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NEW AGE SCHOLARS

Parent Handbook



Brockton, MA 02301
(617) 363-6996 mobile
(857) 220-7170 office
(617) 648-5029 fax

email: rbenn@newagescholars.com
website: www.newagescholars.com

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Welcome to New Age Scholars!

We are thrilled that you have chosen our childcare program for your family. Our commitment is to provide you and your child with exceptional care and support as you pursue your family's goals. We are honored to be part of your child's educational journey and look forward to contributing to their growth and development.

Statement of Purpose

Our program is designed to support the social, emotional, physical, and intellectual growth of pre-school children. We are committed to facilitating each child's developmental journey by recognizing and nurturing their individual strengths, skills, and interests. We celebrate and respect the diverse cultures of the families in our program. Embracing diversity, our staff actively integrates multicultural and anti-bias perspectives into classroom activities and materials. By modeling behaviors that appreciate different cultures and support diverse viewpoints, we create an environment where children learn to value individuality and diversity. Our staff fosters a strong sense of community within each classroom. By promoting each child's individual skills, we encourage self-respect, and empower children to contribute and share their ideas with their peers.

Admission Policy

New Age Scholars is dedicated to providing high-quality childcare to all children, including those with special needs. The primary considerations for enrollment and continued participation in our program are the child's specific needs and the program's ability to meet those needs in a safe, healthy, and supportive environment that fosters the child's maximum growth.

For all new private enrollees, we offer a 30-day probationary period as part of our enrollment process. During this period, both the family and the center have the right to terminate services without providing a two-week notice. This allows us to ensure that our program is a good fit for everyone involved. One week before the end of the 30-day period, the provider will contact the family to confirm either the continuation or termination of care. Please note that any tuition paid during this 30-day probationary period is non-refundable, even if the family decides to terminate their enrollment.

Non-Discrimination Policy

To provide the best possible care for your child, we ask that you share any developmental or behavioral special needs with us. A "special need" is defined as any behavioral or developmental concern, delay, or deficiency that may require additional programmatic accommodations, attention, or resources.

We will make every effort to accommodate the needs of each child. If we determine that our program cannot adequately meet your child's needs, we will work with your family to find a more suitable placement and provide referrals to other resources.

Daily Experience

Our doors open every weekday, Monday through Friday, at 5:00 AM. To ensure the safety and well-being of all children and staff, we ask that all families adhere to the following procedures:

- **Daily Check-In:** Parents must sign in using the Playground app each day.
- **Health Screening:** Upon arrival, please take your child's temperature using our non-contact infrared thermometer.
- **Hand Hygiene:** Both parents and children must wash their hands upon entering the center.

Arrival / Pick-Up / Drop-Off

To fully benefit from the day's curriculum, we ask that all children be dropped off at 7:00 AM no later than 9:00 AM. This helps ensure they can participate in all scheduled activities (5:00 AM drop off is offered for additional \$25/day). We encourage you to share any important information about your child's night or morning with our staff to help us better support their needs throughout the day. Please remember to place your child's belongings in their cubby before leaving the center. For the safety of all children, we have a strict pick-up policy:

Authorized Pick-Up: Only individuals listed on the child's file as authorized for pick-up will be allowed to take the child from the center. At pick-up, the teacher will require a photo ID to verify the identity of the person picking up your child. If someone not listed on the pick-up list will be picking up your child, please notify the office or your child's teacher in advance. Anyone authorized to pick up your child must be at least 16 years old.

The center closes at 5:30 PM, and all children must be picked up by that time. If you anticipate being late for drop-off or pick-up, please contact us in advance. A late fee of \$1 per minute will be charged for any child picked up after 5:30 PM (e.g., a 5:40 PM pick-up would incur a \$10 fee). Late fees will be added to your next scheduled invoice. Please note that repeated lateness may result in the suspension of childcare services.

What to Bring

To ensure your child is comfortable and ready for a full day of play and learning, please dress them in clothing that fits properly and is suitable for various physical activities. Our center emphasizes experiential learning, which can sometimes be messy, so it's important to dress your child in clothes that are appropriate for both the weather and the day's activities.

We also ask that you keep additional clothing at the center in case an emergency change is needed. Please ensure the following items are clearly labeled with your child's name:

- Two sets of underwear
- Two pairs of socks
- Two shirts
- Two pairs of pants
- Two pairs of shoes
- Two blankets (optional, for preschoolers only)
- Diapers/Pull-ups
- Bottles/Formula (for infants)

These items should be given to the teacher in your child's classroom and replaced as they are used or when the weather changes.

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Seasonal Clothing - Please bring appropriate seasonal clothing, either daily or to leave in your child's cubby.

