



Established 1989

Parent Guide



891 Methuen Street Dracut MA 01826

Program Director: Tracy Jackson

Owner: Bob Doiron

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Welcome to the Dracut Children's Center Family

Thank you for selecting Dracut Children's Center and allowing us the opportunity to grow, love, educate and nurture your child by laying a foundation that will enhance his/her now and forever!

Our philosophy is to give each child a loving, secure school filled with dedicated, well-trained teachers who provide the best in early childhood education and traditional character development.

We provide our infants with primary caregivers, and an Active Learning for Infants curriculum.

Dracut Children's Center builds a foundation for our preschool students by developing a lifelong love of learning including literacy and the development of language, math, science, and phonics.

Through our Creative Movement and Music Program, and our Fitness Program, we hope to instill a love for education and fitness programming for all our students. Please schedule a little extra time to stop and introduce yourselves! We want to be a part of your family and make your Dracut Children's Center experience the best it can be! Your child deserves it!

If you have any concerns at all, please speak with me or Tracy our director as quickly as possible. Your concerns are our concerns. Our door is always open for you.

Open communication and active participation are important for a successful preschool experience. Please take some time each day to review your child's daily communication sent to you from Procure Engage and important notices on our parent communication board. These will keep you up to date on upcoming school activities, school pictures, etc.

We are here because of you and your children. Thank you for this amazing opportunity.

Sincerely,

Bob Doiron and Dracut Children's Center Staff

DEPARTMENT OF EARLY EDUCATION & CARE LICENSED

We have been licensed by EEC (Department of Early Education and Care) since 1989. Parents may contact EEC for information regarding our program's regulatory compliance at 978-681-9684. 360 Merrimack Street, Building 9, Third Floor Lawrence, MA 01843

PROGRAMS

Infant and Toddler: *Infant: 1 month to under 15 months)* *(Toddler: 15 months to 33 months)*

In our Program we provide a safe, nurturing, and responsive environment that promotes Infant/Toddler learning competence, and interests. We capitalize on naturally occurring teaching moments and consider each step of development no matter how big or small as a treasured achievement. Through play/stimulation, each child is given the opportunity to grow socially, emotionally, physically, and mentally.

Our Classroom is a carefully planned environment that enables children, through actions, objects and words, to explore, experiment and create their own understanding of the world they encounter. Our toddlers will learn to express themselves through the use of creative materials such as paint, crayons, and various other art materials. Self-expression is also encouraged through the use of music, dance, games, and dramatic play such as acting out stories and songs through the use of our play equipment. The long-range purpose is for the children to learn to be aware of themselves and the world around them.

Infant and Toddler Items to Bring List

(Only replace these items when needed)

- Disposable Diapers
 - Wipes and diaper cream
 - Extra change of clothing
 - Blanket or naptime bedding **(only for children over 12 months old)**
 - Bibs
 - Extra pacifier
 - Sunscreen
 - Formula
 - Bottles
 - Sippy cup
 - Lunch, snacks, and drinks in an insulated lunch box with ice packs (for toddlers)
 - King size pillowcase to place sleeping mat in (Toddlers only)
 - Indoor shoes or slippers (for children who are walking without assistance)
- (Please label everything)

Because of space, families cannot leave car seats at our center

It is the responsibility of parents to check and see if their child is running low on any items at the center and replaced in a timely manner.

Babies Get Messy So provide Extra Clothing

Send two to three gallon-size resealable plastic bags with an extra outfit in each. Don't forget to include socks because accidents can travel far! Most importantly label every item you put in the bag including the bag itself. This makes it easier for us to identify your baby's thing.

We can use the bags to send home dirty clothes and it makes it easy for you to dump them in the washing machine!

Consider purchasing a separate supply of bibs just for daycare. Include both small bibs for drooling (especially if your baby is teething) and larger bibs for mealtimes. Four or five of each size should be sufficient.

Milk and Meals for The Week

Send in enough labeled bottles for the day plus an extra in case of an emergency. If your baby drinks formula, send it in pre-measured in each bottle. If you use powdered formula, your daycare provider can add water (provided by parents if bottled water is preferred) at feeding time. Please label all bottles, nipples, and covers with first and last name, today's date, and for breast milk only: pump dates and discard date. No medication may be placed in bottles.

If you are providing breast milk, please send in clearly identified frozen bags that we can defrost.

When your baby starts eating cereal, you could send in full boxes labeled with your baby's name and replenish it as needed or you may send in pre-measured portions on a daily basis. If you pack it daily, use small plastic containers with lids that are labeled to avoid spills.

Once your baby begins eating baby food on a regular basis, you should pack labeled baby food jars or in small plastic containers with screw-on lids that are labeled.

Toddlers and Twos:(15 months to 33 months)

The "Growing Up on Our Block®" Curriculum is specifically designed by our Early Childhood Education Specialist and is age-appropriate for this stage of your child's development. The weekly lesson plan format includes a weekly theme, color, concept, letter, number, sign language and Spanish word, to promote your child's growth in the following areas: self-concept/self-esteem, social/emotional development, speech/language acquisition, cognitive and physical development. Self-help skills are taught as children become developmentally ready. Our program will develop children's language acquisition, literacy, math, science, social studies and creativity with hands-on experiences facilitated by a dedicated teaching staff and a well-designed classroom environment.

Potty training is achieved through regular visits to the potty, encouraging words, books, and patient, loving caregivers. Your child can learn it! We all did!

Our phonics programs is introduced in our two year old classes. This is a program used to enhance the development of letters, numbers, counting, shapes and colors.

Our Character Education Curriculum teaches traditional values to include good manners and respectful language. Teaching the concepts of thank you, please you are welcome, and excuse me are included in our everyday classroom practices.

Sign Language continues in this age group building on the signs they have already learned and being introduced to new words weekly. Using American Sign Language offers educational advantages including a focus on enhancing communication skills.

