

JEWISH COMMUNITY CENTER
OF THE
NORTH SHORE

PRIME TIME
FOR TODDLERS

2010-2011

PARENT HANDBOOK

PRIME TIME PROGRAM 2010-2011 CALENDAR

Thursday, September 2	Parent Open House, 7:00 PM
Monday, September 6	Labor Day, Program closed
Tuesday, September 7	First Day of Prime Time
Thursday and Friday, September 9 and 10	Rosh Hashana- JCC closed
Thursday, September 23	First Day of Sukkot-JCC closed
Thursday, September 30	Shemini Atzeret- JCC closed
Monday, October 11	Columbus Day observed, Program closed
Thursday, November 11	Veterans Day, Program closed
Thursday & Friday, November 25 and 26	Thanksgiving Holiday, Program closed
Thursday, December 24 – Friday, December 31	Winter School Recess, Program closed
Monday, January 17	Martin Luther King Day, Program closed
Monday-Friday, February 21-25	School Recess, Program closed
Tuesday, April 19	First Day of Passover, Program closed
Monday-Friday, April 18-22	Spring Recess, Program closed
Monday, April 25	7 th day of Passover-JCC closed
Monday, May 30	Memorial Day, Program closed
Wednesday, June 8	First day of Shavuot- JCC closed
Thursday, June 16	Last Day of Prime Time

For information about program delays and/or closings due to inclement weather, call 781-631-8330 x555 to access the JCCNS Cancellation Line. In the case of a program delay, please call the classrooms before coming to the JCCNS to be sure that staff has arrived.

Prime Time Classroom 781-631-8330 (Room 5 x148)

DEPARTMENT OF EARLY EDUCATION AND CARE

|
BOARD OF DIRECTORS

|
EXECUTIVE DIRECTOR

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EARLY CHILDHOOD DIRECTOR

|
ASSOCIATE DIRECTOR

|
E C ADM ASSISTANT

|
EARLY CHILDHOOD LEAD TEACHERS

|
EARLY CHILDHOOD TEACHERS

|
EC ASSISTANT TEACHERS

VOLUNTEERS/STUDENT TEACHERS/SUBSTITUTES
(AS APPLICABLE)

A Day in Prime Time

Arrival and Free Play

Children may choose from a variety of activities such as sand or water play (sensory activities), dress up or housekeeping area (dramatic play), puzzles or manipulative toys (fine motor activities) and more.

Clean-up

A time and place for everything!

Language Activities

Music, stories, flannel board stories, puppets, finger plays, etc.

Bathroom, Hand Washing and Snack

Promote self-help skills -- good eating habits and nutrition.

Fine Motor Activities

Gluing, painting, playdough, goop, stringing beads, etc.

Clean-up

A time and place for everything!

Gross Motor Activities

Running, jumping, dancing, climbing, etc. Outdoor play, weather permitting.

For Your Information

What must my child bring to school?

- Diapers.
- A complete change of clothing in a backpack -- (underwear, socks, shirt, pants). Accidents and spills do happen.
- Season appropriate clothes -- extra sweater or jacket (for sudden temperature drops). Children must have boots, mittens and hats for cold weather. We do go outside as long as it is not bitter cold. Children love to play in the snow.
- On sunny days, please apply sunscreen before coming to school. Please send your child to school wearing sneakers or shoes with a closed toe (no crocs, flip flops or sandals please).
- Dairy or vegetarian snack.

What can my child bring to school?

- Security toy, blanket -- Your child may need this to provide an important link with home.

All clothing and other items must be clearly labeled with your child's name. We will not be responsible for any items that are not labeled.

How Do I Prepare My Child?

Speak positively about Prime Time ahead of time with your child. On the first day, it is very normal for both parents and children to be somewhat anxious and tearful. It is important for you to be positive with your child. Let them know that you will be leaving and that you will be back when they are finished playing. Please let them know that it's O.K. for them to play and have a good time while you are gone. It is extremely important that you say good-bye to your child before you leave. We understand that it may, at times, be tempting to sneak out the door while your child is distracted, but in the long run, saying good-bye and that you will return helps to build a secure, trusting relationship between you and your child.

