



Play is the work of childhood - Mr. Rogers

GARDEN CITY CHILDRENS CENTER

# PARENT HANDBOOK

Hours: Mon – Fri 6:45 a.m. – 6:00 p.m.

7:15 am - 4:45 pm

Year Round Program

We accept **Infants** <> **Toddlers** <> **Preschoolers**

<>323 ELLIOTT STREET, BEVERLY, MA. 01915 <>()

<> TEL: 978-927-9898 <> Fax: 978-927-9890 <>

<> Email: [hsopp@comcast.net](mailto:hsopp@comcast.net) <> [www.gardencitychildrenscenter.com](http://www.gardencitychildrenscenter.com) <>

- ◆ Please note temporary changes due to Covid – 19 guidelines and reopening highlighted in PURPLE throughout the handbook





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For all children enrolled at Garden City Childrens Center the following forms must be signed and submitted before any child can begin childcare:

- Signed contract with non refundable enrollment fee and non refundable two weeks tuition
- enrollment forms through UpBup
- physical, immunizations and individual health care plans
- consent for child's transportation plan, any dental, vision or hearing screenings and any documentation (if applicable) of custody agreements, court orders, restraining orders. All to be uploaded through UpBup and emailed to Garden City Childrens Center

On or before the first day of childcare you will need to **LABEL, LABEL, LABEL** and bring the following:

For your Infant or toddler:

- A supply of diapers and wipes
- Formula or breast milk bottles
- Lunch and 2 snacks **\*must be stored in separate containers and non heatables\***
- Age appropriate toothbrush **\*not applicable during Covid reopening phases\***
- 3 Changes of clothes season appropriate
- a crib sheet (blanket for toddler room)
- Tylenol drops (must be kept in the director's office med cabinet) \* a physician's note must be on file to administer any medications
- Appropriate seasonal clothing (summer or winter hats and gear for outside play)
- A backpack with 2 separate storage areas \* 1 pocket for toileting/diapering needs and 1 pocket for food, clothes, notes to/from home, etc.

For your Preschooler:

- Lunch and 2 snacks in a lunch bag with ice pack **\*must be stored in separate containers and must be non heatables \***
- **3 masks (to be changed if touched) (TeeLee Milk on Facebook makes great ones with clear mouth area) label each mask please**
- 2 Change of clothes
- Blanket for cot/must fit into shoebox size container NO PILLOWS
- Tylenol/must be kept in med cabinet in director's office \* a physician's note must be on file to administer any medications **\*\* please leave with your child's teacher. The director will pick it up and return it at the end of the day.\*\***
- Appropriate seasonal clothing (bathing suit and towel for warmer months)
- Age appropriate toothbrush **\*\*not during COVID reopening phases\*\***
- SMALL Backpack with 2 separate storage areas \* 1 pocket for toileting/diapering needs and 1 pocket for food, clothes, notes to/from home, etc.





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## OWNER AND EXECUTIVE DIRECTOR

Heidi Sopp  
323 Elliott Street, Beverly, MA. 01915  
(978)210-8111 Mobile  
[hsopp@comcast.net](mailto:hsopp@comcast.net)

## Director

Diane Pitman

## HEALTH CARE CONSULTANT

Nancy Vatosios R.N.  
8 Mildred Road, Danvers, MA 01960  
508-843-2392 Available for consultations

Fire Department	911	(978)922-2424
Police Department	911	
Ambulance Service	911	
Poison Center	(800)682-9211	
Beverly Hospital	(978)922-3000	
North Shore Children's	(978)745-2100	
Department of Social Services	(978)922-1719	
<b>Public Health Department</b>	<b>(978)921-8591</b>	
<i>Designated adult</i>		
Nancy Vatosios	(508)843-2392	

## FACILITY INFORMATION

Garden City Children's Center  
323 Elliott Street  
Tel: 978-927-9898

## CONTACT INFORMATION FOR EEC REGIONAL OFFICE AND LICENSOR

Licensor Nicole Rodgers for questions or compliance history  
360 Merrimack Street, bldg 9 3<sup>rd</sup> floor  
Lawrence, Ma 01843  
978-826-1316

In the case of an extreme emergency, Beverly Hospital is the closest and cases would be brought there.





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## PARENT HANDBOOK CONTENTS

Parent/center contract for services, includes but not limited to: \*contract for services ...\*registration fees ...  
\*child's schedule.. \*late fee ... \*Two weeks written notice

- Parental Agreement Form
- Child transportation plan
- "Back to sleep" infant policy
- Overnight care
- Contact info for EEC
- Staff / Child ratio breakdown <> organizational Structure
- Charge for Copies <> substitute Policy
- Rates
- Holiday Closings
- Statement of Purpose, Includes: \*philosophy, goals and objectives, characteristics of the children served, intake procedures, services provided and the non discrimination statement.
- Orientation and intake procedures
- Healthy snack and lunch suggestions
- Children's rights <> sleep, rest and quiet time
- Walking children into the building
- Transportation Plan
- Child guidance policy
- Infant sleep policy
- Supplies and Equipment fee <> registration fee
- Behavior management / discipline policy
- Snow Policy
- Admitting children with infectious disease
- Child / Family vacations
- No smoking policy
- Termination of child care plan
- Referral Plan
- Procedures for reporting suspected abuse / neglect <> Procedures for handling allegations of abuse / neglect by a staff member
- Illness policy
- Administering medications
- Admissions: Children with disabilities
- Parent input procedure, Parent Information, Parents rights, Parents responsibilities, Parent Involvement Activities
- Enrollment forms, Authorization and consent, Emergency release, walking field trips, general observations, topical creams, sunscreen, emergency card, physician form, certificate of immunizations, yearly medication consent form.
- Health Care Policy and Procedure





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### **STAFF / CHILD RATION BREAKDOWN**

INFANTS: 1:3 / 2:7  
TODDLERS: 1:4 / 2:9  
TODDLER/PRESCHOOLERS 1:5/2:9  
PRESCHOOLERS: 1:10 / 2:16

### **ORGANIZATIONAL STRUCTURE**

E.E.C.  
EXECUTIVE DIRECTOR  
DIRECTOR  
LEAD TEACHER INFANT TEACHER INFANT  
LEAD TEACHER TODDLER TEACHER TODDLER  
TEACHER TODDLER / PRESCHOOL TEACHER TODDLER / PRESCHOOL  
LEAD TEACHER PRESCHOOL TEACHER PRESCHOOL  
TEACHER ASSISTANT  
MAINTENANCE/FACILITIES

### **CHARGE FOR COPIES**

Garden City Childrens Center shall charge a reasonable fee of \$0.05 per page on any copies of records requested by families involved in the center.

