



## Parent Handbook 2017

(Revised April 2017)

Providing Quality Care for over "73" Years

"Established in 1943"

[www.jnjcc.com](http://www.jnjcc.com)

Our administration and educators are dedicated to the growth and wellbeing of your child.  
We are committed to making our centers the best choice for childcare.

This Handbook contains information regarding our Programs Plan, which includes center policies, procedures, curriculum, operations, etc. Jack 'n' Jill Child Care Centers, Inc. (hereinafter "Jack 'n' Jill" or "Company") reserves the right to change or amend these policies at any time with an effective date and the most current policies will be posted on the family Bulletin Board.

These policies are prepared for all employees of Jack 'n' Jill Kindergarten and Child Care Inc., JNJ Child Care Corp & O.T. Child Care Corp., commonly owned and collectively referred to as; Jack 'n' Jill Child Care Centers (hereinafter "Jack 'n' Jill" or "Company").

A signature page from this supplement will be in addition to a signed Policies and Procedures Agreement

Our administration is dedicated to the growth and welfare of our Company.  
Sincerely,

**Kelley A. Joyce**  
CEO

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 principles  
Secure the need of quality childcare for children and families

### Our Mission Statement

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

### Our Core Values

Caring:	to nurture
Hand-Held:	to lead
Imagination:	to offer
Loving:	to devote
Dedication:	to teaching

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

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## 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 **over** 70 years later, we 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 to six (6) years of age. The goals are to provide the kind of environment and variety of experiences that will allow children to develop the following:

- A sense of security, a feeling of success, positive self-concept, self-expression, positive self-esteem, autonomy, social competence, social readiness, creativity, 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 home, develop an interest in learning, knowledge about safety and hygiene and most importantly to have fun while learning.

All our professionals are trained in First Aid, CPR, and OSHA and all our centers are staffed accordingly with certified early childhood professionals.

Two of our (3) locations are in Quincy and one in Abington. These are licensed by;  
EEC Metro Boston Quincy Regional Office  
1250 Hancock Street Suite 120 Quincy Ma. 02169  
Telephone: 617.472.2881

EEC may be contacted for programs history or additional information.

### **Interactions amongst educators**

Interactions by educators are warm, attentive, consistent, courteous and respectful. They also promote appropriate expression of emotions, efforts and accomplishments; opportunity for choice, language development, conversations, cooperation and self-control. Our center goes above and beyond to involve families of all ethnical backgrounds.

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 differences in values and practices. We do not discriminate in providing services to children and to their families based on race, religion, cultural heritage, political beliefs, marital status, national origin, developmental readiness, sexual orientation or disabilities.

The Center's intake procedure includes a tour of the Center, discussion of the program, parent orientation and an admission packet. Enrollment procedures will include a child visitation prior to start date.

## AMENDMENTS

Parents will be notified of any changes, revisions, or amendments to the Centers Policies and/or Parent Handbook. These amendments will be dated and posted on the Parent bulletin board and may also be individually delivered or emailed.

## HOURS

### Our Centers Hours

Monday through Friday 6:45 am to 6:00 p.m. (Preschool and Toddler Programs)  
7:00 a.m. to 5:30 p.m. (Infant Program)

**A maximum of 10 hours per day is allowed.** We require that all children be signed into the Center by 9:30 a.m. 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 / SCHEDULED HOURS

We ask that Parents/Guardians refrain from using a cell phone in our building during drop off and pick up. We feel that verbal uninterrupted communication is important. Our center locations are equipped with key fob readers/security code key pad entrances. These codes are provided to enrolled families and any other individual that is picking up your child must not be provided the door code or key fob for entrance. Kindly ensure that the Director is contacted by verbal and written communication when someone on the contact list is picking up your child other than yourself. This will ensure a safe and predictable pick up for your child.

During Drop-Off, children must be walked to their classroom, signed in, and acknowledged by an educator before a parent/guardian leaves the building. Documented times will be listed on our Attendance Sheets. Children must be signed out and their pick-up must be made per the centers designated hours. After designated hours, there is a minimum late charge of \$5.00 (up to the first 5 minutes) and a \$1.00 per child/per minute late fee thereafter.

Children's scheduled hours are set by the parents per the registration agreement form. Any time a parent diverts from the agreed upon hours (before or after scheduled time) they are responsible to give a 24-hour written notice to the program director for approval in order to secure that proper staffing and ratios are met according to EEC regulations. If a written notice is not given and approved by the director, parent(s) will be expected to wait with the child(ren) until the center can provide proper supervision.

## AUTHORIZED ADULTS

Our staff will release your child only to people listed on the consent form. These codes are provided to enrolled families and any other individual that is picking up your child must not be provided the door code or key fob for entrance. It is mandatory to email and call the Center Director to notify JNJ that someone other than yourself or designated persons will be picking up. If at any time an individual who has been employed with JNJ is picking up or dropping off your child; approval or denial from the administrator is required. The person who will be picking up your child will be required to provide identification before your child is released.

