



2017-18

# Concord Carousel Preschool Parent Handbook

School Phone (978) 318-3045

My Child's Teachers

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To: Carousel Parents  
Fr: Anita Stevanazzi-Hill  
Re: 2017-18 School Year

Welcome to Concord Carousel Preschool. We look forward to having your child as part of our program. This handbook is designed to give you important information about our program. Please read through completely. Feel free to ask any questions you may have about our policies and procedures. We look forward to your input and involvement.

## **Things You Can Do To Help Us**

- ❖ Call when your child will be absent.
- ❖ Label all belongings.
- ❖ Post our phone number at home and at work.
- ❖ Keep us informed about any problems, changes in health or routine, or anything that might affect your child while in our care.
- ❖ Arrive on time – late arrivals may miss activities that are an important part of our school day.
- ❖ Pick up on time – children worry when their parents are late.
- ❖ Check our parent bulletin boards and mailboxes daily.
- ❖ **READ YOUR HANDBOOK!!**

**CONCORD CAROUSEL PRESCHOOL PROGRAM  
PARENTS' HANDBOOK 2017-18**

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### **History**

In 1980, the Concord Recreation Department began to offer a Saturday morning playgroup for 8 children, ages 3 and 4. The focus of the group was strictly socialization. This playgroup expanded to two days per week in 1981. By 1985, the program had established a reputation in the community and a more formal curriculum was established and the group was enlarged and divided into two groups by age. A third day was added in 1986 and Concord Carousel Preschool was established. The program remains under the auspices of the Concord Recreation Department and is open to residents of Concord and surrounding communities. In 1991, Carousel expanded to three classrooms serving 48 children, ages 3-5. In 2000, a fourth class was added. In January of 2000, Carousel achieved accreditation by NAEYC. Carousel currently serves up to 72 children, ages 2 years nine months – 5 years.

### **Our Mission**

The mission of Concord Carousel Preschool is to create a safe, nurturing community where children and families feel welcome and develop respectful relationships and inquisitive minds. Concord Carousel strives to inspire wonder in children and families and strengthen an appreciation for individuality and creativity while instilling a love of life-long learning.

### **Our Philosophy**

Concord Carousel aims to create a safe, nurturing and quality preschool experience for our children and their families. Our developmental curriculum is designed to promote physical, social, emotional and cognitive growth by presenting challenges and engaging children in meaningful activities. Problem solving, creativity and learning are stimulated through both spontaneous and structured activities. Integrated play activities encourage children to interact with their peers, their teachers and materials.

Our classrooms are rich in materials and activity areas that support hands on, constructive explorations, nurture and promote children’s self-esteem, confidence, sense of wonder and natural passion for learning. These include small manipulatives such as legoes and puzzles, unit blocks, paint, playdough, craft materials, dramatic play, sensory materials such as sand and water, and drawing materials. There are opportunities to explore music, movement, science and nature. There are also opportunities for playing/working alone and in a group with other children and/or teachers. We also take numerous field trips to extend our learning beyond the classroom walls. Past trips have included walking trips to the bakery, post office and fire station, as well more distant locations like the Museum of Fine Arts, DeCordova Museum, Ecotarium and TheatreWorksUSA productions.

Concord Carousel is committed to creating a welcoming preschool setting and includes families and children with a wide variety of racial, ethnic, family, religious, economic and cultural backgrounds. We try to instill a genuine appreciation of and respect for others. By supporting

individual differences, we encourage children and their families to value the richness and importance of a diverse community.

### **Our Teachers**

Every classroom is staffed by two Early Childhood Professionals. Our day-to-day practices are grounded in current research and theory concerning how young children learn. The educators who work here have specialized training in Early Childhood Education and experience working with young children. Each educator takes professional development seriously and furthers their knowledge by participating in on-going training through workshops, attendance at professional conferences and personal explorations through reading and observations in areas of interest.

### **Organizational Chart**

Concord Town Manager

Assistant Town Manager

Director of Recreation Department

Assistant Recreation Director

Child Care Services Manager

Assistant Child Care Services Manager

Carousel Educators

Department of Early Education and Care (EEC) is the licensing authority.

### **EEC Contact Information**

Parents may contact EEC for information regarding Carousel's regulatory compliance history.

The contact information is:

Department of Early Education and Care

Central Massachusetts Office

120 Austin St.

Worcester, MA 01609

(508)798-5181

### **Enrollment Procedures**

Parents wishing to enroll their child in Concord Carousel Preschool Program should follow the following procedure:

Call the Child Care Services Manager and schedule an appointment to visit the program.

Registration begins in January for the school year beginning in September. Rolling admission on a space available basis is possible.

If enrollment is desired after visiting, bring or mail the registration form with the registration fee and one month's tuition (both non-refundable) to:

Concord Recreation Department  
Hunt Recreation Center  
90 Stow Street  
Concord, MA 01742  
(978) 287-1050

Mail-in registrations are not accepted prior to the first day of enrollment. Mail-in registrations are opened at the close of the first day of registration.

