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**NEW AGE SCHOLARS**

**CHILDCARE CENTER**

**(617) 363-6996 office**

**(857) 220-7170 mobile**

**(617) 648-5029 fax**

**rbenn@newagescholars.com**

**Brockton, MA 02301**

**Parent Handbook**

**(Home Based)**

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W**elcome**

 New Age Scholars is very pleased that you have selected our program for your family. We are committed to providing you and your child with the best care possible to help you reach your goals as a family. We are delighted to be a stepping-stone in your child’s educational growth.

**Statement of Purpose**

New Age Scholars has designed a teaching program that benefits the social, emotional, physical and intellectual growth of the preschool child. We facilitate and foster the developmental growth of each child by identifying and building on each child’s individual strengths, skills and interests.

 We respect and celebrate the many different cultures of the families that participate in our program. We welcome diversity and our staff tries to infuse a multicultural and anti-bias awareness into the classroom activities and the materials provided. We model behaviors that demonstrate the appreciation of other cultures, support diverse opinions and create an atmosphere that encourages a child to acknowledge and value individuality and diversity.

 Our staff helps instill a sense of community into each classroom. A child’s individual skills are promoted to encourage child’s respect for themselves. Children can use those skills to help and to share their ideas within the classroom.

**Admission Policy**

 New Age Scholars is committed to offer high quality child care to all children, including those with special needs. The primary consideration for enrollment and continued participation in the program is the child’s specific needs and the realistic ability of the program to meet those needs in a safe, healthy and appropriate environment for the child’s maximum growth.

 All NEW PRIVATE enrollees are given the option of a 30-day probationary period, as part of our enrollment process. Within the 30-days the family, as well as the center, have the right to terminate services WITHOUT giving a TWO-WEEK NOTICE. This is to be sure that we are all a good fit for one another. One week before your 30-day mark, the provider will contact the family to confirm the continuation of care or a termination of care. Please note: Should a family decide to terminate their enrollment, any tuition paid within the 30 day timeframe is NON-REFUNDABLE. One week prior to the 30 day mark, the provider will contact the family to confirm termination or continuation of care, in efforts to provide a smooth termination transition if necessary.

 In efforts to provide the best service possible to your child and family, we ask that you share any and all developmental and/or behavioral special needs. A “special need” is defined as any behavioral or developmental concern, delay or deficiency that may require additional programmatic accommodations, attention, or resources.

 All efforts will be made to accommodate the needs of each child. If we believe our program cannot meet the child’s needs we will work with the family to find an appropriate placement and refer them to other resources.

**Daily Experience**

 Our doors open every morning at 5:30am Monday-Friday. In light of the COVID-19 pandemic, clients MUST adhere to the following procedures. Upon arrival parents MUST wear masks to enter program. Parents MUST sign into the Bright Wheel app daily. Parents MUST also take their child’s temperature, using our non-contact infrared thermometer. Parents MUST also be sure their hands and child’s hands are washed upon arrival. In efforts to fully experience the curriculum provided for your child all children are expected to be dropped off by 9:00am. Feel free to share any important information about your child’s night or morning. Parents **MUST** also bring their child’s belongings to their child’s cubbies **BEFORE** leaving.

 For the safety of all the children we enforce a strict pick up policy. Only persons listed in the child’s file on the pick-up list will be able to take the child from the childcare center. Upon pick-up teacher will require a picture ID to verify that the person is on the approved list. Always call the office or notify the teacher if someone other than who is listed will be picking up your child. Persons listed on the pick-up list must be at least 16 years old if they will be escorting your child to or from the center.

 Remember that the center closes at 5:30pm, and all children must be picked up at that time. If you will be late dropping off or picking up your child, always be certain to call us in advance. Any child picked up after 5:30pm will be assessed a late fee of $1/minute (i.e. if picked up at 5:40pm, there will be a $10 late fee). Any late fees assessed MUST be paid within 24 hours. Continued lateness may cause your childcare services to be suspended.

**What to Bring;**

 Your child’s play and learning will be more comfortable if they are dressed in clothing that fits properly, and is suitable for any type of physical activity. Keep in mind the children in our center learn through experience, and sometimes that experience can be messy. It is also important you choose your child’s clothing appropriate for the weather conditions.

