

Mashpee Recreation Kids Klub Child Care Center Handbook

2010-2011



501 Great Neck Road North
Mashpee, Massachusetts 02649
508-539-9361

September, 2010

Dear Parent:

It is with great pride that we welcome you to Kids Klub Preschool and Child Care Center. We feel that as a parent you are looking for the best quality program for the time that your child spends at preschool/daycare. The Mashpee Recreation Department tries to provide a safe, well-organized environment and allows your child to enjoy his/her preschool time in a semi-structured, supervised, nurturing atmosphere. In addition, it is important to note that the Commonwealth of Massachusetts Department of Early Education and Care licenses our program

We believe that our staff possesses special qualities. Through classroom activities, field trips, special projects and recreation time, your child will have the opportunity to be creative, challenged and form new friendships and learn social skills.

We strive to be a model center and recognize the contributions our program can make to the well being of children, their families, and all those we touch in our surrounding environment.

We hope this handbook provides you, the parent, with information you need. If you have further questions, feel free to contact us.

Sincerely,

Peggy Geary
Child Care Coordinator

Gus Frederick
Mashpee Recreation Director

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ADMINISTRATIVE ORGANIZATIONAL CHART

Kids Klub Preschool and Child Care Center

Co-Administrators:

Augustus Frederick-B.A. Health Physical Education, Recreation

Margaret Geary -B.A. Psychology, M.Ed., EEC Certified, D/II, LT/P

Infants and Toddlers:

Lead Teacher: Annette Martin CDA, EEC Certified, T/P

Teacher: Sheila Koser – EEC Certified, T/P T/I/T

Teacher Assistant: Cathleen Bloomfield

Teacher Assistant: Kayla Coronella

Teacher Assistant: Dyan Romano

Teacher Assistant: Christa Belouin

Three-Year-Old Preschool:

Lead Teacher: Sara Wiseman – B.A., EEC Certified, T/P

Teacher: Catherine Cameron - A.A.S. Technology, A.A.S. Data Processing, EEC Certified, T/P

Teacher: Theresa Andrews-T/P

Teacher: Ashley Cunha-A.S.Early Childhood Ed.

Teacher Assistant: Diane Gonzalski

Teacher Assistant: Caitlyn Mathias

Four-Year-Old Preschool:

Lead Teacher: Pamela Belouin- A.S. Early Childhood Ed., EEC Certified, D/1, LT/P, LT/I/T

Teacher: Sharon Fulone, B.S.Early Childhood Ed.,M.Ed., EEC Certified, T/I/T, LT/P, DII

Teacher: Joann Darrah-B.S. Elementary Ed, EEC Certified, T/P

Nichole Benard: A.S. early Childhood Ed., EEC Certified, T/P

Kids Klub Preschool and Child Care Center is owned and operated by the Mashpee Recreation Department of the Town of Mashpee. All inquiries should be addressed to Margaret Geary- Director/Co-Administrator, or Augustus Frederick- Co-Administrator/ Mashpee Recreation Director. Pamela Belouin is the Lead Teacher/Assistant Director.

The Mashpee Recreation Department is located at 16 Great Neck Road North, Mashpee. The phone numbers is 508-539-1400 ext. 519. The Kids Klub Child Care Center is located at 501 Great Neck Road North, Mashpee. The telephone numbers are 508-539-9361 or 508-539-9819.

The Board of Selectmen:

John Cahalane

Theresa Cook, Chairperson

Michael Richardson

Carol Sherman

Wayne Taylor

**TOWN OF MASHPEE
MASHPEE RECREATION DEPARTMENT
KIDS KLUB CHILD CARE PROGRAM
STATEMENT OF PURPOSE**

PHILOSOPHY

To operate within the town of Mashpee a safe and affordable, not for profit quality Preschool and Daycare program for both boys and girls ages fifteen (15) months through seven (7) years old for the benefit of the children, and for their parents. The program operates Monday through Friday from 7:00 AM to 5:30 PM (daycare- year round) and 9:00 AM to 12:00 PM during the school year. Three and four year olds may attend two to five days per week either full-time or part-time in the morning. The program is licensed under the laws of the Commonwealth for Group Daycare and operated as such. The licensing authority is the Department of Early Education and Care. Kids Klub will strive to present a safe, fun, quality program, and to meet the social, physical, mental, and emotional needs of the children.

Our philosophy embraces the “whole child” approach that emphasizes the social, emotional, physical, and cognitive development of each child. We feel learning is an interactive process in which children construct their own knowledge through active exploration of their environment and through child-directed, teacher-supported play.

Children in our program engage in a variety of developmentally appropriate activities including fine and gross motor skills, dramatic play, art, science and music.

Our curriculum is child-centered and includes components that are socially relevant, intellectually stimulating, and meaningful to the children. Each day children engage in a variety of activities, and each month specialists work with the children and instruct creative movement, music, and literacy.

Our classrooms are made of “centers” that encourage social interaction, hands-on learning, critical thinking, conflict resolution, and dramatic play. The Kids Klub staff develops themes that consist of open-ended activities that are designed to focus on promoting creativity and self-esteem, and that are relevant and meaningful to children.

Teacher observations, parent-teacher conferences, and student portfolios are all used to track children’s progress throughout the year. We have an open door policy and welcome parent input and participation. All of us here at Kids Klub feel a strong home-school partnership is vital to the success of each child. Our program provides a safe, nurturing environment that fosters self-esteem, a sense of security and belonging, feelings of autonomy and success, and a freedom of expression.

TO MEET CHILDREN'S SOCIAL NEEDS

- provide an atmosphere which fosters the children to interact with each other
- children are encouraged to share with other children by visiting the provided interactive stations (writing table, arts and craft table, library corner, climber, science center)
- independence is strongly encouraged in each individual child so that the transition to the next developmental stage is successful.
- the staff will eat with the children during snack and lunch and engage them in conversation.

DEVELOPMENT OF EMOTIONAL WELL-BEING

- through daily news, show and tell, songs and our sound program we build confidence and self worth in the preschoolers
- feelings and emotions are validated and acknowledged through the interaction of the children and the teachers
- we provide opportunities through local field trips for the children to be exposed to new experiences and the world around them

FACILITATING PHYSICAL ACTIVITY

- by providing outdoor playground activities and equipment, indoor classroom equipment used for large and gross motor skills
- by providing time daily for physical body awareness through group activity
- fine motor skills are developed consistently by the use of art supplies, scissors and manipulatives

REINFORCING INTELLECTUAL AND CREATIVE DEVELOPMENT

- instill a sense of curiosity about the world through exploration of their surroundings in daily outdoor nature activities, science, field trips, and cooking activities.
- monthly visits from professionals in our community
- foster reading readiness through our classroom library and monthly visits from our community Librarian -creative art activities are expressed through painting, play dough, collages and other resources-time and space is provided for musical activities and creative drama through music, instruments, story time and role playing

FAMILY INVOLVEMENT

- parents are welcome to observe and participate in our program at all times
- we have developed a home-school connection program (class pet – stuffed animal)
- the staff works with families to ensure the children are successful. When there is an issue where parents disagree, the teachers and parents meet to discuss the situation. If it is not resolved, the Director will then meet with the parents to arrive at a viable solution.

COORDINATION WITH HUMAN SERVICES ORGANIZATIONS

- by developing a list of services available to the preschool children and their families
- by referring children to necessary services when appropriate

STAFF DEVELOPMENT

- to provide the opportunity of educational and professional training activities

- by having related articles pertaining to child care and up-to-date information available to the staff
- by providing monthly staff meetings for planning and open discussion

MEETING COMMUNITY NEEDS THROUGH CULTURAL DIVERSITY

- equipment and materials are used in a non-gender specific manner
- planned cooking activities to expose children to various foods
- books are read to display a variety of cultures; discussions follow
- our preschoolers reflect the cultural diversity of Mashpee as well as the socio-economic differences

ROUTINE TASKS – HEALTH, SAFETY, NUTRITION

- routine tasks have been established to encourage the children's independence through toileting, hand washing, snack and fire drills
- self-help skills are encouraged on an individual basis in a positive manner
- staff supervises toddlers by (primarily by) sight and sound at all times.
- staff will check frequently on children who are out of sight (using the bathroom independently, napping).

