

MiVillage

Children's Enrichment Center



PARENT HANDBOOK

120 Jeffrey Ave

St. Holliston, Ma 01746

508-440-1836

TABLE OF CONTENTS

Welcome!	1
Organizational Structure	2
Licensing Authority	3
Non-Discrimination Policy	3
Admission Procedures	4
Enrollment and Payment	4
Enrollment Process and Waitlist:	4
Enrollment Procedure	4
Required Forms:	5
Parent Information	5
Welcome to MiVillage!	5
Hours of Operation	6
Cancellation Policy	7
Child's Records	7
Amending a Child's Record	8
Parent Involvement/Communication	8
Child Abuse and Neglect Statement	9
Arrival/Departure Procedures and Policies	10
Emergency Closing Procedures	12
Emergency Contingency Plan	12
Contingency Plan for Alternative Program Space	13
Clothing/Cell Phone/ Electronics Policy	14
Plan for Transitions	16
PLAN FOR TRANSITIONING WHILE AT MIVILLAGE	17
Transportation Plan	18
Guidelines for Interactions between MiVillage Staff and Children	19
Behavior Management Plan	20
Termination/Suspension Policy	21
Illness Criteria	23
Medications	24
Over-the-Counter Medicine:	24
Prescription Medicine:	24
Student Intern Plan	25
MiVillage Fees	25

Dear Parents,

We would like to take this opportunity to welcome you to MiVillage and express our gratitude for choosing our program for your child. We are dedicated to providing a well-balanced, child-centered, emergent curriculum that fosters growth and development in all areas: social, emotional, cognitive, and physical.

Our experienced teachers draw upon their expertise in child development and carefully observe each child to create a curriculum that caters to their individual needs and interests. We believe that children learn best when they are actively engaged and motivated, which is why our curriculum model is "open." During designated activity times, children are encouraged to explore their interests and further their learning.

At MiVillage, we value the importance of outdoor activities just as much as indoor ones. Our outdoor activities are thoughtfully planned to support the specific developmental goals of each child and the group as a whole. We believe that the natural environment offers unique learning opportunities and promotes holistic development.

To ensure that you are well-informed about our programs, procedures, and policies, we have created this handbook. It contains detailed information that will guide you through your child's journey at MiVillage. We kindly request that you read this handbook carefully and keep it in a safe place for easy reference throughout the school year.

If you have any questions or require further clarification regarding the content of this book, please do not hesitate to contact us at 508-440-1836. We are always here to address your concerns and provide support.

We are excited about the time we will spend together and the opportunity to nurture your child's growth and development. Thank you once again for choosing MiVillage as your child's educational partner.

Sincerely,

The MiVillage Family

Organizational Structure

Tyler Lawless

Program Director

Holly Kasper

After School Director

Experienced Site Coordinators, Site Coordinators / Teachers, Lead Teachers and Assistant Teachers staff the after-school program. Additionally, community service students, high school, college students and parents may assist with homework and other program components. The average adult to child ratio is 1:8. Volunteers must pass a CORI/DCF background check and have an orientation with the director of the center and before working in direct contact with children. Each volunteer will be trained and supervised by a certified teacher within the classroom they are working. Documentation of the days, hours and responsibilities of volunteers will be kept in the 'Forms Binder' in the office and be maintained by Tyler Lawless.

Experienced early childhood educators staff the preschool program, Additionally, community service students, high school, college students and parents may assist with the preschool. The average adult to child ratio is 1:6. All staff including volunteers must pass a CORI/DCF background check and have an orientation with the director of the center and before working in direct contact with children. Each volunteer will be trained and supervised by a certified teacher within the classroom they are working. Documentation of the days, hours and responsibilities of volunteers will be kept in the 'Forms Binder' in the office and be maintained by Tyler Lawless.

Licensing Authority

Department of Early Education – EEC

10 Austin St. Worcester Ma 01609

508-798-5180

The EEC is available during normal business hours to discuss and or provide any information regarding the licensing compliance history of MiVillage.

Non-Discrimination Policy

MiVillage Children's Enrichment "...shall not discriminate in providing services to children and their families, or in hiring staff, on the basis of race, religion, cultural, heritage, political beliefs, national origin, marital status, sexual orientation, or disability." Diversity will be celebrated and honored.

Admission Procedures

Enrollment and Payment

Upon enrollment and annually for re-enrollment, there is an annual registration fee of \$75 payable.

School year tuition is paid from August 1st to May 1st. The card on file is charged on the first of each month, covering the entire month.

No credit will be issued for scheduled or emergency school closings, holidays, children's illnesses, family vacations, or school closings due to inclement weather.

Enrollment Process and Waitlist:

Enrollment in MiVillage programs is on a first-come, first-served basis. Once the program reaches its capacity, children can be added to a waitlist.

The waitlist is based on finding a good fit for the child and the classroom, as well as availability.