## 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; therefore, emailing the center director is also an option. We encourage families to email, call, write or talk to program staff members and administration. A daily communication log book is also available in every classroom for families.

## 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	Independence Day - July 4 <sup>th</sup>	Labor Day	Columbus Day
Thanksgiving Day	Day after Thanksgiving	Christmas Day	

In addition to closures, Jack 'n' Jill will close at 1:00 p.m. on Christmas Eve. If at any time Christmas Eve falls on a weekend, JNJ will close early on the Friday before. A current Holiday Schedule is always posted on the Parent Bulletin Board.

## 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](http://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. Per 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.

## FEES & PAYMENTS (Available in Director's Office & Web-site)

Full day fees are based upon a 10-hour day.

Pay all fees: tuition, late charges, \$25.00 non-negotiated payments and an annual \$75.00 enrollment fee.

Pay full tuition for those weeks including; scheduled holidays, illness, closure due to unexpected circumstances, snow days, vacation and/or suspensions.

Tuition may be waived for severe child illnesses that require hospitalization see above policy

A Re-enrollment Fee of \$50.00 will be applied to your account after 12 weeks of absence

Pay a \$10.00 fee for lost and replaced key fobs

Pay all fees on or before the Friday prior to the week of child care services or incur a \$15.00 late fee after 6 days of non-payment. Receive a suspension notice after 21 days of nonpayment of tuition.

Pay all tuition charges applied to your account when a 2-week **written** notice of termination is not provided.

Pay all fees via the centers on-line secured Tuition processing system, (Click to Pay) or EFT option

Anticipate a minimum of 5-10% annual tuition increase.

Expect a 1-5 business day processing time for all payments.

## 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. If payments are not received within seven days of the due date, a \$15.00 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. A \$25.00 bank charge will be applied to your account for all non-negotiable on-line payments returned by our payment processing system.

## WITHDRAWALS

We require that you notify the Center's Director in writing two weeks prior to withdrawing your child from the center or you will receive a charge for two weeks' tuition. It is important for the staff, your child and classmates to prepare for a proper goodbye.

Jack 'n' Jill hosts open enrollment on a year-round basis and maintains a waitlist to enter our programs. Families on the wait list are eager for the opportunity to come to school. When a family chooses to withdraw their child(ren) from child care; the child care slot is forfeited. JNJ does not hold child care slots for intermittent withdrawal of child care.

In the event, you choose to decrease the number of days enrolled the dropped days are in jeopardy of being filled. It is the family's responsibility to keep in constant contact with the Program Director to determine if the vacated slots have been filled or are available.

If your child is going on vacation, notify the center director at least two weeks in advance. There will be no reduction in tuition for any vacations; regular tuition rates apply. Child Care slots will not be held for vacations lasting more than 2 weeks.

## 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:

Upon initial enrollment; for each day that a referred family enrolls, Jack 'n' Jill will credit your account as listed below:

1 new family enrolls 1 day	after 60 days and referred parent's tuition is current	1 day is credited
1 new family enrolls 2 days	after 60 days and referred parent's tuition is current	2 days is credited
1 new family enrolls 3 days	after 60 days and referred parent's tuition is current	3 days is credited
1 new family enrolls 4 days	after 60 days and referred parent's tuition is current	4 days is credited
1 new family enrolls 5 days	after 60 days and referred parent's tuition is current	5 days is credited

## CORPORATE INCENTIVE PROGRAM – Available upon request

Please inquire with you center director for more details.

## 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. A child will not be permitted in the center without an up-dated and annual routine physical and immunization on file.

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 because it conflicts with their religious beliefs will be accepted in such circumstances.

Additional required record keeping information for your child's folder must be maintained and will include:

- Copy of custody agreements, court orders, restraining orders
- Documentation of unsatisfactory vision, hearing, and dental screenings if applicable
- Individual Health Care plan for children who have a chronic medical condition, diagnosed by a licensed healthcare practitioner. (e.g. Epi Pen, asthma, diabetes)

Individual Health Care Plans must be in collaboration with the child's physician, school, and programs health care consultant. A form is required and is available in the centers office.

Parents will be asked to train staff in their child's Individual Health Care Plan. (Chronic conditions)

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 families and staff for precautionary methods.

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 earache 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 and with the proper dosing tool.

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 staff member in the classroom that is trained annually 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. Annually, per our licensing agency, administrators and educators complete the "5 Rights of Medication Administration".

Jack 'n' Jill will only administer oral non-prescription daily medication for a period of one week. After the one week period a doctor's note is required. 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 daily medication without a physician's note that states the proper procedure for administering.

