

Blooming Butterflies

PARENT HANDBOOK

I want to take the time to thank you for choosing Blooming Butterflies as the Family Child Care program for your child. Enclosed below is a copy of the Parent Handbook take the time to read over it carefully. I reserve the right to make changes to the policies, as I deem necessary. You will be notified in writing of any changes that occur within 30 days before changing the policy. In September, there will be a yearly revision to the handbook and the contract. Parents will sign a new contract regardless of when their child enrolled. I reserve the right to makes changes in policies as I deem necessary, rates will (may) increase as well. You will be notified in writing of any changes that may occur if I feel the need to make adjustment prior to the yearly update in September.

I look forward to working with you and your family. If you have any questions or concerns at any time, please feel free to contact me. For more information, or to check on current openings, please call me at 267-402- 6312 between the hours of 6-8p.m. You may also reach me at bloomingbutterflies1@gmail.com



ABOUT ME:

My name is Ami Patel. I began working as a Toddler/ Preschool teacher after graduating from Temple University in May 2008 with a Bachelor of Science Degree in Elementary Education. While working as a teacher, I graduated in May 2011 from University of Pennsylvania with a Master of Science in Reading, Writing, and Literacy with a certification as Reading Specialist (Grades K-6). I also attended Arcadia University to get my Educational Leadership certificate to develop professionally in my teaching career. I moved to Massachusetts in September 2015. With

over fifteen years of classroom experience working with young children that range from two to five years old, I have the desire to provide all children with an excellent education. I am currently attending the Umass Boston Early Education Research, Policy, and Practice certificate program. I enjoy every aspect of teaching and have realized in my years that they can teach us as much as we teach them. To me the most amazing thing is to see and hear the children apply the skills that you have taught them and see the excitement and smile on their face. I enjoy children and the opportunity to watch them grow and flourish very much. My favorite part of the day is seeing and observing the children in small groups doing many different age developmental activities. It gives me the opportunity to help and work with them individually with skill development. In my spare time, I like to relax by watching a movie and eating popcorn. I enjoy going out to dinner with family and friends by trying different types of food. I am looking forward to striving every day to provide a lasting education in each child that comes through the Blooming Butterflies program. I want parents to rest easy knowing that their child is in the best hands by coming home with a smile and many stories to share of what they enjoyed at school every day.

MY PHILOSOPHY:

I believe that each child is a unique individual who needs a secure, caring and stimulating atmosphere. The children need the opportunity to grow and mature, emotionally, intellectually, physically; and socially. As a teacher, it is our job to help children meet their fullest potential in these areas by providing an environment that is safe, support risk taking, and invites sharing of ideas. My role as a teacher is to guide and help children construct knowledge as they find the answers to their questions. Children need the opportunity to discover for themselves and practice skills by providing hands-on activities, which allows adequate time and space to use materials in the classroom for individual discovery to occur. I believe that curriculum should involve the interest of the children and learning relevant to their lives. When children have ownership in the curriculum, they are motivated to work harder to meet the learning outcomes in the classroom. The classroom should be creative, exciting for children where learning centers are allowing children to ask open ended questions and allowing the child's natural curiosity to be expressed. I believe that a high energy level and a positive attitude of the teacher are key elements to a successful learning environment for children in the classroom. Overall, teaching provides an opportunity for continual learning and growth. As a teacher, I want to instill a love of learning in the children who attends the program and share my own passion for learning with them.

EEC Information:

EEC is the agency that oversees the early education and care and after school services for families in Massachusetts. As the agency that licenses childcare, EEC has quality standards for all licensed programs to ensure high educational value, as well as health and safety. Having a license means that I have demonstrated that I meet the standards outlined in the EEC regulations.

I am a childcare educator, licensed by the state of MA, through the Department of Early Education and Care. My license number is 9081730, and my licensed capacity is 8 children. I am also an EEC certified Infant, Toddler, and Preschooler teacher, Director 2. All parents are welcome to contact the regional office to verify licensing information and get a compliance history of my program.

The EEC contact information is listed below.

Department of Early Education and Care

325-R Clark St.

Worcester, MA 01606

Phone: 508-798-5180

Fax: 502-798-5181

License #: 9081730

Family Childcare Licensor: Thuanny Santos (508) 461-1471 <http://www.eec.state.ma.us>

Enrollment Requirements/ Records:

All forms below must be completed and returned to me before your child can attend daycare. **NO EXCEPTIONS!** Please inform me of any changes as they come up. Below is a list of the forms that I need completed and returned to me before or on your child's first day attending the program.

- Enrollment Packet
- Permission to Administer Medicine Policy EEC Forms – Filled in and Signed Photo Release Forms
- First Week Payment and Security Deposit
- Signed Contract Agreement
- Current immunization record and lead test
- Covid Policy

In accordance with EEC regulations, completed records must be maintained for each child in care. This will include EEC enrollment packet, parent handbook, medical records, etc.

Information pertaining to children and their families is privileged and confidential. Educator will not distribute or release information about a child and his/her family to any unauthorized person or discuss with any unauthorized person information about a child or his/her family without the

written consent of the child's parent, or pursuant to a court order. Educator will also notify the parent(s) if their child's record is subpoenaed.

