supervision of a Whiz Kids staff member. Whiz Kids will document the dates, hours or service and responsibilities of each volunteer. Whiz Kids will provide any orientation/training and supervision appropriate for the volunteer.

To Help Make Whiz Kids the Best It Can Be:

Our staff welcomes parental input in the development of school policy and programs. Please feel free to talk with us if you have a suggestion, concern, or problem. We will respond verbally or in writing within one week.

To Review Your Child's Records

Parents are invited to add information or relevant material to their child's records at any time. If a parent finds any information in the child's file objectionable, the parent may request that the objectionable information be deleted.

Prior to Admitting Children:

Whiz Kids requires parents and children to visit and meet the teachers before enrollment. Whiz Kids will seek information about each child and families interests and needs. Whiz Kids will request that parents share information about therapeutic, educational, social and support services received by the child so that Whiz Kids can support any transitions and coordinate any services needed. Whiz Kids will conduct an orientation meeting for children and parents before the start of the school year.

Children are accepted into the program on a trial basis to make sure that it's a good fit. We want to ensure that children have an enjoyable learning experience with us.

In some cases, we also accept children with possible medical or development issues also on a trial basis, as well, to make sure that we can accommodate the child and have that child be safe and happy in our care.

Drop Off and Pick Up Policy:

We are making every effort to keep children and staff safe. In the morning during drop off please stay in your cars until it is your turn to pull forward past the stairs, turn off your engine and then get out to drop off your child. We leave the stairway area open for kids to have a safe pathway to get in and come out of the building. That way we don't have kids going between cars and it keeps them safe. The same for pickup. Please wait your turn, be patient and considerate of other parents. It is important to please remember to turn off your vehicle. Also see Vehicle Safety Policy further along in the handbook

OUR PHILOSOPHY

The staff at Whiz Kids is committed to providing a friendly, stimulating and safe environment for young children. We realize that your child is reaching out every day to grow, communicate, progress, to understand and to master their place in the world.

Growing up isn't easy! Leaving a loving home and confronting many new people and events can be difficult for a young child. Each new situation presents its own unique challenges. At Whiz Kids, our caring staff members are committed to bridging the gap between home and school and to make these experiences easier. All children enrolled at Whiz Kids will be guaranteed a stimulating environment of activities designed to encourage emotional, intellectual and physical development.

GOALS AND OBJECTIVES

- *To help each child to be happy, well-adjusted and secure during his or her time in school.
- *To help each child to adapt socially from the home environment to home-school-community environment.
- *To help each child to become a contributing member within a group of children.
- *To help each child reach their full potential.
- *To encourage emotional, intellectual and physical development.
- *To foster positive attitudes about teachers and parents.
- *To encourage responsibility, respect for property and wise use of time and materials.

In short, we hope each child will learn to love school, love teachers and make friends.

PRE-K SCHEDULE - SEPTEMBER TO JUNE

8:30	Whiz Kids opens
8:30 – 9:45	Free Play
9:45 – 10:00	Snack Time
10:00 - 12:30	Preschool Sessions – project, circle time, outside play
12:30	Short Day Dismissal
12:30 – 1:00	Lunch
1:00 – 3:00	Finish project and classwork from morning
3:00 – 3:15	Snack time
3:15 – 5:00	Free Play, Outside play and optional projects
5:00	Whiz Kids closes

PRESCHOOL SCHEDULE - SEPTEMBER TO JUNE

8:30	Whiz Kids opens
8:30 – 9:45	Free Play
9:45 – 10:00	Snack Time
10:00 – 10:30	Circle Time
10:30 – 11:30	Preschool Sessions – project or outside play
11:30 – 12:00	Lunch
12:30	Short Day Dismissal
12:00 – 2:00	Rest Time
2:00	Snack Time
2:15 – 5:00	Free play or outside play and optional projects
5:00	Whiz Kids closes

HOURS: Subject to change if necessary

Whiz Kids is open year-round Monday – Friday from 8:30 AM to 5:00 PM

We are closed on the following holidays:

- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving (Wednesday, Thursday and Friday)
- Christmas (December 24th – January 4th)
- New Years
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day

We are open for the following school year Professional/ Vacation Days:

- September 16th – Half Day for All Students
- October 9th – School Holiday
- October 20th and 22nd – Half Day for Students K-3
- November 4th – Half Day for All Students
- November 17th and 19th – Half Day for Students 4-7
- December 1st and December 3rd – Half Day for Students
- January 13th – Half Day for All Students
- February 3rd – Half Day for All Students
- February 16th – 19th Winter Vacation
- March 12th – Half Day for All Students
- March 26th – Good Friday
- April 9th – Half Day for All Students
- April 20th – 23rd – Spring Vacation

- Intermediate School Half Day Dismissal Times are 11:00 AM
- Barnstable United Half Day Dismissal Times are 11:00 AM
- Barnstable Elementary Schools Half Day Dismissal Times are 12:00 Noon

SNOW DAYS POLICY: Whiz Kids will close if the Barnstable Public Schools close due to snow or we feel it's unsafe to travel. If Barnstable announces a 2-hour delay, Whiz Kids will also delay 2 hours. If Barnstable closes early, Whiz Kids will close early or if we feel it's unsafe to travel. Whiz Kids will always remain open until all children are picked up.

ATTENDANCE POLICY: Whiz Kids is required to verify attendance on a daily basis. If your child will be absent from any program, you must call thirty minutes of your child's normal arrival time or we will be required to call everyone on your emergency contact list until we have located your child. If we cannot locate anyone on the list we are required to notify that authorities that a child is missing.

WHIZ KIDS PROGRAMS:

Whiz Kids welcomes all children regardless of sex, race, creed, religion, cultural heritage, national origin, disability, toileting issues or the political beliefs, sexual orientation or marital status of their parents

Children are accepted into the program on a trial basis to make sure that it's a good fit. We want to ensure that children have an enjoyable learning experience with us.

In some cases, we also accept children with possible medical or development issues also on a trial basis, as well, to make sure that we can accommodate the child and have that child be safe and happy in our care.

All of our programs are designed to promote age appropriate emotional, physical, intellectual, social growth while encouraging creative expression in a relaxed, fun environment.

Our structured Preschool program exposes children to a curriculum that is flexible enough to accommodate individual differences in needs, abilities and interests. Our Preschool program is offered to children 2.9 years through 4 years old. Our Pre – K program is offered to children 4 years old thru Kindergarten.

When our Preschool students stay all day they have a rest time after lunch. At rest time they are encouraged to rest on a cot. No one has to rest, however, a child who is tired will sleep. Books or a quiet activity will be provided if necessary.

Our Toddler program provides daily learning activities geared to little hands, varying attention spans and different skill levels. Activities include grasping, dropping, crawling, cruising, peek-a-boo, pushing pulling, finger-plays, sensory exploration, dancing, book browsing, talking, listening and outdoor play.

Our Public School Surround Care program includes before and after school and children can choose from a variety of fun activities including arts and crafts, games, books, basketball and other playground activities. Teachers are available to help with homework.

During school vacation weeks and summer recess the Whiz Kids Surround Care program is licensed by the Town of Barnstable Health Department.

Late care can be arranged if space is available. Please talk with the director if you anticipate needing late care.

TODDLER	8:30 AM – 5:00 PM
PRESCHOOL/PREKINDERGARTEN	8:30 AM – 12:30 PM - MORNINGS 8:30 AM – 3:30 PM – SHORT DAY 8:30 AM – 5:00 PM – FULL DAY 12:30 PM – 5:00 PM AFTERNOONS
BEFORE SCHOOL	8:30 AM – 9:00 AM
AFTER SCHOOL	3:00 PM – 5:00 PM
SCHOOL VACATIONS	8:30 AM – 5:00 PM

REGULATORY AGENCY

School Year and Year Round:

Dept. of Early Education & Care (licensing agency)
1 Washington Street, Suite 20
Taunton, MA 02780
(508) 828-5025

Parents may contact the licensing agency for information regarding Whiz Kid's regulatory compliance history and is licensed by the Town of Barnstable Health Dept.

School Vacations and Summer Camp for the older children:

Barnstable Health Department
(508) 8626-4033

Directors: Lesley lamele and Susan Nee

Health Consultant: Bass River Pediatrics

Bookkeeper/Office Manager: Lesley lamele

Program/ Site Coordinators:	Toddler	Erica Johnson
	Preschool	Gina Bacosa
	Prekindergarten	Noralyn Hughbanks
	Public School Surround	Ellen Lawson

Bus Drivers: Lesley lamele

Lead Teachers: Gina Bacosa
Lesley lamele
Erica Johnson

Teachers:	Noralyn Hughbanks	Ellen Lawson
	Cy O'Neill	Marsha Weber

Substitute Teacher Sue Nee

ADMISSION REQUIREMENTS:

Forms:

The following forms must be filled out and signed by you and will be kept in your child's file:

- *Face Sheet
- *Enrollment Forms
- *Contract for Enrollment
- *Developmental History
- *Medical Information Sheet
- *Transportation Sheet
- *Field Trip and other Authorization Sheet
- *Emergency Medical Cards
- *Medical Information Release Form (this will be faxed to your physician in order to obtain current physical information and proof of immunizations
- *Individual Health Care Plan (if needed)
- *Parent Handbook acknowledgement

Dental Health:

Whiz Kids offers tooth brushing after lunch. You will need to provide a toothbrush and toothpaste. Whiz Kids will house the toothbrushes in an open holder that has a mesh covering. If you chose not to have your child brush their teeth at Whiz Kids, you must sign a form stating that you prefer your child not brush at school.

Clothing:

Season appropriate clothing provides your child with the most comfort and freedom to explore and play at Whiz Kids. We do go outside daily, weather permitting. It can get windy on our playground, so please dress your child accordingly. A labeled set of clothing that includes: underwear, socks, shirt and pants is required for all children – better safe than sorry! Please remember a jacket and/or sweatshirt every day. We can always take a jacket/sweatshirt off, but we can't add on any items, if we don't have them. Also please send your child in wearing or with sneakers for outside play. Dresses are discouraged because they can't climb up onto the upper structure wearing them, it's a safety issue. Jewelry is also discouraged as well as it can be a safety issue around the play structure and when children are playing with others.

When children are picked up at the end of the day parents are encouraged to check and make sure that they are taking home everything that the child brought with them, ie, jackets, hats, gloves, backpacks, homework, etc.

Nap/Rest Period:

Preschool daycare children rest between 12:30 PM – 3:00 PM every day. A cot is supplied and labeled for each child. We discourage the use of pillows and blankets because they can become choking or strangulation hazards if the child is restless. Pre K children have quiet time where they can relax at their tables, finish their projects or school work or do other quiet activities.

Lunch:

We suggest a lunch box containing a main meal and 2 snacks. For example, a sandwich, several fruits, carrot sticks or other vegetables, yogurt, and/or cheese stick. Whiz Kids does not heat up food. If you want to send hot food, please send it in a thermos and it will stay warm until lunch. We discourage foods like cookies, juices and unhealthy snacks. CANDY, GUM AND SODA ARE NOT PERMITTED. We do not recommend Lunchables as they are high in salt and other things and have little nutritional value. We try to teach the children how to eat healthy and talk about healthy food with them.

****Due to the fact that some children may have food allergies anything containing peanuts, peanut oil or tuna fish is discouraged.**

****Please make sure to look thru your child's lunch box or bag at the end of the day so that left over food can be discarded and the box or bag can be cleaned.**

See recommended USDA guidelines for the nutritional and dietary needs and feeding requirements of all children including those of children with disabilities.

UNAUTHORIZED ACTIVITIES:

Whiz Kids will not allow any child to participate in any activity without parental consent. An activity may be: fundraising, publicity including photographs and participation in the mass media and screening, research or other treatment.

TRANSITIONS BETWEEN CLASSROOM AND PROGRAMS:

Parental permission will be needed for Whiz Kids to collaborate and share information between educators in each classroom or program. If a transition to a new school or classroom occurs, Whiz Kids will assist the child with the transition in a manner consistent with the child's ability to understand, such as reading books about moving or starting school; crossing off days on a calendar.

USE OF THE TELEVISIONS IN THE CLASSROOMS DURING THE DAY:

Whiz Kids is equipped with televisions in every classroom. We use them as a learning tool for the children to aid in fire safety, stranger danger, projects, activities such as dancing, learning other languages, science, education and possibly lullabies depending on the classroom. They are used very little throughout the day and only as needed during a lesson or as an aid for a classroom activity.

USE OF CELL PHONES BY STUDENTS:

Cell phones and Tablets are not permitted at Whiz Kids for a number of reasons including unauthorized video recording by children of other children. Cell phones can also be a distraction and since children spend so much time on them at home and school these days, they need time to unplug and spend time with their friends.

HEALTH CARE POLICY

State Requirements:

By law, each child admitted to Whiz Kids must provide proof of all age-appropriate vaccinations. In addition, your child's physician must complete a MA School Health Form prior to your child's attendance at Whiz Kids.

Preventive Health Care:

We wish to reduce the spread of illness among our staff and students. We ask that you help us by keeping your child away from the school if you suspect he or she may have a contagious illness. Please consider your options for alternative care so that you will be ready when your child is too sick to attend Whiz Kids.

Your child should not come to the school if he or she:

- *Has a temperature
- *Is showing signs of flu or Covid or RSV
- *Has a fresh cold
- *Has diarrhea/vomiting (1 or more accidents)
- *Has had diarrhea or vomiting or fever within the last 24 hours (must be free from all for at least 24 hrs)
- *Has untreated impetigo or rash of unknown origin
- *Has untreated head lice
- *Has untreated conjunctivitis
- *Has untreated chicken pox
- *Has an untreated strep infection

Please call Whiz Kids if your child will not be able to attend school due to illness. It is important to report a contagious illness to us immediately so that other parents can be notified.

Policy of Care of Mildly Ill Children:

The child who is mildly ill will be isolated from the other children and kept as comfortable as possible until parent or back-up contact comes to pick the child up within one hour of our call.

Procedure for Dealing with a Child Who Has Already Been to the School and Exhibits Symptoms Requiring Exclusion from the School:

The child will be isolated and a parent or back-up contact will be notified and expected to come as soon as possible.

Special Precautions for Gastro-Intestinal, Respiratory, Skin or Direct Contact Infections:

The special precautions are as follows:

- *Careful hand-washing technique at all times
- *Dispose of all contaminated articles in a plastic bag
- *Child's personal property to be sent home in a plastic bag

- *Disinfect any contaminated daycare property with disinfectant solution

Policies for When the Excluded Child May Return to the School:

Your child may return to school:

- *When you present a doctor's note stating the child has been treated and is no longer contagious
- *24 hours after starting an antibiotic medication, this includes antibiotic eye ointments and topical antibiotics
- *When the child is well enough to participate in the school's daily curriculum

Prescription and Non Prescription Medication:

This requires both physician and parental permission. The medication must be in the original container, with the child's name, name of medication, director for administering and storage requirements. In addition, a completed and signed prescription form must be given to the school before any medication can be given. Prescription forms are available at Whiz Kids and are valid for 1 year. A written record of all medication administered will be documented in the child's file. With written permission from a health consultant, a parent may train the staff in the implementation of a child's health care plan.

Topical Non-Prescription Medication:

Requires written statement from the parent listing specific medications (topical only) and criteria for administering, the written permission is valid for one year from the date of signature.

Keep Us Informed About Your Child's Health:

If your child is taking medication at home, please let us know. Children may have reactions to medications which can affect their behavior. Please talk to us about your child's physical and emotional health. The more informed we are about your child, helps us to better meet the needs of your child.

Plan for Identifying and Protecting Children with Allergies/Health Care Needs:

All allergies/health care needs are reported to the school on the required medical record. Any allergy/health care needs are then posted in the kitchen with the child's name and reaction to a particular substance.

Procedures for Emergencies and Illness:

If immediate medical attention is needed, we will contact an EMT by calling 911, as well as the parent. If the EMT feels the child should be taken by ambulance to the hospital before a parent or back-up contact can arrive, then the child's teacher will go with the child to the hospital and remain with the child until the parent arrives. If neither the parent nor back-up contact can be notified, we will contact the family physician listed in the child's file. The child's file will go with the teacher.

Emergency Procedures for Field Trips:

In the case of an emergency while on a field trip, the teacher will use a cellular phone to call 911. The parent or back-up contact will also be called using the phone and informed of the nature of the injury/illness as well as ongoing treatment.

ABUSE AND NEGLECT:

Every Whiz Kids staff member is a mandated reporter under M.G.L. c.119, 51A and must make a report to the Department of Children and Families whenever he or she has reasonable cause to believe a child in the program is suffering from serious physical or emotional injury resulting from abuse inflicted upon the child, including but not limited to sexual abuse, or from neglect, including but not limited to malnutrition, no matter where the abuse or neglect may have occurred and by whom it was inflicted.

Whiz Kids will document all concerns of abuse and neglect.

Whiz Kids will notify E.E.C. immediately after filing a 51A report.

Whiz Kids will maintain written information/procedures of reported abuse or neglect.

Whiz Kids will cooperate in all investigations of reported abuse or neglect.

Phone number of Mass. Dept. of Children and Families 1-800-792-5200

WHIZ KIDS LEARNING CENTER
CONTINGENCY PLANS FOR EMERGENCY SITUATIONS 2026

COMMUNICATION WITH AUTHORITIES:

In order to communicate basic emergency information, Whiz Kids Director or Lead Teacher will contact the following authorities:

- Calling emergency services via 911 and identifying who we are and why we are calling so they can redirect the call to the appropriate facility
- COMM Fire: (508) 790-2375
- Barnstable Police Dept: 508) 775-0387
- Mass. State Police Yarmouth: (508) 398-2323
- COMM Water: (508) 428-6691
- National Grid (Gas Emergency): (800) 233-5325

These authorities will be called in the event of a fire alarm, a threat, a dangerous situation within the building or any other emergency situation or medical emergency that may arise where help is needed.

COMMUNICATION AND REUNIFICATION WITH FAMILIES:

During any kind of disaster or emergency, Whiz Kids will notify parents of the situation immediately via phone. The Director or Lead Teacher will be responsible for doing this. Our established meeting place will be the Centerville Osterville Fire Department located a few minutes away from our center on Route 149. The children will be transported there if it is unsafe to remain at the center and the parents and anyone on the approved pick-up list will be able to pick their child up there. If the parent is not known to the center staff, they will be asked to provide identification before the child will be released. If the Director or Lead Teacher is unable to reach a parent, they will attempt to contact everyone on the child's emergency contact list. Center staff will remain with any children not picked up until the appropriate parent or guardian can be located.

POWER OUTAGE:

Whiz Kids is now equipped with a Generac generator to keep power on at our facility. Should the generator fail for some reason, we will notify Eversource, the power company, at (800) 592-2000 and the generator company at (508) 428-0449. If the power is not restored within two hours, we will notify parents of the situation and have them pick up their children.

LOSS OF HEAT OR HOT WATER:

If we lose heat, we will move children to the warmest part of the building. We will call ZP Newton, our plumbing, heating and air conditioning technician, as well as Josh Gomes, our electrician, immediately via phone and text. If they cannot fix the problem within two hours, we will notify all parents to pick up their children.

LOSS OF WATER:

If we lose water for more than thirty minutes, we will notify all parents to pick up their children.

NATURAL DISASTERS:

If we are warned of an impending natural disaster, we will not open the school that day. If a warning comes during the school day, we will make sure that children are in a safe location in the building and notify all parents to pick up their children when it is safe to do so. We will use our cell phone, if necessary. Any children who are not picked up or whose parents cannot be reached will be transported by Whiz Kids bus to the Red Cross Emergency Center at Barnstable High School. The Director or Bus Driver will stay with the children until their parents arrive.

FIRE:

In case of fire, we will pull the fire alarm and we will follow our fire evacuation plan. If the Fire Department deems it unsafe to re-enter the building, we will then notify all parents to pick up their children.

MISSING CHILD:

Whiz Kids maintains daily sign in sheets and weekly attendance sheets, and periodically checks and rechecks the number of children in each room and their location. When field trips take place, staff members pay close attention to what each child is wearing to prevent a child getting lost. Attendance is taken when boarding the school bus or before the bus leaves the center, upon arrival at the destination, and prior to departing from a destination. If a child is reported as missing, all staff will be alerted using their cell phones or walkie talkies provided. An initial search will be done to see if the child can be located. If the efforts to find the child are unsuccessful, the Director or Lead Teachers will immediately notify the appropriate authorities, advise parents, and see if the child was picked up without notifying staff. Then the Director or Lead Teachers will conduct a thorough search of the school grounds or destination location. Remaining children will be brought back to the bus by a staff member or inside the building, depending on the location, and another head count will be conducted. Staff members will remain with their group to help children deal with the situation. Attendance will again be checked to see if the child was picked up. The search will continue until the missing child is accounted for.

SHELTERING IN PLACE:

The program obtains information from local authorities such as the fire department, police department, or emergency services, along with information from parents as well. Alerts are issued through cell phones of any imminent threats. Authorities will advise if the center should shelter in place or evacuate. If a threat is determined, staff will be notified and directed to move all students in the classrooms to our basement area for safety. Attendance will be taken prior to and after the move to make sure all children are accounted for. The children will be made as comfortable as possible while sheltering in

place. If it is safe to do so, supplies will be gathered to give the children food and water while sheltering. Staff will engage and entertain the children while they wait by singing songs or telling stories. The Director has the ability to shut off the electricity and gas to the building if necessary. Children will be removed to the Centerville Oosterville Fire Department on Route 149 when safe to do so and recommended by local authorities. Parents will be notified of the threat, status, and where they can pick up their children. If the authorities deem it safe to stay at the facility, children will stay at the center and wait for parents to pick up.

LOCKDOWN:

The decision to initiate a lockdown will be made by the Director in consultation with local authorities, or by the recommendation of local authorities.

Lockdown Procedures:

- Signal and Lockdown: An alert will be initiated using cell phones or walkie talkies with a key phrase and immediately all exterior doors and classroom doors will be locked by Director and Lead Teachers.
- Secure the Room: Teachers will close and lock all windows, close blinds, and turn off lights.
- Move to Safe Zone: Children will be moved away from doors and windows to a designated, hidden area. The upstairs classes will use the large bathroom or move downstairs to the basement area if possible. The downstairs class room will use the basement area. The toddler room will use the bathroom area.
- Silence and Concealment: Teachers will turn off TVs and computers, and silence mobile devices. They will ensure children remain quiet by using books or quiet activities to keep them calm.
- Attendance and Communication: Teachers will take an immediate head count/roll call of their class. They will report their attendance to the Director, who will call 911 immediately to inform the police of the specific threat, location, and child count.
- Do Not Open Doors: Teachers are not to open the door for anyone until the "all clear" is given by law enforcement or authorized personnel, even if the person attempting to enter is claiming to be police.
- If the Threat is Outside the Facility (Police Activity in the Area):
 - Secure the Perimeter: Teachers will focus on locking all exterior doors and keeping children away from windows.
 - Monitor: Teachers will maintain surveillance from a safe location, if possible, until the external danger passes.
- If the Threat is Inside the Facility (Intruder or Attacker):
 - Hard Lockdown: Teachers and children are to immediately hide behind locked doors and barricade the door if necessary.
 - Remain Hidden: Teachers are not to leave the room to look for others or allow any children to leave.

- If Outside: If children are outside, teachers are to move them quickly to a safe, pre-designated, off-site location such as COMM Fire Department, rather than trying to reenter the building.
- Parent Communication: The Director or Lead Teachers are to inform parents of the facility's lockdown via cell phone or text as soon as it is safe to do so.

EVACUATION:

In the event it is deemed necessary to evacuate the facility, children will be moved out of the building to designated areas out on the playground and in the parking area. Each floor and classroom has posted evacuation routes to exit the building. A Director or Lead Teacher will go through the building to make sure that both staff and children are safely evacuated while teachers take attendance of their class. Parent/Guardian contact information is located in the emergency books in each classroom and will be taken out with the children from the classroom. The Director will ensure that a first aid kit and any necessary medications accompany the children. A staff member will be assigned to accompany or escort any child with disabilities to the designated meeting area. Once the building has been evacuated and all children are safe, the appropriate authorities will be contacted if the alarm has not sounded. If the alarm has sounded, then the appropriate authorities will already be enroute to the center.

RELOCATION:

In cases of emergency where it is unsafe to stay at the center, the children will be relocated to the COMM Fire Department on Route 149, Marstons Mills or to the Red Cross Emergency Center located at the Barnstable High School on West Main Street in Hyannis via the Whiz Kids school bus. Staff will evacuate children using any means necessary either by bus or staff vehicles. Staff will monitor attendance during the relocation process to ensure that all children are accounted for. The Whiz Kids bus carries a current emergency card file on each child which includes each child's approved pick-up list. The bus is also equipped with a first aid kit. Any necessary medications and authorizations for emergency medical care, will be transported with the children by a teacher. Parents will be called and will be advised that children have been moved to that location and given instructions for pickup. Staff will accompany children to the designated location and have all necessary documentation to identify parents or their designated person who is allowed to pick up their child. A staff member will remain at the center to redirect any parent who was not able to be reached. Staff will also remain at the fire department until all children have been picked up.

IMMEDIATE CONTINUITY OF OPERATIONS:

If an evacuation is necessary Whiz Kids staff will always remain with the children at the relocation location until all children's parents have been located, advised of the situation and all children have been picked up by their parents or person on the authorized pick-up list.

If the building is compromised or unsafe for children and staff to attend in any way, Whiz Kids would not be able to provide immediate continuity of operations at another location.

STAFF TRAINING AND PRACTICE DRILLS:

Whiz Kids will ensure that all staff are trained on our emergency preparedness plans as specified above. Whiz Kids conducts monthly practice drills with simulated scenarios and staff are briefed on what their role is. Staff are told to have their attendance available at all times to facilitate checking attendance and knowing the locations of their children in the event of an emergency. If an emergency arises, staff are trained to immediately get the children to safety via the posted routes in each classroom and throughout the building and take attendance upon arrival at the designated meeting spot. One staff member remains behind to ensure that all children and staff have been removed from the building. Logs are kept of the drills including how many children and staff were present and how the drill went.

OTHER POTENTIALLY DANGEROUS SITUATIONS:

If any other potentially dangerous situation arises during school hours, parents will be notified to pick up their children. Whiz Kids Learning Center will notify parents of emergency situations by phone or cell phone.

Whiz Kids staff will not open the center if an emergency situation is found in the morning before the children arrive.

The Director or Lead Teacher shall be responsible for notifying all parents, the utility company, the repair men, the fire department, OCCS, or any other office necessary to report or correct an emergency situation.

CHILD GUIDANCE POLICY

Whiz Kids will provide positive and consistent guidance to children based on their individual needs and development. Whiz Kids staff and students have developed the following rules. The purpose of these rules is not to restrict the right of the child but to define them. We ask for the help of all parents n consistently supporting the rules listed below:

- *Be friendly
- *Follow directions
- *Speak softly when inside school building
- *Walk slowly when inside school building
- *Ask for whatever you want or need
- *Share the toys and games
- *Keep your hands and feet to yourself
- *Play safely

Whiz Kids will direct child guidance to the goal of maximizing the growth and development of all children and protecting the group and the individuals within it. Our goals:

- *To be safe with themselves and with others
- *To feel good about themselves
- *To develop self-control and positive coping skills
- *To appropriately express their feelings
- *To become more independent
- *To balance their needs and wants with those of others
- *To learn new problem solving skills, including non-violent conflict resolution
- *To learn about conservation – to use equipment, materials and other resources in caring, appropriate ways.

