

Kids' Place Parent Handbook

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Updated 4/14/2010

Dear Parent,

Thank you for choosing Kids' Place for your child. During your time here we encourage you to give us feedback about our program. Your input will help us make Kids' Place even better! And you are always welcome to visit the program at any time while your child is here.

This handbook is designed to help you understand the philosophy, policy and procedures of our program. On the next page is a table of contents. Those items that have an asterisk (*) beside them require special attention. Please read carefully and keep this handbook for reference throughout the year.

If you have any questions or concerns, please feel free to talk to us about them.

The Staff at Kids' Place

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Our Purpose and Goal

Our purpose is to provide safe, enriching and affordable care for children in our community as an extension of the ministry of North Shore Assembly of God. Our goal is to provide a nurturing, enriching place where each individual child is cared for and encouraged in his/her talents, abilities and uniqueness.

Our Philosophy

We believe that the physical, mental and spiritual development of each child is vital to the growth of the whole person – body, mind and spirit.

Spiritual Growth: We believe that knowledge and understanding of biblical truth is the foundation for spiritual growth. Values and virtues such as kindness, love, trust, patience, forgiveness, self-discipline, and service are measures of spiritual growth and should be encouraged in every child.

Mental Growth: It is our goal to provide educational enrichment and to encourage and enhance the learning taking place in school. We believe that social skills such as cooperation and friendship promote mental growth and health.

Physical Growth: Good nutrition and exercise are essential components of healthy physical growth. Our goal is to provide daily opportunities for exercise, play, coordination and skills building, and to promote healthy eating habits.

We believe that the well-being of children is related to the health of the family. It is our desire to support families through these methods:

- Addressing issues that relate to parenting and parent/child relationships.
- Listening to concerned parents.
- Providing/recommending literature and resources to strengthen families/parenting skills.
- Referring parents to other resources that offer assistance to families.

Non-discrimination Statement

Kids' Place will not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation or disability.

Licensing

Kids' Place is licensed through the Department of Early Education and Care (D.E.E.C.). Parents interested in our compliance history may contact the Northeast Regional Office at 978-681-9684. They are located at:

360 Merrimack Street, Building 9, 3rd Floor,
Lawrence, MA 01843.

Program Staff

The success of our program is based on the quality of our staff. Staff members are chosen based on experience, education, maturity, talents and love for working with children. A CORI (criminal records inquiry) is done for all staff members. Staff attend orientation where they learn the program's policies, emergency procedures, and plans. They are certified in First Aid and CPR. They are also provided with further opportunities for training.

Volunteers also help on occasion and must be at least 15 years of age. Volunteers are oriented to the program and are under the direct visual supervision of Kids' Place staff at all times. A CORI is done for all volunteers. We also welcome parents to volunteer as chaperones for field trips and as guest speakers.

Administrative Organization

- North Shore Assembly of God Senior Pastor and Church Board
- Kids' Place Administrative Director
- Kids' Place Program Coordinator
- Group Leaders
- Assistant Group Leaders
- Volunteers

Enrollment Procedures & Policies

Enrollment Procedures:

Unless a family has enrolled in our full year plan (see the "Full Year Cost and Payment Policy" section of this handbook) children must be enrolled separately for the After School Program and the Summer Day Program. The following steps are needed to enroll a child in either program:

1. Complete the registration form and submit it to us with a non-refundable deposit toward the final week's payment for the program. If enrolling in the Summer Day Program, a registration fee is also required at this time.
2. Upon acceptance, a confirmation letter will be sent to you along with enrollment forms. All forms must be completed and signed before the child can begin the program. Forms must be updated yearly (or re-signed and dated to verify correct information).
3. The first payment is due by the first day the child attends the program.
4. For the After School Program, parents must send written notification to the child's school authorizing Kids' Place to transport the child from school to our program.

Enrollment Policies:

The following policies apply to both the After School and Summer Day Programs unless otherwise specified:

- Once a child is enrolled, parents are responsible for scheduled payments (please refer to each program's respective payment policies).
- If enrollment fills up before the first day of the program, additional applicants will be placed on a waiting list.

- If a parent wishes to withdraw a child’s enrollment before the start of the program, no refund of the deposit or registration fee will be given unless Kids’ Place has been given 30-days notice.
- Once the program begins, if a parent wishes to withdraw a child, Kids’ Place must be given two weeks notice in writing. Without such notice, parents will be responsible for scheduled payment.
- Changing an enrollment plan (Example: changing the number of days per week a child attends):
 - Requests for additional days will be granted on a space-available basis.
 - Requests to decrease the number of days must be in writing two weeks in advance. Without such written notice, parents will be responsible for scheduled payments.

Program Services

Kids’ Place Summer and After School Programs enroll children ages 6 to 11 (1st grade through 6th grade). The Summer Program will also accept 5.7 year-olds entering 1st grade in the fall. PLEASE NOTE that neither program will run unless there are at least 10 children registered.

The After School Program

- The After School program runs from the Wednesday after Labor Day until the last day of school according to the Malden public school calendar that we receive in September. A list of holiday closures will be given to parents when they register.
- On regular school days, the program will run from 2:00 p.m. until 6:00 p.m.
- Kids’ Place offers transportation from school to the after school program upon request (please see Transportation Plan below). However, parents are responsible for arranging pick-up from Kids’ Place at the end of the day.
- If a child is absent from school and will not be attending the after school program, parents must inform Kids’ Place **before 1:00 p.m.**
- On public school vacation days we will run a full day program from 8:00 a.m. until 6:00 p.m. EXCEPT on the following days when Kids’ Place will be CLOSED:

Columbus Day	Veteran’s Day	New Year’s Day
Thanksgiving Day	Christmas Eve & Day	Presidents Day
The day after Thanksgiving	The day after Christmas	Patriot’s Day
		Memorial Day

 Upon registering, parents will receive a calendar that includes days we are open for full days.
- We provide care on public school early release days.
- We will try to accommodate private school vacation and early release days, but we cannot guarantee that we will be able to provide full-day services if they do not coincide with public school days off and early release days.
- Kids’ Place will try to open for snow days (in which there is no state of emergency) and run a full day program (see School Closures and Inclement Weather below). PLEASE NOTE: Full day programs due to snow are subject to a \$5 additional fee.
- On days when we run a full day program, parents will be responsible for getting children to Kids’ Place. (This includes snow days.)