DAYS AND HOURS OF CARE:

The program will be open Monday – Friday, from 7:00 am – 4:30 pm. In addition, the program will offer aftercare hours from 4:30pm- 5:30pm upon request which will be a fee of \$20.00 per day/hour. Program hours will vary from 7:00am- 3:00pm (Monday- Thursday) during the summer months of June through August.

Earlier drop off may be arranged for an additional fee of \$20.00 from 6:00am 7:00am with prior one week notice to the provider via written notice or verbally during drop off or pick up. If your child is still here past closing time, you will get a late fee unless notified which is to be paid within a week. Late fees are as follows, there will be a charge of \$10.00 per 10minutes past closing time unless prior agreement is made with the provider.

FEES:

Weekly rates are different for full-time, part-time enrollment, whether your child attends or not, including holidays. Weekly rate for full time enrollment will be \$325per week. The fees for the extension (before and aftercare will be \$20.00 per hour with 1-hour prior notification to the provider via phone call, text or email.) Weekly rate for part time enrollment will be \$70.00 per day, and they must attend any 2 days in the week. Part time enrollment can add up to additional days with 1week prior notification to the provider via email or verbally if space is available. The fees for adding up additional days for part time enrollment will be \$70.00 per day. I don't allow make up days for part time care. I require payments to be made on Thursday, through Kid Kare or Neighborhood Schools the week ahead of care. If the payment is not received for 2 weeks, your child will be automatically off from the enrollment unless a payment plan is discussed with the provider ahead of time. Parents can schedule a meeting with the provider to discuss payment plans via email or phone call. There will also be a security deposit of two-week tuition collected after signing the contract to hold a security deposit spot and registration fee for your child with also the first week of tuition. The security deposit is nonrefundable after signing the contract and withdrawing from the program. Payments can be made electronically through Kid Kare or Neighbor Schools. Tuition Fees are subject to change with 1 month of prior notice.

Arrival and Pick Up Time:

Please, No Pickups or Drop Offs During Naptime (12:30-2:45pm)

- If you plan on picking up or dropping off your child for any reason, you must be here **by 12:30 pm**. I cannot have children delayed for their nap or woken up. Please be considerate of the schedule I have for the children.
- If your child is going to be more than 20 min late or absent, please call so we are not waiting for your child to start an activity or go outdoors.
- Parents are responsible to notify me if they are not picking up that day and inform me who will be picking up your child. I will photo ID anyone before releasing your child.
- Parents will pick up their child at the door and walk their child to their car, please do not let your child run in the street.
- Closing time is your contracted pick-up time. **You are expected to adhere to your scheduled hours. My family time starts at the last scheduled pick up.** It makes it very difficult to go to a scheduled appointment, activity, picking up my child, or attend a class if your child is not picked up on time. If you are going to be late for any reason, I expect a phone call **AT LEAST 30 Minutes before you're scheduled pick up time informing me.** A late fee of **\$10.00 per 10 minutes** by my clock. Late fees are due following week with tuitions; to avoid these fees, please arrive at your scheduled pick-up time. If the late fee is not paid, an additional \$10.00 per day will be charged. I highly recommend having a backup person that can pick up your child on time. Like you, I have a family and responsibilities.

AGES SERVED:

The ages of the children that will be in my care are from 18 months to school age.

WHAT TO BRING:

- Items brought from home must be labeled with the child's name.
- 3 extra complete changes of clothing including underwear and socks in a zip lock bag. Also, bring an extra pair of shoes in case the other one gets messy.
- Diapers & wipes if not potty trained.
- Bed sheets and blankets (Bed sheets and blankets will be sent to the parents on Friday or last day of attending of the week to be washed. Parents should bring them back on the first day of the following week of returning to the program).
- Everyday lunch and additional snacks for lunch (We recommend lunch should be in a thermal container if it needs to be heated. Lunch will be heated up at the program as needed by the parent request and also can be served as it is in the container. In addition, lunch should not be

choking and should be hazard free by making sure vegetables and fruits are nicely chopped and cut to be ready to serve. Lunch should not be brought in the glass container for the child's safety.

MEALS:

I participate in the food program Yours for Children. I provide well-balanced meals at no extra charge. Parents must fill out the appropriate forms to enroll their child. Parents are responsible for providing baby formula, baby food and/or any special foods required for allergies.

A monthly snack menu will be posted at the program bulletin board each month. Snacks will be served based on food allergies of the child in the program. Breakfast will be served at the program from 7:15am- 8:30am. Parent can bring in their own breakfast if they want it to be served to their child in the program. Morning snack will be served at 10:00am. Lunch will be served between 12:00 pm – 1:00 pm and an afternoon snack will be served at 3:00pm after nap. Modifications are always made for children with food allergies or special dietary needs. In the instance of a severe peanut/nut allergy, peanut butter may have to be eliminated completely from the program. Please feel free to send in special treats for your child's birthday celebrations once it's been established and discussed that there are no current food allergies or restrictions in the program.

TOOTH BRUSHING:

The program doesn't offer toothbrushing must be done at home.

VACATIONS:

The provider will be closed for two weeks per calendar year. I will inform all parents at least two months in advance of the closing weeks. During the week, I will be on vacation fees for those weeks will be charged and payment for the following week after vacation will also be due on Thursday before vacation. Families will also be given only one week of tuition free for their scheduled vacation. Parents should notify the provider at least a month ahead for their own scheduled vacation. Parents who want more additional vacation time should pay their fees due on Thursday, before the vacation to hold a spot for their child.