Waiting list applications are received and filled on a first-come, first-served basis. Priority is given to the following:

- Full-time children

- Current families
- Children on the waiting list

Enrollment Procedure

Families interested in enrolling their child at MiVillage should contact Tyler Lawless at mivillageorg@gmail.com to schedule a meeting with the Director.

During the enrollment process, parents are invited to visit the classrooms, meet the teachers, observe the program, and receive written literature and policy information.

Parents are required to maintain a debit or credit card on file for enrollment.

Required Forms:

- To provide safe, healthy, and individualized care, several forms are either required by the Early Education and Care (EEC) guidelines or by the center. These forms include:
 - Enrollment Sheet/Family Information/Emergency Contact Information
 - School Year Registration Form
 - Off-Site Activities Permission Form
 - Transportation Plan
 - Developmental History (Preschool Only)
 - Toothbrush for daily tooth brushing or a signed opting-out form (updated annually)
 - Physician's Medical Exam: Immunizations and exams updated annually until the child is enrolled in public school, proof of vaccination, and annual 9-lead screening for children aged 12 months through the child's fourth birthday.
 - Individualized Health Care Plan (IHCP) from the pediatrician for any child with a chronic medical condition.

Parent Information

Parents are provided with the following:

- Family Handbook
- Copy of the Parent's Rights
- Specific information about their child's classroom

Welcome to MiVillage!

MiVillage offers a comprehensive range of programs to cater to the needs of children from 2 years 9 months through 4th grade. Our programs include:

- **Preschool Programs:** We provide a nurturing and enriching environment for preschool-aged children, focusing on their social, emotional, cognitive, and physical development.
- **Before and After School Care:** We offer before and after school care for students in kindergarten through 4th grade. Our program provides a safe and engaging space for children to participate in activities, complete homework, and interact with their peers.
- **Half Day and Full Day Care:** MiVillage also provides half-day and full-day care options for children, ensuring their well-being and growth throughout the day.

Our facility is conveniently located at 120 Jeffrey Ave, Holliston, MA 01746. If you have any inquiries or need to reach us, our primary contact number is 508-440-1836.

The program year at MiVillage typically runs from September 1st, through the end of the school year in June. The exact end date may vary depending on the number of snow days incurred during the year.

Hours of Operation

MiVillage operates during the following hours:

Monday to Friday: 7:00 am to 6:00 pm

For detailed information about enrollment options, we recommend visiting our website, where you can find specific details about the different programs and enrollment options available.

MiVillage observes the following closures:

- All Federal Holidays
- Some Religious Holidays
- Holliston Public Schools winter break

However, we remain open for all other school vacations, professional development days, and some non-federal holidays.

Regarding half days at Holliston Public Schools:

- All school-aged students must be signed up for the half day, and sign-up sheets will be distributed two weeks prior to the public school's half day.
- A fee of \$40 for the half day will be applied to your account at the end of the day.

For full days when Holliston Public Schools are closed:

- All students are required to be signed up for the full day, and sign-up sheets will be distributed two weeks prior to the full day.
- A fee of \$65 for the full day will be applied to your account at the end of the day.

Please note that the credit card on file will be charged at the time of registration for full/half days.

Cancellation Policy

When you register, you secure a spot for your child for the entire school year. If you need to cancel your child's enrollment, please submit a written notice to the director with a minimum of 30 days' notice. All cancellation requests are subject to approval by the director, will be based on individual circumstances, and it is not guaranteed.

Child's Records

At MiVillage, we take the confidentiality of your child's records seriously. We have implemented policies to protect the privacy and confidentiality of the information contained in a child's record. The following guidelines are in place:

Confidentiality: Information in a child's record is considered privileged and confidential. The licensee is prohibited from releasing any information in a child's record to individuals who are not directly involved in the care of the child, without the written consent of the child's parents/guardians.

Written Consent: Written consent from the child's parents/guardians is required before releasing any information from the child's record to third parties. This ensures that only authorized individuals have access to the child's information.

Subpoenas: If the child's record is subpoenaed, the parents/guardians will be notified of the request. This allows them to be aware that the information may be disclosed as required by law.

Parent/Guardian Access: Parents/guardians have the right to access their child's records upon request. Reasonable times will be provided for accessing the records. If immediate access is not possible, the record will be made available within two business days of the request.

Record Release Log: Whenever information is released from a child's record, a log will be maintained. The log will include the following details:

- Name, signature, and position of the person releasing the information
- Date of release
- Portions of the record released
- Purpose for releasing the records
- Signature of the person receiving the record

This recorded log will be accessible to the child's parents and the director, ensuring transparency and accountability regarding the release of information.

Amending a Child's Record

At MiVillage, we recognize and respect the rights of parents/guardians to have control over the information contained in their child's record. As such, parents/guardians have the right to add, delete, or modify any information, comments, data, or other relevant details in their child's record, as long as it is within the boundaries of applicable laws and regulations.

