



Little Kid's Corner
CHILD CARE

PARENT HANDBOOK

Thank you for choosing Little Kid's Corner as your Family Child Care program. Enclosed is a copy of the Parent Handbook; please review it carefully. I reserve the right to update policies as needed, with written notification provided at least 30 days in advance. Each August, the handbook and contract will undergo a yearly revision, and all parents will sign a new contract, regardless of enrollment date. Policy adjustments may also include rate increases, with written notice provided if changes are made outside of the annual update in August.

I'm excited to collaborate with you and your family. If you have any questions or concerns, please don't hesitate to reach out. For more information or to inquire about current openings, please contact me at (781) 353-4970 between 07:00 AM and 07:00 PM, or via email at littlekidzcorner@gmail.com.

Looking forward to our partnership.

ABOUT THE program:

Little kid'z corner Childcare is a licensed full time, owner operated, family childcare program run by Miss Rose, offering the best in early childcare education. our program offers a play based environment giving each child an opportunity grow, explore, discover, create and learn. We're open from 7:30 AM until 4:30 PM Monday through Friday. We care for a group of six children from ages 6 months old to age 4 years. Infants may be accepted if an opening is available. We offers a variety of age appropriate activities. such as Outside play is a large part of the day when the weather allows we make it a priority to go outside everyday. There is a large fenced in yard with plenty of ride on toys, water tables, balls, and room to run. Art projects happen daily and the children are encouraged to explore all the mediums offered. (Play dough, markers, sensory play and painting are among the current children's favorites). Books are available at all times and story time is held several times each we have a six seat stroller, the children love to ride in for walks to the playground (sprinkler park in warm weather). We keep the line of communication open by using Procure to keep parents updated on their child progress. Our program offers Breakfast, Lunch, Afternoon Snack, Wipes, and sunscreen .

MY PHILOSOPHY:

I believe that each child is a unique individual who needs a secure, caring and stimulating atmosphere. The

children need the opportunity to grow and mature, emotionally, intellectually, physically; and socially. As a teacher, it is our job to help children meet their fullest potential in these areas by providing an environment that is safe, support risk taking, and invites sharing of ideas. My role as a teacher is to guide and help children construct knowledge as they find the answers to their questions. Children need the opportunity to discover for themselves and practice skills by providing hands-on activities, which allows adequate time and space to use materials in the classroom for individual discovery to occur. I believe that curriculum should involve the interest of the children and learning relevant to their lives. When children have ownership in the curriculum, they are motivated to work harder to meet the learning outcomes in the classroom. The classroom should be creative, exciting for children where learning centers are allowing children to ask open ended questions and allowing the child's natural curiosity to be expressed. I believe that a high energy level and a positive attitude of the teacher are key elements to a successful learning environment for children in the classroom. Overall, teaching provides an opportunity for continual learning and growth. As a teacher, I want to instill a love of learning in the children who attends the program.

EEC Information:

EEC is the agency that oversees the early education and care and after school services for families in Massachusetts. As the agency that licenses childcare, EEC has quality standards for all licensed programs to ensure high educational value, as well as health and safety. Having a license means that I have demonstrated that I meet the standards outlined in the EEC regulations.

I am a childcare educator, licensed by the state of MA, through the Department of Early Education and Care. My license number is , and my licensed capacity is 6 children. All parents are welcome to contact the regional office to verify licensing information and get a compliance history of my program.

The EEC contact information is listed below.

Department of Early Education and Care

100 Hancock Street, 4th Floor, Quincy, MA 02171

Phone:

617-472

-2881

Fax:617-472

-2722

License #: P- 256350

Family Childcare Licensur: Antoinette Medley [http://
www.eec.state.ma.us](http://www.eec.state.ma.us)

Enrollment Requirements/ Records:

All forms below must be completed and returned to me before your child can attend daycare. **NO EXCEPTIONS!** Please inform me of any changes as they come up. Below is a list of the forms that I need completed and returned to me before or on your child's first day attending the program.

- Enrollment Packet
- Permission to Administer Medicine Policy EEC Forms – Filled in and Signed Photo Release Forms
- First Week Payment , enrollment fees and Security Deposit
- Signed Contract Agreement
- Current immunization record and lead test

In accordance with EEC regulations, completed records must be maintained for each child in care. This will include EEC enrollment packet, parent handbook, medical records, etc.

Information pertaining to children and their families is privileged and confidential. Educator will not distribute or release information about a child and his/her family to any unauthorized person or discuss with any unauthorized person information about a child or his/her family without the written consent of the child's parent, or pursuant to a court order. Educator

will also notify the parent(s) if their child's record is subpoenaed.

