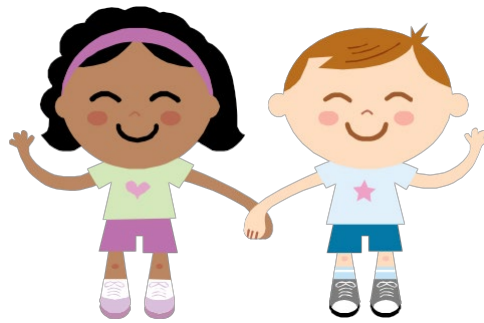


JCCNS EARLY CHILDHOOD PROGRAM

Preschool
Primetime
Infant/Toddler



PARENT HANDBOOK 2018-2019

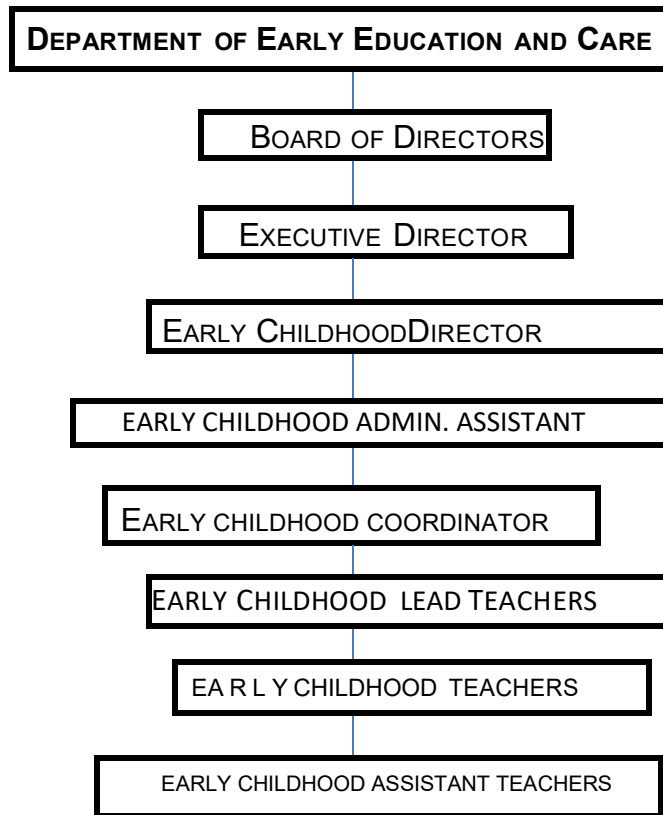
Jewish Community Center of the North Shore
4 Community Road
Marblehead, MA 01945



Table of Contents

Early Childhood Organization Chart.....	3
Program Philosophy and Curriculum.....	4
Infant/toddler & Primetime.....	5
Preschool Specific Program Services	6
Early Childhood Program Policies.....	8
Health Care Policy.....	12
Child Guidance Policy.....	18
Children with Disabilities.....	20
Referral and Supportive Services.....	21
Early Childhood Emergency Evacuation Plan... 	22
Parental Rights and Program Responsibilities... 	24

Early Childhood Organization Chart



Early Childhood Program
 4 Community Road
 Marblehead, MA 01945
 781-631-8330
 Important Phone Numbers

Early Childhood Director	Direct line 781-476-9882 or 781-631-8330 ext. 1003
Early Childhood Administrative Assistant	Direct line 781-476-9884 or 781-631-8330 ext. 1005
Early Childhood Coordinator	Direct line 781-476-9223 or 781-631-8330 ext. 1054
Main Office	Extension 1000
JCCNS Executive Director	Extension 1016
EMERGENCY FIRST AID	
Aquatics Staff (including lifeguards)	Extension 1031
Ashley Viera (Aquatics Director)	Extension 1030

Program Philosophy and Curriculum

“Learn & Play & at the J”

JCCNS Early Childhood Program services children ages 3 months to 6 years old. We offer a developmentally appropriate curriculum designed to encourage social, emotional and physical growth. We support and promote positive feelings about school and strive to instill life-long patterns that reinforce the joys of learning and discovery.

We offer environments that are caring and encourage social interaction. Children are introduced to language arts, science, math, social studies, music and creative movement. Each classroom is arranged in a series of learning centers that foster creativity and independence.

Exploring Jewish life, culture and holidays are part of each child’s experience at the JCCNS Early Childhood Program. Children are exposed to music, traditions and customs that link them with the Jewish heritage.

Children are assessed in their developmental level and growth throughout the year. We collect and document their actual work throughout the program year as a means of evaluating the children’s growth and progress by portfolios in our preschool and pre-k classrooms (and older toddler rooms). You can look forward to sharing your child’s portfolio with their teacher at the Parent/Teacher conferences in the winter and spring.

Throughout the year, the program sponsors all-school programming to support families’ involvement in the school. We encourage you to participate in our family days. We also welcome your input through membership on the Parent Committee (PITCH). Meetings are held monthly and we encourage all parents to participate. Additionally, individual classrooms seek parent involvement during the program year.

A Sample Curriculum

Theme:	Dinosaurs
Language:	Books: <u>Touch and Feel Dinosaur</u> by DK Publishing <u>On the Trail of Incredible Dinosaur</u> by William Lindsay <u>An Alphabet of Dinosaurs</u> By Wayne Barlowe New Vocabulary: Paleontologist, Fossil, Extinct, Discovery
Art:	Make our own Dinosaur footprints Make our own fossils with plaster of Paris
Math:	Sequence: small, medium and large dinosaurs Graph favorite dinosaurs or herbivore vs. carnivore
Music:	Move like dinosaurs, Stomp like Dinosaurs, Roar Like Dinosaurs

INFANT/TODDLER & PRIMETIME

Infant/toddler program

Offers care for children ages 3 months to 2 years 9 months, from 7:30am to 6:00pm, Monday through Friday, year round. This program is committed to providing quality care as well as helping each child develop to his/her fullest potential.

Prime Time for Toddlers

The program services children ages 15 months to 2 years 9 months, 8:30am to 12:00pm up to 5 mornings per week, from September through June. We offer a summer session that runs both 4 and 8 weeks.

What to bring

Please bring in snack, lunch, bottles or sippy cups, extra clothes, pacifier, formula, and transition object (for example; blanket or stuffed animal) and anything you think your child would need through their day. Please refrain from bringing toys from home unless it is a “special sharing day”.

Curriculum

In our program, curriculum encompasses everything that happens in the classroom that affects your child’s learning. This includes all aspects of development-social, emotional, language, fine motor, gross motor and cognitive skills. Our curriculum includes all aspects of the day – arrival, daily routines, transitions and departure as well as planned activities and spontaneous play.

In our effort to support your child’s growth and learning our curriculum:

- Emphasizes the value of your child’s contributions to their own learning • Is based on themes and ideas meaningful to your child
- Supports emotional development and social interactions as fundamental to all learning encourages your child and teacher to think creatively and take initiative
- Stresses child generated solutions to problems;
- Supports your child’s play with hands-on materials and tools as a primary source of learning; embraces diversity;
- Is content rich, but not content driven;
- Fosters your child’s ability to communicate their ideas, knowledge, and concerns in a variety of ways;

We welcome parents as partners in your child’s learning process and their individual developmental growth. Furthermore, we are responsive to your children’s input and needs.

A Day in the I/T Program

The following is an example of your child’s day is in the Infant/Toddler program. Please note that this schedule will be adjusted to best meet the needs of each child and/or classroom. The following schedule is adapted to a thematic unit each month. For example we will read books and sing songs about polar bears and penguins in our winter theme curriculum.

- Free play (children choose from a variety of activities)
- Clean up and morning greetings
- Toileting and hand washing, snack

- Fine motor activities (painting, collaging, building blocks, etc.)
- Language activities (music, listening to stories, finger plays, etc.)
- Dramatic play (dress up, housekeeping area, props, etc.)
- Sensory activities (water play, sand table, etc.)
- Gross motor activities (sliding, dancing, running, jumping, etc.)
- Outside (weather permitting) or gym time indoors
- Clean-up, toileting and hand washing
- Lunch 12:00-12:30
- Nap or rest 12:30-3:00
- Toileting and hand washing, snack
- Fine motor activities (manipulative toys, puzzles, beads, etc.)
- Language activities (puppets, flannel board stories, etc.)
- Dramatic play
- Sensory activities
- Gross motor activities (outside if weather permits)
- Toileting and hand washing, snack
- Quiet activities

Please note: Scheduled diaper changes occur during group potty time; however, individual needs are taken care of immediately.

Back to Sleep Infant Policy

In order to protect the health and welfare of children and in keeping with the intent of this regulation, every infant twelve months of age or younger enrolled in the JCCNS must be placed on his/her back for sleeping unless the child's health care professional orders otherwise in writing.

In addition, no child under 12 months of age shall be napped in a crib, bassinet, portacrib or playpen containing pillows, comforters, stuffed animals or other soft, padded materials.

Preschool Specific Program Services

Hours of Operation

The Preschool Program runs the school calendar from 8:30 am - 12 noon. We offer flexible 2, 3, 4 or 5 day options with the exception of the Transition classroom that requires a 5 day commitment.

Please bring a snack, change of clothes, backpack, lunch if staying for Preschool Plus and anything you think your child would need.

Masoret Program

In addition to our developmentally appropriate 4 year old curriculum, the Masoret program enjoys a special emphasis on Jewish culture through theme based activities.

Transition Program

This program is designed for the oldest 4 year olds that either miss the kindergarten cut off (age 5 by September 1) or a child who could use one or more year in a pre-kindergarten readiness classroom. The children in this class participate in work groups, exposing them to concepts and activities that will be introduced in kindergarten.

Preschool Plus

For those families who would like additional care, the Preschool Plus Program runs from 7:30 am – 8:30 am and from noon - 6:00 pm daily with options to leave at 2pm, 4pm or 6pm. This wonderful program allows children to unite with others the same age to create long lasting friendships. The afternoon begins with a relaxing lunch with their friends.

Morning Preschool Plus 7:30-8:30

If your child is signed up for early morning, you may send in his/her own breakfast such as a bagel, cereal, or yogurt.

Afternoon Preschool Plus

In the afternoon, children are separated into age groupings (three-year olds and four-year-olds) until 5:00 or 6:00 pm. Depending on the numbers and demand, after 5:00 pm, all children may be combined into one classroom. The adult picking up the child at PS+ must park and come get the child. Please make sure teachers are aware that your child is leaving.

The young preschoolers will take a nap/rest on mats, having their back's rubbed listening to quiet music. Once rest time is over snack is served. We also make time to either play outside or in the gym. Age appropriate activities are available such as art or cooking.

Our 4-5 year olds are offered various stations throughout the room allowing them to explore and discover areas such as sand, art, writing and math tables. We also bring out games and puzzles to challenge anyone who wants. We offer a short quiet, "down" time for our older preschoolers. They will either lay down or sit quietly with books and listen to quiet music. Playground and gym time is always a favorite part of the afternoon.

Preschool and Preschool Plus Changes

The Early Childhood Department will require a **30 day written notice** for all changes that result in a reduction of preschool and preschool plus hours in your child's schedule. If needed, we will be happy to increase contracted hours immediately as long as we have appropriate staffing.

Non-Contracted Additional Child Care

Please notify the Preschool Office if you have a special need or emergency request for any non-contracted additional childcare need. We will do our very best to accommodate your need within our licensing limitations. Extra hour charges will be billed to your account. You will receive a copy for your records. Extra care with advanced notice will be charged at a rate of \$11.00 per hour or \$8.00 per half hour.

Preschool Vacation/Intersession Programs

Vacation Programs will be offered for the school vacation weeks in December, February, and

April. An intersession program will be offered for the week before camp begins. **Minimum enrollment is required.** All forms required for participation in the Preschool and Camp programs are sent home in advance. Prompt return of all required forms and payments is required as enrollment is limited and handled on a first-come, first-served basis. **Staff is hired on the basis of registration and therefore, there will be no refunds.**

Preschool Enrichment Programs - PEP

Our PEP Classes, such as Swim, dance must be registered for separately. These classes are designed for the 3-5 year old children. Classes are conducted per semester, beginning once in the fall, once in the winter and once in the spring. Please watch for registration information to register your child for these programs. Details and descriptions will be in the PROGRAM GUIDE and will be available online at www.jccns.org. Print copies of the guide are available at the front desk.

