



Comprehensive Child Care and
Family Resource Programs

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BEVERLY CHILDREN'S LEARNING CENTER, INC.
HANDBOOK FOR PARENTS AND GUARDIANS



**BEVERLY CHILDREN'S
LEARNING CENTER**

BUILDING FOR THE FUTURE

Many of the policies professed in this document are mandated by the Department of Early Education and Care. Such policies are applicable to all child care centers and not specific to Beverly Children's Learning Center, Inc.

Translation services available in Spanish, Portuguese, Chinese, French and Vietnamese through the Child Care Circuit

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I. B.C.L.C. FACTS

1. Programs and Services

Infant/Toddler & Preschool Program

This center based program serves children from all ethnic and economic backgrounds, offering children ages 4 weeks through five years old an opportunity to enjoy an exceptional early childhood program.

School-Age Care

These programs offer enriching curriculum during hours which circumvent the public school day for children attending kindergarten through thirteen years of age.

Family Child Care

Through this program, infants, toddlers and preschoolers receive personalized child care in monitored, licensed homes. Each home offers an individualized nurturing environment.

Family Intervention

The agency offers countless resources and referral services to: parent workshops, counseling, medical centers, and support groups to address issues such as substance or child abuse, domestic violence, special education laws and medical and psychological issues.

Transportation and Food Services

B.C.L.C. provides transportation for eligible children. Nutritious breakfasts, lunches and snacks are provided in compliance with USDA Food and Nutrition Program Guidelines.

Intergenerational Commitment

B.C.L.C. enriches its regular programs with a variety of intergenerational activities. Together, senior citizens and children benefit from each other. The young enjoy the extra attention of their elder friends while the older adults continue to contribute as active, healthful, members of society.

Statement of Non-Discrimination

Beverly Children's Learning Center is a 501 c 3 nonprofit organization which is committed to maintaining an environment that is free from discrimination. The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department.

To file a complaint of discrimination, write:

USDA
Director, Office of Adjudication
1400 Independence Ave, SW
Washington, DC 20250-9410

Special Events

Special events are posted in the monthly Parent Newsletter, on the Parent Information Board
And on our FaceBook page.

2. Hours of Operation

B.C.L.C. services children ages one month through thirteen years of age year round in a variety of programs.

Family Child Care Program

- Open 7:00 a.m. – 5:00 p.m.
- Breakfast, lunch and snack served.
- Care for children one month through seven years old.
- State licensed private home providers.
- Small groups of one to six children.
- Supervised by B.C.L.C. staff.

Infant Program

- Open 7:00 a.m. – 6:00 p.m.
- Breakfast, lunch and snack served
- Care for one month through fifteen months old.
 - Nurturing environment.
 - Individualized care.
- EEC certified caregivers.

Toddler Program

- Open 7:00 a.m. – 6:00 p.m.
- Care for fifteen months through 2 years 9 months old.
 - Learning environment.
 - Motivational activities.
 - EEC certified teachers.

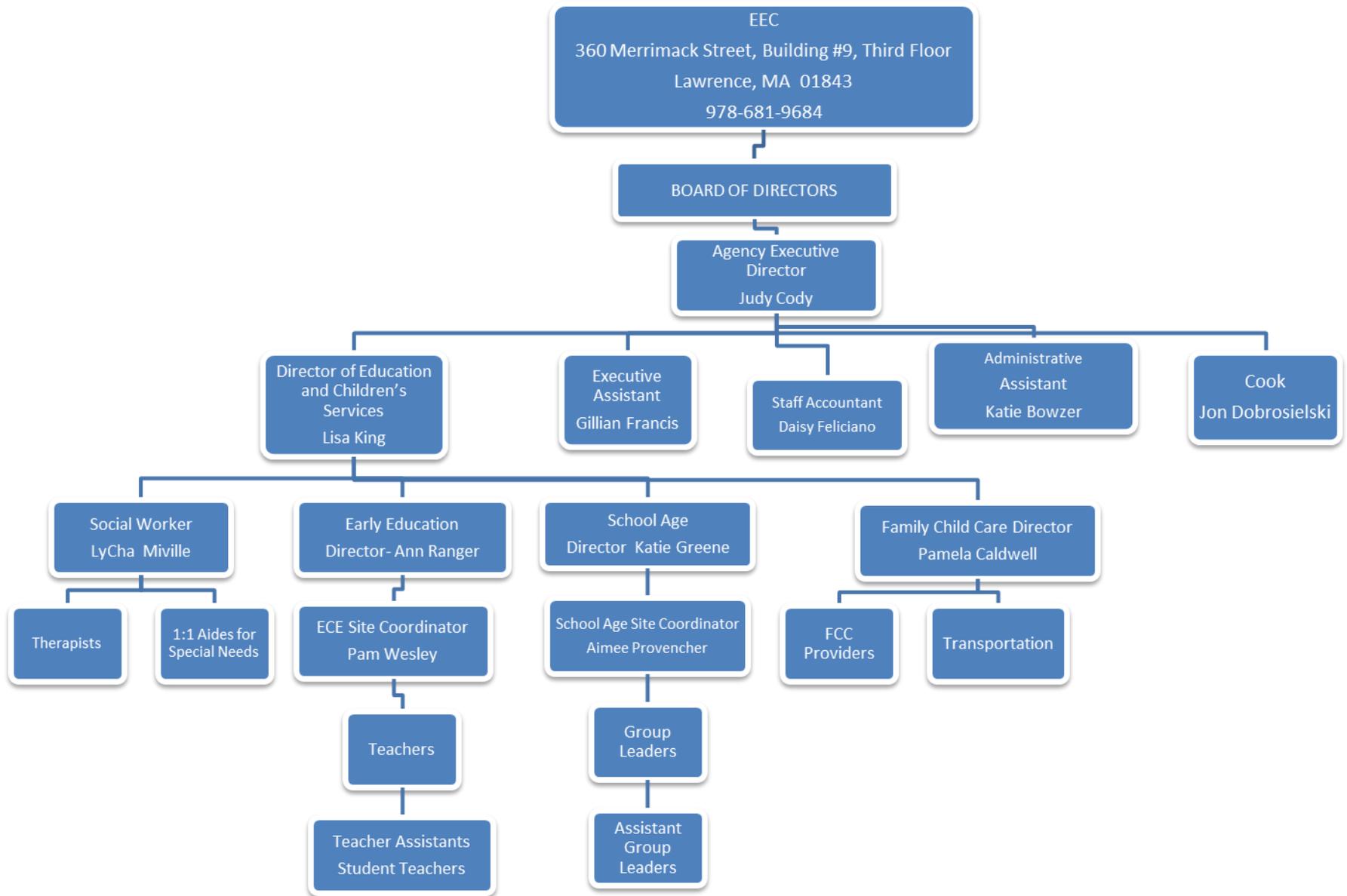
Preschool Program

- Open 7:00 a.m. – 6:00 p.m.
- Care for 2 years 9 months through five years old.
 - Enriching environment.
- Theme based curriculum ● EEC certified teachers.
- Before and after care for half day kindergartners
- KID-FIT Physical Fitness Program
- Creative Curriculum & Second Step Curriculum

School Age Child Care Program

- Open 2:00 p.m. -6:00 p.m.
- Care for kindergartners through thirteen years of age.
 - Nutritious meal and snack served.
 - Out of School Time Care.
- Extended hours for early release, full days, school vacations and summer.
 - Transportation available.
- Recreationally based curriculum.
 - Homework assistance.

3. Administrative Organization



Enrollment

Prior to a child starting in the program, the family will be given a tour of the center and the child will also be offered a chance to visit his or her classroom. Upon deciding to enroll, a time will be set up for the program director to go through the family handbook, additional policies, and registration forms. Infant, toddler, and preschool families will be asked to fill out the Ages & Stages Questionnaire prior to beginning. This screening tool provides helpful background information for educators as they get to know a new child in their classroom. Families will also be provided with access to a resource library containing contact information to local agencies which provide services or activities for families and children in our community.

1. Introduction

Welcome to the Beverly Children's Learning Center, Inc. This guide is designed to answer your questions, familiarize you with the agency's policies and procedures and help you to feel more comfortable with us as quickly as possible. Take some time to read through it and keep it handy so you can refer to it during the school year.

You may also visit our website at www.bclckids.org or <https://www.facebook.com/bclckids>

Please sign and return the last page acknowledgement. If you have any questions regarding the outlined policies and procedures please feel free to contact a program director at anytime.

5. History

The preschool program opened in June of 1972 with the help of St. Peter's Church and St. John's Church, and the North Shore Community Program. Led by a Board of Directors comprised of community members and parents, the school's initial purpose was to provide a free preschool experience to children of low-income families in Beverly.

The school was first opened one morning a week and soon thereafter two mornings with a volunteer staff comprised of the Director, a teacher, and parent aides.

In 1973 the school became incorporated as a private non-profit educational institution. With funding from the Office for Children, the school began operating five mornings, increased the number of children in the program, added transportation services and began hiring staff.

In 1975 a family child care system, entitled Partners-At-Learning, was established in addition to the preschool and continues to be a part of the organization.

A third component was added in 1989. The school age child care program was established to accommodate the community's need for out of school time care. The program currently serves sixty nine children on a daily basis.

Our newest component opened in April of 2000. An on-site Infant/Toddler program was created to serve children four weeks to 2years 9months old..

This handbook includes general information pertinent to all four programs as well as individual sections for specific programs. Please read every section before starting your child at Beverly Children's Learning Center, Inc.

6. Statement of Purpose/Mission Statement

Beverly Children's Learning Center (BCLC) provides a nurturing educational experience in an inclusive, diverse and community-connected learning environment. Our caring approach and creative programs encourage the social-emotional development and potential of every child and strengthen the health and resilience of families. Offering continuity of education, care and nutrition programs from birth to early teen, BCLC builds healthy, engaged and socially responsible children and families through affordable and accessible learning opportunities and family support.

In carrying out this mission we have:

- Staff who are caring and competent and fulfill their responsibilities with pride;
- Partnerships which enhance our programs with comprehensive, therapeutic and supportive services;
- Supporters who place their confidence in our continued commitment to the community; and
- Business advisors who aid us in meeting the changing needs of the community, making significant contributions to our families, elevating our service level and enhancing our programs.

7. Goals and Objectives

B.C.L.C.'s goal is to provide a positive, affordable early education experience that fosters the self-esteem and addresses the developmental needs of each individual child.

Our main objectives are:

- To provide quality early education and child care and offer support service for parents in a safe, secure, stimulating environment.
- To provide for school and community program linkages and early intervention to reduce the necessity for future special needs services.
- To focus on the development of the total child for physical, social, emotional, intellectual and nutritional foundations.

8. Our Budget

Beverly Children's Learning Center receives some funding through contracts with state and federal agencies, parent tuition payments, fundraising opportunities as well as privately supported scholarships when available.

9. Philosophy

Learning is through directed and self-directed play. Play is the natural way a child learns. It is the way a child learns to concentrate, to exercise their imagination, to try out ideas, to develop a sense of control over their world, and build relationships.

10. EEC Compliance Statement

Parents may contact the Massachusetts Department of Early Education and Care for information regarding the program's compliance history.

11. Parent Involvement/Visiting the Center/Annual Survey

Our agency feels that it is critical to the success of your child's Early Education & Out of School (OST) experience that they sense your commitment and involvement in their program. As well, your child needs

to see that their caregiver and parent respect each other and work together. With this in mind, we seek your participation through our “open door” visitation policy, volunteerism in the program, attendance at celebrations, parent conferences and special events, and as well as participation on our Family Council. In order to schedule a day to volunteer, please see your program director.

Parents and staff are asked to complete a survey annually, as well as other questionnaires throughout the year. This information helps to assess how the program is meeting the needs of parents and children, to identify strengths and weaknesses of the program, and to help set program goals for the next year. A copy of the report is made available to all parents and staff with suggested recommendations and improvements.

Family Council & Monthly Coffee Social

The BCLC Family Council meets on a monthly basis for the purpose of providing feedback and input, as well as fundraising to implement family and staff community engagement events, program enrichment activities, family workshops and support groups. All family members are invited to attend and light refreshments are provided. Children of those in attendance at Family Council will enjoy staff supervised activities at “Kids Council”. Once monthly, the Family Council also hosts a Coffee Social on the morning prior to the scheduled Council meeting date. This is a good opportunity for families to stop in, enjoy some coffee or tea, a pastry and conversation with other families.

Culture and Diversity

As a commitment to the importance of the involvement of our families in our programs, BCLC makes a continuous effort to incorporate the culture, diversity, beliefs, and values of our individual children and families into our daily curriculum, environment and practices. Information gathered from enrollment information at your child’s registration, as well as regular surveys and questionnaires is important in helping us achieve this goal. Any additional input into your family life that you would like to share is always welcomed and encouraged.

12. NAEYC Accreditation

The Beverly Children’s Learning Center, Inc. has been accredited by the National Association for the Education of Young Children since 2009. The standards and criteria held by the Association are separated into ten categories, or the *Standards of Excellence*, as described below:

1. Relationships
2. Curriculum
3. Teaching
4. Assessment of Child Progress
5. Health
6. Teachers
7. Families
8. Community Relationships
9. Physical Environment
10. Leadership and Management

A copy of the Standards and Criteria is available upon request.

**For more information regarding NAEYC, please go to www.naeyc.org.*

13. Parking

Full cooperation in the observance of safe, legal and courteous parking practices is expected of all who enter this facility. Speed is limited to 10 miles per hour on premises for the protection of all. Handicapped parking is reserved for those who display a handicap placard.

14. Parent Conferences and Communications

Preschool and Family Child Care Programs

- We need your active involvement in your child's early education and care experience and will attempt to have daily contact with you personally or through notices. For our infant, toddler, and preschool children, progress reports and conferences are scheduled three times each calendar year on a more formal note regarding your child's individual assessments, behavior and socialization skills, etc. For our school age students, progress reports and conferences are scheduled at least annually on a more formal note regarding your child's individual assessments, behavior and socialization skills, etc.

Continual communication is the catalyst to your child's success.

Parental input is valued in all of our programs. The educators, support staff, and administrators use several methods of communication, such as in person conversation, phone calls, notices posted on the premises or put in children's cubbies, emails, monthly newsletters, Facebook (<https://www.facebook.com/bclckids>), and through our website (<http://www.bclckids.org/child-care.html>). Surveys are issued twice each year to allow for parental input in the development of programs and policies. Families are always welcomed and encouraged to set up a meeting with anyone on our staff for further discussions, if desired.

Health Screenings

As part of our licensing requirements, BCLC contracts with a health care consultant, Jenifer Gilligan R.N. who reviews our health policies every two years for insight and approval. In addition, as part of our NAEYC Accreditation and participation in the Mass. Quality Rating Improvement System, our health consultant makes at least quarterly visits to the program for health screenings, wellness checks, and health advice. BCLC also works with a local pediatric dental group and vision group to provide yearly screenings for the children in our program. These beneficial health services are provided at no additional cost to families. Massachusetts HIPAA policies are strictly enforced. A consent form is provided at intake for these visits and families may choose to opt out if they wish.

Confidentiality

To ensure confidentiality of children's records, any documentation will be kept in locked files to which only pertinent personnel will have access. Children's information may be accessed by administrators, the child's specific educators, the child's parents, and authoritative agencies, such as the Department of Early Education & Care (EEC) and the Department of Children & Families (DCF). All other persons must have the written consent of the child's guardian. Individual screening and assessment records, which are kept in the child's locked file, are accessible to administrators and the child's specific educators for the purpose of implementing needed services, making referrals, and developing individualized plans and curriculum for the benefit of the child.

15. Meals

On full service days, we provide breakfast, lunch and afternoon snack. Menus are posted weekly. Our meals meet the guidelines set by the USDA Food and Nutrition Program. Beverages may include whole milk for children ages 12 months to 2 years (exception of medically documented concerns) 1% for older children, water, and limited amounts of 100% fruit or vegetable juice.

- Breakfast is served from 7:45 a.m. – 8:45 a.m. (Children must arrive before 8:45 a.m. to be served breakfast.)
- Lunch is served from 11:00 a.m. – 12:30 p.m.
- Afternoon snack is served from 2:30 p.m. – 3:30 p.m.

During the school year, elementary school students will be offered a meal upon arrival and snacks depending on their time of attendance.

Children are not allowed to bring food into the center unless scheduling with us ahead of time and bringing enough to share (i.e. nutritional snack for birthdays – no sweets).

BCLC serves fresh and nutritious meals and snacks, eliminating sweets and empty calories. The food parents may bring include age appropriate items such as fruit, cheeses and vegetables to classroom parties - please check with your child's teacher. No child may bring any gum, soda, or candy items into the building. Staff will not reward the children at any time with food.