DAYS AND HOURS OF CARE:

The program will be open Monday – Friday, from 7:30 am – 4:30 .

Earlier drop off may be arranged for an additional fee of \$30.00 from 6:30am 7:30am with prior one week notice to the provider via written notice or verbally during drop off or pick up. If your child is still here past closing time, you will get a late fee. Late fees are as follows, there will be a charge of \$25 per 10minutes or \$3 per minute. The late fee applies after 4:32 pm. **Please be mindful that if late pick up persist, I reserved the right to terminate our contract with a two week notice.**

FEES:

Weekly rates remain unchanged for full-time, part-time whether your child attends or not, including holidays and vacation. please see tuition chart for current tuition rates . Part time enrollment can add additional days for a fee and with 1 week prior notification to the provider via email or verbally if space is available. The fees for adding up additional days for part time enrollment will be \$70.00 - \$ 80.00 per day base on child age group. I don't allow make

up days for part time care. I require payments to be made on Thursday, through Procare ,Neighborhood Schools or directly to my business account the week ahead of care. If the payment is not received for 2 weeks, your child will be automatically off from the enrollment unless a payment plan is discussed with the provider ahead of time. Parents can schedule a meeting with the provider to discuss payment plans via email or phone call. There will also be a security deposit of two-week tuition collected after signing the contract to hold a security deposit spot and registration fee for your child with also the first week of tuition is due before your child starts . The security deposit will apply towards your last weeks of care however, If you decide to unenroll/ not proceed with my program your deposit is nonrefundable. Payments can be made electronically through Procare , Neighbor Schools or directly to my business account. Tuition Fees are subject to change with 1 month of prior notice.

Arrival and Pick Up Time:

**Please, No Pickups or Drop Offs During Naptime
(12:30-2:30pm)**

- If you plan on picking up or dropping off your child for any reason, you must be here **by 09:30 AM**. I cannot have children delayed for their nap or woken up. Please be considerate of the schedule I have for the children.
- If your child is going to be more than 20 min late or absent, please call/ text so we are not waiting for your child to start an activity or go outdoors.
- Parents are responsible to notify me if they are not picking up that day and inform me who will be picking up your child. I will photo ID anyone before releasing your child.
- Parents will pick up their child at the door and walk their child to their car, please do not let your child run in the street.
- Closing time is your contracted pick-up time. **You are expected to adhere to your scheduled hours. My family time starts at the last scheduled pick up.** It makes it very difficult to go to a scheduled appointment, activity, picking up my child, or attend a class if your child is not picked up on time. If you are going to be late for any reason, I expect a phone call or text **AT LEAST 30 Minutes before you're scheduled pick up time informing me.** A late fee of **\$25.00 per 10 minutes** or **\$3.00 per 1 minute** by my clock. Late fees are due following week with tuitions; to avoid these fees, please arrive at your scheduled pick-up time. If the late fee is not paid, an additional \$10.00 per day will be charged. I highly recommend having a backup person that can pick up your child on time. I am a mother of two and also have responsibilities towards my children schools and must be on time as well.

AGES SERVED:

The ages of the children that will be in my care are from 4 months to school age.

WHAT TO BRING:

- Items brought from home must be labeled with the child's name.
- 3 extra complete changes of clothing including underwear and socks in a zip lock bag. Also, bring an extra pair of shoes in case the other one gets messy.
- Diapers if not potty trained.
- Bed sheets and blankets (Bed sheets and blankets will be sent to the parents on Friday or last day of attending of the week to be washed. Parents should bring them back on the first day of the following week of returning to the program).

Lunch is provided but should you decide you provide lunch for your child

- Everyday lunch and additional snacks for lunch (We recommend lunch should be in a thermal container if it needs to be heated. Lunch will be heated up at the program as needed by the parent request and also can be served as it is in the container. In addition, lunch should not be choking and should be hazard free by making sure vegetables and fruits are nicely chopped and cut to be ready to serve. Lunch should not be brought in the glass container for the child's safety.

MEALS:

I provide well-balanced meals at no extra charge. Parents must fill out the appropriate forms to enroll their child. Parents are responsible for providing baby formula, baby food and/or any special foods required for allergies.

A monthly meal menu will be posted on Procure . Snacks will be served based on food allergies of the child in the program. Breakfast will be served at the program from 7:45- 8:45 am. Parent can bring in their own breakfast if they want it to be served to their child in the program. Lunch will be served between 11:30 am – 12:20 pm and an afternoon snack will be served at 3:00pm after nap. Modifications are always made for children with food allergies or special dietary needs. In the instance of a severe peanut/nut allergy, peanut butter may have to be eliminated completely from the program. Please feel free to send in special treats for the entire group once it's been established and discussed that there are no current food allergies or restrictions in the program.

TOOTH BRUSHING:

We offer toothbrushing , parent is responsible to provide toothbrush and toothpaste for the child. Please label this name on both. If you do not want your child to brush their teeth in my program, you will need to fill out the EEC toothbrush regulations policy.

Pets:

our home do have a fully vaccinated cat that your child may-come in contact with .

VACATIONS:

The provider will be closed for two weeks per calendar year. I will inform all parents at least two months in advance of the closing weeks. During the week, I will be on vacation fees for those weeks will be charged and payment for the following week after vacation will also be due on Thursday before vacation. Families will also be given one week of tuition free for their scheduled vacation after a full year of service . Parents should notify the provider at least a month ahead for their own scheduled vacation. Parents who want more additional vacation time should pay their fees due on Thursday, before the vacation to hold a spot for their child.

CLOSED HOLIDAYS:

Here is a list of the holidays that I will be closed (10 total.) Should the holiday fall on a weekend, the daycare will be closed that following Monday. Blooming Butterflies will also be closed all State and Federal Holidays.

- NEW YEARS EVE /HALF DAY
- NEW YEARS DAY
- MEMORIAL DAY
- INDEPENDENCE DAY
- LABOR DAY
- THANKSGIVING DAY
- After THANKSGIVING
- CHRISTMAS DAY
- (See additional days on Procure Calendar)

PROVIDER SICK /PERSONAL HEALTH DAYS:

I will make every attempt to be available each day. If a situation occurs when I am either sick or an emergency has occurred and I am unable to provide care, parents will be notified as soon as possible via email or phone call. Provider will be able to take ten personal or sick days per calendar year.

SMOKE FREE:

My house is smoke free, please no smoking anywhere on the premises.

MEDICATION:

If your child needs prescription medication administered at our program, the medication must be in the original container and labeled with your child's name, doctor name, name of the medication, the dosage and time to

be taken. There is also a form you have to fill out and sign giving me permission to administer it to your child. The first dose of any medication must be administered by the parent at home in case of an allergic reaction. For non- prescription medication (such as ibuprofen, or acetaminophen) there is a form to fill out, and I need a note from their doctor. If your child needs a non-prescription on a regular basis, I will need the form renewed on a weekly basis, for unexpected needs of non- prescription medication the form will be reviewed annually. I will make every attempt to contact the parent prior to the child receiving the non- prescription medication unless the child needs medication urgently. If your child has any topical ointments and sprays (diaper cream, sunscreen, and bug spray) there is a form I need filled out and signed before it will be administered to the child. If your child needs ointment for an open wound, rashes or broken skin, I will need a written permission from the doctor.

PROPER ATTIRE:

The children in the program will get quite messy. Your child will be painting , playing outside in grass and the sand box, doing water play and a variety of other activities. Please do not send your child in their good clothes; I will not be responsible for any clothes or shoes that get messy (smocks will be provided during art and water play). Girls with dresses please provide

some sort of shorts under them, this is to keep their underwear covered when they are jumping, and doing physical activities etc. Please have socks on your child's feet (including summer months) and all shoes are to have backs to them (no flip flops) they cause children to fall and get hurt while running outside. Please provide the appropriate attire as the weather changes.

DIAPERING:

The diapering area is waterproof. Non latex gloves are used when changing diapers. The diaper table is wiped down with disinfectant before and after changing of a child. The children's hands as well as providers are washed after each diaper changing. The diapers are checked every 2 hours and changed as needed. If your child needs ointment or powder a written permission slip is required before being able to apply it.

POTTY TRAINING:

When a child is physically and emotionally ready and has been having some success at home training, I will continue to reinforce training at the program. Please notify the provider if "potty" training has begun at home so we can try to implement it at the program. Some signs that they are ready are:

1. Language skills, being able to say “potty” or something to indicate it
2. Wanting their diaper to be dry or clean
3. Self-help skills, being able to dress and undress themselves
4. Remaining dry for longer periods of time throughout the day

We will not force a child to be potty trained or use the potty before they are ready. During this time, please have several back up clothes for accidents, and clothes that are easier for them to remove (no overalls, onesies).

