

JEWISH COMMUNITY CENTER
OF THE
NORTH SHORE

URSULA PELS BLOCK
INFANT/TODDLER PROGRAM

2010-2011

PARENT HANDBOOK

DEPARTMENT OF EARLY EDUCATION AND CARE

|
BOARD OF DIRECTORS

|
EXECUTIVE DIRECTOR

|
EARLY CHILDHOOD DIRECTOR

|
ASSOCIATE DIRECTOR

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EARLY CHILDHOOD LEAD TEACHERS

|
EARLY CHILDHOOD TEACHERS

|
EC ASSISTANT TEACHERS

VOLUNTEERS/STUDENT TEACHERS/SUBSTITUTES
(AS APPLICABLE)

September 2010

From the Infant/Toddler Administration

Dear Parents,

Welcome to the Ursula Pels Block Infant/Toddler Program. As a Jewish community program, we are committed to the enhancement of family life, by providing quality care for your child(ren) and support for your family. The Jewish Community Center of the North Shore provides services for all children aged two (2) months through school age, regardless of race, religion, cultural heritage, political beliefs, marital status, disability, national origin or sexual orientation.

The Infant/Toddler Program serves as an adjunct to your home; its philosophy, routine and loving care is critical to the healthy growth of your child. Toward this end, we provide a warm, structured environment appropriate to the needs of each child in our program.

The teaching staff is expertly selected for their experience, warmth and sensitivity in caring for young children. Their main goals being to work with you, the parent(s), and to help your child(ren) reach his/her fullest potential at each stage of development.

We are excited about our plans for this year and we welcome you to share in them. Our doors are always open; please come and visit, ask questions, observe and take part. We will make every effort to make your transition and your child's as easy and comfortable as possible. After all, we have the same goal-the healthy growth of your child, physically, socially, cognitively and emotionally.

Welcome!

Stefanie Gladstone, Interim Director
Infant/Toddler Program
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Joanne Osborne, Associate Director
Infant/Toddler Program
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**INFANT/TODDLER PROGRAM
2010-2011 CALENDAR**

Closed September 1st, 2nd, and 3rd for staff days

Thursday, September 2	Parent Orientation 7:00pm
Monday, September 6	Labor Day, Program Closed
Tuesday, September 7	I/T back in session
Wednesday, September 8	Erev Rosh Hashanah, JCC Closes at 3PM
Thursday and Friday September 9 and 10	Rosh Hashana, JCC closed
Friday, September 17	Erev Yom Kippur-JCC closes at 3pm
Wednesday, September 22	Erev Sukkot-JCC closes at 6pm
Thursday, September 23	First Day of Sukkot-JCC closes
Wednesday, September 29	Erev Shemini Atzeret –JCC closes at 6:00pm
Thursday, September 30	Shemini Atzeret-JCC closed
Monday, October 11	Columbus Day- I/T in session
Thursday, November 11	Veterans Day- I/T in session
Thursday & Friday, November 25 & 26	Thanksgiving Holiday, Program Closed
Monday, January 17	Mid-Year Staff Training & Preparation, Program Closed
Monday, April 18	Erev Passover, JCC closes at 3 PM
Tuesday, April 19	First Day of Passover, JCC closed
Monday, April 25	7 th Day of Passover, JCC Closed
Monday, May 30	Memorial Day, Program Closed
Tuesday, June 7	Erev Shavuot-JCC closes at 6:00pm
Wednesday, June 8	First day of Shavuot-JCC closed
Friday, June 17	Summer Staff Training and Classroom Preparation Program Closed
Monday - Friday, June 20-24	Summer Phase-In
Monday, June 27	Camp begins

In case of inclement weather, call 781-631-8330 x555 for school closing or delays. In case of delays, please call the classrooms before coming to the JCCNS to be sure that staff has arrived. Room 1-x125, Room 2-x119, Room 3-x154

A Day in the I/T Program

The following is an example of what your child's day is like in the Infant/Toddler program. Please note that this schedule will be adjusted to best meet the needs of each child and/or classroom.

Free play (children choose from a variety of activities)

Clean up and morning greetings

Toileting and hand washing, snack

Fine motor activities (painting, collaging, building blocks, etc.)

Language activities (music, listening to stories, finger plays, etc.)

Dramatic play (dress up, housekeeping area, props, etc.)

Sensory activities (water play, sand table, etc.)

Gross motor activities (sliding, dancing, running, jumping, etc.)

Outside (weather permitting) or gym time indoors

Clean-up, toileting and hand washing

Lunch 11:30-12:15

Nap or rest 12:15-2:45

Toileting and hand washing, snack

Fine motor activities (manipulative toys, puzzles, beads, etc.)