Early Childhood Program Policies

Parental Responsibilities

Sign-Out

Our licensing agency, The Department of Early Education and Care mandates that the teacher signs out children upon departure. Please check in with the teacher when you are leaving with your child. Accurate attendance is very important and we follow all of the rules and regulations from the Department of EEC.

Clothing

Please send in two additional, complete sets of clothes including underpants and socks. Please bring in the **labeled** items in a large and sturdy **labeled shoebox or plastic container with lid**. The box will be left at school in case your child requires a change of clothing while at school. Any articles of clothing that are used or soiled will be sent home, enclosed in plastic bags. Please make sure you replace clothing in your child's box especially seasonally.

In order for your child to participate in outdoor play and field trips, please send your child to school in appropriate outdoor clothing every day. In warm weather, please send along labeled sunscreen (please apply in morning and teachers will reapply in afternoon) and in cold weather children should have snow outfits/warm coats, boots, mittens and hats. In misty and/or rainy weather, wear boots and appropriate coats/hats for the day's weather. Please make sure that all of your child's clothing is **labeled**. Sneakers are the best footwear for toddler and preschool age children. To prevent the risk of injury, please refrain from sending children with open toe sandals, crocs or flip flops.

Snack and Lunch

Snacks:

Parents are responsible for sending in a morning and afternoon snack for their child. Some of the rooms, have group snack rather than you having to bring an individual snack daily. Please check in with the classroom teacher if this is an option for the classroom. The school will provide water every day at snack time and challah on Fridays. As a reminder, our children's programs are **nut free**.

Lunch:

Please send in your child's lunch, which follow our dietary guidelines below, along with any snack item in a labeled insulated bag. Lunches need to be dairy or vegetarian. **We also request all food to be NUT FREE. Please do not send in any peanut butter or any nut product of any type. Any and all food allergies should be reported to the staff and clearly written on your child's enrollment forms. Milk is served in our infant/toddler classrooms and** water is served in other rooms at lunch. We have microwave ovens for heating up lunch foods. If you send food that requires heating, please send it in a microwave safe container.

Buying Lunch Opportunities

The Early Childhood Department has Pizza Day every Wednesday. For a fee of \$5.00 your child can get a slice of pizza, yogurt and applesauce. Forms to sign up for this lunch will be emailed at the beginning of year. You can sign-up for just one week or for 3 months at a time. Please make checks payable to JCCNS or give cash to Early Childhood office.

The JCafe also offers hot lunch Monday, Tuesdays, Thursdays and Fridays. For \$5.00 your child will get a main meal (for example; grill cheese, pasta) and a snack. Marla Golding from the JCafe will provide the lunches and have sign-up forms available. Please make checks to Marla Golding. JCafe follows school calendar and is closed for all Jewish holidays so no lunch is available those days. Please make sure you make note of these days.

Dietary Policy

While we are a community with varying dietary observances, we feel that it is important for our entire population to feel comfortable with our Early Childhood Food Policy. Therefore, the JCCNS Program adheres to the following and we ask that parents comply.

We request that you refrain from sending in any meat or shell fish products. Please send in dairy or vegetarian lunches. Below are some suggestions for lunch to send with your child.

Suggested Lunch/Snack List for JCCNS Early Childhood Program

Crackers	Celery sticks	Macaroni & Cheese
Pretzels	Applesauce	Cottage Cheese
Mini-bagels	Melon	Pita Bread
Graham crackers	Cheese sticks	Pizza
Vanilla wafers	Cheese cubes	Bagel/Cream Cheese
Rice cakes	Tuna fish	Salads
Low-sugar cereal	Cheese Sandwich	Quiche
Mini-muffins	Boiled eggs	Soy nuggets
Watermelon	Vegetable slices	Hummus
Apples	Pasta	Spinach patties
Bananas	Yogurt	Soy dog
Grapes	Egg salad	Rice and beans
Raisins	Crackers	
Baby carrots	Soups	

While you are welcome to celebrate your child's birthday in their classroom, we hope that you will consider celebrating with some healthier treats. You can bring in some mini-muffins, fruit kebobs, bagels and cream cheese, etc. It could be a wonderful opportunity for you and your child to create something special. Surf the web and find some great recipes for rice cake faces, painted toast, or fresh fruit popsicles.

Tuition

Our operating budget is based primarily on tuition. In order for us to pay our bills and salaries, it is essential that we are strict about keeping up with monthly payments. If problems occur that make it difficult to keep this schedule, arrangements should be made with the Controller.

Monthly tuition is based on pre-registered contracted fees. Refunds/credits are not given for days: 1) when the program must remain closed due to inclement weather or must close early to insure the safety of the staff and children, 2) when the program is closed to celebrate a legal holiday (i.e. Memorial Day) and your child would normally be scheduled to attend that day,

3) your child will be absent from the program due to illness etc., 4) when the program is closed for teacher training/room set up days.

Absentee Policy

We request that any day that your child does not attend our program you inform your child's teacher, the Director or Administrative Assistant by a call, message, or email. Refunds are not given for absenteeism, as fees are based on pre-registered sign-up. The same No Refund policy is applied when families take vacation time during the program year or any days cancelled due to snow, inclement weather or emergencies.

Late Policy

The Early Childhood Program is open from 7:30 AM to 6:00 PM, Monday through Friday. Families are expected to pick up their child by the designated time stated on their specific contract in order to maintain compliance with Early Education and Care Dept. licensing and to respect the schedules of our staff and the welfare of the children placed in our care. If a parent or person responsible for picking up a child arrives after their designated time, the staff member in charge of staying with your child will verify and document the time of your arrival. You will be charged the extra hours' rate which will show up in the next billing period.

We try to be flexible and accommodate your needs whenever possible. It is easier for us to staff and be in ratio when you notify us a head of time of any extra hours needed.

After 6pm Late Fees

If you arrive after six, you will receive one warning then you will be charged. The fee is \$15 for anytime between 6:03 -6:15. It is then a \$2.00 charge per minute after 6:15. Please arrive a few minutes before 6 in order to gather your child's belongings. We close promptly at 6, so please make alternate arrangements if you find you are unable to arrive by 6.

Withdrawal Policy

No refund or credits will be given for withdrawal from the program unless it is for medical reasons that are verified by a physician's certificate.

Snow/Inclement Weather Policy

The Early Childhood Program will close if the Marblehead Public Schools are closed. If MPS

has a delay, a decision will be made by the Directors in coordination with the JCC administration by 6:00 AM. Please call before you leave for the program. Please use discretion when traveling to the JCCNS in stormy weather.

Transportation Plan

The Early Childhood Program does not provide any type of transportation to or from the program. Parents are responsible for transporting their child to and from the program. Parents are also responsible for bringing their child to the classroom at drop off time and for picking up their child from the classroom or traffic circle at pick up time.

In our 4 and 5 year old classrooms, the children do take field trips. A permission slip will be sent home prior to all field trips. This permission slip shall include: method of transportation such as name of the bus company, who is responsible for children at time of transportation, destination and contact numbers. The permission slips **must** be signed and returned **before** a child may go on a field trip.

Since teachers do not drive on field trips, parents will be asked to drive and/or a school bus company will be contracted to provide transportation.

In the event of a disabled vehicle, while on field trip, alternate arrangements shall be made, such as parents called or an alternate bus will come to pick up the children. In the event of a disabled vehicle, moving violation or accident occurs all parents will be notified by the child's teacher or director.

In the event of an emergency, all teachers on field trips carry a cell phone and emergency numbers of the all children they are responsible for.

Non-Discrimination Policy

The Jewish Community Center of the North Shore shall not discriminate in providing services to children and their families on the basis of race, sexual preference, religion, cultural heritage, political belief, marital status, national origin and disability.

Diapering Policy and Toilet Training

Disposable diapers will be used by the Center. The disposable diapers are to be put into individual bags for disposal into waterproof, covered containers, which are emptied at regular intervals during the day and washed daily.

The following precautions will also be maintained:

- Disposable washing materials (wipes) are used to wipe and clean children at every diaper change.
- Each child is changed when soiled or wet.
- The changing surface is covered anew after every child is diapered and the surface is washed with sanitizing liquid after each change.
- Staff must wash their hands with soap and running water after each child is changed.
- Individual children, according to parental instructions, who are toilet trained, are brought to the bathroom as appropriate.
- A teacher will be present at all times when children attend the bathroom.
- A teacher will assist children in washing their hands after toileting. An individual disposable towel will be used to dry hands.
- If necessary an individual towel will be used to wipe child's face, hands etc.

- Soiled or wet clothing will not be washed out—only put in individual plastic bags and returned home.
- Each child must have at least one, preferably two, complete change of clothing in the program.
- No child will be reprimanded for soiling his/her diaper or clothing.

**Health Care Policy JCCNS
4 Community Road
Marblehead, MA 01945
781-631-8330**

EMERGENCY NUMBERS (Dialing on JCCNS Phones)	
Fire Department	9-911
Police Department	9-911
Rescue/Ambulance	9-911
Marblehead Pediatrics (Health Care Consultants) 70 Atlantic Avenue, Marblehead, MA 01945	9-1-781-631-7800
Poison Control Center	9-1-800-682-9211
North Shore Children’s Hospital	9-1-978-745-2100
Early Childhood Director	1003
Executive Director	1016

EMERGENCY FIRST AID

Ashley Viera (Aquatics Director) ext. 1030
 Aquatics Staff (including Lifeguards) ext. 1031

Illness

The Early Childhood Program does not have the facilities to care for sick children. In general, your child should be kept home if a parent feels that his/her child should not go outdoors; if your child requires individual and specialized attention; and/or if your child’s illness is infectious. Included in these parameters are conditions such as diarrhea, vomiting, fever, etc. For contagious illnesses, a signed and dated statement from your pediatrician will be needed stating when it is safe for your child to return to the program and any medical instructions.

The Early Childhood Program follows the Massachusetts Department of Health recommendations for appropriate action for illness. The teachers will call and ask you to pick up your child as soon as possible for any of the following reasons:

1. If your child is not well enough to participate fully in all activities.
2. A cold with fever, sneezing, heavy cough, or nasal drainage.
3. A temperature of 100.5 or above auxiliary. Please note: your child cannot attend school for

one (1) full calendar day after she/he has had a temperature of 100.5 or above. **For example: If your child has a fever, diarrhea or vomiting anytime on Monday, he/she may not return to the program until Wednesday, providing he/she is symptom free.**

4. Continuous diarrhea.
5. Vomiting.
6. An eye or throat infection. If your pediatrician diagnoses any of these problems and gives your child an antibiotic, your child should be kept at home until he/she has been on the medication for a full calendar day. **For example: see above.**
7. Any suspicion of a contagious disease or condition such as: conjunctivitis, impetigo, strep throat, head lice, pinworms, and/or any suspicious rash.

Should your child develop symptoms of illness while at our program, a teacher will place a call to the parents informing them of their child's condition and requesting that they be picked up. If we are unable to contact either of the child's parents, we will then contact the next person listed on the child's Emergency Release Form until we can contact someone who can come and pick up the child.

Health Care Policy and Implementation

The Program educators are well aware of the difficulties that working parents encounter when it is necessary to keep a child home from school. However, one of the Program's goals is to provide a healthy and safe environment for all children. The health and wellbeing of all must be considered and protected. For some children, this will be their first time being exposed to the many germs of the world. In a group situation like this one, it is inevitable that there will be illnesses and both children and staff will get sick. We realize that staying home with a sick child may feel like it is defeating the purpose of your need for childcare --the need to go to work. Please understand that the staff can, at best, offer you advice and sympathy. As much as we would like to help you further, we cannot endanger the health of other children by allowing your child to stay in school when he/she is contagious. We strongly suggest that you have backup people ready in the event that your child needs to stay home and you need to work.

Chronic Health Care Conditions such as Asthma or Life Threatening Allergies Severe allergies (such as nut or bee) and chronic asthma require a parent to have an individualized health care plan (IHP) for their child. Parents will need to pick up the form from the Early Childhood office and have the physician fill it in. Parents, with their child's doctor's permission are able to train staff in the implementation of their child's individualized health care plan.

First Aid

All teaching staff at the JCCNS are trained in emergency first aid procedures. If care is provided to a child by a teacher, the teacher will notify the parents, in writing, of the injury and the first aid administered. If the staff feels it is necessary, a phone call will be made to the parents to inform them of the nature of the injury and the first aid administered.

Epi-Pens

Please bring 2 Epi-Pens, one to stay in the classroom and one for the classroom backpack to follow your child outside or on fieldtrips. The Epi-Pens must come to school in the original container with the child's name, physician, date, dosage and expiration date. If the child's Epi-Pen has become out of date at any time, the child will not be allowed to attend school until an up to date Epi-Pen is in our care. Any child with an Epi-Pen is required to have an Individualized Health Care Plan written by the child's physician. This will help explain symptoms and history of the child's allergy. All Epi-Pens will be kept in a secure place out of reach in classroom. Expired Epi-Pens will be returned to parent to be disposed of properly.

Head Lice

Unfortunately, head lice have been more and more common over the last few years. JCCNS has a no nit policy meaning the child may not come to school with live bugs or nits/eggs in their hair. If it is found that a child has head lice they will be sent home immediately and confidentially checked before they are allowed back in the classroom.

Medication Policy

All medication* must be brought into the program in the original container, clearly stating the physician's name, the child's name, the dosage and the precise directions for its administration. A parental consent form must be signed by the parent or person responsible for the child that day. **Non-prescription medicine such as Tylenol, Benadryl, etc. must have a note from your physician.** We are not allowed to administer any medication, prescription or otherwise, for more than two (2) weeks, unless it is accompanied by a supplemental note from the child's physician. **We require the first dose of any new medication to be given at home.**

The parent and/or the person designated as responsible for the child must fill out an authorization form and along with the medication, give it to the child's teacher. At the end of each day, it is the parent's (or designated responsible adult) responsibility to claim the medication. **Medicine will not be placed in a child's backpack, lunch bag or cubby.**

In addition to first aid training, the lead teacher will be trained in the 5 rights of medication administration annually. The five rights are:

- Right Child
- Right Route
- Right Dosage
- Right Time
- Right Medication

All expired medicine will be returned to parent to be disposed of properly. Medication, whether prescription or non-prescription, with the exception of topical non-prescription, may be administered to a child only with WRITTEN PARENTAL AUTHORIZATION AND WRITTEN ORDER OF A PHYSICIAN (for prescription medication, this may include the label of on the medication). All medications are stored out of reach of the children.

Prescription Medication

1. Prescription must be current.
2. Medication must be in the original container with the current prescription label on it.
3. A written doctor's note from the child's pediatrician will be required to re-administer a previously prescribed medication (i.e. cough syrup, decongestant).
4. The parent must sign parental consent form (supplied by the teacher). This form specifies the time medication should be given, dosage and the duration as well as medication name. This information must coincide with the doctor's instructions.

Non-Prescription Medication

1. Non-prescription medications require a written note from the child's pediatrician specifying the name of the medication, the dosage, purpose, frequency of distribution and time it should be given. This statement shall be valid for no more than one week from the date it was signed.
2. Non-prescription medications also require a written note from the parent specifying the name of the medication, the dosage, purpose, frequency of distribution and time it should

be given. This information must coincide with the doctor's instructions. This statement shall be valid for no more than one week from the date it was signed. Each time a non-prescription medication is administered a parental consent form (supplied by the teacher) must be signed by the parent.

3. The parents must supply a labeled non-prescription medication.
4. An attempt will be made to contact parent before medication is administered unless the child needs medication urgently and/or contacting the parent will unreasonably delay appropriate care.

Topical Non-Prescription Medications (sunscreen, petroleum jelly or other ointments)

1. May be administered to a child only with written parental authorization. This statement must list the criteria for administration. This statement shall be valid for no more than one year from the date it was signed.
2. We will not administer any such medication contrary to the directions on the original container without a written order of the child's pediatrician.
3. Topical Non-Prescription Medications applied to open wounds requires written authorization from a health care practitioner, must be in the original container with the child's name on it, and must be accompanied by a parent/guardian's written consent.

Notification of Parents and Plan for Meeting the Needs of Mildly Ill Children

If any symptoms (outlined in the Illness Section of the Health Care Policy) occur during the day, the staff will call and tell the parent(s) to pick up the child within 2 hours. In the event that the parent(s) cannot be reached, the staff will contact the designated person listed on the emergency release form. Children who are ill and are waiting to go home will be cared for by a classroom teacher or by the Director in the Director's office. All efforts will be made to make the child comfortable including-but not limited to-providing the child with a crib or mat for resting.

Plan for Injury Prevention

The Director will monitor indoor and outdoor space daily for removal and repair of hazards such as keeping electrical outlets plugged; no protruding nails or tacks; any loose electrical cords, etc. The JCCNS will maintain a smoke free environment. Toxic substances, poisonous plants, medications, sharp objects, matches and other hazardous objects will be kept in a secured place and out of the reach of children. In the case of an injury report-the Director will collect 2 copies of the report after one copy has been signed and given to the parent of the child involved. One copy will be kept in the child's folder; the other will be placed in the Injury Log Notebook.

Procedure for Medical Emergencies (Illness or Injury)

The Director on the premises will decide as to whether a situation is deemed an emergency. In the absence of the Director, the person clearly left in charge becomes the adult responsible for proper procedures, which are as follows:

1. Immediate first aid should be administered as necessary.
2. An ambulance should be called immediately. Call the Police Department (9-911) and request ambulance.
3. The parent of the child should be notified. If she/he is not available, the next person responsible for the child will be called.
4. The Lead Teacher or Teacher should accompany the child at all times.

5. The person in charge will assign someone to monitor and complete the injury form with information including the time of the injury, symptoms of the illness, what was observed firsthand and any change in the child's condition.
6. The child's record as well as the record of the incident should accompany the child to the hospital.
7. Any medication the child is receiving should also accompany the child.
8. If the Director is not on the premises, she should be called.

Managing of Infectious Disease

Staff will follow hand washing and cleaning of equipment policies outlined in the regulations.

Plan for Infection Control and Monitoring

Staff and children will wash their hands with liquid soap and running water-using friction. Hands will be dried with disposable towels. Staff and children will wash their hands at least at the following times:

- Before eating or handling food
- After toileting or diapering
- After coming in contact with bodily fluids and discharges
- After handling pets or their equipment, and
- After cleaning

Each classroom will have a checklist of items, equipment and surfaces to be disinfected. The Lead Teacher will be responsible for designating the completion of each task. The Directors will informally observe that the procedure is followed.

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

All staff will be trained in infection control procedures during the staff orientation and during the year at EEC required staff meetings. Infection control and cleanliness procedures will be part of each teacher's yearly evaluation.

Disinfectant Solution

The disinfectant solution shall be either a self-made bleach solution or a commercially prepared disinfectant that has been registered by the Environmental Protection Agency (EPA) as a sanitizing solution. A self-made bleach solution shall be labeled and stored in either a spray bottle or a bottle that is sealed with a cap. The solution must be prepared daily or tested daily in accordance with the Department of Public Health's guidelines. All such disinfectants will be stored in a secure place and out of the reach of children. The staff person arriving at 7:15 AM is responsible for the preparation of the disinfectant solution.

Contagious Illness

For a contagious illness, a note from the child's doctor will be required for the child to re-enter school. For mild illnesses, a child must be fever free for one full calendar day before returning to school. In case of an outbreak of a contagious or communicable disease, such as measles or salmonella, parents will be notified using handouts from the Massachusetts Department of Health's Health in Day Care Manual. Any reportable disease will be reported to the Board of Health.

Disinfection

The Program shall ensure that the following items or surfaces (including floors and walls) are washed with soap and water and disinfected as needed to maintain a sanitary environment.

The following equipment and surfaces will be washed and disinfected after each use: diapering surfaces, toys mouthed by infants and toddlers, mops used for cleaning body fluids, bibs and thermometers.

The following equipment and surfaces will be monitored for cleanliness and washed and disinfected at least daily: toilets and toilet seats, containers (including lids) used to hold soiled diapers, sinks and sink faucets, drinking fountains, water table and water play equipment, play tables, smooth surfaced non-porous floors, mops used for cleaning, and cloths, washcloths and towels.

The following equipment and surfaces will be washed and disinfected at least monthly or more frequently as needed to maintain cleanliness, when wet or soiled, and before use by another child: cribs, cots, mats or other approved sleeping equipment, sheets, blankets or other coverings, machine washable fabric toys.

Maintenance of First Aid Kits

First aid Kits are located in every classroom and will be posted in each classroom. It is the responsibility of the Classroom Teacher to maintain and restock the First aid Kit at the end of each month. The Classroom Teacher is responsible for designating a staff person to take the "outdoors" First Aid Kit when taking the children outside. All teaching staff at the JCCNS are certified in First Aid Training and CPR. If care is provided to a child by a teacher, they will notify the parents, in writing, of the injury and the first aid administered. If the staff feels it is necessary, a phone call will also be placed to the parent to inform them of the first aid rendered.

Location of First Aid Kits:

Infant/Toddler – First Floor

Room 1 – Over changing table

Room 2 – Inside closet

Room 3 – Inside closet

Room 5 – Bathroom

Preschool

Aleph - Bathroom Gimel/Dalet-

Bathroom Chet/Transition-

Resource Room

Child Guidance Policy

Our professional teachers use positive techniques of guidance, redirection, anticipation of and elimination of potential problems and encouragement of appropriate behavior rather than competition, comparison or criticism. Consistent, clear rules are developed in conjunction with children and are discussed with them to help the children understand. When appropriate, teachers describe the situation to encourage children's evaluation of the problem rather than impose the solution. Teachers do not force children to apologize or explain their behavior but help children recognize another child's feelings therefore encouraging empathy.

Guidance techniques are non-punitive and are accompanied by rational explanations of expectations. Our professional teachers will get down on the child's eye level and provide guidance in a calm but firm manner. Limits are set for children but the environment is arranged so that a minimal number of "no's" are necessary. "Time out" (for 1-3 minutes) may be used as a last resort.

The program prohibits:

- Spanking or other corporal punishment of children
- Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect or abusive treatment
- Depriving children of meals or snacks
- Force feeding children
- Disciplining a child for soiling, wetting or not using the toilet: of forcing a child to remain in soiled clothing or forcing a child to remain on the toilet, or using any other unusual or excessive practices for toileting.
- Confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision
- No excessive time-out will be used (time out not to exceed one minute for each year of the child's age and must take place in educators view.

Where appropriate, and feasible, children shall participate in the establishment of such rules, policies and procedures.

Suspension Policy

A child may be suspended from the Program if that child exhibits repeated or patterned behavior that puts him or herself, another child or teacher at risk.

We will meet with the parents to inform them of documented behaviors and staff will work with parents to decrease behavior prior to suspension. At the meeting we will discuss behavioral interventions that may be used at home and in school. If needed, we will pursue referrals to outside supportive services such as Early Intervention or counseling services.

If attempts to decrease behavior fail, parents will be informed. A timely, yet planned, two-three day "time off" may occur.

Termination Policy

A child may be terminated from the Program if that child exhibits repeated or patterned behavior that puts him or herself, another child or teacher at risk and such behavior shows no sign of decreasing, for non-payment of tuition, and/or not adhering to the policies of the Early Childhood Program.

Parents will be notified in writing and all attempts will be made to resolve the issues prior to termination.

If termination is then indicated, parents will be given written documentation from the Director and provided with referrals to other services. The child will be prepared for termination consistent with his/her ability to understand.

Policies and Procedures on Institutional Abuse and Neglect

The Jewish Community Center of the North Shore, as an agency, is committed to the safety and well-being of all children of all ages, races and religions. As a part of this commitment, the staff is made aware of the signs and reporting procedures involving cases in which a child is suspected of having been abused or neglected. Abuse is defined as the non-accidental commission of any act by a caretaker who causes or creates a substantial risk of harm to a child's physical or emotional well-being, including sexual abuse. Neglect is defined as the failure of a caregiver, either deliberately or through negligence, to take those actions necessary to provide a child with minimally adequate food, safety, clothing, shelter, medical care, supervision or other essential care. Training in this regard takes place during the staff's orientation sessions at the beginning of each school year and is reviewed during EEC required staff meetings.

The following is a center-wide procedure to insure the safety of children:

- a. If a staff member displays abusive or neglectful behavior, he/she is reported immediately to the Director or the next person in charge.
- b. If warranted the staff member is suspended immediately, pending investigation.
- c. The Dept. of Early Education and Care and the Department of Social Services are notified immediately and within 24 hours a 51A form is filed.
- d. Staff person will not have interaction with children until EEC investigation is complete.
- e. If dismissal is warranted, written documentation is put in the staff member's file and any further action is left to the DSS.
- f. If a child shows symptoms or signs of having been abused or neglected, the symptoms are brought to the immediate attention of the next person in charge as required by law.
- g. If warranted, the Director notifies the Salem/Cape Ann office and at the same time files a 51A form (kept in the file of each Director's office.)
- h. The center cooperates fully in supporting the DSS investigation.

ALL QUESTIONS SHOULD BE REFERRED TO:

Department of Social Services, Salem/Cape Ann: 978-825-3800

Children with Disabilities

The Early Childhood Department of the Jewish Community Center of the North Shore services children with disabilities in our Infant Toddler, Prime Time and Preschool Programs.

The Early Childhood department of the JCCNS will make every effort possible to accommodate the needs of all children. In determining whether to accept or serve a child with a disability, the JCCNS shall, with parental consent and as appropriate, request information related to the child's participation in the Center's program for the Local Education Agency, Early Intervention Program or other health or service providers.

Based upon available information the JCCNS shall, with the parent's input, identify in writing the specific accommodations, if any, required meeting the needs of the child at the Center, including, but not limited to:

1. Any change or modifications in the child's participation in regular Center activities:
2. The size of the group to which the child may be assigned and the appropriate staff/child ratio
3. Any special equipment, materials, ramps or aids.

If, in the JCCNS's judgment, the accommodations required to serve the child would cause an undue burden to the Center, the JCCNS shall provide to the parent(s) written notification within 30 days of receipt of authorized, requested information and the reasons for this decision. In addition, the notification shall inform the parent(s) that they may contact the Office and request that the Office determine if the JCCNS is in compliance. The JCCNS shall maintain a copy of this notification in its records. The accommodations related to the toileting needs of a child with a disability who is not toilet trained shall not be considered an undue burden.

In determining whether the accommodations required reasonable or would cause an undue burden to the Center, the JCCNS shall consider the following factors which include but are not limited to:

1. The nature and cost of the accommodations needed to provide care for the child at the Center
2. Ability to secure funding or services from other sources
3. The overall financial resources of the JCCNS
4. The number of persons employed by the JCCNS
5. The effect on expenses and resources, or the impact otherwise of such action upon the JCCNS

The JCCNS shall, with parental permission, participate in the development and review of the child's program plan in cooperation with LEA, Early Intervention Program and/or other health and service providers.

The JCCNS shall, with parental permission, inform the appropriate administrator of special education, in writing, that the JCCNS is servicing a child with a disability.

Designation of Center Liaison

The Lead Teacher of each classroom shall serve as the liaison for each child with a disability if that shall occur in their particular classroom.

Referral and Supportive Services

The JCC Preschool has developed a multi-disciplinary approach to work with families determined to be in need of supportive services. The group of professionals includes Teachers, Directors and Mental Health Consultants. The team will work with families to develop and implement a supportive plan to help each child grow and succeed. This team will be beneficial to families with children displaying challenging behavior, developmental delays and emotional issues.

If any staff member has a concern about a certain child, he or she will discuss the concern with the Lead Teacher in the classroom, who will in turn discuss it with the Director. At the same time, the Lead Teacher will begin documentation in the class and review the child's record. The Director will also come into the classroom to observe said child. If the concern is validated by the Director, the Director will proceed to notify the parents to schedule a meeting in person. At this meeting, the Director will provide the parents a written statement including the reason for recommending referral for additional services, a brief summary of the Center's observation related to the referral and any efforts the Center may have made to accommodate the child's needs. The Director will then suggest the most appropriate resource from the list below.

Resources

Dr. Corine R. Barone, DMD 210 Humphrey Street Marblehead, MA 01945 Pediatric Dentist	781-639-4500
Dept. of Early Education and Care Lawrence, MA Our licensing Agency	978-681-9684
Department of Social Services, Salem/Cape Ann	978-825-3800
Dr. Debra Fox Gansenberg, LICSW; MSW New Beginnings Counseling Service P.C. 280 Main Street Stoneham, MA 02180 Social Work	781-438-0038
Swampscott Public Schools Integrated Preschool and Screenings 207 Forrest Avenue Swampscott, MA 01907 Martha Raymond	781-596-8800 x375

Marblehead Public School System, Chapter 766: 781-639-3141
Integrated Preschool and Screenings
Dr. Nora Murphy

Marblehead Pediatrics 781-631-7800
70 Atlantic Avenue
Marblehead MA 01945

Merle Zicherman & Assoc, 978-535-2500
1 Roosevelt Avenue
Peabody, MA, 01960-2200
Pediatric Dentist

North Shore Children's Hospital 978-745-2100
57 Highland Avenue
Salem, MA 01970

Sorrentino & Associate 978-741-9011
266 Essex St, Ste 2
Salem, MA 01970
Psychologist

Early Childhood Emergency Evacuation Plan

INFANT ROOM 1

All educators will place infants in two (2) or three (3) evacuation cribs which are labeled and located closest to the gate). Proceed to roll cribs out of the infant room. Shut classroom door leading to the hallway. Take an immediate right and proceed down the hall. Immediately past Room 3, take a right and proceed down the hall out of the building. Continue away from the building to Hillel. Lead Teacher will take attendance sheet and emergency forms and will take roll call at Hillel.

Alternate Plan: All educators will place infants in two (2) or three (3) evacuation cribs. Proceed to roll the cribs out of the infant room. Shut classroom door leading to the hallway. Take an immediate left and proceed down to the main lobby out of the building through the front door. Continue away from the building to Hillel.

TODDLER ROOM 2

All educators will gather children together and walk them out of the toddler room. Shut classroom door and take an immediate right and proceed down the hall. Immediately past Room 3, take a right and proceed down the hall out of the building. Continue away from the building to Hillel. Lead Teacher will take attendance sheet and emergency forms and will take roll call at Hillel.

Alternate Plan: All educators will gather children together and walk them out of the toddler room. Shut classroom door leading to the hallway. Take an immediate left and proceed down to

the main lobby out of the building through the front door. Continue away from the building to Hillel.