**Procedure for medication administration**

- Staff wash hand before and after administering medication
- Administration requires: written physician's instructions, written parental consent, documentation and proper / safe storage and disposal
- Before administering; parent must verify that child has taken medication before. **NO** first dose will be given at JNJ.
- Medication must be in a labeled pharmaceutical original bottle
- 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.
- Medication must be accompanied with a standardized measuring device (supplied by parent)
- Controlled substances must be in a locked cabinet
- Refrigerated medicines are kept in a separate container located in the refrigerator
- Unused medication is returned to the parent

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.

There are a minimum (2) First Aid Kits located in the facility. The location of the First Aid Kits is located on the Parent Bulletin Board. In addition to the first aid kit components, each First Aid Kit will also contain non-latex gloves as well as a CPR mouth guard.

## Individual Health Care plans / Per EEC Regulations

Jack 'n' Jill must maintain as part of a child's record, an individual health care plan for each child with a chronic medical condition, (allergies, asthma, seizures, high fevers, etc.) which has been diagnosed by a licensed health care provider. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered.

**The educator** may administer routine, scheduled medication or treatment to the child with a chronic medical condition in accordance with written parental consent and licensed health care provider's authorization.

1. Notwithstanding the provisions of 606 CMR 7.11 (I)(b)2., the educator must have successfully completed training, given by the child's health care practitioner, or, with his /her written consent, given by the child's parent or the program's health consultant, that specifically addresses the child's medical condition, medication and other treatment needs.
2. In addition to the requirements for the routine, scheduled administration of medication or treatment set forth in 606 CMR 7.11(3)(a), any unanticipated administration of medication or unanticipated treatment for a non-life-threatening condition requires that the educator must make a reasonable attempt to contact the parent(s) prior to administering such unanticipated medication or beginning such unanticipated treatment, or, if the parent(s) cannot be reached in advance, as soon as possible after such medication or treatment is given.
3. The educator must document all medication or treatment administration, whether scheduled or unanticipated, in the child's medication and treatment log.
4. The written parental consent and the licensed health care provider's authorization shall be valid for one year, unless withdrawn sooner. Such consent and authorization must be renewed annually for administration of medication and/or treatment to continue.

**The educators** may, with written parental consent and authorization of a licensed health care practitioner, develop and implement an individual health care plan that permits older school age children to carry their own inhalers and epinephrine auto-injectors and use them as needed, without the direct supervision of an educator. All educators must be aware of the contents and requirements of the child's individual healthcare plan specifying how the inhaler or epinephrine auto-injector will be kept secure from access by other children in the program.

**Whenever** an individual health care plan provides for a child to carry his or her own medication, the licensee must maintain on-site a back-up supply of the medication for use as needed.

Medication used for chronic conditions (e.g. asthma, seizures, high fevers) may only be given to a child who has the proper authorization from his/her doctor (this authorization expires annually).

Written authorization 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. The EpiPen is required to go with the child both indoors and out.

**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 stored in a locked cabinet within your child's classroom. 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 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 several 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
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 puss and surrounded by reddened skin.

Lice – tiny wingless insect that attach themselves or lay eggs (nits) in; hair, eyelashes, and eyebrows. Jack ‘n’ Jill enforces a “nit free” policy. No child can attend with evidence of lice or nits.

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.

## HEALTHCARE CONSULTANT

JNJ obtains a Health Care Consultant (R.N.) who is responsible for the following;

- Conduct center visits quarterly and on an as needed basis.
- Oversees, recommends, fulfills required trainings pertaining to healthcare.
- Determines if a child needs to be sent home from school.
- Decides if a child must remain out of school.
- Supersedes Administration re: decision making due to any and all child/staff illnesses.
- Approves first aid training and training in medication administration for staff.

JNJ administrative staff, in collaboration with our healthcare consultant reserves the right to send home mildly ill children. The parent(s)/guardian(s) will be asked to pick up the child. If a parent/guardian refuses to pick up a child, JNJ reserves the right to contact DCF with regards to Neglect and also reserves the right to terminate child care services immediately

## EMERGENCIES

Minor Medical: Parents will be called at the number listed on enrollment cover sheet.

Minor Dental: Parents will be called at the number listed on enrollment coversheet

Major Medical & Dental: 911 is called immediately & 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. Our Recommendation is Dentistry for Children: 851 Main Street, Weymouth, 781-331-0140. 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 number is (781) 331-0140 and further instructions will be provided. Please visit their website @ [www.dentistryforchildren.com](http://www.dentistryforchildren.com) for further information.

## AREA HOSPITALS

South Shore Hospital  
55 Fogg Road  
Weymouth, MA 02190  
781-340-0800

Milton Hospital  
199 Reedsdale Rd.  
Milton, MA 02186  
617-696-4600

Good Samaritan Hospital  
235 North Pearl Street  
Brockton, MA 02301  
508-427-3000

## CHILDREN / ADULT SAFETY

- No entanglement hazards; such as strings on clothing and jewelry
- 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
- Hand sanitation stations are dispersed throughout the building
- Weekly, Monthly and Quarterly Building Inspections are conducted
- Renovations are not allowed during operational hours unless it is an emergency

## MISSING CHILD

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

- Administrator will be notified immediately
- The buildings staff will be notified to lock down the building (Meaning: no one enters or no one may leave)
- An entire sweep of the building, playground, and perimeters surrounding 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

## EMERGENCY PREPAREDNESS FOR EVACUATION/FULL EVACUATION

Jack 'n' Jill's procedures for emergencies:

- The educator handles all emergency situations in an appropriate manner.
- The educator must be able to communicate basic emergency information to emergency personnel.
- Provides educators with a working telephone for the purpose of making and receiving phone calls during all hours of program operation, whether on or off the premises, whenever they are responsible for supervising children.
- When considering evacuation or sheltering in place, the educator must follow the directions of the local emergency management authorities.
- Post exit signs in rooms that have direct access to the outdoors.
  - has a plan detailing procedures for evacuation and/or shelter in the event of a fire, natural disaster, loss of power, heat, hot water or other emergency situation
  - escape routes from each floor level approved for child care;
  - a designated meeting place outside and away from the child care home or facility;
  - a method of contacting the fire department or other appropriate authorities after the home or facility has been evacuated;
  - a method of communication with parents in the event of an emergency evacuation
  - a means to assure that no child is left in the home or facility after evacuation.
- Per EEC regulations, room temperature in rooms occupied by children must be maintained at a minimum of 65° F.

The plan must be kept current and must meet the needs of all children in care, including infants, toddlers and any children (including but not limited to those with disabilities) who may need additional assistance during an evacuation. The designated evacuation location is posted on the parent bulletin board.

## Evacuation:

The educator must hold practice evacuation drills with all groups of children and all educators from each floor level of the approved space monthly. Drills must be held during different times of the program day, and must use alternative exits. The educator must document the date, time, exit route used, number of children evacuated and effectiveness of each drill. Programs that use cribs for evacuation must assure that such cribs are safe for the intended purpose, easily movable and small enough to fit through exit doors to the outside.

Children and staff will walk to designated area and copies of the children's emergency forms will be taken en-route in a hands free method via a backpack that contains attendance sheets, first aid kit & emergency contact information for each child. Communication between emergency management authorities and the parents will take place informing parents that the school has been evacuated and/or the whereabouts of a sheltered environment. Should a true evacuation be necessary in the event of an emergency, all personnel will refer to our Emergency Operation Plan (E.O.P.). This policy is reviewed annually and is accompanied to this handbook as a separate attachment. Communication between emergency management authorities and parents will then take place. They will be informed if the school has been evacuated or remain sheltered in place.

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. Safety is the number one factor when determining whether the center should open or close for business. An average temperature of 65° F must be maintained in rooms occupied by children. 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 the incident. We will take attendance to ensure that no child is left behind. In the event that this occurs, the missing children will be reported to local authorities and Department of Early Education and Care (DEEC.)

## 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 educator for groups of three infants and two caregivers for groups of seven infants. Our goal is to ensure individual attention is given to each child. All infants are fed individually and cribs are used for rest and napping. Children will not be confined to a swing, highchair or playpen for an extended period of time and infant walkers are not used. All children are observed while sleeping by a staff member and their heads remain uncovered. Jack 'n' Jill follows SIDS reduction protocol. Recommendations from the American Academy of Pediatrics include the following:

- The American Academy of Pediatrics has determined that placing a baby on his/her back to sleep reduces the risk of Sudden Infant Death Syndrome (SIDS). SIDS is the sudden and unexplained death of a baby under one year of age. If your child does not usually sleep on his/her back, please contact your pediatrician immediately to discuss the best sleeping position for your baby. Feel free to discuss your child's sleeping position with a staff member.

### **Safe Sleep for Infants/Sleeping Babies:**

- The American Academy of Pediatrics has determined that placing a baby on his/her back to sleep reduces the risk of sudden infant death syndrome (SIDS)
- SIDS is the sudden and unexplained death of a baby under one year of age
- A good alternative to blankets are sleep sacks

Staff must adhere to the below recommendations ensuring that:

- Children are placed to sleep on their backs
- Car seats and other sitting devices are not used for routine sleep

No Children under the age of 12 months will be allowed a blanket in the crib

- Other prohibited items for sleeping include: swings and seats of any kind, blankets, comforters, stuffed animals, toys and security blankets
- Pacifiers cannot have cords or clips that may pose as a strangulation risk
- A good alternative to blankets are sleep sacks

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 provides 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. The state recommends the safest solution is to serve bottles either cold or at room temperature. Please refer to below methods regarding bottle feeding;

JNJ uses a color code system to help identify bottles; each child will be assigned a color upon enrolling. All bottles and bottle caps must be labeled with the child's first and last name along with color code. All bottles must be brought in and taken home within the same day. No bottles will be stored at JNJ overnight.

Staff must dispose of, or return to the parent, milk, formula or food unfinished by a child, as directed by the parent.