CLOSED HOLIDAYS:

Here is a list of the holidays that I will be closed (10 total.) Should the holiday fall on a weekend, the daycare will be closed that following Monday. Blooming Butterflies will also be closed all State and Federal Holidays.

- NEW YEARS EVE
- NEW YEARS DAY
- MEMORIAL DAY
- INDEPENDENCE DAY
- LABOR DAY
- THANKSGIVING DAY
- Before and After THANKSGIVING
- CHRISTMAS EVE
- CHRISTMAS DAY
- (See additional days on Blooming Butterflies Calendar)

PROVIDER SICK /PERSONAL HEALTH DAYS:

I will make every attempt to be available each day. If a situation occurs when I am either sick or an emergency has occurred and I am unable to provide care, parents will be notified as soon as possible via email or phone call. Provider will be able to take ten personal or sick days per calendar year.

SMOKE FREE:

My house is smoke free, please no smoking anywhere on the premises.

MEDICATION:

If your child needs prescription medication administered at our program, the medication must be in the original container and labeled with your child's name, doctor name, name of the medication, the dosage and time to be taken. There is also a form you have to fill out and sign giving me permission to administer it to your child. The first dose of any medication must be administered by the parent at home in case of an allergic reaction. For non- prescription medication (such as ibuprofen, or acetaminophen) there is a form to fill out, and I need a note from their doctor. If your child needs a non-prescription on a regular basis, I will need the form renewed on a weekly basis, for unexpected needs of non- prescription medication the form will be reviewed annually. I will make every attempt to contact the parent prior to the child receiving the non- prescription medication unless the child needs medication urgently. If your child has any topical ointments and sprays (diaper cream, sunscreen, and bug spray) there is a form I need filled out and signed before it will be administered to the child. If your child needs ointment for an open wound, rashes or broken skin, I will need a written permission from the doctor.

PROPER ATTIRE:

The children in the program will get quite messy. Your child will be painting daily, playing outside in grass and the sand box, doing water play and a variety of other activities. Please do not send your child in their good clothes; I will not be responsible for any clothes or shoes that get messy (smocks will be provided during art and water play). Girls with dresses please provide some sort of shorts under them, this is to keep their underwear covered when they are jumping, and doing physical activities etc. Please have socks on your child's feet (including summer months) and all shoes are to have backs to them (no flip flops) they cause children to fall and get hurt while running outside. Please provide the appropriate attire as the weather changes.

DIAPERING:

The diapering area is waterproof. Non latex gloves are used when changing diapers. The diaper table is wiped down with disinfectant before and after changing of a child. The children's hands as well as providers are washed after each diaper changing. The diapers are checked every 2 hours and changed as needed. If your child needs ointment or powder a written permission slip is required before being able to apply it.

POTTY TRAINING:

When a child is physically and emotionally ready and has been having some success at home training, I will continue to reinforce training at the program. Please notify the provider if "potty" training has begun at home so we can try to implement it at the program. Some signs that they are ready are:

1. Language skills, being able to say "potty" or something to indicate it
2. Wanting their diaper to be dry or clean
3. Self-help skills, being able to dress and undress themselves
4. Remaining dry for longer periods of time throughout the day

We will not force a child to be potty trained or use the potty before they are ready. During this time, please have several back up clothes for accidents, and clothes that are easier for them to remove (no overalls, onesies).

SUNBLOCK:

I will not provide sunblock in the summer season. Parents should provide their own sunblock that is an aerosol free spray with the child's name on it. There is a permission form to be signed before I can apply it to your child. We will have a backup if needed.

TOYS AND PERSONAL ITEMS:

We encourage that toys from the home should not be brought into the program. I understand that it can be difficult for a child to be away from home and their parents and having something familiar with them is comforting. Toys from home are recommended to not be brought to the program. I want families to understand that there will be different children of different age groups in the room, so please no small toys, no toys that could be used as a weapon. If a toy brought in becomes hazardous to children, it will be put in their cubby to be take home for the safety and well-being of other children. If toys are brought from home, we will try to keep them best condition possible. We are not responsible for broken and lost things that are brought from home.

INCLEMENT WEATHER/EMERGENCIES:

- During inclement weather, if we decide to close the program or have a delayed opening/early pick up, the parents will be notified via text, email or phone call. During the snow days, please use the front door entrance for drop off and pick up. I will be closed if there is a state of emergency and/ or travel ban (payment is still due) this includes weather related, epidemic infection or evacuation. In the event I lose power and cannot heat lunches, bottles or maintain heat in the childcare home, childcare will have to close. I will contact you to pick up your child within one hour.
- I cannot guarantee my driveway or walkway will be cleared in time for you to drop off or pick up your child.
- During inclement weather, **parents must take travel into consideration. Please allow yourself extra time to arrive at your scheduled pick-up time, late fees will still be applied.**

OUTDOOR TIME:

Our outdoor time will include using the playground equipment in the backyard, there will be different activities provided as well. At no time will any of the children be left outside unsupervised. Please dress up your child according to the weather. No matter what, we will be doing outdoor activities. During the summer months we will spend a lot of time outside (weather permitted) so please provide sunblock. During the winter months the children will go outside, the length of time depends on the weather temperature. Please provide snow suits, boots, hats, gloves, etc. during winter months. Please make sure all these items are labeled with your child's name.

NAP TIME:

All children are encouraged to lie down for a nap time in the afternoon which will be from 1:00 pm to 3:00 pm. Children who do not sleep will be given a quiet activity on their mats. Children will not be forced to sleep. I provide sleeping cots at the program. Please provide your own bed sheets and blankets from home.

SAFE SLEEP:

Any infants who attend our program will be placed on their backs to sleep, unless a child's doctor orders otherwise (a doctor note must be given to me.) I will check on the children every 15 minutes during nap time for safe sleep guidelines. By regulation, I'm required to follow the recommended "Safe to Sleep" practice which includes Placing infants on their back to sleep, with no blankets, pillows, stuffed toys or other soft, padded materials in their beds. Loose bedding and soft bedding placed over or under the baby, such as quilts, comforters, and pillows, along with an overly warm environment, increase the risk of SIDS regardless of sleep position. Infants are required by regulation to be placed in individual cribs/pack n play for nap time. Typically, children are ready to transition to a mat around 15 months, give or take, depending on each child. Children are checked on periodically during nap/rest, and infants under the age of 6 months remain within eyesight of provider during nap times.

OPEN DOOR POLICY:

Please feel free to drop in and check on your child, any time however, keep in mind a child adjusting to a new surrounding will want to leave with you, if you pop in for a visit. There will be times when I am unable to answer the phone due to attending to the children, (diaper changing, bottle feeds, etc.) Please leave me a message through voicemail or email and I will call back as soon as I can. The best time to be able to talk to me during the day will be at nap time from 1pm to 3 pm, this way I am not distracted supervising the children if you were to call during an activity.

INJURY:

Although I make every effort to keep the children safe through supervision and safety features, minor bumps, bruises and scratches are inevitable. Minor injuries will receive appropriate first aid, and an injury report will be completed, then signed by the parent at pick up. You will be given a copy of the report. You will be notified for anything more serious. If an injury or illness occurs that requires medical attention, 911 you will be called. The parent(s) will be called as soon as possible, if necessary, your child will be taken to the nearest hospital.

HEALTH & SAFETY / ILLNESS & SICK CARE POLICY:

The health and wellbeing of all the children here are very important to me. It is for the protection of the children as well as myself to reduce the spread of germs, especially where the smaller children love to put things in their mouths. Please read my health and care policy carefully. Children are required to wash their hands upon arrival. The provider will bring the children to the bathroom to wash their hands. I require all parents to observe for any signs of illness before coming to the program. If your child shows any signs of illness at the program where I feel they need to be seen by a doctor you will be called, and I will require a note from their doctor upon returning to the program. If your child becomes ill at the program, I will call you immediately, if I cannot reach a

parent, I will call the emergency contact person on their emergency form. The child will need to be picked up within the hour of being ill at the program.

FEVER:

If your child has a temperature of 100 or higher, they will need to stay home. They cannot return to the program until they are fever free for 24 hours without a fever reducing medicine (Tylenol, Motrin etc.). If your child ends up having a temperature of 100 or higher at the program, you will be called immediately to pick up your child.

VOMITING:

If your child vomits constantly while at our program, you will be called immediately to pick up your child. They must remain home until the vomiting has stopped for 24 hours. If they vomited before attending our program, please keep them home.

DIARRHEA:

When a child has a loose stool, they do not have to stay home. However, if they have a runny/watery stool which they cannot remain in their diaper, or cannot reach the toilet in time, they will have to go home and return to the program only when it has stopped.

PLEASE DO NOT BRING YOUR CHILD IF HE/SHE IS SICK. Children will not be allowed to attend childcare if they exhibit symptoms such as:

Rash, excessive cough and cold, diarrhea, lice, covid-19, or any other communicable disease. If your child becomes ill during childcare hours, I will notify you for immediate pick up. If you cannot be reached, I will begin to call the individual listed on your emergency contact list. Once the child is removed, they may not return for a **full 24-hour period**, this includes being fever free **without the use of fever reducing medication. Please do not “cover up” a fever with medication.** Keeping a sick child at home means they are keeping the illness to themselves rather than sharing it with the other children or myself.

- If your child has been diagnosed with a contagious disease, it is the responsibility of the parent to notify me **ASAP**, so I can communicate with the other parents to inform them that their child has been exposed and what symptoms to look for. Currently exclusion for symptoms with fever associated with Covid 19 is 72-hour exclusion.

- Any child requiring medication can be given if it is in the original container, labeled with the child's name, correct dosage, written doctors orders allowing me to administer the meds, and a signed authorization form from the parent(s). Emergency medication, such as inhaler for asthma, or meds to counter act an allergic reaction, also requires an authorization form from the doctor, along with the medication **at childcare at all times, if not, your child will not be allowed to stay.**

Children with any infectious Disease CANNOT attend childcare.

*** CURRENTLY THERE IS A STRICT SICK POLICY DUE TO COVID 19.** A daily screening is to be done at home before coming to childcare and upon arrival. If the child, or families living in the home, someone you have been in contact with has been exposed, please refrain from coming to childcare.

If you need to give your child any fever reducing medication at home, the morning of, or the night before childcare, they cannot attend.

Fever; Temp; 100 degrees or higher (taken under arm, or contactless digital thermometer) this includes the night before/ morning of childcare. Excluded for 24 hours and be fever free without the use of medication in order to return.

- Thick nasal discharge, constant cough, fussy, tired, clingy.
- Earache, tugging at ear, crying, uncomfortable, ear drainage, (possible ear infection)
- An unimmunized, or under immunized child is exposed to a vaccine preventable disease.
- Complaints of a stiff neck or headache.
- Severe pain or discomfort lasting more than one hour
- Difficult or noisy breathing, severe congestion, constant cough
- Wheezing or signs of respiratory distress not relieved by a treatment (asthma)
- Mouth sores, unless physician states (in writing) that the child is non-infectious
- Undetermined rash with or without fever
- Impetigo, ringworm, must stay home for a full 24 hours after treatment has started and all sores must be covered and remain covered
- Conjunctivitis (pink eye) Must stay home for a full 24 hours after treatment has started
- Diarrhea; any stool that cannot be contained within a diaper, uncontrolled stool in a toilet-trained child. If your child has diarrhea the night before or the morning of childcare, they must stay home. If your child has diarrhea 2 or more times during the day, you will be asked to pick up your child and not return for a full 24 hours and diarrhea free.
- Sore throat, swollen glands, difficulty swallowing, strep throat; excluded for a full 24 hours after treatment has started.
- Head Lice; Must be free of all lice and nits to return to childcare
- Scabies: Excluded from childcare until treatment is completed

- Influenza (flu) fever and cough and /or sore throat. Some children may have runny nose, body aches, and chills and feel tired.

Conditions that require a doctors note to be able to return to childcare once symptoms have improved and the child is not considered contagious:

Chicken Pox	RSV
Whooping Cough	HIB
Hepatitis of any kind	Mumps
Tuberculosis	Rotavirus
Staff Infection of any kind	
Measles, Mumps, Rubella	
Pertussis	

COVID-19 POLICY:

If the child is exhibiting symptoms fever, (100.0 F) chills, cough, runny nose, sneezing, vomiting, nausea, diarrhea, headache, new loss of taste or smell, sore throat, muscles aches or body aches, fatigue when accompanied by another symptom.

If someone in the child’s home has symptoms or tested positive, the child must remain at home and be tested on day 5 after contact/positive test. Current exclusion is 10-day quarantine from the date of a positive test of Covid 19. The child can return upon receipt of a negative PCR tested provided AND symptom free. Please refrain from coming to childcare until I receive guidance. For the safety of everyone in our program if someone is showing a symptom relating to Covid-19 please do not assume it may be something else, always call a doctor to go over signs and symptoms. Children MUST be symptom free to return to childcare. If a child begins to show symptoms related to Covid 19 **IMMEDIATE PICK-UP MUST BE AVAILABLE**. If the child is over the age of 2, a mask will be encouraged to be worn and the child will be isolated where they can still be supervised at all times. All families will have full knowledge if someone in our program tests positive, the local Board of Health will guide the next steps if this was to occur, along with notifying The Department of Early Education. Monitoring family members and children will be the most important part of keeping us all safe.

Per usual sick policy, sick days will require full regular tuition. If quarantine is required due to Covid 19 related, full tuition will be charged to hold your child’s spot.

I reserve the right to ask families returning from travel to provide a negative PCR test to return to the childcare. This is to ensure the health and safety of everyone in the program

BEING ABSENT/PICK UP POLICY:

If your child is going to be absent from our program, please notify the provider as soon as possible via phone call or email. If someone else is going to pick up your child, please let me know in advance, I will not let any child leave without the parent's permission, and make sure they are on the pickup list and to bring in their picture I.D. with them. With no I.D. on them they will not be able to pick up your child. If your child is not picked up within 30 minutes of closing unless notified, we will call you immediately first. In case we, cannot reach you, we will call the emergency contact person from the child's emergency form. In the situation in which you or the emergency contact person cannot be reached, we will call West Boylston Police Department.

Emergency Backup Providers:

In the case of an accident/emergency with one of the children in the group, myself, or one of my own children, and I must leave the daycare premises, I have emergency backup people on hand to stay with the children in the group, until parents are able to pick up their children. The emergency backup people are as follows:

Shrenuj Patel (brother-law), Shiwali Patel (sister-law), Nishaben Patel (mother-law)

SCHEDULE:

Schedule is subject to change without notice.

Our daily schedule is very open ended with structured time. Children are learning both through child initiated, free play and teacher-initiated activities. Active, continuous learning is incorporated into every aspect of our day and learning is ongoing throughout the day. A daily schedule will be posted in the program information board.

PARENT/CAREGIVER COMMUNICATION:

Parents will be given a daily report of the activities done at the program and any additional items needed for the program at the end of the day. I feel that communication is very important. I welcome any questions, feedback or discussions of any sort. Families will receive updates and pictures throughout the day from Class Dojo application. Please feel free to reach out to me

discuss any sensitive concerns/ issues regarding your child outside the daycare hours, either by phone call or a conference. Conference will be scheduled every six months, however if you feel you would like one sooner than request me via email or phone call to schedule. Per EEC regulation 7.06(3)(a)(b)(c), progress reports will be written on a regularly scheduled basis. For infants, and children with identified special needs, a written progress report will be provided every three months. For toddlers and preschoolers progress reports will be provided every six months. In addition to these progress reports, I will bring to parents' attention any specific issues, or significant developments as soon as they arise. Parents are encouraged to schedule a meeting outside of the scheduled program hours as the need arises.

PARENT NOTIFICATION:

I am required by EEC regulations to notify you of certain information about my family childcare home. These notifications include, but are not limited to:

1. An injury to your child
2. Allegations of abuse or neglect regarding your child
3. If another educator will be caring for your child
4. Administering first-aid to your child
5. Whenever a communicable disease has been identified in the program. Children being taking off the childcare premises
7. The existence of firearms in my home
8. Any changes in my household composition
9. Any pets being introduced into my home
10. Whenever special problems or significant developments arise

MANDATED REPORTING:

As a MA state EEC licensed childcare educator, I am required by Massachusetts General Law C119, Section 51A, as a Mandated Reporter, to report any reasonable suspicion of abuse or neglect of a child, whether physical, emotional or otherwise, to the Department of Social Services.

DISCIPLINE:

Children will be explained the rules frequently, so they become familiar with them. Please keep in mind that children will have disagreements, children whose communication skills are still developing have a hard time expressing themselves and their needs. Sometimes children will hit, throw things, bite etc. I will be teaching them and modeling appropriate behavior. The methods of discipline I will be using are as followed, during time, when behavior or activities that are unsafe or inappropriate, I will give a verbal direction and/or warning and then give redirection toward a

behavior that is more suitable. Children may act out in disruptive ways for a variety of reasons, which are, in fact, developmentally appropriate. The goal is to provide children with support, teach children how to build self-control and keep all the children in the program safe. The child will be separated from the situation and redirected first. I will support and assist in calming children until they are able to regain self-control; this is achieved through speaking calmly to the child or providing an individual activity to redirect the behavior.

If the child has a challenging behavior, parents will be included in creating an individual action plan to resolve the problem together.

If both of those methods fail to produce appropriate behavior, then it may become necessary to give the child a quiet time- period to themselves until the child works through the difficulty, he/she is facing. At no time will a child ever be subjected to spanking, cruel or severe punishment, humiliation, or verbal insults. No child will ever be denied food or drink as a form of punishment, nor will any child ever be punished for lapses in toilet learning. If there are any chronic behavioral issues that need attention, I will notify you so we can find the best solution together. You will be called to pick up your child if their behavior is preventing me from properly caring for the other children in the program.

LEAVING THE PROGRAM/ TERMINATION:

I do require that you give me a at least two-week notice (in writing) if you intend to withdraw your child from the program. A period of three weeks is given for adjustments; however, the parents or provider can cancel services for any reason during this time by paying their last week of tuition. If two-week notice is not given you will be required to paid two weeks of tuitions before leaving the program.

I reserve the right to terminate services at any time for sufficient reason, including, but not limited to; late payment, excessive late pick ups, harmful behavior, frequently bringing a sick child, and disrespectful behavior from a parent or the child. A one-month notice will be given to allow parents to obtain alternate childcare, however, childcare will cease immediately for non-payment/ late payment.

Curriculum:

The warm, family like environment and small group setting is what separates my program from a center-based childcare. The goal of my program is to provide nurturing caring environment to children that will be responsive to their individual needs, while supporting the development in a safe and loving environment. Additionally, it should be a place where you as a parent, feel safe and secure in the knowledge that your child is being loved, nurtured, and well cared for while in my program.

Our program is enriched with literacy, math, science and age-appropriate activities, as well as a structured schedule of activities during the day. There are seven areas of development I will focus on when planning activities: Social/Emotional Development, Language/Literacy, Creative Arts, Physical Development/Health, Science, Math and Approaches to Learning. This will allow each child to learn and develop at their own individual pace.

GENERAL RULES:

House rules are set up to ensure the safety of everyone in the program, as well as keeping the childcare in good condition. We discuss the rules; no hitting our friends, spitting, do not break the toys, learning to share, take turns, no name calling, or “potty words”. All with age taken into consideration. Children will be reminded of the rules, and I will redirect the child if necessary.

1. Have nice touches to each other (no hitting, pushing, biting, etc.)
2. Clean up after yourself
3. Running is for outside only for safety reason
4. No throwing or intentionally breaking things (for older children)
5. No leaving the house or yard without a parent/ guardian or teacher
6. Adults pick up the babies or toddlers in the program only
7. Use nice words to each other (no name calling or teasing)
8. **No shoe** past the entryway for the children and families.
9. **NO CANDY OR GUM allowed.**

10. **Choking hazard food can't be served to anyone under the age of 4;** grapes, raisins, hotdogs, peanut butter, nuts of. **Choking hazard food must be cut into small pieces in order to serve for lunch only.**

SUPERVISION:

Supervision is very critical to keeping children safe in our program. Me and any assistants in my program will appropriately supervise children at all times. I will often use good judgment and consider several factors in determining the appropriate level of supervision for the children in the program including their age, developmental needs, behavioral characteristics, the nature of activities and space we are using. If you have any questions about how I supervise the children, please feel free to ask.

LEAD PAINT:

Our house does not contain any lead paint. To prevent any lead poisoning, I will maintain that my house has no flaking, peeling or cracked paint. I will give all parents information on lead poisoning prevention and need documentation from a doctor on your child's current lead test.

All Family Child Care providers are required by EEC to provide parents with information regarding the risks of Lead Poisoning. The following are some facts that all parents should know about lead and lead poisoning:

Lead poisoning is caused by swallowing or breathing lead. Lead is poison when it gets into the body.

Lead can stay in the body for a long time. Young children absorb lead more easily than adults. The harm done by lead may never go away. Lead in the body can:

- Hurt the brain, kidneys, and nervous system
- Slow down growth and development
- Make it hard to learn
- Damage hearing and speech
- Cause behavior problems

Most of the lead poisoning in Massachusetts comes from lead paint dust in older homes. Many homes built before 1978 have lead paint on the inside and outside of the building.

When old paint peels and cracks, it creates lead paint chips and lead dust. Lead dust also comes from opening and closing old windows.

Lead dust lands on the floor. Lead gets into children's bodies when they put their hands and toys in their mouths. Children can also breathe in lead dust. Children between the ages of 9 months and 6 years are most at risk.

Important: Home repairs and renovations also create lead dust.

Most children who have lead poisoning do not look or act sick. A lead test is the only way to know.

If your child has lead poisoning. Ask your doctor to test your child for lead. Some children may have:

- Upset stomach
- Trouble eating or sleeping or headache
- Trouble paying attention

If your child is over nine (9) months of age, you will need to provide documentation to me that your child has been screened for lead poisoning. Most children will be screened annually until either age three (3) or four (4), depending on where the child lives.

I am required to disclose to you if I am aware of any known sources of lead in my home. Information regarding known sources of lead in my home is as follows:

For more information on lead poisoning, you can visit <http://www.mass.gov/dph/clppp> or call the Childhood Lead Poisoning Prevention Program at (800) 532-9571.

PHOTO POLICY:

I will often take photos of the children in the program during the day. Photos are usually sent directly to parents via class-dojos, text. I will occasionally post pictures on our webpage or social media account which is set to be private to families. Parent permission is required in order to publish any pictures of your child. If permission is not granted for publication, photographs of those children will only be posted in program facility or directly sent to the parents.

TRANSPORTATION:

I will not provide transportation to and from the program. Transportation would only be provided in the event of an emergency. Parents are responsible for all methods of transportation to and from the program, with the exception of those children who may be transported from another program by school bus. At such times, I will help when necessary to go outside to meet the children to help them off the bus, which will stop in front of the house.

EMERGENCY PROCEDURES:

In case of an EMERGENCY, either I, or the West Boylston Police Department or Paramedic Unit will administer necessary first aid to your child. If your child needs to be transported to the hospital designated on your emergency card, you will be responsible for the cost of the ambulance. You will be notified immediately. In the event I am unable to attend to the children due to an emergency, the person who will fill in for me will be my certified assistant and you will be called immediately to inform you of what has happened. Each Level has an exit level to the outside. The exit to the front entrance of the house is on upper level of the house and the exit to the basement is on the lower level. A designated meeting place will be front entrance of the lawn. I will always have my phone on me to use if we need to evacuate for any reason.

If we need to evacuate for a longer period of time, we will notify you immediately to pick up your child. If we need to evacuate off premise, I will walk the children to West Boylston Pizza Place (69 Sterling Street). I will call parents when we reach our destination. Anytime the children and I leave off premise, the attendance sheet will be with us and we will take a roll call before and after we evacuate. I will have a backpack that will have emergency supplies, emergency contacts for children as well as first aid kit and activity's ready to grab any time we leave the building. Parents

& EEC will be made aware of the location by alerting them that we are doing an evacuation by cell phone. In the event that we have to evacuate on premises, we will either remain up front or backyard of neighbor’s house (Unit # O) until it’s safe to return. If we need to evacuate for a longer period of time, we will notify you immediately to pick up your child. If we need to evacuate the neighborhood, I will walk the children to West Boylston Pizza Place (69 Sterling Street). I will call parents when we reach our destination.

DISASTER PLANNING

The actions taken in the initial moments of an emergency are critical. A prompt warning to evacuate, shelter, or lockdown can save lives. This emergency plan has been developed to assist **BLOOMING BUTTERFLIES** in protecting the health and safety of the children in its care.

THREATS

The family childcare facility may be subject to the following natural disasters and/or emergencies:

- Fire
- Severe thunderstorms
- Tornadoes
- Flash flooding
- Major snowfall
- Blizzards
- Ice storms
- Earthquakes
- Terrorism/Bioterrorism
- Miscellaneous concerns that might pose a health or safety threat to children
- Gas Leaks
- Bomb Threat
- Active shooter
- Loss of power, water, heat
- Outbreak, Epidemic, or Other Infectious Disease

Evacuation

Evacuations are more common than many people realize. Fires, floods, transportation accidents, or industrial accidents may lead to the required evacuation. Evacuation time may depend on the hazard, some allowing no time to gather even the most basic necessities, which is why planning ahead is essential.

Evacuation Routes/Exits	CHILDREN WILL BE CARED IN THE BASEMENT LEVEL, EXITS ARE: Exit 1 (Lower-level basement) Exit 2 (Upper level
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	front entrance)	
Evacuating Infants/Toddlers	CHILDREN WILL EVACUATE WITH THE PROGRAM PROVIDER & ASSISTANT THROUGH OUR EVACUATION EXITS.	
Notification	Once all children are safely evacuated: <ul style="list-style-type: none"> • 911 will be called if needed • Parents will be notified of the evacuation according to the parent notification section below • EEC will be notified 	
Evacuation Sites	Neighborhood (e.g., for fire)	Out-of-Neighborhood (e.g., explosion, flooding)
	Visitor’s parking lot near Unit O.	West Boylston house of pizza, parking lot. 69 Sterling St West Boylston, MA 01583
Transportation to Evacuation Locations	Provider and children will walk to the local off -site evacuation site.	

Missing Children

No Child will be left behind in the program during an evacuation. If a child were to become missing from the program, the house would be searched and then the backyard. If not immediately visible; 911, Parents & EEC will be called. I would ask the parents of the remaining children to be picked up as well so that I can assist in rescue/search efforts.

Lock Down

If a “Lock Down” Situation occurs, we want to keep children and provider as safe as possible. We will always stay together, all interior Doors will be locked, windows covered. If an intruder is

present; 911 will be called immediately. If the need to hide is necessary, there is a closet/ backroom area in the basement hallway that has enough space for the children and myself.

I would be responsible to start any lock down, and most of doors would already be locked for safety purposes. I would call 911 and alert parents & EEC of any situation.

Attendance would be taken to account for all children before and after. Emergency Bag will always be ready for children's immediate needs.

Shelter-in-Place

In some emergency situations, it is best to stay where you are to avoid any uncertainty outside. An indoor lockdown (also known as shelter in place) is appropriate when conditions require you to seek protection in your home. An indoor lockdown may occur due to threats of violence, including active shooter, terrorism, or bioterrorism, etc. For emergencies affecting power, blankets will be available for heat, Cell phones with banked battery power for charging, fire and smoke alarms are battery powered, flashlights for light, I keep a spare bar of ice in the freezer for food storage and if cooking is needed, I will use the stove top which is gas powered.

My home uses a sewer, so hot water is still available until the water heater empties or cools down and cold will always be available. I am able to still flush toilets during a power outage.

I will always have all necessary emergency items available inside the home daycare. (Food, water, blankets, flashlights, diapers, baby formula, clothing etc.)

Activities for children will be able such as reading with a flashlight or quiet games to keep children engaged during an emergency. I will be responsible for turning off electricity/Gas/Water if necessary.

- Bring all children, family members, and pets inside
- Close and lock all windows and exterior doors
- If you are told there is danger of explosion, close the window shades/ blinds/ curtains
- Close the fireplace damper
- Get your emergency supply kit (unless you have reason to believe it is contaminated)
- Go to an interior room without windows (or with as few windows as possible) that is **above** ground level.
- Bring your pets with you and bring additional food and water supplies for them.
- In some types of emergencies, you will need to stop outside air from coming in. If officials tell you to "seal the room," you need to:
 - Block air from entering the room - use duct tape and plastic sheeting to seal all cracks around the door and any vents
 - Turn off anything that moves air, including all fans, heating and air conditioning systems

- When the emergency is over, turn on fans and other things that circulate air. Everyone should go outside until the building’s air has been exchanged with clean outdoor air.
- Local authorities may not **immediately** be able to provide information on what is happening and what you should do. Continue listening to your radio, television, or phone for updates, until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas of greatest risk in your community; **do not leave until authorities tell you it is safe to do so.**
- Contact parents/guardians to let them know that the children have been asked to remain in place until further notice, and that they are safe.

Location	Basement Interior office or Living room Bathroom.
Notification	Parents/Guardians will be notified once the immediate threat has passed, according to the parent contact notification

Emergency Supply Kit(s)

In an evacuation or shelter-in-place, emergency supplies may be necessary. A disaster supplies kit is a collection of basic items that may be needed in an emergency, such as food, water, and other supplies.

Contents	Basic First Aid supply kit
Location(s)	One in the basement and emergency bag. Emergency contact sheet will be kept in the binder in the emergency bag with a First aid kit.

Special Considerations

Infants and children who are unable to walk will be transported via stroller.

Staff Training

Regular drills on emergency plans, procedures, and duties will be conducted to provide training for staff and to develop skills needed for a real emergency.

Notification	Parent/Guardians are provided: <ul style="list-style-type: none"> • Information on each evacuation site • Emergency contact information for childcare provider
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Release	Children will only be released to contacts listed on the child's form with proper identification
Emergency Contact information for the parents and the provider	Parent/Guardian Contact Numbers are: Kept in emergency Binder in Emergency bag
Procedures for notifying and communicating with parents regarding the location of the children if evacuated	Emails will be sent, and individual parents will be contacted by the provider via phone.

Emergency Drills

The following drills will be conducted with staff and children of the family childcare facility:

Drill Type	Drill Frequency
Fire Drill	Monthly
Emergency/Lockdown Drills	Quarterly (January, April, July, October)

All emergency drills will be documented in the evacuation log. EEC regulations require that my program complete monthly evacuation practice. Each month, we practice evacuating the program through the primary and secondary exits, meeting at.

Plan Review/Updates

This Safety Plan will be reviewed and updated, at a minimum, annually. The plan will also be updated as changes occur in order to ensure the most current information is included.