- A daily afternoon snack is provided in the After School Program. An additional morning snack is given for vacation and snow full day programs. However, lunch will not be provided. On full days, please send a lunch with your child that does not need to be heated. (See “Nutrition Plan” below.)

After School Program Plan:

(Daily schedules are posted.)

Chapel Time: Through songs, puppets, object lessons and videos, children learn about Bible stories and biblical values.

Game Time: A time for indoor or outdoor recreation where children are taught teamwork and healthy competition.

Arts & Crafts: Children are able to work on individual as well as group projects.

Homework Time: A time for homework or quiet reading. Help with homework is available.

Free Time: A time to play with toys, games, computers or to just sit and talk to friends and staff.

Field trips: Fun and educational field trips are planned in advance and permission slips will be distributed. Please note: there may not be care available for children who do not attend field trips.

Guest speakers: Special guests will be asked to come from time to time during the year to speak to the kids about various topics.

School Closures and Inclement Weather

- If schools are canceled and the Governor has declared a STATE OF EMERGENCY, Kids’ Place will be CLOSED.
- If schools are canceled with NO STATE OF EMERGENCY, but instead there is a SNOW EMERGENCY, Kids’ Place will plan to operate a full day program from 8:00 a.m. to 6:00 p.m. However, if weather conditions are very bad, Kids’ Place may need to close. **The Kids’ Place voicemail message** will be updated by 6:45 a.m. on the morning of the snow emergency and will announce whether or not Kids’ Place will be open. So please call Kids’ Place to find out.
- On a snow emergency day that we plan to open, if no one shows up or calls by 9:00 a.m., the program will close for the day. The Kids’ Place voicemail message will be updated at that time to announce the closure.
- EARLY DISMISSAL DUE TO SNOW: If schools dismiss children early due to inclement weather, we will attempt to begin the After School Program earlier. Normal transportation procedures will be in effect. However, if Kids’ Place is unable to transport children who would normally be picked up by us because of extremely dangerous driving conditions, parents will be contacted with as much notice as possible.
- If an INDIVIDUAL SCHOOL is canceled or dismissed early due to a particular emergency, Kids’ Place will try to hold a full day program for children from that school. Parents must call Kids’ Place if they need care in this type of situation. If we are unable to provide earlier care, or we are unable to be reached due to the unpredictable nature of

such circumstances, children may be dropped off at Kids' Place at 2:00 p.m. when the regular after school program begins.

- Full day programs due to snow or individual school emergencies will cost an ADDITIONAL \$10 FEE payable on the day the child attends. This fee is added because we cannot budget for extra staffing needed for these unpredictable days.
- Please send a lunch with your child to all full-day programs, including snow days.
- Parents are responsible for getting children to all full day programs, including snow days.

After School Program Cost and Payment Policy

Cost: \$27 per day; Full-week (5 days) enrollment discount: one day free (\$108 for full week)
There is no additional cost for transportation. Periodically there is an additional field trip fee.

- Payments are made on a monthly basis on the first business day of each month. (If the first business day falls on a day that your child does not normally attend the program, you may submit payment on the next day your child is scheduled to attend.)
- If your situation makes it difficult for you to make monthly payments, speak with the Director to make special arrangements. (For any alternate plan, payment must be made by the Monday of the agreed upon time period.)
- Upon registration, a non-refundable two-week deposit will be due which will be credited toward the *last* month's tuition.
- The monthly fees are the same regardless of the number of days in the month, school vacations or absences. There are no credits or refunds given for absences including but not limited to: family vacations, sickness, appointments, etc. *Think of it as a monthly commitment for your child, not in terms of days of attendance. This is because our staffing and other expenses are based on fixed enrollment levels. Operating costs are not sufficiently reduced when a particular child is absent.*
- There is an additional charge of \$10 per day for school vacation full-day programs and for snow days (See School Closure and Inclement Weather). There is no additional charge when we pick up children on early release days.
- Late payments will be charged a fee of \$5/week, starting the day after payment was due.
- If a scheduled payment is two weeks late, your child will not be allowed to return to the program on the Monday of the third week until the full amount owed is submitted. Non-payments can result in termination from the program.
- There is a fee charged to checks returned due to insufficient funds. The amount of the fee depends on what the bank charges us for a bounced check, usually between \$5 and \$10.
- If your family should have an emergency or unusual financial problem that may effect the prompt payment of tuition, **please inform us immediately**. Often we can work out an alternate schedule of payments. But we can only be flexible if we are notified in advance.
- You will not be allowed to register for an upcoming program if you are behind in payments for the current program that your child is enrolled in. (For example, you cannot register for the Summer Program if After School Program payments are past due.)

The Summer Day Program

- The Summer Day Program enrolls children between the ages of 6 and 11. We will accept 5.7-year-olds if they will be entering first grade in the fall.
- The Program runs for 7 weeks (dates will be announced in our brochure and website).
(We will be closed on the July 4th holiday.)
- The program will run Monday through Friday from 7:45 a.m. until 4:00 p.m.
- Aftercare will be provided from 4:00 p.m. until 6:00 p.m. Kids' Place must be informed on Friday if a child will need aftercare for the following week (see Cost & Payment policy below).
- Parents are responsible for arranging their child's transportation to and from the program.
- Breakfast, Lunch and afternoon snacks are provided by Kids' Place. However, parents may choose to send meals and snacks from home. (Please see "Nutrition Plan" below).
- Children should arrive before 10:00 a.m. each morning. If your child will be later than this, please call to notify us.

Summer Program Plan:

(Daily schedules will be posted.)

Game Time: A time for indoor and outdoor recreation where children are taught teamwork and healthy competition.

Chapel Time: Through songs, puppets, object lessons and videos, children learn about Bible stories and biblical values.

Club Time: Children choose between a variety of activities including sports, cooking, science, art, drama and music.

Free Time: A time to play with toys, games, computers, or to sit and talk to friends and staff.

Field trips: Fun and educational field trips are planned in advance and either permission slips will be distributed or a permission form will be available to sign. Children can only attend field trips on the days they are scheduled to attend the program. Please note: there may not always be care available for children who do not attend field trips. There may also be an additional field trip fee depending on the cost of a particular field trip.

Variety Activity: A variety of activities are regularly scheduled such as movies, show & tell, story time, cooking, water games, and guest speakers.

The Summer Program Leaders-In-Training Group.

During the summer, the age of the children in our program may increase to 12-year-olds upon a child's acceptance into the Leaders-in-Training Group. While being part of the summer day program, these 12-year-olds will learn about leadership by shadowing staff, attending leadership training sessions and completing session assignments.

Summer Day Program Cost and Payment Policy:

Cost: \$33 per day

Full-week (5 days) enrollment discount: one day free (\$132 for full week)

Summer registration fee: \$35

Additional Aftercare: Aftercare is available from 4:00 p.m. – 6:00 p.m. for \$5.00 extra per day.

For families enrolling siblings, there is a 10% discount.

Periodically there is an additional field trip fee.

Payment Policy:

- Payment for weeks 1-4 is due by the first day of the program; payment for the remaining weeks is due the first business day of the fifth week. If your situation makes it difficult for you to abide by this payment plan, speak with the Administrative Director. For any alternate plan, payment must be made by the Monday of the agreed upon period.
- The weekly fees are the same regardless of the number of days in the week or absences. Think of it as a regular commitment for your child, not in terms of days of attendance.
- There are no credits or refunds given for absences including but not limited to: family vacations, sickness, appointments, etc. This is because our staffing and other expenses are based on fixed enrollment levels. Operating costs are not sufficiently reduced when a particular child is absent.
- You are responsible for paying for the weeks you have registered for. Changes in a child's enrollment plan (# of weeks, or # of days per week) will be granted on a space available basis. We must be informed of changes in a child's enrollment plan at least two weeks in advance. Without such notice, parents will be responsible for scheduled payment.
- Late payments will be charged a fee of \$5 per week, starting on the day after payment was due.
- If a scheduled payment is two weeks late, your child will not be allowed to return to the program on the Monday of the third week until the full amount owed is submitted. Non-payments can result in termination from the program.
- You will not be allowed to register for the following After School Program if there is an unpaid balance on Summer Program tuition.
- AFTERCARE: Parents must inform Kids' Place at least one day in advance if Aftercare will be needed on a particular day. Payment will be due by the end of that week.
- There is a fee charged to checks returned due to insufficient funds. The amount of the fee depends on what the bank charges us for a bounced check (usually between \$5 and \$10).
- In the event that you wish to withdraw your child's enrollment *before the start of the program*, no refund of the registration fee or deposit will be given unless Kids' Place has been given 30 days notice. Without this 30-day notice, fees and deposits are non-refundable.
- If your family should have an emergency or unusual financial problem that may effect the prompt payment of tuition, **please inform us immediately**. Often we can work out an alternate schedule of payments. But we can only be flexible if we are notified in advance.

The following pages contain information for both the After School & Summer Day Programs.

Daily Sign-In

- Upon arrival, parents must check in with staff and sign their child in for the day. Once signed in, the program becomes responsible for your child.
- During school days in the After School Program, Kids' Place becomes responsible for the child once he/she is either signed in by a parent, or is picked up from school by Kids' Place according to each individual school's plan for pick-up.
- At dismissal, parents must sign their child out. Once signed out, the parent is responsible for their child.
- If a child is given special permission to walk home unsupervised (special agreement form must be signed), the child may sign him/herself out. Once signed out, Kids' Place is no longer responsible for that child and the parent or guardian takes responsibility.

Late Pick-up Policy

Kids' Place officially closes at 6:00 p.m. When a parent or guardian is late, we have established the following policy:

- Parents will be charged a late fee of \$5 for each 15-minute interval that they are late (according to the clock at Kids' Place).
- The late fee is due upon arrival or by the next day your child attends the program.
- In the event of repeated lateness, the following steps will be taken:
 1. The 3rd lateness will be documented and parent will be informed.
 2. The fourth lateness will also be documented.
 3. Upon the fifth lateness, parent must sign a form stating that if late one more time, their child will be dismissed from the program because Kids' Place is not meeting the parent's need for child care. Referrals to other programs will be made available.

Lateness Procedures:

- Parents running late must call Kids' Place to let staff know what time they expect to arrive or to inform staff of alternate transportation arrangements.
- If we do not receive a phone call by 6:05, the following procedures will be implemented:
 1. A staff member will attempt to contact parent for instructions.
 2. If contact cannot be made, staff will begin making calls from the child's Transportation & Authorized Release Form or Emergency Contact List to arrange alternate transportation. (Parent will still be charged \$5 for each 15 minute interval that the authorized pick-up or emergency contact is late.)
 3. If contact cannot be made to a parent/guardian, authorized pick-up, or emergency contact by 7:00 p.m., a call will be placed to the Department of Social Services Emergency Unit to report an abandoned child. Staff members will then follow instructions given by DSS as to what further arrangements are necessary. A note will be placed on the door informing the parent of where the child will be and to contact DSS for further instructions.

Attendance and Absenteeism

It is important for all children to attend the program on a regular basis. Frequent absenteeism disrupts a child's daily routine and progress. If a child will be absent from the program for any reason, please notify Kids' Place.