We encourage open communication between parents/guardians and our staff to ensure accurate and up-to-date information is reflected in the child's record. If there are any changes or updates that need to be made to the record, we kindly request that you inform us, preferably in writing, so that we can make the necessary amendments.

Our goal is to maintain comprehensive and accurate records that reflect the unique needs and experiences of each child. By collaborating with parents/guardians, we ensure that the child's record remains relevant, informative, and reflective of their individual development and progress.

Parent Involvement/Communication

Parent involvement and communication are highly valued at MiVillage. We understand that a strong partnership between parents/guardians and our staff is essential for the success and well-being of our students. Here's how we facilitate parent involvement and communication:

- **Daily Contact, Notes, and Newsletters:** Our teachers use Procare, a communication platform, to provide daily updates and share important information with parents/guardians. Through Procare, teachers can send messages, share pictures, and send incident reports. This enables you to stay connected and informed about your child's activities and experiences at MiVillage.
- **Progress Reports:** We send out progress reports twice a year, in December and June, for all preschool students. These reports provide a comprehensive overview of your child's development, academic progress, and social-emotional growth. They serve as an opportunity for you to gain insights into your child's achievements and areas for further growth.
- **Homework Time:** We have dedicated homework time as part of our daily routine for Miller Students. However, if you prefer your child not to participate in the homework time, we are open to discussing alternative options that align with your preferences. Please communicate your preferences with our director.
- **Parent Visits:** We highly encourage parents/guardians to visit our program. You are welcome to arrange visits at a convenient time by coordinating with our staff. Visiting the classrooms, meeting the teachers, and observing the program firsthand allows you to actively engage in your child's educational journey.
- **Parent Conferences:** If you have any concerns or specific matters you would like to discuss about your child, please inform us, and we will arrange a parent conference as soon as possible. These conferences provide an opportunity for in-depth discussions, sharing feedback, and addressing any questions or concerns you may have.
- **Feedback and Suggestions:** We value your feedback and suggestions as they help us improve our program and provide the best experience for your child. You can share your feedback or provide suggestions by emailing us at MiVillageorg@gmail.com. If you prefer to remain anonymous, you can utilize the white mailbox located in our entrance hallway to leave your feedback.

By fostering regular communication, providing progress reports, encouraging parent visits, facilitating conferences, and welcoming feedback, we strive to create a collaborative and supportive environment that promotes the success and well-being of your child at MiVillage. We look forward to working together with you to ensure your child's growth and development.

Child Abuse and Neglect Statement

At MiVillage, we are committed to ensuring the safety and well-being of all children in our care. As mandated reporters, our teachers and staff are legally obligated to report

any suspected cases of child abuse or neglect in accordance with Massachusetts state law. The following guidelines outline our procedures:

- **Reporting Suspected Abuse or Neglect:** If a staff member has reasonable cause to believe that a child is suffering from serious physical or emotional injury as a result of abuse or neglect by a caretaker, they are required to immediately make a verbal complaint to the Department of Child and Family Services (DCF).
- **Extended Absences:** In cases where a child has extended absences without notice or contact from parents/guardians, it may raise concerns regarding their well-being. If such a situation arises, our staff members will follow the appropriate reporting procedures.
- **Written Report:** Within 48 hours of making the verbal complaint to DCF, the director of MiVillage will complete a written report detailing the suspected abuse or neglect. This report will be sent to the Department of Child and Family Services as required by law.

We take the responsibility of reporting child abuse or neglect very seriously. Our priority is to ensure the safety and protection of every child in our care. By adhering to these mandated reporting guidelines, we contribute to the collective effort to safeguard children and provide them with a secure and nurturing environment.

Arrival/Departure Procedures and Policies

At MiVillage, we have specific procedures and policies in place for the arrival and departure of children. Please familiarize yourself with the following guidelines:

Before School Program:

- All Before School Students must be dropped off prior to 8:40 am.
- Children must be accompanied by a parent or guardian and walked into the classroom at the beginning of the school day for safety purposes.
- Parents must sign their child in through Procure to ensure the safety of all students.

After School Program:

- Children in the afterschool program will take the Holliston Public School Bus, which is arranged and coordinated through bus passes prior to the school year.
- If your child will be arriving at the program in a different manner, such as being dropped off by a parent or guardian, please notify us in advance by contacting us via email or phone before 12 p.m. on that day.

- If your child will not be attending MiVillage on a particular day, please inform us by calling or emailing before 12 p.m.

Preschool Program:

- Preschool children may be accompanied by a parent or guardian and walked into the classroom at the beginning of the school day for safety purposes.
- Parents must sign their child in through Procure to ensure the safety of all students.

