

Little Dragons Early Education Center



Parent Handbook

2020

By contracting with Little Dragons for day care, you are agreeing to abide by the policies described in this handbook.

Little Dragons Early Education, LLC
22 Bedford Street, Unit 3. Waltham, MA 02453

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Mission Statement:

We believe each child is a unique individual. Every child has his/her own pace of development, experiences and own way of learning. The goal of *Little Dragons Early Education* is to sustain a diverse, positive, encouraging and safe environment for children to play, learn, and evolve.

Our goal is to cultivate the skills that are at the foundation of a life of happiness and success: cooperative and individual problem-solving, analytical thinking, emotional intelligence and empathy, cultural competence – as well as early literacy and math skills and real-world preparation.

To achieve that, our curriculum is built around a series of inquiries that grow out of the children's interests. They are playful, but far more than "play" combining the power of the children's boundless curiosity with an expertly guided investigative approach that immerses the children in the process and joys of real discovery.

Research consistently supports that emergent curriculum in early education emphasizing experiences rather than a rigid curriculum leads to greater levels of information and skills acquisition, increased self-esteem and, ultimately, higher achievement. We have found this approach allows children to consistently exceed the usual educational standards, and to simultaneously develop a robust self-awareness and a joy in learning that will serve them for a lifetime.

Non-Discrimination Policy

Little Dragons Early Education is licensed to provide care for children between the ages of 15 months and 5 years of age. Within these licensing constraints, *Little Dragons Early Education* prohibits discrimination according to race, color, religious creed, national origin, age, sex, sexual orientation, marital status, political status, cultural heritage, or existence of handicap, toilet training status is not an eligibility requirement for enrollment.

Little Dragons Early Education Center

ORGANIZATIONAL CHART

LICENSING AGENT:

MASSACHUSETTS DEPARTMENT OF EARLY EDUCATION AND CARE

Located at 1250 Hancock street #604

Telephone number 617-472-2881

HEALTH CONSULTANT:

AKUA ASIAMAH

LITTLE DRAGONS STAFF

CENTER DIRECTOR:

Johanna

TEACHERS

Shaoru Chen

ASSISTANT TEACHERS

Yuan Yuan Song

STUDENT INTERNS

Mengyi Feng

Licensing Agency: Little Dragons Early Education is Licensed by the Department Of Early Education and Care Located at 1250 Hancock Street #604 Quincy Massachusetts 02169, Parents may contact this agency at 617-472-2881 to obtain regulatory information Regarding Little Dragons Early education's regulatory compliance history.

PHILOSOPHY

Little Dragons Early Education has been designed to serve the needs of working parents and their children. Our center offers flexible programs to suit a variety of schedules and needs. Choices include half and full day options for toddlers (15 months) to children 5 years of age. In our center with the safe environment and with our staff of child-care professionals, parents can have complete confidence that their children are getting the best possible care and education. Besides taking care of children while their parents work, our role is also to provide an environment where those children will develop emotional, social, physical and intellectual strengths to prepare them for the challenges of a rapidly changing world.

Children learn through play, exploration of materials and child-directed interest and activities. Teachers facilitate the children's learning by providing materials, guidance and support for each child to learn at his or her own pace and by designing curriculum-based activities to enhance children's learning. We work to enhance the children's own feelings of self-worth and provide them with an atmosphere where they can develop satisfying relationships with other children from a wide-range of socio-economic and ethnic groups. The children in our care are encouraged to be active learners and problem-solvers.

We recognize that every aspect of the program affects all of the children enrolled. The physical environment, staff, activities and services all contribute to each child's experience. The program maintains a maximum quality level that promotes each child's health, growth and development; encourages services that strengthen family life; and supports families in the essential task of nurturing their children's development.

We offer a Mandarin language enrichment as part of our program however, it is not mandatory. This enrichment will stimulate children's brain development shown to improve cognitive abilities as children mature. Mandarin is incorporated throughout the curriculum and environment.

We value the child as strong, capable and resilient; rich with wonder and knowledge. Their innate curiosity and determination drive development and achievements. Our role as daily caregivers is to present opportunities for the child to be stimulated and challenged in a positive, non-threatening environment. Everyone uses their imagination to uncover their individual, innate style of learning. The children in our care are encouraged to express themselves with enthusiasm and spontaneity and to develop independent and out-going personalities. They welcome the challenge of trying new things and learning from risking mistakes. They develop skills to deal with conflict and change and learn how to set standards

of behavior and performance, as well as to accept responsibility. We understand that at times children need to be alone or play quietly and we provide a place, as well as supervision for these quiet times.

We follow an adaptation of the Reggio Emilia Approach; an innovative and inspiring philosophy of early childhood education. The fundamental principles of our program teaching approach are:

- Children are capable of constructing their own learning, they are driven by their interests to understand and know more.
- Children as collaborators. Children form an understanding of themselves and their place in the world through their interactions with others
- children as communicators. Communication is a process, a way of discovering things, asking questions, using language as play.
- The environment is the third teacher. The environment is recognized for its potential to inspire.
- Teachers as mentors, researchers and guides. Our role as teachers is to observe children, listen to their questions and their stories, find what interests them and provide them with opportunities and guidance to explore these interests further.
- Communicate through the emphasis on carefully displaying and documenting children's thoughts and progression of thinking.
- The parents as partners.
- Children use a hundred different ways of thinking, of discovering, of learning. Through drawing and sculpting, through dance and movement, through painting and pretend play, through modelling and music, and each one of these learning styles must be valued and nurtured.

Our staff have been carefully chosen for their warmth and ability to communicate, as well as for their professional skills. We recognize that the child is an individual as well as a member of a larger unit, his/her family. Strong, viable parent/teacher relationships promote effective communication and participation. Our staff works closely with parents for the benefit of the child and includes families in the curriculum and special events. We welcome and encourage parent participation in all aspects of our program. From sharing important family and cultural information with us, to joining your child for lunch, your support is greatly appreciated.

Parents in our program are able to go to their jobs knowing that their children are being cared for in a setting that is safe and healthy, and where the goal is to help children early in their lives to become happy, peaceful, giving adults with much to contribute to society.

HOURS:

The Little Dragons Early Education center is open Monday through Friday from 8:00 a.m. to 6:00 p.m. The hours of the program will be evaluated on an annual basis. In the event that any adjustments in the

hours of operation are required, parents will receive 30 days advance notice. Pick-ups past 6:00 pm will incur a late fee. Multiple occurrences may result in you losing your place with us.

All children are recommended to be dropped off by 9:00 a.m. Please notify the Director if you will be dropping off late for a doctor's appointment or other necessary event. Children may not be dropped off just before naptime.

ENROLLMENT:

The Center has been designed to care for a maximum of 28 children between the ages of 215 months and 5 years of age on a daily basis. Classes are divided into a toddler room and a preschool room. The minimum number of days for a child to attend is 3 days per week. Siblings of currently enrolled students are accepted first. Legacy families, who have been with us before, are accepted secondly. New students are accepted according to the date they got on the waitlist, the child's birth date, the schedule desired, the preferred starting date, and the general fit with the existing classroom group. We may ask to meet your child prior to enrollment. New child registration can be done throughout the year.

APPLICATION PROCESS:

We encourage you to set up a tour before applying. A non-refundable \$100.00 fee and an application are required to be placed on the waitlist. There is a 5% family discount towards the tuition. If a child has been withdrawn then a new application and fee is required. Continuing students do not need to reapply.

CONTRACT RENEWAL FOR CURRENTLY ENROLLED STUDENTS:

Registration for currently enrolled families will begin on March 30 . Parents who wish to continue their child in the new school year (starting March 1, 2020) will need to sign a new contract in order to reserve a slot in the program. Contracts are binding from March 1, 2020 to Feb 28, 2021. Please note that our tuition is contracted on a yearly basis. Monthly bills are strictly for your convenience. You are responsible for the entire year's tuition.

VACANCIES - WAITLIST:

Parents will be notified of a vacancy as soon as one becomes available, but generally we are accepting children in the summer and September. (This means that your child has the benefit of staying with one classroom group for the school term. Every effort will be made to give parents at least one month's notice of a vacancy. The program will hold the first available slot once a signed contract and the last month tuition is submitted. The first month of tuition will be due before the child's first transition date.)

TRANSITION DAYS: COMING TO SCHOOL FOR THE FIRST TIME

Arrangements for coming to school for the first time are made with the Lead Teacher. Children joining us for the first time visit their classroom with a parent or familiar adult, such as a nanny or grandparent for a short visit. On the first transition day the child and adult will leave before lunch, at the latest. On the second day the child will stay through lunch, and parents may be asked to leave the room for a short time. Children may require more than two visits before beginning regular attendance and parents should be sure

to be available during the first week of school for staying with their child or for early pick-up. There is no fee for transition days. **The application fee, tuition payment for the new month as well as the prepaid tuition for the last month enrolled must be paid in full before your child may attend the program for transitioning.** Every day, parents should allow time in the morning to get the child settled before leaving. We encourage parents to spend time in the classroom until the child feels comfortable before leaving. Parents are welcome to call to check in and see how their child is settling in. It can be expected it may take time for children to adjust to their new teachers and the routine and classroom environment. Parents can help by keeping morning and evening routines consistent by coming to school on time, and assuring their little one that they are going to have a good time. Do ask us for help if you find goodbyes difficult! We know how hard it can be!

TRANSITIONS WITHIN THE PROGRAM

Little Dragons primarily transitions children beginning in September and as currently enrolled children graduate from the program and allow for children to move into the available slots. The child's chronological age as well as the child's individual development and how they will fit in with their new peer group will guide the placement. Parents will have the opportunity to provide their input and feedback. If a slot opens up mid-year teachers will contact the parent to discuss recommendations and get input from the parent. Transitions may be difficult for both parents and children. Parents and children need to adapt to new teachers, teaching methods, communication styles and curriculum. It can be expected that there will be a period of adjustment for all. In order to prepare for the transition, children who are moving to another classroom within the program will have two scheduled visits (transition days) to spend time in the classroom so the child feels more comfortable before moving. More visits will be scheduled for children who may require more time before moving. Transition days are short classroom visits; tuition rates do not change until the child joins the new classroom on a regular schedule. Children who are moving to another classroom within the program have had opportunities to get to know children in other classrooms as well as teachers thus making the transition more comfortable. A Teacher will provide the parent the transition plan, daily schedule and curriculum goals for the new classroom. We encourage parents to meet with the Teacher to review the program schedule, routines, practices, curriculum goals. Parents also provide further input regarding their child and goals they have for their child. Parents can help facilitate a smooth transition by taking the time to meet with the Lead Teacher and providing a positive attitude with your child as he/she transitions. It is helpful to keep morning and evening routines as normal as possible. While an extra hug or two may be great, a prolonged good-bye can be confusing. If separating from your child becomes difficult we recommend a consistent drop-off routine. Most children tend to adapt to it within a couple of weeks. Teachers will keep parents informed about the child's adjustment to their new classroom and parents should provide teachers observations they may have from home. And never hesitate to ask us for help if drop-off time is difficult.

CHANGE IN ENROLLMENT

To increase or reduce the number of days your child attends, parents must make a written (email) request to the program Director at least 30 days before the anticipated change. If the program is able to comply with your request a new tuition contract will be issued. Little Dragons Early Education

Suspension & Termination Plan

Children may be suspended or terminated from the program only for reasons listed below:

- Non payment of tuition or continuous late payments
- Unreported excessive absences
- Excessive tardiness when dropping off and or picking up.
- Behavioral issues that require outside professional assistance and family support haven't been provided and all of our resources have been exhausted, termination will take place for the safety of everyone involved. We will follow our referral procedures prior to termination. Behavior concerns such as but not limited to excessive biting, anger issues, aggression, abusive language and harassment.
- Unable to follow and comply with the centers policies and procedures.
- Harassment towards the Director and/or any other staff member.

We respect the rights and needs of each child and their families. All information will be kept confidential.

Social Media and Networks should never be used when discussing events, children and staff here at Little Dragons Early education

In the event that we need to terminate a child from school, our goal will always be to make this event as positive as possible. We like to give a two week notice so we can prepare the child for this transition, but this may not always be possible.

Withdrawal from the center

We require a full two week written and paid notice in the event you need to withdraw your child from Little Dragons Early Education.

NOTICE OF WITHDRAWAL

Notice of intent to withdraw your child from the program before the term of the tuition contract has expired should be made in writing (email) at least 30 days in advance. Parents remain responsible for the tuition for your child's last month, but monies (prepaid tuition) that are given at the time of the contract signing will be refunded to you, assuming all payments are up-to-date.

SUMMER & FAMILY VACATIONS

Little Dragons offers year-round childcare; we do not have a summer program. At the discretion of the Director, we may welcome new children for July and/or August. Parents who wish to remove their children from the program for the summer (July and/or August), but retain their place in the school must submit a written request to the program Director at the time of contract renewal (April 15th). The program will accommodate up to three requests based on seniority of when the family enrolled at the program; this accommodation is available only if we are able to fill the child's slot for the summer months. Additional requests will be placed on a waitlist and will be granted at the Director's discretion. If the Director is able to fill the slot for a summer withdrawal, the parents must pay a non-refundable holder's fee of one week's tuition, (based on the full time rate in the classroom the child will be enrolled in the Fall.) If the slot cannot be filled, the parent is responsible for all tuition payments during the summer months.

DROP OFF CARE

Little Dragons does not offer care to siblings or alumni on snow days, school vacations or on other days unless space is available and they are within the appropriate age range. We welcome alumni children to visit with their parents.

ONE MONTH'S PREPAID TUITION FEE

A payment of one month's advance tuition must accompany this signed agreement. This one month prepaid tuition fee will be rolled over each year. Upon 30 days advance notice's this pre-paid tuition will be applied to the last month of your tuition. If fewer than 30 days' notice is given to the program, you will forfeit the advance tuition.

ADDITIONAL FEES

Late payment: \$50 per week is assessed on all payments over five business days late.

Credit card payment: 3.6% processing fee per transaction.

Early Drop-Off: \$5 with contract, \$10 for occasional with pre-approval required.

Occasional extra day: Toddler \$95, Preschool \$ 80 (Pre-approval required)

Late pick after 6:00 pm: \$15 is charged for the first five minutes (from 6:00-6:05 p.m.) if pick up occurs later than 6:05 an additional \$2 per minute will be charged.

Returned check fee: \$35 charge for checks returned for insufficient funds.

PAYMENT PROCEDURES

Payment is made on a monthly basis on or before the first of each month. Electronic transfer is preferred; checks or money orders are accepted. Credit card payments will incur a processing fee (currently 3.6%). Checks and money orders are payable to “Little Dragons Early Education”, and can be dropped off in the tuition box.

There is a \$50 per week fee assessed on all payments over five days late. Any child from whom payment is more than 30 days in arrears will be asked to withdraw from the program. If a tuition payment is late because of financial or other personal difficulties, the parent(s) must contact the program Director, before the payment is due. There is a \$35 charge for checks returned for insufficient funds. To avoid late charges, we encourage you to create an automatic electronic payment at your bank. The necessary information is in your enrollment packet.

DROP OFF/PICK UP PARKING

Little Dragons does not provide transportation for children to and from the program, nor do we provide curbside dismissal. For drop off/pick up, please use our parking area behind the building, or on-street parking along Bedford St. Ensure your children stay with you and do not cross the driveway when coming to the front doors. These spaces are only for short-term parking. All children must be signed in and out by the parent/guardian or designated person dropping off and picking up. Because this can be a busy time of the day , please ensure that you are making eye contact with your child’s teacher when dropping off and picking up to ensure that the teacher is aware that you have done so.

SHOES

Children may change shoes when they enter their classrooms. Your child will need rubber-soled shoes suitable for movement and active play. Outdoor shoes are put on again when going outdoors. Shoe storage is available for anyone to remove outdoor shoes upon entering the program or you may wear the

shoe covers provided by our program. Bare feet are not allowed. You do not need to change your shoes if you are coming to the office. Shoe covers are available in the waiting area if you choose to use them.

HAND WASHING

Upon arrival at the program each morning, please wash your and your child's hands on entering their classroom. Hand washing helps to reduce the risk of transmission of infectious diseases to themselves and others.

ARRIVALS

All Toddler and Preschool children should be dropped off no later than 9:00 a.m, and be accompanied by their parents or caregiver to the classroom.

We recommend that all children arrive by 9:00 for these reasons:

1. Separation is much easier during free playtime. The children have an opportunity to say good-bye and talk with their friends before class. If a child is having a separation issue, the teacher is more available to deal with it at or before 9:00. If the child having separation difficulty arrives earlier, he/she will have time to settle in and gain more benefit from the learning time. If they come in late and are upset, work time is almost over by the time they are able to focus. We recommend a set routine for arrival; teachers are available to advise and /or offer help.
2. Children who are here early may be waiting for their curriculum learning time to begin. Once the circle time has started, the teachers are busy and cannot greet late children and parents without disrupting the circle. Late arrivals may distract the children from the teacher's lesson when joining the circle.
3. The teachers are concerned about your child's enjoyment and mastery of the curriculum and the skills needed for school success. We all need the 9:30-11:15AM work time to really maximize your child's opportunities for learning. If a child is not here and ready to focus on the activities of the day, he or she cannot take full advantage of the planning and materials presented.

You must sign your child in (and out) every day. To ensure that your child feels comfortable in their classroom when you arrive, please help your child greet the teacher and help them feel a part of the group before you leave. Please do not leave without saying goodbye to your child. Please notify the Director or Teacher if you are dropping off late for a doctor's appointment or other necessary event. Children may not be dropped off just before naptime. Late arrivals are disruptive to our classrooms and upsetting to children. In the event you arrive late and children are not in the classroom, you will need to wait until the teachers return.

CHILDREN'S ATTENDANCE

Little Dragons is an educational program providing full day care. It is both in the child's best interest and the group's best interest to have the children attend on a regular and consistent basis according to their contracted schedule. Inconsistent or irregular attendance may result in the termination of your contract and forfeiture of deposits and fees paid. Please let us know if you are going to be away on vacation.

ABSENCE

If your child will be absent from the program we ask that you call the program by 9:00 a.m. to notify the Center Director

PICK UP ROUTINE

Departure time may be difficult for some children. Your child may rush to meet you one day and resist leaving the next. We recommend a set routine each day. Usual pick up time is between 3:00 pm and 6:00 p.m. Since children learn to expect routines that help them organize their lives, it is important that you notify the program if your child will be picked up much earlier or much later than usual. That will give the teachers a chance to prepare the child for departure. Since classes are often out for a walk after 3:00, it is essential that we know when to expect you! We close our doors at 6:00, so please arrive a few minutes before the hour. Once you or your caregiver arrives, your child is under your care. Teachers need to stay focused on the children remaining.

To make a smoother departure for your child as well as the children still remaining, please:

- Enter your child's classroom and sign your child out.
- Notify your child's teacher that you are leaving.
- Keep your child in your sight at all times.
- Keep your conversations with other parents to a minimum during this pick up time, as it is easy to get distracted.

We believe these simple reminders will make it easier for both the departing children and those remaining. It also allows the teacher to supervise the children who are remaining. A few days of a consistent routine with your child will help arrival and departure go more smoothly.

LATE PICK-UPS

Our tuition covers a daily schedule from 8:00a.m-6:00p.m. You must pick up your child before 6:00 p.m , when we close our doors. Please allow time to gather your child's belongings and for speaking with teachers. A late fee of \$15 is charged for the first five minutes late (from 6:00-6:05 p.m.) after which an additional fee of \$2 per minute is charged. Repeated lateness may result in losing your placement in the program. Late fees will be billed. We suggest you have a contingency plan in place to call someone authorized to pick up your child in the event that you are delayed. Some families have authorized other parents at the program to take their child in the event they are delayed. Authorized adults who you wish to pick up your child in your absence should be placed on a list with the center in advance.

PERSONS AUTHORIZED TO PICK UP YOUR CHILD

Only those people previously identified by you on our Authorized Pick Up Form will be allowed to pick up your child. **WE WILL NOT RELEASE YOUR CHILD TO ANY OTHER PERSON.** Please

provide the program Director, with any changes in writing of these persons. The responsible teacher will request to see a photo ID of anyone she does not know. Please alert anyone picking up that they should have a picture ID with them every time they pick up. No child will be released under any circumstances to anyone that we do not recognize without the proper identification.

You are required to provide three emergency contacts we can call if we cannot reach you. If you are unable to provide these, please speak to the Director. If the occasion arises that you must send someone not on your list, please phone the teacher AND email the Director, as we cannot release your child without written permission. *Little Dragons* recommends the authorized pick-up person be at least 18 years old. Be sure to let everyone on your pick-up list know that they have been named as an emergency contact.

LEGAL CUSTODY

Parents in the process of separating/divorcing should notify the child's teachers so that the program is aware of the home situation. The program cannot prevent a parent from visiting or picking up his or her child unless a court order has been issued and has been reviewed by the program Director.

EMAIL NOTIFICATIONS

Parents are required to provide the program with an email address that can be accessed from home. Parents will receive emails from the program regarding field trips, special events, and other important information, including bad weather closings.

FOOD/SNACKS/BOTTLE POLICY

Toddler CLASS - BOTTLE POLICY

Since the Program enrolls children beginning at 15 months of age, some children will be on bottles when they enter the program in Toddler classrooms. Bottles should be filled and prepared at home. Bottles should be labeled with the child's name. A bottle is not used at naptime. Bottles will be stored in the refrigerator. Children start using sippy cups when it is developmentally appropriate.

Toddler and Preschool:

The center provides two snacks a day, one in the morning and one in the afternoon. Your child will need to eat breakfast before coming to the program each day.

- If your child has a food allergy or special diet, please notify your child's teacher at the time of enrollment and include this information on the enrollment forms.

SEVERE NUT ALLERGY MANAGEMENT POLICY

Little Dragons has implemented a management policy for children with a severe nut-related allergies. When a child is enrolled in the program with a severe nut allergy, the program will be completely nut free. All staff and families will be reminded and the policy will be enforced.

HOME TOYS AND JEWELRY

The program does permit toys from home to be brought into the classroom under the following general guidelines unless encouraged by the teacher to support the curriculum. Children are allowed to bring one soft home toy to school per day, appropriate for naptime. The home toy must fit into your child's cubby. Home toys must be safe for all children. No toy weapons of any kind and no balloons are allowed. We regret we cannot be responsible for toys, jewelry, or other items that go missing or get damaged.

PRIMARY CARE-GIVING

Each classroom has a Primary Teacher. Please know who your Primary Teacher is so you will be able to relay any questions or concerns. The Primary Teacher or Director will be a parent's first point of contact when there are concerns about a child's development. The child's Primary Teacher prepares his or her progress reports every six months, meets with parents and, in general, writes the end of day notes and keeps records of children's progress. All teachers in the classroom will work to form trusting relationships with every child and parent. All teachers, collaboratively, are responsible for the wellbeing of every child in their classroom. The roles of all teachers remain flexible and fluid, with each team member contributing to the day-to-day routines of every child.

BEHAVIOR MANAGEMENT POLICY

Little Dragons Early Education have a respectful attitude toward children. The program has set up policies and procedures for the behavior management of children that are directed toward the goal of maximizing the growth and development of the children and for protecting the group and individuals within it. Teachers use a variety of behavior management techniques such as setting reasonable and positive expectations, offering choices and providing children an opportunity to verbalize their feelings, which encourages children to develop self-control through understanding. Our primary aim is to develop children's abilities to discipline and control themselves. Preschool children participate in the establishment of such rules, policies and procedures. When conflicts between children arise, it is easy to

intervene too soon and too often. We want children to learn to solve minor disagreements amongst themselves. If a child is being physically or verbally overwhelmed by another child, an adult will step in and help by offering a choice of solutions or by helping both children talk about what happened. We ask them to explain their feelings, as well as the situation, to each other and to the teacher. Often a dispute among children involves the possession of a plaything. In this case, it is usually possible to offer one child another choice and help that child decide which choices to make. This allows the child to have some control over the situation and requires him/her to think about what he/she wants. When a choice is unavailable (e.g. it's time to take a nap), we firmly and calmly insist that there is no choice. We do not punish children or use time-outs, nor do we humiliate or compare children to their peers. On occasion, we may ask a child to leave a particular area or stay near a teacher while they calm down or find another activity. Consequently, we firmly insist that no parent ever hit, physically mishandle, humiliate, yell, or curse at their child, or any other child, while on the program's property or while on an outing with the program. This is the children's program they know what the rules are and must feel safe here. We cannot let the child's trust in us or in the program be broken. We will be happy to work with you to set mutually acceptable ways to discipline children. The program therefore prohibits physically mishandling a child including spanking or other corporal punishment, subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect or abusive treatment, depriving children of meals or snack, force feeding children, and disciplining a child for soiling, wetting, or not using the toilet, or forcing a child to remain in soiled clothing or remain on the toilet or using any other unusual or excessive practice for toileting. An employee will be dismissed and/or disciplined if the program has knowledge that he/she has struck or abused a child, humiliated a child, punished a child for soiling or wetting, force feeding, or withholding food from a child as punishment.

CLOTHING

Since the children in the program will often use paints and other materials that stain we do not recommend that they wear good clothing, they should dress comfortably in clothing that they can get dirty. The program provides smocks for these activities to protect clothing, but the activities can be messy and accidents do happen. A complete change of clothing appropriate for the season should be kept in your child's cubby. All clothing should be marked with your child's name. We recommend 2 full sets (including socks) for all children until they are completely potty trained. Once, potty trained, one full set of extra clothes will be adequate. The children in our care will go outside every day, so please see that your child has clothing appropriate to the season (raincoat, boots, mittens, snow pants, etc.) in his/her cubby.

OUTDOOR PLAY

Outdoor play is a part of the schedule year-round. Under the following guidelines, the staff will use their discretion on a day-to-day basis to determine if the children should go outdoors. A child who is too ill to go outside is too ill to be in school! Please don't ask us to keep your little one indoors. To protect children from the sun, a sunscreen will be administered to children before outdoor play beginning in the spring with parental authorization.

- ***90 degrees or more: children may go outdoors, but we may limit their time outdoors to 10 to 20 minutes.***
- ***30 to 89 degrees: children may go outside.***
- ***Below 30 degrees: children will remain indoors***

Playground area location: **Nipper Maher Park** : 65 Dartmouth St (5mins walk down the street)

HEALTH CARE CONSULTANT

Akua Asiamah

The Health Care Consultant assists the staff in the development of the program's health care policies and makes recommendations and approves any changes in the health care policy. The Health Care Consultant is also available to staff for consultation as needed.

Oral Health / Teeth Brushing

Teeth brushing is a regulation for any children who are in care for more than 4 hours and has had one meal in school. Little Dragons encourages children to brush their teeth and will assist them in doing so but will NOT force children to brush their teeth.

With regard to Infants: Staff will wipe an infant's gums with a clean, damp cloth after feeding, however the cloth must be provided by parents.

For those who do partake, Little Dragons will supply a toothbrush at no cost; however, toothpaste with fluoride is the responsibility of the parent. Our recommendation is: Mint or flavored, safe to swallow (over 2 years)

Little Dragons will replace toothbrushes after illness, when worn and at least every three months. Proper labeling includes; Child's name & date of issue written on brush and toothpaste with permanent marker or sticky label.

HEALTH AND ILLNESS POLICY

PHYSICAL EXAMINATIONS/IMMUNIZATIONS

Before starting at the program, parents must provide the program with a signed health form from a physician documenting that the child has had a complete physical examination within the past year and that the child has been successfully immunized in accordance with the Department of Public Health's recommended schedules against diphtheria, tetanus, whooping cough, poliomyelitis, measles, mumps and rubella, Hepatitis B, and Haemophilus Influenza Type B (Hib). In addition, all children are required to have 1 dose of varicella vaccine or a physician-certified reliable history of chickenpox disease. A Physical exam will need to be updated on an annual basis and a new form will be required. When a child is overdue for any routine health services, the parent or legal guardian must provide evidence for those services before the child's entry into the program and as a condition of remaining enrolled in the program. No child shall be required to have such immunizations if the parent(s) object in writing, on the grounds that it conflicts with their religious beliefs or if the child's physician submits documentation that such a process is contraindicated. If a child is under-immunized due to religious beliefs or because of a medical condition, staff will implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

LEAD SCREENING

The Department of Early Education and Care requires that all children under the age of 4, but not less than 9 months old in a day care setting have a lead screening done to test for lead poisoning within one month of admission, and annually until they are 4 years old. Documentation of a lead screening; or written verification from you that you object to such an examination on the grounds that it conflicts with your religious beliefs should be given to the Lead Teacher.

ALLERGIES

Parents are responsible for informing the program Director in writing of any allergies the child has which should be included on the health record. The parent must provide the program written instructions documented by the licensed health professional for any child who requires special instructions regarding their allergy. This will be kept in the child's file and updated once a year (i.e., Epi pen for nut allergy).

SPECIAL HEALTH NEEDS

Parents are responsible for informing the program Director in writing of any special health needs the child has which should be included on the health record. The parent must provide the program written instructions documented by the licensed health professional for any child who requires special instructions regarding their health need. This will be kept in the child's file and updated once a year. This may include asthma, seizures, diabetes, hearing or vision impairments, feeding needs, neuromuscular conditions or other ongoing health problems.

ILLNESS

If your child is going to be out sick, you are asked to call the program by 9:00 a.m. to report pertinent information. It is particularly important that the program be notified in cases of contagious illness to prevent a further spread of the illness. Please notify the program if your child has been exposed to a communicable disease. Parents will be notified verbally and in writing about any unusual level or type of communicable disease to which the child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control methods that are being implemented at the program, and the families should implement at home. We will also post notices of illness that are more serious on our front door for your information.

SYMPTOMS OF ILLNESS

The program's teachers will continually observe the children in their care for signs of illness. If, upon arrival or at some point throughout the day, any of the following signs of illness are noted, you will be requested to take your child home. We request that arrangements be made that your child be picked up within one hour. Until the parent is able to pick up their child, the child may rest on a cot with books or a quiet activity in the administrative office, supervised by the program Director.

- Axillary (armpit) temperature higher than 100 degrees
- Wheezing
- Inflammation of the eyes (conjunctivitis)
- Unexplained rash (This does not include such simple rashes as diaper rash, but rather a rash indicative of such illness as Roseola, Measles, etc.)
- Signs of severe cold, flu or sore throat
- Diarrhea
- Vomiting
- Weeping or bloody skin or mouth sores that cannot be successfully covered or controlled with medication.

RETURNING TO THE PROGRAM AFTER AN ILLNESS

A child may return to the program under the following conditions without a physician's release:

- **Fever:** 24 hours fever-free without fever-reduction medications.
- **Diarrhea:** Your child may return to the program if all the symptoms of illness have disappeared and 24 hours diarrhea-free without any medication.
- **Conjunctivitis/Pink Eye:** 24 hours after first administration of medication.
- **Viral Conjunctivitis:** This cannot be treated with antibiotics. After the period of contagion (up until 5 days) or at the discretion of the director the child may return to the program.
- **Antibiotics:** 24 hours after first administration of medication.

It is very important that parents inform staff members of any medications that have been administered to their child so that staff can be alert of any unusual signs or symptoms the child is demonstrating. A child may return to the program under the following conditions with a physician's release: After the symptoms of impetigo, contagious rashes or parasitic diseases have completely cleared. After the period of contagion is over for the following diseases:

- A. Chicken pox: after all spots have crusted.
- B. Measles: five days after the rash begins.
- C. German measles: after rash disappears.
- D. Hepatitis: three weeks after onset of jaundice.
- E. Mumps: nine days after onset of swelling.
- F. Lice and scabies: after treatment has been completed.
- G. Monilia (yeast infection): after medication is applied.

GIVING MEDICINES AT THE PROGRAM

If the program's staff is to administer medication, you must hand the medicine to the teacher and indicate whether it needs refrigeration. All medications will be stored away from the children and locked in the first aid cabinet or stored in the refrigerator if it requires refrigeration. A signed parental authorization form must be filled out and also handed to the teacher. When the teacher administers either prescription or non-prescription medicine, he/she will check for and record, the name of the child, the time, date, dosage and route of the medication. When the child no longer needs to receive the medication the teacher will return any unused amount to the parent.

THE PROGRAM STAFF IS NOT AUTHORIZED TO GIVE YOUR CHILD ANY MEDICINE EXCEPT THAT PRESCRIBED BY YOUR CHILD'S PHYSICIAN. For non-prescription medication, parents must sign a written parental authorization, a signed statement authorizing the program to administer non-prescription medication in accordance with the written order of the physician. This statement shall be valid for no more than one year from the date it was signed. Before non-prescription medication is administered an attempt will be made to contact the parent unless a child needs medication urgently or when contacting the parent will delay appropriate care unreasonably. Parents will be notified each time non- prescription medication is administered. In addition, upon enrollment parents will sign a written parental authorization for specific non-prescription topical medication to be administered. This must be updated on an annual basis. No fever reducing medication (Tylenol, tempra, etc.) will be permitted to be administered to your child by either program staff or parents. Allowances will be made only at the discretion of the program Director, for pain relieving occurrences such as teething or ear infections or the child spikes a fever. Staff may only administer the Tylenol if the physician has provided a written order.

ILLNESS/INJURY REPORT

For any injury/illness that requires first aid or medical treatment, an illness/injury report will be completed by the child's teacher requiring the parent's signature. A copy will be sent home and a copy will be kept in the child's file. A description of the accident will be placed in an accident log which will be reviewed regularly by the Director.

INJURIES/EMERGENCY

In case of serious injury or emergency, the Supervising Teacher will remain with the child, administer first aid, and delegate the program Director, Lead Teacher, or another teacher to get first-aid equipment, and make the telephone calls (parent should be called and 911 if needed). Other staff members will remove other children from the area and supervise them. The child's file and medical release forms will be pulled in case one of the teachers or the program Director needs to accompany the child to the nearest hospital (Urgent Care Center at Waltham), unless the parent has instructed the program to use a different hospital. In the case of a less serious injury, the Supervising Teacher would assess the injury, administer first aid and the parent would be notified of the nature of the injury and an injury report will be completed, requiring the parent's signature. Each class brings a first aid kit with them on field trips along with the children's emergency cards.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) POLICY

Little Dragons Early Education has adopted the following policy on admitting and caring for children with AIDS. The policy is based on the recommendation of the Massachusetts Department of Public Health and the American Academy of Pediatrics (AAP), with the knowledge that it may change in the future. Children who enter childcare should not be required to be HIV tested or to disclose their HIV status. There is no need to restrict placement of HIV-infected children without risk factors for transmission of bloodborne pathogens in childcare facilities to protect other children or staff members in these settings. Because HIV infected children whose status is unknown may attend childcare, standard precautions should be adopted for handling all spills of blood and blood- containing body fluids and wound exudates for all children. The decision to admit known HIV-infected children to childcare is best made on an individual basis by qualified people, including the child's physician, who is able to evaluate whether the child will receive optimal care in the program and whether an HIV-infected child poses a significant risk to others. Specifically, administration of each HIV- infected child with one or more potential risk factors for transmission of bloodborne pathogens (e.g., biting, frequent scratching, generalized dermatitis, or bleeding problems) should be assessed by the child's physician and program director. A responsible public health authority should be consulted as appropriate. If a bite results in blood exposure to either individual involved, the US Public Health service recommends post-exposure follow-up. Information about a child who has immunodeficiency, regardless of cause, should be available to caregivers who need to know how to help protect the child against other infections.

CHILDREN WITH DISABILITIES / INDIVIDUAL EDUCATION PLANS

Little Dragons Early Education accepts applications for any child with a disability and shall determine whether to accept or serve a child with a disability pursuant to 102 CMR 7.07(7). The Americans with Disabilities Act, effective 1992, states that people with disabilities are entitled to equal rights in public accommodations, including early childhood programs. In accordance with this act *Little Dragons Early Education* will make every effort to make modifications in the environment and staffing patterns for children with special needs. However, since *Little Dragons Early Education* is not a public program, in determining whether to accept or serve a child with a disability, *Little Dragons* shall, with parental consent and as appropriate, request information related to the child's participation in the program from the Local Education Agency, Early Intervention Program, or health or service providers. *Little Dragons* with parental permission, shall participate in the development and review of the child's program plan in cooperation with the Early Intervention program, and/or health and service providers. Based upon available information, *Little Dragons* shall, with the parent's input, identify in writing the specific accommodations, if any, required to meet the needs of the child at the program, including but not limited to: 1.) Any changes or modifications in the child's participation in regular program activities; 2.) The size

of the group to which the child may be assigned and the appropriate staff/child ratio; and 3.) Any special equipment, materials, ramps or aids. If, in *Little Dragons*'s judgment, the accommodations required by 102 CMR 7.07 (7)(a) to serve the child would cause an undue burden to the program, *Little Dragons* shall provide to the parent(s) written notification within 30 days of receipt of authorized, requested information and the reasons for this decision. Parents will be informed at that time, they may contact the Department of Early Education and Care and request that the department determine if *Little Dragons* is in compliance with 102 CMR 7.05(2) and 7.07(7). In determining whether the accommodations required by 102 CMR 7.07 are reasonable or would cause an undue burden to the program, *Little Dragons* shall consider the following factors which include but are not limited to: 1.) the nature and cost of accommodations needed to provide care for the child at the program; 2.) the ability to secure funding or services from other sources; 3.) the overall financial resources of the program; 4.) the number of persons employed by *Little Dragons*; and 5.) the effect on expenses and resources or the impact otherwise of such action upon *Little Dragons*. When children are enrolled and diagnosed with a disability or special need, staff will work with the Local Education Agency, Early Intervention Program, or other health or service providers and will be trained to follow through on specific intervention plans as needed. Therapy will be developed appropriately and incorporated within the classroom activities as much as possible, rather than removing the child from the classroom.

Individual Education Plans (IEPs) developed from local education agencies, early intervention programs, or other health or service providers should be kept in the child's file with any updated changes to the plan. Again, *Little Dragons* shall, with parental permission, participate in the development and review of the child's program plan in cooperation with the local education agencies or Early Intervention program. If an Individual Education Plan (IEP) has been developed from an outside agency, if necessary, *Little Dragons* should develop an in-house IEP in conjunction to describe how *Little Dragons* will accommodate and work with the child. Modifications required will vary and again may necessitate lower staff-child ratios, specialized staff training, and special environmental arrangement and equipment. The Lead Teacher should first consult with all necessary support services that may include the Health Care Consultant, in addition to the classroom teachers and parents. The Lead Teacher should review the IEP plan with the program Director and continue to keep the program Director informed. IEP plans should be kept in the child's file and updated every 90 days.

REFERRAL SERVICES

Little Dragons Early Education is committed to working closely with the parents and the community so that each child can have access to any services he or she may need. If the program staff determines a child or family needs some service that the program cannot provide, medical, dental, social, educational or mental health, the staff will make recommendations to the parent. The staff will explore with the parent

appropriate medical, dental, social, educational, and mental health services available to the family so that the child can benefit from the additional services. When a staff member has a concern regarding a child, the program Director and appropriate Lead Teacher are notified. The Lead Teacher and program Director will document the concern and make a determination as to whether further action needs to be taken. With regard to a program concern about a child, the program Director or Lead Teacher will set up a conference with the child's parents to discuss the concern, get feedback from the parent(s), and provide referral information. The program Director or Lead Teacher will document in the child's file concerns, observations, actions and the plan taken on behalf of the child. Follow-up with the child's parents; including additional conferences will be conducted by the Director or Lead Teacher.

RESOURCE GUIDE

The program maintains a Resource Guide for parents when outside resources and assistance may be needed. The resource guide has a list of current referral resources in the community for children who need medical, social, educational and mental health services, as well as services to benefit the whole family. This list shall include the contact person for Chapter 766 and Early Intervention Program referrals.

REFERRAL MEETING

The program Director or Lead Teacher will schedule a meeting with parents to notify them of the program's concern and prepare a current list of possible referral resources. At the meeting, the program Director will provide the parent a written statement including the reason for recommending a referral for additional services, a brief summary of the program's observations related to the referral and any efforts the program may have made to accommodate the child's needs. The program Director or Lead Teacher will offer assistance to the child's parents in making the referral. Parents are encouraged to call or request in writing an evaluation. If parents need extra support, the program may, with parental written consent, contact the referral agency for them. If the child is at least two and a half years of age, the director shall inform the child's parents of the availability of services and their rights, including the right to appeal, under Chapter 766. If a child is under the age of three, the director shall inform the child's parents of the availability of services provided by Early Intervention Programs.

FOLLOW UP TO THE REFERRAL

The program Director will, with parental permission, contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the program. If it is determined that the child is not in need of services from this agency or is ineligible to receive services, the program shall review the child's progress at the program every three months to determine if another referral is necessary. The program will maintain an ongoing written record of any referral and results.

ABUSE AND NEGLECT PREVENTION POLICY

Little Dragons staff are mandated reporters of child abuse and neglect. Staff members have total autonomy to utilize their authority as mandated reporters and may contact the Dept. of Children and Families (DCF) directly. However we strongly encourage all *Little Dragons* staff suspecting abuse and/or neglect to bring these concerns to the immediate attention of the program's Director. The Director will evaluate the situation. If deemed necessary the director will phone a verbal 51A report to the DCF Protective Screening Unit. The director will follow the verbal report with a written 51A report within 48 hours. A copy of the report will be filed in the child's folder. The Director will use their discretion in

determining if the parent will be informed that a 51A has been filed. The director will notify the DEEC immediately after filing a 51A report or learning that a 51A report has been filed alleging abuse or neglect of a child while in the care of the program or during a program related activity. If a staff member is suspected or named in a 51A report: All *Little Dragons* staff that are qualified to have unmonitored contact with children, may not do so until a Criminal Offense Record Investigation (CORI) has been completed and the results found to be acceptable by the program Director. Any staff member who is suspected of abuse or neglect, or who has been named in a 51A, will be removed immediately from the classroom setting and will be assigned office duties or cleaning duties with constant supervision and absolutely no contact with the children for any reason until a thorough investigation has been completed. If the situation arises where an abuse or neglect allegation against a staff member is substantiated, that staff member will be immediately terminated from *Little Dragons*. When allegation is not substantiated, the staff person will resume her/his regular duties.

TERMINATION AND SUSPENSION

In extreme cases, the program reserves the right to terminate and/or suspend services if the program staff feels that a child's needs or behavior require special services, attention, and time which the program cannot provide. The program will make every effort to continue services for the child and work with the child and family to the best of its ability. The program may recommend a child be suspended which may result in a part time schedule or absence from the program for a period of time, which would be determined by the program Director. However, if the program Director and or Lead Teacher feel the program cannot meet the specific needs of the child and must terminate services, the program will provide a 30- day written notice of the need to terminate care. If deemed necessary, for the health and safety of the child, and/or the health and safety of the other children and/or staff the program Director reserves the right to waive this 30 day period and terminate care immediately. Under all circumstances when the child is suspended or terminated from the program, the program's staff will meet with parent(s) to explain the reasons for suspension or termination, defining the issues and determining a course of action. The program staff will provide written documentation of the reasons for termination to the child's parent(s). The staff will inform the parent(s) of the availability of information and referral for other services and will provide this information upon the request of the parent(s). The program Director, if requested, will also assist the parent in finding an appropriate program for the child. When any child is terminated from the program, initiated by the program or the parent(s), the program will prepare the child for termination. Some of the ways in which this may be done are as follows: a good-bye party, have a special group time where the children say goodbye to the departing child, have the children give the departing child pictures that they made. The program may also terminate a child from the program for non-payment of tuition or failure to submit written medical documentation as required by EEC. The program reserves the right to terminate your child's participation in the program with or without cause, and at the sole discretion of the program Director. If your child's participation in the program is terminated without cause, your responsibility for tuition payments will terminate on the final day of your child's participation in the program. If your child's participation is terminated for cause, you will be responsible for the tuition for a period of four weeks or until your child's vacated slot is filled, whichever comes first.

ASSESSMENT

Assessment checklists are completed twice a year by the teaching team in each classroom. The assessments are a useful tool in tracking the children's progress and to assist the staff in determining where the children are on an individual basis and as a group. In addition, the assessment may detect a

developmental delay that may need further evaluation or referral. In addition, each classroom team uses the assessments to plan the curriculum and develop goals and lesson plans that reflect the development of the individual children and as a class in all areas of development. The assessment tool is a simple checklist of tasks the child can or cannot perform in all developmental areas and is another way of gathering information about the child's overall development. Once the assessments are completed by the teaching team a copy of the assessment will be sent home for parents to review. An explanation of the rating scale will be included on the assessment checklist. In sharing this information parents can support the child's learning at home and have a better understanding of the child's progress in the program. Parents are welcome to meet with the teachers if they have any questions regarding the assessment or wish to provide feedback. Input from parents regarding their child's assessment can be helpful in maximizing learning opportunities for the child. Assessments are held in strict confidence and all information gathered through the assessment will not be released without written authorization from the parent. Teachers will keep anecdotal notes on each child (observations written in the observation log) and individual portfolios on each child (samples of children's art work, writing samples, etc.) as part of the assessment process. All of these will be used to set group and individual goals and plan the curriculum.

CONFERENCES & PROGRESS REPORTS

A written progress report will be completed twice a year by the Child's Primary Teacher. The progress report will reflect the input of the whole team and is an attempt to share with you your child's developmental landmarks and growth over the year. The Director will review all progress reports before they are issued to parents. A copy of the report will be provided to the child's parents and the report will be maintained in the child's file. Parents are encouraged to provide feedback and observations from home. Infant progress reports and conferences are completed quarterly. If a parent disagrees with the child's progress report, the parent may add information, comment, data or any other relevant materials and attach it to the child's report as part of the file. If a parent is of the opinion that adding information is not sufficient, the parent may schedule a conference with the program Director and make his/her objections known. It is at the discretion of the program Director if a revision of any kind should be made to the progress report.

AUTHORIZATION TO RELEASE INFORMATION

Information contained in a child's file shall be privileged and confidential. The program will not give out any information to an individual, an agency, a school district, a hospital or others without first obtaining written consent of the child's parent(s). A signed copy of the authorization should be kept in the child's file. The program Director will not distribute or release information in a child's file to anyone not directly related to implementing the B&B program plan for the child without the written consent of the child's parent(s).

PARENT CONFERENCES

While the program's staff is always available to discuss your child's specific needs, growth and development, you will be requested to participate in two conferences each year to discuss the progress report. The parent conference is a great opportunity to get feedback from the parent, review the teacher's observations and set goals for the child. You should expect to spend about 30 minutes in these parent-teacher conferences. If you have questions or concerns about your child or the program, you may request a meeting with your child's teacher sooner than the scheduled conference dates.

NAPTIME

The Toddler and Preschool children take naps every day after lunch. As a group day care program, we are required to have a designated rest time every day. In order to meet both the individual child's needs as well as the group's, we try to create an atmosphere as conducive to resting as possible, by turning off the lights, playing relaxing music and rubbing backs as necessary. We also encourage children to bring in comfort items from home to help them rest or use a comfort item from school. These include stuffed toys, blankets, and pillows. Children will also be permitted to take a book to their cot and keep it under their pillow or cot until 2:00 p.m. At 2:00 p.m. children are permitted to pull their books out and look at them quietly on their cots. If your child cannot sleep, we will still ask him/her to rest quietly. Having consulted the Department of Early Education and Care on this issue, they are in agreement with us that *Little Dragons* staff should not force children to sleep nor force them to stay awake (including waking them prior to the end of nap time). Rather we will allow them to follow their natural body rhythms whenever possible. A sufficient rest time will allow children to have the energy for the remainder of the day at school as well as for their commute home. The nap period generally lasts from 1:00-3:00 p.m. Blankets will be brought home by parents every Friday on a weekly basis or more often if needed.

TOILETING/ DROP OFF / SOILED DIAPER

Drop off time is a very busy time for the teachers in the classroom. This is an important time of day and sets the tone in the classroom for the remainder of the day. The teachers appreciate this time to focus in on children being dropped off, communicating with parents who are departing, as well as overseeing the classroom activities and program. For this reason, we do request, before parents depart from the program, please change your child's diaper at that time, if it is needed, so your child's teacher is not left with a soiled diaper to change right away.

TOILET TRAINING

Our philosophy supports children's individuality in all areas and recognizes that each child will set his/her own pace for this developmental stage. Consequently, children do not have to be toilet-trained to enroll in the program. When your child has indicated readiness for toilet training, please speak to the teachers so that they can cooperate with your efforts. During toilet training, the program requests that the "pull-ups" brand diapers not be used, unless they are the style with Velcro sides. Pull-up style "pull-ups" require the removal of shoes and pants when applying a new one which is time consuming and therefore difficult in a group setting. Once the child is ready for training pants or underwear we welcome parents to supply us with several pairs of underwear and outside pants. Parents are responsible for supplying diapers, as well as any powder, oil, or other special diapering materials. Please keep an ample supply of these items at the program at all times. The program accepts "disposable diapers" only and does not accept cloth diapers. Soiled clothing will be double-bagged and placed in your child's cubby each day to be taken home. For sanitary purposes, soiled clothing cannot be rinsed.

HOLIDAYS & CLOSINGS

The program is closed on the following state holidays:

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Chinese New Year Day	Columbus Day
Washington's Birthday	Thanksgiving Day and Friday following
Christmas Day	Memorial Day
4 – Professional Development Days (TBA)	

Attendance at the program can be low on days before or after some holidays. As a result this is a good time for staff to plan vacation time. In order to staff according to the number of children attending on these days, we will ask parents to indicate if their child will be attending the program. Please be sure to let us know about vacations or early pick-up days you may have scheduled.

BAD WEATHER CLOSING

If hazardous weather conditions dictate the closing of state offices, permitting the dismissal of non-essential personnel, the program will be closed. In the event that extreme hazardous weather conditions exist and state offices have not closed, the program will be closed at the discretion of the program Director, taking into consideration the overall safety of the children, parents, and staff members. If *Little Dragons* is closed, a message will be left on the program phone and on the web site or an addition email notification will be sent to *Little Dragons* Parent List. If the program is open in the morning and you plan to stay at home or come in late due to the weather, please contact the program and leave a message so we can staff the classrooms accordingly. In the event the program is to close during the day, parents will be contacted and requested to pick up their children within the hour. It is requested, upon hearing from the program, parents leave as quickly as possible from their work and do their best to arrive at the program within the hour. A staff member will remain at the program until all children have been picked up.

BIRTHDAYS

Parents are welcome to bring in a special snack to share with the class to celebrate your child's birthday. Due to many food allergies we request items such as fruit, frozen yogurt, pretzels, or muffins. Feel free to speak with your child's teacher in advance and we will be happy to assist you. **All birthday celebrations must be nut free.** In lieu of a special snack, you may also celebrate your child's birthday in some other way than through food if you wish, which may include hats, a special activity, or a craft to share with the class. Please make arrangements with your child's teacher in whatever way you choose to celebrate. We do ask that plans be kept to a minimum and not to bring in balloons, goody bags, blowers, etc.

Parents are encouraged to donate a book (in Mandarin) to the program in their child's name in honor of their child's birthday. A nameplate bearing the giver's name will be posted in each book. Parents may ask their child's teacher for a suggestion of a favorite book if they wish.

BIRTHDAY PARTIES OUTSIDE THE PROGRAM

In sensitivity to all the children's feelings in the classroom, Little Dragons requests that invitations to outside birthday parties should be mailed directly to the children's homes.

AMAZON WISH LIST

We have set up an Amazon.com Wish List to help you choose books to honor your child's birthday as well as for your own use. We will also list other items the program would love to have as well as books for parents and caregivers that may be of interest to you. Just look for Little Dragons at the Wish List tab on the site.

EXTRA CURRICULAR ACTIVITIES/VOLUNTEER GUIDELINES

Little Dragons is pleased to offer a range of extra-curricular activities, including field trips, throughout the year. We believe it is important that children in our care are given the chance to explore the world around them, and are provided with practical and fun learning opportunities outside of their classroom. Wherever possible, a schedule of proposed field trips and other extra-curricular activities will be provided to parents at the start of the year. This schedule will also provide details of the approximate costs associated with each of the planned activities, so that parents may budget accordingly. In the event that parents are unable to meet the costs of these extra-curricular activities, they are encouraged to contact the program Director so that suitable arrangements can be made to ensure that all children are able to participate. In the event that a parent does not wish to have their child attend a field trip or be involved in any other planned extra-curricular activity, they will be required to keep their child at home on the day of the activity. Children who do not participate in Extra-Curricular activities planned for their classrooms cannot be left in the care of another classroom for the duration of the activity. At the discretion of the program Director, parents may return their children to their classrooms at the time the group returns from the scheduled activity. Participation in extra-curricular activities will ordinarily be offered to part-time children who do not attend *Little Dragons* on the days of scheduled activities. In these circumstances, children will need to be accompanied by a parent or other caregiver for the duration of the activity. These children and their parents will usually be required to make their own transportation arrangements to the activity. In order to maintain the safety of the children and a ratio of one adult to every two toddlers or three preschoolers, parents will be required to accompany the children on field trips. Parents will be issued a signup sheet at the beginning of the year to commit to at least one field trip. Field trips will need to be canceled if there are an insufficient number of volunteers. For field trips or activities located close to the program, children will usually be brought to the location by public transportation. When field trips are located some distance from the program, *Little Dragons* will make arrangements for a private bus to bring the children to the location, which accommodates all children enrolled at *Little Dragons* on the day of a scheduled field trip. For children under the age of 3 years, parents may supply a car seat if they wish. Parent volunteers are required to follow the bus and carpool with other parents. Parents who choose to have their child ride in the car with them will need to leave from home and meet us at the field trip site. A Lead Teacher will be assigned as the designated authority for each trip and will be responsible for attendance of children and staff. This person will also maintain an emergency bag containing emergency numbers and first aid supplies (including Epi-pens or other necessary medical supplies) as well as a cell phone that may be used to call for assistance as may be required.

WALKS

Small trips, either within the building, around the block, public playground, or over to the nearby park, or other nearby destinations may be taken without prior parental notification, although parental authorization is given at the beginning of the enrollment year. If the class is out on a walk when the parent is arriving late, the child may not be dropped off with another classroom. The parent must wait until the class returns to the program. *We request that all children be here by 9:00 a.m. to avoid this situation.*

GOODBYE PARTIES

To limit the number of goodbye parties during the summer in the preschool classroom, we have set up the following guidelines. In June before the summer program begins and in August before the fall program begins, a party will be held in the classroom for those children leaving at that time. Parents of children leaving at other times should coordinate with their child's teacher and other parents in the classroom so we can limit the number of goodbye parties. Good-bye gifts should not be brought into the classroom to be distributed to the children from the child who is leaving.

CELLPHONES

Please refrain from using your cell phone and other electronic devices once you enter the program. If you must take a call, please step outside of the classroom. Please do not take calls when you are in the classroom picking up your child. This is an important moment in the day for the child, who is looking for your attention. Under no circumstances may devices be used when a parent is accompanying children on a field trip.

RECYCLED MATERIALS

Many of the materials we use in the classrooms are household and industrial discards. Below is a list of some of these materials. Bring in any item that you have at home and think that we might be able to use. The children always think of something to do with them. Corks, oil cloth, old table cloths, baby bath or other small tubs, clothes pins, old fabric scraps, used kitchen utensils, milk cartons, yarn, felt, buttons, empty spools, thread, lace, ribbon, shoe boxes, magazines, catalogs, paper, stamps, wrapping paper, old cards, straws, dress up clothes, jewelry, belts, scarves, watches, dolls, paper tubes, sandpaper, paint brushes, books, records, old record players, typewriters, extra children's clothes, flower pots, etc. The program is required to keep a supply of extra clothing on hand for emergencies. As your child outgrows clothes you might consider donating them to the program. All items should be clean.

FIRE/DISASTER/EMERGENCY PROCEDURES

The Program has a fire evacuation, bomb threat, and emergency procedure approved by the Department of Fire and Building Management. In the event of a fire evacuation the children will evacuate to the back of the building on Bedford Street. In the event of a bomb threat or other emergency situation at the discretion of the program Director, the children will evacuate to across the street, depending upon the circumstances of the evacuation. We have arranged an emergency contact list in the event your child may need to be picked up at the program or off-site. The program Director or designated Lead Teacher is responsible to take the emergency bag and sign-in/sign-out sheets and assist where needed. In the event of an emergency that may include a natural disaster, loss of power, heat or water, and the program needs to evacuate, we will evacuate in the same manner if there is a fire evacuation or bomb threat. In the case of a power outage, loss of heat or loss of water, the program would not be able to remain open and operate. An emergency meeting of all Little Dragons staff and program Director would be called to determine a plan, taking into consideration recommendations made from the Building Management Staff, and appropriate

licensing board (Fire Department, building inspectors, Board of Health, etc.) or other authorities as needed. As part of both evacuation procedures, the program utilizes emergency wardens in the building to assist with the evacuation of children from the building. The program will practice once a month drills within the program as well as at least one building wide drill each year. In the event of a lost or missing child, the building manager will be notified. In the event that an ambulance was needed at the program, the building manager would also be notified. The ambulance will be instructed to come to the parking lot of the building at 22 Bedford Street.

RESOURCE BOARD

Information regarding community events or activities for children and families will be posted on the Resource Board. The Resource Board is available to parents and staff to post things that may be of interest. Some examples include babysitting and child equipment that is needed or being sold. Please check with the Director before posting on the Resource Board.

FUNDRAISING

As with most educational programs today, what it actually costs to educate and care for a child far exceeds what many families are able to pay. To help us defray some of these costs and keep tuition rates as affordable as possible, the director of *Little Dragons* plans fundraising events throughout the year. The program will have an annual family event. Other fundraising events may include gift-wrap sale, holiday festival, bake sale, and raffle. Parents are encouraged to bring to the Director new fundraising ideas.

PARENT PARTICIPATION

We ask parents to provide us information regarding their ethnic, cultural, and religious beliefs so we can incorporate our families' cultures into our curriculum. Parents are always welcome to visit their children at the program and join their daily activities. The experience of the children is greatly enhanced when parents participate in special classroom activities particularly those in which families can share their diverse ethnic, cultural or religious traditions and history. We suggest reading a story, assisting with a craft, a cooking project, singing songs, sharing a dance or showing pictures. We especially encourage parents to join their children for lunch and special events.

PARENT MEETINGS

All program Parent Meetings will be held two times a year. Classroom (or age group) Parent Meetings will be held two times a year. These are opportunities for parents to bring forward their concerns, suggestions, ideas or additional input regarding the program, policies and administration. Based on parent interest, these meetings will also be used to inform parents about the Mandarin Immersion and Reggio Emilia aspects of our program.

PARENT GET-TOGETHER

In an effort to provide more opportunity for parents to get to know each other as part of the *Little Dragons* community, the staff will periodically coordinate breakfast/lunch activities. This will allow for parents to share stories, offer support and bond as parents of young children.

COMMUNITY INVOLVEMENT

Periodically, *Little Dragons* will coordinate with the program staff, Director, and families, activities to support the greater community. These may include food drives, clothing drives, or a walk for children and families in need. Parents are encouraged to assist the program in planning an activity as well as bringing forward any ideas they may have.

PARENT INFORMATION/COMMUNICATION

Parents are informed of program activities through the parent bulletin boards, email, notices and parent-teacher daily interactions. We invite parent questions and suggestions and encourage parents to bring those concerns or suggestions forward to the Teacher, Lead Teacher, and/or program Director depending upon the circumstances. High standards of respect for both staff and parents will be expected at all times. Parents should bring their concerns forward in an appropriate and professional manner and staff members are expected to interact in the same manner. The program will work to the best of its ability regarding these concern(s) and will explain to the parent(s) how the program plans to handle these concerns, defining the issues and determining a course of action. The program staff will document the concern and course of action. If a parent disagrees with the course of action the program feels is best, the parent may provide information, comment, data, or any other relevant materials for the program Director to attach to the documentation as part of the file. It is at the discretion of the program Director if a revision of any kind should be made to the action plan and parents should respect and adhere to the final decision. When the concern involves the interactions with another child or family enrolled in the program, the program reserves the right to request the parent who has the concern not to interfere or contact the child or family directly but allow the program staff to manage the situation as deemed necessary. The program will follow the same policy as outlined above in cases that involve another child and / or family member.

INTERPRETER

If you, or if the person responsible for picking up or dropping off your child (extended family member, nanny, etc.), should need the services of an interpreter, please work with your child's teacher to formulate a plan for communication. Our best resources are other parents enrolled in the program or those who may work in the building.

PARENT EVALUATION

In an effort to provide both you and your child the best quality program we can, on an annual basis a parent evaluation survey is distributed for parents to complete based on their experience. Feedback from the parent evaluation will be shared with the staff so we know which areas we are doing well and which ways we can improve. The parent evaluation is a useful tool in setting goals for the program and having a better picture from the parent perspective. The results will be shared with the parents.

PARENT INFORMATION, RIGHTS AND RESPONSIBILITIES

Chapter 28A, Section 10 of the General Laws of the Commonwealth of Massachusetts mandates to the Dept. of Early Education and Care (DEEC) the legal responsibility of promulgating rules and regulations governing the operation of day care programs (including nursery schools). Parents may contact DEEC for information regarding the program's regulatory compliance history.

Regional Office of DEEC

1250 Hancock St., Suite 120-S

Quincy, MA 02169

Phone: (617) 472-2881

The licensee (day care program owner) is required to inform all parents of specific information about their rights and responsibilities at the time of admission of their child to the program. Section 7.04 of 102 CMR 7.00, the regulations which govern day care programs, contains more information.

PARENT'S RIGHTS

Right to Visit

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

Parent Input

The program must have a procedure for allowing your input in the development of program policy and procedure. The program must allow you to make suggestions, but it is up to the program to decide whether or not they will be implemented

Conferences

You have the right to request an individual conference with the program's staff. The licensee has the responsibility to make the staff available.

Meeting Prior to Admittance

The licensee shall assure that the administrator or her designee meets with you prior to admitting your child to the program. At the meeting, the licensee in addition to the information contained in this face sheet, must provide you with: the program's written statements of purpose; types of services provided; referral policy; behavior management policy; termination and suspension policy; a list of suggested nutritious foods you could send for snacks and meals, if it's your responsibility; the policy for identifying and reporting child abuse and neglect; the transportation plan; a copy of the health care policy (if you request it); procedure for administration of medication; procedures for providing emergency health care and the illness exclusion policy; and a copy of the fee schedule. All of this information may be contained in the "Parent Handbook". You should also be given the opportunity to visit the program's classrooms either at the time of the meeting or prior to the enrollment of your child.

Progress Reports

At least every six (6) months, you should either meet with the program's staff to discuss your child's progress, or receive a written progress report of your child's activities and participation in the program.

This report must become part of your child's program record. If your child is an infant or is a child with disabilities, you should receive a written progress report every three (3) months. program staff must bring any special problems or significant developments, particularly if they regard infants, to your attention as soon as they arise.

Your Child's Records

Information contained in your child's record is privileged and confidential. The program's staff may not distribute or release information in your child's record to anyone not directly related to implementing the

program plan for your child without your written consent. You must be notified if your child's record is subpoenaed.

Access to the Records

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

Amending the Record

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

1. If you are of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to have a conference with the licensee to make your objections known;
2. The licensee shall, within one (1) week after the conference, give you a decision in writing stating the reason or reasons for the decision. If his decision is in your favor, she shall immediately take steps as may be necessary to put the decision into effect.

Charge for Copies

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

Transfer of Record

Upon your written request, when your child is no longer in care the licensee can give you your child's record or transfer them to any other person that you identify. The program should ask you to sign a form verifying that you have received the record.

RESPONSIBILITIES OF THE PROGRAM

Providing Information to the Department of Early Education and Care

The licensee must make available to the Department of Early Education and Care any information required to be kept and maintained under these regulations and any other information reasonably related to the requirements of these regulations. This includes information in your child's records. Authorized employees of DEEC are not to remove identifying case materials from the program premises and are required to maintain the confidentiality of individual records.

Reporting Abuse or Neglect

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

Notification of Injury

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

Availability of Regulations

The program must have a copy of 606 CMR 7:00, standards for the licensure of Approval of Family Child Care; Small Group and School Age and Large Group and School Age Child Care Programs, on the premises, available to any person upon request. If you have questions about the regulations, ask your program to show them to you.

Little Dragons Early Education Informed Consent

I grant my informed consent for my child(ren) _____

To participate in the child care program operated by Little Dragons Early Education.

By signing below documents, I acknowledge and accept the following program conditions:

Access

I have full access to the center without notification whenever my child(ren) is/are present. However, this access may not be used to supplement any visitation schedule or custody arrangement.

Child Release

For children's safety. Little Dragons Early Education will release a child only to the parent(s)/legal guardian(s) who have signed this form and to those listed below by the parent/guardian. Little Dragons Early Education will not release my child to any other person unless I notify the center, following the guidelines listed below:

- If the person (spouse, relative, friend) picking up my child is listed on this form but does not regularly pick up my child or has never before picked up my child, I will notify the center verbally, in advance.
- If the person picking up my child is NOT listed on this form, I must notify the center in writing, in advance.
- Photo identification will be required of any person picking up my child.

NAME ADDRESS CITY/TOWN ZIP RELATIONSHIP TO CHILD DAY PHONE EVENING PHONE EMAIL	NAME ADDRESS CITY/TOWN ZIP RELATIONSHIP TO CHILD DAY PHONE EVENING PHONE EMAIL
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Walk Permission:

As part of the program, children will go on walks in the surrounding area supervised by the staff, weather permitting.

Children may be taken to the locations listed below by Little Dragons Early Education's staff; infants and young toddlers will go in a buggy or stroller

The areas my child may walk to are::

A separate Field Trip Policies and Permission Slip describing the field trip will be sent home of your child will be leaving the center for an extended period of time (for preschool and school-age children only).

- I give permission for my child to participate in walks.
- I do not give permission for my child to participate in walks.

Photography and Video Permission:

Little Dragons Early Education takes photographs and videos of children enrolled at its center on a regular basis for its business purposes. Little Dragons Early Education retains all rights, title, and interest in these materials and may use and disseminate them in a variety of ways, in its sole judgement. Little dragons Early Education take care that any use, display, or dissemination of photographs or videos of children, whether at a particular center where the child attends or for its general business purposes. Is accomplished in a thoughtful, safe, and secure manner appropriate under the particular circumstances.

For example, at the center, these materials may be used to better communicate with families and to illustrate the daily curriculum, to chronicle a child's development, or to document center activities. These photos may be shared with you and other families on a secure Little Dragons Early Education's website, by email, posted in the center, or in a parent newsletter.

By signing below, I give permission to Little Dragons Early Education to take photographs and videos of my child during his/her enrollment and to use these materials for its business purposes.

Child Illness:

In case of illness, I will be called and possibly required to pick up my children as soon as possible, We ask that for your child's comfort and to reduce the risk of contagion, children be picked up with 1.5 hours of notification. Until then, your child will be kept comfortable and will continue to be observed for symptoms. Children need to remain home for 24 hours without symptoms before returning to the center. This means that the child needs to remain out of the center for the remainder of the day he/she is sent home and the following day (if a child is sent home on Friday, he/she may return on Monday), unless the center receives a note from the child's medical provider stating that the child is not contagious and may return to the center. In the case of a (suspected) contagious disease, rash, or continuing symptoms, a note from the child's medical provider may be required before returning.

Children's Injuries:

If my child sustains a minor injury (e.g. scraped knee) during care, I understand that I will receive an occurrence report outlining the incident and course of action taken by the staff member when I arrive to pick up.

I will be contacted immediately if the injury produces any type of swelling, is on the face or head, or needs medical attention.

Emergency Medical Care:

Every effort will be made to contact me in the event of an emergency requiring medical attention for my child.

EMERGENCY CONTACTS:

NAME _____	NAME _____
RELATIONSHIP TO CHILD _____	RELATIONSHIP TO CHILD _____
PHONE _____	PHONE _____

If I cannot be reached, the emergency contacts listed above will be called. I authorize Little Dragons Early Education to call an ambulance to transport my child to a medical facility and to secure for my child the necessary medical treatment. Staff is trained in the basics of first aid. In a center, any member of the staff responsible for the care and education, as well as state licensors for compliance purposes.

CHILD'S HEALTH INSURANCE PROVIDER _____

NAME OF INSURED _____

POLICY NUMBER _____

Parent Handbook Acknowledgement

I have received the Little Dragons Early Education's Parent Handbook and applicable information specific to center and state policies. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures of the Little

Dragons Early Education's Parent Handbook. In addition, I understand that this handbook reflects company-wide policies and that supplemental center and state specific policies may apply. By signing below, I acknowledge receipt of these materials, and agree to abide by them.

I understand that it is my responsibility to address any questions I may have regarding the policies and procedures and information contained in the Little Dragons Early Education's Parent Handbook directly with center management.

Information contained in this guide may be subject to change.

I have read, understand, and accept the conditions noted above.

PARENT/GUARDIAN SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE