



Adventure Kids
CHILD DEVELOPMENT CENTER

PARENT HANDBOOK

TINA MCGRATH
Owner & Director



www.adventurekidsinc.com

Other Services:

Pre-Adventures Early Childhood Center

Adventures After School

978 466 6234



Table of Contents

Topic	Page	Topic	Page
Introduction	4	Potential Emergencies/Hazards	11
Statement of Purpose	4	Building Emergencies	12
Non-Discrimination Policy	4	Environmental Hazards	12
Child Abuse/Neglect	4/5	Illness/Sick Child Policy	12
Philosophies and Goals	5	Medication Policy	12/13
Developmental Philosophy	5	IHCP Procedures	13
All Children Need	5	Referral Services	13
Children Learn By	5/6	Parent Conferences	14
Children's Rights Are	6	Pick Up/Drop off	14
Rights for All Parties	6	Toileting/Diapering	14/15
Daily Schedules	6	Sign In/Sign Out Sheets	13
Teacher/Child Ratios	6/7	Transportation Plan	13
Progress Reports	7	Visiting the Center	14
Transition Policy	7/8	Behavior Management Plan	14/15
Bottle/Breast Milk/Crib	8	Suspension/Termination Policy	15
Holiday and Other Closing	9	Supervision Policy	15/16
Payment Policies	9	Transportation Plan	16
Policies to Remember	10	Volunteers	16
Child Record/Physical	10/11	Behavior Management Plan	16/17
Emergency Health Care	11	Requirements for Discipline	17
Emergency Evacuation	11	Brown Bag Lunch	18/19
Ending Child Care Services	11	Parental Rights	20



Parent Input	20
Conferences	20
Meeting Prior to Attendance	20
Assessment/Screening	20/21
Access to Records/Screening	21
Amending Records	21
Safe Sleep Policy	21
Transfer Records	22
First Aid/Maintenance	22
Organizational Info	22/23
Responsibilities of Program	23



INTRODUCTION

Thank you for selecting our Child Development Center for your child. We feel that you have made a wise choice for the care of your family, and we will do our best to assist your child to grow and develop. We have prepared this "PARENT HANDBOOK" and the accompanying enrollment documents to help you to become familiar with our program and policies and to serve as a reference should future questions arise. If you have any questions that cannot be answered by these documents, or if you wish to discuss any of our policies, we encourage you to contact the Center Director at any time and she will be happy to assist you. Your child will gain the most benefits from his/her experience with us based on how well we can work together. This Handbook will help us to develop that relationship. REMEMBER: Read this Handbook at least once and keep it available for a reference to become more informed about our Centers and the policies that we all must follow.

STATEMENT OF PURPOSE

We are committed to provide a creative, fun and age-appropriate program for children. We service a wide variety of ages. Our Second St. site cares for children between the ages of six weeks and five years old. We also have a pre-Kindergarten readiness program and After School program at our two Pleasant St. sites, these program service children between the ages of 4 to 13. The ages served will vary depending on program selected. Time and space will be provided to enable the children to socialize, have quiet space, and for small and large group experiences. Our developmentally appropriate curriculum will be carried out in a relaxed and fun environment, encouraging learning through play. The Center will operate year-round. Nutritional breakfast and afternoon snacks will be provided.

Non-Discrimination Policy

OUR GOAL is to ensure that all current and potential clients are able to arrange appropriate child care services at our Center, or at other locations, regardless of race, color, religion, national origin, age, sexual orientation, cultural heritage, political beliefs, disability, and marital status or against children who have not mastered toileting. All families and children are welcome, and our staff will do all that we can to ensure maximum participation and benefit. Our curriculum and program will reflect the population served. In fact, this is the strength of our Center.

Child Abuse/Neglect

We are all concerned about possible child abuse/neglect of children. We are available to help you if needed, through a confidential meeting. As "Mandated Reporters", by law, we MUST report any witnessed or suspected cases of child abuse and neglect to the Department of Children and Family



Services. If possible, prior to reporting any such cases, we will arrange to meet with the parent(s) to discuss our concerns and offer any assistance that may be desired. If a meeting of this nature is not able to be arranged, we will contact the parent/guardian by phone to inform them of our need to report the situation to D.C.F.S. Our first priority is the safety and well being of the child. Our second objective is for these situations to be helpful to families in solving their issues or providing resources/referrals to assist them. Should a staff member be suspected of child abuse, she/he will be immediately suspended until an official investigation is completed and a final decision is made. If you ever have any questions or concerns regarding this issue, please contact the Center Director immediately.

OUR PHILOSOPHIES AND GOALS

As "child advocates", we feel that it is a basic right of all children to grow and develop in an atmosphere of warmth, comfort, safety, cleanliness and in an environment that challenges their individual needs. Ideally, the family's home environment will provide the setting for this to happen. However, when people must go outside the family unit, we feel that a child care service selected must provide appropriately for all the child's needs. It is with our hope and assured efforts that we are able to ensure that our families feel supported and nurtured as we work towards a unified goal of developing your child's educational, social and emotional needs.

Our Developmental Philosophy

The development of young children requires an understanding of the goals needed to achieve this mission. You will find that our philosophy is "humanistic" in theory and developmental in approach. We feel that by using three basic guidelines, we have included the needs of all children on our goals. The following is an outline of these goals which we strive to achieve in our programs offered to children:

All Children Need:

- * To explore the world around them
- * To learn to play and work with others
- * To use their growing and changing bodies
- * To challenge one's self and learn new skills
- * To think of him/herself as a capable person
- * To accumulate basic self-help skills

Children Learn By:

- * Testing and exercising their minds and bodies
- * Handling, tasting, smelling, observing and listening



- * Acting things out and reliving experiences
- * Sharing materials, experiences and relationships
- * Feeling secure and accepted and loved
- * Problem solving in their own ways
- * Participating in challenging curriculum
- * Modeling their environment and people around them

Children's Rights Are:

- * The Right to be treated with kindness and respect by teachers, classmates and parents
- * The Right to feel and express emotions, whether happy, sad, angry, excited, etc.
- * The Right to feel secure and comfortable in his/her environment
- * The Right to build warm and caring relationships with staff and peers
- * The Right to be constantly encouraged to attempt new skills and interests
- * The Right to be allowed the freedom and guidance to develop at their own pace
- * The Right to have individual concerns and needs that will be heard and cared for

Rights for All Parties

We all must have clearly specified rights in this very special agreement for the care of your child. Please review:

- * Children's Rights: See Above
- * Parent's Rights: See the "Parental Rights" section of this Handbook
- * Center's Rights: See the "Policies to Remember" section of this Handbook



Daily Schedules/Curriculum/Teacher to Child Ratios

We place children in "developmental levels" (using the child's age as only one guide), and each level has a Daily Schedule and Curriculum Plan. These are posted in the classrooms for your review. We follow themes each week and send home "Parent Newsletters" to keep you informed.

- Your child will be taken outside daily, weather permitting. If the weather is not suitable enough for children to go out, then arrangements will be made for children to do some large-motor activities, classroom appropriate.
- We ask that children wear appropriate clothing during the cold month to ensure that they are warm. Our playground is shaded by both trees and a tarp overhang. We ask that your child has sunscreen with SPF 15 or higher to supplement protection from UV rays.
- Water Play-Your child will have water play at least twice a week. Precautions are taken to ensure that water play does not spread infectious diseases. Children with sores on their hands are not permitted to participate in water play. Fresh water will be used when new groups use the table. When water play is over children will be asked to wash their hands. Water will be drained through a hole in the table and the table will be disinfected and sanitized after each use.
- An art, science, math, history and social emotional project, activity or book will be presented daily with the opportunity for your child to discover more if interested.
- Your child will be required to brush their teeth daily in their respective classrooms.

The teacher to child ratio will be kept in compliance at all times during all parts of the day, this includes, but is not limited to: outside play, field trips, indoor time and transportation by our program. Each classroom is designated for one age group and may only be mixed with other ages during the first and last hour of the day or in specialized or planned circumstances.

Progress Reports

Our progress reports will be based on your child's age and developmental progress. We assess your child on a daily basis and use Creative Curriculum to assess. This assessment tool will show your child's progress and what they will need to work on to progress to an age-appropriate level, if needed. Your child's teacher will use these assessments to plan curriculum so that your child is working on advancing. Through observation and milestone checkpoints we will provide you with written documentation every three to six months, depending on your child's progress. Please note: If both teacher and guardian feel that the child, although young, is developmentally ready to transition to the next age bracket, a meeting will be called to discuss placement of the child. A progress report will be done on a monthly basis until the child reaches the chronological age of that academic level.

Staff has been trained by administration on how to make observations, fill out assessment tool and speak with parents on findings within Creative Curriculum. The results found are based on observation and will not be used to single out or "brand" any child based on where they are developmentally. We



will then meet with you through a scheduled family conference to discuss your child's progress and future goals, a translator can be provided if needed.

After your child's assessment report is complete and you have been contacted and made aware of your child's progress, either through parent conference, email or telephone, we will file your child's assessment in our main office. Once filed, your child's assessment will only be available to their lead teacher or Director, if needed. As explained above, your child's lead teacher will use their assessment to plan curriculum that will enhance your child's skills and move them toward progress.

Transition Policy

Depending on when a child transitions into the program there are a number of things done to help alleviate any concerns. The child will usually visit the program/classroom for a couple of hours for the first three days of their attendance at program and then they will return to their previous classroom. On the last two days the child will attend for a full day and the following week the child will attend based on their schedule.

All attempts will be made to make transitions as smooth as possible. This includes group and staff transitions during the day and individualized transitions between children. Every attempt is made to maintain continuity of relationships between teaching staff and children and among groups of children.

Video Cameras

Our program has live feed cameras in every classroom. The director is the only one that has direct access to these cameras. They are used for a variety of resources, including staff trainings and observations. Parents do NOT have access unless they are in baby room. Video cameras are used for training purposes, staff observation and supervision. This tool helps to augment child supervision, not replace it.

Bottle Procedures/Crib Safety/Breast Milk

We follow all guidelines in accordance with Early Education and Care (EEC). We provide a detailed explanation of our program's bottle warming requirements upon request. Our cribs are checked daily by staff before it is used by an infant or toddler. This requires that all locks on cribs are in working order and nothing on cribs are broken, chipped, etc. For parents that are breastfeeding, the program will support them by accepting, storing in a refrigerator for no more than 48 hrs, labeling with names and dates and serving human milk for feedings when requested and needed.

If breast milk is kept it shall be held in the freezer at 0 degrees Fahrenheit or below for no more than three months. When served it shall be gently mixed not shaken. A comfortable place for breastfeeding will also be provided if needed as well as, coordination with the infant's mother on feedings

Infants and toddlers do not eat from propped bottles at any time. If they are unable to sit on their own they will be held for bottle feeding. Infants and toddlers will not be allowed to have bottles while in



their cribs or on their mats. They will also not be allowed to carry bottles or sippy cups around while walking or crawling. As soon as parents and teachers feel that the child is ready for a regular cup, children will be offered fluids from a cup.

Educators will only serve formula and infant food that come to the program in factor sealed containers. Bottles cannot contain solid foods unless the child's health care provider stipulates to do so with written instructions and a medical reason for this practice. Educators will discard formula or breast milk after one hour of serving to child if it is not completely consumed or refrigerated. All formula and milk are warmed in water no warmer than 120 Fahrenheit and for only 5 minutes. Microwaves shall NOT be used for warming any infant foods.

Our program does not use baby walkers.

Holidays and Other Closings

Adventure Kids will be closed on the following Holidays:

Memorial Day*Independence Day*Labor Day*Columbus Day*Veteran's Day*Thanksgiving Day *

Day after Thanksgiving* Christmas*New Years Day*Martin Luther King Day

Presidents Day**Patriot's Day*

We have the right to close due to low enrollment and/or a legal holiday falling on a weekend.

We do make every effort to remain open during inclement weather. However, if there is a declared State of Emergency, or if the weather is such that the safety of our staff or your children is at risk, we may need to close our program. This information will be available to you by calling in to the Center's main phone number at 978-534-8678 to listen to the recorded message.

Payment Policies

- * All "Tuition Fees" are FIXED WEEKLY RATES and must be paid even if your child is absent because you are purchasing a specific time space. "Make-up days are not possible".
- * Payments are due IN ADVANCE of the week the child is to be in attendance. A "Late Payment Fee" will be charged for any payment that is not on time.
- * Tuition payments are due on FRIDAY; however, payments can be made on Monday morning to avoid a "Late Payment Fee". We will accept cash, personal checks or money orders. We reserve the right to suspend or terminate child care services if tuition is not paid. (See the "Suspension and Termination Policy" section of this Handbook.)
- * A two week written notice is required to terminate child care or to request a change in days/hours of enrollment.



* A INITIAL FEE/PAYMENT equal to one week's tuition fee is required at the time of enrollment, which will be applied to the child's last week of attendance). This fee/payment will be forfeited if a two week notice is not given prior to terminating child care services.

* A "Non-Sufficient-Funds (NSF) Fee" of \$15 will be charged for any check returned to us from your bank.

* An annual one week "Vacation Allowance" is available after nine months of continuous child care only if all tuition fees are paid up to date. The vacation allowance is based on the number of days your child is enrolled for.

* A "Late Pick-Up Fee" will be charged for every fifteen minutes that you are late in picking up your child from the Center based on the hours enrolled. Note: A fifteen minute "grace period" may be granted by the Center Director. Also, note that repeat late pick-ups past our Center's closing time could result in termination of child care services.

Please refer to your "Enrollment Agreement", "Fee Agreement", and "Tuition Rate Schedule" enclosed with your enrollment documents for complete details and current fees. Tuition Fees, and other changes, may be made by the Agency upon a two week written notice.

POLICIES TO REMEMBER

Center Hours: Adventure Kids operates from 6:30 am to 5:30 pm (NO EXCEPTIONS- All Children must be picked up by 5:30 pm). All children are enrolled for specific hours and changes can only be made by the Center Director.

Changes/Problems at Home: Whenever a change or problem occurs at home, it can have effects on your child at the Center as well. A situation (financial, marital, death, sickness, behavior issues, moving, new job, or work hours, etc.) that is upsetting to an adult is very likely to be stressful for a child as well. Changes in a child's "normal" home routine (medications, different bedtime, new sibling/household member, up all night, etc. can have an impact on a child. Please share this information with the classroom teacher so that we may understand your child's feelings and moods. This will allow us to more effectively assist the child through the day. (See also the "Suspension/Termination Policy" section of this Handbook).

Children's Records/Physical Information

Early Education and Care (EEC) regulations require that all children's records be kept for at least five years, unless transferred to the parent. All files will be destroyed after five years from the date the child leaves our program. All records and information kept in the child's file is CONFIDENTIAL and will not be released without the written consent of the parent. Parents may request a copy of the child's records at any time and there is no charge. Parent's may review a child's file by appointment and have the right to



add information or request deletion of information in the file. Records may be transferred to any other person or agency by written request of the parent.

You will be required, within 4 weeks of your child entering our program, to provide us with health and immunization records. If your child is not due for current immunizations then we will need to see proof of an appointment to verify compliancy with this regulations or paperwork stating religious exemption or because of a medical condition. If any vaccine-preventable disease occurs within the program, you will be notified both verbally and by posting. ***For families with under-immunized children:*** your child will be sent home immediately if there is a case in which a vaccine-preventable disease is found within the program through other children or staff.

The results of physicals, screening tests and any other tests will need to be kept up-to-date and a copy must be placed in your child's file. Please give us a list of any individuals that you authorize to have access to your child's health information if needed. If your child has a special health need or chronic allergy or illness that required emergency or regular medications, please see our IHCP section of this book.

Emergency Health Care

We have a very detailed policy and procedure manual to guide our staff in managing emergencies. A summary of the Emergency Health Care procedures is included in the child's "Enrollment Booklet" for parents to review and sign. You are welcome to make an appointment to review our Health Care Policy and Procedures Manual.

Emergency Evacuation Plan

We have developed plans for a variety of emergency situations which could possible occur, with the assistance of the Leominster/Fitchburg Emergency Management Agencies. See also the "Procedures for Emergencies" brochure included with your enrollment documentation.

Ending Child Care Services

We require a two week written notice prior to ending your child's enrollment at the center. Failure to do so will require that you pay for the two week period. The same two week requirement applies to changing a child's hours and/or days of enrollment. (See "Suspension/Termination Policy" section of this Handbook).

Plan for Potential Emergencies/Protection from Hazards

Emergencies with a Child:



If an emergency takes place with a child in the school, one staff will remain with the child while the other tends to the rest of the group. The attending staff will assess the situation and provide assistance as needed. The second staff will call 911 if needed, move the other children away from the child, and keep them busy with a group game, story, discussion, etc.

If an extra staff member is available, the second staff member will also use the intercom service to request assistance.

We will do our best to protect our families from any dangerous hazards. This includes electric shock, burns and slipping. Our floor coverings are secured and routinely checked. Our fire extinguishers are checked annually, along with all of our hazard lights. If any hazardous conditions are observed they will be brought to the attention of the owner to be fixed immediately.

Building Emergencies

Should the building present a safety hazard or plumbing problem, staff will immediately gather the children and escort them to a safe location. The first location to take children to in an emergency situation is the Spanish American Center at the end of the street on the left. Children will gather in the back rooms of the Spanish American Center until attendance is taken and all children are accounted for. Depending on the circumstances, parents and guardians will be notified to pick up children from the emergency location.

Environmental Hazards

Our program has strict standards for air pollution, lead and public health requirements. Our facility is checked by the Leominster Health and Fire Department on a quarterly basis. If any hazardous conditions are found staff will be notified immediately. We will do our best to keep the center opened as long as it is not hazardous to our employees and children who attend.

Illness/Sick Child Policy

We have a very detailed policy and procedures manual to guide our staff in managing illnesses/sick children. A summary of the "Illness/Sick Child Policy" is included in the child's "Enrollment Booklet" for parents to review and sign. You are welcome to make an appointment to review our Health Care Policy and Procedures Manual. Children with fevers, severe colds and coughs, communicable diseases (including head lice), sore throats (strep), diarrhea that is not controllable, etc. will not be admitted to the center. Children at the center who exhibit these symptoms will be sent home. If a parent cannot arrive within the allotted time then the child will be put in an area away from other children to rest and wait for parent. Repeated abuse of this policy is reason for termination of child care services. Please consider the impact on the other children and staff. You would not want your child to be unnecessarily exposed to illnesses. Here's a TIP: A child who is unable to participate comfortably in both indoor and outdoor activities should not be sent to the center. We have a very busy day. WE CAN NOT KEEP A CHILD INSIDE when their group goes outside. We suggest that you make alternative plans to be



prepared for a child's possible illness. We reserve the right to hire an appropriate health care professional at the parent's expense if necessary (see the "Suspension/Termination Policy" section of this Handbook.

Medication Policy

We would prefer not to have to give medication to children. However, we understand that we will need to do this at times or regularly for those children with medical conditions requiring daily medicines/treatments. We have developed a policy to guide our staff in the proper medication of children. A summary of our "Medicine Policy" is included in the child's "Enrollment Booklet" for parents to review and sign. You are welcome to make an appointment to review our Health Care Policy and Procedure Manual. PARENTS MUST INFORM THE CLASSROOM TEACHER WHEN A CHILD IS ON MEDICINE either at home or to be given at the center. Notifying the teacher only is not enough. Parents who do not follow our policies will be required to keep the child home make other arrangements to have medicine administered.

Basic Guidelines to follow:

- * An "Authorization to Administer Medication" form must be completed and signed by the parent. A signed written "order" by the health care professional (doctor or nurse practitioner) is also required for non-prescription medicines (children's Tylenol, cough syrup, etc.) All non-prescription medicines must be provided by the parent, and will only be used for their child. Note: the medicine noted on the written doctor's order MUST match the medicine provided by the parent (i.e. "CVS Brand Ibuprofen" provided by the parent cannot be administered if the doctor's note says "Children's Tylenol"). All staff will be trained annually on how to administer medications using the five rights practice of medication administration. Each dose of medication given by a staff member will be documented using the five rights.
- * All prescribed medicines or over the counter, must be in original containers. Prescribed medicines must be labeled with the child's name, name of the medication, dosage, date prescription was filled, the expiration date, original prescription label, prescribing doctor and directions for administration and storage. The medicine must also not be expired.
- * Topical non-prescription medications (sunscreen, ointments, etc.) require an "Authorization to Administer Medication" form completed and signed by the parent, but do not need a signed written order of the health care practitioner. All medicines will be kept in a locked container out of the reach of children.

IHCP Procedures



Per EEC regulations, if your child takes any regular medications or has a chronic health condition (i.e. asthma, allergic reactions, etc) an Individualized Health Care Plan is required. We will provide each family with the proper documentation to be filled out by a PHYSICIAN. If you have any questions concerning this matter, please speak with the center director.

PARENTS MUST PROVIDE ANY MEASURING DEVICE NEEDED (eye dropper, medicine spoon, applicator, etc.) We also require to be notified of any possible side effects, or reactions to medications.

Referral Services

We can provide referrals to other services, including other child care programs should our center not be appropriate to your child's needs, to help support your family and assist in the growth and development of your child. See the "Social Services & Referral Plan" brochure included with your Enrollment documentation, or contact the Center Director for additional information.

Parent Conferences/Staff Issues/Concern

Parent conferences are available any time, for any reason, by appointment. Please contact the Center Director. Parent conferences are available to discuss "Progress Reports" that are periodically prepared for your child. We also have a professional community outreach referral system of child and family services available should you need help. Please feel free to ask for a confidential meeting with the Center Director for any assistance. Should our staff express concerns regarding a child and/or family, we will offer a parent conference to discuss any issues and offer referrals to the family to further assistance.

Families are encouraged to raise concerns and staff will do their best to work collaboratively to find mutually satisfying solutions that can be incorporated into our classroom practice.

Picking Up/Dropping off Your Child

Always pick up your child on time, in accordance with your hours scheduled on your "Enrollment Agreement". Being late can seriously upset your child, our routines, and possibly the safety of the other children present. A "Late Pick up Fee" will be charged whenever it is necessary to keep staff overtime due to children not leaving on time. (See "Payment Policies" section of this Handbook).

If your child is going to be absent from our program, please call to notify us. If your child is going to be late, please call to notify us within one hour of your scheduled drop off time. Absences may result in adjusting staffing, especially during the summer months and holiday periods, and if we do not hear from you that you will be late, we may assume you are absent. If that is the case, and staffing is adjusted, we may not be able to accommodate you if you come in late. Please remember that children are on schedules, and when schedules are changed it may be disruptive to your child's day. Try not to disturb sleeping children or busy staff. DO NOT allow your child to "run crazy" through the center or out of the building. DO NOT allow your child to enter an empty classroom to get their belongings. They MUST be accompanied by an adult (not another young child/sibling) AT ALL TIMES. Please be respectful of other



children and staff when picking up your child. Communications with staff is important, but please try to wait for a free moment or convenient time, as children may "act up" if they see the teacher is "sidetracked" and not fully focused on their supervision (see "Parent Conference" section of this Handbook).

Toileting/Diapering

We ask that if your child is in diapers or pull-ups that you provide them with what they need for their daily use. We will check your child's diaper every two hours while they are awake and when they awaken from nap and change them accordingly. Your child will be changed in their classrooms designated changing area at all times. These areas will always be in a separated or elevated space in the classroom. Our center's toileting procedures are posted and followed in each changing area within each classroom. Staff does not leave a child unattended in the changing area and have at least one hand on the child they are changing at all times. We ask that you do not send them in with cloth diapers unless there is a medical need. If your child soils their clothes or cloth diaper we will place them in a plastic bag and send them home that day to be washed. All surfaces in the toileting and diapering area are cleaned after each use and daily. All containers holding soiled diapers have closed lids and are not accessible to children. Food preparers will not change diapers until food preparation is complete.

Suspension/Termination of Child Care Services

The Agency reserves the right to suspend and/or terminate child care services due to inappropriate behaviors of children or parents/guardians, or due to a family not complying with any Agency policies as outlined in our Enrollment Agreement/Fee Agreement (including non-payment of tuition fees). The following steps will be followed:

1. A Parent Conference will be arranged to discuss any issues or concerns;
2. During the Parent Conference, goals will be set to resolve any matters discussed. Our objective will be to solve problems;
3. Should the issues/problems continue unresolved in the manner agreed upon, a decision will be made to:
 - *a. Revise strategies/goals, if appropriate;
 - *b. Suspend child care services until resolution;
 - *c. Terminate child care services

A "two-week notice" is allowed unless the situation presents potential of serious injury or damage to any person, including the child involved, or the facility.

