



Parent Handbook 2010

(1/2010)

"Established in 1943"

Providing Quality Care for over "65" years.

www.jnjcc.com

Our administration, teachers, and assistants are dedicated to the growth and welfare of your child. We are committed to making our center the best choice for your child.

This Handbook contains information regarding center policies and helpful hints. Questions & Comments are welcomed.

Sincerely,

Kelley A. Joyce

Vice President

Executive Office: 617-773-4114

A place to develop successful relationships.

WELCOME TO JACK 'N' JILL CHILD CARE

Vision

- Continue the heritage of outstanding Quality Care
- Develop educational innovations that exceed learning principals
- Secure the needs of quality child care for children and families

Our Mission Statement

To provide quality childcare for children within a healthy, warm, and loving environment that will help foster the growth of early learners; intellectually, socially, emotionally, and physically.

Our Core Values

"CHILD"

Caring - to nurture
Hand-Held – to lead
Imagination – to offer
Loving – to devote
Dedicated – to teaching

"Created by our staff at Jack 'n' Jill in Sept of 2001"

Philosophy of Education

Our philosophy is based on children's developmental needs for freedom within limits and a carefully prepared environment. A child who is safe, happy and learns at his or her own pace is our primary goal. At Jack 'n' Jill our environment is set up to promote your child's development.

Children need adults to show them the possibilities of their lives, but children themselves must discover responses to those possibilities. Children also learn to be with other children and develop socialization skills while making a successful break from home. Jack 'n' Jill strives to develop in all children a sense of security, self-esteem, responsibility and a feeling of positive self-motivation.

Statement of Purpose of Jack 'n' Jill

Jack 'n' Jill Child Care Centers, Inc. was founded and established in 1943 by Harriet Drew. Now 65 years later, we still remain dedicated to providing quality education and care for children. The purpose of Jack 'n' Jill Child Care Center is to provide quality education and care for children between the ages of six (6) weeks and six (6) years of age. We also have a limited school age license to accommodate six children up to the age of eight. The goals of the Center are to provide the kind of environment and variety of experiences that will allow your child to:

- Develop a sense of security, a feeling of success and positive self-concept
- Develop self-expression and creativity
- Develop self-control, responsibility and good manners
- Learn to be with other children, to socialize, to share and to cope with new relationships
- Make a successful and happy break from the home
- Develop an interest in learning
- Learn about safety and hygiene
- Most importantly, have fun while learning

Our Center is licensed by the EEC and is staffed accordingly with certified early childhood professionals. Our professionals are trained in both First Aid and CPR.

Our center goes above and beyond to involve families of all ethnical backgrounds. Together our purpose is to help both teacher and families create a successful learning experience within the Early Childhood setting. We always remain open and look to develop strategies that help to meet the individual needs of each child while experiencing difference in values and practices.

We do not discriminate in providing service to children and to their families on the basis of race, religion, cultural heritage, political beliefs, marital status, national origin, sexual orientation or disabilities.

The Center's intake procedure includes a tour of the Center, discussion of the program and parent orientation of a required admission packet.

HOURS – (May vary between locations)

Center is open Monday through Friday 6:45 to 6:00 p.m. for the Preschool and Toddler Programs and **7:00 a.m. to 5:30 p.m.** for our Infant Program. Hours vary between locations. We require that all children be signed in the Center by 9:30 a.m. in order to ensure that they participate in the classroom

activities. A consistent drop-off and pick-up time is essential for children to feel secure in the Center. Parents are expected to bring their child into the building and see that the child is under the supervision of a teacher before leaving the premises.

Drop-Off and Pick-Up / Signing In

During Drop-Off, children must be walked to their classroom, signed in, and acknowledged by a staff member before a parent/guardian leaves the building. Documented times will be listed on our Attendance Sheets.

Pick-up must be made according to the centers designated hours. After designated hours, a late fee of \$1.00 per child/ per minute will be charged. There is a minimum late charge of \$5.00 up to the first 5 minutes.

Authorized Adults

Our staff will release your child only to people listed on the consent form. It is mandatory to phone the staff and notify us that someone other than yourself or designated persons will be picking up. The person who will be picking up your child will be required to provide identification before your child is released.

Holidays

Our center is open 52 weeks a year.

Jack 'n' Jill will be closed for the following holidays:

New Year's Day	Martin Luther King Day	President's Day
Patriot's Day	Memorial Day	July 4th
Labor Day	Columbus Day	Thanksgiving
Day after Thanksgiving	Christmas	

In addition to closures, Jack 'n' Jill will close at 1:00pm on Christmas Eve. A Current Holiday Schedule is always posted on the Parent Bulletin Board.

Vacations

If your child is going on vacation, notify the center director/or classroom teacher at least two weeks in advance. There will be no reduction in tuitions for any vacations.

Fees

Tuition Fees are determined at the time of enrollment based on the current published fee schedule. The tuition rate is NOT reduced due to snow days, vacations, holidays or illness. All payments must be made on the last business day (Friday) prior to services rendered. A 1-5 day processing time for all "checks" dated on the Friday before services are rendered is expected. Tuition account must be in good standing before any and all records are released. We estimate a minimum annual tuition increase of 5-10%. Tuition changes will occur annually in July.

Late Fees

Tuition Fees are due on or before the last business day (Friday) of the week prior to the week the child receives services and must be received within seven days of the due date. After the seventh day, a \$10.00 late charge will be applied to your tuition account. After 14 days your child's care will be suspended and these childcare services will resume only after all tuition and late charges have been paid.

