



PARENT HANDBOOK

Revised 3/2024

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Welcome to Children's Playhouse Daycare

Dear Parents,

We hope that your child's year(s) with us is fun, nurturing, and happy. The staff and I are anxiously awaiting your child's arrival. We are committed to providing a rich and caring environment where children can feel confident about themselves and their ability to succeed. We want you to know that your child's daycare is your daycare and we expect you to stop by, talk with the staff, ask questions, and share your ideas and talents with us. Your child's day will be filled with many varied and exciting activities. Our teachers carefully prepare the classroom environment with many interests to stimulate self-motivated learning. Children are encouraged to grow and develop at their own pace by choosing from a variety of interesting and fun activities.

At our daycare, you will see happy faces, full of wonder, ideas, and things to talk about, relate to, compare, match, fit into, try out, reinforce, invent, discover, and enjoy.

It is Children's Playhouse Daycare Inc. personal approach that sets us apart from other daycares. Serving children from 1 month of age until age 7, we enjoy residing in a residential setting, which creates a "home-like" environment for children to learn, feel comfortable, and grow. We pride ourselves on the bonds we create with parents coming in, from the time they tour with us to their child reaching Kindergarten age.

The program is geared toward helping children develop habits of observation, questioning, and listening. It gives them an awareness of their feelings and of their right to express those feelings by sometimes channeling them into other means of expression. They learn that they are free to make choices. A program like ours gives your child the necessary guidance and nurturing he/she needs to become self-confident, independent and most of all happy.

We will be happy to assist you and your family and answer any questions you may have.

Sincerely,
Children's Playhouse Daycare Management Team

Philosophy

Our goal at Children's Playhouse Daycare, is to build strong families and to assist every child in our program to their fullest possible potential, by giving them an age-appropriate, structured curriculum that consists of learning, mixed with creative fun and play.

We offer a caring, developmentally appropriate, hands-on environment, which allows children to develop to their maximum potential. The program focuses on encouraging children's social, language, cognitive, and physical development through a variety of individual and group activities. Children's self-esteem is fostered and nurtured. They are encouraged to respect themselves as an individual and as a friend. Our goal is to develop curious, active learners with high self-esteem.

CHILDREN'S PLAYHOUSE DAYCARE INC.

Center Locations

Children's Playhouse Daycare
46 Bucknam Street
Everett, Ma 02149
Phone: 617-387-5437
Fax: 617-387-4432

Children's Playhouse Daycare Infant/Toddler Center
92 Baldwin Avenue
Everett, Ma 02149
Phone: 617-387-5405
Fax: 617-387-5411

www.childrensplayhousedaycare.net
Email: childrensplayhouse@msn.com

46 Bucknam Street located is on the corner of Baldwin Ave and Bucknam Street. Parking and main entrance to this center is on Baldwin Avenue. This center consists of a first floor, second floor, and lower level.

92 Baldwin Avenue location is at the top of Baldwin Ave to your left is parking and our main entrance. Our center consists of five classrooms, a one-floor level center.

Lines of Authority and Supervision

Owners.... Marilyn and Anthony Ruberto

Executive Director- Michelle Diaz

Directors... Jennifer Ford- 46 Bucknam Street
Jenny Ruberto- 92 Baldwin Avenue

Executive Director and/or employees with qualifying credentials will be in charge of the daily functions of the daycare, in the absence of the center Director.

Childrens Playhouse Daycare Inc. Executive Office

46 Bucknam Street
Everett, Ma 02149
(617)294-1888

MA Department of Early Education and Care

Central Office
51 Sleeper Street, 4th Floor
Boston, Ma 02210
Website: www.eec.state.ma.us
Telephone number: 617-988-6600

Our Licensing Agency

Northeast Regional Office
Department of Early Education and Care
360 Merrimack St. Building # 9 3rd Floor
Lawrence, Ma 01843
Phone: 978-681-9684

Location of EEC Regulations

The availability of the EEC Regulations to all parents is important. A copy of the EEC regulations is in the Directors office for parents to view at any time. We encourage parents to ask questions to get a better understanding of how things operate according to the state guidelines and regulations. Parents may go to <http://www.mass.gov/edu/birth-grade-12/early-education-and-care/laws-regulations-and-policies/>

Children's Playhouse Daycare encourages parents to contact The Department of Early Education and Care for information regarding the daycare center's regulatory compliance history.

Admissions

Children's Playhouse Daycare encourages all families to visit the program with their children to become comfortable with our environment, staff, and daily schedule. Our center enrolls children on a first come first serve basis. If our program does not have an opening for your child, Children's Playhouse Daycare will place you on our waiting list. You will be contacted when a spot becomes available.

Upon enrollment, the parent and Director will meet and go over all required forms. The Director will also provide the parent with a copy of our Health Care policies and the Parent handbook. All enrolled children must provide Children's Playhouse Daycare with an updated physical done within the last 6 months, proof of current immunizations, and proof of a lead test for all children 9 months and older. This information needs to be provided at the time of registration and updated annually. Early Education and Care licensing standards, require Children's Playhouse Daycare to staff the center based on the number of children enrolled; therefore, please understand you are required to pay your regular childcare fee even if your child does not attend the program due to absences, vacations, and snow days.

Arrival

Children must arrive at the daycare by 10:00 am. Dropping off late is extremely disruptive not only to your child but to other children and educators, as the curriculum and activities for their classrooms have already started. Failure to adhere to the policy could result in termination and/or a voucher agency report.

For parents that have a scheduled appointment for their child and need to come in late, you must tell the director **in advance at least 24 hours** before the day of the scheduled appointment. If a child has

already been dropped off in the morning and needs to be picked up during the day for an appointment and needs to return to the program, please check with a Director for guidance/clearance as this may be disruptive to the routine/schedule of the day in question. Parents should take their child to his/her classroom teachers to start their day. It is the parent's responsibility to help their child get ready for the school day. Once ready for school, give them the hugs and kisses they need and bring them to a teacher, or assistant to start their day. Parents are responsible for their children until they are left in the care of a staff member.

The Daily Program

Arrival begins at 7:30 a.m. Self-directed play, creative time, and lots of activities, both indoors and out fill the day. The daycare closes at 5:30 p.m. The first and last hour of the day is combined with other children from other classrooms. When the children first enter the classroom, they are greeted by a teacher and are given the freedom to explore the various learning activities and interest areas that have been prepared for them. These areas can be changed daily, weekly, or hourly but are not limited to paint, clay, collage, musical instruments, blocks, books, dolls, water play, special things for special days etc.

Children's Playhouse Daycare offers a theme-based anti-bias curriculum. The children learn through hands-on interaction with the environment. Each day is special, opening a new world to conquer and things to try. A teacher is always close by to lend support and guidance, answer a question, offer a challenging statement, suggest, and set up those special times. There will be circle times, story times, quiet or noisy times, music time, activity time, an involvement time, when there is closeness between child and child, and between teacher and child. In addition, there will be a time to go outside, to run, climb, play, balance, and dig in the sandbox. There will also be time to grow and time to be a child.

Children's Playhouse Daycare is open full days year-round. Our hours of operation are Monday through Friday, 7:30a.m. to 5:30p.m. Our programs calendar-closing days are as follows, please note they are subject to change.

The Daily Schedule

7:30 – 8:30	Free Choice
8:30 – 9:00	Manipulatives
9:00 – 9:20	Breakfast
9:20 – 10:20	Circle
10:20 - 11:00	Activity Time
11:00 -11:30	Music and Movement
11:30 – 12:00	Outside
12:00 – 12:15	Clean up/Bathroom
12:15 – 12:45	Lunch
12:45- 1:00	Toothbrushing
1:00 – 3:00	Quiet Time/Rest
3:00 – 3:15	Bathroom/clean up
3:15 – 3:40	Snack
3:40 – 4:40	Outside
4:40 – 5:30	Pick up

** The schedule is subject to change to meet the needs of the children and regulation changes. *

We do accept state vouchers from the following agencies:

Child Care Circuit

190 Hampshire Street,
Lawrence, MA 01840
Phone: (800) 660-2868 or (978) 686-4288
Fax: (978) 975-3120
Referral Line: (978) 722-2751
TTY Service: 711
Email: info@childcarecircuit.org

Child Care Choices of Boston

105 Chauncy Street,
2nd Floor
Boston, Ma 02111
Phone: 617-542-5437 (KIDS)
Fax: 617-292-4629
Email: childcarechoicesofboston@bostonabcd.org

Full Day Kindergarten Program

Children's Playhouse Daycare offers a full-day kindergarten program. Children are prepared for first grade public school and will follow the Massachusetts State Curriculum Frameworks. Any family that wishes to continue their child's education with Children's Playhouse Daycare needs to register for the Kindergarten school year. This will be first come first serve due to limited space. State vouchers are also accepted for Kindergarten. The academic year at Childrens Playhouse Daycare Inc. runs from September to June as the public school operates. Childrens Playhouse Daycare Inc. is a year-round operating program, which means children who are enrolled in Kindergarten and graduate can stay through the summer until they attend public school in the fall.