Language activities (puppets, flannel board stories, etc.)

Dramatic play

Sensory activities

Gross motor activities (outside if weather permits)

Toileting and hand washing, snack

Quiet activities

Please note: Scheduled diaper changes occur during group potty time, however, individual needs are immediately attended to.

Lunch

Lunches are to be provided by the parents. Refrigerators are available in all classrooms for perishable foods and microwave ovens are available in all classrooms for foods that need warming. All bags, lunch boxes, containers, bottles, etc. must be labeled with your child's name, so that they may be returned to you. The I/T Program provides water and milk. **Any food allergies should be reported to the staff and clearly written on your child's forms. Foods for children with allergies will be stored separately.**

Because the JCCNS has a specific Dietary Policy we request that you refrain from sending in the following lunch foods: meat products (including ham or any ham products, chicken, turkey and hot dogs), peanut butter, nuts of any kind, crustaceans, swordfish and any shell fish products (lobster, crab, etc.). We serve water at snack time and milk for lunch. Please send in dairy or vegetarian lunches. Your child's lunch will be refrigerated, and then heated right before serving, if necessary. Below are some suggestions for a nutritious lunch to send with your child.

Please speak with the classroom teacher or Director regarding any feeding concerns.

Cold lunches

Vegetable soup with cheese
Cheese sandwich/fruit
Yogurt and fruit/crackers
Egg salad/hard boiled egg
Cream cheese and jelly sandwich
Apple butter on raisin bread
Bagel and cream cheese
Par-cooked vegetables/cheese

Hot lunches

Tuna fish/tuna melt and veggie
Pasta and sauce
Last night's leftovers
Macaroni and cheese
Quiche
Meatless pizza

Snack/Birthday Celebrations

Morning and afternoon snacks are to be provided by the parents. Some healthy suggestions are listed below. In the past, room parents have organized a snack schedule for the children to supply snack for a week at a time for their class. If you would like to participate in this option, please organize it with your classroom teacher and room parent. The JCC will supply challah for a Shabbat snack on Fridays. As a reminder, our children's programs are **nut free**.

Suggested Snack List for JCCNS Preschool, Infant/Toddler and Prime Time

Carbohydrates:	Fruits/Vegetables:	Milk Group:
Crackers	Apples	Yogurt
Bread sticks	Bananas	Cheese Sticks
Pretzels	Grapes	Block of cheese
Mini-bagels	Watermelon	
Graham crackers	Melon	
Vanilla wafers	Baby Carrots	
Rice cakes	Celery Sticks	
Low-sugar cereal	Cucumbers	
Mini-muffins	Apple Sauce	
Animal crackers	Raisins	

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

Deposit Fee Policy

When a family agrees to fill an available space in the I/T Program, the family must pay a non-refundable deposit equal to one half of the current monthly tuition. This deposit will guarantee that the slot will be held for the child until the agreed upon starting date. The deposit fee will be applied toward the last month's tuition. If the family should decide not to enroll their child as agreed or does not give a 30 day notice of departure, the deposit will be forfeited in full. This deposit fee is not to be confused with the application fee, which places a child on the waiting list. The application fee is not refundable.

Tuition

Our operating budget is based primarily on tuition. In order for us to pay our bills and salaries, it is essential that we are strict about your keeping up with monthly payments. If problems come up that make it difficult to keep this schedule, arrangements should be made with the Controller. Monthly tuition is based on pre-registered contracted fees. Refunds/credits are not given for days 1) when the program must remain closed due to inclement weather or must close early to insure the safety of the staff and children, 2) when the program is closed to celebrate a legal holiday (i.e. Memorial Day) and your child would normally be scheduled to attend that day (please see calendar on page 3 for complete list), 3) when your child will be absent from the program due to illness etc., 4) when the program is closed for teacher training/room set up days. Tuition refunds/credits will be given for any Jewish holiday that the I/T program is closed for the entire day if your child is usually scheduled to attend on that day of the week.

Absentee Policy

We request that on any day that your child does not attend our Program you please inform your child's teacher by a telephone call or message. Refunds are not given for absenteeism, as fees are based on pre-registered sign-up. We do not call home when a child is absent from school.

Room 1 (infants) teachers are at x125

Room 2 (toddlers) teachers are at x119

Room 3 (toddlers) teachers are at x154

Curriculum

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

In our effort to support your child's growth and learning, our curriculum: emphasizes the value of your child's contributions to their own learning; is based on themes and ideas meaningful to your child; supports emotional development and social interactions as fundamental to all learning; encourages your child and teacher to think creatively and take initiative; stresses child generated solutions to problems; supports your child's play with hand-on materials and tools as a primary source of learning; embraces diversity; is content rich, but not content driven; fosters your child's ability to communicate ideas, knowledge, concerns and questions about themselves and the world in a variety of ways; welcomes parents as partners in your child's learning process; supports the teachers' planning but is flexible enough to be responsive to children's input and needs.

