

**Carmelite Sisters'  
Holy Childhood  
Preschool  
2019-2020**



**Handbook**

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**Carmelite Sisters’  
Holy Childhood Preschool  
5 Wheatland Street  
Peabody, MA 01960  
978-531-4733 \* Fax: 978-531-2468  
www.carmelitepreschool.com**

### **Statement of Purpose**

Our mission is to provide the young child with the skills and knowledge necessary to succeed in school. Our caring, experienced, qualified teachers work closely with parents to provide a link between home and school. Parents, the first teachers of their children, are encouraged to participate in all aspects of the program. Our aim is to give the children a firm *academic, social/emotional* and *spiritual* foundation on which to build their future school experiences.

We provide a nurturing, caring, safe environment for children to learn, play and grow. Age and developmentally appropriate activities and lessons are based in every program.

We provide a secure, loving atmosphere in which children will gain self-confidence, self-esteem, an awareness of others, and come to know that learning can be fun, meaningful and rewarding.

As a Catholic school, we also help develop an awareness of God’s presence in their lives and to promote a relationship with Jesus and each other. Through prayers, songs, Bible stories and respecting the rights, thoughts and feelings of others, we learn and play each day in a Christian environment.

Our programs serve the needs of 3, 4 and 5 year-old children. Our various programs are designed to slowly initiate children into the academic world of which their journey is just beginning.

The Carmelite Sisters’ Holy Childhood Preschool does not and will not discriminate against parents or children on the basis of race, religion, cultural heritage, national origin, political beliefs, marital status or disability.

1.

### **School Hours**

Our hours are from 7:15 AM to 5:45 PM. Our structured curriculum time is between 8:30 AM and 11:30 AM. Morning pick-up for all Nursery students is at 11:30AM except for students in the 4/5 day Four-Year Old program. Their pick-up time is at 11:45 AM. Extended day hours are available until 5:45 PM. Extended day activities include lunch, indoor and outdoor play, rest time and snack. Children are always learning and teachers are always teaching.

### **Organizational Make - Up**

The Carmelite Sisters’ Holy Childhood Preschool has been in operation since September of 1969. The Department of Early Education and Care is the licensing authority. Parents can contact the Department of Early Education and Care for the school’s compliance history or with questions at 978-681-9684. They are located at 360 Merrimack St. BLDG 9, Third Floor Lawrence, MA 01843.

### **Staff**

Our Center is staffed by a director, lead teachers and teachers. Our staff meets and in most cases exceed, the Department of Early Education and Care requirements for formal education for their respective positions. Our staff has had experience working with young children and their families, and have Red Cross or Department of Early Education and Care approved certification in First Aid and CPR. The staff enjoys and understands how young children learn and grow. They respond with sensitivity to each child’s individual needs, desires and interests. Our staff provides positive and consistent care of the children at all times.

### **School Building**

The school building consists of three classrooms, one large activity

room, four bathrooms, an office, two supply closets and a kitchen. The classrooms are primarily used for academic learning, play learning, games and snack time. The large activity room is used for gross motor play, music, exercise, art activities, group learning, lunch and rest time. Drinking alcohol, smoking or taking of non-prescribed drugs is prohibited on school grounds.

### **Outdoor Play Area**

There are two outdoor play areas, one for playground and one for tricycles. Children remain with their respective classes at each outdoor area, alternating between the two play areas.

2.

### **School Calendar**

For the most part, our Center follows the scheduling of the Peabody Public Schools. The 4/5-Day Four-Year Old program begins the Wednesday after Labor Day. The MWF 3 and 4-Year Old programs begin the Monday after Labor Day. Orientation for new T/TH Nursery children begins the Wednesday after Labor Day.

### **No School Announcements Due To Inclement Weather**

For our school cancellations, the Center will call your home number between 6:30AM and 7:00AM to notify you of a no school day. In the event that parents feel weather conditions will not allow their child to reach school safely, they are encouraged to keep their child at home.

### **Tuition**

All tuition payments are due on the first week of the month August - May. Payment is expected regardless of a child's absence. In the event of a lengthy illness, arrangements must be made with the director. (See separate Tuition sheet for current rates). Coupon Payment Booklets are mailed home in July.

### **Transportation Plan**

\*All children are to be transported to and from the school by their parents or persons designated by their parents. The center does not provide transportation. All children must have a signed Transportation Plan form in their file before the start of the school year.

**\*In an emergency, 911 will be called and children will**

**be transported by ambulance or police cruiser.**

### **Field Trip Policy**

**We do not take children on fieldtrips off of school grounds.** We do bring educational programs to the school such as Curious Creatures, Mother Goose, McDonny's Farm, etc.

### **APPLICATION PROCEDURE**

Application Forms are available throughout the year for the coming September. Parents may pick-up a form or request a form by mail. We request that all forms be returned to the school by the end of January. Starting in February, the process to determine enrollment for the coming September begins. At that time, parents will receive a registration packet if an opening for their child

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is available. The registration form and \$100.00 non-refundable registration fee is due by the end of February. If there is not sufficient space, parents are sent a letter of regret and are kept on the waiting list. Our school capacity is mandated by the Department of Early Education and Care.

### **ADMISSIONS**

Students are admitted to the Center in accordance with the following Admission priorities:

**2 Day Three Year Old:** \*child must be 3 by Sept. 1

(Tues. and Thurs.) \*sibling in the school

\*alumni of the school (family members attended)

\*application information

**3 Day Three Year Old:** \*child must be 3 by Sept. 1

(Mon. Wed. Fri.) \*sibling in the school

\*alumni of the school (family members attended)

\*application information

**3 Day Four Year Old:**\*child must be 4 by Sept. 1

(Mon. Wed. Fri.) \*child attended our 2 and/or 3 Day Nursery

- \*sibling in the school
- \*alumni of the school
- \*application information

**4/5 Day Four Year Old:**\*child must be 4 by Sept. 1

(Monday-Friday)

- \*child attended our 2 and/or 3 Day Nursery
- \*sibling in the school
- \*alumni of the school
- \*application information

### Programs:

**The following is a brief description of the curriculum.**

#### \* **Three Year Old - Two Day/Three Day Program**

Children must be 3 by September 1st to be in this program.

We introduce and teach:

An appreciation for reading – books are read, dramatized and sometimes incorporated into art projects. We encourage children to look at books on their own. Books encourage children to use their imagination, as well as, make them aware of symbols, letters and words.

#### 4.

Basic shapes and colors – various art activities, stories and hands-on learning experiences help to encourage learning.

Listening and language – children learn to follow simple directions and express one's own needs. Through songs, finger plays and poems, children enhance their language skills.

Appropriate Play – play gives children a chance to try out new options, to make meaningful choices and to practice new skills. Play puts learning in a context and gives learning a purpose.

Gross Motor Skills – children develop gross motor skills through exercises and rhythm activities.

#### **Four Year Old – Three/Four/Five Day Program**

Children must be four by September 1<sup>st</sup> to be eligible for this program.

We introduce and teach:

Language Art Skills: Recognizing letters and letter sounds, developing good listening and speaking skills, identifying basic colors, recognizing rhyming sounds, identifying opposites, developing an appreciation for and an understanding of stories and poems, dramatization, learning songs and finger plays and developing auditory and visual discrimination skills, etc.

Number Skills: Understanding the concepts of spatial relationships, recognizing basic shapes and sizes, developing the skill to sort, classify, sequence, estimate and pattern, understanding number quantity 0-10, writing numbers 0-10, counting numerals from 0-20 and understanding basic math concepts.

Unit Studies: Discussing various topics in the social and science areas. For example: safety, animal families, holidays, people from other countries, community workers, health, farm, zoo, ocean, transportation, etc.

Religion: Developing an awareness of the presence of God, promoting a relationship with Jesus and others through prayers, Bible stories and songs.

Music: Singing holiday and seasonal songs, playing rhythm instruments and participating in rhythm exercises, dances and games.

#### 5.

Art: Learning to use many art mediums to produce pattern and creative art.

Social Skills: Learning to listen well, cooperating in group activities, displaying self-control, sharing, problem solving, etc.

Good Work Habits: Following directions, showing initiative, completing tasks, using materials properly, working independently and neatly.

Gross Motor Skills: playground and bike area activities.

Fine Motor Skills: Printing upper and lower case letters, printing first name, coloring, cutting, painting, manipulating puzzles and clay, completing skill papers, buttoning and zipping, etc.

### **Drop Off/ Arrival Procedure**

When you arrive at the school, please bring your child into the building and check in at the office. All children must go down to the playroom to hang up their coats and if staying for lunch, put their lunch boxes in their cubby. Parents are to make sure one of the staff is aware that the child is present before leaving. If your child is staying longer than their usual pick-up time, please also be sure to tell a staff person of your child's extended time. Payment for the extended time should be left in an envelope in the office. Please be sure to write your child's name and the date on the envelope. Payment for extended day stay may also be added to your monthly tuition.

### **Pick-Up Procedure**

If anyone other than the parent is to pick up the child, or there is a change in the normal time schedule, parents must notify the office. Written permission must always be given in order for a child to be released to anyone other than the child's parent or guardian. This information should be notated on the child's Transportation form and updated as the need arises.

In good weather, T/TH 3's and MWF 4's should be picked-up at 11:30 from the lower Parking Lot. A teacher will release your child to you through the gate. Please do not enter the bike area. In inclement weather, parents must come to the main entrance of the school to pick-up their child.

In good weather, children in the 3-day 3yr. old program and children in the 4/5-day 4 yr. old program should be picked-up from the Upper Parking Lot. In case of inclement weather, parents are to come into the main entrance of the school to pick-up their child.

6.

### **Extended Day Rest Period Requirements**

If your child is staying for rest time, please send in a standard size pillowcase, a travel size pillow with pillowcase and a blanket and large, clear plastic bag for storage. All these items must be labeled with your child's name. The large size clear plastic bag, clearly printed with your child's name on the outside, will be used to store your child's travel size pillow and blanket. Please place these items in a large Ziplock plastic bag.

Rest time is usually from 1:30PM-2:30PM. Those children who do not wish to rest/nap or those who awaken early, will be given "quiet time"

activities to engage in – such as: sewing cards, books, puzzles, etc.

### **Absences**

Parents should call the office between 7:30 AM and 9:00 AM to report a student's absence. A written note must be sent or a telephone call made to the office if a child is to be dismissed early. If your child will be absent, please call the preschool.

It is difficult to assess the student's performance when there has been an excessive amount of absences. A child who is frequently absent is at a disadvantage in the classroom. The interruption in academic and social growth makes it difficult for the child to "keep up" with classmates and skills in the classroom. Please do not take unscheduled vacations with your child for the above reasons.

Illness which results in a prolonged absence should be brought to the attention of the teacher and the director. If the prolonged absence of a child is due to serious illness and/or extended hospitalization, the director will make every effort to work with families regarding holding an enrollment slot and making tuition payments.

### **Clothing**

Children should be dressed in casual and comfortable clothing, which will make it easier for them when playing and using the restrooms. Any clothing that requires special attention should not be worn. Long pants, Capri pants, Bermuda shorts or a longer short that covers the knee is preferred. Shirts with backs and sleeves (short or long) are required. Part of each day is spent outdoors, weather permitting. Please dress your child accordingly. Please put your child's name in all outer clothing, sweaters, jackets, hats, etc. During the cold weather please make sure your child has boots, (that slip on and off easily), a warm coat, a hat and mittens or gloves.

7.

Children's shoes should be comfortable and protect the foot. Please do not have them wear flip-flops, crocs or sandals that do not securely fit their feet. Please do not have them wear any jewelry, necklaces, rings, watches, etc. These are often a source of distraction and if lost, a source of distress for the child. Please minimize the number of hair accessories your child wears. These often fall out and are a constant distraction.

## **Toys and Treasures**

We understand your child will sometimes want to bring something special from home to share or show other children and adults. However, these toys can become broken or lost, causing upset and heartache. We ask that you encourage your child to leave their toys and precious items at home. Items from home may be brought in only for teacher requested "Show N Tell".

## **Snacks**

The center provides mid-morning and mid-afternoon snacks, including juice, milk or water plus crackers, cheese, cookies, etc... A menu is posted on the playroom bulletin board.

## **Lunch**

The Center does not provide lunch. Please pack a healthy and nutritious lunch for your child. Please keep in mind we are a **NUT** free school. Full day students should bring a lunch in a labeled lunch box or bag. A suggested good lunch menu: High protein sandwich – cold meats, cheese, tuna fish, eggs, etc. Fresh vegetable sticks, fruit. Hot soup/spaghetti can be brought in a wide-mouth Thermos.

**EACH CHILD MUST PROVIDE HIS/HER OWN DRINK.**

Milk and fruit juices can be brought in a Thermos.

\*\*\*Carbonated beverages should NEVER be put in a Thermos.

Foods to be avoided: sugar-coated cereals, fried foods, those that are heavily salted, artificially colored, highly spiced. Chocolate flavored, frosted or filled foods DO NOT make good treats.

To promote healthy eating habits, teachers encourage children to eat a main course first, and then a fruit/vegetable before anything else that may be included. Any uneaten food will be placed in the lunch box to be taken home.

8.

Please do not pack lunches that need to be cooked. There is not enough time to cook and cool the food during the lunch period. The staff will heat or warm-up food in the microwave for a few minutes. During the

lunch period, the staff will monitor and encourage positive interaction and communication among the children and staff.

## **Brushing of Teeth**

Staff must assist children in brushing their teeth whenever they are in care for more than 4 hours or whenever they consume a meal. Children will brush their teeth at 2:30PM after rest time. Children must use individual, labeled tooth brushes which must be stored in a safe and sanitary manner. If your child is staying for lunch, please pack a tooth brush and tooth paste and put it in your child's lunch box. Please make sure these items are in a labeled container or plastic bag. After they brush their teeth, these items will be placed back in their lunch box. If you do not want your child to brush their teeth in school, please write a note stating that you do not want your child brushing their teeth in school. Sign and date the note and it will be kept in your child's file. Your signed note will be valid for the rest of the school year.

## **Birthdays**

For birthdays, the birthday child will receive a crown and blow out a candle at snack time after the class has sung the Happy Birthday song. The Center will provide all snacks for the children. Parents may bring in Birthday napkins for their child on their special day.

## **Field Trips**

**We do not take children on fieldtrips off of school grounds.** We do bring educational programs to the school such as Curious Creatures, Mother Goose, McDonny's Farm, etc.

## **Parking Advisory**

\*Please be aware of traffic coming and going on both the Upper and Lower Parking Areas.

\*Due to limited parking spaces, please go in and out of the school as quickly as possible to keep traffic moving.

9.

\*Please watch for the children when you are pulling in and

backing out of the parking lot. The children are little and hard to see, especially if you drive a van or truck.

\*Please do not block the driveway.

\*Do not let your child wander in the driveway and parking lot. This is an extremely dangerous area. There is a tremendous amount of traffic during the morning drop-off and pick-up times.

\*The safety of all the children is of our utmost concern.

### **Health Forms – Physical Examinations**

It is required that children have a physical examination including a test for lead poisoning, prior to school entrance. All immunization records must also be kept current. Health and Immunization forms must be completed and returned before the first day of school. All health information is valid for one year from the date signed by the physician. Information must be updated on a yearly basis. Any child not meeting this requirement will be excluded from school. If at any time during the school year, your child's health status changes significantly, the preschool must be notified immediately.

#### **Procedure for illness or emergency:**

##### **1. Emergency First Aid Procedure**

For serious injuries requiring medical attention, we will call 911 and the parents immediately. If we cannot reach the parents, we will call the emergency contact person specified in your child's enrollment records (please keep all telephone numbers in your child's record current !). If we fail to reach any of the above we will call your child's pediatrician. Children will be transported to the nearest Hospital (Lahey Hitchcock Clinic North) by ambulance or police cruiser. The staff person, accompanying the child will also bring the Medical Authorizations for treatment of the child.

##### **2. Minor First Aid Procedure**

In cases of minor injury, the staff will administer simple first aid and will notify parents immediately. Parents will be given an oral report. A written record will also be made regarding the injury and treatment.

This record will be kept on file in the school office.

## **10.**

### **3. Staff Requirements and Procedure**

All staff are required to have current training in either Red Cross or E.E.C. certified First Aid and CPR. Universal precautions (the wearing of gloves and cleaning the area with disinfectant) will be employed by the staff when dealing with physical emergencies involving body fluids (blood, urine, saliva and vomit). All staff will also be trained in the proper procedure for administering medication prescribed by a doctor. All staff are required to take the Medication Training offered through E.E.C.

### **4. First Aid Kit Location and Maintenance**

First Aid equipment is located in the main and largest bathroom which is located near the Director's Office and Classroom A. Additional First Aid kits are kept in the playroom and in the kitchen. These kits are taken outside by the teacher when the children have recess or on fieldtrips. Only authorized staff personnel are to apply the proper methods of first aid for slight injuries and/or slight illnesses.

First Aid kits are restocked whenever they have been used. Once a month, the Director inspects each kit to be sure all necessary items are included. Expiration dates on all items are also checked. If any item has expired, it is immediately replaced.

#### **Medication**

The Center prefers that medication be given to children by their parents at home. If medication needs to be given during school time, the Center prefers that parents come in to give their child the medication. If this is not possible, the Center will follow the subsequent procedures in the dispensation of medication to children. No first dosages may be administered by the Center staff. All children in need of medication while at the Center must have an **Individual Health Care Plan** signed by their physician and parents. The instructions on this plan will be followed by the Center staff when administering medication to a child in care.

Prescription, nonprescription and topical non-prescription medications will be administered to a child only with the written order of a physician that indicates the medication is for a specific child and for a specific illness or ailment. No medication, whether prescription or nonprescription, will be

administered to a child without written parental authorization. Parents MUST fill out and sign a **Medication Form** or a **Non-prescription Medication Form** and provide the staff with written instructions before any medicine will be given. For oral, non-prescription medications, parents

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must sign a form that will be valid for 1 week only. This form will need to be renewed weekly. The staff will attempt to contact parents before any medication is administered.

A written record of the administration of prescribed medication to children will be kept. This record will include the dosage, time and date of each administration, the name of the staff member administering the medication, the name of the child and any observations regarding the administration of the medicine. The procedures dictated by the Medication Administration training will be followed.

All medicine kept by the Center must be in its original container and properly labeled. For **prescription** medications, the following information is needed.

- \*the name of the child who will be getting the medicine
- \*the name of the child's doctor
- \*the name of the medicine
- \*the issue date of the medicine
- \*the dosage
- \*how often to give the dosage
- \*how many days to give the medicine
- \*the route of administration (for example, by mouth)
- \*special precautions (for example, take with food)
- \*storage requirements (for example, refrigeration)
- \*the expiration date

For **non-prescription** medicines, the medicine container must have the following:

- \*the name of the child who will be getting the medicine
- \*directions for safe use
- \*the date the medicine expires
- \*a list of active ingredients
- \*the name and address of the manufacturer
- \*storage requirements
- \*the name of the health care provider who recommended it

All medication brought to the Center must be in a childproof container.

Only medicines that come in their original containers will be used. All medicines will be stored out of the reach of children. Any unused medication will be disposed of or returned to the parents.

All medicines needing refrigeration will be stored in a labeled, sealed plastic container on a designated shelf of the refrigerator located in the kitchen. Medicines that should not be refrigerated will be kept in the office in a designated cabinet.

12.

If possible, the staff member will not let other children see the medicine being given to a child. If other children do observe medicine being given, the children will be reminded that they should never take medicine without adult permission. Staff members will wash their hands before and after administering medication.

### **Mild Illness**

Children who become mildly ill will be removed from the classroom. The parent (or delegated person) will be notified immediately regarding the symptoms of the child. The child will be placed in an area provided for this purpose. A staff person will be present to supervise this area and care for the child until the parent arrives. For the health and safety of all, under no circumstances will children who are ill be allowed to remain at the school. Parents must make arrangements to have the child picked up from school.

### **Allergies**

Registration Forms and Medical records will be checked for allergy listings. All children who have allergies will be listed and posted in the main bathroom, their classroom and in the kitchen area. If a child has a life threatening allergy, an epi-pen may be kept at the Center. The child must have an Individual Health Care Plan signed by the doctor and parents. The procedures listed on this plan will be followed by the Center staff. The epi-pen must be clearly labeled with the child's name. The epi-pen and all medication will be kept in a locked cabinet when the child is not present. When the child is present, the epi-pen will be kept in an easily accessible place for the teacher but out of the reach of children. Staff will be instructed in the proper use of the epi-pen.

## Other Health Issues

Suspicion of any eye, hearing or dental deficiencies or allergic conditions will be reported to the parents.

## Crisis

The Center should be notified of any crisis that might effect the attitude or performance of a child in the classroom, i.e. death in the family, pending separation/divorce, major illness or accident, etc.

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## Infectious Diseases Prevention Plan

1. To minimize the spread of infectious diseases, the children will be taught to cough or sneeze toward the bend in their arm or into a tissue.

Tissues are always readily available.

2. Signs or symptoms of illness include: mild fever, general malaise, lack of energy, persistent coughing or an unusual rash.

3. At the first signs or symptoms of illness, the child will be cared for in the office by the director until parents pick up their child. A cot, blanket and pillow will be provided so that the child can rest. Once the child leaves the items used will be laundered and disinfected.

4. In order to reduce the spread of many illnesses, parents are asked to keep their child home if they demonstrate the following symptoms:

\*Vomiting and/or diarrhea: The child may return to the center 24 hours after all symptoms are gone.

\*Runny nose with green or yellow discharge or associated with fever or cough with mucous secretion: Any discharge other than clear is usually a sign of infection.

\*Fever of 100 F or above: Children may return to the center after being free of fever for 24 hours without Tylenol and/or other such products.

\*Conjunctivitis or pink eye: Children with red, itchy draining or crusty eyes may have conjunctivitis. Children may return to the center after 24 hours of successful antibiotic therapy.

\*Rashes or skin conditions such as poison oak, impetigo or contagious cold sores: Any unusual rashes should be examined by a doctor. Children may return to the center after any sores are crusted over and dried.

\*Chicken pox: Children with chicken pox may exhibit the symptoms of low fever, rash, blisters, scabs and malaise. Children may return to the center after any sores are crusted over and dried.

\*Lice/Hair Infestations: Children may return to the center after receiving a specified shampoo treatment and all signs of eggs are gone.

\*Other symptoms the director or health care consultant determines to be inappropriate for the child to be at the center.

5. For the health and safety of all the children, it is important that parent/guardian make arrangements to pick up an ill child as soon as possible. Parents must also inform the center if there is any change in the following information: address, phone numbers (work and home), emergency contacts or medical information. Also, parents should notify the center if a child has a contagious disease (e.g., conjunctivitis, chicken pox) so that other families in the child's class may be alerted.

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6. If a communicable disease is confirmed by a child's physician, then notices will be sent out to parents immediately concerning the disease that has been introduced into the center. The child will be excluded from the school according to the norms of the disease. Children may return to school only with doctor's permission.

## Plan for Infection Control

1. Staff and children will wash their hands with liquid soap and running water using friction. Hands will be dried with paper towels.

2. Staff and children will wash their hands at least at the following times:

- before eating or handling food
- after toileting
- after coming into contact with body fluids and discharges
- after handling center animals or their equipment
- after cleaning
- before and after water play at the water tables

3. Staff and children will follow bathroom policy posted in bathrooms.

4. Disinfecting equipment:

- Lysol or a solution of bleach and water is used to wash equipment
- Tables are washed before and after snack time
- Toys are washed twice a year, or as necessary
- Bathrooms are cleaned daily

5. Disposable non-latex gloves are provided and located with the first aid kit.

They will be used for the clean-up of blood spills and bodily fluids. The effected area will be disinfected. Used gloves will be thrown away in a lined, covered container. The staff will wash their hands thoroughly with soap and water after cleaning up the bloodied area. Bloody clothing will be sealed in a plastic container or bag, labeled with the child's name and returned to the parent at the end of the day.

6. All cleaning supplies and disinfectants will be stored in a secure place and out of the reach of children.

7. All staff will be trained in using Universal precautions. A yearly review will be held.

### **Disinfectant Solution**

The Disinfectant solution will be either a self-made bleach solution or a commercially prepared disinfectant that has been registered by the Environmental Protection Agency (EPA) as a sanitizing solution.

A self-made bleach solution will be labeled and stored in  
15.

either a spray bottle or a bottle that is sealed with a cap. The solution must be prepared daily or tested daily in accordance with the Department of Public Health's guidelines. All such disinfectants will be stored in a secure place and out of the reach of children.

### **Prevention of Child Abuse and Neglect Policy**

Department of Children and Families

Salem (978)-825-3800	Lynn (781) 477-1600
Child Abuse Hotline	800-422-4453
Child at Risk Hotline	800-792-5200
Parental Stress Line	800-632-8188

1. Signs of abuse and/or neglect:

- \*lack of nutrition
- \*lack of adequate clothing and good hygiene
- \*lack of medical or dental care
- \*bruises and welts
- \*burns
- \*injuries
- \*unusual fear of adults
- \*overly compliant, withdrawn, detached
- \*nervous, disruptive, destructive

2. In order to insure the well-being of the children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse,

including physical, sexual and psychological abuse to the Department of Children and Families and to cooperate in any investigation of such possible neglect or abuse. (Massachusetts General Laws Chapter 119, Section 51A).

We do not have discretion in this matter, but must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including non-family members, and we may be subject to criminal penalties if we fail to report such possible harm. Moreover, in grievous cases, we may refer the matter directly to the police or consult with the District Attorney as well.

3. All staff must be familiar with the signs of child abuse and neglect. If a staff person has reasonable cause to believe that abuse or neglect has occurred, then said staff person must notify the director immediately and a log will be kept documenting the nature and extent of the suspicions including dates.

4. If there is enough evidence to support suspicions, a call to DCF Protective Screening Unit will be made by the director, followed by a written report within 48 hours after such oral communication, pursuant of Chapter 119 Section 51A of Massachusetts General Laws.

5. The director will notify the Department of Early Education and Care immediately after filing a 51A report, or of learning that a 51A report has been filed, alleging  
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abuse or neglect of a child while in the care of the program or during a program related activity. Unless a child is in imminent danger, parents will also be notified by the director that a report has been filed.

6. The director will cooperate in all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled in the program; providing consent for disclosure to the Office of information from, and allowing the Office to disclose information to any person and/or agency the Office may specify as necessary to the investigation of allegations and protection of children.

7. In the event of a suspected incident of child abuse or neglect by a staff member, the director will address the suspicions as follows:

- \*the director will cooperate fully in the investigation by DCF.
- \*the director will ensure that any allegedly abusive or neglectful staff member does not work directly with children until DCF investigation is completed and for such further times as E.E.C. requires.
- \*the director will consult the services of an attorney at the center's expense.

## **Injury Prevention Plan**

1. The children are supervised and monitored at all times. The student / teacher ratios are strictly followed and in most cases exceeds the state requirement.
2. The Center environment will be monitored daily to immediately remove or repair any hazard which may cause injury.
3. All toxic substances, first aid supplies, medications, sharp objects, matches, and other hazardous objects or substances will be kept in a secure place and out of the reach of children.
4. An injury log will be kept in the office. It will be maintained and monitored by the director.
5. Parents will be informed in writing of any injuries requiring the administration of first aid, including type of injury, date and time of injury and first aid equipment used. A copy will be placed in the child's file.
6. The Center is a smoke-free building.
7. When planning a field trip, parents will be asked to volunteer to assist teachers so that sufficient supervision is available. The child adult ratio will vary depending on the fieldtrip sight.
8. The law concerning seat belts/car seats will be given in writing to all parents in cases where cars will be the means of transportation.
9. The director will carry the first aid kit and the list of emergency numbers for the children at all times during a field trip.
10. If an emergency arises, the director will stay with the injured or sick

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child and the lead teacher will take responsibility for the rest of the field trip. In the case of a mildly ill child, the lead teacher will stay with the child. Procedures for illness or emergency will be followed.

## **Contingency Plan for Emergency Situations**

Communication with authorities and parents will be through phone and cell phone use.

In the event of a **Lock-Down** or **Shelter In Place** situation, students and staff will be ushered into classroom A and be kept away from windows and doors. Attendance will be taken to assure that all children are present. The children will be given quiet activities to do as the staff awaits further instruction from authorities. Parents will be notified by phone and asked not to come to the Center until

authorities have resolved the situation.

The staff is constantly monitoring the whereabouts of all children in the Center. Attendance is taken every time the group is split or is taken to a different area. If a **child is found to be missing**, a search of the Center and its grounds will be made to locate the child. If the child is not found, the authorities will be called immediately and be given a description and picture of the child. At the same time, the parents will be notified of the situation and be asked to meet with authorities.

In case of a fire, natural disaster, loss of power, loss of heat, loss of water, chemical spills, bomb threats or any other emergency situation, children will be evacuated from the school according to the evacuation policy listed below.

The children will be walked to 7 Wheatland St., Peabody. They will wait inside until parents are notified to pick up their children. Teacher's will carry their attendance books so that they may take an accurate count of their class. The Director will bring the parents' numbers, emergency permission forms, a first aid kit and any other necessary supplies.

The following procedures will be executed in the event of any of the above situations.

### **Emergency Evacuation Procedure**

The door(s) are held open by a child or children who have been designated by the Lead Teacher and/or Director. The classrooms and bathrooms are checked for any children by the Director and/or Teacher. Doors and windows are secured by the same adult. Once this task is completed, the Teacher joins the class outside. All Lead Teachers will take their Attendance Books. Once the children are safely evacuated from the building, the Lead Teacher will take a head count of their class. In the afternoon, the Lead teacher will keep the all day attendance sheet with her

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at all times. This is to insure that all children are accounted for and present.

Children in **Classroom A (Blue Rm.)** will be led through the main school entrance that leads to the upper parking lot. Children are to line up in the parking lot adjoining the school.

Children in **Classroom B (Green Rm.)** will be led through the classroom exit door that leads out of the school into the side yard. Children will go down the stairs and down the path out to the playground area.

Children in **Classroom C (Playroom)** will be led through the exit door that leads out of the school. Children will go down the path to the playground area.

Children in **Classroom D (Peach Rm.)** will be led through the classroom exit door that leads out of the school. Children will go down the path to the playground area.

Children and teachers will wait in their designated areas until they are given permission by authorized personnel to go back inside. If no permission is granted to go back inside the building, then the Contingency Plan stated above will be followed.

The Center is in compliance with the Fire Department's procedures in a fire emergency. A Heat Detector System has been installed along with an emergency switch that is directly connected to the Central Fire Station. The Center regularly initiates fire/evacuation drills so that the children may know where the exits are located - and which ones are to be used in the case of an emergency. Location of the children at the time of emergency will determine which exits will be used by the children and Staff. The staff is aware of the fire emergency procedures and is ready to put them into practice when necessary. All fire drills and evacuation drills are practiced and are documented by the Director and kept on file. The Center is also equipped with Carbon Monoxide detectors.

#### **IN THE CASE OF A POWER OUTAGE:**

- \*The Center will be kept open using natural daylight.

- \*The Center is equipped with emergency lighting.

- \*The Fire Alarms will continue to operate because they are directly hooked up to the Fire Department.

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- \*If it appears that the outage will be longer than a few hours, school will be cancelled until power is returned.

#### **IN THE CASE OF A LOSS OF HEAT:**

- \*If heat is lost while we are in session, we will keep the children warm with their coats.

- \*The building should remain comfortable enough for a time. If the heat is off for more than 30 minutes and the building temperature is below 65, parents will be called and plans made to have each child picked up.

- \*School will be cancelled until heat is restored to the building.

#### **IN THE CASE OF LOSS OF WATER**

- \*Because we cannot operate our facility without water, school will be closed until running water is readily available.

- \*If water service is interrupted while we are in session, parents will be called to pick up their children as soon as possible.

- \*School will not resume until water service is available.

- \*\*\*If any of the above situations become unsafe for children, we reserve the option of taking the children to the alternate facility. Parents will be notified as soon as possible for pick up. If the school has to close for any of the above situations, then the school will remain closed until the proper authorities give permission to reopen. Parents will be notified by phone as to this date.

#### **Toileting Procedures**

Toileting procedures are supervised by the staff. The scheduled time for bathroom use is before snack, before lunch, before and after nap. At these times, a teacher is assigned to each bathroom. Each teacher is responsible for her group.

Children should be able to take care of all their toilet needs (wiping themselves, buttoning and zipping clothes, etc.) Assistance will be given, if needed.

Hands are to be washed very well with soap and water and dried. The Center's personnel is very strict about this matter and insists that this procedure is always carried out.

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If a child needs to use the bathroom outside of the designated times, he/she may do so. One of the staff will accompany and assist him/her.

Clothing soiled by feces, urine, vomit or blood will be “double-bagged” in sealed plastic bags and stored apart from other items.

Extra center-owned clothing will be available for changing purposes. Center-owned clothing will be laundered after being worn by a child. No child will be punished for soiling underwear or clothing.

### **Behavior Management/ Discipline Policy**

The purpose of discipline at the center is to provide a setting in which children may grow as individuals while learning to become members of a community. Rules and behavioral limits exist to promote growth and development and to ensure the safety of the entire group. When establishing and implementing rules for behavior, the staff will consider individual needs as well as developmental norms.

Children are encouraged to use their language and developing social skills to resolve conflicts instead of using harmful or physically aggressive behaviors. We hope to help the children find appropriate avenues for getting their needs met and for directing their anger, thereby lessening the need for disciplinary action on the part of the staff. Where appropriate and feasible, children shall participate in the development of school rules.

We are consistent with our discipline practices. In our conversation, we clarify the situation so that teacher and child have full knowledge of the situation. As a result, the child may be led to a quiet area where he/she and a teacher can sit down for a short while. The child may be asked to sit quietly without an activity. Teacher and child will discuss and clarify the situation. When the teacher feels the child is ready, the child will return to the group. If the inappropriate behavior continues, the child may be brought to the Director. If this undesirable behavior continues, parents will be called in for a conference to discuss the situation and develop a plan of action.

### **PROHIBITIONS**

1. Corporal punishment will not be used, including spanking.
2. No child will be subjected to cruel or severe punishment, humiliation, or verbal abuse.
3. No child will be denied food as a form of punishment.

4. No child shall be punished for soiling, wetting, or not using the toilet.
5. No child shall be force-fed.

### **PLAN TO AVOID SUSPENSION AND/OR TERMINATION OF A CHILD**

The Center strives to provide a positive and educative environment where children can socialize, learn and grow. When behaviors are displayed that are contrary to the Center’s rules of conduct, the following procedure will be followed.

1. Children are constantly monitored and evaluated on a daily basis regarding appropriate behavior. If issues of concern arise, the staff records such conduct and incidents in the classroom behavior notebook. The staff will record the date, time and circumstances of the incident and what steps were taken in the redirection of the child. The staff tries to understand why the situation occurred so as to address the incident in a proper way.

2. Parents are notified in person regarding the incident or behavior, usually at pick-up time. If someone other than the parent picks-up the child, the parents are contacted by phone. If the incident is extremely serious, the parents are called immediately and asked to come to the Center for a conference. Parents are asked to speak to the child regarding the incident or behavior and are given information as to how the staff handled the situation and the terminology used.

3. If the behavior continues, a conference is held with the parents and a specific strategy is implemented to help the child. Depending on the circumstance, the Center may suggest that the parent speak to the child’s pediatrician or other professionals who may be able to help the family with the situation. A daily verbal report will be given to parents regarding the progress of the child. The staff will continue to document the child’s behavior.

4. All staff will be informed of the situation so that there is a consistent and uniform approach when dealing with the child.

5. If the child does not improve over a suitable period of time or if the situation worsens, a conference will be held with the parents and a termination date will be set. The child will be spoken to by the teacher and director as to why the child will be going to another school where they can learn better. Whenever possible, the child and the class will be given the chance to say good in a positive manner.

### **TERMINATION POLICY**

Our pre-school will use the following procedures for terminating a child

from the center:

A child may be terminated from the center under the following circumstances:

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\*Child's behavior is posing a safety risk to himself/herself.

\*Child's behavior is posing a safety risk to others.

\*Child is exhibiting persistent rude and vulgar language and /or acts that are inappropriate and unacceptable.

1. Child's health and safety cannot be assured.
2. Child's developmental needs are not being met at the center.
3. Lack of cooperation from parents in following center's policies.

(not providing updated medical exam information for the child or not fulfilling the tuition agreement).

Parents will be notified in writing and a face-to-face meeting will be held when possible, regarding the circumstances and reasons for termination. A copy of this letter will be kept in the child's record.

The director will inform parents of the availability of information and referral for other services through the Child Care Circuit.

When any child is terminated from the center whether initiated by the center or the parents, the lead teacher will prepare the child for termination from the center in a manner consistent with the child's ability to understand. For preschoolers, the teacher should talk with the child and other children about the departing child using simple reasons for the departure:

"He/she will be going to a new school which can help him/her more."

"He/she needs a different school to help he/she learn."

Other suggested activities that might be appropriate include:

\*The children can give the departing child drawings and/or stories.

\*The class can make a book about the center with drawings or photos about the center.

\*The departing child can write (dictate) a story about the center.

\*A photo of the child can be taken while involved in his/her favorite activity.

\*The class may participate in a "good-bye party".

Occasionally, a child's departure is sudden and the child and the center are not given an opportunity to say good-bye. The teacher will write a simple note of good-bye addressed to the child; photos and/or drawings may be included.

## **REFERRAL PLAN**

Our Center will use the following procedures for referring parents to appropriate social, mental health, educational and medical services for their child should the center staff feel that an assessment for such additional services would benefit the child.

Whenever any staff member is concerned about a child's development or

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behavior and feel that further evaluation should be done, they will report it to the director who will review concerns with the staff.

If the director agrees, the lead teacher is requested to complete an observation report and review the child's record prior to making a referral.

The director will maintain a list of current referral resources in the community for children in need of social, mental health, educational or medical services. This list will include the contact person for Chapter 766 and Early Intervention Program referrals.

### **Referral Meeting**

The director schedules a meeting with parents to notify them of the center's concern and prepares a current list of possible referral resources.

At the meeting, the director and lead teacher will provide to the parent a written statement including the reason for recommending a referral for additional services, a brief summary of the center's observations related to the referral and any effort the center may have made to accommodate the child's needs.

The director will offer assistance to the child's parents in making the referral. Parents will be encouraged to call or request in writing an evaluation. If parents need extra support, the center may, with written parental consent, contact the referral agency for them.

The director will inform the child's parents of the availability of services and their rights, including the right to appeal, under Chapter 766 for children 2 ½ years of age.

If a child is under the age of three, the director will inform the child's parents of the availability of services provided by Early Intervention Programs.

### **Follow-up to the Referral**

The 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 center. If it is determined that the child is not in need of

services from this agency, or is ineligible to receive services, the center will review the child's progress at the center every three months to determine if another referral is necessary.

**Record of Referrals**

The director will maintain a written record of any, including the parent conference and results. A referral checklist will be kept in the child's record.

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**FAMILY OR PARENT REFERRAL  
COMMUNITY SERVICES**

- North Shore Community Action Programming  
119R Foster St. Building B, Peabody 978-531-0767
- \* Family Support Early Intervention Center  
149 Sylvan St., Danvers 978-774-7570
- Catholic Charities/North Suburban  
280 Washington St. Salem, 978-740-6923

**HUMAN SERVICES**

- Food Stamp Hotline/ SNAP 1-866-950-3663
- \* HAWC  
27 Congress St., Salem 978-744-8552
- WIC  
4 Ocean St. Beverly 978-922-2110
- Family Counseling and Guidance Centers  
152 Sylvan St. 2<sup>nd</sup> Fl., Danvers 978-744-6820
- Nutrition Hotline 1-866-348-6479

**CHILDREN'S SERVICES**

- Department of Early Education and Care  
360 Merrimack St. Bld. 9 3<sup>rd</sup> Fl. Lawrence, MA 978-681-9684
- Peabody Public Schools  
27 Lowell St., Peabody 978-531-1600
- Child Care Circuit  
180 Cabot St., Beverly 978-921-1631

**HEALTH CARE**

- Medical  
Pediatric Health Care Associates  
10 Centennial Dr., Peabody 978-535-1110
- Dentistry  
Dr. Frank Varinos, DDM  
Hallmark Building, 215 Newbury St., Pea. 978-224-8895
- Vision and Hearing Screening  
Public School Special Education 978-531-1600

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**Mass Department of Children and Families** Hotline: 800-792-5200  
45 Congress St. Salem 978-825-3800

**MEDICAL SERVICES**

- Beverly Hospital Child Dev. Center 978-922-3000
- Pediatrics at Lahey Clinic Northshore 978-538-4000
- Mass General Children's NorthShore 978-745-2100

**Confidentiality of Children's Records**

The Center is in compliance with E.E.C's regulations regarding the confidentiality and distribution of children's records.

The information contained in a child's records is confidential and will not be released to anyone without the written consent of the parents. Parents may have access to the records of their child. A copy will be made at no charge. A permanent written log will be maintained in each child's record indicating any persons to whom information has been released. The child's parents may add information or comments to the child's record, and may also request the deletion or amendment of any information contained in the child's record.

**Confidentiality of Family Information**

The Center and its staff will not distribute, share or discuss information

(including photographs or other images) about children and families in their care by any means, whether written or verbal, using any medium, including but not limited to telephone, e-mail or electronic text, without the expressed written permission of the child's parents. Staff may not discuss children and families in their care with anyone not directly involved in implementing the child's program, including but not limited to other parents in the program, and may not distribute copies of information in a child's record without expressed written permission of the parents.

### **Progress Reports**

Evaluations of each child's progress are given to parents throughout the school year. Written progress reports are given twice a year. These reports reflect academic, social and emotional progress.

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### **Transition to New Program Plan**

Throughout the school year, teachers periodically will speak to the children about what will come in their academic future. As the end of the school year approaches, teachers will make greater reference to the children about moving on to the next level of school. As a way to celebrate this transition, teachers and children will prepare a special program to which parents are invited to attend. Parent's Visiting Day is celebrated on the second to the last day of the child's program. Parents are invited to come and spend the morning at the Center with their child and observe the classroom routine. Special art projects are created and displayed for this special day. The morning culminates with a program of songs, poems and finger plays of themes learned throughout the year. Children are awarded a "Growing Certificate" which signifies that they have successfully completed the preschool year and are moving on to the next level. Parents are encouraged to speak to their child of the coming transition, visit the school and if possible, meet the new teacher.

### **Parent Conferences**

Parent conferences are offered after the progress reports have been sent home. Parents may request a conference at any time.

### **Parent Involvement**

Parents are welcome to visit or volunteer in the classroom at anytime. Parents are asked to coordinate their visit with the classroom teacher.

### **Parents Advisory Board**

The role of the parents Advisory Board (P.A.B.) is to enhance the schools environment by making it a safe and happy place for the children to grow and learn. The P.A.B. achieves this primarily through fundraising activities, which allows the school to purchase needed items. (In past years, the P.A.B. events have raised money to purchase an alarm system, a new computer, a new copier for the school and many learning materials).

The P.A.B. meets on the first Wednesday of every month (October-June) at 7:30 PM in the school playroom. All parents are invited to attend any and all meetings.

### **Background Record Check Policy**

1. Before employment or volunteers can begin, the director will request information for CORI, DCF, SORI checks and fingerprinting.

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The results must be in hand before the candidate for employment can be offered the position.

2. Once employed, the Center will perform CORI, DCF & SORI checks every 2 years, usually in August, before the start of a new academic year or if any issues arise. Fingerprinting will be done every 3 years.

### **Plan For Use of Volunteers**

Volunteers will be used to assist in the classroom and play areas. They are in addition to the regular required staff. Volunteers will not be left in charge of children at any time. The lead teacher will be responsible to communicate the duties to the volunteer. Before a person can volunteer at the Center, they will need to provide the following information:

1. Evidence of a physical exam within the last 2 years with a statement of having no impediment to working with children.
2. Proof of current immunizations.
3. Completed a background records check which includes CORI,

DCF, SORI and fingerprinting.

## **FUNDRAISING**

Tuition provides part of the total cost of education. Fundraising is used to purchase items for the school and to fund special school activities.

All fundraising is done in conjunction with the Parent Advisory Board.

**All fundraising activities are held with parental knowledge and consent**

\* \* \*

## **PARENT'S RIGHTS**

### **Right to Visit**

You have a right to make unannounced visits to your child's room while your child is present. We would love to have you join in our activities. Even if you can't stay all morning, please try to visit us occasionally.

### **Parent Input**

The program must have procedure for allowing your input in the development of the center 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. Please feel free to set up a meeting with us at any time or write down suggestions for us to consider.

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### **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 center. (Orientation). At the meeting, the licensee in addition to the information contained in this fact sheet, must provide you with:

- The center's written statement of purpose
- Types of services provided
- Referral policy
- Behavior management policy
- A list of suggested nutritious foods you could send for snacks and lunch
- The policy for identifying and reporting child abuse and neglect
- The transportation plan
- A copy of the health care policy
- Procedure for administration of medication
- Procedures for providing emergency health care
- The illness exclusion policy
- A copy of the fee schedule

All of this information may be contained in the "Parent Handbook". You shall also be given the opportunity to visit the center's classrooms prior to the enrollment of your child.

### **Progress Reports**

At least every six (6) months, you should either meet with the center's staff to discuss your child's progress, or receive a written progress report of your child's activities and participation in the center. This report must become part of your child's center record. If your child has disabilities, you should receive a written progress report every three (3) months. Center staff must bring any special problems or significant developments to your attention as soon as they arise.

### **Your Child's Records**

Information contained in your child's record is private and confidential. The center's staff may not distribute or release information in your child's record to anyone not directly related to implementing the program plan for your child without your written consent. You must be notified if your child's record is subpoenaed.

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### **Access to the record**

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

### **Amending the record**

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

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 a right to have a conference with the licensee to make your objections known.

The licensee shall within one (1) week after the conference, give you a decision in writing stating the reasons for the decision. If her decision is in your favor, she shall immediately take steps as may be necessary to put the decision into effect.

### **Charge for copies**

Carmelite Sisters' Holy Childhood Preschool does not charge a fee for copies of any information contained in your child's record.

**Transfer of the 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 center 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 record. Authorized employees of the Office are not to remove identifying case materials from the center premises and are required to maintain the confidentiality of individual records.

**Reporting abuse or neglect**

All center staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Children and Families or

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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.

31.

**Notification of injury**

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

**Availability of regulations**

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