



KIDDIE TIME EDUCATIONAL CHILD CARE

Parent Handbook

Abstract

Parent Handbook provides the policies followed by KiddieTime. Parents are requested to read the handbook and return the signed first page to the Director.

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The material in this handbook reflects the policies and procedures of the KiddieTime Educational Child Care (KTEC). Please read all the material, check the following important items, sign your name, and return this form to the Director.

_____ 1. Tuition payments are due Bi-weekly. A late fee of \$5.00 per day will be charged for all tuition payments received after the 5th day of the first week. If payment is not received after the second week, there is an additional late fee of \$25, and your child will not be allowed to return to school until payment is received.

_____ 3. There is NO reduction in tuition for absences, vacations, or holidays.

_____ 4. Parent(s) must escort children into their classroom and sign in upon arrival and sign out when picking up. Only persons on the authorized list may pick up children.

_____ 5. Parent(s) need to inform KTEC of a change in address, phone number, employment, emergency information or of a change in the family situation as they occur.

_____ 6. Children with the following symptoms must be kept home: fever (100 +), vomiting, diarrhea, conjunctivitis and other contagious diseases. To return to school, they must be symptom free or treated with an antibiotic for 24 hours. Children too sick to play outside needs to be kept at home.

_____ 7. All children need a complete change of clothing, labeled with the child's name on each item. In some cases, two or more sets of clothing are requested.

_____ 8. Parent(s) are expected to pick up your child by the contracted pick up time. There will be a late charge of \$1.00 for each minute after scheduled pick up for that child. On the third offense there will be an additional \$50 charge on top of the \$1.00 charge for each minute after scheduled pick up.

_____ 9. No medication can be administered to a child without written consent and instructions from the doctor and parent. All medication must be in its original container with the prescription label on the medication or the original label for non-prescription medication. The center cannot give the 1st dose of medication. Parents need to provide all medications prescribed by the doctor.

_____ 10. The director is to be notified in writing one month prior to withdrawing a child. Parent(s) are required to pay for this period regardless of when the child leaves the program.

_____ 11. I agree to abide by these policies and requests.

SIGNATURE: PARENT OR GUARDIAN

DATE

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WELCOME TO KIDDIETIME EDUCATIONAL CHILD CARE CENTER

Thank you for selecting KiddieTime and allowing us the opportunity to care, love, educate and nurture your child by laying a foundation that will enhance his/her now and forever!

1. PHILOSOPHY, MISSION AND VISION

1.1 PHILOSOPHY

Our philosophy is to give each child a loving, secure school filled with dedicated, well-trained teachers who provide the best in early childhood education and traditional character development.

Our Promise to the parents and the community is “Your child is very important to us”. We are thankful for having the privilege of taking care of children and are committed to:

- Nurturing each child to be a life-long learner with a focus on character building.
- Providing a safe, stimulating and caring environment where children are given opportunities to develop holistically.
- Instilling positive family values and strong community ties
- Inculcating positive attitudes towards a healthy lifestyle

1.2 MISSION STATEMENT

Meet parent’s expectations by providing a caring and safe environment to every child with opportunities to develop learning and social skills through a holistic curriculum delivered by a talented, dedicated and compassionate staff

1.3 OUR VISION

Be the home-away-from-home where every child gets the best care and develops skills for life-long success

2 NONDISCRIMINATION ACT

KiddieTime Childcare Center does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, parental or marital status, sexual orientation, national origin or disabilities. Toilet training status is not an eligibility requirement for enrollment.

3 ARRIVAL AND DEPARTURE PROCEDURE

Parents are asked to bring their child/children to their classroom and to sign them in. Please assist your child/children in hanging up his /her coat and placing items in their cubbies. Teachers greatly appreciate a few moments in the beginning or end of the day to communicate about your child. Infants will have a sign-in sheet that is quite specific and will be important for families to give a few extra minutes in both the beginning of the day and also at the end, for close contact with each teacher. Please be sure to check the message board. Parents have the right to visit and observe our center any time, without having to secure prior permission. You are welcome to volunteer in your child’s class.

4 LATE PICK-UP POLICY

It is very important for our staff and also for your child/children to be consistent and on time when picking up your child/children at the end of the day. Parents must pick their child/children up no later than 6:00 p.m. Parents who arrive after this time will be assessed late fees.

Please indicate in writing specifically who may and may not pick up your children/child. Your children/child will not be released to any unauthorized person without written or telephoned instructions. No one under 16 years of age will be permitted to pick up a child. No child will be released to a person who is suspected of being under the influence of drugs or alcohol. If we do not know the person, we will check a driver's license and or other photo identification and confirm from parents before releasing the child.

Late Fees Information: There will be a late charge of **\$1.00 for each minute** after scheduled pick up for that child. On the third offense there will be an additional \$50 charge on top of the \$1.00 charge for each minute after scheduled pick up.

All late fees must be paid at time of pick-up.