Whiz Kids will never:

- *Discipline a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet, or using any other unusual or excessive practices for toileting.
- *Spank or use corporal punishment with children
- *Subject children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks.
- *Deprive children of outdoor time, meals or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence
- *Confine a child to a piece of equipment for an extended period of time in lieu of supervision
- *Excessive time out. Time out may not exceed one minute for each year of the child's age and will take place within a staff's view.

Unacceptable behavior will be documented, placed in the child's folder and is handled by the following methods:

- *Encouraging self-control and using positive child guidance techniques such as recognizing and reinforcing children's appropriate behaviors, having reasonable and positive expectations, setting clear and consistent limits, and redirecting.

- *Helping children learn social, communication and emotional regulation skills they can use in place of challenging behaviors
- *Using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to encourage appropriate behavior and prevent challenging behaviors
- *Intervening quickly when children are physically aggressive with one another and helping them develop more positive strategies for resolving conflict
- *Explaining rules and procedures and the reasons for them
- *Discuss behavior management techniques among staff and families to promote consistency

Whiz Kids will communicate to the child in a manner consistent with the child's ability to understand.

Referral Policy:

If a teacher at Whiz Kids has concerns that your child may need a referral for social, mental health, educational and medical service, including but not limited to dental check-up, vision or hearing screening, she will notify the director of the concern. The director and your child's teacher will meet with the parent to discuss this situation. Whiz Kids will provide you with written observation and recorded documentation about your child's behavior and why we feel a referral is necessary and will only proceed with the referral after obtaining parental written permission. Whiz Kids will also provide information about the public school's early intervention programs as well as a list of agencies in the area that would be appropriate to evaluate your child. We will provide any and all information needed for such services and follow up at your request. Whiz Kids will provide written notice to the appropriate administrator of special education that we are serving a child with a disability.

Progress Reports:

Daily notes for the toddler and pre-school group will be sent home to let parents know how their child did that day and if there were any concerns or observations. The daily notes will also let parents know if their child needs anything such as a new water bottle, diapers, pullups or wipes as well. The teacher may also make dietary suggestions and let parents know what their child did or didn't eat during the course of the day. A daily folder is sent home containing the notes each day and any work or projects that they did that day as well. The PreK group will receive progress reports quarterly to let parents know how they are progressing.

Whiz Kids will do progress reports on your child in September, January, March and June and sent home for the parent to look at. The parents can request a parent/teacher conference when report is complete. Parents may view the child's folder at any time and request a conference with your child's teacher at any time throughout the school year. A copy of the progress report will be given to the parent and a copy will be placed in the child's file.

SUSPENSION AND TERMINATION POLICY:

Whiz Kids will work with parents/guardians to avoid suspending and/or terminating a child from the program due to challenging behavior. This includes:

- *Providing an opportunity to meet with parents to discuss options other than suspension or termination
- *Discussing referral options to parents for evaluation, diagnostic or therapeutic services
- *Discussing options for supportive services to the program, including consultation and educator training
- *With family, developing a plan for behavioral intervention at home and in the program

The staff at Whiz Kids will make every effort to accommodate the needs of all children enrolled at the school. A child may be asked to leave Whiz Kids for behavior code violations that jeopardize the safety of the other children, teachers or school property.

Children with behavioral or medical issues will be accepted on a trial basis. This is to make sure we can accommodate the needs of the child and ensure the safety of the children in our care.

In the event a child physically harms another child or staff member he or she will be suspended for the remainder of the day and the parent will be required to pick up the child within one hour or the child will not be able to come back the following day. In the event the behavior occurs in the afternoon the parent will be notified and the child will not be able to come back the following day. If this occurs on a Friday then the child will be suspended on the following Monday. Three such suspensions will result in termination from the program.

Whiz Kids can also exercise the termination policy if a parent becomes argumentative, unruly or threatens a staff member with harm, does harm to a staff member, harms a child, does harm to the school or threatens doing harm to the school.

The staff at Whiz Kids will always work with a child and their parent; consult with the parents, providing written documentation of the type and frequency of behavior. If a child must leave Whiz Kids his or her teacher will prepare the child for termination from the school in a manner consistent with the child's ability to understand. If the staff receives written documentation of services the child has received and a plan to continue services, Whiz Kids will welcome your child back to the program.

VEHICLE SAFETY POLICY

Whiz Kids has instituted a policy prohibiting cars from being left unoccupied and idling (running) in our parking lot. The practice of leaving unattended vehicles running is a danger to everyone who walks thru the parking lot, including your own children. Failure to comply with this policy could lead to the suspension or termination of your child from the Whiz Kids Program.

TRANSPORTATION POLICIES AND PROCEDURES

All parents must fill out a transportation authorization form at enrollment.

Arrivals:

All children arrive at Whiz Kids with a parent or guardian or a person authorized by the parent/guardian.