The Tot's Music and Movement Experience will excite your children with the sounds of music. Your child will develop a connection between body movement, rhythm and awareness. Repeated use of music strengthens connections in the brain, and listening to words as they are sung will improved your child's ability to distinguish linguistic patterns, which can facilitate language learning. The movement component also encourages fitness and healthy, fun gross motor play.

Preschool and Pre-Kindergarten: *(2.9 years to 5 years)*

Dracut Children's Center's purpose is to help all children to grow as individuals, emotionally, socially, mentally, and physically. Also, to prepare them for Kindergarten primarily by introducing them to social disciplines through group activities and experiences, cooperation with adults and other children, learning to follow directions, respect for people and property, responsiveness and responsibility. Each child will learn to express themselves through the use of creative materials such as paint, crayons, and various other art materials. Self-expression is also encouraged through the use of music, dancing, games, and dramatic play such as acting out stories and songs through the use of our play equipment. The long-range purpose is for the children to learn to be aware of themselves and the world around them.

Our program is designed to introduce and incorporate various subjects for the preschool/pre-kindergarten level. We can adapt for children that vary in their levels of development. What a child considers play often teaches necessary fact, ideas, and concepts that they will use to develop future skills. Our curriculum is professionally developed and age-appropriate and will enhance the development of readiness skills, encourage a love for learning, and promote family involvement. This curriculum is themed based and utilizes a variety of math, science, and literacy activities, as well as creative arts, physical activities, and social skills.

"Growing Up on Our Block®" Curriculum prepares your child to be successful in "big school." This curriculum is also specifically designed by our Early Childhood Education Specialist. The weekly lesson plan format includes a weekly theme, color, concept, letter, number, and literacy experiences, Spanish word, yoga pose and sign-language word to promote your child's growth in the following areas: self-concept/self-esteem, social/emotional development, development of fine motor skills necessary to learn to write, speech/language acquisition, cognitive and physical development.

Our program will develop your child's language acquisition through the use of:

"Word Walls"

Literacy to include sentence dictation and illustration, books on CD's, big books and award-winning children's books.

Math and Science focusing on graphing, estimation, prediction activities and concept instructions are used in our school.

Social studies

Creativity through hands-on experiments, open-ended art, the sensory table, easel painting and various other experiences.

Your child's experiences in our program will be facilitated by a well-trained teaching staff and a structured classroom environment.

Our Phonics Program is utilized to enhance the development of language and literacy, letter formation and recognition, letter sounds, and beginning reading (4 year olds). Each child will have a workbook assigned to them each academic year. It also covers number recognition and counting.

Our Character Education Curriculum teaches basic human values such as good manners and proper verbal etiquette. Some of the themes taught are: honesty, respect, responsibility, caring, fairness, and citizenship. Young children should learn these values early so they remain instilled throughout life.

Sign Language continues in this age group by building on the signs they have already learned and being introduced to new words weekly. Students are also taught the alphabet in ASL. Using American Sign Language offers enhanced communication skills.

Preschool and Prekindergarten Day Care List

(Only replace these items when needed)

- Pull-ups and wipes (if not toilet trained)
- Extra change of clothing
- 1 Blanket and sheet or naptime bedding **(Cot size bedding only)**
- 1 Small stuffed animal for nap (no larger than 8")
- Sunscreen
- Lunch, snacks, and drinks in an insulated lunch box with ice packs
- King size pillowcase to place sleeping mat in (Label with child's name)
- Indoor shoes or slippers (labeled with child's name)

(Please label everything)

It is the responsibility of parents to check and see if their child is running low on any items at the center and replaced in a timely manner.

School Age: *(5 years to 12 years)*

The Dracut Children's Center Before and After School program is designed to help all children of working families to grow as individuals emotionally, socially, mentally and physically. We provide recreational and educational activities such as group games, arts and crafts, music, nature, community projects and field trips.

Our qualified staff will work very hard to provide a warm and caring atmosphere, which will encourage children to strive towards developing a positive self-esteem. A special effort is made to develop a school age program that is tailored to meet your child's needs.

LUNCH/SNACKS

Infant:

Parents are responsible for providing formula and or any other food that their child will consume while in our care. Our staff will work with the child's parents for an acceptable feeding schedule that will meet the child's needs.

Staff is required to hold a child while feeding with a bottle. Propping up a bottle is not allowed

Parents of children who eat baby or junior foods must bring an appropriate amount **each day**, in a sealed container, labeled with the child's full name. The staff will follow the feeding schedule requested by the parents. **Glass baby bottles** cannot be used for feeding in the center.

Toddler:

Parents are responsible for providing a nutritious AM / PM snack and drink, as well as a lunch and drink for their children in a lunch box clearly marked with their name.

Lunch Box: (Labeled on the outside with your child's name)

- Sippy cup, thermos, or box drinks (Label with your child's name)
- 2/3 snacks (Label with your child's name)
- Lunch (if needs to be heated please have in a microwavable container) (Label with your child's name)
- Only heat ups please, no frozen foods or other foods that need to be cooked
- Ice pack (Labeled with your child's name)
- We recommend finger food your younger toddlers as it is easier for them to feed themselves

Please know we will try to send home any food that your child does not eat. This will give you some insight for food your child consumes at the center and allowed you to adjust accordingly

Preschool/Pre-Kindergarten:

Parents are responsible for providing a nutritious lunch and drink for their children as well as an AM and PM snack and drink in a lunch box that is clearly marked with the child's name.