Program Philosophy

The Ursula Pels Block Infant/Toddler Program is committed to a philosophical foundation that helps to make our program exceptional. That philosophy is to provide, not only quality care, but also to help each child develop to his/her fullest potential. Our program is designed to give your child a variety of opportunities to enhance the social, emotional and physical tasks of each developmental stage in a healthy and safe environment. Adults who love and care for him/her and whom your child can trust will surround your child.

Each child is a unique person with an individual pattern and timing of growth, as well as individual personality, learning style, and family background. Both the curriculum and the adults' interaction with the children should be responsive to individual differences. Learning in young children is the result of interactions between the child's thoughts and experiences with materials, ideas and people. These experiences should match the child's developing abilities, while also challenging the child's interests and understanding.

Registration Fee

Upon entering the Infant/Toddler Program, a one time registration fee of \$75.00 is required. This registration fee is non-refundable.

Infant/Toddler Program Services

The Ursula Pels Block Infant/Toddler Program is open year round, with the exception of major Jewish holidays, national holidays and 5 staff training and classroom preparation days. The Infant/Toddler calendar is in the beginning of this handbook. We are open from 7:30 AM to 6:00 PM Monday thru Friday. Hours vary according to the contract you have selected.

Extra Hours Policy

Parents may request extra hours of childcare during normal hours of operation. **These requests must be made in advance to the child's Lead Teacher.** These requests cannot be guaranteed and will be approved on a space-available basis. Your child need not be scheduled to attend on a day for which extra hours are requested. Extra hour forms are available in each classroom. The fee for extra hours is \$10.00 per hour and \$7.00 per half-hour. The fees for extra hours will be added to your monthly invoice.

Plan for Transportation

The Infant/Toddler Program does not provide any type of transportation to or from the program. Parents are responsible for transporting their child to and from the program. Parents are also responsible for bringing their child to the classroom at drop off time and for picking up their child from the classroom at pick up time. Parents are responsible for signing their child in and out of the program. Parents may park in the JCC parking lot. **Parking in the circle is illegal.**

Appropriateness of Toys

It is the goal of our program to provide classroom environments that are safe, secure and pro-social. For this reason we urge parents to keep any violent type of toy (action figures, superheroes, guns, sword, etc. or clothing depicting violent scenes) at home. If brought to the classroom, parents will be asked to take the toy home or the teacher will put the toy in the child's cubby until pick up time.

Preparing Your Child

There are several ways to prepare your child for care outside of your home. First, it is important to feel confident and happy about your decision to place your child in the Ursula Pels Block Infant/Toddler Program here at the JCC. If you are feeling comfortable, your child will sense that.

How will my child react to separation from Parent and/or Primary Caregiver?

Not every child will react the same way, but there are some reactions that are fairly common among children. Often, a reaction may be delayed by days, or even weeks. Your child will need extra positive attention from you in the beginning. It is important for your child to be able to express his/her feelings. He/she may not feel comfortable leaving a parent. This is all right, but it is important for you to stress that you are leaving but that you will be back to pick him/her up later. Eventually your child will realize that even though you are leaving you will be back and it is "O.K." to have a good time while you're gone!

We strongly recommend that you never leave your child in the morning without saying good-bye. It may seem easier to sneak out of the room while your child isn't looking, but this is not a good idea. Your child needs the security of knowing that you will be back to pick him/her up. This helps your child develop a sense of security and well being while at the Center, and it also helps to develop a sense of trust between you and your child.

Every child is different. Some children will have no trouble at all adjusting to their new environment. Others may take up to several weeks to adjust. Either situation is normal and we will work with you and your child to assure as smooth a transition as possible.

Parent's feelings are important to us-we are here to be supportive of your family.

Phase In for Children New to Our Program

The teachers are available to help you and your child transition into the I/T program. They will help you judge how long you need to stay with your child in the beginning until he/she is feeling comfortable. They will also set a pattern for routine that will help your child feel comfortable.

The teachers view this as a very important time. Transition time provides a unique opportunity for teachers and parents to communicate about each child's individual needs, routines, preferences and etc. During the first week of school, the average phase in time is two to three days-a few hours each day. Parents must be available to stay during this period.

The teachers and Directors are always available to discuss questions or concerns you may have.

Please note: Regular tuition rates will be applied during "transition days".