If your child has food allergies, we must be informed in writing so that we can arrange for substitutions. If your child requires a special diet, specific written instructions must be provided by your child's pediatrician.

For infants BCLC offers formula (powdered Similac with iron) and a variety of baby cereals, fruits and vegetables. Should these products not meet your child's needs, you may decline the offered foods and supply your own in accordance with guidelines established by the USDA Nutrition Program. Breast milk will be stored appropriately. Breast feeding mothers are welcome to feed their infants at the center and will be provided with comfortable accommodations either in the classroom or in privacy.

Infants are always held when being bottle fed. Solids will be introduced in accordance with pediatric recommended age schedules and in accordance with individual family directives. For safety reasons, children are not allowed to walk around with food or beverages and are never given bottles or sippy cups during nap times

II. POLICIES AND PROCEDURES

16. Arrival at the Center

Preschool Program:

All children must arrive no later than 9:00 a.m. The only exception is if the child has a scheduled medical appointment. Please supply documentation of appointment upon arrival. **Please call prior to 9:00 a.m. if your child will be arriving late.** Also, please keep children as close as possible to their normal sleep schedule, even if arriving late, so they can remain in sync with the rest of the children at the center.

School-Age Child Care Program:

Most school-age children will arrive from school by BCLC transportation and will be brought into the building in a safe and secure manner. The exception is for A.M. kindergarten children and all school-age children during full/no school days. When dropping off your child at the program, you must bring your child into their classroom and be sure that they are signed in on sheet in lobby area. Children must arrive by 9:00 a.m. *Children arriving after 9:00 a.m., without a phone call to the center, will not be accepted for the day.*

All Programs:

Whether arriving by walking, public or private transportation all children must be escorted inside by an adult, and must be signed in each day. The adult must take the child to their teacher to ensure the teacher is aware the child has arrived. This is necessary in order to maintain our records in case of emergency evacuation. The program must be advised in advance if a child with disabilities requires additional assistance upon arrival. A specific plan will be developed insuring a safe arrival each day at the center.

Parking spaces near entrance are for short term parking only. Please drop off/pick-up your child promptly. Please do not park in handicap spaces unless you have a placard. Parking is only allowed in designated spaces...Not along the entry drive or in lined spaces.

17. Leaving the Center**Preschool Program:**

Children must be signed out each day. Sign In/Out sheets in Lobby.

Children must be accompanied by the hand of an adult when leaving the building, regardless of their age. Please hold your child's hand in the parking lot, as those driving by may not see your child.

Children will only be released to people listed on the emergency form. Identification will be required of persons picking up the child.

All children under the age of eight years must be placed in a car seat or booster seat by whoever picks them up. Anyone considered being under the influence of alcohol or drugs will **not** be allowed to pick up children.

P.M. kindergarten children being brought to school by BCLC buses will be brought to the buses in a safe manner.

School-Age Child Care Program:

All school-age children must be signed out daily on In/Out sheets in Lobby. Children must be accompanied by an adult when leaving the building.

Children will only be released to people listed on the Vehicle/Facility Release Authorization form. Identification will be required of persons picking up the child. Anyone considered being under the influence of alcohol or drugs will **not** be allowed to pick up children.

18. Transportation

Transportation is provided to and from B.C.L.C. on a limited basis, in an emergency and on field trips via B.C.L.C. inspected and registered vehicles and via contracted bus services. School age children are transported to and from the local elementary schools to the center. Parents must sign a separate policy when the agency provides transportation. Parental authorization will be obtained for excursions requiring transportation that are not included in the general authorization found in the registration packet. All rules

and regulations found in the Transportation Policy must be adhered to at all times. A copy of the Transportation Policy is available upon request.

19. Absenteeism

If your child is going to be absent for illness etc., please call the center between 7:00 a.m. – 9:00 a.m. When your child is absent due to illness, please state the symptoms so that we may observe the other children accordingly. It is very important that absences are called in so we will not bother you with phone calls. Parents of school age children must notify both the public school and B.C.L.C. if their child will not be attending B.C.L.C. on a scheduled day so that our transportation staff can be informed. Consistent failure to do so will result in discontinuation of your transportation services.

Upon returning to programs all students are required to have an absence note signed by their guardian.

20. Late Pick-Up

Staffing is planned according to your child's intended dismissal time. If your child has not been picked up as scheduled, we will take the following steps:

1. Attempt to reach you at home, work or school.
2. Contact persons listed on your emergency authorization form.

If you are expecting to be late due to unforeseen circumstances, please call to speak with the on duty administrator to notify the program. If you are having difficulty arriving at the arranged daily pick-up time on a regular basis, a change in your child's schedule may need to be considered to accommodate your needs. In this case, please speak with your child's Program Director.

There will be a charge of \$1.00 per child for every minute that a child is picked up past our 6 PM closing time. This fee is paid directly to the staff on duty at the time of pick up. Child care will be denied until late charges are paid in full. If a child is here beyond their scheduled time and we have not been able to reach a guardian or any emergency contact, we will contact the authorities to insure the safety of all involved.

21. Quiet Rest Period

BCLC is required by the Department of Early Education and Care to provide a minimum of forty-five minutes quiet rest period for all children enrolled in the Family Child Care and Preschool programs. Quiet activities will be offered to children that do not sleep or wake early. Quiet rest period is generally scheduled between the hours of 12:30 p.m. – 2:00 p.m.

22. Homework

The school age program provides a designated area for children to work on homework assignments. Resources are provided to assist as needed. Children can be encouraged to complete their homework, although like other activities, we can not force them to do so.

23. Babysitting

Please do not ask B.C.L.C. employees to baby-sit your child on a personal basis. The agency discourages these arrangements.

24. Withdrawal

When voluntarily withdrawing your child from BCLC, you must submit the agency's withdrawal notice (included in this handbook) two weeks prior to your child's last day. **We require a two week notice of all families.** Should you withdraw your child without notice, you will be billed for two week's tuition following your child's last day of attendance.

25. Children's Records

Information entered in your enrollment packet, health records, observation records, and conference reports are kept confidential according to accepted practice and as required by law. BCLC will not distribute or release information in a child's file to anyone not directly related to implementing the program for the child, i.e. BCLC administration, your child's teacher, persons designated by the Department of Early Education and Care, or the Department of Children and Families without written consent from his/her parent or legal guardian. Children's records must be reviewed and updated as necessary, at least once per year for all enrolled students.

All parent/guardian requests for information in a child's file must be submitted in writing to the program supervisor or designee. All adults who are legally charged with custody of the child must sign such a request.

All parents/guardians have the right to add information, comments, data or any other relevant materials to their child's record. You have the right to request deletion or amendment of any information contained in your child's record. You have the right to have a conference to make your objection known. Within one week, BCLC will inform you in writing stating the reason or reasons for the decision. If the decision is in favor of the parent, immediate steps will be taken to put the decision into effect. BCLC will release properly requested information within two business days following the receipt of the request. The agency reserves the right to charge a fee not to exceed \$.20 per copy of any information released.

III. HEALTH, SAFETY AND EMOTIONAL WELLBEING

26. A Word on Safety

Safety is our first consideration in all situations. No child is allowed to enter or leave the building unless accompanied by an authorized adult. Upon arrival you, as the parent/guardian, are responsible for the child until you bring the child to an adult in charge of his/her classroom. When leaving the building you are responsible for the child at all times. Hold your young child's hand throughout the entire arrival and departure process (parking lot included). Children must be signed in and out each day. Sign In/Out Sheets located in Lobby.

The complete BCLC Health Care Policy and Pest Management policies are posted for your review. If you want a copy of these policies, please request them from your program's director.

27. Mandated Reporting

The Commonwealth's Department of Early Education and Care states that, by law, as child care providers, we must report any and all suspected neglect, physical, emotional, or sexual abuse to the Massachusetts Department of Children and Families. This includes reporting incidents of children being left unattended in vehicles and incidents of children not being properly "buckled up" in moving vehicles.

28. Emergency Drills/Evacuation Plan

Emergency drills are held at least monthly to acquaint your child with evacuation and other emergency procedures. This may make an alarming impression on your child initially, but he/she will soon become accustomed to these drills.

Contingency Plan for Emergency Situations

In the event of an emergency or natural disaster, the administrator on duty will contact local authorities for instructions on whether to evacuate or shelter in place.

If immediate evacuation is required, the administrator on duty will insure that a cell phone is taken off the premises and the appropriate authorities or fire department is called immediately to assist with street crossing.

In case of fire, natural disaster, or situation necessitating evacuation of the building the following instructions will be followed. If the evacuation takes place during the public school day students will be taken to Shore Country Day School—545 Cabot Street (directly across the street) 978-927-1700.

1. As soon as the situation is discovered start the orderly evacuation of the building, as during fire drills, support staff and administrators not assigned to classrooms will assist with infants, toddlers and any child/ren with disabilities.
2. Teachers take with them their attendance log, emergency contact information, first aid kits, evacuation supply backpack located under the lobby table and cellular telephones.
- 3 Administrator on duty checks toilets, and other areas where children might be away from their classes, and will be responsible for evacuating these children. A notice will be hung on front door identifying our location.
3. All children and adults walk (babies in evacuation cribs) to the identified location crossing directly from BCLC driveway to Shore Country Day driveway. If authorities have not arrived to assist, 2 administrators will stop traffic utilizing stop signs. The procession will continue to the sidewalk leading to the gymnasium. Once safe within the gym, all educators will bring their groups to the perimeter walls to take attendance.
4. Information contained on the emergency clipboard will be used to telephone parents and notify them of our location.

At the Evacuation Site

Once the evacuation site has been reached, the most important tasks are to account for all persons, give reassurance to the children and begin emergency duties:

1. Take roll.
2. Combine at least two classes together to share in supervision and emergency duties. The site offer essential accommodations such as (toilets, water and empty areas to comfortably provide the children with a variety of activities).

In the case of a power outage, loss of heat, or loss of water, the above plan will be followed

Once the children and teachers have established a comfortable routine, administrative and other support staff can, at their discretion, re-enter the program site to perform manageable work duties.

If evacuation to a further location is determined to be necessary, the administrator on duty will communicate with local authorities to identify a shelter location. Children will be evacuated by BCLC transportation vehicles following the preceding evacuation procedures. All children will be driven to the alternative shelter where attendance and parent/guardian contact will be initiated.

During a “shelter in place” event, emergency supplies are available for children and adults including potable water, food, diapers, wipes, emergency lighting and blankets. If necessary, all children and adults will be relocated to our indoor gross motor room for infants, toddlers and preschoolers and our large school age/community room where there are no windows.

In the event of an intruder, staff will utilize lock down training procedures. Depending on the location of the intruder, an administrator will get to a safe place location to notify staff via internal intercom of the danger and will contact the local police for further assistance and direction. If it is determined that children should be kept in the building, if safe to do so, educators will lead children to closest lockable room with no glass visual access eg. Adult bathrooms, utility rooms, kitchen until further instruction from emergency authorities.

If it is necessary to remain in individual classrooms, educators will barricade hallway doors and windows to the best of their ability and will move children away from visibility as much as is possible until further communication from administrators via internal intercoms or emergency authorities. If evacuation is instructed external classroom doors will be utilized.

Lockdown training with Beverly police will be scheduled annually.

Plan of Action for Missing Child/Children

The following information is a general response to a missing child:

- If a child is not accounted for at any time, the administrator on duty should be notified immediately that the child is missing.
- The administrator should then double-check to confirm the location of the child such as the pick up of the child by their parent or guardian.
- Begin Lock Down procedures. All exits should be monitored by employees letting no one in or out of the facility.
- During this time, available staff not needed in classrooms should search the premises for the child. Each area that a child could potentially hide should be searched, as well as the outdoor areas of the facility. If the child is not located within five minutes of searching, 911 should be called. The staff member responsible for the child will call 911, since he/she will have the best knowledge of what the child was wearing that day, along with other distinctive features. The following information should be written down.
 - Child’s name, age, height, weight, date of birth, and hair color.
 - Child’s clothing that he/she was wearing that day, along with any other identifying features.
 - The time at which the child was noticed missing.
 - If child abduction is suspected, were there any suspicious vehicles or persons located around the child care facility? If so, what was the appearance of the person or vehicle?

- The administrator on duty will notify the guardians of the child that the child is missing from the facility.
- While the police are en route to the facility, the staff of the child care facility will continue to search the facility for the missing child. The staff should look in every cabinet, closet, cubby, and every other location where a child may hide.
- The Education Director and/or Program Director will stay on the facility premises at all times to be the contact person for the police department, as well as the missing child's guardians.
- The police should be asked to activate Amber Alert by the Education and/or Program Director.

29. Educational Excursions

Educational excursions are scheduled throughout the year. The enrollment process includes the authorization of a blanket permission slip for commonly attended locations (i.e. beach, library, Beverly parks). More detailed permission slips are issued for distance excursions (i.e. Music Theater, Bradley Palmer State Park, New England Aquarium). These permission slips will explain any special requirements such as clothing, food, contribution requests, etc. If safety is questionable due to weather forecasts, shortage of chaperones or other such concerns, these trips will be canceled accordingly.

30. Clothing

Your child will participate in a variety of daily activities, so comfortable clothing that is easily washable is best. Plan for your child to play outdoors each day and provide them with the proper clothing to do so (sweater, rain gear, jacket, hat, mittens, boots, etc.). Sneakers and socks are required. They are the most appropriate footwear for running, jumping and climbing and should be properly fitted to prevent injuries or blisters.

Children who are potty training will benefit from elastic waist pants as they are free from zippers, snaps, buttons, suspenders, etc. Jewelry is discouraged as it can be dangerous in an Early Education and Care setting where a baby could swallow an earring or a toddler could snag their necklace. Also, we cannot replace stained, lost or broken articles. If your child wears clothing or jewelry of value to the center, this is your responsibility.

Each child will need one complete change of clothing (extras for infants and toddlers) which will be left in their cubby. This must include underclothes, pants, a shirt and socks. ***Please*** label all clothing and other personal belongings. Soiled clothing will be sent home at the end of the day and must be replaced with a fresh set the following day. All loaned clothing must be washed and returned the following day.

31. Emergency Health Care

Every effort will be made to contact you immediately if your child suffers any injury which requires emergency care beyond first aid. When an injury requires medical care, 911 will be called and your child will be transported to the hospital. A staff member from BCLC will accompany your child to the hospital and will remain with him or her while awaiting your arrival. In the event that first aid is administered for a minor injury, you will be notified in writing within twenty-four hours of the incident. For such injuries including but not limited to a minor head injury or a bite which breaks skin, you will receive a phone call to inform you of the injury.

32. Oral Health

Tooth brushing is offered to children in attendance for more than four hours, or if they consume a meal while in care. In the preschool and toddler classrooms, children are supervised and assisted by their educators in the process using a child-sized toothbrush and a small amount of child friendly toothpaste. In the infant classrooms, educators use individual wet cloths to clean gums and remove food particles. When School Age children are in full day attendance, they participate in tooth brushing, as well.

Hygiene

In order to keep the spread of illness to a minimum, the staff of BCLC follow proper hygiene policies and assist the children in these procedures as well. These policies include such procedures as the proper method to cover noses and mouths during sneezing or coughing, the appropriate use and disposal of tissues, and frequent hand-washing during the course of daily transitions and play. We request that visitors to our center assist us in following these guidelines, including the washing of their own hands prior to entering our classrooms

33. Illness Exclusion

Parents are asked to refrain from sending their child to the center whenever the child has symptoms of communicable illness, the child has a fever or when health conditions cause the child to need undivided attention. Symptoms of communicable illness are usually:

- Sniffles/Runny Nose
- Red Eyes
- Sore Throat
- Headache
- Abdominal Pain
- Fever
- Vomiting

Keep your child home when she/he has had a fever within the last twenty-four hour period. **This means the child must go twenty-four hours without any fever reducing medication.** Children returning after an illness will still have to follow their individual schedule, with no arrivals after 9:00 AM

Once a child has been excluded, we reserve the right to require a written certificate from the child's pediatrician indicating that the child may return to the center without risking their health or the health of others.

If your child becomes ill at the center, he/she will be given a comfortable, appropriately supervised place to rest, away from peers and you will be called at work or home so you can make arrangements to have him/her picked up as soon as possible.

B.C.L.C. follows exclusion policies for serious illnesses, contagious conditions and reportable diseases in conformance with the Massachusetts Department of Public Health's Guide for Child Care Providers.

Any child with the following symptoms should not come to the program:

- Temperature over 100 degrees
- Using medication to reduce fever
- Cough that interferes with activity or eating
- Vomiting, diarrhea, abdominal pains, loss of appetite

- Any rash that has not been checked by a doctor
- Concerning Discharge from nose, eyes, ears, etc.
- Presence of head lice or scabies

Any time the child is not well enough to participate in daily routine activities

Children who have had the following may return according to the guidelines below:

Chicken Pox – for five days after the onset of the rash or when all lesions have dried and crusted whichever is later.