Transportation Plan

- A Transportation Plan form is part of the registration packet and must be filled out. **Children will not be released to unauthorized persons under any circumstances.**
- During the **Summer Program** parents or authorized adults will drop-off and pick-up children. Parents or authorized adults are responsible for the supervision of the children in their care prior to signing them in and after signing them out of the program for the day.
- During the **After School Program** children will either be picked up from school and brought to Kids' Place by Kids' Place vehicles, or be dropped off at Kids' Place by a parent, school bus, or authorized adult. Kids' Place is responsible for the children after they are either signed in by a parent or picked up from school by Kids' Place according to each individual school's plan for pick-up. (Parents will receive a copy of the individual school's transportation plan upon registering in the after school program.)
- Kids' Place uses program vehicles owned and maintained by North Shore Assembly of God, and drivers are qualified Kids' Place staff members. Kids' Place staff on vehicles are responsible for the supervision of the children while being transported. At least one staff member on each vehicle will be certified in First Aid and CPR.
- For the **After School Program**, we will transport children from school upon request. If transportation is provided for a child, the following procedures will be in effect:
 1. The Director and/or Assistant Director will coordinate transportation services and hear and address parent concerns and suggestions.
 2. Drivers will carry cell phones at all times.
 3. Parents must submit a written notice to their child's school giving us permission to transport their child. This needs to be done before the child's first day in the program or we cannot pick your child up.
 4. Kids' Place will confirm attendance lists with the school's list of children with written parental authorization to ride our vehicle.
 4. Children must be at the designated pick-up point at dismissal time.
 5. It is VITAL that we be informed of absences by 1:00 p.m. so we know what children we have to wait for.
 6. If a child is not at the designated pick-up point and we have not received notice of his/her absence by parent or guardian, a call will be made to the parent to find out the child's whereabouts. If a parent cannot be reached, we will call the school office. If the school confirms that the child is absent, a message will be left on the parent's voicemail stating that the school confirmed the child's absence. If the school states that the child was present, another attempt will be made to reach the parent or guardian. If the parent still cannot be reached, a message will be left for the parent and the van will move to the next school to avoid delaying pick-up of other children.

Please Note: If your child is required to stay after school for detention, we may not be able to pick up your child. In that case we will inform you and it will be your responsibility to transport your child to Kids' Place.

7. While riding Kids' Place vehicles, children are expected to behave according to Kids' Place rules and in such a way as to not distract the driver. If a child is being disruptive and does not respond to a verbal warning from the driver or other Kids' Place staff on board, the driver will pull the vehicle over to a safe place and address the behavior. The child's parents will be informed. If misbehavior by a child becomes an ongoing issue and jeopardizes safety, a meeting will be held with the child's parents and a written warning will be given. If misbehavior continues, transportation services for that child will no longer be provided.
 8. All incidents involving Kids' Place vehicles will be documented by the director.
 9. When arriving at Kids' Place, attendance will be taken as children exit the bus/van so as to avert leaving a child on a vehicle.
- In emergencies requiring medical treatment, 911 will be called and an ambulance will transport child.
 - Any moving violations or accidents that occur while children are being transported will be documented and reported in accordance with the law and to D.E.E.C.
 - If a vehicle becomes disabled while transporting children, Kids' Place staff will remain with the children at all times. A cell phone will be used to call for help. Arrangements will be made for another vehicle to transport the children.
 - For field trips, the church van and/or bus, staff cars, or public transportation will be used. (See Off-Site Activities Plan below)

Off-Site Activities Plan

- All off site activities require a ratio of one staff member for every 10 children.
- Staff will be equipped with cellular phones when off premises.
- For all off-site activities, staff will bring a first aid kit, emergency contact/consent forms, and all necessary medications. Each vehicle used will have a first aid kit and copies of emergency information.
- The program will use church vans and/or bus and/or parent-chaperon or staff-owned vehicles when transporting children off site. When staff or parents are transporting children, we will verify proper insurance, registration, inspection and driver's licenses. Public Transportation may also be used on occasion (see final bullet below, "When using Public Transportation").
- A staff member trained in CPR/First Aid will always be present with the children.
- Each child will carry on his/her person the program's name, address and phone number.
- Staff will ensure that all areas used by children off-site will be free from hazards.
- In the event of an emergency, one staff member will remain with the children while a second staff/adult seeks help.

- Vehicles will travel together at all times. In an emergency, all vehicles will stop together.
- In the event of a vehicle breakdown, one staff member will remain with the children while a second staff member seeks help. Another vehicle would be used to pick up the group.
- All regularly used off-site locations are listed on the off-site activity form. Field trip permission slips with location, mode of transportation, arrival and departure times will be distributed in advance for non-regular trips. Any admission fees must be turned in prior to the trip in order for a child to attend.
- Attendance and head counts will be taken upon leaving and entering vehicles.
- When using Public Transportation, the following plan will be implemented:
 - There will be a ratio of at least one staff member for every five children.
 - Children will remain with their assigned staff member at all times.
 - Head counts will be taken upon boarding the train/bus and after exiting the train/bus.
 - When boarding the train/bus, a Group Leader will board ahead of the children. After all children and other staff have boarded, a final Group Leader will board, ensuring that no child is left unattended.
 - In the event that train doors close before all the children and staff have boarded, the group on the train will get off at the next stop and wait on the platform. The group that missed the train will board the next train and get off at the next stop where they will join the rest of the group. After attendance is taken, the whole group will board the next train.

Plan for Off-Site Activities to a Public Pool.

When a field trip involves swimming at a public pool, all of the above off-site procedures will be followed by staff. In addition, the following plan will be implemented:

- Any swimming activities will take place only where there are lifeguards on duty.
- Kids' Place will obtain the rules of the swimming area prior to the trip, and incorporate them into our plan with the children.
- Upon arriving at the pool, a Kids' Place staff member will introduce him/herself to the lifeguard on duty and provide information on the number of children swimming and their level of proficiency.
- Prior to the trip, parents must indicate their child's swimming ability (non-swimmer, beginner, intermediate or advanced). For non-swimmers and beginners, parents should provide approved flotation devices.
- To be allowed in the deep end of a pool, children will be tested to ensure they are strong enough to swim in the deep end.
- There will be a ratio of at least one staff member/chaperone for every five children on trips to a pool.
- During the trip each child will be assigned a buddy so that, in addition to staff supervision, the children will help watch out for one another. Buddy checks and head-counts will be taken by staff frequently to ensure that all children are safe and accounted for. If a child needs to leave the swimming area to use the restroom, his/her buddy should go also.
- If a child appears to be missing, all children will be removed from the water while the water is checked for the missing child. Then the surrounding area will be checked.