 Additional clothing must be kept at the center in case an emergency change of clothes is needed. **Please be sure the following articles of clothing are at the center, clearly marked with your child’s name:**

* Two set of underwear
* Two pair of socks
* Two shirts
* Two pair of pants
* Two blankets (optional, preschool ONLY)
* Two pair of shoes
* Diapers/Pull-ups
* Bottles/Formula (infants)

These articles of clothing should be given to the teacher in your child’s classroom and replaced as they are used and seasonally as the weather needs changes. Seasonal clothing items listed below may be brought in daily or left in cubby.

*Winter clothes checklist:*

* Hat
* Mittens
* Snowsuit/snow pants or an extra pair of pants
* Extra socks
* Boots
* **NO SCARVES (choking hazard)**

*Summer clothes checklist:*

* Bathing suit and towel
* Water shoes or an extra pair of shoes
* Sun hat and glasses
* Sun screen

 **Lost and Found**

 Our teaching staff tries their best every day to teach the children responsibility and independence. Please understand that like every other skill, it is a process to learn the responsibilities of keeping track of possessions. In this process, some things might get lost.

 If your child should lose a garment or other possession in the center, please be understanding. You can try to locate the lost item by looking in the back yard, in the classroom, or even just a closer look in the child’s cubby. If the item still cannot be found you can see if the object made its way to the lost and found box.

 To avoid lost items you could take some precautionary steps. Labeling your child’s clothing and outside gear will make it easier to get the right item with the right child. We do not encourage families and children to bring anything into the center that you don’t want lost, for example; toys, money, candy or expensive jewelry. If your child wears eyeglasses, be sure they have a safety harness attached since they will be involved in physical activities. **PLEASE NOTE: New Age Scholars is not responsible for lost or stolen items.**

**Attendance**

 To help your child benefit from their childcare experience it is very important that children attend school every day **ON TIME (9AM)**. However, if your child becomes ill or absent for any reason please do the following:

• Call our office (617) 363-6996 or cell (857) 220-7170 and inform the staff that your child will be absent.

• When your child returns to school, always send a note explaining the reason for absence

• Inform us in advance for any planned absences

If you receive subsidized care (i.e. voucher), absences are reported to Child Care Choices of Boston (CCCB). Excessive absences may result in loss of subsidy.

**Vacation/Closings Policy**

Vacations:

New Age Scholars allows **one week** per year for client vacations. Notification **MUST** be given two weeks in advance. Tuition for vacation weeks are reduced to half price, provided a written TWO-WEEK NOTICE is given. If for some reason vacation time is extended outside of the requested two weeks, parents MUST notify the center, to maintain your current slot, and tuition will resume as normally scheduled (full payment). NEW AGE SCHOLARS WILL TAKE FOUR (4) ONE-WEEK VACATIONS PER YEAR…THESE VACATIONS ARE PAID IN FULL.

 In the event New Age Scholars should need to close, a written notice will be given, and tuition for that day will be deducted. New Age Scholars’ has 3 sick days per month (these days are paid).

Summer Break:

Summer Break is when a child wants to take the summer months (July and August) off from childcare. Summer Breaks MUST be approved by Provider by May 1st. A written notification MUST be given to confirm ALL BREAKS.

**\*\*\*ANY OUT OF THE COUNTRY TRAVELING WILL NEED TO PROVIDE NEGATIVE COVID19 TESTING RESULTS TO RETURN\*\*\***

**Parent-Teacher Meetings**

 Parent-Teacher meetings provide an opportunity for you to meet personally with your child’s teacher to discuss their growth and development in school. During this time, you may observe the classroom setting, ask questions about the teaching curriculum and be informed of progress your child is making.

 You will receive a written progress report to monitor your child’s learning ability in the areas of:

* Language skills
* Math Skills
* Writing skills
* Physical Development
* Social/Emotional Development
* Cognitive Development

 If you wish to meet with a teacher, personal appointments can be made at a convenient time for both parent and teacher. We welcome you into our center and encourage you to be an active participant in your child’s development.

**Parent Participation**

 You are welcome to visit the center at any-time during the school hours to observe your child’s classroom or offer volunteer services. Volunteers are useful for classroom assistance, field trips, workshops, donations, and fundraising events (CORI/DCF screenings will be necessary).

 New Age Scholars strongly encourage all parents to spend at least an hour a month (doesn’t have to be all in one day) on an activity related to service rendered by the center (i.e. classroom volunteering, donations, lesson plan suggestions, etc.).

 You as a parent are welcome to offer any suggestions concerning the policies and programs outlined herein. Written or verbal suggestion may be brought to the attention of **Program Director/Provider**. We will be glad to hear your ideas.

**Ways to Help Your Child Learn at Home**

 Learning is a cooperative venture involving the parent, child, and teacher. For learning to be a positive experience, children need encouragement at home. This means getting actively involved in the learning process of your child. Your interest is an important factor in building a good learning foundation.

Utilizing the following list of activities can help your child learn at home:

* Informal discussions with your child on various topics to help them develop critical thinking skills.
* Ask your child to tell you what they did in school after each day
* Read at least one story aloud to your child a week
* Practice naming objects, colors, and shapes
* Give your child a new word to use each day
* Take your child on nature walks and encourage interest in animals, trees, weather and other science related topics
* Practice counting numbers and objects around the house

**Diapering/Toileting Policy**

New Age Scholars will assist all children with their diapering/toileting needs according to their level of development. Parents MUST provide the center with the appropriate materials (i.e. diapers, wipes, extra clothes, ointment, etc.) to maintain their child’s toileting needs. While changing a child’s diaper, the staff person must be sure to ALWAYS keep one hand on the child at all times. Staff MUST wash their hands before and after diapering each child, using liquid hand soap and warming running water, and dried with a disposable paper towel. Staff must also be sure that each child washes their hands after diapering/toileting, using the same procedure staff use to properly wash their hands. Gloves must also be worn at all times when assisting any children with diapering/toileting needs. Soiled diapers should be disposed of in a lined container with a lid. This container MUST be emptied, and the liner changed daily. Any soiled children’s clothing should be placed in a plastic bag and placed in that child’s individual cubby to be taken home. A new change of clothes should be replaced as soon as possible. **No child will be punished in any manner as a result of soiling their clothing.**

Potty Training:

NAS also assists parents with potty training. In order for potty training to begin the child must be able to verbally communicate, to communicate bathroom needs. Parents must also begin potty training procedures at home. Open communication between staff and parents is also necessary when potty training begins. The open line of communication helps the child’s independence and confidence when all parties involved are consistently in sync.

**Child Guidance Policies**

Our goal is to always maximize the growth and development of each child. We focus on teaching problem solving skills and independence and we work toward helping each child learn to respect themselves, each other and the staff.

 Children need opportunities to express themselves, but they need limits on their behavior regarding safety and security. We try to help the child see that actions have logical consequences and we focus on the positive outcomes.

*Here are some techniques we may use to help guide children in learning to manage their own behavior:*

1. We set reasonable and positive experiences.
2. We have consistent expectations
3. We offer children choices
4. We help children to refocus on an alternative activity
5. We help children learn to express their feelings and solve problems verbally
6. We help children learn to accept responsibility for their actions
7. We encourage the children to help establish the rules of the classroom

*Here are some techniques we do not use because they do not support our goal of respecting children:*

1. We do not spank
2. We do not use corporal punishment
3. We do not humiliate or verbally or physically abuse a child
4. We do not deny food, or force feed children
5. Children are not punished for soiling clothing or not using the toilet

**Child Suspension/Termination**

All efforts will be made to avoid the suspension or termination of any child by taking the following precautionary steps:

1. Any concerning or unacceptable behavior will be documented by the teaching staff.
2. Teaching staff will inform parent via verbal or written notification.
3. A meeting is held with Provider/Teacher, in attempts to find a plan of action to correct the child’s behavior.
4. Teaching staff will send daily progress notes home
5. Outside Referral agencies may be contacted.

In the event that all these steps have been taken and the child’s inappropriate behavior continues, unfortunately a two-week notice will be given to the parents to terminate childcare services.

**Referrals to Outside Agencies**

 When families and children require services from outside agencies, we can help make referrals in the best interest of the family and child. New Age Scholars will follow these procedures for referring children and families to appropriate social, mental health, educational and medical services.

* The Provider/Teacher will compile a folder of all relevant information for a team meeting. During this meeting the child’s progress and goals are assessed prior to a referral.
* The Provider/Teacher will schedule a meeting with the family to notify them of the concerns and answer any questions the family may have about the referral process.
* At this meeting the Provider/Teacher will provide the family with a written statement including the reason for recommending a referral for additional services, a brief summary of the teacher’s observations related to the referral and any efforts the center may have made to accommodate the child’s needs.
* The Provider will offer the family assistance in making the referral. If the family needs extra support the center may (with written consent) contact the referral agency for them.

*Follow up to the referral:*

 The Provider will (with written consent) contact the agency or service provider who evaluated the child, for consultation and assistance in meeting the child’s needs at the center. If it is determined that the child is not in need of services from this agency, or is ineligible to receive services, the center shall review the child’s progress at the center every three months to determine if another referral is necessary. The program director will maintain a written record of any referrals, including the parent conferences and their results.

**Healthcare Policies**

*Physical Exams:*

 The Department of Early Education & Care (EEC) requires a recent physical exam for every child entering child care. This exam must have been within the past year and include a record of up to date immunizations, a yearly lead screening, and at least one dose of Varicella vaccine or a note stating that the child has had chicken pox. These health screenings must be maintained yearly in order for your child to remain in the day care center.

*Sick Children:*

Families will need to keep their child out of child care if the child experienced the following symptoms:

* Diarrhea more than twice in the last 12 hours
* Has had a fever (child must be fever free WITHOUT MEDICATION for 24 hours). In the event a child is absent, 3 days or more, from school **due to a fever or diarrhea**, a doctors note is needed to return to school on the fourth day.
* A sore throat or earache
* Is not well enough to play or go outside
* Requires more care than the staff can provide in a group setting

**Please call the center when 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, and air dried. The floors and any surfaces in the childcare area will be cleaned daily using a bleach solution and sanitizing agent. Any area that is soiled by bodily fluids will be cleaned and sanitized using a bleach solution immediately.

*Monitoring and Response:*

**Screening**: Upon entry to the program 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, and then sign their child in as they normally would. This process will be conducted on the first floor of the program in the hallway of the front door. An electrical sink has been purchased for immediate hand washing in this area.

**Isolation and Discharge**: In the event a child begins to show symptoms of COVID

-Fever >100 degrees

-Cough

-Sore throat

-Difficulty Breathing

-Gastrointestinal Symptoms (i.e. diarrhea, nausea, vomiting)

-Abdominal Pain

-Unexplained rash

-Fatigue

-Headache

-New loss of smell/taste

-New muscles aches

-Chill/shaking

-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 then be reported to the program licensing department (EEC), as well as the health department via email. The area and toys that the sick child was involved with will also be cleaned and sanitized immediately. The other children who are not showing symptoms of COVID will be removed from the “contaminated” area until properly and thoroughly cleaned and sanitized.

In the event a child or staff member has contracted the COVID19 VIRUS, the following procedures MUST be taken:

-infected person MUST notify the program immediately, at which time the center will 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.

-Infected person MUST go into immediate isolation/quarantine for a duration of 14 days, and MUST present a negative COVID test result before returning to the program. Families of children who are in quarantine, will have to submit half of their regular tuition in order to maintain their slot at the program.

As far as children who reside at the childcare program, they will NOT enter the childcare setting areas, as they are either in hybrid learning programs (part remote/online and part in person) or completely in person schooling, and may be at greater risk of exposure to the COVID19 virus. In the common areas (i.e. bathroom) MUST be completely sanitized after each child leaves these areas BEFORE the enrolled students can enter. Meals will be brought to them and dishes/utensils will be retrieved from them, so they will NOT enter the kitchen areas during business hours.

Should a child who resides at the childcare program become exposed to the COVID19 virus, all enrolled families, the licensing department, and the Department of Public Health will be notified immediately by email. The child will isolate for the specified duration of time deemed by the Department of Public Health, the common area will be cleaned and sanitized. The child MUST take a COVID19 test to determine if they have contracted the COVID19 virus. However, the center will NOT be expected to close during the isolation period.

Should a child who resides at the childcare program contract the COVID19 virus, the program will close for the duration of their quarantine. Tuition is NOT expected to be submitted at this time.

**Regular Daily Health Check**

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

Here are some other signs which would indicate a child is not well:

* Flushed face and hot dry skin or unusual paleness, redness and coldness
* Unexpected profuse sweating
* Drowsiness (especially when child is awake)
* Watery or glossy eyes
* Runny nose
* Sneezing/Coughing
* Diarrhea
* Stiff back or neck
* Pain in ear, head, chest, stomach, abdomen or joints
* Rash or fever
* Children **MUST** be awake when dropped off to school.

Classroom teachers should notify a child’s parent if any of the following conditions are observed:

* Poor hygiene
* Ring worm or worms
* Scabies or Nits
* Dental, hearing or vision problems
* Unhealed sores
* Continued absenteeism/tardiness

***Criteria for excluding an ill child:***

*Chicken pox*: five days after the onset of the rash, or when all lesions have dried and crusted.

*Diarrhea:* child must be diarrhea free for 24 hours (diarrhea is defined as more than the child’s normal number of stools with increased stool water or decreased form. Also, if the stool cannot be contained by a diaper or controlled by toilet use)

*Head Lice*: 24 hours after treatment was begun, and all nits are removed from the hair.

*Hepatitis A virus infection*: for 1 week after onset of illness and jaundice has disappeared or until immune serum globulin has been administered to appropriate children and staff in the programs within 2 weeks of exposure, as directed by the health department.

*Impetigo:* for 24 hours after treatment was begun.

*Measles:* for 4 days after the rash appears.

*Mumps:* for 9 days after onset of gland swelling

*Pertussis*: until 5 days of appropriate antibiotic therapy has been completed.

*Pinworm Infection:* for 24 hours after treatment was begun

*Conjunctivitis:* for 24 hours after treatment was begun

*Ringworm:* after treatment has begun

*Rubella:* for 7 days after the rash appears

*Scabies:* 24 hours after treatment has begun

*Strep throat:* 24 hours after treatment has begun

*Tuberculosis:* until the physician says the child is no longer infectious

*Vomiting:* until the child had been vomit free for 24 hours or after a physician has determined the vomiting was not a result of a communicable condition and that the child is not in danger of dehydration.

**Oral Health/Dental Policy**

In accordance with the 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 an individual toothbrush and toothpaste labeled with their individual name on each item. Toothbrushes and toothpaste MUST be kept in a safe and sanitary manner open to air without touching each other. Parents will provide their child’s toothbrush and toothpaste.

*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 DOCTORS NOTE IS NEEDED FOR THE STUDENTS RETURN TO THE CENTER.**

*Emergency Information:*

|  |  |
| --- | --- |
| **Emergency Phone numbers:** | **Emergency Hospital Care** |
| Fire: 9-1-1Police: 9-1-1Rescue: 9-1-1Ambulance: 9-1-1Poison Control: (800) 222-1222 | Boston Medical Center1 Boston Medical Center PlaceBoston, MA 02118(617) 638-8000 |

*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.
* 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:*

 If a serious emergency occurs the administrative 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.**

 **Emergency Preparedness Procedures:**

**Evacuation**

 Fire/Evacuation drills are every month (12 times/year) and fire department equipment is maintained regularly. When the fire alarm sounds, the children are instructed to line up quietly and leave the building immediately through escape routes. Each teacher counts the children before leaving each room and recounts them once outside the building.

**\*floor plan presenting evacuation plan is posted within each classroom.**

**Fire Drill**- Children and staff will file down the steps to front door. Once outside, children and staff will walk to the Pilgrim Pl private driveway until it’s safe to return.

**Facility/Area Safety Evacuation**-Staff will lead children down Richfield St to Columbia Rd. Children and staff will cross Columbia Rd and head to BPS Early Learning Center, located at Columbia Rd.

**Medical Emergencies**

All staff are certified in First Aid and CPR training. In case of an emergency the first thoughts and actions of the staff are the health and safety of the child. In serious life-threatening emergencies or on the advice of the child’s doctor, if a child gets sick or hurt at the Center and we cannot reach the parent we will:

* Call 911,
* Administer basic first aid,
* If the child is transported by The Emergency Medical Personnel, the child’s emergency card will go with them.
* If possible, a staff person will go with the child,
* Call the parent(s) about the details of the emergency, the action taken, which Emergency Medical Personnel responded, and where the child is being transported.

A written injury report will be completed by the teacher, parent will sign this report and a copy will be given to the parent and will be maintained in the child’s file.

**Sheltering In-Place**

 In some emergency situations it may be safer to remain within the building until the emergency has ended, such as severe weather or other emergencies. If it is warranted, the Provider or the individual in charge during their absence will shut off building systems to ensure safety.

* Loss of Electricity: All classrooms are equipped with emergency lighting including flashlights. Additionally, each classroom has ample natural light via windows to ensure safe environments. The center hosts cell phone usage to ensure communication to emergency agencies if needed. The center can remain open as electric does not impair heat or hot water for sanitation. Provider will contact the local electric company to inform of electric outage and understand the duration of the situation. If the duration will be longer than four (4) hours, parents will be contacted as the center may need to close. The decision to close is made on a case by case basis. EEC licensor will be contacted in the event of program closure due to loss of electricity.
* Loss of Heat/Hot Water: The program would immediately contact the heating company to address the reason for outage. Classroom temperatures will be closely monitored to ensure staff and child comfort. If a portion of the building loses heat, children will be temporarily relocated to heated areas. If the duration of the loss of heat and the temperature falls below 50 degrees, the program may close. Parents will be notified of center closing to support pick up. Additionally, each classroom would temporarily use hand sanitizer until the hot water is restored.
* Loss of Water: The program would immediately contact the City of Boston to inform them of the outage and understand the duration. If the duration is temporary, each classroom would be supplied with gallons of water. Bathrooms would have gallons of water available to force flush toilets. Hand sanitizer would be used temporarily. If the water supply cannot be restored within a two (2) hour time period, the center would close and contact parents and EEC.
* External Emergency (Lock Down): In the event that the environment outside the program becomes unsafe, staff and children may need to stay within the building. Given the external situation, staff and children may move to the internal hallway to ensure safety away from windows and all lights would be shut off. No person will be allowed to leave the building nor enter the building during this type of emergency. Doors would be locked from the outside (still allowing exit from the inside in case of fire) to ensure no entry. The program would immediately contact the local police for assistance. Parents would be notified via telephone by the Provider. EEC would be informed after staff and children are safe and local emergency personnel had responded.

*Rules for Administering Medication*

1. Each person (ALL TEACHING STAFF) who administers prescription or non-prescription medication to a child must be trained to verify and to document that the right child receives the proper dosage of the correct medication designated for that particular child, and given at the correct time(s), and by the proper method. Each person who administers medication (other than topical medication) must demonstrate competency in the administration of medication before being authorized by the licensee to administer any medication. These persons must also be trained in the recognition of common side effects of medications being administered in the program.
2. NO MEDICATION CAN BE ADMINISTRED WITHOUT THE WRITTEN CONCENT OF A PHYSICIAN, INCLUDING OVER THE COUNTER MEDICATION AND PERSCRIPTION MEDICATION.
3. Non-prescription medication will not be given to any child, unless a written note signed and dated by the parent and physician indicating that the medicine is for the child and includes specified dosage.
4. Non-prescription medication will not be administered beyond the instructions on the label without written instructions from a physician.
5. Parents will be notified before non-prescription medication is administered and a written log will be maintained.
6. Prescription medication will not be given to any child unless a written note from the child’s physician is provided specifying the child’s name, type of medication, dosage, number of times per day, and number of days to administer.

***Note: the FIRST dose of any medication MUST be given by the parent/caregiver, except under extraordinary circumstances.***

1. Prescription medication will not be given contrary to the directions of the original prescription.
2. Prescription medication will only be administered to the individual whose name is on the medication.
3. All medications are to be kept in the original container (with pharmacy label) out of reach of the children and under proper conditions of sanitation, preservation, security, and safety during the time the children are in care during the transportation of children.
4. A written record of all administered medication must be kept including the time, date, medication, dosage, child receiving medication and teacher administering the medication. This medical record shall be included as part of the child’s permanent record.
5. An IHCP (Individual Health Care Plan) must be maintained in each child’s file with a chronic medical condition, which has been diagnosed by a licensed health care practitioner. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects if that treatment is not administered.
6. Whenever an IHCP provides for a child to carry his/her own medication, the center must maintain on-site a back-up supply of the medication for use as needed.
7. Any unused medication shall be returned to the parent.

**Field Trip Policy**

 Fields trips are planned and executed by the individual classroom teachers and are often in walking distance from the day care location.

The following procedures apply to both types of trips:

1. Each child must be counted before leaving the daycare on nay trip. Each teacher must frequently conduct head counts during the course of the field trip.
2. It is the responsibility of each classroom teacher to make sure all children return safely to the center at the end of each field trip.
3. Children must be supervised at all times and follow all rules of safety and courtesy.
4. Each classroom teacher must take a first aid kit on each filed trip so proper emergency treatments may be administered in case of an emergency.
5. If a child has an accident at a nearby playground, park or any other public area, teachers and student must return to the center immediately to insure proper cleansing and treatment of the injury.
6. If the weather in hot and humid be sure that no child becomes over-heated or over- fatigued. Provide a rest period after each play activity. If possible, bring along water/juice or fruit to refresh the children.
7. Do not allow children to play near water, sharp fences, animals or construction, on parked cars or participate in adult sports (tennis, baseball, basketball etc.).
8. 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.
9. Permission slips must be signed by each child’s parent before any field trip occurs. If a child does not return a permission slip than arraignments should be made by the teacher for the child to remain at the center.
10. Prepare individual name tags/hats/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 of the childcare Center
1. During the trip act as a guide and encourage the children to be observant.
2. Encourage group discussions and where possible, point out a definite lesson.
3. Follow up the field trip with relevant classroom activities

**Snow Day Policy**

 New Age Scholars will only be closed if the **Department of Public Works or the Governor declares a Snow Emergency for the City of Boston (i.e. closes BPS).** Parents and teachers are instructed to watch their local news station or listen to the radio for announcements.

**Fee/Payments Policies**

 **Weekly tuition Fees:**

 **-Infants/Toddlers (under 2) $75/day**

 **-Preschool (over 2) $70/day**

 **-Before/Afterschool $65/day**

 **-Drop Off $70/day (Private clients ONLY)**

-D/O slots are charged ½ price for weeks NOT used. Once weeks are confirmed for use, the remaining balance for that particular week is due. All tuition is due the Friday BEFORE week of service is received.

-NAs does offer part time slots (3 CONSECUTIVE days minimum), however this option is only for children who have been in childcare previously.

**Be advised, tuition fees are non-refundable and will increase by $10/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 your child’s age group and schedule. The registration fee solidifies your child’s slot, and is non-refundable.** After paying the registration fee, parents are required to pay their childcare fees on a weekly schedule, due every Friday by 5:30pm. Bi-weekly or monthly schedules MUST be approved prior to child’s enrollment.

 Payments are collected on Fridays. An electronic receipt will be sent to you for electronic payments. We accept cash and electronic payments. If you choose to pay electronically a $5 processing fee will be applied to your weekly invoice. If your payment is not received Friday by 5:30pm, a fee of $10.00/day will be charged to your account (5:30pm being the cut off time for each day).

 If this additional fee is not paid by the end of the current month, you will be given a written notice each week your payment is not received. Please note that after your 3rd notice you will be given a notice of termination letter. 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.

 If you are having financial difficulties, you are encouraged to contact the Program Director to set up an acceptable re-payment plan, however if this agreement is broken, your child care placement will be terminated immediately.

 All holidays are paid. If school is closed because of a snow day other than a “State of Emergency” parents will not be charged for that day.

**\*\*\*Should you terminate your child’s childcare slot without giving a two week notice OR 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 7:30am to 5:30pm. If your child is picked up after 5:30pm on any school day, you will be charged a late fee of $1.00 per minute when you arrive after 5:30 p.m. This amount is due to the school within 24 hours or your child will not be allowed to attend school.

 If your arranged pick up person is late, you will be responsible for the late fee. Please keep your emergency contact information up to date at all times. Inform us as soon as any information changes regarding your child, so that we will be able to reach you or someone else when an emergency arises.

 After 5:30pm we will attempt to contact you. If you cannot be reached, we will then try each of the emergency contact persons you have provided. If those attempts also fail and we have called you AGAIN, DCF (the Department of Children and Families) and EEC (Department of Early Education and Care) will be contacted.

**New Age Scholars offers Extended Day Care for those who may not quite make it by our 5:30pm pick up time, for an additional $25/week (Ex. preschool tuition $200+ Extended day fee $25= $225 total due). Parents are expected to arrive as close to 5:30pm as possible.**

**Payment Options**

-Debit/Credit Cards ($5 electronic fee)

-Zelle (6173636996)

-Cash

\*\*\*NAS does NOT accept checks or money orders\*\*\*

**Holiday Schedule**

Although our center is open all year round, we do close in observation of certain holidays. You will receive a notice several days in advance regarding days when the center is closed. Holidays/Closings are as followed:

-January New Year’s Day -January Martin Luther King Day

-February Presidents Day -March St. Patrick’s Day (1/2 day)

-April Patriots Day -April Good Friday (1/2 day)

-May Memorial Day -June Professional Development

-July Independence Day -August Professional Development

-September Labor Day -September Personal

-October Columbus Day -November Thanksgiving Day

-November Day after Thanksgiving -December Christmas Day

**Child Abuse and Neglect**

 All staff members are mandated reporters. This means if any abuse or neglect of a child is suspected or observed the staff member MUST report to the Massachusetts Department of Children and Families. If a staff member observes any physical, emotional or mental abuse of a child the following steps will be taken:

* Staff will file a 51A report with the Department of Children and Families or bring the matter to their supervisor who will assist in filing the 51A report.
* Staff will cooperate with the Department of Children and Families investigation

If allegations are made against a staff member while a child is in the care of the program;

* The Department of Early Education and Care will be notified by the program director immediately upon filing a 51A report or upon learning that a 51A report has been filed.
* The staff person will not work with children and maybe 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 review 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 kept on file in our office and maintained by the office assistant. In each file is information from your child’s application, medical reports, progress reports, income statements and your fee agreement

 Every child entering day care must be immunized against diseases. Your child’s doctor will be able to make the correct entries on their medical form. Every year you will be notified to have your child examined by a doctor and the completed medical form will be kept in our files.

 Information contained in a child’s record shall be privileged and confidential. The licensee (day care center) shall not distribute or release information in a child’s records to implementing the program plan for the child without the written consent of the child’s parents. The licensee shall notify the parent if a child’s record is subpoenaed.

 The child’s parent shall, upon request, have access to his/her child’s records at reasonable times. In no event shall access be delayed more than two business days after the initial request without consent of the child’s parent.

 Upon request for access, the child’s entire record, regardless of the physical location of its parts shall be made available to, duplicate such information; and shall maintain a permanent, written log in each child’s record indicating any persons whom information contained in the child’s record, in whole or part, shall, upon each insistence of release, enter into the log of the file, the following:

* His/her name
* Signature
* Position
* Date
* Portions of records released
* Purpose of each release
* Signature of the person whom the information was released to.

 Log shall be available only to the child’s parents and center personnel responsible for record maintenance.

*Charge of copies:*

 Families may request copies of their child’s file, nominal fee may apply to support coping and mailing.

*Amending the child’s record:*

1. A child’s parent shall have the right to add information, comments, data or any other relevant material to the child’s record.

A child’s parent shall have the right to request deletion or amendment of any information contained in the child’s record. Such request shall be made with the procedures below:

* If such a parent is of opinion that added information is not sufficient to explain, clarify or correct object able material in the child’s record, he/she shall have the right to have a conference with the Program Director to make his/her objects known.
* The Program Director will inform the parent of the decision in writing stating in reasons for the decision. The Program Director will immediately take steps as necessary to put the decision into effect.

*Transfer of Records:*

 Upon written request by the parent the Program shall transfer the child’s record to the parent or any other person the parent identifies when the child is no longer in care.

*Notification:*

 New Age Scholars will notify parents in writing of the provisions of the information regarding the child’s records, at the time of the child’s admission to the center and thereafter in writing at least once a year.

Should parents/guardians need further assistance regarding any of New Age Scholars’ policies and/or procedures please contact our licensing department at your convenience.

**New Age Scholars is licensed by:**

 The Department of Early Education and Care

1 Washington St unit 20

Taunton, MA 02780

(508) 828-5025