Pick-up Procedures:

- If you are unable to personally pick up your child, please provide the names of authorized family members or friends on the enrollment forms.
- For individuals who are unfamiliar to the staff, a picture ID is required for identification purposes.
- It is essential to inform the director, in writing or verbally, if someone other than a parent/guardian will be picking up your child, even if that person is familiar to the staff. Permission must be given before your child can be released.
- Parents/guardians should notify the staff in writing when someone not listed on the family's registration form will be picking up their child. Additional names can be added during the school year.
- The designated person picking up the child must present a photo ID before the child can be released.
- Children can be picked up at any time before 6:00 p.m., but it is crucial to pick them up no later than 6:00 p.m.
- Parents/guardians who are consistently unable to pick up their children on time may face consequences, including the potential loss of program services.
- If you have not picked up your child by 6:05 p.m. and we have not received any communication from you, we will contact your emergency contact(s).
- A late fee of \$1 per minute will be assessed for late pick-ups after 6:00 p.m., and you will receive an invoice.
- If we have not heard from you or your emergency contact(s) by 6:30 p.m., we will contact the Police Department to ensure the safety of your child.
- Consistent tardiness in picking up your child may result in termination from the program.

We prioritize the safety and well-being of all children in our care, and these procedures help ensure a smooth and secure process for their arrival and departure. If you have any further questions or require clarification, please do not hesitate to reach out to us.

Emergency Closing Procedures

In the event of a Holliston Public School delay, MiVillage will open following the same delay. This means that if there is a delay in the start of the school day for Holliston Public Schools, MiVillage will also open with the same delay.

If Holliston Public Schools are closed, MiVillage will seek information from local authorities regarding road conditions. Based on that information, a decision will be made about opening the program. If the road conditions are safe despite the school closure, MiVillage may provide care for your child; however, please note that assistance with remote learning may not be available during such circumstances.

In the event of an early release due to inclement weather or an unexpected event that impacts the safe use of the site, MiVillage will assess the situation. The After-School Program will make every effort to stay open if it is safe to do so. If there is an early dismissal, MiVillage will notify you via the email address you provided. It is important to ensure that your email address on file is current and up to date. Additionally, you can call 508-440-1836 to listen to a recorded message about the after-school program's hours of operation.

These procedures aim to prioritize the safety of the children and staff at MiVillage during inclement weather or unexpected events. Stay informed through email, Porcare and the provided contact number to receive timely updates regarding any changes to the program's operation in such situations.

Emergency Contingency Plan

To ensure the safety of program participants and comply with EEC licensing regulations, MiVillage after school program has implemented the following emergency plan:

- **Emergency Evacuation Drills:** MiVillage site coordinators conduct monthly emergency evacuation drills. These drills are scheduled to allow each participant to practice the plan at least once a month, with drills taking place from various care locations and in various weather conditions. Advanced notice of drills is not given to guardians and children. Educators record the drills in a manner that fulfills licensing requirements.
- **Sheltering in Place:** MiVillage staff may also practice procedures for sheltering in place in the event of an emergency.

- **Emergency Escape Routes and Meeting Locations:** All exits to the outdoors in all program spaces have posted emergency escape routes and procedures. Each program site has an assigned emergency meeting location. Additionally, there is a plan in place for utilizing alternative program space if the licensed space becomes unfit for childcare services.
- **Attendance and Emergency Contact Information:** Site coordinators maintain a method for recording attendance during emergencies, which includes emergency contact information for each enrolled child. If parents/guardians need to be notified of an emergency, the site coordinator will make every effort to contact them while site staff monitor the children in care.
- **Emergency Preparedness Training:** MiVillage educators receive training and instruction in emergency preparedness and handling potential emergencies in a calm, safe, and appropriate manner for the children in their care. Staff are trained to communicate emergencies efficiently and appropriately to the proper authorities, MiVillage administration, and parents/guardians. If authorities need to be contacted, MiVillage administration takes responsibility for making the necessary contacts while site staff continue to monitor the children in care.
- **Unforeseen Emergencies at the Program Site:** In the event of a loss of power, heat, water, or other unforeseen emergencies at the program site, the situation is assessed through communication between the site coordinator, building custodian, and program administrator. If necessary, the program administrator will contact the Holliston Police or Fire Department or utility provider to gather information about the scope of the emergency. MiVillage will make every attempt to remain open if safe conditions can be met, including having adequate heat and clean water. However, the decision on how to address the emergency is made on a case-by-case basis. In some instances, it may be necessary to close the program due to the emergency. In such circumstances, program families are contacted via telephone and email until all families are informed, and children are supervised by staff until a guardian or emergency contact can retrieve the child due to the emergency closing.
- **Communication During Emergencies:** If a parent/guardian is unable to reach the site staff by telephone using the site's main phone number, they can message MiVillage through Procure for communication and updates during emergencies.

These measures are in place to ensure the safety and well-being of all program participants during emergencies.