- If a staff member suspects that a child or another staff person is having trouble in deep water, they will immediately alert the lifeguard. Unless a staff member is a certified life guard he/she should not go into deep water to help a potential drowning victim.
- Staff supervision plan: Staff will be assigned the following specific duties which will rotate at least every half-hour:
 - 1 staff member standing at the water's edge, near a lifeguard, acting as an extra set of eyes, ready to alert the lifeguard of any potential problems.
 - 2 staff members in the water with the children.
 - 1 staff member in the area where children will be sitting/keeping their towels, etc.
 - 1 staff member to take children on bathroom runs.
 - If children need to use the changing areas, there will be a female staff member supervising the girls' area and a male staff member supervising the boys' area.
- Children will not be permitted to use hot tubs. Kids' Place will comply with local codes and laws regarding accessibility of swimming areas or equipment by various age groups.
- No child suffering from a fever, cough, cold symptoms, skin rash, or any communicable disease will be allowed in the water. No one wearing medical coverings will be allowed in the water.

Emergency Plan

The following contains procedures during situations requiring emergency evacuation, sheltering in place, or other emergencies. Staff will obtain information from local authorities via TV/radio/internet/phone to determine whether to evacuate or shelter in place, and will follow the directions of local emergency management authorities.

For ALL emergencies, staff will have the following with them:

- | | |
|--|-----------------------|
| 1. Attendance Records | 4. First Aid Kit |
| 2. Medications | 5. Health Care Policy |
| 3. Emergency Contact and Consent forms | 6. Cellular phone |

Emergency Evacuation: In the event of any emergency requiring evacuation such as fire, natural disaster, or loss of power or heat, or other emergency situation, the following plan will be followed:

- Staff and children will follow evacuation procedures posted by classroom doors.
- During the evacuation one staff member will be assigned to check all child care rooms (including bathrooms) to ensure that no one has been left behind.
- Upon evacuation staff will lead children outside and meet at the end of the lower parking lot. There attendance will be taken to insure all children are accounted for.
- Emergency personnel will be contacted by cell phone and we will follow any instructions from them.
- If the emergency results in our inability to re-enter the building, we will relocate to the Town Line Bowling Lanes on Route 99 (Broadway).
- Once children are settled in the appropriate area, staff will begin calling parents to advise them of the situation and ask them to pick children up as soon as possible.
- Regular practice evacuation drills will be held monthly. The Program Director is responsible for assuring that drills are held at different times during the program and that they are practiced with all groups of children and staff. Documentation of the date, time, number of children and effectiveness of each drill is kept on file.

- In the event of a major emergency that necessitates a large scale evacuation involving the facility and larger neighborhood, we will coordinate with community public safety/emergency management officials to locate a place of safety that can accommodate the children and staff. The Kids' Place van/bus will be used to transport children to the place of safety where they will remain accompanied by staff while parents are notified and arrangements for either transportation home or a continuation of care are made.

Shelter-in-Place: There may be situations (such as natural disaster, hazardous materials accident, airborne threat, etc.) in which emergency management authorities order a "shelter in place."

- Staff will follow instructions from authorities as to how long to remain inside.
- Staff will direct children to a space in the facility appropriate for the situation (basement, interior area away from windows, etc.)
- Parents will be notified of the situation and arrangements for continuation of care or transportation home will be made.

Other emergencies:

- In the event of exposure to toxic materials /gases and a physical examination is recommended, children will be transported by emergency medical personnel or Kids' Place van/bus to Melrose Wakefield Hospital where they will be examined and remain with staff while parents are notified.
- Missing child: If a child is unaccounted for, prompt notification of the police will be made once an initial search of the facility is conducted and attempts to confirm location have failed. While police set up a perimeter, staff will continue to search the facility and the immediate surrounding area. Parents will be notified.

Nutrition Plan

Lunch

- Parents will provide lunch and drink for full days during the **After School program**. Please send your child's lunch with his/her name on it.
- In the **Summer program**, Kids Place will provide breakfast and lunch. Breakfast is served between 8:30 and 9:30 a.m., and lunch is served around noon. Parents may choose to send breakfast or lunch from home.
- Children will be given a 45-minute lunch period.
- Children will be encouraged to eat what parents have sent, but will not be forced to eat.
- Any concerns regarding a child's intake of food should be discussed with a pediatrician.
- Suggested lunch: sandwich, fruit, dessert, and drink
- Some suggestions for a healthy lunch:

peanut butter	whole grain bread	cheese	milk	cream cheese
sliced meats	pita bread	vegetables	juice	muffin
tuna	bagel	yogurt	hard boiled egg	
- Please do not send anything in glass containers.
- Please do not send foods that need to be heated.
- Refrigeration can be provided upon request.

Snack

- The After School program will provide one snack after arrival.

- During After School program full days, morning snack is provided around 9:15 and afternoon snack is provided around 3:00.
- For the Summer program, afternoon snack is provided around 3:00 p.m. For children who stay after 4:00 additional snacks are available.
- Weekly menus will be posted.
- Parents may provide additional snack if desired.
- Some snack suggestions:

cereal	salsa and chips	fruit	pretzels	Jell-O
bagels/cream cheese	vegetables	pudding	granola bar	

Withdrawal from Program

Kids' Place needs 2 weeks **written** notice of termination. This is healthy for the children & staff. If a child will be going to another program, we will assist the child with the transition in a manner consistent with the child's ability to understand. We will also, if requested and with parental permission, share information needed by educators in the new program.

Ongoing Parent Communication

- Each Parent will have a file to check daily for information regarding their child.
- Regularly check our bulletin board located in the lobby and in the main room upstairs. Schedules, events and snack menus will be posted.
- Flyers will also be sent home to remind parents of special events or important information.
- Please feel free to give us your feedback and suggestions.

Children's Responsibilities

Children are responsible for:

- respecting the rules that are established for them in the program.
- learning to take consequences for their own actions.
- controlling their feelings and actions so that they do not harm anyone.
- not willfully damaging equipment or property in the building.
- not willfully damaging any property that belongs to someone else.
- sharing equipment and facilities with all children in the program.
- respecting other children and staff in the program.
- remaining with a staff member at all times and checking with staff if they need to go to another area.
- dressing modestly and appropriately for indoor and outdoor play.
- returning materials and equipment to their proper place before starting a new activity and before leaving the program for the day.
- participating in and carrying out an activity that they have committed themselves to.
- wearing seat belts while in all vehicles and behaving in such a manner that allows maximum concentration for the driver (breaking this rule can result in suspension of transportation privileges).
- using appropriate language at all times.
- notifying a staff person if they need help in dealing with a situation.
- not running in the building or when moving from indoors to outside and vice-versa.
- being on time with their belongings for pick-up at the end of the day.

Children's Rights

Staff members are responsible for ensuring that children enrolled:

- have a safe environment free from hazards.
- have their ideas and feelings respected.
- have discipline that is fair, equal and respectful.
- have the opportunity to express their feelings in an appropriate manner.
- have a right to voice their opinion on the rules and have input on activities offered.
- have an environment that offers a variety of choices.
- have activities that allow them to express their creative ability, sense of exploration and discovery and that stimulate growth and learning.
- have staff members that care about them, enjoy being with them and help them grow.

Behavior Management Plan

- Behavior management shall be provided in a consistent, reasonable and appropriate way based on an understanding of the individual needs and development of a child.
- Kids' Place takes a positive approach to encourage proper behavior. We strive to consistently implement strategies that emphasize teaching/encouraging a child to manage his/her own behavior. Some of these techniques include re-direction with focus on the behavior rather than the child, and positive reinforcement of appropriate behavior. The program maximizes growth and development and encourages self control through understanding.
- Whenever possible, staff will discuss a child's choices of behavior and consequences that would follow, then allow a child to make the choice and enforce the consequences. The most common consequence is the loss of a privilege related to the inappropriate behavior if possible. Separation from the group to discuss an issue with a child or to give a child a chance to "cool off" or re-focus may also be used.
- We encourage children to express anger in appropriate words rather than by hitting or disrupting the play of others.
- If conflict between children arises, we will talk with the children involved and give suggestions on how to deal with the situation appropriately. We will ask children to describe their observations and allow them to talk about the sequence of events. They will be asked how they think the problem can be resolved. If reasonable, the solution will be implemented. This method is called mediation or conflict resolution.
- In the instance where a child has lost control of actions and words, or is disobeying safety orders, we will separate the child from the group for a short period of time until the child feels that he/she can rejoin the group. The length of time will not exceed ten minutes.
- If the staff is concerned about a child's behavior after repeated observations, the following plan will be followed:
 1. Child will be given a verbal warning.
 2. If behavior continues, behavior will be documented.
 3. If behavior occurs again, staff will meet with child's parents. The staff will work together with parents to identify the problem, discuss solutions, and formulate a plan to be reinforced by both staff and parents. Documentation of the child's behavior will be used to keep parents

informed of progress. If the behavior is a serious direct violation of rules (see Children's Responsibilities), staff may choose to forego verbal warning and proceed to step 2 or 3. If no change is seen after a behavioral plan has been established with parents and implemented in the program, additional services may be necessary. Referrals will begin at this point (see Referral Plan below).

- If no change occurs after additional services are implemented the following steps will be taken:
 1. The child will be suspended from the program for 1-3 days. The child may return with change in behavior.
 2. If the problem continues, a 5-day suspension will be implemented.
 3. After 2 suspensions a form stating that termination is the next step if the problem continues will be signed by the parent.
- If a child exhibits extremely inappropriate behavior (deliberate injury to another person, blatant disrespect for others or property, or putting themselves and others in danger), his/her behavior will be recorded on an incident report form. The parent will be required to read and sign the form. The parent will also have the opportunity to discuss the incident with staff. This type of inappropriate behavior can result in immediate suspension or dismissal from the program.
- The program shall PROHIBIT corporal punishment and other forms of discipline such as humiliation, verbal or physical abuse, neglect, depriving children of meals or snacks, or force feeding children. Neither will we discipline a child for soiling, wetting, or not using the toilet or using any other unusual or excessive practices for toileting.

Where appropriate and feasible, children shall participate in the establishment of rules, policies and procedures.

Referral Plan

Any child who exhibits unusual or ongoing symptoms of emotional, physical, or behavioral problems, or developmental disabilities will be observed closely. The following is our plan for referring parents to appropriate medical, social, mental health, and educational services should staff feel that an assessment for such additional services would benefit the child:

1. Staff will inform the Administrator of concerns, and observations of the child's behavior will be documented.
2. The Administrator will review the documented observations and the child's file.
3. Administrator and appropriate staff will meet with parents or guardians to discuss concerns.
4. Parents will be provided with a current list of referral resources in the community along with a written statement of the reason for recommending the referral. Assistance in making the referral will be offered and given if parents provide written consent.
5. Parent conferences, referrals and results will be documented and kept in the child's file.

The following are some of the agencies used in referral (others are available upon request):

- Northeast Family Institute/DPH (Bonnie Coopersmith) 781-246-1414
- DSS Office 781-388-7100
- Child at Risk Hotline (24 hours) 1-800-792-5200
- Office of Child Care Services in Quincy, MA 617-472-2881
- Child Care Circuit 978-686-4288
- Early Intervention for Malden Elementary Schools (Veronica Papenfuf, Director of Special Ed.) 781-397-7257

Termination and Suspension Policy

It is the responsibility of Kids' Place Staff to ensure that all the children are safe and happy. Any child who purposely jeopardizes this safety or happiness may be suspended or terminated from the program.

Possible reasons for suspension and/or termination of a child from Kids' Place include:

- repeated failure of children or parents to adhere to program policies.
- inappropriate behavior, considered to be harmful to your child, staff, or others.
- chronic tardiness at pick up time.
- chronic absenteeism.
- overdue fees or repeated late payments.
- other reasons as determined by and discussed with the Kids' Place Administrative Director.

Kids' Place reserves the right to suspend and/or terminate services with a two-week advanced written notice to families. However, when the health, welfare and safety of children are at stake, Kids' Place reserves the right to terminate services immediately.