Sign-in/Sign-out

The Department of Early Education and Care mandates that the adult accompanying the child to the program signs in upon arrival. Likewise, the adult picking up the child must sign out upon departure. The staff will inform you where the sign in/sign out form will be located.

List of Things to Bring with Your Child

Parents are requested to bring in a clear plastic shoebox containing 2 complete sets of extra clothing, including socks and underwear (if applicable), as accidental spills can occur or weather may change during the day. All clothes **MUST BE LABELED** and the shoebox should have the child's name clearly visible. Outerwear, boots and mittens **SHOULD BE CLEARLY LABELED** to help teachers dress your child for any outings during the day. We are not responsible for clothing that is not labeled.

It is the parent's responsibility to consistently update their child's extra clothing box.

In the Winter, the following must be added:

Snowsuit, or jacket and snow pants

Mittens

Hat

Boots

Extra socks

In the Summer, the following should be added:

Bathing suit

Towel

Sunscreen (Please apply before coming to school. Please also provide a bottle to keep at the program if your child is contracted for a 5:00 or 6:00 PM pick up)

Hat

Water shoes

Additionally, the following must be brought in for your child:

Diaper cream if used

Breast milk, formula and/or baby food if used (at least 4 bottles of formula a day for full day children)

Nutritious lunch daily

Special blanket and/or security item (the start of a new program is not the time to wean a child from a beloved blanket, pacifier or other security item.)

Pacifier, if needed

Please dress your child in clothes suitable for playing with paints, water and/or mud. Much of our philosophy centers around letting children do it "their way", which often entails "messy playtime". Our paint is washable; however, because it is non-toxic, it may not wash easily. Soaking "painted" clothing may be necessary. Please do not send irreplaceable articles that could be misplaced or ruined.

Meeting With Parents

The Infant/Toddler Program assures that the administrator or his/her designee meets with the parent(s) prior to admitting the child to the program. The parents shall have an opportunity to visit the program's classrooms at the time of the meeting or prior to the enrollment of the child.

Parent Information

The Infant/Toddler Program will provide to the parents upon admission of their child the program's written statement of purpose, including the program philosophy, goals and objectives, and the characteristics of children served; information on the administrative organization of the program, including lines of authority and supervision; the program's behavior management policy; the program's plan for referring parents to appropriate social, mental health, education and medical services for children; the termination and suspension policy; a list of nutritious foods to be sent for snacks or meals; the program's policy and procedures for identifying and reporting suspected child abuse or neglect; the procedures for emergency health care and the illness exclusion policy; the program's transportation plan; the procedure for administration of medication, and, upon request, a copy of the complete health care policy; and a copy of the fee schedule.

Parent Conferences

The Infant/Toddler teachers are available for individual conferences with parents at your request.

Progress Reports

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

Parent Visits

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

Children's Records

Information contained in your child's record is privileged and confidential. Program staff may not distribute or release information in a child's record to anyone not directly related to the implementing the program plan for the child without your written consent. You will be notified if your child's record is subpoenaed. You are entitled to have access to your child's record at reasonable times on request. You will be allowed access to the record within two (2) business days of your request unless you consent to a longer time period. You will be allowed to view your child's entire record, even if it is maintained in more than one location. The center will maintain a permanent, written log in each child's record, which identifies anyone who has had access to the record or who has received any information from the record. This log is only available to the parent(s) and the people responsible for maintaining the center's records. You have the right to add information, comments, data, or any other relevant materials to the child's record. You also have the right to request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to a conference with the Directors to make your objections known. If you have a conference with the Director, the Director must inform you in writing within one week of his/her decision regarding your objections. If the Director decides in your favor, he/she must immediately take the steps necessary to put the decision into effect. When your child is no longer in care, the JCC can give your child's record to you, or any other person you identify, upon your written request. The JCC will not charge an unreasonable fee for copies of any information contained in your child's record.

Suspension

A child may be suspended from the program if that child exhibits repeated or patterned behavior that puts another child or teacher at risk. A child may also be suspended due to continued parent lateness. Parents will be notified of behavior and staff will work with parents to decrease behavior prior to suspension. If attempts to decrease behavior fail, parents will be informed. A timely, yet planned, up to three days, "time-off" will occur.

Termination

A child may be terminated from the program if that child exhibits repeated or patterned behavior that puts another child or teacher at risk, if such behavior shows no sign of decreasing, for non-payment of tuition (failure to maintain an up-to-date account balance may jeopardize your child's participation in the program), and/or not adhering to the policies of the program. Parents will be notified in writing and all attempts will be made to resolve the issues prior to termination. If termination is indicated, parents will receive written documentation from the Director with suggestions for other programs. The child will be prepared for termination consistent with his/her ability to understand.

Withdrawal

Thirty (30) days notice is required, in writing, for any changes in contract including departure from the program. No refunds will be made unless a child is permanently withdrawn for medical reasons with a physician's certification. If you do not provide the required notice, you will forfeit your initial deposit equal to one half of the monthly tuition.

Procedure for Toilet Training

Until a child is ready to be toilet trained, disposable diapers will be used in the program. Pull-ups will not be used in the program.

There are two indications that the teachers and parent should look for when assessing whether or not a child is ready for toilet training.

S/he will begin to show interest in the toilet.

S/he will often be dry for long periods of time and/or after naptime.

At that point, and only then, in full cooperation with the parents, the child will be invited to sit on the toilet. The staff will do this at the prescribed times of the day. (I.e. before morning snack, before lunch, after rest and before the afternoon snack.)

The child will be encouraged to tell the teacher at any time that s/he feels the need to use the toilet. This information will be communicated to the parent on the daily sheet.

Children will be assisted in washing their hands after toileting.

Soiled or wet clothing will not be washed out, but, put in a plastic bag, sealed and returned home according to EEC regulations.

Parental Input

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

Parent/Staff Communication

It is important that we communicate with you on a daily basis. What may appear to be small changes in your child's routine may be of great importance to your child's teachers. Examples may be a parent who is away on a trip, moving to a new home, toilet training, a death in the family, etc. Even small changes alter the behavior of a young child.

Parent/Teacher Conferences

We encourage parents to discuss with their child's teachers any particular aspect of their child's day and/or family matters that they feel are important. We ask, however, that parents schedule time for a special conference if any lengthy item needs discussion. The staff will also initiate a meeting if needed. Much significant information concerning your child is communicated through informal conversations between parents and staffs at drop off and/or pick up time. Please remember, however, that the teacher cannot talk at length with parents while the Prime Time program is in session.

Formal parent-teacher conferences will be held twice each year, once in January and once in June. The teachers will let you know the scheduled times for conferences.

Parent Involvement

Yes, we need you! Since we have the same goals, we should work together. You can share your special talents or interests with us. You can play a supportive, encouraging, suggesting, approving role in all areas of programming. Give the teachers your name and specific interest.

PITCH Parent Committee

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

Parent Responsibilities

- Knowledge of this handbook and acceptance of its policies and procedures.
 - Volunteering current important information (addresses, medical exams, etc.) and responding to staff's request for information.
 - Review of your child's daily sheet and notes.
 - Exchange of essential information about the care of your child with staff.
- Respect for staff as professionals who work with you to provide quality childcare

Providing Information to the Department of Early Education and Care

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

Reporting Abuse or Neglect

All Center staff are mandated reporters, they are required by law to report suspected abuse and neglect to either the Department of Social Services or to the Director.

Notification of Injury

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

Availability of EEC Regulations

The program maintains a copy of the regulations on the premises of the center. They are available to any person upon request. If you have a question about any of the regulations, ask the Director to show them to you.

Behavior Management Plan

Staff use positive techniques of guidance, redirection, anticipation of and elimination of potential problems, and encouragement of appropriate behavior rather than competition, comparison or criticism. Consistent, clear rules are developed in conjunction with the children and are discussed with them to help the children understand. When appropriate, staff describe the situation to encourage children's evaluation of the problem rather than impose the solution. Staff do not force children to apologize or explain their behavior but help children recognize another child's feelings. Guidance techniques are non-punitive and are accompanied by rational explanations of expectations. Limits are set for children but the environment is arranged so that a minimal number of "no's" are necessary. "Time out" (for 1-3 minutes) may be used as a last resort.

The Program prohibits:

- *Spanking or other corporal punishment of children
- *Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect or abusive treatment
- *Depriving children of meals or snacks
- *Force feeding children
- *Disciplining a child for soiling, wetting or not using the toilet; or forcing a child to remain in soiled clothing or forcing a child to remain on the toilet, or using any other unusual or excessive practices for toileting.

Infant/Toddler Tuition Rates

Infant rates will apply while a child is enrolled in the infant room and under eighteen (18) months. If a child continues to be enrolled in the infant room past eighteen months, the toddler rate will apply. Toddler rates will also apply while a child is enrolled in both the young and older toddler classrooms.

Late Policy

The Ursula Pels Block Infant/Toddler Program is open from 7:30 AM to 6:00 PM, Monday through Friday. Families are expected to pick up their child by the designated time **for their specific program and/or contract** in order to maintain compliance with the Department of Early Education and Care (EEC), and to respect the schedules of our staff and the welfare of the children placed in our care. If the parent or guardian arrives after that time without prior notice, the staff member in charge of staying with your child will verify and document the time of your arrival through the telephone operator, if necessary. Any late portion of the first ten (10) minutes you will be charged \$10.00. You will be charged \$10.00 for any portion of the next ten (10) minutes thereafter. The appropriate late fee will be included in your subsequent tuition bill. You may, if you wish, indicate the reason for the late arrival on the late form, which will be issued at the time of your arrival. We reserve the right to terminate the childcare contract for continued lateness.

We hope that all parents establish some form of emergency back-up procedure so that this policy need not be enforced. We will be happy to assist you in creating some form of back up. Please note that a waiver of this fee will be granted in EXTREME emergencies ONLY and is at the discretion of the Director ONLY. We strongly urge you to leave yourself PLENTY of time to commute home, as traffic jams are not considered extreme emergencies.

Vacation/Tuition Credit

Families may only apply for vacation credit if they have contracted for 30 hours/week or more.

- You are eligible for up to one week (based on your weekly contracted days) of vacation days per school year (Sept. – Aug.). Vacation is prorated from September through August. Written request for vacation credit must be received by the Director one (1) week prior to the vacation.
- Due to the billing schedule, your credit will be applied in the following month.
- Credit is given only for tuition. Credit will not be applied towards any portion of the diaper fee.

Sibling Discount Policy

If two (2) or more children are enrolled in a JCC Early Childhood Program, a five (5%) percent discount will be applied monthly toward the lowest monthly tuition.

Sibling Enrollment Option

The following is an option given to families who currently have a child(ren) enrolled in the Early Childhood Department: the family can reserve an opening for a sibling by contracting for a minimum of twenty (20) hours per week for a maximum of two (2) months. After this period, the family must contract for the entire reserved slot.

Moving On

Children who will be 2 years 9 months of age on or before September 1st will be appropriate to move on from the I/T Program. Please note that registration for Kinderkamp and Preschool is not automatic. Parents are responsible for registering their child for both programs. The teachers will be available to consult with you regarding your child's readiness to transition to these programs.

Continuity of Care

In our effort to provide consistency and continuity of care for children and families leaving our program to enter JCC Kinderkamp or Preschool, the staff and/or Director will meet with the Kinderkamp/Preschool Director to discuss any special concerns and/or relevant information and be available to answer questions regarding the children.

HEALTH CARE POLICY

**Infant/Toddler Program
4 Community Rd.
Marblehead, MA 01945
781-631-8330**

**1st Floor Classrooms
(Opposite indoor pool/gymnasium)**

1. EMERGENCY NUMBERS (Dialing on JCC phones)

Fire Department	9-911
Police Department	9-911
Rescue/Ambulance	9-911
Marblehead Pediatrics (Health Care Consultants)	9-781-631-7800
Poison Control Center	9-1-800-682-9211
N. S. Children's' Hospital	9-978-745-2100
I/T Office	ext. 109
Main Office	ext. 0
Executive Director	ext. 108

EMERGENCY FIRST AID

Tedi Markham (Fitness Director)	ext. 151
Andrew Dalton (Aquatics Director)	ext. 144
Aquatics Staff (including Lifeguards)	ext. 117
Marblehead Pediatrics (Health Care Consultants)	9-781-631-7800
70 Atlantic Avenue Marblehead, MA 01945	

Health Care Policy

Annual Physical Examination

Each child enrolled in the program must have a complete annual physical examination before being allowed to enter the program and have a lead test completed by the age of 9 months. The forms that you receive in your enrollment packet must be completed by a licensed physician, certifying that the child is free from communicable disease, and that he/she has been satisfactorily immunized against smallpox, whooping cough, tetanus, diphtheria, polio, measles, rubella and chicken pox. Special requirements as to diet, rest and other care should also be noted, as well as the presence of any condition affecting the general well being of the child, or any handicap. Any suggestions that will be helpful to the Program staff should also be stated. Immunization records must be up to date before the child is permitted to start at the Center. Please note that the Department of Early Education and Care now requires all children ages 18 months to 2 years nine months who are in Day Care Programs to be immunized against Hib.

Illness

The Program does not have the facilities to care for sick children or children who are unable to cope with the daily routine. The Program Director has the authority to deny admission of a child into the Program when such conditions occur or if the child's condition of health warrants further clarification.

As a rule your child should be kept home if you feel that they should not go outdoors; and/or if the child requires individual and specialized attention.

Regarding Antibiotics

If your child has been placed on an antibiotic for an eye, ear or throat infection or any contagious disease such as conjunctivitis, strep throat or impetigo, he/she may not return to the program until he/she has been taking the medication for **at least one full calendar day**.