Contingency Plan for Alternative Program Space

In the event that the building or site location becomes unsafe, MiVillage after school program has the following procedures:

- **Evacuation from the Building:** If the building becomes unsafe, the children will be evacuated following the same procedures practiced in emergency drills. Staff will take the children out of the building, and the site coordinator on duty will ensure that every child is safely out of the building before exiting themselves. This evacuation process, accounting for attendance, is practiced during regular emergency evacuation drills.
- **Designated Outdoor Areas:** Once the children are out of the building, each group leader, under direct staff supervision, will take their group to one of the designated outdoor areas:
 - a) MiVillage Sign
 - b) Grassy Area between MiVillage and Holliston Pediatrics
 - c) MiVillage Playground
- **Use of Bus Transportation:** If it is possible to provide bus transportation during an emergency, MiVillage reserves the right to utilize Holliston Public School buses to transport the children. In extreme or widespread emergencies where further evacuation may be necessary, MiVillage administration will collaborate with local emergency management services to establish a plan for transporting children in a safe and supervised manner.
- **Communication with Parents/Guardians:** Once the site staff has reached the designated outdoor location, they will notify the administrative offices. The main office at MiVillage will contact parents/guardians to inform them of the situation and provide updates. Every parent/guardian will be contacted, and the children will be supervised by site staff until the guardian or an emergency contact can pick them up at the alternative location.

These procedures are in place to ensure the safety and well-being of the children in the event of an emergency where the building or site location becomes unsafe. MiVillage prioritizes communication with parents/guardians and takes appropriate measures to safeguard the children until they can be reunited with their families.

Clothing/Cell Phone/ Electronics Policy

MiVillage has the following policies regarding clothing, cell phones, and electronics:

Clothing Policy:

- Children should come to the program wearing sturdy, closed-toed shoes and socks. Preschoolers should also have appropriate outdoor wear, including two sets of extra clothes and winter gear.
- For outdoor play involving sand, water, and mud, it is recommended to provide bibbed waterproof pants for your child's comfort and protection.
- Children should bring their lunch if applicable.
- Soft-soled slippers should be worn indoors to protect the floors and maintain a safe and healthy environment.
- Sunscreen and bug spray should be provided by parents/guardians.
- Children should bring a backpack to carry their belongings.

Valuables and Expensive Items:

- Children should not wear expensive or valuable clothing or items to the program.
- MiVillage is not responsible for any stained, damaged, destroyed, lost, broken, ripped, or altered items or clothing during program activities.

Cell Phone Policy:

- Cell phones are only allowed at the program if they do not pose a problem, and their usage is at the discretion of the site staff and directors.
- Children may use cell phones to call their parents/guardians after seeking permission from a program site staff member.
- MiVillage is not responsible for any damage to or misuse of cell phones, whether accidental or intentional, caused by the owner or another program participant.
- With staff permission and appropriate supervision, children may use the program site phone to contact their parents/guardians. Parents/guardians can also contact the site via the site phone number to speak with their child.

Electronics Policy:

- Children are only allowed to use laptops or iPads to complete their homework. Once their homework is done, the electronics must be put away.

Marking Belongings:

- It is important to mark all belongings and clothing with your child's initials to avoid confusion and facilitate the return of lost items. Unidentified items may not be able to be returned.

These policies are in place to ensure the safety, well-being, and proper use of personal items and electronics at MiVillage.

Plan for Transitions

To ensure a smooth transition for children entering and exiting the MiVillage program, the following plan is in place:

Entering the Program:

- MiVillage understands that new children may require special attention to help them adjust to a new care environment and routine. Staff members will work to ease any worries or fears of parents/guardians and children during this transition.
- With the permission of the parent/guardian, or upon request, MiVillage will contact the child's previous care provider to gather information that can assist in the transition process.
- Parents/guardians are welcome to visit the program site with their child before officially starting the program, allowing them to become familiar with the environment and meet the staff.
- The MiVillage staff will greet new children at their level, ensuring a warm welcome. The lead staff member will introduce the child to all the staff members they will be interacting with, explaining the program's daily activities and what to expect in a manner that suits the child's understanding and temperament.
- To facilitate a smooth transition, children who are new to the program will be paired with a "buddy" of similar age and interests. This buddy will provide support and companionship to help the new child feel comfortable throughout their first day and beyond.
- MiVillage values feedback from parents/guardians and encourages communication if there are any additional measures that can be taken to assist in the transition process.

Exiting the Program:

- When advanced notice is given during regular school year programs, the staff member who regularly works with the child will initiate an exit transition by having a conversation with the child about their departure. The staff member will also inform other children about the departing child's planned departure and, in most cases, plan a special acknowledgment for the departing child on their last day of enrollment in the after-school care program. Please note that this may not be possible during school vacation or summer vacation program weeks.
- With the permission and request of the parent/guardian, MiVillage staff will communicate with the new program or care provider to facilitate a smooth transition out of MiVillage's care. The new program or care provider must reach out to MiVillage for this communication to take place. Additionally, if necessary, MiVillage can provide written information to assist with the transition upon the parent/guardian's request.

MiVillage aims to ensure a positive experience for both children entering and exiting the program, offering support, communication, and personalized attention during these transitions.