Enrollment is on a first-come, first served basis.

Families currently enrolled in the program are allowed to register one month prior to open enrollment. Families who have had children enrolled in the past may register two weeks prior to open enrollment, on a space available basis.

A non-refundable registration fee and one month's tuition, also non-refundable are required to complete registration.

A wait list is maintained when program capacity is reached (no fees are necessary for those on the wait list).

All families are welcome to submit an application and will be accepted on a space available basis. Toilet training is not an eligibility requirement for enrollment. Carousel does not discriminate on the basis of race, sex, religion, disability, sexual preference, cultural heritage, political beliefs, or marital status.

### **Daily Schedule**

Carousel is in session from 9:15 AM-12:00 Noon on Monday, Wednesday, Thursday and Friday. A three-day program (Monday, Wednesday and Friday) is offered for three and four year olds. A four-day program (Monday, Wednesday, Thursday and Friday) is offered for four and five year olds. A two-day program is offered for three-year-olds - two days in our three day program. Our daily schedule includes a balance of indoor and outdoor free play, quiet and active curriculum plans and extensive opportunities to socialize, problem solve, explore and learn. Extended days (Stay and Play) are offered on Monday and Wednesday until 2:30 PM for an additional fee. Stay and Swim is offered, if there is sufficient interest, on Wednesdays (like Stay and Play with the addition of a swim lesson and play time at the Beede Center).

### **Curriculum**

Carousel utilizes the Massachusetts Guidelines for Preschool Learning Experiences and the Creative Curriculum for Preschool to guide our curriculum. The 4 day classrooms also utilize the Open Circle Curriculum for social competency experiences. Staff has also received training in the Center On The Social Emotional Foundations for Early Learning (CSEFEL).

Each teaching team plans activities consistent with Carousel's curriculum and philosophy. Plans also utilize the results of ongoing assessment to individualize the curriculum for children. Plans address interest areas in the classroom and show a balance of active/quiet activities, child-initiated and teacher-initiated activities and indoor and outdoor activities.

### **Assessment**

Ongoing assessment of children's skill and needs are an integral part of our program. Teachers will use a variety of assessment tools to ensure that assessment is broad and accurate. Assessment tools will include teacher designed tools such as anecdotal records, classroom checklists and notecards. Assessment will also include the use of published tools, currently the Creative Curriculum Developmental Curriculum and Checklist. Assessment will be done through observation, rather than testing. The results of assessment will be used to report progress to parents/guardians, create daily plans for children based on interest and needs and as a means of determining and supporting additional assessment when concerns arise.

### **Tuition**

The yearly tuition for Carousel is divided into ten monthly payments (September-June). Tuition rates are listed on the Carousel enrollment application. Families are billed and payment is due on the first of the month. A \$50 registration fee and one month's tuition (both non-refundable) are due at the time of registration.

### **Holidays and Vacations**

Our Program follows the Concord Public School calendar, and is not in session on legal holidays, and school vacation weeks. There are some variations from the public school calendar on professional days and religious holidays. A calendar will be provided by Carousel. There is no refund for days that we are not in session.

### **Inclement Weather**

If the Concord Public Schools are closed due to inclement weather, our program will not be in session. In the event of delayed opening of 1 hour or less by the Concord Public Schools, Carousel will be delayed an equal amount. In the event of delayed opening of more than 1 hour, Carousel will be closed for the day. There is no refund for days missed due to inclement weather.

### **Arrival and Departure**

Parents must accompany their child to the classroom each morning. Arrival time is at 9:15 a.m. Parents arriving early will be asked to wait with their child outside of the classroom to allow time for the teachers to prepare for the children. Carousel has a sign in, sign out policy. There are

sign in/out sheets near the entrance to each classroom. These sheets also have space to write messages to the teachers concerning changes in pick-up or other important messages – please note that anything written on the sign in/out sheet should also be communicated to the teacher either verbally or in the form of a note. Please be sure that the teacher acknowledges your child's arrival before you leave. Please try to arrive on time. Late arrivals can be disruptive and result in your child missing an important part of his/her day.

Children will be released to parents at 12:00 Noon. Parents must enter the classroom for their child and inform the teachers of the child's departure (as well as sign their child out). If someone other than the parent is picking the child up, that person must be listed on the release authorization form, or the parent must provide written permission to release the child. Under no circumstances will a child be released to someone not meeting these requirements. Please be prompt in picking up your child. If you experience an unavoidable delay, please call us as soon as possible. A staff person will remain with your child until you arrive. Any overt abuse of this policy may result in an additional charge.

### **Supervision of Children**

Children are supervised by sight and sound at all times. Older children may be supervised by sound only for a brief period while using the bathroom if privacy is required. Concord Carousel is located in the Harvey Wheeler Community Center, a public building. We are located in a separate wing from the major activity center. Children are not allowed to leave the classroom unescorted by an adult.

