

**GiggleBugs**

**Preschool and Infant/Toddler Center**

**Parent**

**Handbook**

Welcome!!!!

Dear Families,

 Thank you for choosing “GiggleBugs Preschool and Infant/Toddler Center”.

 I would like to extend a happy Hello to you and your family!! It is my mission to ensure your child’s physical, emotional, intellectual and cognitive wellbeing during the most important years of their lives. My philosophy is as follows:

 Schedule and curriculum based on every child’s ability, is what my philosophy is based on. Every child is different and unique in everything he/she does. It would be inhumane to expect every child to accomplish the same tasks and skills at the same age as each other. Each child should have the opportunity to reach their milestones at their own rate.

 Your child will enjoy learning in our learning center type environment. They will learn and explore in areas such as book corner, dramatic play, blocks, housekeeping, small manipulatives, texture tables and arts. Other areas of learning that we will have for them to investigate and enjoy are large muscle equipment, puzzles, games, easel painting, instruments, music, nature, science and more!!

 I encourage your child to have fun and learn from their own discoveries and hands-on experiences.

 While working individually or in a small group, your child will learn letters, numbers, concepts, self-help skills, colors, shapes and other educational areas.

 Emphasis is placed on learning to get along with others, sharing and giving, as well as receiving affection and becoming self-disciplined.

 Field trips combined with other daily activities help our preschoolers enter into group discussion, learn to wonder and solve problems within their abilities.

 “GiggleBugs ” is a program encompassing all areas of Child Growth and Development.

This Handbook will help to explain our school and our operational policies further. I reserve the right to update this Handbook at any time, but I will let families know if I do. Please take a few minutes to become familiar with this information, along with the Enrollment Agreement provided to you. On your Enrollment Agreement, you will be asked to acknowledge your receipt and agreement to the policies outlined in this Handbook.

Thank you again,

Lindsay Richard (Owner and Director 2)

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**Introduction**

Hello! I’m Lindsay Richard (Director of GiggleBugs). I’m a Professional Childcare Provider, who has been operating Lindsay’s Home Daycare since 2013. I have attended many college classes and workshops in Early Childhood Education and achieved an Infant/Toddler and Preschool Teacher’s Certifications. I also received my Lead Teacher and Director#1and 2 certificates in Early Childhood Education. I have an Associate’s Degree in General Integrated Studies from Holyoke Community College, Holyoke, Ma. (2018). I have the experience of being a parent of a wonderful 12-year-old daughter. I started my time as a Volunteer at Belchertown Community Preschool and landed my first job as an Aid at Cute Kids Preschool. I passed my college courses and received my experience at Cute Kids and accepted my first Preschool/Infant, Toddler Teacher job position. I left there and accepted another Infant Teacher job at Rise and Shine Academy. This is where my goals and dreams started. I knew right then and there that I could own and develop my own Daycare in my home. My new business grew slowly and blossomed, I knew this is what I was supposed to do with my life. The next step and goal was my PRESCHOOL!! I have always had a love for children and to create and secure a happy, learning facility that will educate and develop our children intellectually, emotionally and cognitively. That is my mission.

 I put together this Parent Handbook for you to gain an understanding of the operations of my Preschool. It covers all Policies, Procedures, and expectations of parents, children and myself, the Director. Please read this Handbook in its entirety and feel free to discuss with me any questions that you may have.

Lindsay Richard

**A Word from DEEC**

Dear Parents:

 The Department of Early Education and Care (DEEC) and I invite you to join in a partnership with us to ensure a high-quality child-care environment. This contract will acquaint you with some of the key DEEC standards designed to ensure a safe, healthy and educational preschool experience.

 I encourage you to maintain an open dialogue with me, as communication between parents and educators is the foundation for a solid working relationship, and a good preschool experience. Before filling out your preschool enrollment forms, please read through the information contained in this parent contract/handbook.

**A Word from DEEC**

DEEC is the agency that oversees the early education and care and after school services for families in Massachusetts. As the agency that licenses child care, DEEC has quality standards for all licensed programs to ensure high educational value, as well as health and safety. Having a license means that I have demonstrated that I meet the standards outlined in the DEEC regulations.

To obtain your own copy of DEEC Preschool Regulations, you may download them from the DEEC web site at:

<http://www.mass.gov/Eeoe/docs/EEC/regspolicies/20090122606cmr.pdf>

For more information about my regulatory compliance history, you may contact our local DEEC regional office, whose contact information is as follows:

**1441 Main St., Suite 230 Springfield, Ma 01103 (413)788-8401**

Non-Discrimination Statement

GiggleBugs Preschool does not discriminate against anyone. The Director and Staff Members do not exclude people or treat people differently because of color, race, national origin, disabilities, age, religion, sex or creed.

GiggleBugs provides wide open classrooms on the main floor with handicapper parking at the door for children or adults with wheelchair or other disabilities. Assistance is always available.

If an interpreter is needed for a child with another language other than English or for sign language, GiggleBugs will supply an interpreter if needed.

GiggleBugs will not discriminate against religious beliefs.

**If a parent/guardian wishes to claim exemption from immunizations due to religious beliefs, a written statement signed by the child’s parent/guardian who states the reason for such an exemption and that the child is in good health shall be submitted to the Preschool. A written statement must also be from the child’s physician stating that the child is healthy to attend Preschool. Parents of other children in care shall be notified if a child enters the center without having received the appropriate immunizations. All names shall be kept confidential.**

GiggleBugs will allow children into the Preschool that is not yet potty trained.

We do not allow sexual harassment on the Preschool premise. Staff members will report harassment to the Director immediately. The Director will investigate and document the situation. A police report will be filed if necessary.

***Enrollment Procedures and Policies***

Open enrollment for all age students ranging from 2 months-14 years old will begin immediately before Preschool is open. Enrollment priority is given to siblings of children currently attending the Preschool.

The Infant room (Bumble Bees Room) will have children aged 2months to 15 months. When the child turns 15 months of age, he/she will then move to our Toddler room (Butterflies Room) which age ranges from 12 months to 2.9 years of age. There will be another classroom called (Caterpillars Room) for children aged 2.9-4. After the Caterpillars room they will move to the Lady Bus Preschool Room. Ages are 4-6 years old. Ages 6-14 will be placed in our After/Before School room called the (Grasshoppers Room).

 Our School Aged children will attend Before and After their normal school day schedules. The ages of these children will be from 6 -14 years of age. A school bus from the Elementary/Secondary School will pick up and drop off outside of the Preschool.

GiggleBugs Preschool welcomes students without regard to their race, ethnicity, national origin, religion, ability, gender, or family structure.

Children are enrolled on a first-come, first-serve basis, depending on availability in the classrooms. Children are placed on a waiting list if there is no availability in the appropriate class.

Spaces are filled from the waiting list according to the following priority system:

* GiggleBugs Staff children
* Siblings or currently enrolled children
* Previous Daycare or Preschool families
* General Public

First step of Enrollment

-will be a parent calling our preschool with interest in our business.

Next, the Director will offer a scheduled appointment time to the parents for a physical tour of the facility and if the parents are interested more information will then be given. This is a great opportunity to see the classrooms, meet the teachers, and students while in action as well as time to ask any questions they may have regarding the Preschool’s philosophy, procedures, and curriculum.

If the parents are unsure whether or not to enroll, the Parent Handbook will be given with the Director’s business card. The parents will leave and decide without any interruptions from the Director.

Making a decision: We ask that within a week of the tour, parents should contact the Director with a decision on whether their child will or will not be attending the Preschool.

Contract/Enrollment: A contract, enrollment form and other permission forms will be given to the parents to fill out and return to the Director before the child’s start date. A $50.00 Enrollment charge will be requested and must be paid in full by cash, check or money order to the Director before the child will start. If no deposit is made to hold the child’s spot, enrollment will not continue and the child will not attend the Preschool.

Our Enrollment material is important for record-keeping and for helping the staff members to get to know your child in advance. The Director needs to obtain state-required information listed in the Enrollment Packet for the safety and care of your child and the other children in the facility.

Tuition payments are made weekly or biweekly. The Director will not accept monthly payments. The parents must pay on their scheduled day every week before the child attends the following week.

Provisional Enrollment period and withdrawal: The Director has a two weeks provisional period where the contract will no longer be in effect if the Director feels that everything was possibly done to transition the child but no progress has been made. The Staff Members will work with the family first to help make the transition for the child a positive experience. We will try a variety of techniques including having the child and parent visit before the child starts for a certain amount of time. We will encourage the parent to stay with their child if that makes the child more comfortable at the beginning. If after those and other possible techniques are used, and the family and teachers come to a mutual decision that the child is not benefitting from being in Preschool, the contract will be void and no upcoming payments will be asked for. Enrollment fee will not be returned.

Withdrawal from Preschool: If the family is not satisfied and wants to withdraw their child in the first two-weeks, no two-week last payment will be asked for. At any time after the two-week trial period is done, the families may withdraw their children for any given reason or reasons. The Director asks that a two-week notice be placed where paperwork must be filled out by the parents and payment in full of those last two-weeks be made. The parents may pull out the child on the day of the two-week notice but payment must be made on that day for the last two-weeks. Only written two-week signed notice(s) will be accepted. Verbal two-week notice(s) are not binding. We do ask that reasons for leaving stay confidential and not broadcasted to other families in the Preschool.

**Enrollment Capacity**

My current licensed capacity is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which is posted on my License. At any one time, I can only care for the number of children that I’ve been licensed for. If you have concerns or questions about the number of children in our care, please feel free to discuss them with the Director.

**Special Needs Ratio**

To provide the most beneficial inclusive environment for all families, GiggleBugs does not exceed a 50/50 ratio of slots reserved for children with developmental delays to children whose development is neurotypical. For GiggleBugs to carry out its mission, it is essential to maintain these ratios.

**Required Paperwork from Parent**

Parents are responsible for Enrollment paperwork that is given to parents upon enrolling their child. Paperwork must be returned to the Director before the child starts care. Forms that will need to be filled out are:

Transportation Plan, Enrollment Deposit, Child Enrollment Forms,

Contract for Childcare, All Permission Forms, Last Physical/Immunizations Paperwork, Termination Form

If forms are not returned before your child’s start date, your child will not be able to attend until all paperwork is returned.

Within 30 days of a child’s first date of attendance:

* A health assessment by a licensed physician
* A record of immunizations or a completed exemption form or school immunization records

**Physical/Immunization Record Requirement**

Upon your child’s arrival, your Director requires a copy of your child’s latest physical information and latest immunizations record from your child’s Physician. One month is given after start date to obtain these records. Termination of Preschool care will occur if records are not given by that date. The parents will be responsible for payment in full of the 2 weeks’ notice that is given after Termination of contract. A Lead Test must be conducted between 9-12 months and annually at ages 2 and 3 years old. A copy of this form should be given to the Director for the child’s file.

For School-Aged children, the Director will also need a copy of the child’s latest immunization chart and last physical exam. If not able to get copy, a written statement must be from the parent stating that their child’s records are located at the school they attend.

**Children’s Records**

DEEC regulations require the Director to maintain an individual documented record for every child that is in care at the Preschool. These records include the information that parents complete at enrollment, as well as progress reports, incident/injury reports, individual plans for a child with a disability and other documentation regarding your child’s care. Records are updated annually, but may be updated as frequently needed.

As a parent, you have access to what is maintained for your child, and you have the right to add information or to request that information in your child’s record be changed or deleted. You as a parent have the right to receive a copy of your child’s record; however, the Director may charge a reasonable fee for that copy.

DEEC regulations require that the Director make children’s records available to DEEC at any time. DEEC may request these records, such as during a licensing/monitoring visit, a complaint investigation, or a financial review of the program. Copies of any custody agreements, court orders and restraining orders will be keep in the child’s file. As a parent/guardian, you can request access to your child’s records. Please contact the Director. If you withdraw your child from the center, we will maintain your child’s records for at least 5 years per DEEC regulations. Lastly, out of respect for other children and families, please do not post photos or videos that contain images of children other than your own on the internet.

**Confidentiality**

All information contained in your child’s records, including your personal information, is confidential. Anyone who is not directly involved in the care of your child or affiliated with DEEC, school systems, Early Intervention, protective services, or other government agencies will not have access to your child’s records without your written authorization or court order. All GiggleBugs staff members must sign a Statement of Assurance of Confidentiality upon employment. It is important that all staff members be discreet in sharing information regarding the children and their parents in public areas outside of the preschool. Names and identifying characteristics of children and families should not be shared with anyone other than staff members and the Director. Confidentiality is expected and required when grievances arise; staff members who discuss issues with individuals not directly related to the situation may be subject to the Disciplinary Procedure. Staff should also be careful in discussing details of the Preschool operation, particularly problem areas, with others in public. Staff members may not distribute or post children’s last names, address, phone numbers, etc. with the exception of distribution of GiggleBugs employees. Personal information should never be used for personal purposes.