SUNBLOCK:

I will provide sunblock in the summer season. Parents are welcome to provide their own sunblock that is an aerosol free spray with the child’s name on it. There is a permission form to be signed before I can apply it to your child. **Please apply sunblock prior to coming to care, additional sunscreen will apply as needed towards the day.**

TOYS AND PERSONAL ITEMS:

We encourage that toys from the home should not be brought into the program. I understand that it can be difficult for a child to be away from home and their parents and having something familiar with them is comforting. Toys from home are recommended to not be brought to the program. I want families to understand that there will be different children of different age groups in the room, so please no small toys, no toys that could be used as a weapon. If a toy

brought in becomes hazardous to children, it will be put in their cubby to be take home for the safety and well-being of other children. If toys are brought from home, we will try to keep them best condition possible. We are not responsible for broken and lost things that are brought from home.

INCLEMENT WEATHER/EMERGENCIES:

- During inclement weather, if we decide to close the program or have a delayed opening/early pick up, the parents will be notified via text, email or phone call. During the snow days, please use the front door entrance for drop off and pick up. I will be closed if there is a state of emergency and/ or travel ban (payment is still due) this includes weather related, epidemic infection or evacuation. In the event I lose power and cannot heat lunches, bottles or maintain heat in the childcare home, childcare will have to close. I will contact you to pick up your child within one hour.
- I cannot guarantee my driveway or walkway will be cleared in time for you to drop off or pick up your child.
- During inclement weather, **parents must take travel into consideration. Please allow yourself extra time to arrive at your scheduled pick-up time**, late fees will still be applied.

OUTDOOR TIME:

Our outdoor time will include using the playground equipment in the backyard, there will be different activities provided as well. At no time will any of the

children be left outside unsupervised. Please dress up your child according to the weather. No matter what, we will be doing outdoor activities. During the summer months we will spend a lot of time outside (weather permitted). During the winter months the children will go outside, the length of time depends on the weather temperature. Please provide snow suits, boots, hats, gloves, etc. during winter months. Please make sure all these items are labeled with your child's name.

NAP TIME:

All children are encouraged to lie down for a nap time in the afternoon which will be from 12:45 pm to 2:30 pm. Children who do not sleep will be given a quiet activity on their mats. They must not disturb the children sleeping, Children will not be forced to sleep nor will they be forced to stay awake. I provide sleeping cots and bed sheets and blankets at the program.

SAFE SLEEP:

Any infants who attend our program will be placed on their backs to sleep, unless a child's doctor orders otherwise (a doctor note must be given to me.) I will check on the children every 15 minutes during nap time for safe sleep guidelines. By regulation, I'm required to follow the recommended "Safe to Sleep" practice which includes Placing infants on their back to sleep, with no blankets, pillows, stuffed toys or other soft, padded

materials in their beds. Loose bedding and soft bedding placed over or under the baby, such as quilts, comforters, and pillows, along with an overly warm environment, increase the risk of SIDS regardless of sleep position. Infants are required by regulation to be placed in individual cribs/pack n play for nap time. Typically, children are ready to transition to a mat around 15 months, give or take, depending on each child. Children are checked on periodically during nap/rest, and infants under the age of 6 months remain within eyesight of provider during nap times.

OPEN DOOR POLICY:

Please feel free to drop in and check on your child, any time however, keep in mind a child adjusting to a new surrounding will want to leave with you, if you pop in for a visit. Visit must be prompt or parent may Choose to take their child out of the program to avoid distractions to the other children. There will be times when I am unable to answer the phone due to attending to the children, (diaper changing, bottle feeds, etc.) Please leave me a message through voicemail or email and I will call back as soon as I can. The best time to be able to talk to me during the day will be at nap time from 1pm to 2 pm, this way I am not distracted supervising the children if you were to call during an activity.

INJURY:

Although I make every effort to keep the children safe through supervision and safety features, minor bumps, bruises and scratches are inevitable. Minor injuries will receive appropriate first aid, and an injury report will be completed, then signed by the parent at pick up. You will be given a copy of the report. You will be notified for anything more serious. If an injury or illness occurs that requires medical attention, 911 you will be called. The parent(s) will be called as soon as possible, if necessary, your child will be taken to the nearest hospital.

HEALTH & SAFETY / ILLNESS & SICK CARE POLICY:

The health and wellbeing of all the children here are very important to me. It is for the protection of the children as well as myself to reduce the spread of germs, especially where the smaller children love to put things in their mouths. Please read my health and care policy carefully. Children are required to wash their hands upon arrival. The provider will bring the children to the bathroom to wash their hands. I require all parents to observe for any signs of illness before coming to the program. If your child shows any signs of illness at the program where I feel they need to be seen by a doctor you will be called, and I will require a note from their doctor upon returning to the program. If your child becomes ill at the program, I will call you immediately, if I cannot reach a parent, I

will call the emergency contact person on their emergency form. The child will need to be picked up within the hour of being ill at the program.

FEVER:

If your child has a temperature of 100 or higher, they will need to stay home. They cannot return to the program until they are fever free for 24 hours without a fever reducing medicine (Tylenol, Motrin etc.). If your child ends up having a temperature of 100 or higher at the program, you will be called immediately to pick up your child.

VOMITING:

If your child vomits constantly while at our program, you will be called immediately to pick up your child. They must remain home until the vomiting has stopped for 24 hours. If they vomited before attending our program, please keep them home.

DIARRHEA:

When a child has a loose stool, they do not have to stay home. However, if they have a runny/ watery stool which they cannot remain in their diaper, or cannot reach the toilet in time, they will have to go home and return to the program only when it has stopped.

PLEASE DO NOT BRING YOUR CHILD IF HE/SHE IS SICK. Children will not be allowed to attend childcare if they exhibit symptoms such as:

Rash, excessive cough and cold, diarrhea, lice, covid-19, or any other communicable disease. If your child becomes ill during childcare hours, I will notify you for immediate pick up. If you cannot be reached, I will begin to call the individual listed on your emergency contact list. Once the child is removed, they may not return for a **full 24-hour period**, this includes being fever free **without the use of fever reducing medication. Please do not “cover up” a fever with medication.** Keeping a sick child at home means they are keeping the illness to themselves rather than sharing it with the other children or myself.

- If your child has been diagnosed with a contagious disease, it is the responsibility of the parent to notify me **ASAP**, so I can communicate with the other parents to inform them that their child has been exposed and what symptoms to look for. Currently exclusion for symptoms with fever associated with Covid 19 is 72-hour exclusion.
- Any child requiring medication can be given if it is in the original container, labeled with the child's name, correct dosage, written doctors orders allowing me to administer the meds, and a signed authorization form from the parent(s).Emergency medication, such as inhaler for

asthma, or meds to counter act an allergic reaction, also requires an authorization form from the doctor, along with the medication **at childcare at all times, if not, your child will not be allowed to stay.**

Children with any infectious Disease CANNOT attend childcare.

If you need to give your child any fever reducing medication at home, the morning of, or the night before childcare, they cannot attend.

Fever; Temp; 100 degrees or higher (taken under arm, or contactless digital thermometer) this includes the night before/ morning of childcare. Excluded for 24 hours and be fever free without the use of medication in order to return.

- Thick nasal discharge, constant cough, fussy, tired, clingy.
- Earache, tugging at ear, crying, uncomfortable, ear drainage, (possible ear infection)
- An unimmunized , or under immunized child is exposed to a vaccine preventable disease.
- Complaints of a stiff neck or headache.
- Severe pain or discomfort lasting more than one hour
- Difficult or noisy breathing, severe congestion, constant cough
- Wheezing or signs of respiratory distress not relieved by a treatment (asthma)
- Mouth sores, unless physician states (in writing) that the child is non-infectious

- Undetermined rash with or without fever
- Impetigo, ringworm, must stay home for a full 24 hours after treatment has started and all sores must be covered and remain covered
- Conjunctivitis (pink eye) Must stay home for a full 24 hours after treatment has started
- Diarrhea; any stool that cannot be contained within a diaper, uncontrolled stool in a toilet-trained child. If your child has diarrhea the night before or the morning of childcare, they must stay home. If your child has diarrhea 2 or more times during the day, you will be asked to pick up your child and not return for a full 24 hours and diarrhea free.
- Sore throat, swollen glands, difficulty swallowing, strep throat; excluded for a full 24 hours after treatment has started.
- Head Lice; Must be free of all lice and nits to return to childcare
- Scabies: Excluded from childcare until treatment is completed
- Influenza (flu) fever and cough and /or sore throat. Some children may have runny nose, body aches, and chills and feel tired.

Conditions that require a doctors note to be able to return to childcare once symptoms have improved and the child is not considered contagious:

Chicken Pox

Whooping Cough

Hepatitis of any kind

Tuberculosis

RSV

HIB

Mumps

Rotavirus

Staff Infection of any kind
Measles, Mumps, Rubella
Pertussis

COVID-19 POLICY:(Covid 19 policies are subject to change base on the CDC guidelines for childcare providers)

If the child is exhibiting symptoms fever, (100.0 F) chills, cough, runny nose, sneezing, vomiting, nausea, diarrhea, headache, new loss of taste or smell, sore throat, muscles aches or body aches, fatigue when accompanied by another symptom.