While we reserve the right to suspend or terminate services, avoiding this is our goal. To help avoid suspensions or terminations the Administrator will:

- provide opportunity to meet with parents to discuss other options,
- offer referrals to parents for evaluation, diagnostic or therapeutic services if needed,
- pursue options for staff support including consultation and training,
- work with parents to develop an individualized behavior management plan for home and in the program.

If no change occurs after these steps are pursued, services to the child may be terminated.

Procedures for suspension/termination:

- The Administrative Director and/or Assistant Director will decide suspensions & terminations.
- Parents will be provided with written documentation of the specific reasons for termination or suspension, and the circumstances under which the child may return, if any.
- If a child is suspended, suspension may be from one to five days.
- In cases of termination, Kids' Place will inform parents of the availability of information and referral for other services. This information and referral will be provided upon the request of the parent.
- When a child is terminated from the program (initiated either by Kids' Place or the parent) we will prepare the child in a manner consistent with the child's ability to understand.

Child Abuse and Neglect Prevention Policy

In order to insure the well-being of children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual and psychological abuse, to the Department of Social Services, and to cooperate in any investigation of such possible neglect or abuse (Massachusetts General Laws Chapter 119, Section 51A). We do not have discretion in this matter, but must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including a non-family member.

If we fail to report possible harm, we may be subject to criminal penalties. In grievous cases, we may refer the matter directly to the police or consult with the District Attorney.

The following are the program's procedures for the reporting of any suspected incidents of child abuse and neglect:

1. All staff must report suspected child abuse or neglect to the Department of Social Services pursuant to MGLc119s51A or to the Kids' Place Administrative Director or designee.
2. The Kids' Place Administrator or designee will immediately report suspected abuse or neglect to the Department of Social Services pursuant to MGLc119s51A
3. The Kids' Place Administrator or designee will notify the Office of Child Care Services (OCCS) immediately after filing a 51A report, or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of Kids' Place Programs or during a program related activity.
4. Kids' Place will assure that any staff member accused of child abuse or neglect does not work with children until the DSS investigation is complete and for such further time as OCCS requires with or without pay. The worker will not work with children, but may either be suspended or allowed to work in the office.
5. Kids' Place shall cooperate in all investigations of abuse and neglect. Cooperation includes identifying parents of children currently or previously enrolled in Kids' Place programs, providing consent for disclosure to OCCS of information from, and allowing OCCS to disclose information to, any person and/or agency OCCS may specify as necessary to prompt investigation of allegations and the protection of children. Failure to cooperate may be grounds for suspension, revocation, or refusal to issue or renew a license.
6. Staff are trained in child abuse prevention which includes recognizing symptoms of abuse, profiles of abusers, disclosure, documentation, prevention strategies and staff code of conduct.

Children with Disabilities

Parents must provide Kids' Place with information pertaining to their child's specific needs prior to the child's participation in the program. The administrator will review this information given by the parent. Identification of specific accommodations required to meet the needs of the child, which would include change or modification in the child's participation in regular activities, will be reviewed. In addition, identification of any special equipment, materials, ramps or aids will be discussed. If such accommodations will cause undo burden on the program, the parent will be notified in writing (including reasons for the decision). Children who are accommodated will be monitored and parents will be informed of their child's progress. Accommodations and progress will be evaluated regularly. The program retains the right to terminate services with written notification to parents if a child's participation in the program becomes an undo burden on the program. Parents may contact the Office of Child Care Services to review the decision. Parents will be notified within 30 days of receipt of application.

Illness Exclusion Policy

A child may not attend the program if he/she:

has a fever of 100 degrees or more. If a child begins to develop a fever while at the program, the parent will be called and expected to pick up the child immediately. The child may return to the program when the fever has subsided for 24 hours without Tylenol (or similar fever reducing medication).

is on antibiotics. A child with a contagious condition for which an antibiotic has been prescribed may not attend until he/she has taken the antibiotic for 24 hours. A child with a non-contagious condition and on antibiotics may return to the program as soon as the child feels well.

is vomiting. A vomiting child must stay at home or go home if he/she becomes ill at the program. He/she may not return until 24 hours after the vomiting has stopped.

has diarrhea- A child will be sent home if he/she has three or more watery stools during the day. Children may return to program 24 hours after bowel movements have returned to normal. If the child must return to the program with stools looser than normal due to antibiotics, etc., a written doctor's note will be required to re-admit the child.

has impetigo and conjunctivitis. These are very contagious conditions and must be treated with antibiotics before the child can return to the program (see antibiotics above). If the child has red eyes with discharge or crusted, moist sores, parent will be contacted to pick up the child immediately. The child cannot return until he/she has been seen by a doctor.

has strep throat. Symptoms include a fever, rash or sore throat. Parents will be notified immediately so that child can be seen by a doctor.

has a cold. Often children can function in a group setting when suffering from a cold. Any child well enough to come to the center will be expected to participate with the other children in the usual activities. A common side effect of a cold is a runny nose. Generally, a clear discharge is okay while a thick yellow or green discharge is a sign of a more serious infection. If this is the case, staff will use their discretion in asking parents to keep the child home.

Please notify Kids' Place immediately if your child is exposed to a contagious disease. The Administrator will notify you if and when it is necessary to keep your child at home. All parents will be given notice if a child in the program has been reported to have a contagious disease. Notices will include information on symptoms and general information on the contagion.

Plan for Mildly Ill Children

- Mildly ill children will be able to rest in a comfortable, quiet area. If they are in need of food, drink, or rest, they will be accommodated by a designated staff member.
- Staff assigned to mildly ill children will be trained in First Aid and how to give care and comfort.
- The child's temperature will be taken and if it is above 100 degrees, a parent will be called to come and pick up the child.