GEOGRAPHIC SERVICE AREA

Mashpee is a town located on Upper Cape Cod and is approximately 26 square mile in size. The total year round population is approximately 14,000 people. This figure nearly triples during the summer season. The trend established from records obtained from the planning department indicated that by the year 2008, the year round population will be over 14,000.

Children that participate in our program are almost entirely Mashpee residents. Presently 95% of the children are fee-paying participants with the remaining children utilizing Financial Aid and private industry voucher payments. Most children come from homes where both parents work, or, if from a single-parent family, that parent works.

NON-DISCRIMINATION POLICY

THE TOWN OF MASHPEE'S KIDS KLUB PRESCHOOL AND CHILD CARE PROGRAM PROVIDES EQUAL SERVICE TO ALL CHILDREN AND THEIR FAMILIES AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, CULTURAL HERITAGE, POLITICAL BELIEF, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR SEXUAL ORIENTATION.



KIDS KLUB CHILD CARE CENTER HANDBOOK
TOWN OF MASHPEE – MASHPEE RECREATION DEPARTMENT
508-539-1400 x 519 (office) * 508-539-9361 or 508-539-9819 (Child Care Center)

The Town of Mashpee Recreation Department has prepared this handbook. It is intended to serve as a guide for new and returning family or guardians.

The center is licensed by the Commonwealth of Massachusetts and is operated for the benefit of the community. It admits students of any race to all rights, privileges, programs and activities generally accorded or made available to its students and does not discriminate on the basis of race, religion, cultural heritage, political beliefs, sexual orientation, national origin, marital status or disabilities of their families in administration of its educational policies, or other school administered programs.

We accept children ages fifteen (15) months to seven (7) years.

ORGANIZATION:

The Town of Mashpee, Recreation Department, runs the center. The Mashpee Recreation Department is responsible for the rules and regulations of the center. They will hire qualified teachers, set the budget, and set the tuition for the center.

Orientation For Parents

Parents are invited to tour the school facility, gather information, ask questions, and complete the enrollment/registration application before the child enters the program. There is a \$50.00 non-refundable registration fee that must accompany each child's registration packet. The entire registration packet must be completed as well as the required information before the child is enrolled.

Before the start of the annual school year, all parents are invited to attend an orientation and informational meeting with the Director as well as all the Teachers and Teacher Assistants.

At the orientation Parent Handbooks are passed out, the Teachers are introduced, and the parents have the opportunity to ask questions regarding the philosophy and/or policies of the program.

Before the child begins attending the program there are several opportunities for the parent to bring the child to the program and visit, meet the teachers as well as some of the students already enrolled.

The program policies address the curriculum, goals, and objectives.

Once the school year begins, the Director invites all parents to attend an annual reception to get acquainted, and ask any questions they may have.

Parents receive notification of events and activities of the program through monthly calendars and newsletters, Director's Notes, Flyers, and verbally by the Teachers in each room.

There is a security system in place at the program. All persons must identify themselves before being let into the building. The first time a parent/guardian/authorized person picks up a child, they must present a picture identification.

PARENTAL INVOLVEMENT:

(See Appendix I)

Parental involvement is on a volunteer basis. Visits to the center as an active observer are permitted. The only time a parent would be asked to leave the center or asked not to come for a visit would be if the parent's presence causes a disturbance in the classroom or causes the child undue distress.

Parents are always welcomed at our center. There are several opportunities for parents to become involved with our center such as; becoming a "Room Parent", chairing a fundraiser, story telling, sharing a special talent, etc. all parents must be CORI'd before volunteering in the classroom.

Conferences with teachers should be scheduled after class hours. Regular scheduled conferences will be scheduled in November and April.

Suggestions on policy and programs are encouraged and can be brought up to the teachers or the Mashpee Recreation Department. A suggestion box is located in the lobby of the Kids Klub Child Care Center.

Lesson plans are available to parents upon request.

It is the policy of Kids Klub that any parent/guardian who harasses, intimidates, or otherwise abuses any staff person whether it is mentally, physically, or verbally may result in the termination of their child from the program.

Separation Policy:

As each child enters Kids Klub their needs will be met on an individual basis. The parents are made aware of the adjustment period some children need at the beginning of school. If a child is having separation difficulties, the parent may stay for a short time to reassure the child. The parent is asked not to stay longer than necessary for the well being of the child. After the initial adjustment period, a quick retreat of the parent is suggested. We do not want to prolong the anxiety any longer than necessary. If a child is experiencing unusual anxiety, the parent will be called. It is always permissible for any parent to call the school to check on their child at any time. Every step to make the child's adjustment to school an easier one will be taken.

If the Teachers/Director find a child is not quite ready for preschool, the parent will be asked to remove the child from the program until such time that the child is more developmentally ready.

At Kids Klub we encourage children to reach their potential. We steadfastly encourage each child to explore all options, discover new things, and experiment with items presented to them. We try to expose each child to experiences they would not otherwise encounter. We encourage children to think for themselves and solve problems.

The formal assessments of each child give the parent a clear view of where their child stands in comparison to their peers in the classroom. The informal assessments give the parents a glimpse into their child's imagination and thinking. The preschool aged children are asked monthly to draw a picture on a subject the teacher has brought up or answer questions on a particular subject. The children are able to explore their thinking process and imagination not only through art but also within the classroom through dramatic play and fine and gross motor skills. The teachers see the progression and review the pictures drawn by the children. The "All About Me" folders are sent home at the end of the year for the review of the parents.

Twice a year formal Progress Reports are sent home to the parents. Conferences are suggested whenever the teachers deem necessary, or the parents request a conference. Conferences are also suggested when the progress reports are given out (November and April), with a strong emphasis on the children going on to Kindergarten in the fall.

HEALTH PLAN:

The teachers will have a listing of the children's doctor and dentist with telephone numbers. Please ensure the information is correct and updated as required. This information is extremely important to safeguard your child's well being. A health plan will be posted in the classroom and taken on all field trips along with the first aid kit.

In the event of an emergency, a parent or guardian will be the first notified. All Emergency telephone numbers must be local to facilitate quick response for the child's benefit. If the parents/guardian cannot be reached, the emergency name and number listed will be notified of the incident/illness. It is expected that either the parent/guardian or emergency person listed will respond as quickly as possible in accordance with the teacher's instructions. This will greatly enhance the well being of all the children in the program.

Any first aid administered to a child due to accident or illness will be provided to the parent/guardian in writing. Any accident or illness that requires medical attention beyond basic first aid, the parent/guardian will be notified immediately.

Any ill child will be isolated as best as possible from the class to protect the child and others until an authorized individual arrives to whom the child can be released.

Any child that cannot participate in a regularly scheduled day, the parent will be notified and the child will be sent home.

Parents will be notified of any communicable disease introduced into the center, such as mumps, measles, chicken pox, etc. If after a child leaves a session or he/she shows symptoms of a communicable disease, please inform the teacher before the end of the next daily session. A child or staff member who has a diagnosed communicable disease will not be allowed to stay at the center while infectious.

Please make it a point to let teachers know of any severe allergies, including allergies to foods. A list of food allergies will be posted at all times.

The Director will also notify the Department of Child and Family Services and the Department of Early Education and Care if child abuse or neglect is suspected.

RECORDS AND CONFIDENTIALITY

A written record for each child will be maintained and will include information provided on the registration form, physician certificates, and a written progress report of the child's participation in center programs.

