

Philosophy

The Christ Church Children's Center provides a warm and supportive atmosphere in which young children can learn creatively about themselves, each other, and the outside world. By encouraging social and emotional growth, the programs form the necessary foundations for your child's future formal education.

Our programs seek to:

- *Develop a child's self-esteem, while preserving class unity, through developmentally appropriate activities so that each may succeed.*
- *Foster each child's sense of personal responsibility.*
- *Balance structured activities designed for fun and learning with free time for children to make choices and explore new possibilities.*
- *Emphasize cooperative spirit by helping children resolve their own conflicts within safe limits.*
- *Treat children with respect, understanding, and good humor.*
- *Encourage good communication between school and home in order to be mutually supportive.*
- *Encourage ongoing professional development for teachers.*

Background

Christ Church Children's Center has provided quality education for young children since 1969 when it was established as a church-sponsored, state-licensed nursery school. The Center has grown from two classrooms of forty children to nine classrooms serving one hundred and twenty children. The center is licensed by the Department of Early Education and Care to serve at one time up to eighty-three children from ages two years, nine months to five years.

Over the years a dedicated and experienced staff has provided the Center with both innovation and continuity. The Center's Board of Directors draws its members from the Christ Church community; often members have children attending the Center.

Christ Church Children's Center Organizational Chart:

*Episcopal Diocese of Massachusetts
Rector - Wardens - Vestry
Parish Staff and Children's Center Director
Teachers
Committees - Commissions - Guilds - CCCC Board*

Non-Discrimination Statement

Christ Church Children's Center does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, national origin, political beliefs, sexual orientation, marital status of parents, or disability.

Admissions Procedure

Parents interested in learning more about our program are encouraged to schedule a guided tour of our school to meet the Director and teachers, and see the program "in action." Application forms are available and accepted throughout the school year, however the registration and admissions process does not begin for new families until after the current families have the opportunity to re-enroll in December. Returning students and siblings have priority placement for the following school year if they complete the application process during the month of December. Acceptance letters will be sent out to enrolled families prior to February 1. Upon receipt of the acceptance letter, a non-refundable tuition deposit is required in order to secure your child's placement. The due date for tuition deposits will be outlined in the acceptance letter.

During the summer, the staff sends correspondence to both the students and parents to help prepare them for school in September. Orientations for both children and parents are held the week school begins. The first week of school is a period of shortened classes to help children become acquainted with their teachers, classmates, and classrooms.

Children are accepted into a program on a four-week trial period. After that, a parent-teacher conference may be held to discuss the child's adjustment to the center.

Payment Terms and Procedures

Tuition is paid as a yearly fee divided into 9 installments. The first installment is paid as a non-refundable advance deposit. The remaining 8 installments are paid the first of each month, October through May. A late fee will be charged for tuition payments more than 15 days late. A returned check fee will also be charged for any returned checks. All necessary forms and a non-refundable advance deposit must be returned prior to starting school. Because we are heavily dependent on tuition payments to meet our own expenses and maintain our commitment to quality education, it is essential that tuition payments are timely. After one month of unpaid tuition, payment will be considered delinquent and the child will be unable to continue in the program. Please direct all financial concerns, no matter how incidental, to the Director. Teachers

cannot be held responsible for delivering tuition checks. Please mail or hand-deliver tuition checks to the Children's Center Office or the mail box in the rear of the building.

Scholarships

The Center has some limited funding for scholarships. For further information, contact the Center office. An applicant's financial status will not have any bearing on his or her acceptance for the programs and all information will be kept strictly confidential.

Fee Schedule

Tuition and Fees for the 2019-20 school year are based on a daily rate and will be as follows and monthly payment amounts are based on 9 payments:

New Family Registration Fee: \$50 per family
2 Half Days: \$2,448 yearly or \$272 monthly
2 Full Days: \$3,321 yearly or \$369 monthly
3 Half Days: \$3,357 yearly or \$373 monthly
3 Full Days: \$4,527 yearly or \$503 monthly
4 Half Days: \$4,392 yearly or \$488 monthly
4 Full Days: \$5,598 yearly or \$622 monthly
5 Half Days: \$5,247 yearly or \$583 monthly
5 Full Days: \$6,327 yearly or \$703 monthly

Early Birds from 8:00-9:15AM (\$6/day contracted rate ▪ \$10/day drop-in rate)
Afternoon Enrichment from 12:00-2:00PM (\$15/day contracted rate ▪ \$18/day drop-in rate)

Withdrawal

If for some reason you must withdraw your child from the program, we require one month's written notice. Your financial responsibility will continue until your child's space can be filled.

School Calendar

Christ Church Children's Center closely follows the Andover school system calendar. Any exceptions (staff workshops, holidays, school opening and closing dates) will be published in the monthly email newsletter. A school calendar for all programs will be provided at the time of enrollment and is available on our website.

School Cancellations

If the Andover Public Schools are closed or have a 2 hour or more delayed opening, due to inclement weather, the Children's Center will be closed all day. If Andover Public Schools delays their opening by less than 2 hours, the Children's Center will determine if a delayed opening or cancellation is appropriate based on conditions at the school. The Children's Center may close school on other occasions if needed due to lost electricity, loss of heat, etc. If the Children's Center is delayed or closed the Director will email parents and teachers, post a notice on the website, and change the voicemail at the school office in an attempt to inform all families. If your child misses more than one week of their regular weekly schedule, make-up sessions will be added at the end of the school year. If delayed openings, early dismissal, or school cancellations require the Children's Center to cancel the Early Birds or Afternoon Enrichment Programs, parents will be responsible for the payment of those sessions and will have the opportunity to schedule a make-up date at no additional charge. All make-up dates must be made through the Children's Center office.

Daily Program

The programs run on flexible schedules; these schedules include numerous activities focused on age-appropriate skills a child needs to master. Each class sets up a schedule and uses transitions to meet the needs of the entire class. Typical classroom schedules include the following activities:

Preschool Morning Program

9:15 - 9:30	Arrival & Getting Settled
9:30 - 9:45	Good Morning Meeting
9:45 - 10:20	Activity Time: child-directed play, small group work, teacher-guided projects & games
10:20 - 10:30	Clean-up & Bathroom
10:30 - 10:45	Group Snack

10:45 -11:15	Group Meeting: story time, music, large group games,
11:15 -12:00	Outdoor play
12:00	Dismissal (Half-Day)

Pre-Kindergarten Morning Program

9:00-9:15	Arrival
9:15-10:00	Outside/Gross Motor Play
10:00-10:15	Getting Settled: hanging up belongings, unpacking backpacks
10:15	Morning Meeting
10:30-11:30	Morning Work Stations
11:30-11:45	Goodbye Group
11:45 -12:00	Dismissal (Half-Day)

Additional Programs at Christ Church Children’s Center

Early Birds

This before-school program allows for parents to sign up to drop their child off between 8:00 and 9:00AM Monday through Friday. Parents can choose to have a scheduled contract for the year or use it on an “as needed” basis. Please note: In order to offer the most flexibility to our families, we are not able to offer drive-through drop-off for this program. Parents will need to walk their child in to the school and sign them in each day with the Early Bird teachers. Should you wish to sign your child up for an early drop-off on any particular day, you must call the Children’s Center office 24 hours prior to the requested day, or email Christy Harvey prior to 2PM the day before. You will receive confirmation via telephone or email that we will have space for your child before dropping your child off at Early Birds.

Please note that all children should have completed their breakfast prior to arriving at Early Birds.

Afternoon Enrichment Program/Full-Day Option

September 2012 launched a fun and updated option for our families that wish to extend their child’s school day with our new Afternoon Enrichment Classes. Sometimes known as the “Lunch Bunch”, the Afternoon Enrichment Program will offer families flexible, cost conscious options while incorporating fun learning experiences for your children. We have broken our school year into multi-week sessions that will allow us to offer a variety of enrichment classes throughout the school year. It will run in a similar fashion to some of the area afternoon enrichment classes, but the best part is you don’t need to pick your child up from school and cart them all over town! Our enrichment classes will be held right here at C.C.C.C. Monday through Friday, each day after our regular school day ends. After our morning classes end, children who are registered for the Afternoon Enrichment Program will join children from other classrooms in Room 24 or 25 to have lunch, play a bit, and relax while enjoying a story. Then the fun begins! Each afternoon two of our talented teachers will engage the children in a 30-minute “class” that will focus on one area such as Fitness, Spanish, Cooking, Art, and so on. The daily schedule for Afternoon Enrichment Program will be as follows:

- 12:00-1:00 Lunch, Quiet Time, Relaxing with a Story
- 1:00-1:30 Enrichment Class
- 1:45 Dismissal from back door or playground (weather permitting)

There are two ways for parents to use the Afternoon Enrichment Program. Parents can pick a session and sign your child up for the duration of that session (between 5 to 7 classes/weeks), or choose a consistent day of the week that you would like your child to attend and we will rotate the class topics so that children scheduled on that day have the opportunity to experience a variety of topics and have fun. The cost for each session will be based on a daily rate of \$15.00/day. Parents who choose to sign up for individual sessions will pay for the number of classes in that session (see the schedule below for individual session prices.) Parents who opt to sign up for a consistent day for the entire year will pay monthly as part of their monthly tuition. Parents may also choose to have their child drop-in at any time. Teachers will make sure that any child joining a class on a drop-in basis will have just as much fun as those who come regularly. The cost of the drop-in option will be \$18.00/day

Daily Details

Clothing

School clothes should be comfortable and rugged; please do not put undue pressure on your child to keep school clothes clean. Please send an extra set of clothing -- shirt, pants, underwear, socks -- all labeled with your child's name; these will

be kept in his or her cubby to be used when necessary. Be sure to send the appropriate clothing for outdoor play. During the winter months children will need boots, hats, mittens, and snow pants every day, each labeled with your child's name. Clothing or jewelry that can become entangled or caught in playground equipment should not be worn to school, as they pose a choking and strangulation hazard.

Snacks

On a rotating basis, parents provide nutritious fruit and vegetable options while the Children's Center provides selected crackers and dry cereal; teachers will coordinate this contribution throughout the year. **CCCC is a nut-free environment; foods containing nuts in any form are not allowed.**

Lunch for Full-Day and Afternoon Enrichment Classes

Here are a few important things to remember when packing your child's lunch:

- **C.C.C.C. is a COMPLETELY nut-free environment.** Please double check packaged foods such as granola bars, cookies, crackers, etc. to insure that everything you pack is completely nut-free. Homemade treats such as brownies and cookies will be saved in your child's lunch box so that they can enjoy their treat at home.
- C.C.C.C. does not have appropriate facilities to refrigerate or heat food. Please make sure that you pack an ice pack for cold food and warm food in a thermos.
- Preschool-aged children are social eaters, especially at school. Packing finger foods, easy-to-open containers, and foods that your child enjoys eating will encourage your child to eat a complete lunch.
- Children are encouraged to eat their sandwich, or main item, first. If you see much of what you pack coming home, you may want to reconsider your selections or the amount. ***All lunchboxes and belongings must be labeled with your child's name.***

Birthdays

In an effort both to promote good nutrition and protect children with food allergies, we ask that parents **do not** send in special snacks for birthdays. Special cups, napkins, and plates can make the occasion festive. We ask that parents refrain from sending in goodie bags and treats for the class. We will mark birthdays without focusing on eating, but by singing Happy Birthday and honoring the birthday child. Teachers will notify parents of the day their child's birthday will be celebrated at school. In some classes, particularly if the children are only here a few days a week, the teachers may choose to celebrate birthdays once a month. If all the children in a class are being invited to a birthday party, you may ask teachers to put invitations in children's cubbies. Otherwise invitations should be mailed to individual children's homes.

Transition Plan

Whether cleaning up from an activity or moving to a new classroom, transitions can be difficult for young children. Teachers at Christ Church Children's Center use a number of ways to create smooth transitions from day to day and year to year.

Daily Transitions

Each classroom has a daily schedule and routine that teachers follow as consistently as possible each day. Creating a consistent, predictable routine allows for children to learn what to expect, decreasing their anxiety of change. Picture schedules allow for children to use visual cues to anticipate and plan for the transitions throughout the day. In addition to creating a consistent schedule, teachers use a variety of transitional games and songs that help children move from one activity to the next with as little stress as possible. Teachers communicate with the children frequently throughout the day about upcoming changes, announcing 5-minute warnings, or giving children special jobs that make transitions fun.

Yearly Transitions

Prior to school starting, parents receive a class list in August, allowing for them to plan visits and play time with peers in their child's class. Parents and children are also invited to attend Orientation events during the first week of school. Parent Orientation, which takes place prior to school opening, allows for parents to meet their child's new teacher, visit the classroom, and discuss any pertinent information prior to the start of school. Children's Orientation takes place during the first week of school and is a time when parents visit the classroom with their child, allowing for both children and parents to see familiar faces, meet new classmates, and learn classroom details prior to the first day of school.

As the end of the school-year approaches, teachers discuss the end of the school year with the children in their class. Children that will be returning to Christ Church Children's Center participate in a "visiting day," in which they visit the classrooms that they will be going into the following school-year. Parents and teachers work collaboratively with the Director and provide valuable input to help determine which class each child will be placed in for the following school year. Children's learning styles and friendships are considered in deciding class and teacher placement. For children leaving the program and going on to Kindergarten, the center creates a list of which school each child will be attending the following school year. This allows parents the ability to connect with other families that will be part of their public school community, assisting with their transition to public school.

Transportation Plan

Individual Transportation Plan

Upon enrolling at Christ Church Children's Center, parents will receive and complete a "Transportation Authorization" form outlining how their child will regularly arrive and depart from the Center, including the names, addresses, and phone numbers of people that are designated alternatives to pick up their child. If the plan needs to be amended throughout the year, parents must submit an updated plan to the office prior to the change.

Arrival and Departure

All children will be transported to and from the Christ Church Children's Center by their parents or their parents' designee. They will either be walked into their classrooms or meet the teachers at the back stairs or playground where children may be dropped off. Their own parents will supervise children until they are in the care of the classroom teacher.

Drive Through

Children's Center parents may drop off and pick up children in the driveway at the rear of the Church. Children will be removed from the car by their teachers, one at a time, and will wait on the inside stairs or at the playground, supervised by teachers until everyone has arrived. Once parents have dropped off their child, they should drive straight ahead behind the rectory and the Church office and exit right onto Brook Street. The driveway opposite the playground is one-way and not an exit. Please observe the five-miles-per-hour speed limit.

Parking

Since the driveway is a fire lane, parents may not leave their cars unattended in this area. Parents who walk their children in should park on the street in front of the building. All driveways on the church property must be open at all times. If a funeral is to be held at the Church, NO PARKING signs will be posted. Parking or stopping by the playground area is not permitted at any time.

Emergencies

In an emergency, children will be transported by ambulance accompanied by either the parent, if available quickly, or a teacher. If the emergency is not life threatening, the parent or parent's designee will be called to transport the child.

Parent Involvement

Parent involvement gives children an important sense of continuity between home and school. While we are not a "cooperative" program, the Center welcomes parents to participate by helping with special activities, field trips, and fund raising. We also encourage you to come in to visit your child. The Christ Church Children's Center has an "Open Door Policy". Parents are welcome and encouraged to come and visit unannounced at any given time.

Communication

Communication between parents and teachers is extremely important. The program will notify parents in writing of any changes in policy or procedure, and when possible changes in staffing, seven days prior to the effective date. Please be sure to read notices, newsletters and weekly lesson plans very carefully. Any time you have a question or concern, please call the school office. Office hours for the school are 8:00 AM to 2:15 PM. The answering machine is left on when no one is available in the office. Messages are regularly checked and return calls are made as quickly as possible. In an emergency, the church office may be contacted at 978-475-0529.

Please do not place tuition checks, book orders or permission slips in backpacks. Book orders and permission slips should be given directly to teachers. Tuition checks should be hand delivered or mailed to the Children's Center office.

Please call if your child will be absent or late in arriving at school. If possible, also call if there is an emergency and you will be late picking up your child. (Note: We can only release your child to individuals whose names are on the Authorization and Consent Form.)

Please keep us informed regarding any changes -- a new telephone number or address, illnesses or deaths in the family (including pets!), new babies, extended business trips for mom or dad, etc. that may affect your child.

If you have discussed an issue or concern regarding your child or the program with your child's teachers and have been unsatisfied with the results, please bring your concerns to the director. If the director is unable to help, the CCCC Board of Directors may be consulted or if it is a general concern regarding the overall program, you may bring your concern to the Rector or Vestry of the Parish. If you have any suggestions that you would prefer to make anonymously, you may leave them in the mailbox at the rear of the building.

The primary language spoken at the center is English. If your family speaks another primary language at home, please let us know so that we can provide you with as much information as we can to you in your native language. The school will work with the family and local agencies to arrange for translation assistance during meetings and parent conferences.

Parent Advisory Group:

The Parent Advisory Group is a critical liaison between the parent body and the staff. The group seeks to organize and implement programs that encourage parent involvement and communication with the Center. All parents are welcome to attend meetings (notices of meetings are published in the monthly calendar and newsletter). Parents discuss issues and concerns involving all aspects of their children's experience. They also offer comments and suggestions; in this way the group also serves as an advisory committee to the director of the Center and the Board of Directors. If a parent's comments and suggestions are not utilized, an explanation will be given, in writing, if the parent desires.

Conferences and Evaluations:

Written evaluations are done three times a year, in November, February, and May. The original evaluation is given to the parents and a duplicate copy is retained by the Children's Center and becomes a part of the child's record. Parents are offered the time to meet with the teachers in March to discuss the written evaluation and share information regarding the child. Children with special needs are evaluated every three months. Parent conferences may be scheduled at those times or on an ongoing basis as needed by both the parents and the teachers. To encourage constructive connections between home and school, we encourage parents to participate in parent conferences. When possible, we ask parents to make appointments with teachers to discuss matters of interest and concern.

Referral Service and Termination:

The Christ Church Children's Center shall use the following procedures for referring parents to appropriate social, mental health, education, and medical services for their child should the Center staff feel that an assessment for such additional services would benefit the child. Whenever any staff member is concerned about a child's development or behavior and feels that further evaluation should be done, a review of the child and observations will be conducted with the teachers involved and the Center administrators. The teachers and administrators will call a conference with the parents to share their concerns and receive input from the parents on what they may have observed at home. The administrator will maintain and make available to parents a list of current referral resources in the community for children in need of social, mental health, educational, medical or dental services. This list shall include the contact person for Early Childhood Services in the local public schools and Early Intervention Program referrals.

Referral Meeting:

The Center administrators will schedule a meeting with the child's teachers and parents to discuss the Center's concerns and make available to them a list of possible referral resources. At the meeting, the administrators will provide the parents with documentation for recommending a referral for additional services, a brief summary of the Center's observations related to the referral, and any efforts the Center may have made to accommodate the child's needs. The administrators will offer assistance to the child's parents in making the referral. Parents should be encouraged to call or request in writing an evaluation. If parents need extra support, the Center may, with written parental consent, contact the referral agency for them. The administrators will, with parental permission, contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the Center. If it is determined that the child is not in need of services from the agency, or is ineligible to receive services, the Center shall review the child's progress at the Center every three months to determine if another referral is necessary.

Record of Referrals:

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

Plan for Challenging Behavior:

It is the goal of the program to avoid termination and/or suspension of a child. To that end, the following outlines the plan that teachers and administrators of the program will follow to avoid termination or suspension:

1. Teachers and administrators will observe and record behaviors that are disruptive or of concern.
2. Upon reviewing the observations, the parents will be asked to meet with the director and the child's teachers to develop a behavior management plan designed to assist the child in modifying the disruptive behavior or assist the teacher in making accommodations for a child's needs.
3. Teachers, administrators, and parents will follow the plan for an agreed upon time period.
4. At the end of the determined period of time, the parents will be asked to meet with the teachers and administrators to review the plan and determine if the plan will continue, or if changes need to be made.
5. If it is determined that the staff of the program has exhausted its ability to modify or accommodate, then the policy for termination and suspension will be followed.
6. Should parents refuse to cooperate with the staff on their child's behalf, then the policy for termination and suspension will be followed.

Termination/Suspension:

The Christ Church Children's Center procedures for terminating or suspending a child from the Center are as follows:

1. Parents will be notified in writing, at an on-site meeting when possible, of the reasons for termination or suspension. A copy of this letter will become a part of the child's permanent file.
2. The administrator will inform the parents of the availability of information and referral for other services through the appropriate school system.

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

1. If the program is unable to adapt the physical environment to meet the needs of the child without causing excessive financial burden to the program.
2. If the program is unable to provide adequate staffing to meet the needs of the child without causing excessive financial burden to the program.

A child may be suspended from the Center under the following circumstances:

1. If the child's behavior is unacceptable or endangers other children, the child may be asked to leave the program temporarily while parents begin the evaluation process.
2. When the center receives written assurance that the child has been evaluated and is receiving services to ameliorate the problem, the child may be reinstated in the program on a trial basis. Parents will not be charged tuition for the period of suspension.
3. At the end of the trial period, the parent and/or the Center may choose to terminate the child from the program on a timeline that is in the child's best interest.

When any child is terminated or suspended from the Center, whether initiated by the Center or the parent(s), the teachers will prepare the child for termination or suspension from the Center in a manner consistent with the child's ability to understand. For preschoolers, the teacher should talk with the child and other children about the departing child and give simple reasons for the departure.

Discipline Policy:

Discipline and guidance are consistent and based on an understanding of the individual needs and development of a child. Discipline is directed to the goal of maximizing the growth and development of the children and protecting the group and individual within it. The staff uses a positive approach to discipline. Children are praised and encouraged. Children are also encouraged to express themselves verbally, rather than physically to the other children. Teachers assist children in settling disputes with other children in a way that protects the dignity of each child. Where appropriate and feasible, children will help in establishing rules for acceptable classroom behavior. Negative, aggressive behavior, which could be harmful to other children, will result in brief separation from the group. The child will sit in an area separate from the group, but within view of a staff member, for periods of no longer than three minutes. Corporal punishment, including spanking, is not used. No child is subjected to cruel or severe punishment, humiliation, or verbal abuse. No child is denied food as a form of punishment. No child is punished or scolded for soiling or wetting.

Diapering and Toileting Policy:

Your child's toilet-training status is not a criteria for enrollment. If your child is not toilet-trained upon enrollment, teachers will work with parents to develop a plan where they can work together to effectively assist your child and promote positive reinforcement as he/she becomes independent in the bathroom.

No child shall be punished, verbally abused, or humiliated for soiling, wetting, or not using the toilet.

Children shall wash their hands with liquid soap and running water after toileting, using the water table, and before snacks and meals or handling food. Staff members shall also wash their hands with liquid soap and running water after assisting children with toileting or toileting themselves. Individual towels shall be used to dry hands.

Clothing soiled by feces, urine, vomit, or blood shall be double-bagged in sealed plastic bags and stored apart from other items. A change of clothing shall be available for each child. Extra, center-owned clothing shall be available for changing purposes in addition to clothing brought from home for each child. Center-owned clothing must be laundered after being worn by a child.

Dismissal and Late-Pick-up Policy

Dismissal times are as follows:

- Half Day Programs: Pick-up begins at 12:00PM at the back door and promptly ends at 12:15M.
- Full Day Programs and Afternoon Enrichment Classes: Pick-up begins at 1:45PM on the playground or at the back door and ends promptly at 2:00PM

While it is sometimes unavoidable to be a few minutes late to pick-up your child at the designated time, chronic tardiness is not allowed. Our policy for late pick-up is as follows:

- If you know that you will be late arriving to pick-up your child, you must call the office so that your child's teachers and the Director can be informed.
- Children who have not been picked up by their designated dismissal time will be escorted to the office where they will wait with their classroom teachers, office staff, or the Director until their parents arrive.
- Parents that are more than 5 minutes late to pick-up their child will be subject to a late fee of \$1.00 per minute for the first 10 minutes, and then \$5.00 per minute for anytime thereafter.
- If the parent has not informed the office that they will be late for pick-up and the child has not been picked up 10 minutes after their designated dismissal time, teachers and/or the Director will first attempt to contact the child's parents, and then will use the child's *Emergency Contact Form* to locate a designated family member or friend to pick-up the child.
- Children will only be allowed to leave with people who are authorized to pick them up as designated by their parent/s on their *Emergency Contact Form* or their *Authorization for Pick-Up Form*
- Chronic tardiness for pick-up (more than 2 times in one month) will be reported to the C.C.C.C. Board of Directors and will be subject to further fees and/or termination from the program.

HEALTH CARE POLICY

EMERGENCY TELEPHONE NUMBERS

Christ Church Children's Center 33 Central Street, Andover, MA

Telephone 978-475-4037

Emergency cell phone 617-335-6313

(Please do not call cellular phone during non-emergencies, since it is not turned on.)