Diarrhea – (more than the child’s normal number of stools, with increased stool water or decreased form) that is not contained by diapers or controlled by toilet use, or stools that contain blood and/or mucus.

Head Lice – must be live lice free. In chronic cases BCLC reserves the right to request that the child be nit free as well.

Hepatitis A Virus Infection – for 1 week after onset of illness and jaundice (if any) has disappeared or until immune serum globulin has been administered to appropriate children and staff in the program 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.

Mouth Sores – in a child who cannot control his or her saliva, unless the child’s physician or local health department states the child is noninfectious.

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.

Purulent Conjunctivitis – (pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, and eye pain or redness of the eyelids or skin surrounding the eye), for 24 hours after treatment was begun.

Rash – with fever or behavior change, until a physician has determined that the illness is not a communicable disease.

Ringworm Infection – Until after treatment is begun.

Rubella – for 7 days after the rash appears.

Scabies – until after treatment has been completed.

Strep Throat – for 24 hours after treatment was begun ***and*** the child has had a normal temperature for 24 hours.

Tuberculosis – until the child’s physician or local health department authority states the child is noninfectious.

Vomiting – twice or more in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.

If a child in the program has a communicable illness, a notice will be sent home to all families whose children may have been in contact with the sick child. In compliance with Board of Health regulation, required reports will be made to the local health department on all defined communicable diseases, including, but not limited to, chicken pox, and measles.

Cleaning, Sanitizing, & Disinfecting

BCLC follows the cleaning, sanitizing, and disinfecting schedule recommended by NAEYC in their frequency table. To ensure that these recommendations are adequately followed, the frequency chart is posted in pertinent areas throughout the program for easy reference. Classroom educators, kitchen staff, transportation staff, and administrators, are responsible for daily cleaning, sanitizing, and disinfecting of area within their individual daily work environments. BCLC also contracts with a cleaning company with nightly service and utilizes a carpet cleaning company for cleaning and maintenance of rugs.

34. Behavior Management

The goal of BCLC is to create a safe, nurturing, learning environment in which every child can be successful. As part of this goal, educators and administrators will employ ongoing techniques and curriculum, such as Second Step as well as coordinated strategies with the Beverly Public Schools for our School Age students, to help children gain appropriate social/emotional skills. A specific plan of behavior management will be followed by all staff in the program. Behavior management techniques will be used in setting reasonable and positive expectations, offering choices and providing children an opportunity to verbalize or express their feelings, which encourages children to develop self-control through understanding. Where appropriate and feasible, children shall participate in the establishment of classroom rules and expectations. Infants, toddlers, and all children with special needs shall be removed from unsafe situations and redirected using the behavior management plan based on their own individual level of understanding.

A series of steps will be implemented in behavior management strategies.

1. A child having difficulty will be helped in expressing his/her emotions and given a chance to problem-solve with educator assistance and utilizing Second Step strategies.
2. If a child is unable to do so, then the next step would be to redirect the child to a different area of the class.
3. If this also does not succeed in helping the child to regain control, then the third step would be for the child to spend time in a quiet area of the classroom, separated from the other children but supervised by a teacher until self-control is regained. In no instance will this solitary period exceed one minute per year of the child's life. After this period the child may choose to remain in the quiet area with supervision.
4. In some cases, it may be determined that this space is best provided out of the classroom environment under the direct supervision of an educator or administrator. In a case where constant behavior management techniques are being used, the parent/guardian will be expected to meet with the Program Director, the child's teacher(s), and in some cases, the Director of Education and Children's Services and the Program Social Worker, to construct an individual, adaptive behavior management plan.

At no time will a staff member be allowed to use corporal punishment methods with a child. Children will not be allowed to be subjected to cruel or severe punishment such as humiliation, verbal or physical

abuse, neglect, or other abusive treatment. A child will never be deprived of a snack or meal as means of punishment. Children will not be force fed. Children will not be disciplined for soiling, wetting, or not using the toilet. Children will not be forced to remain in soiled or wet clothing, forced to remain on a toilet, or subjected to any other means of excessive or unusual practices for toileting.

35. Referral Services

If your child needs an assessment or special services, we will help you to identify potential providers. Some services are provided on-site through association with sub-contractors. On-site arrangements include:

- Play therapy through the Center for Family Development.
- Early intervention services provided by Cape Ann Early Intervention Program.

The complete BCLC Referral Services Plan is available on request.

36. Terminations/Bans from Program

A child may be terminated from BCLC under the following circumstances:

- The health or safety of the child cannot be assured.
- The child's behavior creates potential risk to the health or safety of others.
- The child's developmental needs cannot be met.
- The child's parent/guardian does not cooperate in following through with referrals or evaluation recommendations.
- Non-payment of tuition.

BCLC staff make every attempt to prepare children for termination from the program in a manner which is consistent with the child's ability to understand.

Parents/guardians and visitors are asked to role model acceptable behavior in all contacts with the agency, and to always set a good example for the children. Please address all staff, children and their parents/guardians with respect. We reserve the right to terminate services or ban from the premises any adult whose language or behavior is unsuitable for the children.

TERMINATION AND SUSPENSION POLICY

At the present time BCLC does not implement a suspension policy with our infant/toddler/preschool children. A suspension may be deemed necessary by the Director of our School Age Program, based on the age and level of understanding of children in that program. In all programs, a child may be terminated for behavior that endangers other children and/or staff or continuous classroom disruption due to an inability to control behavior. This behavior may include, but is not limited to, repeat violent actions to self or others, biting, kicking, hitting, scratching, throwing objects, refusal to follow safety directives. When classroom educators have a concern about a child's ongoing behavior, they will initiate a series of proactive steps to assist the child.

1. A referral which will be presented to the Program Director.
2. Within two school days of receiving the referral, the Program Director will either conduct an observation in the child's classroom and/or will request that the observation be done by another Program Director.
3. An initial meeting will be held with the parents/guardians, the child's teacher, the Program Director, and when necessary, the Education & Children's Services Director and Social Worker, to

discuss the concerns at hand and formulate an ongoing plan, which may include outside referrals, behavior charts, communication logs, outside consultation, and positive reinforcement methods. In extreme behavior situations, a plan for having the child picked up early from the program for safety concerns may be implemented. If this is deemed necessary, it will be included in writing as part of the plan.

4. Regular meetings will be set up as follow-up on at least a monthly basis until the issues improve. These meetings may also include outside consultants or other various therapists working with the child. All such meetings will be documented with their plans and signed by all attendees.
5. It is the goal of BCLC to help every child enjoy a successful experience at the program; however, if these methods are unsuccessful and the behaviors remain detrimental to the safety and well being of other children and/or staff, it is determined that placement in BCLC programs is not beneficial to the child, or there is a lack of cooperation from the child's family, the child may be terminated from the program. This determination will be carefully made on a case by case basis.
6. Any time a child is going to be terminated, a conference will be held with the family. The reason for termination shall be documented and a copy will be provided to the child's family, along with assistance in accessing alternative services. Families will be given a ten day written notice of termination and staff will assist the child with preparing for this transition.
7. A child may return to the program at a later date if the parent's/guardians can demonstrate a reasonable level of improvement in the child's behavior.

It is important for families to know that working with a child to modify his or her behavior is a team effort which involves everyone both at school and at home; families are an essential part of this joint approach. As each child is an individual, while a general plan of classroom behavior management is followed in the program, specific strategies will be tailored to the individual child's needs and based on teacher, parent/guardian, consultant input.

All efforts will be made to help a child through behavior management techniques with assistance from the child's family and with adaptive service plans. BCLC may also, with the Parent/Guardian's consent, employ an outside behavioral consultant for the purpose of observation and program/parent or guardian recommendations.

All reasonable and feasible accommodations shall be made for children with disabilities according to EEC regulations. However, if such accommodations prove to be an undue burden on the program because of cost, lack of staff to accommodate, or lack of outside resources, then the child may be terminated from the program.

37. Plan for Dispensing and Recording the Administering of Medication (Prescription and non-prescription)

In accordance with EEC regulations, all B.C.L.C. educators administering medications have been trained in EEC's 5 Rights of Medication.

Educators cannot administer the first dosage of a medication.

Short-Term Prescriptions

Physicians are instructed to write prescriptions so that they are on a schedule that circumvents the child's day care program. For example, three daily doses could be: 7:00 a.m. (before school), 4:00 p.m. (after school), and 9:00 p.m. (bedtime). This policy insures that medications and antibiotics do not have to travel away from the child's home, and keeps the responsibility of administering medication in the hands of the child's parent.