Kindergarten Graduation

At the close of the Kindergarten school year (June), Childrens Playhouse Daycare Inc. celebrates with families and friends our Annual Kindergarten Graduation. Graduation is held at 11:30 am on a Friday in June. Families are welcome to bring celebratory items for their children and have light refreshments after the ceremony. Parents may wish to keep their child enrolled for the duration of the year until the upcoming fall when their child will go to public school. Parents must speak to the Director by the time graduation is held.

Open Door Policy

All parents are welcome to visit their child unannounced at any time they are attending the program. Input from and communication from parents is encouraged. Any parent who wishes to stay longer than 4 hours in the classroom with their child and other children enrolled must have a CORI done prior.

Child Transitions

It is very important to Children's Playhouse Daycare that children transition well to the new classroom. We will also strive to meet the needs of all children. Collaboration and all information will be shared

between staff in each classroom and program with parental permission. All child transitions are unique and sometimes need to be handled differently. Children may need to visit the new classroom for the day and adjust to the new environment and other children may need to slowly visit a few hours at a time first. We will always consult with the parents and discuss what is best for the child. Parents will also receive a written form with the new teacher's name(s) and the name of the classroom their child is moving up to. You may want to tour the classroom if you are not familiar with where the classroom is located. At this point, parents will have time to view the classroom upon request. We will always be sensitive and understanding through this process and will do our best to make this a comfortable experience for all involved.

Outdoor Space

The backyard is available on an everyday basis in the adjacent school. It is fenced-in and is free from hazardous materials. We have spaces available for the children to engage in outdoor activities. The hard-top yard is for toddlers and preschoolers who can ride on toys, bikes, and use the water tables, etc. There are two parks nearby. One is Swan Street Park, located two streets to the left of the center. The park is all fenced and age-appropriate. The other park is Baldwin Ave. Park, which is located at the lower half of Baldwin Avenue. Occasionally, Swan Street Park and St. Anthony's Park, both located a few streets over, will be used for older preschool children. Parents will sign off on a permission form at the time of enrollment allowing the teachers to take their children to the parks and explore the neighborhood. The library, fire station, and police stations are all within walking distance for the children to explore and discover the interesting world of our community and all its community helpers. The teachers will have the children use a walking rope (*for preschool-aged children 2.9 years of age and up*) and will use strollers and buggies to transport children (*1 month up to 2.9 years of age*).

Holidays

Martin Luther King Day	Presidents Day
Patriot's Day	Juneteenth Independence Day
Memorial Day	Independence Day
Labor Day	Columbus Day
Veterans Day	Day after Thanksgiving
Thanksgiving Day	Christmas Eve close early
Christmas Day	Day after Christmas
New Year's Eve close early	New Year's Day

Any holidays falling on a weekend day will either be recognized on a Monday or Friday. Parents are responsible for tuition on any closed Holidays and Professional Development Days.

Professional Development Day

Childrens Playhouse Daycare Inc. values the learning and development of our employees. We provide opportunities that enhance their skills and knowledge. To support this, the company grants each employee two paid professional development days per year, which can be used for either in-person, on or off property or remote activities such as professional activities, professional and personal development seminars, workshops, courses, or other events that are relevant to this line of work. The choice of activity is up to the employer's discretion. Professional Development Day dates will be determined in writing at the beginning of the upcoming school year, giving parents ample time to plan accordingly.

Snow Days/Inclement Weather/Emergency

We close for Snow/Inclement Weather/Emergency at our discretion. Please visit www.whdh.com for our closings. We will also have an automated message on the daycare telephone and on our Face Book page in the event we close for snow/Emergency. Parents should “like” our Facebook page to always stay connected and receive alerts on emergency closures. Parents are responsible for tuition of any missed days.

Transportation Policy

Children's Playhouse Daycare does not provide transportation services for the children enrolled in our program. Parents are responsible to drop off and pick up their child to and from the program daily.

If your child needs special services from a public school or any other kind of intervention, and needs to be transported to the center, parents will need to provide the center with documentation of which school the child attends for the services, and what time the child will be dropped off at the center. Parents are required to call the director if the child will be absent from the program. The bus monitor will walk the child into the program, the teacher will then walk the child to the classroom and sign the child in on the attendance.

Tuition Policy

Tuition payments are due weekly every Friday and must be received no later than the close of school. We close promptly at 5:30 p.m. If your payment is not made by 5:30 p.m. on Friday, our policy states that you will be charged a late fee of \$25.00 for that week. If your late fee payment has not been paid by the 1st week, Children's Playhouse Daycare reserves the right to terminate your child’s enrollment for non-payment of tuition. Parents are responsible for tuition whether your child attends or does not attend school.

Parents on a state voucher must pay their weekly parent fees by the close of Friday. If payments are not made, Children's Playhouse Daycare will need to inform the voucher agency of non-payment and they will issue a two-week notice for your child. Parents who fail to pay their weekly tuition and/or owe a balance at Children's Playhouse Daycare Inc. will need to pay that balance first to be issued a new voucher to a new center.

Any check returned by the bank will face a service fee. After any time, a check comes back returned for insufficient funds/or any other reason, the payment must be paid in cash and a payment in check will no longer be accepted up to the Owner/Executive Director’s discretion.

If your child goes on vacation for longer than two weeks, tuition for the weeks missed must be paid *before* the vacation. If the vacation goes over two weeks, and tuition is not received, your child will sadly lose their spot at Children's Playhouse Daycare Inc. If you are traveling for an extended amount of time, Children's Playhouse Daycare Inc., may choose to hold your security deposit for your child’s return if it aligns with the current state of enrollment and space available at that time.

Fees

A \$50.00 non-refundable fee is due with the application. Once a spot has been guaranteed, a two-week security deposit and your week's tuition is due at enrollment. The two-week deposit is applied and used for your child's final two weeks in the program (provided withdrawal is in compliance with our policy). If tuition or your co-pay increases or decreases, this will be adjusted accordingly.

Late Fee Policy

Any parent picking up late will be required to pay \$5.00 for the first five minutes and \$2.00 for every minute thereafter. The parent is responsible to pay the late fees at the time of pick up and the classroom clock is the clock used to determine the pick-up time.

All fees from picking up late (after 5:30) are due by the end of current week and is to be included with weekly tuition payment.

Late Past the Hours of Operation

Picking your child up on time is essential. If you are going to be late, please inform us so that we can reassure your child. If a child is still in school, one hour after closing time with no contact from the parents or emergency pick up contacts on the authorized pick up list, the child will be brought to the Everett Police Department. If a parent is consistently late, it could be cause for termination from Children's Playhouse Daycare.

The Authorization and Consent Form should have all the names of people other than yourself who might be picking up your child. If someone not listed on the form will be picking up your child, notify the school in writing prior to the pick-up date. Parents are legally responsible for who is picking up their child from Children's Playhouse Daycare once they leave the building. We reserve the right to check the identification of any unfamiliar person who has come to pick up your child. If there is a specific person that you do not want to pick up your child, notify the Director. If there is an active restraining order forbidding a specific person from having contact with your child, please give the school a copy of the order. If the school does not have an active order on the individual, we reserve the right to release the child to them if they are on the consent forms.

Extended Care Programs

Children's Playhouse Daycare offers an extended care program for parents only with scheduling conflicts. All parents must contact a Director *prior to the date with at least a 24-hour notice* needed for extended care. Parents cannot use this service based on their free choice. As you are aware, we are required by The Department of Early Education and Care to maintain specific child/teacher ratios at all times. To ensure these ratios are consistent, parents will need to speak to a Director who will approve the specific day needed for extended care and will have you sign an extended care enrollment form.