PLAN FOR TRANSITIONING WHILE AT MIVILLAGE

MiVillage understands the importance of smooth and predictable transitions between program spaces to support the well-being and comfort of children in our care. The following plan is in place for transitioning between activities and program spaces:

- **Planning and Organization:** MiVillage staff will plan and organize program activities in advance, taking into account the need for transitions. This allows for a structured and well-coordinated schedule, minimizing disruptions during transitions.
- **Scheduled Transition Time:** Whenever possible, transition time will be included in the program schedule between activities. This provides children with the opportunity to prepare themselves mentally and physically for the upcoming transition, ensuring a smooth and unhurried process.
- **Transition Warnings:** MiVillage staff will provide transition warnings to children to help them prepare for the upcoming change. Warnings will be given at multiple intervals, such as 10 minutes, 5 minutes, and 3 minutes before the transition. These warnings serve as a reminder and allow children to mentally transition from one activity to another.
- **Visual, Verbal, and Auditory Cues:** In addition to verbal warnings, MiVillage staff may utilize visual and auditory cues to support transitions. These cues can

include visual timers, specific signals or cues, and verbal reminders that it is time to transition.

- **Group and Individual Transitions:** While most transitions will occur as a group, MiVillage recognizes that not all children may be ready to move at the same time. Unless there is a safety risk involved, individual children may have the flexibility to transition when they are ready, allowing for a more personalized approach to transitioning between program spaces.
- **Safety Considerations:** The safety of all children in care is paramount. If there is a safety risk posed to children who might be left behind, MiVillage staff will ensure that all children are under direct staff supervision before proceeding with the transition. This may require waiting until all children are ready to transition to maintain a safe environment.

By following this plan, MiVillage aims to create a predictable, safe, and unhurried transition process between program spaces. It ensures that children have adequate time and support to adjust from one activity to another, promoting a positive and comfortable experience in our care.

Transportation Plan

MiVillage has established the following transportation plan for the safety and well-being of children in our care:

- **Preschool Program:** MiVillage does not provide or arrange transportation for children attending the preschool program. Parents/guardians are responsible for transporting their child to and from the program.
- **After-School Program:** Children in the after-school program will be transported via the Holliston Public School Bus. Bus passes will be set up and sent out prior to the start of the school year, ensuring safe and reliable transportation for the children.
- **Program Drop-off:** Parents/guardians are responsible for personally transporting their child to the program site for drop-off. A parent/guardian must accompany the child into the program site to sign them in and provide any necessary information. MiVillage assumes responsibility for the child once they have been signed into care.
- **Program Pick-up:** Children must be picked up by an adult who is eighteen years of age or older and signed out by 6:00 pm each day. It is the responsibility of program staff to ensure the safe departure of children. To maintain security, all

pick-up persons listed on the child's file, including parents/guardians, emergency contacts, babysitters, or another child's parent, must be prepared to show proper identification (such as a Driver's License, Passport, or State Issued ID Card) to program staff.

- **Safety and Release of Responsibility:** MiVillage does not allow children to leave care without being signed out by an authorized adult. Children will not be permitted to walk home from the program unsupervised. Once a child has been signed out by a parent or guardian at pick-up, MiVillage relinquishes responsibility for the child's care.
- **Staff Discretion:** At the discretion of MiVillage site staff, a child will not be released to a pick-up person who is deemed unfit to safely supervise the child upon program departure. This may include situations where the pick-up person appears intoxicated, displays potentially dangerous or harmful behavior, or exhibits aggression. The safety and well-being of the child remain a top priority in such cases.

By adhering to this transportation plan, MiVillage aims to ensure the safe arrival and departure of children in our care, providing peace of mind for parents/guardians and maintaining a secure environment for all program participants.

Guidelines for Interactions between MiVillage Staff and Children

MiVillage has established guidelines for interactions between our staff and the children in our care, in accordance with EEC regulations and our commitment to providing high-quality care. These guidelines ensure that our staff members are responsive, nurturing, and supportive of each child's individual needs and development. The guidelines are as follows:

- **Responsiveness to Individual Needs:** Educators must be responsive to children's individual needs and support their self-esteem, self-expression, autonomy, social competence, and school readiness.
- **Nurturing and Responsive Care:** Educators must provide nurturing and responsive care by expressing warmth to children, communicating at their eye level, providing consistent and comforting care, and recognizing signs of stress in children's behavior.
- **Development of Self-Esteem and Independence:** Educators must support children in developing self-esteem, independence, and self-regulation by demonstrating courtesy and respect, encouraging appropriate expression of

emotions, promoting self-help skills, and recognizing children's efforts and accomplishments.

- **Development of Social Competence:** Educators must support children in developing social competence by promoting interaction and language use, modeling cooperation and problem-solving, assisting in learning social skills, and guiding children in resolving conflicts and making decisions.
- **Respect for Diversity and Bullying Prevention:** Educators must help children understand and respect differences, respect each other's possessions and work, and teach effective ways to deal with bullying, teasing, or intolerance.
- **Positive Guidance:** Educators must provide positive and consistent guidance based on understanding children's individual needs, encouraging self-control, using positive child guidance techniques, setting clear limits, redirecting behaviors, and promoting consistency among staff.
- **Effective Communication:** Educators must have a method of communicating effectively with each child.
- **Maximizing Growth and Development:** Educators must direct child guidance towards maximizing the growth and development of children while protecting the group and individuals within it.