Supervision Policy/Sign-In and Sign-Out System



It is the policy of our program that all children are supervised through sight and sound. We have a camera system that administration can utilize in training staff on supervision. We require that all classrooms remain within their ratios at all times. Children should always be in the direct line of sight of at least one staff member. Infants and toddlers need to be supervised and heard at all times. All Educators will be made aware of the supervision policy during Staff Orientation. This policy also states that while children are sleeping, staff do not need to be present at all times if the sleeping area is connected through open doors, walls or windows. All teachers will be made aware of blind spots within each classroom. If a teacher is sitting with children she needs to do so in a manner that all blind spots can be seen and children accessed.

All children are "signed-in" and "out" of the center daily on attendance lists we prepare for this purpose. These "Sign-In Sheets" enable us to keep an ongoing attendance count and as a check-list in case of emergency evacuation. Please make sure to notify a staff person when your child arrives and departs from the center if you are not immediately noticed. **NEVER LET YOUR CHILD ENTER THE BUILDING ALONE. THEY MUST BE ESCORTED BY A PARENT/GUARDIAN.** Your cooperation is required and appreciated as staff can be involved with the children and not immediately notice you.

Transportation Plan

We do not provide transportation to or from Adventure Kids. Transportation to "field trips" is done either by "hired vehicles" or Agency vehicles. Written permission from parents is obtained for any field trips. Children must ride in an appropriate booster /car seat in accordance with Massachusetts General Law. Written parental permission is also required for children who may be transported due to "outside services" provided by other agencies (school systems, health care agencies, etc.) Local Emergency Rescue Services (EMS) will be used to transport children during an emergency situation. A staff member will accompany the child until a parent can be present.

On all field trips staff will have available a first aid kit, emergency contact numbers for all children in attendance, a cell phone and a list of children who are on the field trip for that day. This is to insure that all children arrive safely, remain safe and return safely to our site. If a child is being transported or departing from our school by public transportation, the child will be signed in and out of their respective classrooms upon arrival and departure.

Volunteers/Visiting the Center

Parents, relatives and friends of the family are always welcome to visit the center. We are always looking for family members who would like to contribute their time to helping us in the daycare. Some parents volunteer to come in and read to a classroom, other parents; if you have a skill that would be useful to our program we welcome you to volunteer your time. The only time we would limit these visits would be if a child is having a difficult time adjusting or having separation anxiety, or if your presence upsets or confuses the child or other children. Our center has an "open door" policy, which allows families to see the program, call teachers and email any questions or concerns at anytime.



Visitors often come to view our program, especially when "shopping" for child care. Please try to let us know if you wish to visit in order to prepare for your visit (i.e. set aside time to chat, gather resource/necessary paperwork, etc.). However, "unannounced visits" are allowed if you wish to do so. We do also accept parent or guardian volunteers as well. However, because they will be spending an expected and arranged time with children in any given classroom we ask that they complete a CORI and SORI checked annually. We are an equal opportunity program and no volunteer will be discriminated against because of race, religion, gender or abilities.

Behavior Management Plan

The proper guidance and supervision of children is a prerequisite to managing their behavior. Staff must be positive in their approach and plan activities that are appropriate for the ages of the children in the group. Equipment and materials must also be geared to the children's level of growth and development. All children must be made aware of the rules and expectations of the child development center by setting positive limits. For example, "Our feet are for walking, our teeth are for eating our food, our hands are for clapping."

No child shall be subjected to abuse or neglect; cruel, unusual or severe or corporal punishment including: any type of physical hitting inflicted in any manner upon the body; punishments which subject a child to verbal abuse; ridicule or humiliation; denial of food, rest or bathroom facilities; punishment for soiling, wetting or not using the toilet; or punishment related to eating or not eating food.

All challenging behaviors will be treated in the SAME MANNER:

- *1. The child will be asked to behave in an acceptable manner AND reminded of the rules;
- *2. The child (after step #1) will then be placed in another area within the room, away from the group, until ready to return; the child may be given something quiet to do as well.
- *3. The staff person will discuss the challenging behavior with the child, and suggest a more acceptable way or ways for the child to behave or solve the issue(s).

A SCHEDULED PARENT CONFERENCE will be arranged whenever a child is having a continual challenging behavior that is disrupting the classroom (as documented in the classroom log, or "incident report"). Parent(s) will be expected to be supportive with the center staff in resolving the issues involved, to enable the child to participate in an acceptable manner. Staff and parents will cooperate together to decide what is in the best interest of the child. Parents will be notified during the enrollment process that a challenging behavior is any behavior that 1) interferes with children's learning, development and success at play, 2) is harmful to the child, other children or adults or 3) puts a child at high risk for later social problems or school failure.



The following process will be recommended to the family as a means of professional interpretation of the child's behavioral issues whenever circumstances deem necessary: *Health, emotional, and/or developmental screenings will be suggested if the center staff felt the child's behavior is not typical for the child's age or level of development, or if there are unusual circumstances surrounding the problem(s).

We will make every attempt reasonable to work with the child's parents/guardians and/or professional resources to solve any behavior issues. However, if we are not successful, we will assist with referral(s) to more appropriate placement possibilities. We reserve the right to terminate child care, without notice if warranted, when it is determined that a child's behavior could endanger the health, emotional well-being or safety of other children, staff, or him/herself.

Where appropriate and feasible, school-aged children shall participate in the establishment of such rules, policies and procedures as outlined above. Parents and Staff will keep in contact on the progression of any behavioral issues with children through parent meetings, phone calls, emails, etc.

Requirements for Discipline

Discipline and guidance is to be consistent and based on an understanding of the individual needs, growth and development of children. Our efforts will be to direct discipline with the goal of "maximizing the growth and development of the child and for protecting the group of individuals within it". There will be no confining of children to high chairs, cribs or any other area in lieu of supervision. As well as, the use of timeouts, this will not exceed one minute for each year of the child's age.

Situations that can result in termination of employment of any center staff:

1. Corporal punishment is forbidden (spanking, hitting, etc.)
2. Cruel or severe punishment, humiliation, or verbal abuse;
3. Denying children food (including "desserts" or treats) as a form of punishment;
4. Punishing or humiliating children for soiling, wetting, or not using the toileting facilities. Children cannot be made to clean their "messes" involving toileting accidents;
5. Child Abuse/Neglect or Sexual Abuse in any way is a serious offense. Staff suspected or involved in any such issue will be immediately suspended from the center until an investigation is completed. The staff member will be terminated if sufficient cause is determined. Center administration, staff and legal counsel will cooperate to the fullest extent possible. The Massachusetts Department of Social Services and the Office of Child Care Services will be notified of any action in this regard.

We are all "MANDATED REPORTERS" by law, and MUST report any witnessed or suspected cases of child abuse or neglect to the Massachusetts Department of Social Services.



We have a variety of handouts available to assist you with behavior management and parenting, and occasionally will put these out on our parent board. If you don't see what you need on the parent board, just contact the Center Director. If we don't have what you need, we will help find resources for you. Behavior Management is included in our Staff Orientation, and our staff are routinely updated and retrained on various behavior issues. They are required to read and sign a copy of our Behavior Management Plan, and this is kept in the employee's personnel file to certify that the Plan is understood and that the staff person will follow the principles outlined. The Behavior Management Plan is posted in the classroom(s) for staff and parents, as well as provided in the Parent Handbook.

BROWN BAG OR LUNCHBOX REQUIREMENTS

Children have a real busy day "at school". To a child it is the same as your day at work. Parents who send their children to a child care center must make careful plans to ensure that they get a full day's worth of nutritional foods and beverages. We offer a nutritious breakfast and afternoon snack that meets USDA food guidelines. Parents need to provide a well balanced and interesting lunch to help the make it through the day, and to enable their bodies to develop and remain healthy. Our breakfast and snack menu's are posted for your information. We suggest you plan a lunch and dinner to compliment what we offer.

The United States Department of Agriculture (USDA) recommends for the following guidelines for lunch/dinner:

**Food Group	Age 1-2	Age 3-5	Age 6-12	Note: Full strength
**Milk (Whole, Liquid)	1/2 cup	3/4 cup	1 cup	
**Fruits/Veggies	1/4 cup	1/2 cup	1/2 cup	
**Grains: Rice, Pasta	1/2 slice	1/2 slice	1 slice	
**Cereal: cold/dry	1/4 cup	1/3 cup	3/4 cup	
**Protein:	1 oz	1.5 oz.	2 oz	

***Please make sure to pack your child an ice pack in their lunchbox.

REMEMBER: When it comes to food and children, "looks" is everything! Generally, if they know what it is and it looks good, they may try it. Sometimes, you can prepare children for "new foods" by saying that you put a "surprise food" in their lunch box, or by trying it as a "let's taste it" game activity at home. Another good idea is to let your child help plan and prepare their own lunches. They can tell you what they are in the mood for and what other children are getting that they might like.



Some IDEAS to try:

Sandwich or "finger foods", with bread or crackers. Try sending fruit for desserts instead of sweets. Try using "themes" such as a Red Day and pack items that are red in color; or follow your child's classroom theme for ideas to get the child's interest. Instead of sandwiches, try: cheese chunks or slices, peanut butter and crackers and celery (ants-on-a-log are fun); hard boiled eggs (take the shell off at home and don't forget an ice pack); a thermos of soup or spaghetti, a salad; egg, tuna, or ham salad rolls, or crackers; potato salad, macaroni salad, slices of chicken or turkey, etc. All of our classrooms have microwaves, so "heat-ups" or leftovers are great. Just be sure it is sent in to us in a microwavable container. Also, please remember that heat-ups that are not already cooked or frozen, take a long time to prepare. Your child may need to wait which can be very frustrating.

We encourage the children to eat properly at the center, and to eat their "growing foods" first, PARENTS CAN HELP STAFF by sending lunches that are "ready to eat" (fruits & vegetables peeled and cut up). Precooked food in microwave containers (not in a can). PLEASE DO NOT SEND CANDY OR JUNK FOODS! These items will only cause problems. Oh yes, try including a note from home in the lunch box to let your child know you love him/her. You will make your child a little bit happier!

INFANT BOTTLES-Infant bottles should be supplied daily and taken home daily.

