



SOUTH SHORE YMCA  
Laura's Center for the  
Arts Preschool



South Shore YMCA  
Laura's Center for the Arts Preschool Program 2017-2018  
97 Mill Street Hanover, MA 02339  
781-924-8272  
Layni Loumiotis-Hook, Senior Lead Teacher/Director  
[layni@ssymca.org](mailto:layni@ssymca.org)

# -Table of Contents-

- Mission Statement
- Philosophy
- Statement of Purpose
- Non-Discrimination Policy
- Licensing Information
- Program Organizational Chart
- Financial Assistance
- Our Educators
- Positive Guidance
- Hours of Operation
- Closings
- I. Policies and Procedures
- Enrollment Procedures
- Tuition Policy
- Withdrawals
- Return Check Policy
- Late Payment Policy
- Termination Due to Lack of Payment Policy
- II. Curriculum and Assessment
- Assessment
- Conferences
- Transition Plan
- Family Involvement and Communication
- Celebrating Diversity
- Family Rights and Responsibilities
- Confidentiality- Children's Records
- Child Guidance Policy
- Child Guidance Plan Procedure
- Mandated Reporting
- Biting Policy
- Individuals with Diverse Abilities
- Referrals
- Termination and Suspension
- III. Health and Safety
- Health Care Policy
  
- Policy for Mandated Reporting of Suspected Abuse
- Notification of Injury
- Health/Illness
- Plan for Mildly Ill Children
- Plan for Managing Infectious Disease
- No Nit Policy

Plan for Meeting Individual Health Needs  
Handwashing  
Toileting and Diapering Procedures  
Administration of Medication  
Nutritious Menu Choices  
Birthday and Holiday Celebrations  
Allergies  
Animal and Pet Policy  
Field Trips  
Transportation Plan for Arrival and Departure  
Child Absence Policy  
Drop off Policy  
Authorized Pick-up Policy  
Late Pick-up Policy  
Emergency Procedures  
Evacuation Plan  
    IV. Family Information  
Inclement Weather Policy  
Parking Lot  
Outdoor Play  
Clothing  
Cubbies  
Toys from Home  
Babysitting policy  
Language Translation  
Membership  
Volunteering/ Practicum  
Volunteering Opportunities  
Open House  
Cultivating Potential



*Welcome to the SOUTH SHORE YMCA Laura's Center for the Arts Preschool! We offer a quality preschool program for children 2 years 9 months to 5+ years of age. **Some highlights of our arts centered program include highly qualified educators, music and movement, environmental/outdoor discovery.** We are pleased to welcome you and your family to the SOUTH SHORE YMCA Community!*

The South Shore YMCA is a charity. Dollars raised through charitable gifts to our Change a Life Fund ensure financial assistance and accessibility to programs and services for all.

## **Mission Statement**

The South Shore YMCA is committed to strengthening our communities by nurturing the potential of kids, promoting healthy living, and fostering a sense of responsibility. The Y is a charity dedicated to improving the quality of life for all through programs that promote healthy spirit, mind and body.

## **Philosophy**

At Laura's Center for the Arts Preschool, it is our philosophy that children learn about their world through hands-on play and exploration of the arts. We are sensitive to the growth and development of each child, and are mindful of diverse learners as we plan our instruction. Our educators provide guidance and support as children become active thinkers, ask questions about what they are learning, explore and develop their interests as learners, develop positive self-esteem, learn about healthy living, and learn to interact positively with one another. We will help children reach these goals by providing activities that are developmentally and age appropriate, through hands-on exploration and play, large and small group instruction, and by providing a variety of choices for every style of learner. Our values and beliefs about children are deeply rooted in the history of the YMCA.

## **Statement of Purpose**

Laura's Center for the Arts Preschool is dedicated to the growth and development of all young children by providing quality education and care. We will do so in an environment that is nurturing, safe, and free to educate, engage, and empower children and their families to develop a life-long love of learning.

## **Non-discrimination Policy**

Laura's Center for the Arts Preschool does not discriminate with regard to race, national origin, political beliefs, parents' marital status, cultural heritage, disabilities, sexual orientation, or child's toilet training status.

## **Licensing Information**

All South Shore YMCA Early Childhood Centers are licensed by the Massachusetts Department of Early Education and Care (EEC) and are mandated to adhere to all of the rules and regulations regarding group day care licensing. The EEC regional office responsible for this program is located at 1250 Hancock St. Suite 120, South Quincy, MA 02169. The phone number is 617-472-2881 x628. Parents may contact EEC for information regarding the program's regulatory compliance history.

### **Early Learning Center Program Organizational Chart:**

Laureen Browning –Vice President of Youth Development  
781-771-0458 [lbrowning@ssymca.org](mailto:lbrowning@ssymca.org)

Layni Loumiotis-Hook -Laura's Center for the Arts Preschool Senior Lead  
Teacher/ Director  
781-924-8272 [layni@ssymca.org](mailto:layni@ssymca.org)

Jill Nihill -Laura's Center for the Arts Preschool Lead Teacher

### **Financial Assistance**

The South Shore YMCA is a charity. Our mission is to provide opportunities for healthy spirit, mind & body and ensure accessibility to all regardless of ability to pay. Financial Assistance dollars are raised through the **Change a Life Fund** and made possible through contributions from our community's generous donors. Monies secured through this fund, ensure that no child, family or adult is turned away from the South Shore YMCA due to an inability to pay. To apply, please speak to Laura's Center for the Arts Preschool Director about completing a financial assistance application or visit [ssymca.org](http://ssymca.org). Please consider volunteering your time, talent or treasure to this year's Change a Life Fund!

### **Our Educators**

At Laura's Center for the Arts Preschool, we believe that the quality of the children's experiences while in our care is largely dependent on the quality of our educators. Therefore, we carefully select our educators based on their education, experience, passion, and ability to work with children and families. Laura's Center for the Arts Preschool provides an extensive orientation process regarding program policies and procedures, curriculum, and philosophy of education. We provide ongoing professional development opportunities for our educators to further their own learning through courses and trainings offered inside and outside of the South Shore YMCA. Early educators participate in a fall professional development day and a spring Early Educators Retreat to ensure core competencies are enhanced and critical early childhood education skills achieved. In addition, all employees of the South Shore YMCA receive training in first aid and CPR, as well as child abuse and neglect prevention.

### **Positive Guidance**

The South Shore YMCA believes that all children should experience success. We strive for a setting that provides children with opportunities to explore their environment within consistent, age-appropriate limits. We ensure that policies and procedures regarding child guidance promote the recognition of the individual and diverse developmental needs of each child. A high-quality program can take place in a mutually respectful and caring environment. In addition, teachers will take a proactive approach to behavior management by modeling and incorporating positive communication, social, and emotional skills into the curriculum. In doing so, we will help each child self-monitor and regulate their own behavior.

**Hours of Operation:** Monday, Wednesday, Friday 8:30am-12:30pm

## **Laura's Center for the Arts Preschool Closings 2016-2017**

- First Day of School September 11, 2017
- Columbus Day: October 9, 2017 / Staff Professional Development Day
- Thanksgiving Break: November 23-24, 2017
- Christmas: December 25, 2018
- Christmas Break: December 26-29, 2018 (Vacation Program Offered)
- New Year's Day: January 1, 2018
- Martin Luther King Jr. Day: January 15, 2018
- President's Day: February 19, 2018
- February Break: February 20-23, 2018 (Vacation Program Offered)
- Good Friday: March 30, 2018
- Patriot's Day: April 16, 2018 (Staff Professional Development Day)
- April Break: April 17-20, 2018 (Vacation Program Offered)
- Memorial Day: May 28, 2018
- Last Day for Students: June 15, 2018

*Additional vacation programming will run during school vacation weeks in December, February, and April. This programming is open to all students, in addition to those not enrolled in Laura's Center for the Arts Preschool, and will be subject to an additional registration and fee. Please note that educators will determine if vacation week programming will run dependent on enrollment.*

## **Early Learning Center Policies and Procedures**

### **Enrollment Procedures**

To enroll a child at Laura's Center for the Arts Preschool, the following procedures must be completed:

#### **Child and Family Visit**

In order to help ensure that Laura's Center for the Arts Preschool is the right match for each family, we require that families visit the center for a tour prior to registration with your child (ren). In addition, once the registration forms and Enrollment Fee (if child is not a SOUTH SHORE YMCA member) have been received, a special time and date will be scheduled for your child to visit the classroom to become familiar with the surroundings, educators and new classmates! During the visit your child will have the opportunity to interact with both educators and children to help as the child transitions to Laura's Center for the Arts Preschool. While the child visits the classroom, the center Director will meet with the child's parent to complete the enrollment paperwork and review Laura's Center for the Arts Preschool's policies and procedures.

#### **Enrollment Fee:**

To confirm your child's enrollment (*including re-enrollment for the following school year*) a **\$65.00 per child/\$125.00** per family non-refundable Enrollment Fee will be due upon registration along **with 1<sup>st</sup> month's tuition** (see Tuition Policy below). Enrolled children who are members of the SOUTH

SHORE YMCA will receive the benefit of a one-time waived Enrollment Fee the first year. Please note, if there is any reason there is a disruption of enrollment, the **\$65.00 per child/\$125.00** per family Enrollment fee will be required upon enrollment. In addition, families who are enrolled at Laura's Center for the Arts Preschool who wish to become members of the SOUTH SHORE YMCA will receive the benefit of a waived Joiner's Fee at the Emilson Branch in Hanover. Per the Department of Early Education and Care (EEC) all registration paperwork is valid for one year only and must be updated annually. Following this procedure will ensure your child's place in Laura's Center for the Arts Preschool program. Please note although enrollment is "rolling" throughout the year enrollment begins in February for the following September.

### **Medical Information Needed Prior to Enrollment**

- Immunization records updated
  - If your child's immunization schedule is modified/ delayed due to a reaction and/or religious belief you must submit documentation from your child's physician stating as such.
- Lead screening
- Date and proof of last physical examination

### **Policy and Procedures for Orientation**

Prior to the scheduled start date, all families are required to read and sign-off on all policies and procedures of Laura's Center for the Arts Preschool. These include:

- The Family Handbook
- Child Guidance Policy
- The Healthcare Policy
- Safety Precautions
- Procedures for addressing individualized needs such as IEP's and health plans
- Tuition payment
- Referral Policy
- Termination and Suspension Policy
- Transportation Plans
- Child Absence Policy
- Open door Policy
- Positive Guidance Policy
- Parent Communication & Family Involvement
- Ages and Stages Questionnaire

### **Tuition Policy**

**Tuition payments are due monthly. Tuition will be expected on the 1st of every month. Payments should be in the form of a check. Please put your child's name and LCAP in the memo portion of the check. Payments may be dropped off at the YMCA Emilson Branch in Hanover or mailed to:**

**Laurie Fournier- Child Care Billing South Shore YMCA- Emilson Branch  
75 Mill Street, Hanover, MA 02339**

To charge your tuition payment over the phone or for billing questions, please call Laurie Fournier at: 781-264-9444 email: [lfournier@ssymca.org](mailto:lfournier@ssymca.org)

If you would like to have automatic withdrawal, please fill out the authorization form to charge your credit/debit card on the 1<sup>st</sup> of every month.

The Enrollment Fee (if applicable) and the first month's tuition are due upon enrollment. Enrollment fees are non-refundable; tuition deposits are refundable with at least 3 weeks notice prior to expected date of enrollment. Tuition rates are subject to change. A 30-day notification of rate changes will always be provided.

### **Withdrawals/Changes**

A *written two week notice* and the completion of a [schedule change form](#) as well as [verbal notice to the center Director](#) is required if you decide to withdraw your child from the program. This allows for authorization of the change, to maintain proper numbers in the classrooms. A new Enrollment Fee will be charged if the child is re-enrolled.

### **Return Check Policy**

A charge of \$20.00 and the original payment must be made by money order. Please note if returned checks occur more than twice you will be required to pay by money order.

### **Late Payment Policy**

Tuition payment is due on the 1<sup>st</sup> of every month. Payments that are not made by the 5<sup>th</sup> of the month will be considered late. Any accounts with an overdue balance will be sent a termination letter, unless agreement has been made with the business office (Laurie Fournier 781-264-9444 [lfournier@ssymca.org](mailto:lfournier@ssymca.org)) and/or payment has been submitted.

### **Termination Due to Lack of Payment Policy**

Any account with an overdue balance will receive a termination letter on the day that it is deemed late, (Monday). If payment is not received by the following Friday, your child will not be able to return to Laura's Center for the Arts Preschool on Monday. The effective date of the termination notices will be reflective of your last week's paid tuition. If your payment is brought up-to-date by the following Friday, your termination notice will be voided. Repeated instances of termination notices will compromise your child's enrollment and all scholarship funding. All billing questions may be referred to Laurie Fournier in the business office at 781-264-9444 [lfournier@ssymca.org](mailto:lfournier@ssymca.org)

## **Curriculum and Assessment**

### **Curriculum**

We believe that young children are capable and competent learners. Therefore, our teachers provide learning opportunities for children that will enable them to learn, grow, and thrive in an environment that nurtures the potential of every child. Our teachers use the Common Core State Standards as a guideline for all lessons,



activities, and experiences, in order to provide a well-rounded, enriching, and appropriately challenging curriculum. These standards serve as a guideline for what schools should teach and what students should know and be able to do as a result of their education at every grade level. Laura's Center for the Arts Preschool also puts a special focus on the emergence of the arts in young children through the exploration of mixed media, music and movement and dramatic play.

In addition to the use of the Common Core Standards, Laura's Center for the Arts Preschool also uses a research based curriculum found to be highly effective in the education of young children. This curriculum provides guidelines and suggestions for learning centers and activities that support early learning in all of the 5 content areas: English Language Arts, Mathematics, Science and Technology, Social Studies, and Health Education.

**Curriculum Features:**

Handwriting Without Tears

Lively Letters

Second Step

Child Protection Unit: A Safety Curriculum

**Other Program Highlights:**

- Mixed Media Art Instruction
- Music and Movement
- Interest Centers
- Outdoor Play and Exploration
- Small Group Instruction
- Research Based Assessment Practices that Guide Instruction
- Monthly Visit from the South Shore Natural Science Center Naturalist

At Laura's Center for the Arts Preschool we are committed to keeping all children safe. We have implemented "**Child Protection Unit**" in our preschool classroom. It focuses on teaching children basic skills designed to help them keep themselves safe from dangerous or abusive situations. Please contact the Director with additional questions, or if you wish to review the curriculum materials.

**Assessment**

Assessment is the process of examining children's progress toward developmental milestones and goals. In order to ascertain the interests and developmental needs of each child, Laura's Center for the Arts Preschool educators use an assessment tool approved by the Department of Early Education and Care. Using the knowledge gained through such assessments, educators plan instruction that meets the diverse needs of each child. Assessment data will be collected throughout the year that addresses the cognitive, physical, language, motor, social, and emotional growth of each child. This information is collected through various means such as classroom observations, anecdotal notes, and carefully designed activities that monitor the development of each child. All information gathered will be shared with families at their request, and/or at the educator/family conferences.

**Educator/Family Conferences**

Scheduled conferences will be offered twice during the year (January & June) however, we encourage families to consult with the teachers or director regarding

their child's progress at any time. Our "open door" policy gives families & staff the opportunity to discuss each child's progress at any time during the year, not just during conferences. In addition, the teachers will bring significant developmental /behavioral concerns to the families' attention as soon as they arise.

### **Transition Plan**

At Laura's Center for the Arts Preschool, we want children to feel happy and comfortable coming to school each day. To ease into the transition, we encourage families to plan short "visits" to the school prior to their first day.

### **Parent/Family Involvement/Communication**

We believe parents and families are the most significant role model in their child's life. Laura's Center for the Arts Preschool supports and encourages a partnership with families in the education and care of their children. Therefore, Laura's Center for the Arts Preschool welcomes families to visit the center unannounced (open door policy) while their child is at the center. Information about the day's activities will be posted on the communication board outside the classroom. A Weekly Highlights sheet will be emailed to each family weekly, as well as a Family Newsletter Monthly.

- Parents will be contacted whenever special problems and/or significant developments regarding their children arise and will be notified in writing prior to the implementation of any change in program policy and procedures within 7 days.
- In order to provide continuous improvement to our programs, Laura's Center for the Arts Preschool will conduct a family survey at least twice per year. This will provide families the opportunity to further influence their child's education and care.
- Laura's Center for the Arts Preschool will ensure effective communication with families whose primary language is not English or who may require alternative communication methods.
- Any change in educators will be communicated to families as soon as possible.
- Any communicable disease or condition that has been identified in the program will be communicated to parents immediately, upon confirmation of child's health care professional, via posting in your child's classroom.
- Families will be notified prior to introduction of any pets into the classroom.
- The use of any herbicides and pesticides (if applicable) will be conveyed to families prior to their use at Laura's Center for the Arts Preschool.

### **Celebrating Diversity**

Laura's Center for the Arts Preschool welcomes all families and celebrates the many cultures represented in our Y community. As educators, we encourage open

discussions with families to find more about the each child's family and culture so we can have a better understanding of the cultural differences and traditions.

We feel by maintaining open communication and educating ourselves, it often helps to build towards mutually agreeable practices and procedures that will benefit our program as well as assist with building a strong bond with each individual family in our program. The South Shore YMCA is committed to embracing & celebrating all cultures and incorporating their celebrations within the curriculum planning- we invite you to be part of the process by sharing your families' culture with us!

### **Parent Rights and Responsibilities**

We believe parents and families are the most significant role model in their child's life. Therefore, Laura's Center for the Arts Preschool welcomes and encourages families to visit the center unannounced (open door policy) while their child is at the center. We encourage families to participate in Family Nights, Open House, volunteering opportunities, in-house trainings & daily reports. We expect families to get involved in their child's learning and development and value your input and suggestions.

### **Confidentiality - Children's Records**

Information contained in a child's record is privileged and confidential and will be stored in a locked cabinet in the Director's office. The records will not be distributed or released to anyone without the written consent of the child's family. Upon request and at reasonable times, families will have access to the child's records. The family will provide the center with a list of individuals who may view and discuss the child's progress in the program. Families have the right to add information, comments, data or any other relevant materials to the child's record; as well as amend any information contained in the child's record. Upon written request, Laura's Center for the Arts Preschool will transfer the child's records to the family, or any other person the family identifies when the child is no longer in our care. The Laura's Center for the Arts Preschool will not charge a fee for copies of any information contained in the child's record. Please allow a three-day waiting period for all copies.

### **Child Guidance Policy**

Our policies and procedures for the behavior management of children were developed the goal of maximizing the growth and development of the children and for protecting the group and individuals within it. Our child guidance techniques are used in a consistent, reasonable and developmentally appropriate way based on an understanding of the individual needs and stage of the development of each child. By using the following child guidance techniques, we strive to minimize inappropriate behavior while creating a positive and nurturing environment for all of the children in our care.

#### **Child Guidance Techniques will include:**

- Setting reasonable and positive expectations.
- Offering choices and providing children an opportunity to verbalize their feelings.
- Firm and reasonable limits and rules will be explained to children in an age-appropriate manner using clear, easy to understand words.
- Redirection- we will offer alternatives to children when undesirable behavior is displayed.

- Verbal intervention- we will talk with the child about his/her inappropriate behavior and give suggestions on how to deal with the situation more appropriately.
- Logical consequences- we will help the child understand the logical consequences of his/her actions, which will encourage self-control through understanding.
- If a child is acting out by hurting themselves or others, we may separate the child and assist them to an area where he/she can be supervised at all times until the child feels he/she can rejoin the group.
- If a child persists with particularly challenging behavior, the teacher and the parents will discuss appropriate management techniques together.
- Children shall participate in the establishment of rules and limits appropriate to their age.

### **Child Abuse and Neglect Prevention Guidelines:**

The staff of Laura's Center for the Arts Preschool will use positive guidance strategies at all times. Laura's Center for the Arts Preschool staff will not use any of the following as a means for behavior management:

- Physical abuse: strike, shake, slap
- Verbal abuse: humiliate, degrade, threaten
- Sexual abuse: inappropriate touch, exploitation, verbal exchange
- Mental abuse: shaming, withholding love, cruelty
- Neglect: withholding/forcing food, water, basic care, etc.
- Disciplining a child for soiling, wetting, or not using the toilet; or forcing a child to remaining in soiled clothing or forcing a child to remain on the toilet, or using any other unusual or excessive practices for toileting.
- Depriving children of outdoor time

Physical restraint (supportively holding a child in the least restrictive way) is used only in pre-determined situations (necessary to protect the child and/or other children from imminent danger). Staff must assess the situation and intervene in a calming non-threatening manner. The goal is to help the child regain self-control in the least restrictive way. All incidents must be immediately reported to your supervisor, parent notified (always maintaining confidentiality) and documented

### **Child Guidance Plan Procedure**

In some cases, for a variety of reasons, a child's behavior may be of concern for educators because it persists or it is not typical of his/her developmental age. If an educator develops a concern about a child based on the assessment process, the behavior will be observed, recorded, and reviewed before a referral is recommended. A family meeting will be set up to discuss the program's concerns and referral in a sensitive and supportive way with the Director, and appropriate Early Learning Center staff.

Families and educators will work in partnership to develop a plan with the goal of helping the child develop pro-social behavior, and maximize the growth and development of the child while also protecting all the individuals in the program. In some cases, external referrals may be recommended in an effort to provide the least restrictive learning environment for the child. All referrals are kept confidential.

### **Mandated Reporting**

All SSYMCA staff fall under the MA guidelines of Mandated Reporting and are

mandated by law to report all incidents of suspected abuse and/or neglect of children under the age of 18 to the Department of Children and Families (DCF) via 51A Report. According to MA General Laws to Protect Children Section 51A-F no staff will ever be “discriminated or retaliated against” for making a report of suspected abuse.

All staff will report to their supervisor any indication of or warning signs concerning abuse and or neglect involving a child, inappropriate behavior by a staff member/volunteer AND any instances of staff violating this Code of Conduct and Child Protection Policy SOUTH SHORE YMCA staff who identify concerning behavior or a violation of policy by a fellow staff person must report the event to their supervisor or next /lateral chain of command and /or to the VP of Human Resources immediately.

### **Overview of Reporting Procedure**

1. Any form of child abuse (a child who is harmed or threatened with physical or emotional harm by the acts or lack of action /deliberately or through negligence or inability/of a caretaker) including physical, emotional, sexual or neglect if suspected, is to be reported to your supervisor immediately.
2. At that time both you and your supervisor (or next/lateral in chain of command) will report the abuse or neglect to the MA Department of Children and Families (DCF).
3. The Executive Director or designee and Program Director in consultation with DCF may jointly decide if, when, and/or how the parents/guardians should be advised that the SSYMCA has filed a 51A report.
4. Once the suspected abuse or neglect has been orally reported to DCF, a written report (51A) must be submitted within 48 hours. Please note that any mandated reporter who fails to make the required reports may be fined up to \$5000 and /or 2 1/2 years in jail. (Chapter 119 sections 51A-E).
5. If the alleged abuse involves a SSYMCA staff or volunteer, they will immediately be suspended from work and will remain suspended until a full investigation is completed. Reinstatement of a staff or volunteer will occur only after all allegations have been cleared to the satisfaction of SSYMCA CEO Paul Gorman.
6. Parents and/or guardians will be immediately informed of any allegations of abuse or neglect involving their children while in the care and custody of the Early Learning Center. The Department of Early Education and Care will be immediately notified.

#### **DCF Area Office Directory: 9am- 5pm**

Braintree 781-794-4400

Cape Cod & Islands 508-760-0200

Plymouth 508-732-6200

#### **After 5pm weekends/holiday:**

Child-At-Risk-Hotline 1-800-792-5200

DCF Website: [www.mass.gov/dcf](http://www.mass.gov/dcf)

## **Biting Policy**

At Laura's Center for the Arts Preschool we are concerned with the safety and well-being of each and every child. We understand that each child develops at his/her own rate and in his/her own learning style. It is our goal to provide a nurturing and safe environment for every child enrolled in our program. Understanding that biting is developmentally appropriate for toddlers and children in their early preschool years, we have developed this policy to help keep children safe. The goal of our Biting Policy is to help us to meet each child's needs, to provide safe, nurturing care for all our children and families, and to help us identify if a child at our center needs additional services or referrals.

### **Biting Procedures**

**Informing Parents/Guardians**

If a child bites another child, the incident will be documented for both children. The parents/guardians of both children will be notified, and due to confidentiality children's names will not be used.

### **Teacher Response**

When a child bites, the educator will immediately attend to the child who has been bitten. The educator will then turn to the other child and give age appropriate verbal feedback.

### **Repeated Biting Incidents**

If a child bites repeatedly (more than once per week or once per week on a regular basis) the educator will follow our behavior management policy for identifying behavior that is of concern for the safety of the child who is biting as well as the other children in the center.

### **Behavior Management Plan**

If a child is repeatedly biting (see definition above) we will refer to the procedures outlined in the Child Guidance Plan Procedure.

\*\*In some cases, it may be necessary to ask the parent to withdraw the child from the center because we have been unable to reduce the biting occurrences. If this situation occurs, we want the parents/guardians of the child to understand that we will welcome re-enrollment of their child after the biting phase has passed.

## **Individuals with Diverse Abilities**

Laura's Center for the Arts Preschool will make reasonable accommodations for children with disabilities and chronic illnesses. We will consider each case individually and comply with the Americans with Disabilities Act. In some cases, external referrals may be recommended in an effort to provide the least restrictive learning environment for the child. The following is a list of family resources. Inquiries about these and other referral services may be made through the director.

## **Referrals**

Laura's Center for the Arts Preschool shall use the following procedures for referring families to appropriate social, mental health, educational and medical services, but

not limited to vision, dental and hearing 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 behavior and feel that further evaluation should be considered they will report the concern to the Director. The Director will 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 shall include the contact person for Chapter 766 and Early Intervention Program referrals.

### **Medical Services**

Pediatrician– South Shore Pediatrics/Healthcare South: 781-826-2131  
Norwell Pediatric Dentistry: 781-659-7442

### **Counseling**

Family- Dr. Barbara J. Green 781-749-9227 ext. 3  
South Bay Mental Health- 1-800-244-4691

### **Education and Special Needs**

Early Intervention-

Cohasset, Hingham, Hull, Norwell, Scituate, Weymouth

**First Early Intervention**  
**574 Main St.**  
**South Weymouth, MA 02190**  
**781-331-2533**

Hanover, Hanson, Pembroke, Halifax, Plymouth

**Kennedy-Donovan Center EIP**  
**64 Industrial Park**  
**Plymouth, MA 02360**  
**508-747-2012**

Abington, Rockland, Whitman

**Brockton Early Childhood Intervention Program**  
**801 Pleasant St.**  
**Brockton, MA 02301**  
**508-586-9855**

### **Special Education:**

**Hanover Public Schools:** Ellen Witter-Harrington, Director of Pupil Personnel  
[eharrington@hanoverschools.org](mailto:eharrington@hanoverschools.org), 781-878-0786

**Norwell Public Schools:** Kelly Strauss, Early Childhood Special Education Liaison  
[kelly.strauss@norwellschools.org](mailto:kelly.strauss@norwellschools.org), 781-659-8800

**Scituate Public Schools** Judy Norton, Early Childhood Coordinator,  
781-545-8759 x322

**Rockland Public Schools:** Tina Miklos, Early Childhood Coordinator,  
781 871-8412

**Marshfield Public Schools:** Susan Dupuis, Director of Special Education  
781-834-5000

### **Social Services and Tuition Assistance:**

- Women Infant and Children (WIC); Janet Costa, 508-747-4933

- South Shore YMCA Financial Assistance: Kathy Boothman, 617-479-8500 ext. 147
- Community Care for Kids: 617-471-6473 <http://communitycareforkids.net>
- Self Help Inc.: 508-599-1666 [cpc@selfhelpinc.org](mailto:cpc@selfhelpinc.org)
- Parental Stress Hotline: 1-800-632-8188
- Department of Children and Families (DCF): 781-794-4400 Braintree  
508-732-0800 Plymouth

## **Referral Meeting**

The Director will meet with the child's family to share any concerns and provide:

- a list of referral resources
- 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
- steps taken to assist child in classroom routine
- ELC will offer additional support in making the referral if needed
- children under the age of three may be referred to services provided by Early Intervention Programs

## **Follow-Up to the Referral**

The Director will, with family permission via release of information form, 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 shall review the child's progress at the center to determine if another referral is necessary.

## **Termination and Suspension**

Although we strive to meet the needs of every child in our care, there are circumstances where a child cannot function safely in our environment. If certain aggressive behavior causes a significant risk or harm to the health and safety of the child or other children and/or staff, Laura's Center for the Arts Preschool may terminate the enrollment, without notice, of any child whose behavior creates a significant risk. In such circumstances, Laura's Center for the Arts Preschool will use the following progressive procedures:

- We will observe and record inappropriate behavior.
- We will ask the family to participate in an immediate family-teacher conference where we will discuss our observations and goals.
- The preschool director may suggest outside community resources to the family. Laura's Center for the Arts Preschool will work with these resources for further guidance in responding to the child's behavior.
- If the inappropriate behavior continues after reasonable accommodations have been made, Laura's Center for the Arts Preschool will request termination of enrollment. Families will be notified in writing, or at a meeting if possible, regarding the reasons for termination. A copy of this letter will be kept in the child's records. The director will inform family of information and referrals for other services through the Community Care for Kids Child Care Resource Agency. We will prepare the child in a manner consistent with the child's ability to understand to ease with the transition.

## **Other Conditions for Termination or Suspension:**



- Failure to pay weekly tuition.
- Unresolved disagreement regarding center policies or procedures as stated in the Laura's Center for the Arts Preschool Family Guide.
- Lack of updated physical and immunizations (child may re-enroll based on availability once updated paperwork is completed).
- When a child and/or family is physically and/or verbally abusive to children or staff.
- Consistent late pickup (after 12:30 p.m.)

## **Health and Safety**

### **Health Care Policy**

Laura's Center for the Art Preschool has a comprehensive Health Care Policy and works with our health care consultant Barbara Blaney RN and the Hanover Public Health nurse, Nancy Funder RN, to ensure the health and safety of all children. Please see your child's Family Board to review our Health Care Policy or request a copy from the Director.

### **No Recording Policy**

In order to continue to provide the best in early learning and overall child /staff safety the following policy will immediately be in effect:

The use of any type of audio or video recording device is prohibited unless authorized by the ELC Director.

By maintaining open communication, it helps to build towards mutually agreeable practices and procedures that will benefit our program as well as assist with building strong partnerships with each family.

### **Policy for Mandated Reporting of Suspected Abuse**

All SOUTH SHORE YMCA staff fall under the MA guidelines of Mandated Reporting and are mandated by law to report all incidents of suspected abuse and/or neglect of children under the age of 18 to the Department of Children and Families via 51A Report. According to MA General Laws to Protect Children Section 51A-F no staff will ever be "discriminated or retaliated against" for making a report of suspected abuse. To learn more about the South Shore YMCA's commitment to Child Safety please pick up our **Safe Kids** brochure or visit our website [ssymca.org](http://ssymca.org) & click on Social Responsibility.

### **Notification of Injury**

Laura's Center for the Arts Preschool will inform families immediately of any injury which requires emergency care beyond minor first aid. We will inform families in writing of any first aid (via injury/illness report) administered to their child within 24 hours of the incident. If a child has an accident in which they hit their head, the family will be contacted immediately and the child will be monitored closely by Laura's Center for the Arts Preschool staff.

### **Health/Illness**

When your child is not feeling well, we trust that you are the best judge of your child's health. We expect that families will use sound judgment, and will not bring a sick child to the school.

However, if in the opinion of the teaching staff that your child is sick, we will call you to pick-up your child. If you are called because your child is sick, please make every effort to come the center as soon as possible.

While awaiting your arrival, your child will be made comfortable in the Director's office or designated, supervised program space.

The following criteria will be considered by educators when determining if a child is sick:

- Fever of 101 degrees or more
- Inflammation and/or discharge of the eyes
- Vomiting
- More than one incidence of diarrhea
- Communicable disease
- Unknown rash

If your child was sent home due to illness, he/she should be symptom free at drop off upon their return to Laura's Center for the Arts Preschool. Please be respectful of this policy as it allows your child ample time to recover and helps to stop the spread of illness to the other children. It is the family's responsibility to notify the school if your child has a communicable disease such as: measles, mumps, chicken pox, head lice, etc. A child may be readmitted without a statement from a physician only if the child has been absent for a period of time equal to the longest incubation period of the disease as specified by the Department of Health and Social Services.

On occasion, if the health concern persists, the Early Learning Center Director may request that a child be seen by a physician prior to returning to the center.

### **PLAN FOR MILDLY ILL CHILDREN**

Children who are mildly ill may remain at Laura's Center for the Arts Preschool if they are not contagious and they can participate in the daily program (including outdoor activities). If a child's condition worsens during the day or, if it is determined that the child poses a threat to the health of the other children, or if the child cannot be cared for by the classroom teachers, the Director will contact the child's family. The family will be asked to pick up the child. Any toys, blankets, or mats used by an ill child will be cleaned and disinfected before being used by other children.

### **PLAN FOR MANAGING INFECTIOUS DISEASE**

Educators will take extra precautions when children who are ill at Laura's Center for the Arts Preschool. Children who exhibit symptoms of the following types of infectious diseases, such as gastro-intestinal, respiratory and skin or direct contact infections, may be excluded (in the Director's office or sent home) if it is determined that any of the following exist:

- the illness prevents the child from participating in the program activities or from resting comfortably
- the illness results in greater care needed that staff can provide without compromising the health and safety of the other children
- the child has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness
- diarrhea, vomiting in the previous 24 hours at home or once at the center

- mouth sores, unless the physician states that the child is non-infectious
- rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease
- purulent conjunctivitis (defined as pink or red conductive with white or yellow discharge, often with matted eyelids) until examined by a physician and approved for re-admission, with or without treatment
- impetigo, until 24 hours after treatment has started or all the sores are covered
- head lice, free of all nits or scabies and free of all mites
- strep infection, until 24 hours after treatment and the child has been without fever for 24 hours
- chicken pox, until last blister has healed over

A child who has been excluded from child care may return with a note after being evaluated a medical provider and it has been determined that he/she is considered to pose no serious health risk. Nevertheless, the center may make the final decision concerning the inclusion or exclusion of the child.

When a communicable disease has been introduced into Laura's Center for the Arts Preschool and documented by the child's health care professional, families will be notified via posting on your child's classroom Family Board and at the sign/in sign/out table.

Whenever possible, information regarding the communicable disease shall be made available to the families. The Director shall consult the Health Care Consultant for such information. DPH must be contacted when there is a reportable communicable disease.

The program will maintain a list of the children who have documented exemptions from immunization and these children will be excluded from attending when a vaccine preventable disease is introduced into the program. If your child's immunization schedule is modified/delayed due to a reaction and/or religious belief you must submit documentation from your child's physician stating as such.

The Massachusetts Immunization Program provides some free childhood vaccines. The toll free telephone number is 1-888 658-2850 or visit [mass.gov/dph/imm](http://mass.gov/dph/imm)

### **NO NIT POLICY**

Our No Nit Policy encourages each family to do its part at home with routine screening, early detection, accurate identification, and thorough removal of lice and nits. Establishing consistent guidelines and educating the public about procedures in advance of outbreaks helps minimize inappropriate responses.

Early intervention provides the needed assurance for those who have successfully eliminated an infestation that everything possible is being done to prevent new outbreaks when children return to groups where close contact is inevitable. Repeated exposures to pesticide products put children at risk. Chemical treatments may also be dangerous for children with certain pre-existing medical conditions and/or medication regimens. Families with pregnant or nursing mothers should be given advance notice that early detection with manual removal of lice and nits can serve as a safe alternative to pesticide lice treatment products. **Manual removal is the safe alternative and necessary component to any head lice treatment regimen.** "There are no safe or natural pesticides that have been scientifically proven to be

100% effective against head lice, nits, or nit glue. Reliance on head lice treatment products that are ineffective promotes repeated use of potentially harmful chemicals and contributes to ongoing infestations, outbreaks, and resistant strains of head lice." ([Headlice.org](http://Headlice.org))

**Temporary Dismissal of Children with Head Lice and/or Nits:** Laura's Center for the Arts Preschool must take all reasonable measures to help ensure that infested children do not join the group setting. It is more than fair to expect that children that are free of lice will be safeguarded while children with lice will be cared for with sensitivity. Monitoring with enforcement through scheduled and announced group screenings encourages parental compliance and promotes community cooperation and individual accountability. The goal is to enable families to keep their children lice and nit free.

#### **Advantages of the No Nit Policy**

- Prevents continuing infestations caused by the surviving and hatching of nits.
- Maximizes the opportunity to eliminate repeated chemical treatments aimed at killing head lice that hatch from remaining viable nits.
- Eliminates confusion -- *Were these eggs here before or do they represent a new infestation?*
- Contributes to improved standards of personal hygiene and self-esteem, protecting children from ridicule and rejection.
- Enhances uninterrupted class time for the majority of the children and prevents lost days at work that can be costly for parents.

While absence from school or child care is a loss of educational opportunity and an inconvenience to working parents, readmitting an infested child is not the solution. Our No Nit Policy for head lice must consider not only the infested child, but also his or her peers who have already been successfully deloused or who have not yet been infested. All this considered, our No Nit Policy remains a sensible approach that sets the standard to serve and protect all the children in the group.

#### **PLAN FOR MEETING INDIVIDUAL HEALTH NEEDS**

In order to meet the needs of children with specific health needs, such as allergies or chronic illness, Laura's Center for the Arts Preschool will adhere to the following procedures. For chronic medical conditions diagnosed by a physician, an Individual Health Care Plan (IHCP) must be in the child's record folder. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered. During the enrollment process, families will be asked to record any known allergies or chronic illnesses on their child's "face sheet". Each child's face sheet will be updated yearly and will be kept in the child's record folder.

With family consent, allergies and/or other important medical information will be posted in each classroom, on the refrigerator in the kitchen, and on the snack storage cabinet. This information will be updated regularly and as needed. All teachers and staff will be kept informed regarding individual health needs by the Director so that children can be protected from exposure to foods, chemicals, pets or other materials to which they are allergic. For a child with specific food allergies, the director will inform the staff of substitutions for snacks and lunches when completing menus.

The names of children with allergies that may be life threatening (i.e. - bee stings) will be posted in conspicuous locations in Laura's Center for the Arts Preschool with specific instructions of how to respond if an occurrence were to happen. The Director will be responsible for making sure that all staff receives the appropriate training (such as EPI Pen) on how to handle emergency allergic reactions.

## **Handwashing**

In order to help protect children and educators against the spread of infectious disease, Laura's Center for the Arts Preschool will adhere to the following hand washing procedures:

### **Children and Adults will wash their hands:**

- Upon arrival
- After diapering or using the bathroom
- Before eating, or preparing food
- Before and after using the sensory table
- After outdoor play
- After handling any materials such as play dough, dirt, or sand

## **Toileting/Diapering Procedures**

### **Diapering**

Educators will change children's diapers throughout the day and as needed. Before and after every diaper change, the educator will wash their hands according to EEC guidelines. Educators will wear gloves whenever changing a child. Diapers will be changed on a changing table with fresh paper. The changing table surface will be cleaned and disinfected between each use. Each child will be cleaned and dried with individual washing materials. The family will supply all diapers /wipes and ointments as needed. Soiled diapers will be placed in a sealed, leak-proof container and will be cleaned and disinfected as needed.

### **Toileting**

Children who are toilet trained will use the bathroom as needed and as scheduled throughout the day. After using the bathroom, all children will follow proper hand washing procedures. For children who are learning to use the toilet, educators will follow family requests and work in partnership during this process. Educators will provide many opportunities throughout the day for children to become familiar with the toileting process.

### **Toileting Accidents**

All families are asked to provide a complete set of clothes (appropriate to the season) to be left in the child's backpack. If a child has a toileting accident, he/she will be cleaned up by an educator in the bathroom and changed into clean clothes. The soiled clothes will be placed in a sealed plastic bag and returned to the family at the end of the day

## **Administration of Medication**

**No Educator will administer the first dose of any medication to a child in case of an allergic reaction. The first dose of any medication must be given at home.** Subsequent doses of all medication will only be administered with written

consent from the family. In addition, prescription medication will only be administered with the written order of the child's physician. The medication must be in the original container with the child's name, the name of the drug, and directions for usage and storage on the label.

Non-prescription oral medication such as Tylenol, must have written family consent (Authorization of medication form) and the written permission of the child's physician regarding specific dosage, times, days, and purpose (valid for one year). In the event that non-prescription medication such as Tylenol needs to be administered, the center Director or classroom teacher will make every attempt to also obtain verbal consent from the family.

All non-prescription topical ointments (applied to unbroken skin) such as sunscreen, diaper cream, bug spray, require the written consent of the family (valid for one year.) These will be provided by the family and will be used only by their child. All items must be properly labeled with the child's name and in their original container. All non-prescription topical medications that are applied to broken skin, wounds, rashes must be stored in the original container, labeled with the child's name and used only for that child. A physician's order will be required and logged onto medical record when applied.

For children who require medication that has a certain procedure such as the epi-pen, educators will receive training in following the specific written directions. A written record of all medication administered will be kept at all times at Laura's Center for the Arts Preschool

This data will show the date of each administration of medication, the dosage, the name of the educator administering the medication, and the name of the child. All medications will be stored properly according to medication instructions in a location that is safe and secure. All unused medications will be returned to the family.

## **Nutritious Menu Choices**

Serving healthy meals and snacks to children is important to providing good nutrition, supporting lifelong healthy eating habits, and helping to prevent costly and potentially-disabling diseases, such as heart disease, cancer, diabetes, high blood pressure, and obesity. Laura's Center for the Arts Preschool will provide a nutritious snack and will follow family and physician's orders regarding special diets and allergies.