Lunch Box: (Labeled on the outside with your child's name)

- Thermos or box drinks (Label with your child's name)
- 2/3 snacks (Label with your child's name)
- Lunch (if needs to be heated please have in a microwavable container) (Label with your child's name)
- Only heat ups please, no frozen foods or other foods that need to be cooked
- Ice pack (Labeled with your child's name)

Please know we will try to send home any food that your child does not eat. This will give you some insight for food your child consumes at the center and allowed you to adjust accordingly

School Age:

Our center does **NOT** provide a morning and afternoon snack with drink during the summer months, snow days, and vacations. Parents are responsible for providing a nutritious lunch and drink for their children as well as an AM and PM snack and drink. During the school year (Sept-June), our center **WILL** provide a PM snack and drink, **Except during school vacations and snow days.**

If any child who is eating adult food arrives without a lunch, our program will be happy to provide one for a cost of \$3.00. This cost will be added to family's bill.

PROCEDURES FOR IDENTIFYING CHILDREN WITH ALLERGIES

- Teacher will report any unusual sneezing, coughing, redness of eyes, pain, swelling of the throat, redness or discoloration at the site, itching, hives, difficult or noisy breathing, etc.
- Director will contact child's parents and suggest child be seen by their doctor.
- Once center has been informed of child's allergy; we will file it in their folder.
- Child's teacher will be notified of allergy.
- Child's name and allergy will be posted in classroom.
- Center will try to keep child from coming in contact with irritants that may cause allergic reaction.

REST PERIOD

Infant/Toddler:

All **infants** will rest and/or sleep as needed.

A rest period is required for all children who spend the day with us. For **Toddlers**, this usually occurs during the first part of the afternoon, following lunch.

Rest period will always be implemented with regard to the individual needs of the child. No child will be forced to sleep or rest for an inappropriate amount of time. When an appropriate amount of time has passed and the child is restless, they will be given the opportunity to play a quiet activity.

Requests from parents for our staff to wake a sleeping child are discouraged.

When your child is at our center during this quiet time, **please provide a crib- or cot-sized sheet and blanket** labeled with your child's name. These items are to be laundered at home every week or as needed.

SIDS Risk Reduction Practices:

- All infants will be put in cribs on their backs while sleeping
- All soft bedding and toys will be removed from crib
- Staff will check on infant every 10 minutes
- Staff will call 911 in an emergency.

Preschool/Pre-Kindergarten:

A rest period is required for all children who spend the day with us. This usually occurs during the first part of the afternoon, following lunch.

Rest period will always be implemented with regard to the individual needs of the child. No child will be forced to sleep or rest for an inappropriate amount of time. When an appropriate amount of time has passed and the child is restless, they will be given the opportunity to play a quiet activity.

Requests from parents for our staff to wake a sleeping child are discouraged.

When your child is at our center during this quiet time, **you must provide a crib- or cot-sized sheet and blanket** labeled with your child's name. These items are to be laundered at home every week or as needed.

School Age: Are not required to participate in a rest time

CLOTHING

Infant/Toddler/Preschool/Pre-Kindergarten:

Parents are required to keep two sets of clothes for their child at the center. All clothes must be labeled. We provide every child with enough space for their personal belongings. We request all children to wear indoor shoes while at the center. Slippers are acceptable.

Parents are responsible for providing **diapers, diaper wipes, and plastic bibs** for their child. Each day parents should check with their child's teacher so that these supplies do not run low. If you use **cloth diapers**, you will be responsible for cloth diaper clean-up and laundering at home. The center will bag soiled diapers for **daily removal**. Parents must provide a **tightly covered container** for storage of all soiled cloth diapers. This container must be removed from the center daily, emptied and **sanitized** at home before returning it to the center. Parents are also responsible for providing all **ointments** or **baby power** that their child may need. These must be in **original container** and **labeled** with child's name.

Infant/Toddler/Preschool/Pre-Kindergarten/School Age

For the safety and well-being of all children enrolled in our program, we strongly suggest that our parents remove all drawstrings from their child's garments. Please be aware that if for any reason a child comes to our program with any drawstrings on their garments, our staff may remove them. We hope that all parents understand our concern for safety and will cooperate with us in this matter. **Weather permitted; all programs will go outside daily. Please dress your child accordingly.**

INFANT AND TODDLER DIAPER BINS

Parents are responsible for checking their child's diaper bin on a regular basis and replenishing as necessary

Each child will have a diaper bin that is clearly labeled with the child's name.

Diaper Bin: (DCC will provide a diaper bin labeled with your child's name located in the bathroom)

- Diapers (labeled with your child's name)
- Baby Wipes (labeled with your child's name)
- Ointment (Labeled with your child's name)

On occasion, **if** staff has a free moment, they **may** notify parents through our *Procare engagement App/Parent Portal* if their child is in need of anything, however, please know that this is ultimately the parent's responsibility.

TOILET TRAINING

Toilet training is done in accordance with requests of the parents and in a manner that is consistent with the child's physical and emotional abilities. Bathrooms will be available at all times for the children. If your child is in the process of toilet training, please send them to the center with clothing that they can pull off and on by themselves. This will help these children to be self-sufficient.

If at any time during the training the child shows signs of distress the process will be stopped for a period of time

Tips for the Morning of your child's First Day

- Wake up early enough to get ready for school without rushing. Enjoy a leisurely breakfast and remind your child about the plan for the day.
- Allow ample time for the transition from home to DCC. Upon arriving at the center, spend a few minutes reintroducing your child to the teacher. Spend time with your baby and caregiver. Talk to the teacher about your baby's evening and morning, and then be sure to give all necessary instructions both verbally and in writing. Help your toddler or preschooler child find an activity he likes and join in for a few minutes before having to leave him.
- When it's time to leave DCC, create a goodbye routine. Give your child a cheerful and confident goodbye. Reassure your child that you'll be back at the end of the day and when, for example, "after story time." Never sneak out during the childcare drop-off. Always tell your child you are leaving. Although it might be tempting, sneaking away when your child is engaged in an activity will likely cause him to have a harder time trusting when you will leave and when you will return. Let the teachers know when you are ready to leave. Teachers want to nurture children through the transition and need to know when to help your child say goodbye. Say goodbye to the teachers. Leave quickly; don't linger at the door.
- After you leave, reflect upon the morning. It's normal to feel a bit anxious or concerned during childcare drop-offs. Call us any time for updates and reassurance. Understand that it's normal for many children to shed tears, scream, or beg you not to go. If this happens, think about the happy children you saw during the pre-visits or ask for a call later. Be careful not to judge the class by drop-off time. This is one of the most hectic times of the day and isn't usually typical of the rest of the day. Remind yourself that your child is in a wonderful childcare setting, playing, learning, enjoying new experiences, and developing relationships with teachers who will do everything possible to help him feel secure and happy.

IMPORTANT PARENT INFORMATION FOR CHILDREN OF ALL AGES

Our parents are encouraged to visit our school at any time. We have an open-door policy, and we encourage you to join in the fun! Help with field trips or stop by and read a book to your child's class.

Parents must walk children to the classroom each day.

For safety reasons, all personal items must be brought to the center in a dedicated diaper bag or backpack. Dracut Children's Center may offer clear bags for purchase at the school. Bags need to be zipped when brought into the classroom.

Children do not have to be potty trained to enroll.

Our school has a "Parent Communication Board" in the lobby that posts the current and upcoming information, a list of communicable illnesses in the school and other important parent communication. Please make a habit of checking this every day.

No outside toys unless it is a scheduled show and tell day. Children may bring one lovey for nap time.

Clothing: Please dress your child in sturdy, washable play clothes labeled with your child's first and last name. Students must have extra clothing. Students who are in the potty-training process should wear clothing they can pull up and down easily. In order to promote self-help skills, students should be in clothes they can manage without help. An extra pair of socks and shoes is also a good idea for students who are potty-training.

Shoes: Please label all shoes with your child's name. Students should wear comfortable play shoes, like closed-toe sneakers. Cowboy boots, flip-flops, slippers, and backless and/or open-toe sandals are not allowed in our school for safety reasons.

Street shoe policy: Our center is a no-street-shoe facility. We take pride in offering our families peace of mind knowing that their child can explore and play on a clean and safe floor. Enrolled children will need a pair of indoor shoes (labeled with child's name) to be left at the center. All parents, staff, and visitors will be required to swap from street shoes to clean slipper or socks before entering the center. Bare feet are not permitted.

Birthdays: Parents often have birthday celebrations in their child's classroom. Please check in all food and drinks at the front desk for validation of the "No Nuts (or food cooked in nut oil) Policy." And refer to our Outside Food policy below. Age-appropriate goodie bags may be given to the teacher to send home at the end of the day. No balloons please! Childcare licensing standards do not allow balloons in any classrooms.

School parties: During the year, the students celebrate everything! Sign ups will posted in our school lobby. this is a great time for you to sign up to bring goodies. We appreciate your efforts! Please be aware of restricted food before bringing them to our school.

Appropriate Parent Behavior: Parents agree to work with our staff in a calm, respectful manner. Vulgarity, intimidation, and sexual or other harassment will not be tolerated. Termination of childcare services will result.

NON-DISCRIMINATION POLICY

No child will be discriminated against because of race, religion, cultural heritage, political beliefs, disabilities, marital status, national origin or sexual orientation...

PROCARE ENGAGE

You will receive digital daily activity reports on your smart device, or through your e-mail, via Procure Engage. These reports will contain pictures, lesson plans, and other important information about your child's day at our school sent from a secure, encrypted server. Learn more at www.procaresoftware.com/parent-engagement

When you register you will receive a registration email from Procure Engage. The email details the steps to download the free app from the App Store or Google Play. You will use your email address and system generated password for the initial login. Please check your SPAM/JUNK folder if you don't see the e-mail in your Inbox. Please change your password after your first login.

To establish your account, Procure Engage used your e-mail address on file. If you need to change your e-mail address on file, or if we don't have an e-mail address on file for you, please stop by at the front office any time.

Please note that the App ensures the privacy and security of your child's information and that of your e-mail information. Your personal information will not be shared with any outside parties

PARKING PROCEDURE

Parents are required to park their vehicle in a designated parking area prior to escorting their child into the building in the morning and evening pick up.

No vehicle will park in handicap parking area unless appropriate license plate is displayed. No parking in fire lanes surrounding building.

All vehicles are to follow marked arrows on the asphalt and enter and exit signs while maintaining a speed that does not exceed 5 miles per hour.

Children MAY NOT be left unattended in cars!!! We are required by law to report any child left unattended in a vehicle.

Please lock your doors when you leave your car.

Never leave your car running while unattended, whether locked or unlocked. The state of Massachusetts has an anti-idling law, and for the safety of the children, please shut your car off when leaving it unattended

LIKE US ON FACEBOOK:

To become a member of the Dracut Children's Center Facebook page, go to [Facebook.com](https://www.facebook.com) and search Dracut Children' Center. On the profile page, select the "like" icon. You will begin to receive updates from Dracut Children's Center

Check out our website at:

www.dcckids.com

TUITION EXPRESS - THE BEST WAY TO PAY!

Tuition Express (automated checking account drafts) is the best way to avoid late fees and writing checks! It is easy to enroll: At any time ask for a Tuition Express form. Complete the form, attach a voided check and return both to the Dracut Children's Center Director or owner.

MYPROCARE

Dracut Children's Center is pleased to offer MyProcure, a free online portal for you to access account information and easily pay tuition. MyProcure is safe, secure and created with your convenience in mind. Log in today!

1. Go to the link below: www.myprocure.com
2. Enter your email address (the email you have on file with Dracut Children's Center) and choose Go.
3. Enter the confirmation code sent to your email, choose a password, and press Go.
4. Then you may:
 - a. View your child care account, make updates to contact info, and more.
 - b. Use the Pay button to make a payment with your card.

RECOMMEND OUR PROGRAM

Recommend our program to any of your family or friends and if they enroll, you will receive \$100.00. See our program director for more details

"BAD CHECKS"

An NSF Charge of \$35.00 (minimum) will be added to your account for all returned checks/bank drafts and credit card transactions. The returned amount and the NSF Charge must be paid by money order, credit card or a new card at our school by the end of the week. After two returns, it may become necessary to pay with a weekly money order or new credit card. Failure to pay returned checks/drafts and NSF Charges will result, unfortunately, in prosecution.

INCLEMENT WEATHER

In the event of inclement weather (snow, ice, etc.), your Dracut Children's Center management team will determine if Dracut Children's Center will close or delay an opening. We want to make good decisions with our staff and parents' safety in mind, understanding most parents need to report to work. Decisions to close for the day, or to delay an opening will not be made lightly.

We will make all announcements of our opening status by 5:00am that day by posting it on Facebook sending an email through Procure Engage and updating our status on our local news link that parents can subscribe to.

There is no refund for inclement weather closings or holiday closings. Full payment is due as detailed in your Parent Enrollment Agreement.

SECURITY CODE SYSTEM POLICY

Upon enrollment each family will be assigned a 4-digit security code to enter our center during their pickup and/or drop off time. If you forget your code, there is a buzzer located outside of the door for you to alert our staff to buzz you in.

This system is for the safety and well-being of your child(ren). Therefore, we ask that you do not share this code with anyone. If you have a person who will periodically be picking up or dropping off your child(ren), we prefer to use our buzzer system rather than sharing the code with them. If at any time a family feels a need for their code to be changed due to legal issues, please let us know ASAP. We will retire your old code and assign a new one.

PHOTO ID/PICK-UP

If you send another person to pick up your child or children, he or she must be already listed in your child's file, and have a picture ID.

If you wish for someone who is not in the child's file to pick up your child from the school, you may call but also must send an email with the pickup person's information to include name and address that matches their driver's license. Please instruct the person picking up to bring their driver's license to match your email information and DCC will add the person's information, to your child's file in our system. We cannot release any child via telephone authorization.

Parents are expected to promptly notify Dracut Children's Center in writing of any change of name, address, phone number, place of employment, pediatrician, or custody. We must be able to reach a parent, or emergency contact, at all times.

CELL PHONE POLICY

Please refrain from using your cell phone during drop off and pick up. Transitions are made easier when your child has your full attention at drop off and pick up, and your full attention allows for clearer communication between teachers and you.

VIDEO SURVEILLANCE

Dracut Children's Center is equipped with a video surveillance system for the classrooms. Our Director monitors each classroom daily. This is a closed circuit system and cannot be accessed via the internet.

MEDICATIONS/SUNSCREEN/HAND SANITIZER

Medication: Medication is not kept in the classrooms. Please ask for Tracy the director or Kim and give your child's medication and completed medication form to the director. Emergency medication such as Benadryl, Epinephrine, and asthma inhalers are always kept with the child.

All medications, either prescription or over-the-counter, must be in their original, fully labeled container with the students first and last name. In the case of prescription medication, the actual prescription must be on the medication that includes, the date, dosage/timing, and physician's name. All medications are given as the doctor has prescribed. We cannot administer the first dose of any medication to a child.

No medications (including infant gas drops) will be given without a dated, signed permission form from the parent. Medication forms are available in the parent room. Please note the any and all over-the-counter medications require a doctor's note in addition to the parent permission form.

Sunscreen/Insect Repellent: Teachers may apply sunscreen or insect repellent prior to the outdoor playground time. A Sunscreen and insect repellent administration form must be completed and left at the front desk. Sunscreen/ Insect Repellent should be brought to your child's classroom. Please note: No Aerosol Sunscreen or Insect spray will be accepted.

Hand Sanitizer: Teachers may apply hand sanitizer in the absence of running water and soap. Parental permission is required.

School Age:

- Children with inhalers are permitted to administer his/her own medication under the supervision of a staff member
- With written parental consent and authorization from a physician, children are permitted to carry their own inhalers and use them as needed.

GOOD HEALTH

Children in all programs will play outdoors daily, weather permitting. Parents are responsible for sending children in adequate clothing and footwear to maintain good health during outdoor play in all suitable weather conditions, including normal winter temperatures. Please do not ask us to keep a child inside because of a cold or other illness, except for recuperation from bronchitis or pneumonia, as ordered by a physician. A child who is too sick to go outside is usually too sick to be in a social situation with other children.

ILLNESS POLICY

In general, there are 3 reasons we will either call you to pick up your child or ask you to keep your child home:

- Your child does not feel well enough to participate comfortably in routine activities.
- Your child requires more care than staff is able to provide without compromising the health and safety of the other children.
- The illness is on the list of diagnosed symptoms or conditions for which exclusion is recommended usually because of the risk of spreading.

Children who are tired or upset will be given the chance to rest in a quiet area in their classroom. The teacher will make sure the child receives proper food, drink, rest and play materials that the child might need to make him/her comfortable while mildly ill. Each of these children will be given a health appraisal by the teacher. If a child has any symptoms listed below, parents will be contacted, and child must be picked up within 1 hour. If none of the symptoms appear, the child will rest until he/she feels better

SYMPTOM: FEVER

Specifics	Take Action	May Return
100 degrees Axillary (do not add a degree)	Send home within 45 minutes	Symptom-Free, Requires 24 hours, fever free exclusion
99-99.8 Degrees Axillary (do not add a degree) *With no other symptoms	Observed at School	N/A
99-99.8 Degrees Axillary (do not add a degree) *With other symptoms such as: irritability, loose stool, vomiting, yellow/green nasal drainage, or unable to participate in program	Send home within 45 minutes	Symptom-Free

SYMPTOM: DIARRHEA

Specifics	Take Action	May Return
Child with Diaper * Three times contained with 3 hours	Send home within 45 minutes	When stools are less frequent than 1 per hour

Child with Diaper * Twice Uncontained	Send home within 45 minutes	When stools are contained and less frequent than 1 per hour
Potty Trained Child: 3 times in bathroom	Send home within 45 minutes	Symptom-Free for 24 hours
Potty Trained Child: Uncontained (1 or more times)	Send home within 45 minutes	Symptom-Free for 24 hours

SYMPTOM: VOMITING

Specifics	Take Action	May Return
Infant Projectile Vomiting (no spit up)	Send home within 45 minutes	Symptom-Free
Older Child Vomiting Once	Send home within 45 minutes	Symptom-Free
Older Child Vomiting Twice or More	Send home within 45 minutes	Symptom-Free for 24 Hours

SYMPTOM: PURULENT (PUS-LIKE) DRAINING

Specifics	Take Action	May Return
Child develops active deep yellow/green ear drainage or drainage from sore or lesions	Remove from class and send home within 45 minutes	Drainage has turned near clear and can be contained with a bandage

SYMPTOM: RASHES

Specifics	Take Action	May Return
New Diaper Rash	Notify Parent	N/A
Child develops or presents with body rash	Ask parent for physician diagnosis (may require a physician office visit to obtain)	When medically cleared with a doctors note

SYMPTOM: RUNNY NOSE

Specifics	Take Action	May Return
Clear Nasal Drainage	N/A	N/A
Yellow or Green Nasal Drainage	If thick and pus-like, ask for a physician diagnosis	When medically cleared with a doctors note

SYMPTOM: CHILD HAS HAD SURGERY

Specifics	Take Action	May Return
Parent must notify the center management and teachers	Management staff will ensure child has no open wounds, etc.	When medically cleared with a doctors note containing specific instructions for care while in school

SYMPTOM: CHILD'S OUTDOOR TIME RESTRICTED

Specifics	Take Action	May Return
Child is brought in and parents ask that the child not go outside during the school day	Remind parents that is the child is unable to fully participate in the program, they cannot attend school	When able to fully participate in the program

TOOTH BRUSHING POLICY

Each classroom will have a daily supervised tooth brushing for children who are in our program for more than 4 hours and/or consumes a meal. Tooth brushing is planned after lunch every day.

- Staff wash their hands and sanitize tooth brushing surface
- Each child will have her/his own labeled toothbrush and brushes will be stored in holder and kept out of the reach of children when not in use.
- Sanitation/Storage: Toothbrush holder will be sanitized every week.
- Each child will be provided with a new toothbrush four times a year for a small fee.
- The tooth brushing area must be sanitized before and after tooth brushing activities.
- Staff wash hands after assisting any child and again after brushing program is complete
- Staff will wear latex gloves during this toothbrush program

Infants will have their gums wiped with a towel wet with water after every feeding. (Towels provided by parents)

FIRE DRILLS

Every Month Dracut Children’s Center will conduct monthly fire drills with the students. Our school has a monitored fire alarm system. If a fire or smoke alarm is triggered, the fire department is alerted. The students will be evacuated from the building and appropriately supervised. In the event of major building damage, we will notify you, or your emergency contact, of the damage and approximately when the center will re-open.

EMERGENCY CLOSINGS

Our centers will close for very severe weather or hazardous road conditions. “State of Emergency” may also be cause for our centers to close. Safety and well- being of all our families and staff will be the prime concern when the decision to close is made. Emergency closings could also occur for power failures, broken/frozen water pipes, natural disasters, public health emergency, etc.

Please remember tuition is still due.

If the center is in session and the emergencies occur, parents will be notified by telephone to make arrangements to pick up their child(ren) by a certain time.

Families will be notified of any closing by a mass email, our face book business page, or Procure Engage Parent Portal

EMERGENCY EVACUATION PROCEDURE

During an emergency evacuation the teacher will be responsible for taking the attendance information and for leading the children out of the building. Assistant teachers and other staff will assist in the evacuation. Director will oversee the entire procedure and check building.

Infants and non-mobile toddlers will be placed in the evacuation crib (s) (the crib(s) will the red band on the leg) and/or carried by staff. The other available staff will assist with the evacuation of the infant room.

The Director will make a visual inspection of each classroom before exciting the building.

All classrooms, once evacuated, will meet at the designated area and wait for the go ahead by the appropriate person before re-entering the building

The center will maintain daily attendance using the Sandbox App on the classroom tablet. The teacher will be responsible for keeping their tablet with them at all times and for accounting for all of the children in the class once they are safely out of the building.

Evacuation plans are posted in every classroom

EMERGENCY EVACUATION PLAN IF NECESSARY, TO BE TRANSPORTED FROM FACILITY

In the event of an emergency situation that requires an evacuation of our center, the following plan shall be implemented. In all situations, the teacher in charge when evacuation shall take:

- Classroom tablet that has list of children attending the center, allergy list, parent's names and telephone numbers
- Bring all and any necessary medication/supplies and emergency records
- Cell phone
- Director will check each room before being the last to exit the building.
- Once the staff has reached the designated meeting area, attendance must be taken.
- Will not re-enter the building without the appropriate authorization

If the emergency required evacuation away from our facility and surrounding area and the children cannot remain on the premises, the children will be re-located to Dracut's Public Library by the Dracut School Buses. They will remain at this location accompanied by their teachers while parents/emergency contacts are notified, and arrangements are made for the pickup of each child.

In the event that a physical examination is recommended due to the nature of the emergency children will be transported to the nearest hospital where they will be provided appropriate medical treatment. Parent/emergency contacts will be informed of this location or other facility if required.

BEHAVIOR GUIDANCE PLAN

Classroom Management

Our teachers will manage individual classrooms by:

- Modeling and reinforcing appropriate behavior.
- Maintaining consistent supervision.
- Setting reasonable expectations for children's behavior based on their developmental levels and individual difference.
- Becoming familiar with an individual child's special needs.
- Providing interesting, challenging, age appropriate activities.