For example: If your child begins an antibiotic anytime on Sunday, he/she may not return to the program until Tuesday. Monday is considered one full calendar day. If your child begins an antibiotic anytime on Monday, he/she may not return to the program until Wednesday. Tuesday is considered one full calendar day.

Regarding temperatures/diarrhea and vomiting

If your child has had a temperature of 100 degrees F axially or higher, diarrhea or vomiting, he/she may not return to the program until he/she has been fever free or free from diarrhea or vomiting for at least one full calendar day.

For example: If your child has a fever, diarrhea or vomiting anytime on Sunday, he/she may not return to the program until Tuesday, providing he/she is symptom free. Monday is considered one full calendar day.

Regarding Colds

Your child must be kept home if he/she has a severe cold with fever, sneezing, heavy cough and or nasal drainage.

Regarding Rashes

If your child has an unidentified rash, he/she must have a physician's note stating that the child has been seen and is not contagious before he/she may attend the program.

Regarding Allergies

Parents of children with known allergies will be required to provide appropriate snacks, etc. to meet their child's needs. Parents must also provide Benadryl and/or Epi-pen for their child.

Food, etc. belonging to the children with known allergies will be stored separately.

The names of those children with known allergies will be posted in each classroom along with the products to which the child is allergic.

A statement from your child's pediatrician will be required upon your child's return if your child is absent (due to an illness) for more than five (5) school days, has been seen by a physician, has been hospitalized or has had a contagious illness. The statement needs to include date and time on which child can return safely to the program and that the child is free from communicable disease and can participate fully in the program. The Director reserves the right to request a doctor's note stating that the child has been seen and is non contagious for any condition thought to be questionable. The Director should be notified any time a child has been diagnosed with a contagious disease. In the case of an outbreak of a contagious disease, parents will be notified using handouts from the Massachusetts Department of Health's Health in Day Care Manual.

The Program staff is well aware of the difficulties that working parents encounter when it is necessary to keep a child home from school. However, one of the Program's goals is to provide a healthy and safe environment for all children. The health and well being of all must be considered and protected.

We feel that health awareness deserves special attention for this young age group. For the first time, your child will be exposed to the many germs of the world. In a group situation like this, it is inevitable.

We realize that having a sick child can be a difficult time for everyone, especially considering that staying home with a sick child may feel like it is defeating the purpose of your need for child care in the first place. Please understand that the staff can, at best, offer you advice and sympathy. As much as we would like to help you further, we cannot endanger the health of the other children. We strongly suggest that you have backup people ready in the event that your child needs to stay home and you need to work.

Parents and doctors may have differing opinions over what is proper health care policy. If there is any question over a particular case, the decision will be made by our consulting physician.

Medication Policy

Medication, whether prescription or non-prescription, with the exception of topical non-prescription, may be administered to a child only with WRITTEN PARENTAL AUTHORIZATION AND WRITTEN ORDER OF A PHYSICIAN (for prescription medication, this may include the label of on the medication). All medications are stored in the child's cubby or in the refrigerator, if necessary.

Prescription Medication

1. Prescription must be current.
2. Medication must be in the original container with the current prescription label on it.

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

Non-Prescription Medication

1. Non-prescription medications require a written note from the child's pediatrician specifying the name of the medication, the dosage, purpose, frequency of distribution and time it should be given. This statement shall be valid for no more than one year from the date it was signed.
2. Non-prescription medications also require a written note from the parent specifying the name of the medication, the dosage, purpose, frequency of distribution and time it should be given. This information must coincide with the doctor's instructions. This statement shall be valid for no more than one year from the date it was signed. Each time a non-prescription medication is administered a parental consent form (supplied by the teacher) must be signed by the parent.
3. The parents must supply non-prescription medication.
4. An attempt will be made to contact parent before medication is administered unless the child needs medication urgently and/or contacting the parent will unreasonably delay appropriate care.

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

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

Distribution

The teacher receiving the child in the morning will:

1. Secure the permission slip from the parent(s)
2. Post current slips in a designated area
3. Store medication in the appropriate container

When giving the medication to a child the teacher will:

1. Check the permission slips to verify the dose and time
2. Measure and give the child the appropriate dose
3. Note on the medication permission slip the time, dosage given and their initials
4. Indicate on the daily sheet that the medication has been given

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

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

First Aid

All teaching staff at the JCCNS are certified in First Aid Training and CPR. If care is provided to a child by a teacher, they will notify the parents, in writing, of the injury and the first aid administered. If the staff feels it is necessary, a phone call will also be placed to the parent to inform them of the first aid rendered.

