



Early Learning Center

Small Friends on Nantucket Parent Handbook

2019-2020

The Small Friends on Nantucket Parent Handbook is published and distributed to members of the Small Friends community for the purpose of providing information on aspects of student and campus life so that children may gain as much as possible from their experience at the Center. Children, parents, teachers, administration, and staff should all read and be familiar with the contents of the Handbook, so that each member of the community knows and understands our community expectations. While policies in this Handbook will generally apply, the Center reserves the right to take actions that it determines to be in the best interests of the Center its teachers and its students. This Handbook does not limit the authority of the Center to alter, interpret and implement its rules, policies and procedures, before, during and after the School year. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between Small Friends and any parent, guardian, or child affiliated with or attending the School. Small Friends reserves the right, in its sole discretion, to add, revise and/or delete Center policies during the year.

Revised February 2019

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Executive Directors Welcome

We are delighted that you are joining us at Small Friends! We are proudly celebrating over 28 years of providing care to our students. This is an exciting time for your family, especially for your growing little one. Schools can teach many things. Our loving and knowledgeable staff work to plan the day, month, and year in accordance with the needs of your young child. The experiences at Small Friends encourage children to interact with the world around them, express themselves creatively, gain foundational academic skills and communicate with each other. This letter outlines the enrollment agreement that we will be honored between our school and your family. I am very proud of our school and the quality care we provide.

This handbook is designed to help you become familiar with our program and to explain our policies and procedures.

We look forward to spending time with you and your child(ren)!

Best Regards,

Nichole Olson

INTRODUCTION

Mission Statement

Small Friends was founded in 1988 by a group of parents with young children who wanted high quality child care and education for their infants, toddlers, and preschool children while they worked, worry free. Since 1988, the mission of Small Friends has been, as follows:

Small Friends on Nantucket seeks to enhance the quality of life for families and meet the needs of working parents by providing the highest quality early education and care for the children of Nantucket year-round. Toward this end, Small Friends on Nantucket provides children ages three months through five years with an early education and care environment with trained and nurturing professionals.

Small Friends is a non-profit school that survives on outside funds in addition to tuition to cover the cost of running the school. Therefore your participation is required for at least one event per year in addition to participating in our annual fund drive. Without this help, our school cannot maintain its operating budget each year. Please take a moment to look over this parent handbook and see all that is required of you as a parent at Small Friends.

Program Philosophy and Purpose

At Small Friends, we strive to create a positive and nurturing environment, in which children feel secure and comfortable. We aim to foster a positive self-identity and sense of emotional well-being in each child. We nurture the development of social skills, which we believe to be paramount to an individual's success and happiness.

We encourage children to think, reason, question, and experiment. We believe the knowledge a child gains through hands-on active learning is the knowledge most likely to have meaning to the child and to remain with the child. Teachers consistently strive to build on a child's existing knowledge and guide the child through further thinking and exploration.

We facilitate language and literacy development, as we believe literacy to be the cornerstone of a quality education. We create a word rich environment for our youngest infants, through emphasis on the spoken word in storytelling, song and rhyme and move toward an environment rich with the written word for our preschool children.

We encourage creative expression and foster an appreciation for the arts. We believe early involvement with art, whether through painting and drawing, or through music and movement, allows many young children the opportunity to best express themselves.

We strive to model and promote sound health and safety practices. We facilitate physical development through the use of many types of indoor and outdoor equipment and a wide variety of activities.

At Small Friends, children are generally grouped according to their peer group. This approach means that we take notice of children with fall birthdays and try to space their time throughout Small Friends accordingly. We offer six settings to accommodate the needs of individual children. Group placements are also based on several other factors including social and emotional development, and are ultimately made in the Program's sole discretion.

Program Administration
Small Friends Leadership and Communication

Executive Director: Nichole Olson
nolson@smallfriendsnantucket.org

All-School Administrators:
Administrative Assistant: Heidi Fee
hfee@smallfriendsnantucket.org

Development Director: Jackie McGrady
jmcgrady@smallfriendsnantucket.org

Board President: Bridgette Hynes
bridgettehynes@gmail.com

PROGRAM OPTIONS

Infants – Minnow Room

Our infant group accommodates seven infants, approximately 3 months to 15 months of age, under the care of a Massachusetts Department of Early Education and Care certified teacher and one assistant teacher. A warm, secure environment helps our infants to begin to explore the world. The use of language and verbalizations are encouraged by the teachers who talk, read and sing to the children and respond to their attempts to communicate. Children experience music for listening and relaxing as well as dancing and moving. Teachers encourage development of independence in a variety of ways, such as facilitating self-feeding in older infants and encouraging infants to select their own toys and books. Carefully chosen equipment and teacher support help our infants reach milestones such as sitting and pulling up to stand.

Full Day Young Toddlers – Scallop Room

Our young toddler group accommodates nine children, approximately 15 months to two years of age. The group, led by a Massachusetts Department of Early Education and Care certified teacher and one assistant teacher, provides more focus on fostering independence. Children generally self-feed and are encouraged to begin to wash their hands and dress themselves, as appropriate. Children are encouraged to select toys and are given choices of activities. Children are read to and encouraged to begin to use crayons and other art materials. Teachers promote language development by encouraging children to use the words they have already obtained, and adding additional words, to help children express themselves. Children are presented with fine motor activities, as well as construction, and dramatic play opportunities. Teachers strive to make children feel comfortable and secure.

Full Day Older Toddlers – Starfish Room

Nine children, approximately two to three years of age, make up our older toddler group. One Massachusetts Department of Early Education and Care certified teacher and one assistant teacher support the development of independence and self-functioning skills appropriate to this group. Books are read aloud, and children are encouraged to recount stories themselves. They are given dramatic play opportunities as well as fine and gross motor activities, and are encouraged to use crayons, markers, and paint brushes. Children listen to music to relax, and for dancing and play. They are encouraged to work at their own pace, pick up toys and dress themselves. Teachers facilitate problem solving and foster the ability for children to cooperate and work well with others.

Full Day Pre-School – Whale Room

This Preschool group serves 20 children, approximately two years nine months to five years of age. Up to three Massachusetts Department of Early Education and Care teachers strive to create a nurturing, safe environment. Children are introduced to, and encouraged to participate in, free choice play with various materials that influence the progression of skills in multiple areas of learning. Emphasis is placed on each unit of study in the areas of mathematics, literacy, science exploration, and social awareness. Children are given opportunities to express themselves as young artists, with multiple art mediums, and are encouraged to practice societal roles through dramatic play. Teachers support non-violent conflict resolution and tolerance.

Full Day Pre-School – Jellyfish Room

This Preschool class serves 14 children, approximately two years nine months to five years of age. Under the direction of one Massachusetts Department of Early Education and Care certified teacher, and one teaching assistant, make up our preschool group. Children are presented with a word rich environment. They listen to books and poems read aloud, gaining exposure to early reading concepts, and are encouraged to write and tell stories themselves. Teachers introduce early reading concepts and strive to foster a love of learning. Children are provided with creative art activities such as brush painting, drawing and collage, as well as opportunities to listen to and create music. Teachers foster the independence and confidence that will help children be successful learners.

Three Quarter Day Preschool – Quahog Room, 7:45 AM - 3:30 PM

Our three quarter day preschool accommodates 10 children, approximately two years nine months to five years of age. The group, led by one Massachusetts Department of Early Education and Care certified teacher, provides for a nurturing, rich learning environment. The Teacher introduces early reading concepts and strive to foster a love of learning. Children are encouraged to express themselves through dramatic play and will begin to perform story books highlighted in our curriculum. Children are provided with creative art activities such as brush painting, drawing and collage as well as opportunities to listen to and create music. Emphasis is placed on each unit of study in the areas of mathematics, literacy, science exploration, and social awareness. The Teacher fosters the independence and confidence that will help children be successful learners.

CURRICULUM

Language Arts

Our goal is for children to build their literacy skills and learning from their youngest years. In the Infant/Toddler Classrooms we strive to expose children to words, stories, songs, and language. In the Preschool Classrooms our goal is for the children to have an early concept of print, begin writing letters, and use language to communicate.

Math

Our goal for the children is to begin to understand the mathematical concepts that surround their daily lives. In the Infant/Toddler Classrooms we count, sing, and clap to explore math. In the Preschool Classrooms our goal is for the children to recognize numbers, begin 1:1 correspondence, and begin counting.

Science, Technology and Engineering

Children are explorers! Our science, technology, and engineering goals for all the classrooms are to engage in exploration. Exploration engagement includes asking questions, showing interest in new things, and active problem solving.

History

Our goal for the children in regard to history is to show a sense of passing time. In the Preschool Classrooms we use a calendar to show the passing of time, in the Infant/Toddler Classrooms we celebrate birthdays and seasonal events.

Social Science

Our goal for the Social Sciences is for children to form meaningful relationships. This involves building play skills, communicating wants and needs, and bonding with caregiving adults.

Arts

We are active in song, dance, and art at Small Friends. Our goal is for children to engage in art and movement at a developmentally appropriate level through free choice design and movement and through planned activities.

WHAT TO BRING

Please bring in the following items on your child's first day at the Center and update these items as necessary throughout the year.

Infants/Toddlers

- A Package of Diapers (**labeled with your child's name**)
- Pacifier (**labeled with your child's name**)
- Pre-mixed bottles (infant room only) (**labeled with your child's name**)
- Infant Sleep Sack (blankets prohibited in the cribs)
- Extra change of clothing appropriate to the season
- Toddler rooms- crib sheet and blanket (Labeled with your child's name)
- Toddler rooms- water bottle (**labeled with your child's name**)

Preschoolers and Older Children

- Extra change of clothing appropriate to the season (**labeled with your child's name**)
- 4 Toothbrushes and toothpaste (please be sure to bring standard size child toothbrushes, so that they will fit into the toothbrush holder; toothbrushes are required to be replaced every 3 months) (**labeled with your child's name**)
- Water bottle (**labeled with your child's name**)
- Crib size fitted sheet and **small** blanket (**labeled with your child's name**)
- Sunscreen for children enrolled for the full day (sunscreen should be applied in the morning before coming to the Center; we will re-apply it before going outside in the afternoons) (**labeled with your child's name**)
- Slippers with rubber soles (in the event there is an emergency and we need to go outside quickly) (**labeled with your child's name**)
- Insulated lunch box with an ice pack or thermos for items that need to be kept warm. Please send in a separate drink for lunch.

GENERAL PROGRAM INFORMATION

Small Friends Hours of Operation

- Full Day Hours: 7:45 AM – 5:15 PM (all families out of the building by 5:15)
- 3/4 Day Hours: 7:45 AM – 3:30 PM (Preschool/Quahog Room Only)

Governance

The Center is governed by a self-perpetuating Board of Directors. It is the responsibility of this body to plan, develop, and establish policy and to assess the performance of the Center consistent with the Center's Mission and philosophy. The Board of Directors is responsible for the selection of the Director and works in close collaboration with the Director, though the Director is responsible for the implementation of policy and the day-to-day operations of the Center.

You may obtain a list of the Center's current Board of Directors, in the front office.

IMPORTANT CONTACT INFORMATION

Emergency Telephone Numbers:

Fire or Police Emergency: 911

Ambulance: 911 from all land lines

Fire Department: non-emergency 508-228-1212

Police Department: non-emergency 508-228-1212

Poison Control: 800-222-1222

DCF/Child Abuse: 508-760-0200

Public Health Department: (508) 228-7200

Small Friends: (508) 228-6769

Licensing Information and EEC Contact Information

Small Friends is licensed by the Massachusetts Department of Early Education and Care (EEC). To contact EEC's Southeast/Cape and Islands Regional Office, please call 508-828-5025.

Non-Discrimination Policy

The Program admits qualified children of any race, color, national or ethnic origin, ancestry, sex, religion, cognitive or physical disability, toilet training process, gender identity or sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, national or ethnic origin, ancestry, sex, religion, cognitive or physical disability, toilet training process, gender identity or sexual orientation, or any other status protected by applicable law in the administration of any of its policies and programs.

Staff/Educators

The staff at the child care centers comprises both professional and paraprofessional caregivers. Educators for the center meet the licensing requirements related to age, educational background, continuing education and caregiver-child ratio. Educators are selected on the basis of their qualifications, skills and concern for the health, safety and development of young children. Regular ongoing training is provided for all staff members in child development and child care techniques.

Child Guidance Policy

Small Friends staff members care for children while guiding and helping them to:

- Be safe with themselves and others;
- Feel good about themselves;
- Develop self-control and successful coping skills;
- Express feeling in a healthy manner;
- Become more independent;
- Respect the needs and wants of both themselves and others;
- Learn new problem-solving skills and methods for non-violent conflict resolution; and
- Learn to use materials and equipment in respectful and appropriate ways.

Small Friends teaching staff plan and implement age-appropriate schedules and activities which provide ample time for relaxation and avoid excess time for boredom. Classroom schedules allow ample time for healthy transitions. Teaching staff strive to be respectful of each child's individual learning pace and methods for understanding.

Children are given the opportunity to participate in the establishment of rules, when appropriate. Children's positive behaviors are reinforced in the least disruptive way possible.

Progress Reports

Progress reports are completed by teachers every three months for Infant age children and every 6 months for toddlers and preschool children. Staff will communicate with parents during these times and invite you to a parent/teacher conference.

Absences/illness

If a child will be absent, please call the front office before 9AM on the day absent or inform the Administrative Assistant and Teacher in advance.

Bringing things from home

Please do not bring toys or other personal items to the center. They can be lost, broken, or swallowed. Your child's educator will notify you of any special sharing days. At no time are toy weapons allowed in the center. Please help us enforce this policy. The toys and equipment at the center have been specifically selected to be stimulating, educational, fun and safe for children. It can help if you explain this to your child.

Placement in groups

Each child progresses at his or her own rate. Transitions throughout the center are based on the child's development as well as chronological age. Movement of children throughout the different groups in the center is also determined by group composition and availability of space. Collaboration and information will be shared between educators in each classroom or program with written parental permission. Each transition will be individual and will be based upon the child's ability to participate in the classroom that he or she is transitioning to. Opportunities to visit will be made available so that the child has an opportunity to build trust and comfort in the new setting. Educators will communicate with parents regarding the transition and seek parent input throughout the process.

Security and Emergencies

In the event of an emergency situation, staff are trained to evacuate children and bring them to a pre-determined location, as appropriate. The school has a comprehensive safety plan in place, and will notify parents as promptly as possible, should a crisis arise, and children need to be retrieved from the Center or an evacuation site. Please ensure you are on our "Call-Em-All" phone list with the Administrative Assistant.

Building Security and Center Access

Parents and staff can open our front door using a button on the speaker panel. We ask you to be mindful of holding the door open for others. While this gesture is courteous, we do ask you to consider the safety of the children. If the person is unknown to you, please direct him/her to the office. Our staff can assist you in identifying any person entering the program.

Clothing

Please send your child to school with clothing that you do not mind getting dirty or messy. It is important to remember that children's "play" is their work and we need to allow them the freedom to explore without the fear of ruining their clothes.

Toilet Training

Toilet training is a joint effort between school and home. For this reason, we ask that toilet training begin at home on the weekend, so your child is in their own environment. Toilet training should begin when your child is developmentally ready. You will know your child is ready when they show such signs as staying dry for a period of time; and they shows an interest in the toilet and sits on it willingly. We are not equipped to start toileting training in the infant classroom, as there is not a bathroom, nor do we believe it is developmentally appropriate at that age of development. Once the potty-training process has been started at home and you have had success, please bring in three complete changes of clothing. Once all three changes of clothing have been used, we will put your child back in a diaper. It can be discouraging to a small child to have to consistently be in the bathroom and not playing with their peers. We do not want going to the toilet to become a "chore" to the child. Underwear and changes of clothing are best. When your child has soiled clothing, it will be placed in a plastic zip lock bag and sent home to be washed. We ask that children assist in the changing process in order to be independent and move toward changing themselves.

Inclement Weather

Small Friends will be open as long as conditions allow for safety; however, Small Friends will be closed when the weather is determined to be hazardous.

Small Friends generally follows the lead of the Nantucket Public Schools (NPS) in determining Center closing, early dismissals, and late openings due to inclement weather. Although we will take the lead of the Public Schools, our decisions are not solely based on their closure or their remaining open. Parents and guardians are encouraged to watch the local news channels for updates on NPS closings prior to bringing their children to Small Friends, during inclement weather. A reverse phone call will be sent to each parent via Call-Em-All service, by 7:30 AM, if the Center is closed.

In the event of an early dismissal, parents and guardians shall be notified by Call-Em-All and asked to collect their child by the specified time.

Outside Time

We believe that children should explore in the natural world as much as possible; therefore, we request that each child come to school with seasonally appropriate clothing and accessories, such as boots, hats, mittens, and snow pants during the winter. We will not go outside if the temperature is too cold or too hot, as determined by the Director or her designee.

Nap Time Policy

Small Friends believes that it is important to include a rest period for children during the day. Children are not required to sleep and those that remain awake are offered quiet activities. It is not our belief to withhold sleep from a child and thus, we will generally not keep children awake. We ask that you provide a crib sheet and small blanket for your child to rest with and to take the items home on Friday to be washed for the following week.

Photographs of Children

The Center will not produce, distribute, or use photographs or likenesses of any child for any purpose unless the child's parent has given written, informed consent. The Center is not responsible for any photographs taken by drone, and additionally will be held harmless in the incidence of any drone malfunctions.

Religious and Cultural Observances

Various holidays are recognized and discussed with stories, plays and special foods that convey the cultural significance of the holiday. The Center recognizes, but does not celebrate, holidays from a religious perspective. If a particular holiday or its traditions are important to a parent's heritage, and the parent would like to share information with children at the Center, the parent is invited to contact the teacher to make arrangements for a presentation about the holiday and its traditions.

ARRIVALS AND DEPARTURES

Parents are responsible for transporting their child to and from the child care center. If a child uses public transportation a release form must be signed in advance, that states that Small Friends is not responsible for the child until their arrival at the center.

Upon arrival at the center, **please sign in your child;** you are responsible for your child until they are signed into the classroom. Check with the center's educators as to the specific location of the sign-in sheet. Children **MUST** be brought into the center by an adult and given to an attending educator. If you are going to be later in arriving than normally scheduled, please call the center so that the educator can adjust the activities to include your child when you arrive. If your child will not be attending, be sure to notify the center as soon as possible in the morning. Please let us know if your child is absent due to sickness.

Upon arrival to the center we ask that all parents and children wash their hands.

When you come to pick up your child at the end of the day, please allow your child adequate time to pack and depart by the closing time (at least 10 minutes). At the end of the day, you will need to **sign your child out** with the time that you are picking him/her up; at this point you are the responsible party for your child. Anytime you come to the center to take your child out for a period of time, such as a doctor's appointment, you must sign him/her out and sign him/her back in when you return. Remember that it takes longer to leave in the winter months when there are snow pants and boots to get on your child, so allow extra time.

Late Arrivals

If your child arrives to school past 9:00 AM, please check in with the office. The office keeps a current list of children at the Center during the day. The majority of the "learning time" happens between the hours of 9:00 AM - 11:30 AM, so it is important for your child to arrive by 9:00 AM so your child does not miss out on important information during this time.

Late Pick-Up:

Our educators work a full and often tiring day, just as you do, and in many cases, they must go home and take care of a family too. Therefore, we ask that you respect our closing time. We have no arrangements for care after the center closes. Educators expect to leave at that time. Please arrange to have an authorized person pick up your child on time in the event you are unable to do so. **A late fee of \$25.00 is payable**

when children are left at the center past the closing time. Within 24 hours, parents are responsible for paying the late fee to the Center Director.

In the event that Small Friends DOES NOT receive a phone call from you, the following policies will be implemented immediately after closing:

1. Small Friends educators will contact the parent for instructions.
2. If no response, Small Friends educators will call the emergency contact list to arrange pick-up. Parents will be charged \$25.00 in the event the emergency contact is late.
3. If by 7:00 p.m. no contact has been made to either parent or emergency contact, a call will be placed to the Department of Children and Families (DCF) Emergency Unit to report an abandoned child. Educators will then follow the instructions of the DCF staff member as to where to bring the child.
4. Parents will be informed upon contact as to what arrangements have been made.

EMERGENCY PROCEDURES

All educators and administration are trained in emergency first aid, CPR, epi-pen administration, and medication administration. In the case of an emergency, every attempt will be made to contact you. If you cannot be reached, the person(s) listed as the emergency contact will be notified. If no one can be reached, we will call the child's doctor. In a life-threatening situation, a designated educator will accompany your child to the nearest hospital in an ambulance, taking along your child's medical records. The director or designee will continue to try to reach you. The educator will stay with your child until you arrive.

Contingency plans and procedures have been developed to deal with fire and natural disasters with the Nantucket Emergency Management Team. In case of the loss of power, heat or water the center will remain open for one hour or until it was deemed necessary by the director or acting director to close the facility. During the hour the center will be evaluated for health and safety concerns and to further investigate the cause of the problem. All parents will be contacted via Call-Em-All and asked to pick up their children as soon as possible. The facility has access to cellular telephones. If a parent was unable to pick up their child, the emergency contact person would be notified.

Fire: In the case of fire, the center would be evacuated and the fire department would be called by the center director or a designated person. The staff and children would walk to Nantucket New School.

- 1. Emergency or Natural Disaster:** In a more widespread emergency such as **flood or hazardous materials** accident requiring evacuation away from the facility and surrounding area, the children will be brought to the Community Building at Park Circle by walking if safe to do so or will be transported to the VFW on New South Road via Nantucket Public School's school bus. Children will remain accompanied by caregivers while parents/emergency contacts are notified, arrangements for transportation home are made, or continuation of care is made.
- 2. Lost Child Procedures:** If a child is lost or missing, Small Friends will follow the Lost Child Procedures.
Staff or parent reports the missing child to the Center Director or other designated person.
The designated person will take the clip board located on the bulletin board above the photo copy machine in the office and writes the child's information on the clip board. Meanwhile teaching staff shall maintain an atmosphere of calm to ensure the

continued safety and supervision of the other children.

A staff member uses the phone paging system to call "Amber Alert" to all available staff. As the first person arrives at the office, the Staff member who has obtained the clip board briefs the responding staff on what is known about the missing child. All available staff are directed to the office for search duties.

The lead person uses the Intercom button on the phones and calls an "Amber Alert" and pages the missing child to report to the "Office". The reading of the name and description of the child follows this alert over the phone Intercom system. The lead person or an assistant now uses the clipboard to assign staff to search areas. Staff is now reading the clip board describing what we know about the child.

Staff reporting to the office will be given designated areas to search for the missing child from the lead person or assistant - bathrooms, Minnow classroom, Scallop classroom, Starfish Classroom, Whales Classroom, Jellyfish Classroom, Quahog classroom, great room, Infant/Toddler playground, Preschool Playground, Nature Playground, parking lot, Nobadeer Farm Road, main entrance door, great room exit doors, basement, staff room, main offices, etc.

All staff checking an area will report back to the office to clear that area off the list and potentially receive a new area to check. Staff assigned to a door will remain at their designated exit door until child is found and a "child found; Amber alert over" is issued.

Notification to Nantucket Police and the child's parents/guardians will be notified if the child is not found in 5 minutes.

The search shall continue during the time it takes for the police to arrive. Those teaching staff members still supervising children shall maintain as normal a routine as possible.

The Director or designated person in charge shall meet with the police and parents/guardians, and will comply with any actions instructed by the police, as well as do all they can to comfort and reassure the parents/guardians.

The Director will notify DEEC (Department of Early Education and Care) and DCF (Department of Children and Families) of the incident.

3.Security Threats: Staff will remain calm and bring the children to a secure location. The location may be another classroom, another part of the building or outside depending upon the situation. Staff will follow ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) protocol.

4.Severe Weather: In the event of severe storms such as tornadoes, hurricanes or high winds staff will move the children away from the windows.

5. Loss of Power, heat or hot water: The center will remain open until it is deemed necessary to close the center due to unsafe conditions. The decision would be made by the center director or designated person. The building is equipped with emergency lighting. Flashlights as well as pre-packaged snacks are on hand.

No Child Left Behind: A means to assure that no child is left in the facility after evacuation

Transitioning from room to room

The Teacher should review the sign in clip board and account for all the children who are signed in.

The Teacher should direct the children to line up at the door. The children should line up. Toddlers and younger should gather by the Teacher.

The Teacher should call each child out loud by indicating name, locating the child visually, then count all the children in line, and state total number of children in the room.

This number should be verbally relayed to all teachers in the room.

The Teacher should direct the children where they are to go (ie. "We are going to the Preschool 2 classroom.")

The Teacher should open the classroom door. The teacher should be in the front leading the children and one teacher at the end of the line.

The Teacher should be at the end of the line and should quickly sweep the room, bathroom, and cubby space for stragglers.

The Teacher should lead the children and the co-teacher should follow the end of the line.

At the destination the children should be counted when entering the room.

This number should be verbally relayed to the Teachers in the designation room (ie. "Jackie I brought five children into your room.")

Teachers should always bring the teacher checklist attendance when transitioning from room to room.

Transitions to and from the playground

The Teacher should review the sign in clip board and account for all the children who are signed in.

The Teacher should direct the children to line up at the door. The children should line up. Toddlers and younger should gather by the Teacher.

The Teacher should call each child out loud by indicating name, locating the child visually, then count all the children in line, and state total number of children in the room.

This number should be verbally relayed to all co-teacher in the room.

The Teacher should direct the children where they are to go (ie. "We are going to the playground.")

The Teacher should open the classroom door (putting down the doorstopper to hold the door open).

The Teacher should lead the children and the teacher should follow the end of the line.

The teacher should sweep the classroom for any stragglers. Certain areas should be checked especially reading nooks, bathrooms etc.

Before entering the playground children should be lined up (with a name to face attendance check) and be counted.

The Teacher should open the door and count the children as they enter the playground.

Teachers should always bring the classroom teacher attendance clip board when transitioning to and from the playground.

When leaving the playground children should be counted before leaving.

The teacher should sweep the playground for any stragglers. Certain areas should be checked especially any climbing structures, tunnel, and sandbox.

Children should be counted with an attendance name to face when entering the classroom.

In any of the above emergency situations, parents will be notified to pick up their child as soon as possible at the appropriate location. The center has access to a cellular phone. Back up phones include educator's cell phones or the use of a phone at the Nantucket New School.

Emergency information for each child is located in each classroom and would accompany the group in the event of an evacuation. In the event a parent is unable to be reached or is unable to pick up their child, the emergency contact person would be notified.

Additional contact numbers: Nantucket Fire Department- 911

Nantucket Police Department- 911 or 508-228-1212

WRITTEN TRANSPORTATION PLAN

Small Friends has provided a written transportation plan for children. The policies and procedures that are listed below are intended to keep children safe during transport.

Children are transported to Small Friends by their parent or guardian. In the exception where a child receives services from the Nantucket Public Schools, the child will be brought to Small Friends by their parent/guardian or an outside bus company determined by the Nantucket Public Schools. A Small Friends staff member will greet the child outside of the front door where the bus will drop off. The staff member will then walk the child to the classroom and check in with the classroom teachers. The staff member who brought the child into the classroom will write down the time of arrival on the attendance sheet and sign their name. If the child does not arrive at the Center, the administrative assistant will call the parents to verify the absence.

In the event of an emergency (Fire, Natural Disaster/Emergency, Security Threat, Severe Weather, Loss of Power, heat, or hot water) parents will be notified to pick up their child as soon as possible at the appropriate location. In the event a parent is unable to be reached or is unable to pick up the child, the emergency contact person will be notified.

*Please See the Emergency Procedures for more detailed information. *

LUNCHES AND SNACKS

Small Friends provides two nutritious snacks in the morning and afternoon which consist of crackers, fruit, cheese, vegetables or other nutritious foods. We provide 2% milk at morning snack time. If your child has an allergy to any foods, it is imperative that you notify the educator so that alternate snacks can be provided. Teaching staff sit, eat, and model appropriate conversation with children.

Lunch is brought from home. Lunches should be packed in an insulated lunch box with a proper ice pack, if needed. For warm meals from home, please use a thermos. Small Friends does not have the ability to heat up lunches. It is an important meal for your child. The amount of food you pack should depend on how active your child is, how fast they are growing and how hungry they get. Classrooms with certain food allergies may have additional restrictions.

Parents are asked to store food in reusable containers to reduce waste. Any uneaten portion of your child's lunch will be returned to the lunch box, so you can monitor his/her food consumption during lunch. Children are encouraged to learn self-help skills during meal times, such as unpacking and packing up their lunches. Teachers are ready to assist, when appropriate.

Please **NO** soda, candy or gum, as we will not serve it to your child at school. The educator can assist you with lunch box suggestions (see attached list). Please make sure all foods are prepared, cut and ready to be served.

Please note: if you send in any of the following foods please prepare them as follows:

Hot dogs, Meat, and Grapes need to be cut into quarters.

Peas and carrots need to be cooked.

Popcorn, Pretzels, and nuts should not be sent in for lunch. We have stopped serving them for snack.

The parents must supply infant food and prepared formulas. Please put all foods in marked containers and inform educators of any special requirements you wish followed at feeding times. For breast milk please ensure it is labeled with the child's name and date and placed in two secure containers or plastic zip bags. Small Friends supports the decision of families to breastfeed and accommodates those who request to do so at Small Friends.

Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. If you would like

to provide a special snack for your child's classroom (for a birthday or special occasion) we ask that you first consult with the educators.

The center follows the Department of Early Education and Care's regulation on tooth brushing. Children in our care brush their teeth once during the day, usually after the lunch time meal. We ask that you please provide 4 toothbrushes for each child. We will store toothbrushes at the center. We will replace toothbrushes every 3 months or following an illness. All children will begin tooth brushing as soon as they get their first tooth. (Infants who do not yet have teeth will have their gums wiped gently with a damp, wet cloth after each feeding).

Lunch Box Suggestions

Milk
Eggs
Lettuce and Tomato
Whole Grain Bread and Butter
Fruit Salad

Cheese on Bagel
Juice - Tomato
Apple
Lettuce

Milk
Egg Salad on Rye
Tomato Wedge
Orange

Grapefruit Juice
Muffin with Cream Cheese
Orange
Cucumber Slices

Milk
Cottage Cheese on Lettuce
Fruit Salad
Crackers

Milk
Cheddar Cheese on Rye
Cucumber slices
Banana

Milk
Cheese Sandwich
Cucumber slices
Apple
Milk
Tuna Salad on Whole Wheat
Pear
Tomato Wedge

Milk
Soy Butter on Cracked Wheat
Cucumber Slices
Pear
Apple Juice
Cottage Cheese and Banana
Crackers
Cucumber slices

**USDA (U.S. Department of Agriculture)
Practice Choking Prevention**

The USDA states children under 4 years of age are at the greatest risk of choking. Young children are still learning how to chew properly, and they often swallow things whole. Young children also like to put things in their mouth, but their small airways can become easily blocked. It is important to make sure that food is served in the appropriate sizes, shapes, and textures to reduce the risk of choking.

As a center we would like to implement these guidelines. Specifically, we ask that children not bring to school soda, candy, gum, popcorn, pretzels, and nuts.

Please note: if you send in any of the following foods please prepare them as follows: Hot dogs, meat, and grapes need to be cut into quarters. Peas and carrots need to be cooked.

*Printed copies of the USDA Nutrition and Wellness Tips for Young Children will be available in the center vestibule under the required postings bulletin board (to the right as you walk in the main entrance).

CHILDRENS RECORDS/REGISTRATION

To assure the best possible experience for children and parents, we require a pre-enrollment meeting. At this time, you will have a tour of the facility, and an opportunity to meet the teaching educators. The Director will review the enrollment packet and center policies and procedures with you. An initial application New Family Registration fee of \$100.00 and a New Family Application fee of \$25.00 are required prior to the child's start date. Appointments may be made by calling the center director. We also recommend a pre-enrollment visit with your child in order for him/her to become familiar with the program and environment. All forms must be completed before your child can attend the center.

The following forms are included in the registration packet. It is very important that they be completed in detail for they provide the educators with valuable information about your child. These forms must be updated annually or whenever circumstances change. Please remember to let us know whenever there are changes.

Parents and legal guardians may request to have a child's file released to them at any time. Parents and legal guardians have the right to request the deletion or amendment of information in their child's file, as well as the right to add information and documentation. Any changes made to a child's record will ultimately be made in the sole discretion of the Center, after an opportunity for parents/guardians to meet with appropriate Center staff regarding the request to delete or amend information included in a child's record.

Children's records shall remain confidential and are made available only to Small Friends administrative and teaching staff, as well as to the child's legal guardians. Their contents will be kept in a locked file cabinet and may not be released to anyone outside of Center staff without the written consent from the child's parents/ guardians.

Face Sheet

Identifies the child by the following information: name, date of admission, date of birth, age at admission, family's primary language, and names of parent, home address, telephone number, business address, and business telephone number. Also included on the form is the name address and telephone number of the person to contact in an emergency if the parent is not available, a physical description of the child (or current photo can be provided) the name, address and phone number of the child's physician or other source of health care and any known allergies that the child may have.

First Aid and Emergency Medical Care Consent Form

This form authorizes staff in the childcare program who are trained in the basics of first aid/CPR to give your child First Aid/CPR when appropriate.

Parent Agreement Form:

This is an authorization and consent form. Please read and initial each area of consent. The form provides your consent to enroll your child in the program and your agreement to follow all rules and regulations. It provides your permission for photographs/videos, participation in fundraisers, and authorization for first aid, CPR and emergency transportation. It is also an acknowledgement that you have received a Parent Handbook, Health Care Policy and been notified of observers in the program.

Alternate Areas for Children Authorization:

Allows your child to participate in activities on Small Friends property.

Transportation Plan and Authorization:

Please list on this form the method of your child's transportation to and from the center and the people allowed to pick up your child from the center. The educator will ask for photo identification of anyone coming to pick up your child until they are familiar with their identity. Please be sure to keep these names current.

If a situation arises when someone not listed on the authorization forms must pick up your child, you must call the center. When you call the center saying someone not listed will be picking up your child, the educator will call you back at the telephone number in our files to verify this and to ask for a physical description of the person. A photo identification will be required.

We do not resolve issues of custody, or other family challenges that may affect who can pick up or drop off your child. We rely on court documents and written agreements from parents.

Developmental History:

These questions are asked so that we may gain a greater understanding of your child's development and his/her daily needs.

Medical Form and Immunization:

Your child is required to have a physical examination to enter the child care program. The examination must have occurred within 12 months of enrollment and the form must be signed by the physician and submitted prior to start date. Documentation of proper

immunization must be submitted at the time of enrollment. Your child will not be able to attend unless this is submitted. All children by the age of twelve months must have lead screening. Lead screening must be updated annually until the age of 4. The Medication Consent Form should be completed by your child's doctor if your child should need medication while they are at the center.

Individual Health Care Plan:

Children with a chronic medical condition (asthma, allergy) which has been diagnosed by a licensed health care professional will have an individual health care plan on file with the center. The plan will describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, potential side effects of that treatment and the potential consequences to the child's health if that treatment is not administered. The written plan will be authorized by the parent and the child's health care provider and shall be valid for one year (unless withdrawn from the program sooner.)

Integrated Pest Management Form

This form gives you the option to be notified if a pesticide application will be applied to the exterior of the childcare center.

Referrals and Consents to Release Information (if applicable)

This form authorizes permission for Small Friends educators and Administrative staff to collaborate and share information with the Nantucket Public School teachers and administrators in order to best meet the needs of the child.

Custody Agreements (if applicable)

If applicable all custody agreements must be kept on site at Small Friends.

KEEPING COMMUNICATION OPEN

Small Friends is committed to nurturing each child and is concerned about their individual needs. We make every effort to keep you informed about what happens at the center concerning your child and appreciate receiving information about your child's activities and progress while at home. The stronger the communication between home and center, the better the experience for both you and your child.

If you have an infant in the center, you will receive daily notes describing your child's day. Parents with preschool age children should check the calendar of activities and feel free to ask the teacher in what activities your child has been participating.

Periodically, but at least every six months, your child's educator prepares a written progress report. You are encouraged to meet with her/him at that time and discuss your child's participation in the center. For infants and children with special needs, a written report is prepared at least every three months. You are welcome to make an appointment at any time whenever you have concerns. Educators are available for teacher conferences upon request.

The center will make every effort to keep you up-to-date on all the child care happenings through daily verbal interaction, posted notices, conferences, notes home and letters.

All information contained in your child's record is privileged and confidential. This information is not distributed or released to anyone not directly related to implementing the program plan for the child without your written consent. Please see the enclosed Department of Early Education and Care regulations pertaining to Parental Rights.

The main form of communication from the administration will be in the form of e-mail. Please make sure your e-mail address is legible and clear on your child's enrollment form. You may also receive communication in your child's cubby.

Parent/Guardian Communication

Parents and guardians are invited to visit (open door policy) or telephone at any time of the day and are encouraged to volunteer in their child's classroom.

Communication with teachers may happen at drop off and pick up times if teachers are not engaged with children. If there is a concern about your child, please first, speak to your child's teacher(s). The teachers are with your child on a daily basis and should be the

first point of contact in helping you with any concerns. If the problem is not resolved at that level, you may request a meeting with the Director to further discuss the issue.

Current Family Contact Information

Parents are expected to keep the Center informed of contact information for emergency situations. If a parent is going to be away from home for an extended length of time, please leave a forwarding address and telephone number where the parent can be reached, as well as information regarding who will be responsible for the child and how they may be reached in case of illness or another emergency.

Background Checks

It is the policy of Small Friends to minimize the risk of violence and other criminal conduct towards its children, parents, employees, volunteers including Board Members, and visitors and to comply with all applicable laws. As such, Small Friends conducts a Background Record Check ("BRC"), through the Department of Early Education and Care ("EEC"), on all applicants for employment, current employees, and current and prospective volunteers who may have potential for unsupervised contact with children (including parents), and any person who provides transportation on behalf of Small Friends, whether employed directly by Small Friends, subcontracted with Small Friends or as a parent volunteer. A BRC consists of, at a minimum, a Massachusetts Criminal Offender Record Information ("CORI") from the Massachusetts Department of Criminal Justice Information Services ("DCJIS"), a Department of Children and Families ("DCF") background record check, a Sex Offender Registration Information ("SORI") from the Sex Offender Registry Board ("SORB"), and a fingerprint-based check of state and national criminal history databases.

Multiple Households

In order for the Center to most effectively communicate with parents and support each student, it is important for teachers and administrators to be aware of children who spend time in multiple households. Please be sure to communicate to the Center about primary caregivers in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a child from the Center, parent involvement in field trips or other issues, please include the Center in your communication loop. These situations can be stressful for parents and confusing for children, and your help in minimizing the Center's phone calls to you for clarification is very important. Unless otherwise specified, each parent for whom the Center has current contact information will receive a copy of the child's progress reports as well as other informational mailings and electronic communications during the year.

Parents and Other Visitors

Upon arrival, all visitors are requested to check in with the Main Office and sign in. Parents are permitted to visit the Center at any time, unannounced, as long as they have a child enrolled at the school and in attendance on the day of the visit. We ask that you be considerate of visiting during rest time.

Pets on Campus

Family pets need to be left at home at all times for health and safety reasons. They should not be in attendance during the school day or at special occasions. If a student wishes to bring a family pet for Show and Tell, a brief visit can generally be accommodated. Parents need to discuss the visit ahead of time with the teacher and, if approved, remain with the animal at all times. No matter how gentle and beloved, we do not want a dog, cat, ferret, bird, or any other pet introduced into a classroom, hallway, or play area where a child may have severe allergies or fears that can be triggered by the presence of animals.

SPECIAL EVENTS

Birthdays

We recognize that birthdays are a big milestone in a child's life. At Small Friends, we want to celebrate with your child. If you wish, you may send a small snack (preferably healthy) to share with the entire class. We ask that you do not have your child's birthday here at Small Friends; balloons, party favors, and other party supplies should be reserved for your child's birthday party outside of the Center. In addition, Small Friends teachers will not distribute birthday invitations. Specific classrooms may have restrictions on time and treats depending on the needs of the group.

Field Trip Policy

Small Friends will notify parents in advance of field trips requiring transportation and any other special arrangements that may be necessary.

Parents or legal guardians are required to sign a consent form for all field trips upon enrollment.

A first aid kit along with children's emergency contact numbers and Emergency lifesaving medications will be taken on offsite activities. At least one staff person with current First Aid and CPR certification will accompany children on offsite activities.

Field trips will be planned as part of the overall curriculum and/or children's interests and will provide learning opportunities through hands on participation.

All children will wear an identifying item with information that gives Small Friends' phone number and address. A specific caregiver will be assigned to each group of children. A staff member will accompany children to a public restroom.

While on walking trips, parents/guardians are expected to model pedestrian safety to only cross at the corner, and only after looking left, right and left again.

Parents/guardians are expected to keep younger children together on walking trips with the aid of a travel rope (a knotted rope) that the children hold onto, which is stretched between 2 caregivers while they walk. Children may also hold the hand of an adult or otherwise maintain a physical connection to an adult at all times.

If a child has medication needs, a teacher will carry and administer any medication as needed during the field trip.

Emergencies While on a Field Trip

If an accident or acute illness occurs while on a field trip, the head teacher will take charge of the emergency, assess the situation, and give first aid as needed. The urgency of transportation for the child to receive medical treatment will be determined by the teacher based on the severity of the emergency or illness. If appropriate, 911 will be called to send an ambulance.

In the case of a medical emergency, every effort will be made to contact parents or an emergency contact listed by parents. Parents will be asked on admission to sign a consent form authorizing Small Friends to call EMS and secure medical treatment in the event of an emergency. Small Friends staff members are trained in CPR and first aid.

HEALTH CARE POLICIES AND PROCEDURES

Administration of Medications

In order for the staff to give your child prescription medication, the medicine must be up to date and in the original pharmacy container with the child's name, dosage and physician's name on the label. You must complete and sign an "authorization for medication" form stating the above information, duration which the medication is to be given, and the time of day to be given. The Center will not administer any medication contrary to the directions on the label, unless so authorized by written order of the child's physician.

Oral non-prescription medication must be in original container with original label with the child's name affixed. It must be accompanied by an "authorization for medication" form completed and signed by the physician and yourself and include brand name, dosage, frequency and criteria for administration, including when and under what circumstances the medication is to be administered. This authorization must be updated weekly with dosage, times, days, and purpose.

Unanticipated non-prescription medications for mild symptoms (e.g., acetaminophen, ibuprofen, antihistamines) require written authorization from the physician and the parent and must be in original container with original label with the child's name affixed. This authorization must be renewed annually.

In order for us to apply any topical ointments or creams (sunscreen, Vaseline, Chapstick, non-prescription hand lotion, Desitin, etc.), we must have a signed authorization from you instructing us as to when and under what circumstances these are to be applied, including the brand name. Sunscreen should be applied in the morning prior to your child's arrival and will be re-applied in the afternoon before going outside. Please make sure to bring in a labeled bottle of sunscreen for your child to keep at school. This authorization must be renewed annually. Please label product with your child's name.

When topical ointments and sprays are applied to wounds, rashes, or broken skin, the Center will require parental authorization and a written order, signed by a physician. Parents will be informed on days when topical ointment is applied to a diaper rash.

Please give all medications directly to the staff member. Do not leave them in a diaper bag, lunch box or cubby. Any unused or expired medications will be returned to the parent.

For all medications administered at the Center, please note the following:

- The first dosage must be administered by the parent at home, in case of an allergic or other adverse reaction.
- Medications must be given to the teacher directly by the parent.
- Medications will be stored in a locked cabinet and refrigerated, as appropriate, out of the reach of children.
- The Center will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to healthy skin) which will include the child's name, the time and date of each administration, the dosage, and the name of the staff person administering the medication.

Individual Health Care Plan

Children with a chronic medical condition (asthma, allergy) which has been diagnosed by a licensed health care professional will have an individual health care plan on file with the center. The plan will describe the chronic condition, symptoms, any medical treatment that may be necessary while the child is in care, potential side effects of that treatment and the potential consequences to the child's health if that treatment is not administered. The written plan will be authorized by the parent and the child's health care provider and will be valid for one year (unless withdrawn from the program sooner).

**SICK CHILD POLICY
AND
PLAN FOR MANAGING INFECTIOUS DISEASES**

Small Friends does not provide care for sick children. This sick child policy sets our guidelines for exclusion from the center. When a child is brought to the center, it is expected that the child will be able to participate with reasonable comfort in the day's activities.

Children who are overly tired, upset or feel ill during the day will be given a chance to rest in a quiet area away from other children and will be under frequent observation. The educator will monitor the child's temperature and give the child water to drink. The child will be allowed to sleep or read books during this quiet period. If the child feels better, they will be encouraged to return to the group.

If symptoms persist, parents will be notified and asked to make arrangements to have the child picked up within an hour. The parent will be responsible for letting the center know who will be picking up their child. It is expected that, if a child is well enough to be at the child care center, he is also well enough to go outside with the rest of the group. Educator ratios do not allow for an educator to stay inside with a child while the rest of the group is outside.

These guidelines have been established for the comfort and well-being of your child and that of other children in the center.

Children who do not feel well should be at home. If children begin to show signs of sickness while at school, parents will be notified to pick up their child. Until the parent's arrival, the child will be asked to lie quietly on a mat and covered with a blanket.

Children will not be permitted to come to the center if:

- They pose a significant health risk to other children.
- They are feeling so poorly that they are unable to participate in classroom activities.
- They are feeling so poorly that they need comfort from their own parents.
- Their mucus secretions are a green color, indicating an infection, which may be a risk to other children.

In the event that a communicable disease has been introduced into the center, parents will be notified in writing or by a telephone call from the director or lead teacher.

Listed are the specific illnesses and Small Friends guidelines for treatment. These are based on Department of Public Health Guidelines for Infectious Diseases.

Fever:

No child with a temperature of 100 or higher will be accepted at the center. If a child develops a temperature, parents will be notified to pick up their child and they must be kept home for 24 hours or fever free without medication. Temperatures taken at the center will be using an Exergen Temporal Scanner (Infrared Thermometer).

Diarrhea:

An increase in the number of loose stools (more than 2 in 24 hours at home or once at the center) over what is normal for the child is considered diarrhea. If the child has diarrhea, parents will be notified to pick up their child and they must be kept at home until the diarrhea has subsided and they are acting well.

Vomiting:

If vomiting has occurred two or more times in the previous 24 hours, the child must remain home the next day. If the child becomes ill at school, the parents will be notified to pick up the child. Once the vomiting has subsided and the child is acting well, they may return to school.

Rashes:

Since our educators do not have a medical background, we are unable to diagnose or decide treatment for rashes. If your child develops an unexplained rash, we will ask you to pick up your child and consult with your child's doctor. Your child may return to the center with a note from his/her physician stating that they are not contagious.

Eye Infections, Bacterial and Viral:

Conjunctivitis (pink eye), infection of the eye, is identified by crustiness or yellow oozing from the eye along with a pinkish tint to the whites of the eye. These conditions are very contagious and should be treated by a physician. Your child may return to the center once treatment has begun.

Impetigo:

Bacterial skin infection, which appears as a rash that is oozing, red and round and may have a flat honey-colored crust. This infection is easily spread and should be treated by a physician. The child needs to remain home for 24 hours after medication has begun or all sores are covered.

Head Lice:

Head lice are tiny insects that live only on people's scalps and hair. Symptoms include itching of head and redness of neck. If the child has active head lice, the parents will be notified to pick up the child and will be asked to take all of the child's bedding home to be washed. The child may return to school as soon as the proper shampoo treatment has been given and the nits or scabies have been removed from the scalp and is free of all mites.

Strep Throat:

Streptococci bacteria causing a sore throat. This tends to be accompanied by fever, tender, swollen neck glands, headache and stomachache. If a child has a positive culture or test for strep, he should stay home and receive 24 hours of medication and free of fever for 24 hours before returning.

Chicken Pox:

Very contagious disease caused by the varicella zoster virus. It begins with a mild fever and an itchy rash usually starting on the back and stomach. Chicken Pox is contagious from two days before the rash appears until the last blister has developed crusts. It takes 10-21 days from exposure to development of symptoms. Children will be excluded from the center until all blisters are crusted over and dry.

Meningitis:

Meningitis is a serious infection involving the lining of the brain. Usual symptoms include fever, headache, neck pain, lethargy and/or rash. If your child is diagnosed with meningitis, it is imperative that the Center Director be notified immediately.

Tuberculosis

Tuberculosis is an infection or disease caused by a germ that you breathe into your lungs. There are two forms of TB: TB infection and TB disease. The center should be notified immediately.

Pertussis/Whooping Cough:

This is a serious infection of the respiratory tract in infants and children. Initial symptoms include fever, coughing and/or choking. If your child is diagnosed with pertussis, the Center Director must be contacted as soon as possible.

Hemophilus Influenza:

(H Flu or HIB) This is an extremely serious disease though uncommon. It is the most common cause of meningitis and other illnesses that would be diagnosed by your physician. Treatment includes antibiotic therapy usually in a hospital setting. Should a child come down with an H Flu disease, it is imperative that the center director be informed as soon as possible.

Coughs and Colds:

Judgement by parent and educator are the best guide in dealing with these illnesses. In general, children do not need to stay home. However, if the child is so uncomfortable or coughing so frequently that he is unable to participate with reasonable comfort, then he should not be in the center and the parents will be called to pick up the child.

Thrush and Yeast Infections:

This is a contagious condition, but children need not be excluded from the center. Proper handwashing and care will be used.

Fifth Disease:

This disease is highly contagious and of concern to pregnant women. Patients are most infectious before the onset of a rash, 4 to 14 days. Children with Fifth Disease should be seen by a physician and may return to the center after the rash appears, when they are no longer contagious.

These guidelines, in conjunction with other health practices, will provide all of the children in the center with a healthier environment. Other health practices required of all staff include:

- Proper toileting and diapering procedures as described in our policies
- Use of gloves to change diapers and to deal with any body fluids, blood, mucous, etc.
- Proper handling of all body fluids in compliance with OSHA standards and universal precautions,
- Daily washing of all toys mouthed by infants and toddlers
- Blankets and mats cleaned weekly
- Daily scrubbing of toilets and sinks used by children.

SAFE SLEEP POLICY FOR INFANTS (Sudden Infant Death Syndrome)

Small Friends follows the SIDS Policy listed below.

- Infants under 12 months in age must be placed on their backs for sleeping, unless the child's healthcare professional orders otherwise, in writing.
- Each child must nap in an individual crib, port-a-crib, playpen or bassinet; with a firm, properly fitted mattresses and a clean fitted sheet with no potential head entrapment areas. Always use a firm sleep surface. Car seats and other sitting devices are not allowed for routine sleep. Cribs and toddler beds must meet CPSC and ASTM safety standards. Slats on cribs must be no more than 2- 3/8 inches apart.
- Blankets, comforters, pillows, stuffed animals, wedges, positioners, bumper pads or other soft padded materials or toys must not be placed in the crib with the baby. Sleepers and sleep sacks are good alternatives to blankets.
- Bottles must never be propped, and babies should not sleep sucking on a bottle of milk. Propping the bottle increases the risk of choking and of ear infections. Falling asleep with milk pooled in the mouth leads to serious dental caries in developing teeth.
- Home monitors or commercial devices marketed to reduce the risk of SIDS must not be relied upon for the supervision of sleeping babies.
- Supervised awake tummy time is required daily to facilitate development and minimize the occurrence of positional plagiocephaly (flat head).
- Children who are younger than six months of age at the time of enrollment must be under direct visual supervision at all times, including while napping. In family child care, direct visual supervision is required specifically during the first six weeks they are in care.
- Group child care programs must include in their written health care policy "a plan to ensure that all children twelve months of age or younger are placed on their backs for sleeping, unless the child's health care professional orders otherwise in writing"
- All educators working have taken the SIDS training as stated in the EC Infant Sleep Safe Policy prior to working with children.

- If alternative sleeping positions are required, the center will need a written explanation/authorization from child's physical in order to accommodate the request.

We encourage all parents to view EEC's training Reducing the Risk of SIDS in Child Care, which is available in multiple languages at: <http://www.mass.gov/edu/birth-grade-12/early-education-and-care/licensing/licensing-resources-for-family-child-care-providers/professional-development-and-online-trainings.html>

FIRST AID AND TRANSPORTATION TO THE HOSPITAL

In the case of an emergency or illness (such as a seizure, a serious fall or serious cut), the teacher in charge will generally begin administration of emergency first aid while the assistant teacher or second teacher takes other children to another area or room.

Parents will be contacted and asked to pick up the child or, if response time is a factor, to have the parent meet the child and accompanying staff at the emergency room of the Nantucket Cottage Hospital.

In the event a situation arises that is life threatening or the child cannot be comfortably restrained in a car, 911 will be called. The parent will be called to meet the child and staff at the hospital. The teacher or other designated staff will go with the child in the ambulance.

If the emergency is non-life threatening and the child is transported to the hospital by the Center, a licensed administrative or teaching staff member will drive in the staff member's car and another staff member will generally accompany the child for comfort, if the day's staffing and ratios allow. The child will be properly restrained in a car seat and in a seat belt. If the day's staffing and ratios do not allow for staff to transport the child, and the child's parents/guardians cannot be reached, an ambulance will be called to transport the child to the hospital.

When parents cannot be reached, those listed as emergency contacts will be called. In the event a parent cannot be reached immediately, a designated staff person will continue to attempt to reach parents. If necessary, the child will be transported to the hospital as described above.

STUDENT SUPPORT SERVICES

Accommodations and Referrals

The School does not discriminate against applicants on the basis of disabilities that may be reasonably accommodated. The school will discuss with families of applicants with known disabilities whether the School will be able to offer their children the appropriate accommodations to help them be successful at the School.

Teachers communicate with parents on a regular basis about their child's development and progress through frequent reports for younger children, as well as through progress reports and biannual parent conferences. Teaching staff observe and assess children using a variety of assessment documentation tools, primarily the Teaching Strategies Gold Tool.

The school is committed to ensuring that students with disabilities are provided with equal access to all of the school's programs and services, in accordance with applicable law. For children who need additional support or adjustments, the school requires documentation indicating that the student's disability substantially limits a major life activity, not including lack of toilet training. Parents/guardians who present the School with appropriate documentation of disability will be granted those requested accommodations that are supported by the documentation and considered reasonable in this setting. Any adjustments to child's participation at the school would be made through an interactive process between parents and the Center Director.

If the school is unable to offer accommodations to a child, the school will inform parents of its decision within 30 days of receiving requested documentation.

In addition, the school may suggest a referral to another organization in order to support a child. Prior to making a referral, the teaching team and the Director will review the child's records. If a referral is appropriate, the teaching staff and director will meet with the parents and provide contact information for the relevant agency to which the child is being referred. Staff will also provide parents with written material, including the reasons a referral is being made, a summary of their observations and the efforts they have made thus far to accommodate the child's needs. Upon obtaining parental consent, the teachers and director will assist parents in contacting the appropriate agency and making the referral, if desired. Most commonly, Small Friends makes referrals to Cynthia Sherman at Early Intervention, and representatives from The Nantucket Public School's Pathways program. Additional community resources include, but are not limited to, A Safe Place, Nantucket Behavioral Health Services and the Weaver Center. Parent conference, referral, and outcomes are tracked and recorded in the child's record.

Confidentiality

Members of the school community commit themselves to maintaining appropriate professional tact and discretion with regard to confidential information they receive. However, confidential information may be disclosed to the Center Director, appropriate administrators, outside professionals, law enforcement officers, parents/guardians and others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies (when children or others are in imminent danger of harm); when there is concern about an individual's ability to function emotionally, physically, and/or mentally within the school environment; or when legal requirements demand that confidential information be revealed.

CHILD ABUSE AND NEGLECT PREVENTION POLICY

Small Friends is committed to the highest standards of care for its children. The Center has a policy in place that is intended to ensure that children are protected from any inappropriate or hurtful actions by adults responsible for their care. In addition, under Massachusetts law, all professionals responsible for the care of children are required to report suspected abuse or neglect of children under the age of eighteen (18).

Massachusetts law requires professionals responsible for the care of children (including, but not limited to, care workers, teachers, administrators, etc.) to make a report to the Department of Children and Families (DCF) when, in their professional capacity, they have reasonable cause to believe that a child under the age of eighteen (18) is suffering from abuse or neglect (defined below). The responsibility to report rests both on Small Friends and all professionals responsible for the care of children who are associated with Small Friends.

Small Friends has a written child abuse prevention policy, which is available to anyone upon request. All personnel are required to sign a statement saying that they have not only read the policy but will abide by it. Two professional and one personal telephone reference must be received before employment.

All educators hired to work at Small Friends have a criminal records check completed by the Criminal History Systems Board. Applicants must undergo:

- a Criminal Offender Record Information ("CORI") check;
- a Department of Children and Families ("DCF") background check;
- a Sex Offender Registry Information ("SORI") check; and
- a fingerprint-based check of the national and state criminal history databases.

Additionally, all childcare educators are required to attend trainings annually on issues relating to child safety, discipline and abuse.

All childcare educators are required to attend a Child Abuse Prevention training within three months of hire, which is renewable yearly. In addition, parents are invited to trainings on these topics. Literature will be provided to parents as it becomes available. All children in Small Friends participate in various safety procedures, including how to protect themselves from harm. Parents will be notified in advance of videos, guest speakers or field trips related to this topic.

All childcare educators are mandated reporters in the Commonwealth of Massachusetts. As mandated reporters, educators must file a 51A report with the

Department of Children and Family Services if they has reasonable cause to believe that a child is being abused or neglected.

The Center Director is responsible for notifying the Department of Early Education and Care immediately after filing a 51A or learning that a 51A report has been filed alleging abuse or neglect of a child while in the care of the center or during a program related activity.

In the event the reported incident or suspicion involves an employed educator or volunteer, the educator (or volunteer) would be removed from direct care of the children until all allegations have been cleared.

DISCIPLINE GUIDELINES

Behavior Management Plan

Discipline and guidance will be consistent, reasonable and based on an understanding of the individual needs and the level of development of each child. The goal of all discipline is to maximize the growth and development of self-discipline, while insuring the safety of the group and the individuals within it.

Where appropriate and feasible, children will participate in the establishment of classroom rules. Care will be taken that all rules and limits are clearly explained to the children frequently so that the children understand them. Children need to feel secure that the adults in charge care enough to keep them safe and in control.

Developmentally and individually appropriate methods of behavioral management will be used in dealing with the behavior. These methods include use of some of the following techniques: setting reasonable and positive expectations, offering choices, providing children the opportunity to express their feelings, distraction, redirection, gentle reminders, natural consequences, and, when absolutely necessary, "renewal time." Renewal time is time away from the situation to relax and renew self-control. During "renewal time" the child is offered a choice of quiet activities and is allowed to return to play when self-control is regained. Behaviors, which might call for "renewal time", include:

1. Repeated behavior, which threatens the physical and/or emotional safety of the child or the other children (i.e. biting, hitting, kicking, throwing objects, pushing, and temper tantrums.)
2. Repeated defiance of rules set down for the children's safety (only after said rules are thoroughly established, however).

Some Do's and Don'ts of Behavioral Management

1. Spanking or other corporal punishment is prohibited.
2. No child is ever to be subjected to cruel or severe punishment such a humiliation, verbal or physical abuse, neglect or abusive treatment.
3. No child is to be denied meals or snacks as a form of punishment.
4. No child is to be force fed.
5. No child is to be disciplined for wetting, soiling or for not using the toilet. Forcing a child to remain in soiled clothing, to remain on the toilet or any other unusual or excessive toileting practice is prohibited.
6. Labels or name calling such as "bad boy" - "naughty girl" are never to be used.

Care is taken to remember that it is ALWAYS the BEHAVIOR that is unacceptable, NOT THE CHILD. It is fine to say, "hitting is not allowed in school." It is not acceptable to say, "You are naughty to hit."

7. Confining a child to a swing, highchair, playpen, or other piece of equipment for an extended period of time in lieu of supervision is prohibited.
8. Use of "renewal time" may not exceed one minute for each year of a child's age and must take place within an educator's view.

Teachers arrange their classrooms to promote focused play and engagement. They schedule their days to provide ample time for quiet as well as physical activities. They plan transitions appropriately. Teachers use positive techniques of guidance, including anticipation of potential difficulties, redirection, positive reinforcement and encouragement. Consistent, clear rules and expectations are explained to children.

Parents may be called in for a meeting to discuss a child's challenging behavior and may be asked to agree to a behavioral management plan. Small Friends will consider the best interests of the child as well as the other children at the Center when working with behavioral matters in the classroom. If parents do not agree with or adhere to the behavior management plan, the relationship between the family and school may terminate, in the school's sole discretion.

If a child is physically harming another child or teacher, the child's parents may be called and the child be sent home for the remainder of the day. When the child comes back the next day, the child and parent are expected to check in with the teacher or Director, before being dropped off for the day.

Termination

A child may be terminated from Small Friends on Nantucket, if: the health and safety of the child or other children cannot be assured (see Behavior Termination Policy), the child's developmental needs are not being met, the child's tuition payments are not current, chronic tardiness when picking up a child from the program, chronic failure of parents to return necessary authorizations and physical examinations and immunizations required by the state for licensing, or the parent(s) violate the school's Parental Comportment and Support for School' Policies provision below, or exhibit threatening or harassing behavior toward staff members or administrative staff.

The school strives to avoid termination due to a child's challenging behavior. The school will generally apply the following strategies before terminating a child:

- Meet with the family to discuss other options;
- Provide referrals for evaluations and services if recommended accommodations are not having a positive effect on the child's behavior;
- Establish behavioral management plans at home and in the program;
- Implement any other behavioral strategies that the school deems appropriate, including, but not limited to, shortening the child's day at school.

Termination decisions will be made between the child's teacher and the Center Director, generally after other possible options and interventions have been explored. If parents do not agree to referral services, termination may be necessary for the best interest of all the children in the classroom. Termination decisions are made in the school's sole discretion.

BEHAVIOR TERMINATION POLICY

Small Friends reserves the right to suspend and or terminate child care services when the health, welfare, or safety of other children and/or are at stake. Children in Small Friends will be terminated/suspended due to on-going or severe inappropriate behavior. Whenever possible, the following steps will be taken by Small Friends staff:

1. Informal verbal warning
2. Written warning and meeting with parent to offer referral for evaluation, diagnostic or therapeutic services
3. Written warning and suspension until a conference is held with the parent and the Child Care Director
4. Termination

Small Friends will thoroughly evaluate all options to providing services and will make reasonable accommodations to provide care. The parent will be given written documentation of the reasons for the termination/suspension and will have an opportunity to meet with the center director. A copy of the reasons for termination or suspension will be kept in the child's permanent record.

PARENT INVOLVEMENT

Parental Comportment and Support for School Policies

At Small Friends, we believe that a positive relationship between the school and a child's parents or guardians is essential to the fulfillment of the school's mission. We recognize that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration, and open lines of communication, mutual respect, and a common vision of the goals to be achieved.

The school understands and appreciates that parents and guardians may employ different means to meet the expectations and responsibilities expressed in this policy. Nevertheless, Small Friends, at all times may dismiss a child whose parent, guardian, family member or other adult involved with the child, in the sole judgment of the school, fails to comply with this or any other policy or procedure of the school, engages in conduct either on or off the school's property that could undermine the authority of the school's administration, and/or otherwise behaves in a manner that is unbecoming of a member of the school community. The school may refuse re-enrollment of a child if the school, in its sole discretion, believes the actions of a parent or guardian on or off the school's property make a positive, constructive relationship impossible, or otherwise may interfere with the school's accomplishment of its mission and/or educational goals.

To assist in creating the most effective relationship, the school expects that parents will observe the following guidelines:

1. Share in the school's vision.
 - Support the mission of the school.
 - Understand and support the school's philosophy, policies, and procedures.
 - Support the school's disciplinary process and understand that the school's authority in such matters is final.
 - Be supportive of the school's commitment to a diverse and inclusive community.
 - Acknowledge that the payment of tuition is an investment in the education of the child, not an investment of ownership in the school.
 - Support the school's emphasis on sustainable practices.

2. Provide a home environment that supports the intellectual, physical and emotional growth of the child.
 - Be aware of the child's online activities and use of computers, television, and video games.
 - Encourage integrity and civility in the child.
 - Be a role model, especially when it comes to behavior at school and at outside

events and field trips.

3. Participate in the establishment of a home/school and school community relationship built on communication, collaboration, and mutual respect.
 - Provide a home environment that supports positive attitudes toward the school.
 - Treat each member of the community with respect, assume good will, and maintain a collaborative approach when conflicts and challenges arise.
 - Help build and maintain a positive school environment by not participating in or tolerating gossip.
 - Maintain tact and discretion with regard to confidential information. In cases when children or others are in imminent danger of harm, when there is a compelling reason for doing so, or when legal requirements demand that confidential information must be revealed, information may be disclosed to the Center Director, administrators, outside professionals, or law enforcement officers.
 - Respect the school's responsibility to do what is best for the entire community, while recognizing the needs of an individual child.
 - Seek to resolve problems and secure information through appropriate channels (*i.e.*, teacher, Center Director, in that order).
 - Acknowledge the value of the educational experience at the school by making regular and timely school attendance a priority, scheduling non-emergency appointments outside the classroom day.
 - Support the school through volunteerism and attendance at school events.
 - Financially support the school to the best of one's ability.
 - Share with the school any religious, cultural, medical, or personal information that the school may need to best serve students and the school community.

Parent/Teacher Network (PTN)

The Small Friends Parent Teacher Network is a group of interested parents/guardians who meet monthly and assists the director and educators in creating a quality program for all families at the center. This organization works on behalf of Small Friends families and staff to provide various community building activities, such as family potlucks, movie nights, and carnivals. The Parent Teacher Network contributes a great deal to the center through organized fundraisers with the profits going toward equipment and toys for the children, as well as defraying costs of special events. For further information about the PTN, please contact the PTN Chair. If you are interested in participating, please feel free to attend. Your input will be greatly welcomed.

SMALL FRIENDS STAFF CODE OF CONDUCT

Employee Code of Conduct, Workplace Professionalism and Child Protection Policy

To ensure orderly operations and provide a supportive, professional workplace, Small Friends expects you to follow rules of conduct that will protect the interests and safety of all children, employees, family members, vendors and visitors. You are expected to be a positive reflection of Small Friends by being courteous to co-workers, children, family members, vendors and visitors, by using Small Friends' resources and equipment for business purposes only, and by complying with Small Friends' policies and practices and with federal, state and local laws. For all employees, professional conduct should be a matter of course.

1. Although Small Friends does not discriminate or interfere with the lifestyle of its employees, it does require that in the performance of their job they will abide by the standards of conduct set forth by Small Friends. It is the responsibility of every employee to perform his/her duties to the best of his/her ability and to the standards as set forth in her/her job description or otherwise established.
2. To have regular attendance (i.e., to be at work every scheduled day); to be on time for work (i.e., to be in their classroom, ready to begin work, at the scheduled starting time); to be physically and mentally prepared for the job to be done; to put in a full day's work; to recognize and respond positively to supervision; to learn the job at hand as well as new jobs; to modify work habits and schedules (as required); to respond to the operational needs of Small Friends and the needs of its families; and to cooperate with fellow employees and all others with whom work-related interactions occur.
3. Staff must appear clean, neat and appropriately attired
4. Small Friends reserves the right to review an employee's public Social Networking Sites (Blog, Facebook, Instagram etc.). Employees may be subject to termination if the sites are deemed inappropriate and do not meet Small Friends guidelines/expectations.
5. Small Friends reserves the right to take any corrective action it deems appropriate where, in its opinion, an employee fails to adhere to the Standard of Conduct, or in any other way acts in contradiction of interests of Small Friends or its families, staff, or public-at-large. Corrective action will generally take the form of progressive discipline (i.e., coaching session, written warning #1, written warning #2, and termination). However, the seriousness of an employee's conduct as determined exclusively by Small Friends will determine the severity of any disciplinary action.

While it is not possible to list all the forms of behavior that are considered unacceptable at Small Friends, the following are examples of violations that may result in disciplinary action, up to and including termination of employment:

- Physical, verbal or emotional abuse of a child
- Endangering the safety of a child
- Inappropriate conduct including but not limited to language, jokes, sarcasm, sharing intimate details of one's personal life and any kind of harassment toward a child, family member or other employee
- Theft, damage to or inappropriate removal, use or possession of Small Friends' property or the property of a child, family member, co-worker or visitor
- Falsification of timekeeping records, I-9 forms, business or travel expenses or any other employment records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while working or while operating Small Friends-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Insubordination
- Conduct, including but not limited to speech, which harms or threatens harm to others or that is abusive or offensive
- Violation of safety, security or health rules
- Violation of Small Friends policies regarding sexual or other harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism, tardiness, abuse of meal/break periods, or any unauthorized absence
- Unauthorized use of telephones, the mail system, or any Small Friends-owned equipment
- Unauthorized disclosure of proprietary, confidential or personal information or violation of Small Friends' policies safeguarding such information
- Unsatisfactory job performance or conduct, including refusal to perform assigned duties
- Jeopardizing the safety of a child
- Loss of any qualifications to perform duties
- Violating or failing to comply with EEC guidelines/regulations
- Unethical, dishonest or criminal conduct
- Failure to report injuries of a child or staff person

- Spreading of malicious rumors
- Discrimination against or harassment of a co-worker, supervisor, family member, child because of race, color, age, creed, sex, sexual preference, national origin or handicap.
- Obtaining employment through the use of false statements
- Sleeping on the job or otherwise neglecting job duties
- Engaging in any other conduct in which Small Friends sole discretion has a detrimental effect on Small Friends or its staff, children or families
- Violation of Small Friends Electronic and Voice Mail policies
- Leaving work before the end of the shift without supervisory permission
- Violation of confidentiality

The foregoing are examples only, and Small Friends reserves the right to take disciplinary action in all circumstances it considers appropriate.

If your performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory, as determined by Small Friends in its sole discretion, based on violations of this or any other Small Friends policies or rules, you may be subject to disciplinary action, up to and including termination.

Your position with Small Friends may involve working directly with children. It is important to be aware of the expectations and approved conduct for staff and volunteers who interact with youth. As a Small Friends staff or volunteer you are a crucial component of creating an abuse-free zone at Small Friends. Please be aware of the following standards regarding conduct with children.

6. In order to protect the Small Friends staff, volunteers and program participants, at no time may a staff person be alone with a single child where others cannot observe them. As staff supervises children, they should space themselves in a way that other staff can see them. Volunteers will never be alone with children without a staff member present.
7. Staff shall never leave a child unsupervised. Children must always be within sight and sound of a staff member. Staff will utilize name to face counts attendance and the "Rule of Three" (where a staff member is one of the three) during all transitions.
 - a. The "Rule of Three" specifies that there should always be at least three people present (i.e., one employee and two children or two employees and one child, NOT three or more children unsupervised).
8. All staff and volunteers will complete the Child Abuse Training through Pro First Aid: A Pro Trainings Course within the first 30 days of employment.

9. Parental permission must be given to take photos of Small Friends participants. The use of personal cell phone to photograph Small Friends participants is prohibited. Staff cannot use photographs taken at Small Friends and/or of Small Friends participants for purposes other than those directly related to the program or to Small Friends.
10. Staff will respect children's rights to not be touched in any way that may make them feel uncomfortable and their right to say "no". Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
11. Staff/volunteers will not give gifts (unless all gifts are equal), ask children to keep secrets, or show favoritism to certain children.
12. Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian. (Written parent authorization must be on file with Small Friends).
13. Staff are not to abuse children, including:
 - a. Physical abuse: strike, shake, slap
 - b. Verbal abuse: humiliate, degrade, threaten
 - c. Sexual abuse: inappropriate touch, exploitation, verbal exchange
 - d. Emotional abuse: shaming, withholding love, cruelty
 - e. Neglect: withholding/forcing food, water, basic care, etc.
14. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism.
 - a. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline.
 - b. Physical restraint (supportively holding a child in the least restrictive way) is used only in pre-determined situations (necessary to protect the child or other children from imminent danger). All incidents must be immediately reported to the Executive Director, parent notified (always maintaining confidentiality) and documented.
15. Staff should report any concerns about a child's physical condition, noting any fever, bumps, bruises, burns, etc. to the Director. Questions or comments will be addressed to the parent or child in an open-ended, non-threatening way. Any questionable marks or responses will be documented and reported the Director.
16. Staff shall respond to children with respect and consideration and treat all children equally regardless of race, color, age, creed, sex, sexual preference, national origin or handicap.
17. Staff will be a positive role model for youth by exhibiting professionalism in all interactions, portray an attitude of respect, loyalty, patience, courtesy, tact, maturity and always maintain confidentiality to children and families.

18. Staff are required to read and sign all policies related to preventing, recognizing, responding, and documenting and reporting child abuse and attend trainings on the subject, as instructed by the Director.
19. All Small Friends staff fall under the Massachusetts Guidelines of Mandated reporting and are mandated by law to report all incidents of suspected abuse or neglect of children under the age of 18. Small Friends staff will report to the Director any indication of, or warning signs concerning, abuse involving a child, inappropriate behavior by a staff member/volunteer, AND any instances of staff violating this Code of Conduct and Child Protection Policy. Any Small Friends staff who identifies suspicious behavior or a violation of policy by a fellow staff person must report the event to the Executive Director immediately.

Reporting Requirements:

- Staff members who feel subjected to any type of violent behavior must report such behavior to the Director immediately. If the Director is the alleged perpetrator of such behavior, then such behavior must be reported to the President of the Board of Directors.
- Staff members who observe or have knowledge of any violation against this policy should immediately report it to the Executive Director.
- If it is determined that an employee has violated any part of this policy, Small Friends will take such action as is appropriate under the circumstances. Such action may range from coaching, counseling and discipline to termination from employment.

TUITION POLICY

Payments

Tuition payments can be made in the form check, cash, ACH debit or credit card. Tuition payments are made a week in advance and are due at the center on Friday for the following week. Please note that credit cards are charged on the first of the month for the entire month. A \$6.75 convenience fee is charged each time a credit card is processed.

There is no reduction in tuition for sick time, one-day holiday closings, Professional Development Days, emergency and or inclement weather closings or if you choose to keep your child home.

Checks should be made payable Small Friends.

Small Friends bills for 52 weeks a year.

Payment Increase

Please be aware that to provide a high-quality childcare and due to a changing economy, we may have a 2-5% rate increase annually in September.

Late Payments - Returned Checks

There will be a \$25.00 charge for returned checks. Payment by check will not be accepted after two (2) returned checks. Payment must be made by money order or monthly credit card payment.

Withdrawal

If for any reason you should decide to withdraw your child from the center or make a schedule adjustment (such as going from a full day to a three-quarters day), we require a two-week notice, otherwise they are generally liable for two weeks tuition. This enables us to prepare the child for leaving the center in a manner that is consistent with your child's ability to understand. Children develop relationships with teachers and other children and need to be helped in saying good-bye.

Discounts

Sibling	25% off the lowest tuition rate
Faculty	50% off of the total tuition

Annual Fees

New Family Enrollment	\$100
New Family Application	\$25
Existing Family Enrollment	\$50 (yearly)
Enrichment Fund	\$50 (yearly)
Advanced Tuition Deposit	equivalent of one-week tuition

Income Tax Credit

If you use child care in order to work, you may qualify for a federal income tax credit of up to 20% of your child care expenses. Check with the IRS office for current information.

Be sure to save your tuition receipts to verify these expenses. Small Friends tax number is # 04-3001787.

Holiday Closures

January - MLK Jr. Day
February - President's Day
March or April - Professional Development Day
April - Patriots Day
May - Memorial Day
June- Professional Development Days
July 4 (or observance day) - Independence Day
September - Labor Day
October - Professional Development Day & Columbus Day
November - Veteran's Day
November - Thanksgiving and the Day After
December/January - 8 Days between Christmas and New Year's

Please find a complete calendar attached to your enrollment agreement or available in the front office.

RE-ENROLLMENT

Re-Admission Policy

Re-enrollment decisions are usually made by the Center Director. A decision to re-enroll a child and to subsequently forward a tuition agreement to the parents is based upon a child's effort, attitude and behavior throughout the prior year, and upon the willingness of the parents to accept and exemplify their responsibility in the partnership of education, as further described in the Parental Comportment section above.

In some cases, it may be determined that it is not in a child's best interests to continue at the school or move to another classroom. This conclusion is only reached after extremely careful consideration. While parents are obviously involved in this process, the school will make the ultimate decision, and will assist, if possible, in the process of locating an appropriate alternative school or classroom.

Families should understand that the school may not offer a tuition agreement for a child if the parents have been uncooperative or if their actions have in any way undermined the effectiveness of our teachers, or if re-enrollment is not in the school's best interests.

Sibling Enrollment and Early Decision Process

Qualified children of faculty/staff and qualified sibling candidates may be given admission priority, but these applicants are expected to meet the same criteria as other children in terms of both readiness and behavior.

Current families who are interested in applying for a sibling are urged to contact the Center Director. Enrollment decisions, regardless of a family's prior or current relationship to the school, are always made at the school's sole discretion.

PARENTAL RIGHTS

Chapter 28A, Section 10 of the General Laws of the Commonwealth of Massachusetts mandates to the Office of Child Care Services the legal responsibility of promulgating rules and regulations governing the operation of day care centers (including nursery schools).

In accordance with this law, the Office of Child Care Services published the requirements now in effect on March 31, 1977. These regulations must be complied with by the licensee in order to ensure a minimum level of care for the children serviced by the day care center and/or nursery school.

The licensee (day care center owner) is required to inform all parents of "the rights of parents" as stated in the regulations at the time of admission of their child to the center. These rights are as follows:

FAMILY INVOLVEMENT INFORMATION

The General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Education and Care the legal responsibility of promulgating and enforcing rules and regulations governing the operation of family child care, small group and school age and large group and school age child care.

These regulations, 606 CMR 7.00, establish standards for operation of family child care, small group and school age and large group and school age child care programs in the Commonwealth. The regulations require certain things of licensees (program owner) in regard to their work with families. A summary of the required parent information, rights, and responsibilities are identified below.

Family Involvement. The following requirements apply to all large group childcare programs. Small Friends supports and encourages a partnership and involvement of parents in the early education and care of their children.

Parent Communication. The licensee must develop a mechanism for and encourage ongoing communication with parents and must be able to communicate effectively with families whose primary language is not English or who require alternative communication methods.

Parent Visits. The licensee shall permit and encourage parents to visit the center and their child's room while their child is present.

Parent Input. The licensee must have a procedure for allowing parental input in the development of program policies, which may include, but need not be limited to a suggestion box and individual or group parent meetings. Parent Visits. The licensee must permit and encourage unannounced visits by parents to the program and/or to their child's room at any time while their child is present.

Reports to Parents. The licensee shall, periodically but at least every six (6) months, prepare a written progress report of the participation of each child in the center's records. The licensee shall provide a copy of each report to the parent(s) or meet with them at least every six (6) months to discuss their child's activities and participation in the center. In addition:

- a. For infants under fifteen months of age, the licensee shall complete a written progress report of the child's development every 3 months and provide it to the parent(s).

- b. The licensee shall bring special problems or significant developments particularly as they regard infants, to the parent's attention as soon as they arise.

Parent Conferences. The licensee shall make the educators available for individual conferences with parents at parental request.

Confidentiality and Distribution of Records. Information contained in a child's record shall be privileged and confidential. The licensee shall not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without written consent of the child's parent(s). The licensee shall notify the parent(s) if a child's record is subpoenaed.

The child's parent(s) shall, upon request, have access to his child's record at reasonable times. In no event shall such access be delayed more than two (2) business days after the initial request without the consent of the child's parent(s). Upon such request for access, the child's entire record regardless of the physical location of its parts, shall be made available. The licensee shall establish procedures governing access to, duplication of, and dissemination of such information and shall maintain a permanent, written log in each child's record indicating any persons to whom information contained in a child's record has been released. Each person disseminating or releasing information contained in a child's record, in whole or in part, shall upon each instance of dissemination or release, enter into the log the following: his name, signature, position, the date, the portions of the record which were disseminated or released, the purpose of the record which were disseminated or released, the purpose of such dissemination or release, and the signature of the person to whom the information is disseminated or released. Such log shall be available only to the child's parent(s) and center personnel responsible for record maintenance.

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

Amending the Child's Record:

- a. A child's parent(s) shall have the right to add information, comments, data or any other relevant materials to the child's record;
- b. A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's record. Such request shall be made in accordance with the procedures described below:

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

Transfer of Records. Upon written request of the parent(s), the licensee shall transfer the child's record to the parent(s), or any other person the parent(s) identifies, when the child is no longer in care.

Notification to Parents. The licensee shall notify the parent(s) in writing of the regulations related to Family Involvement at the time of the child's admission to the center and thereafter, in writing, at least once a year.

Availability of Information to EEC. Upon request of an employee, authorized by the Director and involved in the regulatory process, the licensee shall make available to EEC any information required to be kept and maintained under these regulations and any other information reasonably related to the requirements of these regulations. Authorized employees of EEC shall not remove identifying case material from the center's premises and shall maintain the confidentiality of individual records.

Enrollment Meeting. The licensee must provide an opportunity for and encourage parents to meet with the program administrator or his/her designee prior to admitting a child to the program.

- The licensee must offer children and parents an orientation to the program.
- The licensee must provide an opportunity for parent(s) and children to visit the program and meet educators before the child is enrolled.
- The licensee must seek information about each child and family's interests and needs.

- To support transitions and coordinate with services offered by other providers, the educators must request that parents share with them information about other therapeutic, educational, social and support services received by the child.
 - Educators must discuss each child's developmental history with his or her parents at the time of enrollment. The developmental history must be updated annually and maintained in the child's record.
- In addition, all licensees are required to have a copy of the regulations on the premises of the center and the regulations shall be made available to any person upon request.

Controversial Issues and Grievances:

In the event that a situation arises that is unable to be resolved between the parent and the child's educator, parents and children are encouraged to file their grievances with the Director, Nichole (508) 228-6769. If the matter cannot be settled, the parent can discuss the grievance with the Board President, *Bridgette Hynes*, bridgettehynes@gmail.com.

DIAPERING AND TOILETING POLICY

1. Policies and Expectations

- a. No child shall be punished, verbally abused, or humiliated for soiling, wetting or not using the toilet.
- b. Toilet training shall not be coerced.
- c. The Written Plan for Toileting and Diapering must be posted in all toileting and diapering areas.
- d. All policies and procedures must be followed consistently and reviewed periodically.

2. Handwashing Policy

- a. Handwashing is the first line of defense against the spread of infections. Strict handwashing must be practiced by children and educators including, but not limited to, the following times:
 - upon arrival at the program
 - before eating or handling food
 - after going to the bathroom
 - after assisting in toileting or diapering
 - after contact with body fluids (blood, mucous, feces, vomitus, etc.)
 - after cleaning areas contaminated with body fluids
 - after handling pets or their equipment
 - before water play
- b. Hands should be washed with running water and liquid soap, using friction for 15-30 seconds.
- c. Hands shall be dried with disposable towels or a labeled personal towel, which is not used by anyone else.
- d. The faucet shall be turned off with a disposable towel so that clean hands are not dirtied.

3. Diapering Procedures

- a. An adequate supply of clean and dry cloth or disposable diapers shall be maintained for each child.

- b. Each child's diaper shall be changed when wet or soiled.
- c. Each child shall be washed and dried with individual washing materials during each diaper change. After changing, the child's hands shall be washed with liquid soap and running water. Hands shall be dried with individual or disposable towels.
- d. A disposable covering shall be used on the changing surface:
 - the covering shall be large enough to adequately cover the surface and prevent the child from coming in contact with the changing surface;
 - The disposable covering shall be changed and disposed of in a closed container after each child has been diapered.
- e. The changing surface shall be washed with soap and water and sprayed with a bleach solution after each child has been diapered. The bleach solution shall be prepared daily according to EEC guidelines.
- f. The changing surface shall be firm.
- g. Clothing or cloth diapers soiled by feces, urine, vomit or blood shall be "double-bagged" in sealed plastic bags and stored apart from other items. Plastic containers for cloth diapers shall be labeled with the child's name and returned to the parents at the end of the day.
- h. Soiled disposable diapers shall be placed in a waterproof container with a tight-fitting cover and a disposable leak proof plastic liner. These diapers shall be removed from the center daily or more frequently if necessary.
- i. Diaper pails must be emptied, washed and sanitized at least daily.
- j. Educators shall use disposable gloves when diapering a child. Disposable gloves are intended for the health and protection of both child and educator, therefore gloves are disposed of and replaced after each use.
- k. After diapering a child, educators shall wash their hands with liquid soap and running water using friction. Their hands shall be dried with individual or disposable towels.

- l. Common changing tables shall not be used for any other purpose.
- m. The changing surface shall be smooth, intact, and impervious to water and easily cleaned.
- n. A change of clothing shall be available for each child. Extra, center-owned clothing shall be available for changing purposes in addition to clothing brought from home.
- o. Center-owned clothing must be laundered after being worn by a child.
- p. Running water shall be adjacent to the diapering area for hand washing.
- q. Diapering areas and hand washing facilities shall be separate from facilities and areas used for food preparation and food service.

4. Toilet Training

- a. Toilet training shall be done as requested by parents and in a manner that is consistent with the child's physical and emotional abilities.
- b. No child shall be punished for soiling, wetting or not using the toilet. Toilet training shall not be coerced.
- c. Educators shall stay with the child during toileting.
- d. Educators and children shall wash hands upon completion in running water with liquid soap using friction for 15-30 seconds (see Handwashing Policy).
- e. Educators shall wash their hands with soap and running water after assisting children with toileting or toileting themselves.
- f. Soiled items (i.e. clothing, linens, blankets, cloth diapers) shall be placed in a sealed plastic container or double-bagged, labeled with the child's name and returned to the child's parents at the end of the day.
- g. Potty chairs shall be emptied immediately after being used by a child. Potty chairs must be sanitized after each use. The potty chair shall be washed with soap and water and sprayed with a bleach solution and

allowed to air dry. Educators shall wash their hands with liquid soap and running water using friction.

- h. Sinks and faucets used for hand washing must be sanitized after the sink is used for rinsing a potty chair.
- i. A change of clothing shall be available for each child. Extra, center-owned clothing shall be available for changing purposes in addition to clothing brought from home. Center-owned clothing must be laundered after being worn by a child.

5. Preschool Toileting

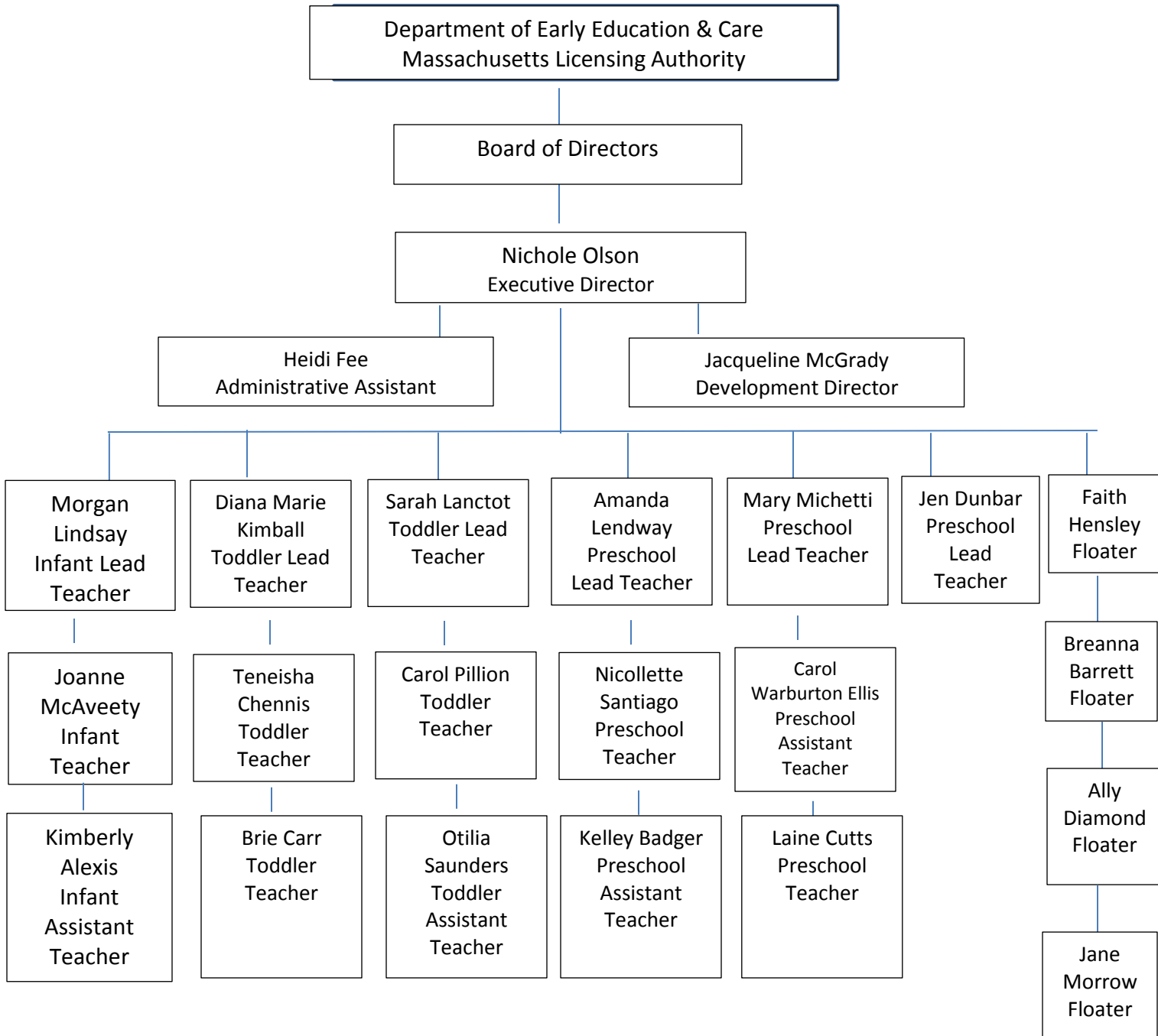
- a. Children shall wash their hands after toileting using liquid soap and running water using friction for 15-30 seconds.
- b. Children shall dry their hands using individual or disposable towels.
- c. Children shall wash their hands before eating or handling foods.
- d. Children shall be monitored during the toileting procedure to insure their safety.
- e. A change of clothing shall be available for each child in the event of accidents. Extra, center-owned clothing shall be available for changing purposes in addition to clothing brought from home. Center-owned clothing must be laundered after being worn by a child.
- f. Clothing soiled by feces, urine, vomitus or blood shall be double bagged in sealed plastic bags and stored apart from other items, labeled with the child's name and returned to the parents at the end of the day.

CHILDREN, PARENTS AND SMALL FRIENDS

Thank you for taking the time to review the policies and procedures contained in this handbook. We hope the book is helpful and clarifies our guidelines. If there are areas that are still unclear, or you feel should be included, please let us know.

Remember, we are partners in this together! Small Friends educators are here to work with your child at a very important stage of life and to work with you toward making your roles of parent, wage earner, spouse and individual as satisfying as possible. Small Friends supports the health and well-being of both you and your child. Together we can strengthen and support families and make a better future for all.

SMALL FRIENDS ORGANIZATIONAL CHART



PARENT ACKNOWLEDGEMENT

This Form acknowledges that we understand that as Small Friends (*the "Center", or the "school"*) parents, we are asked to support the Center and its mission and to acquaint ourselves with and abide by the Center's policies and procedures.

We understand that this Handbook is for informational purposes only and is only meant to be used by those affiliated with the Small Friends community. It is not intended to create, nor does it create, a contract or part of a contract in any way, including but not limited to, between the Center and any parent, guardian or child affiliated with or attending the Center. We understand that the terms and conditions of the Enrollment Agreement signed by us determines our relationship with the Center. We further understand that Small Friends reserves the right, in its sole discretion, to add, revise and/or delete Center policies before, during and after the school year and such updates need not be in writing or incorporated into this Handbook.

Our signatures below indicate that we have reviewed and familiarized ourselves with the contents of the Small Friends on Nantucket Parent Handbook and agree to abide by the Center's policies and procedures, as outlined in the Handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Print Child's Full Name

Please sign and print the full names and return this form to the front office.