If someone in the child's home has symptoms or tested positive, the child must remain at home and be tested on day 5 after contact/positive test. Current exclusion is 10-day quarantine from the date of a positive test of Covid 19. The child can return upon receipt of a negative PCR tested provided AND symptom free. Please refrain from coming to childcare until I receive guidance. For the safety of everyone in our program if someone is showing a symptom relating to Covid-19 please do not assume it may be something else, always call a doctor to go over signs and symptoms. Children **MUST** be symptom free to return to childcare. If a child begins to show symptoms related to Covid 19 **IMMEDIATE PICK-UP MUST BE AVAILABLE.** If the child is over the age of 2, a mask will be encouraged to be worn and the child will be isolated where they can still be supervised at all times. All families

will have full knowledge if someone in our program tests positive, the local Board of Health will guide the next steps if this was to occur, along with notifying The Department of Early Education. Monitoring family members and children will be the most important part of keeping us all safe.

BEING ABSENT/PICK UP POLICY:

If your child is going to be absent from our program, please notify the provider as soon as possible via phone call, text or email. If someone else is going to pick up your child, please let me know in advance, I will not let any child leave without the parent's permission, and make sure they are on the pickup list and to bring in their picture I.D. with them. With no I.D. on them they will not be able to pick up your child. If your child is not picked up within 30 minutes of closing unless notified, we will call you immediately first. In case we, cannot reach you, we will call the emergency contact person from the child's emergency form. In the situation in which you or the emergency contact person cannot be reached, we will call Boston Police Department.

Emergency Backup Providers:

In the case of an accident/emergency with one of the children in the group, myself, or one of my own

children, and I must leave the daycare premises, I have emergency backup people on hand to stay with the children in the group, until parents are able to pick up their children. The emergency backup people are as follows:

Frantz Joseph (**Husband**), Gregory Joseph (**brother -law**),
Daphne Bernard (**Friend**)

SCHEDULE:

Schedule is subject to change without notice.

Our daily schedule is very open ended with structured time. Children are learning both through child initiated, free play and teacher-initiated activities. Active, continuous learning is incorporated into every aspect of our day and learning is ongoing throughout the day. A daily visual schedule will be posted in the classroom for the children.

PARENT/CAREGIVER COMMUNICATION:

Parents will be given receive report/ feedback of the activities done at the program and any additional items needed for the program at the end of the week via Procure . I feel that communication is very important. I welcome any questions, feedback or discussions of any sort. Families will receive updates and pictures daily on Procure application. Please feel free to reach out to me discuss any sensitive concerns/ issues

regarding your child outside the daycare hours, either by phone call or a conference. Conference will be scheduled every six months, however if you feel you would like one sooner than request me via email or phone call to schedule. Per EEC regulation 7.06(3)(a)(b)(c), progress reports will be written on a regularly scheduled basis. For infants, and children with identified special needs, a written progress report will be provided every three months. For toddlers and preschoolers progress reports will be provided every six months. In addition to these progress reports, I will bring to parents' attention any specific issues, or significant developments as soon as they arise. Parents are encouraged to schedule a meeting outside of the scheduled program hours as the need arises.

PARENT NOTIFICATION:

I am required by EEC regulations to notify you of certain information about my family childcare home. These notifications include, but are not limited to:

1. An injury to your child
2. Allegations of abuse or neglect regarding your child
3. If another educator will be caring for your child
4. Administering first-aid to your child
5. Whenever a communicable disease has been identified in the program. Children being taken off the childcare premises
7. The existence of firearms in my home
8. Any changes in my household composition
9. Any pets being introduced into my home

10. Whenever special problems or significant developments arise

MANDATED REPORTING:

As a MA state EEC licensed childcare educator, I am required by Massachusetts General Law C119, Section 51A, as a Mandated Reporter, to report any reasonable suspicion of abuse or neglect of a child, whether physical, emotional or otherwise, to the Department of Social Services.

DISCIPLINE:

Children will be explained the rules frequently, so they become familiar with them. Please keep in mind that children will have disagreements, children whose communication skills are still developing have a hard time expressing themselves and their needs. Sometimes children will hit, throw things, bite etc. I will be teaching them and modeling appropriate behavior. The methods of discipline I will be using are as followed, during time, when behavior or activities that are unsafe or inappropriate, I will give a verbal direction and/or warning and then give redirection toward a behavior that is more suitable. Children may act out in disruptive ways for a variety of reasons, which are, in fact, developmentally appropriate. The goal is to provide children with support, teach children how to build self-control and keep all the children in

the program safe. The child will be separated from the situation and redirected first. I will support and assist in calming children until they are able to regain self-control; this is achieved through speaking calmly to the child or providing an individual activity to redirect the behavior.