Families will be responsible for sending a nutritious lunch daily that includes something from the 4 food groups. Please label all containers with the child's name. We cannot heat up or chill food, please use ice packs and thermoses for this purpose. The following are some suggestions for healthy children's lunches:

- **Sandwiches**- whole wheat bread, cheese, turkey, tuna, jelly, chicken, bagel with cream cheese, pizza, tortilla with honey
  - **Fruit/vegetables**- orange, apple, raisins, dried fruit, carrot sticks, banana, sliced cherry tomatoes (*all fruit and vegetables should be sliced into sticks, not cubed or round, so as to avoid choking hazards*)
  - **Other items**- crackers, granola bars, muffins, yogurt, pasta, rice cakes, cottage cheese, hard boiled egg
  - **Beverages**- milk or water
- \*\* Candy and gum will not be allowed**

**\*\*\*All lunches must be peanut free**

## **Birthday and Holiday Celebrations**

On occasions such as birthday celebrations and class parties, families may send in healthy snacks to share with the class. Emphasis is placed on healthier choices when celebrating rather than cupcakes and other sugary snacks. Items to consider may include: fruits, pretzels, rice cakes, bagels and fruit popsicles. All food donation items must be factory sealed with the ingredients listed on the package. **Homemade items cannot be accepted to ensure the safety and inclusion of all children.** Please check with your child's teacher prior to an event to discuss your child's celebration!

## **Allergies**

Any allergies to food, chemicals, or other MUST be listed on the child's information sheet under "allergies." Please include information of treatment of allergy and possible reactions that may occur in the child from the allergy. With family consent, this information with a picture of the child will be posted in food preparation areas, in the Director's office, and in the child's classroom. Educators will be informed of children's allergies and trained in how to properly respond to each case.

***Please note and respect that out of concern for individuals with severe allergies, Laura's Center for the Arts Preschool is a peanut free school.***

## **Animal and Pet Policy**

Animals can be fascinating to children and provide a wealth of learning opportunities. Classroom pets or visiting animals of Laura's Center for the Arts Preschool must be in good health. In addition, all animals must have documentation from a veterinarian showing that they are up to date on immunizations and are of the nature to have positive contact with children. Educators will supervise all interactions between children and animals and will coach children on safe behavior with animals. Any child with an allergy to a certain animal will not be exposed to that animal. Reptiles are not allowed in childcare due to risk of salmonella. All children and staff will follow proper hand washing procedures following any contact with animals.

## **Field Trips**

Laura's Center for the Arts Preschool may provide opportunities for occasional field trips. If your child does not attend the field trip we will be unable to provide care. Please see the permission slip for detailed information on transportation, arrival and departure times, destination, volunteering etc.

## **Emergencies While on a Field Trip**

Prior to departure from the school the teacher will ensure she has the following items:

- (1) A working cell phone
- (2) A first aid kit/ prescription medications including EPI pens (if needed)
- (3) Emergency contact information and permission slip for each child

If an accident/ illness occurs while on a field trip, the Director will assess the situation and determine next steps including contacting the parent/guardian.

## **Transportation Plan for Arrival and Departure**

Children will be transported to and from Laura's Center for the Arts Preschool by their family or by an adult otherwise designated by the family.

## **Child Absence Policy**

In order to ease transition from home to school and so as not to interrupt the daily routines of the classroom, all children must arrive to the Laura's Center for the Arts Preschool by 9:00am. Arriving prior to 9:00 helps children get acclimated to their school day and allows children the benefit of starting the day as scheduled with their classmates.

If your child will not be at school on a day that he/she is normally scheduled to attend for any reason, it is required that parents call Laura's Center for the Arts Preschool at 781-826-7900 or email [layni@ssymca.org](mailto:layni@ssymca.org) to inform the Director of their absence before 9:00am. When a child will not be in attendance at Laura's Center for the Arts Preschool, it is the responsibility of the family to call or email the Director of the child's absence by 9:00am. This requirement is mandated for the safety of your child. If parents neglect to call the center regarding a child's absence, the Director or your child's teacher will contact the parents to inquire about the child. Failure to adhere to this policy may result in compromised enrollment.

If in the event that Laura's Center for the Arts Preschool does not receive a phone call from the child's family, Laura's Center for the Arts Preschool staff will take the following steps to ensure the child's safety:

- If a family member of an absent child has called the Center, the staff person who took the phone call will note the confirmed absence on the 'Call-In Log' located in the classroom.
- At 9:15 a staff member will attempt to make contact by phone call with the family of any children who are absent.
- When contact has been made, the staff person will note the person spoken to and the time on the 'Call-In Log'.
- If, after calling all emergency contacts listed, no contact has been made to confirm the child's absence, the staff person will inform the Director. Laura's Center for the Arts Preschool will then contact the non-emergency number of your local town police department asking for a well-child check to ensure the child's safety.

## **Drop Off Policy**

When dropping your child off each day at Laura's Center for the Arts Preschool, each family must park their car and accompany their child into the classroom. Each family is required to sign their child in to school both at the reception desk and in their child's classroom.

In order to ease transition from home to school and so as not to interrupt the daily routines of the classroom, **all children must arrive to Laura's Center for the Arts Preschool by 9:00am.**

Arriving by 9:00 helps children get acclimated to their school day and allows children the benefit of starting the day as scheduled with their classmates.

## **Authorized Pick-up Policy**



During the enrollment process, each family must complete an Emergency Contact Form. Listed on this form are only those persons authorized to pick up your child from Laura's Center for the Arts Preschool. If someone other than an authorized person will be picking up your child, families must notify the center in writing. All individuals authorized to pick up a child must have a picture ID readily available for staff to reference upon the child's sign out and dismissal from Laura's Center for the Arts Preschool.

No one under eighteen years of age will be allowed to pick-up your child. Should an emergency arise and you need to have someone who is not listed on the Emergency Contact Form pick up your child you must contact the Center and provide the authorized individual's name, address, phone number, and verbal permission. The following day you document in writing your authorization.

If an authorized individual arrives at the center to pick up a child and staff has any reason to question the ability of that person to function in a responsible manner (i.e. due to the influence of alcohol or drugs, or apparent emotional instability) the child will not be released. Staff will contact family members for additional authorized contacts to pick up the child safely.

### **Late Pick-up Policy**

Laura's Center for the Arts Preschool's hours of operation are 8:30 am-12:30 pm. All children must be picked up by the closing time of 12:30 pm. If a family is late for pick-up, Laura's Center for the Arts Preschool will adhere to the following policy.

- Families must call the center and provide the time in which they expect to arrive.
- Families will be charged a \$1.00 fee per minute which will be added to the family's monthly bill.
- If the tardiness is consistent, a meeting with the family and director will be called to discuss strategies to avoid tardiness. Consistent cases of tardiness may result in compromised enrollment.
- If the parent or guardian does not pick up the child by the closing time, the staff will attempt to notify the emergency contacts. If all attempts fail, the local authorities will be notified one hour after closing (1:30pm), the Department of Children & Families (DCF) Child at Risk Hotline and the Department of Early Education and Care (EEC) will be notified. No child will be left unattended.

### **Emergency Procedures**

At Laura's Center for the Arts Preschool, all staff members are trained and certified in CPR and First Aid. Children with minor injuries such as bumps, scrapes, or bruises, will receive care by educators who have been trained in first aid.

When administering first aid for minor injuries educators will always consult the child's health form. When an injury occurs, educators will complete an incident report form, provide a copy to families, and retain a copy for the child's records. Families will always be informed of all first aid given to their child.

For major emergencies such as a broken bone, or puncture wound, the child will be taken by ambulance to the nearest hospital with all emergency information/forms. Families will be contacted immediately. Lead educator will accompany the child in the absence of the parent/guardian and remain at the hospital until parent/guardian arrives.

### **Evacuation Plan**

Evacuation plans will be posted in each classroom and at all exits. Evacuation plans will be practiced at least once a month and at varying times to ensure that all children and staff have adequate experience. Staff and children will practice exiting the building using different routes so as to become familiar with each possibility. The Lead Educator will maintain documentation of the date, time, number of children/educators and effectiveness of each drill in the Fire Drill Log located in the Director's office. This documentation will be maintained for five years.

In the event of an emergency evacuation, Laura's Center for the Arts staff will execute the following procedure.

- The Lead Educators will be responsible for taking the daily attendance information, emergency contact information, and first aid kit out of the building. This information will be kept in a location close to the classroom exit.
- The Lead Educators will lead the children out of the building with a second staff person at the end of the line watching for stragglers.
- The Director will be the last to leave the building. He/she will make a visual inspection of each classroom for children and close each door before exiting the building.
- Once evacuated, all classes will meet on the playground and Lead Educators will check attendance using the daily attendance sheet.
- Educators will wait for the signal of the Director before reentering the building with the children.

## Family Information

### Inclement Weather Policy

Laura's Center for the Arts Preschool will make the determination to close/delay openings based on the severity of the storm and /or State of Emergency.

Please check the website at [www.ssymca.org](http://www.ssymca.org) for all updates starting at 5:30am on the day of the inclement weather.

- If the weather conditions are extremely hazardous the SOUTH SHORE YMCA Vice President of Youth Development will determine whether or not the Center will open.
- Should a closure day fall on your child's service day, parents will be required to pay their regular tuition fee,
- In the event of the Center closing early, all families will be contacted using the information provided on your child's Emergency contact list so please be sure to keep this information current. PLEASE NOTE: updates will also be posted at [www.ssymca.org](http://www.ssymca.org)

### Parking Lot

Please be sure to drive **slowly and cautiously** when entering and exiting Laura's Center for the Arts parking lot. Please be sure your child is always accompanied by an adult in the parking lot area.

### Outdoor Play

We value outdoor time and consider it very much a part of our daily curriculum at Laura's Center for the Arts Preschool. Each classroom will have scheduled outdoor time, weather permitting, as part of their day. With this in mind, please make sure that children are dressed in clothes that are seasonal, comfortable, and practical.

Laura's Center for the Arts asks that the families apply sunscreen that has UVA and UVB SPF 30+ before coming to school. During winter months, we will continue to have outdoor play unless the temperature is of concern. All children should come prepared for the weather with boots, hats, mittens, and snowsuits.

## **Clothing**

At Laura's Center for the Arts Preschool children will engage in a variety of activities that keep them engaged and involved. As you know, creativity can get messy, so please send clothes that your child can paint, play and explore in. Children should wear clothing that is seasonable, comfortable and practical every day. In case of an accident, all children must have an extra set of clothes in his/her cubbie. All belongings should be clearly labeled with the child's name. Laura's Center for the Arts is not responsible for items that are lost or damaged. Please per EEC regulations and for your child's safety **no open toe shoes or flip flops**. Laura's Center for the Arts Preschool is not responsible for items that are lost or damaged.

## **Hooks**

Children will each have two hooks where they will keep a coat in cold weather and a backpack. The backpack will contain a change of clothing and a lunch. All items will be taken home at the end of each school day.

## **Toys from Home**

Laura's Center for the Arts Preschool discourages any toys/valuables from home. These items can get easily misplaced or broken which can be very upsetting for children. Exceptions will be made for scheduled "Show and Tell" opportunities.

## **Babysitting Policy**

Laura's Center for the Arts educators and all SOUTH SHORE YMCA employees are prohibited from babysitting, making home visits, transporting children, or attending the birthday party of any child enrolled in the program. Thank you for your cooperation!

## **Language Translation**

Laura's Center for the Arts Preschool follows the EEC resource for language translation options: <http://translate.google.com>. It is not confirmed that the translation is correct so we will also try to find someone who can assist with translating the material.

## **Membership**

A family attending Laura's Center for the Arts Preschool is entitled to purchase a Household Membership at the Quincy or Emilson Branches with the joiner's fee waived. Once your LCAP enrollment application has been confirmed you may obtain your Household Membership YMCA key tag at the Emilson Branch Welcome Desk.

## **Volunteering/Practicum**

Laura's Center for the Arts Preschool welcomes volunteers. All volunteers complete CORI/SORI, attend a new employee/volunteer orientation, and meet all the SOUTH SHORE YMCA and state requirements per EEC. Volunteers are never left alone with the children, only participate in classroom and playground activities, and are not included in the classroom ratios.

## Volunteering Opportunities

Families are always welcome and encouraged to volunteer in the classroom or at events that are being held in the YMCA. All volunteers will be asked to complete a volunteer application, cori/sori and have reference checks.

You will also be invited to complete a new employee/volunteer orientation. Some events that some families may enjoy or be interested in volunteering for are: family nights, open house, Annual Support Campaign Events (phone-a-thon), other fun activities, or the end of the year celebration. Please see the Director for more information.

## Open House

Laura's Center for the Arts Preschool offers an Open House in the beginning of each school year to welcome all families. This is a time for us to introduce the teachers/Director, as well as a time families can introduce themselves to other families.

We utilize this time to review the family guide, explore the upcoming year, and answer any questions /concerns you may have about the program.

It is also a chance to get a closer look at your child's classroom, and meet with the teachers and ask questions about your child's day at Laura's Center for the Arts Preschool!



Families are invited to attend our Family Engagement Events which are offered throughout the year. The goal of these events is to help families understand the importance of our Early Childhood curriculums and create support systems and friendships. These are opportunities to meet other families, spend quality time with your child as a family, and meet your child's peers.

We hold bi-monthly Family Advisory Council Meetings. All families are welcome and encouraged to attend these meetings. Our FAC is instrumental in helping to build and support our program. Duties of the FAC include:

1. Fundraising assistance for the Change a Life Fund
2. Assistance in coordinating family engagement opportunities
3. Facilitate networking opportunities
4. Support and Guidance for curriculum initiatives, grant opportunities, and programming

## Cultivating Potential

At the Y, strengthening communities is our cause. Strong communities don't just happen; they are the result of steady leadership and stewardship of strong values. We make a difference by focusing on three key areas: **Youth Development**; nurturing the potential of children, **Healthy Living**; improving the nation's health and well-being and fostering a sense of **Social Responsibility**; giving back to our neighbors.

The early years are those of greatest growth, and the time to lay the foundation for educational and lifelong success. Parents, grandparents and your child's extended community nurture your child and build trust. You are your child's first and most important teacher!

We look forward to partnering with you to support the education, health and happiness of your child and family.

Thank you for choosing Laura's Center for the Arts Preschool where children engage in endless opportunities to learn, grow and thrive!

All the best,

Layni Loumiotis-Hook

Laura's Center for the Arts Preschool Senior Lead Teacher/ Director

[layni@ssymca.org](mailto:layni@ssymca.org) 781-924-8272

