

Poppets

PARENT HANDBOOK

2018/19

Located at 71 Chestnut St, Andover.

Lisa Stevenson. Program Director

Contact number - 978 409 9020

Email - Lisa@PoppetsAndover.com

Our Website - PoppetsAndover.com

Dear Parent,

As a licensed Family Child Care Educator, I would like to congratulate you on choosing a State Licensed Family Child Care Program. You have made an important child care decision for your child. The Department of Early Education and Care (EEC) and I invite you to join in the partnership with us to ensure a high quality child care environment. The parent handbook and enrollment packet outlines many of the policies and procedures that relate to the care of your child, as well as the information I am required to give you when you enroll your child in my care.

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 child care experience. Before filling out the child care enrollment form, please read through the information in this parent handbook. If you have any questions, please do not hesitate to contact me.

Thank you and I look forward to working you and your family

Lisa Stevenson

Program Director.

A Word form EEC EEC is an agency that oversees the early Education and care and after school programs in Massachusetts. As the agency that licenses child care, EEC has quality standards for all programs to ensure high educational value, as well as health and safety. Having a license means that this facility has demonstrated and met these high standards outlined in the EEC regulations. To obtain a copy you may download from the EEC site at: <http://www.mass.gov> EEC regional office contact - 978-826-1326

In the event of an update, parents will receive the updated page promptly

Enrollment/Capacity

Poppets is licensed and has a capacity for 10 children, EEC License is posted in the Entrance.

Program hours/closures

Attached to this handbook is a parent/educator agreement that outlines my policies regarding hours of care, late fees and termination. We will review this together and note any additional information that is specific to you and the care of your child(ren)

Sick policy

While Poppets can care for a mildly sick child, there will be times that you will have to keep your child out of the program due to illness. If your child has a fever, diarrhea or vomiting you should keep your child home. Severe pain also keep your child home until those symptoms have resolved for 24 hours. Policies regarding caring for an ill child are as follows: You will be contacted if any of the above symptoms arise and you will have to pick up your child. Your child has to be free of those symptoms for 24 hours. A parent must have a doctors note /instructions for medication thereafter and the parent must administer the first dose incase of a reaction to the medication. Records of medication administration will be kept and shared with the parent.

Plan for emergencies

A potential emergency may occur either during child care hours. In the event of an evacuation emergency, we will contact the local authorities to determine whether or not to evacuate the program, or to remain sheltered.

The escape routes from each floor of the licensed child care space are a follows

- The back door, the side door and the front entrance to the home.

In the event that a child goes missing from the program, we will

- Search for the child
- Call 911
- Call the parents
- Keep searching for the child

Should the program need to be evacuated in case of fire, natural disaster, loss of power, heat or hot water, or other emergency situations , we will meet at an alternate location. The designated meeting place outside the program will be

- Andover Public library
- we will notify parents via cell phone or Andover public library phone.

We will ensure that no child has been left behind at the program after evacuation by checking my attendance list and counting the children in my care.

Children's Records

EEC regulations requires Poppets to maintain an individual record for your children). These records will include the information that parents complete at enrollment as well as progress reports, incident reports and other documentation regarding your child care. As a parent you have access to your child's records that we maintain and you have the right to add to these records or request information to be changed or deleted. You also have the right to receive a copy, however I will charge a minimal fee for any additional copies needed. EEC may request to see these records during visits such as licensing visits, complaint investigation, or financial review. The EEC may keep records to review my compliance with EEC regulations and in doing so EEC is required by law to keep confidential any personally identifiable information found in the child's records collected and maintained by EEC staff members. The privacy policy can be found on the EEC website.

Maintaining a safe environment

Poppets strictly follows EEC licensing standards related to safety. Most of these standards outline common safety precautions such as making dangerous materials inaccessible to children, covering outlets, having a first aid kit, practicing evacuation drills, gating stairs, window, heating, posting emergency exits and procedures, maintaining a clean environment, hazard free indoor and outdoor spaces.

2018 Updated

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Lead Poisoning prevention

As an EEC licensed program, Poppets is required to provide information regarding the risks of lead poisoning.