Ignoring

Some negative behavior is produced by a child to get attention. It can be stopped when it does not get the attention desired. We will utilize this technique unless a safety issue is involved.

Redirection/Distraction

We will offer alternatives to children engaged in undesirable behavior by offering a different toy, suggesting a new activity, engaging the child in an activity with a teacher or another child, or by suggesting independent play.

Verbal Intervention

The teacher explains to the child the inappropriate behavior, and shows him/her the appropriate way to handle the situation. For example, a teacher might say, "instead of hitting Sarah say, 'I'm angry because you took my truck.'"

Logical Consequences

Here, the teacher helps the child understand the logical consequences of his/her actions by removing an object, activity, etc. that is causing the problem. For example, if a child uses blocks to hit other children, the consequence is to remove the child from the block area.

Consistent Behavior Issues

If the teacher observes consistent behavior problems with a child, the teacher will follow these procedures. A behavior log will be documented along with what the teacher did to manage the behavior. The log will be documented for a minimum of 10 days. This information will be given to the Director for review and discussion with the child's parents.

TERMINATION FROM PROGRAM (BY CENTER)

Termination may occur for inappropriate or abusive behavior by a child or a parent towards children, teachers, or the center's property. Written notification of termination will be given to the parent stating why termination is taking place. In most cases, termination comes after much documentation of inappropriate/abusive behaviors. In rare and extreme cases, Dracut Children's Center reserves the right to terminate a child immediately.

Reasons Center would terminate:

- Excessive biting
- Severe behavioral problems which cannot be controlled and may endanger the child or other children
- Parent's refusal to seek professional help
- Failure to cooperate with the center's policies
- Discriminatory, humiliating, intimidating, or harassing behavior of any kind which contributes to a hostile environment
- Physical or emotional problems that require constant one-on-one attention
- Parent's disrespectful behavior toward other parents, children, teachers, or any center's employees
- Failure to provide health forms and other paperwork
- Physical or emotional impairment that the center cannot reasonably accommodate
- Failure to pay tuition per family's chosen payment plan

When parent receives a written or verbal notification of termination, the tuition balance needs to be paid in full on the day parent received the notification for the duration of the time your child is with us. If this is not paid, the child will be terminated immediately.

PROPERTY DESTRUCTION

Children and parents are expected to respect the property and equipment of Dracut Children's Center and others in our program. Any purposeful destruction is unacceptable, and we will require the parent to make full restitution by replacing and /or repairing the item(s) involved. Parent will have a maximum of 5 days to comply with this policy. If for any reason this matter is not met to the satisfaction of the center, the child may be terminated immediately, and any advanced tuition deposit held by DCC will be used towards the replacement or repairs of the damaged equipment/property. Parents will also be required to sign an incident report regarding this matter. The report will become part of the child's folder.

WITHDRAWAL POLICY (BY PARENT)

When withdrawing your child from our program, please fill out and sign a child action form provided to you by Dracut Children's Center. Please understand that if you withdraw your child's enrollment for the summer months, you do so at risk of losing your child's spot. Once your child has entered our program, a 14 day written notice is necessary. Once we receive the withdrawal notice, your advanced tuition will be applied/credited to your statement for your child's last week with us. If there is still a balance after your deposit is applied, full payment needs to be made immediately for the duration of the time your child is with us. If this is not paid, the child will be terminated

STAFF

- All staff is trained and familiar with all program’s policies and State Regulations
- All staff receives an annual background check
- All Staff have completed the required EEC e-training on administering medication
- All staff maintains an up to date CPR and First Aid Certification
- All staff participates in workshops regarding children

- The staff will communicate with parents in a positive and supportive manner that encourages the parent-child relationship. Information with regard to family issues and personal lives will be handled confidentially. In the event of a divorce, separation or joint custody ruling, every effort will be made to treat both parents equally. Without legal documentation, the staff cannot act as though one parent is more fit than the other to the legal rights to their child.

EMPLOYEES PROVIDING CHILD CARE (BABYSITTING) POLICY

- It is against policy for any of Dracut Children’s Center’s employees or their immediate family to provide childcare (babysitting) services to any child(ren) enrolled in our programs.
- We believe this is a conflict of interest and could cause some liability to our center and its employees. We ask that all families and employees abide by this policy.

NON-FRATERNIZATION POLICY

At Dracut Children’s Center, we strive to build relationships with the children in our care and their families, as well as with others we interact with at the Center. While friendships can result from this, it is imperative that employees treat our families, with courtesy, appropriate distance, and respect. Because of the need to maintain appropriate distance, employees of Dracut Children’s Center are generally prohibited from fraternizing with any family of DCC outside of our normal interactions at the Center.

SOCIAL MEDIA

Employees of Dracut Children Center are prohibited from using social media to communicate with the family members of currently enrolled children at DCC. The purpose of this policy is to minimize the business, legal and personal risks and to protect the privacy and safety of our employees and our families.

TOYS

Although a small “cuddly” for nap time is welcomed, we ask that children do not bring other toys from home. Please keep in mind that your child’s personal storage space is limited. Teachers may help children to be careful with their belongings, but they cannot be responsible for loss or damage.