Health Care Consultant: Jenni Johnston, RN
32 Simpson Rd
Pelham, NH
603-234-6039

Emergency Numbers:

Fire Department	911
Police Department	911
Ambulance	911
Poison Prevention	1-800-222-1222
Department of Social Services	978-557-2500
Department of Public Health	978-623- 8295

Hospital:

For any emergency, Christ Church Children's Center will call 911 first. Unless otherwise requested, Christ Church Children's Center will refer all emergencies requiring hospitalization to:

Lawrence General Hospital
1 General Street
Lawrence, Mass. 01843
978-683-4000

Holy Family Hospital
70 East Street
Methuen, Mass.
978-687-0151

PROCEDURES FOR EMERGENCIES AND ILLNESSES

The director and teachers of Christ Church Children's Center have all received training in early childhood first aid and CPR.

A. Procedures for Emergency Health Care:

1. In case of illness of any child or in an accident involving a child, the teachers are instructed to notify the Director who will, at her discretion, call the Health Care Consultant.
2. Make the child comfortable in an area separate from the other children.
3. Do not move the child if broken bones are suspected.
4. After the Director or designee has checked the child and decided the child requires medical care, the Director or designee will contact the parent, or their designee, and inform the parent of the child's current status.
5. The ambulance service will be called on the directive of the Director or designee.
6. The parent, Director or designee will accompany the child to the hospital depending on severity of injury, or if not serious, the parent will handle the child's care.

B. Urgent Care Procedures if Parents Cannot be Contacted:

1. The Director or designee will determine if the child needs hospital care.
2. Call the child's physician.
3. Call in a substitute teacher or parent for a temporary substitute if the teacher accompanies the child.
4. The Director, or designee or the classroom teacher will accompany the child to the hospital via ambulance and will bring:

The child's emergency card and school folder, which contains the permission slip and medical form, will be taken with the child to the hospital.

PROCEDURES FOR USING AND MAINTAINING FIRST AID EQUIPMENT

- A. First Aid kit and manual are located in each classroom visibly marked.
- B. First Aid is administered by the classroom teacher, the director, or the Health Care Consultant.
- C. First Aid kits are maintained by the director and teachers.

D. The first aid kits contain: band aids, gauze pads, gauze roller bandage, adhesive tape, cold pack, non-latex disposable gloves, tweezers, scissors, and thermometer.

EMERGENCY PLAN FOR THE EVACUATION OF THE CENTER

- A. Separate evacuation plans are posted in each classroom area.
- B. Each teacher has a specific assigned duty. The first teacher will lead the children out of the building. The second teacher will insure the evacuation of all students by checking for stragglers and visually inspecting the classroom before exiting the building.
- C. Classroom teachers are responsible for determining that the number of children in attendance is equal to the number of children safely evacuated. Attendance sheets remain with the class at all times.
- D. Fire drills are randomly conducted without notice.
- E. In the case of an evacuation drill, the director will determine when it is safe to reenter the building. In the case of an actual emergency evacuation, public safety officials will make that decision.
- F. The director or designee is responsible for assuring that evacuation drills are held at different times of the program day and are practiced with all groups of children and staff at least every other month.
- G. The director/designee maintains documentation of the date, time and effectiveness of each drill.
- H. In the event of a Confined Environmental Emergency (e.g. fire, chemical spill, etc.) during which this preschool must be evacuated, in accordance with Public Safety officials, staff and children will leave the building and gather in the **Immediate Area at St. Augustine's School on Central Street (978-475-2414)**.
- I. In the event staff and children are required to leave the immediate area due to a Non-confined Environmental Emergency (e.g. chemical spills, flood waters, etc.), both children and staff will walk to the following **Non-Immediate Area: St. Augustine's Church on Essex Street in Andover (978-475-0050)**.
- J. In the event of a **Major Environmental Non-Confined Emergency** that necessitates the evacuation of a large area, children will be transported by emergency personnel and teachers to a Red Cross designated mass shelter. There they will be cared for while parents/emergency contacts are notified and arrangements made for their pick-up. At all times during the crisis, staff will remain with and care for all children in their care. Staff will check attendance whenever children are moved. Staff will maintain accurate Attendance Lists and bring any necessary medications/supplies and emergency records. **All parents will be notified of the situation and where to pick-up children as soon as possible.**
- K. In the case of power outages, loss of heat or loss of water, the center will close and parents will be called.

PLAN FOR CARE OF MILDLY ILL CHILDREN IN THE CENTER

- A. Mildly ill children will be provided a quiet rest area and parent will be called. Books and quiet play materials will be furnished for the child along with a mat and blanket. Food and drink will be provided to the child as needed and appropriate.
- B. No child or staff member will be admitted to the school if they have a diagnosed communicable disease, during the time it is communicable.
- C. Staff shall inform parents of any first aid administered to their child.
- D. Teachers will be responsible for cleaning and disinfecting any items used by the ill child before being used by another child.

PLAN FOR ADMINISTERING MEDICATION

- A. Medication shall be brought to school by a parent or guardian, or other adult designated by the parent.
- B. Medication will be given to a child only if parent has completed an Authorization for Medication Form which includes: date, time medication to be given, amount and name of medication and only if parent has been contacted by phone first or there is an emergency.
- C. Medication must be in the original prescription bottle. Non-prescription medications must have a physician's note as well as a parent's note. The physician's note must list the medication, the dosage and criteria for its administration. Such a note will be valid for one year only and should be reviewed by the physician during the year for any changes in the child's weight and age.
- D. Each medication dose will be recorded on the back of the Authorization Form in the child's folder and will include medication name, dosage, time given, and by whom.
- E. The first dosage of a new medication should be administered by the parent at home in case of an adverse reaction.
- F. Parental permission notes and completed Authorization for Medication Forms will be filed in the child's folder.

- G. All medications will be in childproof containers and kept out of children's reach in the classroom emergency backpacks.
- H. Non emergency medications are returned home each day.
- I. No medication will be administered contrary to the directions on the label unless so authorized by written order of the child's physician.
- J. Medication will only be administered by staff members trained in medication administration by the Department of Early Education and Care.

PLAN FOR MEETING SPECIFIC HEALTH CARE NEEDS

- A. Parents of children with chronic health issues or serve allergies will be asked to submit an Individualized Health Plan (IHP) or an Allergy Action Plan (AAP) that outlines what staff need to do to treat their child in case of an emergency. Teachers will work closely with parents to protect children from exposure to any materials that pose a possible allergic reaction. **CCCC is a nut-free environment.**
- B. All allergies and/or specific health care needs will be noted and highlighted on each child's record.
- C. A list of children and the specific allergy and/or health care need will be posted in each classroom and in the offices.

PROCEDURES FOR IDENTIFYING AND REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

- A. Any instance of suspected child abuse or neglect will be reported to the Director. All staff at Christ Church Children's Center are mandated reporters of suspected child abuse.
- B. Any child showing the following warning signs will be closely documented and observations recorded
 - Unexplained bruises, welts, burns, sores, lacerations, or broken bones.
 - Frightened of parents; afraid to go home.
 - Inadequate clothing, dirt, lice, malnutrition.
 - Child shows excessive withdrawal, fear, anxiety or aggressive, destructive behavior.
 - Inappropriate adult or infantile behavior.
 - Has difficulty walking, sitting, pain, itching in genital area, discharge.
 - Precocious sex play, unusual knowledge of sex matters, sexually acting out with dolls.
 - Compulsive masturbation.

Documentation of observations must include but not be limited to: date, time of day, circumstances (free play, rest) or activity child was involved in, and any conversation that may have taken place between child and adult or child and other children.

- C. The Director will contact the area office of Department of Social Services at 15 Union Street, Lawrence, Mass. 01840, 978-557-2500, and file a written report within forty-eight hours.
- D. Depending on the circumstances, a conference will be called with both parents to notify them of a report being filed with the Department of Social Services.
- E. In the event that allegations of abuse/neglect are filed against a staff member, the staff member will be suspended from work with pay pending the outcome of the investigation by DSS, and a report will be filed with the Department of Early Education and Care.
- F. All staff members will attend the Safe Church Training and be aware of Safe Church Policies as required by the Episcopal Church for all employees.

INJURY PREVENTION PLAN

- A. Teachers are responsible for reporting hazards in the classroom and/or playground to the administration. All reports will be in writing giving the date, location, and description of the problem. The administration will then make the appropriate arrangements to correct the problem.
- B. When first aid is administered to a child, an injury report must be filled out in triplicate, one copy to go into the child's file, one copy to be given to the parent and one copy for the injury log in the administrative office.
- C. Parents will be verbally informed of any injury requiring first aid when picking up the child and by a written injury report form within 24 hours of the injury.
- D. The director will inform EEC of any illness or injury requiring medical attention, in-patient hospitalization, or death of a child while in program care.
- E. Plan for safe storage of toxic substances and hazardous materials such as cleaning solutions:
 - a. Should there be any toxic substances, they will be stored in a locked closet down the hall away from classrooms.
 - b. Medications and hazardous items will be stored out of children's reach in the classrooms or the Director's office.

PLAN FOR MANAGING INFECTIOUS DISEASES

1. An updated physical examination form must be kept on file. These physicals are good for one year after the date of the exam. No child is allowed to enter or remain in school without a recent physical examination or record of immunizations.
2. Parents will be notified in writing when any communicable disease such as measles, chicken pox, salmonella, etc., has been introduced into the center.
3. All staff members are required to have physical examinations within one year prior to employment, and every two years thereafter.
4. Staff members are required to be immunized against measles, mumps, and rubella.
5. The Center expects children to remain home from school if they are running a temperature or have any contagious illness. Children may attend if they have minor colds. If a child comes to school, they are expected to participate in the full program including outdoor play. Any child showing symptoms of a contagious illness will be separated from the group and the parents will be notified. The child will be readmitted to the program with verification from a doctor that the child is able to be in a group setting.
6. Sneezing and coughing should be aimed toward the floor and away from other people. If the child sneezes or coughs into their hands, instruct the child to wash them. Teach children to cough or sneeze toward the floor or into their elbow. Otherwise they should cough or sneeze into a tissue, then wash their hands.
7. Any child who is displaying a high fever or vomiting will be excluded from the group immediately. The child will be taken to the administration office and made as comfortable as possible. The parent or their designee will be notified to come and pick up the child.
8. In the event a child arrives at school with a rash or other questionable communicable illness, the school reserves the right to request a doctor's note explaining the illness and its communicability.
9. Children will be admitted back into the Center when they are able to fully participate in the program, have been without a fever for twenty-four hours, or have a doctor's note explaining they do not present a problem for other children.
10. Do not allow the sharing of personal items or clothing.
11. Keep children as dry as possible.
12. Wipe wet noses, eyes, and hands with paper tissues. Then wash your hands.
13. If a child gets a scrape, cut, insect bite, or scratch, wash it well with soap and water then cover it lightly. Then wash your hands. (Wear gloves if available.)
14. Any cleaning that involves blood should be done with a strong bleach solution -- one part bleach to ten parts water. (Wear gloves if available.)

PLAN FOR INFECTION CONTROL

1. All teachers are trained in infection control procedures.
2. Hand washing: All staff and children shall wash their hands with liquid soap and running water, using friction for 15 to 30 seconds. Hands shall be dried with individual or disposable towels. The faucet shall be turned off with a fresh disposable towel so that clean hands are not dirtied. In order to minimize the spread of infectious disease the following recommendations for hand washing should be followed:
 - Before eating or handling foods
 - After using a tissue on themselves or a child
 - After toileting
 - After coming into contact with body secretions
 - After handling center animals or their equipment
 - After caring for a child who may be sick
 - After cleaning
 - Upon arrival at the center
3. Cleaning: The following schedule for cleaning will be observed by the maintenance staff and teaching staff:
After each use: Mops for cleaning, thermometers
Daily: Toilets and toilet seat, sink and sink faucets, water table and water play equipment, play tables, smooth surfaced non-porous floors, Any toys that may come into contact with a child's mouth, all rest mats
Weekly: All cubbies

The disinfectant solution for cleaning shall be a self-made solution of 1/4 cup bleach to each gallon of water. This shall be prepared daily, labeled and placed in a bottle sealed with a cap and placed out of reach of children. Alternatively, a commercially prepared disinfectant can be used in accordance with label directions.

D. Fresh Air:

1. Fresh air is important. Classes should go outside as often as possible. During the winter months, a walk around the building is recommended. Classrooms should be aired out daily for fifteen minutes.
2. Enough space for the number of people is important. Department of Early Education and Care regulations require at least thirty-five square feet of floor space per child. Discourage children from crowding into small areas.

E. Disposable gloves used for cleanup of blood or bodily fluids shall be thrown away in sealed plastic bags. Children's clothing soiled with blood or bodily fluids shall be removed and double bagged, labeled with child's name and returned to parents at the end of the day.

LEAD PAINT TESTING

There are several possible sources of lead poisoning; the most common being lead-based paint. Other sources include improper glazing of ceramics; window putty; soft metal objects; lead toys; fishing weights; solder; paper printed with red, yellow, and orange inks; lead jewelry; oil colors which may contain lead chromate; and matches containing lead acetate. Usually, a child shows no symptoms until the lead buildup is quite high, but the early symptoms may be poor appetite, stomachaches, vomiting, constipation, bedwetting, headaches, paleness, hyperactivity, or a change of personality, such as crankiness. The only way to know is to have your child's blood tested. Parents should:

- Have their child's blood tested yearly between the ages of one and six by a pediatrician.
- Inspect their home and play yard for lead paint chips

For more information, call: Childhood Lead Poisoning Prevention Program: 1-800-532-9571

PARENTS' RIGHTS

Confidentiality and Discrimination Disclaimer

Information contained in a child's record is privileged and confidential. Christ Church Children's Center shall not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without written consent of the child's parents. The Children's Center shall notify the parents if a child's record is subpoenaed. The child's parents shall have access to their child's record at reasonable times. In no event shall such access be delayed more than two business days after the initial request without the consent of the child's parents. Upon such request for access, the child's entire record, regardless of the physical location of its parts, shall be made available.

Christ Church Children's Center has established procedures governing access to, duplication of, and dissemination of such information, and maintains a permanent, written log in each child's record indicating any persons to whom information has been released. Each person disseminating or releasing information contained in a child's record, in whole or in part, shall, upon each instance of dissemination or release, enter into the log the following: name, signature, position, date, record portions disseminated or released, purpose of such dissemination or release, and the signature of the person to whom the information is disseminated or released. Such log shall be available only to the child's parents and school personnel responsible for record maintenance.

Amending the Child's Record

Parents shall have the right to add information, comments, data, or any relevant materials to the child's record.

Parents shall have the right to request deletion or amendment of any information contained in the child's record. Such a request shall be made in accordance with the following procedures:

1. If parents are of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in the child's record, they shall have the right to have a conference with the school to make the objections known.
2. Christ Church Children's Center shall, within one week after the conference, give the parents a written statement of the reasons for the decisions. If the decision is in favor of the parents, the school shall immediately take steps necessary to put the decision into effect.

Transfer of Records

Upon written request of the parents, Christ Church Children's Center shall transfer the child's record to the parents or any other person the parents identify when the child is no longer enrolled.

Charge for Copies

Christ Church Children's Center shall not charge an unreasonable fee for copies of any information contained in the child's records.

Availability of Information to the Department of Early Education and Care

Upon request, Christ Church Children's Center shall make available to the Department any information required to be kept and maintained under these regulations and any other information reasonably related to the requirements of these regulations. Authorized employees of the Department shall not remove identifying case material from the school premises and shall maintain the confidentiality of individual records.