TODDLER ROOM 3

All educators will gather children together and walk them out of the toddler room. Some children may be put in evacuation cribs located directly outside room 3 in the hallway. Shut classroom door and take an immediate right and then take your first right. Proceed down the hall out of the building. Continue away from the building to Hillel. Lead Teacher will take attendance sheets and emergency forms and will take roll call at Hillel.

Alternate Plan: All educators will gather children together and walk them out of the toddler room. Shut classroom door leading to the hallway. Take an immediate left and proceed down to the main lobby out of the building through the front door. Continue away from the building to Hillel.

ALEPH/PRIMETIME ROOM

All educators will assemble children, proceed into hallway, take a right, proceed out the door and assemble at Hillel.

Alternate Plan: Proceed through Bet to Prime time, Room 4, take immediate left, out the door and assemble at Hillel

GIMEL, DALET, MASORET

All educators will assemble children and proceed to the Hallway, down the backstairs, through I/T Playground door and assemble at Hillel.

Alternate Plan: Proceed to Hallway, go down main stairwell, out the front door and assemble at Hillel.

TRANSITION, CHET

All educators will assemble children and proceed into hallway, use main stairwell, out the front door and assemble at Hillel.

Alternate Plan: Use Chet Room Exit, go down the Stairs to bottom level Exit, turn right and assemble at Hillel

** Stephanie will check Preschool rooms downstairs and other areas where children may be at the time.

**Marla will check preschool rooms upstairs and other areas where children may be at the time.

** The lead teacher in each classroom must take the day's attendance roster, cell phone and emergency phone numbers with her/him.

Contingency Plans for Fire, Natural Disaster, Loss of Power, Heat or Water, Missing Child

In the case of fire or natural disaster, the evacuation plan will be followed. In cases of loss of power, heat or water, parents or emergency contact person will be contacted in order to pick up their child. If need be, children will be moved to Hillel Academy to remain under the supervision of teaching staff until pick up.

In the case of a missing child, a staff member radios the Executive Director (or most senior staff member in the building) to initiate a Code Adam and provides a description of the child. The parent/guardian is notified and the Executive Director radios a Code Adam announcement. The police are notified, a child's picture is submitted and the staff begin a building/grounds sweep. The Code Adam will be followed as detailed in the Safety Plan manual on file at the JCCNS.

The Early Childhood program shall document the date, time, exit route used and number of children evacuated after every evacuation.

Parental Rights and Program Responsibilities

Parent Conferences

The program schedules 2 Parent/Teacher Conference per school year. They are generally scheduled for January and May. However, you can request a meeting with your child's teacher any time during the year. We do ask that you schedule an appointment so that we can ensure that the teacher gives you his/her undivided attention.

PITCH Committee (Preschool, Infant/Toddler and Children's)

We encourage parents to become active participants of the PITCH Committee. Meetings are held monthly and are open to all current parents. We welcome your input on policies, family programming, program development and fundraising.

Parent Volunteerism

Children share their time between home and school, and we are partners in their growth and development. We encourage you to be involved in their Preschool experience. If you can, we urge you to participate with their field trips, assist as classroom helpers, and/or bring in a special talent or knowledge that you have. Each classroom teaching team will send out information when they need extra help.

Parental Input

The licensee must appropriately involve parents of children in care in visiting the program, meeting with the staff and receiving reports of their children's progress. The program must have a procedure for allowing you to give input and make suggestions, but it is up to the program to decide whether or not they will be implemented.

Meeting with Parents

In group child care programs, the licensee shall assure that the administrator or his designee meets with the parent(s) prior to admitting a child to the program. The parents shall have an opportunity to visit the program's classrooms at the time of the meeting or prior to the enrollment of the child.

Parent Information

The licensee must provide to the parents upon admission of their child the program's written statement of purpose, including the program philosophy, goals and objectives, and the characteristics of children served; information on the administrative organization of the program, including lines of authority and supervision; the program's behavior management policy; the program's plan for referring parents to appropriate social, mental health, education and medical services for children; the termination and suspension policy; a list of nutritious foods to be sent for snacks or meals; the program's policy and procedures for identifying and reporting suspected child abuse or neglect; the procedures for emergency health care and the illness exclusion policy; the program's transportation plan; the procedure for administration of medication, and, upon request, a copy of the complete health care policy; a copy of the fee schedule, and in school age child care, the procedures for on-going parent communication. All of this information may be contained in a "Parent Handbook".

Progress Reports

At least every six (6) months the program will offer to meet with you to discuss your child's activities and participation in the program. The licensee will prepare a written progress report for your child, also every 6 months. We will provide a copy to you, and will maintain a copy of the report in your child's file. If your child is an infant or a child with disabilities, you should receive a written progress report at least every three (3) months. Program staff must bring special problems or significant developments, particularly if they regard infants, to your attention as soon as they arise.

Parent Visits

You have the right to visit the center and your child's room at any time while your child is present.

Children's Records

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

Access to Your Child's Record

You are entitled to have access to your child's record at reasonable times on request. You must have access to the record within two (2) business days of your request unless you consent to a longer time period. You must be allowed to view your child's entire record, even if it is maintained in more than one location. The center must have procedures governing access to, duplication of, and dissemination of children's record, and must maintain a permanent, written log in each child's record which identifies anyone who has had access to the record or who has received any information from the record. This log is available only to you and the people responsible for maintaining the center's records.

Amending Your Child's Record

You have the right to add information, comments, data, or any other relevant materials to the child's record. You also have the right request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to a

conference with the licensee to make your objections known. If you have a conference with the licensee, the licensee must inform you in writing within one week of his decision regarding your objections. If the licensee decides in your favor, he must immediately take the steps necessary to put the decision into effect.

Transfer of Records

When your child is no longer in care, the Program can give your child's record to you, or any other person you identify, upon your written request.

Charge for Copies

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

Providing Information to the Department

The program must make available any information requested by the Department to determine compliance with any Department regulations governing the program, by providing access to its facilities, records, staff and references.

Reporting Abuse or Neglect

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

Notification of Injury

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

Availability of EEC Regulations

The program must maintain a copy of the regulations, *102 CMR 7.00: Standards for the Licensure or Approval of Group Day Care and School Age Child Care Programs*, on the premises of the center and must make them available to any person upon request. If you have a question about any of the regulations, please speak to the director. You may contact the Department of Early Education and Care in order to check the programs compliance history. The phone is listed in our referral policy.