PROCEDURE FOR REPORTING SUSPECTED CHILD ABUSE

All child educators are mandated reporters and must, by law, report suspected child abuse or neglect to the Department of Children and Families

- If child abuse is suspected, it will be reported immediately to the director.
- The director will be responsible for confirming the facts reported and the condition of the child on the same day on which the first report is made.
- Data concerning the child will be obtained within the center through discussions with the initial reporter and other staff.
- After information is secured, the director will call the Protective Services Unit of the Department of Social Services to report the case. A 51A Report will be filled out within 48 hours.
- The licensee's program administrator or designee shall notify the Department of Early Education & Care immediately after filing a 51A Report, or learn that a 51A Report has been filed, alleging abuse or neglect of a child while in the care of the school age child care program or during program related activities.
- In the case of disagreement (or uncertainty) concerning the need to report, the director may not substitute her judgment for any mandated report within the program. While agreement of all professionals involved is desirable, the director must report to the Department of Social Services even if she believes the mandated reporter is incorrect.
- A joint decision will be made by the director and administration as to how and when the family will be notified of the report. Notification of the family is not required by the law but is recommended.
- A system of documentation that assures confidentiality must be continually exercised through this process. Reports (51A) must be kept in a locked confidential file, and copies of these reports will be maintained by the director for a reasonable length of time.
- Any staff person named in a 51A report will be suspended without pay until the Department of Social Services has completed its investigation, and for such further time that E. E. C. requires

EMERGENCY PROCEDURE FOR CHILD ABUSE/NEGLECT

In case of an emergency, where the health or safety of a child is already at risk, the emergency hot line should be notified (1-800-792-5200). A 51A Report should also be filed within 48 hours.

LOST AND FOUND

Please let us know if your child has lost an item at our center. If items are not claimed within 1 month, we will give them away to various charitable organizations. We encourage the children to be responsible for their own belongings. We encourage you to support us in this effort. Dracut Children's Center is not responsible for any lost clothing or articles

YOUR CHILD'S RECORDS

All information in a child's file is **confidential**. Only if we have written permission by parents, will we transfer this file. As parents, you will have the right of access to your child's records. You also have the right to add any information to this file that you think may be helpful.

PHOTOS/VIDEO POLICY

- Photos/videos are only taken with program photo/video devices.
- No staff, parent or guardian can use their personal cell phone, camera, or video camera during program hours, social events or field trips.
- It is the staff's responsibility to request any person disregarding this policy to immediately delete any photos and to notify Program Director immediately.
- Immediate termination may occur if a parent/guardian refuses to follow this policy

TRANSPORTATION TO AND FROM OUR PROGRAM

Transportation to and from the center is the responsibility of parents. All parents must accompany their children to their class. No child should be dropped off and left unattended in our lobby or the parking lot. Parents who have children attending Dracut's Public Schools have the option of bringing their child to our center in the morning and we will be responsible for putting their child on the public-school bus to transport them to and from the public school. Please notify the center if you are utilizing this method of transportation.

TRANSPORTATION FOR FIELD TRIPS

When a field trip that requires transportation is planned, a notice will be sent home to inform the parent(s). This notice will inform parents of the type of transportation (Public Bus and/or volunteer), the time and date the children will be transported, and where they are transported to. This notice must be signed and dated with parent/guardian approval. If a parent does not want his/her child to attend the planned field trip it is the parent's responsibility to find alternative care. This decision will not affect your tuition.

Upon departure of field trip, director will make sure that

- A first aid kit will be taken in all vehicles on all field trips
- Emergency information, including contacts and telephone numbers, will be taken on all field trips.
- On a field trip, staff must know the location of a telephone and have appropriate change to be able to use it or have a working cell phone available
- Documentation confirming volunteers background check and vehicles insurance coverage
- Any medication that a child may need for the field trip

No child is eligible to attend/participate in any extra curricula activities unless tuition is paid up to date.

FIELD TRIP BEHAVIOR

Field trips are a **privilege** and because of this, we reserve the right to refuse the attendance of any child that is showing severe signs of inappropriate behavior prior and up to the day of the trip. In the event that this may take place, parents would need to seek alternative care for this day. Please be advised that your tuition and fieldtrip payment will not be refunded.

EMERGENCIES/TRANSPORTATION WHILE ON A FIELD TRIP

If an accident or acute illness occurs while on a field trip, the teacher will take charge of the emergency, assess the situation, and give first aid as needed. The method and urgency of transportation for the child to receive medical treatment will be determined by the teacher based on the severity of the emergency or illness. If necessary, an ambulance will be called

The program director, or other designated adult, will be contacted by the teacher as soon as possible and informed of the nature and extent of the injury and the proposed plan of action.

The Director will then notify parent. If parent cannot be reached, Director will call person (s) listed on emergency form.

As a preventive measure, prior to departure from the center, the program director and/or teacher will determine appropriate guidelines to be followed during the field trip to ensure continuity and safety of the children.

TRANSPORTATION IN A NON-LIFE THREATEN EMERGENCY WHILE ON-SITE

In the event a child is injured, and needs to be taken to the hospital, DCC will do as follows:

- Notify parents
- If parents cannot be reached, call person(s) listed on consent form.
- If person(s) on consent form cannot be reached, an ambulance will be called

An Ambulance will be called immediately for Any Life-threatening injuries

TRANSPORTATION SAFETY

The number of children transported in any vehicle for any center-related activity may not exceed the number of seats therein. All children must be seated.

- There must be a seat belt, safety carrier, or restraint for each child, driver and attendant.
- There must be an attendant (other than driver) present when more than nine children are being transported.
- All sharp, heavy or dangerous objects must be securely restrained in vehicles transporting children.
- The driver must be made aware of any difficulties a child may be known to experience due to being transported.
- Children shall be released by the driver to authorized persons only.
- Children must not be transported more than forty-five minutes one way from home to the center.

MAINTENANCE CLOSING

Every first week in July we will close so that we can thoroughly clean and repair our facility. Because this closing has been calculated into our tuition rates, there will still be a charge for this week.

SMOKING

No smoking or drinking by anyone on the premises during childcare

Dracut Children's Center at its option, may change, delete, suspend or discontinue parts of the policy in its entirety once parents receive a 30 day written notice prior to changes.

LINES OF AUTHORITY



Thank you for choosing Dracut Children's Center for your childcare needs

PLEASE VISIT OUR WEBSITE AT: WWW.DCCKIDS.COM

