

The Center for the Development of Children Family Handbook

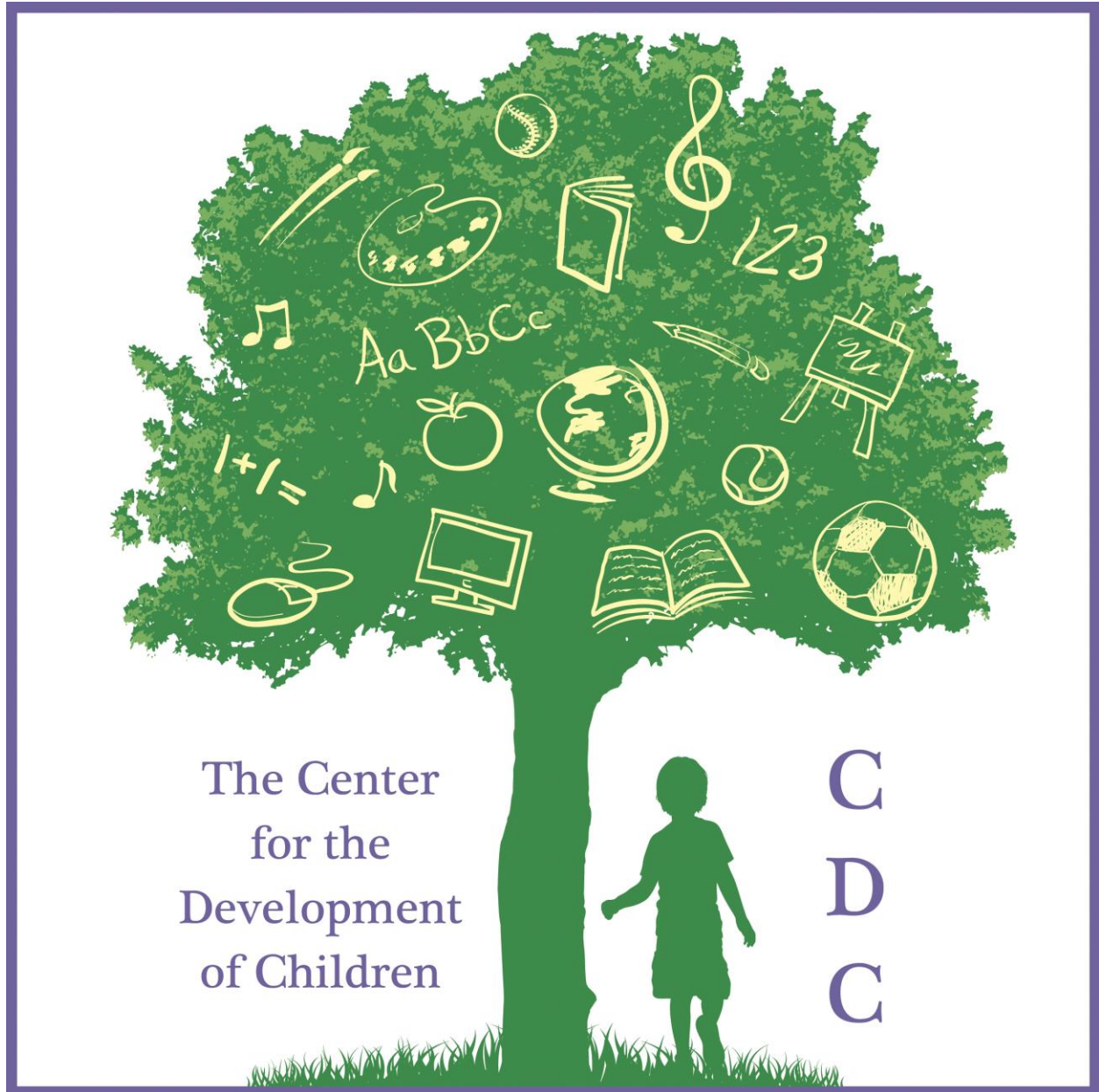


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Welcome 7.04(17)(a),7.08(6)(h),704(17)(g)**To the Center for the Development of Children!**

The CDC offers a 3 year curriculum of high quality, developmentally appropriate early childhood education for children 2 through 5 years. The children in our Center engage in a variety of hands-on experiences which foster the whole child. We focus on their social, cognitive, emotional and physical growth. Each of the classrooms, staffed by experienced early childhood professionals, provides a safe and nurturing environment which focuses on goals that are developed by the director and classroom teachers. Each classroom works on specific goals, building from the previous year and leading into the next. Each child is encouraged to reach these goals at his/her own pace and developmental readiness.

The Center for the Development of Children is a not-for-profit corporation, run by a Board of Directors, which does not discriminate on the basis of religion, race, and national origin or toilet training abilities.

Corporate Flow Chart 7.04(17)(c)

Our Corporate flow chart is as follows:

EEC (Licensing Authority)
Board of Directors
Director
Lead Teachers
Teachers

EEC Contact Information 7.08(6)(m),7.08(6)(n)

This program is licensed by EEC. You may contact EEC for information regarding our regulatory compliance history. The Massachusetts Department of Early Education and Care is located at: 10 Austin Street, Worcester, MA 01609 and can be contacted at **Phone:** (508) 798-5180 or **Fax:** (508) 798-5181. The website address is: www.mass.gov/eec

Feel free to check out our web site at **www.dovercdc.org** and take a virtual tour of our school. For your convenience, many forms, including applications for new families, can be found on our web site!

Mission Statement 7.08(6)(h),7.08(10)(a)

Our mission is to provide a quality education in a fun, family like atmosphere, where children are comfortable expressing themselves and interacting with their teachers and their peers. We strive throughout all of our activities to encourage creative thinking, sharing, consideration, respect and self-confidence, with staff that impart their passion of learning to their young students and become an extension and resource to the families we service.

We are unique in that we aim to provide a curriculum-based learning experience, while also working with our families to provide the hours and flexibility they need for their children.

Our educational program aims to prepare children for Kindergarten and is based on the Massachusetts Preschool Curriculum Framework. Within this framework, we strive to meet the needs of individual children. We encourage learning through an interactive and fun based curriculum, offering a variety of opportunities to learn in a creative environment.

The CDC works to meet the needs of all our families – we are open full time and offer a wide variety of schedules, from a few mornings a week to a full day schedule.

The CDC is a private, not-for-profit corporation operated by a Board of Directors, administrative staff and professional teachers.

Philosophy 7.04(17)(a),7.08(6)(h)

“A child who learns with love, loves to learn.”

With low teacher/child ratios in a warm, supportive and engaging environment, children are afforded the opportunity to develop and grow at their own pace. Each child's uniqueness is respected and appreciated for the diversity it brings to the group. Our goal is to build upon children's strengths and successes, encouraging them to explore, create and express themselves with increasing confidence.

The classroom environment is designed to present children with opportunities to make independent choices within the context of a consistent daily routine while offering a balance of self-directed activities with more structured group activities. Our goal is to help each child develop language, planning, and cognitive, physical and socio-emotional skills.

Essential to the philosophy of the CDC is an emphasis on establishing an open, mutually supportive relationship between parents and teachers. Parents and staff work closely together sharing insights and information, problem solving and setting goals which will enhance the experience of each child and best address his/her needs.

Our Classrooms 7.08(6)(h),7.10(9)(b)(c),7.04(18)(b)

The Center is comprised of classrooms that are designed to address the developmental needs of the respective age groups. Each classroom focuses on a monthly theme and incorporates a variety of age appropriate activities in all the curriculum areas. Each class follows a regular daily routine which includes; an activity period consisting of free choice and planned activities; circle time for stories, songs and finger plays and large group activities; clean up; snack; project time; gross motor activities and lunch.

Once settled into their classrooms in September, the children will remain as a part of that class for the entire school year. After May parent teacher conferences, teachers, with parental permission, will exchange important information about the children who will be transitioning into new classrooms in the fall.

As children complete their education with the CDC and are ready to transition to public or private school, the area schools will set up a time for the child to visit their new school, meet some teachers and possibly participate in a kindergarten screening. CDC staff will fill out any paperwork that is given to the parents from their new school in order to assist in this transition. Staff will be open to conversations with the children about their experiences at the new school and to try to alleviate any fears they may or may not have. CDC staff will only share paperwork or information with the new school that has been authorized by the parent/guardian.

For those children who will be attending CDC, the week before school starts in the fall, children will receive a welcome letter from their new teacher, inviting the child and their families, to an open house where the child can explore the classroom, and meet the teachers. In this letter, there will also be information for the parents on a parent classroom orientation meeting that they are welcomed and encouraged to attend. At this meeting the parents will have an opportunity to hear the teachers explain how their class will run, expectations of the curriculum and the children's experiences, as well as to ask any questions they may have.

Our staff to child ratio is dependent upon the age of the children in the classrooms. Children under the age of 2.9 have a daily maximum of 9 children with two teachers. Children 2.9 and older have a maximum of 20 children with 2 teachers.

Children explore music on a weekly basis with a music specialist. We also offer afternoon enrichment classes for the children which have included Nature Detectives, Kung Fu, Dance and gym activities.

Our extended day program, which accommodates all children who stay with us after 12:30, is designed to provide a rich, fun filled experience in a comfortable and low-key environment. The interaction of older and younger children presents a wonderful opportunity for children from each of our classes to come together. This program meets the needs and interests of the children and encourages the youngest children to learn from the oldest. The older children are encouraged to help the younger ones and to show off their most recently learned skills.

Curriculum 7.04(17)(a),7.08(6)(h),7.08(6)(k),7.04(7)

The Center for the Development of Children prides itself on a developmentally based educational experience that nurtures the growth and development of each child. Children are encouraged to explore, master new skills and to have fun as they interact with their peers, teachers and a variety of educational materials. The CDC curriculum is a three-year continuum with each year building and expanding on the previous year's learning experience which follows the Massachusetts Preschool Curriculum Frameworks. We make certain that all children feel successful and welcome children at any point along the continuum. Our developmentally grouped classrooms work on the important kindergarten readiness skills of listening, following directions, curiosity and love of learning, being a friend, sharing, having respect for others and self-help. Yes, even at two we work on these skills, as these are the most important things your child needs to succeed in the rest of his/her school career. We are helping to build the foundation. When our curriculum includes off site, walking field trips, parents will be required to fill out an Off Site Permission Slip, which your child's teacher will give to you at least one week in advance.

Staff

Our staff, of experienced early childhood professionals, distinguishes itself by the enthusiasm, skill and commitment brought to their task. Our Director works closely with lead teachers to enhance staff development and implement the Center's policies and procedures. She also consults with the Parent Council and is available to parents for consultation regarding child development and parenting issues. The staff is certified in CPR annually and in Pediatric First Aid biannually. Continual involvement in early childhood education is required of each staff member through workshops, lectures, conferences, and continuing education courses.

Referral Procedure

If the Lead teacher of your child's classroom feels that they are seeing signs that may warrant an outside evaluation in any developmental area, the following procedure will be put in place:

- The teacher will observe and report to the Director areas of possible concern.
- The Director will observe at different times of day the child and the behavior in question
- The Lead teacher and director will meet to determine if a parent conference is needed
- The parent will be notified about what the teacher is concerned about
- A meeting will take place with the teacher, parent and possibly director, to discuss areas of concern, what steps could take place and who to contact
- The parent will make the final decision if an outside consultant is needed.
- If a consultation is decided, parents must fill out a Parent Authorization Form prior to any exchange of information between the outside consultant and the CDC. This includes verbal and written communication. This authorization must also take place prior to anyone other than a CDC staff member is to come in to observe the child.

Confidentiality Policy

Your child's privacy is of the utmost concern to the staff of the CDC. In those regards, every effort will be made to ensure that information regarding your child is kept confidential. To those

ends, your child will not be discussed in the presence of others who are not directly involved in the care and education of your child, and no information, verbally or written, will be released to an outside source unless and until the CDC receives written parental permission. We ask that parents understand this policy and refrain from asking any questions about any other child (or family) as the staff will not be able to answer those types of questions. Our conversations will focus on your child and their particular situation or needs. This includes, but is not limited to, social situations, medical conditions, academic, or financial situations.

Procedure for Identifying and Reporting Suspected Child Abuse and Neglect 7.08(6)(f)

All staff members are mandated reporters according to Massachusetts General Law C1 19, Section 51A. This means that if a staff member has a reasonable suspicion of abuse or neglect of a child he/she must file a report with the Department of Social Services. See attached information for definitions, reporting procedures, etc.

The following procedure will be followed:

1. A staff member who suspects abuse or neglect must document her observations including the child's name, date, time, child's injuries, child's behavior, and any other pertinent information. The staff member will discuss this information with the Program Director.
2. The Program Director or the staff member with the assistance of the Program Director will make a verbal report to DCF, to be followed by a required written report 51 A within 48 hours.

Department of Children and Families Phone Number: 617-520-8700

3. If a staff member feels that an incident should be reported to DCF, and the Program Director disagrees, the staff member may report to DCF directly.
4. All concerns of suspected abuse and neglect that are reported to DCF will be communicated to the parents by the Director unless such a report is contra-indicated.

Procedure for Identifying and Reporting Child Abuse/Neglect while in the care of the Center

It is the Center's commitment to protect all children in care from abuse and neglect. The following are procedures for reporting suspected child abuse/neglect while the child is in the Center's care.

1. Any report of suspected abuse or neglect of a child will be immediately reported to the Department of Children and Families and the Department of Early Education and Care.
2. A meeting will be held with the staff member in question to inform him/her of the filed report.

Department of Children and Families Phone Number: 617-520-8700

Department of Early Education and Care: 508-798-5180

3. The staff member in question will be immediately suspended from the program with pay pending the outcome of the DCF and EEC investigations.
4. If the report is screened out by DCF, the Educator cannot return to work until EEC says it is okay for them to return to work.

5. The Director and staff will cooperate fully with all investigations.

Arrivals

- Arriving on time is an important factor in making your child feel comfortable and secure. Late arrival makes for your child to enter a group once the morning routine has already begun.
- Early drop off (IE before 8:40am) must be prearranged so the required staffing is in place.
- Help your child hang up his/her coat and put the lunchbox in the designated space.
- Greet the teacher and share any important information.
- If you wish to spend a little time with your child before departing, remember to focus on your child and speak softly.
- Always say goodbye to your child and tell him/her when you will return.
- Please refrain from chatting with other parents in the classroom as this can be very distracting for the children.

Departures 7.08(6)(g)

- It is essential that children be picked up promptly at the designated time. Children are often tired at the end of the program and need your support to say good-bye, gather their clothing, art work and leave for home.
- Be sure to let the teacher know that you are taking your child and check the cubbies for messages.
- Make sure to monitor siblings for safety and to prevent disruption of the remaining children.
- Teachers will release your child to only you and to those adults whom you have authorized to pick up your child. Parents **MUST** notify staff directly of any changes in daily pick up arrangements.
- The Center closes promptly at 4:30pm.
- ***A fee of \$1.00 per minute will be charged to parents who pick up their children after the established pick up time. This fee is due and payable at time of pick up. More than 3 late fees will result in a meeting with the directors.***

Quiet Time 7.11(13)(a-d)

Children staying for extended day (after 12:30) are required to nap or rest for a designated period. Each child must have a flame-retardant mat, available from the Center, and may bring a small blanket and comfort item, if desired. The covers for the mats are washed once a week by the Center in a hypo-allergenic detergent. The classes rest in separate rooms, allowing for an age-appropriate routine in each group. The quiet rest time routine ensures that the children have the stamina they need for the remainder of their busy day. After an initial rest time, those children who do not sleep will get up and have activities available to them.

Occasional Extended Hours 7.08(6)(g)

Extended days are available, with advance reservation, at a per diem rate as space allows. A separate bill will be left in your child's cubby and it is due and payable immediately.

What to Leave at School

Lunch, appropriate number of snacks, two complete changes of clothing (including socks and underwear), weather appropriate outerwear, diapers and wipes (if appropriate) and a blanket and comfort item (for those who stay past 12:30)

PLEASE LABEL EVERYTHING!!!!

Nutrition 7.12(15)(d)

Our nutrition policy encourages foods that are low in sugar content and free of caffeine. All children who attend the morning sessions eat lunch before going home and must bring a lunch that requires no refrigeration. Snack times are offered mid-morning, mid-afternoon and late afternoon. Parents need to provide the appropriate number of snacks for their child's day. Milk and water are provided by the Center.

Birthdays may be celebrated by sending in a special snack for the class. Please be sure to check with the teacher ahead of time in order to avoid conflicts with scheduling.

PARENTS SHOULD ALERT THE STAFF TO THEIR CHILD'S SPECIAL DIETARY NEEDS OR ALLERGIES.

A Few Lunch/Snack Suggestions...

- Breads- Bagel, pita, English muffin, taco, tortilla
- Grains- Cereal, pasta, pretzels, rice, rice cakes, crackers, breadsticks
- Protein- Meat, fish, poultry, cheese, eggs, beans, tofu
- Vegetables- Peas, carrots, celery, broccoli, cauliflower, salad, pickles, olives, potatoes
- Fruit- dried, fresh, frozen, canned: raisins, berries, citrus, apples, plums, peaches
- Other ideas- Pizza, yogurt, applesauce, granola

Health Care 7.08(6)(i)

PLAN FOR MANAGING INFECTIOUS DISEASE

Staff will take extra special precautions when children who are ill are diagnosed at the Center and when children who are mildly ill remain at the Center.

Children who exhibit symptoms of the following types of infectious diseases, such as gastro-intestinal, respiratory and skin or direct contact infections, may be excluded from the Center if it is determined that any of the following exist:

- the illness prevents the child from participating in the program activities or from resting comfortably;
- the illness results in greater care need that the child care staff can provide without compromising the health and safety of the other children;
- the child has any of the following conditions: fever greater than 100.5, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness;
- diarrhea;
- vomiting two or more times in the previous 24 hours at home or once at the center;
- mouth sores, unless the physician states that the child is non-infectious;
- rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease;
- purulent conjunctivitis (defined as pink or red conductive with white or yellow discharge, often with matted eyelids) until examined by a physician and approved for re-admission, with or without treatment;
- tuberculosis, until the child is non-infectious;
- impetigo, until 24 hours after treatment has started or all the sores are covered;
- head lice, free of all nits or scabies and free of all mites;
- strep infection, until 24 hours after treatment and the child has been without fever for 24 hours;
- many types of hepatitis are caused by viruses. The symptoms are so alike that blood tests are needed to tell them apart. In the U.S. the most common types of hepatitis are A, B, and C. Types B and C are spread through blood and other body fluids. Type A, is spread through contaminated food and water or stool (feces). Fact sheets are available from the state Department of Public health.
www.state.ma.us/dph
- chicken pox, until last blister has healed over.

A child who has been excluded from child care may return after being evaluated by a

physician, physician's assistant or nurse practitioner, and it has been determined that he/she is considered to pose no serious health risk to him or her or to the other children. Nevertheless, the center may make the final decision concerning the inclusion or exclusion of the child.

If a child has already been admitted to the Center and shows signs of illness (for example: a fever equal to or greater than 100.5 degrees by the oral or auxiliary route, a rash, reduced activity level, diarrhea, etc.), he/she will be offered their mat, cot, or other comfortable spot in which to lie down. If the child manifests any of the symptoms requiring exclusion (as listed above) or it is determined that it is in the best interests of the child that he/she be taken home, his/her parent will be contacted immediately and asked to pick the child up as soon as possible. To return to school, they must be fever free for 24 hours without medication.

When a communicable disease has been introduced into the Center, parents will be notified immediately, and in writing by the Director. Whenever possible, information regarding the communicable disease shall be made available to parents. The Director shall consult the Child Care Health Manual for such information. DPH must be contacted when there is a reportable communicable disease in your program.

The program requires, on admission, a physician's certificate that each child has been successfully immunized in accordance with the Department of Public Health's recommended schedule. No child shall be required, under 102 CMR 7.00 to have any such immunization if his parent(s) object, in writing, on the grounds that it conflicts with their religious beliefs or if the child's physician submits documentation that such a procedure is contradicted. This must be maintained in the child's file. No child will be admitted into the program without the required documentation for immunizations. **(Childhood Lead screening must be done on all children; it is not considered an immunization).** The program will maintain a list of the children who have documented exemptions from immunizations and these children will be excluded from attending when a vaccine preventable disease is introduced into the program. The Massachusetts Immunization Program provides free childhood vaccines. The toll free telephone number is 1-888 658-2850.

PLAN FOR MILDLY ILL CHILDREN

Children who are mildly ill may remain in school if they are not contagious (refer to Plan for Infectious Disease) and they can participate in the daily program including outside time. If a child's condition worsens or, if it is determined that the child poses a threat to the health of the other children, or if the child cannot be cared for by the classroom staff, the Program Director will contact the child's parent(s). The parent(s) will be asked to pick up the child. The child will be cared for in a quiet area, a classroom or in the Center's office by a teacher, qualified staff member or by the Director until the parent(s) arrive to take the child home.