5 TRANSPORTATION PLAN

Children are dropped off and picked up by their parents, legal guardians or persons who have prior authorization from a child's parent or legal guardian. If a child is to be picked up or dropped off by another means of transportation not listed above, (ex. public school bus or private transportation company) then a written permission from the parent authorizing the release of their child/children needs to be given to our Center and placed in the child's/children's folder. Our Future Learning Center is not responsible for the transportation of children to and from the Center unless the Center provides transportation in the event of a field trip or emergency situation. Children will not be transported by a school bus on a field trip without a written authorization from the parent or legal guardian. In the event of an emergency (see contingency plans for emergency situations above), a child/children may have to be transported with/without a parent or legal guardian's consent by an ambulance. The Center will try its best to contact all families who are affected by this emergency.

6 A LITTLE BUSINESS (TUITION POLICY)

KiddieTime will be open 52 weeks a year. There will be several program options between age group of Infant to school age to choose from. See our tuition schedule for further details on programs being offered. At the time of your registration, you will have the option to choose one of the programs that are presented on our current tuition schedule. Tuition fees are based on the age of your child and the number of days per week he/she will be attending.

A month's notice is required if you choose to change to another program that is being offered or if you wish to withdraw your child. For example, if at the time of your registration you choose a five day program and then later decide to change to a three day program, you will have to give the Center Director a month's notice of these intentions. **Families are able to add (not switch) days based on space availability.** Please see the current tuition schedule for more details on the cost of adding days. **There will be no adjustments for days missed because of illness, vacations, holidays or snow cancellations.**

Our Center is supported 100% by tuition. We do not receive any outside sources of funding to operate our program. This means that we rely completely on parents paying their tuition in advance and on time. Tuition payments are scheduled on a bi-weekly basis. All payments are due in advance on the first day (during drop-off) of your two week stay at the Center. When the payments fall on a holiday, it will be due

the previous Friday. **There will be a \$5 per day charge for all late tuition payments.** There will be a \$25 charge for each returned check. All fees must be paid by the next morning. Please see tuition schedule for further details. **Since enrollment is limited and our expenses continue regardless of individual attendees, no refund will be made for absences.**

7 HOLIDAYS OBSERVED

Holiday Schedule for each year is located in each classroom.

8 NOTICE OF WITHDRAWAL

KiddieTime Corp. requires a minimum of four weeks' notice prior to withdrawing a child/children from the program. Parents will be required to pay for the four weeks whether the child/children attend or not.

9 SUSPENSION, TERMINATION AND CHILD GUIDANCE PLAN

It is our hope that students will, with simple redirection, make good choices in the classroom and on the playground. We encourage students to play in a developmentally-appropriate manner, to share and to learn self-control.

1.1 CHILD GUIDANCE PLAN

KiddieTime will provide positive child guidance. This means we intervene before a problem occurs, practice redirection, and positive reinforcement of acceptable behavior. Redirection includes the teacher guiding the student toward another activity or action and away from the

Inappropriate activity. Positive Reinforcement is used when students are rewarded for an appropriate action with verbal praise or hug. Food should never be used as a reward for good behavior.

1.2 CHILD SUSPENSION/ TERMINATION

Unfortunately, there are times when a student must be suspended or expelled from our program. Students may be suspended or expelled due to unmanageable behavior, endangering the safety of other students or staff, a parent's failure to pick up a sick child within 45 minutes, a parent's refusal to sign a Child Behavior Guidance Plan, a parent's failure to maintain proper contact information, violation of childcare licensing regulations, serious inappropriate parent behavior (including vulgarity, intimidation, bullying and sexual or other harassment) and delinquent accounts. There are no discounts or credits given due to a student's suspension or expulsion and no advance notice is required.

10 SOCIAL SERVICE REFERRAL PLAN

If it seems appropriate to make a referral for a specialist or other agency, we will assist parents in finding such help. A current list of referral agencies and personnel are available upon request from the Director. If a referral is made for a child for social, mental health, or medical evaluations, a parent's written consent for these services is required. The parent will be informed in writing of the nature and duration of the evaluations or services as well as of when, where, and by whom the services will be provided. A copy of the signed and dated parental authorization will be maintained in your child's record. In the event that a child has special needs or is displaying behaviors that are of concern to the teacher such as aggression or withdrawal, the teacher will bring the problem to the attention of the director. This will be recorded and documented and placed in the child's file. The director will then make observations of the child and discuss with the parent's. This too, will be documented and placed in the child's file. If the behavior persists, the parents will be called in for a conference which will be documented and placed in the child's file. The parents will be informed of their rights under chapter 766 and given the appropriate phone

numbers. A letter describing the reasons for the initial meeting will be sent to the parents and a follow-up conference will be scheduled. The director has the over-all responsibility for the implementation of the referral plan. The director and the teacher are responsible for documenting the referral plan for the child's file. We also offer referrals for dental, vision and hearing screening.

11 STAFFING

Our teachers and staff are held to the highest standards when selected as employees to care for your child. An extensive background check process is used for confirming professional references and criminal background screenings. Each staff member meets or exceeds the qualifications set by MA EEC Department. They also complete a full orientation and training process before starting in the class.

We also provide seminars and workshops to all staff of KiddieTime Corp. We have daily, weekly and monthly meetings with staff to assure a positive and appropriate communication flow of information among fellow staff members and the center administration. All staff meetings are conducted under the guidelines set forth in 606 CMR 7.04(17)(k)

This Center adheres to the policies set forth by the Department of Early Education and Care (EEC) as stated in 606 CMR 14.00: "Criminal Offender and Other Background Record Checks". This policy states that each employee, volunteer or intern (staff) needs to complete a BRC before an offer of employment is confirmed. The BRC will consist of both a Criminal Offender Record Information (CORI) background check and a Department of Children & Families (DCF) background check.