In addition to these guidelines, MiVillage strictly prohibits the following practices:

- Spanking or corporal punishment
- Cruel or severe punishment, including humiliation
- Verbal or physical abuse, neglect, or abusive treatment
- Depriving children of outdoor time, meals, or snacks
- Force-feeding or using food as a consequence
- Disciplining a child for toileting accidents
- Unusual or excessive practices for toileting
- Confining a child to a chair or equipment for extended periods
- Excessive time-outs (time-outs should not exceed one minute per year of the child's age and must take place within the educator's view)

By adhering to these guidelines and prohibitions, MiVillage ensures a safe and nurturing environment where children can thrive and grow while receiving the care and guidance they need.

Behavior Management Plan

MiVillage follows a behavior management plan that emphasizes positive communication, preventive approaches, and gentle guidance to encourage prosocial

behavior in children. Our goal is to create a learning environment where children can develop internal controls and build positive relationships with their teachers. The plan includes the following strategies:

- **Modeling and Sensitivity:** Teachers model self-control in their touch and voice, providing a positive example for children to follow. They are sensitive to the stages of development and adjust expectations accordingly to minimize frustrations and inappropriate behavior.
- **Clear Rules and Expectations:** Teachers establish simple rules that are consistent, enforced, and clearly communicated to children. They gently remind children of the expectations and provide constant reinforcement for appropriate behaviors.
- **Emotional Support:** Teachers actively listen to children and encourage them to talk about their feelings. They create a safe space for children to express their needs and feelings in appropriate ways.
- **Setting Limits:** Teachers set clear and consistent limits, redirecting children away from problems and guiding them towards positive interactions. They help children understand the natural or logical consequences of their actions.
- **Problem-Solving and Cooperation:** Teachers assist children individually or in groups to problem-solve, encouraging cooperation and teamwork. They may involve children in establishing school rules and policies as appropriate.
- **Encouragement and Positive Reinforcement:** Teachers give words of encouragement and provide recognition and reinforcement for children's appropriate behaviors.

By implementing this behavior management plan, MiVillage aims to create a nurturing and supportive environment where children can develop self-control, social skills, and a sense of responsibility while respecting their rights and the needs of others.

Termination/Suspension Policy

MiVillage has a termination/suspension policy in place to address situations where a child's enrollment may need to be terminated or suspended. The policy includes the following steps:

- **Director/Parent Meeting:** A meeting will be held between the director and parents to discuss the reasons why the child is at risk of termination or suspension. Options and strategies will be explored to prevent such actions.
- **Referrals and Supportive Services:** Referrals may be offered to parents for evaluation, diagnostic, or therapeutic services. Staff will also pursue supportive

services for the program, including consultation and educator training. Parents and staff will collaborate on developing a behavioral intervention plan for the child both at home and during school.

- Written Expectations and Plan: A written document will outline the specific actions that need to be taken by the parents within a mutually agreed-upon timeframe to prevent termination. This plan will be part of the ongoing communication and collaboration between the parents and staff.
- Follow-up Meeting: A follow-up meeting will be scheduled within a mutually agreed-upon timeframe to assess whether the plan is effectively addressing the expectations outlined in the termination/suspension policy.
- Documentation: All steps and interactions will be documented and kept in the child's file for reference and record-keeping purposes.

Termination may be necessary in certain circumstances, and a two-week notice will be provided to the parents. Additionally, a list of local schools that may be able to accommodate the child's needs will be offered. The following situations may warrant termination of enrollment:

- Parent's refusal to seek professional help as outlined in the referral procedure.
- Physical or emotional problems requiring constant one-on-one attention.
- Severe behavior problems that pose a danger to the child, other children, or staff.
- Physical or emotional impairments that cannot be reasonably accommodated by the center.
- Physical or verbal abuse of staff or children by the parent or child.
- Failure to pay tuition for two consecutive months past the due date without director consultation.
- Failure to provide required health forms and paperwork for enrollment.
- Failure to comply with the center's policies.

If a child's behavior does not improve despite outside help and the center cannot ensure a safe environment for all, termination will be necessary with a two-week notice. In some cases, the parent may be required to stay at MiVillage with their child during this period. The termination process will follow the usual routine applied to other children leaving the center.

It is important for all children attending the program to have the required paperwork completed, including immunization records and up-to-date physicals, as mandated by the Department of Early Education and Care. Children will not be allowed to attend the program until all necessary information is provided. Parents will be notified in advance

when their child's records need updating, and failure to provide this information by the due date may result in the suspension of the child until the required documentation is received.

Illness Criteria

Health Form and Annual Physical: All children must have a current health form on file, consistently updated with immunization records. An annual physical is also required.

Children need to be in good health to get the most out of the program. Please do not allow your child to attend the program if they cannot participate fully. To reduce the spread of many illnesses, we require that you keep your child home if they have one or more of the following symptoms:

- COVID-19: Children may return to the center after receiving a negative COVID-19 test and clearance from their pediatrician.
- Fever: Children may return to the center after being fever-free for 24 hours.
- Vomiting and/or Diarrhea: Children may return to the center 48 hours after all symptoms have subsided.
- Runny Nose with Discharge: Children should be kept home if they have a runny nose with green or yellow discharge, or if it is associated with fever or cough with mucous secretion (any discharge other than clear is usually a sign of infection).
- Conjunctivitis or Pink Eye: Children with red, itchy, runny, or crusty eyes may have conjunctivitis. Children may return to the center after 24 hours of successful antibiotic therapy.
- Rashes or Skin Conditions: Children with rashes or skin conditions such as poison oak, impetigo, or contagious cold sores should be examined by a doctor. They may return to the center after any sores are crusted over and dried.
- Chickenpox: Children with chickenpox may return to the center after any sores are crusted over and dried.
- Lice/Hair Infestations: Children may return after receiving a specified shampoo treatment and when all signs of eggs are gone.
- Painful or Swollen Lymph Nodes and Difficulty Urinating: Children with these symptoms should be kept home.
- Other Symptoms: If the director or physician determines that it is inappropriate for the child to be at the program due to other symptoms, the child should be kept home.

In case of illness or injury, parents will be notified immediately. It is important to keep your contact information up to date. Parents should also inform the center immediately if their child has been exposed to or contracted a contagious disease or illness listed, and keep the child home accordingly.

Lastly, it is suggested to keep a child with a fever at home until they are feeling better, as fevers tend to be lowest in the early morning and can escalate during the day.

These guidelines are in place to ensure the health and safety of all children attending the program.

Medications

Thank you for providing the information regarding the administration of over-the-counter and prescription medicine at the program. Based on the details you provided, here is a summary of the guidelines:

Over-the-Counter Medicine:

If the medicine needs to be administered twice a day, it should be given at home by the parent or legal guardian.

If the medicine needs to be administered more than twice a day, a medication authorization form must be filled out by the parent or legal guardian.

The teacher administering the medicine will then fill out a Medication Administration form for the specific day the medicine needs to be given.

For long-term administration of the medication, a long-term medication administration form will be filled out by the teacher, and the parent or legal guardian will need to sign the form each day the medicine is administered.

If the parent or legal guardian comes to the program to administer the medicine themselves, they will also need to fill out a medication administration form.

Prescription Medicine:

If the prescription medicine needs to be administered twice a day, it should be given at home.

If the prescription medicine needs to be administered more than twice a day, a doctor's note with written instructions on how the medicine should be administered and for how long is required.

Additionally, a medication authorization form must be filled out by the parent or legal guardian.

Once the program receives the prescription medicine, the doctor's note, and the medication authorization form, the teacher administering the medicine will fill out a medication administration form for the specific day the medicine needs to be given.

For long-term administration of the prescription medicine, a long-term medication administration form will be filled out by the teacher, and the parent or legal guardian will need to sign the form each day the medicine is administered.

If the parent or legal guardian chooses to come to the program to administer the medicine themselves, they will also need to fill out a medication administration form.

These guidelines ensure proper administration and documentation of medication, whether it is over-the-counter or prescription medicine, to ensure the safety and well-being of the children at the program.

Student Intern Plan

Should our school be fortunate enough to have a student intern apply for a volunteer/intern position, that person will be required to interview for the position and be subject to a background screening program as required for all MiVillage staff members. Intern students will always be directly supervised by our school lead teacher and acting director and/or certified Teacher. They will be required to attend and complete staff orientation before they begin working on staff as a volunteer. Should we hire a student intern, all parents/guardians will be notified in writing and details of the training program/school affiliation will be outlined.

MiVillage Fees

Late Pick Up Fee: MiVillage has a closing time of 6:00pm. If a student is picked up after 6:00pm, it is considered a late pick up, and a late pick up fee will be applied. The fee will be automatically charged at a rate of \$1 per minute after 6:00pm. The card on file will be used for this transaction.

Schedule Change Fee: It is the responsibility of parents/guardians to inform MiVillage if there are any changes to their child's schedule. If a schedule change is not communicated prior to 12:00pm, a fee of \$15 will be charged. This fee is implemented to ensure efficient bus departures and to ensure that each child is safely transported to their designated location. The Vice Principal waits for all children to be accounted for before allowing the buses to depart, and any missing child causes delays and disruptions.

Parent Handbook Agreement

Child(s) Name

I have read the MiVillage parent handbook concerning policies and procedures.

Parent/Guardian - Print Name

Parent/Guardian - Signature

Date