### **SUBSTITUTE POLICY**

Due to strict EEC guidelines and BRC practices, at this time, Garden City does not use parents as substitute teachers within the classrooms.





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## 2020 Rates, Fees and Financial Responsibilities

	Infants	Infants ½ day	Toddlers	Toddlers ½ day	Preschool Pre-K	Preschool Pre-K ½ day
<b>5 Days</b>	<b>\$465</b>		<b>\$420</b>		<b>\$325</b>	<b>\$185</b>
<b>4 Days</b>	<b>\$420</b>		<b>\$375</b>		<b>\$295</b>	<b>\$165</b>
<b>3 Days</b>	<b>\$345</b>		<b>\$315</b>		<b>\$240</b>	<b>\$145</b>
<b>2 Days</b>	<b>\$250</b>		<b>\$230</b>		<b>\$180</b>	<b>\$100</b>
<b>1 Day</b>	<b>\$130</b>		<b>\$120</b>		<b>\$95</b>	<b>\$65</b>

A registration fee of \$100 per child plus a two week deposit are needed to secure a slot for your child. The deposit will be used for the last two weeks of child care. Both the registration fee and the two week deposit fees are non refundable.

Annual Enrollment Fees are due every September 1<sup>st</sup> : \$100 per enrolled child.

Sibling rates: 10% off the lower tuition.

Tuition Due Date: All tuition must be paid on the last day of childcare for the upcoming week. Payments received after Friday for the week ahead will be charged a \$25 late fee.

Returned check fee : \$25

Late pick up fee : \$20 for the first 10 minutes and \$1 for every minute there after

Paid Holidays : New Years Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Columbus Day, Thanksgiving day/day after, Christmas Eve, Christmas Day/day after. Garden City CC reserves the right to change these from year to year. \*\*\* GARDEN CITY HAS CHOSEN NOT TO TAKE JULY 4<sup>TH</sup> AND COLUMBUS DAY HOLIDAYS IN LIEU OF TAKING EXTRA TIME DURING DECEMBER. GARDEN CITY WILL BE CLOSED FRI, DEC 25<sup>TH</sup> 2020 THROUGH JAN 1<sup>ST</sup>, 2021. For the 2020 Holidays and Fri, Dec 24<sup>th</sup> 2021- Fri, Dec 31<sup>st</sup> 2021 for the 2021 Holidays \*\*

All enrolled families are required to pay for tuition regardless of absence from childcare due to school closings, illness or vacation time.

Covid-19 closings : All enrolled families are responsible for tuition when their children are absent due to a classroom Covid positive exposure state mandated closing. Families are equally responsible for tuition





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if their children are absent due to positive Covid test results as well as precautionary absence due to being symptomatic of Covid.

## PHILOSOPHY / CURRICULUM / PARENT INVOLVEMENT

### STATEMENT OF PURPOSE

Garden City Children's Center was founded by an enthusiastic educator who realized that there was a need for quality care in a child centered environment. I feel my staff and I can take our education and experiences and combine them with parent involvement to offer children between the ages of (1) month thru (7) years old an enrichment filled, loving and caring environment that will make all their learning experiences the best they can be.

Our goal at Garden City Children's Center is to provide a learning environment that enhances the "whole child's" individual learning styles and to offer it all in a family centered environment. A carefully planned curriculum is designed to foster each child's developmental pace as he/she explores their surroundings. Children are encouraged to move from one activity to another throughout the day. Activity areas may be set up to allow children to play with others or to work alone should they choose to do so. Our teachers encourage the children to use their own idea and individuality as they work and play. The overall goal is for each child to develop friendships, a sense of security in themselves and their surroundings when away from home and to develop all the necessary skills needed to continue to grow and learn. All of these are accomplished in a "play to learn" environment.

Trained early childhood educators work together to offer a program of activities designed to facilitate the child's: \*sensory \* physical \* emotional/social and \*cognitive development.

GCCC is licensed to accept infants, toddlers and preschoolers. We maintain an open line of communication with our parents concerning the individual needs and progress of the child. We strongly encourage the parents to participate in our program through sharing skills and services, attending workshops offered by the program and by offering time to participate with the children in specific activities, such as reading a book, directing an art activity, lending a hand on field trips or getting involved in our parent enrichment program.

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

Garden City Children's Center takes great pride in being a smaller child care center. We take every advantage to get to know the families on a personal level. The "getting to know you" begins right from the beginning with an orientation for families to get to know the school and the staff. We expect this short pre-admissions visit (see Orientation and Intake Policy) to discuss the daily schedule and everyday expectations. The center continues to get to know the families by asking for participation in age-appropriate field trips and "get togethers" such as beach outings, fundraisers, reading hours, special snack days or sitting in with the class for music or a sing-a-long.

All policies and procedures promote the recognition of the individual and diverse developmental needs of each child.