All current staff will go through this BRC process at least every two years of employment or any time the Center receives information that may indicate that a new CORI or DCF Background Record Check review is appropriate (for example, notification that a staff member has been arrested or has been named as a person responsible for abuse or neglect of a child). Our Center will have A BRC reviewer that has been approved by EEC to receive, review or discuss the BRC results of potential and current staff members. EEC will be notified when an approved reviewer is no longer employed by our Center. Each BRC reviewer at our Center will need to be reviewed and approved by EEC before he or she will have the authorization to perform the responsibilities that this title holds.

BRC's are completed for our program's Licensee and Reviewers at each license renewal and for every staff member, regular volunteer and intern who has potential for unsupervised contact with children at least every two years. If a candidate for hire receives an adverse CORI or DCF finding, a Discretionary Review Process will take place under the provisions of EEC's BRC Regulations 606 CMR 14.00 (Criminal Offender and Other Background Record Checks) before this candidate can be hired. It is strictly the decision of management whether or not to hire a candidate or continue to employ an individual with adverse findings on either CORI or DCF background record checks. However, the EEC BRC unit will be notified in all cases of the decision of whether or not the individual will continue employment or the candidate was approved for hire.

12 BEHAVIOR MANAGEMENT POLICY

KiddieTime Educational Child Care and our staff provide a consistent, nurturing and supportive atmosphere for all the children we care for. We base all behavior management on development levels and safety concerns. Our behavior management policies provide positive and consistent guidance to children based on their individual needs and development. Our basic behavior management techniques include, but are not limited to: Redirection-giving children suggestions or directions in a positive manner on what the right way to behave would be. Giving children choices, allow them to feel in control. Being specific about setting limits and the rules of the classroom. Focusing on the positive and giving attention to those behaviors that are acceptable. Encouraging independence and setting positive examples

ourselves.

Verbal communication will be used at all times. The following practices are strictly prohibited:

- Corporal punishment shall not be used, including spanking.
- No child shall be subjected to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks.
- No child shall be deprived of outdoor time, meals or snacks. No child will be force fed or otherwise making them eat against their will, or in any way using food as a consequence.
- No child shall be punished for soiling, wetting, or not using the toilet. No child will be forced to remain in soiled clothing or to remain on the toilet, or using any other unusual or excessive practices for toileting.
- No child will be confined to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision.
- No child will be subjected to excessive time-out. Time-out may not exceed one minute for each year of the child's age and must take place within an educator's view.
- We believe that the behavior management plan at KiddieTime is a positive and consistent experience for children that will allow them to gain control, experience and understanding for now and also in their future. Where appropriate and feasible, children shall participate in the establishment for such rules, policies and procedures.

13 HEALTH CARE POLICY

The following emergency numbers are listed at each phone:

FIRE AND AMBULANCE	(508) 485-2323 or 911
POLICE	(508) 485-1212 or 911
POISON CONTROL CENTER	(800) 682-9211
HOSPITALS:	
METRO WEST MEDICAL	(508)383-1000
MARLBORO HOSPITAL	(508)485-1121
HEALTH CARE CONSULTANT	TBD

13.1 HEALTH CARE POLICY DESCRIPTIONS FOR COMMON CONDITIONS

FEVER: A child with a fever of (100+) should be kept home until the fever has been normal for 24 hours. If a fever develops at school, parents are expected to take the child home as soon as possible. Fevers in young children can increase very fast.

VOMITING: A child who is vomiting will be sent home. The child should not return to school until the child has been vomit free for 24 hours.

DIARRHEA: A child with diarrhea should be kept home or will be sent home. The child should not return to school until he/she is diarrhea free for 24 hours.

RUNNY NOSES: Generally a clear discharge is okay. A thick yellow or greenish discharge is a sign of a more serious infection that is possibly contagious. The teachers may use their discretion in sending a child home with a runny nose.

ANTIBIOTICS: A child taking antibiotics for a contagious condition such as strep throat should be kept home. The child may return to school after he/she has been on antibiotics for at least 24 hours. A child on antibiotics for a non-contagious condition may return to school as soon as the child feels well enough.

RASHES: A child with a communicable rash should be kept home until the rash has subsided.

CONTAGIOUS DISEASES: If your child is exposed to or contracts a contagious disease, you need to report this to the Director so that other parents can be alerted. Contagious diseases tend to have incubation periods during which time a child who has been exposed is likely to come down with the disease. For example, the incubation period for chicken pox is about 10 to 14 days. Children who contract a contagious disease must stay home until all danger of contagion has passed. Parents may be asked for a note from the child's doctor or nurse indicating the same.

IMPETIGO & CONJUNCTIVITIS: These are quite contagious diseases. Impetigo is a bacterial infection commonly around the nose and mouth and often seems like a sore that won't heal. Conjunctivitis is reddened eyes with a yellowish discharge. Consult a physician for treatment of both conditions. A child may return to school when the treatment has made an improvement, or after being treated with an antibiotic for 24 hours.