Pick Ups:

All children must be picked up by a parent/guardian or a person authorized in writing by the parent/guardian in the child's records. Parents may notify Whiz Kids by phone or in a written note giving permission for someone other than those listed in your child's file to pick up. Anyone picking up your child will be asked for a photo ID to verify their identity. Under no circumstances will your child be permitted to leave with anyone not listed in the file as authorized to pick up. Any not-authorized person who tries to pick up a child will not be allowed to leave the premises with that child.

Late Pick-Ups:

Please make every effort to pick up your child on time. If lateness is unavoidable, please notify Whiz Kids immediately so that a teacher may help minimize any fears your child may have. If your child not picked up by 5:00 PM you will be required to pay a late fee of \$1.00 per minute after 5:00 PM. There is a five minute grace period from 5:00 PM to 5:05 PM in which you will not be charged. Our goal is not to make money on late pick-ups; our goal is to let our staff go home at 5:00 PM to their families. If your child is not picked up by 5:15 PM and we cannot reach anyone in the file to pick up your child we will contact the local authorities and release the child to their custody.

School Age Children:

School Age Children will receive transportation to and from public school via the Whiz Kids school bus or the Barnstable Public School buses. Our busses are inspected by the MA State Patrol.

All Whiz Kids bus drivers have MA Commercial Driver's License as well as a MA School Bus Drivers License.

Field Trips:

During field trips all Whiz Kids will wear name tags or wrist bands that include school contact information. Teachers all carry cell phones. In case of emergency the teachers will follow our Emergency Situations Policy.

Bus Breakdown Procedures:

If the bus becomes disabled the driver/monitor will call 911 to request police assistance then call the center transportation coordinator to report the problem and request a replacement bus. Drivers, monitors and students are trained in safe bus evacuation procedures.

Any moving violations or accidents will be reported by the driver to the Transportation Coordinator.

Transportation Coordinators:

Susan Nee	508-428-0188
Lesley lamele	508-428-0188

Transportation during the school year from the following schools are provided by Whiz Kids:

Hyannis West Elementary
Centerville Elementary
BCIS
West Village
BUES
BIS

When children are transported by the Whiz Kids Bus there is a MA licenses school bus driver operating the vehicle. When 7 or more students are present on the bus, a bus monitor will accompany the driver. All drivers and monitors are well versed on the Guidance Policy in this handbook in order to give them the tools to deal with disruptive or unsafe behavior during the bus ride.

Whiz Kids provides First Aide (yearly) and CPR Training (yearly) for all employees to be able to help children during medical emergencies.

All drivers and monitors have cell phones with them in case of emergency.

The Whiz Kids bus driver has a scheduled list of pickups and drop offs at each of the above schools. If a child is not present the driver will not leave the school until the absence is verified by the school or we have heard directly from the parent or guardian of said child.

Transportation to and from the following schools are provided by Barnstable Public School Buses:

Horace Mann Charter Public School
Barnstable United Elementary School
Barnstable Intermediate School
West Villages Elementary School

All children will have a teacher accompanying them when crossing the street when departing or getting on a public school bus. All students will be walked to and from the bus by a Whiz Kids monitor. Any child that is expected and does not arrive will have their parents or guardian contacted immediately then the school to locate the missing child.

WHIZ KIDS LEARNING CENTER

TUITION FOR THE YEAR FALL 20264/SPRING 2027 SEASON

TODDLER PROGRAM:

8:30 AM – 5:00 PM

\$425 – full week only

SCHOOL YEAR SCHEDULE (September – June)

PRESCHOOL & PREK DAYCARE:

Full Day (8:30 AM – 5:00 PM)	\$65.00 per day
Short Day (8:30 AM – 3:30 PM)	\$60.00 per day
Morning (8:30 AM – 12:30 PM)	\$40.00 per day
Afternoon (1:00 PM – 5:00 PM)	\$40.00 per day

BEFORE & AFTER SCHOOL CARE:

Before Public School (8:30 AM – 9:30 AM)	\$14.00 per day
After Public School (Whiz Kids bus pick up – 5:00 PM)	\$28.00 per day

SUMMER PROGRAM: (June to August)

Summer Camp \$85 per day

TRANSPORTATION: Transportation \$12 per day one way or \$18 per day for two way pickup

PAYMENT POLICIES

Our billing period ends on Fridays and payments are expected by no later than the end of the following week. If we don't receive payment by the following Friday the student will not be permitted to attend until their past due balance has been paid in full. Questions about billing and payments can be directed to the Bookkeeper.

PRESCHOOL programs follow the Barnstable Public School schedule; during school breaks daycare is available when needed.

DAYCARE tuition is based on a 42 week school year; all children attending during the mornings are included in the preschool program.