Bank Charges

A \$25.00 bank charge will be applied to your account for all non-negotiable checks returned by the bank. Returned checks will not be re-deposited and cash or money order must be used to reimburse the center for any returned. After a second check is returned, personal checks will no longer be accepted as a method of payment and all future payments must be made with cash or money order.

Sibling Discount

Jack 'n' Jill offers a sibling discount program for private parents.

- 10% discount is applied to a second child
- 5% discount is applied to a third child

Discounts will be applied to the **least** expensive tuition accounts. Kindly call our Accounts Receivable Specialist for further details.

Parent Incentive Program

Jack 'n' Jill offers an incentive program for parents who refer friends, families, and others. In appreciation, the following incentive program is offered.

For each day that a referred parent enrolls their child, Jack 'n' Jill will credit your child account:

1 new child enrolls 1 day	after 60 days and referred parents tuition is current	1 day is credited
1 new child enrolls 2 days	after 60 days and referred parents tuition is current	2 days is credited
1 new child enrolls 3 days	after 60 days and referred parents tuition is current	3 days is credited
1 new child enrolls 4 days	after 60 days and referred parents tuition is current	4 days is credited
1 new child enrolls 5 days	after 60 days and referred parents tuition is current	5 days is credited

Enrichment Program

An Enrichment Fee of \$25.00 is posted to your family account annually (on the last week of September). This fee covers the cost of providing outside monthly educational resource providers such as: The Enchanted Story Teller, Young Song Music, and our Yoga and Wellness Program.

Please refer to your fee Agreement for further details.

Closings

In the event of a snow emergency, every effort will be made to keep the Center open.

Should we be forced to close during severe or inclement weather, an announcement will be posted on the following website: www.whdh.com. Late Openings, Early Closures and Full closures will be listed alphabetically by Town under "Snow Day Alerts".

If you have any doubt, call the Center after 6:00 in the morning. A Voice Mail message will inform parents of any delay in opening or closure (it may take up to 10 rings). If the weather conditions become less favorable during the day, the Center may close. In this case, all parents will be notified by phone of an earlier closing time. According to our Fee Agreement, parents will be charged regardless of a closure due to inclement weather. Please see that a current contact number is left with the Director / Teacher on Stormy days.

Non Discrimination Clause

This Center will not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, marital status, national origin, sexual orientation or disabilities. All children will be treated equally and receive any and all benefits the Center can provide.

Withdrawals

We require that you **notify the Center's Director in writing two weeks prior to withdrawing your child from the Center**. It is important for the staff, your child and his/her peers to prepare for departure. Two weeks tuition will be charged if the required written notice is **not** given.

Infant Care

Infant care is on a full-day basis only. Quality physical care and careful nurturing are the primary components of the infant program. There is one caregiver for every three infants, two caregivers for seven infants, or three caretakers for up to 10 infants. Our goal is to insure individual attention is given to each child. All infants are fed individually and cribs are used for rest / napping. All children are observed while sleeping by staff member. The remainder of the day is spent in outdoor play, floor play and infant stimulation, thereby encouraging physical, social, and verbal growth.

The infants outdoor play space is safe and inviting. Jack 'n' Jill provided equipment that is age appropriate. Since individual schedules vary, infants may not have a designated outdoor time.

Due to the very special needs of infants and state licensing requirements, formula and baby food is required to be brought in from home. All formula bottles must be pre-made, labeled, and placed into the infant room refrigerator on a daily basis by the parent/guardian. All food must be labeled as well. (Label with permanent marker). Additional perishables are also welcomed to be stored in our classroom refrigerator

Parents are required to bring:

- Adequate supply of disposable diapers
- Additional supply of formula (to be left at center at all times, in original packaging)
- Cleansing wipes
- Two spare changes of clothing.

The center will provide bibs, blankets and have an available change of clothes as a backup.

Health / Medications

The entrance physical must have been administered within one year of admission, or a physical must be obtained within one month after admission. For infants under six months of age, entrance physicals must

be administered within 15 days of admission. After the initial entrance examination, a yearly checkup is required for continued enrollment. Parents of infants who are receiving their first series of inoculations should bring a note from the doctor documenting any new immunizations so that we may update your child's health record.

If at any time a child's physical has expired, the parent must provide the center with a written documentation from a physician's office stating the date and nature of the next appointment for physical and immunizations.

Records of your child's physicals and immunizations are required by state regulations. For children under the age of six years, but not less than two years of age, Jack 'n' Jill requires a statement signed by a physician or an employee of a health care agency stating that the child has been screened for lead poisoning. This statement is required prior to, or within one month, of admission. A written and notarized verification from the child's parent(s) that they object to such an examination on the grounds that it conflicts with their religious beliefs will be accepted in such circumstances.

If your child is ill, do not send him/her to school. This is for your child's safety as well as the safety of the rest of the children and staff. Your child must **be fever-free and symptom free for 24 hours** before returning to school. If your child is on antibiotics, he/she may return after being on medication for a full 24 hours.

Should your child have a communicable disease, such as strep throat or chicken pox, inform the Director immediately. The Center's Director will then notify other parents.

Your child should be kept home if he/she will not be comfortable playing and participating in activities within the Center. Some causes would be due to; colds, diarrhea, vomiting, or complaining of an ear-ache or sore throat. Children, who become ill, will be sent home. The parents will be called to pick up the child. Any child absent from the Center with a contagious disease will not be readmitted without a signed statement from a physician indicating that the child is no longer contagious.

OUR STAFF WILL NOT ADMINISTER ANY KIND OF MEDICATION TO YOUR CHILD UNLESS YOU PROVIDE US WITH THE FOLLOWING.