### **Behavior Management**

Carousel staff guides behavior by creating a trusting environment that promotes appropriate behavior. Time and effort are placed on anticipating behaviors and creating an environment that helps avoid them. Expectations are realistic and limits clearly explained and supported by the environment. Materials and activities are stimulating and encourage appropriate opportunities for testing and experimenting. New materials (or a rotation of materials) are provided on a regular basis to prevent boredom. Materials and activities are designed to allow children to feel successful and challenged, without being frustrated. Positive reinforcement is used to maintain appropriate behavior. Children are encouraged to take turns with materials and assistance from educators is given to learn this behavior.

When behavior problems occur, attempts are made to redirect the child to more appropriate behavior. Time is allowed for children to learn alternative behaviors and guidance is given in expressing emotions such as anger. "Time out" is not used for behavior guidance. However, in extreme cases, a child may need to be separated from the group. This is viewed as an opportunity to regain control and should not be viewed as punitive. When the child is composed, he/she will be encouraged to rejoin the group. The child will be supervised at all times. No child is ever subject to physical punishment, psychological abuse, humiliation, or coercion for any reason (including toileting accidents). Staff does not use derogatory remarks or threats. We do not withhold or threaten to withhold food as a punishment, nor do we force a child to eat. No child will be deprived of outdoor time as a method of guiding behavior. Children will never be confined to a piece of equipment (chair, bench, etc.) in lieu of supervision or as a method of guiding behavior. All behavior guidance is adjusted to the individual needs and development of the child and is viewed as a learning experience, not as punishment.



The Child Care Services Manager is notified whenever a behavior becomes hard to manage and/or when a parent must be notified of the child's behavior in a formal manner. For cases where there is a persistent, serious, challenging behavior, every effort will be made to work as a team with parents and professionals to support the child's inclusion and success.

### **Working With Challenging Children**

If a child presents a challenging behavior, the following steps will be taken to support the child's inclusion and success in the program:

1. Teaching staff will observe and document the behavior, including the following
  - a. The specific behavior observed
  - b. How often the behavior occurs
  - c. Time of day
  - d. Classroom events before and during behavior
  - e. Others (adults and children) involved and their roles
  - f. Response to behavior
2. Teaching staff will consult with the Director and classroom adjustments will be made to facilitate change in the behavior, utilizing positive behavior support strategies.
3. If behavior is ongoing or dangerous, a meeting with the family will be arranged to discuss additional strategies for success.
4. Consultation with an educational consultant or specialists may be arranged when staff resources and strategies have been exhausted.

### **Referrals**

Educational, medical, mental health and social referrals:

If, after observation, it is considered that a child's behavior indicates a reasonable likelihood that the child is in need of special services, the procedure is as follows:

- a. The Child Care Services Manager will be provided with written documentation of the reason for referral, including observations by teaching staff.
- b. The teachers and/or Child Care Services Manager will meet with the parents to acquaint them, with the concerns and inform them of their rights under Chapter 776 Act of 1972 and its regulations. They will also be informed of their rights to appeal under St. 1972, c. 766.
- c. With the consent of the parents, a referral will be made to the Special Education Department of the child's local school district.
- d. A written record will be maintained of all meetings, observations, and subsequent referrals, as well as any information shared with the local schools.
- e. the program will maintain a list of referral resources for educational, medical, social or mental health services, including the contact for the public schools and Early Intervention.

If a parent chooses not to seek services, it will not affect the child's standing in the program unless Concord Carousel is unable to meet the needs of the child.

Dental, Vision, and Hearing Referrals:

If a teacher feels a child's school experience is affected by dental, vision, or hearing problems, he/she may make a recommendation to the parent that the child be examined by a professional. The compliance/non-compliance with the recommendation will have no effect on the child's standing in the program.

### **Individual Education Plans/Individual Family Plans**

Parents/guardians of any child or family on an individual service plan should meet with the director and teaching staff to coordinate services and activities for the child that meet the goals in the plan. Carousel staff is willing to meet with the public schools, therapists, social workers and/or other professionals to coordinate services so that the needs of the child and family are best met. Accommodations for children with special needs will be made, based on IEPs, as long as they are reasonable and serve the needs of the child.

### **Termination and Suspension**

Every effort will be made to prevent suspension or termination of a child from the program for challenging behaviors. Carousel educators will meet with the parents to discuss options for the child including referrals for diagnostic, evaluative or therapeutic services, programmatic supportive services including consultation and/or teacher training and home - school interventions.

Termination or suspension from the program may occur for non-payment of tuition or if a determination is made that Concord Carousel is not an appropriate setting for a child. No termination or suspension would occur without written documentation as well as meetings with the parents, teachers and Child Care Services Manager. If a child's enrollment must be terminated or suspended, the reasons for suspension or termination will be given in writing to the parents, along with the circumstances under which the child may return. If the parent has chosen to terminate their child's enrollment from the program for any reason, such as a move, the program must be informed, in writing, with the child's last day noted. If a child's enrollment is terminated from the program, the staff will make every effort to prepare the child in a manner consistent with his/her development.