HEAD LICE: This occurs in schools and child care centers. Head lice spreads rapidly and the Director should be notified immediately so that all children can be checked. If a child is found to have a case of head lice they will be sent home. A notice will be posted and placed in the children's cubbies and parents will be asked to watch for signs such as frequently scratching their heads. Infected children can return to school when lice and nits are no longer in their hair. To rid a child's hair of lice, parents should shampoo with A200, Rid or Kwell. Pillows, sheets, hoods, hats, etc. should be washed in 120* water or isolated from human contact in plastic bags for one month.

INFANT SLEEP SAFETY: Classrooms licensed as a mixed infant/toddler group or infant classrooms, will be able to provide alternative napping for children 12 to 15 months of age. In order to follow SIDS risk reduction practices, all children 12 months of age or younger are placed on their backs for sleeping, unless the child's health care professional orders otherwise in writing.

13.2 DENTAL CARE

KiddieTime Educators will assist children with brushing their teeth once a day. Children are provided toothbrushes. Children will receive new toothbrushes every three months of use, or after they are sick. Toothbrushes are labeled with each child's name and date they received the brush. Parents are notified upon enrollment.

Infant Method: For infants, educators will wipe-out the inside of baby's mouth with a clean damp cloth after feeding.

Dental Emergency – Parent will be notified immediately and tooth will be stored in milk. Parent will transport child to child's pediatric dentist for further evaluation. Educator will fill out Injury/Illness Report for parent.

13.3 INFECTION CONTROL PROCEDURE

To prevent the spread of infection, the following steps will be taken:

- All newly hired employees are trained on managing infectious disease per the guidelines set forth in 606 CMR 7.11 by the director and or fellow employees.
- Liquid antibacterial soap will be provided for hand washing (staff and children).

- The use of friction will be stressed in hand washing.
- Children and staff will wash their hands after using the bathroom and before every snack and/or meal
- Before and after water play
- After coming in contact with bodily fluids or discharges including sneezing and coughing
- Handling caged animals or their equipment.
- Staff will use an EPA approved disinfectant (appropriate bleach/water solution) when cleaning counters, tables, toys, and garbage cans.
- Educators will also wash their hands before and after administration of medication

If a child has a contagious disease such as chicken pox, etc. all parents of that child's classroom will be notified via email. Staying healthy is an important issue for our staff and children here, so it will be important for children to be kept at home under the following circumstances:

- Fever
- Unknown or contagious rash
- Diarrhea
- Contagious disease (i.e. chicken pox, strep throat, conjunctivitis, ect.)
- Severe cough or ear infection
- Vomiting

If a child is kept at home or needs to be picked up at the center due to illness, the child needs to remain out of the center for at least 24 hours. The child may not return before the 24 hour period unless a doctor's note is given to the director, stating that the child does not have a contagious disease and is able to take part in our program.

Items cleaned/disinfected after each use:

- Toilet training chairs.
- Hand washing sinks used for rinsing potty chairs.
- Diapering surfaces.
- Toys mouthed by infants and toddlers.
- Mops used for cleaning body fluids.
- Bibs.
- Thermometers.

Items cleaned/disinfected at least daily:

- Toilets and toilet seats.
- Diaper pails, including lids.
- Sinks and faucets.
- Drinking faucets.
- Water table and equipment.
- Play table.
- Smooth surfaces, non-porous floor.
- Mops used for cleaning.
- Cloth, washcloths and towels.
- Sippy cups.
- Cribs, cots, mats.
- Sheets, blankets.

- Machine washable fabric toys.
- Toothbrushes.

13.4 MILDLY ILL CHILDREN

If your child displays the following symptoms, you will be contacted and asked to pick your child up as soon as possible:

- Temperature of more than 100* degrees.
- Vomiting
- Cases of diarrhea will be evaluated by educators and the Director based upon each child's physical condition
- Discomfort or pain which cannot be eased
- Outbreak of a contagious disease: chicken pox, impetigo, conjunctivitis, scabies or ringworm.
- The child will rest with the Director until the parent picks the child up. If the child's parents cannot be reached we will contact the "back up" person on the list that has permission to pick up the child from the center.

13.5 INJURIES AT SCHOOL

- All injuries will be evaluated and treated by the attending educator. Injuries will be documented on an incident/accident form. Parent(s) are to sign this form for our files and take a copy home. This system keeps both the parent(s) and educators aware of occurrences which may affect the child's wellbeing. If medical treatment is needed The Department of Early Education will be notified and necessary paperwork will be submitted.
- The incident/accident form is documented in the Injury Log which is kept in the Director's office.

13.6 FIRST AID AND EMERGENCY PROCEDURES

- **Pediatric First Aid / CPR:** All educators are certified in Pediatric first aid and Infant/Child CPR.
- Each classroom contains a first aid kit full of appropriate first aid supplies. Educators are required to keep the kits stocked and up-to-date.
- There is also a First Aid Kit in the emergency bag that is taken outside with the educator.
- **Emergency Procedures:** In case of an injury that requires more than basic first aid, the parent/guardian will be contacted and informed of the problem. An example of such an instance is a cut that looks like it needs stitches. If the parent of the child cannot be reached, then the emergency contact person will be notified. If immediate attention is required, the child will be taken to the nearest hospital. The child's parent(s) will be contacted immediately and asked to meet the ambulance at the hospital. The Director will go with the child in the ambulance.