At least every six (6) months (November and April) a copy of this report will be provided at a meeting to discuss your child's progress. Information contained in a child's record is privileged and confidential and will not be released to anyone not directly related to implementing the center program without the written consent of the child's parents. A child's parents shall have the right to add information and/or comment on any other relevant materials to the record. They shall also have the right to request an amendment.

A written explanation with dates and the purpose of the observation will be given to parents for their consent if a person(s) comes to the center to observe any child. No names or information will be given out by the center.

Program Evaluation

An annual evaluation will be given to each parent to complete at the end of the year. We want your participation and feedback for our center in order that we may grow and improve. Suggestions are always welcomed. Please see the Director if you have any suggestions or concerns.

HOURS AND SCHEDULE

The half-time Preschool follows the Mashpee Public School calendar throughout the year. All holidays and snow days will be the same as dictated by the Mashpee Public School System. The Child Care Center follows the same State and Federal Holiday schedule as dictated by the Mashpee Town Hall.

The Preschool morning hours are 9:00 AM to 12:00 noon. We ask that you wait until the flag is hung by the front entrance before bringing your child (ren) into the building.

Pick up between 11:50 AM - 12:00 PM is mandatory. After 12:00 PM there is a surcharge of \$10.00 after Noon up to the first 5 minutes and \$1.00 for every minute thereafter. After 30 minutes we are required to notify the Mashpee Police Department for assistance. You are always welcome to pick up early. If you are going to arrive late for pick up, please let us know in advance for the well being of your child.

The Daycare hours are 7:00 AM to 5:30 PM, Monday through Friday. **All children should arrive no later than 10:00 AM.** The children may be picked up early, but we respectfully request no pick-ups between 11:30 AM and 2:30 PM, due to lunch and nap times. Please give as much advance notice to the staff as possible. After 5:30 P.M. there is a surcharge of \$10.00 up to the first 5 minutes and \$1.00 for every minute thereafter. After 30 minutes we are required to notify the Mashpee Police Department for assistance. You are always welcome to pick up early. If you are going to arrive late for pick up, please let us know if advance for the well being of your child.

Safety is a primary concern. When picking up or dropping off your child, please do not leave motor vehicles running or siblings alone in a vehicle.

Changes to a child's established schedule must be in writing a week prior to the beginning of a month. If a child is to end enrollment, we require a **30-day notice** in writing (for half-time preschoolers) so that administrative requirements can be completed. Children that are enrolled in any of the full-time programs (toddlers and preschoolers) must give a **two-week notice** prior to leaving.

Remember, you must sign your child out at the end of the daily session. If someone other than yourself is picking up your child, please inform the teachers. **No child will be released if the center has not been notified prior to departure.** Please remind the person picking up the child they will need to provide a picture ID. This is for your child's protection.

HOLIDAYS & SCHOOL VACATIONS

Preschool:

The Preschool Program follows the Mashpee Public Schools Calendar for Holiday & School Vacation closings.

Full-Time Care:

The Kids Klub Child Care Center will be closed on the following holidays. Parents are responsible for payment on these days:

New Years Eve Day – The Child Care Center will be closing early.

New Year's Day

Martin Luther King Day

President's Day

Patriot's Day

Memorial Day

Independence Day (4th of July)

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day & Day after

Christmas Eve Day

Christmas Day

*The Child Care Center closes the third week in August for the annual cleaning and repairs. There is no charge for this week.

Kids Klub Child Care Center daycare will be open usual hours during school vacation weeks.

SNOW POLICY

The Kids Klub Preschool will follow the Mashpee Public Schools policy regarding snow days. In the event of a 1-hour delay, half-time Preschool will be delayed 1 hour. In the event of a 2-hour delay, there will not be any half-time Preschool.

The Kids Klub Childcare Center Daycare will follow the Mashpee Public Schools policy regarding snow days, for the 1st day. In the event of the Public Schools being closed for more than 1 day, the Kids Klub Director will make the decision regarding closing of additional days. This will be announced on the local radio stations. If there is a 1 or 2 hour delay for the Public Schools, the daycare will also have the same delayed start time. A two hour delay will result in no half day preschool. A one hour delay will result in a one hour delayed opening.

Outdoor Play Policy

The teachers try to get the children outdoors each day even for a few minutes. The suggested length of time for daily outdoor play is usually thirty minutes. Parents are asked to ensure their child is dressed appropriately, and has the appropriate outdoor apparel. The suggested length of time for daily outdoor play for full-time students is sixty minutes.

Open Door Policy

Kids Klub Child Care Center does have an Open Door policy where parents may visit unannounced during the day. The only time the Director or a teacher may ask that a parent does not come or to limit their visits is when it is disruptive to the child or other children in the classroom. We also ask that no parent visit during lunch and naptime. We encourage parents to observe the class, children, activities, and care given to the children. We ask that parents be very mindful of the circumstances of the classroom. Confidentiality is of utmost importance while visiting the classroom.

Biting

Biting is a typical behavior of very young children, especially the toddler aged children. The staff works very hard to anticipate a biter and works with the children. There are many reasons a child bites, frustration, lack of communication, and control. In the event the children do bite, we will work with the child and the parent. We will not divulge the name of the child who is the biter to anyone other than the child's parents.

Discipline in this situation will be a very clear and verbal statement that biting people is not allowed. "I will not allow biting. It is dangerous. I want children to be safe here." A child may be sent home in the event that he/she bites another child or teacher.

Hand Washing Policy

Parents must wash the children's hands each day before entering the classroom. This is to keep the level of bacteria and germs to a minimum. Children and staff frequently wash their hands during the day and especially after toileting, messy projects or activities, cleaning and before eating.

Attendance

It is the responsibility of every parent to approach the teacher in each classroom at the end of the day to sign your child out. It is for the safety of not only your child, but also for the safety of the teachers.

Absence

It is not mandatory to call each day when a child is out sick. However, if the child has a serious illness or a communicable disease, it would be prudent to call the center and let the teachers know the child will not be in for a few days.

The staff will never reveal the child's name or room the child is in if the child has a communicable disease (ex. Chicken Pox, Lice, Scabies, etc.). The parent is still charged if the child is out sick.

CLOTHING

Please remember that when the children are busy creating a masterpiece, they are not concerned about their clothing. For this reason, we ask that you dress the child comfortably and understand that glue, paint and mud, etc., could come home on the clothes. Also we encourage the children to dress themselves after using the toilet. However, if problems arise, the teachers are always available for assistance.

Please label your child's clothing with his/her name. Coats, hats, mittens are some of the important items that normally require identification. We also require that you supply the school with a second set of clothing (to stay at the school) in the event an accident does occur. Please ensure that the clothes fit properly as we do not like to add to a child's embarrassment. We also strongly suggest that parents send an extra set of clothing daily (Toddlers should bring two sets of weather appropriate clothes) in you child's backpack in case of a second accident. Otherwise, in case of emergency, the parents will be called and required to supply an additional set of clothing to the center.

SNACK

Each parent is asked to provide a snack and drink for his or her child. Please remember this is only a snack and not lunch. We also request that chocolate, gum and sugar drinks remain at home. Some suggestions of appropriate snacks are included in the handbook as well as hanging on the bulletin board in school. (Please see the Suggested Snack List).

If a child does not bring a snack, we will provide a snack for them. Please write your child's name on their lunch box, thermos, and lid for the thermos, and any other containers they bring with them to school.

Allergies

It is the policy of Kids Klub to have a “peanut free” table in the classroom. Children who sit at the table will have peanut free snacks. This is done on a volunteer basis. The table will be washed before and after use.

Lunch

Full-time children are required to bring their own AM snack, lunch, and 2 drinks daily. Please be sure to send in the proper utensils for your child’s lunch and snack. An afternoon snack will be provided.

Rest Time

The Department of Early Education and Care requires each child to have a rest period each day.

Animal and Pet Policy

Animals and pets are not allowed at Kids Klub.