Medication must have your child's name on the prescription label. A consent form must be signed by you or your physician. If your child is on an over-the-counter drug, there must be a physician's note stating amount and times to be given. We cannot administer any medication, prescription or over-the-counter, without a prescription label on the bottle. Over-the-counter medication will only be given after we have attempted to notify the parents.

Standard Procedure for Maintaining Written Records:

All prescription or non prescription medicine will be documented and kept on file.

Administration of Medicine – (oral and topical)

The designated teacher in each classroom may administer a prescription and / or oral non-prescription medication to children. In their absence, the Assistant Director or Director will administer and log any needed medication.

Jack 'n' Jill will not administer prescription or non-prescription to a child without written parental authorization. This authorization must specify and indicate both the name of the child and medicine to be administered.

Jack 'n' Jill will not administer a prescription or non-prescription daily medication without a physician's note that states the proper procedure for administering.

In addition, the parent must provide Jack 'n' Jill with the proper tools for administering and must verify with staff members: the proper amount to be given and procedure for administering.

Prior to dispensing a non prescription medicine a call will be placed to a parent/guardian informing them that medicine will be given.

Jack 'n' Jill shall keep all medication labeled in its original container, with the child's name, the name of the drug and the directions for its administration and storage. This does not apply to topical non-prescription medications which are not applied to open wounds, rashes, or broken skin.

Jack 'n' Jill shall not administer prescription medication to a child without a written order from a physician, which may include the label on the medication, which must indicate that the medicine is for the specific child and specify the dosage, number of times per day and number of days the medication is to be administered.

Jack 'n' Jill shall not administer any such medication contrary to the directions on the original container unless so authorized by a written order of the child's physician

Jack 'n' Jill shall maintain a written record of the administration of any medication, prescription or non-prescription, to each child which includes the time and date of each administration, the dosage, the name of the staff member administering the medication and the name of the child. This completed medication record shall be made part of the child's file.

Jack 'n' Jill shall store all medications in a labeled container out of the reach of children and under proper conditions for sanitation, preservation, security and safety except as provided in 102 CMR 7.05(2)(c)2.

Refrigerated Medication is stored a Labeled Container (located in the Kitchen Refrigerator) / or (Designated Refrigerator).

Non Refrigerated Medication is stored in a labeled container in each classroom.

There are a minimum (2) First Aid Kits located in the facility. The location of the First Aid a Kits are located on the Parent Bulletin Board.

All unused medication shall be disposed of, or returned to the parent when expired or no longer needed.

Medication may only be given to a child who has the proper authorization from his/her doctor (this authorization expires annually) and parent.

Written authorization forms are kept in the classroom. While on medication these forms are kept in the classroom. Upon completion of the medication, the classroom authorization form is put in the child's file kept in the main office.

EpiPen: For children who require an EpiPen, the EpiPen must be given to the center in its original container with the original pharmacy label. Also, the EpiPen itself must have a date of origination and a date of expiration clearly marked on both the PEN and the CONTAINER. This is the only non oral or topical medicine that will be administered.

Pets: Jack ‘n’ Jill does not allow pets in our school. Occasionally, pets may visit the center, but “NO” turtles or reptiles will be allowed. Any visiting pets are healthy, up to date with immunizations and free from communicable disease.

Health Policy Guidelines for Parents

Since we cannot give any medication to your child without written permission from your physician, each time you take your child to the doctor, ask him/her to write a permission slip so that if medication is indicated you will not have to make an extra trip. All medicines to be given must be recorded in the medicine log in your child’s classroom each day and stored in the kitchen. Be sure to notify your child’s teacher of required medicines.

Allergies: Upon enrollment all children’s allergies are identified, the listed allergy is posted in the classrooms, noted in the child file, and logged in our centers database.

Jack ‘n’ Jill will make any and all reasonable accommodations to secure the health and welfare of children. It is not unusual for a child entering day care for the first time to get a number of colds. Children of all ages and teachers interacting with a new group of children often do. If it is any consolation to you, our older children do not get sick very often and hopefully your child will escape with less illness when he/she enters kindergarten..

**Please keep your child at home if these symptoms or conditions occur:
(Children MUST be Symptom FREE for a 24 hour period before returning to school)**

1. Temperature over 100 degrees. Exceptions may be an elevated temperature due to recent immunizations or prolonged physical activity.
2. Severe cold with a temperature elevation, sneezing, or nose drainage.
3. Diarrhea – liquid stool
4. Continued, unexplained vomiting.
5. Rashes you cannot identify or a physician has not diagnosed.
6. Ear or throat infections diagnosed by a physician. If the child is being given an antibiotic, he or she should not return to school until the medication has been given for at least 24 hours.
7. It is important that you let us know if your child has been exposed to a contagious disease.

Some of these are:

Measles	Conjunctivitis	Hand/Foot/Mouth
Chicken Pox	Bronchitis	Croup
Mumps	Impetigo	Etc.
Head Lice	RSV	

Conjunctivitis – an eye infection commonly referred to as “pink eye.” The eye is red, burning, and may have some drainage.

Bronchitis – this can begin with hoarseness, barking cough, or a slight temperature elevation.

Impetigo – skin lesions start in a small delicate blister containing yellowish fluid or white pus and surrounded by reddened skin.

You know your child. If he/she is acting differently, check him/her carefully before coming to school. If you have any doubt, call your doctor for advice. Children exhibiting symptoms of illness will be sent home if constant individual attention is given and the child still exhibits symptoms of illness. By helping us to observe good health standards, you will be protecting your child and the others in the program.

We do have a healthcare consultant that is available, and in the absence of a director, our healthcare consultant will have final say if a child needs to be sent home.