14 EMERGENCY EVACUATION

CONTINGENCY PLANS FOR EMERGENCY SITUATIONS

It may be decided to close the Center for the day or to delay the opening time because of weather. Instructions will be announced on our business voice mail system before 7:00 a.m. KiddieTime Child Care is part of the City of Marlboro's Comprehensive Emergency Plan. In the case of any emergency situation (ex: fire, natural disaster, loss of power, loss of heat and loss of water) where the Center needs to be closed, the City of Marlboro's emergency manager will be contacted and buses will be sent to transport all children and staff to a designated shelter provided by the City of Marlboro. Children will evacuate the center under staff supervision and by approved fire and safety exit routes. The director will be responsible for making sure that all the children have safely left the center by reviewing the individual classroom roster sign-in sheets. All children's parents, legal guardians or authorized persons will then be contacted and instructed where to come pick up their child/children. In the event, that the center is

unable to operate, it will be closed until further notice. There are no refunds for emergency closings.

14.1 EVACUATION/FIRE DRILLS

Evacuation drills will be conducted every month at varied times during the school day. The date, time, # of children, route, and effectiveness of each drill are recorded in the Evacuation Drill Log, which is located in the Director's office.

Evacuation Drill Procedure:

The fire drill and evacuation procedure is explained at the beginning of each school year to enable all children to become familiar with it. During an actual fire drill, the children line up and exit through the exterior classroom door leading to the playground. The teacher leads his/her class out to their position next to the fence, away from the building and access for emergency vehicles. The assistant teacher closes the interior door to the hallways, shuts off the lights, checks to be sure that all children are out of the class, takes the classroom child roster schedule and closes the door to the playground. The director is the last to leave the building after checking to be sure that there is no one left inside. All children are counted as they leave the building and once again on the playground. Infants will be held by staff and carried to the same location, according to the same rules and regulations. A designated crib will be used to place all the infants in and evacuate the building via the infant room door. The director and owner will both be responsible for assuring that evacuation drills are held at different times of the program day and are practiced with all groups of children and staff on a monthly basis. They will also maintain documentation of the date, time and effectiveness of each drill. Per the regulations set forth in 606CMR 7:00, this center is in compliance with all applicable building codes.

15 MEDICATION ADMINISTRATION/ SUNSCREEN

The E.E.C. regulations prohibit us from administering any non-prescription medications without a physician's authorization.

- Medication is not kept in the classrooms. Please stop at the front desk and give your child's medication to the receptionist or director.
- Medications are typically given at 12 Noon and 4 p.m. only, with a 30 minute window either side of the time due, based on each school's schedule. Director is responsible for administering all medication at the center.
- All medications must be in their original fully labeled container. (With the student's first and last name, date, dosage, and physician.)
- All non-emergency medications both refrigerated and non-refrigerated is stored in the locked director's office. Emergency medications are stored in the child's classroom out of reach from children but with easy access for staff members.
- No medications (including diaper cream or infant gas drops) will be given without a dated, signed permission form from the parent. "Medication Consent Form" 606 CMR 7.11 (2)(b) are available in the front lobby area at each center. These forms must be completed weekly.
- Limited over the counter medications may be given, if necessary, twice daily. The dosage must match the medication label for the age of the child. KiddieTime does not have the ability to weigh a child and, therefore, cannot dispense a dosage based on the weight of the child. Instructions for dosage must include a specific amount based on the individual prescription written by a doctor or the child's age on an over-the-counter medication. Any change to label directions requires a doctor's note.
- Diaper creams and gas drops are considered medications. They may be used as directed by the parent according to the tube or bottle.

- KiddieTime staff members are not medically trained to administer breathing treatments through a nebulizer. This does not apply to inhalers.
- Left over medication will be stored and returned to the family.
- Sunscreen: If needed for the morning outdoor time, parents should apply sunscreen at home. Teachers may apply sunscreen prior to the afternoon playground time. A Sunscreen administration form must be completed and left with the sunscreen at the front desk. We ask you to please leave a bottle labeled with your child's name at the Center so that we can re-apply suntan lotion during the day if needed. Please see the director for the necessary paper work that needs to be signed by parent/legal guardian in order for the staff to apply suntan lotion to your child

16 ADMISSIONS OF CHILDREN WITH SPECIAL NEEDS

In determining whether to accept a child with special needs into the program, the Director, after having met with the family, and having obtained parental consent, will initially contact and request information from the Special Education Administrator of your local Public School, the Early Intervention Program, and other health or service agencies. Based on the available information the Director will, with the parent(s) input, identify in writing the specific accommodations, if any, required to meet the needs of the child at the center. These may include:

- Any changes or modification in the child's participation in scheduled program activities
- The size of the group to which the child may be assigned and the appropriate staff/child ratio
- Any special equipment, materials, ramps or aids that may be required
- The following factors will be considered in determining if the required accommodations for the care of a special needs child at KiddieTime are reasonable or not:
 - First and foremost that the needs of the child are met
 - The nature and cost of the accommodations
 - The ability to secure funding or services from other sources
 - The number of employees at the school
 - The effect on KiddieTime's expenses and resources (or the impact that such accommodations will have on the center).
- If the Director determines that KiddieTime is able to facilitate the required accommodations for the acceptance of a child with special needs into the program, she will obtain the parent(s) permission to participate in the development and review of the child's progress plan with the appropriate service agencies. The child's teacher will
- Serve as the center's liaison to the appropriate service providers. She will be responsible for coordinating the child's care in the program, and for maintaining communication with other staff members, the child's parent(s) and with the service agency.
- If the Director determines that the required accommodations for the care of a special needs child in the program would cause an undue burden to the center, she will notify the parent(s) of this decision in writing within thirty days of having received the authorized information from the service agency. A copy of this notification will be kept on file in the Office.
- The parent(s) will also be informed in writing of their right to contact the Department of Early Education and Care to determine if KiddieTime has complied with state regulations regarding the admission of children with special needs.

17 FOOD PROVIDED AT CENTER

At KiddieTime, we provide a food program for our families. This food program includes morning snack,

lunch and an afternoon snack. Food menus will be posted near or around the kitchen facilities. It is the responsibility of the parent/legal guardian to inform the Center if your child/children have any food allergies that prevent them from eating the food choices that are being offered at the center. Due to food allergies, food that is brought into the Center by families, can only be served to their own child/children. We also ask parents to please not bring in any foods that contain nuts. No food brought into the Center from a family can be offered to the other children in the Center. It is also the responsibility of the parent to inform the Center on a daily basis what food choice you want for your child/children that is being offered for that day. If there are any questions, please see the directors for more information on the food program. Literature with suggestions for nutritious foods for your child can be obtained from the directors. Staff members receive basic training in the USDA requirements which includes resources and information about the importance of good nutrition, food safety and the importance of physical activity among children.

18 STAFF PHYSICAL EXAMINATIONS

Each staff member is made aware that he/she must have an approved physical examination record every two years from their physician kept on file. Our center adheres to the regulations set forth in 606 CMR 7.09(11)(b) which requires that staff members obtain from a licensed health care professional evidence of immunity to measles, mumps and rubella in accordance with recommendations from the Department of Public Health.

19 REPORT OF CHILD ABUSE

If child abuse is suspected, the teacher reports it to the director who then reports it to the Child At Risk Hot line, 1(800) 792-5200 and the Department of Children and Families (DCF) and the Department of E.E.C. Child abuse forms are kept in the office as well as information on signs to watch for if abuse is suspected. All teachers and staff understand that it is mandated by law that they report any suspicions of child abuse. Staff orientation and meetings will assist teachers in recognizing signs of suspected abuse or neglect. This will also hold true to allegations of abuse/neglect by staff members. The Center's procedure for identifying and reporting suspected child abuse and neglect also includes that an allegedly abusive or neglectful staff member will not work directly with children until the Department of Children and Families investigation is completed and for such further time as the E.E.C. requires. EEC will investigate all allegations against licensed providers of non-compliance with licensing standards.

20 TOILETING AND DIAPERING PROCEDURES

TOILETING PROCEDURES

Children may use the toilet, one child at a time in each stall, under supervision by an adult, any time during the school hours. Children and educators will be required to wash their hands after using the toilet and before eating. When children and educators are outside, a child must ask permission to use the toilet and an educator must go in the building with the child. Children will be encouraged to take care of their own toileting needs with the exception of difficult zippers, buttons, and snaps, if the child asks for help outside of the toilet area.

Children are never shamed or punished for soiling, wetting or not using the toilet. An educator will console the child and help change clothing, if needed. Soiled clothing will be placed in a sealed plastic bag and labeled with the child's name.

Children do not have to be toilet trained to enroll in the program.

DIAPERING PROCEDURES

1. Diapers will be changed regularly when soiled or wet.

2. Children shall be washed with disposable diaper wipes during each diaper change.
3. Children's hands shall be washed thoroughly with diaper wipes after the child has been changed. Educators shall wear disposable gloves and wash their hands thoroughly with soap and running water after changing each child. Individual paper towels shall be used to dry hands. Children 9 months and above should have their hands washed with soap and water.
4. The changing table shall be used for no other purpose. One hand on the child at all times during diapering.
5. The changing surface shall be smooth, intact, and impervious to water and easily cleaned.
6. The changing surface shall be washed and disinfected using an EPA approved solution after each use.
7. Clothing or cloth diapers soiled by feces, urine, vomit, or blood shall be put in sealed plastic bags and stored apart from other items. The soiled disposable diaper must be placed in a sealed plastic bag and disposed of in a water-proof container with tight-fitting cover and a disposable plastic liner.
8. Parent(s) are required to supply the center with extra clothing (labeled) and a supply of extra diapers for their child(ren).

POTTY TRAINING

KiddieTime staff will work with each child's parent(s) to develop a potty training routine for their child. We will try to make this routine as similar to the child's potty training routine at home. Understanding every child has different toilet training needs, the decision to begin toilet training must be mutual between you, your child, and the educators.

21 TOYS

Please do not send in toys or other items from home unless otherwise instructed. We have enough toys and supplies for all and do not want something sentimental or special from home to be broken or lost. We are not responsible for any lost items at our Center.

22 CLOTHING

Please have all children's clothing labeled with their names. Be sure to dress them appropriately for the weather. We play outside in all types of weather. Please make sure your child has appropriate and safe shoes while he/she is at the Center. It will be necessary for all age-groups to have two changes of clothing to keep at the Center for emergency purposes. We are not responsible for any lost items at our Center.

23 TRANSITIONS

When a child is developmentally ready and/or age appropriate to move up to an older group, educators will talk with the parents about the new placement. The director is responsible for the transition process of children. The director will meet with classroom teachers to discuss a transition plan for each child in order to achieve a positive transition in a manner consistent with the child's ability to understand.

The teachers will arrange a meeting with the parents and introduce them to the educators of their child's new classroom. The transition process involves a series of visits of increasing length until the child visits their new classroom for the entire day. Upon completion of this transition process, the child will permanently move to his/her new classroom.

24 ENRICHMENT PROGRAMS

In order to provide families with the highest quality childcare experience, we may offer additional

enrichment programs that are available to families who are enrolled in our center. Some of these programs are sponsored by the center at no additional cost to the families and some of them are provided by outside vendors who may charge for their services. Enrichment programs may be added or deleted at any time. Parent/guardians, who choose to register their child/children in an enrichment program/programs at our Center, agree to the following statement:

I understand and accept the conditions that KiddieTime and its staff may or may not be involved in the operation or supervision of the enrichment program/programs that I have chosen for my child/children to participate in. Therefore, KiddieTime cannot be held responsible for any accidents, medical or dental expenses incurred as a result of my child's participation in any enrichment programs that are being provided by an outside vendor. The outside vendor who is providing this program and its employees are solely responsible for the operation and supervision of this program. I state that my child is in good health and is up to date on all necessary immunizations as determined by the state health department and required by a physician in the past year and able to participate in physical activities. In the event of injury or illness, KiddieTime has my permission to submit my child to appropriate treatment.

25 FAMILY SERVICES

25.1 MEALS AND SNACKS

KiddieTime provides a nutritious snack each morning and afternoon and a nutritious lunch each mid-day. We also will provide a breakfast for early arrivers. Our menu excludes processed foods and includes fresh or frozen fruits and vegetables and high quality protein sources. We also offer a vegetarian option on days when meat is to be served.

We often hear, "My child won't eat vegetables." or "My child doesn't like sauce on his pasta." Parents are constantly surprised at the variety of foods that their children will eat at school that they won't even try at home. Often this is due to "positive peer pressure." It might not happen the first time, or even the second time, but children will eventually eat foods that they see their friends enjoying.

**Due to the extreme nature of allergic reactions to nuts, we do not serve any nut-containing products at Kiddie Time. This applies to foods brought in from home as well, (e.g. birthday treats).*

25.2 DIAPER PROGRAM

One of the special features for families is our "Diaper Service." For an incredibly affordable price, we provide unlimited high quality diapers and wipes for when your child is with us. Parents love the convenience of not having to constantly provide these to us and of not having to run out and buy them amidst their busy schedules.

We provide "Luvs" brand diapers in sizes 1-6, and "Baby Touch" wipes. Luvs diapers are very highly reviewed and the Baby Touch wipes are latex free, hypoallergenic, alcohol free, and contain aloe-vera. For families with children over the age of one, the cost is just \$30/month for full time schedules, and it is pro-rated for families with part time schedules.

25.3 HAIRCUTS

Kiddie Time will team up with SnipIts to provide our families with the opportunity to have their child's hair cut once a month at school! SnipIts is a kids-only hair salon located in various locations. They have been cutting hair for over 14 years. Please contact your local KiddieTime for availability and fees.

25.4 FAMILY EVENTS

Throughout the year, Kiddie Time hosts several family events at each of our locations. These events provide an opportunity to socialize and they create a sense of community among our families. These

events have included:

- New Year's Celebration
- Valentine's Day Party
- St. Patrick's Day Parade
- Mother's Day Tea Party
- Father's Day Luncheon
- Preschool Graduation and Barbecue
- Summer Block Party
- Welcome Autumn Party
- Halloween Costume Parade
- Thanksgiving Sharing Snack

25.5 ONLINE/ON-DEMAND BOOKING

We will provide an online form to help parent's book occasional care by becoming a member of KiddieTime.

25.6 BABYSITTING SERVICES

KiddieTime Educators are background checked, and KiddieTime will provide an online portal for the parents to request babysitting services from educators based on the need. Educators can sign up to receive babysitting requests, and parents can send messages to teachers to request babysitting services over the weekend or weeknights.

KiddieTime cannot be held responsible in any way for any charges or services provided by educators outside KiddieTime facilities. This service is provided directly by educators to enrolled kids parents.

26 PARENTS COMMUNICATION

We believe parents are children's first teacher and to keep them involved in kids day to day activities we have created the programs below:

26.1 PERSONALIZED JOURNALS

Each classroom will create a personalized journal for kids with pictures and updates on what they are working on. These journals should go back home each week. Kiddie Time will order Journals as needed, each journal will have Kiddie Times logo and theme colors outside.

26.2 DAILY UPDATES

All parents will receive an individual class report on a daily basis via email that will include pictures and updates on what kids worked on that day. Teachers should make all efforts to have pictures of each individual kid doing some activities. These reports will go out every afternoon between 1-3pm. Name of the report to be decided. Similar reports are done by Bright Horizons and are called "What in the World"

26.3 PARENT TEACHER CONFERENCES

Conferences will be offered throughout the year. Additional conferences may be requested at any time during the year. We encourage you to express your concerns through daily contact, telephone calls and scheduled conferences. Parents are encouraged to attend a Parent/Teacher conference every three months.

26.4 MONTHLY NEWSLETTER FROM DIRECTOR

Director of the center will sent out a monthly newsletter on the first week of every month that will include

center updates, upcoming events, classroom news etc.

26.5 TECHNOLOGY ENABLES PARENT/ PROVIDER CONNECTION

Kiddie Time will provide a mobile app based approach, so parents can feel connected and part of the day of their children. App will be used to inform parents on daily activities, notifications, announcements etc. Parents will also receive an e-newsletters online once every week to inform them on upcoming events.

Mobile Apps: Parents can download the free Tadpoles/ MykidzDay, or Himommy app to stay connected and get updates. KTEC will differentiate itself by reducing papers and focusing on technology to update parents on kids daily status such as food, diapers changes, play etc.) mykidzday app or some app to manage communications

- Receive photos videos, notes by email
- Download or share photos and videos of your children
- Receive emergency alerts by text message
- View your children's portfolio using our mobile application
- Mark your child out sick or on vacation using our mobile application

27 FACULTY/ STAFF

Our staff includes director, lead teachers, several assistant teachers and one nurse consultant. All are dedicated individuals committed to providing a safe, nurturing environment where learning is fun. All believe in providing opportunities that allow for a child's individual growth at his/hers own ability. We believe the role of our teachers (Educators) is that as a facilitator of children's learning, promoting and guiding the development of the whole child. All staff members have annual background checks by the State of Massachusetts Dept of Early Childhood. They are listed on the PQ Registry and have annual reviews of their IPDP (Individual Professional Development Plans). All staff members are required to complete 20 hours of Professional Development courses or ECC training annually. Masters, Bachelors and Associate degrees are recommended along with state mandated requirements. All staff are mandated to attend monthly staff meetings and are "formally" evaluated once a year with daily supervised unannounced "Drop-ins." All new staff meet with the Director for an Orientation session and have the full mentoring support of the Director and other experienced KiddieTime Educators.

Student Interns are invited and encouraged to work at the KiddieTime in partnership with the Early Childhood Education Program at Keefe Technical School in Framingham, Massachusetts or Framingham State University. In addition the KiddieTime does partner with area colleges such as Mt. Ida to allow people the opportunity to do their student teaching semester working with the children at the KiddieTime under the supervision of our staff with Bachelors and or Masters Degrees. In such cases the Administration of the KiddieTime and the partnering school enter into an agreement clearing describing the student responsibilities and supervision of the students by the KiddieTime and partnering school.

Staff Supervision: There is regular and ongoing supervision of all educators at the KiddieTime. Observation of educators while working with children is conducted every month by the Director as mandated by the QRIS level 3 directives, documented and initialed by the staff member upon review of the classroom visit.

In addition the Director is constantly in and out of the classroom doing informal visits daily at all times.

28 IMMERSION PROGRAMS: LANGUAGE/ MUSIC/ SPORTS

KiddieTime encourages children to take advantage of one of the several immersion programs provided.

Kiddie Time will differentiate it's services by providing educational child care to all children that would

include special immersion classes in different languages (French, Hindi, Spanish) , dance classes, sports classes (soccer, mini basketball), music classes, swimming lessons, academic immersion for appropriate ages and as requested by parents.

- **Music Immersions:** Monthly music immersion program that would include instruments.
- **Language Immersions:** Portugese, Spanish and Hindi
- **Sports Immersion:**
- **Arts Immersion**
- **Field Trips for age 2.9 and up**

Parents can also sign kids up for optional fee-based ballet, karate, soccer and gymnastics classes that kids participate in during the week while still in care. The instructor comes to the facility rather than the other way around.

29 SUMMER CAMP: COOLEST CAMP EVER!

Preschool Summer Camp -Toddlers through School Age

Each summer, we will choose a new theme the campers will enjoy all summer. The Wild, Wild West, On the Beach, and Out of this World are examples of these themes. Activities are planned for our Toddlers, Pre-K, K-Prep and School Age classes, including:

- On-site activities are centered on themes such as Hawaiian Luau, Under the Sea, A Salute to America, Let's Go Fishing, Fun at the Circus, I Love Bugs, and Gardening.
- Activities may include terrific water play events, lots of arts & crafts and much more.
- Preschoolers and above get to participate in fun Field Trips such as Zoo visit, museums, water parks etc.
- Campers love the on-site events designed specifically for them!

30 SUPPLIES FROM HOME

Your infant or toddler will need the following available in the classroom at all times: All Labeled

- 2-3 complete sets of extra clothes (weather appropriate)
- A blanket
- Diapers and diaper cream
- Hat, mittens, warm jacket, boots snow pants (during the winter months)
- Hat , light jacket, sunscreen (during the Spring, Summer & Fall)

We Are Here For You

At KiddieTime, we have truly "Raised the Bar" in early childhood education. We are committed to making your child's educational experience the best it can be. We look forward to welcoming your family to our family!