



1/1/2023

Kiddie Time Educational Child Care

Parent Handbook

KIDDIE TIME CORP.

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**WELCOME TO
KIDDIE TIME EDUCATIONAL CHILD CARE CENTER**

Thank you for selecting Kiddie Time 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”. Our goal is to provide the children in our care with the highest quality developmental and educational programs in a nurturing, safe, and supportive environment and to facilitate and enrich the childcare experience of our families. 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
- Modelling 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 ENROLLMENT PROCEDURE AND NONDISCRIMINATION ACT

Kiddie Time requires all the families to fill out the enrollment paperwork before children can start the care.

Kiddie Time Childcare Center does not discriminate in providing services to children and their families based on 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

Pick and drop off is at the vestibule door but parents are welcome to walk the children to the classroom. For Infants, parents are requested to use the Brightwheels app to send us a message in the morning about how the morning went that includes last feeding and diaper, that helps our teachers. 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 the contracted time as per the enrollment agreement. 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.

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 or will be billed to BW

5 PHOTO-ID/PICK-UP

If you send another person to pick up your child or children, he or she must be already included in our Brightwheels System and have a picture ID. If you wish for someone who is not in the file to pick up your child from the school, you must give written permission, or send a message to the director in the Brightwheels. We need a phone number to reach you. Any 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. Parents are expected to promptly notify the Center in writing of any change of name, address, phone number, place of employment, pediatrician or custody.

6 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. Kiddie Time is not responsible for the transportation of children to and from the Center unless it is an 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.

7 A LITTLE BUSINESS (TUITION POLICY)

Kiddie Time 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. Tuition is based on the spot in the classroom annually.

Four weeks 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 on the Friday prior to the start date/care.

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.**

Center also requires a 2-weeks Tuition Deposit during enrollment to secure the spot. Deposit is applied towards last 2 week's tuition.

8 HOLIDAYS OBSERVED

Holiday Schedule for each year is emailed annually and is posted at the Parent board in the Vestibule.

9 NOTICE OF WITHDRAWAL

Kiddie Time 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.

10 FAMILY INVOLVEMENT

Kiddie Time partners with you, the family, to ensure your child's success in school and in life.

Family involvement, family satisfaction, and shared decision making about your child's experience are essential to the Kiddie Time 's program. We believe the center forms a caring and learning community in which families, staff, and children can interact and grow.

We actively work to support family life and create ways to involve families in our program. Family involvement is an all-purpose term that encompasses family partnership groups and committees, volunteering, family education, and special events. We believe the key to family involvement is communication, we work to provide families with a variety of ways to be involved in the center.

10.1 FAMILY TEACHER PARTNERSHIP

The family-teacher partnership at Kiddie Time Centers helps children build a positive attitude toward themselves, toward language, literacy, and all other areas of the curriculum. Together, we can provide a stronger program for your child to foster a lifelong love of learning. The best teacher and family partnerships are based on frequent opportunities to share information. You can strengthen your family's role as your child's first and most important teacher and share in learning by participating in activities at home as well as at the center.

The following are some of the many ways you can be involved:

1. The center's open-door policy welcomes and encourages you to call or visit at any time.
2. Family resources are available upon request so that you can find books, articles, and other helpful materials on parenting, child development, health and nutrition, and general work/life and family topics.
3. You and your child can grow with us by visiting our website: <http://www.KiddieTime.us/preschool-blog>; a resource for family's; rich in information about early literacy, science, and getting your child "READY for SCHOOL."
4. Parenting seminars, curriculum nights, special events, family breakfasts, potluck dinners, and family support group meetings may be held throughout the year.
5. An annual survey allows you to rate and comment on all aspects of the program.
6. Daily, weekly, and monthly formal and informal communication takes place through vehicles such as morning and afternoon greetings, daily and weekly journals, classroom bulletin boards, center calendars, posted planning forms, documentation of your child's learning, newsletters, and conferences.
7. We encourage you to share your ideas and concerns with center management and staff at any time.
8. You are invited to come into your child's classroom and may choose to share a special activity or project.
9. You are welcome to join your child for lunch any time you wish.
10. Electronic newsletter, e.g. family news. Written by early education experts, family news provides parenting advice, strategies, tips, and resources.
11. **Parent/Teacher Conferences:** Parent/Teacher conferences are done twice a year Mid Fall and Mid Spring. Parents will get the opportunity to sign up for the conferences through Brightwheels. Parents may set up conference/ meeting with the teachers any time of the year.

11 PRIMARY CAREGIVING

At Kiddie Time we believe in the practice of primary caregiving. Each classroom at Kiddie Time Educational Child Care Center is assigned a lead teacher as the primary caregiver who assumes special responsibility for that classroom and for communication parents/guardians.

We believe education is a team responsibility; all teachers on your child's team will interact with and provide learning experiences for every child in that classroom.

12 FAMILY COMMUNICATION

We are committed to creating a strong home and center connection by developing a process of open, honest communication with you regarding your child's development and experience at the center. This includes a continual exchange of information between you and the center staff and management.

- Brightwheels Daily Feeds: It is important that everyone who cares for your child has a sense of his or her daily experience, both at home and in the center. Daily feeds as well as curriculum posted on the BW provides pictures and updates on what your children are working on.
- Curriculum Updates are posted on Brightwheels under Learning section.

- Notice Boards: Parent Bulletin board is located in the front of the center to communicate news, daily events, staff notes, holiday closing dates, center visitors, etc.

13 CONFIDENTIALITY OF RECORDS

The records of children enrolled will only be released to parents or with written expressed permission of the parents before releasing it to someone else. Identification will be checked and verified in the child's enrollment papers before records of any kind are released

14 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.

14.1 CHILD GUIDANCE PLAN

Kiddie Time 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 present appropriate behavior. Food will never be used as a reward for good behavior.

14.2 CHILD SUSPENSION/ TERMINATION

Program's goal is not to terminate, but to work closely with parents/guardians for the child's best outcome. 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. Parent/guardian will be given a written letter of termination detailing the reasons.

15 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. Referral agency can be Thomm, ECC or any other agencies. 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 parents. 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.

16 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 Kiddie Time 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 three 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.

17 BEHAVIOR MANAGEMENT POLICY

Kiddie Time 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 time-out. A child may be removed from an activity if the child's behavior is inappropriate.
- We believe that the behavior management plan at Kiddie Time 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.

18 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 Keith Banks, RN

18.1 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 or later than one hour. 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 and fever free.

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 with a doctor's note 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 on Brightwheel 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.

COVID: For a child who has been exposed to COVID and develops need to take a covid test and need an negative test to return to school. A child who tests positive for COVID will need to remain home for 5 days. The child may return when they no longer have symptoms and test negative for COVID.

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.

18.2 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 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 Brightwheels. 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 return after the 24 hour period with a doctor's note is given to the director, stating that the child is healthy and can return to the program OR the parent will need to do a COVID test at the Kiddie Time.

Items cleaned/disinfected after each use:

- Diapering surfaces.
- Toys mouthed by infants and toddlers.
- Mops used for cleaning body fluids.
- Bibs

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 cleaned weekly
- Sheets, blankets – sent home each week
- Machine washable fabric toys.

18.3 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 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.

18.4 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 classrooms.

18.5 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.

19 EMERGENCY EVACUATION

CONTINGENCY PLANS FOR EMERGENCY SITUATIONS

Kiddie Time 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.

19.1 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 or placed in the evacuation crib and carried to the same location, according to the same rules and regulations. 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.

20 INCLEMENT WEATHER POLICY/ SNOW POLICY

SAFETY IS PRIORITY.

Our staff understands that our decision to open, close or delay school opening during inclement weather often disrupts family schedules. We also understand that our children are better served – academically, emotionally and socially – by being in school or daycare. But, as always, our top priority is the safety of our children and staff, so the decision to close or delay opening is not an easy one. The process is complex and involves many people.

HOW DO WE MAKE OUR DECISION?