Over-the-Counter Medications

The above policy applies also to over-the-counter (OTC) medications. Parents frequently ask us to administer OTC medications when the child suffers from colds, flu, teething pain, etc. However, OTC's can cause side effects and young children are particularly vulnerable to allergic reactions.

On the **rare** occasion that short-term prescriptions and over-the-counter medications must be administered during day care hours, the following applies:

- Written/specific authorization from the parent (each time she/he authorizes us to administer.
- Written authorization (prescription label) from the physician.
- Signed physician statement outlining the medication, dosage, side effects and criteria. (This statement expires after one year from date of issue.)
- Oral non-prescription consent forms must be renewed weekly

Long-Term Prescriptions

Some children require daily medication for a chronic condition; in this case the dosage schedule may not be able to circumvent day care. Still, the (3) steps above are followed.

Note: No medication (including aspirin, Tylenol, etc.) will be given to a child without written authorization-order of both parent and physician. Every medication must be properly labeled with the following:

- Child's name.
- Name of drug and instructions for its administration.

Medication administration must be recorded each time on the child's medication log. Unused medication shall be disposed of or returned to parent/s. Medication must be sent in its original, childproof container.

- (1) All medications must be administered in accordance with the consent and documentation requirements specified below: (606 CMR EEC 7.11)
- (2)

Type of Medication	Written Parental Consent Required	Health Care Practitioner Authorization Required	Logging Required
All Prescriptions	Yes	Yes, must be in original container with original label containing the name of the child affixed	Yes, name of child, dosages, date, time, staff signature, missed doses must also be noted along with the reason(s) why the dose was missed.
Oral Non-Prescription	Yes, renewed weekly with dosage, times, days and purpose	No in FCC. Yes in Large and Small Group. Must be in original container with original label containing the name of the child affixed.	Yes, name of child, dosage, date, time, staff signature, missed doses must also be noted along with the reason(s) why the dose was missed.
Unanticipated Non-Prescription for Mild Symptoms (e.g., acetaminophen, ibuprofen, antihistamines)	Yes, renewed annually	No in FCC. Yes in Large and Small Group. Must be in original container with original label containing the name of the child affixed.	Yes, name of child, dosage, date, time, staff signature.
Topical, Non-Prescription (when applied to open wounds or broken skin)	Yes, renewed annually	No in FCC. Yes in large and Small Group. Must be in original container with	Yes, name of child, dosage, date, time, staff signature.

		original label containing the name of the child affixed.	
Topical, Non-Prescription (not applied to open wounds or broken skin)	Yes, renewed annually	No. Items not applied to open wounds or broken skin may be supplied by program with notification to parents of such, or parents may send in preferred brands of such items for their own child(ren)'s use.	No for items used solely for prevention, such as sunscreen, insect repellent and chap stick.

38. First Aid

All of our Education and transportation staff are certified in CPR and first aid and will administer first aid in the event of a non-emergency medical situation. This action will be noted on an Injury Form, and parents will receive a notice of what occurred for review and signature at the time that they are picked up at the end of the day, or if not possible at that time, then upon the next day of attendance. For children receiving transportation, the form will be delivered for signature by the bus/van monitor. Parents will receive a copy of the notice for their own records, as well. Each classroom has a first aid kit which includes, but is not limited to adhesive tape, band aids, gauze pads, gauze roller bandage, disposable non-latex gloves, instant cold packs, scissors, tweezers, thermometer, and a CPR mouth guard. First aid kits will also include a binder with emergency medical consent and emergency contact information, which is gathered at enrollment, for each child in that classroom. It is important for families to keep this information up to date. First aid kits will be taken on all outside excursions, as well.

39. Immunizations

Children will not be admitted to the program without a physical and an up-to-date record of immunizations. The Commonwealth of Massachusetts requires that all children be immunized for certain diseases. The only exceptions to this requirement are if the family physician recommends against immunization on medical grounds, or if the parents request an exemption of **ALL** on the basis of religious belief, or other objections. In each case, a written statement must accompany the Medical History Record.

40. Toileting & Diapering

Toilet training status is not an eligibility requirement for enrollment. Independent toileting skills will be encouraged as developmental readiness dictates and in conjunction with appropriate methods families are using at home with individual children. Children will be assisted in toileting needs whenever necessary and will never be disciplined or belittled for toileting accidents. Any soiled clothing will be bagged, labeled, and sent home. As children will have accidents, we ask that an extra set of clothes be sent to school and replaced when used.

For infants, toddlers, and children in diapers, we ask that you keep a full supply of diapers at the center. As they run low you will be notified with ample time to replenish. Hypo-allergenic, sensitive skin, fragrance free wipes are supplied by BCLC. Educators follow regulated diapering schedules and procedures, which are posted near diapering facilities. A copy may be provided upon request.

41. Transitions

Transitions work better when we know what to expect. By planning transitions, we can help children adjust to new settings and approach new experiences in a positive way.

Transitions happen when

- Children enter a program for the very first time
- Children go from Preschool to Kindergarten
- Children move to a different community
- Children attend more than one program
- Children age out or terminate from a program
- Children move up to a new classroom
- Children move between activities or classrooms as a part of the daily routine

The teachers welcome new children and parents into the program in the following ways:

- Registration and tour of Preschool – parent and child
- Open Houses – child and parent are encouraged to visit before they begin attending
- Classroom Student Portfolios - bringing the home/school experience – each child has own portfolio.
- Information obtained on each child included on the enrollment forms – (special interests, activities, temperament, etc...)

The teachers assist children in transition by:

- Helping prepare them for what to expect
- Providing ample notice of upcoming transitions

On going communication includes:

- Daily greeting and good-bye of all children and parents
- Daily sign in and out form located in the lobby
- Weekly or, if needed, daily discussion with parents on child's progress/concerns
- Child cubbies provided for regular communication between parent and teacher.
- Parent Resource Materials available on a variety of topics, as well as, resources in the community.

As changes can be difficult for children to understand, we make every effort to limit transitions. Transitions between classrooms during the course of the day are kept to a maximum of three. Children are combined in age appropriate groupings at the start and end of the day for a maximum of two hours. Children are kept with the same educators for the maximum span of time.

42. Pets

Parents will be notified, in advance, if a pet is introduced to the program.

43. SIDS Risk Reduction Practices

In accordance with EEC regulations implemented in January 2010, all BCLC staff caring for infants are trained in the proper infant sleep procedures. Children younger than six months of age at the time of enrollment will be under direct visual supervision at all times, including while napping, during the first six weeks they are in care. Every infant twelve months of age or younger must be placed on his/her back for sleeping, unless the child's health care professional orders otherwise, in writing. No child under twelve months of age will be placed in a crib containing, pillows, comforters, stuffed animals, or other soft padded materials. Every crib will have slats no more than 2 3/8 inches apart and a firm, properly fitted mattress with clean coverings.

IV. CALENDAR AND CURRICULUM

44. Holidays and Other Closings

The agency is closed for most holidays. Calendars are distributed annually to all enrolled families. Also, EEC mandates that center based programs reserve at least four days for staff training and BCLC uses one to two days for facility improvement and staff recognition.

The following is a list of days that we will be closed for the 2018-2019 fiscal year:

- July 4, 2018 – Independence Day
- August 27, 2018 – Facilities Day
- September 3, 2018 – Labor Day
- September 4, 2018 – Professional Development
- October 8, 2018 – Columbus Day
- November 12, 2018 – Professional Development
- November 22, 2018 – Thanksgiving Day
- November 23, 2018 – Thanksgiving Recess
- December 7, 2018 – Staff Professional Development Day
- December 25, 2018 – Christmas Day
- January 1, 2019 – New Year’s Day
- January 21, 2019 – Professional Day
- February 18, 2019 – President’s Day
- April 15, 2019 – Patriot’s Day
- May 28, 2019 – Memorial Day

Inclement Weather

In the event that the center is closed due to emergency conditions or inclement weather a message will be recorded on BCLC’s phone system and can be accessed by dialing 978-927-1269, a Face Book Posting will be available.

When road conditions are hazardous, transportation services may be canceled.

Transportation services will be canceled when Beverly Public Schools are closed. In the event that B.C.L.C. must close early due to emergency conditions, you will be notified with the details to arrange for the early pick-up of your child.