**Custodial & Foster Care**

Some families have legal custodial orders that address who is permitted to pick up or visit a child. If there are custody orders or protection orders relating to your child, a copy must be provided to GiggleBugs Director for your child’s file. This information is confidential and solely for the safety and well-being of your child. Families must update the Director when custody orders change or expire. Please note that employees cannot be responsible for supervising parenting time (visitation), and, as a result, visitation for non-custodial parents is not permitted in our center. If there is a court order against a person or parent to have no rights to visitation of the child, the person/parent will not be allowed to see the child. If the person resists to follow these rules, the Monson Police Department will be contacted to deal with this situation.

For children that are enrolled that are foster children, GiggleBugs will need to receive a copy of the foster care paperwork. The Director will release the child only to the foster parents or the child’s caseworker, who must sign the child in and out on the classroom attendance form and provide proper identification. The caseworker must verify any additions or changes in writing (by letter).

**Licensing Requirements**

Our Preschool/Infant-Toddler Center is state-licensed and regularly inspected to ensure everything meets or exceeds standards, including child-teacher ratios and safe facilities. GiggleBugs is subject to inspection by state and local health, fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios. If you have any questions regarding licensing or regulations, please speak with the Director, Lindsay Richard.

**Administrative Supervision of Program**

There will always be someone in charge at all times during business hours. The Owner/Director II (Lindsay Richard) will be first person in charge, if she is not on site, the next person that is Director Certified or Lead Teacher Certified (if no other Director) will be in charge at that time. Please contact that person in charge with any concerns or questions.

**List of Staff Present at Preschool**

The quality of the program is due to the quality of the staff. It is vital to attract staff that is experienced and knowledgeable in the field of Early Childhood Education. Each classroom is staffed with (1) part-time teacher and an aid. Additionally, a part-time staff member will float between rooms to offer additional support or coverage where needed. All staff must have some level of experience with young children or infants and demonstrate a genuine interest in children. All staff members must have an initial physical, proof of vaccinations, criminal records check, fingerprinting check, and all trainings and certifications completed before employment begins.

Name Job Title Certificate #

Lindsay Richard Owner/Preschool Teacher, Infant/Toddler, Lead

 Teacher, Director #1 &2 Certificate# 9015966

1Emily Strycharz Infant/Toddler Teacher Certificate# 9746321

2 Molly Cook Infant/Toddler Teacher Certificate# 9538623

3 Katrina Pelchat Teacher Assistant

4 Karlie Bucknam Infant/Toddler Teacher Certificate # 9674270

5 Amiya Desilets Teacher Assistant

6 Micheline Pelchat Preschool Teacher

7

8 Sarah Brown Preschool Teacher Certificate # 9560597

9 Jennifer Smith Teacher Assistant

10 Desiree Mann Classroom Floater

11 Stephanie King Director 2 Certified Certificate # 9551067

12 Arizona Arbour Classroom Floater

**Preschool Hours of Operation**

Hours: **7:00A.M.-5:30P.M. Monday-Friday**

(7:00A.M.-9:00A.M. Before School Program)

7:00A.M.-5:30P.M. Preschool Hours

(3:30P.M.-5:30P.M. After School Program)

**Payment Rates**

6-14 years old School Age (Before and After School Program) - $15.00/hour

2.9-5 Years old Preschool Rate- $280.00 per week

1 Full Day Rate- $60.00

2 Days- $120.00

3 Days- $180.00

4-5 Days- $280.00 Full Time Rate

Toddlers (15 months-2.9 years)- $300.00 per week

1 Day- $64.00

2 Days- $128.00

3 Days- $192.00

4-5 Days- $300.00 Full Time Rate

Infants (2months-15 months) - $320.00 per week

1 Day- $68.00

2 Days- $136.00

3 Days- $204.00

4-5 Days- $320.00 Full Time Rate

Registration Fee- $50.00 per child to hold your child’s spot

**Payments during Holidays, Vacations, and other absences**

The Preschool will not be open for business on the following Holidays:

 New Year’s Day Thanksgiving Day & Friday after

 Labor Day Christmas Eve, Christmas Day,

 Columbus Day Day after Christmas

 Veterans Day Martin Luther King Day

 President’s Day Memorial Day

 Independence Day

\*PARENTS ARE EXPECTED TO PAY FOR CARE ON THOSE HOLIDAYS.

 VACATION WEEKS-The Director and Staff will take 3 WEEKS VACATION during the calendar year and will give parents 4 WEEKS NOTICE of such upcoming vacations. \*PARENTS ARE EXPECTED TO PAY FOR CARE ON THOSE VACATION DAYS.

 FAMILY VACATION-If a parent plans on taking a vacation and the child will not be in care, the Director must be given 1 week notice.

\*PARENTS ARE EXPECTED TO STILL PAY DURING THEIR SCHEDULED VACATIONS.

 DIRECTOR SICK/PERSONAL DAYS-When the Director is sick every effort will be made to schedule another person in charge, if coverage can’t be made the Preschool will close.

\*THE DIRECTOR RECEIVES **5 SICK/PERSONAL DAYS** PER YEAR TO BE PAID IN FULL BY THE PARENTS. THE PRESCHOOL WILL THEN BE CLOSED.

 SICK CHILD-When your child is sick, the parents are expected to make every effort to give the Director as much notice as possible. \*PARENTS ARE EXPECTED TO PAY ON CHILD SICK DAYS. IF YOUR CHILD IS OUT FOR AN EXTENDED PERIOD OF TIME, A DOCTOR’S NOTE IS REQUIRED UPON ACCEPTANCE BACK TO THE PRESCHOOL.

ABSENT CHILD-If a child does not arrive for the day and no notice has been given to the Director, \*PARENTS ARE STILL EXPECTED TO PAY FOR THAT DAY.

 WEATHER CONDITIONS-If Preschool is closed due to poor weather, \*PARENTS ARE EXPECTED TO PAY FOR THAT DAY

**Payment for Preschool Services**

Payment is due to the Director a week in advance for care and paid on Thursday or Friday (depending on your child’s last day of attendance for the week) for the next upcoming week. There is a mailbox located outside of the Director’s office. Please place payment inside of mailbox each week. Accepted methods of payment include cash (place money in envelope with your name and your child’s name and classroom on it) money order or personal checks. If a personal check is returned due to lack of funds, the parent/guardian must pay a $20.00 returned check fee. If a check is returned more than one time, only cash or money orders will be accepted as payment. Tuition and fees are not prorated for illness, holidays, inclement weather, or emergency closures.

Late Payment: \*If a payment is not made on time, the following fee will apply: $25.00 per day until payment is made.

If Payment is late for 3 times Termination of your child’s services will begin immediately

**Absences/Sick Days/Vacations**

For children to learn from our program, they need to be here on a regular basis.

* Please notify your Preschool Director if you know that your child will be out of school ahead of time for an appointment or vacation. If your child is sick, please notify us as soon as you can. You can send a text to the teacher or Director.
* If your child has not arrived that day or we haven’t heard from you by 9 am, the Director will try to get in touch with you to find out the status of your child and whether he/she will be back the following school day.

**Deposit Requirement**

Upon request of holding your child’s spot, a $50.00 deposit is required before child starts Preschool. A $50 per month payment will be required if you book your child a head of time. To hold your child’s spot until your child starts requires a fee because another child could start ASAP and pay immediately for that spot each week. If many children are starting from one family $50.00 is still required for each child starting. Deposit is non-refundable.

**Returned Checks**

There will be a service charge for any returned checks. In the event of a returned check, cash or money order will be due immediately, late fees will apply along with a fee of $20 for bounced check fee. The second time a check is returned, the family will have to be on a cash only basis for payment each week. Checks will no longer be accepted for payment.

**Late Fees for Pickup**

If a parent is going to be late picking up their child, every effort must be made to contact the Director. A late pick up fee of $10.00 for every 5 minutes past your child’s pickup time will be charged. If Late Pickup occurs 3 times, Termination of your child’s services will begin immediately. You must pick up at your given pick up and drop off time. If you drop off later than your time, a fee of $10 will be added to your next bill.

**Family Discount**

Families with more than one child enrolled no matter if its part-time or full-time will receive $20 off the next child enrolled tuition.

**Temporary Withdrawal**

GiggleBugs will work with families who wish to withdraw their child for 10 weeks or less (I.e., Summer, or due to an extended trip outside the country, family member illness, etc.). If this is the case, you must send the request in writing to the Director at least 2 weeks in advance or immediately for emergency cases. To guarantee the child’s spot upon return, ½ of the tuition per week that would typically be due during that time frame must be paid weekly. If these payments are not paid promptly and on there scheduled day, the child’s space will not be held, and re-registration will be required upon return.

**Pre-Holding of spot for Infants**

Families may take a tour of the infant room before the infant is born. If the tour goes well and pre-registration will occur, a contract will be filled out by parent with info on when infant will start and a holding of spot form will be filled out along with a payment of $50 per month will be required every month until your child attends. No more than 6 months will be allowed to hold a spot.

**Departure Time**

It is important that your Teacher or Director signs in your child upon arrival and signs out your child upon departure. It’s critical that you check in with your teacher before leaving. The school closes at 5:30pm sharp. There will be a late pickup fee of $10 for every 5 minutes after your given pickup time. For Example: At 5:35pm the fee with start. The fee will be added on to your next weekly tuition payment. Failure to pay will result in (1) strike towards Termination of your child care. If you believe that you will arrive after your child’s designated pickup time you must contact the Director immediately. A late fee will still able even if you contact the Director. In case of an emergency, contact the Director and the Director will not charge you the late fee for this time. The next late pickup will be charged. If late pickups continue after 3 times your child’s child care will be Terminated. Failure to pickup your child or contact GiggleBugs, and if you or another authorized emergency contact cannot be reached within 30 minutes at 6pm after closing, GiggleBugs’s Director will contact the local Monson police department.

**Change in Pickup Person**

The safety of our students is our top priority. Please notify your Director/Teacher if someone other than you will be picking up your child. GiggleBugs’ staff will only release your child to the parents/guardians or the other adults you authorized on your child’s Enrollment Application. If someone else comes to pick up your child that is not on the list, the Director will contact the parents and see if this person has your permission to pick up. If the parents did not authorize this person to pick up, your child will not be released to this individual. The Monson police department will be notified. If you need to authorize a new pickup person, please write on a piece of paper the person’s name and telephone number and sign our new person released permission form. The Director will supply one to you. Upon pickup for the first time, your pickup person will be asked to show the Director a legit driver’s license. The next time at pick up a license will not be needed. Child will not be released to new pickup person if a driver license is not provided.

**Ways of Communication**

Parents, you will be communicated in many ways about your child. Newsletters will be sent home every month informing parents of what is happening in the preschool and their child’s classroom. Parent surveys will be sent out once a year to give parents an opportunity to give an opinion on their likes and dislikes of the preschool. Parent conferences will be scheduled to inform you of your child’s progress once a year. The last form of communication is daily notes. Children will receive a daily note every day informing parents of their progress, sleep schedule, meals they have eaten or not eaten, daily activities, and their disposition for the day. At any time, parents can give their input about the Preschool to the Director.

**School Calendar**

You will be provided a calendar/monthly newsletter every month that will list all important information and updates for that month on the GiggleBugs website. GiggleBugs will be closed most federal holidays. We will also dedicate time each year for professional development. Days will be told in advance. GiggleBugs maintains the right to change the calendar at any time. Tuition and fees are not prorated for illness, holidays, inclement weather, or emergency closures.

**Parent Notifications**

The Director is required by DEEC regulations to notify parent of certain information about the preschool. These notifications include, but are not limited to:

* An injury to a child;
* Allegations of abuse or neglect regarding a child;
* If another Educator will be caring for the children;
* The administering of First Aid/CPR to a child;
* Whenever a communicable disease has been identified in the program (postings will be posted on doors and flyers will be given to each parent)
* Children being taken off the Preschool premises;
* The existence of firearms at the location;
* Prior to any pets being introduced into the program;
* Whenever special problems or significant developments arise;
* Evacuation of children due to fire, weather, or other emergency situations

**Suggestions for Preschool**

GiggleBugs is always seeking suggestions that will: improve methods, procedures, and working conditions; reduce costs or errors; and benefit the children, staff, and center. Staff members and Parents who have suggestions or innovative ideas are encouraged to discuss them with the Director.

