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## **WELCOME TO OUR CENTER**

### **STATEMENT OF PHILOSOPHY**

The Williamstown Community Preschool provides a safe, caring environment where children can grow, learn, and thrive. We believe in offering a rich, developmentally appropriate learning environment that focuses on child-centered, child-directed activities. The staff seeks to create opportunities for the children to experience, explore, and gain an understanding of the world and the people around them. The staff encourages children to develop cooperative social skills by setting appropriate limits, by offering positive choices, and by helping children develop problem-solving skills. We support independence and nurture development. We promote a sense of self-worth in the children, by providing an atmosphere of trust and respect about the children's feelings, skills, choices, similarities, and differences. The center appreciates the differences in people and helps children to value those differences.

Each child who attends the Williamstown Community Preschool is a unique person with an individual pattern of growth, personality, interests, learning style, and family background. Our curriculum is implemented with attention to these different needs, interests, and developmental levels of the children. Our staff develops and implements the curriculum considering each child and his/her family differences. Our curriculum encourages children to be actively involved in the learning process. We encourage our children to think, reason, question, and experiment with activities. They experience a variety of developmentally appropriate activities and materials and pursue their own interests in the contact of life, community, and the world. Our goal is for the children to become independent, self-confident, curious, enthusiastic learners who can work well with others. This is accomplished by creating purposeful and productive play experiences that help children grow in all areas. Through the activities we plan, the classroom learning centers, select toys and materials, the daily schedule, and daily interactions with the children. The Williamstown Community Preschool staff seeks to accomplish these curriculum goals and objectives and give your child a successful start in school.

The center employs a professional staff dedicated to working closely with families to meet the needs of their children. We strive to maintain open lines of communication with families. Parents are always welcome and are encouraged to be participants in all activities. We believe a strong, dedicated staff is important to the successful functioning of our center. We encourage professional growth and strive to provide a professionally enriching place to work.

The Williamstown Community Preschool is committed to fostering a better understanding of the needs and concerns of children within the community at large. We actively support local functions that contribute to a better understanding of children and the needs of their families.

## **ADMINISTRATIVE PLAN**

The Williamstown Community Preschool, Inc. is a non-profit corporation governed by a Board of Directors. There is a management team that is responsible for the daily operation of the Center. The administration consists of a Director, Educational Coordinator and Administrative Assistant.

The full-time Director is responsible for the overall organization of the entire Center. He/she administers the programs in accordance with the policies set forth by the Board of Directors and is responsible for maintaining the basic standards set by the Massachusetts Department of Early Education and Care. The Director supervises all the personnel, helps develop training, is responsible for the fiscal management of the Center, develops and maintains parent and community relationships, supervises the health and nutrition programs, oversees the maintenance of the facility.

The Educational Coordinator supervises and monitors curriculum development and implementation for each classroom. Weekly lesson plans are submitted by the classroom teachers and group leaders for his/her review. The Educational Coordinator maintains appropriate materials, equipment, and supplies. The Educational Coordinator is also responsible for staff development. In collaboration with the Director, he/she also handles classroom problems as they arise and helps select and supervise the staff at the Center.

The Administrative Assistant is the business manager of the Center who works closely with the Director. She/he handles the bookkeeping, and financial aspects of the Center's accounts payable and receivable. Secretarial duties are also under the jurisdiction of the Administrative Assistant. She/he works directly with parents as a receptionist and handles their concerns and requests.

Our licensing authority is the Massachusetts Department of Early Education and Care. They can be reached at 413-788-8401. Our program effectively implements policies, procedures and systems which support stable and strong personnel, fiscal, and program management so all children, families, and staff have high quality experiences.

## **ADMISSIONS POLICY**

The Williamstown Community Preschool operates two childcare programs, one for toddler/preschool and one for school age children. Both of our programs provide quality care for children ages 15 months to 12 years of age. We are a private-non-profit corporation governed by a Board of Directors. We are licensed by Massachusetts Department of Early Education.

The Williamstown Community Preschool, Inc. accepts children for admission in the order in which their request for admission is received except:

1. Priority admission of children in subsidized placements as required by applicable rules and regulations; and
2. As provided in this Admission Policy any child who has been identified as a special needs child pursuant to Massachusetts General Laws chapter 71B and any child who has not been identified as a special needs child pursuant to Massachusetts General Laws chapter 71B but who the Director of the Williamstown Community Preschool, Inc. determines is a child with special needs as defined by 102 CMR 7.02(6) and 11.02 (5) shall be admitted to the Williamstown Community Preschool, Inc. unless there is undue hardship as defined by applicable Federal law and more than a reasonable accommodation is required for the care of such child. Parents will be notified in writing of the decision and may contact

## **ENROLLMENT PROCEDURES**

**Intake Procedures:** An initial inquiry is made by a parent regarding enrolling their child (ren) at the Center. The Director talks with the parent and discusses the child(ren)'s need. After the need is established, an appointment is made for parent(s) and child(ren) to come to the Center and visit. At this time, the parent(s) and child(ren) are given a tour of the facilities, meeting teachers and other staff. Tours are given after hours and meetings with teachers are conducted either outside or in the Director's office.

If we have an opening to accommodate the child's needs, the parent(s)/guardian(s) are given all the necessary enrollment papers to fill out prior to the child's first day. To ensure the health and safety of all the children in our care, it is imperative that all paperwork be received before the child's first day. The enrollment package includes face sheet/enrollment form, developmental history, authorization and consent form, field trip permission form, physical form, sunscreen form, transportation plan. A copy of your child's most recent physical exam with immunizations is required before or on your child's first day of enrollment.

If no opening is available, the child is placed on our waiting list to be called as soon as an opening becomes available.

## **SUPERVISION**

Children need a safe, secure childcare environment which is effectively supervised. Massachusetts Early Education and Care have licensing regulations which detail teacher responsibilities and the ratio of teachers to children.

**Procedures:** Active Supervision

- Direct and constant monitoring by teachers.
- Careful positioning of teachers to allow them to observe the maximum area possible.
- Scanning or regularly looking around the area to observe all the children.
- Children are always in sight and sound.
- Teacher to children's ratios are met
- Supervision standards are maintained during the entire day including outside time, mealtime, and rest time.
- Observing children's play and anticipating what may happen next will allow teachers to assist children as difficulties arise and to intervene where there is potential danger to children.

**Procedures:** Pick-up

- Teachers release children into the care of authorized pick-up people.
- Parents must let us know if someone new will be picking up their child. Teachers will ask for identification.
- Teachers will check in or check out a child on the Brightwheel application.

Children need a safe, secure childcare environment which is effectively supervised. Massachusetts Early Education and Care have licensing regulations which detail teacher responsibilities and the ratio of teachers to children. All children at the Williamstown Community Preschool are always supervised. **All children will be in sight and sound of their teachers.** Our environment is designed so the staff can see all areas and always hear children. No child will be left unsupervised. Safety is our first priority.

## **FAMILY ACCESS**

Parents/guardians and family members are always welcome to contact the Williamstown Community Preschool through a phone call, email, or our Brightwheel app. Conferences with teachers are scheduled outside or in the Director's office. Daily interaction occurs between our staff and parents.

If someone other than a parent or guardian is visiting and going to take a child out of the center, we must have a note from the parent or guardian stating who will be picking up the child. We will ask for identification, so please inform your pickup that they will need to provide a form of identification.

## **STAFF**

The Williamstown Community Preschool employs a professionally trained and passionately committed staff. Every staff member has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support family's diverse needs and interests. All teachers are certified in CPR and First Aid. The children's well being is always first on the minds of the teachers. The teachers are loving, encouraging, patient and the children feel comfortable and safe. The majority of our staff has worked at the Williamstown Community Preschool for over 10 years.

## **CLASSROOMS**

Each classroom has qualified teachers all of whom have been certified through the Massachusetts Department of Early Education and Care. The teachers are responsible for curriculum and assessment planning. Each classroom has a daily schedule posted on their classroom wall. Parents can know their teachers and all the staff, on a one-on-one basis. There is parent/teacher direct contact twice every day with ongoing dialogue happening at drop-off and pickup times. Daily communication about your child's day is documented on Brightwheel through pictures and text. Messages to the teachers are received through Brightwheel or a phone conversation as well.

## **STAFF-CHILD RATIOS**

The Williamstown Community Preschool ensures compliance with the Massachusetts Early Education and Care (EEC). Staff/child ratios are designed for the health, safety, and appropriate growth and development of each child. These staff-child ratios are maintained during all hours of operation.

## **PROFESSIONAL DEVELOPMENT**

The Massachusetts Early Education and Care core competences are used as a framework for the teaching staff to develop their own individual professional development plans. Early Education and Care (EEC) licensing regulations require all educators to complete a minimum of twenty hours per year in professional development activities. Continual development of skills, abilities and knowledge is essential for individual competency, enhanced program quality and improved outcome for children.

## **PARENT COMMUNICATION/RELATIONSHIPS**

Parent-teacher communication is an important factor in ensuring a positive learning experience for you and your child. We are interested in all our families' backgrounds and beliefs and want to work as a team to support a smooth transition between home and school. We hope you will speak to us often about what your child is doing at home. We have many ways to keep you updated on your child's day to day progress. There are opportunities to connect face-to-face with your child's teachers and the Director, to informally share information. This can be done during your pick- up or drop-off times. Daily communication is also conducted through Brightwheel or a phone conversation.

All parents receive weekly comprehensive curriculum plans, articles of interest, community resources, and relevant information which are posted on our Brightwheel app.

Parents will receive assessment reports two times a year. Parent conferences are held in the spring, but parents can schedule teacher conferences at any time to discuss their child's progress.

## **COMMUNITY RELATIONSHIPS**

We establish relationships with and use the resources of our community to support the achievement of our program goals. We establish and maintain reciprocal relationships with agencies and institutions that can support us in achieving our goals for the curriculum, health promotion, children's transitions, inclusion, and diversity. By helping to connect families with needed resources, we further children's healthy development and learning.

## **ARRIVAL AND DEPARTURE**

We want to give children and families a warm welcome every morning when dropping off. Drop offs and pickups are a wonderful time to share information about your child and family.

To receive the full benefits of our program, as well as, to help your child adjust accordingly, we ask that you try to have your child arrive in time for breakfast at 9 AM.

Only people designated on the child's face sheet, or designated in written form for a special occurrence, will have permission to pick up a child. Anyone not recognized by a Williamstown Community Preschool staff member will be required to present a photo I.D. A phone call to parents may be warranted to confirm a pick-up.

## **CONFIDENTIALITY POLICY**

The Williamstown Community Preschool, Inc. will protect the confidentiality of all student and family information in accordance with Massachusetts law. All information pertaining to the children and families is privileged and confidential. We will not distribute or discuss information about children and families in our care by any means, whether written or verbal, including but not limited to telephone, e-mail or electronic text, without the expressed written permission of the child's parents/guardian, or pursuant to a court order.

This specifically includes written enrollment form information, any health and safety information collected from families, and assessment reports. These files are kept locked in the office. Children's files are made available to administrators and teaching staff.

Staff will not discuss children and families in their care with anyone not directly involved in implementing the child's program, including but not limited to other parents in the program and will not distribute copies of information in a child's record without the expressed written permission of the parents/guardian or a court order. Staff members have been educated of their responsibilities in respect to confidentiality.

### **Procedure:**

1. The lives of individuals and families are private matters that are protected from public scrutiny except when information is required to provide requested services: or a crime has been committed or in certain cases, when there is solid basis for suspecting one.
2. Information about persons or families may be collected only when needed in the performance of duty and only the specific information required may be gathered. Any information gathered in the exercise of duty must be securely guarded so that such information does not become known by unauthorized persons. If it is received in confidence, it must be maintained in confidence.
3. Any violation of this policy is considered grounds for immediate dismissal.
4. The Williamstown Community Preschool Center, Inc. will train all staff, substitutes and volunteers on confidentiality regulations and practices so that privacy is properly maintained during collection of any information while in the hands of the personnel, and when it is stored in the office.
5. All forms and notes will be placed directly into the student or staff files upon receipt to limit lost and misplaced confidential information.
6. Staff members will not discuss sensitive information with other staff. Conversations about students and families should be avoided in public and your home.
7. Parents, staff and legal guardians have the right to inspect their files and may request that the information in the file be released.
8. Children's and staff files will be kept for a minimum of five years.

## **CHILD RELEASE POLICY**

At the end of the day, when pick-up occurs, the staff are no longer responsible for the care of your child. That becomes the responsibility of the approved pick-up person or persons.

However, it is the policy of the Williamstown Community Preschool to not release a child to an individual who, in the best judgment of our staff, appears to be in a condition that will endanger the safety or health of the child. Such a condition might include intoxication by alcohol or drugs. If a circumstance occurs, we will notify another adult identified on the child's emergency card.

If necessary, the Department of Social Services and or the Williamstown Police will be asked to assist us with the enforcement of this policy.

This policy has been adopted by the Williamstown Community Preschool Board of Directors to promote and insure the safety and well being of your children.

## **CHILDREN'S RECORDS**

All children's records are confidential and kept in a locked filing cabinet in the Center office. These files are updated annually or as needed. The children's files are made available to administrators and teaching staff. Parents or legal guardians, or regulatory authorities may view these files upon request.

## **SPECIAL EDUCATION POLICY**

At the Williamstown Community Preschool, we promote an inclusive environment where all children, can learn and develop in a happy, caring, and educational environment.

Children with special education needs have difficulties or disabilities that make it harder for them to learn than most children of the same age. They may need extra help in areas of their development such as communication, physical skills, learning or behavior. Early identification is essential to support the child and family. We adapt our routines, activities, and environment to allow all children to participate and reach their full potential

In many cases, adaptations can be made which will enable children with special educational needs to be admitted. If there is undue hardship as defined by applicable federal law and more than a reasonable accommodation required for the care of such child, admission will be denied. Parents will be notified in writing of the decision and may contact Massachusetts Department of Early Education and Care for additional information.

## **REFERRAL SERVICES**

The Williamstown Community Preschool will refer parents or guardians to the appropriate social, mental health, educational, or medical services for their child should the center staff feel that such additional services would benefit the child.

Initially the teacher will evaluate the child upon enrollment through written assessments two times in the year, as well as daily interactions with said child. If the teacher thinks the child appears delayed in certain areas of development, health, language, etc. he/she will discuss this with the Director and Education Coordinator. The child's parents will also be notified and met with to discuss the Center's concerns. With parental consent, we can utilize the Williamstown Public School Special Education Director, early Intervention, and our health care consultant as resources for guidance. A current list of referral resources for children in need of social, mental health, educational, or medical services is also available.

Williamstown Community Preschool will offer their facilities to help fulfill the individual plan for the child. Listed below are a few of these appropriate agencies.



## **NON-DISCRIMINATION POLICY**

The Williamstown Community Preschool, Inc. does not discriminate in providing services to children and their families based on race, religion, cultural heritage, political beliefs, disability, sexual orientation, marital status, or national origin. Children do not need to be toilet trained to be eligible for enrollment into the Williamstown Community Preschool. We are an equal opportunity employer. All persons employed by the agency shall have the range of physical capabilities necessary to meet the demands of their position in all normal and crisis situations.

## **TERMINATION/SUSPENSION POLICY**

The Williamstown Community Preschool is committed to providing a safe, happy, growing experience to all children in its care. We feel confident such a goal can be consistently attained. Immediate termination will occur if any one or more of the following occur:

1. The parents or guardian of the children allow their account to become delinquent.
2. Failure of the parents or guardians to honor the obligations listed in the parent handbook or any rules, regulations promulgated or provided by the school.
3. The Center in its sole and unfettered discretion determines that it cannot reasonably accommodate the needs of the child.
4. The center in its sole and unfettered discretion determines a child is placing other children or staff at risk.
5. Failure of the child's parents or guardians to cooperate with the Center, which the Center determines in its sole and unfettered discretion, is serious enough to warrant termination.

We are committed to working with all families to arrive at solutions to these problems. Termination of enrollment would be a last resort. Parents will be notified prior to termination and will be provided with written documentation of the reasons for termination. In the case of termination, the center will inform parents of referral services available to them. If a child is terminated from the program, he/she will be prepared in a manner consistent with his/her ability to understand.

## **WITHDRAWING YOUR CHILD**

If family plans change so that childcare is no longer needed for your child, please advise us of this at least **TWO WEEKS** ahead of time. Two week's fees will be charged if a child is withdrawn without this prior notice. There are always other children waiting to be enrolled at the Center and if we know there will be a vacancy, we are able to make plans to fill the space immediately.

## **PARENT INVOLVEMENT**

We are a community Center. Parents are welcomed and valued. The Williamstown Community Preschool encourages parent involvement in its program. Parent participation enhances children's learning.

**Parent Input:** Parents are encouraged to call or use the Brightwheel app to talk with the teachers,

Education Coordinator, or the Director at any time with questions or concerns about our program.

**Parent Conferences:** Staff is always available for individual parent conferences.

**Communication with Parents:** Teachers and staff are encouraged to speak to each other daily. Written progress reports are given to parents two times a year, (winter and spring). Any problems will be brought to a parent's attention immediately, not just during assessment times.

## **PARENT VOLUNTEER OPPORTUNITIES**

- Help with off-site activities, such as costume walk
- Technical maintenance assistance for computers and help develop and maintain a web page
  - Donate supplies for special projects
  - Donate supplies to the classroom learning centers. (Books, puzzles, games, blocks, manipulative, housekeeping or dramatic play materials, playground toys)
  - Assist/co-coordinate with fundraising activities
  - Fundraising participation
  - Wish list donations
  - As a board member
  - Field trip participation

**We welcome any ideas you have for helping us enrich your child's experience at The Williamstown Community Preschool.**

## **PARENT INPUT TO CENTER POLICY**

The Williamstown Community Preschool, Inc. is governed by a volunteer Board of Directors made up of approximately fifteen interested persons from the community and/or parents of children enrolled at the Center. The Board meets once a month to share information, review old and new business, and monitor the monthly financial report, determine policies, and make decisions as necessary. Much of the work of the Board is done through the following committees: Executive Committee, Finance Committee, Facilities Committee, Personnel Committee, Parent Advisory Committee, and the Evaluation/Monitoring Committee.

## **PARENT GRIEVANCES**

All parents who have a complaint or a grievance matter are encouraged to seek an informal resolution with the Director of the Center. If the matter cannot be resolved, it should be brought to the attention of the President of the Board of Directors. The President will notify the Personnel Committee.

Parents served by the Department of Early Education and Care contracted subsidy slots have the right to appeal any terminations through a fair hearing. You have thirty days to request in writing a fair hearing from the Department of Social Services. You will be notified by mail of the time, place, and date of the fair hearing.

## POSITIVE GUIDANCE POLICY

The Williamstown Community Preschool, Inc. recognizes that part of child development in the toddler, preschool and school age classroom is testing behavior on the part of the child, and the setting of reasonable limits is necessary by the adult staff. In the exploration of the social and physical aspects of their world, children will occasionally push beyond logical limits of safety: such limit- testing is predictable and must be viewed with compassion and understanding. What also must be put forth are basic guidelines of positive guidance which protect the physical and emotional safety of each child as well as protecting the physical and social integrity of each classroom. At the Williamstown Community Preschool, the entire staff adheres to the following basic guidelines to effectively manage child behavior and promote healthy child development:

1. The physical safety of all children is of paramount importance. Any unsafe behaviors: (standing on large motor equipment, throwing inappropriate objects, hitting, biting, etc.) as determined by the staff members in each classroom, shall be interrupted immediately by firm, supportive, informational statements ("Billy, please don't throw those rocks--you might hit Marie.") If after a reasonable period of time the child does not respond agreeably to the verbal limit, the teacher involved will redirect the child to a neutral area or space, until such time when the child can return to a reasonably cooperative state of behavior.
2. The staff shall always strive to be fair and impartial to all children, treating them with the same degree of courtesy s/he would accord to adults. In setting limits, tone of voice should be decisive but not dictatorial. The staff will use caring words that will help the children to understand their own feelings and those of others. Primary emphasis in all child guidance techniques focus on prevention of inappropriate behavior, not correction or punishment. Similarly, the emotional safety of all children is very important. Limit setting in this area shall be based on principles of child development. Inappropriate behavior (name calling, teasing, swearing, etc.) as determined by the classroom teacher(s) shall be interrupted immediately and further adult intervention supplied as needed. Children will be encouraged to express their emotions and ultimately arrive at a suitable resolution to the problem or disagreement (who gets the bike first, etc.). If such a resolution is not forthcoming after a reasonable period of time, the teacher shall impose a resolution upon the individuals involved, with fairness and impartiality.
3. The third component of our behavior management plan is curriculum. A well-planned curriculum, delivered by competent teachers with thoughtful supervision can serve to create an environment where children are content and confident and feel less of a need to test limits by inappropriate behavior. At the Williamstown Community Preschool, we strive to provide a stimulating curriculum that is responsive to the developmental needs of toddler, preschool and school age children. Specific weekly themes and activities are formulated to address these issues to the children, and daily informal discussions (group time, snack time, mealtime, etc.) reinforce this information. The emphasis here is on informing, not preaching, or moralizing. There are real reasons why we have norms for safety and social interaction, and they can be reasonably explained in a positive way to children.

Inappropriate behaviors can also be signals indicating individual developmental

needs, which should be addressed in the classroom curriculum. A child who throws rocks may need to throw something (a ball, a frisbee) to exercise and develop certain results or to express and release certain emotions. A child who yells in the classroom may really need to yell and develop vocal capacity and expressiveness or release pent-up emotions: outdoor time can be scheduled when yelling may occur and be appropriate.

4. Certain adult behaviors in managing child behavior are inappropriate and forbidden:
  - \* Denial of rest.
  - \* Striking a child.
  - \* Shaming a child or making her/him feel guilty.
  - \* Verbally abusing a child.
  - \* Denying food to a child as punishment.
  - \* Punishing a child for soiling, wetting, or not using the toilet.
  - \* Confining a child to a swing, highchair, crib, playpen, or any other piece of equipment for extended periods of time in lieu of supervision.
  - \* Excessive timeout: Timeout may not exceed one minute for each year of the child's age and must take place within an educator's view.
  
5. Certain adult behaviors are encouraged, to promote child safety and cooperation, thus effectively managing the behavior of the children:
  - \* In talking to children, use a quiet firm tone of voice that will help the child feel respected and thus able to hear the message given by the adult. Using words in a positive way promote self-discipline.
  - \* Use simple clear statements that describe what happened and what behavior is not acceptable. Tell the child what behavior is acceptable and suggest a consequence and, if appropriate, a way to make amends.
  - \* Use words to give directions in a positive way. Tell them what to do rather than what not to do.
  - \* Be patient and consistent.
  - \* Do not discuss a child in her/his presence, or in the presence of other children.
  - \* Find ways to be positive and praise child behavior.
  - \* Encourage free expression among the children.
  - \* Talk less...act more. Do look for causes behind child behavior.
  - \* Keep your sense of humor. Some difficult situations involving children can be avoided or resolved by a good laugh.

The Williamstown Community Preschool is committed to providing a safe, happy, experience for all children in our care. By adhering to these Positive Guidance Guidelines, the Center feels confident such a goal can be consistently attained.

## **RESEARCH AND EXPERIMENTATION**

The Williamstown Community Preschool does not allow research or experimentation involving a child without the specific written consent of the child's parent(s) or guardian(s). Research must not cause any physical harm to the child. When such research is allowed by the parent, the individual child is not specifically identified, and the information obtained is not used for the purpose of documenting services of the program. The Center does not authorize any activities or contact with the children or parent(s) unrelated to the provision of childcare without specific written consent. These activities include, but are not limited to fundraising, publicity, media interviews and photographs.

## **TRANSPORTATION POLICY**

The Williamstown Community Preschool does not provide transportation to or from our program. We require parent(s)/guardian(s) to fill out specific transportation permission slips and authorization forms upon enrollment of a child. It is the parent(s)/guardian(s) or approved pick-ups responsibility to drop off and pick up their children at the center.

In an emergency, the center staff will notify the parent(s)/guardian(s) and/or emergency contact person if the child is ill or injured. For serious injuries, we will contact the local ambulance/rescue service to transport the child to the hospital or Williamstown Medical Associates for treatment.

For field trips, a specific written permission slip is required with the parent(s)/guardian(s) signature for each individual field trip. Most often, our field trips are within walking distance of the center. If we use a public transportation bus or school bus for transportation, the operator and vehicle will be licensed and inspected in accordance with the Commonwealth of Massachusetts.

## **FEES**

There are state contracts and sliding fee scales for which you may qualify. The Director will describe these to you at the time of enrollment. All fees are due and payable by the end of each month.

We have no vacation, sick days or snow closure days and everyone must pay full fee even if their child is absent due to sickness, vacation, holiday, or extenuating circumstances. If your enrollment day falls on one of our closed holidays you will still be responsible for paying for that day. Even though your child is not at the Center, all our expenses continue. If we were to cancel fees when children were absent, we would be unable to continue to operate. Every effort will be made to help accommodate parents in difficult situations.

## **LATE FEES**

There is a late pick-up fee of \$15 for every fifteen minutes assessed parents who pick up their children after 5:00 PM. This money goes directly to the staff member who stayed overtime with the child. Should an emergency arise, please notify the Center as soon as possible.

## **FEE REDUCTION for an EXTENDED injury or illness of a month or more in duration**

Children, who are unable to attend the preschool or school age program due to an extended injury or illness lasting over 30 days, may request a reduction in childcare fees. This written request shall be given to the Director and, in conjunction with The Williamstown Community Preschool Board of Directors, a decision will be made.

## **RETURN from an EXTENDED injury or illness of a month or more in duration**

When a child is ready to return to our Program after an extended injury or illness, a physician's

note stating the child may return is required. Even though a child has been granted permission to return by a physician, we must be able to reasonably accommodate the child back into our program.

## **HOLIDAYS WE ARE CLOSED**

Labor Day	*Christmas Eve	Presidents' Day
Indigenous Peoples' Day	*Christmas Day	Patriots' Day
Thanksgiving Day	*New Years' Day	Memorial Day
Day after Thanksgiving	Martin Luther King, Jr Day	*Juneteenth
		*Independence Day

3 Days **TBA** for Professional Development

\*When Christmas Eve, Christmas Day fall on a Saturday or Sunday, the Center will be closed the preceding Friday and the following Monday in observance of the holidays. When New Year's Day, Juneteenth, or Independence Day falls on a Saturday we will close on the preceding Friday, when they fall on Sunday we will close on the following Monday.

**If your child's day falls on a scheduled holiday, parents/guardians are required to pay for that day.**

## **"SNOW DAYS"**

Please remember, in bad weather we are often forced to operate with limited staff due to the road and weather conditions, so we request that you **not** bring your child to the center on these days unless it is absolutely necessary. The center will close in cases where it is determined the children, staff and families are at risk trying to get to the center, due to inclement weather. We ask for family cooperation and understanding if we do have to close the center. Announcement of any delay of openings and closings will be posted on our Brightwheel app.

**If your child's day falls on snow day or early dismissal due to snow, parents/guardians are required to pay for that day.**

## **PLAN FOR EVACUATION OF CENTER IN EMERGENCY - FIRE**

**(This Plan Must Be Posted at Each Exit.)**

During evacuation, the lead teachers are responsible for leading the children out of the building with cooperating teachers or assistant teachers and aides assisting in the evacuation and checking for stragglers. Brightwheel attendance will be kept current as children arrive and depart.

During the evacuation, the lead teacher will take along their cell phones with their Brightwheel attendance and once outside, he/she will take attendance to ensure that the children evacuated correspond to those listed in the app. If there is no cell service, paper lists of the children in the classrooms will be taken out of the building with the teachers. Assistant teachers will check rooms and close doors and windows before leaving the building. Staff will supervise and account for children at the site, then wait until the signal is given to return to the classrooms. The director is responsible for assuring that evacuation drills are held at different times of the program day and are practiced with all groups of children and staff at least every month. The director is

responsible for and maintains documentation of the date, time, and effectiveness of each drill in his/her office.

## **POTENTIAL EMERGENCIES**

### **MISSING CHILD:**

The safety and security of the children in our care the Williamstown Community Preschool is paramount. Every care is taken to ensure that the children are always accounted for when they are in our care. However, in the unlikely event a child should go missing the following procedures will be followed:

- \* Attendance will be taken.
- \* The building, grounds, or off-site location will be searched.
- \* The police will be contacted.
- \* The family, guardian, or emergency contact will be called.
- \* Cell phones will be used during the search.
- \* Staff will maintain safety and well-being of other children.
- \* When the child is found, the family, guardian, or emergency contacts and police will be notified.
- \* Reassure all staff members.
- \* Document the incident and report incident to EEC
- \* Review safety procedures.

### **POWER OUTAGE**

If the electrical system fails, the Director or his/her designee shall be notified. The following checklist will be used to determine whether the outage is due to a temporary and fixable condition.

- Check circuit breaker
- Call Moresi Associates for assistance

Children will remain in their classrooms. The classrooms have large windows in which the most natural light will filter through. In the case of a dark storm, we will use battery packed flashlights or cell phone flashlights. In most cases the center will remain open if there is a temporary power outage. Our telephone service, fire alarm system, and emergency lighting will not be affected during a power outage. If the power remains off for more then one consecutive day, the center will need to close until the problem is resolved.

### **HEAT LOSS**

If the heating system fails, the Director or his/her designee shall be notified. The following checklist will be used to determine whether the outage is due to a temporary and fixable condition.

- Check circuit breaker
- Call Moresi Associates for assistance
- Check classroom temperatures

The temperature must be maintained at not less then 65° F. If temperature falls below 65° F and it does not appear that the problem will be corrected within two to three hours, parents will be

notified to pick up children. Provisions for maintaining the comfort level of the children will take place (e.g., children will wear extra clothing and jackets).

Considerations will also be given to the circumstances surrounding and/or causing the heat loss (e.g., major storm effecting the surrounding area, etc.).

## **LOSS OF WATER**

If there is a loss of water to the center, the Director or his/her designee shall be notified. The following checklist will be used to determine whether the water loss is due to a temporary and fixable condition.

1. Check other faucets.
2. Walk through building and basement and check for leaks.
3. Call Moresi Associates for assistance

If this is a temporary condition, bottled water will be used for drinking and flushing toilets. If this is not a temporary condition the center will have to close. Parents or emergency contacts will be notified to pick up their children.

## **NATURAL DISASTER**

In the case of a natural disaster or situation (chemical spills, bomb threats, fire damage, and severe storm warnings) necessitating evacuation of the Williamstown Community Preschool building, the following procedures will be followed:

Immediate evacuation of the building. Follow marked escape routes to the front of the building. Teachers will take cell phones with information about each child on the Brightwheel app and paper attendance sheets with parent cell phone information. Attendance will be taken once outside the building. Once all children are accounted for, we will walk to the Williamstown Ambulance Department on Water Street.

Parents/guardians and police will be notified of our new location. We will return to the Williamstown Community Preschool building when the police notify us it is safe to do so. Parents/guardians will be informed of the move back to our building.

If we become aware of sudden disasters or storm warnings for our area without advanced notice, the children will move immediately to the basement.

## **ENVIRONMENTAL SAFETY**

The Williamstown Community Preschool recognizes that the maintenance of a safe, clean, and healthy environment for children and staff is essential. It is the goal of the preschool to provide for the safest and lowest risk exposure to environmental contaminants (lead, poor air quality, asthma triggers, and pesticides) as possible. We provide a safe and protected environment for the children and staff.

## **LEAD**

The Williamstown Community Preschool building is certified lead free. Certification is on file



in the office. All children, regardless of risk, shall be screened for lead poisoning at least once between the ages of nine and 12 months and annually thereafter until the age of 48 months. Parents are provided with literature on lead poisoning and available trainings at their pediatrician's office.

### **POOR AIR QUALITY**

- Building is well ventilated. Windows are open in every room when possible
- All rooms are vacuumed daily, when children are not present.
- Heating system is maintained and cleaned yearly.
- Air conditioners are maintained and cleaned yearly.

### **ASTHMA TRIGGERS**

- Carpets and classrooms are vacuumed daily. Floors are mopped daily. Children are not present during the cleaning.
- Nap bags are washed weekly.
- No animals in the center.

### **PESTICIDES**

We have filed an Integrated Pest Management plan (inside and outside) with the state of Massachusetts. We use non-toxic methods for pest control. Inside we keep areas clean and dry to avoid attracting ants and mice.

Parents and staff will be notified if a pesticide is going to be used. Children will not be present if a pesticide needed to be used. 48-hour re-entry period, before any one can return inside the building. No pesticide usage on the playground.

## **WILLIAMSTOWN COMMUNITY PRESCHOOL, INC.**

### **HEALTH CARE POLICY**

**2015/2016**

Section 7.05 of the Mass. Early Education and Care Licensing Regulations requires that each childcare center have a written Health Care Policy Statement; this policy shall be provided to each staff member and posted near a telephone. The final page of this policy is an acknowledgement by staff that they have received a copy of this policy and that they have reviewed the policies with the program director (or designated staff person) as part of the formal orientation to the Center. The policies include the following:

#### **EMERGENCY TELEPHONE NUMBERS:**

These numbers **must be posted** at each phone

FIRE DEPARTMENT

911

POLICE 911  
RESCUE/AMBULANCE 911  
POISON PREVENTION CENTER 1-800-236-1800  
DEPT. OF CHILDREN & FAMILIES (DCF) 1-413-236-1800

**INFORMATION TO GIVE IN AN EMERGENCY:**

- Your name
- The nature of the emergency
- The address
- Simple, easy directions
- Your exact location

**HEALTH CARE CONSULTANT:**

Dr. Kathy Wiseman 1-413-663-8365  
Northern Berkshire Pediatrics  
77 Hospital Ave, North Adams, MA

**DESIGNATED ADULTS:**

[7.06 (30) (b)]: All staff members are certified and trained in First Aid, CPR and Epi-Pen training and are designated to administer first aid in an emergency situation.

**HOSPITALS UTILIZED FOR EMERGENCIES:**

Name: Berkshire Medical Center Northern Berkshire Campus of BMC  
Address: 725 North Street, or 71 Hospital Ave,  
Pittsfield, MA 01201 North Adams, MA 01247  
Telephone: (413) 447-2000 (413) 664-5000

**Consent forms to relevant health insurance information for emergency medical treatment and transportation arrangements are signed by parents and legal guardians and are located in each child's folder. The folders are alphabetized in the office filing cabinet. For children who have individual emergency care plans for special care in an emergency will also have this information located in their file. These forms are updated yearly.**

**A. PRECEDURES FOR EMERGENCIES AND ILLNESS**

1. First aid and transportation to the hospital

- (a) In the case of an emergency or illness (such as a seizure, a serious fall or serious cut), the teacher in charge will begin administration of emergency first aid while the assistant teacher or second teacher takes other children to another area or room. Both staff members should respond in a calm and reasonable manner. An ambulance will be called immediately, if needed.
- (b) Other staff will be alerted to send for assistance, be it the program director, or another person in the center.

- (c) One of the supervisory staff will contact the parent to come and pick up the child or, if response time is a factor, an ambulance will be called immediately
- (d) The parent will be called to meet the child and staff at the hospital. A teacher or other designated staff can travel with the child in the ambulance.
- (e) If the parent comes to pick up the child and needs assistance, the teacher or program director may offer to accompany the child.
- (f) When parents cannot be reached, those listed as emergency contacts will be called as a further attempt to reach the parents.

## **2. Field Trips**

- (a) A first aid kit containing required supplies will be taken on all field trips. The teacher will be responsible for taking a list of all emergency numbers for children enrolled. This information is on their cell phones in the Brightwheel app.
- (b) On field trips, in the case of an accident, a qualified, trained staff member will administer necessary first aid. Parents and the program director will be contacted as soon as possible and informed of the nature and extent of the injury and the proposed plan of action.
- (c) If parents cannot be reached and transportation of the injured child to the hospital is necessary, the program director or person in charge will call 911 for an ambulance.
- (d) As a preventative measure, prior to departure from the center, the program director and/or lead teacher will determine appropriate guidelines to be followed during the field trip to insure continuity and the safety of the children. All participating adults will be made familiar with the safety precautions and procedures.

## **B. PROCEDURES FOR USING AND MAINTAINING FIRST AID EQUIPMENT**

### **1. Location of the first aid kit**

- (a) There is a first aid kit in every classroom. Its location is marked by approximately a 9" by 9" red cross contacted on the outside of the cupboard in which it is located.
- (b) The first aid kit is kept adequately supplied by the program director or a designated staff person. Staff take at least one first aid kit on all field trips and outings away from the center

- (c) All first aid supplies and/or equipment will be used by a staff member certified in first aid, and in accordance with recommended procedures, at and away from the center. A reminder to staff to use disposable gloves will be included in each kit.

## **2. Contents of The First Aid Kit:**

GAUZE ROLLER BANDAGE	CPR MASK
BANDAGE COMPRESS	THERMOMETER
ADHESIVE TAPE	BAND AID
DISPOSABLE NONLATEX GLOVES	SCISSORS
INSTANT COLD PACK	GAUZE PADS
TWEEZERS	PAPER ATTENDANCE
PARENT PHONE NUMBERS	

## **C. PLAN FOR EVACUATION OF CENTER IN EMERGENCY:**

**(This plan must be posted at each exit)**

During evacuation, the lead teachers are responsible for leading the children out of the building with cooperating teachers or assistant teachers and aides assisting in the evacuation and checking for stragglers.

Attendance sheets will be kept current as children arrive and depart through the Brightwheel app.

During the evacuation, the lead teacher will take along the attendance sheets and cell phone. Once outside, he/she will take attendance to ensure that the children evacuated correspond to those listed on the sheet or Brightwheel attendance.

The program director is responsible for assuring that evacuation drills are held at different time of the program day and are practiced with all groups of children and staff at least every month.

The program director is responsible for maintaining documentation of the date, time, and effectiveness of each drill in his/her office. A copy of the documentation is kept on file.

## **D. PLAN FOR THE CARE OF MILDLY ILL CHILDREN**

If a child has already been admitted to the center and shows signs of illness (for example: a fever equal to or greater than 100 degrees by the oral or axillary route, a rash, reduced activity level, diarrhea, etc.), he/she will be offered their mat, cot, or other comfortable spot in which to lie down. The child will be supervised by a familiar caregiver. If the child is suspected of having a contagious disease, then until she or he can be picked up by the family, or designated adult, the child will be located where new individuals will not be exposed (in our isolation room). If the child manifests any of the symptoms requiring exclusion or it is determined that the illness prevents the child from participating comfortably in activities, his/her parents will be contacted immediately and asked to pick the child up as soon as possible.

When a significant communicable disease has been introduced into the center, the Director will notify parents immediately, and in writing. Information regarding the communicable disease shall be made available to parents.

## **E. PLAN FOR DISPENSING MEDICATION**

Medication, whether prescription or non-prescription, apart from topical non-prescription medication, may be administered to a child only with written parental permission and written order of the physician. (For prescription medication, the written order of the physician must be on the label on the medication).

For non-prescription medications, the center staff may accept as the written order of the physician, a signed statement listing the medication(s), dosage, and criteria for its administration. This statement shall be valid for one year from the date that it was signed. The center staff may accept as written parental authorization the signed statement authorizing the center to administer non-prescription medication in accordance with the written order of the physician. This statement shall be valid for one year from the date that it was signed. An attempt will be made to notify parents before the non-prescription medication is administered to a child. No educator will administer the first dose of any medication to a child, except under extraordinary circumstances and with parental consent.

Topical non-prescription medications such as sunscreen, petroleum jelly, or other ointments may be administered to a child only with written parental authorization. A signed statement listing the specific topical non-prescription medication(s) and the criteria for administration shall be valid for one year from the date of signature. The educator must inform the child's parents at the end of each day whenever a topical medication is applied to a diaper rash.

Staff will 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. A written record of administration of any medication will be kept as a part of the child's record, including child's name, date, time, dosage, and the staff member's signature administering the medication.

Prescription medication will be kept in its original container with the child's name, name of drug, directions for administering, proper storage procedure, and expiration date recorded on it. All medication shall be stored under proper conditions for sanitation, preservation, security, and safety.

### **F. MEDICATION ADMINISTRATION:**

All staff members are trained in all procedures found in the Five Rights of Medication Administration.

### **G. MEDICATION DISPOSAL:**

All unused, discontinued, or outdated prescription medications shall be returned to the parents, which will be documented in the child's record. When returning to a parent is not possible or practical, such prescription medications must be destroyed and the destruction record by a supervisor in accordance with policies of the center and the Department of Public Health, Drug Control Program.

### **H. PARENT TRAINING:**

Parents, with written permission from their health care provider, may train staff members in the implementation of their child's individual health care plan.

# **I. FOOD ALLERGY POLICY FOR WILLIAMSTOWN COMMUNITY PRESCHOOL**

Williamstown Community Preschool (WCP) serves the needs of toddler, preschool, and school-age children and their families. WCP is committed to providing a safe and caring environment for children ages 15 months to 12 years, where they can grow, learn, and thrive. To that end, WCP has created this Food Allergy Policy to:

- Provide an environment free of tree nuts/peanuts for children with tree nut/peanut allergies.
- Reduce the likelihood of severe or potentially life-threatening allergic reactions to other food allergies.
- Ensure a rapid and effective response in the event of an allergic reaction; and
- Address the rights and needs of children with food allergies within the context of WCP's overall mission.

## **1. General Plan for Meeting Specific Health Care Needs/Allergies**

Prior to enrollment, parents/guardians must notify WCP's Director of any known allergies and provide updates as necessary and/or on a yearly basis. If allergies are severe (i.e., potentially require treatment while child is in care), parents/guardians must work with their physician and WCP Director to develop an Individual Health Care Plan (IHCP) or a pediatric action plan. All known allergies will be posted clearly in each classroom. All staff and substitutes will be informed by the teacher or Director of any known allergies. In the case of severe allergies, the IHCP will address what measures should be taken (i.e., hand washing, etc.) to limit exposure to the substance at issue. For those children with life threatening allergies, their names will be posted in conspicuous locations, along with instructions on what actions to take in the event of exposure.

## **2. Tree Nut/Peanut Safe Facility**

WCP is a tree nut/peanut safe facility: It is WCP's policy to exclude all tree nut/peanut products and any products manufactured in a facility which also handles tree nuts/peanuts.

## **3. Nutritious Food Program**

Snacks are provided by WCP. Children with food allergies may, however, bring in their own food from home for snacks. For children with severe allergies, the IHCP will address specific measures to be taken to limit exposure to those allergens.

## **4. Action Plan**

For each child with a chronic medical condition, including severe allergies, that has been diagnosed by a licensed health care practitioner, the pediatrician will develop an action plan to address the chronic medical condition.

The action plan must describe the child's chronic condition, symptoms, any medical treatment necessary while the child is in care, potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered. In the case of allergies, the action plan must specifically state whether the child has a contact, or ingestion allergy, or

both, and what cleaning or other measures are requested to help protect the child from contacting or ingesting the allergen.

For WCP to decide whether it will be possible to reasonably accommodate children with severe allergies, they require the cooperation of and direct interaction with the child's licensed health care provider and parents/guardians to work with both WCP's Director and its physician consultant to ensure that WCP has accurate and complete information about the child's allergy and potential reasonable accommodations.

### **Preventing cross contamination for allergies**

- Prepare food separately, in a separate location.
- Assure good hand washing for children and staff before and after meals.
- Assign seating to assure that any child with a food allergy is at a separate area of arms reach of other children (1-2 arm's length away);
- Supervise children with food allergies during mealtimes.
- After meals, hands shall be washed well, as usual, and tables shall be wiped down with a cleaning solution.
- After meals, WCP shall clean floors and chairs of any possible residual and garbage shall be placed in a closed container or out of reach.
- Parents/guardians of children who are allergic to snacks served at WCP, shall bring their own food or an alternative food on days that an allergen is served and snack menus will be available in advance;
- WCP staff shall be trained in identifying allergic reactions to foods, reducing allergen exposures and how to respond to emergencies, including knowing the locations of and how to use Epi-Pens.
- Allergy Action Plans shall be readily accessible and followed; and
- If an Epi-Pen is used, 911 shall be called.

### **6. Responsibilities of Parents/Guardians Of Children With Food Allergies**

A. To the extent possible and as age-appropriate, parents/guardians of a child with a food allergy shall teach the child to:

- **NEVER** share snacks, lunches, drinks, or utensils.
- Understand the importance of hand washing before and after eating, and proper methods of hand washing (e.g., no hand sanitizer);
- Recognize the first symptoms of an allergic/anaphylactic reaction.
- Communicate symptoms as soon as they appear to a WCP staff member.

- Carry his/her own Epi-Pen, when appropriate, and/or know where it is located (backpack, office, location at home);
- Develop greater independence to keep safe from anaphylactic reactions; and
- Administer his/her own Epi-Pen and be able to train others in its use.

**B.** Inform WCP of the child’s allergy prior to enrollment (or as soon as possible after a diagnosis). Update WCP annually on the child’s allergy, or when changes in the child’s medical plan occur.

**C.** Provide medical documentation, instructions, and properly labeled medication (up to date), as directed by a physician, prior to enrollment (or as soon as possible after a diagnosis). This includes proper authorizations for medications and emergency response protocols.

**D.** Work cooperatively and interactively with WCP’s physician consultant, the child’s own licensed medical care provider, WCP’s Director and WCP’s staff to develop a plan that reasonably accommodates the child’s needs.

**E.** Provide WCP with current contact information and maintain updated emergency medical information.

**F.** Provide “safe snacks” for the child to be kept at WCP for unplanned special events.

## **J. PROCEDURES FOR IDENTIFYING AND REPORTING SUSPECTED CHILD ABUSE OR NEGLECT**

DEPT. OF CHILDREN AND FAMILIES (DCF)    Pittsfield, MA.  
PHONE NUMBER:    413-236-1800

All staff of the Williamstown Community Preschool are considered mandated reporters of child abuse and/or neglect and shall report suspected child abuse or neglect. The report shall be made either to the Department of Social Services pursuant to M.G.L. c. 119, Section 51A, or to the center's director. Staff who report suspicions of child abuse or neglect are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious.

The Center's Director or designee shall immediately report suspected abuse or neglect to the Department of Children and Families (DCF), pursuant to M.G.L. c. 119, Section 51A.

The Center's Director or designee shall notify the Massachusetts Department of Early Education and Care 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.

The Center's Director shall cooperate in all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled in the program. He/she will provide consent in allowing the Massachusetts Department of Early Education and Care to disclose information to any person, agency, or office that may be necessary to the investigation of allegations and protection of the children. Failure to cooperate may be grounds for suspension, revocation, or refusal to issue or renew a license. All instances of suspicious nature or circumstance (i.e., inappropriate sexual play, unusual burns, or bruises, "fantastic stories") will be documented by the appropriate staff and placed in an incident file.



The WCP policy states; that any abusive or neglectful allegation made against a staff member will result in that person not working directly with children. They will remain delegated to administrative duties until the Department of Social Services investigation is completed and for such further time as the Massachusetts Department of Early Education and Care requires.

#### **K. INJURY PREVENTION PLAN**

The Director is responsible upon arrival for monitoring the environment and for the removal and/or repair of hazards. Toxic substances, first aid supplies, medications, sharp objects, matches, hazardous objects, and substances are located in secure places and out of reach of the children. WCP does not permit smoking in the building, or on the play yard.

The lead teacher will inform parents immediately, usually by telephone, of any injury that requires emergency care beyond minor first aid and shall inform parents in writing of any first aid administered to their child within (24) hours of the incident. The lead teacher will inform parents, usually by telephone and prior to the child being picked up, if a child suffers any head or facial injury. An injury report for any incident, which requires first aid or emergency care, will be maintained in the child's file.

The Director will maintain a central log or file of injuries that occur during the operating hours of the center and shall periodically monitor the safety record of the center. An injury report shall include, but not be limited to name of child, date, time and location of accident or injury, description of injury and how it occurred, name(s) of witness (es), name(s) of person(s) who administered first aid or medical care and first aid or medical care required. The WCP shall maintain a record of any unusual or serious incidents such as behavioral incidents, accidents, property destruction or emergencies. The director shall review these reports. These reports shall be documented on an official EEC Form.

#### **L. PLAN FOR MANAGING INFECTIOUS DISEASE**

Children who exhibit symptoms of the following types of infectious diseases, such as gastrointestinal, respiratory, and skin direct contact infections, may be excluded from the center if it is determined that any of the following exist:

- The illness prevents the child from participating in the program activities or from resting comfortably.
- The illness results in greater care need that the childcare staff can provide without compromising the health and safety of the other children.
- The child has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness.
- Diarrhea, more than one
- Vomiting, not including a little spit-up
- Mouth sores unless the physician states that the child is non-infectious.
- Rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease.

- PURULENT conjunctivitis (defined as pink or red conductive with white or yellow discharge, often with matted eyelids) until examined by a physician and approved for re-admission, with or without treatment.
- Tuberculosis, until the child is non-infectious, with a physician’s note stating such.
- Impetigo, until 24 hours after treatment has started or all the sores are not weeping.
- Head lice and free of all live lice or scabies, until it has been treated.
- Strep infection, until 24 hours after treatment and the child has been without fever for 24 hours.
- Hepatitis A until 7 days after onset of symptoms or jaundice.
- Chickenpox until there are no new lesions and the rash is crusted over.
- Covid-19 till after 5 days quarantine and asymptomatic: See Covid Policy for updates

Children with a fever, diarrhea or vomiting must remain away from the center for a minimum of 24 hours and without symptoms. WCP may make the final decision concerning the inclusion or exclusion of the child for the health and safety of other staff.

When a significant communicable disease has been introduced into the center, the director will notify parents immediately, and in writing. Information regarding the communicable disease shall be made available to parents. The Director will also consult with our Health Care Proxy, a local pediatrician.

## **M. BITING POLICY**

A child biting other children is one of the most common and most difficult behaviors in group childcare. It can occur without warning, is difficult to defend against, and provides strong emotional responses in the biter, the victim, the parents, and the caregivers involved.

For many children the biting stage is just a passing problem. They try it out to get what they want from another child. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

No matter what the cause, biting in a group situation causes strong feelings in all parties involved. Everyone at the Williamstown Community Preschool is trained to make all efforts to change this behavior. Our goal is to maintain a safe and healthy environment for all the children in our care.

### **For the biter:**

1. The biter is immediately removed with no emotion, using words such as “no biting it hurts.” Redirect the biter away from the situation, while your caring

focus is on the child who was bitten.

2. The biter is then talked to on a level that the child can understand. "Biting is not ok, it hurts, use your words. "We don't bite."
3. Redirect the child to other play.
4. Shadow the child to provide intervention if needed.
5. Reinforce appropriate behavior.
6. Notify the parent of both children.

**For the victim:**

1. Comfort the child.
2. Administer first aid.
3. Shadow the child to provide intervention if needed. Teach responses to potential biting situations. "No" or "don't hurt me."
4. Notify the parents and provide them with an accident report.

**If biting continues:**

1. Teachers will meet with the director for strategy planning.
2. Work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy.
3. Hold a conference with the parents of the biting child.
4. Prepare parents of the biting child for the possibility that the child may have to be removed from the center if appropriate interventions do not decrease or resolve the problematic behavior.
5. We are dedicated to the children's health and safety

## **N. PLAN FOR INFECTION CONTROL**

The staff shall ensure that staff and children wash their hands with liquid soap and running water, using friction. Hands shall be dried with individual or disposable towels. Staff and children shall wash their hands minimally at the following times:

1. Before eating or handling food.
2. After toileting or diapering; staff should also wash hands before diapering as well.
3. After encountering bodily fluids and discharges.
4. After cleaning.

The staff shall ensure that the specific equipment, items, or surfaces are washed with soap and water and disinfected with a fresh, standard bleach solution or a commercial preparation using guidelines prepared by the Massachusetts Department of Early Education and Care and following schedule:

1. After each use:
  - (a) Sinks and faucets used for hand-washing after the sink is used for rinsing a toilet training chair;
  - (b) Diapering surfaces.
  - (c) Toys mouthed by children.
  - (d) Mops used for cleaning bodily fluids.
  - (e) Bibs
  - (f) Thermometers
2. At least daily:
  - (a) Toilets and toilet seats.
  - (b) Containers including lids, used to hold soiled diapers.

- (c) Sinks and sink faucets.
  - (d) Water table and water play equipment.
  - (e) Tables.
  - (f) Smooth surfaced non-porous floors.
  - (g) Mops used for cleaning; and
3. At least monthly or more frequently as needed to maintain cleanliness, when wet or soiled, and before use by another child:
- (a) Cots, mats, or other approved sleeping equipment.
  - (b) Sheets, blankets, and nap items are sent home weekly for laundering

## O. UNIVERSAL PRECAUTIONS TRAINING

Staff wear gloves when cleaning or attending to blood or other bodily fluids. These gloves and cleaning materials are bagged and thrown away after use. A blood/vomit solution of bleach and water are used to clean and sanitize surfaces afterwards. These precautions help fight against blood-borne illnesses like HIV or HPV.

1. Avoid contact with blood and body fluids. Protect yourself with latex or plastic gloves.
2. Wash with soap and water if you get someone else's blood or body fluids on your skin.
3. Keep it clean. Don't touch any part of a bandage.
4. Discard or decontaminate anything that has had direct contact with blood or body fluids.
5. Use bleach solution to clean up spills.

## P. INJURY AGAINST COLD, HEAT, SUN, AND INSECT-BORNE DISEASE

**Cold weather:** Children need to wear clothing that is dry and layered for warmth in cold weather. Outdoor gear needed for snow and cold temperatures are hat, gloves, snow pants, and boots. Parents should label their children's belongings.

**Heat/Sun:** Children can play in the shade outside on our playground. There is a shade tarp and overhead shade from our background playground. Our front playground gets the morning shade from our building and sun umbrella and/or tent in the afternoon to protect us from the sun. In the summer months children should wear loose-fitting warm weather clothing (shorts, t-shirts). When in the sun, all children are protected with sunscreen with UVB and UVA protection of at least SPF 30 or higher. Children may wish to wear a hat for protection from the sun. We encourage children to drink water before, during and after outside activities.

## Q. COMMUNAL WATER PLAY:

Any containers which hold water and are used for communal water play need to be carefully maintained, so as not to spread infectious disease.

1. Children must always be under constant supervision.
2. Fill with potable water.
3. Change water before a new group comes to participate in the water play. A new group of children refers to an afternoon class versus the morning class not a new subgroup of children within the existing group. Activity period does not exceed one day.

4. When the activity period is completed with each group of children, the water is drained
5. Alternatively, fresh potable water flows freely through the water play table and out a drain in the table.
6. Children must wash their hands before and after play in the water.
7. Water tables and containers must be cleaned and disinfected with bleach solution after each use.
8. Toys must be cleaned and disinfected with bleach solution after each use.
9. No drinking the water.
10. Children with cuts or sores on their hands or runny noses cannot participate in communal water play.

## **R. PROCEDURE FOR THE CARE OF PETS**

We only have fish in our building. As of now, it is in only one classroom.

## **S. PERSONAL HYGIENE:**

1. We will ensure each child's face is washed; disposable material will be used. If a parent requests the use of a washcloth, it will be provided by the parent, labeled, and stored open to the air, without touching anything.
2. All children will have an extra set of clean indoor and outdoor clothing to change into if their clothing gets wet or soiled. Parents are responsible for bringing the clothing from home and maintaining them in their child's cubby.
3. We encourage all children to brush their teeth daily. We provide individual toothbrushes for the children and store them in the open air without touching one another.

## **SNACKS**

Our center serves an afternoon snack to all the preschool/toddler children. Parent must provide breakfast and lunch for their child. Breakfast is served 9:00 am, lunch between 11:30 and 12 noon, and afternoon snack at 3 PM. We also offer milk at lunch and water all day.

# **Toddler Program**

Our toddler classrooms (Puffins and Bunnies) provide the children with a safe and nurturing environment in which to explore their newly developing skills and abilities. We accept children from 15 months until 2 years 9 months. Our staff/child ratio is nine children a day with two/three teachers. Our classroom is located on the first floor of our building. The teachers create an environment in which children are safe, feel emotionally secure, and have a sense of belonging. The toddlers receive nurturing, consistent and loving care. We want them to trust us, happily explore their learning environment, make discoveries, care about others, and begin to see themselves as competent learners. We provide many opportunities for the children to explore the world around them, interact with their friends, and play in the classroom learning centers.

## **DAILY HOURS/DAYS OF OPERATION**

The center is open Monday through Friday from 8:00 AM until 5:00PM year-round except on the closing dates listed in this handbook. It is best to have your child at the Center by 9 a.m. If he/she is late, they will miss breakfast and some of the programs designed for his/her development. Please call the office if your child will be late or absent. Or send a message to the teachers on Brightwheel.

## **FACILITIES**

Town of Williamstown Building Inspector, Fire Chief and the Health Department Officer inspect the facility on an annual basis. Our facilities are managed and maintained by Moresi Associates. We are licensed by the Massachusetts Department of Early Education and Care and meet all standards necessary for the operation of a toddler center in the Commonwealth of Massachusetts.

## **ENROLLMENT**

Children are only enrolled on a full-day basis. We do not offer half days. Any combination of full days is acceptable, but the choice of days cannot vary from week to week. They must be set days. The center is open Monday through Friday, and we serve an afternoon snack each day.

## **ARRIVAL AND DEPARTURE**

Children are checked into and out of the program through our Brightwheel application on the teacher's cell phones and computers. Paper attendance is available in each classroom. Our responsibility begins at drop-off. Likewise, our responsibility ends after you have arrived for pick-up.

## **PARENTAL VISITS**

You may choose to tour our building with the Director after hours before your child starts. You can also meet the teachers outside or in the Director's office before starting.

## **CLASSROOM POLICIES**

**Clothing:** Please dress your child for play in clothing that can be easily laundered. Your child will be playing with messy paint, clay, glue, sand, water, etc. throughout the day and more than likely will not be as fresh and clean as when you dropped him/her off in the morning. Your child's clothing should be easily manageable by him or herself. Please mark all clothing with your child's name. We try our best, but sometimes clothing gets misplaced or lost. We also ask that you provide your child with a complete set of extra clothing to be kept in his/her cubby for emergencies.

It is important to dress your child according to the weather. We go outside every day, weather permitting. During the winter, this means your child will need boots, mittens, hats, and snow pants.

**Birthdays:** Your child's birthday is a special day for him/her. If you wish, you may bring in a special snack to share with the other children in the classroom. Please notify the teacher in advance of your plans. Remember, we are a nut-free building.

**Parent Conferences:** We welcome parents and encourage you to visit with your child's teacher daily. Your child's individual progress report will be sent home two times a year. Conferences will occur in the spring. If you wish to have a special conference at any time, let your child's teacher know and a convenient time will be arranged as soon as possible.

## **REST PERIODS**

Each child has his/her own cot with his/her name marked on it and rests approximately in the same area of the classroom every day. If your child has a special blanket, stuffed animal, or pillow, bring them for rest time. We will provide a nap bag to keep them in. The rooms are darkened, and soft music is played. Children may have quiet activities on their cot. Nap materials are sent home at the end of each week for laundering.

## **TOILETING PROCEDURES**

All children will be invited and encouraged by the staff to use the toilet. Our staff aids children by helping with lights, clothing, etc. All staff washes hands before and after assisting a child.

The children wash their hands after toileting. In cases of accidents all staff will wash their hands and assist with the removal of wet clothing. We will clean the child using wet sterile wipes. All clothing will be double bagged and placed in the child's cubby to be sent home. Everyone washes hands before resuming activity. At no time will a child be punished for wetting or soiling their clothing.

## **DIAPERING POLICY**

All children at the Williamstown Community Preschool will have their diaper changed in a sanitary, safe manner to prevent the spread of germs and diseases that can occur during the diaper changing process. Children use only commercially available disposable diapers or pull-ups.

Diapers are changed when wet or soiled. Staff checks children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours when children are awake. Diapers are also checked as children awaken from their naps. Children will be changed in designated changing areas and nowhere else in the facility. Surfaces used for changing children are only used for that purpose and are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.

All diaper containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly by using a hands-free device (e.g., step can). Containers are not accessible to children.

The procedure for diapering will be posted at every location where diapering is to take place. All staff members follow changing procedures as outlined by MA Dept. of Early Education and Care.

## **MEDICAL EXAMINATION**

Every child must provide a written statement from a physician which indicates that the child has had a complete physical examination within one year prior to admission. The physical will be valid for one year from the date the child was examined and shall be repeated annually. For children under the age of four, but not less than nine months of age, a signed statement by a physician, or an employee of a health care agency stating the child has been screened for lead poisoning is required. must be on file, with the center.

We also require at admission a physician's certificate that each child has been successfully immunized in accordance with the current Department of Public Health's recommended schedules.

## **TODDLER CURRICULUM**

The Williamstown Community Preschool is guided by Creative Curriculum for Toddlers. This is a comprehensive, scientifically based, research-tested early childhood curriculum. It identifies a responsive environment and incorporates thirty-eight objectives, which promote social-emotional development and support cognitive, physical, and language development. Meaningful experiences will include playing with toys, dabbling in art, enjoying books and stories, exploring sand and water play, going outdoors, and having fun with music and movement activities. The toddler learning environment offers developmentally appropriate material and equipment. Their



daily schedule provides child-initiated routines and activities (both indoors and outdoors) which promote physical, positive self-control and social skills, language and literacy development, and sound health and nutritional practices.

## **TODDLER ASSESSMENT**

We believe assessing individual and group progress is the key to planning programs that respond to the needs, interests, and abilities of the children. With ongoing assessment, teachers can focus on all aspects of a child's development and guide the child to their next developmental step. The assessment information is used to support and guide planning and instruction for individuals and groups, communicate with families, and identify children who may benefit from special help and further intervention.

We use assessment based on Teaching Strategies Gold. Teachers observe and document children's learning by focusing on thirty-eight objectives for development and learning, birth to age six. The objectives are organized into four areas of development and learning; social-emotional, physical, language and cognitive, and divided in five content areas; literacy, mathematics, science/technology, and the arts. Your child's classroom teachers will carry out all assessment methods. This will occur within the classroom setting during the center's regular hours of operation. The teachers will use informal methods to collect assessment information through observations and work samplings.

The children's assessment reports are distributed two times per year-winter and spring, with parent conferences being held during the spring. Parents are also encouraged to schedule a conference with their child's teachers at any time during the year.

# **PRESCHOOL PROGRAM**

## **PRESCHOOLERS**

The preschool years include children ages 2 years nine months to kindergarten. During this period, the children begin to trust others outside the family, they gain independence and self-control, and learn to take initiative and assert themselves in socially acceptable ways. They also become keen observers of their world and experiment with their surroundings. They are learning all the time – and they learn best by being active. Preschoolers are very curious about their world. Teachers at the Williamston Community Preschool encourages the children to observe, explore, take things apart, build, create, draw and see what they can find out. We believe the more active the children are in their work; the more they learn and remember.

## **CLASSROOMS**

Our preschool is divided into three independent, age-appropriate classrooms – The Pandas, Lambs, and Bears. Each classroom is set up for learning and is arranged into distinct learning centers- – blocks, dramatic play, quiet area, manipulatives and games, science and discovery, art, and music. A variety of learning materials are in each area so no matter where children choose to play, they learn. The children have many opportunities to make choices, come up with ideas, experiment, and take responsibility for their work.

## **DAILY HOURS/DAYS OF OPERATION**

The center is open Monday through Friday from 8:00 AM until 5:00PM year-round except on

the closing dates listed in this handbook. It is best to have your child at the Center by 9 a.m. If he/she is late, they will miss breakfast and some of the programs designed for his/her development. Please call the office if your child will be late or absent or send a Brightwheel message to their teachers.

## **FACILITIES**

The Town of Williamstown Building Inspector, Fire Chief and the Health Department Officer inspect the facility on a regular basis. Our Facility is managed by Moresi Associates. We are licensed by the Massachusetts Department of Early Education and Care and meet all standards necessary for the operation of a toddler, preschool and school age center in the Commonwealth of Massachusetts.

## **ENROLLMENT**

Enrollment for children is full day. We are open Monday through Friday. Choice of days and time slots cannot vary from week to week. We serve and an afternoon snack each day.

## **ARRIVAL AND DEPARTURE**

Children are checked into and out of the program through attendance on our Brightwheel app and paper attendance. Our responsibility begins only at drop-off. Likewise, our responsibility ends after you have arrived at pick-up.

## **PARENTAL VISITS**

You may choose to tour our building with the Director after hours before your child starts. You can also meet the teachers outside or in the Director's office before starting.

## **CLASSROOM POLICIES**

**Clothing:** Please dress your child for play in clothing that can be easily laundered. Your child will be playing with messy paint, clay, glue, sand, water, etc. throughout the day and more than likely will not be as fresh and clean as when you dropped him/her off in the morning. Your child's clothing should be easily manageable by him or herself. Please mark all clothing with your child's name. We try our best, but sometimes clothing gets misplaced or lost. . We also ask that you provide your child with a complete set of extra clothing to be kept in his/her cubby for emergencies. Extra sets of underwear and socks are especially needed.

It is important to dress your child according to the weather. We go outside every day, weather permitting. During the winter, this means your child will need boots, mittens, a hat, and snow pants.

**Toys:** Your child may bring one toy each day with the understanding that he/she will share it with the other children as appropriate.

**Birthdays:** Your child's birthday is a special day for him/her. If you wish, you may bring in a special snack to share with the other children in the classroom. Please notify the teacher in advance of your plans. Remember, we are a nut-free facility.

**Parent Conferences:** We welcome parents and encourage you to visit with your child's teacher daily at drop-off or pick-up. Your child's individual progress report will be sent home two times a year. Conferences will occur in the spring. If you wish to have a special conference at any time, let your child's teacher know and a time convenient for both of you will be arranged as soon as possible.

## **REST PERIODS**

Each child has his/her own cot with his/her name marked on it and rests in approximately in the same area of the classroom every day. If your child has a special blanket, stuffed animal, or pillow, bring them for rest time. The rooms are darkened, and soft music is played. Children may have quiet activities on their cot. Nap items are sent home weekly for laundering.

## **DIAPERING POLICY**

All children at the Williamstown Community Preschool will have their diaper changed in a sanitary, safe manner to prevent the spread of germs and diseases that can occur during the diaper changing process. Staff use only commercially available disposable diapers or pull-ups. escape of feces and urine.

Diapers are changed when wet or soiled. Staff checks children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours when children are awake. Diapers are also checked as children awaken from their naps. Children will be changed in designated changing areas and nowhere else in the facility. Surfaces used for changing children are only used for that purpose and are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.

All diaper containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly by using a hands-free device (e.g., step can). Containers are not accessible to children.

The procedure for diapering will be posted at every location where diapering is to take place. All staff members follow changing procedures as outlined by MA Dept. of Early Education and Care.

## **TOILETING PROCEDURES**

All children will be invited and encouraged by the staff to use the toilet. Our staff helps children by aiding with lights, clothing, etc. All staff washes hands before and after assisting a child. The children wash their hands after toileting. In cases of accidents all staff will wash their hands and assist with the removal of wet clothing. We will clean the child using wet sterile wipes. All clothing will be double bagged and placed in the child's cubby to be sent home. Everyone washes hands before resuming activity. At no time will a child be punished for wetting or soiling their clothing.

## **MEDICAL EXAMINATION**

Every child must provide a written statement from a physician which indicates that the child has had a complete physical examination within one year prior to admission. The physical will be valid for one year from the date the child was examined and shall be repeated annually. For children under the age of four, but not less than nine months of age, a signed statement by a physician, or an employee of a health care agency stating the child has been screened for lead poisoning is required.

We also require at admission a physician's certificate that each child has been successfully immunized in accordance with the current Department of Public Health's recommended schedules.

## **PRESCHOOL CURRICULUM**

The Williamstown Community Preschool is guided by Creative Curriculum for Preschool. This is a scientifically based, research-tested early childhood curriculum.

The Creative Curriculum for Preschools thirty-eight standards match the Massachusetts Department of Education's Early Learning Standards which defines what children should know and be able to do by kindergarten. These thirty-eight standards establish purposeful and productive play experiences in four areas – social/emotional, physical, cognitive, and language development. Creative Curriculum identifies the same knowledge, skills, and concepts important for preschool children to acquire in each content area: literacy, math, science, social studies, the arts and technology. The classroom interest areas: blocks, dramatic play, toys and games, art, library, discovery, sand and water, music and movement, provide a setting for the children to learn the academic content and apply skills.

Each child who attends the Williamstown Community Preschool is a unique person with an individual pattern of growth, personality, interests, learning style, and family background. Our curriculum is implemented with attention to these different needs, interests, and developmental levels of the children. Our staff develops and implements the curriculum considering each child and his/her family differences. Our curriculum encourages children to be actively involved in the learning process. We encourage our children to think, reason, question, and experiment with activities. They experience a variety of developmentally appropriate activities and materials and pursue their own interests in the contact of life, community and the world. Our goal is for the children to become independent, self-confident, curious, enthusiastic learners who can work well with others. This is accomplished by creating purposeful and productive play experiences that help children grow in all areas. Through the activities we plan, the classroom learning centers, select toys and materials, the daily schedule and daily interactions with the children, The Williamstown Community Preschool staff seeks to accomplish these curriculum goals and objectives and give your child a successful start in school.

## **ASSESSMENT PLAN**

Assessment is the process of gathering information about your child to support their learning using a variety of methods such as observations and checklists. With ongoing assessment, teachers can focus on all aspects of a child's development and identify children's interests and needs. It will help teachers and families to guide the child to their next developmental step. The assessment information helps the teachers to support and guide planning of curriculum and classroom instruction for individuals and groups of children. It increases family communication and helps to identify children who may benefit from extra help and further

intervention. The assessment system also provides reports of outcome data for the teachers and directors planning.

**The Williamstown Community Preschool uses an assessment based on Teaching Strategies Gold. our assessment and curriculum programs tie to 38 objectives for development and learning, birth to kindergarten. The 38 objectives are organized into four areas of development and learning: social-emotional, physical, language and cognitive. The cognitive portion divides into areas for literacy, mathematics, science and technology, the arts and English language acquisition. All 38 objectives align with the Massachusetts Curriculum Frameworks (Pre-K Standards).**

**Goals of assessment:**

- Identify children’s interest and needs
- Describe the developmental progress and learning of children
- Improve curriculum and adapt teaching practices and the environment
- Plan program improvement
- Communicate with families and make them part of the team
- Arrange for developmental screenings and referrals for diagnostic assessment, when indicated

**Procedures for assessment:**

Your child’s classroom teachers will be carrying out all assessment’s methods. This will occur within the classroom setting during the center’s regular hours of operation. Teachers obtain useful information about each child’s knowledge, skills, and progress by observing, documenting, analyzing, and evaluating work samples.

**Timeline:**

Parents receive children’s progress reports two times a year during the winter, and spring sessions. Parent conferences occur in the spring. Parents are encouraged to schedule a conference at any time during the year.

**Confidentiality Procedures:**

- Your child’s classroom teachers and the director are the only individuals who will have access to your child’s file and assessment results.
- The director or classroom teachers will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/guardians of that child.
- Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- Information given by parents/guardians to the director or classroom teachers is not passed on to other adults without permission.

**Data Protection** All files and personal data are in a locked filing cabinet.

**Administration of assessment tool:** The classroom teachers assess individual children, but the observation of children may be in a group context.

**Usage:** The assessment information integrates into daily decisions regarding curriculum and individualization of instruction.

**Interpreted:** The teacher who observes is the one to do the interpretation.

**Represented:** The classroom teachers observe the children’s learning based on the objectives in Teaching Strategies Gold aligning with the Massachusetts Curriculum Frameworks (Pre-K Standards

**Williamstown Community Preschool’s licensing Organization:**

The toddler, preschool and school age programs are licensed through the Massachusetts Department of Early Education and Care. Parents may contact this agency regarding the program’s regulatory compliance history. The EEC regional office is located at the Springfield Regional Office; 91 Liberty Street, suite 1124, Springfield, MA 01103 The phone number is 413-788-8401