45. Daily Schedules

Daily schedules allow for flexibility and are subject to change. BCLC will monitor severe weather conditions, temperatures, local pollutant alerts as posted by our municipality, high allergen seasons, and city-wide insecticide spray alerts to determine outdoor safety prior to going outside. If a family has a particular outdoor environmental concern, we ask that the child’s teachers be notified. Typical days are as follows:

Family Child Care Sample Schedule

7:00-9:00 a.m.	Children arrive.
9:00-9:30 a.m.	Breakfast is served.
9:30-10:30 a.m.	Outside or Gross Motor Play.
10:30-11:00 a.m.	Morning Snack.
11:00 a.m. -12:00 p.m.	Activities, games, music, art, dress- up.
12:00 – 12:30 p.m.	Lunch and Clean Up.
12:30 – 2:00 p.m.	Quiet Rest Time.
2:00 – 2:30 p.m.	Snack.
2:30 – 5:00 p.m.	Children Depart.

Infant/Toddler Classroom Sample Schedule

We will change this schedule to fit the children's needs. The main purpose of this schedule is to help us plan ahead so that the day will go smoothly.

7:00 – 9:00 a.m.	Children Arrive – Parents and children are greeted. Wash hands. Breakfast is served till 8:45.
Midmorning	Planned play time, self directed and teacher directed activities.
Late Morning	Large motor activities, indoors and outdoors followed by pre-lunch routine (diapering, toileting, stories, music).
Early Afternoon	Nap.
Mid-Afternoon	Nappers wake up, routines (toileting, diapering, putting away rest mats), snack is served.
Late Afternoon	Self-directed activities, gross motor, outdoor play, preparing children to depart, document child's day in notebook.

Preschool Classroom Sample Schedule

We will change this schedule to fit the children's needs. The main purpose of this schedule is to help us plan ahead so that the day will go smoothly.

7:00-9:00 a.m.	Children and staff arrive, wash hands. Teacher greets individual parents and children, shares information regarding child's health, mood, etc. Children's choice of activities in open classrooms.
7:00-8:45 a.m.	Breakfast served.
9:00-9:15 a.m.	Clean-up.
9:15-11:00 a.m.	Individual classroom program. Theme/concepts, dramatic play, creative art, science, movement, music, stories, language, excursion, birthday/special events, visitors, Kid Fit, gross motor, playground/outdoor time.
11:00-11:15 a.m.	Toileting, hand washing, books, music, Second Step.
11:15 a.m. – 12:00 p.m.	Lunch (followed by repeat of toileting and hand washing).
12:00-12:15 p.m.	Settling down.
12:15 – 2:00 p.m.	Quiet Rest Time.
2:00-2:15 p.m.	Mats away, toileting and hand washing.
2:15-2:30 p.m.	Healthy snack.
3:00-6:00 p.m.	Varied departures at individual times. Afternoon activities and free play. Gross motor, outdoor time, group games.

School-Age Child Care Sample Schedule

We will change this schedule to fit the children's needs. The main purpose of this schedule is to help us plan ahead so that the day will go smoothly.

2:30 p.m.	Children arrive and meal is served.
3:00 p.m.	Outdoor time – Gross Motor
3:15 p.m.	Block I (art, gym, games, homework, cooking, etc.).
4:00 p.m.	Block II (art, gym, games, homework, cooking, etc.)
4:45	Homework, Free play and clean-up.
6:00 p.m.	Departure

46. Curriculum & Assessment

B.C.L.C. has implemented Creative Curriculum, a highly rated early childhood curricula for the Preschool and Family Child Care programs, developed by Teaching Strategies, Inc., which meets the Commonwealth's pre-kindergarten frameworks. It is recommended by NAEYC and the National Coalition for Educational and Cultural Programs in Stoneham, MA, as well as the Massachusetts Department of Early Education and Care.

“For over 30 years, Teaching Strategies has believed that the *most powerful* way to improve child outcomes is through effective teaching. And that's why we've created a forward-thinking, comprehensive, research-based and research-proven curriculum that helps teachers to be their most effective, while still honoring their creativity and respecting their critical role in making learning exciting and relevant for every child. As the field of early childhood education has evolved, so too has *The Creative Curriculum*, ® incorporating the latest research and best practices and taking the needs of every type of learner into account”.

Initial intake questionnaires, as well as ongoing family surveys and communication assist us in gathering and sensitively incorporating individual family values, beliefs, experiences, diversity, and culture into our curriculum planning, to include, welcome, and engage each of the unique children we serve. Families are also asked to fill out the Ages & Stages(ASQ) questionnaire to provide us some background information on their child prior to starting.

In addition to Creative Curriculum, Teachers also implement the nationally acclaimed Kid Fit curriculum, which emphasized health, fitness, and nutrition, and Second Step Curriculum, which helps build social/emotional and problem solving skills.

In partnership with the Creative Curriculum, our educators utilize the Teaching Strategies Gold Assessment tool to compliment the curriculum. This assessment tool is also recommended by NAEYC and the National Coalition for Educational and Cultural Programs in Stoneham, MA, as well as the Massachusetts Department of Early Education and Care. The tool provides a comprehensive assessment measure of the children as they develop and transition through the classrooms. The educators are able to assess the children through observation as they engage in daily activities and to employ the assessments to inform curriculum planning in order to incorporate the individual needs of each child. A further assessment measure that is employed is the Devereaux Early Childhood Assessment (DECA) tool. Preschool children are assessed twice yearly. Infants, toddlers, and children with special needs are assessed quarterly.

B.C.L.C.'s school age child care program provides recreational based activities that complement the Massachusetts Department of Education's Curriculum Frameworks. The program also provides a nutritious meal and snack and homework time during the school year.

The full day school age summer program includes field trips, library summer program participation, swimming, and visits to parks and zoos. BCLC has partnered with The United Way's Summer Learning Collaborative to incorporate methods to reduce summer learning loss.

School Age children receive extensive assessment through their elementary school environment. As a compliment to these measures, twice yearly progress reports are completed by BCLC educators in partnership with Devereaux Early Childhood Assessment (DECA).

BCLC will be more than happy to provide further detailed information on any of our curriculums or assessment tools upon request.

*At least sixty minutes of physical activity in full day programs will be offered.

47. Room Setup and Ratios

Class	Recommended Ages	License Capacity	Caregiver Child Ratio	State Required Ratio
Infants	4 Weeks to 15 Months	7	1:3	1:3
Toddlers	15 Months to 2.9 Years	9	1:4	1:4
Nursery	2.9 Years to 3.5 Years	20	2:18	1:10
Preschool	3.5 Years to 4.5 Years	20	2:18	1:10
Pre-Kindergarten	4 Years to 5 Years	20	2:20	1:10
School Age Child Care	5 Years to 14 Years	69	1:13	1:13
Family Child Care	Mixed Ages	6	1:6	1:6

48. Non-Violence Policy/Toys

B.C.L.C. supports a loving, peaceful, non-violent environment. We do not allow videos, toys or books of a violent nature in our school. In addition, we ask that all toys and personal items that are not needed for day care be left at home.

V. TUITION AND FEES

49. Registration Fee

B.C.L.C. charges a non-refundable registration fee of \$60.00 per child per enrollment. This is required to reserve your child's place at the center. Registration fees are payable at time of registration.

50. Rates as of January 2019

School Age Child Care Fees – Full Day Kindergarteners – 14 Years of Age

	5 Days	Mon/Wed/Fri	Tue/Thu
Registration	\$60.00	\$60.00	\$60.00
After School	\$26.00	\$28.00	\$30.00
Early Release Day	\$36.00	\$38.00	\$40.00
Full Day Until 6:00 p.m.	\$47.00	\$48.00	\$50.00

School Age Summer Program Fees

	5 Days	Mon/Wed/Fri	Tue/Thu
Registration	\$60.00	\$60.00	\$60.00
Full Day Until 6:00 p.m.	\$47.00	\$48.00	\$50.00

Preschool Program Fees/ Kindergarten Before and After

	5 Days	Mon/Wed/Fri	Tue/Thu
Registration	\$60.00	\$60.00	\$60.00
Full Day Until 6:00 p.m.	\$54.00	\$64.00	\$68.00

Infant Program Fees 1 Month to 15 Months

	5 Days	Mon/Wed/Fri	Tue/Thu
Registration	\$60.00	\$60.00	\$60.00
Full Day Until 6:00 p.m.	\$83.00	\$93.00	\$97.00

Toddler Program Fees 15 Months to 2 Years 9 Months

	5 Days	Mon/Wed/Fri	Tue/Thu
Registration	\$60.00	\$60.00	\$60.00
Full Day Until 6:00 p.m.	\$69.00	\$77.00	\$82.00

Family Child Care Program Fees

	5 Days	Mon/Wed/Fri	Tue/Thu
Registration	\$60.00	\$60.00	\$60.00
Full Day Until 5:00 p.m. Under 2 Years	\$65.00	\$70.00	\$75.00
Full Day Until 5:00 p.m. Over 2 Years	\$55.00	\$59.00	\$66.00