**Preschool Parent Evaluations**

Our program’s quality and compliance with State laws are carefully regulated and evaluated annually by DEEC. In addition, we also ask parents to complete and return an evaluation of the program intermittently. Summaries of evaluations will enable us to monitor the quality of our services.

**Parking/Carpool**

To ensure our children’s safety, it is of utmost importance that we practice safety and courtesy while in the parking lot. Please watch out for others, drive slowly, and hold children’s hands.

**Parking Rules for Staff and Families**

Staff members should park in the designated parking area for staff only. Other areas of the parking lot are for parents picking up or dropping off or for visitors. If the staff parking area is full, staff and parents may park along the curb on Palmer Road. Please lock car doors upon entering the Preschool. GiggleBugs is not responsible if your car is broken in to or stolen or if something is stolen out of the vehicle. Please avoid any arguments or hanging around after or before picking up your child.

**Transportation of Children**

All parents will fill out in the enrollment packet how transportation will be conducted for the child. Parents are responsible for the transportation to and from the Preschool. If a parent cannot make it, arrangements from the parent, will have to be made with one of the persons on the Emergency Contact list. In the event of an emergency, the Director will ride in an ambulance with your child. If an evacuation occurs, the teachers and Director will accompany your child and bring to the designated evacuation spot by walking. For field trips, most will be required for the parents to supply transportation to and from but in some cases a bus will be rented and the children will all be on the bus accompanied by their teacher. If that occurs, permission slips will have to be filled out and returned before your child can attend. Children may be using the transportation of the school buses and we will make sure they are securely on and off the bus at all times. A written transportation log will be filled out on the bus trip and proper safety equipment will be in a bag with a teacher or the Director that will be accompanying on the trip.

An attendance log will be filled out in every classroom stating who dropped off or picked up and what time.

**Before/After School Care**

Before your child can be dismissed from the Preschool, parents must fill out a permission form to have our center release your child onto the bus. Parents will also fill out another form with School-Age Child information so that the Director knows the information needed in cause the child should not come off the bus.

**Upon Arrival to School**

Your Child’s first day:

Preparing for the first day of school can be exciting, but it can also be an overwhelming and an anxious time- we understand! We will work with you to make your child’s first day the best it can be. Don’t hesitate to share any concerns you have before that first drop-off. If possible, we recommend new students start with a few half days, gradually lengthening their time. This helps your child become familiar with the new environment and new faces and reduces anxiety. Each child is unique in their patterns and ease of adjustment to new situations.

Be sure to talk with the staff daily during transition phase. A consistent daily schedule (arrival and departure routines) also helps children adjust to a new routine and environment. You’re always welcome to call or text your teacher or Director at any time to see how your child’s adjusting throughout the day.

On the first day, we ask that you send in the items listed on the needed items list that is provided to you at Enrollment.

Upon Arrival:

* Have your teacher sign in your child on the attendance clipboard upon your arrival.
* Parents must accompany their child to and from the classroom each day.
* You must connect with your teacher upon arrival. This is a wonderful opportunity to share any important information they should know about your child’s morning or changes to their schedule.
* You must help your child wash their hands before playing with the toys.

Please plan to bring your children and pick up your children by your designated arrival/pickup time on your preschool contract. We want each of our students to gain the most they can from their experiences at GiggleBugs. When children consistently arrive late, they miss out on educational opportunities and fun activities that the teachers have planned.

Arrival time must not be later than 9:30a.m. If your child is brought in after the 9:30 am time period your child will not be allowed to come for the day. If there is a doctor appointment for your child, please discuss this with the Director and your child will be allowed to enter the classroom before or after the appointment.

**Separation Anxiety**

The first few weeks of school are always a time of adjustment, and many students (and parents) feel a sense of separation anxiety which is perfectly normal. Here are a few strategies to help with the process. Remember, separation anxiety is a phase, it is perfectly natural, and it will pass.

* Make the goodbye prompt and cheerful. Giving your child “one more minute” prolongs the inevitable. As a parent, the best thing you can do is hug your child, say “I Love You,” and reassure them that you will be back soon.
* Trust your child’s teacher. This may be difficult to do when you do not yet know them, but keep in mind that our teachers have chosen this profession because they love children, and they have a wealth of ideas and strategies to help settle and upset little one.

Also, be prepared for regression. Sometimes a change in schedule like a long weekend or an illness that keeps your child home for a few days can have you feeling like you are right back to square one. As frustrating and upsetting as this can be, it is perfectly normal. Stick to the above strategies, and you should notice a significant difference in a couple of days.

Educational Programming

Transitioning to a New Classroom

GiggleBugs strives to make the transition from one classroom to another as smooth as possible. When the time comes to transition from one class to the next, we look at your child’s age and developmental and maturation levels, as well as space availability in other classrooms. A progress report and also transition paperwork will be filled out by the teacher and Director and a small conference will be conducted with teachers and parents to discuss the transition. If parents, and staff decide that the child will benefit from one more year in the original classroom then the child will stay there until he/she changes to the next year of age. A letter will go home to make you aware when your child is transitioning to a new classroom. Your child’s current teacher will share with the new teacher about your child’s strengths, areas of growth, and supportive strategies. Your child’s developmental portfolio will follow your child to every classroom.

Classrooms

The individual developmental needs of each child are considered when placement decisions are made. For a child to develop a positive self-image and appropriate social skills, they need to be grouped with peers whose developmental age is similar to their own. In all groups of children, there will be varying ability levels. We will take all considerations into account and group children together who may best complement one another. Individual classroom compositions are listed below:

* Bumble Bees Classroom- (7) Infants, between the ages of (2 months-15months) with (1) teacher and (1) aid. We maintain a ratio of (teacher: student ratio) at all times.
* Butterflies’ Classroom- (8) Toddlers, between the ages of (12months-2.9 years) with (1) teacher and (1) aid. We maintain a ratio of (teacher: student ratio) at all times.
* Lady Bugs’ Classroom- (14) children, between the ages of (4-6 years) with (1) teacher and (1) aid. We maintain a ratio of (teacher: student ratio) at all times.
* Grasshoppers Classroom- Typically (4) children, between the ages of (6 years-14 years) with (1) teacher. We maintain a ratio of (teacher: student ratio) at all times. Also, 4 preschooler (4-6 years)
* Caterpillars’ Classroom- (6) children for preschool (2.9-4 years) with (1) preschool teacher.

**Services Provided at Preschool**

There are many services provided at this preschool. We provide a before and after school program designed to educate the children with an age-appropriate curriculum. Your child will participate in planned activities, free play, a planned educational curriculum, nap time, circle time, outdoor play to enhance imagination, exploring the arts, music and more. We provide morning snack and afternoon snack. No lunch will be provided. Parents must bring their child’s lunch. We do not discriminate against children with disabilities and/or children not yet potty trained. We will do diaper changing if needed. My staff and I are trained in administering medication if medicine is needed. First Aid and CPR is offered by the staff that is trained in case an emergency occurs. We also offer education to disabled children with special needs.

**Curriculum**

At *GiggleBugs Preschool and Infant/Toddler Center*, we focus on child-centered teaching, developmentally appropriate practices, and the belief that “play is a child’s work”. Our goal is to develop each child’s confidence, creativity, and life-long learning skills in our program. To support this goal, we use many different programs such as Five in a Row, Oakmeadow.com, Time 4 Learning, Winter Promise, The Peaceful Press Preschool, Mother Goose Time, Fun shine Express, Pinterest, and other sites on the Internet. These sites are based on objectives for development and learning that focus on all the critical areas for successful learning.

Curriculum at GiggleBugs includes the child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, and cognitively.

Each classroom has weekly lesson plans, posted in the classroom. These plans contain a number of activities, designed to foster each child’s development, and the development of the group as a whole. Lesson plans should be changed in order to accommodate the children’s changing interests.

Each classroom is set-up in learning centers, which include blocks, dramatic play, books, gross motor, fine motor, and art, etc. There will be a planned theme every week and the staff members will create a lesson plan for that week ahead of time. The themes will be decided upon in December for the new up- coming year. For example: If the theme of the week is Boats, all of the learning centers should display toys or props or books etc. to relate with the theme of boats and teach children about that theme. There will be a large bulletin board on the wall of the classroom that will display a sign that says the theme of that week (staff members will be in charge of changing the sign on Friday evenings for the next up-coming week) and all of the children’s art projects will be posted on that board for the parents to see.

Outdoor play is important to a child’s physical development and must be included in both the morning and afternoon schedule. Free play is a daily part of the curriculum and means a child has the opportunity to choose which center or activity he/she participates in. This promotes creative expression and development of important social skills.

**Themes of the Week**

The use of themes is a practical and logical way to begin curriculum planning. The themes should be based upon what the children know and need to learn about and see every day, as well as the children’s interests. The themes must be age-appropriate and may span the length of one week.

Teachers will all meet at a staff meeting in December to discuss the themes for each classroom for the whole year.

**Assessments & Progress Reports**

Child assessment is a vital component of all high-quality early childhood programs. Assessment is essential to understand and support young children’s development. GiggleBugs has created an assessment that will measure child outcomes. It’s an observational report that measures how children develop and learn. All staff members are trained in the use of these documented reports.

Assessment Plan

* These reports are used alongside informal classrooms assessments such as written observations, work samples, and checklists and is built into our classroom activities.
* These assessments are structured around broad curriculum areas such as Social Emotional skills, Gross Motor Development, Fine Motor Development, Art Development, Basic skills Development, Self Help Skills, and Language, Cognitive and Literacy Developments.
* Initial enrollment and annual forms allow parents to provide information about their child that may assist the teacher when completing assessments.
* Children are assessed:

**Children with Special Needs**- every 3 months

**Toddlers/Preschoolers**- every 6 months

**School Age Children**- once a year at midpoint of child’s year

**Infants**- every 3 months

* Children will be assessed in familiar spaces, and assessments will be conducted by adults the child is familiar with.
* Assessments will be conducted via observation during the natural course of the child’s day.
* This may include during one on one, small group, or large group opportunities.

The Director/Teachers will be sharing your child’s progress report with you, as well as offering an opportunity to meet and discuss your child’s progress. A copy of the progress report will stay in their folder in Director’s office and will also be placed in the child’s portfolio. If you would like a copy, you can request one from your director. Parents can request a conference with their teacher or Director at any time needed.

**Assessment Developmental Portfolios**

An assessment portfolio will be kept for each child, and passed to the next classroom when a child transitions. These portfolios will not be released to anyone outside of the program without written permission from the Parent/Guardian and Director. Developmental portfolios will contain a variety of items, including photographs with observations attached, examples of artwork, progress reports etc. It is the responsibility of the staff members in each classroom to ensure that the portfolios are periodically and continuously updated especially right before the scheduled parent-teacher conference.

Parents will review the portfolio on the scheduled parent-teacher conference. When a child leaves GiggleBugs, the portfolio will be given to the family.

**Conferences**

Family participation is encouraged and welcomed. Conferences between the Director, Teachers and Parents will be held once a year in July. A signup sheet will be on your child’s classroom door and parents have the opportunity to pick a time that is good for them. A progress report will be made at that time and we will discuss the report and your child’s progress developmentally, socially, and physically. Your child’s portfolio will also be viewed. We would like you to reach out to your child’s teacher at any time if you have questions, concerns, or want an update on your child’s progress. Conferences are not mandatory but encouraged.

**Developmental Concerns**

If at any point you have developmental concerns for your child, please reach out to your child’s teacher to discuss. We are happy to provide strategies, resources, or community programs that may be of support.

**School Policies**

**Smoke-Free/Weapon-Free Environment**

GiggleBugs is a smoke-free and tobacco-free environment. Smoking and the use of any product containing, made, or derived from tobacco, including e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah, shall not be permitted on the premises of the childcare center or during any off-premises activities. Additionally, firearms and ammunition are prohibited in all licensed childcare centers, including GiggleBugs, unless carried by a law enforcement officer.

**Babysitting**

GiggleBugs strongly discourages families from entering employment arrangements with staff. However, we recognize that our staff members are highly trained, wonderful people and are often the people that know your child best, next to you. Any arrangement between a family and a GiggleBugs employee for employment or services outside the program and services of GiggleBugs is an individual endeavor and private matter, not connected or sanctioned by GiggleBugs.

**Toys From Home**

Toys from home will not be allowed in the classroom. All toys must stay in back pack if brought by accident or taken home with the parent. Only toy allowed is one that can be slept with. Preferably a stuffed toy.