Emergencies

Minor Medical: Parents will be called at numbers listed on cover sheet.

Minor Dental: Parents will be called at numbers listed on cover sheet.

Major Medical & Dental: **911** is called immediately for an ambulance. The child's record is transported with the child to the nearest hospital. Parents are called using the numbers listed on the enrollment forms.

Poison Prevention Center: **1-800-682-9211**

A Local Dentist Office is available on Parent Staff Board.

Dentistry for Children: 851 Main Street, Weymouth 781-337-4700

If your child should need emergency dental treatment, the doctor on call may be reached at any time by our electronic paging system.

The dentist office phone at **(781) 331-0140** for instructions

Please visit their website at **www.dentistryforchildren.com** for further information.

Area hospitals.

South Shore Hospital

55 Fogg Road
Weymouth, MA 02189
781-340-8000

Quincy Medical Center

114 Whitwell Street
Quincy, Ma 02169
617-773-6100

Good Samaritan Hospital

235 North Pearl Street
Brockton, Ma 02301
508-427-3000

Missing Child (NAEYC Criterion)

In the instance of a missing child, the following procedure will occur.

- Administrator will be notified immediately
- The building's staff will be notified to lock down the building (meaning no one enters or no one may leave)
- An entire sweep of the building will be conducted
- Administration will then notify 911 and local authorities
- Administration will then notify parent(s) or guardian.
- Administration will then notify EEC.
- The procedure will then be turned over to local authorities
- Staff member responsible for child will be immediately suspended.

Feeding / Meals / Snacks / Nutrition / Safety

Infant Programs, Jack 'n' Jill does not provide formula to infants; therefore it is the responsibility of the parents to provide all food and formula. Infants are feed on an individual basis when hungry.

Breast Milk: Can only be stored for a 24 hour period or 3 months if frozen. All breast milk must be dated and labeled with the child's name.

Breast Feeding: Jack 'n' Jill does support breast feeding. Parent may consult with the Director in order to make reasonable accommodations.

Jack 'n' Jill only provides food to children that is nutritionally balanced and meets the individual need and developmental stage.

Staffs make reasonable accommodation for children with feeding disabilities. If necessary, staff will provide families with an ongoing daily log of food consumption.

Staffs discard all bottles after feeding. Staff who warm formula must see that the warming temperature does not exceed 120 degrees Fahrenheit for no more than five minute.

Staff adheres to the food safety recommendations of our centers health care consultant and are required to discard all foods that are labeled with an expired date.

Bottles: Infants who cannot sit up are held while bottle feeding, bottles are prohibited for infants and toddlers whiles in cribs, and at no time are bottles propped.

Sippy Cups and Cups Sippy cups are prohibited during crawling and walking.

- When a teacher feels that a child is developmentally ready to use a cup, the family is included in the decision to offer fluid from a cup.

Jack 'n' Jill recommends that no Infant under the age of six months is served solid food or fruit juices.

Jack 'n' Jill also recommends that whole milk is served to children ages 12 -24 months.

An additional supply of formula must be kept at the center at all times.

Toddler and Preschool Programs, a morning and afternoon snack with juice are served to all children. Parents are responsible for providing lunch for their child unless the center provides a lunch program. Centers will provide plastic silverware if needed.

All food is prepared, stored and served in accordance with the USDA Food Program.

All food is cut into pieces no large than 1/4 for infants 1/2 inch square for Toddlers according to their chewing capacity.

Recommended Prohibited Foods:

Hot Dogs	Raw peas
Whole grapes	Chunks of large carrots
Nuts	Meat larger than can be swallowed whole
Popcorn	Hard pretzels
	Peanut Butter

A “Cold” lunch is required for each child. Jack ‘n’ Jill does not heat lunches but parents are allowed to send foods in an insulated container.

Since refrigeration is not provided, **we strongly advise all parents to place a cold pack in your child’s lunch in order to keep it from spoiling.** We will make our best effort to see that **plastic** disposable containers are returned to you; however, it is not the responsibility of the center to wash the containers.

****Please do not send lunch in a glass container or dish. ****

If you forget to send a lunch or can not bring one to school before lunchtime, the school will provide a lunch for a fee of \$1.50.

The following is a list of suggested lunches:

1. Jelly sandwich, soup, raisins and milk.
2. Yogurt, sandwich, granola bar, and apple juice.
3. Bologna and cheese sandwich, pickles, apple and milk.
4. Tuna fish sandwich, container of vegetable, Jell-O and milk.

We highly encourage parents to try to include at least one item from each of the following food groups whenever possible.

1. Milk and Dairy Group
2. Fruits and Vegetable Group
3. Bread and Grains Group
4. Proteins and Meat Group

Our centers are Peanut Free:

We value the safety of our children and ask that you avoid sending peanuts and peanut products to school. Please review some helpful hints:

Label reading is critical in order to avoid foods which “might contain peanuts or be processed in a peanut facility”.

Some commonly overlooked foods are: (to verify this information, kindly read the item’s ingredients)

- Dunkin Donuts - munchkins, donuts, muffins, cookies
- Nestle Toll House chocolate chips, products, including refrigerated cookie dough, chocolate chip bits, ice cream, etc.
- Bakery items from a local bakery including supermarkets (cakes, cupcakes and cookies, etc.) is not considered safe unless it was made in a “peanut free bakery”.

A notice will be posted in the entrance and our Director and staff would be more than willing to provide you with literature concerning this allergy.

Snacks:

Posted menus are kept on file and reviewed by our Healthcare Consultant. A well balance and nutritional menu is offered.

We enjoy the celebration of birthday parties at Jack ‘n’ Jill. If you wish to bring special refreshments for your child’s birthday, please check with his/her teacher. Due to the diversity of food allergies, we recommend that only store bought snack (with the ingredients label on it) be sent in. Our staff would be glad to make suggestions and recommend a convenient time.

Children / Adult Safety:

- Liquids and food that are hotter than 110 degrees are kept out of child's reach.
- Any bleach or chemicals are kept out of reach
- The building will not permit environmental hazards such as: air pollution, lead, and asbestos
- First Aid Kits are located in the building and taken outside during play
- A healthcare Consultant is available if concerns arise
- Purell hand sanitation stations are dispersed throughout the building.
- Weekly, Monthly and Quarterly Building Inspections are held
- Renovation are not allowed during operational hours unless and emergency

Rest

Your child will be provided a mat for rest time after lunch. Children are not required to sleep but rest.

Children's Supplies

A change of clothing must be kept at the Center. This should be appropriate for the season and the weather. The change should include pants, shirt, underwear and socks. If these go home dirty, be sure to bring in a clean set the next day. All items brought to the Center must be labeled with an indelible marker and transported in a sturdy bag. A blanket may accompany your child for rest time. Your child should be dressed in play clothes that are appropriate for activities and weather. Warm clothing is needed for outdoor play in the winter including boots, mittens and hats.

For safety reasons we ask that children do not wear open toe shoes or flip-flops to school. Secure footwear is what we encourage for inside and outdoor play.

The children also use materials such as watercolors and paints, glue, play dough, glitter, etc, so we highly recommend that your child is sent to school in clothes that can be easily washed and not dry cleaned.

Toys and other personal belongings must be left at home unless your child's teacher approves the personal belonging. Personal belongings will only be approved for special events and Show and Tell. Recommended show and tell toys are educational toys or theme oriented toys, which coincide with the classrooms current curriculum.

Visiting the Center

Parents are welcomed and encouraged to join us for our in-house enrichment programs and special events.

Families are welcomed at our center at any time, announced or unannounced. If at any time families are accompanied with a visitor, the visitor must be checked in at the office.

Communication between parents and staff is vital for your child's well being. If you would like to call the Center to speak to teachers, please do so at rest time between 12:30 and 2:00 p.m. The teachers are not always free to talk during activity times.

Supervision

Infant and Toddler staff are trained to utilize the "senses" of vision and hearing in order to provide children proper supervision. Additional tools used to help supervise Infant and toddlers may include: mirror and sound monitors.

Sleeping Infants and Toddler are monitored by both sight and sound. Cribs are checked for locking and unlocking. Teaching staff are in view of sleeping children.

The supervision of all children is the responsibility of the Director and Teaching staff according to their position. Each staff member is required to position themselves so that they may observe as many children as possible at all times

Children are assigned to a particular teacher in a particular classroom and remain in their care until they age out or become developmentally appropriate to attend the next age group.

At all times, teaching staff supervise all children primarily by sight and by sound during short intervals that include: toileting, napping, and library areas. Preschool children are allowed to be out of sight for short intervals.

Kindergarten children who are involved in independent tasks may be left for short periods of time with visual and auditory supervision from a teacher.

Kindergarten Children are allowed to perform daily task and may be out of a teacher sight momentarily in order to perform such tasks. Tasks may include: Going to the Directors office, taking daily count, retrieving supplies or delivering mail. Teachers are responsible for seeing that the child's task is completed in a promptly manner.

Parent / Teacher Meetings

Formal meetings are held in December and June in the form of an Open House. This is a time for parents to meet with teachers and other parents and to review progress reports. A progress report is provided during Open House and a parent signature is required after review. A parent's input is always welcomed and we encourage parents to offer ideas and suggestions regarding our programs and policies. With regards to confidentiality, children's completed assessments are kept in a folder stored in a locked file cabinet.

If a parent requests a written response to a situation, the Director will see that this request is met in writing within seven (7) days.

Parents are always welcomed to have informal meetings with the teachers at the beginning and end of the day. If a parent wishes to speak to a teacher by phone, the best time to call is between 12:30 and 2:00 p.m. If a discussion requires a significant amount of time, a date and time will be set by the director.

Evaluation / Progress Reports / Assessment

Evaluations

Children's evaluations are completed quarterly by an administrator, Lead Teacher, or Teacher. All children receive a development screening within three months of entry and from there after evaluations are completed on a quarterly basis. The evaluations are presented to Parent/Guardians at our Center Open Houses which are held twice a year in June and December.

During evaluations, teachers will make note of any parent questions, comments and concerns regarding their child and or their child's progress.

Based upon the results of children's progress reports, curriculum standards may be altered or improved

in order provide quality education and care. Please refer to Parent Meeting and Children's Referral Plans in our parent handbook.

Assessment

Jack 'n' Jill assesses the development of children through both Formal and Informal assessment methods.

Example of Informal Methods: Daily verbal communication, teacher observation (written), parent/teacher notes and a JNJ communication log.

Example of Formal methods: Progress Report and Developmental Check lists

Curriculum

Parents are provided with a monthly guide including.

- Classroom Calendar
- Classroom Curriculum

Curriculum is built and based upon the emerging interests of the children.

Transfer of Records / Distribution of Records

A parent or legal guardian may request a transfer or Distribution of records.

All files and records of children at Jack 'n' Jill are privileged and confidential.

Request regarding release of records must be submitted two week prior to the release of any information.

This request must be accompanied by completing and returning a Confidentiality and Distribution of Records Form which can be obtained from the centers Director a signature from the parent/Legal guardian is required.