### **Resolving School / Family Conflict**

If a family feels that the school's professional values and practices conflict with the families values and practices, parents should first approach their child's teacher with their concern. We welcome the opportunity to discuss these issues with families and will make every effort to coordinate the goals and objectives of the classroom with those of the family. If, after discussing a concern with the teacher, the family continues to be concerned they should contact the director. The school is charged with balancing the values of a diverse population and executing sound early childhood practice.

### **Transition To New Classroom or Program**

Whenever children are preparing to transfer to a new program or classroom, staff will collaborate and share information, with the written permission of the parents. This includes

meetings with the public school's kindergarten transition teams, for those children entering kindergarten.

### **Toileting Procedures**

A Carousel staff person will supervise all children using the bathroom. Children will be supervised in toileting and hand washing. Hands will be washed under running water, with liquid soap and dried with paper towels. If a child has a toileting accident, they will not be punished or humiliated. Each child is treated with kindness and respect and is given assistance in changing his/her soiled clothing. Soiled clothing is doubled bagged in plastic bags and sent home to be washed. Please replace extra clothing as soon as possible. Children who are not fully trained will not be excluded from the program. Those children should wear "pull-ups" instead of diapers to facilitate use of the toilet independently. We invite the children to use the toilet during our "bathroom time" and most are able to participate if they are not wearing diapers. Parents must also meet with the teachers to discuss "toilet teaching" procedures at home so that we can be consistent in our approach with your child.

### **Clothing**

Our program philosophy supports active (and often messy) play. For this reason, we request that your child wear comfortable play clothes to school. Clothing will get soiled. Although most of our materials are washable, not all are – it is advised that children not wear clothing that is important or special. For safety reasons, rubber-soled shoes or sneakers are preferred; sandals, clogs and other open shoes are not allowed. Crocs are discouraged and must have a heel strap if worn to school. Leather soled (dressy shoes) are discouraged. Children wearing leather soled shoes or crocs will not be allowed to use our climbing structure for safety reasons. Also note that all strings/laces should be removed from clothing, as they can present a strangulation threat if caught on playground equipment. Children should not wear jewelry or scarves to school for the same reason.

Unless the weather is severe, your child will be outdoors for part of each day. New England weather changes quickly throughout the day. Please dress your child appropriately for the weather and label all outdoor clothing with your child's name. . Although the weather may be severe when you arrive at school, it may change when it is time to go outside. Always bring appropriate outdoor clothing, even when in doubt.

You must provide a complete change of clothing for your child. Although most children are toilet trained, accidents sometimes happen. Please label each piece of clothing with your child's name. We will provide shoe box size storage for their clothes. Please remember to provide different clothing as your child grows and as the seasons change.

### **Health and Illness**

The Concord Carousel Preschool Program makes a strong effort to prevent the spread of illness by the following procedures:

- 1) a strict hand washing policy for children and adults
- 2) bringing fresh air into the center daily
- 3) coughing and sneezing toward the floor (and teaching this to

- the children) -washing hands after coughing or sneezing  
4) keeping the center clean and disinfected

We realize, however, that illness is an unavoidable part of life, especially with young children in a group setting for the first time. When necessary, we may need to exclude a child from the program due to illness, when he/she presents a health risk to other children and staff. If a child is contagious, or not feeling well enough to participate in group activities, he/she must remain at home. When a child becomes ill at school, we will do our best to reach you while keeping your child as comfortable as possible. This may mean separating him/her from the group. A rest area will be provided in the office or conference room and a staff person will remain with the child at all times. The child will be provided with quiet activities and, depending on ability to keep food down, a snack and drink, while waiting for his/her parents. We realize that it is difficult for working parents to leave work for a sick child, but we take your child's best interests into consideration when calling you. You may wish to develop a plan for caring for a sick child prior to needing it. The following are some common illness encountered in preschool and our policies concerning attendance:

**Cough/Colds:** Children with a cough or cold may attend school as long as they feel well enough to follow daily routines (including outdoor play). If a fever accompanies cold symptoms, the child must stay at home. (See fever below).

**Fever:** A child with a fever must remain home until free of fever for 24 hours.

**Strep:** A child with a sore throat and a fever together should have a throat culture. The child should remain at home until he/she receives a negative culture or has been on antibiotics for 24 hours.

**Ear Infections:** A child may attend school as long as he/she is not experiencing great discomfort or fever.

**Rash:** Please notify the teacher if your child has an existing rash when he/she comes to school. We will call the parents if a rash appears suddenly, spreads quickly, or is accompanied by other symptoms.

**Vomiting:** A vomiting child must remain at home until he/she can tolerate a normal diet for 24 hours. If vomiting is accompanied by fever, please follow the recommendation for fever above.

**Diarrhea:** A child with diarrhea must remain at home until free of diarrhea for 24 hours.

**Impetigo:** A child must stay at home until he/she has been on medication 24 hours.

**Conjunctivitis:** A child with conjunctivitis may return to the program the day after treatment has begun. If your health care provider chooses not to prescribe medication, you must bring a note from him/her stating that your child does not present a health threat to others.