**Grievance Procedure**

Disagreements may occur, even with the best of intentions. Experience has taught us that open communication is the key to maintaining a positive relationship. The adults must demonstrate the cooperative, compassionate communication we want our children to imitate. If you have a concern, please discuss it with your child’s teacher or the staff involved. If the concern is not resolved to the satisfaction of all parties, a meeting can be arranged between the persons involved and the Director in the Director’s office. At that time, a course of action can be determined.

**Tobacco Use on Preschool Property**

Cigarettes and smokeless tobacco products are prohibited on GiggleBugs premises, including parking lots and outdoor play areas. Smoking is also prohibited on field trips, walks, or at an evacuation. Staff members and parents who smoke are strongly suggested against doing so immediately before or during their shift or at drop off and pick up times. Smoke can stay on clothing and hair for an extended period of time. Staff members must wash hands immediately after smoking, before returning to work.

**Pest Management**

The interior of the Preschool will be free of pests and vermin. If center has a problem with pests/vermin, safe and effective ways will be conducted to eliminate the problem. At no time will pesticides or treatments be used on the premise during child care hours. A written letter will be given to the parents 2 weeks before treatment or as early notice that can be given before treatment occurs

**Issues with Program**

All GiggleBugs employees are expected to treat all children and families with respect and dignity. In return, we expect the same from all our families. If difficulties arise, we encourage families to share their concerns with the Director verbally or in writing. Inappropriate language directed toward staff and/or in front of children will not be tolerated. Through communication, we will work to resolve the issue. If you are not satisfied with the solution, we encourage you to contact the Director again. Please do not confront children or other parents in our program. When any member of GiggleBugs community shows behavior that threatens the safety of others or shows repeated disrespect towards other members of our community, GiggleBugs reserves the right to ask the family in question to leave the school immediately and terminate that child’s enrollment at GiggleBugs. If family will not remove from the property, the Monson Police Department will be notified.

**Americans with Disabilities Act**

Our policy is to accept children in compliance with the American with Disabilities Act (ADA), its regulations, and any other applicable local, state, or federal laws pertaining to providing services to individuals with disabilities.

**Child Guidance**

Your child will have positive and consistent guidance from his/her teachers based on your child’s needs and development. Patience, tenderness is some of the positive approaches that will be taken place in your child’s classroom. We will inforce discipline when needed and encourage your child in self-help skills. We will help your child learn social, communication and emotional skills. We will perform many teaching strategies to encourage appropriate behaviors and to prevent disobedient behaviors. An example would be, if a child is hitting another child, we will go to the child, bend down to their level and gently (but firmly) address the child verbally. We will explain that hitting is not the right thing to do and it could hurt the other child. The child will then be given another chance. If the child continues to hit, he/she will then be spoken to again and placed in time-out which is a designated spot. If this behavior persists, the teachers will contact the parents and a conference will be scheduled to discuss what can be done to help the situation.

Each classroom will have a list of classroom rules that the children will have to follow. This will teach them structure, and what is the proper way to conduct their actions in the classroom. There will also be classroom helpers. This will give the children a chance to be independent and practice self-help skills.

Any physical harm will not be performed by any staff members. Your child will not be but in the situation that involves being harmed physically, mentally or emotionally. If at any time anyone sees any harm being conducted to a child, please notify the Director and proper steps will be placed in Termination of the Employee.

**Behavior Guideline Philosophy**

Our foundational goal at GiggleBugs is to help our students develop strong social and emotional skills. Instead of discipline, we use guidance and structure. Guidance helps children understand they can learn from their mistakes, and it starts with showing them how. To support our students in developing these skills, we take a proactive and preventive approach to guidance that reinforces appropriate behaviors rather than focusing on inappropriate behaviors.

* **Our Environment**: We provide children with exciting materials and engage them in activities that are appropriate for their age to keep them focused and attentive. We develop schedules that meet the needs of young children by avoiding long periods of wait time without activity.
* **Our teachers**: We work to develop a strong rapport with each child speaking to children calmly, especially during redirections. We help children put words to their emotions. We use social stories to help teach our students healthy social skills. We strive to serve the individual needs of each child while ensuring the safety of young children.
* **Our Families**: We communicate regularly with families to ensure consistency in guidance between home and preschool. We partner with families to offer support, guidance and, if necessary, connect them with experts to help give their child the best foundation for academic and life success.

 **Guidance Procedures**

When any student at GiggleBugs presents with challenging behavior, teaching staff shall follow these standards:

* Observe the children to identify events, activities, interactions, and other factors that predict and may contribute to challenging behavior.
* Teaching staff shall focus on teaching the child social, communication, and emotional regulation skills and using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to support the child’s appropriate behavior.
* Teaching staff shall respond to challenging behavior, including physical aggression, in a manner that provides for the child’s safety and the safety of others in the classroom. Our response will be calm, respectful and give the child information on what is acceptable behavior and what is not.
* We will document the challenging behaviors and the intervention methods that were attempted in a log. Documentation may include incident reports, or behavioral plans.
* Teacher-Parent discussions regarding a child’s behavior shall be held in private. They shall focus on working as a team to develop and implement an individualized plan that supports the child’s inclusion and success.
* If necessary, intervention shall ensure each child has access to professional services, such as referrals to community agencies offering Early Intervention services, community mental health centers, and/or a private therapist.
* All discipline decisions will always be individualized, consistent, and appropriate to each child’s understanding level.

GiggleBugs does not condone or tolerate the use of physical punishment of any kind on GiggleBugs property. This policy restricts parents and staff from using physical punishment on their children while on GiggleBugs property. Also, GiggleBugs will not tolerate psychological abuse, coercion, threats, derogatory remarks, withholding, or threatening to withhold food as a form of discipline.

* If a child continues to exhibit persistent, severe challenging behavior that is unsafe to themselves, other children, or the teachers, GiggleBugs may recommend and/or require alternative placement.

**Biting Policy**

Biting is a behavior that usually appears between the ages of (1) and (3) years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents or their teachers. There are a variety of strategies we implement at GiggleBugs to prevent and stop biting. This is the process followed when a child bites:

* The biting child is stopped and told, “Stop biting. Biting hurts” in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
* The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child’s needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
* Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

It is important to explore the reasons for biting when it occurs. Teachers need to work with parents to gather information about the child’s behavior and begin observations to determine the reasons for biting. Examples of triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are the steps the teacher will take to identify triggers and replace the behavior:

1. The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:
* Was the space too crowded?
* Were there too few toys?
* Was there too little to do or too much waiting?
* Was the child who bit getting the attention and care he/she deserved at other times?
1. The teacher will change the environment, routines or activities if necessary.
2. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways.
3. The teacher will observe the child, to get an idea of why and when they are likely to bite.
4. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
5. The teacher, parent and Director will meet regularly to regulate an action plan and measure outcomes.
6. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.
7. All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Accident/Incident Report Form which is completed and signed by a teacher, parent and Director. A copy is provided to the parent and the original is kept in the child’s enrollment file in the office. A report should be filled out for the child that was bitten and a separate report should be filled out on the child that has bitten.

**Parent Involvement**

Parents are always welcome to drop in unannounced while their child is in the preschool. Parents are encouraged to be involved in their child’s daily schedule in any way possible. Open communication is vital to a happy environment. Should concerns and questions arise please speak to the Director immediately, we will try to resolve them together. Parents, you will have a choice to be involved in conferences regarding your child’s progress, field trips, parties, fund raisers, story time (parent will volunteer to read at circle time to their child’s class), and more. Communication is a big must and we will inform you of your child’s progress and how their day is through our daily note system that will be filled out by your child’s teacher every day and sent home in their back pack.

**Supervision**

Supervision is critical to keeping children safe. The Director and Staff will appropriately supervise children in order to ensure their health and safety at all times. The Director will use good judgment and consider several factors in determining the appropriate level of supervision for children including age, developmental needs, behavioral characteristics, the nature of activities and the space we are using, as well as the number of teachers present at any given time. If you have any questions about how we supervise the children in this program, feel free to ask the Director.

All classrooms monitor attendance by updating their attendance records throughout the day and counting and matching the numbers of children present with names on attendance records. “Name to Face” headcounts occur throughout the day, especially when moving out of the classroom to go outside or a field trip etc.

**Celebrations/Birthdays**

Celebrations and birthdays are special days for kids, and we want to share in the fun! If you’d like to provide a small treat for the celebration, all items must be nut-free (including peanuts, tree nuts, peanut butter, and food processed in plants using nuts) and commercially packaged with ingredient statements so we can be sure we’re accommodating any allergies or dietary restrictions. Please do not send in any treats or candy, which may be a choking hazard to our students. Healthy snack options such as whole-grain items, veggies with dip, fresh fruit, fresh fruit popsicles, or yogurt are always a great choice. Please be sure to provide enough for everyone in your child’s classroom and check in with the Director before the special day so they can share any tips and plan accordingly.

**Field Trip Information**

We will have your child attend many different educational field trips during the preschool year. There may be a small fee associated with these field trips. If so, notification will be made in advance and you will be expected to pay for your child. If you do not pay, your child will not attend and you will have to make arrangements to pick up your child. If a permission slip is not signed and filled out, your child will also not attend the field trip.

GiggleBugs offers a variety of experiences both at and away from the center. Field trips are a creative way to enrich a theme and expand the learning environment. The Director will plan all field trips. Field trips will include the parent with the child unless a bus is rented and the Director and staff will accompany the child without the parent. All field trips will require a written permission slip that must be signed by the parent/guardian. Parents will be notified at least 2 weeks before the planned field trip.

Teachers may decide and are encouraged to conduct short, field trips including but not limited to: walks as a class around the preschool or nearby neighborhoods; trips to local playgrounds; trips to local businesses. Teacher-child ratios must be maintained at all times. Parents will complete a Parent/Guardian Permission Slip form for this type of field trip and do not need to complete a separate form for the above-named instances.

**Documentation of Special Health Care Needs**

An Emergency Care Plan will be on file for any child or staff member with special health care needs (seizures, etc.). A copy of the Emergency Care Plan must be kept in the classroom emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child’s or staff member’s specific health care needs.

**Free Play**

“Free Play” (also called child-initiated activities, free choice, and self-selection) must be incorporated into the morning and afternoon schedule. Teachers are expected to actively participate with the children during free play activities by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc.

**Outdoor Play**

Outdoor play must be incorporated into the daily schedule for both the morning and afternoon, weather permitting. In the event of rain, severe wind/cold, or extreme heat, children are permitted to remain indoors. Teachers will consult the Director on whether to take the children outside.

There is less structure in an outdoor learning environment; however, it is expected that staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, children are able to choose their friends and who to interact with and use their imaginations.

The outdoor learning environment is an extension of the indoor classroom. Concepts taught indoors can be expanded upon while outdoors. For example, building with blocks on an uneven surface outside, or playing with toy cars in the grass teaches children about different textures, sounds, and smells because the environment is naturally different from the indoors. Lesson plans must include an outdoor learning component.

**Nap/Rest Time**

The Department of Early Education and Care (DEEC) requires that all children be provided a regularly scheduled nap or rest time. Children will not be forced to sleep but may be encouraged to lie quietly for a period of time. The length of time a child should have to remain resting varies by child. Children should be provided alternative quiet activities if unable to rest.

Staff members will not force a child to sleep, restrain them down on their mat; scream at the child to sleep or physically hurt the child to get him/her to fall asleep. If this occurs, the Disciplinary Procedure will be administered.

The center supplies a mat that will be cleaned and sanitized every Friday. You will need to supply a small pillow (to be left at center) a pillowcase, crib sheet and blanket. The rest things will be returned to you on your child’s last day of the week to be washed and returned again on Monday. You may bring a stuffed toy or small blanket for your child to use only at nap time.

There is always a staff member in the classroom observing by sight and sound. We do not use mirrors, monitors, videos in place of sight and sound supervision.

**Personal Belongings**

To prevent items from becoming misplaced or lost, please label ALL items brought from home with your child’s name. Within each classroom, each child has a hook and cubby assigned to them. This will provide storage space for your child’s personal belongings. Please check your child’s cubby daily for items that need to be taken home.

Clothing & Shoes

A full day at our school includes fun activities like singing, painting, playing indoors and out, dancing, and eating, so we recommend easy-fitting, washable clothes.

Make sure your child is wearing shoes for easy movement. Flip-flops, clogs, party shoes with high heels, cowboy boots and slick-bottomed shoes often cause children to fall when running outside and limit their play. These shoes listed above will not be allowed. Your child will not play outside if proper shoes are not supplied. Please be sure that your child’s shoes are rubber-soled and closed-toe with a closed heel or heel strap. Shoes are required for all students including infants. Crocks will be allowed.

Please provide (2) complete sets of extra clothes, including socks, for your child. Please supply a sweatshirt to keep in the classroom cubby at all times. Clothes should be labeled with your child’s first and last name and checked periodically to make sure it still fits.

Please provide appropriately layered clothing to keep warm in cold weather, including mittens or gloves, hat, sweater or sweatshirt, socks, and warm waterproof outerwear and boots. We will be going outside in the snow on occasion. Your child will not attend with the other classmates outside if proper warm outerwear is not provided.

Sometimes learning and fun can get messy! GiggleBugs isn’t responsible for lost, stained, soiled, or torn clothing. We will try to prevent accidents on clothing but sometimes it is inevitable.

**Oral Health**

Childern will participate in keeping up with good oral hygene skills. Children from ages 2 years and older will brush their teeth after lunch time, before nap time. Each child will have their own separate tooth brush labeled with their name on it and placed in a toothbrush holder also labeled with their name on it. Every child’s tooth brush will not touch for sanitary purposes. Each classroom will have one tube of tooth paste. Small paperplates are cut into wedges and a dot of paste per child will be on the plate. The teacher will wipe the brush on that dot to prevent brushes touching other brushes.

**Tooth brushing**

At least once a day children 2 years of age and older, will practice brushing their teeth after lunch time and before nap time. GiggleBugs will provide a toothbrush for each child. Toothbrushes must be labeled with the child’s name, allowed to air-dry before being stored in a ventilated holder, and should not come into contact with other toothbrushes. Storage containers will be washed and sanitized weekly on Fridays. Tooth paste will not be used directly on each child’s tooth brush. A small paper plate will be cut into quarters and every day a new plate will be used and then thrown in the trash. A dot of tooth paste per child will be administered directly onto the paper plate. The staff member will take the child’s tooth brush and scrape the toothpaste onto the child’s tooth brush. All toothbrushes will be changed and discarded every month. A toothbrush that was used by a child with an illness will be discarded and a new toothbrush will be administered as soon as the child is back to good health.

**Multimedia**

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms. Teachers may select movies, television, computer games, and tablet use for circle time based upon the weekly theme. Children are not required to view part or all of a video show, or to play computer games. Instead, the activity is offered as one of several centers. All multimedia must have a rating of “PG” or “G” and must possess an educational theme.

**Weapons/Violent Play**

There is a strict policy of allowing no weapon play at GiggleBugs Preschool. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or other toys. Redirection should be used when a child is engaging in weapon or violent play. If a child brings a weapon to the center, the weapon should be placed out of sight in their back pack and sent home or given to the parent at drop off to take home with them. A note will be placed in the back pack with the weapon explaining the policy.

Competitive behavior is minimized in our program. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

**Inclement Weather Days**

In case of inclement weather, GiggleBugs will close as determined by the Director.

* If Monson schools are closed, GiggleBugs will be open unless the Director decides to close.

If Monson Schools are opening on a 2-hour delay, GiggleBugs will be open at normal time unless the Director decides to do a delay also. School Agers can come when we open and stay at center until the delay is over and the bus picks up for school. A charge will be added to your next week’s payment if you decide to bring your child for the extra hours in the morning

**Weather Related Closings**

**GiggleBugs Preschool** will remain open during most severe weather. The Director will monitor the weather and local news stations to determine when it is appropriate to close the center early or cancel care for the following day.

GiggleBugs will post on the Preschool’s web site and sometimes call into local news stations to report a delay or closing.

Parents will be contacted and informed of the weather situations whether the Preschool is closing or having a delay. Children should be picked up in a reasonable amount of time to ensure all parents, children and staff can travel safely home.

Families will still be charged during weather closings, delays.

**Blizzards/Severe Winter Weather Policy**

The Director will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the center early or cancel for the following day.

The Director is responsible for contacting families if there is a closure. Payment for that day will not be returned if building is closed.

**Pets/Visiting Animals**

Staff may introduce a class pet to their classroom. Pets and visiting animals that are brought into the classroom must be carefully considered for their temperament, health risks, and appropriateness for young children. No animal may be brought into GiggleBugs without first notifying and receiving permission from the Director. Once approved, pets and visiting animals must have documentation from a licensed veterinarian or animal shelter to show that the animal is fully immunized and that the animal is suitable for contact with children.

**Meals and Nutrition**

GiggleBugs follows all requirements and regulations for safety and nutrition guidelines for meals and snacks.

* Prior to each meal, tables must be washed with soapy water. Each table must then be sanitized with bleach water and either air-dried or wiped clean with a dry, clean paper towel.
* All staff and children must wash hands before and after each meal, for at least 20 seconds.
* Staff shall sit with the children at the tables and supervise all mealtimes. Staff should encourage conversation by asking questions or talking about the food; good table manners should be modeled.
* Children are expected to bring in their own lunches and staff will bring in their own lunch. Snacks will be provided by the Preschool.
* Children will never be forced or bribed to eat.
* Following every meal, children will be excused and has to clean up after themselves, also pushing in the chair, tables and chairs must then be washed with soapy water and sanitized with bleach and water.

**Food from Home**

Children are welcome to bring in special treats to celebrate a birthday or holiday. Due to various food allergies and dietary restrictions in our classrooms, we recommend supplying store-bought snacks still in the original packaging. We are then able to read the ingredients on the label to determine if our children can have them. Please check with the Director before bringing any homemade snacks.

Peanut/Nut Free Facility

**Special Dietary Needs**

We can provide allergy-friendly alternatives with documentation from a doctor for students with food allergies or intolerances. We encourage parents to bring in the meals for your child.

For children with disabilities who have special feeding needs, staff members will keep a daily record documenting the type and quantity of food a child consumes and provides families with that information on a special needs daily note.

**Toilet Training**

Children learn toileting skills through consistent, positive encouragement from all adults who care for them.

When your child shows an interest, you and your child’s teacher will discuss how to work together to encourage toilet learning. We’re committed to working with your child consistently so the toilet learning can be accomplished in a developmentally appropriate manner with minimum stress for you and your child.

Every child begins learning at a different age and progresses at a different rate. We’re always available as a resource to answer any questions about your child’s progress. Several complete changes of clothes and socks should be kept at the center during toilet learning. A permission form will be filled out by you at Enrollment to give permission for all staff to help with toilet training. This form must be signed and you must give up permission to help your child before toilet learning is accomplished.

**Infant/Toddler Room Information**

The following information is specific to the infant, toddler program room:

* Parents must supply diapers, wipes, diaper cream, bottles, formula, baby food, extra clothing, pacifiers, blankets/sheets/stuffed toy/pillow (with pillow case) if toddler is on a sleeping mat, crib sheet for crib/Pac and play. Please label all items with child’s name.
* Children may use pacifiers during rest time. To reduce the likelihood of spreading illness, pacifiers must be kept in a child’s cubby during all other times of the day.
* If a mother is breastfeeding, please be sure to discuss with the mother when she would like her child to be fed breast milk, and when she would like to come in to breastfeed.
* Breast milk must be brought in ready-to-use containers. For health reasons, we are not able to store bags of frozen milk for extended periods of time.

We recommend that all new foods be tried at home first since a child could have an allergic reaction to foods they have not had before. Staff will always check with the parent before introducing new food/drink.

* Children must be held when being fed- bottle propping is forbidden.

**Formula/Breast Milk/Bottles**

The infant/toddler staff will mix formula in bottles for infants/toddlers. Formula must come in an original small container with your child’s name labeled on top. You must let the staff know if you want your child’s bottle filled with regular tap water or bottled water. If you prefer bottled water, you must supply the bottles when needed. Your staff member must also be informed on whether your child like their bottle warm or room temperature. If warm, the staff member will fill up a large cup with very hot water and place the bottle inside the cup. Bottles will never be placed in a microwave to be heated!!

If you choose to bring in Breast milk for your child, they must come in the classroom in plastic bags with child’s name labeled on it and how many ounces it contains. You may also fill up the bottles with the breast milk. They will be transported to the refrigerator by staff until use.

All bottles must be labeled with your child’s name on it and will be returned every day to be washed after use. Please supply clean bottles every morning with your child.

**Environmental Safety Policies**

We will ensure that the following safety measures will be taken place at for our children in care.

* Community service telephone numbers are posted by the telephone (police, fire, hospital, poison control).
* The Play Yard is free of dangerous objects such as broken glass, construction tools, lawn tools, etc.
* Cribs, high chairs, pack and plays and other equipment are safe and work well.
* Small or broken toys are removed.
* Old electrical outlets have childproof covers.
* Furniture and equipment are maintained to ensure safety.
* Fire extinguishers are placed on all levels of the facility.
* Carbon Monoxide and smoke detectors are placed on all levels and in every classroom.

Things that can cause harm to children are kept out of reach:

* No cords or table cloths are hanging
* Knives, razors, matches, cleaning supplies, medicines and other toxic substances locked in cabinets.
* No guns are allowed on the premise
* No smoking is allowed at any time inside or outside the property

**Emergency Procedures**

**Plan for Meeting Potential Emergencies**

If an emergency shall occur, The Director will handle the situation in a calm manner and communicate emergency information to all staff members. All staff members and children will participate in monthly evacuation and emergency procedures to prepare. All staff will have cell phones on them at all times and there will be a working land line phone for the preschool.

If an emergency occurs and the Director is out of the building or hurt from the emergency, the next in line Staff member will be in charge and will conduct in a calm manner all of the evacuation procedures to ensure the safety of the children and other staff members.

Exit signs will be in all rooms on door that have an exit to the outdoors or leading to a door that is outdoors. DEEC regulations require that the Preschool has a plan for meeting potential emergencies that may occur either during child care hours or at any time if they may affect the operation of the program. In the event of an evacuation emergency, the person in charge will contact the local authorities to determine whether or not to evacuate the program, or to remain sheltered at the program. Any escape route plan will be posted in different areas of the preschool.

In case of Emergency, the Preschool’s Evacuation location will be:

25 Palmer Rd. Mug and Muffin Parking Lot

In the event that a child is missing we will try to locate the child first, if we can’t, the Director will contact the police and then make a phone call to the parents.

Staff will ensure that no child will be left at the program after evacuation by:

* Collecting the daily sign in/out attendance form for each class;
* Checking off that every child they are responsible for is accounted for;
* Emergency/Evacuation Bags will be taken with all Staff in a major emergency;
* Emergency phone numbers flashcards used to contact parents will be with all Staff and the Director will make all phone calls to contact parents.

If the program needs to be evacuated, the Director will notify all parents, as well as the appropriate authorities and EEC. The Director’s method is by using personal cell phone. There will be permission for our program staff to administer CPR/First aid in the Enrollment Packet. The staff will not be able to perform in a case of emergency without permission in Enrollment form.

In the instance that the preschool loses power, the Director will contact Power Company first and find out how long till the power is back on. Decisions will be made on whether to call the parents to have the children picked up due to cold or hot weather conditions. The preschool will not stay open if heat or ac doesn’t work.

In the case of a tornado/hurricane, Children and all staff will proceed to the center room of the building that contains no windows. The Director will make all decisions on whether to stay or evacuate. Parents will be notified immediately and we will release every child when we feel it is safe.

In the case of a Gun Shooter, Teachers will try to evacuate their children in their classrooms, if evacuation cannot be pursued, teachers will lock or barricade the doors and windows first and then find a safe location in their classrooms and all children will be directed to it for safety. The person in charge will contact the police and then parents will be contacted.

**Emergency Medical Procedure**

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows GiggleBugs staff members to seek emergency medical care from authorized care providers in the event of serious injury**. It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.**

* If a child becomes ill or injured after arriving at the Preschool, the Lead Teacher will attempt to contact the parents at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick-up persons on the Emergency Contact Form will be called.
* Children who are ill or seriously injured will be sent to the office and remain under the supervision of the Director until a parent arrives.

**If The Child Requires Immediate Medical Attention:**

* The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.
* CALL 911

 Provide the center’s name and location- GiggleBugs Preschool (17 Palmer Rd. Monson, Ma 01057) (413 267-4373)

 Provide the child’s name and a description of the incident. Follow instructions as provided by the operator.

* A staff member who witnessed the emergency situation will accompany the child and the Director to the hospital.
* Staff may not transport an ill/or injured child in a personal vehicle. The Director is the only one authorizes to do so.

**Emergency Tornado Procedures**

* If the Monson tornado warnings sirens are sounded, Staff will assist in the evacuation of the children from the classroom.
* Collect the First Aid Kit Bag, Emergency Contacts mini cards, attendance clipboard. All teachers must have a phone handy that works.
* Staff members, per class, will assist their children to the center room of the building.
* Every classroom must stay together as a group.
* Once assembled in the designated evacuation spot, the Lead Teacher is responsible for using the classroom attendance form to ensure all children are accounted for.
* If the Lead Teacher is not present, the Full Time Assistant will assume this responsibility.
* The Director will verify, as soon as possible, that all children are accounted for.
* All children and staff must remain on the floor in the designated area and wait to receive an “all clear” from the Director.

During a tornado warning, all staff members will be responsible for monitoring weather information by radio or by their cell phone or computer and will keep all staff members informed of emergency weather changes.

**Intruder or Dangerous Adult Procedure**

A dangerous adult is considered someone who is displaying inappropriate or threatening behavior, carrying a weapon, or showing signs of intoxication from either drugs or alcohol. This also includes an individual that is prohibited by court order from picking up or having contact with a child.

If there is an intruder or dangerous adult in the center:

* Staff members in the immediate area will position themselves between the children and intruder/dangerous adult.
* A staff member will attempt to have the parent/intruder move to the hallway and close the classroom door, while a second staff member calls the Director to assist the situation.

**In the Event of an Intruder or Dangerous Adult:**

Staff members will be notified by the Director by phone, text or word of mouth.

All staff and children must return to their classrooms and sit in a corner on the floor away from windows or doors.

Wait for an “All Clear” from the Director before continuing with activities.

The Director or a staff member designated by the Director will contact the Monson Police Department (413)267-4128 to notify them of the situation.

The Director will instruct the intruder or dangerous adult to leave the premises, maintaining visual contact with the individual until the police arrive, or until the individual leaves.

**In The Event of an Intoxicated Parent:**

The Director and a Lead Teacher will talk to the intoxicated parent about alternative arrangements for pick-up, while another authorized pick-up person is contacted.

If another authorized pick-up person cannot be reached, the child must be released to the intoxicated parent.

The Director will inform the Monson Police Department of the situation. Provide as much information as possible, including parent’s name, make/model of car, license plate number.

The parent will be informed that the police department will be notified.

**Missing/Abducted Child**

In the event of a missing child, the Lead Teacher will search for the child in the immediate area, while the other staff member will contact the Director to help with the search.

If the child cannot be located in a reasonable amount of time, the Director will notify the Monson Police Department and the child’s parents.

In the event of an ABDUCTED child, the Lead Teacher must immediately contact the Director and the Monson Police Department and the child’s parents.

**Power Failures**

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes.

If power cannot be restored within a reasonable amount of time, the center will close and parents will be contacted to pick up their children.

The Director will contact all the parents.

Activities will resume as possible until parents arrive.

**Chemical Spills**

Environmental or Outdoor Chemical Spill:

If the center receives notification from the Monson Police Department that there has been a chemical spill in the area, or if staff members observe an unusual odor while outdoors:

* Staff members and children must immediately return to their classrooms.
* All doors and windows must be immediately closed.
* The Director will monitor the situation and provide information to staff members as it is available. Further action taken will depend on instructions received from the Monson Police Department.

Indoor Chemical Spill:

Staff must immediately notify the Director of the situation then assist in the evacuation of the children from the classrooms.

Collect the classroom First aid bag, the mini children information cards, attendance clipboard.

* Staff member closest to the outdoor exit is responsible for leading children out the exit and to the designated meeting place:
* Every classroom must stay together as a group.
* Staff member farthest from outdoor exit is responsible for ensuring everyone has evacuated the classroom.
* The last staff member must turn off all lights and close all doors.
* Once at the designated meeting spot, the Lead Teacher is responsible for using the attendance clipboard to take attendance of the children.
* If the Lead Teacher is not present, the Assistant in the classroom will take attendance.
* The Director will then verify, as soon as possible, with Lead Teachers that all children are accounted for.
* The Director will contact the Monson Police Department to inform them of the situation. Further action taken will depend on instructions from the Monson Police Department.
* If unable to return to the building in a timely manner, the Director will contact all parents to come pick up their children.

**Bomb Threats**

If a staff member receives a bomb threat or locates a suspicious package, the Director must be immediately notified.

The Director will contact the Monson Police Department.

If Staff Are on Duty in The Classroom:

* They will position themselves between the children and impending threat, as much as possible.
* They will collect the classroom First aid bag, mini children information cards, and the Attendance clipboard
* Staff must assist the children in evacuation meeting place.
* The Evacuation Meeting Place is:
* Once at designated meeting place, the Lead Teacher is responsible for taking attendance of the children making sure they are all accounted for.
* The Director will verify, as soon as possible, with Lead Teachers that all children are accounted for.
* If unable to return back to the building, the Director will contact all the parents of the children to have the children be picked up.

**Termination Policy**

There will be steps to take before termination takes place. A written log will be created when a problem starts, which will explain the problem, documentation of the issue and ways in which to correct or avoid termination. Once this is completed, a scheduled conference will be scheduled to discuss between the parents, teachers and Director what the next actions will be to solve the issue. If the issue is not solved within 2 weeks of trial period, termination will occur immediately.

Termination of the contract by the parents can occur at any time. A 2-week notice must be given to the Director and also pay for the last 2 weeks while in that 2-week notice. Failure to pay for the 2-week notice will result in the local police department being notified of the situation.

**Reasons for Termination**

3 or more Late Payments

3 or more Late Pickups

Child Behavioral issue that cannot be solved

Disrespect physically or verbally towards a staff member or child by a parent

**Plan to Avoid Suspension/Termination**

If a child is experiencing challenging behaviors, the Staff and Director will do everything possible to help the situation. For example, if this child has a hitting problem we will address the problem by getting down on our knee and talking to this child at his/her level. No physical actions of discipline will be used towards this child by all staff. We will explain to the child how it feels for the other child that is being hurt and why it isn’t ok to continue his/her behavior. We will work hard to help this behavior and try to eliminate it. If the child continues to show aggression, the teacher will address the Director again and we will sit down and discuss a plan to correct this behavior. The whole time, teachers will document everything about this situation and behavior. The Director will keep the documentation in the child’s file. The Director will fill out a written plan and the Parents will be contacted to schedule a conference meeting. In this plan, we will discuss with the parents other options that we want to try and options they could try at home. We will ask the parents for their feedback and help also. We want to avoid suspension or termination. The Director will also offer referrals for evaluations, diagnostic or therapeutic services if needed. Our staff will also take part in workshop training to help with dealing with different developmental concerns/issues. We will encourage supportive services to come and help the child. If after a 2 week time frame has ended (after trying and pursuing all options) and the child is still having the same challenging behaviors, Termination will be discussed and planned.

**Plan for Referral Services**

Staff members must notify the Director of any concerns. The Director will make decisions to notify parents or referral services. Teachers will not make any decisions regarding the child.

The Staff members must first document concerned behaviors/developmental delays in a binder. These concerns must be written on a form designed for behavioral documentation. The form must be dated and signed by the Director and staff. The next step will be to discuss the written concerns with the Director. The Director will observe the child when documentation occurs. If the Director feels that there is a reason for services, the parents will be contacted and a conference will be scheduled between the Director, the Staff and the parents of the child discussing the behavioral documentation. A Behavioral Plan will next be written on the designated form and the appropriate referral services will be notified. All referral forms will be placed in the child’s file in Director’s office.

**List of Referral Services**

Social Worker- Hartford Hospital Health Referral Services

1(860)545-1888

Educational- Mass Department of Elementary/Secondary Education website

Mental Health- Mental Health Associates East Longmeadow, Ma (413) 525-2901

Medical- Physician Referral Service Center (Umass Memorial Health Care) 1(800)431-5151

Early Intervention- Criterion-Heritage Program Palmer, Ma

 (413)283-3267

 Kennedy Donavan Center Southbridge, Ma

(508)765-0292

Quarry Hill Community School- 43 Margaret St. Monson, Ma

(413)267-4160

Proper procedures will be in place when a Special Education or Early Interventionist is notified. A pre made form will be filled out and signed by the Director, teachers, and parents. This form will explain the concerns by all about the behaviors or delays that this child may be experiencing. Another form will be filled out by the teachers and Director (which will be reviewed by the parents and signed) stating the concerns and permission from the parents, for the Director to make the phone call to the appropriate services. The Director will then contact the services needed.

**Early Intervention Needs**

Early Intervention Serves are also welcomed at the Preschool. Giving a child extra help and guidance by professionals in Intervention can help a child physically, mentally and emotionally reach the stages of development that the child will need to reach. Parents must set up services and service dates/times. Parents must communicate with the Teacher when services will be conducted.

All ages of children from 2 months -3 years can receive services at the preschool. After 3 years old, other service companies may be available to finish intervention until the child is able to receive services in the public school system.

**Access to Children Policy**

Any person in the center who is not an owner, staff member, or volunteer who has had a record check and approval to be involved with child care shall not have unrestricted access to children for whom that person is not the parent, guardian, nor be counted in the staff to child ratio. Unrestricted access means that a person has contact with a child alone or is directly responsible for child care.

People who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the Lead Teacher unless he/she delegates it to the Assistant Teacher due to a conflict of interest with the person.

Center staff members will approach anyone who is on the property of the Preschool without their knowledge to ask what their purpose is. If a staff member is unsure about the reason, the Director will get approval for the person to be on site. If it becomes a dangerous situation, staff will follow precautions and will wait to get information on whether to contact 911 or evacuate the children. Non-agency people, who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by a paid staff member and will not be allowed to interact with children on the premises.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian) who is required to register with the MA sex offender registry:

* Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
* Shall not be on the property of the child care center without written permission from the Director, except for the time reasonably necessary to transport the offender’s own minor child to and from the center. The Director is not obligated to provide permission and must consult with EEC and the local police department first.

**Visitors**

All individuals who are visiting the center are required to sign in at the office before entering the center. The visitor is then required to sign out before leaving the building. Staff members should notify the Director if expecting a visitor.

**Mandated Reporting of Abuse & Neglect**

As a licensed Infant/Toddler teacher, Preschool teacher and Director in the state of Massachusetts, I must operate my program in a way that protects children from abuse and neglect. As such, my staff and I are mandated reporters (under M.G.L.c.119 s51A) and must make a report to the Department of Children and Families (DCF) whenever we have reasonable cause or causes to believe a child in the program is suffering from a serious physical or emotional injury resulting from abuse inflicted upon the child, or from neglect, no matter where the abuse or neglect may have occurred or by whom it was inflicted. Parents will be notified of allegations of abuse or neglect involving their child while in the care of the program.

**Criteria for Child Staying Home**

Children with communicable diseases or conditions are excluded from the Preschool as required by the Health Department. A written note from physician may be required before child can return. Please refer to The Preschool’s Health Care Policies for a list of symptoms that need consideration. Parents will be informed when a child in the center has a communicable disease or condition. A written letter will be sent home to each family and also will be posted on all enter/exit doors

**Sicknesses that need to be addressed**

Our first priority at GiggleBugs Preschool is providing a healthy, safe learning environment for all children. Children/staff will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

* **COVID-19** Guidance from the state is updated frequently. Please refer to regulations created from the Director.
* **Fever** of 100 or greater, until 24 hours symptom free without fever reducing medication.
* **Signs/symptoms of severe illness, including:** lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing.
* **RSV (Respiratory Syncytial Virus)** child must be fever-free for 24 hours with aid of medication and able to be active
* **Ringworm** child can return after the treatment begins for 24 hours and lesion starts to shrink.
* **Pneumonia** child can return 24 hours fever-free without medication
* **Diarrhea** (not associated with diet change or medications) (Two instances) until diarrhea stops for 24 hours or the continued diarrhea is deemed not to be infectious by a licensed health care professional.
* **Blood in stools** not explainable by dietary change, medication, or hard stools.
* **Vomiting** (one instance) the child can return after vomiting has been resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration.
* **Influenza** must be fever free for 24 hours without medication for child to return
* **Fifth Disease** Child must be fever free for at least 24 hours with out medication to return.
* **Persistent Abdominal Pain** (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness.
* **Mouth Sores with Drooling**, unless a health care provider determines the sores are not contagious.
* **Rash** until a physician determines that these symptoms do not indicate a communicable disease.
* **Pink Eye (conjunctivitis)** until after treatment has been initiated for 24 hours.
* **Head Lice,** 24 hours after first treatment and no signs of nits or lice
* **Scabies,** until after treatment has been completed.
* **Tuberculosis,** until a health care provider states that the child is on appropriate therapy and can attend child care.
* **Impetigo,** until 24 hours after treatment has been initiated.
* **Hand, Foot, Mouth** sores have dried and crusted and no fever.
* **Strep Throat,** until 24 hours after initial antibiotic treatment and cessation of fever.
* **Scarlet Fever** child may return after 24 hours on antibiotics and can participate in activities
* **Chicken Pox,** until all sores have dried and crusted (usually 6 days).
* **Pertussis/Whooping Cough** until 5 days of appropriate antibiotics treatment has been completed, exclude untreated cases for 21 days from date cough began
* **Mumps,** until 9 days after onset of symptoms.
* **Hepatitis A Virus,** until 1 week after onset of illness
* **Measles**, until 4 days after onset of rash.
* **Rubella,** until 6 days after onset of rash.
* **Unspecified Respiratory Tract Illness** accompanied by another illness which requires exclusion.
* **Herpes Simplex,** with uncontrollable drooling.
* A child who becomes ill while at GiggleBugs must be removed from the classroom in order to limit exposure of other children to communicable disease. An ill child will be sent to the Director’s office to wait for his/her parent to arrive.

GiggleBugs reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

**Notice of Exposure of Communicable Disease**

If a child or staff member is found to have a communicable disease, a notice will be posted on all exit/entrance doors of the Preschool. Additionally, families will be sent a copy of the notice on their child’s daily note and on the Preschool web site a posting will explain all about it.

In the event a child is reported to have a communicable disease, the Director will notify the health department.

**Medication Administration**

EEC has regulations requiring Educators to have a policy regarding the administration of medication to children in care. As a licensed program, all Staff and Director must take medication administration training. The following guidelines are common to all programs that are licensed by DEEC.

Dispensing Medication

When a medication is finished, out of code, or any other reason for it to be sent home, a written form will be filled out by the teacher and signed by both teacher and Director and placed with the medication (being sent home) and placed in the child’s cubby bin on top of their cubby. A log for medication will be filled out with the date and time the medication will be sent home.

Medications

* The first dose of medication should be administered by the parent at home in case of an allergic reaction.
* All medications must be given directly to the teacher from the parent and placed in the bin labeled medications in the first aid cabinet.
* All medications will be stored out of reach of the children. All meds that are considered controlled substances must be locked and kept out of reach of children.
* The Educators that have been trained with the 5 Rights of Administering Medication will be responsible for the administration of medication in front of another staff member. In his/her absence, the next designated person that has taken the training will administer.
* The program will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to unbroken skin) which will include the child’s name, the time and date of each administration, the dose, and the name of the person administering the medication. A copy of all forms (Log and consent forms) will be placed in each child’s file.
* All unused medication will be returned to the parent if possible, or disposed of in accordance with Department of Public Health guidelines.
* We do not mix the medication with food, formula, or juice, nor will we dispense any medication in a bottle or cup.
* Alternative medications, such as herbal or homeopathic medications that are not tested by the US Food and Drug Administration for safety or effectiveness, lack safety information and cannot be administered at GiggleBugs.
* GiggleBugs reserves the right to refuse the administration of medications if we feel that it is in the best interest of the staff.

Prescription Medication

* Prescription medication must be brought to the program in its original container and include the child’s name, the name of the medication, the dosage, the number of times per day and the number of days the medicine is to be administered. This prescription label will be accepted as the written authorization of the physician.
* The program will not administer any medicine contrary to the directions on the label unless so authorized by written order of the child’s physician.
* The parent must fill out the Authorization for Medication Form before the medication can be administered.
* Do not store medication in diaper bags, lunch bags, backpacks, or any other personal belongings.
* If the medication is provided via pharmaceutical samples; they must be stored in the manufacture’s original packaging, shall be labeled with the child’s name, and shall be accompanied by written instructions specifying:
1. The child’s name
2. The names of the medication
3. The amount and frequency of dosage
4. The signature of the prescribing physician or other health professional, the date the instructions were signed by the physician
5. Medication expiration date

Non-Prescription Medication

* The program needs written parental authorization to administer oral-non-prescription medication. The parent must fill out the Authorization for Medication form, which allows the Educator to administer the non-prescription medication. The statement must be renewed on a weekly basis.
* In case of unanticipated non-prescription medication that is used to treat mild symptoms (e.g., acetaminophen, ibuprofen), the program must still have written parental authorization however it must be reviewed annually.
* The Educator will make every attempt to contact the parent prior to the child receiving the non-prescription medication unless the child needs medication urgently or when contacting the parent will delay appropriate care unreasonably.
* The over-the-counter medication must be brought in the original packaging with child’s name written or labeled on. It will be accompanied by a Medication Administration Permission from that specifies:
1. The child’s name
2. The medical conditions or allergic reactions
3. The names of the authorized over-the-counter medication
4. The amount and frequency of the dosages, which will not exceed the amount and frequency of the dosages on the label
5. In cases where the medication says, “as needed”, the instructions need to specify criteria for the administration of the medication (be specific with what symptoms or situations are criteria for administration)
6. The route in which the medication shall be administered
7. Possible reactions or side effects
8. The signature of the parent AND physician
9. The date the instructions were signed by the parent and physician

Topical Ointments and Sprays

* Topical ointments and sprays such as petroleum jelly, sunscreen, diaper rash ointment and insect repellants will be administered to the child with written parental permission. The signed statement from the parent will be valid for one year and include a list of topical non-prescription medication.
* When topical ointments and sprays are applied to wounds, rashes, or broken skin, the Educator will follow the written procedure for non-prescription medication which includes the written order of the physician, which is valid for a year, and the Consent for Medication form signed by the parent/guardian.
* Parents and Educators will develop an Individual Health Care Plan for a child who has a chronic medical condition that has been diagnosed by a licensed health care practitioner. Forms will be filled out with directions to be followed about child’s needs and concerns. These forms will be placed on front of First Aid Cabinet and also kept in child’s binder.

Emergency Medications

If your child requires the use of emergency medications (i.e., inhalers, Epi-pen, Dias’s tat, etc.), you will need to complete the corresponding medical action plan paperwork. This plan MUST have a doctor or healthcare professional’s signature. Emergency medicines will be kept unlocked and easily accessible to adults but out of children’s reach (at least 5 feet off the ground). All staff will be trained in CPR/First Aid annually and certified to administer the medication.

**Chronic Health Conditions**

For any child with health care needs such as allergies, asthma, or other chronic conditions (seizures, G-Tube, etc.) that require specialized health services, a medical action plan shall be completed. The medical action plan must be updated annually and when changes to the plan are made by the child’s parent or health care professional. The action plan shall be signed by both the parent, Director and Health Care Provider and must include the following:

* A list of the child’s diagnosis or diagnoses, including dietary, environmental, and applicable activity considerations
* Contact information for the child’s health care professional
* Medications to be administered on a scheduled basis
* Medications to be administered on an emergency basis with symptoms, and instructions

**Medication Authorizations**

Staff members may not administer medication to any child unless a parent has completed the Medication Authorization Forms and the staff member has taken the 5 Right to Administering Medication Training from EEC. Parents must indicate a start date and end date, a reason for the medication, and the dosage or medication cannot be administered.

**At no time will any staff member give any medication to a child that is not their own medication.**

Medications must be stored in medication marked cabinet high up so children cannot reach. There will be a storage bin marked MEDICATIONS in that cabinet. A medication log will be in the cabinet next to the storage bin. Unused medications must be placed in a knotted plastic bag with a form stapled on it that says “Medication Return Form” and then placed in the child’s back pack in the child’s cubby space.

Medications may only be administered only by a staff member who has taken the 5 Rights to Administering Medication Training. When a medication is given, the staff member will document the type of medication administered, the dosage, time it was given and who administered the medication. Expired Medication Authorization Forms must be turned in to the Director to be filed in the child’s permanent enrollment file.

**Documentation of Allergies**

A child with allergies must have an Allergy Action Plan paperwork posted on the cabinet where medication and first aid are stored. If the allergy is food related, an Allergy Action Plan must be posted in the kitchen area. All staff working in the classroom of the child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Health Incident Form.

**Food Allergies Procedure**

GiggleBugs is a Peanut/Nut free facility. No food containing, or processed in a facility with peanuts, are allowed in the center. Parents: please adhere to this rule and pack foods that contain ingredients that are healthy for children with allergies.

**Injury Prevention**

We emphasize the importance of keeping children safe from injuries that may be prevented. Any foods, liquids or appliances that are hot will be kept out of reach of the children. Electrical outlets will be covered. Gates will be used in infant/toddler areas and first aid kits will be in classrooms for injuries and emergencies.

Your child’s safety is of our utmost concern, but we recognize that minor bumps and scrapes are an everyday part of your child exploring and learning through experience. Known minor injuries sustained at school are reported to parents on an Incident Report form, of which you will sign and receive a copy. If your child is injured in our care, our first step is to administer first aid. A first aid kit is available in the Director’s office, in the main hallway area, and in each classroom. There will be a first aid kit available in the play area also.

The most common treatment is ice on bumps, soap and water cleansing, and a bandage on a minor wound. All staff members are trained in First Aid and Infant/Child CPR and they must maintain their current certification every year for CPR and every 2 years for First Aid.

If an accident is more than minor, a parent will be called to discuss the need for possible medical treatment. If the accident is more serious, a parent will be contacted and requested to come immediately. In the event of a life-threatening illness or injury, an ambulance will be called.

**Sid’s Reduction**

Keeping our infants safe while sleeping is very important and our Staff will perform the right steps to ensure safety. Infants will be placed on their backs for sleeping at all times unless authorized by their physician in writing to do otherwise. All infants will have their own crib or Pac and play to sleep in free from anything but a fitted crib sheet. Parents may bring in sleep sacs for babies but as soon as they can roll the arms will not be wrapped in the sac for safety insurance. If cribs will be used the slats on the cribs will be no more than 23/8 inches apart. No blankets, toys or pillows will be used in cribs. The child will be able to use their pacifier while sleeping. Supervision will be constant in the nap room while children sleep. Room will be light enough for staff to see the children completely and easily. Cribs will be 2 feet apart and lullaby music will be played low while children sleep. If any extra information is needed for the parent about SIDS, please contact the Director and she will be happy to supple more information.

from the parent, will have to be made with one of the persons on the Emergency Contact list. In the event of an emergency, the Director will ride in an ambulance with your child. If an evacuation occurs, the teachers and Director will accompany your child and bring to the designated evacuation spot by walking. For field trips, most will be required for the parents to supply transportation to and from but in some cases a bus will be rented and the children will all be on the bus accompanied by their teacher. If that occurs, permission slips will have to be filled out and returned before your child can attend. Children may be using the transportation of the school buses and we will make sure they are securely on and off the bus at all times. A written transportation log will be filled out on the bus trip and proper safety equipment will be in a bag with a teacher or the Director that will be accompanying on the trip.

An attendance log will be filled out in every classroom stating who dropped off or picked up and what time.

If a school-aged child does not arrive off the bus, the Director will do everything possible to find and bring the child back to the center safety. The parents of that child will be notified after all efforts to find the child is made.

The parent will have to make arrangements for their child if special transportation is needed for child with disabilities. A ramp is located outside near the parking lot to ensure safety of a child in a wheel chair. Staff will ensure safety while the child is boarding and exiting the special vehicle. A written log will be filled out after every time a child enters/exits a vehicle.

**Universal Precautions**

GiggleBugs follows universal precautions to prevent the transmission of HIV/Aids, Hepatitis B, and other bloodborne pathogens. Universal precautions refer to infection control measures that all health care workers and childcare providers follow to protect themselves and the children in their care from disease-producing microorganisms. The concept requires workers to treat all blood and various other bodily fluids like they are infected. GiggleBugs staff follow the following precautions when encountering blood or bodily fluids:

* Gloves are worn for contact with blood, body fluids, mucous membranes, open wounds, and handling items or surfaces soiled with blood or bodily fluids. Gloves are never to be washed and reused.
* Hands and other skin areas are washed thoroughly if they contact blood, or body fluids. Hands should be washed immediately after gloves are removed.
* Saliva is not considered by the CDC to transmit HIV. Still, it is a body fluid, and mouth-to-mask ventilation devices will be available for resuscitation and shall be used by trained personnel.
* Staff will review information and procedures annually.

**Lead Poisoning Prevention**

All Preschool Directors/Educators are required by EEC to provide parents with information regarding the risks of Lead Poisoning. The following are some facts that all parents should know about lead and lead poisoning:

* Lead poisoning is caused by swallowing or breathing lead. Lead is poison when it gets into the body.
* Lead can stay in the body for a long time. Young children absorb lead more easily than adults. The harm done by lead may never go away. Lead in the body can:
1. Hurt the brain, kidneys, and nervous system.
2. Slow down growth and development.
3. Make it hard to learn.
4. Damage hearing and speech.
5. Cause behavior problems.
* Most of the lead poisoning in Massachusetts comes from lead paint dust in older homes. Many homes built before 1978 have lead paint on the inside and outside of the building.
* When old paint peels and cracks, it creates lead paint chips and lead dust. Lead dust also comes from opening and closing old windows.
* Lead dust lands on the floor. Lead gets into children’s bodies when they put their hands and toys in their mouths. Children can also breathe in lead dust. Children between the ages of 9 months and 6 years are most at risk.
* Important: Home repairs and renovations also create lead dust.
* Most children who have lead poisoning do not look or act sick. A lead test is the only way to know if your child has lead poisoning. Ask your doctor to test your child for lead.

Some children may have:

1. Upset stomach
2. Trouble eating or sleeping
3. Head ache
4. Trouble paying attention

As mentioned earlier, if your child is over 9 months of age, you will need to provide documentation to your Preschool Director saying that your child has been screened for lead poisoning. Most children will be screened annually until either age 3 or 4 years, depending on where the child lives.

Parent, please read and comment:

I am required to disclose to you if I am aware of any known sources of lead in my home. Information regarding known sources of lead in my home is as follows:

For more information on Lead Poisoning, you can visit <http://www.mass.gov/dph/clppp>

or call the Childhood Lead Poisoning Prevention Program at 1-(800) 532-9571.

**Thank You for Choosing**

**GiggleBugs**

 **Preschool & Infant Toddler Center**

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Preschool Policies

GiggleBugs Preschool

Child Guidance Policy for All Staff Members

1. The Prohibitions in the DEEC licensing standards:
* Spanking or other corporal punishments 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 for a long period of time, or pursuing any other unusual or excessive practices for toileting.
* No use of discipline or child guidance techniques that requires the use of any physical restraint;
1. We will have child guidance goals that help children to:
* Be safe with themselves and with others;
* Feel good about themselves;
* Develop self-control and good coping skills;
* Appropriately express their feelings;
* Become more independent;
* Balance their needs and wants with those of others;
* Learn new problem-solving skills, including non-violent conflict resolution;
* Learn about conservation-to use equipment, materials, and other resources in caring, appropriate ways.
1. Positive methods of child guidance that will be pursued:
* A plan for appropriate behavior through the environment by arranging furniture and other materials to encourage active learning and independence;
* A plan for daily scheduling that prevents boredom, waiting, hurriedness, with time to relax and enjoy activities, as well as a daily routine with ample opportunity for children to select activities and move between them at their own pace, and that gives children ample notice of transitions ahead of time;
* Providing children with expectations that are clear, age-appropriate and applied in a consistent way.
* Modeling appropriate behavior by what the adults say and expect, and do;
* Redirecting children away from negative actions and toward positive activities by interrupting a child’s negative behavior and steering the child toward an acceptable substitute activity;

Cleaning, Disinfecting, Sanitizing Policy

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| **Cleaning, Sanitizing and Disinfecting of Equipment** |

Cleaning, sanitizing and disinfecting are important steps to removing dirt and reducing the spread of germs in child care settings. Routine **cleaning** with detergent soap and water removes dirt and grime from surfaces. Floors, carpets, walls and windows are cleaned. **Sanitizing** removes dirt or filth and small amounts of germs. Bedding, bathrooms, kitchen counters, dishes, and eating utensils are clean (to remove dirt) then sanitized. But some child care items and surfaces require the added step of **disinfecting** after cleaning to kill the germs on a surface. Diaper changing tables, hand washing sinks, table tops, and some toys should be cleaned then disinfected.

Using regular household bleach and water solution is an inexpensive and easy way to remove or kill germs found on surfaces in child care. Bleach and water solution may be used in several ways:

* Dipping the object into a sink or bucket filled with the bleach and water solution then letting the item air dry.
* Using paper towels soaked in bleach water solution to wash surfaces, then letting the surfaces air dry.
* Using spray bottles to thoroughly wet a surface, then allowing to air dry.

All containers of bleach/water solution should be clearly labeled with the contents of the container. Remember to keep all containers of cleaning and disinfecting products out of the reach of children.

A solution of bleach and water loses its strength and is weakened by heat and sunlight. A fresh bleach/water solution must be mixed every day. Unused bleach/water solution should be poured down a drain at the end of the day or first thing in the morning. Do not discard bleach/water solution where other cleaners or chemicals are used. Do not mix household bleach with other household chemicals such as toilet bowl cleaner, rust removers, acids or products containing ammonia. Mixing these chemicals with bleach will produce toxic and hazardous gases.

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| **Sanitizing** |

When using bleach and water for sanitizing eating utensils or toys that are mouthed, a weaker bleach/water solution may be used.

* 1 teaspoon bleach to 1 quart of cool tap water
* Dishes, eating utensils and toys should be submerged in the bleach/water solution for at least 1 minute then allowed to air dry. Food preparation and food service items should not be towel dried.

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| **Disinfecting** |

Use a stronger bleach/water solution on diaper changing tables, hand washing sinks, toilets, and other surfaces that need disinfecting. Use the following recipe to mix bleach/water for disinfecting.

* ¼ cup household bleach in 1 gallon of cool water
* 1 tablespoon bleach to 1 quart of cool water
* Allow the surface to remain wet for 2 minutes

Diapering Procedures Policy

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| **Diapering Procedure** |

Preparing For Diapering

To minimize contamination outside of the diapering area, prepare for a diaper change *before* bringing the child to the diapering area, for example, by having ready:

* Changing table paper to cover the table from the child’s shoulders to heels (in case it becomes soiled and must be folded over to give a clean surface during the change)
* Enough wipes for the diaper change including wiping the bottom and hands after taking the soiled diaper away from the child’s skin
* A clean diaper, plastic bag for soiled clothes, and clean clothes if soiled clothing is anticipated
* Non-latex gloves, diaper cream if cream is being used

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| **Diapering Procedure** |

Prepare for diapering as indicated above.

1. Place child on diapering table. Remove clothing to access the diaper. If soiled, place clothes into a plastic bag and use the label tag for Dirty Clothes.
2. Remove soiled diaper and place into lined, hands-free trash container used for diapers only. (To limit odor, seal in a plastic bag before placing into trash container.)
3. Use wipes to clean child’s bottom from front to back.
4. Use a new glove if it becomes soiled from diaper change. Dispose of the soiled one immediately.
5. When through from change and child is safety down on the ground, roll up the diaper, wipes, gloves into the changing roll table paper.
6. Through the paper away in the trash and take the child to wash hands at the sink. Staff must wash their hands also.
7. Spray diapering surface with soap and water and wipe with clean paper towel. Next, spray the changing table with bleach and water spray and allow to air dry. It should be noted that the recommended practice is to wait for 2 minutes to allow the solution to kill the germs. However, if there is a delay of at least 20 seconds before the solution is wiped from the surface, this will be considered adequate. The surface cannot be sprayed and immediately wiped.
8. Adult washes hands using the “handwashing procedure”, without contaminating any other surfaces.

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| **Additional Precautions** |

* The diapering surface must be sanitized after each diaper change with soap and water and a bleach-water solution.
* Diapers are disposed of in a hands-free covered can to prevent further contamination of surfaces.
* Toys that are played with or objects that are touched, while children’s diapers are changed, must be put aside to be sanitized.
* Both child’s and staff’s hands must be washed after the diapering procedure is completed.

Hand Washing Policy

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| **Hand Washing Procedure** |

All adults at GiggleBugs classrooms need to follow ALL the steps identified below to prevent the spread of disease to children and staff members.

**HOW TO WASH YOUR HANDS MOST EFFECTIVELY**

* Use soap and water (between 60- and 120-degrees F), running water
* Rub hands vigorously for at least 20 seconds (sing the ABC’s)
* Wash all surfaces, including backs of hands, wrists, under fingernails
* Rinse hands well with the running water
* Dry hands with a disposable towel
* Turn off the water with the paper towel

**WHEN TO WASH YOUR HANDS**

* Upon arrival in the classroom
* When changing from one group to another group of children
* Before preparing or serving food
* After eating food
* After diapering/toileting a child
* After contact with bodily fluids (vomit, blood, mucus)
* Before and after administration of medication
* Before and after sensory play, including texture table
* After coming indoors and returning from a break
* After handling pets
* After using the restroom

**WHEN TO WASH THE CHILDREN’S HANDS**

* Upon arrival in the classroom
* Before eating, drinking, or preparing snacks for others
* After eating
* After using the toilet or having their diaper changed
* After contact with bodily fluids (vomit, blood, mucus)
* Before and after sensory play, including the texture table
* After returning indoors from the playground
* After handling pets

**If they are too young to do it themselves, YOU wash the children’s hands. Older children should get into the habit of hand washing to stop disease from spreading. Remember: They will learn by watching you.**

Mandated Reporters

Procedures for Identifying and Reporting Suspected Child Abuse and Neglect

All Staff members are mandated reporters according to Massachusetts General Law C119, Section 51A. This means that if a Staff member has a reasonable suspicion of abuse or neglect of a child, he/she must file a report with the Department of Social Services. See attached information for definitions, reporting procedures, etc.

The following procedure will be followed:

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

Department of Children and Families Telephone # is (617)748-2000

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

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

It is GiggleBugs Preschool’s commitment to protect all children in care from abuse/neglect. The following are procedures for reporting a Staff member that is suspected of child abuse/neglect while working at the Center.

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

 Department of Children and Families Telephone # is (617)748-2000

Department of Early Education and Care # is (413)788-8401

* The Staff member in question will be immediately suspended from the Preschool without pay pending the outcome of the DCF and DEEC investigations.
* If the report is screened out by DCF, the Director has the option of having the Staff member remain on suspension pending on the DEEC investigation or allowing the Staff member to return to the classroom. This decision will be made by the Director and will be based on the seriousness of the allegations and the facts available.
* If the allegations of abuse/neglect are substantiated, it will be the decision of the Director whether or not the Staff member will be reinstated.
* The Director and Staff will cooperate fully with all investigations.
* GiggleBugs will not hire a person who has been convicted of abuse of any type, and all staff undergoes a fingerprint and criminal background check before employment begins.

Meal/Nutrition Policy

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| **Meals and Nutrition** |

GiggleBugs follows all requirements and regulations for safety and nutrition guidelines for meals and snacks.

* Prior to each meal, tables must be washed with soapy water. Each table must then be sanitized with bleach water and either air-dried or wiped clean with a dry, clean paper towel.
* All staff and children must wash hands before and after each meal, for at least 20 seconds.
* Staff shall sit with the children at the tables and supervise all mealtimes. Staff should encourage conversation by asking questions or talking about the food; good table manners should be modeled.
* Children are expected to bring in their own lunches and staff will bring in their own lunch. Snacks will be provided by the Preschool.
* Children will never be forced or bribed to eat.
* Following every meal, children will be excused and has to clean up after themselves, also pushing in the chair, tables and chairs must then be washed with soapy water and sanitized with bleach and water.

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Sleeping Mats Policy

* Every child will have their own mat.
* Every mat will be covered by a crib sheet or sleeping bag.
* All mats will be stored in nap room closet at the end of day.
* Each child will have a shelf in closet labeled with their name on it.
* Each mat will be placed on carpet 2 feet from the other mats on all sides.
* All mats are to be sprayed with disinfectant on Fridays after all rest things are taken off and sent home.

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Tooth Brushing Policy

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| **Tooth Brushing** |

* At least once a day children 2 years of age and older, will practice brushing their teeth after lunch time and before nap time.
* GiggleBugs will provide a toothbrush for each child.
* Toothbrushes must be labeled with the child’s name, allowed to air-dry before being stored in a ventilated holder, and should not come into contact with other toothbrushes.
* Storage containers will be washed and sanitized weekly on Fridays.
* Tooth paste will not be used directly on each child’s tooth brush.
* A small paper plate will be cut into quarters and every day a new plate will be used and then thrown in the trash. A dot of tooth paste per child will be administered directly onto the paper plate. The staff member will take the child’s tooth brush and scrape the toothpaste onto the child’s tooth brush.
* All toothbrushes will be changed and discarded every month.
* A toothbrush that was used by a child with an illness will be discarded and a new toothbrush will be administered as soon as the child is back to good health