PARENTAL RIGHTS

We are licensed by the Department of Early Education and Care (EEC). You have the right to contact EEC if you feel you need to do so. The office is located at 10 Austin St, Worcester, MA 01609. You may also contact EEC to learn about our programs regulatory compliance history.

You have a right to make unannounced visits to your child's room while your child is present.

Parent Input

We understand that no one knows your child better than you. Your input into how we can service our families better is encouraging and welcomed at any time.

Conferences

You have a right to request an individual conference with the program's staff. A substitute teacher will be provided for your child's teacher so that our undivided attention is given to you.

Meeting prior to admittance

The licensee shall assure that the administrator or his/her designee meets with you prior to admitting your child to the center. At the meeting, the licensee in addition to the information contained in this statement, must provide you with the center's written statements of purpose; type of service provided; referral policy; behavior management policy; termination and suspension policy; a list of suggested



nutritional foods you could send for snacks and meals, if it is your responsibility; the policy for identifying and reporting child abuse and neglect; the transportation plan; a copy of the health care policy; procedure for administration of medication; procedures for providing emergency health care and the illness exclusion policy; and a copy of the fee schedule. All of this information may be contained in the "Parent Handbook". You should also be given the opportunity to visit the center's classrooms either at the time of the meeting or prior to the enrollment of your child.

YOUR CHILD'S RECORD/ASSESSMENT/SCREENING

Information contained in a child's records, assessments and screenings is privileged and confidential. The center's staff may not distribute or release information in your child's record to anyone not directly related to implementing the program plan for your child without your written consent. You must notify us if your child's record is subpoenaed. Those who have access to your child's record will be the Center Director and Lead Teacher in your child's classroom. These staff members will only access your child's file if changes need to be made, updating is required, filing necessary paperwork or in the event of an emergency. Your child's file will be stored in the main office at all times. Staff that wish to remove a child's file will confer with the Center Director on reasons as to why first and given permission if needed, this will allow the confidentiality and security of all children and family information. Your child's information will remain in a locked drawer in our main office. The information should be updated quarterly so that we may have the latest information, however, changes can also be made immediately upon request.

Access to your Child's Record/Assessments/Screenings

You should be able to have access to your child's records, assessments and screenings. The center must provide access within two business days, unless they have your permission to take longer. You must be allowed to view your child's entire record, even if it is located in more than one location. The center must have procedures regarding access, duplication, and dissemination of children's records. They must maintain a written log which identifies anyone who has had access or has received any information out of the record. This log is available only to you and the people responsible for maintaining the center's record.

Amending the Child's Record/Assessment/Screening

You have the right to add information, comments, data, or any other relevant materials to your child's record; you also have the right to request deletion or amendments of any information contained in your child's record. Such requests shall be made in accordance with the procedure described below:

1. If you are of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to have a conference with the licensee to make your objections known;



2. The licensee shall, within one week after the conference, give you a decision in writing stating the reason or reasons for the decision. If his decision is in your favor, the licensee shall immediately takes steps as may be necessary to put the decision into effect.

Safe/Sleep Policy

Children younger than six months of age at the time of enrolment must 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 on his/her back for sleeping, unless the child*s health care professional orders otherwise in writing; No child under 12 months of age shall be placed in a crib containing pillows, comforters, stuffed animals, or other soft, padded materials.

Children older than 12 months can be placed on mats that are 36 inches apart. Parents should provide blankets and pillows for nap time. Staff will make sure that they are sent home at the end of each week to be washed.

Transfer of records

Upon the written request, when your child is no longer in care, the licensee can give you your child's record or transfer them to any other person that you identify. The center should ask you to sign a form giving permission to share your child's records with an individuals or schools you designate and to verify that you have received the record.

First Aid Kits/Maintenance to Building

All of our classrooms have fully equipped first-aid kits located in labeled areas of each classroom, accessible for the outside play area, as well as in all company owned vehicles for the purpose field trips.

All renovations and building maintenance will take place either, after hours when children are not in attendance or on the weekends. If these renovations or maintenance requires ventilation then all windows will be opened in the specified classroom to ventilate.



Organizational Information:

ADVENTURE KIDS

Owners

Tina & Tom McGrath

Center Director

Tina McGrath

Assistant Director

Shakesha Thompson

AAS Site Coordinators

Jonathan Gendron and Jennifer Allain

PAECC Director

Emily Bulger

Health Care Consultant

Robert Greene

RESPONSIBILITIES OF THE PROGRAM:

Providing information to Early Education and Care (EEC): The licensee must make available to EEC any information required to be kept and maintained under these regulations and any other reasonably related to the requirements of these regulations. This includes information in your child's records. Authorized employees of the Office are not to remove identify case materials from the center premises and are required to maintain the confidentiality of individual records.

Reporting abuse and 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. They must also notify you, in writing, within 24 hours, if any first aid is administered to your child.



Availability of regulations: The center must have a copy of 102 CMR 7.00, Standards of Licensure or Approval of Group Day Care and School Age Child Care Programs, on the premises, available to any person upon request. If you have questions about any of the regulations, ask your Center Director to show them to you.