If the child has a challenging behavior, parents will be included in creating an individual action plan to resolve the problem together.

If both of those methods fail to produce appropriate behavior, then it may become necessary to give the child a quiet time- period to themselves until the child works through the difficulty, he/she is facing. At no time will a child ever be subjected to spanking, cruel or severe punishment, humiliation, or verbal insults. No child will ever be denied food or drink as a form of punishment, nor will any child ever be punished for lapses in toilet learning. If there are any chronic behavioral issues that need attention, I will notify you so we can find the best solution together. You will be called to pick up your child if their behavior is preventing me from properly caring for the other children in the program.

**LEAVING THE PROGRAM/ TERMINATION/ changes
in your schedule :**

I do require that you give me a at least two-week notice (in writing) if you intend to withdraw your child from the program. A period of three weeks is given for adjustments; however, the parents or provider can cancel services for any reason during this time by paying their last week of tuition. If two-week notice is not given you will be required to paid two weeks of tuitions before leaving the program.

I reserve the right to terminate services at any time for sufficient reason, including, but not limited to; late payment, excessive late pick ups, harmful behavior, frequently bringing a sick child, and disrespectful behavior from a parent or the child. A one-month notice will be given to allow parents to obtain alternate childcare, however, childcare will cease immediately for non-payment/ late payment.

Curriculum:

The warm, family like environment and small group setting is what separates my program from a center-based childcare. The goal of my program is to provide nurturing caring environment to children that will be responsive to their individual needs, while supporting the development in a safe and loving environment. Additionally, it should be a place where you as a parent, feel safe and secure in the knowledge that your child is being loved, nurtured, and well cared for while in my program.

Our program is enriched with literacy, math, science and age-appropriate activities, as well as a structured schedule of activities during the day. There are seven areas of development I will focus on when planning activities: Social/Emotional Development, Language/Literacy, Creative Arts, Physical Development/Health, Science, Math and Approaches to Learning. This will allow each child to learn and develop at their own individual pace.

GENERAL RULES:

House rules are set up to ensure the safety of everyone in the program, as well as keeping the childcare in good condition. We discuss the rules; no hitting our friends, spitting, do not break the toys, learning to share, take turns, no name calling, or “potty words”. All with age taken into consideration. Children will be reminded of the rules, and I will redirect the child if necessary.

1. Have nice touches to each other (no hitting, pushing, biting, etc.)
2. Clean up after yourself
3. Running is for outside only for safety reason
4. No throwing or intentionally breaking things (for older children)
5. No leaving the house or yard without a parent/ guardian or teacher

6. Adults pick up the babies or toddlers in the program only
7. Use nice words to each other (no name calling or teasing)
8. **No shoe** past the entryway for the children and families.
9. **NO CANDY OR GUM allowed.**
10. **Choking hazard food can't be served to anyone under the age of 4; grapes, raisins, hotdogs, peanut butter, nuts of. Choking hazard food must be cut into small pieces in order to serve for lunch only.**

SUPERVISION:

Supervision is very critical to keeping children safe in our program. I will appropriately supervise children at all times. I will often use good judgment and consider several factors in determining the appropriate level of supervision for the children in the program including their age, developmental needs, behavioral characteristics, the nature of activities and space we are using. If you have any questions about how I supervise the children, please feel free to ask.

LEAD PAINT:

Our house does not contain any lead paint. To prevent any lead poisoning, I will maintain that my house has no flaking, peeling or cracked paint. I will give all parents information on lead poisoning prevention and need documentation from a doctor on your child's current lead test.

All Family Child Care providers are required by EEC to provide parents with information regarding the risks of Lead Poisoning. The following are some facts that all parents should know about lead and lead poisoning:

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

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

- Hurt the brain, kidneys, and nervous system
- Slow down growth and development
- Make it hard to learn
- Damage hearing and speech
- Cause behavior problems

Most of the lead poisoning in Massachusetts comes from lead paint dust in older homes. Many homes built before 1978 have lead paint on the inside and outside of the building.

When old paint peels and cracks, it creates lead paint chips and lead dust. Lead dust also comes from opening and closing old windows.

Lead dust lands on the floor. Lead gets into children's bodies when they put their hands and toys in their mouths. Children can also breathe in lead dust. Children between the ages of 9 months and 6 years are most at risk.

Important: Home repairs and renovations also create lead dust.

Most children who have lead poisoning do not look or act sick. A lead test is the only way to know.

If your child has lead poisoning. Ask your doctor to test your child for lead. Some children may have:

- Upset stomach
- Trouble eating or sleeping or headache
- Trouble paying attention

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

I am required to disclose to you if I am aware of any known sources of lead in my home. Information regarding known sources of lead in my home is as follows:

For more information on lead poisoning, you can visit <http://www.mass.gov/dph/clppp> or call the Childhood Lead Poisoning Prevention Program at [\(800\) 532-9571](tel:8005329571).

PHOTO POLICY:

I will often take photos of the children in the program during the day. Photos are usually sent directly to

parents via Procare, text. I will occasionally post pictures on our webpage or social media accounts . Parent permission is required in order to publish any pictures of your child. If permission is not granted for publication, photographs of those children will only be posted in program facility , ProCare or directly sent to the parents.

TRANSPORTATION:

I will not provide transportation to and from the program.

Transportation would only be provided in the event of an emergency. Parents are responsible for all methods of transportation to and from the program, with the exception of those children who may be transported from another program by school bus. At such times, I will help when necessary to go outside to meet the children to help them off the bus, which will stop in front of the house.

EMERGENCY PROCEDURES:

In case of an EMERGENCY, either I, or the Boston Police Department or Paramedic Unit will administer necessary first aid to your child. If your child needs to be transported to the hospital designated on your emergency card, you will be responsible for the cost of the ambulance. You will be notified immediately. In the event I am unable to attend to the children due to an emergency, the person who will fill in for me will

be one of my emergency contact and you will be called immediately to inform you of what has happened, and will be asked to pick up your child at your earliest convenience.

Each Level has an exit level to the outside. The exit to the front entrance of the house is on upper level of the house and the exit to the basement is on the lower level. A designated meeting place will be front entrance of the lawn. I will always have my phone on me to use if we need to evacuate for any reason.

If we need to evacuate for a longer period of time, we will notify you immediately to pick up your child. If we need to evacuate off premise, I will walk the children to 18 Dietz road (right across the street). I will call parents when we reach our destination. Anytime the children and I leave off promise, the attendance sheet will be with us and we will take a roll call before and after we evacuate. I will have a backpack that will have emergency supplies, emergency contacts for children as well as first aid kit and activity's ready to grab any time we leave the building. Parents & EEC will be made aware of the location by alerting them that we are doing an evacuation by cell phone. In the event that we have to evacuate on premises, we will either remain up front or backyard of neighbor's house until it's safe to return. If we need to evacuate for a longer period of time, we will notify you immediately to pick up your child. If we need to evacuate the neighborhood, I will be at Stonehill Park 25 Stonehill

road Boston MA, 02136. I will call parents when we reach our destination.

Evacuation

Evacuations are more common than many people realize.

Fires, floods, transportation accidents, or industrial accidents may lead to the required evacuation.

Evacuation time may depend on the hazard, some allowing no time to gather even the most basic necessities, which is why planning ahead is essential.

Missing Children

No Child will be left behind in the program during an evacuation. If a child were to become missing from the program, the house would be searched and then the backyard. If not immediately visible; 911, Parents & EEC will be called. I would ask the parents of the remaining children to be picked up as well so that I can assist in rescue/search efforts.

Lock Down

If a “Lock Down” Situation occurs, we want to keep children and provider as safe as possible. We will always stay together, all interior Doors will be locked, windows covered. If an intruder is present; 911 will be

called immediately. If the need to hide is necessary, there is a closet/ backroom area in the basement hallway that has enough space for the children and myself.

I would be responsible to start any lock down, and most of doors would already be locked for safety purposes. I would call 911 and alert parents & EEC of any situation.

Attendance would be taken to account for all children before and after. Emergency Bag will always be ready for children's immediate needs.

Emergency Supply Kit(s)

In an evacuation or shelter-in-place, emergency supplies may be necessary. A disaster supplies kit is a collection of basic items that may be needed in an emergency, such as food, water, and other supplies.

Contents	Basic First Aid supply kit
Location(s)	One in the basement and emergency bag. Emergency contact sheet will be kept in the binder in the emergency bag with a First aid kit.

Special Considerations

Infants and children who are unable to walk will be transported

Emergency Drills

The following drills will be conducted with staff and children of the family childcare facility:

Drill Type	Drill Frequency
Fire Drill	Monthly
Emergency/Lockdown Drills	Quarterly (January, April, July, October)

All emergency drills will be documented in the evacuation log. EEC regulations require that my program complete monthly evacuation practice. Each month, we practice evacuating the program through the primary and secondary exits, meeting at.

Plan Review/Updates

This Safety Plan will be reviewed and updated, at a minimum, annually. The plan will also be updated as changes occur in order to ensure the most current information is included.