- School Age after school care fees include afternoon meal.
- School Age Program includes full day and early release days. Fees apply for all enrolled students.
- Registration fees are non-refundable, payable at time of registration and renewable annually each September.
- Transportation charges are \$12.00 one-way and \$16.00 round trip.
- Full day fees include breakfast, lunch and afternoon snack.
- Toddler fees include breakfast, lunch and snack. Infant fees include powdered Similac with Iron and a variety of baby food cereals, fruits and vegetables. Diapers and/or pull-ups must be supplied by parent/guardian.
- All part-time child care schedules (2 and 3 day occupancy) in all programs are based on availability.
- All full day child care is limited to a maximum of ten hours per day.
 - All programs are year round programs and program rates apply if child is absent, during holiday closures, if the center is closed for any emergency, or if children are excluded for illness. BCLC does its best to be open all scheduled days to serve our families, therefore full day fees apply when we remain open on inclement weather days, even if local schools are closed.
 - Sibling Discounts available on lowest priced child. Discount limited to 2 children. No discounts available for infants.

V. TUITION AND FEES

49. Registration Fee

B.C.L.C. charges a non-refundable registration fee of \$60.00 per child per enrollment. This is required to reserve your child's place at the center. Registration fees are payable at time of registration.

50. Rates as of January 2018

School Age Child Care Fees – Full Day Kindergarteners – 14 Years of Age

	5 Days	Mon/Wed/Fri	Tue/Thu
Registration	\$60.00	\$60.00	\$60.00
After School	\$25.00	\$27.00	\$29.00/25.00
Early Release Day	\$35.00	\$37.00	\$39.00/35.00
Full Day Until 6:00 p.m.	\$46.00	\$47.00	\$49.00/45.00

School Age Summer Program Fees

	5 Days	Mon/Wed/Fri	Tue/Thu
Registration	\$60.00	\$60.00	\$60.00
Full Day Until 6:00 p.m.	\$46.00	\$49.00	\$50.00

Preschool Program Fees/ Kindergarten Before and After

	5 Days	Mon/Wed/Fri	Tue/Thu
Registration	\$60.00	\$60.00	\$60.00
Full Day Until 6:00 p.m.	\$53.00	\$63.00	\$68.00

Infant Program Fees 1 Month to 15 Months

	5 Days	Mon/Wed/Fri	Tue/Thu
Registration	\$60.00	\$60.00	\$60.00
Full Day Until 6:00 p.m.	\$82.00	\$92.00	\$96.00

Toddler Program Fees 15 Months to 2 Years 9 Months

	5 Days	Mon/Wed/Fri	Tue/Thu
Registration	\$60.00	\$60.00	\$60.00
Full Day Until 6:00 p.m.	\$66.00	\$77.00	\$82.00

Family Child Care Program Fees

	5 Days	Mon/Wed/Fri	Tue/Thu
Registration	\$60.00	\$60.00	\$60.00
Full Day Until 5:00 p.m. Under 2 Years	\$65.00	\$70.00	\$75.00
Full Day Until 5:00 p.m. Over 2 Years	\$50.00	\$55.00	\$60.00

- School Age after school care fees include afternoon snack.
- School Age Program includes full day and early release days. Fees apply for all enrolled students.
- Registration fees are non-refundable, payable at time of registration and renewable annually each September.
- Transportation charges are \$10.00 one-way and \$15.00 round trip.
- Full day fees include breakfast, lunch and afternoon snack.
- Toddler fees include breakfast, lunch and snack. Infant fees include powdered Similac with Iron and a variety of baby food cereals, fruits and vegetables. Diapers and/or pull-ups must be supplied by parent.
- All part-time child care schedules (2 and 3 day occupancy) in all programs are based on availability.
- All full day child care is limited to a maximum of ten hours per day.
 - All programs are year round programs and program rates apply if child is absent, during holiday closures, if the center is closed for any emergency, or if children are excluded for illness. BCLC does its best to be open all scheduled days to serve our families, therefore full day fees apply when we remain open on inclement weather days, even if local schools are closed.
 - Sibling Discounts available on lowest priced child. Discount limited to 2 children. No discounts available for infants.

51. Payments

All tuition payments are due in advance. Full-time parents may pay for the entire month or divide the bill into weekly installments. Payments must be made by closing on Friday before care is received. Child care may be denied on arrival if payment has not been received in advance. Tuition payments are accepted in the form of check or money order. No adjustments are made for absences, holidays, scheduled closings, vacations, snow days or emergency closings. **Parents who are continually late in tuition payments will lose child care services after the 3rd late payment notice has been sent out in any calendar year.**

52. Tuition Assistance

The Commonwealth offers various tuition assistance programs to eligible applicants, based on service need and income. Parents receiving assistance are responsible for any portion of the fee not covered by the funding source. Families receiving financial assistance will be required to provide all of the documentation requirements outlined by the funding source before enrollment and periodically thereafter. These slots are limited and subject to availability.

B.C.L.C. works in association with several agencies and private funders offering financial assistance for various reasons. Please see a program director to inquire.

53. Discounts

- Vacation Time – Each full-tuition paying parent is allowed one week of tuition-free vacation time per year, after completing six full months of enrollment. The year begins 7/1 and ends on 6/30. To receive the discount, the child must be absent for the entire vacation. Written notice for an upcoming vacation is required. Vacation request forms are included herewith, and year round from your Program Director.
Parents receiving tuition subsidy are required to pay during vacations as outlined by the funding source.

54. Additional Fees

- Registration – Children who are withdrawn and re-enrolled are assessed subsequent registration fees at each re-enrollment. Registration fees are assessed annually in September.
- Late Pick-Up Fees – Late pick-up fees of \$1.00 per minute per child will be paid in cash directly to the staff who remained with your child.
- Donations – Donations to defer the cost of field trips are always welcome. Suggested donations will be requested prior to each field trip.
- Returned Checks – There is a \$20.00 service charge for each check returned unpaid by your bank for any reason. After receiving an unpaid check back you will be required to make all future payments by money order.
- Unscheduled Attendance – Children who are authorized to attend any hours or days that are outside their schedule will be charged additional rates according to the fee schedule. Attendance on unscheduled days is allowed only if space is available. Payment on these days is required in advance.

“As soon as I saw you, I knew an adventure was going to happen.”
Winnie the Pooh



If ever there is tomorrow when we're not together. There is something you must always remember. You are braver than you believe, stronger than you seem, and smarter than you think. But the most important thing is, even if we're apart... I'll always be with you.
Winnie the Pooh

VI. SUBMISSIONS

55. Vacation Request Forms

Please complete and return the forms on this page as needed.

Vacation Request Form

Today's Date:
Child/ren's Name/s:
Last Date of Attendance Prior to Vacation:
Vacation Dates:
First Date of Return After Vacation:
Parent/Guardian Signature

Vacation Request Form

Today's Date:
Child/ren's Name/s:
Last Date of Attendance Prior to Vacation:
Vacation Dates:
First Date of Return After Vacation:
Parent/Guardian Signature

56. Withdrawal Form

Please complete and return this page to submit a two week notice of withdrawal.

Notice of Withdrawal Form

Child's Name:
Parent/Guardian Name:
Today's Date:
Child's last day of attendance (B.C.L.C. charges fee for two weeks from notice of withdrawal.):
Balance owed to B.C.L.C. (Calculated through withdrawal date.):
Payment in full as calculated above is submitted with Notice of Withdrawal Form.
Parent/Guardian Signature:
B.C.L.C. Staff Signature:

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Notice of Withdrawal Form

Child's Name:
Parent/Guardian Name:
Today's Date:
Child's last day of attendance (B.C.L.C. charges fee for two weeks from notice of withdrawal.):
Balance owed to B.C.L.C. (Calculated through withdrawal date.):
Payment in full as calculated above is submitted with Notice of Withdrawal Form.
Parent/Guardian Signature:
B.C.L.C. Staff Signature:

57. Handbook Acknowledgement

Please return this page on your child's first day of care.

Handbook Acknowledgement

I have read, understand and will adhere to the policies and procedures in this handbook for parents and guardians.

Parent/Guardian Signature:

Date: