

Parent Handbook

2023-2024



Uxbridge Early Learning Adventures

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Welcome,

Thank you for your interest in the *Uxbridge Early Learning Adventures* of Uxbridge, Massachusetts. We wish to extend a warm welcome to you and your child. We look forward to a cooperative adventure in fostering your child's growth and development in these important years.

We value your opinion and request that you take an active part in your child's program. Please use this handbook as a reference, it should clarify any questions that you may have.

Our director is always available to discuss any concerns or further questions.

Kindly,

Uxbridge Early Learning Adventures Staff

**IT IS NOT WHAT YOU DO FOR YOUR CHILDREN,
BUT WHAT YOU HAVE TAUGHT THEM TO DO FOR THEMSELVES,
THAT WILL MAKE THEM SUCCESSFUL HUMAN BEINGS.**

~ANN LANDERS

OUR PHILOSOPHY, VISION, AND MISSION

Uxbridge Early Learning Adventures offers infants through 12 years of age, a home away from home experience. We believe that there is nothing more vital to the growth and development of a child than being surrounded by people with their best interest at heart. To be loved and guided through birth into their preschool years, is essential in gaining trust and confidence of the world around them and within. When a child is happy, learning comes easy. That is our *philosophy*.

At *Uxbridge Early Learning Adventures* our *mission* is to provide a healthy and safe environment for growing and learning while surrounded by a team of well-educated teachers and caretakers, to call their own, who know what it takes to engage and ignite the natural processes of growth and development in young minds. Our program is designed to create an environment conducive to learning and growth. It is designed to introduce, encourage, and guide children to perfect the skills needed for success such as physical, cognitive, social-emotional, and language, promoted by our drive to be positive contributors of the community and the families among us.

At *Uxbridge Early Learning Adventures*, our *vision* is to provide a nurturing atmosphere where children feel safe and secure in an intellectually stimulating environment. Our curriculum is based upon the principles of many great theorist in child development such as Erickson, Freud, Vygotsky, and Maria Montessori, as we focus on the development of the whole child and current findings in Early Learning for children. “Teaching staff support children’s competent and self-reliant exploration and use of classroom materials”, (NAEYC Standard 1.B.08). We believe learning should be natural and fun. We feel if we provide the tools and guide them, they will naturally teach themselves.



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INTRODUCTION

This parent handbook outlines all policies and procedures that relate to the care and education of your child, as well as families. This handbook will also acquaint you with some of the key EEC standards designed to ensure a safe, healthy, and educational, childcare experience. I encourage you to maintain an open dialogue, as communication between parents and educators is the foundation for a solid working relationship, and a good childcare experience.

Before filling out your childcare enrollment forms, contracts, and agreements, please read through the information contained in this parent handbook in its entirety. Any questions you may have please do not hesitate to ask prior to submitting all enrollment documentation.

A WORD FROM THE DEPARTMENT EARLY EDUCATION & CARE

EEC is the agency that oversees the care of children for families in Massachusetts. As the agency that licenses childcare programs, whether home or center-based, EEC has quality standards for all licensed programs to ensure high educational value, as well as health and safety. Having a license means that I have demonstrated that I meet the standards outlined in the EEC regulations and have been legally allowed to provide care for children in a large group setting.

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

Our Licenser:

Sharon Vogel

Licensing Specialist for Group and School Age

Programs Department of Early Education and Care

1441 Main St., Suite 230

Springfield, MA. 01103

Work Cell: 413-262-0541

Main Office: 413-788-8401

Sharon.vogel@mass.gov

LOCATION

111A South Main Street

Uxbridge, MA 01569

ENROLLMENT/CAPACITY

Room 1 (Infant/Toddlers) Licensed for 9

Room 2 (Infants/Toddlers) Licensed for 9

Room 3 (Preschool) Licensed for 20

Room 4 (Pre-K/School Age) Licensed for 20

RATES & FEES

Infants/Toddlers 6 weeks to 2.9 years - \$85 per day, \$425 per week for 8.5 hours per day

\$90 per day, \$450 per week for extended hour over 8.5 per day

Preschool 2.9-Gr. K - \$75 per day, \$375 per week for 8.5 hours per day
\$80 per day, \$400 per week for over 8.5 hours per day

School Age

Children Aged: Gr. K - 12 years.

Before School - \$10 per day, \$50 per week

After School - \$15 per day, \$75 per week

Before & After School - \$25 per day, \$125 per week

Full Day - \$55 per day, \$275 per week

Registration (enrollment fee) is \$30 per child (voucher subsidy exempt)

Late Tuition Fee \$30 (tuition is due by Monday morning for the week

we are in services) Bounced/Returned Check Fees \$30 (after two

bounced checks ~ cash only)

\$2 per minute Late Pick-Up Fee (for every minute after closing time)

The first week's tuition along with registration fees, are due with the enrollment packet to reserve your place in our program. It is non-refundable, so please be sure you are content with your decision. Once contracted, if changes need to be made on our end regarding hours, space, and slot/spot options, we will do our best to provide 2 weeks' notice of changes (but not guaranteed).

During the year, we may have outings and the fees for such will be kept as low as possible. If a child cannot participate, they will be excused from the program for that day, however the payment is still due for tuition, not the field trip.

Taxes: Please log your spending on childcare as it is vital to use as a tax deduction each year. Our EIN # 93-3597201 and will be needed when you do your tax returns.

Your child will not be able to return until fees are paid. If your child is in attendance past closing or contracted time and you have failed to contact the program, both parents listed and anyone else listed on the emergency contact sheet will be contacted until someone is reached. If no one answers or makes pick up arrangements, then authorities will be contacted for the safety of both family and the child.

FULL tuition is due for every day they are contracted for, whether your child is out sick, on vacation or any reason your child does not attend. FULL tuition is due for all program closures including holidays, professional development, emergency program closures, state mandated closures, personal days, weather related delays/closings, wakes, funerals, and program vacations.

A two-week notice is required for all children being pulled from *Uxbridge Early Learning Adventures*. Tuition for the last two weeks of care is due upon notice whether child will return or not. A two-week notice is also required to reduce days contracted for.

PROGRAM HOURS/CLOSURES

7:00am-5:30pm Monday through Friday

We close for all state and federal holidays, snow days, training days such as professional development trainings etc.

All dates closed are posted on the website, posted in the program, and dispersed upon enrollment and when new calendars are issued.

Last minute closings due to sickness, weather, staff, or emergency, are done via the Lillio app via email and SMS through the app.

Our calendars are done for the fiscal school year of June-July to coincide with EEC and CCR.

WHAT IS INCLUDED

Uxbridge Early Learning Adventures provides the following to all children in care each day:

AM & PM Snacks

DROP OFF/PICK UP & TRANSPORTATION PLAN

Uxbridge Early Learning Adventures does not provide transportation to or from our program. families are responsible for transportation to and from care each day.

Upon drop off, staff will mark the child's attendance (arrival time). Infants are to be removed from their car seats before the child can enter a classroom.

Upon pick up, only those listed on the pick-up sheet may be allowed to pick the child up from care. They will need to show a valid (non-expired) driver's license for the child to leave the program with them until we are used to those on the pickup list.

Staff will be responsible for marking the child's attendance (departure) at that time.

If the approved person arrives to pick up their child and smells or seems intoxicated or under the influence of a controlled substance, we reserve the right to detain the child until another approved person can pick up the child and we may have to contact DCF or the Police Department if we feel the situation is difficult to control. In addition, if we see a child not properly buckled into their car seat, we may offer our help if able to leave the classroom to assist or the appropriate authorities will be contacted.

When field trips are planned, due to the ages of the children our program cares for, parents are responsible for transporting the child to and from the desired location of the planned outing and are to remain with their child(ren) during the field trip.

WHAT TO SEND IN INFANT LIST

- ✓ Four labeled infant bottles daily
- ✓ Diapers
- ✓ Wipes
- ✓ 2 Changes of Clothing (label articles and leave in Ziploc bags labeled with name)
- ✓ Pacifiers/Bibs labeled, and Ziploc bag
- ✓ Clean Portable Crib Sheet
- ✓ Wear weather appropriate attire daily as we go outside 2x per day!

TODDLER/PRESCHOOL LIST

- ✓ 2 Changes of Clothing (label articles and leave in Ziploc bags labeled with name)
- ✓ Wipes
- ✓ Diapers / Extra Under garments
- ✓ Clean Portable Crib Sheet & Blanket for provided sleep cots
- ✓ Daily Lunch with ice pack & labeled.
- ✓ Water Bottle (Labeled)
- ✓ Wear weather appropriate attire daily as we go outside 2x per day!

MEALS/NUTRITION

Parents are responsible for providing their own meals. Breakfast should be offered at home and only lunch/breastmilk should be provided and stored properly in lunchboxes with ice packs. If there was a delay in feeding breakfast at home, please bring in their meal so we can ensure they can eat. We will provide age-appropriate snacks twice per day for children over the age of 10 months.

Snacks will include 2 different components. Here are some examples of what we will serve.

- ✓ Cheese Itz & Mini Cucumbers
- ✓ Pineapples & Pita Bread
- ✓ Goldfish & String Cheese
- ✓ Mandarin Oranges & Fig Newtons

Lunch- Meals should include a grain, a dairy, a protein, a vegetable, and some fruit. Great mealtime ideas can be found at MYplate.gov or just send us an email!

If your child has any allergies, please notify us at enrollment and via doctors note with enrollment forms upon entry in the program.

Please send any food you wish to be served warm via thermos. We cannot heat up thermos. Also, you must provide your meals prepared. We will not be responsible for cutting foods to safe serving sizes for your children. It is your job to ensure the meals be ready to serve at mealtime.

The law requires we do not offer children younger than four years these foods and do not want them sent in either: hot dogs with skin; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonful of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole.” (NAEYC Standard 5.B.14)

TYPICAL DAILY SCHEDULE

Uxbridge Early Learning Adventures Daily Schedule

Open 7:00am

Music/Free Play 7:00-8:45am

Diaper Changes (as needed or checked by) 8:45-9am

AM Snack Time 9-9:30am

Arts & Crafts 9:30-10am

Circle Time 10-10:30am

Outside (based on weather) Time 10:30-11:30am

Diapers/Potty Breaks/Wash Up 11:30-12pm

Lunch & Relaxing Music 12pm

Rest Time 12:30-2:30pm

Reading/Storytime 2:30pm

PM Snack 3pm

Indoor and/or Outdoor based on weather 3:30-Close

HEALTH & SAFETY POLICIES & PROCEDURES

Here at Uxbridge Early Learning Adventures, we pride ourselves on our overall stance on Health and Safety. We care for the space as if it were our home as well as the children, we care for the children as if they are our own making these policies stand out among other programs. For a complete version of our Health Care Policies signed off by our Health Care Consultant Ashley Carpenter RN., please print/view from our website or email UxbridgeELA@gmail.com to request a copy of those policies.

BOTTLES, SIPPY CUPS, & TRANSITIONS

Upon request of the parent/guardian we will assist you in introducing a sippy cup to children sitting in a highchair as often as possible each day. Around 11 months of age, all formula upon request can go into the sippy cups to transition them for when they turn one year, and we encourage children to transition from the bottle to a sippy cup around 1.

SICK POLICY

When dropping off your child in the morning, please consider the other children. You would not appreciate your child being exposed to someone else's illness, so under the same consideration, please do not bring your child in if you suspect your child may be ill.

Also, we are very aware of any physical or emotional changes in your child. It is very important that you keep us aware of the changes prior to dropping them off.

You will not be allowed to leave your child with us if they display the following symptoms upon arrival. Also, if we notice any of these symptoms throughout the day, we will **call** you and **expect** you to pick up your child within **ONE HOUR**.

The following symptoms are:

- Inflamed or swollen eyes
- Fever above 100.5
- Persistent or croupy cough
- Red or swollen glands
- Earache with fussiness
- Sore throat without doctor's note
- Chills
- Headache
- Diarrhea (twice), not loose stool
- Listlessness
- Nausea
- Unexplained skin rash
- Or any symptoms of an infectious communicable disease.

Any child sent home with Active Diarrhea, Vomiting or a Fever should remain at home for at least 24 hours.

All children who have a communicable disease or unexplained illness or rash may not return without a doctor's note.

If your child is mildly ill, a quiet area for them to rest will be provided. Also, books and other quiet playing materials will be given to the child. You will be informed that your child is not feeling well.

If a child is going to be absent due to a sickness or other reasons, please call the center to inform them that your child will not be in a please specify why.

TO AVOID ILLNESS, WE WILL STRICTLY ENFORCE THE PROCEDURES MENTIONED IN THIS POLICY.

Medications

If your child goes to the pediatrician and is prescribed medication, please keep your child home until they have completed 1 dose of an antibiotic treatment.

Well Child Assessment

Every child should be assessed when entering the program. This is a state rule. If your child appears to have an infectious or contagious condition, i.e., pink eye, head lice etc., you will be asked to take him/her home or to a pediatrician to get checked out. Please do not be offended if your child is too ill to stay at the program and you are asked to take them home.

If your child has had a rough night or previous day, please assess them before bringing them to the program. If you ever have any doubts about whether your child should be at childcare, please do not hesitate to call/message and ask us. You may send a Lillio message at any hour and we will respond ASAP and we would be more than willing to help you make that decision before you drop off your child for the day.

Immunizations

When your child receives an immunization for the first time. We ask that they be monitored for the remainder of the day for any adverse effect from the immunization.

CLEANING POLICY/PLAN FOR INFECTION CONTROL

Definitions:

Cleaning - Physically removing all dirt and contamination, oftentimes using soap, warm water, and rinse. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.

Sanitizing - Reducing germs on surfaces to levels considered safe by public health codes or regulations. Sanitizing can be achieved with an unscented, household grade solution of bleach and water.

Disinfecting - Destroying or inactivating most germs on objects, but not bacterial spores. Disinfecting can be achieved with an unscented, household grade solution of bleach and water.

Launder – Machine washed in a warmest cycle permissible according to manufacturer's instructions.

The 3 Step Process

(must be used at all times to wash, rinse, and sanitize in the classrooms)

1. Spray Bottle #1 – wash

Filled with water and a pea-sized drop of dish soap

Spray or immerse object with/in soapy water and remove dirt.

2. Spray Bottle #2 – rinse

Filled with water

Spray or rinse object with/in clear water to remove soap.

3. Spray Bottle #3 – sanitize (Using Bleach solution or Force of Nature)

Filled with a water solution containing 1/4 teaspoons bleach per 32oz room temp water.

Spray or rinse object with/in bleach and water solution.

3 pieces of paper towel should be used, 1 for each step

- Allow object to air dry, whenever possible.

This process is taken by staff to all highchairs, diapering stations, seats, nap areas, utensils, bottles, non-porous toys, tables, counters, bathrooms etc. at set times during the day, for some after each use, and all at end of day.

The Program Director shall ensure that staff and children wash their hands with liquid soap and running water using friction. Hands shall be dried with individual or disposable towels. Staff and children shall wash their hands minimally at the following times:

- Upon entry to the program each morning
- Before eating or handling food
- After toileting
- After coming into contact with bodily fluids and discharges
- After handling center animals or their equipment
- After cleaning

The Program Director or Teachers shall ensure that the specific equipment, items, or surfaces are washed with soap and water and disinfected with a fresh, standard bleach solution (1/4 teaspoon per 1 qt.) using the following schedule:

After each use of:

- Sinks and faucets used for hand washing after the sink is used for rinsing a toilet training chair
- Toys mouthed by children
- Mops used for cleaning bodily fluids
- Thermometers

At least daily for use of:

- Toilets and toilet seats
- Sinks and sink faucets
- Drinking fountains
- Water table and water play equipment
- Play tables
- Smooth surfaced non-porous floors
- Mop used for cleaning
- Cloth washcloths and towels

Weekly or more frequently as needed to maintain cleanliness, when wet or soiled, and before use by another child:

- Cots, Mats, Sleeping Equipment
- Sheets, blankets, or other coverings
- Machine washable fabric toys.

All staff should wear non-latex gloves when they come into contact with blood or body fluids. Specifically, gloves should be worn during diapering, toileting, when administering first aid for a cut, bleeding wound, or a bloody nose, or when feeding an infant breast milk. Gloves should never be reused and should be changed between children being handled.

Proper disposal of infectious materials is required. Any disposable materials that contain liquid, semi-liquid, or dry, caked blood will need to be disposed of in the secured trash receptacle out of reach of children and marked "Biohazardous waste." The bags should be removed and securely tied each time the receptacle is emptied.

Cloth items that come into contact with blood or bodily fluids will be double bagged and sent home.

Each staff member will be trained in the above Infection Control Procedures upon employment and before working with the children and then annually.

TOILETING/DIAPERING POLICY

Potty Training

When you feel your child is ready for Potty training, we ask that you begin teaching at home during a weekend or vacation.

Upon request of the parent/guardian we will follow through and encourage your child while in care. Potty training will be done in a relaxed manner with the cooperation of the family.

The child should also show signs of readiness (Please read the Potty-Training Readiness Checklist below). Positive reinforcements and consistency should be continued at home.

Please keep in mind that the activity level here can distract your child from responding to an urge to use the Potty, more so than at your home. Therefore, we will listen and respond to your child when and if they announce that he/she needs to use the bathroom. Be sure to pack extra clothes for your child during potty training.

Proper Clothing

When you feel the child is ready bring your child in underwear. During Potty training we ask your child to be dressed in “User friendly” clothing as much as possible. The best items are shorts and pants with elastic waist.

Please, avoid dressing your child in the following:

- tight clothing
- shirts that snap in the crotch
- pants with snaps & zippers
- overalls or bib type clothing
- belts
- one-piece outfits

The clothes listed can make it difficult for your child to reach the Potty in time. Your child will also work on being able to pull his/her pants up and down and these items will hinder your child’s ability to do so.

Verbal Stages of Readiness

Basic verbal skills. The child can speak in three to four-word sentences.

Stage 1 The child tells you he/she has a wet diaper, recognized when he/she is wet.

- Stage 2 The child tells you he/she is wetting, recognizes the sensation of being wet.
Stage 3 The child tells you he/she will wet, can control himself and uses the potty.

Physical and Psychological Sign of Readiness

1. Stays dry for a long period (the child can “hold” his/her urine and bowel movement).
2. Can recognize when diaper is wet or soiled.
3. Has bowel movement at regular times (child chooses when to move its bowels).
4. Adult can recognize when child is moving his/her bowels (Child is deliberately moving bowels).
5. Can undress and pull up his/her own pants (Important because this is the work of the child not the caregiver).
6. Initiates interest in using the Potty and asks to wear underwear.
7. Wants to be independent which is very important for the learning process.
8. Child is emotionally ready and is open to learning (is child generally cooperative?).
9. Child has an awareness and knowledge of the world beyond himself. (This sign may seem unrelated to Potty training, but it is a behavior that has been seen in children ready to use the Potty).
10. Can follow three and four step instructions (this is critical for learning to urinate or move bowels, wipe himself and wash hands).
11. Can use consistent words or gestures to communicate.
12. Can physically get to the Potty and sit on it without help.
13. Must show a willingness to want to sit on the Potty and understand its function.

When a child is using the bathroom for practice or with regular use, at least one staff member will accompany the child to ensure proper toileting practice and hand washing. When a child is done utilizing the potty, staff will disinfect the toilet and sink for future use.

Potty Learning Schedule

For the first week, the child will be scheduled to use the Potty at consistent times of the day whether the child indicates the need to use the Potty or not.

- Upon arrival at the center
- Before and after breakfast
- Before and after lunch
- Before and after nap
- Before and after going outside

- Just before going home

Diapering

When diapering a child our staff prepares by:

1. Putting paper towels down on the changing table
2. Putting on latex-free gloves
3. Getting the diaper and wipes belonging to the child prepped on the table
4. Changes diaper using one wipe per swipe from front to back
5. Discards to dirty diaper along with dirty gloves
6. Dresses the child
7. Staff then washes their own hands and the child's
8. The diapering area is discarded of dirty paper towels and is disinfected in preparation of next child's need for the changing table (3 step cleaning process)
9. Staff washes hands again

SAFE SLEEP

Rest time is vital to the health, growth, and well-being of children. For those who sleep in pack and plays and cribs, we ask for the families to provide their own clean sheet each week. Children who are no longer in cribs and pack and plays will need to supply a nap mat that is a one-piece sheet, blanket, pillow in one and can roll up for easy storage. Linens will be sent home upon the child's last day each week to be washed and sent back.

Supervision of children is equally important during the times that a child is sleeping at the program, particularly when that child is an infant. We have extremely specific regulations around safe sleep practices. All infants are placed on their backs to sleep, unless a child's physician orders otherwise (such an order must be given to the Director in writing). Blankets are not allowed for children under the age of 12 months either so please dress your child in a manner that is conducive for both play and sleep. Please send in blanket for over age 12months.

LEAD POISONING PREVENTION

The following are some facts that all parents should know about lead and lead poisoning:

Lead poisoning is caused by swallowing or breathing lead. Lead is poison when it gets into the body.

Lead can stay in the body for a long time. Young children absorb lead more easily than adults. The harm done by lead may never go away. Lead in the body can:

Hurt the brain, kidneys, and nervous system.

Slow down growth and development

Make it hard to learn

Damage hearing and speech

Cause behavior problems

- Most of the lead poisoning in Massachusetts comes from lead paint dust in older homes. Many homes built before 1978 have lead paint on the inside and outside of the building.
- When old paint peels and cracks, it creates lead paint chips and lead dust. Lead dust also comes from opening and closing old windows.
- Lead dust lands on the floor. Lead gets into children's bodies when they put their hands and toys in their mouths. Children can also breathe in lead dust. Children between the ages of 9 months and 6 years are most at risk.
- Important: Home repairs and renovations also create lead dust.
- Most children who have lead poisoning do not look or act sick. A lead test is the only way to know if your child has lead poisoning. Ask your doctor to test your child for lead. Some children may have:
 - Upset stomach
 - Trouble eating or sleeping
 - Headache
 - Trouble paying attention

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

For more information on lead poisoning, call the Childhood Lead Poisoning Prevention Program at (800) 532-9571.

MAINTAINING A SAFE PROPERTY & ENVIRONMENT

The property always has a steady pest control plan in place. See something? Say something!

Staff have daily checklists to address any potential hazards during our day.

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

If at any time you feel there is a threat to the safety of your child, please speak with me (the Director), directly.

WEATHER AND EMERGENCY NOTIFICATIONS

We make our decisions on delayed openings, early closings and other cancellations based on weather that impairs staff's ability to access the program or leave the program in a safe manner for themselves and their families. We will notify you in all the following ways: Lillio contact, call, text, email, Facebook page etc.

PLAN FOR MEETING POTENTIAL EMERGENCIES

STRATEGIES FOR SAFETY

Uxbridge Early Learning Adventures is responsible for creating a safe environment for our staff, children, families, and guests.

We do this through:

Organization – creating specific roles for staff and volunteers.

Equipment – ensuring appropriate equipment is available and accessible including first aid kits, fire extinguishers, emergency phones, alarm system, etc.

Monitoring – ensuring the equipment and general environment at the facility or program site is checked regularly for safety, and that trends relating to safety are monitored.

Documentation – ensuring procedures relating to these roles are documented and, in some cases, posted where everyone can see them.

Training – ensuring all staff and program volunteers participate in regular safety drills and Safety & Emergency Procedures training; ensuring that the Director, staff and volunteers have up-to date CPR, First Aid if a program requirement; and encouraging all other staff and volunteers to have such training as a result of this training:

- All staff will be familiar with procedures for all types of emergencies.
- All staff and program volunteers will know specifically their role for each emergency.
- All staff will know where to find a copy of this manual in their facility or program location.
- Staff must be able to find and retrieve a copy of this manual within two (2) minutes from any point within the building.

Although tasks associated with safety at *Uxbridge Early Learning Academy* may be assigned to specific staff members, all staff have a general responsibility to watch for safety hazards and to report or correct them. For example, if you notice water on the floor, or debris on the steps as you come into work, remove it, or report it to facility or program site staff. If you see a fire door propped open, close it. If you notice that first aid supplies are low, see that they are refilled immediately.

Good communication is the foundation of most of the procedures documented in this manual. In an emergency, staff must make a sudden change in the normal flow of communication, combined with a sharp increase in the volume of information exchanged.

The principles of good communication, important at any time, become vital during an emergency incident:

Think before speaking, speak clearly and check with the listener to ensure you are understood, offering clarification if necessary.

Listen with a clear mind and repeat key information back to the speaker to check that you have heard correctly. Never hesitate to ask for clarification.

With written reports, re-read and edit your work to ensure the message is as brief and clear as possible. Ask a colleague to check your work for errors or inconsistencies.

EVACUATION

In the event of a fire, natural disaster, or other situation requiring evacuation of the building (such as a chemical spill or bomb threat):

- *Uxbridge Early Learning Adventures* staff and children will escape from either front and/or back exits (whichever is safest) and meet in the fenced in playground. If that is an unsafe space, we will line up at the far end of the parking lot closest to the trees or in the beginning of driveway. Teachers and Staff are responsible for doing a head count of all children at this point and if safe to stay, contact all parents for pick up.
- The Director or staff closest to the desk will take the business phone and each teacher will take the first aid kit, walkie talkies, and iPads assigned to each room access to contacting Emergency Personnel at 911.
- If staying on the property in dangerous, we will await Fire and Rescue by the main road.
- If we needed to evacuate the premises, once at fire department all families need to be contacted for pick up.

SHELTERING IN PLACE

In some emergency situations it may be safer to remain on site until the emergency has ended. In the event of severe weather or other emergencies creating a power outage, loss of heat or water, *Uxbridge Early Learning Adventures* will:

- Contact families via cell or landline for pickup if we are unable to safely provide food and diapering beyond being able to utilize hand wipes and our own stored water supply.
- Children will be kept as calm as possible. We will try to provide music and toys and supplies not needing electricity.
- If we are needed to stay in an area away from windows, we have a very large bathroom we can move necessary supplies into along with children.

- If heat is out, we will contact families if temperatures are to go below 60 degrees.
- Emergency supplies of food, water, blankets, flashlights, diapers, baby formula, clothing and other necessities are available on site.
- How will educators keep the children engaged during the emergency? We will want to set aside special activities for the children until the situation resolves.
- The Director, Teacher, or FCC Provider will be responsible for shutting off electricity, gas, and water service, if necessary.

In the event of a potential threat from an intruder outside the program, our doors are locked from the exterior but allow us to exit without the need of any keys. We will gather in the farthest room and duck behind the walls to ensure less range of area or gather inside the bathroom and lock the door internally or exit outside if the intruder is internal. Staff and Directors will immediately access 911 from landline and/or cell phones.

During a Lock-Down program staff will be notified when a lock-down is necessary by yelling “Lock-Down”, or via walkies and when it has ended; “Lock-Down Over”.

Director, staff, or FCC Provider will contact families for children in their care, as all staff will have access to all attendance because of our open space classroom, different children may end up under the care of various staff.

Head counts will be done for all children during and at end of lock down.

MISSING CHILD

If a child is deemed “missing” the teacher will first thoroughly check her room and notify staff to check theirs along with Director, who will check hallways and bathrooms and storage and then proceed to check the outside space. If the child has not been found, we will contact the Police Department, and contact the parents while we continue the search with program employees until Police must take over so we can care for children on site.

RECORDS & REPORTS

Recordkeeping and documentations are a large part of early childhood education. It is our job to ensure parents and families are constantly in the loop with our program in any ways possible. Here are several ways we keep in touch and what we keep on file should the need arise.

DAILY REPORTS

Uxbridge Early Learning Adventures utilizes a program called Lillio. This program can be found at www.Lillio.com or via the Lillio Application for iPhone's, iPad's, tablets and androids. Parents receive an invite to join once we receive their email. Through this program we will keep attendance, share photos and videos, you can view calendars, curriculum, see daily information such as meals, drinks, diaper changes, notes and so much more. Some information will be shared throughout the child's day but by days end, or once a child departs for the day, the entire daily report will be sent.

PARENT NOTIFICATIONS

I am required by EEC regulations to notify you of certain information about the following:

- an injury to your child;
- allegations of abuse or neglect regarding your child; (if deemed safe)
- the administering of first aid to your child;
- whenever a communicable disease has been identified in the program;
- children being taken off the childcare premises;
- whenever special problems or significant developments arise
-

EMERGENCY CONTACTS

When an issue arises such as an injury or illness, we will contact you either from Lillio notifications, SMS, or phone call from the business line or text message from the directors' cell phone if you are unable to be reached with the first few methods. If your child will be out sick, leaving early, dropped off late, or for any personal reasons, send a message to Lillio, mark your child absent and include info in notes. You may also call and if there is no answer, leave a voicemail on the business line @ 508-526-3001.

When we have an issue with not being able to reach someone when a child is ill or injured. If you need to be notified because of your child's illness or injury, it is imperative that we can reach someone. If you or your spouse/significant other are listed as emergency contacts, please make sure one of you can be reached always. If there is ever a situation where you know you

cannot be reached, for whatever the reason, please make sure the staff has the name and phone number of another individual that can always be reached.

We also request that if you are notified of your child's illness or injury, you arrive at the program to pick them up in a timely manner. This means you have 1 hour to arrive before we voluntarily go down the emergency contact list for pick up. Please understand that an ill or injured child requires one-on-one care. It is also extremely unfair to the ill or injured child to expect them to remain at childcare when they are ill because we cannot reach someone to come and get them.

We do understand and empathize with parents when their children are ill. It can be an exceedingly difficult, frustrating, and emotionally challenging situation when you are torn between a sick child and other obligations. Our staff also experiences these emotions and situations when they or their children are ill. These policies are designed to be fair to the ill child and their family, as well as our healthy children and their families. Please understand that we love your children and provide the best care possible for them. We are hoping to control the number of illnesses at the program and to keep everyone healthy and happy. If you ever have any questions or concerns, please do not hesitate to call, and talk to us at any time.

We wish to express our sincere thanks to all of you who keep their sick little ones at home and comply with our policies. We appreciate your courtesy!

CHILDREN'S RECORDS

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

As a parent/guardian, you have the right to gain access to the records that are maintain for your child, and you have the right to supply a written request to add information or to request that information in your child's record be changed or updated. You also have a right to receive a copy of your child's records at any time.

EEC regulations require that we make children's records available to EEC at any time that EEC may request these records, such as during a licensing/monitoring visit, a complaint investigation, or a financial review of the program. Failure on Uxbridge Early Learning Adventures part to provide these records to EEC could result in EEC citing me for regulatory non-compliance or taking legal action against our license.

When EEC staff members review children's records in order ensure that we follow EEC regulations, at times they may copy and keep the information found in these records in order to review my compliance with all EEC regulations and policies applicable to my program. This information will be kept in my EEC Licensing file or in EEC's financial monitoring file if the information involves issues related to subsidized care. EEC is required by law to keep confidential any personally identifiable information found in children's records collected and maintained by EEC staff members. EEC has a Privacy Policy which discusses how EEC keeps such information confidential. Please let us know about any questions you have regarding your child's records.

MEDICAL INFORMATION

There are three (3) pieces of medical information we will need to enroll your child aside of enrollment forms:

1. A statement from a physician or health care professional that says that your child received a physical exam within the past year.
2. Evidence that your child has been immunized as recommended by the Department of Public Health.
3. If your child is nine (9) months of age or older, a statement from a physician or health care professional which says that your child has been screened for lead poisoning.

Please note: Your child's immunization record must be updated and given to Uxbridge Early Learning Adventures in accordance with the Department of Public Health's immunization schedule. Also, your child's lead screening report must be updated as required by Department of Public Health Regulations. This report must also be given to me.

MEDICATION ADMINISTRATION

EEC has regulations requiring educators to have a policy regarding the administration of medication to children in care. All educators must successfully take and pass a training on medication administration as well. The following guidelines are common to all programs that are licensed by EEC:

Prescription Medication

- Prescription medication must be brought to the program in its original container and include the child's name, the name of the medication, the dosage, the number of times per day and the number of days the medication is to be administered. This prescription label will be accepted as the written authorization of the physician.
- The program will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.
- The parent must fill out the Authorization for Medication Form signed by the parent before the medication can be administered.
- The program needs written parental authorization to administer oral non-prescription medication signed by both the parent as well as the child's pediatrician. The parent must fill out the Authorization for Medication form, which allows the educator to administer the non-prescription medication. The statement must be renewed on a yearly basis.

- In the case of unanticipated non-prescription medication that is used to treat mild symptoms (acetaminophen, ibuprofen), the program must still have written parental authorization; however, it must be reviewed annually.
- The educator will make every attempt to contact the parent prior to the child receiving the non-prescription medication unless the child needs medication urgently or when contacting the parent will delay appropriate care unreasonably. Topical Ointments and Sprays
- Topical ointments and sprays such as petroleum jelly, sunscreen, diaper rash ointment (outside of ours) and insect repellent will be administered to the child with written parental permission. The signed statement from the parent will be valid for one year and include a list of topical non-prescription medication.
- When topical ointments and sprays are applied to wounds, rashes, or broken skin, the Educator will follow the written procedure for non-prescription medication which includes the written order of the physician, which is valid for a year, and the Authorization for Medication form signed by the parent.
- We will personally provide/use aloe vera, corn starch, hydrocortisone, rash cream, babyganics sunscreen, plain Greek yogurt, as we and the parent/guardian see fit for diaper/skin issues and signing this contract agrees to the use of such products. IF you wish to decline, please do so in writing!

All Medications

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

CURRICULUM & PROGRESS REPORTS

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

In addition, progress reports must be completed periodically for all children in care. For infants and children with identified special needs, progress reports will be performed every three to six months. For toddlers and preschoolers those reports are completed every six-twelve months. Reports will be done through Lillio under the Ages & Stages based on age.

We will be sharing your child's progress reports with you, as well as offering an opportunity to meet and discuss your child's progress virtually or in person if requested. Whichever is most convenient for the family.

MANDATED REPORTING, ABUSE & NEGLECT

As an educator in Massachusetts, we must operate our program in a way that protects children from abuse and neglect. As such, all educators here are mandated reporters (under M.G.L. c.119 s51A) and must make a report to the Department of Children and Families (DCF) whenever we have reasonable cause to believe a child in the program may be suffering from abuse or from neglect, no matter where the abuse or neglect may have occurred or by whom it was inflicted. If one of our staff members is suspected of abuse they will be immediately suspended while the issue is investigated. This means any concerns viewed via social media as well of staff and families.

Warning signs of emotional abuse in children

- Excessively withdrawn, fearful, or anxious about doing something wrong.
- Shows extremes in behavior (extremely compliant or extremely demanding; extremely passive or extremely aggressive).
- Does not seem to be attached to the parent or caregiver.

- Acts either inappropriately adult (taking care of other children) or inappropriately infantile (rocking, thumb-sucking, throwing tantrums).

Warning signs of physical abuse in children

- Frequent injuries or unexplained bruises, welts, or cuts.
- Is always watchful and “on alert,” as if waiting for something bad to happen.
- Injuries appear to have a pattern such as marks from a hand or belt.
- Shies away from touch, flinches at sudden movements, or seems afraid to go home.
- Wears inappropriate clothing to cover up injuries, such as long-sleeved shirts on hot days.

Warning signs of neglect in children

- Clothes are ill-fitting, filthy, or inappropriate for the weather.
- Hygiene is consistently bad (unbathed, matted and unwashed hair, noticeable body odor).
- Untreated illnesses and physical injuries.
- Is frequently unsupervised or left alone or allowed to play in unsafe situations and environments.
- Is frequently late or missing from school.
- Caregivers sharing pictures/videos via social media of neglectful scenarios, drug use etc.

Warning signs of sexual abuse in children

- Trouble walking or sitting.
- Displays knowledge or interest in sexual acts inappropriate to his or her age, or even seductive behavior.
- Makes strong efforts to avoid a specific person, without an obvious reason.
- Doesn’t want to change clothes in front of others or participate in physical activities.
- An STD or pregnancy, especially under the age of 14.
- Runs away from home.

CHILD GUIDANCE, BEHAVIOR MANAGEMENT, & REFERRALS

When it comes to interactions and the guiding of children's behavior, the goal of all educators is to maximize the growth and development of children, as well as keep them safe. Our Child Guidance Policy is as follows:

When a child exhibits behavior that are un-safe, a warning, explanation, followed by redirection, is the daily routine here. If such behavior is repeated, after a warning & explanation, and redirection was given for said behavior, we have a quiet area that the child can go to and sit out and reflect on their behavior. If a child has more than two harmful and/or threatening actions toward other children, or to any educator, the parent or guardian will be contacted to set up a parent conference where we will come together to plan a behavior plan. If un-safe behaviors continue after exhausting all classroom resources, we may place a temporary suspension from the program as we assist you in getting the help you may need for your child. When we all feel that the child will no-longer, pose harm or danger to anyone else in the program, suspension or termination will then be released.

Behavior that is un-safe is outlined, by us, as hazardous and harmful to children and staff alike. It could be either physical or verbal or threatening in any way. This includes any sort of harassment and indecent accounts. Some examples may include, but are not limited to:

- biting, hitting, throwing objects at others, breaking or damaging equipment, toys, materials etc., vulgar language, disrespect to authorities, exposing themselves, urinating/defecating in areas of sleep/play

If it is perceived by any staff member that a child would benefit from additional services related to health, social, learning problems, speech, or others, the family will be notified, and the observation noted, dated, and filed. If you feel you are having issues at home that you would like addressed for your child, we will happily refer you to the best of our ability to get the help the child may need.

When children enroll with *Uxbridge Early Learning Adventures*, evaluations may be done. They are then repeated every 3, 6, or 12 months. If we realize either via assessments or in daily behavior, that a child may be having difficulty with something, we will notify the parents and begin using a variation of resources for such behavior, to see if we can work on it ourselves between home and the program. If little to no progress is being made, and we feel the next step would be an evaluation from Early Intervention we will notify the parents that we were keeping an eye on a particular behavior and advise them that EI may be beneficial and go from here.

We will provide parents a list of resources to contact, that provide such services or offer parents the opportunity to take advantage of our program partners that will come to Uxbridge Early Learning Adventures and do an evaluation while in our care. We will then take the advice from EI and allow parents the opportunities to have services provided for their child during their program hours or at home.

RIGHT TO TERMINATION/SUSPENSION

Uxbridge Early Learning Adventures reserves the right to terminate any contract at any time. We will try our best to give parents two-week notice for them to find alternate care for their child, should we feel this program is not suitable and fit for your child/family, but may give as little as one day. If we lack staff or need to change days/hours available to you, we try to offer a notice of at least two weeks.

We are aware that suspensions and terminations may fare more harm than good unto a child and/or family, so we prefer to try everything possible to avoid suspensions and terminations. However, some actions warrant suspension or termination for the safety and comfort of staff and children, in the program, alike.

ADDITIONAL INFORMATION

BIRTHDAYS, HOLIDAYS, & CELEBRATIONS

If your child is going to be in care during his/her birthday, they may bring in a special treat to share with ALL children on their special day. For those whose birthdays fall on a weekend, you may bring in a treat to share the Friday before or Monday following. You will need permission from the staff for you to send in a certain treat in case of allergies at that time. You may be allowed to bring something homemade or, at times of severe allergy threats, something sealed and store bought may be the other option. We will let you know what we prefer at that time when you ask.

If we are celebrating a major holiday or event, we may ask all parents to send in a donation of either a food, drink, or paper good. You are under no obligation to do so but if you choose to participate you will need to notify the staff of what it is you will be supplying to avoid duplicate donations.

In the unlikely event, you wish your child not participate in a celebration, you may keep them out of the program for that day. Tuition, however, will still be due.

MEDIA USE

Here at *Uxbridge Early Learning Adventures*, we may watch a video from time to time if we feel it has educational value, such as yoga, Spanish, sign language, or even a holiday movie.

You are not allowed to send in your own electronics for your child to use in the program in case of accidental damage.

If you wish for your child to NOT participate in any or all the media use, please put it in writing and I will let you know if we will be able to honor your request.

PHOTOGRAPHY & VIDEO

Our Lillo program will allow us to privately share pictures and videos of your child each day, however, many times throughout the year, we take pictures and videos of the children in the program and many of the fun things we do. We may use these photos and/or videos on our website, Facebook page, Instagram, and other sources such as print material, texting the families etc. If you would like your child to be excluded from photographs and videos you will need to submit your request in writing. Any photos taken before your signed and dated request will be removed when possible.

PLAN FOR TRANSITION

Since our center-based classrooms consist of infants, toddlers, preschoolers, and school age students our main goal will be to get infants/toddlers acquainted with the toddler/preschool room by exposing them to staff and peers every week while enrolled at least a month prior to transitioning. Our rooms are separated by half walls and gates so we can always see and hear one another which will help children feel used to the teachers, children, and atmosphere.

To prepare them for leaving us for a public-school program, we will foster independence such as teaching them how to get their coats on and off, shoes on and off, work on fine motor skills and assist with potty training. We are aware of preschool expectations and will also assess evaluations from enrollment and look for the need for early intervention as soon as issues may arise to assist in correcting and issues that may pose a delay in preschool years.

ENROLLMENT PROCEDURE

Uxbridge Early Learning Adventures does not discriminate in enrollments nor practice based on race, color, religion, sex, parental marital status, ethnic background, age, disability, or any other characteristic protected by law.

Toilet training status is not an eligibility requirement for enrollment.

To support transitions and coordinate with services offered by other providers, the educators must request that parents share with them information about other therapeutic, educational, social and support services received by the child. For children younger than school age, educators must discuss each child's developmental history with his or her parents at the time of enrollment. The developmental history must be updated annually and maintained in the child's record.

To enroll in our program, you first need to initiate interest by contacting the Director via email, with enrollment documents found online, or a phone call to the center to discuss your needs. If we think we can suit the needs of the family, we then schedule a tour of our program and aim to schedule them while staff and children are absent.

We advise all families to view our website and go over the parent handbook found on the website in the meantime while awaiting our scheduled tour. Please make a list of questions that may arise that the handbook did not answer for you we can discuss during the tour.

There will be additional documents for you to sign upon registration should you choose to fully enroll. However, you may provide the required documents up to one week from the tour for requested spot if the registration fee of \$30/per child was submitted, along with the first week's tuition which will be applied towards your first week of care.

Spaces are available on a first come, first served basis and spots are not guaranteed to be held. Since registration fees are non-refundable, should you change your mind, your deposit will not be refunded. However, if we "guarantee" you a spot and you pay the fees, and we are unable to provide the "guaranteed" space, we will gladly refund you your deposit.

If you are looking for care in future months and not immediately, you will be put on a waitlist for the time you were looking to enroll, and once space becomes available, you will be notified. If you were looking for immediate enrollment and we are full, we will ask you to pre-register to be added to the immediate availability waitlist.

We accept state subsidy slots as well as private.

PARENT / EDUCATOR AGREEMENT & CONTRACT

Program Name:

Uxbridge Early Learning Adventures
111A South Main Street Uxbridge, MA 01569

Typical Hours:

7:00am-5:30pm

Rates:

Infants/Toddlers 6 weeks to 2.9 years ~ \$85 per day, \$425 per week
Preschool 2.9-Gr. K ~ \$75 per day, \$375
Registration (enrollment fee) is \$30 per child (voucher subsidy exempt)
Late Tuition Fee \$30 (tuition is due by noon on Friday's the week PRIOR to services)
Bounced/Returned Check Fees \$30 (after two bounced checks ~ cash only)
\$2 per minute Late Pick-Up Fee (for every minute after closing time)

Name of child:

D.O. B

As accurately as possible, write estimated drop off/pick up time:

(M) _____ (T) _____ (W) _____ (Th) _____ (F) _____

Daily Rate: _____ Weekly Rate: _____ Please Circle: Private Pay / Voucher

Requested Start Date: _____

A non-refundable first week's tuition and registration fees due upon enrollment *Written two weeks' notice to withdraw required & paid in full at time of notice* *Tuition due by noon on Fridays the week before care*

By signing I agree to and attest that I have read, in its entirety, the *Uxbridge Early Learning Adventures* Handbook which contains pertinent information on the program and its policies and procedures.

I have no questions on any of the material and fully understand the contract in which I am signing for care for my child.

Checks made payable to: *Uxbridge Early Learning Adventures*

Parent Signature: _____ Date: _____