JNJ requires either of the following two methods for formula bottle feeding;

- Formula bottles are pre-made, labeled and stored in the refrigerator.
- Formula bottles are pre-filled with water & accompanied with powdered formula. Mixed as needed.

JNJ requires the following method for breast milk bottle feeding;

- Formula bottles are pre-made, labeled and stored in the refrigerator.
- All unused breast milk will be sent home with the child on the same day it is brought in.

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

All food must be labeled with permanent marker and 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 time, in original packaging)
- Cleansing wipes
- Two spare changes of clothing
- A cloth per day or a 1 ½ inch individual gauze pads that will be used for wiping infants gum after a feeding

The center will provide bibs and crib sheets. The parent will provide a sleep sack for infants under 12 weeks (which are recommended for infants who cannot roll over) and additional changes of clothing as a backup.

Sides of cribs are checked by educators to ensure they are up and in a locked position

## FEEDING/MEALS/SNACKS/NUTRITION/SAFETY

Educators will interact with children while feeding and offer alternative activities when finished. Although all educators are trained in general USDA standards, a program that offers a lunch program will have a staff certified in USDA nutrition requirements. As always it is important to convey to our families the importance of health and safety with regards to feeding young children while in our care. To help support each of you we would like to review the importance of labeled belongings. Belongings must be identified with your child's name, in permanent marker, by the parent, at the time of arrival.

- Bottles, formula containers
- Baby food jars & sip-cups
- Food and snacks,
- Diapers, wipes, blankets, etc. and any items from home privy to a child in your classroom

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

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.

Staff will make reasonable accommodations for children with feeding disabilities. If necessary, staff will provide families with an ongoing daily log of food consumption. When feeding and/or caring for children it is very important that all staff

ensure safety by verifying ANY item that has been labeled TO the face of a child. This is referred to as “bottle to face” or “food to face” or “item to face” method. In addition, JNJ utilizes other methods to ensure safety such as; reviewing the daily sheets, daily boards and our Kaymbu iPad system.

Staff will discard leftover milk/formula from all bottles after feeding.

**Staff must dispose of, or return to the parent, milk, formula or food unfinished by a child, as directed by the parent.**

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

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 fluids from a cup.

Jack ‘n’ Jill recommends:

- Infants under the age of six months should not be served solid food or fruit juices.
- Children ages 12-24 months of age should be served whole milk.
- In case of medical or allergic reaction NO first time foods are provided at school An additional supply of formula must be kept at the center always, Jack ‘n’ Jill will not substitute formula.

**Toddler and Preschool Programs** are offered a morning and afternoon snack with juice to all children. If you have concerns about our snacks and lunches offered. 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 ¼ for infants/ ½ inch square for Toddlers according to their chewing capacity.

#### **Recommended Prohibited Foods:**

Expired Foods	Whole grapes	Nuts	Popcorn
Raw Peas	Hard Pretzels	Nut Products	Chunks of Large Food

#### **A “Cold” lunch is required for each child.**

Jack ‘n’ Jill does not heat lunches but parents can 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 cannot bring one, 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 vegetables, 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. If we feel that a child’s lunch is not well balanced a recommendation from staff may be discussed with the parent or guardian.

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

#### **Allergy Awareness**

Our centers aim to promote an allergy-aware atmosphere. Jack ‘n’ Jill makes every reasonable effort to ensure the safety and health of children with known food allergies. We ask that you avoid sending nuts and nut products to school and to be mindful of any products containing nuts when preparing lunches, snacks, or for special occasions. This includes; excluding

peanut products as well as products containing tree nuts such as; almonds, cashews, walnuts, pine nuts (pinoli), etc. For reference, key labeling words to look for when purchasing food items relating to nut allergies;

- "May contain peanuts or tree nuts"
- "Processed on shared equipment with peanuts or tree nuts,"
- "Manufactured in a plant with peanuts or tree nuts,"
- "Contains peanut or tree nut ingredients,"
- "Not a peanut/tree nut-free food."

## Snacks

Posted menus are kept on file and reviewed by our Healthcare Consultant and a well-balanced and nutritional menu is offered. If you have any concerns about the snacks that we are providing you always have the option to provide a snack from home. Again, we ask that you avoid sending nut and nut products to the center.

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. You may also refer to the Safe Snack Guide at <http://snacksafely.com/safe-snack-guide/> this website is updated throughout the year.

### During meal and snack time, the following procedures will be followed:

- Staff will be present, interacting with and assisting children.
- Staff will allow children to eat at a reasonable, leisurely rate.
- Children will be encouraged to serve themselves, when appropriate.
- Staff will ensure that each child receives an adequate amount and variety of food.
- Staff will help children with disabilities to participate in snack times with their peers.
- Children will be encouraged to eat a well-balanced diet.
- Alternative activities will be offered for children who have finished their snack or meal.

Jack 'n' Jill will provide a source of sanitary drinking water located in or convenient to rooms occupied by children. Staff will offer water to children at frequent intervals and upon request by children.

## Oral Health/Teeth Brushing

Staff must assist children in brushing their teeth whenever they are in care for more than four hours or whenever they consume a meal while in care.

- In order to meet this regulation, parents will bring in toothpaste with fluoride for each child in care. JNJ does supply toothbrushes at no cost; however, toothpaste is not provided by JNJ.
- Recommended: mint flavored, ADA approved, sodium fluoride (over 2 years)
- Recommendation: toothbrushes will be replaced after illness, when worn and at least every three months
- Proper labeling must include; Child's name & date of issue written on brush and toothpaste with permanent marker or sticky label.

Jack 'n' Jill encourages children to brush their teeth and assist them in doing so, but will NOT force children to brush their teeth. Infants: Staff will wipe an infant's gums with a clean, damp cloth after feeding. (Cloth provided by parents)

## CHILDREN'S SUPPLIES

- A **change of clothing** must be kept at the Center. This should be appropriate for the season and the weather. The clothing should include pants, shirt, underwear and socks. If any items go home dirty, a clean set is required for the next day. All clothing must be marked. The center is not responsible for lost clothing.
- A **standard size crib** sheet / Use as a means for covering a resting mat (Taken home weekly for washing)
- A sleep sack/sleeper must be provided for any child under the age of 12 months
- A **small blanket** for comfort and/or warmth. (Taken home weekly for washing)
- Appropriate outdoor clothing and accessories for **warm weather** / e.g. sunhat, light clothing, and sunscreen.
- Appropriate outdoor clothing and accessories for **cold weather** / e.g. snowsuits, boots, mittens and hats.

- All items brought to the Center must be labeled with an indelible marker and transported in a sturdy bag.

**For safety reasons, we ask that children do not wear open toe shoes, crocks or flip-flops. Sneakers or footwear with traction is what we encourage to ensure safety in both the indoor and outdoor environment.**

- 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. Children should wear clothing suitable for indoor and outdoor activities and play, arts, crafts and snack time.

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.

## REST/QUIET TIME

Children will be provided a rest mat.

Children will be offered a small blanket from our center or may bring in a small blanket from home.

Children will be provided with a storage solution for resting accessories. (Crib sheet & Blanket).

Parents are responsible to launder sheets and blanket on a weekly basis.

Children are not required to sleep; yet, encouraged to rest.

Children are not allowed a pillow.

Children are provided appropriate space and adequate light.

Quiet activities will be offered to children who awaken early or do not sleep.

## SUPERVISION

Jack 'n' Jill considers the physical environment, the nature of the activity, the children's developmental levels, and the children's behavioral traits while providing supervision during care.

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 Toddlers 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 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 can be out of sight for short intervals.

A record of behavioral incidents / or property destruction will be kept on file.

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 tasks and may be out of a teacher's 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 prompt manner.

## PARENT/TEACHER MEETINGS/ PROGRESS REPORTS

**Formal meetings** are held in June and December 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 and give input as a form of communication. 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 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.

Although parents are always welcomed to have informal meetings with the teachers at the beginning and end of the day, we also provide an opportunity on a monthly basis. Parent(s) wishing to schedule a meeting can contact the center's director. 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.

**Progress Reports** are important for the adaptation of children's individual needs and to maintain communication with families. Progress reports are completed based upon frequency, observation of child's work, & developmental domains (cognitive, social/emotional, language, fine/gross motor, and life skills). Progress reports & curriculum standards may be altered or improved in order provide quality education and care.

**Kindergarten readiness reports** are prepared annually each spring on any child who is kindergarten eligible. This readiness checklist allows parents and teachers to have a formal assessment available as a key component for recommending a child for kindergarten. Please refer to Parent Meeting and Children's Referral Plans in our parent handbook.

## EVALUATION / ASSESSMENT/ TRANSITIONS

Evaluations are completed within 30 days of entry and on **quarterly** basis by an administrator, Lead Teacher or Teacher. The evaluations are presented to Parent/Guardians at our Center Open Houses which are held twice a year in June and November. During evaluations, teachers will make note of any parent's questions, comments and concerns regarding their child and or their child's progress.

### **Assessment and Communication**

Communication between families and administration are essential to positive relationships and a positive experience. At times a parent/guardian concern can be outside of the teacher's expertise or job responsibilities; therefore, we recommend that parents proceed with scheduling a meeting with the Program Director or Assistant Director. If you are unsure of what constitutes administrative review, kindly ask your Program Administrators who is always there to assist you.

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

**Examples of Formal Methods:** Progress Reports and Developmental Checklists.

**Examples of Informal Methods:** Daily verbal communication, classroom communication logs, general notes, Teacher written observations. In addition, JNJ utilizes Kaymbu; a secured media technology based program to share organized information and pictures of your child in the classroom via email using a dedicated iPad.

### **Curriculum**

Families are provided with a monthly guide including;

- Parent Newsletter
- Classroom Curriculum Calendar / Our Curriculum is built and based upon the emerging interests of the children and maintained by center's curriculum coordinators
- We provide a well-balanced curriculum of specific, planned learning experiences that support the social, emotional, physical, intellectual and language development of all children.

### **Transition between classrooms**

In order to ensure a smooth transition, when a child transitions from one classroom to the next the following protocol is followed.

- Transition is based upon availability
- Transition will occur based upon classroom age range. Educators will assist the child with the transition in a manner consist with the child's ability to understand.
- Transition letter will be given to parent, signed, and returned to Director
- Educators will collaborate and share information between each classroom or program, with parental permission.
- Parents are notified in writing 2 weeks prior to transition
- Tuition rates are changed based on the child's age and not the classroom in which the child is in.
- Children visit periodically for a small block of time, increasing over time until children are then comfortable to spend a complete day



### Transition between activities

Jack 'n' Jill will ensure that transitions between activities are safe, predictable, unhurried, and flexible in a way that they can understand by performing the following:

- Children will be informed about transitions prior to their occurrence.
- Transitions between activities will be smooth and flexible.
- Children will not always be expected to move as a group from one activity to another.
- Visual, verbal and auditory cues will be used to support children's transitions

### CONSULTATION SERVICES (refer to separate attachment)

Jack 'n' Jill contracts with Puzzle Pieces, LLC; a local, private, clinical practice specializing in child development, social skills, sensory/motor, communication and behavior needs in children. Puzzle Pieces, LLC also provides consultation and professional development for educational and child care settings. Jack 'n' Jill consults with Puzzle Pieces, LLC on an as needed basis and can be specific to a single child or an entire classroom with strategies and recommendations given following an observation visit. Formal assessments and referrals are made on request and require written permission from the parent for a one on one assessment. Parents are welcome to check out Puzzle Pieces, LLC at [www.puzzlepiecesmass.com](http://www.puzzlepiecesmass.com) for information about the clinicians and services.

### 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 opportunity to calm 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.

Jack 'n' Jill staff will be responsive to children's individual needs and support children in the development of self-esteem, independence, and self-regulation by providing opportunities for children to develop self-help skills as they are ready; encouraging children's efforts, work and accomplishments.

The following practices are strictly prohibited:

- (a) Spanking or other corporal punishment of children;
- (b) Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks;
- (c) Depriving children of outdoor time, meals or snacks; force feeding children or otherwise making them eat against their will or in any way using food as a consequence;
- (d) Disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet, or using any other unusual or excessive practices for toileting;
- (e) Confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision; and
- (f) Excessive time-out. Please refer to our Child Guidance Plan listed above.

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 DCF and 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 by the Department of Children and Families or Early Education and Care. This removal from the classroom or suspension will remain in effect until the Administrator of Jack 'n' Jill, Department of Children and Families and/or 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 allows 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, the Director will be notified and will review concerns.

If a referral is deemed necessary the Administrator and Teacher will , 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 help 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 aid 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.**

#### **Confidentiality and Distribution of Records and Information:**

Information pertaining to children and their families is privileged and confidential. No licensee or educator may distribute or release information about a child or his/her family to any unauthorized person, or discuss with any unauthorized person information about a child or his/her family without the written consent of the child's parent. The child's parent, at reasonable times, must, upon request, have access to everything in his or her child's record.

### WRITTEN PLAN TO AVOID SUSPENSION AND TERMINATION

Jack 'n' Jill's written plan to avoid suspension and termination of a child due to challenging behavior requires the following protocol:

- Meet with parents to discuss other options
- Provide referrals for evaluation and services
- Seek consultation and training for program
- Develop behavioral intervention plan at home and in program with parent.

If plan to avoid suspension or termination fails, our program will inform the parent/guardian in writing of the specific reasons why as well as conditions for return if any. If a child exhibits inappropriate behavior more frequent than not during the day, the child will be required to be picked up from school.

#### **REASONS FOR SUSPENSION & TERMINATIONS (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, 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 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

### 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 safety and well-being for children. Since the Mass Law does not require seat belts in buses Jack 'n' Jill does not travel off the premises for field trips. In lieu of off-site field trips we host Special Events at the center.

Jack 'n' Jill recognizes 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.

Jack 'n' J does not allow children to participate in any activities without the written, informed consent of the parent(s). E.g. - Publicity, including photographs and participation in the mass media; fund raising; etc. 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.

The event is scheduled in advance & is properly planned for supervision. A cell phone will accompany staff during a stroll within walking distance of the center. Children will wear labels with our program name, address, and phone number. Special Events are scheduled approximately 2-4 times a year e.g. Week of the Young Child, Graduation. Parents who assist during special events may not be left alone with any child but their own.

## NON DISCRIMINATION CLAUSE / ADMISSIONS

During the admissions process this policy is reviewed and upheld to ensure that all children and families are aware that JNJ welcomes diversity. 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, not being toilet trained, or disabilities. All children will be treated equally and receive any and all benefits the Center can provide.

## POLICY REGARDING CHILD ABUSE AND NEGLECT

Any staff 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 Children and Families (DCF)** and **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 Children and Families (DCF)** by telephone (617) 331-6600 or after 5:00p.m. @ 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 DCF within 48 hours and a copy kept with the child's records. The case will be investigated by DCF. If there are any questions, the center will give full cooperation to all involved agencies.

Department of Early Education and Care Contact Information for compliance history:

### **Metro Boston (West Quincy, Marina Bay and Abington)**

1250 Hancock Street, Suite 120

Quincy, MA 02169

**Phone:** (617) 472-2881/**Fax:** (617) 472-2722

## DIAPERING PROCEDURES

Diapers are changed every two hours or as needed when soiled or wet. Keep one hand on child at all times when diapering on an elevated surface. Disposable Diaper wipes are used during each change.

Children's hands are washed with soap and running water after each change.  
Disposable individual paper towels are used to dry hands.  
The changing table or diapering surface shall not be used for any other purpose.  
The cushioned changing surface is to be washed after each change with a bleach solution.  
The changing table surface is covered at each changing time with a disposable covering.  
Soiled diapers are placed into plastic bags and into a lined trash container.  
Soiled clothing is double bagged and placed away from other items.  
A change of clothing is provided by the parents and extra center owned clothing is available if the need arises.  
Staff use gloves while diapering.  
Staff washes their hands with soap and running water after diapering.  
Individual disposable paper towels are used to dry hands.

## **TOILETING PROCEDURES**

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.  
Staff washes hands after assisting the children toileting. Disposable paper towels are used for drying hands.  
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.  
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.  
If the child has no spare clothing, the center will provide a clean set.  
No child will be clothed in ill-fitting clothes.  
No child is punished, verbally abused, or humiliated for soiling, wetting or refusing to use the toilet.

## **TOILET TRAINING PROCEDURES**

Children will only be toilet trained in accordance with the requests of the parent and in a manner that is consistent with the child's physical and emotional abilities.  
No child is punished, verbally abused, or humiliated for soiling, wetting or not using the toilet.  
Children shall be supervised at all times while toileting.  
Children and staff wash their hands with liquid soap and running water after toileting.  
All Staff wash their hands after assisting a child with toileting. Individual towels shall be used to dry hands.  
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.

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 need to be cleaned and returned to the school before another child can wear them.

**Rev. 2017**

**DEPARTMENT OF EARLY EDUCATION & CARE CONSUMERS**

**Lead Screening**

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.

**PARENT HANDBOOK, POLICIES AND PROCEDURES AGREEMENT  
JACK 'N' JILL CHILD CARE  
2017**

**(REVIEWED PRIOR TO ENROLLMENT in addition to the Parent Handbook)**

**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)

**A maximum of 10 hours of care per day is allowed.** In the event that the parent or guardian is unable to pick up his or her children at their scheduled pick up time, the following will occur: your child will be left under the supervision of an educator and will not be left unattended, and the center will contact persons listed on child's emergency contacts.

If no one can be reached by 6:30 p.m., the Local Police Department will be contacted and inform our staff whether or not to file a report with DCF.

A continual late pick up will result in termination of child care services which will include a two week notice.

This center will be closed for the following holidays or the day the holiday is observed. They are: New Year's Day, Martin Luther King Day, President's Day, Patriot's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Columbus Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. In addition, we close at 1:00 p.m. on Christmas Eve or on the Friday before in the event it falls on a weekend. A full week's tuition will be charged during these weeks.

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.

Each child must have spare clothing left in the center at all times. All clothing must be marked. The center is not responsible for lost clothing. Children should wear clothing suitable for indoor and outdoor activities and play, arts and crafts as well as snack time.

Parents are expected to bring in a stand size crib sheet 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.

Parents are asked to see that children do not bring toys to the center except for Show and Tell Day.

Per EEC, routine visits to a doctor, clinic, and dentist are the responsibility of the parent. A child will not be permitted in the center without an up-dated and annual routine physical and immunization on file.

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 the child is no longer contagious. Please refer to our Health Care policy for further clarification.

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, 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.

Parents must cooperate with the center in carrying out all government laws, rules, and regulations affecting the operation of Jack 'N' Jill Child Care. Although we request your cooperation in not disrupting our programs, parents are permitted while their child is present.

Parent/Guardian will abide by Our Child Guidance Plan, Suspension and Termination Policies.

This agreement may be changed at any time by Jack 'N' Jill to comply with government regulations or for any other reason.

By signing this agreement, I the Parent/Guardian, will abide by the policies and procedures within the Parent Handbook of Jack 'n' Jill Child Care.

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_

Center Director Signature \_\_\_\_\_