**Head Lice:** A child may return to the program after treatment and removal of nits.

If your child contacts any of the listed illness or any other contagious illness, please contact the school as soon as possible. Carousel will notify parents of exposure to contagious illness as required and advised by the Department of Public Health and/or our health care consultant.

### Individual Health Care Plans

Individual Health Care plans will be maintained for each child with a chronic medical condition, as diagnosed by a licensed health care professional. The plan will contain the following information:

- 1) The child's name

- 2) Date
- 3) Description of chronic condition
- 4) Symptoms
- 5) Treatment required while child is in care
- 6) Potential side effects of treatment
- 7) Potential consequences if treatment is not administered
- 8) The names of educators trained in administering treatment
- 9) The name of the person(s) who trained educators (and permission to do so)

Carousel will administer routine/ scheduled medication or treatment, if approved by parents/guardians and authorized by a licensed health care provider. Training that addresses the child's medical condition, medication and other treatment will be successfully completed by each educator responsible for care.

- 1) This training will be provided by the child's health care practitioner or, with his/her written consent, the child's parent or the program's health care consultant.
- 2) For unanticipated administration or medication or treatment (other than routine, scheduled treatment) for a non- life threatening condition, the educator will make a reasonable attempt to contact the parent prior to administration. If the parents cannot be reached in advance, they will be notified as soon as possible after treatment or medication is given.
- 3) All medication or treatment (anticipated or unanticipated) will be documented in the child's medication/treatment log.
- 4) Consent is valid for one year (unless withdrawn earlier) and must be renewed annually.

### **Absence**

If your child is going to be absent due to illness or other reasons, please let us know by calling the school at (978)318-3045. If it is before school hours, please leave a voicemail message.

### **Emergency Procedures**

Emergency telephone numbers are posted at each phone. If a child is injured, we follow this procedure:

- 1) If a child needs emergency medical attention, call for an ambulance –911. A teacher or the director must always accompany a child to the hospital (in the ambulance if allowed – otherwise following in their private vehicle). We bring the child's file with us as it contains pertinent medical information, including health insurance information and individual health plans (allergies, asthma, etc.). Concord ambulance transports to Emerson Hospital.
- 2) If poisoning is suspected, call poison control – 1-800-222-1222.
- 3) Contact the child's parent. If the parent cannot be reached, contact the emergency contact person.
- 4) Contact the child's pediatrician.
- 5) Contact EEC if required.
- 6) Complete an accident report for any injury.
- 7) A copy of the injury report must be placed in the child's file and given to the parents.
- 8) A copy of the injury report must be given to the director before the end of the school day.

9) **All injuries** must be logged on the injury log.

10) When on a field trip, the emergency bag for the class must be taken. This bag includes medical information, emergency contact information and individual health plans as well as a first aid bag containing bandages, gauze pads, rubber gloves, ice packs and antiseptic wipes. A fully charged cell phone goes on all field trips. Steps 1-9 are followed on a field trip.

Note: all staff are certified in Pediatric First Aid and CPR/AED.

If a child in attendance is unaccounted for, all staff will be alerted. All available staff will begin an immediate search for the child. If the child is not located immediately, 911 will be called to see the assistance of public safety officials. Parents will be notified once 911 has been called.

### **Emergency Evacuation**

Carousel will evacuate immediately if the building alarm sounds or if advised to do so by public safety officials (fire or police), the building manager or anyone indicating an immediately unsafe condition requiring evacuation. In an immediate danger, we will pull the fire alarm to notify all building occupants and to signal public safety personnel.

Concord Carousel will also evacuate if the director or staff in charge sense unsafe conditions exist (unusual odor, etc.) within the building. We will notify the building manager of the conditions. Once the children have safely left the building, we will notify public safety personnel if they have not yet been notified.

In the event of a natural disaster, loss of power or heat, or other emergencies not requiring immediate evacuation, we will consult with public safety officials to determine whether to evacuate or shelter in place.

At times, it may be safer to stay in our building (if there is a threat outside such as a threatening person, storm, etc.) or if there is an environmental danger (the air is unsafe to breath, chemical emergency, tornado warning, etc.). In these cases, we will close and lock all doors and move children to a part of the building with the least number of windows (such as the basement).

Evacuation routes are detailed at each exit in the classrooms. Children practice evacuation monthly, at various times of the day using various routes. Once evacuated, groups meet on the playground at the far corner near the climber. Teachers bring the class sign in/out sheets for accurate attendance, the emergency bag with emergency contact info and cell phones for alerting public safety and parents, if necessary. One teacher and/or director visually surveys the classroom for children who may be disoriented or hiding. A head count is taken as we leave the building. Attendance is taken again at the designated meeting place.

Concord Carousel has a detailed Emergency Evacuation Plan available on request.

### **Medication**

If necessary to maintain the health of a child, we will administer medication if the following requirements are met:

- 1) No medication (prescription or non-prescription) will be administered without written authorization from the parents indicating that the medication is for the specified child.
- 2) Prescription and non-prescription medication must have a written order from the physician (which may be the label on the prescription) stating
  - a) the name of the child
  - b) name of the medication
  - c) dosage
  - d) number of times per day and the times
  - e) number of days medication is to be administered
  - f) how medication must be stored
- 3) Medication cannot be given contrary to the directions on the container without a written order from the child's physician. Medications without clear instructions must have a written physician or pharmacist descriptive order.
- 4) Medication must be in the original container with the original label and labeled with the child's name. A dosage cup or other means of giving liquids must be provided if medication is in liquid form. The prescription label must be attached to the bottle, injector or inhaler, not the box. Non-prescription medication must be in the original container, with clear instructions for dosage.
- 5) An attempt to notify parents will be made prior to administering "as needed" medication, unless there is an urgent need or if a delay will affect appropriate care.
- 6) Child must receive the first dose of any medication at home (with the exception of emergency medication for life threatening illnesses (i.e. EPI pen, Insulin, etc.))
- 7) Teachers, lead teachers and directors trained in medication administration may administer medication meeting above requirements 1-4 following this procedure:

#### 5 Rights of Medication Administration

1. Right child – be certain that the medication is given to the right child
2. Right Medication – the medication is labeled with the child's name as well as the name of the medication and that it is the one on the form.
3. The Right Route – the medication is given as prescribed (by mouth, etc)
4. The Right Dose – the dosage is checked for accuracy and an accurate means of measuring is used
5. The Right Time – double check the medication log to be sure that the medication is being given at the correct time and that the child has not yet received this dose of medication.

Educators will document all administrations in the child's medication log (in the child's file).

- 8) All medication will be stored properly, locked (except for EPI Pens and other emergency medication) and out of the reach of children, and returned to the parent at the end of the day (except for EPI Pens).
- 9) EPI Pens/Auvi-Q – auto-injectors must be provided by the parents if a child's allergy plan requires it. Two pens should be provided. The injectors will be carried in fanny packs worn by the teachers whenever the child is in attendance.

### **Required Records**

All information in the students' file is strictly confidential. Written consent must be obtained from the parents to share this information with anyone. Each child's file will contain the following.

- Enrollment form/Face sheet
- 1<sup>st</sup> Aid/Emergency Medical Consent and Release
- Health Records, including proof of immunization and lead screening and physical exam within past year.
- Medication Consent (including non-prescription and topical) forms, if applicable
- Individual Health Plans, if applicable
- Developmental History
- Transportation Plan
- Custody Agreements, court orders, restraining orders, if applicable
- Family Information Form
- Permission Slips (field trip, photo and video)
- Emergency Card
- Documentation of all parent contact (including phone calls and notes to or from the parent)
- Documentation of any injuries/incidents
- Documentation of referrals
- Progress Reports
- Medication Log

This file must be updated yearly for those children returning to the program. Please let us know of any change in information during the school year, as soon as possible. Parents may add information to a child's file at any time.

### Allergies

We will make all reasonable efforts to accommodate a child's allergies during school hours. We work with each allergic child's family and health care provider to develop individual allergy/health care plans for each allergic child. Children who require EPI pens will provide two to the program to be carried by the teachers at all times.

Due to the number of peanut allergies, **Concord Carousel is a peanut/tree nut free program.** Do not send any food containing peanuts or tree nuts to school at any time. Any food sent to school must be approved by the teachers prior to sending it. All children must wash their hands as they enter the classrooms to ensure that allergens from home are not transferred to our classroom materials. **Due to the number of allergies, please do not bring food into the building (including our hallway) without the prior approval of the teachers. Please make sure that siblings accompanying your child do not bring in food in to the building and also follow our handwashing policy before playing in our rooms.**

### Confidentiality of Records

Children's records are confidential and, in addition to parent/guardian are only available to the Carousel administrator, teachers, and regulatory agencies (EEC).



## **Food**

The Concord Carousel Preschool provides a daily nutritious snack for the children. We avoid foods that are high in processed sugar, and sodium. Most food allergies are easily accommodated, and no food should be sent from home before consulting with the teachers. Snack is served family-style and children assist in setting and clearing the tables. Children serve themselves and pour their own juice. We view snack time as a time to model good eating habits and a time for pleasant conversation. Families with specific food needs (for health reasons, religious reasons or family values) should discuss those needs with the director. Often these needs can be met through our snack program but individual plans can be formulated to meet a family's food requirements.

## **Family Celebrations**

Throughout the school year we celebrate many different holidays and events with the children. Although we do not have a holiday-based curriculum, we try to make the connection between home and school by addressing important events. This gives the children a sense of pride and helps us to learn about each other and other cultures.

The most important family celebration, from a child's perspective, is his/her own birthday. We join in celebrating by announcing the event to the class, marking the calendar and giving the child a birthday crown. Parents are invited to send in a special snack on this day - speak to your child's teacher for guidance, suggestions and allergy concerns.

## **Field Trips**

Staff plans regular field trips to supplement their classroom activities. The majority of these trips are walking trips in the local community. Some field trips will require transportation away from the program. For field trips that are a distance from school, Carousel may provide a school bus. Other trips may be arranged by having parents drop off and pick-up at the field trip site. No teacher will transport a child in his/her own vehicle at any time. When field trips are arranged, it is important that supervision of children is maintained at standards met at school. Ratios are maintained at all times. Parents may, at times, accompany classes on the field trip as chaperones. The Child Care Services Manager is notified in advance of all trips. Permission for walking field trips is given in at the time of enrollment. Teachers will notify parents prior to a walking field trip, when possible. For all other trips, a signed permission slip from the parents must be received before a child can participate. The permission slip must include the following: destination, date, time, location, duration of trip and mode of transportation. Permission slips will also include any fees required for the trip (fees are sometimes required for admission and to defray the cost of transportation). Fees are due when the slip is turned in. Permission slips must be approved by the director prior to distribution. For all field trips, at least one teacher on the trip will have a cell phone. Staff will bring the emergency bag with them containing emergency cards for all children, individual health plans, and a first aid kit. Staff will also bring any emergency medication for their students. Each child will have a name tag with the name of the teachers, name of the program, address of the program and program phone number or will wear one of our "field trip vests". If there is a problem with transportation on the trip, the bus company will

provide back-up transportation. If parents provide transportation, a staff member will remain with a child until the parent arrives, in the event that the parent has transportation problems.

### **Transportation**

Parents are responsible for providing transportation to and from Concord Carousel Preschool. A school bus or parents transporting their own child in a private vehicle may provide field trip transportation. The method of transportation for field trips will be listed on the field trip permission slip. We do not use private vehicles to transport children (other than parents dropping off and picking up at the site) on field trips. In an emergency evacuation requiring that children move to another site, we will walk when safe to do so or transportation will be provided by school bus.

### **Research and Experimentation**

Carousel does not routinely participate in any research and experimentation projects. No child would be allowed to participate in any research or experimentation without written consent of the parent. Any research or observations would be with no risk of harm (physical or emotional) to the child. No child would be identified by name.

### **Media**

No child will have their picture or name appear in the media without written consent of the parent. A permission form is provided to each family at the start of the school year. Parents are allowed to record their child's memories by taking video and photographs of our classroom events. These are for personal use only and may not be shared in publications or on the internet (YouTube, public/private photo sites, facebook, etc.). At times, parents may be asked to sign a separate media permission form for a specific event where photos or video may be taken by the event's sponsor (Mothers' Day Shoppe, Veteran's Breakfast, etc.). If a child's image cannot be used, we will try to have them participate in a way that keeps them out of photos/videos.

### **Fundraising Activities**

No child will participate in a fund raising activity without consent of the parent.

### **Reporting Suspected Abuse/Neglect**

State law mandates that reports be filed of suspected abuse and/or neglect. Carousel staff are mandated reporters. If a staff person suspects that a child is a victim of neglect and/or abuse, the procedure is as follows:

1. Suspected abuse must be reported to the Child Care Services Manager immediately, with documentation.
2. The Child Care Services Manager will consult with the health consultant or other appropriate professionals.
3. The Child Care Services Manager will report the suspected case to the Department of Children and Families (DCF) pursuant to M. G. L. c199s 51A.

4. The Child Care Services Manager will then notify the parents of the filing of a 51A pertaining to his/her child.
5. If a staff member is suspected of abuse of a child in the program, that person will be suspended from duties directly involved with children until an investigation is complete and EEC requirements are met.
6. If a 51A is filed against the program, the Child Care Services Manager will notify EEC immediately.

### **Visitation**

Parents may visit their child's classroom at any time. If you choose to visit, please remember that the teachers must spend their time with the children and will not be available to talk with you. If you have any questions or concerns that need to be addressed you may schedule a meeting with the teachers at a mutually convenient time. A courtesy call letting us know that you will visit gives us the opportunity to prepare the children for visitors, but is not required. Visitors should arrange alternative care for siblings. All visitors must check in at the school office prior to visiting.

### **Conferences**

Parent/teacher conferences are held at least two times per year (December/January and May/June) for the purpose of discussing a child's progress in the program. Conferences will be held every three months for children with identified special needs. At this time, teachers will review a written report of the child's progress with the parents. Additional conferences are scheduled on an as-needed basis. If you have any questions or concerns, please schedule a conference with your child's teacher.

### **Parent Input**

We welcome and encourage comments and suggestions from parents. The director will respond to all parent suggestions.

### **Parent Communication**

Concord Carousel maintains contact with parents through phone calls, email, notes, and newsletters. Notices concerning school and community events are posted on the parent bulletin boards located outside each classroom. Individual notices are placed in each parents' mailbox located in the classroom. Children also have cubbies inside the classroom for storage of their belongings.