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## ORIENTATION AND INTAKE PROCEDURES FOR FAMILIES

### ORIENTATION VISIT / PRE-ADMISSIONS TOUR

Before your child is enrolled, a short pre-admission tour should be scheduled with the director and the classroom teacher. This meeting will give you and your child the opportunity to get to know us better. The program director's signature is the sign off to verify completion of the pre enrollment interview. Walk in visits are always welcome at Garden City. However, if you wish to have a visit with the director an appointment is recommended due to the scheduling of previous appointments with other families.

**\*\* walk in visits are not permitted at this time due to Covid 19 guidelines \*\***

### INFORMATION FOR PARENTS

- Important notice
- Face sheet
- Developmental history
- Medical emergency authorization
- Permission to take child off premises
- Child release authorization
- Child transportation form
- Checklist
- Massachusetts school health record
- Private physicians examination
- Immunizations record chart
- Medication consent form
- Facebook/remind app/hand sanitizer consent form

Once your signed contract and deposit are received, we will email your enrollment forms to you through our UpBup cloud based service. Parent Handbooks and Health Care Policy Handbooks can be found on our Garden City Childrens Center website at [www.gardencitychildrenscenter.com](http://www.gardencitychildrenscenter.com).

Once enrolled you can invite yourself to our closed facebook page. It's a great place to see pictures of your child throughout their day at school and to keep current on whats happening at Garden City including snow days, Holiday closings and special events/visitors.

The parental agreement form must be completed, signed and returned on your Childs first day of school.

### FINANCIAL AGREEMENTS

- Registration fee
- Siblings
- Withdrawal
- Termination







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- Make up days
- Extra sessions
- Illness, vacation, holidays and weather
- Overtime charges, delinquent payments and bounced check fees

### TERMINATION OR SUSPENSION OF CHILDCARE PLAN/ENROLLMENT

The center's staff and administration are committed to the health, happiness and wellbeing of all children in our center. We do not ever want to bar a child from continuing enrollment at our school, and will explore every option to avoid this action. If termination or suspension needs to happen, the parents will be informed in writing of the specific reasons why as well as any conditions for the students return

Garden City Children's Center does not suspend children from childcare at present time but, if ever chooses to do so, suspension will not be for punishment, not to circumvent requirements and not in violation of ADA.

If plan to avoid suspension or termination fails, GCCC will inform parents in writing with the reasons why and the conditions for return if applicable

Under the following circumstances, it may be found necessary to suspend a child's enrollment at Garden City Children's Center.

- Failure to provide required enrollment forms, including but not limited to health information as mandated by the O.C.C.S.
- Being one week behind in tuition payments

Under the following circumstances it may be necessary to terminate enrollment:

- Behavior where a child repeatedly endangers him/herself, other children, and staff (eg: compulsive biting).
- Excessive lateness in payments, with no attempt to explain or rectify the situation with the center.
- Inappropriate or abusive behavior on the part of the parent.
- Defiant refusal by the parent/guardian to cooperate with established center policies.
- Voluntary withdrawal from the parent
- Aging out of the Program (ex: going to Kindergarten)
- Loss of Subsidary
- Non payment of fees
- Dangerously inappropriate behavior by the child

**Voluntary withdrawal by the parent:** The parent must give the center at least two weeks written notice and explain their reasons for leaving if they are comfortable doing so.

**Aging out:** The center should give the parent as much notice as possible but at least month if the child must leave because he/she is aging out and there is no room for him/her in the next room. Parents should inform the center in June if their child will be attending Kindergarten in September.

**Loss of subsidy:** The parent or center will inform the other when they become aware that a subsidy is in danger of being lost. This notification should be at least two weeks prior.

**Non payment of fees:** When a parent misses a payment, they will be given a late notice. A payment is considered late if payment is not received before the second day of scheduled care for the current week. Late notices will be sent weekly until the fee is paid. After a parent receives 3 notices, they will receive an advance notification of termination. The child/ren may still be terminated from care even if the fees are paid within two weeks.





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**Dangerous behavior:** If the childcare center determines that a child is consistently abusive to the other children or staff, written notices will be sent to the parent describing the behavior. After three notices, parents will be required to meet with the staff to set up a plan to resolve the situation. If the parents do not attend this meeting or if the plan does not result in the elimination of the dangerous behavior in a set amount of time, the child will be terminated from care.

Whenever a child leaves the center, the parents will be informed about the availability of other services in the community.

If Garden City Childrens Center chooses to suspend, it will not be for punishment, not to circumvent requirements and not in violation of ADA.

To avoid suspension and/or termination of children due to challenging behavior, the child's teacher and/or director

- Will meet with parents to discuss other options
- Will provide referrals for evaluations and services
- Will pursue consultation & training for the program
- Will develop behavioral intervention plan for home and in the program

### PREPARING THE CHILD TO LEAVE:

These discussions will be appropriate to the age but will occur for all children, even those who do not yet speak.

- All children will be treated with respect and kindness no matter why they are leaving.
- Only persons who need to know the reasons for termination will be informed of the reasons
- A week before the scheduled departure date, teachers should begin discussing the departure date. Ex: J.P. is going to a new school or Alexia is going to stay home with her mommy.
- On the child's last day, a small goodbye party will be held during snack time. Teachers can decide the form of the party but it must be similar for all children leaving the class.
- When a child leaves unexpectedly and there is no opportunity to prepare the class, the teacher will give the appropriate explanations about their classmates departure:  
Ex: Julian's mommy is sick and he is going to live with his grandmother. I'll miss him and I am sorry that we did not get to say goodbye but I am sure that he will have fun with his grandmother.

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- Will develop behavioral intervention plan for home and in the program

## ARRIVING TO SCHOOL

To have your child get the most out of the daily curriculum and schedule of events and to avoid interruption of a class in progress it is important to have your child arrive to school no later than 9:30 a.m. Children will not be permitted to enter the classroom after 9:30 a.m. Doctor visits or other scheduled appointments will be the only exceptions. It is very disruptive to the teachers, children and flow of the class with the interruptions of children arriving late. Breakfast will be served until 8:00 a.m. Children arriving later than this should have breakfast at home.

**\*\* DURING COVID REOPENING PHASES \*\* A daily attestation form will be available via our UpBup service and must be submitted and received via UpBup before your child can enter the premises. All drop off and pick up will be at your scheduled times and through your child's classroom outside door only. \*\***





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### WALKING CHILDREN TO THEIR CLASSROOM

It is very important for you to accompany your child/ren to their classroom ( **\*\* only as far as the outside classroom door for all classroom with the exception of the Infant room during COVID reopening phases\*\*** ) when they arrive at the center. The reasons for this are:

- Garden City Children's Center will not be responsible for your child/ren until contact is made with the teacher.
- The teachers have no way of knowing that the child has entered the building, therefore they are unsupervised in the hallway.
- The parents must check the child in so that their attendance can be noted and we know they are here: *transfer of responsibility*.
- It gives the parents a chance to "share" the center with their child/ren. They spend many hours a day here everyday and it is important for them to be able to share and show you their friends, materials and equipment they play with and to see you making contact with their teachers.

It is equally important for you to enter the center at the end of the day when you pick up the children, for many of the same reasons and for the following: **\*\* no entry into school or classrooms during Covid reopening phases \*\***

- If someone else is dropping off or picking up your child, they must follow the same procedures to check the child out so we know that you have resumed responsibility for them.
- To check their cubby and mailbox for any artwork, messages or notices we have for you. (Like this one!)
- Please be sure any other person picking up your child carries a picture ID with your written consent to pick up the child. It is important that you sign the authorization and consent form for the child's release and a verbal consent should be given to your child's teacher prior to pick up.

### TRANSPORTATION PLAN

At no time is any member of Garden City Children's Center allowed to transport a child in the direct care of the center in an unauthorized vehicle. Transportation to and/or from the center or to or from a before or after school program must be provided by the parents or made through private contacts and will not be at the responsibility of Garden City C.C. A written description of this plan must be submitted to the office. (see below)

Garden City Children's Center will most often use a state approved bus company to transport children to/from field trip destinations and will on occasion use parent vehicles for field trip transportation. Seat belts are always provided on the bus and the children must follow safety regulations that apply to being transferred in a motor vehicle. We do not follow school bus guidelines. Any child who would normally be required to ride in a booster or car seat must use the same on the school bus. If the child arrives for the field trip and does not have the appropriate equipment, they will not be allowed to attend the field trip.

All vehicles authorized for transportation will meet and prove all insurance requirements . All private vehicle documentation will be kept on file in the office.

In the event of an emergency on or off the premises, an ambulance would be called to provide transportation to and from the hospital.

Written parental consent must be given for all transportation.





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### CHILD TRANSPORTATION PLAN

The center will provide a written form for parents to complete describing the transportation plan for each child to and from Garden City Childrens Center. This form must be signed and submitted before childcare can begin.

### ENROLLMENT FEES

Every September 1<sup>st</sup> Garden City Children's Center will be collecting an educational supplies fee from families enrolled at Garden City. The money collected will be used towards new educational materials to jump start the beginning of a new "school year". The fees are for every family regardless of part time or full time status.

- The fees are \$100.00 per enrolled child

### REGISTRATION FEES

Garden City Children's Center charges a \$100.00 Registration/enrollment fee to all families regardless of full or part time status. All fees must be paid at the time of enrollment. The registration fees are a one time only fee. However, a yearly ENROLLMENT fee of \$100.00 per child will be charged every September 1st.

### INFANT "BACK TO SLEEP" POLICY

With new statistics showing more infants are dying from SIDS that are being put to sleep in car seats and swings, we no longer allow the use car seats or swings for the children to sleep in unless it is medically needed and a note from the child's pediatrician/specialist is placed in the child's file. Infants under 12 months are to be placed on their backs in a crib to sleep. There is no bedding allowed unless in the form of an infant sleeping bag. No toys or bumpers either. Parents are required to provide a "sleep sac" for their children to have while at school and we will send it home to be washed as needed. Sleep sacs can be purchased online or at babies r' us. Please label your child's sleep sac and be sure to purchase the next size up so that you can get more use out of it. Swaddling is not allowed under current EEC sleep safe guidelines.

### CHILD GUIDANCE POLICY

Garden City Children's Center feels that the policies and procedures set forth for managing behavior management and discipline are directed to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it. Garden City Children's Center shall use behavior management in a consistent, reasonable and appropriate way based on an understanding of the individual needs and development of every child.

Garden City Children's Center shall use behavior management techniques such as setting reasonable and positive expectations, offering choices and providing children an opportunity to verbalize their feelings which in turn encourages children to develop self control through understanding.

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

### TEACHER / CHILD INTERACTIONS ARE:

- To be loving, firm and consistent
- To actively and enthusiastically praise appropriate behavior
- Attempt to ignore inappropriate behavior if it is not dangerous to the child or other children in the group.
- To give constructive feedback and specific instructions
- To always give information to children on what is expected and the specific behavior that is unacceptable.
- To offer alternatives.

### PHILOSOPHY AND GUIDELINES FOR DAILY ROUTINE





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- Teachers should be positive role models for children
- All activities should be well thought out and planned
- Work to provide individual attention to each child during the activity
- When speaking to a child, clearly discuss behavior that must improve and separate the behavior from the child
  
- Work with the parents to ensure a consistent strategy for improvement. Discuss a plan for home/center
- Establish a positive rapport with each child
- Attend to both the victim and aggressor. Encourage expression of feelings and verbal resolution of conflict.
- Focus on the child's strengths and encourage children to develop a positive self image.
- Coach children to verbalize their feelings and emotions.
- Children who can speak up for themselves will develop a sense of empowerment

### GUIDELINES FOR DAILY ROUTINE

#### ACTIVITIES FOR CHILDREN SHOULD BE:

- Fun
- Challenging
- Age appropriate
- Offered with as many choices as possible
- Well planned
- With clear information and clear expectations
- With responsibilities for the children to complete
- Full of positive interactions
- Give children the choice between child directed and teacher directed activities every day
- Begin with a greeting for each child as they arrive
- Design individual strategies for limit setting

### GENERAL RULES FOR STAFF CONCERNING CHILDREN

- Corporal punishment shall not be used including spanking and grabbing harshly.
- No child shall be subjected to cruel or severe punishment, humiliation or verbal abuse
- No child be denied food as a form of punishment
- No child shall be punished for soiling, wetting or not using the potty
- Comfort first, discipline later
- Offer children the opportunity to tell their side of the issue and talk about their feelings.
- Staff members must support each other during disciplinary crises
- Don't be afraid to ask for help
- When disruptive behavior occurs on a consistent basis, a meeting will be held with the teachers, on site director and parents. The program manager will assist with the meeting when appropriate. At this time the staff and parent will come up with a behavioral plan for the child.
- No yelling at children
- No child shall be forced to eat or drink any food at any time.

## SPECIFIC METHODS OF DISCIPLINE

**TODDLERS:** When biting, hitting or fighting over toys, the children should be separated and comforted. It may be necessary to isolate the child for a short period of time in what has been designated the "time away" chair or area within the classroom. An adult should sit with the isolated child and explain what behavior is unacceptable in a clear, concise manner. After time out, the child should be helped to rejoin the group. When a toddler is having a temper tantrum, attempt to ignore the behavior and then comfort when the child has calmed down.

**PRESCHOOLERS:** When children must be isolated for hitting or being destructive with materials, they should be directed to





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a "time away" area within the classroom and be given clear, concise information on what is behavior is unacceptable. When it is possible to reason with a child, explain clearly "... Because you did this...this happened! When you do this...you will be able to do that! Children of this age should have a role in setting rules for behavior in the group and thus understand them thoroughly. Avoid raising your voice at all times. Children should never be isolated outside the classroom by themselves.

## SNOW POLICY

During inclement weather parents are instructed to always [check the school answering machine](#), [check the facebook page](#) or [the Remind App for closings](#). When the Beverly Public Schools are closed it will be up to the discretion of the director whether or not to close. If the center remains open and a snow emergency arises, the director may choose to close the center and parents will be contacted to pick up their children promptly. Families are required to pay for snow days.

## HEALTHY SNACKS

Parents are encouraged to provide healthy snacks and lunches for their children each day

### HEALTHY SNACK SUGGESTIONS

Please check with Garden city regarding all current allergies when considering what to pack for your child. Children love grapes, bananas, oranges, apples, carrot sticks, raisins, fruit bars, microwave popcorn, breads, cheeses, cheese curls, pretzels, graham crackers, vanilla wafers, saltines, fish crackers, Newton's, asst crackers, cheese sticks, cheese crackers.

You will need to check with your child's teacher for any allergies or class favorites.

Please stay away from juices containing sugars and the snacks that are unhealthy such as oreo cookies and other chocolate cookies, candies and cakes.

### LUNCHES

**\*\* all snack and lunches must be sent in separate containers and non heatables during COVID reopening phases \*\* we cannot use microwaves at this time \*\***

It is policy at Garden City Children's Center to have children bring their own lunches to school. Lunches must be prepared in advance and sent in either a brown bag or lunch box. Lunches are to be kept in the cubbies with the use of an ice pack. A microwave is available to heat up all the foods, however, all meals must have a short heating time (under 2 min) to allow the teacher to focus on the children at the lunch table rather than being tied up at the microwave. It is preferable to not have lunches that need heating up. Formula or breast milk cannot be heated in a microwave or crock pot. It is generally brought to room temp or under luke warm tap water.

**At this point we are allowing peanut products in the school but we reserve the right to change this effective immediately if we feel the need to do on a class by class basis.**

### SOME LUNCH SUGGESTIONS...

Nutritional lunches are recommended. Too much candy or sweets for lunch can lead to a hard afternoon in childcare. Good foods will give your child the energy they need to participate in a busy day.

Some favorites are Mac 'n cheese, fruits, bologna, chicken nuggets, granola, nutra grain and fruit bars, yogurt, soy peanut







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butter and jelly, turkey and cheese, chix and egg salads.

## CHILDRENS' RIGHTS

Children have a right to an emotional environment where:

- They are not placed in situations that do not cause frustration
- Their ideas and feelings are respected
- They are not discriminated in regards to race, religion or sex
- Their creative ability can be expressed and they are allowed to express anger and frustration
- They have a positive atmosphere of love, concern and care that fosters encouragement, understanding, curiosity and learning.

My children have a right to a program where:

- They are exposed to a variety of cognitive, large and small muscle play in daily activities
- They have adequate time for activities and energy releasing play
- They have choices and are challenged
- They have adequate and appropriate daily rest periods and a proper balance of free and organized time
- Their teacher is professionally competent

My children have a right to a physical space where:

- They have a safe environment where they are free from hazards
- They have proper and clean toileting facilities
- They can be segregated from sick children (with special regard to communicable diseases).
- They have adequate liquids during the day under sanitary conditions

## SLEEP, REST AND QUIET TIME ACTIVITIES

**REST OR QUIET TIME ACTIVITY PERIOD:** The licensee shall provide a mid-session rest or quiet time activity where children are in care for less than four hours. The length of the rest or quiet activity period shall be appropriate to the needs of the children.

**EXTENDED REST, QUIET ACTIVITY OR SLEEP PERIOD:** The licensee shall, in addition to the mid session rest or quiet activity period provide for extended rest, quiet activity or sleep to children in care for longer than four hours. The length of this period shall be appropriate to the needs of the children, but in no case shall it be less than 45 minutes. Children should be allowed the amount of rest, quiet activity or sleep needed.

In addition, quiet activities must be provided/offered to children who either do not sleep or awaken early. Appropriate space and adequate lighting must be provided for/during these quiet activities.

**REQUIREMENT FOR EXTENDED REST OR SLEEP PERIOD:** The licensee shall provide the following during rest of sleep periods:

- An area which is designed to minimize noise and disturbance
- A separate mat, cot or bed and blanket for each child
- A crib for each infant under 12 months of age







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- No use of restraints on children while sleeping, but use of a hospital crib net is permitted
- Cots, mats, blankets and sheets utilized must be individually marked and in good repair and clean
- Pillows shall not be given to infants
- The licensee shall insure that blankets and bed liners are stored in a safe and sanitary manner

**SPACE AND SLEEPING OR REST AREA:** The licensee shall arrange a sleeping or rest area which is large enough to maintain a minimum of two (\*\* 6ft during Covid reopening phases \*\*) feet between each crib, bed, cot or mat on all sides except where in contact with a wall or partition. The licensee shall arrange the sleeping area in such a way that children are easily accessible during an emergency. **\*\* parents will need to supply a pouch or storage bag (preferably washable) from home to store masks in while children are resting. \*\***

## ADMITTING CHILDREN WITH INFECTIOUS DISEASE

Parents or guardians of any child enrolled at Garden City Children's Center or making an application for enrollment must notify the director of any medical conditions requiring special attention or consideration. Children afflicted with an infectious disease shall be excluded from GCCC. When the child is free of disease, a physician note to that effect must be submitted to the director. Only then may the child be readmitted.

**\*\* Daily UpBup attestation forms of good health must be submitted daily during Covid reopening phases. Any child with fevers of 100 or higher will not be admitted or able to attend childcare. Giving children Tylenol, Ibuprofen to mask or bring down fevers WILL NOT BE TOLERATED and if this occurs, families will be unenrolled immediately from Garden City \*\***

Please see Covid Illness Policy for additional info.

## CHILD / FAMILY VACATIONS

**\*\*During COvid reopening phases, Families traveling locally for family vacations will be allowed to reenter Garden City upon returning from vacation as long as no one in the party is showing symptoms of illness. Any travel via plane or to other countries, the family will be required to quarantine for two weeks before returning (symptom free) to childcare.**

At all times, slots are allotted on the basis of payment at all times regardless of illness, inclement weather, vacation or leave of absence. This includes Covid Quarantine time as well.

## OVERNIGHT CHILDCARE

Garden City Childrens Center does not provide overnight childcare at any time

## NO SMOKING POLICY





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Garden City Children's Center is a non smoking facility. Smoking around children and/or on Garden City Children's Center direct premises is prohibited. Any Garden City Children's Center employee seen smoking in front of the children or on the immediate premises will give the center grounds for immediate termination of employment.

## REFERRAL PLAN

The staff at Garden City Children's Center takes the role of "advocate" very seriously in regard to assessing and referring any of our children who may have a special need. We work cooperatively with our parents and the director will maintain a current list of referral sources in the community including the Chapter 766 contact person and Early Intervention programs.

The staff shall use the following procedures for referring parents to the appropriate Social, Mental Health, Educational and medical services including dental, vision and hearing screening for their child should the staff feel that an assessment for such services would help the child.

- When a staff member has concerns about a child's development they should discuss it with the head teacher and/or the Director.
- The head teacher or Director will complete an observation and review the child's file.
- If the observation supports the cause for concern, the director will prepare a list of appropriate referral services. The head teacher will be asked to attend this meeting.
- The director will give the parents a written statement explaining the center's reason for recommending a referral, the center's observations of the child's behavior and actions which have been taken to meet the child's needs.
- The director will help the parents make the referral. Parents will make the referral. Parents will be encouraged to write or call to request an evaluation. If necessary, the center will contact the referral agency with the parent's written consent.
- If the child is at least 2 ½ years old, the director will tell the parents of the availability of services and their rights, including the right to appeal under Chapter 766.
- If the child is under 3 years old, they will be informed of services through the Early Intervention Program.
- The director will, with the parental permission, contact the agency or service provider who evaluated the child for consultation and help with meeting the needs of the child at the center. If it is decided that the child does not need services, the director and/or head teacher will evaluate the child's progress every three months to determine if another referral is needed.
- A referral checklist will be used to maintain a record of any referrals, including parent conferences and results will be placed in the child's file. The Director will maintain this record.

## PROCEDURES FOR REPORTING SUSPECTED ABUSE/NEGLECT

Please refer to the Health Care Policy Handbook for this information.

## PROCEDURES FOR HANDLING ALLEGATIONS OF ABUSE/NEGLECT BY A STAFF MEMBER





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Please refer to the Health Care Policy Handbook for this information.

### ILLNESS POLICY

#### **\*\* Please also see infectious Disease Policy Above \*\***

If a child comes to school when he/she is not feeling well, he/she will be more vulnerable to infection. It is in the best interest of your child and the other children and the staff members to keep your child at home when he/she is ill. A child needs to be well to participate in the program.

- After a fever, the child's temperature must be normal (98.6) for 24 hours before returning to school. **\*\* This will change to 72 hours with additional requirements due to Covid guidelines \*\***
- If a child is well enough to come to school, you should dress him appropriately and expect him/her to go outside with his/her class weather permitting.
- Often, children may ask to come to school even though they are ill. Although your child may be disappointed, please keep him/her home if sick.
- If your child becomes ill while at school and you are called, please cooperate by picking up your child promptly. We will not call unless your child needs to be at home.
- **Staff will use PPE (gloves, mask, goggles and smock) to take childrens temperatures in an area away from other children and staff in the classroom**
- **If your child is suspected of not feeling well due to a temp of 100.4 or greater and is showing symptoms of Covid-19 the staff will immediately remove your child from the classroom and they will be brought to a designated area where they can be kept comfortable, with a staff member and from possibly infecting other staff and children until a parent/guardian is able to pick them up.**
- **If your child is sent home with Covid-19 symptoms, you will need to have a discussion with the director as to when your child will be able to return to childcare. This will depend on what the symptoms were that they were sent home with, what the onset date of the symptoms were if they started over the weekend. It is usually 10 days from the onset of symptoms and fever free with NO MEDICATIONS for 72 hours AND no respiratory (cough) symptoms for 3 days. Sometimes, this may require a doctors note or testing. Every situation can be different so a phone conversation between the parent/guardian and the director is very important before the child can return to school**

### ADMINISTERING MEDICATION

Although the administration of prescription medication is required in all programs, no medication (prescription or non-prescription) will be dispensed at GARDEN CITY CHILDRENS CENTER under any circumstances unless administered under the following guidelines:

**For prescription and non-prescription medication: NO FIRST DOSE**





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- **The "5 rights"** all staff will be trained and annually evaluated every January on the "5 rights" compliance. Administering staff will be trained (EEC computer training) and certified in medication administration before they can administer medications to any child.
- Staff will also be trained on recognizing adverse reactions to given medications
- May be administered to a child only with a written parental and physician authorization which indicates that the medication is for that specific child and specifies the dosage, number of times a day to give meds and the number of days it is to be dispensed. (For prescription medication, this may include the label of the medication). No medications shall be administered contrary to the directions on the original container unless authorized by a written order of the child's physician. All parental authorizations need to be reissued when authorized date has expired and all parental authorizations must be signed after each new medication has been authorized.
- For topical non-prescription medications such as sunscreens, petroleum jelly or other ointments may be administered to a child only with a written parental authorization listing the specific topical non-prescription medications to be administered and the criteria for administration.
- All medications are to be kept labeled and in the original container and in a zip lock bag with the child's name, the name of the drug and the directions for its administration and storage. This does not apply to topical non prescription medications which are not applied to open wounds, rashes or broken skin.
- The center shall maintain a written record of the administration of any medication, prescription or non-prescription, including topical non-prescription meds, to each child which includes the time and date of each administration, the dosage, the name of the staff member administering the medication and the name of the child. **The completed medication record shall be made a part of the child's file.**
- Oral non-prescription consents need to be renewed/resigned weekly
- Emergency medications need to be immediately available.
- All unused medications shall be stored under proper conditions for sanitation preservation, security and safety. All unused medications shall be disposed of using guidelines or returned to the parent when no longer needed. All medications must be kept in the white medication wall cabinet located in the director's office at all times when not either being administered or handed back to the parent. All controlled substances must be kept locked away.
- Any yearly consent forms must be followed up at time of meds with parental consent forms.
- All medications will be stored in the white and clear medication cabinet clearly marked and located at the director's desk. All unused meds will be returned to the parent.
- The program will make every attempt to contact the parent before a child received any meds unless the child needs meds urgently or when contacting the parent will delay appropriate care.
- The first dosage of any new med will be administered by the parent at home to watch for any allergic reactions. We cannot administer any first dose at Garden City.
- All medications must be handed directly to the staff member by the parent.

All med forms will be clearly marked when and what time the child received the medication. The lead teacher will go over the med form at any shift changes with the oncoming staff to be sure the child's medications continue as scheduled.

## ADMISSIONS: CHILDREN WITH DISABILITIES

Please refer to the Health Care Policy Handbook for additional information.

Garden City Children's Center serves the needs of all children ages 1 month thru 7 years of age and their parents regardless of race, religion, cultural heritage, political beliefs, marital status, sexual orientation or disability.

In determining whether to accept or serve a child with a disability, the school with parental consent and as appropriate, request information related to the child's participation in the schools program from the health or service agency involved with the child.

102CMR7.07(7)(a)





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Based on the available information the director shall, with the parents input, identify in writing the specific accommodations, if any, required to meet the needs of the child at the school, including but not limited to:

- Any change or modifications in the child's participation in regular school activities.
- The size of the group to which the child may be assigned and the appropriate staff to child ratios
- Any special equipment, materials, ramps or aids.

If in the director's judgment, the accommodations required by the above specifics to serve the child would cause an undue burden to the school, the director shall provide to the parents written notification within thirty days of receipt of authorized, requested information and the reasons for this decision. In addition, the notification shall inform the parents that they may contact the Office for Child Care Services and request the O.C.C.S. to determine if the school is in compliance with 102CMR7.05(2) and 7.07(7). The school shall maintain a copy of this notification in its records. The accommodations related to the toileting needs of the children with a disability who is not toilet trained shall not be considered an undue burden.

In determining whether the accommodations required by 102CMR7.07(7)(a) are reasonable or would cause undue burden to the school, the director shall consider the following factors but which include but are not limited to:

- The nature and cost of the accommodations needed to provide care for the child at school.
- Ability to secure funding or services from other sources.
- The overall financial resources of the school
- The number of persons employed by the school
- The effect on expenses and resources, or the impact otherwise of such action upon the school

The director shall, with parental permission, participate in the development and review of the child's program plan in cooperation with the health and service providers. (IEP)

The director, with parental permission, will inform the appropriate administrator of special education, in writing, that the school is serving a child with a disability.

The director will serve as the school liaison for each child with a disability. The director will be responsible for coordinating care in the program and with service providers and communicating with the child's parents, service providers and center staff.

## CHILDRENS TRANSITIONS:

All children will have an appropriate period of time to transition into the next age group/classroom. The child's ability to transition and their readiness for the move will be taken into consideration when planning the appropriate amount of time for the transition. Staff transitioning the child will make a verbal plan with each other in how to most appropriately prepare the child to leave. This will also include a plan on how to make the child understand and comfortable with the move. If a child is transitioning to another program, the director and teacher will speak with the child's parents and offer to share any information about the progress of the child with the new program if written permission from the parents is obtained first.

## PARENT INPUT PROCEDURE

### A GUIDE FOR HELPING PARENTS

ANY PARENT WISHING TO HELP OR PARTICIPATE IN THE DAILY EVENTS AT GARDEN CITY CHILDRENS CENTERS SHOULD





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REFER TO THE PARENT SUGGESTIONS LIST AND FOLLOW REGULATIONS SET FORTH BY THE CENTER.

- All volunteers wishing to participate in any events at Garden City will first need to complete a CORI check
- The helping parent will arrive at least fifteen minutes prior to class time and will not bring any child/ren with him/her other than those enrolled.
- At the direction of the teacher, the helping parent will assist in setting up the work areas. This procedure will depend on the plans for the day. The primary job of the helping parent is to relieve the teacher of any work other than teaching. The helping parent may be assigned to a particular project or may be needed to circulate among all of the children offering help where needed.
- Mark all children's work with their name, and help them to place it on a newspaper or drying rack. Assist teachers in placing work in each child's cubby.
- The helping parent may provide refreshments or an activity for the day. Refreshments should be planned according to the healthy snack idea list. Activities must be ok'd by the director or teacher. Thank You!!!

## PARENT'S RIGHTS

### AS A PARENT I HAVE A RIGHT TO KNOW:

- The philosophy, goals and curriculum of the program
- The daily schedule for my child including the program plan, time and location of meals and naps
- Where my child will be if not at the program address (field trips etc.)
- How my child is behaving, growing, learning and interacting with others, both children and adults.
- How the staff/provider deals with anger (adult/child)
- How children are disciplined and to offer my input.
- If there are special joys or problems in dealing with my child's behavior or attitude.
- What children are fed (quality and quantity) and in what atmosphere.
- The health and safety policy and procedures (what happens if there is an injury, illness or accident).
- The sanitation standards and the health habits that will be enforced.
- The program policy on fees for vacations and illness

### AS A PARENT I HAVE A RIGHT TO HAVE:

- Time with the care provider to share information.
- Conferences with the staff or provider about my child.
- Adequate temporary care for my child when the child is sick.
- The peace of mind that my child is in a pleasant setting in which he/she finds joy and comfort.
- Unannounced visits to the center and child's room while my child is present.

### AS A PARENT, I HAVE A RESPONSIBILITY TO:

- Bring children clean and dressed (including shoes)
- Bring children who are adequately rested and in good health
- Bring adequate changes of clothing, if child is not completely toilet trained
- Inform the program if the child has been exposed to a contagious illness, had an accident, illness, allergies, a change in behavior or a traumatic experience
- Pay fees on time
- Notify program of planned vacations in advance
- Give the program my telephone number, emergency information and to keep the records up to date.
- Turn in a health form for the child upon registration (or at least within 30 days), including all allergies.
- Pre-arrange long discussions about child and programs rather than "chat" with staff beyond closing times.
- Inform program of who will be picking up child, if other than parent.







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- Pick up children on time.
- Follow all policies and procedures set forth by Garden City C.C..

### PARENTAL INVOLVEMENT ACTIVITIES

- 1 Assisting with reading to children, playing instructional games with children, helping prepare for holiday parties, planning workshops for parents, preparing parent bulletin boards, collecting materials for children's projects, serving as a volunteer coordinator, collecting recyclable materials, furnishing dress up clothes and costumes, laundering aprons/smocks, making books, sharing hobbies or special talents, working with individual children under teachers supervision, assisting at learning centers, telling stories, tutoring, repairing equipment, making games and toys, making art aprons or smocks, donating books to center

### PLEASE SEE PARENT INPUT PROCEDURE IF INTERESTED IN ANY INVOLVEMENT.

#### **\*\* During CoVid reopening phases \*\***

- During drop off and pick up times, please go directly to your child's classroom and refrain from lingering in the play yard.
- Entry to the classrooms cannot be permitted at this time (other than the Infant room). We will be taking lots of pictures for the facebook page to help you see what's going on inside and feel free to peek inside the windows anytime!
- Parking directly in front of the entrance to the school is reserved for the young Toddler and older Toddler room.
- Parking on the side of the school where the infant room door is located is reserved for the Infant room.
- We are asking Preschool and Pre-K families to park in front of Heidi's house or in the back lot at the top of the steps that lead to the back property.
- PLEASE PULL YOUR CARS ALL THE WAY IN SO WE CAN FIT EVERYONE IN. Quick drop offs and pickups mean no one will be sitting in their cars for more than a couple minutes so PLEASE PLEASE pull your cars all the way forward.
- We have installed doors in the classrooms where needed so that each classroom will have its own entrance from the outside. This will allow for no contact between classroom/other children and staff members. In the event of a Covid exposure, it would greatly limit the exposure down to just 1 classroom rather than the whole school.
- At drop off, teachers will greet the families at the designated classroom door. The teacher will assist your child with his/her drop off from that point on. Only the staff and children will be allowed to enter the classroom.
- At pick up, Your child's teacher will gather his/her things and have your child ready at your scheduled pick up time and greet you at the same designated door for pick up.
- The Preschool, Pre-K and older Toddler/Preschool room all have doors located inside the play yard area for pick up and drop off. The Infant room door is located on the right from the infant room facing into the side parking area (also faces Heidi's house). The young Toddler room will use the main entrance right where they will also be parking. Staff will enter and leave through their perspective classrooms also.
- If you need to speak with Heidi or Diane, we will be happy to set up a time to have you come in to the office that will not interfere with the use of time the Toddler room will be using the main entrance for drop off, pick up or outside time.







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- Unfortunately, we cannot accept parental visits/ parental involvement at this time
- Please provide a pouch of some sort (preferably washable) for your child's mask during rest time