Parking

Cars cannot be left running in the parking lot. Children cannot be left alone in a car. Please make sure you are parked in an approved parking space. There is NO PARKING in a Handicapped space or in the Fire Lane.

FIELD TRIPS:

(See Appendix IV)

We do on occasion take the 3 and 4-year-old groups on field trips. In order for your child to participate, we must have a signed permission slip. Those children without permission slips will be unable to attend school on the day of the trip. Any field trip will be by chartered bus or a walking field trip.

The children will visit the Mashpee Public Library on a monthly basis. We feel this is a wonderful way to introduce your child to the world of books. We also believe this is an integral part of your child’s education. Children are able to get their own library card at age five. The program will charter a bus to bring the children to the Library.

Full-time children frequently go on walking field trips during nice weather. These also require a signed permission slip.

HOLIDAYS AND BIRTHDAYS:

We do celebrate holidays. Parties are held for many holidays. It is requested that each parent sign up to bring in a snack (Child does not bring a snack that day.) Snacks cannot be homemade. The ingredients of all the snacks must be printed on the package. This mandated by the state.

It is not unusual for a visitor to arrive during the party (i.e., Santa, Great Pumpkin, Easter Bunny).

If your family celebrates a special holiday that we are not celebrating, please let us know so that we can help your child recognize the importance of this day. If any of these holidays create a problem or interfere with your beliefs, please bring this to the attention of the teachers.

BIRTHDAYS: We love to celebrate birthdays! Please speak with the teachers a week before your child's birthday. On the agreed day, you may bring in a treat (ex. cupcakes or cookies, etc. These must be prepackaged.) for all the children to enjoy, and we will sing and celebrate. If you plan on inviting children to a birthday party outside the preschool, you may discreetly put invitations in the parent's mailbox. (This keeps hurt feelings for the uninvited to a minimum.)

MAILBOXES:

All parents have a box in which mail and important notices will be placed. Please check regularly. These are located in the lobby of the building. There will be one mailbox per family.

PARENT BULLETIN BOARD

There is a Bulletin Board located in the lobby at the front entrance of the center. As well as outside the Toddler room and both Preschool rooms. Important notices are placed here. It is very beneficial for parents to read the notices to be kept well informed of the activities and events going on at the center.

TOYS

We ask that the children leave their toys at home unless it is appropriate for show and tell. This keeps their favorite toys from getting lost or broken.

Community Resources

Barnstable County Dept of Human Services	P.O. Box 427
Mass Dept of Transitional Assistance	77 High School Rd. ext.
Mashpee Food Pantry	29 Great Neck Rd.
Christ The King Pantry	P.O.Box 1800
Ann Howell Domestic Violence Specialist	Mashpee Police Dept
Big Brothers, Big Sisters of CC & I	1934 Falmouth Rd.
Boys & Girls Club of CC	P.O.Box 895
Cape Cod Neighborhood Support Coalition	56 Barnstable Rd
Cape Cod Child Development	83 Pearl St.
Child and Family Services	1019 Route 132
Mashpee Recreation Department	Mashpee Town Hall
Mashpee Human Services	11 Cape Dr. Suite 13
South Yarmouth Mental Health Clinic	50 Long Pond Dr.
The Samaritans on CC&I	PO Box 65
YMCA	PO Box 188
Mass Dept of Emp & Training	205 Worcester Ct, Unit B-3
Community Care Services	70 Main St.
Mashpee Wampanoag Tribal Council	PO Box 1048
Cape Cod Times Needy Fund	PO Box 804
Cape & Islands Self Reliance	23A Edgerton Dr.
Citizens Energy Corporation	88 Black Falcon Ave Ste 342
Housing Assistance Corp	460 W Main St.
Cape Cod WIC Program	1019 Iyannough Rd
VNA of Cape Cod	67 Ter Heun Dr.
Cape Cod Free Clinic	40 Steeple St.
Community Health Center of CC	107 Commercial St.
B-Bus	PO Box 1988
Habitat for Humanity of CC	657 Rte 28
Legal services of CC&I, Inc	460 w Main St.
Consumer Credit Counseling Services	1481 Iyannough Rd.
Cape Light Compact	SCH. PO Box 427
Energy Bucks	265 S. Meadow Rd.
Fuel Assistance Program of CC&I	20 Willow Ave.
National Grid	PO Box 960
Cape Cod Child Development	83 Pearl St.
Masonic Angel Fund	PO Box 1389
Child Care Network	115 Enterprise Rd.
Falmouth Service Center	PO Box 208
Salvation Army	100 North St.
CACCI, Inc	115 Enterprise Rd.

Tuition and Payment Policy

Preschool tuition - Registration Fee: \$50.00 per child (non-refundable)

Monthly for the 2-day a week program: \$135.00

Monthly for the 3-day a week program: \$165.00

Monthly for the 4 day a week program: \$195.00

Monthly for the 5 day a week program: \$225.00

Daycare rates – Registration Fee: \$50.00 per child (non-refundable)

Toddler (ages 15 months to 2.9 years) - \$225.00/week (five days)

- \$45.00/day (two day minimum)

Preschool age (ages 2.9 to 7 years) - \$215.00/week (five days)

- \$45.00/day (two day minimum)

PRE-SCHOOL:

Preschool tuition payment is on a monthly basis and is due on the first of the month. *Accounts with payments not received by the 10th of the month will be assessed a \$10.00 late fee.* If payments are in arrears (past due) thirty days, the child (ren) will be dropped from the program and will not be able to return until accounts are up to date, unless the Recreation Director or his authorized representative approves continuation.

The total Preschool tuition is divided into ten equal payments (one payment per month). The first payment is due September 1st and the last is due June 1st. If it is more convenient for the family to pay annually, the total yearly rates will be ten times the monthly rate charged for the number of days your child comes to preschool (ex. 2 days a week=\$135.00 per month- yearly rate would be \$1350.00)

There are no monetary adjustments made on monthly rates for missed classes. This is a flat rate system to keep the program as economical as possible.

Please Note: A written notice thirty (30) day notice must be given to the office prior to dropping a child from the preschool program.

Full-Time Care

Full-Time care payments are due on a weekly basis. If any account is more than **2 weeks** in arrears, the child will be dropped from the program until the account is current.

Payments should be made at the Mashpee Recreation Department at the Town Hall. Checks must be made payable to: Town of Mashpee. Mailing address is 16 Great Neck Rd. North, Mashpee, MA 02649

Please Note: A written two (2) week notice must be given to the office if a child is dropping from the full-time program. Also, if a child is leaving the Kids Klub childcare center for the summer, a payment of two days per week will be charged to hold the child's spot.

Please note: Parents are still responsible for payment if a child is sick or taking any amount of time for vacation.

Preschool Schedule (Morning Session)

Preschool Full-time Schedule

7:00 AM - Childcare Center opens

Optional Breakfast (provided by parent at drop-off; the center does not provide breakfast)

Arrival with quiet free play in downstairs classroom

Wash hands & snack in upstairs classroom

Circle time

Centers & Projects

Free play & centers

Outside play/indoor movement

Work time

Hand washing & Lunch

Bathroom

9:00 A.M

Arrival time: We ask that you wait outside with your child until the flag is hung from the building by the front door. This allows us to set up time required so we may greet the children as they arrive. (Children love to feel special, and we try to greet each child individually.)

Free Play: During free play there may be other learning center programs available to the children.

Painting, coloring, pasting and cutting are some of the areas that are worked on at this time. All children are encouraged to participate.

Clean up Time: (Appendix III) All children are expected to help with clean up time. Also at this time is a scheduled bathroom break. The children are reminded to close the door for privacy, flush the toilet, and wash their hands for sanitary reasons. If a child does not have to go to the bathroom, they still must wash their hands because snack time is next.

Snack and Bathroom Time: The children now have snack. Remember, snacks should be nutritious. Manners are always encouraged. While talking is encouraged, no yelling, playing or running is allowed at this time. After snack time the children are asked to throw away their rubbish and put their lunch box back in their assigned cubby.