Procedures for Injuries and Illness

- Any injury or illness occurring at Kids' Place and resulting in staff administering First Aid will be written up on an injury/illness reporting form and given to the parent within 24 hours.
- Parents will be notified by phone if their child needs emergency medical assistance.
- If a parent cannot be reached, the next adult stated on the child's emergency contact form will be contacted. If this person cannot be reached, the next contact listed will be phoned and so forth.
- A child in need of emergency medical treatment will be transported by ambulance to the nearest hospital. If a parent has not arrived by the time an ambulance gets to Kids' Place, the child will be accompanied to the hospital by a Kids' Place staff member who will remain with him/her until a parent/guardian/emergency contact person arrives. The staff member will bring the child's First Aid/Emergency Authorization Consent Form to the hospital with the child.
- When we are at an off-site location (field trips, etc.) the same above procedures will be followed.
- Kids' Place will follow D.E.E.C. reporting procedures regarding any child who sustains an injury or illness during program hours that requires emergency medical treatment.

Plan for Administering Medication

Parents are required to complete a medication consent form PRIOR to administration of ANY medication (prescription and non-prescription). Plus a physician's order is required for both prescription and non-prescription medication. (We do not need a physician's order for topical non-prescription medications.) Prescription medication must be in the original container that has the following information on the label:

- Child's name
- Doctor's name
- Name of the medication
- Directions for administration (dosage, frequency, and number of days to be taken)
- Directions for storage
- Expiration date

We will only administer medication according to label directions unless a written authorization is given from the physician stating otherwise.

All medication will be labeled and in its original container, with the child's name and directions for its administration and storage. The staff will store all medications under proper conditions for sanitation, preservation, security and safety. All unused medication will be returned to the parent.

Inhalers for children may be carried and used by the child without supervision only if written consent is given by both the parent and the child's physician.

Kids' Place will keep a written record of the administration of any medication. This log will include: the name of the child, time and date of each administration, dosage, and the name of the staff member administering medication. Also, staff administering medication will go through the checklist in the log (making sure medicine has not expired, etc.) and check the last time a dosage was given to prevent overdose. Any staff administering medication will also be required to complete the D.E.E.C. Medication Administration training annually.

Availability of Kids' Place Emergency Health Care Policy

Our complete Emergency and Health Care Policy is available upon request

PARENT INFORMATION FROM THE D.E.E.C

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 child care centers (including nursery schools), and school age child care programs.

These regulations, 102 CMR 7.00, establish minimum standards for operation of group child care and school age child care programs in the Commonwealth. The regulations require certain things of licensees (child care program owner) in regard to their work with parents. A summary of the required parent information, rights, and responsibilities follows.

Parental Input. The licensee must appropriately involve parents of children in care in visiting the program, meeting with the staff and receiving reports of their children's progress. The program must have a procedure for allowing you to give input and make suggestions, but it is up to the program to decide whether or not they will be implemented.

Meeting with parents. In group child care programs, the licensee shall assure that the administrator or his designee meets with the parent(s) prior to admitting a child to the program. The parents shall have an opportunity to visit the program's classrooms at the time of the meeting or prior to the enrollment of the child. In school age programs, the licensee shall provide an opportunity for the parent(s) and child to visit the program and meet the staff before the child's enrollment.

Parent Information. The licensee must provide to the parents upon admission of their child the program's written statement of purpose, including the program philosophy, goals and objectives, and the characteristics of children served; information on the administrative organization of the program, including lines of authority and supervision; the program's behavior management policy; the program's plan for referring parents to appropriate social, mental health, education and medical services for children; the termination and suspension policy; a list of nutritious foods to be sent for snacks or meals; the program's policy and procedures for identifying and reporting suspected child abuse or neglect; the procedures for emergency health care and the illness exclusion policy; the program's transportation plan; the procedure for administration of medication, and, upon request, a copy of the complete health care policy; a copy of the fee schedule, and in school age child care, the procedures for on-going parent communication. All of this information may be contained in a "Parent Handbook".

Parent Conferences. The licensee must make staff available for individual conferences with parents at your request.

Progress Reports. A written progress report will be prepared annually on the progress of children in school age programs. The licensee will prepare a written progress report for your child, will provide a copy to you, will maintain a copy of the report in your child's file, and offer you a conference to discuss the content of the report. If your child is an infant or a child with disabilities, you should receive a written progress report at least every three (3) months. Program staff must bring special problems or significant developments, particularly if they regard infants, to your attention as soon as they arise.

Parent Visits. You have the right to visit the center and your child's room at any time while your child is present.

Children's Records. Information contained in a child's record is privileged and confidential. Program staff may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without your written consent. You must be notified if your child's record is subpoenaed.

Access to your child's record. You are entitled to have access to your child's record at reasonable times on request. You must have access to the record within two (2) business days of your request unless you consent to a longer time period. You must be allowed to view your child's entire record, even if it is maintained in more than one location. The center must have procedures governing access to, duplication of, and dissemination of children's record, and must maintain a permanent, written log in each child's record which identifies anyone who has had access to the record or who has received any information from the record. This log is available only to you and the people responsible for maintaining the center's records.

Amending your child's record. You have the right to add information, comments, data, or any other relevant materials to the child's record. You also have the right request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to a conference with the licensee to make your objections known. If you have a conference with the licensee, the licensee must inform you in writing within one week of his decision regarding your objections. If the licensee decides in your favor, he must immediately take the steps necessary to put the decision into effect.

Transfer of Records. When your child is no longer in care, the licensee can give your child's record to you, or any other person you identify, upon your written request.

Charge for Copies. The licensee shall not charge an unreasonable fee for copies of any information contained in your child's record.

PROGRAM RESPONSIBILITIES

Providing Information to the Department

The program must make available any information requested by the Department to determine compliance with any Department regulations governing the program, by providing access to its facilities, records, staff and references.

Reporting abuse or neglect

All center staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Social Services or to the licensee's program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment.

Notification of injury

The licensee must notify you immediately of any injury which requires emergency care. The licensee must also notify you, in writing, within 24 hours, if any first aid is administered to your child.

Availability of EEC Regulations

The program must maintain a copy of the regulations, *102 CMR 7.00: Standards for the Licensure or Approval of Group Day Care and School Age Child Care Programs*, on the premises of the center and must make them available to any person upon request. If you have a question about any of the regulations, ask the center to show them to you.