Winter Clothes Checklist:

- Hat
- Mittens
- Snowsuit/snow pants or an extra pair of pants
- Extra socks
- Boots
- No scarves (due to choking hazard)



Summer Clothes Checklist:

- Bathing suit and towel
- Water shoes or an extra pair of closed-toe shoes
- Sun hat and sunglasses
- Sunscreen

Lost and Found

Our teaching staff works diligently to help children develop responsibility and independence. However, learning to keep track of personal belongings is a skill that takes time, and occasionally, items may get misplaced. Please note: ***We are not responsible for lost or stolen items.***

If your child loses a garment or other possession at the center, please be patient and understanding. To locate the missing item, start by checking the classroom, the backyard, and your child's cubby. If the item is still missing, please check the lost and found box.

To help prevent lost items, we recommend taking a few precautionary steps:

- Label all of your child's clothing and outdoor gear to ensure it can be easily identified and returned to the right owner.
- Avoid sending your child to the center with items that you wouldn't want to be lost, such as toys, money, candy, or expensive jewelry.
- If your child wears eyeglasses, please ensure they have a safety harness attached, as they will be involved in physical activities.

Attendance

To ensure your child fully benefits from their childcare experience, it is essential that they attend school every day and arrive on time (by 9 AM). However, if your child is ill or absent for any reason, please follow these steps:

- **Notify Us:** Call our cell at (617) 363-6996 or our office at (857) 220-7170 to inform the staff of your child's absence.
- **Provide a Note:** When your child returns to school, please send a note explaining the reason for their absence.
- **Planned Absences:** Inform us in advance of any planned absences.

If you receive subsidized care (e.g., a voucher), please be aware that absences are reported to Child Care Choices of Boston (CCCB) and Pace Childcare Works. Excessive absences may result in the loss of your subsidy.

Vacation / Closing Policy

Vacation: New Age Scholars allows one week (5 consecutive days, Monday through Friday) per year for client vacations. A two-week written notice is required to qualify for a reduced tuition rate during your vacation week, which will be charged at half price. If your vacation extends beyond the approved one week, you must notify the center to maintain your child's slot, and regular tuition will resume at full payment. ***Please Note: New Age Scholars will take four (4) paid vacations per year.***

Notifications of scheduled breaks will be included in the monthly newsletters, providing you with more than two weeks' notice for any necessary preparations. If New Age Scholars needs to close for personal reasons, a written notice will be provided, and tuition for that day will be deducted from your bill. Additionally, New Age Scholars reserves three (3) paid sick days per month.

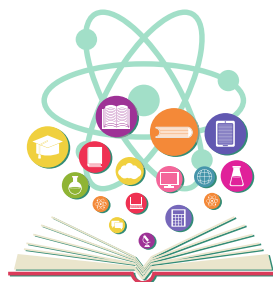
Summer Break: If you wish for your child to take a summer break during July and August, approval from the provider is required by May 1st. A written notification with a minimum of two weeks' notice must be provided to confirm all summer breaks.

Parent-Teacher Meetings

Parent-Teacher meetings are an invaluable opportunity for you to engage directly with your child's teacher and discuss their growth and development at school. During these meetings, you can observe the classroom environment, ask questions about the teaching curriculum, and receive updates on your child's progress.

You will be provided with a written progress report that monitors your child's development in the following areas:

- Language Skills
- Math Skills
- Writing Skills
- Physical Development
- Social/Emotional Development
- Cognitive Development



If you would like to schedule a meeting with your child's teacher, personal appointments can be arranged at a mutually convenient time. We warmly welcome you into our center and encourage your active participation in your child's educational journey.

Parent Participation

We warmly welcome you to visit the center at any time during school hours to observe your child's classroom or to offer volunteer services. Volunteers are valuable assets to our community, helping with classroom activities, field trips, workshops, donations, and fundraising events. Please note that CORI/DCF screenings will be required for volunteers.

New Age Scholars strongly encourages all parents to contribute at least one hour per month (this can be spread out over multiple days) to an activity that supports the center, such as classroom volunteering, donations, lesson plan suggestions, or other services. We also invite you to share any suggestions you may have regarding the policies and programs outlined here. Your feedback, whether written or verbal, can be directed to the Program Director/Provider, and we are always happy to hear your ideas.

Ways to Help Your Child Learn at Home

Learning is a collaborative effort between parents, children, and teachers. For your child to have a positive learning experience, it's essential to provide encouragement and support at home. Your active involvement in your child's learning process plays a crucial role in building a strong educational foundation.

Here are some activities you can do at home to support your child's learning:

- Talk with your child about various topics to help them develop critical thinking skills.
- Encourage your child to share what they did at school each day.
- Read at least one story aloud to your child each week.
- Help your child name objects, colors, and shapes around the house.
- Teach your child a new word each day and encourage them to use it in conversation.
- Take your child on nature walks and spark their interest in animals, trees, weather, and other science-related topics.
- Practice counting numbers and objects around the house.

Toileting / Diapering/ Potty-Training Policy

New Age Scholars is committed to assisting all children with their diapering and toileting needs according to their level of development. Parents are required to provide the center with the necessary supplies (e.g., diapers, wipes, extra clothes, ointment) to meet their child's toileting needs.