Quiet Time: Children will get a book from the bookshelf for some quiet rest time. The Teacher will usually read a book during this period.

Group Activities: All children participate in group activities. Activities include the Pledge of Allegiance, the calendar events, the weather, the season, holiday, etc. This period usually includes songs and finger plays, music and

movement activities. Participation in these events is normally not a problem. Show and tell is also appropriate at this time.

Outside Play: Weather permitting, we will all participate in outdoor play. If weather does not cooperate, we have alternate indoor activities.

Days End Preparation: We prepare for the parent's arrival. Please remember pick up time is 12:00 noon.

12:00 Noon **Half-Time School Day Ends: Part-Time depart.**

12:00 Lunch
12:30 Rest/Nap time

As children wake, books, quiet projects/centers
Hand washing & snack
Outside play/indoor movement
Quiet free play waiting pick up

5:30 PM- Childcare Center closes

Toddler Schedule (15 months – 2.9 years)

7:00 AM - Drop off until 10:00A.M. - Free play
Adult guided craft
Clean up

10:00 AM - Change diapers & toilet washup
Morning Snack & washup
Story & Songs

11:00 AM - Outside walk/play
inside dance/gross motor movement

11:45 AM - Wash up/Lunch
Change diapers/toilet wash-up
Story & quiet music

12:30 PM - Naptime

2:30 PM - Change diapers/toilet wash-up
Snack/wash-up

3:00 PM - Outside play/inside movement

3:30 PM to 5:30 PM - Quiet play
Art Project
Story time/Puppets
Change diapers/toilet wash up

PARENT INVOLVEMENT

7.05 (12) **Parent Visits:** The licensee shall permit and encourage parents to make unannounced visits to the center and the child's room while their child is present.

Parent Volunteer Opportunities

Parents are given several opportunities to volunteer at the childcare center during the school year. There are special events, fundraisers and parties where the teachers welcome parent volunteers. These are all listed in the monthly newsletter.

7.05 (13) **Parent Input:** The licensee shall have a procedure for allowing parental input in the development of center policy and programs. The licensee shall provide an explanation to the parent(s) when a parent makes suggestions to the program regarding policies or practices of the center and are not adopted by the licensee. If the parent requests a written response, the licensee shall respond in writing to the parent.

7.05 (14) **Reports to Parents:** The licensee shall periodically, but at least every six (6) months, prepare a written progress report of the participation of each child in the center's records. The licensee shall provide a copy of each report to the parent(s) or meet with them at least every six (6) months to discuss their child's activities and participation in the center. In addition:

A. For infants fewer than fifteen (15) months of age, the licensee shall complete a written progress report of the child's development every three (3) months, and provide it to the parent(s).

B. The licensee shall bring special problems or significant developments particularly as they regard infants, to the parent(s) attention as soon as they arise.

7.05 (15) **Parent Conferences:** The licensee shall make the staff available for individual conferences with parents at the parental request in addition to the preplanned bi-annual conferences.

7.05 (19) **Confidentiality and Distribution of Records:** Information contained in a child's record shall be privileged and confidential. The licensee shall not distribute or release information in a child's record to anyone not directly related to implementing program plan of the child without written consent of the child's parent(s). The licensee shall notify the parent(s) if a child's record is subpoenaed.

The child's parent(s) shall, upon request, have access to his/her child's record at reasonable times. In no event shall such access be delayed more than two (2) business days after the request of the child's parent(s). Upon such request for access the child's entire record regardless of the physical location of its parts shall be made available. The licensee shall establish procedures governing access to duplication of and dissemination of such information; and shall maintain a permanent written log in each child's record indicating any persons to whom information contained in a child's record has been released. Each person disseminating or releasing information contained in a child's record, in whole or in part, shall upon each instance of dissemination or release, enter into the log the following: his name, signature, position, the date, the portions of the record which were disseminated or released, the purpose of such dissemination or release and the signature of the person to whom the information is released, the purpose of such dissemination or release, and the signature of the person to whom the information is released. Such log shall be available only to the child's parent(s) and center personnel responsible for record maintenance.

7.05(20) **Charge for Copies:** the licensee shall not charge an unreasonable fee for copies of any information contained in the child's record.

7.05(21) **Amending a Child's Record:**

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

7.05 (22) **Transfer of Records:** Upon written request of the parent(s) the licensee shall transfer the child's record to the parent(s) or any other person the parent(s) identifies, when the child is no longer in care.

7.05 (23) **Notification to Parents:** The licensee shall notify the parent(s) in writing of the provisions of 7.05(19) through 7.05(22) and 7.05(24) at the time of the child's admission to the center and thereafter, in writing, at least once a year.

Child Guidance **(Appendix II)**

Discipline and guidance will be consistent and based on an understanding of the individual needs and development of a child. The staff shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group of individuals within it.

1. Corporal punishment shall not be used, including spanking.
2. No child shall be subject to cruel or severe punishment, humiliation or verbal abuse.
3. No child shall be denied food as a form of punishment.
4. No child shall be force-fed.
5. No child shall be punished for soiling, wetting or not using the toilet.

Child Guidance/Discipline

At no time will a teacher strike a child. If a child is being disruptive, they will be verbally addressed concerning his/her behavior. If the unacceptable behavior continues, the child will be removed from the class's immediate location. Continuation of unacceptable behavior will be grounds to notify the parents to immediately pick up the child. Repetitive misbehavior may cause for permanent release of the child from the program. At no time will food be withheld from a child for disciplinary reasons nor will any child be force-fed.

Discipline in general will be handled through verbal communication only. The teacher will help the child learn self-control by using words rather than hitting, biting, kicking, etc.

Physical Aggression –

Teachers must state the rules. "I cannot let you hit people. I know how you feel, but you must use words. I cannot let you hurt people and I cannot let them hurt you." A child may be sent home in the event that he/she is very aggressive or defiant.

Storms of Anger or Upset –

Some children may have to be held or carried to "act out" in a safe place in a room away from other children. Children's release of anger can be redirected, to using a punching bag or pillow, for example. Any necessary restraining of children will be done calmly, reassuring children that the teacher is there to keep them safe.

Offensive Language –

Foul or abusive language will not be tolerated in our classrooms. Teachers will help children understand that words can hurt people. Children will also learn to respect themselves and others by using language in an inoffensive manner.

THERE WILL BE NO SPANKING, ISOLATION, SHAKING OR ANGRY SHOUTING AT CHILDREN IN THIS CENTER.

Children need an adult who is trustworthy in charge of them, who has self-control.

TERMINATION AND SUSPENSION – 7:10(4)

A child who is continually disruptive, i.e. acting out, unable to calm down, or who is fighting, swearing, damaging property and/or causing injury to another staff, or has been suspected of inappropriate behavior whether alone or involving another child, will be suspended from the program until an investigation has been completed. The following will be cause for concern:

- A. Three incidents that occur in a five-day period will mean the child will then have two days in which to correct his/her behavior. Failure to do so will result in a two-day suspension.

Upon picking up the child at the end of the day, the Director shall notify the child’s parent/guardian of the decision and why it was made. All information shall be documented and kept on file with the child’s file.

Prior to returning to the program, a meeting will be scheduled with the parent(s), the Administrator and the Director. The child’s parents will be asked for input on how their child’s behavior is best managed at home, and this additional behavior management will be implemented if found as a positive step.

If upon his/her return, the child continues their disruptive behavior, and in the opinion of the staff, he/she is unmanageable, then he/she will be terminated from the program without refund to the parent(s).

(Appendix III)

I. 7.07(26)(a) WRITTEN PLAN FOR TOILETING

It is the policy of Kids Klub Child Care Center that:

- A. All children be toilet trained upon admittance to the preschool room
- B. Preschool age children who are not toilet trained will be trained in accordance with the request of their parents and consistent with the child’s physical and emotional abilities.
- C. Diapers will be changed for Toddlers on a regular or as needed basis. Soiled diapers will be bagged and disposed of in appropriate container. Soiled clothing and linens will be rinsed and bagged and sent home with the child for cleaning.

Toileting procedures for preschoolers:

II. Toileting procedures:

- 1. No child shall be punished, verbally abused, or humiliated for soiling, wetting, or not using the toilet. 7.07(14)(4)
- 2. Staff and children should wash their hands with liquid soap and running water at least the following times:
 - a. before eating or handling food
 - b. after toileting
 - c. after coming into contact with bodily fluids or discharges
 - d. after handling center animals or their equipment; and
 - e. after cleaning (7.07(20)(a))

3. Liquid soap is to be used for hand washing purposes 7.07(20)(a)
4. Cleaning or cloth diapers soiled by feces, urine, vomit or blood shall be “doubled bagged” in sealed plastic bags, and stored apart from other items. 7.07 (25) (b)(3).

A change of clothing shall be available for each child. Extra center owned clothing should be available for changing purposes in addition to clothing brought from home for children. 7.07(25) (b). Center owned clothing must be laundered after being worn by a child 7.01(e)

Evacuation Plan

Plan A-Full Time Daycare Preschool Room-Main Level

In the event of fire, the Teacher or Teacher Assistant will lead all children out the back double doors to the opposite side of the parking lot. The Lead Teacher or Director will assist any child or children with any type of disability that may require additional assistance in order to facilitate a quick exit from the building. He or she will also check the building to ensure that all persons have exited the building, and will bring the attendance book and verify that all children are present and accounted for. The Fire Department will respond to the alarm being set off, or in the event that the alarm does not go off, the Fire Department will be called from another phone.

Plan B-Full Time Daycare Preschool Room- Main Level

In the event of fire, the Teacher or Teacher Assistant will lead all the children out the side door to the opposite side of the parking lot. The Lead Teacher or Director will assist any child or children with any type of disability that may require additional assistance in order to facilitate a quick exit from the building. He or she will also check the building to ensure that all persons have exited the building, and bring the attendance book to verify that all children are present and accounted for. The Fire Department will respond to the alarm being set off, or in the event that the alarm does not go off, the Fire Department will be called from another phone.

Evacuation Plan- Upper Level Preschool Rooms

Plan A

In the event of fire, the Teacher or Teacher Assistant will lead all the children out the door on the left, down the stairs, around the right side of the building to the side parking lot away from the building. The Lead Teacher or Director will assist any child or children with any type of disability that may require additional assistance in order to facilitate a quick exit from the building. He or she will also check the building to ensure that all persons have exited the building, and will bring the attendance book and verify that all children are present and

accounted for. The Fire Department will respond to the alarm being set off, or in the event that the alarm does not go off, the Fire Department will be called from another phone.

Plan B

In the event of fire, the Teacher or Teacher Assistant will lead all the children out the door on the right, down the stairs, around the right side of the building to the side parking lot away from the building. The Lead Teacher or Director will assist any child or children with any type of disability that may require additional assistance in order to facilitate a quick exit from the building. He or she will also check the building to ensure that all persons have exited the building, and will bring the attendance book and verify that all children are present and accounted for. The Fire Department will respond to the alarm being set off, or in the event that the alarm does not go off, the Fire Department will be called from another phone.

Evacuation Plan- Lower Level Toddler Daycare Room

Plan A

In the event of fire, the Teacher or Teacher Assistant will place all children in the fire evacuation cribs and wheel them out the side door on the right, around the left side of the building to the side parking lot away from the building. The Lead Teacher or Director will assist any child or children with any type of disability that may require additional assistance in order to facilitate a quick exit from the building. He or she will also check the building to ensure that all children are present and accounted for. The Fire Department will respond to the alarm being set off, or in the event that the alarm does not go off, the Fire Department will be called from another phone.

Plan B

In the event of fire, the Teacher or Teacher Assistant will place all children in the fire evacuation cribs and wheel them out the back door, around the left side of the building to the side parking lot away from the building. The Lead Teacher or Director will assist any child or children with any type of disability that may require additional assistance in order to facilitate a quick exit from the building. He or she will also check the building to ensure that all children are present and accounted for. The Fire Department will respond to the alarm being set off, or in the event that the alarm does not go off, the Fire Department will be called from another phone.

Plan C

In the event of fire, the Teacher or Assistant will lead the children out the entrance door to the room, up the stairs, out the front door to the left side of the parking lot. The Lead Teacher or Director will assist any child or children with any type of disability that may require additional assistance in order to facilitate a quick exit from the building. He or she will also check the building to ensure that all children are present and accounted for. The

Fire Department will respond to the alarm being set off, or in the event that the alarm does not go off, the Fire Department will be called from another phone.

One teacher will take a count and come out last and join the group already outside and away from the building. The attendance list shall accompany the teacher or aide.

In the event of evacuation of the Child Care Center building, the children will be bussed to the Town Hall where they will be kept safe until their parents can pick them up. Parents will be notified immediately.

FIELD TRIP AUTHORIZATION FORM 7.07 (9) e

**Mashpee Kids Klub Preschool/ Child Care Center
Permission Slip**

I give permission for my child _____ to
participate in a field trip to _____.

Transportation will be:

Walking _____

Town van _____

Chartered bus _____

Parent's Signature

Date



**Mashpee Kids Klub Child Care Center
Daycare Permission Slip**

I give permission for my child _____ to
participate in a WALKING field trip to _____.

Parent Signature

Date

TO: ALL KIDS KLUB PARENTS/GUARDIANS

FROM: GUS FREDERICK
MASHPEE RECREATION DIRECTOR

DATE: 2010/2011 SCHOOL YEAR

RE: LATE PICK-UP POLICY

We ask your cooperation in being on time to pick up your child at Kids Klub. Any parent or guardian picking up a child late will be charged an additional late fee of \$10.00 for any part of the first five minutes after 12:00 PM for preschool and after 5:30 PM for daycare and \$1.00 for each additional minute thereafter. After 30 minutes we are required to notify Mashpee Police Department for assistance. (See Parent Handbook)

Parent/Guardian Signature: _____

Date: _____

**KIDS KLUB CHILD CARE CENTER
HEALTH CARE POLICY FORM 2010/2011**

A. Emergency telephone numbers (posted at each phone)

Health Care Consultant	Dr. George Silva Mashpee Family Medical 5 Industrial Drive Mashpee, MA 02649
FIRE	911 or 508-477-1234
POLICE	911 or 508-477-1212
RESCUE/AMBULANCE	911 or 508-477-1234
POISON PREVENTION CENTER	1-800-682-9211
DESIGNATED ADULT (if applicable)	508-539-1400 x 519

Emergency Health Care Facility/Hospital

Cape Cod Hospital
27 Park Street
Hyannis, MA 02601
508-771-1800

Falmouth Hospital
100 Ter Heun Dr.
508-548-5300

B. Procedures for Emergencies and Illness (parents receive copy)

1. Method of transportation: If emergency treatment is needed, 911 will be called. A staff member will accompany the child to the hospital if necessary. Staff member will administer CPR/First Aid until rescue arrives.
2. Notification of parents: parent/guardian will be notified immediately. Phone numbers are in the student's file in the file cabinet in the office.
3. Procedure when parent cannot be reached: In the case of a student injury or medical emergency, the staff member in charge will:
 - a. Contact the person listed as emergency contact in the student's file.
 - b. If unable to contact the emergency contact, the staff member in charge will contact the doctor listed on the medical care form in the student's file.
4. **Emergency procedure when off the premises:** In case of student injury or medical emergency when the children and staff are off the premises the following procedures will apply:
 - a. The Director or designee will, before the scheduled trip - have pertinent information readily available in regards to emergency response teams near the areas visiting.
 - b. The Director will have phone numbers to contact the Program Administrator when necessary.