It may be necessary to stay all or part of the first few sessions to help your child adjust to his new program. The teachers are available to help you and your child phase in to the Prime Time 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 a routine that will help your child feel comfortable. The teachers view this as a very important time. Phase in provides a unique opportunity for teachers and parents to communicate about each child's individual needs, routines, preferences, 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 Director are always available to discuss questions or concerns you may have.

Program Philosophy

The Prime Time for Toddlers 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. 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.

Prime Time for Toddlers Program Services

Our Program runs from September through June. We close on major Jewish holidays, national holidays and school vacations. There is also a summer semester which runs for either 4 or 8 weeks. Please check the calendar in the beginning of the handbook for program openings and closings. Children must be 16 months old by September 1st.

Prime time hours are 9-11:45 a.m., 2, 3 or 5 mornings per week.

Curriculum

In our program curriculum encompasses everything 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 efforts to support your child's growth and learning, our curriculum: emphasizes the value of your child's contributions to their own learning; is based on themes and ideas meaningful to your child; supports emotional development and social interactions as fundamental to all learning; encourages your child and teacher to think creatively and take initiative; stresses child generated solutions to problems; supports your child's play with hands-on materials and tools as a primary source of learning; embraces diversity; is content rich, but not content driven; fosters your child's ability to communicate 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 teacher's planning but is flexible enough to be responsive to children's input and needs. Your child's day will be filled with a variety of activities that support the above philosophy. It is the goal of the staff to adhere to the curriculum criteria developed by the National Association for the Education of Young Children.

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.

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, swords, 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.

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 staff 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 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.

Deposit Fee Policy

A non-refundable and non-transferable deposit is required with your application.

Tuition

The Prime Time fee is payable in one payment or in 5 payments (Sept.-June session only). If the single payment option is chosen, a 10% early payment discount will be applied. Please speak with the Controller to arrange other payment plans.

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 payments. If problems come up that make it difficult to keep this schedule, arrangements should be made with the Controller. There will be no tuition reimbursement for days in which the program must remain closed due to inclement weather or must close early to insure the safety of the staff and children.

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. Please call (781) 631-8330/Rm. 4 x141 and Rm. 5 x148. Refunds are not given for absenteeism, as fees are based on pre-registered sign-up. We do not call home when children are absent.

Late Policy

Families are expected to pick up their child by the designated time in order to maintain compliance with the EEC and to respect the schedules of our staff and the welfare of the children placed in our care. If a parent or guardian arrives after that time, the staff member staying with your child will document the time of your arrival. 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) minute thereafter. The appropriate late fee will be added to your JCC statement. 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 childcare for continued lateness.

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

Sibling Discount Policy

If two or more children are enrolled in a JCC Early Childhood Program, one child will receive a 5% discount applied toward tuition.

Withdrawal

No refunds will be made unless a child is permanently withdrawn for medical reasons with a physician's certification.

Parental Input

The Prime Time 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.

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 from the program due to continued lateness of a parent.

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.

Procedure for Toilet Training

Until a child is ready to be toilet trained, disposable diapers will be used in the program. Parents must supply diapers, on a daily basis, in their child's backpack. Pull-ups will not be used in the program. There are two indications that you should look for when assessing whether or not a child is ready for toilet training.

1. S/he will begin to show interest in the toilet.
2. S/he will often be dry for long periods of time and/or after naptime.

At that point, 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. 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 at the end of the day. Children will be assisted in washing their hands after toileting. Soiled or wet clothing will not be washed out. The teachers will put the clothes in a sealed plastic bag to be returned home according to EEC regulations.

Plan for Transportation

The Prime Time 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.

Meeting With Parents

The Prime Time 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 Prime Time 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.

Progress Reports

The Prime Time Program will offer you the opportunity to meet with the teachers to discuss your child's activities and participation in the program at least two times per year. 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 a child with disabilities, you should receive a written progress report at least every three (3) months. Teachers will bring special problems or significant developments 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 of 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 Director 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.

Parent Conferences

The Prime Time teachers are available for individual conferences with parents at your request.

Providing Information to EEC

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

Reporting Abuse or Neglect

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

Moving On

Children who will be 2 years 9 months of age on or before September 1st will be age appropriate to move on from the Prime Time 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 Preschool or Kinderkamp, the staff and/or Director will meet with the Preschool/Kinderkamp Director to discuss any special concerns and/or relevant information and be available to answer questions regarding the children.

Snack/Birthday Celebrations

Each child will be providing the snack for his/her class throughout the school year. A snack schedule will be sent home by the classroom teacher during the first week of school. The snacks will be provided for **one week at a time**. Please include at least 1 carbohydrate, 1 fruit, 1 vegetable and 1 dairy. Please also provide one 16oz container of cream cheese. The school will provide water every day at snack time and challah on Fridays. We are looking forward to introducing all of the children to many healthy new foods. Please do not feel confined by this list, but rather use it as a guideline. As a reminder, our children's programs are **nut free**.

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

Carbohydrates:

Crackers
Bread sticks
Pretzels
Mini-bagels
Graham crackers
Vanilla wafers
Rice cakes
Low-sugar cereal
Mini-muffins
Animal crackers

Fruits/Vegetables:

Apples
Bananas
Grapes
Watermelon
Melon
Baby Carrots
Celery Sticks
Cucumbers
Apple Sauce
Raisins

Milk Group:

Yogurt
Cheese Sticks
Block of cheese

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.

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. 111

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) 70 Atlantic Avenue Marblehead, MA 01945	9-781-631-7800
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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.

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.

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 that 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 applied to open wounds requires written authorization from a health-care practitioner, must be in the original container with the child's mane 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

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.

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.

POLICIES AND PROCEDURE ON INSTITUTIONAL ABUSE AND NEGLECT

The Jewish Community Center of the North Shore, as an agency, is committed to the safety and well being of all children of all ages, race and religions.

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

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

- A. If a staff member displays abusive or neglectful behavior, he/she is reported immediately to the Director or the next person in charge.
- B. The staff member is suspended immediately, pending investigation.
- C. The Department of Early Education and Care and the Department of Social Services are notified immediately and within 24 hours a 51A form is filed.
- D. The staff person will not have interaction with children until EEC investigation is complete.
- E. If dismissal is warranted, written documentation is put in the staff member's file and any further action is left to the DSS.
- F. If a child shows symptoms or signs of having been abused or neglected, the symptoms are brought to the immediate attention of the next person in charge as required by law.
- G. The Center will cooperate fully in supporting the DSS and EEC investigation.

ALL QUESTIONS SHOULD BE REFERRED TO:

Department of Social Services, Salem 978-825-3800

Prevention of Abuse and Neglect

Training in recognizing and reporting cases of child abuse or neglect will be conducted during the staff orientation sessions at the beginning of each school year and is reviewed during EEC required staff meetings.

The JCCNS shall protect children from abuse or neglect while in the program's care and custody.

1. All staff are mandated reporters and shall report suspected child abuse or neglect. The report may be made to the Department of Social Services. However it is strongly recommended that the report be made to the Program Directors.
2. The Program Director (in conjunction with the Executive Director) will immediately report suspected abuse or neglect to the Department of Social Service.
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

JEWISH COMMUNITY CENTER OF THE NORTH SHORE EMERGENCY EVACUATION PLAN

PRIME TIME FOR TODDLERS ROOM #4

Teacher and Assistant Teacher will gather children together and walk them into the hallway. Shut classroom door, take an immediate right, and continue down the hallway 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

Teacher and Assistant Teacher will gather children together and go out the door opening to the outside. Continue away from the building to Hillel.

PRIME TIME FOR TODDLERS ROOM #5

Teacher and Assistant Teacher will gather children together and walk them into the hallway. Shut classroom door, take an immediate right, and continue down the hallway 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

Teacher and Assistant Teacher will gather children together and walk them into Prime Time Room #4, take an immediate left out the door opening to the outside. 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 to ensure total evacuation.

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

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.