The Early Drop Off program runs from **7:00 a.m. - 7:30 a.m.** and Late Pick Up program runs from **5:30 p.m. – 6:00 p.m.** at our 46 Bucknam Street and 92 Baldwin Ave. locations. If you would like your child to participate in the extended care program, please see the office to sign up prior to use.

Once a parent signs up for these programs the fee will be charged regardless if the child is here or not and will be added to the current week's tuition.

You may not drop off your child before 7:30 a.m. unless you are scheduled for the Extended Care Program on that day. Normal late fees will apply for parent who pick up late after 5:30 p.m.

Parents should always make accommodations for the timely pick up of their child. We suggest giving ample time when coming to pick up your child. As the afternoon progresses, parking can be limited and this could affect picking up your child on time. Childrens Playhouse Daycare Inc. will not be responsible for honoring late fees due to lack of parking or traffic around the property.

If you are going to be late, you must call the school and notify the Director. All parents will be charged a late fee, which is strictly enforced. If you are excessively late, your child may be terminated from school.

Withdrawal

If for any reason, you choose to end your enrollment at Children's Playhouse Daycare, **two weeks written notice is required.** Your financial responsibilities continue for the two-week period, regardless of when the child leaves the program. We appreciate as much advanced notice as possible, since it allows us to help your child through the transition. The Director is to be notified at least **two weeks in advance** in writing, if the child is to be withdrawn from Children's Playhouse Daycare. Any parent who does not provide us with a written two-week withdrawal notice forfeits their two-week deposit. If any discounts were applied to oldest paying child at time of enrollment, and a sibling is leaving the program, the remaining child will go back to regular tuition rates without a discount.

Children's Playhouse Daycare Staff

Our staff members are experienced early childhood educators. We encourage our staff to continue education by participating in professional workshops, in-service education, and enrolling in college courses. The staff remains alert to the ever-changing needs of today's families and current early childhood research. Our staff is CPR and First Aid certified and is always ready to respond to minor and major emergency situations on and off the property.

BRC Review and CORI/DCF/SORI checks

All new applicants must complete a full BRC review, including CORI, DCF, SORI and finger printing review. If hiring is determined, the applicant may be hired conditionally pending results of FBI fingerprint checks, provided the initial CORI, DCF and SORI checks are cleared. After FBI check is reviewed and approved, the center can finalize hiring decision without any conditions. If the fingerprint results indicate criminal history, EEC will notify the applicant of the results and give the applicant a right to review. After review, EEC will notify the applicant and employer of ability to finalize hiring decision.

Teachers/Transitions

In the event a teacher is absent, there will be a substitute teacher from within the school to cover for the day. We feel that the children will be more comfortable with teachers they already know. There is also the possibility that children will visit in another classroom for the day. We try to have the children visit in the classroom they will be moving up to as long as it is age appropriate. This helps with their final transition when moving up.

Volunteers and/or Interns

Children's Playhouse Daycare refrains from the use of volunteers and/or interns.

Parent Checklist

Check list of items that you need to bring from home.

- A complete change of clothes including underwear, socks, shirt, sweater or sweatshirt, pants/shorts.
- If your child is in diapers, send in a supply of disposable diapers to be kept at school.
- Wipes for diaper changing (in boxed container)
- 2 plastic cups to remain in school. (toddlers need covers on their cups)
- 2 bottles for Infants
- A crib sheet ONLY for infants under 12 months old.
- A fitted sheet with elastic edging to fit securely around mat for infants under the age of 12 months.
- A one-subject notebook. Your child's teacher will use this for weekly written documentation on your child's development.
- Toothbrush and tooth paste (when your child's first tooth emerges)
- **LABEL, LABEL, LABEL** all of your child's items.

*** Children's Playhouse Daycare is not responsible for any lost items. ***

Sun Screen

During the summer months, parents are responsible for applying sunscreen to their children before entering school in the morning. Teachers will reapply as needed during the day. Sunscreen products are provided by the parents in their original containers and labeled with the child's name. The parent will also be asked to sign a permission form to allow teachers to apply sunscreen. Sunscreen is not applicable for infants under the age of 6 months, otherwise directed by a physician.

Clothing

Please dress your child so he/she is free to play indoors and out. Your child needs to feel comfortable to create and explore and should not be hindered by "special" clothes. This includes "SHOES". Your child should be in comfortable footwear all year round. When the warm weather comes, sandals and flip-flops are a safety hazard.

Children who are potty training should bring several changes and should be dressed in clothing they are able to take on and off by themselves with little assistance from teachers. Each child should bring a change of clothing to keep in his/her cubby at school. All clothing is required to be labeled with your child's name.

We go outside year-round, in all types of weather, (except rain, and severe cold). Please send appropriate clothing. Children should bring jackets, boots, gloves/mittens, and snow pants in the winter. Try to choose items, which, children can put on, and take off by themselves. Children want to be independent and find difficult clothing to be frustrating.

Clothing should suit the season and be weather permitted

Personal Property/Entanglement Hazard

Children's Playhouse Daycare asks that no child wear jewelry such as necklaces, rings, earrings(studs are acceptable), and bracelets etc. while at daycare due to safety concerns. It is important to know that these small pieces could result in choking hazards with your child and/or other children in our program. If we notice that children are wearing these items, management will remove the item, keep safe in a locked box and give to you at pick up.

Non-Discrimination Statement 7.05(2)

Children's Playhouse Daycare provides quality care and education for children from ages, 1 month through the age of 7 years including children with special needs. The school does not discriminate in providing services to children and their families based on race, religion, cultural heritage, political beliefs, marital status, disability, sexually orientation, or national origin. Childrens Playhouse Daycare Inc. will not discriminate any child for potty training because of their age and will assist children in the process.

Toys from Home

Children's Playhouse Daycare asks that parents keep all toys at home for safekeeping; we have plenty of activities at school for your child to engage in throughout the day. These items can be very disruptive and pose distractions within the classroom for our daily schedule. In the event that your child loses an item, we will do our best to find the item however, Children's Playhouse Daycare, its staff, and or owners are not responsible for any items that are lost, stolen or broken.

Rest Time

Children's Playhouse Daycare will provide the opportunity for children to rest or engage in quiet activities. The rest period will be at least forty-five minutes to 2 hours. Generally, our rest time is from 1 p.m.- 3 p.m. Lights go on at 3 p.m. and blinds are pulled up. Any child in need of extra sleep will be given extra time.

All children over the age of 12 months must bring in a fitted sheet and blanket for resting. No child should rest on a bare mat. Childrens Playhouse Daycare will have extra sheets and blankets on hand in the event a parent forgets for the day. If these necessities are consistently forgotten, a phone call will be placed to the parent.

Children over the age of 12 months will rest on cushioned mats. All children under the age of 12 months will use a port-a-crib. In our infant classrooms, there will be a white evacuation crib. This is generally used for the youngest child enrolled on the program. As following EEC Regulation in Fire Safety, this crib is needed in case of an emergency and getting out of the building with infants safely.

Obtaining Children's Records

7:05(16) Confidentiality and Distribution of Records:

Information contained in a child's record shall be privileged and confidential. The licensee shall not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without written consent of the child's parents(s). The licensee shall notify the parent(s) if a child's record is subpoenaed. The child's parent(s) shall, upon request have access to his

child's records at reasonable times. In no event shall such access be delayed more than two consecutive business days after the initial request without the consent of the child's parents(s). Upon such a request for access the child's entire record regardless of the physical location its parts shall be made available.

7:05(16) Confidentiality and Distribution of Records

The licensee shall establish procedures governing access to, duplication of, and dissemination of such information, and shall maintain a permanent, written log in each child's record indicating any persons to whom information contained in a child's record has been released. Each person disseminating or releasing information contained in a child's record, in whole, part shall upon each instance of dissemination, or release should enter into the log the following:

- o Name, signature, position
- o Date
- o The portions of the record which were disseminated or released
- o The purpose of the record which were disseminated or released
- o The purpose of such dissemination or release.

Such log shall be available only to the child's parent(s) and daycare personnel responsible of record maintenance.

7:05(20) Charge for Copies:

The licensee will not charge for copies.

7:05(21) Amending the child's Record:

- o A child's parent shall have the right to add information, comments, data or any other relevant materials to the child's record.
- o A Child's parent shall have the right to request deletion or amendment of any information contained in the child's record. Such request shall be made in accordance with the procedure described below:
 1. If such parent is of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in the child's records, he shall have the right to have conference with the licensee to make his objections known
 2. The licensee shall within one week after the conference, render to such parent a decision in writing stating the reason or reasons for the decision. If the decision is in favor of the parents, he shall immediately take steps as may be necessary to put the decision into effect.

7:05(23) Notification to Parents:

The licensee shall notify the parents in writing of the provisions of 7:05(19)

Progress Reports

While your child is enrolled at Childrens Playhouse Daycare Inc., staff will conduct progress reports according to the child's age. Infants and children identified special needs every 3 months. Toddler and Preschool ages will be conducted every 6 months. Parents are given a copy of the progress report and a copy will be kept in the child's file. A parent can request a conference to discuss the progress report with their child's teacher.

Toileting/Diapering Policy

Children's Playhouse Daycare accepts children in diapers. We will assist parents in the process of toilet training; the opportunity to use the toilet will always be offered and encouraged. The staff will always change a child who has soiled themselves, whether in a diaper or their clothing. Children must be both physically and emotionally ready (no specific age) to potty train. We believe it should be a positive experience for all involved to be successful. Please communicate any concerns or suggestions to your child's teacher.

Some of the signs we look for to know if your child is ready for the potty are:

- Does your child seem interested in the potty/toilet?
- Do they want to wear underwear?
- Can your child understand and follow basic directions?
- Can your child ask simple questions?
- Are their diapers dry for two hours or longer?
- Does your child wake up from naps with a dry diaper?
- Does your child have predictable bowel movements?
- Can your child express the need to have to use the potty, with words or expressions?
- Is your child uncomfortable in wet or dirty diapers?
- Can your child pull down their clothing up and down with little assistance or on their own?

All Families will furnish their own supply of disposable diapers. If a parent requests use of an ointment, it must be brought in its original container and labeled with the child's name for use on that child. Ointments will not be shared amongst children. Diapers and necessary equipment for diapering will be kept in the classroom. Examination paper is used during each diaper change for each child on the surface of the changing table. This examination paper is changed between each child's diaper changes, and is disposed of in a sealed trash container. All staff will use disposable gloves when diapering. Diapers will be disposed of in a sealed trash container with a leak proof disposable liner. The diaper container will be cleaned and sanitized as needed. Both the child and the staff member will wash their hands with running water, liquid soap, and use of disposable towels after each diapering. Cloth diapers will not be accepted.

- All children will be supervised in the bathroom
- All children will wash their hands using running water, liquid soap, and will dry with a disposable towel
- If a child should soil themselves they will be changed and cleaned with, disposable wipes and/or wet paper towels.

Their soiled clothing will be sent home with them at the end of the day to be washed.

Parent Teacher Conferences/ Communication

Ongoing communication between parent and school is extremely important. Should a staff member be concerned about a child, the concern will be shared with the parent. Parents may request a conference at any time. We welcome your comments, concerns and suggestions and ask that you always keep the lines of communication open. Should you make a suggestion, we will always answer by either verbal contact or written response.

Another form of communication between staff and parents are daily sheets. If your child is an infant or toddler, each day your child will leave our program with a written daily sheet. On this sheet is information regarding your child's exciting day at our center. Information such as diaper changes, feedings, napping, and any other important information including items that are running low, such as diaper, wipes and extra clothing.

Teachers are trained to be as descriptive and detailed as possible when documenting the child's day. We encourage your feedback on how this line of communication is going openly and frequently.

Other lines of communication with parents are newsletters, emails, phone calls, and information such as events, photos of activities, etc. on social media sites. We are also helpful and mindful with parents whose primary language is not English. If this occurs, we will find a staff member who can translate in the language appropriately in person or over the phone. We will also utilize google translate in the event an important and informative email should be sent.

Meals

Children's Playhouse Daycare provides all meals and snacks. Our staff members serve morning and afternoon snacks. We have a full time cook who hand prepares all of the lunch meals in the kitchen for both centers. Children's Playhouse Daycare will post current menus in all classrooms and the kitchen area for parent viewing.

Children's Playhouse Daycare Center serves nutritious meals that follow USDA mandated meal patterns introducing several types of foods and teaching good eating habits. We also provide all USDA approved iron fortified formula of our choice and all baby-jarred foods.

Food from Home

Childrens Playhouse Daycare Inc. is contracted to provide food at specific meal times. Any food brought in before 9 a.m. is not allowed. EEC states that all educators must directly sit with children who are consuming food. During this time, parents are dropping off their children and busy relaying information to staff. Childrens Playhouse Daycare Inc. feels this can create an unsafe environment that could leave a child unsafe. We ask that if you find your child cannot wait until the scheduled morning meal, provide a light snack at home before entering the program. According to The Department of Elementary and Secondary Education, *children under 4 years old* must not consume the following. Round, tubular, choking objects such as grapes, cherries, sausage links/hot dogs, raspberries/blackberries, meat/fish with bones, popcorn, seeds and nut butter, etc. Please ask a Director for guidance if your child is over the age of 4 years old and proper food-cutting requirements. We are a PEANUT FREE ZONE.

USDA Non-Discrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color,

national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Discrimination Complaint Form](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

Emergency Procedures for outdoors

- First aid kits will be taken outdoors.
- Emergency information cards containing all pertinent emergency information for each child will be in first aid kit.
- Staff member will assess injury and apply first aid as needed.
- Staff member will bring cell phone which will be readily available for emergency use only.

Minor Classroom Accidents

A teacher who is First Aid certified will

- Wash wound with soap and water.
- Apply ice if necessary
- Apply Bandage
- Fill out accident report

Major Classroom Emergencies

- Staff will assess the situation
- If evacuation is necessary, teachers will evacuate the children in the safest possible way.

- Parents will be notified.
- If a child is hurt, teacher/director will send someone to call an ambulance.
- Make child comfortable.
- Call the parents.
- Accompany child to the hospital until parents arrive.

All injuries will be recorded on an injury report. The parents will receive a copy and the injury form is recorded in a central logbook. Any major injuries that require medical/ hospitalization will be reported to The Department of Early Education and Care.

First Aid Kits

Each classroom is fully stocked with first aid supplies. Each classroom has a first aid kit with a copy of the Health Care Policy. There will be a First Aid Area in every classroom. These kits are replenished as needed and checked monthly.

Infant Sleep Regulations

Children's Playhouse Daycare will only use U.S. Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattress. All staff will place each infant under 12 months of age in their own individual crib. All staff will be trained in the program's sleep policy and Children's Playhouse Daycare will review the information with all staff periodically.

- Children younger than six months old at time of enrollment **must be** directly supervised at all times including naptime for the first six weeks they are in care.
- Place every infant 12 months or younger on their back for sleeping, unless the child's health care professional orders otherwise in writing.
- No child under 12 months of age shall be placed in a crib containing pillows, comforters, stuffed animals, or other soft, padded materials.
- Fitted, elastic trimmed crib sheet **only** in crib.
- Bibs and pacifiers will not be tied around the infant's neck or clipped to their clothing during sleep.

Alternate sleep positions require:

- Written and signed physician's note explaining medical reason why baby sleeps in position other than on their back.
- Keep documentation in their file and post a notice by the crib.
- Inform all childcare providers and substitutes/assistants.

SIDS RESOURCES

CHILD CARE LICENSING RULES AND REGULATIONS

MA Department of Early Education and Care:

51 Sleeper Street, 4th Floor

Boston, MA 02210

<http://www.eec.state.ma.us>

Boston Office: 617-988-6600

HEALTHY CHILD CARE AMERICA

American Academy of Pediatrics:

141 Northwest Point Blvd

Elk Grove Village, IL 60007-1098

Phone: 888-227-5409 or 847-434-4915

Fax: 847-228-6432

E-mail: hcca@aap.org

Web site: www.healthychildcare.org

PARTNERS AND RESOURCES

MA Center for SIDS:

<http://www.bmc.org/pediatrics/special/SIDS/index.htm>

Coordinator: Mary McClain, RN, MS (617) 414- 7437

National Institute of Child Health and Human Development Back to Sleep Campaign:

800-505-CRIB (2742)

www.nichd.nih.gov

CJ Foundation for SIDS:

888-8CJ-SIDS (825-7437)

www.cjsids.com

National Resource Center for Health and Safety in Child Care:

800-598-KIDS (5437)

<http://nrc.uchsc.edu>

National SIDS/Infant Death Resource Center:

866-866-7437

www.sidscenter.org

Emergency Evacuation Plans/Shelter in Place

Natural Disaster

In the event of a natural disaster or declared City or State Emergency, the Director of Communications and/or a designee of the Mayor's office will notify Children's Playhouse Daycare.

In any situation that requires evacuation of the childcare centers such as a natural disaster, declared City or State Emergency, and fire the children will be relocated our **Emergency Shelter** at the Old Everett High School at 548 Broadway. There we will be provided with heat, telephone service, lighting, hot and cold water supplies, toileting needs, hand washing etc.

In such an event, the following steps will be taken:

- Children will walk to this facility under the supervision of the teaching staff.
- Staff is required to carry an emergency travel kit that will include first-aid supplies and children's emergency forms.
- Parents will be notified as soon as the children are safely evacuated from the building.
- EEC will be notified immediately about any emergency relocation.

In the event walking to the designated emergency evacuation location is not safe, Childrens Playhouse Daycare Inc. will consider other available methods of transportation to the emergency location or whether calling in emergency personnel and vehicles will be necessary.

Fire

In the event of a fire, there are fire extinguishers located in each classroom and in the lobby/kitchen area of each center. There are also hard-wired and battery operated smoke detectors installed throughout the daycare. Director or designated person will use a cell phone to contact the fire department and/or proper authorities. All emergency evacuation procedures are posted at all exits along with a detailed map of the classroom. All maps illustrate the primary and secondary escape routes for that classroom. We alternate practicing primary and secondary escape routes once a month.

***All emergency numbers are posted on the wall by each phone. ***

Practice Fire Drills

Children's Playhouse Daycare conducts practice fire drills for all teachers and children once a month. Director schedules the drills at various times throughout the day. During a fire drill, **teachers bring first aid kits and children's emergency forms with them**, exit the building safely and relocate to the designated meeting place which is located across the street at the white house on Baldwin Avenue. At this point, teachers are required to do a second head count to ensure that all children are safely in attendance. The director will do a floor sweep of the center.

All classrooms will have a detailed map posted at each exit, with a drawn escape routes to use when evacuating in the event of an emergency. There is also a written escape routes as well as evacuations plans posted on the wall with the map. Children's Playhouse Daycare will document the date, specific day of the week, time, exit route used and number of children evacuated after each practice drill. These documents will be kept on file at the daycare center.

Loss of Power/Power Outages

Children's Playhouse Daycare will remain open if it can meet all the following safety requirements.

1. Heat Loss: Children's Playhouse Daycare will remain open if the center can maintain a temperature of 65 or above.
2. Lighting: Children's Playhouse Daycare will remain open as long as there is natural light.
3. Food- Children's Playhouse Daycare will alter the food menu and stored in appropriate means.
4. Fire Alarm: A hard-wired and battery-operated smoke detector will be available in Children's Playhouse Daycare.

If these requirements cannot be met all parents will be notified and required to pick up their child from the program.

Loss of Water

In the event of loss of water for an extended period of time Children's Playhouse Daycare will close until running water can be restored.

Missing Child

The administration staff will be responsible for handling the procedures of a missing child. In the event that a child goes missing while in care, the child's classroom, adjacent classrooms, outdoor spaces and areas around the property will be checked by the administration staff. Authorities will be notified if child is not located immediately following the search. Parents/Guardians will be notified immediately following the phone call to the authorities.

Lock-Down Procedures

In the event of a potential threat from an intruder inside or outside the center, the facility will go into a "lock-down" mode. During this time our goal is to keep the children and staff safe from potential danger. The administration staff will be responsible for calling the lock-down procedure. Staff and administration will ask the children to sit quietly on the floor, staff will close and lock all interior doors, all window blinds will be drawn closed, and staff will remain and keep children as calm as possible. Administration will notify police and other emergency officials as well as parents and others who may need to be notified. Children will be accounted for by staff before lock down, during the potential threat and after the lock down procedure.

Referral Process

When there are concerns regarding a child, a meeting is set up with the parents to fully discuss the child's needs. If it is determined that support services and or a more extensive outside evaluation is necessary, the parents are given appropriate resources and referrals for their child. We always suggest to the parents to discuss their concerns with their family physician. After observing a child for a period, no longer than one month with documented observations, the parent will be contacted for a conference to discuss the observations and concerns. A plan will be formulated with the parent's approval.

Referral Services Listing*

Early Interventions

Eliot Early Intervention	781-861-0890
Criterion Early Intervention	781-321-0645

Mental Health

Eliot Community Human Services	781-861-0890
Mass. Advocates for Children	617-357-8431
Harbor Area Early Childhood Services	617-569-6560

Referral Agencies

Child Care Circuit	978-686-4288
Department of Early Education and Care	978-681-9684
Department of Transitional Assistance	781-388-7300

Developmental Diagnostic

Children's Hospital, Boston	617-355-6000
North Shore Medical Salem Hospital	978-741-1215
Cognitive Behaviors Unit (Learning Disorder Unit)	617-726-2664

Health Services

WIC Main Office	617-887-4340
Harvard Med. Assoc. (Pediatrics)	781-306-5437
Cambridge Health Alliance	617-389-6270
Malden Pediatrics	781-322-5101
Dr. Janet Chua – Everett Pediatrician	617-389-2121

Housing/Homelessness/Hunger/Legal Services

Everett Housing Authority	617-387-6389
Malden Housing Families	781-322-9119
Salvation Army	781-324-1970
ABCD Malden Fuel Assistance	781-322-6284
Department of Children and Families	781-388-7100

Bilingual Services

Everett Adult Learning Center	617-394-2318
Immigrant Learning Center	781-322-9777

Hot Lines

DCF Foster Care & Adoption	1-800-KIDS-508
REACH Woman's Shelter	1-800-899-4000
Parents Helping Parents Hotline	1-800-632-8188

* If an outside referral is deemed necessary, the staff will share our referral resources with the parent regarding which of the agencies is appropriate, including the local school system for special needs services under Chapter 766. Parents will be notified of their local community's obligation to evaluate children (starting at age three) when requested in writing by the parents. If child is under three years of age, early intervention information will be provided.

We keep a written record of any referral and ask the appropriate agencies to send the results of their findings. These are shared with the child's teachers and kept in the child's file. The school's Director has overall responsibility for the implementation of any written plan. The Director is responsible for documenting in the child's file, concerns, and actions taken on behalf of the child.

Discipline Policy

Healthy early development depends on nurturing and dependable relationships, and how young children feel. These are just as important as how they think. Effective child guidance begins long before problems start. The teachers need to plan daily activities, to assess the environment, have clear consistent classroom rules, and reinforce positive behavior. At Children's Playhouse Daycare, the teachers will include the children in "the rule making process." In doing this the children become responsible for their own actions.

At Children's Playhouse Daycare, we believe in using positive child guidance. There is a difference between child guidance and punishment. Teachers are expected to know the difference. We need to guide children, and help them make choices that are acceptable. We will not punish children for making unacceptable choices. We will help the children learn from their choices.

Teachers will also guide children to be:

- Safe with themselves and others
- Encourage them to express their feelings
- Help them to become independent
- Learn conflict resolution
- To develop self-control

ENCOURAGING PHRASES YOUR CHILD WILL HEAR AT CHILDREN'S PLAYHOUSE DAYCARE INC.

- Walking feet
- Indoor voices
- Great try
- Super job
- I like the way you....
- What could you have done instead
- Thank you for being a good helper and listener

Child guidance must always be consistent- Basic Techniques can include the following:

- Preparing a stimulating environment with varied curriculum and plenty of age appropriate play materials:
- Creating consistent routines and planning ways to have smooth transitions, keeping waiting times to a minimum:
- Modeling appropriate behaviors and positive attitudes:
- Understand that no single technique will work for all situations or all children:
- Being clear about rules and being consistent:
- Providing guidelines for acceptable behavior:
- Resolving problems as they occur and remind children of the rules:
- Recognizing children's feelings(separation of one's disapproval of the behavior from the care and respect for the child):
- Focusing children away from potential problems and expending efforts towards redirection:
- Help children learn about natural consequences:
- Teach children coping mechanisms such as, "taking a break," and, "picking another activity":
- Help children brainstorm to solve problems and make choices because it helps promote self-esteem and teaches problem solving skills:
- Know when to respond to inappropriate behavior and notice appropriate behavior:
- Create individual action plan for challenging children and work with the parent to resolve them:

NO FORM OF PUNITIVE PUNISHMENT IS USED ON A CHILD FOR DISCIPLINE OR FOR THE CONVENIENCE OF OTHERS.

Children's Playhouse Daycare strictly prohibits the following:

- Corporal Punishment or spanking of children
- Any severe punishment such as, humiliation, physical abuse i.e.: shaking, physical hitting inflicted in any manner on the body.
- Verbal abuse threats or derogatory remarks
- Using food in any way as a consequence i.e.: force feeding against their will, depriving a child of meals or snacks.
- Depriving a child of outdoor time
- Disciplining children for soiled clothing
- Confining a child to a swing, highchair, crib, any other equipment for an extensive period of time

Effective ways a provider may respond to a disruptive child:

- Separate the child from the environment, but have the child remain within the teachers immediate and direct supervision until the child is able to regain self-control and rejoin the group. Children sometimes need adults to help them gain control with soft talking and gentleness.
- Have the child in close proximity to the teacher until child gains control when he cannot be removed from the classroom. In this instance, the teacher must also remove anything within immediate reach that is a potential danger to the child or others.
- If necessary the teacher may use other adults such as co-teacher, or director to support and assist in calming the child until the child is able to regain self-control.

If the child's behavior is so intense, the school will seek outside help with permission from the parents. Some agencies deal with behavioral challenges.

Challenging Behavior

A teacher may only supportively hold a child in rare cases of an emergency where a dangerous threat to a child exists.

- The child's safety is at risk:
- The safety of other children or adults is at risk:
- The child must be moved in order to be safely supervised:
- The child demonstrates an unrelenting behavior that is highly disruptive and/or upsetting to other children.

Supportive hold should not be implemented unless all other possible interventions have been attempted, and the supportive hold should be long enough to remove a child from an unsafe situation. Sometimes a nurturing touch such as a hug, taking child by the hand, picking the child up, or having the child on ones lap can be a healing experience that helps the child regain control.

Suspension and/or Termination Policy of Challenging Behavior

Children's Playhouse Daycare does not promote suspension and/or termination of any child from our program. In the case of an extreme circumstance, the school may have to suspend and/or terminate the child's enrollment. Please understand that we need to ensure the safety and well-being of all the children enrolled in our program as well as the educators.

Suppose Children's Playhouse Daycare feels as though your child is displaying challenging behaviors that are threatening and unsafe to them, other children and/or educators. In that case, we will follow and document all the steps below:

1. Children's Playhouse Daycare will provide parents with the opportunity to meet with Directors and/or staff to discuss options such as developing a behavior plan for the child while in daycare and at home.
2. Discuss referral options with parents for evaluation, diagnostic and/or therapeutic services providing parents with resources and information needed including names and contact numbers to appropriate agencies.
3. Children's Playhouse Daycare will schedule a follow-up meeting with parents to ensure parents are pursuing consultations with resources and outside agencies. During this meeting, the center will then discuss with parents the plan of action for behavioral intervention for the child while attending the program.
4. If an intervention plan has not been set in place by the parent in a timely manner, or parents have not provided Children's Playhouse Daycare with documentation of intervention attempts and/or no progress noted, the school has the right to suspend and/or terminate the child from our program.

The school will work closely with the family to find an appropriate placement and will help make the child's transition as comfortable as possible.

* **Safety Concern** – if any situation occurs that is an immediate threat and/or undermines the safety of the children and educators of the school, termination will occur at the discretion of the Directors.

* **Uncooperative Parents** -if the parent(s) of any child in our program do not follow school policies and procedures and/or do not respond to suggestions made by Staff/Directors, Children's Playhouse Daycare reserves the right to terminate. Parents who use vulgar language or slander Children's Playhouse

Daycare Inc. on social media outlets and/or in person will also be terminated for such inappropriate behavior.

In all cases above the Director will notify the parents in writing explaining the reasons for end date of termination. The school's staff will prepare the child for termination in a manner consistent with the child's ability to understand.

No Bullying Policy

Childrens Playhouse Daycare Inc. feels very strongly about bullying. We will not allow children to bully other children, staff and/or parents inside or outside of the property, whether it be physically, mentally or emotionally, in writing and/or verbally. This behavior is unacceptable and detrimental to a young child's development, self-esteem and self-worth. This negative behavior will be counseled and mentored to stop immediately. If this behavior continues, after meetings with the child's parent(s) and guidance through the program, the child will face disenrollment from our program. We hope that mentoring, counseling and advising the child who is displaying this negative behavior stop with no risk to their enrollment.

Action Figures/Violent Play/Language

Childrens Playhouse Daycare Inc. will not allow children to use vulgar language, violent play-like behavior and/or action figures, words which include gun use, and/or weapons, etc. We understand that sheltering all children from violent in movies, tablets, video games etc. is not always possible, however, we believe parent input and positive guidance will help Childrens Playhouse Daycare Inc. staff with these difficult situations that may occur. We ask that these behaviors be counseled and mentored to stop immediately. If this behavior continues, after meetings with the child's parent(s) and guidance through the program, the child will face disenrollment from our program.

Child Abuse/Neglect

It is our goal at Children's Playhouse Daycare to protect all children from abuse and neglect while in the programs care and custody. All staff is mandated reporters and shall report any abuse to the Director Immediately. The administration will report these cases immediately to the Department of Early Education and Care and the Department of Children and Families by telephone. A written report will be forwarded with-in 24 hours of the telephone report. The Administrator or designee shall notify the Department of Early Education and Care immediately after filing a 51A report and/or learning that one was filed alleging that abuse or neglect has occurred while in the care of the program. The daycare administration and staff are required to cooperate fully with the above-mentioned organizations in the event of an investigation emerging/resulting from a child abuse or neglect report.

All Children's Playhouse Daycare administration and staff shall cooperate in all investigation of abuse and neglect. Including identifying parents of children currently or previously enrolled in our daycare. Children's Playhouse Daycare shall provide the consent for disclosure to the Department of Early Education and Care, and allow the Dept. to disclose information to any person and /or agency the Dept. may specify as deems necessary to the investigation of allegations and protection of the children.

Any Staff member suspected of child abuse or neglect shall be prohibited from having any contact with the children at Children's Playhouse Daycare. This staff person is subject to suspension until the DCF investigation has been completed. If it is proven by DCF that a staff member has in fact abused or neglected a child, they will be terminated from Children's Playhouse Daycare at once. Children's Playhouse Daycare will offer full cooperation during the investigation of any reported instances.

CHILDREN'S PLAYHOUSE DAYCARE INC.

HEALTH CARE POLICY

Physical Examination upon Enrolling

All parents need to bring in proper documentation of their child's current signed and dated physical at the time of enrollment. Every child is required to have a yearly medical examination by their personal health care provider that should include a developmental history, height, weight, completed physical examination, tuberculin test, lead screening, and proof of chicken pox immunity or shot. Every child beyond three years of age should have a dental evaluation, and an annual vision and hearing evaluation.

Immunizations

Before starting school, parents must provide the center with a certificate indicating that the child has been immunized in accordance with the Department of Public Health's recommended schedules against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps, rubella, hepatitis, and other communicable diseases as may be specified from time to time by the Office. No student shall be required to have any such immunization if his/her parents object there to, in writing, on grounds that it conflicts with their religious beliefs or if the student's physician submits, documentation that such a procedure is contraindicated.

Parents are responsible for maintaining and providing to Children's Playhouse Daycare up to date immunization and physical records of their child.

Illness Policy

When a child is out sick, the parent is asked to call the day care by 8:00 am, and report pertinent information regarding their child's illness. With any contagious illness, it is most important that the Director, of the center, be notified in order to prevent further spread of illness. The center will make the appropriate recommendations to the parents pertaining to specific illnesses. Similarly, a handout notifies all parents of children exposed to a contagious or infectious disease. Parents are alerted to watch for symptoms. It is the responsibility of the center's teachers to observe children throughout the school day for signs of illness and report any illness to the Director.

Upon arrival, the child is observed and if any of the following signs are noted, the parent will be called and the child will be sent home with his or her parent(s):

1. Fever of 101 degrees or more
2. Wheezing
3. Diarrhea and /or vomiting
4. Rash
5. Signs of severe cold or sore throat

If your child exhibits any of these symptoms during the day, you will be called to take your child home. If you are called, it is expected that you will arrive at the daycare within one hour. If you can't make it to the daycare within that time period, please make arrangements with one of your authorized persons to pick up your child. Your child will be kept away from the other children, safe, and comfortable while waiting until a parent arrives

Under no circumstances should a child be sent to the center if he/she has a contagious or infectious disease. A sick child cannot do well in a group setting and it is difficult for the staff give a sick child the extra attention he or she needs. We assume that any child who is sent to the daycare is well enough to participate in our regular program. It is not possible, for staff to keep a child inside while the other children are outdoors. We need all of our teaching staff to properly supervise the children in their care. If a parent feels that his/her child is not well enough to participate in all activities, he/she must keep the child home. We do realize that this may create a hardship for working parents, however, we must think of the welfare of all the children.

Caring for Mildly Ill Children in School

Children's Playhouse Daycare does not have facility for caring for and maintaining mildly ill children in school. If a child becomes ill during the course of the school day, the following procedures will be followed.

- Parent will be contacted to pick up sick child, if a parent cannot be reached then an emergency contact person designated by parent will be called.
- Child will be isolated and kept comfortable with books, and quiet toys.
- Rest mats, and blankets will be used and food and drink will be offered.

****Parents and or designated adult from the pickup list are expected to respond promptly to take child home.****

If any of the following signs are noted, the parents will be called and the child will be sent home with his or her parent(s):

Fever

Fever is often the body's normal response to infection. Fevers generally suggest that a child may be fighting off an infection. Children with a fever of 101 degrees or higher are asked to stay home for a 24-hour fever-free period. *This means children must be fever-free without fever-reducing medicine for 24 hours.* Children's Playhouse Daycare will take the children's temperature under their armpit (axillary) only. Children's Playhouse Daycare does not use oral or rectal methods for taking temperatures. We will continue to follow the EEC/State Guidelines for COVID-19 fever policy of 100.4 until lifted.

Wheezing

If your child displays any of the following symptoms; you will be notified to pick up your child from the center. If you are dropping off, you will be asked to take your child to a medical professional. Note to return.

- Wheezing or rattling sounds
- Persistent coughing which may be accompanied by mucus
- Retraction around the ribs when breathing
- Rapid breathing

Diarrhea

If your child displays more stools than normal and their stools are loose, watery, and unformed these are symptoms of diarrhea. When a child has two or more uncontained and /or uncontrollable diarrheas or stools that contain blood and/or mucus.

Parents will be notified to pick up their child. Your child can only return after being free of diarrhea for a 24-hour period and have had a solid stool.

Vomiting/Nausea

If your child has two or more vomiting occurrences within an hour, you will be called to pick up your child from the center. Your child can only return after being free of vomiting for a 24-hour period and is well enough to participate with the daily routines of the classroom. You will want to make sure your child gets many fluids so dehydration does not occur.

Rash

There are many forms of childhood rashes. Although rashes are usually not symptoms of serious illnesses, we will report them to parents with detailed information for the child's pediatrician. We will notify parents to pick up your child if these signs/symptoms are observed:

- If the rash is red, pink or purple in color,
- Itchy
- Warm to the touch
- Description of the rash (hives or welts)
- Location of the body
- If it has spread
- If the child has eaten any new foods
- Looks or acts sick in any other way

Signs of severe cold or sore throat

Strep throat infections cause very red, sore throat that can be accompanied by swollen glands, fever, headache and stomach ache. Children with a positive Strep culture need to stay home for at least 24 – hours after having antibiotic medicines and the child's fever must be gone. A doctor's note will be needed for your child to return to daycare.

If your child exhibits any of these symptoms during the day, you will be called to take your child home. If you are called, it is expected that you will arrive at the daycare within one hour. If you cannot make it to the daycare within that time, please arrange with one of your authorized persons to pick up your child. Your child will be kept away from the other children, safe, and comfortable while waiting until a parent arrives.

Under no circumstances should a child be sent to the center if he/she has a contagious or infectious disease. A sick child cannot do well in a group setting and it is difficult for the staff to give a sick child the extra attention he or she needs. We assume that any child who is sent to the daycare is well enough to participate in our regular program. It is not possible, for staff to keep a child inside while the other children are outdoors. We need all of our teaching staff to properly supervise the children in their care.

If a parent feels that his/her child is not well enough to participate in all activities, he/she must keep the child home. We do realize that this may create a hardship for working parents, however, we must think of the welfare of all the children.

1. Any child who is sick needs special care and attention, both physically and emotionally.

2. A sick child may often pass their illness on to other children.

Return After Illness

A child may return to school under the following conditions with a health care provider's release:

1. Contagious rash, impetigo or other parasitic diseases after completely cleared.
2. Contagious diseases after the period of contagion is over
 - a. Chicken pox – exclude for five days after the onset of the rash or until all lesions have dried and crusted over, whichever is later
 - b. Measles – four days after rash appears
 - c. German Measles - after rash disappears.
 - d. Mumps - nine days after the onset of gland swelling.
 - e. Scabies- after treatment has been completed
 - f. Head Lice- after treatment has been completed. Child needs to be completely cleared by a health care provider before returning and be free of nits on the hair strands. Director must do a head check in the privacy of the office to examine child. Childrens Playhouse Daycare has a “NO NIT” policy. Parents can refer to additional reading material by going to www.headlice.org
3. Strep throat that has been treated with antibiotic for at least 24 hours and fever free.
4. Bacterial conjunctivitis that has been treated with antibiotic for at least 24 hours.
5. Meningococcal disease after the child has completed appropriate course of treatment
6. Homophiles Influenza after the child has completed the appropriate course of treatment.
7. COVID19 after the child has completed the appropriate course of treatment.

A child may return to the center under the following conditions without a health care provider's release:

1. Fever - 24 hours fever free (under 101 degrees) without the use of fever reducing Medications such as Tylenol, Motrin, Advil etc..
2. Diarrhea – 24 hours and when solid stools have returned.
3. Vomiting - when the child has not vomited for 24 hours prior to return.

Medical Emergencies

In the event of a medical emergency, the center will attempt to locate a child's parents immediately. If a parent cannot be reached, the center will try to locate the emergency contact person and the child's physician. If necessary, the child will be transported by ambulance to the nearest hospital. The staff will continue to attempt to reach parents. Parents or the emergency contact person will be asked to meet staff at the hospital. All staff has been trained in basic first aid and at least one staff in CPR. Every effort will be made to closely supervise children and watch for hazards to health and safety.

If an emergency occurs, during a field trip, one staff person will be responsible for contacting the child's parent or emergency contact person and summons help if necessary.

Staff will be required to carry a traveling first aid kit with each child's specific information forms and a cell phone for emergencies whenever leaving the center with children.

EMERGENCY NUMBERS

Fire:	911
Police:	911
Ambulance:	911

IMPORTANT NUMBERS

Everett Police Department	617-389-2120
Everett Fire Department	617-387-7443
Poison center	1-800-222-1222
Whidden Hospital	617-389-6270

HEALTH CARE CONSULTANT

Dr. Janet Chua 617-389-2121
391 Broadway Everett Ma, 02149

DESIGNATED ADULT

Michelle Diaz 781-354-6761
Vice President, Executive Director

46 Bucknam Street Location:

Located on the corner of Bucknam Street and Baldwin Avenue. Parking and main entrance is on Baldwin Avenue.

92 Baldwin Avenue Location:

Located on Baldwin Avenue. Main parking area for parents located at 46 Bucknam Street

Emergency Telephone Numbers

The telephone numbers of the health care consultant, fire department, police, ambulance, designated health care facility, designated adult, and poison center shall be posted at *each* telephone at the centers.

Asthma

Asthma is a respiratory problem in which breathing is difficult and often accompanied by a wheezing, chest pulling or whistling sound. Wheezing is caused by the following combinations of events in the lungs; the muscles surrounding the air tubes in the lungs tighten, the tissues lining the air tubes swell, and extra mucus is produced. The airways become narrowed, and air passing through makes a wheezing sound. Most children with asthma have attacks only occasionally.

It is very important to have the proper equipment such as nebulizers and/or inhalers for your child's treatment at daycare. If your child has an Individual Health Care Plan at Childrens Playhouse Daycare Inc. this mandates that your child have the appropriate rescue medications on site. We ask that you request from the pharmacy two prescriptions, one for daycare and one for home. This will eliminate the back a forth of necessary rescue medication. Parents need to be aware that in the event that medication be brought home, the child will not be able to enter school the following day without it. Your child's safety is our priority, this medication needs to readily available at school continuously.

First Aid

First Aid Kits are located in a designated area of each classroom with a copy of our Health Care Policy. Children's Playhouse Daycare staff will follow first aid procedures in accordance with the American Red Cross and Nation Safety council.

First Aid Kits will be stored out of the reach of children, checked every month, and refilled as needed. A Supply list will be attached to the outside of each box.

The First Aid Kits shall contain the following: adhesive tape, Band-Aids, gauze pads, gauze roller bandage, disposable latex gloves, instant cold pack, scissors, tweezers, mouth guards and a thermometer.

The daycare staff will respond to non- emergency type injuries. If a child is injured and requires first aid, the parent/guardian will be notified of the procedure followed and the type of first aid applied. An injury report will be completed, signed by the parent and placed in the child's file.

Parents will be notified of any injury requiring emergency care immediately. A written report will be completed within 24 hours. Maintained in the Director's office is a central file of all injuries. The Director is responsible for monitoring these supplies.

Individual Health Care Plans

All programs must maintain as part of a child's record, an Individual Health Care Plan (IHCP) for each with a chronic medical condition which has been diagnosed by a licensed health care provider as required by 606 CMR 7.11 (3) (a) (c). An Individual Health Care Plan ensures that a child with a chronic medical condition receives health care services he or she may need while attending the program. If your child has a chronic condition, your child's health care physician will need to fill out an "Individual Health Care Form". This form can be provided by a Director.

This form is valid for 1 year once signed off by your child's health care physician. Program will need updated Individual Health Care Plan to child to resume care.

Medications

Children's Playhouse Daycare will not dispense any prescription or non-prescription drugs except those that have been prescribed by a physician. In addition, a parental authorization form must be completed for each medication that teachers will be administering. Authorization forms are available through the Director. It is the responsibility of the parent/guardian to deliver medication to the Director. No child should handle any medication. Please ensure that all information on the form is completed. **Children's Playhouse Daycare will not administer any (first dose) medication to a child.** Parents must have previously administered the medication.

All medications will be stored, out of the reach of children in the "Medication Area" of the child's classroom and all medications that require refrigeration, will be kept in a locked box inaccessible to children.

No medication is to be administered contrary to the directions on the original label unless so authorized by a written order from a physician. All medical administration records and medication consent forms are placed in the child's file. Children's Playhouse Daycare staff is not permitted to administer any medication unless all of the above have been provided.

Prescriptions

All prescription medications need to be in the original container with the original prescription label with the child's name affixed. Written parental consent is also required. The prescription label must have the following information listed below:

- The child's name
- Date prescribed and expiration date
- Name of the medication, the specific dose, the number of times a day the medication is to be administered, and how many days medication is to be administered.
- Directions for administration of medication.
- Reason for medication
- Possible side effects
- Directions for storage
- Name and phone number of prescribing health care practitioner
- Medication must be in a safety cap container

Non-Prescription Medication (Oral)

Non-prescription medication is any medication that can be bought over the counter without a doctor's prescription, (e.g. acetaminophen, ibuprofen, antihistamines). All non-prescription medication needs to be in its original containers. All non-prescription medication must be accompanied by:

- Medication Consent form from Children's Playhouse Daycare or your doctor giving permission for the medication to be administered with their signature
- name of medication, prescribed dosage, dates and time to be administered
- reason for medication
- possible side effects
- directions for storage
- Medication consent forms for non-prescription oral medication are only valid for a week and parents will need to update weekly.

Topical and Non-Prescription

All topical and non-prescription medications need to be in their original containers.

Staff will always log the name of child, dosage, date, time, and staff signature on all medication logs.

Staff Training on Administering Medication

All staff members are trained in the “5 Rights of Medication.” Each time a child receives medication, staff members will document:

- Name of Medication
- Dosage
- Date and Time
- Method (route) of Administration
- Who Administered the Medication

Unused Medication

All unused, discontinued, outdated prescription, non-prescription medications will be returned to the parent(s) for proper disposal. When returning medications to the parent is not possible Children's Playhouse Daycare's owners/directors will dispose of medications in accordance with the licensee, Department of Public Health and Drug Control program.

Allergies

At the time of enrollment, each parent will be asked whether his/her child has any known allergies including allergies to foods, medications, animals, and /or any other substance. Parents are responsible for informing the daycare's Director in writing if this information changes in anyway.

This information will be posted in a conspicuous place in each classroom so all teachers are aware of a child with allergies. Information will be recorded on the child's information sheet that will be kept in the child's file in the Daycare office.

Staff will be responsible for being knowledgeable about children's allergies and ensuring that children with allergies are protected from exposure to foods, chemicals, or other materials to which they are allergic.

Food Allergies/Restrictions

Children's Playhouse Daycare is a Peanut-Free Zone. In each classroom, there is an allergy posting for the children of the center. If your child has food restrictions, and/or allergies please see your director. According to 7CFR, part 226.20, food substitutions for medical reasons can **only** be made when there is a written statement form from a medical authority. This written statement must include the medical reason and recommended alternate foods.

During an allergic reaction, the staff will inform the Director immediately. If staff can identify the allergen, they will separate the child from it. If the allergen cannot be easily identified, and the child's symptoms do not decrease, the staff member should try to keep the child calm, quiet and comfortable while the Director contacts the parent. In case of an Emergency, 911 will be called.

Food Restriction based on Personal Preference and Religious Beliefs

Children's Playhouse Daycare will be sensitive and respect all parent's personal preferences and religious beliefs. If your child has a food preference, it is your responsibility to provide Children's Playhouse Daycare with the appropriate foods and quantity needed. On the first page in your Enrollment packet, parents need to put in writing the restrictions, special diet, allergies etc. for your child.

Infection Control

The concept and practice of Universal Precautions assumes that human blood and body fluids are potentially infectious. All staff and children will utilize universal precautions to minimize the risk of exposure to infection. This will include wearing disposable non-latex gloves whenever encountering bodily fluids.

All staff and children will wash their hands with liquid soap and running water, using friction. Hands shall be dried with individual disposable paper towels.

Teachers and children will wash hands but not limited to:

1. Before handling food.
2. After toileting.
3. After encountering body fluids, discharge or drainage.
4. After handling daycare animals or their equipment.
5. After using own tissues.
6. After cleaning.

Facilities used for hand washing after toileting shall be separate from facilities and areas used for food preparation and food service.

All equipment, items, or surfaces shall be washed with soap and water and/or disinfectant.

1. Tables
2. Toys
3. Water table and equipment
4. Smooth surfaced, non-porous floor
5. Mops used for cleaning

At least daily or more frequently to maintain cleanliness:

1. Toilet and toilet seats.
2. Sinks and faucets

Disinfectant Solutions will be bleach and water solution prepared by staff daily in accordance with EEC standards. Disposable wipes shall be provided and used when appropriate. Extra clean indoor/outdoor clothing shall be available at the daycare for all children who do not have available in their cubby. Soiled clothing shall be stored in a double plastic bag, labeled, out of the reach of children and returned to the parents.

Universal Precautions

All staff will practice universal precautions such as wearing gloves etc. All wastes, blood, bodily fluids, and any item used to clean wastes, blood, bodily fluids will be disposed of in a double plastic, leak proof bag, tied and put in a sealed container. All trash will be removed from the classrooms daily or as needed.