- c. If an emergency occurs, the Director or designee will accompany the child to the emergency medical facility with emergency treatment forms, which have previously been filled out, completely by the parent or guardian.

5. Procedures of using and maintaining first aid equipment

1. First Aid Kit is located in each classroom; its location is clearly marked with a large red cross. First Aid manual is kept in the first Aid Kit.
2. The staff in charge and / or EMS personnel administers First Aid.
3. The director maintains First Aid Kit. Contents are surveyed monthly and replenished when needed.
4. How First Aid equipment is used at and away from center: All Staff is trained in First Aid and are competent to administer First Aid. Staff will take the First Aid Kit on all outings away from the center.
5. Contents of First Aid Kit: First Aid Manual, disposable latex gloves, oral thermometer, flashlight, blunt tip scissors, tweezers, instant cool packs, “4x4” gauze pads, “2x2” gauze pads, flexible gauze bandages (2” and 4”), 50 assorted size Band-Aids, 1” bandage tape, triangular bandages, packages of sugar, soap, cleansing pads, coinage for pay phone.

C. Plan for evacuation of center in emergency

Evacuation plans are posted for each activity area and next to each exit. If evacuation is needed, the staff assistant will lead children out of the building. The staff member will check for any children left behind or children with disabilities. The staff member in charge will be responsible for checking attendance sheet and ensuring the number of children in attendance equals the number of children safely evacuated. The attendance sheet will accompany the staff member in charge out of the building. The toddlers will be put into two fire evacuation cribs and wheeled out into the parking lot by a staff person. All preschool children will walk out of the building supervised by a staff person. The staff member in charge will schedule evacuation drills bi-monthly. A staff assistant will document the date, time and effectiveness of each drill and each classroom will have their own Fire Drill Log. The director will ensure that each classroom performs a fire drill at different times of the day every other month.

D. Plan for meeting the individuals needs of mildly ill children while in care:

1. For children who become ill while at Kids Klub, parents will be contacted and the child will be sent home for the following:
 - a. Oral temperature of 100 degrees or greater
 - b. Vomiting once
 - c. Liquid stools
 - d. Uncontrollable and persistent cough
 - e. Appearance of acute illness or complaint of severe pain;
 - f. Appearance of nits/lice
2. Until the parent arrives the child will be excluded from the activities with the other children. The child will rest in the “quiet area” secluded from the main program area and be supervised by a staff member.

3. Parents will be expected to leave work and pick up a child who appears to the staff to be too ill to remain unless other arraignments have been made previously between the parent and the director.

4. Children will not be able to return to the center the following day.

5. If a child cannot participate in a regularly scheduled day, the child will be sent home.

E. Plan for administering medication including prescription, non-prescription and topical medications:

The following is the policy that the Kids Klub will follow in regard to administering of medication:

1. We prefer to not administer any medication to children

2. The first dosage of medication must be given to the child before any staff person administers the medication.

3. No medication, whether prescription, or non-prescription, may be administered to a child without the written parental authorization which indicates the medication is for the specific child.

4. All prescription medication shall be administered only with the written order of a physician (which may include the label on the medication)

5. All medication shall be administered by a staff member or upon written request of a parent.

6. All medication shall be labeled in its original container with the child's name, the name of the medication, and the directions for administration and storage. Medications are kept in a locked box. No medication will be administered that is contrary to the directions on the original container.

7. All medication that has been administered will be recorded and will include the child's name, time and date of each administration, the dosage and the name of the staff member administering the medication. The complete medication record will be made part of the child's file.

8. Leftover medication will be given back to the child's parent/guardian.

F. Plan for meeting specific health care needs

Information regarding a child's specific health care needs, allergies and/or other emergency medical information will be included on the application form and the medical information form that each parent must complete. A list of this information will be posted in full view for the staff. The Health Care Consultant will be consulted as to any specific instructions/training needed. Precautions are taken so children with specific allergies are not endangered.

H. Procedure for identifying and reporting suspected child abuse or neglect to DSS and EEC

1. DCFS- 1-508-760-0200

EEC- 1-508-828-5025

2. Staff is trained by DCFS to document any physical, emotional or social changes noted in children while on the premises. The staff will observe the child and all documents placed in the child's file.

3. In the event a staff person suspect's child abuse or neglect, the staff person will immediately report suspicion to the Program Director. The Director will call DCFS and EEC. The Director will file a 51A report with DSS.

4. If an allegation of child abuse or neglect has occurred within the program by the present staff, the Child Care Coordinator will be immediately advised. The Child

Care Coordinator will then immediately advise the suspected staff person of the report, and the staff person will be removed from the program until DCFS and EEC complete an investigation of the suspected abuse and for such further time as the office requires.

I. Injury Prevention Plan

1. Toxic substances are stored in a correctly labeled and approved manner away from the program area and accessible only to adults.
2. Medication is stored in a manner to ensure sanitation, preservation, security and safety. All unused medication shall be returned to parent/guardian.
3. Hazardous items are stored in a correctly labeled and approved manner away from the program area and accessible only to adults.
4. The classroom and playground are monitored daily and removal or repair of hazards made by staff or the Recreation Department.
5. An injury log will be kept in the file cabinet in the office of the program. A log will be forwarded weekly (if injury occurs) to the Recreation Department. Forwarded logs will be kept on file in the Recreation Office.
6. Whenever First Aid is administered to a child, the parent/guardian will be notified. For minor injuries, an injury report including time of injury, nature of injury and First Aid administered will be made and the parent will be notified at the end of the day so that additional attention (if needed) may be given at home. If major injuries occur, the parent will be notified immediately. An Injury report will be placed in the child's file.
7. The Mashpee Recreation Director will immediately report to EEC and DCFS by telephone any serious injury, hospitalization, or death of a child that occurs while such child is in the care of Kids Klub. A follow-up written report will be forwarded to EEC in a timely manner.

J. Plan for Infection Control

1. Health situations of importance for the entire Kids Klub Program will be brought to the attention of the Department of Public Health. Parents will be specifically notified of the presence of any serious illness, contagious diseases and reportable diseases in accordance with the regulations and recommendations set by the Department of Communicable Disease Control.
2. Parents may not bring a child to Kids Klub if:
 - a. The child has strep throat that has not yet been treated with antibiotics for at least 24 hours.
 - b. The child has any rash of acute onset associated with fever or symptoms of illness.
 - c. The child has had an oral temperature of 100 degrees or greater within 24 hours.
 - d. Persistent vomiting and/or diarrhea in the 24 hours prior to coming to the program.
 - e. The child has impetigo with less than 24 hours of treatment with antibiotics.
 - f. Appearance of nits/lice in the head.
3. If a child begins to exhibit any of the above symptoms while at Kids Klub, the parent will be called to pick up their child. Until the parent arrives, the child will

be separated from the other children in the program and supervised by a staff member.

4. Once a child has been diagnosed with one of the above, we must receive notice from the doctor stating that the child can be allowed back into the program and that the disease is no longer communicable.

K. Plan for Hand Washing

1. All staff and children must wash their hands with liquid soap and running water using friction, then drying with disposable paper towels at least after the following:
 - a. Before eating and handling food
 - b. After toileting
 - c. After coming into contact with bodily fluids and discharge
 - d. After handling program animals or equipment
 - e. After cleaning
 - f. After handling money
2. The children will be monitored during hand washing by a staff member.
3. Custodial staff will ensure that the specified equipment, items and surfaces will be disinfected, using approved cleaning supplies, using the following schedule:
 - a. Toilets and toilet seats – at least daily
 - b. Sinks and sink faucets- at least daily
 - c. Drinking fountains (if applicable)- at least daily
 - d. Tables- after projects and before/after food preparation or consumption.
4. Blood or bodily fluid spills will be cleaned and disposed of according to current OSHA regulations.