Procedure for Medical Emergencies (Illness or Injury)

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

1. Immediate first aid should be administered as necessary.
2. An ambulance should be called immediately. Call the Police Department (9-911) and request ambulance.
3. The parent of the child should be notified. If she/he is not available, the next person responsible for the child will be called.
4. The Lead Teacher or Teacher should accompany the child at all times.
5. The person in charge will assign someone to monitor and complete the injury form with information including the time of the injury, symptoms of the illness, what was observed firsthand and any change in the child's condition.
6. The child's record as well as the record of the incident should accompany the child to the hospital.
7. Any medication the child is receiving should also accompany the child.
8. If the Director is not on the premises, she should be called.

Managing of Infectious Disease

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

Plan for Infection Control and Monitoring

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

- a) Before eating or handling food
- b) After toileting or diapering
- c) After coming in contact with bodily fluids and discharges
- d) After handling pets or their equipment, and
- e) After cleaning

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

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

All staff will be trained in infection control procedures during the staff orientation and during

the year at EEC required staff meetings. Infection control and cleanliness procedures will be part of each teacher's yearly evaluation.

Disinfectant Solution

The disinfectant solution shall be either a self made bleach solution or a commercially prepared disinfectant that has been registered by the Environmental Protection Agency (EPA) as a sanitizing solution. The household bleach used to prepare a self-made bleach solution shall have 5.25% available chlorine as hypochlorite. A self made bleach solution shall be labeled and stored in either a spray bottle or a bottle that is sealed with a cap. The solution must be prepared daily or tested daily in accordance with the Department of Public Health's guidelines. All such disinfectants will be stored in a secure place and out of the reach of children. The staff person arriving at 7:15 AM is responsible for the preparation of the disinfectant solution.

Plan for Injury Prevention

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

Contagious Illness

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

Disinfection

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

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

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

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

3. The Program Director will notify EEC immediately after filing a 51A.
4. The JCCNS will cooperate fully in all investigations of abuse or neglect.
5. If appropriate, the family will be informed.

Designation of Center Liaison

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

Non-Discrimination Policy

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

CHILDREN WITH DISABILITIES

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

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

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

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

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

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

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

D) If accommodations cause an undue burden, the parent will receive written notification

within thirty (30) days of receipt of information.

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

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

PROCEDURES FOR REFERRAL

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

SUMMARY

1. A staff member makes observations that cause concern.
2. Staff member discusses concern with Lead Teacher.
3. Lead Teacher reports to Program Director.
4. Lead Teacher or Teacher begins documentation.
5. Program Director observes said child.
6. If concern verified, Program Director will meet with parents.
7. Program Director will make suggestions of appropriate resources.
8. Program Director follows up with child's family in a timely fashion, and documents follow-up every three months.

RESOURCES

Marblehead Public School System, Chapter 766: (781) 639-3148
Coordinator, Robert Bellucci (if child resides in Marblehead)

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

Department of Early Education and Care (978) 681-9684
360 Merrimack St., Building 9, Lawrence

Department of Social Services, Salem (978) 825-3800 or 3900
45 Congress St., Building 4, Salem

Child's Pediatrician

Massachusetts Dental Society

Maintenance of First Aid Kits

First aid Kits are located in room 1, 2, 3 and 5. These locations will be posted in each classroom. It is the responsibility of the Lead Teacher to maintain and restock the First aid Kit at the end of each month. The Lead Teacher will document this procedure on a piece of paper located in the kit. The Lead Teacher is responsible for designating a staff person to take the “outdoors” First Aid Kit when taking the children outside. All teaching staff at the JCCNS are certified in First Aid Training and CPR. If care is provided to a child by a teacher, they will notify the parents, in writing, of the injury and the first aid administered. If the staff feels it is necessary, a phone call will also be placed to the parent to inform them of the first aid rendered.

FIRST AID EQUIPMENT

LOCATION OF FIRST AID KITS:

ROOM 1 – OVER CHANGING TABLE

ROOM 2 – INSIDE CLOSET

ROOM 3 – INSIDE CLOSET

ROOM 5 – ON TOP OF REFRIGERATOR

CONTINGENCY PLANS FOR FIRE, NATURAL DISASTER, LOSS OF POWER, HEAT OR WATER, MISSING CHILD

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

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

JEWISH COMMUNITY CENTER OF THE NORTH SHORE EMERGENCY EVACUATION PLAN

INFANT ROOM 1

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

ALTERNATIVE

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

TODDLER ROOM 2

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

ALTERNATIVE

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

TODDLER ROOM 3

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

ALTERNATIVE

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

BACK-UP ROLES

Teacher in charge will take attendance sheet and emergency forms. Director will remain behind to check bathrooms and classrooms to ensure total evacuation.