Please understand that we make the decision to open or close the center in bad weather based on a careful analysis of all relevant factors, including:

- Information on road conditions from transportation staff and from local law enforcement and road crews
- Amount of snow and/or ice accumulated
- Whether precipitation will continue throughout the day
- Temperature and wind chill
- Weather predictions (including those from a weather alert service)
- Storm timing, trajectory and projection
- Building conditions (such as whether our building's electricity and/or heat service is disrupted)
- Parking lot conditions

*Generally, Kiddie Time will be closed or opening delayed by at least an hour when there is an overnight snow storm. We watch local school districts closings or delays; however, we make every effort to keep the center open. Please check the center app or email for the most up-to-date information.

WHO MAKES THE DECISION?

Ultimately, Kiddie Time's directors are responsible for the final decision based on the above factors and recommendations from our plow service that are out on the road observing transportation conditions. Often our directors consult with other area center directors who are similarly affected by inclement weather/school closures.

WHEN IS THE DECISION MADE?

We strive to make the decision to close by 6:00 a.m. or earlier so we can notify parents immediately via email, app, Facebook and our website. Please keep in mind that unusual weather conditions may force us to make the decision after this time. It is quite possible that building issues could arise and not be discovered until after 6:00 a.m. In those cases, decisions on center closure may be made later in the day. Please check the center app or email for the most up-to-date information.

WILL WE CLOSE KIDDIE TIME IF CONDITIONS WORSEN?

Even if the weather conditions worsen, we cannot reverse our decision in the morning without endangering the children and staff. If conditions worsen throughout the school day, we may need to have an early dismissal, but we will give as much notice as possible through the previously mentioned methods of communication. However, it is very important for parents to have plans in place in case the decision needs to be made later. We encourage you to consider driving conditions. Always allow yourself plenty of time in the afternoon to pick up your child when the center closes early.

Although we do our absolute best in this process, we know that often no perfect decision exists. If you do not feel that it is safe for your child to attend, use your best judgment whether or not he or she should attend. We prefer to exercise flexibility in these situations as opposed to an inflexible policy.

21 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 director.
- 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 container. 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) 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 Brightwheels
- Kiddie Time 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 sunscreen 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 sunscreen lotion to your child

22 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 Kiddie Time 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 Kiddie Time’s expenses and resources (or the impact that such accommodations will have on the center).
- If the Director determines that Kiddie Time 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 Kiddie Time has complied with state regulations regarding the admission of children with special needs.

23 FOOD PROVIDED AT CENTER

At Kiddie Time, we provide a food program for our families. This food program includes morning snack and an afternoon snack. Lunch is provided through an outside vendor for an additional fee and needs to be ordered ahead of the month. Food menus will be posted near or around the kitchen facilities and in the front lobby. 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 or other common allergic items. No food brought into the Center from a family can be offered to the other children in the Center. 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.

24 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.

25 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.

26 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 soap and water 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.
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

Kiddie Time 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.

27 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.

28 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.

29 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.

30 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, may also need to sign a permission form from the vendor.

31 FAMILY SERVICES

31.1 MEALS AND SNACKS

Kiddie Time 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).*

31.2 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 and teachers. Calendar of events is sent out every month.

32 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:

32.1 DAILY UPDATES

Each classroom will send with pictures and updates on what they are working on via Brightwheels. Parents can download the free Brightwheels app on the phone.

- Receive photos videos and notes
- Download or share photos and videos of your children
- Receive emergency alerts
- Mark your child out sick or on vacation using our mobile application

32.2 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.

32.3 MONTHLY NEWSLETTER FROM DIRECTOR

Director of the center will send out a monthly newsletter on the first week of every month that will include center updates, upcoming events, classroom news etc.

32.4 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 Brightwheels app to stay connected and get updates.

- 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

33 FACULTY/ STAFF

Our staff includes director, lead teachers, several assistant teachers and one health care 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 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 Kiddie Time Educators.

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

Staff Supervision: There is regular and ongoing supervision of all educators at the Kiddie Time. 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.

We Are Here For You

At Kiddie Time, 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!