Transportation

Jack 'n' Jill Child Care Center does not provide transportation. Therefore, the following plan is administered during operational hours.

There are independent bus companies that provide transportation to and from the center and our staff will supervise the children at the Center during arrival and departure.

In the case of a **medical emergency** where transportation is required, a phone call to 911 is placed and an ambulance is summoned. If 911 does not respond, the Director or acting Director will transport the child by vehicle to the closest designated hospital.

Special Events and Family Participation

Jack 'n' Jill encourage the safety and well being of children. Since the Mass Law does not require seat belts in buses, Jack 'n' Jill will not travel off the premises for field trips. In lieu of off-site field trips; we invite special events planners to our school to host Special Events.

Jack 'n' Jill recognized the importance of uniting families both formally and informally; therefore we host special events such as, parent breakfast hours, school graduations, open houses and more.

Jack 'n' Jill strongly recommends that parents actively participate in the development of fundraising

ideas as well as securing community service in-house field trips for the children and classrooms.

Notices with special event information are posted on our Parent Bulletin Boards, listed in our Monthly newsletter and are sent home with the Date, Time, and any other pertinent information. Events can and will be schedule before, during and after center hours in order to meet the needs of all families schedules

Special Events are scheduled approximately 2-4 times a year e.g. Week of the Young Child, Graduation.

No parent who assist during special events may be left alone with any child but their own.

Contingency Plan for Full Evacuation

Jack 'n' Jill practices for evacuation on a monthly basis. A Fire Drill is performed and staff are instructed to perform and review our plan and methods of evacuation with the children.

In the event of a full evacuation due to a fire, natural disaster, loss of power, loss of heat, loss of water or other disaster causing an emergency evacuation, children and staff will precede immediately to a designated area. The designated area is located on your parent bulletin board.

Children and staff will walk to designated area, and copies of the children's emergency forms will be taken en route and parents will be contacted.

In the event that there is a temporary loss of power, heat, or water, administration will attempt to rectify the situation before closing the center. If all attempts fail, then the parents will be contacted by phone in order to schedule a pick-up. A written letter of notice will follow.

Child Guidance Plan

Child Guidance goal is to maximize the growth of children while protecting the group and individuals within it. Our main goal is to prevent inappropriate behavior and boredom by having age-appropriate, diverse activities. If a child becomes disruptive, redirection to a new activity is implemented. Sometimes a merit or reward system will work as a means of Child Guidance and/or setting definite rewards for specific behavior. Deprivation will not be utilized as a form of punishment for inappropriate behavior. Discipline and guidance shall be consistent and based on an understanding of the individual needs and development of a child. We shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it.

If the child's behavior does not improve with any of the above, then the following will occur:

- (a) Move his/her chair away from the group
- (b) Exclude the child from the activity by letting him/her observe the activity
- (c) Give the child an appropriate time out to calm the child down and then have the child rejoin the group
- (d) Move the child to another class if you and the director feel this is a possible and appropriate solution.
- (e) Have the Director schedule a parent/teacher conference
- (f) Introduce the referral plan to the parent(s) at the time of conference

- (g) Have the child picked up by the parent and/or suspend the child from care at the center.
- (h) Last, terminate child from the center.

The following does not occur;

- (a) Corporal punishment shall not be used in any form.
- (b) No child shall be subjected to cruel punishment, humiliation, verbal or physical abuse, neglect or abusive treatment.
- (c) No child shall be denied food as a form of punishment.
- (d) No child shall be punished for soiling, wetting, or not using the toilet.
- (e) No force feeding.

A referral list is available in the director's office for any parent seeking information in regards to Child Guidance.

As mandated reporters, any suspicion of abuse or neglect by a staff member or parent/guardian is reported immediately to DSS and the EEC by the Director/Administrator. If an allegation is made against a staff person, the staff person will be immediately removed from the classroom and only suspended upon the recommendation of the Department of Social Services or the Department of Early Education and Care . This removal from the classroom or suspension will remain in effect until the Administrator of Jack 'n' Jill, Department of Social Services and/or the EEC renders further recommendations.

Children with Disabilities

Director or designated teacher (**Center Liaison**) will obtain parental consent for the information from Local Educational Agencies, Early Intervention Programs or other service providers to help meet the needs of a child with disabilities. Director or designated teacher (**Center liaison**) will identify in writing accommodations to meet needs of child, including:

1. Change or notifications in regular center activities.
2. Size of group and appropriate staff/child ratio
3. Special equipment, ramps, materials or aids needed.

If accommodations required by 7.07 (7) (a) cause undue burden for the child care center, the director or designated teacher shall provide to the parents written notification within 30 days of receipt of authorization, request information the reason for this decision. In addition, the licensee shall notify the parents of their right to request EEC to determine if the licensee is in compliance with 7.05 (20 and 7.07 (7). The following factors would be considered but not limited to when determining whether the accommodations required are reasonable or would cause undue burden:

1. Nature and cost
2. Ability to secure funding or services
3. Number of person employed by the licensee
4. Effect on expenses/resources
5. Securing the best interest of the child or other children within the center.

The licensee shall, with parental permission, participate in the development and review of the child's program plan on cooperation with the LEA, Early Intervention Program, or other health and service providers. The licensee shall, with parental permission, inform the appropriate administrator of special

education, in writing, that the licensee is serving a child with a disability. The licensee shall, with parental permission allow a behavior specialist to evaluate the child and situation as well as make recommendations regarding what is best for the child.

Referral Plan

Jack 'n' Jill shall use the following procedures for referring parents to appropriate social, mental, health, educational, and medical services for their child:

Whenever any staff member is concerned about a child's development or behavior and feels that further evaluation is needed, they will contact the Director who will review concerns.

If the Director agrees, the teacher is requested to complete an observation report and review the child's records prior to making a referral.

The Director will maintain a list of current referral resources in the community for children in need of services. This list shall include the contact person for Chapter 766 and Early Intervention programs.

Referral Meeting

The Director will schedule a meeting with parents to notify them of the center's concern(s) and prepare a current list of referral resources.

At the meeting, the Director will provide to the parent a **written statement** including the reason for recommending a referral for additional services. Also, during the meeting, a discussion and brief summary of the following will be addressed:

- The center's observation(s) relating to the referral.
- Any and all efforts that the center may have made to accommodate the child.

The Director will offer assistance to the child's parent(s) in making a referral. Parent(s) will be encouraged to call or request an evaluation in writing. If the parent needs extra support, the center may, with written parental consent, contact the referral agency for them.

A Director shall inform the child's parent(s) of the availability of services and their rights including the right to appeal, under Chapter 766. If a child is under the age of three (3), the Director shall inform the child's parent(s) of the availability of services provided by Early Intervention Programs..

Follow-up

The Director will, with parental permission, contact the agency or service provider who evaluated the child for consultation and offer assistance of allowing the child to receive service at the center. If it is determined that the child is not in need of services, the center shall review the child's progress every three months to determine if another referral is necessary.

If services are rendered, a copy of the child's IEP must be kept on file at the center.

Suspension and Termination Policy

Jack 'n' Jill Child Care Centers adhere to the following policies in regards to suspension & termination.

A parent meeting is schedule via in person, or by telephone. The Director will provide to the parent a written statement including the reason for recommending a referral for additional services, a brief

summary of the center's observation(s) related to the referral, and any efforts the center may have made to accommodate the child's needs.

If a child exhibits inappropriate behavior more frequent than not during the day, a parent will be required to come and pick up their child/children

REASONS FOR SUSPENSION & TERMINATION INCLUDE BUT ARE NOT LIMITED TO:

A child may be suspended or terminated from the center for the following reasons.

- The health and safety of your child or other children cannot be assured in the center.
- Frequency of inappropriate behavior: such as biting, spitting, hitting or foul language, etc. (*see Child Guidance Plan*)
- The child's developmental needs are not being met at the center/parent's needs are not being met.
- Non-payment of tuition fees. (*see Fee Agreement*)

A child may be suspended or terminated from the center for the following reasons if a parent/persons designated to drop off or pick up a child exhibits any of the following:

- Verbally or physically threatens to cause harm, violates a staff member, child, or other parents/visitors
- Harasses a staff member, child, or other parent/visitor of the center.
- Steals or Solicits
- Uses inappropriate language, body language, and/or tone of voice
- Appears to be under the influence.
- Does not comply with the policies and procedures of the center or when an uncompromised situation occurs between the administrator / staff and a parent.
- Fails to cooperate with a referral plan that is recommended for the child.

Policy Regarding Child Abuse and Neglect

Any person(s) suspecting physical and sexual abuse is to report the incident to the Director or Assistant Director. Immediate action will be taken against the staff person. The staff person must be suspended until further action is rendered by the Department of Social Services and The Department of Early Education and Care.

If, for any reason, the staff cannot reach the Director or Assistant Director, the staff should go directly to the Department of Social Services by telephone (617) 331-6600 or after 5:00p.m. at 1-800-792-5200 and file a verbal report.

The licensee's program administrator or Designee shall notify EEC immediately after filing a 51A report, or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of the program or during a program related activity. A written report will be forwarded to DSS within 48 hours and a copy kept with the child's records. The case will be investigated by DSS. If there are any questions, the center will give full cooperation to all involved agencies.

Diapering Procedures

1. Diapers are changed every two hours or as needed when soiled or wet.
2. Disposable Diaper wipes are used during each change.
3. Children's hands are washed with soap and running water after each change. Disposable individual paper towels are used to dry hands.
4. The changing table or diapering surface shall not be used for any other purpose.
5. The cushioned changing surface is to be washed after each change with a bleach solution.
6. The changing table surface is covered at each changing time with a disposable covering.
7. Soiled diapers are placed into plastic bags and into a lined trash container. Soiled clothing is double bagged and placed away from other items.
8. A change of clothing is provided by the parents and extra center owned clothing is available if the need arises.
9. Staff washes their hands with soap and running water after diapering. Individual disposable paper towels are used to dry hands.

Toileting Procedures

1. Children are brought to the bathroom at specific times of the day. If in the interim they need to use the bathroom, they are brought in at once. Children wash their hands with soap and running water after toileting.
2. Staff also wash hands after assisting the children toileting. Disposable paper towels are used for drying hands.
3. Clothing (soiled or wet) is bagged and stored apart from other items until the child leaves the center. The parent is informed of the occurrence so they will know to clean the clothing immediately.
4. A change of clothing is kept for all children at the center in case of an accident. The parent is informed when the supplies are running low so another change of clothes is brought in. If the child has no spare clothing, the center will provide a set which will be cleaned before another child can wear them.
5. No child is punished, verbally abused, or humiliated for soiling, wetting or refusing to use the toilet.
6. No child will be clothed in ill-fitting clothes from the center.

Toilet Training Procedures

1. Children will only be toilet trained in accordance with the requests of the and in a manner that is consistent with the child's physical and emotional abilities.
2. No child is punished, verbally abused, or humiliated for soiling, wetting or not using the toilet.
3. Children shall be supervised at all times while toileting.
4. Children and staff wash their hands with liquid soap and running water after toileting. Staff also washes their hands after assisting a child with toileting. Individual towels shall be used to dry hands.
5. Clothing soiled or wet is double-bagged and stored apart from other items until the child leaves the center. The parent is informed of what happened during the day so they know to clean the clothing immediately.
6. A change of clothing is kept for all children at the center in case of an accident. The parent is informed when the supplies are running low so another change is brought in. If the child has no spare clothing, the center will provide a set, which will be cleaned before another child can wear them.

Jack 'n' Jill

REVIEWED WITH PARENTS PRIOR TO CHILD'S ATTENDANCE

POLICIES AND PROCEDURES AGREEMENT BETWEEN PARENTS AND JACK 'N' JILL CHILD CARE

1. Late Pick Up Policy: The center will be open from _____ a.m. to _____ p.m.
Each child shall be picked up by (5:30 for Infants) and _____ p.m. for (Toddlers, P/S, Pre-K & Kindergarteners) **In the events that the parent or guardian is unable to pick up his or her child at their scheduled pick up time, the following will happen:**

No child will be left unattended, parent will notify center of delay of pickup, school will contact persons listed on child's emergency contacts, and finally, if no one can be reached by 6:30pm, the local Police Department will be contacted and inform our staff whether or not to file a report with the Department of Social Services. A consistent late or pick up will result in termination of child care services which will include a two week notice.

2. This center will be closed for the following holidays or the day the holiday is observed. They are: New Year's, Martin, Luther King Day, President's Day, Patriot's Day, Memorial Day, 4th of July, Labor Day, Columbus Day, Thanksgiving Day, the day after Thanksgiving, and Christmas. In addition, we close at 1:00 p.m. on Christmas Eve. A full week's tuition will be charged during these weeks.
3. Each child must have a change of clothing that is left in the center to be used as a change of clothes or for emergencies. All clothing must be marked. The center is not responsible for lost clothing. Children should wear clothing suitable for in-door and outdoor activities and play, arts and crafts as well as snack time.
4. Parent is expected to bring in a crib sheet weekly to cover the resting mat provided by Jack 'n' Jill. It is the responsibility of the parent to wash and return it weekly. Please see that it is labeled with permanent marker.
5. Parents are asked to see that children do not bring toys to the center except for Show and Tell Day.
6. Parents are expected to bring their child into the building and see that the child is under supervision of a teacher before leaving the premises.
7. Children who become ill may not remain at the center. The parents will be called to pick up the child. Children absent from the center with a contagious disease will not be readmitted without a signed statement from a physician indicating that the child is no longer contagious. Please refer to our Health Care policy for further clarification.
8. Routine visits to a doctor, clinic, and dentist are the responsibility of the parent. A child will not be permitted in the center if current annual physical and up-dated immunizations are not on file. This is an EEC regulation.
9. Each toddler and preschool child in the center will be provided with a rest period and mat.
10. Children will be permitted to play outside in the play yard daily, except in inclement weather, during extreme heat, or when there is evidence of pollution, smog, or smoke. If for any other reason you do not want your child to participate in outdoor activities, please bring a doctor's note to the Program Director stating reason why, and length of time.
11. Parents must cooperate with the center in carrying out all government laws, rules, and regulations affecting the operation of Jack 'N' Jill Child Care.

- 12. Although we request your cooperation in not disrupting our programs, parents are permitted access to all parts of this Center while their child is present.
- 13. Parent/Guardian will abide by Our Child Guidance Plan, Suspension and Termination Policies.
- 14. This agreement may be changed at any time by Jack 'N' Jill to comply with government regulations or for any other reason.

Reviewed by:

Center Director _____

Parent/Guardian _____

Date _____

Parent/Guardian _____

Information Sheet For **Department of Social Services Day Care Consumers**

Lead poisoning is an environmental disease, which usually affects preschool children. Small amounts of lead can affect a child's ability to learn and develop. Larger amounts, if not detected and treated in time may cause serious illness or permanent damage. Most often children are poisoned by the ingestion of lead paint chips or inhalation of lead paint dust. However, there are many possible sources of lead available to children living in an industrial society. We are only beginning, for example, to understand how soil, air and water contribute to the lead levels of children. Children are exposed to these sources through normal hand to mouth activity.

Most children who are lead poisoned will show no symptoms. In those who do show symptoms, they are often vague and easily attributed to other childhood diseases. The early symptoms of lead poisoning include head or stomachache, tiredness, fussiness and poor appetite. The only sure way of determining whether a child has absorbed too much lead is to test their blood. The lead-screening test is a simple, relatively painless finger stick, which collects a small amount of blood. The blood is analyzed for two substances. The first test performed is erythrocyte protoporphyrin or EP. EP is very sensitive to lead and rises quickly after a child has been exposed. EP is also a measurement of the amount of iron available to the child and in some cases the EP is elevated because the child is iron deficient. If the EP is normal, the specimen is usually not tested for lead but if the EP is elevated a lead test is performed. If an elevated blood lead level is found, then children will be referred to their health care providers for follow-up.

All children under six living in Massachusetts are at risk for acquiring lead poisoning. However, for some children, particularly those living in substandard housing with peeling paint, the risk is greater. Therefore, the Childhood Lead Poisoning Prevention Program recommends that all children between the ages of 9 months and 6 years be tested yearly. Children between 9 months and 3 years who live in high-risk areas should be tested every six months. Because, for reasons not well explained, lead levels rise in the summer, whenever possible, a screening test should be performed during warm weather months. Most doctors and clinics will screen children for lead if you request it. Many Boards of Health also provide screening tests usually at no cost.

If you would be interested in learning more about lead screening please call:
CLPPP @ 1-800-532-9571.