During diaper changes, staff members must ensure the following procedures are followed:

Safety First:

- Always keep one hand on the child at all times while changing diapers.

Hand Hygiene:

- Staff must wash their hands before and after diapering each child, using liquid hand soap, warm running water, and disposable paper towels.

Child Handwashing:

- Ensure each child washes their hands after diapering/toileting using the same handwashing procedure as staff.

Use of Gloves:

- Gloves must be worn at all times when assisting children with diapering/toileting.

Proper Disposal:

- Soiled diapers should be disposed of in a lined container with a lid. This container must be emptied, and the liner changed daily.

Handling Soiled Clothing:

- Any soiled clothing should be placed in a plastic bag and stored in the child's individual cubby for pick-up. Please replace the change of clothes as soon as possible.

No child will be punished in any manner as a result of soiling their clothing.



Potty Training:

New Age Scholars also assists parents with potty training. For potty training to begin, the child must be able to verbally communicate their bathroom needs. It is essential for parents to start potty training procedures at home. Open communication between staff and parents is crucial during this process, as consistency helps build the child's independence and confidence.

Child Guidance Policies

Our goal is to maximize the growth and development of each child by fostering problem-solving skills, independence, and mutual respect. We strive to help each child learn to respect themselves, their peers, and the staff.

While children need opportunities to express themselves, it is also essential to set limits to ensure their safety and security. We aim to help children understand that actions have logical consequences, and we focus on the positive outcomes of good behavior.

To guide children in learning to manage their behavior, we use the following techniques:

Set Reasonable and Positive Expectations:

- We establish expectations that are both achievable and constructive.

Maintain Consistent Expectations:

- Consistency helps children understand what is expected of them.

Offer Choices:

- Giving children options empowers them to make decisions and learn from the outcomes.

Refocus on Alternative Activities:

- We guide children towards other activities when they need to shift focus.

Encourage Verbal Expression:

- We help children express their feelings and solve problems through communication.

Teach Responsibility:

- Children are encouraged to accept responsibility for their actions.

Involve Children in Rule-Making: We encourage children to participate in establishing classroom rules, fostering a sense of ownership and understanding.

We strictly avoid the following practices, as they do not align with our commitment to respecting children:

- We do not spank or use any form of corporal punishment.
- We do not humiliate, verbally abuse, or physically abuse a child.
- We do not withhold or force food as a form of punishment.
- We do not punish children for soiling their clothing or not using the toilet.

Child Suspension/Termination

At New Age Scholars, we are committed to making every effort to avoid the suspension or termination of any child from our program. To address concerns and work towards a positive outcome, we take the following precautionary steps:

- ***Documentation:*** Any concerning or unacceptable behavior will be documented by the teaching staff.
- ***Parent Notification:*** Parents will be informed of the behavior through verbal or written communication.
- ***Plan of Action:*** A meeting will be held with the Provider and Teacher to develop a plan of action aimed at correcting the child's behavior.
- ***Daily Progress Notes:*** Teaching staff will send daily progress notes home to keep parents informed of any improvements or ongoing concerns.
- ***Referral to Outside Agencies:*** If necessary, outside referral agencies may be contacted for additional support.

If all these steps have been taken and the child's inappropriate behavior continues, a two-week notice will be given to the parents, and childcare services will be terminated.

Referrals to Outside Agencies

When families and children require services from outside agencies, New Age Scholars is here to assist in making referrals that best support the family and child. We follow these procedures to ensure that children and families are connected with appropriate social, mental health, educational, and medical services:

- **Team Assessment:** The Provider/Teacher will gather relevant information and compile a folder for a team meeting. During this meeting, the child's progress and goals are reviewed prior to making a referral.
- **Family Meeting:** The Provider/Teacher will schedule a meeting with the family to discuss concerns and answer any questions about the referral process.
- **Written Statement:** At the meeting, the Provider/Teacher will provide the family with a written statement that includes the reasons for recommending a referral, a brief summary of the teacher's observations, and any efforts the center has made to accommodate the child's needs.
- **Referral Assistance:** The Provider will offer assistance in making the referral. If the family needs additional support, the center may (with written consent) contact the referral agency on their behalf.

Follow-Up to the Referral:

With written consent, the Provider will follow up with the agency or service provider who evaluated the child to consult and seek assistance in meeting the child's needs at the center. If it is determined that the child does not require services from the agency or is ineligible to receive them, the center will review the child's progress every three months to assess whether another referral is necessary. The program director will maintain a written record of all referrals, including parent conferences and their outcomes.

Healthcare Policies

Physical Exams:

The Department of Early Education & Care (EEC) requires a recent physical exam for every child entering childcare. This exam must have been conducted within the past year and must include a record of up-to-date immunizations, a yearly lead screening, and at least one dose of the Varicella vaccine or a note stating that the child has had chickenpox. These health screenings must be updated yearly to ensure your child's continued enrollment in the daycare center.

Sick Children:

Families are required to keep their child out of childcare if they have experienced any of the following symptoms:

- Diarrhea more than twice in the last 12 hours
- A fever (the child must be fever-free **WITHOUT MEDICATION** for 24 hours). If a child is absent for three days or more due to a fever or diarrhea, a doctor's note is required for the child to return to school on the fourth day.
- A sore throat or earache
- The child is not well enough to play or go outside
- The child requires more care than the staff can provide in a group setting

Please notify the center if your child is diagnosed with any contagious diseases.



COVID Procedures

Cleaning Plan:

- All toys will be cleaned and disinfected weekly using a bleach solution and a sanitizing agent, then air-dried.
- Floors and surfaces in the childcare area will be cleaned daily using a bleach solution and sanitizing agent.
- Any area soiled by bodily fluids will be cleaned and sanitized immediately using a bleach solution.

Monitoring and Response:

- Upon entry, parents **MUST** assist their children with washing their hands, take the child's temperature using a contactless thermometer, and record it on the provided sign-in sheet. Parents **MUST** also answer the COVID screening questions on the sign-in sheet before signing their child in. This process will take place on the first floor of the program, in the hallway near the front door, where an electric sink is available for immediate hand washing.
- If a child shows symptoms of COVID-19 (including fever >100°F, cough, sore throat, difficulty breathing, gastrointestinal symptoms, abdominal pain, unexplained rash, fatigue, headache, new loss of smell/taste, muscle aches, chills, or any other signs of illness), the child will be moved to the office, and the parent will be called to pick up the child **WITHIN 1 HOUR**. The incident will be reported to the program licensing department (EEC) and the health department via email. The area and toys the sick child used will be cleaned and sanitized immediately. Other children who are not showing symptoms will be removed from the affected area until it has been thoroughly cleaned and sanitized.

Positive COVID-19 Case Procedures:

- The infected person **MUST** notify the program immediately. The center will then be shut down for 24 hours to thoroughly clean and sanitize the entire program. The licensing department (EEC) and Department of Public Health will be notified.
- The infected person **MUST** go into isolation/quarantine for 14 days and **MUST** present a negative COVID-19 test result before returning to the program. Families of quarantined children will need to submit half of their regular tuition to maintain their slot at the program.
- Children who reside at the childcare program but are engaged in hybrid or in-person schooling may be at greater risk of exposure. Therefore, common areas such as bathrooms **MUST** be completely sanitized after each use by these children before enrolled students can enter. Meals will be delivered to them, and dishes/utensils retrieved, to prevent them from entering the kitchen areas during business hours.
- If a child residing at the childcare program is exposed to COVID-19, all enrolled families, the licensing department, and the Department of Public Health will be notified immediately by email. The exposed child will isolate for the duration specified by the Department of Public Health, and the common area will be cleaned and sanitized. The child **MUST** take a COVID-19 test to determine if they have contracted the virus. However, the center will **NOT** be required to close during this isolation period.
- If a child residing at the childcare program contracts COVID-19, the program will close for the duration of their quarantine. Tuition will **NOT** be expected during this time.

Daily Health Check

Classroom teachers are responsible for observing the children throughout the day. Due to COVID-19, if a child shows any signs of illness upon arrival or during the day, their parent will be notified. The parent will have the option to either have their child wear a mask while at school or keep the child at home until they are feeling better and no longer presenting visible signs of illness. The decision will be left to the parents.

Additional Signs Indicating a Child May Be Unwell:

- Flushed face with hot, dry skin or unusual paleness, redness, and coldness
- Unexpected profuse sweating
- Drowsiness (especially when the child is typically awake)
- Watery or glossy eyes
- Runny nose
- Sneezing/Coughing
- Diarrhea
- Stiff back or neck
- Pain in the ear, head, chest, stomach, abdomen, or joints
- Rash or fever

Important Notes: **Children MUST be awake when dropped off at school.**

Conditions Requiring Parental Notification:

- Poor hygiene
- Ringworm or other parasitic infections (e.g., worms)
- Scabies or nits (lice)
- Dental, hearing, or vision problems
- Unhealed sores
- Continued absenteeism or tardiness



Criteria for excluding an ill child

- **Chicken Pox:** Exclude for five days after the onset of the rash, or until all lesions have dried and crusted.
- **Diarrhea:** The child must be diarrhea-free for 24 hours. Diarrhea is defined as more frequent stools than the child's normal pattern, with increased stool water or decreased form. Exclusion is necessary if the stool cannot be contained by a diaper or controlled by toilet use.
- **Head Lice:** Exclude for 24 hours after treatment begins, and all nits must be removed from the hair.
- **Hepatitis A Virus Infection:** Exclude for 1 week after the onset of illness and until jaundice has disappeared, or until immune serum globulin has been administered to appropriate children and staff within 2 weeks of exposure, as directed by the health department.
- **Impetigo:** Exclude for 24 hours after treatment begins.
- **Measles:** Exclude for 4 days after the rash appears.
- **Mumps:** Exclude for 9 days after the onset of gland swelling.
- **Pertussis (Whooping Cough):** Exclude until 5 days of appropriate antibiotic therapy have been completed.
- **Pinworm Infection:** Exclude for 24 hours after treatment begins.
- **Conjunctivitis (Pink Eye):** Exclude for 24 hours after treatment begins.
- **Ringworm:** Exclude until treatment has begun.

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- **Rubella (German Measles):** Exclude for 7 days after the rash appears
- **Scabies:** Exclude for 24 hours after treatment begins
- **Strep Throat:** Exclude for 24 hours after treatment begins
- **Tuberculosis:** Exclude until the physician determines the child is no longer infectious
- **Vomiting:** Exclude until the child has been vomit-free for 24 hours or after a physician confirms that the vomiting is not due to a communicable condition and the child is not at risk of dehydration

If Your Child Becomes Ill at the Center:

If your child experiences symptoms of any of the previously stated illnesses at school, we will first administer first aid as needed. After we have made your child as comfortable as possible and assigned a staff member to monitor your child, we will contact you to pick up your child. Parents must arrive, within 1 hour of notification, if their child is ill. In the event parents are unable to pick up their child within 1 hour, parents must contact the center every hour to inform center of efforts to pick up sick child, until child is picked up.

Until you arrive, your child will be allowed to rest comfortably in an isolated area and kept under close supervision of an adult. If you cannot be reached by telephone, the emergency contacts that you have provided will be notified and a note will be sent home along with your child. Children may remain in childcare if they are experiencing mild symptoms of a common cold (i.e. slight cough, runny nose, slight nasal congestion, etc.) without interfering with the child's daily activities.

In the event your child is sent home early and/or is absent from school 3days or more due to a fever and/or diarrhea... A DOCTOR'S NOTE IS NEEDED FOR THE STUDENTS RETURN TO THE CENTER.

Emergency Information:

Emergency Phone Numbers:

- Fire: 9-1-1
- Police: 9-1-1
- Rescue: 9-1-1
- Ambulance: 9-1-1
- Poison Control: (800) 222-1222

Emergency Hospital Care:

Brockton Hospital
235 N. Pearl St.
Brockton, MA 02301
(508) 427-3000

Accidents and Injuries

In the event of an emergency requiring medical attention, every teacher is trained in first aid and CPR and a first aid kit is in each classroom.

Teachers are required to report and record all major injuries that require first aid on an incident report form that will be reviewed and signed by the center director and yourself. You will also receive a copy of the incident form for your own records within 48 hours of the injury.

In case of a non-life threatening injury:

- Staff will administer basic first aid.

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- Your child will be made as comfortable as possible and given a quiet space to rest, away from other children.
- A staff member will be assigned to monitor your child's injury
- You will be called and notified of the injury
- We will let you know if we think you need to come pick-up your child right away
- Contact the names listed on the emergency list if you cannot be reached and the child needs more attention than can be provided by the staff at the center
- An incident report will be completed
- A copy will be given to the parent within 48 hours and another copy will be placed in the child's file
- The injury will be recorded in the Program Injury/Incident Log

In case of a serious or life threatening injury:

- Staff will contact 9-1-1
- Administer basic first aid / CPR if needed
- If possible a staff member will accompany child to the hospital
- Notify the parents/guardians to meet us at the hospital
- If parents cannot be contacted, emergency contacts will be notified.
- An incident report will be completed
- A copy will be given to the parent within 48 hours and another copy will be placed in the child's file
- The injury will be recorded in the Program Injury/Incident Log



Oral / Dental Policy

In accordance with state regulations, New Age Scholars must assist children in brushing their teeth whenever they are in care for more than four hours or when they consume a meal. Each child must have their own individual toothbrush and toothpaste, clearly labeled with their name. Toothbrushes and toothpaste must be stored in a safe and sanitary manner, allowing them to air dry without coming into contact with each other. Parents are responsible for providing their child's toothbrush and toothpaste.

Emergency Preparedness Procedures:

Evacuation:

Fire/Evacuation drills are conducted monthly (12 times per year), and fire department equipment is regularly maintained. When the fire alarm sounds, children are instructed to line up quietly and immediately exit the building through designated escape routes. Each teacher counts the children before leaving the room and recounts them once outside the building to ensure everyone is accounted for.

A floor plan detailing the evacuation route will be posted in each classroom.

Fire Drill:

Our FIRE DRILL safety meeting place is 37 Emory Street, Brockton, MA 02301 (next door neighbors driveway)

Facility / Area Safety Evacuation:

Our AREA SAFETY EVACUATION location is OLD COLONY YMCA, 850 W. Chestnut Street, Brockton, MA 02301. **Program Director-Donna Francis**

Medical Emergencies

All staff members are certified in First Aid and CPR. In the event of a medical emergency, the health and safety of the child is our top priority. If a serious, life-threatening emergency occurs, or if advised by the child's doctor, and we are unable to reach the parent, the following steps will be taken:

- Call 911
- Administer basic first aid
- If the child is transported by emergency medical personnel, their emergency card will accompany them
- If possible, a staff member will accompany the child to the hospital
- The parents will be contacted immediately with details of the emergency, actions taken, the responding emergency personnel, and the hospital to which the child is being transported

A written injury report will be completed by the teacher. The parent will be asked to sign this report, and a copy will be provided to them. The report will also be maintained in the child's file.

Sheltering In-Place

In certain emergency situations, such as severe weather or other threats, it may be safer to remain inside the building until the situation is resolved. The Provider, or the person in charge during their absence, will shut off building systems if necessary to ensure safety.

- ***Loss of Electricity:*** All classrooms are equipped with emergency lighting, including flashlights, and have ample natural light through windows to maintain a safe environment. Communication with emergency agencies will be maintained via cell phones. The center can continue to operate since electricity does not affect heat or hot water. The Provider will contact the local electric company to assess the situation. If the outage is expected to last longer than four (4) hours, parents will be notified, and the center may close. The decision to close will be made on a case-by-case basis, and EEC will be informed if the program closes due to the loss of electricity.
- ***Loss of Heat/Hot Water:*** The program will immediately contact the heating company to resolve the issue. Classroom temperatures will be monitored to ensure the comfort of staff and children. If part of the building loses heat, children will be temporarily relocated to warmer areas. If the temperature falls below 50 degrees and the issue cannot be resolved promptly, the program may close, and parents will be notified. In the meantime, hand sanitizer will be used in classrooms until hot water is restored.
- ***Loss of Water:*** The program will immediately contact the City of Boston to assess the situation. If the outage is expected to be temporary, classrooms will be supplied with gallons of water, and bathrooms will be equipped with water for flushing toilets. Hand sanitizer will be used temporarily. If the water supply is not restored within two (2) hours, the center will close, and parents and EEC will be notified.
- ***External Emergency (Lockdown):*** If the outside environment becomes unsafe, staff and children may need to remain inside. Depending on the situation, they may move to internal hallways, away from windows, and lights will be turned off. No one will be allowed to enter or leave the building during the lockdown. Doors will be locked from the outside (while still allowing exit in case of fire) to prevent unauthorized entry. The program will immediately contact local police for assistance. Parents will be notified by the Provider, and EEC will be informed after everyone is safe and local emergency personnel have responded.

Rules for Administering Medication

- ***Training and Competency:*** All teaching staff who administer prescription or non-prescription medication must be trained to ensure that the correct child receives the proper dosage of the right medication at the designated time(s) and by the correct method. Before being authorized to administer any medication, staff members must demonstrate competency in medication administration and be trained to recognize common side effects of the medications used in the program.
- ***Written Consent Required:*** No medication, including over-the-counter and prescription medications, can be administered without written consent from a physician.
- ***Non-Prescription Medication:*** Non-prescription medication will not be given to any child unless there is a written note, signed and dated by both the parent and the physician, indicating that the medicine is for the child and specifying the dosage.
- ***Label Instructions:*** Non-prescription medication will not be administered beyond the instructions on the label unless written instructions from a physician are provided.
- ***Parent Notification:*** Parents will be notified before any non-prescription medication is administered, and a written log will be maintained.
- ***Prescription Medication:*** Prescription medication will not be administered unless a written note from the child's physician is provided, specifying the child's name, type of medication, dosage, frequency, and duration of administration. Note: The first dose of any medication must be given by the parent or caregiver, except in extraordinary circumstances.
- ***Prescription Adherence:*** Prescription medication will only be administered according to the directions on the original prescription label.
- ***Child-Specific Medication:*** Prescription medication will only be administered to the individual whose name appears on the prescription label.
- ***Medication Storage:*** All medications must be kept in their original containers, with the pharmacy label intact, and stored out of reach of children. Medications must be kept under proper conditions of sanitation, preservation, security, and safety while the children are in care and during transportation.
- ***Medication Log:*** A written record of all administered medication must be maintained, including the time, date, medication, dosage, child receiving the medication, and the teacher administering it. This record shall be included in the child's permanent file.
- ***Individual Health Care Plans (IHCP):*** An IHCP must be maintained in the file of each child with a chronic medical condition diagnosed by a licensed health care practitioner. The plan must describe the chronic condition, its symptoms, any necessary medical treatment while the child is in care, and potential side effects if the treatment is not administered.
- ***Backup Medication:*** If an IHCP allows a child to carry their own medication, the center must maintain a backup supply of the medication on-site for use as needed.
- ***Unused Medication:*** Any unused medication must be returned to the parent.

Field Trip Policy

Field trips are planned and organized by individual classroom teachers and are often within walking distance from the daycare location. The following procedures must be followed for all field trips:

- **Headcount:** Each child must be counted before leaving the daycare for any trip. Teachers must conduct frequent headcounts during the course of the field trip to ensure all children are accounted for.
- **Safe Return:** It is the responsibility of each classroom teacher to ensure that all children return safely to the center at the end of the field trip.
- **Supervision and Safety:** Children must be supervised at all times and are expected to follow all rules of safety and courtesy.
- **First Aid Kit:** Each classroom teacher must bring a first aid kit on each field trip to administer proper emergency treatment if needed.
- **Accident Protocol:** If a child has an accident at a nearby playground, park, or any other public area, teachers and students must return to the center immediately to ensure proper cleansing and treatment of the injury.
- **Weather Precautions:** In hot and humid weather, ensure that no child becomes overheated or overtired. Provide a rest period after each play activity. If possible, bring water, juice, or fruit to refresh the children.
- **Play Area Safety:** Do not allow children to play near water, sharp fences, animals, construction sites, on parked cars, or participate in adult sports (e.g., tennis, baseball, basketball).
- **Restroom Protocol:** Arrange for children to use the restrooms in a group. Sending one child at a time may cause the children to become scattered and difficult to locate.
- **Permission Slips:** Permission slips must be signed by each child's parent before any field trip occurs. If a child does not return a permission slip, the teacher must make arrangements for the child to remain at the center.
- **Identification:** Prepare individual name tags, hats, or t-shirts for each child with the following information clearly written:
 - Name of Center Director/Provider
 - Name of the Childcare Center
 - Address of the Childcare Center
 - Telephone number of the Childcare Center
- **Guidance and Observation:** During the trip, act as a guide and encourage the children to be observant.
- **Group Discussions:** Encourage group discussions and, where possible, highlight a specific learning lesson.
- **Follow-Up Activities:** Follow up the field trip with relevant classroom activities to reinforce the learning experience.

Snow Day Policy

New Age Scholars will only close if the Department of Public Works or the Governor declares a Snow Emergency for the City of Brockton (e.g., closes Brockton Public Schools). Parents and teachers should watch their local news station or listen to the radio for announcements regarding closures.

Fee/Payments Policies

Weekly Tuition Fees:

- Infants/Toddlers (under 2 years): \$92 / day
- Preschool (over 2 years): \$87 / day
- Before/After School: \$82 / day
- Drop-Off (Private clients ONLY): \$92 / day
- 5 AM drop off is offered for additional \$25/day

Note: Drop-off slots are charged at half price for weeks not used. Once weeks are confirmed for use, the remaining balance for that particular week is due.

Part-Time Slots: NAS offers part-time slots (3 consecutive days minimum), but this option is only available for children who have been in childcare previously.

Payment Policies:

- All tuition is due the Friday before the week of service.
- Tuition fees are non-refundable and will increase by \$5/day each year.

Fee Payments Agreement for Private Payees:

- Private applicants are required to pay a \$10 application fee.
- Private paying parents are required to pay a registration fee equal to 1/2 week of tuition for their child's age group and schedule. The registration fee solidifies your child's slot and is non-refundable.
- After paying the registration fee, parents must pay their childcare fees weekly, with payments due every Thursday by 5:30 pm. Bi-weekly or monthly payment schedules must be approved prior to the child's enrollment.
- Payments are collected on Thursday. An electronic receipt will be sent for electronic payments.
- We accept cash and electronic payments. A \$5 processing fee will be applied to your weekly invoice if you choose to pay electronically.
- If your payment is not received by Thursday at 5:30 pm, a late fee of \$35/day will be charged to your account.
- If the additional fee is not paid by the end of the current month, you will receive a written notice each week your payment is not received. After the third notice, a notice of termination letter will be issued.

IN THE EVENT YOUR ACCOUNT IS NOT PAID IN FULL BY THE FINAL DATE LISTED ON THE NOTICE, YOUR CHILD CARE PLACEMENT WILL BE TERMINATED. ANY REMAINING BALANCES WILL BE RECONCILED WITH LEGAL ACTION. If you are facing financial difficulties, you are encouraged to contact the Program Director to set up an acceptable repayment plan. However, if this agreement is broken, your child care placement will be terminated immediately.

All holidays are paid. If the school is closed due to a snow day, other than a "State of Emergency," parents will not be charged for that day.

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Termination Notice:

- Should you terminate your child's childcare slot without giving a two-week notice OR without paying the final two weeks of the full regularly paid weekly tuition, you are subject to legal reconciliation by the program Owner.

Late Fees

The New Age Scholars' hours are from 5:00 am to 5:30 pm. If your child is picked up after 5:30 pm on any school day, a late fee of \$1.00 per minute will be charged for every minute past 5:30 pm. This fee must be paid within 24 hours, or your child will not be allowed to attend school until the fee is settled.

If your designated pick-up person is late, you will still be responsible for the late fee. Please ensure that your emergency contact information is kept up to date at all times. Inform us immediately of any changes regarding your child's information so that we can reach you or another designated person in case of an emergency.

After 5:30 pm, we will attempt to contact you. If you cannot be reached, we will then try to contact each of the emergency contacts you have provided. If all attempts fail, and we have called you again without success, the Department of Children and Families (DCF) and the Department of Early Education and Care (EEC) will be contacted.

Payment Options

- Debit/Credit Cards (Subject to a \$5 electronic processing fee)
- Zelle (Send payments to 617-363-6996)
- Cash

Please note: New Age Scholars (NAS) does NOT accept checks or money orders.

Holiday Schedule

Although our center is open year-round, we do close in observance of certain holidays. Notices will be provided several days in advance regarding these closures. The following holidays/closings are observed:

January

- New Year's Day
- Martin Luther King Day

February

- Presidents Day

March

- St. Patrick's Day (Half Day)

April

- Patriots Day
- Good Friday (Half Day)

May

- Memorial Day

June

- Juneteenth

July

- Independence Day

August

- Professional Development Day

September

- Labor Day
- Personal Day

October

- Columbus Day

November

- Thanksgiving Day
- Day after Thanksgiving

December

- Christmas Day

Child Abuse and Neglect

All staff members are mandated reporters. This means that if any abuse or neglect of a child is suspected or observed, the staff member **MUST** report it to the Massachusetts Department of Children and Families (DCF).

The following steps will be taken if any physical, emotional, or mental abuse of a child is suspected or observed:

Reporting:

- Staff will file a 51A report with the Department of Children and Families (DCF) or bring the matter to their supervisor, who will assist in filing the 51A report.
- Staff will fully cooperate with the Department of Children and Families' investigation.

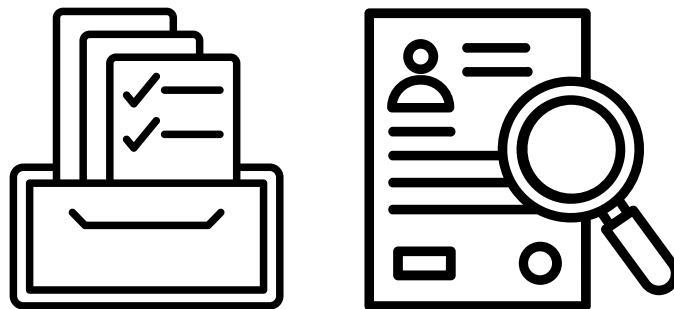
Allegations Against a Staff Member:

- The Department of Early Education and Care (EEC) will be notified by the program director immediately upon the filing of a 51A report or upon learning that a 51A report has been filed.
- The staff member will not work with children and may be suspended without pay until the Department of Children and Families completes its investigation and as long as the Department of Early Education and Care requires.
- The continued employment of the staff member will be reviewed at the conclusion of the investigation by DCF and EEC. If the report is substantiated, the staff member will be terminated.

Child Records Policy

All records are securely kept on file in our office and are maintained by the office assistant. Each child's file contains important information, including:

- The child's application
- Medical reports
- Progress reports
- Income statements
- Fee agreements



Immunization Requirements:

Every child entering the daycare must be immunized against specified diseases. Your child's doctor will complete the necessary entries on the medical form. Each year, you will be notified to have your child undergo a medical examination, and the completed medical form will be kept on file.

Confidentiality:

Information contained in a child's record is privileged and confidential. The daycare center will not distribute or release any information from a child's record without the written consent of the child's parents, except as necessary to implement the program plan for the child. The center will notify the parent if a child's record is subpoenaed.

Parental Access:

Parents have the right to access their child's records upon request at reasonable times. Access will not be delayed more than two business days after the initial request unless consent is given by the parent for a delay. The entire record, regardless of the physical location of its parts, will be made available.

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Record Log:

A permanent, written log will be maintained in each child's record, detailing any release of information. The log will include:

- Name of the person accessing the record
- Signature
- Position
- Date of access
- Portions of the record released
- Purpose of the release
- Signature of the person to whom the information was released

This log is accessible only to the child's parents and center personnel responsible for record maintenance.

Charges for Copies:

Parents may request copies of their child's file. A nominal fee may apply to cover copying and mailing costs.

Amending the Child's Record:

Parents have the right to add information, comments, data, or other relevant material to their child's record. They also have the right to request the deletion or amendment of any information in the record by following these procedures:

- If the parent feels that added information is insufficient to explain, clarify, or correct any objectionable material in the record, they may request a conference with the Program Director to discuss their concerns.
- The Program Director will respond in writing, providing reasons for the decision. If an amendment is necessary, the Program Director will immediately implement the change.

Transfer of Records:

Upon written request by the parent, the program will transfer the child's record to the parent or any other person identified by the parent when the child is no longer in care.

Notification:

New Age Scholars will notify parents in writing about the provisions regarding their child's records at the time of admission and will provide written reminders at least once a year.

Further Assistance

Should parents or guardians need additional assistance or have questions regarding any of New Age Scholars' policies and/or procedures, please feel free to contact our licensing department at your convenience.

New Age Scholars is licensed by:
The Department of Early Education and Care
1 Washington Street unit 20
Taunton, MA 02780
(508) 828-5025