Any toys, blankets, or mats used by an ill child will be cleaned and disinfected before being used by other children.

Administration of Medication: 7.11(2)(a),7.08(6)(c),7.11(2)(l)

Prescription Medication

- A. Prescription medication must be brought to school in its original container and include the child's name, the name of the medication, the dosage, the number of times per and the number of days the medication is to be administered. This prescription label will be accepted as the written authorization of the physician.
- B. 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.
- C. The parent must fill out the Authorization for Medication form before the medication can be administered.

Non-prescription Medication

- A. Non-prescription medication will be given only with the parent filling out the Authorization for Dispensing Medication form, as well as a physician's note, which allows the Center to administer the non-prescription medication. It must be brought to school in its original container and include the child's name. The statement will be valid for one year from the date it was signed.
- B. The Center will make every attempt to contact the parent prior to be child receiving the non-prescription medication unless the child needs medication urgently or when contacting the parent will delay appropriate care unreasonably.

Topical Ointments and Sprays

- A. Topical ointments and sprays such as petroleum jelly, sunscreen, and bug spray, etc. will be administered to the child with written parental permission as well as a physician's authorization. It must be brought to school in its original container and include the child's name. The signed statement from the parent as well as the doctor will be valid for one year and include a list of topical non-prescription medication.
- B. When topical ointments and sprays are applied to wounds, rashes, or broken skin, the Center will follow its written procedure for nonprescription medication, which is valid for a year, and the Authorization for Dispensing Medication form signed by the parent.

All Medications

- A. The first dosage must be administered by the parent at home in case of an allergic reaction.
- B. All medications must be given to the teacher directly by the parent.
- C. All medications will be stored in the child's classroom, out of the reach of children.
- D. All medications that are considered controlled substances must be locked and kept out of reach of children.
- E. The Lead Teacher will be responsible for the administration of medication. In his/her absence, the Director will be responsible.

- F. The Center will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to normal 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. This completed record will become part of the child's file.
- G. All unused medication will be returned to the parent.

Parent Involvement 7.08(6)(a),7.08(6)(b),7.08(6)(h),7.08(6)(k),7.04(8)

Parent involvement in the CDC is the key to the success of our program. We have an open door policy which encourages parents to observe, eat lunch with their child and classmates, to share experiences with the group or to pop in, un-announced, for a visit. Our goal is to promote open and consistent communication between home and the Center. We encourage parents to exchange information with the staff regarding their child's developmental, social, and emotional needs on an ongoing basis. Parents should limit their early morning classroom visits in order to ease separation and to help their child settle into a consistent routine more easily. Teachers will help individual parents establish a regular drop off routine, when necessary, to help ease the transition from home to school.

Parent/teacher conferences are scheduled once a year. In the event that you and your child's teacher feel an outside observation is warranted, you will need to fill out a Parent Authorization Form for anyone other than program staff to observe your child. This form can be obtained on our website or from your child's teacher. In addition, monthly curriculum calendars and newsletters, special bulletin boards in each classroom, and a monthly newsletter from the Director will keep you informed about classroom and Center news and activities.

Upon enrollment to our center, a file is created for each individual child, which will contain various forms that are needed to be filled out yearly. These forms will be found on our website or will be mailed to you in the summer months prior to the start up of the school year. All parents/legal guardians have the right to review this file, remove items from the file or ask for additional information to be included. Every child will need to have evidence of lead screenings, a current health form and are up to date with all immunizations, unless it conflicts with sincere religious beliefs. These files will be reviewed and updated as necessary, but at least once per year.

Please notify the teachers of any special occasions in your family that you feel your child might enjoy sharing with his or her classmates. This might include birthdays, the birth/adoption of a new brother or sister, an addition of new pets, ethnic or religious observations, or other events.

Parent Association

The Parent Association is an essential component of the Center and strengthens the CDC community. It offers parents a unique opportunity to meet other parents and to become involved in their child's educational experience. All parents are encouraged to join and are welcomed to participate to whatever extent they choose. The Director meets with the PA. Interested parents make arrangements for special family events and enrichment programs, organize fund raising events, support the teachers and curriculum through various volunteer activities and act as a

sounding board for the Director regarding Center issues.

Behavioral Policy 7.08(10)(a),7.04(17)(i)

Our goal is to work with you and your child to obtain the most positive educational experience while at school. Keeping that in mind, when challenging behaviors arise, we will provide an opportunity for a parent, teacher and/or director meeting to discuss options other than suspension or termination. If appropriate, we may offer referrals for observations, diagnostic or therapeutic services. This could include pursuing options for supportive services to the program, including consultation and educator training, and developing a plan for behavioral intervention at home and at school. We are always looking for ways to work with families to ensure a positive experience for all. It will be a ‘team’ decision to determine if the CDC is the best matched educational setting for you and your family. Termination from the program without a team decision may be made if financial policies are not adhered to.

Admission 7.04(17)(g)

Current Families

Parents of students currently attending the CDC will receive enrollment information in November. This will include an application form, instructions and deadlines. Siblings of continuing students will also receive an application at this time. Any applications received after the stated deadline will be processed with the pool of new family applications.

We will try to accommodate the schedule requests for current students and to ensure, at a minimum, they receive the same schedule they now have.

A one-time application fee of \$50.00 for new families and \$25 for new siblings of current children is assessed. **This fee is non-refundable.** Although families must re-submit applications each year, no further application fee is assessed.

After a child’s application is processed, a confirmation packet will be sent out. This packet will include the child’s schedule, classroom and projected monthly tuition amount. You will then be required to sign the commitment form, and return it with a **non refundable**, one- month deposit to hold your child’s space, which will be applied to your last month’s tuition amount.

New Families

New families may contact the Center for the Development of Children to receive an application packet after December 1. This will include a form for the following school year, instructions and deadlines.

A one-time application fee of \$50.00 for new families and \$25.00 for new siblings of current families is assessed to each new child. **This fee is non-refundable**, and, if the family is not accepted into the Center for that school year, it keeps the child’s name on a waiting list for that school year. Although families must re-submit new application forms each year, no further application fee is assessed.

After a child’s application is processed, and a parent has toured our center, a confirmation packet

will be sent out. This packet will include the child's schedule, classroom and projected monthly tuition amount. You will then be required to sign the commitment form, and return it with a **non refundable**, one-month deposit to hold your child's space, which will be applied to your last month's tuition amount.

Please Note: The Center for the Development of Children is a not-for-profit corporation, run by a Board of Directors, which does not discriminate on the basis of a child's religion, race, and national origin or toilet training abilities, and enrollment is ongoing as space allows.

Hours of Operation 7.08(6)(f)

The Center is in operation Monday through Friday from 7:15AM—4:30PM. Please see the Director for your choice in enrollment options that are available.

The CDC is closed on all Federal and State Holidays, Yom Kippur and Rosh Hashanah (if applicable), Good Friday, Thanksgiving day, the day after Thanksgiving, Winter break(which varies from year to year depending on when Christmas eve/day and New Year's eve/day are. Please refer to current school year calendar for those dates), the Public School's February and April Vacation week. We will be closing early on the Wednesday before Thanksgiving, the day before Christmas Break, one day in late spring for a teacher's appreciation luncheon, and the last Day of School (please refer to current school year calendar for exact date).

School Closings/Emergency Situations 7.11(7)(f),7.08(6)(d)

Every effort will be made to keep the Center opened on snowy days. If the weather looks as though it is deteriorating, please make arrangements for your child to be picked up as soon as possible. We will take into consideration the Dover Sherborn school system as well as the Medfield school system's decisions on whether to cancel school or to stay open, but in the end the decision will be based on weather, road conditions and the ability for students as well as staff to get to and from school safely.

If school is canceled, or closing early we will send out an email blast as well as posting the notice in our CLOSED Facebook group. Please make sure you are a member of this group. In the event of a loss of heat, water or power, the CDC will remain open unless the loss lasts or is expected to last longer than 2 hours. In the case of a loss of power, heat or water that lasts longer than 2 hours the school will close and parents will be notified to pick up their child. As long as the power, heat or water is restored, the school will re-open on the next regular school day.

Evacuation Planning

It is critical to conduct evacuation drills in order for children and staff to understand how to respond in the event of an emergency. CDC will hold drills monthly, or more frequently if required by the state licensing agency. Two of the drills will be held at naptime.

Sheltering In Areas

In the event of a natural emergency, i.e. tornado, severe storms, or hazardous airborne chemicals incident outside the Center facility, the children and other occupants of the building will shelter in place in the prearranged designated areas as necessary.

CDC's Plan is for the following:

- Evacuation Assembly area within walking distance:
Dover Town House
- Evacuation area at a distance for secured evacuation:
Lower playground, fence near basketball court
- Evacuation away from the center:
 - Transportation arrangements:
Staff Vehicles, Park and Recreation vehicles (located in same building) and emergency vehicles
 - Shelter in-place (storm):
Room 108 Closet
 - Shelter in-place (school threat)
**Puppy Classroom (Puppy and Penguin combine)
Panda Classroom (Panda and Penguin combine)**

In the event of an emergency requiring an evacuation away from Center premises, the Center shall coordinate necessary provisions for the transportation and continued care of children until parent/guardian or an authorized individual picks up the child.

The Director of the CDC, or her designee, reserves the right to close the Center due to emergencies where the health or safety of the children may be jeopardized.

Tuition Scale 7.08(6)(g)

The Center for the Development of Children’s Tuition Scale
 School year: 2019-2020

Examples of monthly tuition costs for the MINIMUM amount of hours:

845-1230	<u>Under 3(as of 9/1)</u>	<u>3 and older (as of 9/1)</u>
	<u>Puppy Room</u>	<u>Panda & Penguin Rooms</u>
2 days	\$453.00/month	N/A
3 days	\$680.00/month	\$597.00/month
4 days	\$906.00/month	\$793.00/month
5 days	\$1133.00/month	\$999.00/month

Because we are flexible to meet your families’ childcare needs, each child's tuition can have regular early drop off hours, or consistent extended day hours. Please ask the director to calculate your individual tuition once you have decided on which days you would like to add early drop offs to and which days you would like to add extended day hours to on a consistent, school year basis.

Your choices of extended hours are:

Drop off: 7:15, 8:00

and

Pick up: 1:30, 2:30, 3:30 or 4:30

All of these consistent, school year schedules would be based on an hourly fee of \$14.00 for children under 3, and \$13.00 for those children 3 and older and would be calculated into a monthly tuition total.

We are pleased to offer a 10% discount to siblings based on their total monthly tuition charge.

 Extending hours or adding an additional day to your child’s schedule on an ‘as needed’ basis is also available at the per diem rates listed below:

	<u>Under 3(as of 9/1)</u>	<u>3 and older (as of 9/1)</u>
Per Diem Rates:	\$16.00/hr	\$14.00/hr

*** Please check with Director for space availability for this daily option ahead of time, and note that sibling discounts do NOT apply to these per diem rates***

All rates, per diem and base, are calculated on your child’s age as of 9/1 and remain the same through the entire school year.

Financial Policies 7.08(6)(g)

Tuition bills for the upcoming year are mailed in mid-summer. This is the last copy of the bill you will receive. Tuition payments are pro-rated on a monthly basis. Payment, in full, is due 1 month in advance. (IE: Your first payment is due August 1st for the month of September. The deposit that was received with your confirmation of enrollment will be applied to your last tuition payment for the month of June.) Quarterly, bi-yearly or yearly tuition payments are also accepted. You may leave your check in the tuition box outside of the CDC office, or mail to:

CDC
PO Box 279
4 Springdale Ave
Dover, MA 02030

Please note the following policies:

- 1) Tuition rates are set annually by the Board of Directors and will be included in the application packet.
- 2) All tuition is due and payable regardless of holidays, snow days, emergency school closings, or children's absences.
- 3) The Center requires a minimum of a 30-day notice before tuition changes can take place, which will begin on the first of the following month. *Please note: any changes to children's schedules that result in a reduction of hours effective November through June, will be charge a minimum "change fee".*
- 4) Tuition payments received five business days after the first of each month will be assessed an additional \$10.00 for every five days overdue.
- 5) Tuition payment checks that are returned because of insufficient funds will be assessed a service charge of \$25.00.
- 6) A fee of \$1.00 per minute will be charged to parents who pick up their children after the established pick up time. This fee is due and payable at time of pick up.
- 7) Anyone who is 3 months in arrears with tuition payments will be asked to leave the Center for the Development of Children.

Receipt of Parent Handbook 7.04(7)(a)(15)

(Please tear out and return to CDC office with your paperwork)

Child's Name

I have received, and read, a current copy of the CDC Parent Handbook

Parent/Guardian signature

Date