7.10 (1) Written Plan For Referrals

The Assistant Teacher and any other staff will report any and all concerns about a child to the lead teacher. The Lead teacher will then observe the child and document all concerns. The Lead teacher will then contact the appropriate referral service (see current list of referral resources). The Lead Teacher will also notify the Director of the concerns of the child.

The parents of the child will be contacted to make an appointment with the Lead Teacher. At the conference, parents will be made aware of the concern, and will be made aware of their rights under Chapter 766, and of a list of area resources for their child.

The Lead Teacher will follow-up within a month, and as needed after that. All follow-ups will be documented in the child's record.

Parents will be directed to the Early Intervention Services in the area if there are concerns to be addressed. The Teacher or Director will advise the parents.

**REFERRAL SERVICES
KIDS KLUB PROGRAM
TOWN OF MASHPEE**

The Kids Klub program has established a referral program to assist parents in finding and obtaining additional programs or assistance should this be needed. In no way does the Kids Klub program, nor the Town of Mashpee, endorse the referred agency or program – but these referral agencies are given as a community resource.

The staff shall be responsible for notifying the parent in person, or by phone – should they observe an indication during the daily routine of the children, any areas of behavior which they feel may be of concern in the development of the child – whether socially, mentally, educationally or medically. In addition, these observations will be recorded and kept in the child’s personal folder – with any other noticeable observations.

The center administrator will also assist the parent in helping to contact the referral agency, should the parent make such a request. This assistance must be accompanied by written parental consent before any referral shall be made. All parents shall be informed of the availability of services and their rights including the right to appeal.

The center administrator will also follow up on the referral with parental permission and contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child’s needs at the center. Should the child be determined not to need services from this agency, or is ineligible to receive service; the center shall review the child’s progress at the center every three months.

The procedure for referrals will be to include the following list in our program handbook, which is given to all parents. In addition, should parent’s request additional help from the Kids Klub Staff they will be instructed to request information from the Recreation Department which has an updated list of resources.

Referrals in regards to the areas of social, physical, medical, psychological and/or mental well-being are the following agencies:

CRISIS INTERVENTION	Parents Anonymous Crisis Center	800-882-1250 508-778-4627
HOSPITAL/HEALTH SERVICES	Cape Cod Hospital	508-771-1800
PARENTAL STRESS HOTLINE		800-682-8188
POISON	Information Center	800-682-9211
SHELTER	Housing Assistance Corp.	508-771-7770
CHILD CARE	Cape Cod Child Development Council Office for Children	508-775-6240 508-771-2151
MENTAL HEALTH	Cape Cod Hospital Psyche Center	508-790-2101
VISION/HEARING	Children's Medical Security Plan	800-909-2677
Karla Thomas	Special Needs Director for Mashpee Public Schools	508-539-3600 ext. 1504
Julie Hall	Outreach Coordinator (CPC)	508-539-1520 ext. 107
Deb Parker	Early Intervention	1-800-974-8860 ext. 225

TRANSPORTATION PLAN

Kids Klub Preschool and Child Care Center does not provide any transportation for any children to or from school. Children are transported to and from school by their parents.

Parents will be notified well in advance of any field trips by our newsletter/calendar and by verbal communication.

Only children in the four-year-old groups may go on field trips during the school year. Transportation will be by contracted bus hired by the Child Care Center.

In the event that there is a walking field trip, children will be escorted by at least two teachers on every field trip. A count will be taken before leaving the school and upon arrival at the destination. Children will be counted before leaving the destination and upon arrival back at the preschool.

A permission slip signed by the parent is mandatory for each field trip. No child will be allowed to go on a field trip without a signed permission slip.

Three year olds are not scheduled for any field trips during the school year.

Emergencies

The following policies shall be in effect during emergencies:

Medical

The Mashpee Rescue and/or Police, who shall be called whenever there is a life-threatening situation, will provide transportation to medical/first aid facilities. In non-threatening situations where transportation is needed to a medical facility, Mashpee Rescue will be called to transport.

Other

In situations other than medical emergencies, such as weather alert, electrical/power outage, etc., program staff will contact parents/guardians, and/or emergency contacts should children be required to be picked up. Staff will stay with the children until all are picked up.

Field Trips

At times, off-site field trips will be taken which expose the children to various events, activities, or sites of interest. These will include visits such as: Public Library, Playground, etc. Some trips will be walking trips, and appropriate staff coverage will be provided to ensure safety. Transportation will be provided to the children for these trips and will follow the appropriate guidelines. Parent consent forms will be utilized which include authorized signatures. Transportation to off-site locations will be by chartered bus. The bus will be equipped with a two-way radio/portable telephone, first aid kit, flares, and fire extinguisher.

The staff will be mindful of the children's safety and injury prevention at all times. These will include taken along on each trip:

- A. Children's files
- B. First Aid Kit
- C. Portable telephone

All staff will be certified in CPR and basic First Aid.

Contingency Plan

The primary Town Shelter for the Town of Mashpee is the gymnasium at the Quashnet Valley School at 150 Old Barnstable Road, Mashpee (508-539-1550).

In the event of a fire, natural disaster, or situation (chemical spills, bomb threats) necessitating evacuation of the building (located at 501 Great Neck Road, North), the town Building Inspector and Fire Chief have determined that the children will all be taken to by bus or town van to the Quashnet Valley School Gymnasium (located at 150 Old Barnstable Road) where they will be safe until their parents are notified to immediately pick them up.

In the event of loss of heat, the center will close and all parents will be immediately notified to pick up their children.

In the event of loss of water, the center will close and all parents will be immediately notified to pick up their children.

In the event of a power outage, the center will close and all parents will be immediately notified to pick up their children.

Food and Preparation

The licensee shall ensure that children receive nutritional snacks and meals. All children will bring their own lunch and snacks to the center. The licensee shall provide parents with a list of nutritious items that should go into a bag for lunch. The licensee shall provide a nutritious meal for the child in the event that a parent fails to send a bag lunch.

Menus for afternoon snacks will be posted in each room on a weekly basis. Afternoon snacks will be provided by the center.

Children will have the opportunity to participate in the optional breakfast in the early morning (until 7:45 AM). Parents will supply their children's breakfast if they participate.

The licensee will allow children to eat at a reasonable, leisurely rate as well as ensuring that each child receives an adequate amount and variety of food.

The licensee shall provide a source of sanitary drinking water located in or convenient to rooms occupied by children.

Policy Regarding Alcohol, Drugs, and Substance Abuse

The Kids Klub Childcare Center is concerned about the safety and well being of the children who attend our program as well as their families. It is with this in mind that the staff that observes a parent or other individual who appears to be unfit to safely drive a child home due

to intoxication from any source or for any other apparent reason will approach that individual. That staff person will inform the parent that his/her condition prohibits release of the child for reasons of safety and well-being of the child and parent as well as for reasons of law and liability. In this situation, the Programs reserve the right to:

- Call a taxi
- Call the emergency number of a family member or friend
- Call the Department of Children and Families
- Call the Police Department if the parent insists on taking the child.

Effective September 1, 2008

RECOMMENDED SNACKS

Please remember this is a light snack, not lunch.

- Peanut Butter and Crackers
- Cream Cheese and Crackers
- Cheese Cubes
- Crackers and Cheese
- Raisins
- Fresh Vegetables (cut up in bite size pieces)
- Cream Cheese and Celery
- Grapes
- Banana bread, Cranberry bread, etc...

DRINKS

Sugarless juice drinks ex. Apple juice, orange juice (either in a thermos or a juice box)

Milk (in a thermos)

PLEASE AVOID CHOCOLATE, CANDY, SODA AND DRINKS FULL OF SUGAR.

If the snack you send in needs utensils, please provide them for your child (yogurt, applesauce, etc)

During school we will be teaching the children about proper eating habits and manners. This will include teaching about the differences in food, and what is better for them.

**ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK FOR KIDS KLUB
PRESCHOOL AND CHILDCARE CENTER**

Signature of Parent or Guardian

Date