### **Parent Notifications**

Parents will be notified

1. immediately whenever there is an injury requiring medical care beyond minor first aid, whenever there is a facial or head injury and whenever there has been emergency administration of non-prescription medication.
2. immediately whenever there is an allegation of abuse or neglect involving their child while in care.

Parents will be notified in writing, within 48 hours, of any of the above.

### **Parent Volunteers**

There are many ways parents can volunteer inside and outside the classrooms. Parents who have time and interest in volunteering should see the director for information. Parents who volunteer in the classroom or on field trips must follow Carousel's confidentiality policies. This includes (but is not limited to) refraining from discussing any child's behaviors or comments, or other observations.

### **The Commonwealth of Massachusetts Department of Early Education and Care FAMILY INVOLVEMENT INFORMATION**

The General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Education and Care the legal responsibility of promulgating and enforcing rules and regulations governing the operation of family child care, small group and school age and large group and school age child care.

These regulations, 606 CMR 7.00, establish standards for operation of family child care, small group and school age and large group and school age child care programs in the Commonwealth. The regulations require certain things of licensees (program owner) in regard to their work with families. A summary of the required parent information, rights, and responsibilities are identified below.

Family Involvement. The following 606 CMR 7.08 requirements apply to all programs, including family child care, small group and school age and large group and school age child care. Additional requirements for family child care are found at 606 CMR 7.08(9). Additional requirements for small group and school age and large group and school age child care are found at 606 CMR 7.08(10).

The licensee must support and encourage a partnership with and the involvement of parents in the early education and care of their children.

Parent Communication. The licensee must develop a mechanism for and encourage ongoing communication with parents, and must be able to communicate effectively with families whose primary language is not English or who require alternative communication methods.

Parent Input. The licensee must have a procedure for allowing parental input in the development of program policies, which may include, but need not be limited to a suggestion box and individual or group parent meetings.

Parent Visits. The licensee must permit and encourage unannounced visits by parents to the program and/or to their child's room at any time while their child is present.

Enrollment Meeting. The licensee must provide an opportunity for and encourage parents to meet with the program administrator or his/her designee prior to admitting a child to the program.

- The licensee must offer children and parents an orientation to the program.
- The licensee must provide an opportunity for parent(s) and children to visit the program and meet educators before the child is enrolled.
- The licensee must seek information about each child's and family's interests and needs.
- To support transitions and coordinate with services offered by other providers, the educators must request that parents share with them information about other therapeutic, educational, social and support services received by the child.
- For children younger than school age, educators must discuss each child's developmental history with his or her parents at the time of enrollment. The developmental history must be updated annually and maintained in the child's record.

Written Information for Parents. The licensee must provide the following information to families in writing prior to enrollment of their child:

- notification that parents are welcome to visit the program unannounced at any time while their child is present; and that input from and communication with parents is encouraged;
- the frequency of children's progress reports;
- the program's policy regarding administration of medication;
- the procedures for meeting potential emergencies;
- the transportation plan;
- a program calendar noting closed days and hours of operation;
- the program's fee schedule, including any fees for late payment, late pick-up, field trips, special materials, etc;
- the program's plan to provide positive and consistent guidance to children based on their individual needs and development;
- the program's criteria for excluding children from care due to serious illnesses, contagious diseases and reportable diseases in conformance with regulations and recommendations set by the Division of Communicable Disease Control, Department of Public Health;
- information regarding SIDS risk reduction practices, including the practice of sleeping infants on their backs;
- the procedures relating to children's records;
- notice that child educators are mandated reporters and must, by law, report suspected child abuse or neglect to the Department of Children and Families;
- notice that the program is licensed by EEC, including the telephone number and address of the EEC regional office responsible for the program;
- a statement that parents may contact EEC for information regarding the program's regulatory compliance history.

Parent Conferences. The licensee must make educators available for individual conferences with parents at parental request.

Notifications to Parents. The licensee must inform parents:

- immediately of any injury which requires any medical care beyond minor first aid or of any emergency administration of non-prescription medication;
  - immediately of any allegation of abuse or neglect involving their children while in the care and custody of the licensee;
  - prior to or as soon as possible following any change in educators;
- at the end of the day regarding any minor first aid administered;  
in writing within 48 hours of any incident;
- whenever special problems and significant developments arise;

- whenever a communicable disease or condition has been identified in the program;
  - in writing seven days prior to the implementation of any change in program policy or procedures;
  - prior to the introduction of any pets into the program;
- of the use of any herbicides or pesticides, prior to their use whenever possible; and
- whenever the program deviates from the planned menu.

Additional Requirements for Family Child Care. The provider must notify parents:

- in writing of the existence of a firearm in the family child care home. This notification must be given upon enrollment and/or when the firearm is brought into the family child care home;
- of any changes in the regular composition of the household. The provider must notify the parents of anyone regularly on the premises.

Additional Requirements for Small Group and School Age and Large Group and School Age Child Care.

The licensee must provide the following information to parents in writing prior to enrollment:

- the program's written statement of purpose including and, where applicable, information on the administrative organization of the program;
- The suspension and termination policy.