



MILLBURY  
FEDERATED CHURCH  
**CIRCLES**  
LEARNING CENTER

**Family Handbook  
2024/2025**

## **INTRODUCTION AND PURPOSE**

MFC's Circles Learning Center aspires to join with parents to nurture children with great care and education as we rely on God's goodness and strength. Jesus sets the example for us to emulate which includes love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self control. We seek God's standard of integrity as we care for and educate each child.

We offer child care for children aged 1 month to grade 6, that adheres to the standards established by the State of Massachusetts through the Department of Early Education and Care (D.E.E.C.). We offer flexible, fun, and reliable child care at a reasonable cost. Our educators are well qualified, motivated, and loving.

MFC's Circles Learning Center does not discriminate when providing services to families on the basis of national origin, cultural heritage, race, religion, political belief, marital status, sexual orientation, toilet training, or disability.

The program is governed by a board of directors comprised of members of the Millbury Federated Church.

## **ORGANIZATIONAL CHART OF THE MFC CIRCLES LEARNING CENTER**

Millbury Federated Church Board of Management  
Board of Directors  
Directors  
Educators  
Program Staff

## **EDUCATIONAL PHILOSOPHY**

We believe that children learn best when the atmosphere is one that is safe, positive, and nurturing. We believe that a child with a good self image is a child willing and ready to learn. We promote an atmosphere in which every child is important and special. As we help children feel good about themselves, we help them develop a respect for others and for the world.

Learning activities are planned to meet the developmental needs, interests, and abilities of the children. Physical, social, emotional, spiritual, and intellectual development are all considered. It is our feeling that every experience is a learning experience. Children are encouraged to explore, to ask questions, experiment, problem solve, and interact with adults, other children, and materials. We follow the Massachusetts Department of Education standards and guidelines, using *Infants/Toddler Learning Guidelines*, *MA Guidelines for Preschool Learning Experiences*, and Common core Standards.

We encourage independence and help the children develop self help skills. We believe in the importance of family-program cooperation and contact, and encourage parents and grandparents to visit or assist in the classrooms under the supervision of the educators. We strive to keep communication open and honest between the child's home and program.

The child is the most important factor in our program – not the rooms, the staff, the curriculum, or the routine – THE CHILD!

\*\*Throughout this handbook the term “parent” is used to represent mothers, fathers, and guardians. The term “educator” refers to the child care directors, teachers, and staff.

## **ADMISSIONS PROCEDURES & CHILDREN’S RECORDS**

- 1 . Tour of the facility and program.
2. Presentation of Family Handbook and Enrollment Packet
3. Parents must complete and return the following forms prior to the child beginning the program.
  - a) Enrollment Face Sheet
  - b) First aid and Emergency Consent Form
  - c) Developmental History Form
  - d) Physical Medical History Form (signed by child’s physician) with documentation of immunizations and lead test results
  - e) Arrival/Departure Form
  - f) Off-site Walking Consent form
  - g) If applicable, supply a copy of: custody agreement, court order, and restraining orders pertaining to the child

## **DAYS AND HOURS OF OPERATIONS**

Hours of operation are year round, Monday – Friday 6:30am to 5:30pm. School Age Programs are closed when Millbury public school is open.

### **Closed**

New Year’s Day – January 1\*

Martin Luther King Day – third Monday in January

Presidents Day – third Monday in February

Easter Holiday – Friday before Easter

Patriots Day – third Monday in April

Memorial Day – last Monday in May

Juneteenth - June 19

Independence Day – July 4\*

Professional Development Day – last Monday in August

Labor Day – first Monday in September

Columbus Day – second Monday in October

Veteran’s Day – November 11\*

Thanksgiving Holiday – fourth Thursday and Friday in November

Christmas Break – December 23 through December 31<sup>st</sup>

\*If holiday falls on the weekend, the holiday is recognized on the nearest weekday.

**There is no Nursery School during February and April school vacation weeks.**

### **Extended Care Option for School Age**

Full day option is available for enrolled school aged children on any non-holiday, public school half-day, or closing due to professional development on a limited basis.

In the event of an early public school dismissal i.e. snow or emergency, our best efforts will be made to provide child care.

### **Snow Days**

Every effort will be made to remain open during snow emergencies.

If the center must remain closed, open late, or close early, every attempt will be made to reach parents by phone and the announcement will be reported on radio station WTAG(580 AM).

## FEES

**Tax ID Number :** 042 123 672

**Technology Fee:** There is a fee of \$1/week or \$4/month for each family.

**Field Trip:** Field Trip fees are assessed at the time of the field trip and reflect the cost of the bus use, provisions, and admission to the event.

**Late Fees:** Parents who arrive after 5:30, will be charged \$1/minute. It is understood that parents cannot always arrive on time to pick up their child and that educators cannot be expected to continually work beyond their agreed upon time. Mutual respect and consideration are the key components in such an event.

**Tuition Fees:** All fees can be paid weekly or monthly and are due the Friday prior to enrollment. Tuition is paid for all scheduled days, even if the child is not in attendance due to illness, vacations, or school closures. In the case of returned checks, a fee of \$30 will be charged. In the event that this occurs more than twice, only a money order, bank check, or cash will be accepted.

Infants:	\$68/9 hour day	\$325/week
Toddlers:	\$63/9 hour day	\$290/week
Preschoolers:	\$53/9 hour day	\$240/week
School Age:		
Before School:	\$11/morning	
After School:	\$17/afternoon	
Full Day	\$50/9 hour day	
Summer:	\$240/week	

Tuition will increase at the rate of \$2/day at the beginning of each school year. Families will be notified in advance if circumstances require additional increases.

### Nursery School: Yearly Tuition

\$1,760/2 half days	\$2,960/2 Full days
\$2,640/3 half days	\$4,440/3 Full days
\$4,400/5 half days	\$7,400/5 Full days

Tuition for Nursery School is broken into 10 equal payments due the first of each month

\$176/month for 2 half days	\$296/month for 2 Full days (6 hours)
\$264/month for 3 half days	\$444/month for 3 Full days (6 hours)
\$440/month for 5 half days	\$740/month for 5 Full days (6 hours)

## **DAILY AND PROGRESS REPORTS**

Parents will be given a daily written report for infants and toddlers detailing eating, sleeping, and diapering/toileting until the daily routine is established. In addition, there will be written progress reports every three months for infants and children with documented special needs, every six months for toddlers and preschoolers, and at least annually at approximately mid-year for school age children. These assessments become part of your child's school record, and therefore, are privileged and confidential. Parents will be given a copy of the report and will be encouraged to attend a parent/educator conference to discuss the evaluation.

## **CONFIDENTIALITY STATEMENT**

All information contained in a child's file is confidential and available only to the parents and educators involved in the child's care. Information will be released to another party only with written and explicit consent of the parent.

## **TRANSPORTATION**

Transportation is the responsibility of the parent. Parents are responsible for the supervision of their child on program premises prior to their arrival in the appropriate room.

Children who arrive by public-school bus will be met by an Educator at the drop-off site. Any child who requires special arrangements during transport will be met by an Educator at the drop-off site. Children who depart the program on a public-school bus will be brought to the pick-up site by an Educator.

A written parental consent for each child's individual transportation plan will be kept in the child's file. Attendance will be taken upon the arrival of each child.

In an emergency, a child who requires hospital care will be transported by the parent, one of the emergency persons designated by the parent, or by ambulance if the parent is unable to be reached or cannot arrive in a timely manner. An Educator will accompany the child if the parent or designee is not present.

## **RELEASE FORM**

It is required by the D.E.E.C. licenser to have a release form on file for each child enrolled. The form must list the names of people who are permitted to pick up the child. This form must be dated and signed each time a change is made. No child will be released to anyone whose name is not on the release form without written consent from the parent. Educators will ask for proof of identity from those on the list they have not met previously.

In the case of custody or restraining orders, a copy of the court order or police document must be kept in the child's file.

## VISITOR POLICY

Parents are welcome to visit the child at any time as printed in the Parent's Rights section of this handbook. Any other visits will be planned in advance by the parents and educators. Children will not be allowed to leave with the visitor unless arranged for in advance by the parent.

No other children are allowed to visit the classroom per DEEC regulation.

## HEALTH POLICY SUMMARY

Our educators regard every child's health and safety as their first priority.

In order to minimize the spread of infection, we request that children wash their hands upon arrival.

To limit the spread of infectious disease, children with the following conditions will not be allowed to attend the program.

- A contagious illness
- A fever of 101.1 or higher. The child may return when they are found to be illness/fever free for 24 hours WITHOUT the aid of a fever reducing medicine. Medication may not be used to disguise a contagious illness.
- Diarrhea that is not contained by toilet use as well as stools that contain blood or mucus.
- Vomiting 2 or more times in previous 24 hour period, unless vomiting is determined to be a non-communicable condition and the child is not in danger of dehydrating.

Unknown rashes should be checked by a physician and other contagious illnesses should be reported to the director. This enables us to alert other parents that their child may have been exposed. Notices are posted on the classroom doors. Information may also be sent home to families.

A physician's note indicating that the child is no longer contagious may be required before the child may return to the program.

When antibiotics are required for communicable illnesses, a child must receive the required doses during a 24 hour period before returning to the program.

Please call the office at 508-865-3886 **before** school if your child will be absent.

When a child becomes ill, parents will be notified and are asked to remove the child from the program within one hour. While awaiting the parent's arrival, the child will be made as comfortable as possible and every effort will be made to quarantine the illness.

The Health Care Policy in its entirety is in the office and available upon request.

## FIRST AID & SAFETY FOR CHILDREN

Each educator is trained in state- approved Emergency First Aid and CPR for Children. Both certificates are kept current through approved training courses. An emergency medical treatment form must be kept on file for each child. This form provides information vital to the staff in case of emergency including phone numbers for contact persons and medical services. Should any of these names or numbers change during the year, a parent needs to IMMEDIATELY inform the educator **and** the director.

## **PRESCRIPTION & NON-PRESCRIPTION MEDICATION**

No medication, prescription or non-prescription, will be administered to a child without written parental authorization AND a written order from a physician (both of which must specify the child's name and dosage information). In the case of a prescription medication, the label can be designated as the written order of the physician. All medications must be provided by the child's parent, must be the medication specified by the physician, and must be in the original containers. An Individualized Health Plan will be created for all children with chronic conditions.

An attempt will be made to call a parent before the medication is administered unless the child needs medication urgently or when contacting the parent will delay appropriate care unreasonably. A written record of the administering of ANY medicine shall be maintained in the child's file and a copy used to notify the parent in writing. **No staff person can administer the first dose of any medication (except emergency medications, ie. Epi-pen) No staff person can administer any medication through a hypodermic needle, unless specified in an IHP and proper training has been given.**

The complete medication policy can be found in the Health Care Policy.

## **MEDICAL RECORDS**

MFC Circles Learning Center is required by the D.E.E.C. to have on file a record of each child's complete physical examination including a finger prick lead screening. No child will be allowed to attend the program without a current medical form on file. Parents are required to provide a written statement from a physician, which indicates that the child has had a complete physical exam within one year prior to admission, or obtain such an exam within one month of admission. Physical exams must be obtained annually thereafter. For the safety of all children, immunizations are required to be up-to-date in order for a child to attend the program. A licensed physician unrelated to the child must sign the Medical form.

## **INFANT SLEEPING**

Safety is paramount and the following state- regulated precautions are our goal:

Infants will be placed on their back for sleeping, unless the child's health-care professional orders otherwise in writing. Infants will sleep in an individual crib, porta-crib, playpen, or bassinet that will not contain pillows, comforters, stuffed animals, or other soft, padded materials. The cribs will have firm, properly fitted mattresses with clean coverings, and will not contain any potential head-entrapment areas. SHEETS ARE PROVIDED AND LAUNDERED BY THE PARENTS WEEKLY.

## **LUNCH/SNACK**

Children bring their lunch, including a drink, with an icepack to keep it cold. Due to the high rate of allergies, we are a **PEANUT FREE** center.

To celebrate a child's birthday, or special occasion, a parent may bring in a snack for the child's classmates. All food brought into the program to be shared must be whole fruits or in factory sealed packages. Suggestions: ice cream, fruit cups, jello, pudding, cookies, etc.

## **EVACUATION PROCEDURE**

An Emergency Evacuation Plan is posted in each classroom. Every staff member, student intern and substitute educator is aware of the evacuation procedure. A timed evacuation drill is conducted at the beginning of the year by the Millbury Fire Department. Monthly evacuation drills are conducted throughout the program year.

## **EMERGENCY CARE**

A first aid kit is maintained in each classroom, the playground, and the office. Emergency phone numbers of local hospitals, police and fire departments, the poison control information center, and our health care consultant are kept next to the telephones. Parent and emergency contact phone numbers for each child are kept in the office by the phone for fast and easy access.

In any emergency, a staff person will stay with the child while the parents, one of the emergency contacts, and/or an emergency medical service is being contacted. If a child is in need of hospital attention, and it is impossible to reach a parent or designee immediately, a staff person will accompany the child and stay until the parent or designee arrives.

In the case of a fire, natural disaster, or situation necessitating evacuation of the building, educators will escort the children to a safe exit and bring them to the church garage located behind the building. If the situation is serious and requires indoor refuge further away from the building, the children will be taken to the Millbury National Bank at 18 Main Street, or the Millbury Housing Authority at 95 Elm Street. Parents will be called as soon as possible to pick up their children.

In the case of a power outage or loss of heat, the program will remain open and operating unless the classroom temperature falls to less than 65 degrees. At that temperature, the parents will be contacted and asked to pick up the children immediately.

In the case of a loss of water (toilets unable to be flushed, hands unable to be washed, etc.) a plumber will be called. If the situation cannot be remedied in a timely manner, the parents will be contacted and asked to pick up the children immediately.

## **SOCIAL SERVICE REFERRAL PLAN**

Sometimes, through observation of a child, working directly with a child, or a conference or conversation with a parent, it is suspected that the child may be in need of special social, educational, mental health, dental, or medical services; the child may appear to have a vision or hearing problem, speech and/or language difficulty, or may appear to be subject to child abuse, etc.



Any staff member who has concerns about a child should communicate these concerns to the director verbally. Together the staff member and the director will make a written statement of observation to be placed in the child's file. A form is kept in the Social Service Referral file in the office. Subsequent observations will be added to this file on a regular basis. All staff members directly involved with the child will be made aware of the concern and asked to contribute specific observations to the file. Confidentiality within the program will be practiced.

If deemed necessary, the director and/or educator will hold a conference with the child's parents after a suitable observation period, in order to communicate the staff's concerns, discuss the situation, and suggest appropriate action, including referral to community resources. No referral will be made without parental permission.

If appropriate, the parents will be referred to their town's School Department to request an evaluation. A file containing information about Chapter 766 (Special Education Services for Children and Youth, Mass. Department of Education) will be maintained.

Documentation of conferences, suggestions, and referrals will be added to the child's file. Within two weeks of the conference, the director and/or educator will talk with the parents to determine what action has been taken.

A file containing information about child abuse, guidelines, and laws will be maintained in the Social Services Referral file. The complete child abuse/neglect procedures are located in our Health Care Policy.

Commonly used resource agencies are listed below:

Director of Special Services, Millbury School Dept.....	508-865-9501
Special Education Director, Sutton School Dept.....	508-865-6132
Special Education Administrator, Grafton School Dept.....	508-839-5421
Director of Special Education, Worcester School Dept.....	508-799-3056
Mass. D.E.E.C, Worcester.....	508-798-5180
10 Austin Street, Worcester, MA	
Mass. D.E.E.C., Boston.....	617-626-2000
Mass. Society For Prevention of Cruelty to Children.....	508-753-2967
Parents Anonymous.....	1-800-882-1250
Worcester Youth Guidance.....	508-791-3261
Worcester Medical Center (St. Vincent Hospital).....	508-363-5000
U.Mass/Memorial Hospitals (both campuses).....	508-334-1000
Mass. Poison Information Center.....	1-800-682-9211
Mass. Dept. of Social Services.....	508-234-1000
Lead Poisoning Prevention Program.....	1-800-532-9571
Consumer Product Safety Commission.....	1-800-638-2772
Child Care Connection.....	508-757-3880
Mass. Dental Association.....	1-508-651-7511
Mass. Optometric Association.....	1-617-542-9200
Mass. Dept. Health & Human Services.....	1-617-727-7600

## **CONCERNS AND CONFLICTS**

Parents are encouraged to request a meeting with the director or educator at any time to discuss concerns. When a parent or an educator has a concern it is necessary to communicate openly and in a timely manner. Parents are asked, and educators are required, to keep concerns between themselves and the person(s) directly involved so as to uphold confidentiality.

In any organization there are concerns and conflicts. Below is the MFC's "Behavioral Covenant" to be followed to better ensure a positive, timely resolution satisfactory to all parties involved.

- We will be as honest as we can with each other
- We will speak to each other with respect
- We will communicate directly to each other using the first person
- We will ask questions for clarification in order to confirm that we have understood correctly and ask others to do the same
- We will affirm the merit of each other's comments or suggestions before criticizing
- We will strive together to understand and speak from factual information, rather than leaping to conclusions based on assumptions or speculation
- We will listen to understand one another's point of view, but don't necessarily have to agree

## **PARENT GRIEVANCE POLICY**

### **IF A PARENT PERCEIVES A PROBLEM WITH THE DIRECTOR:**

Discuss directly with the director.

If unresolved, discuss with the director and the Board of Directors.

### **IF A PARENT PERCEIVES A PROBLEM WITH A EDUCATOR:**

Discuss directly with the educator involved.

If unresolved, discuss with the educator and director.

If unresolved, discuss with the director and the Board of Directors.

### **IF A PARENT PERCEIVES A PROBLEM WITH A TEACHING ASSISTANT:**

Discuss directly with the educator and the teaching assistant.

If unresolved, discuss with both educators and director.

If unresolved, discuss with the director and the Board of Directors.

### **IF A PARENT PERCEIVES A PROBLEM WITH A POLICY:**

Discuss with the director.

If unresolved, discuss with the director and the Board of Directors.

### **IF A CONFLICT OCCURS THEN:**

A time will be arranged where parties involved can speak privately, and without the presence of the children.

Each party is willing to voice concerns in a rational manner and listen to another side of the issue.

## **BEHAVIOR MANAGEMENT PLAN**

Discipline is:

- Teaching children how to make good choices.
- Teaching children how to avoid situations that are harmful to themselves and others.
- Teaching children how to act in ways that will make them feel in control and good about themselves.

The guidelines set forth by the D.E.E.C. for guidance and discipline shall be consistent and based upon an understanding of the individual needs and development of a child. The program shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it. Our behavior management methods include setting reasonable and positive expectations, offering choices, and providing children an opportunity to verbalize feelings (since such techniques encourage children to develop self-control through understanding). Where appropriate and feasible, children shall participate in the establishment of such rules, policies and procedures.

Corporal punishment shall not be used, including spanking.

No child will be subjected to cruel or severe punishment, humiliation, or verbal abuse.

No child shall be deprived of meals or snacks or force-fed.

No child shall be disciplined for soiling, wetting, or not using the toilet, nor be forced to remain in soiled clothing or on the toilet. A copy of the complete toileting policy is available in the office.

No child shall be confined to a piece of equipment in place of supervision.

The program shall describe in writing the procedures for disciplining children.

The written plan for discipline will be posted conspicuously in an area frequented by center staff and visitors. The plan shall be provided to parents at the admission interview and to each staff member at the time of employment.

Educators are expected to model appropriate behavior themselves by maintaining a calm atmosphere, open communication and respect. Educators work to keep the children happy and comfortable. Children will be encouraged to express their feelings verbally to problem-solve situations that may arise. Behavior which causes a disruption in the classroom will be handled with understanding yet firm control. Educators will help to maintain a sense of control by helping them to make good choices. When it appears occasionally, that the child no longer has control over his/her actions she/he will be asked to take "time out" (not to exceed one minute/age of child), so she/he can regain control of his/her actions. An educator will talk with the child about the possible cause of the behavior, and what he/she might try to do to improve upon the behavior. In the event that the behavior becomes a chronic problem, the director and/or educators will meet with the parents to resolve the situation.

## **TERMINATION/SUSPENSION POLICY**

### **When a family withdraws a child:**

A family may withdraw a child at any time; however, it is required that a two week paid notice of termination be given.

### **When the program terminates a child's enrollment:**

A two week written notice of termination will be given to a family and includes an explanation of the reason for termination. A child's enrollment may be terminated:

- 1) If it is determined by the educators AND the director that the health and safety of a child at the program cannot be assured, or
- 2) If the safety, well-being, and needs of the other children are being compromised, or
- 3) If a child's developmental needs are not being met, or
- 4) If tuition payments fall more than 3 weeks in arrears.

### **Exit Meetings:**

It is suggested that the family meet with the director and educators. The educators will review the development of the child and discuss ways to prepare the child for separation from staff and friends. The director will provide information and referral for other services if applicable.

### **When the program suspends a child:**

If there is immediate and intense concern for the safety, well being, or health of any child at the program, a child may be temporarily suspended. Suspension may occur ONLY after the staff has exhausted all other means of improving a situation. Opportunities for the parents to meet with educators and directors will be provided to discuss options other than suspension or termination. Parents will be offered referrals for evaluation, diagnostic or therapeutic services. Options for supportive services to the program will be pursued including consultation and educator training. A plan for behavioral intervention will be developed and recommended to the parent. Staff will also take into consideration the impact suspension will have on the child and family. The length of suspension will be determined by the educators AND director. A written explanation of the reason for the suspension will be presented to the family. If an agreeable resolution cannot be attained by a reasonable time, the suspension may result in termination of the child from the program.

Failure to submit a completed medical form within one month of enrollment may result in the suspension of a child.

## **PARENTS' RIGHTS**

Parents have the right to contact DEEC for the program's compliance history.

### **Right to visit:**

Parents have a right to make unannounced visits to their child's room while the child is present.

### **Parent Input/Involvement:**

Parents are able provide input regarding the development of program policy and procedure. However, the educators and Board will decide which will be implemented. Parents are given the opportunity to participate in several ways: volunteer in the classroom, help with special celebrations or programs, or share hobbies, collections, information, etc. with the children in the classroom. Parent volunteers may not bring additional children.

#### **Conferences:**

Parent-educator meetings are offered at scheduled times during the program year. Parents have a right to request an individual conference with the staff at a convenient time, and the educators available.

#### **Developmental Assessments:**

Educators assess children throughout the year using a variety of methods including observation and work sampling. This information is used to identify the children's needs and interests, so that educators can plan appropriate activities. The educators prepare a developmental assessment of the child twice during the program year. These assessments become part of the child's school record, and therefore, are privileged and confidential. A copy is given to the parent, after which a conference is arranged to discuss the child's development and participation. In order for the parent and educator to discuss the child openly, children may not attend.

If a student is not making effective progress by the time of the winter assessment, the parents will be strongly encouraged to seek services that are available through the public school system. At this time, the director will make observations to provide additional input into the child's progress.

Meeting with the educator is not limited to conference appointments. A parent who has a concern at any time can make arrangements to speak privately with the educator(s). Likewise, educators will bring a concern to the parents' attention as it may arise.

If a child has a disability, a written progress report is sent to the home every 3 months.

## **CHILDREN'S RECORDS**

Information contained in the child's record shall be privileged and confidential. Educators may not distribute or release information in the child's record to anyone not directly related to implementing the program plan for the child without your written consent. The program must be notified immediately if the child's records are subpoenaed.

**Access to the Record:** Parents are able to have access to their child's records. The program must provide access within two business days, unless we have your permission to take longer. Parents must be allowed to view the child's entire record, even if it is located in more than one location. The program has procedures regarding access, duplication, and dissemination of a child's records. A written log which identifies anyone who has had access or has received any information from the record will be maintained. The log is available only to the parent and the people responsible for maintaining the program's records.

**Amending the Record:** Parents have the right to add information, comments, or any other relevant materials to the child's record. Parents also have the right to request deletion or amendments of any information contained in the record. Such request shall be made in accordance with the procedures described below:

- 1) If you are of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in the child's record, you have the right to request a conference to make your objections known.
- 2) We shall, within one week after the conference, give you a decision in writing stating the reason for the decision. If this decision is in your favor, we shall immediately take steps as may be necessary to put the decision into effect.

**Charge for Copies:** We shall not charge a fee for copies of any information contained in the child's record.

**Transfer of the Record:** A copy of the child's records will be provided upon written request signed by the parent.

## **RESPONSIBILITIES OF THE PROGRAM**

**Providing Information to the Department of Early Education and Care:** The program shall make available to D.E.E.C. any information required to be kept and maintained under these regulations and any other information related to the requirements of these regulations. Authorized employees of the D.E.E.C. are not to remove identifying case materials from the premises and are required to maintain the confidentiality of individual records.

**Reporting Abuse or Neglect:** This is a portion of the Health Policy which is available in its entirety in the office. All staff are mandated reporters required by law to report suspected abuse and neglect to the director or designee. The director or designee will then confidentially discuss the situation with the next appropriate person, which may include the program's Health Care Consultant and/or a member of the Board of Directors, to decide whether there is sufficient evidence of maltreatment. If it is determined that there is, a report will immediately be made to the Department of Children and Families. If the allegation involves a staff member, the director or designee will inform the Department of Early Education and Care, and the employee will be removed from contact with the children. If the director or designee is informed that a parent or guardian has filed a report with the D.C.F. alleging staff abuse or neglect, s/he will contact the Department of Early Education and Care immediately.

**Notification of Injury:** The program will notify parents immediately of any injury which requires emergency care. The program must also notify parents in writing within 24 hours if first aid is administered to the child.

**Availability of Regulations:** Our program has a copy of 606 CMR 7.00, Standards for the Licensure or Approval of Family Child Care; Small Group and School Age and Large Group and School Age Child Care Programs on the premises, available to any person upon request.

## **DAILY SCHEDULES**

### **Infant Daily Schedule**

**INFANTS** receive bottles, food, diaper changes, naps, and play on an as needed basis and as directed by parents.

Older infants may follow the toddler schedule

### **Toddler Daily Schedule**

**6:30 – Earliest arrival & free play**

**9:00 – Morning Snack**

**9:20 – Clean up from snack/Diaper changes/Potty tries**

**9:30 – Story & Music Time**

**10:00 – Play time – including Gross Motor activities (playground/walks or Lower Hall) and Art activities**

**11:15 – Clean-up and wash for Lunch**

**11:30 – Lunch**

**12:00 – Clean up/Diaper Changes/Potty tries**

**12:30 – Nap time**

**3:00 – Diaper Changes/Potty tries/Clean up mats/ Snack**

**3:30 – Play Time**

**4:30 – Gross Motor activities – including outdoor play**

**5:30 – Latest dismissal time**

## **Preschool Daily Schedule**

**6:30 - Earliest arrival & free play in Lower Hall**  
**8:00 – Clean up & transition to Classroom**  
**8:15 – Arrive in Classroom/Play**  
**9:00 – Morning Meeting**  
**9:15 – Bathroom**  
**9:30 – Gross Motor (Playground or Lower Hall)**  
**10:00 – Snack**  
**10:15 – Discovery Time**  
**11:00 – Clean Up**  
**11:15 – Carpet Time**  
**11:30 – Dismissal for ½ day children**  
**12:00 – Lunch**  
**1:00 - Rest time**  
**3:00 – Bathroom/Hand washing**  
**3:15 – Snack**  
**3:30 – Free Play – including playground/Lower Hall**  
**5:30 – Latest dismissal time**



## **Pre-K Daily Schedule**

**6:30 – Earliest Arrival & Free Play (Lower Hall)**  
**8:00 – Clean Up & Transition to classroom**  
**9:00 – Arrival for Nursery School**  
**9:15 – Morning Meeting/Story time**  
**9:30 – Discovery Time**  
**10:45 – Clean Up Time**  
**11:00 – Snack**  
**11:15 – Gross Motor (Playground or Lower Hall)**  
**11:45 – Dismissal for ½ day program/ Bathroom**  
**12:00 – Lunch**  
**1:00 – Learning Centers**  
**2:00 – Rest**  
**3:00 – Dismissal for Nursery School**  
**Play Time/Snack**  
**4:00 –Free Play (Playground or Lower Hall)**  
**5:30 – Latest Dismissal Time**

## **School Age Daily Schedule**

**6:30 – Earliest arrival & free play in Lower Hall**

**7:15 – Prepare & Leave to bus stop for those on Shaw bus**

**8:00 – Clean up**

**8:00 – Prepare & leave to bus stop for those on Elmwood bus**

**2:50 – Shaw bus arrives**

**Free time or Homework depending on amount of homework**

**3:20 – Elmwood bus arrives/Bathroom**

**3:30 - Snack**

**3:45– Free Play – may include directed time of activities, games, art, etc**

**5:30 – Latest dismissal time**

**When there is no school, a schedule is put in place that includes group time, gross motor activities, large group games, cooking, crafts, art, drama, music, and small group play**