- Lead Poisoning is caused by swallowing or breathing lead. Lead is
- poison when it is in your 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
 - * Hurt the brain, kidneys and nervous system * slow down growth and development * Make it hard to learn *
 - Damage hearing and speech * Cause behavior problems
- Most of lead poisoning in MA comes from the lead paint dust found in older homes. Many homes built before 1978 have lead paint on the inside and outside of the building.
- When it 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 and when they put their hands and toys in their mouths, that can also breath in the dust. Children between 9 months and 6 years are at high 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 your child has lead poisoning. Ask your doctor to test your child for lead.
- Some children may have; Upset stomach, trouble sleeping, headache and trouble paying attention.

You will need to provide documentation to me that your child has been screened for lead poisoning. Prior to enrollment in Poppets

We are required to disclose of any know sources of lead in our program. We do not have any known sources of lead in my home.

For more information on lead poisoning prevention program, you can visit <http://www.mass.gov/dph/clppp> or call (800) 532-9571

/2018 Updated

Supervision

Supervision is critical to keeping children safe. Our program will appropriately supervise children in order to ensure their safety, their health and safety at all times. We will use good judgment and consider several factors in determining the appropriate level of supervision for children including age, development needs, behavior characteristic, the nature of the activity and the space we are using. If you have any questions about how your child will be supervised , feel free to ask.

Safe Sleep

Supervision of children is equally important during the times the child is sleeping at Poppets program. We will check on children every 15 minutes during nap times.

Curriculum and Progress Reports

At Poppets we will carry out a routine that is flexible and responds to the needs and interests of the children in my care. The routine will include; meeting the physical needs of the children, 60 minutes of physical activity every day, child - initiated activities and daily outdoor play, weather permitting. Additionally, curriculum is developed to engage children in developmentally appropriate activities by planning specific learning experiences. The curriculum will include such things as; learning self help skills that foster independence, opportunities to gain problem solving , decision making, leadership skills and opportunities to learn proper nutrition, good health, manners and safety.

In addition , Progress reports will be completed periodically for your child every six months and shared with you. You will also have the opportunity to meet and discuss your Child's progress. Feel free to enquire about these reports and how they are implemented into our program.

Child Guidance When it comes to interactions and the guiding of your child's behavior, the goal is to maximize the growth and development of the children as well as keeping them safe. Poppets child Guidance policy is as follows

1. Your child will be redirected if necessary and distracted.
2. Children will be taught how to be a good friend through guided interactions with their peers.
3. If a child should bite another child or cause harm to another child that has left a mark or injury. There will be an incident report for both parents to sign acknowledging such behavior. Parents may be called in such an occasion. If such behaviors should reoccur a parent meeting will be scheduled to resolve the situation.
4. We will practice confidentiality when discussing incidents that may arise. No names will be mentioned to either party involved.

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Medication Administration

Prescription medication.

- Prescription medication must be brought in in the original container and include the Child's name, and name of the medication, the dosage, the number of times per day and number of days the medication is to administered. This prescription label will be accepted as the written authorization of the physician.
- The program will not administer any medication contrary to the directions on the label unless by written order of the physician
- The parent must fill out an Authorization for Medication Form before the
- medication can be administered
- The First dose must be given by the parent

Non Prescription Medication

- The program needs written permission from the parent to administer oral
- non-prescription medication. The parent must fill out the Authorization for medication form on a weekly basis. A parent may sign an authorization to treat mild symptoms which will be reviewed annually.
- The program will make every attempt to contact the parent prior to the child
- receiving the non prescription medication unless the child needs immediate medication or when contacting a parent will delay an appropriate care unreasonably.

Topical ointments and sprays

Topical ointment and sprays such as sunscreen, diaper cream, insect repellent should be administered by the parent prior the program.

When topical ointment and sprays are applied for first aid , the educator will follow first aid procedure for non prescription medication if and when it includes the written order of a physician, which is valid for a year and the authorization of the parent.

All medications

- First dose must be administered by the parent in case of an allergic reaction.
- All medication must be given to the Educator by the parent
- All medications will be stored out of reach of children. Controlled substances will be locked and kept out of reach of children.
- The Educator will be responsible for medication administration.

A record will be kept by the program which will include the child's name, time and date of each dose, the dose and the name of the Educator administering the medication. This will be kept in the child's folder.

- All unused medication will be returned to the parent if possible, or disposed of in accordance with the Department of Public Health and Safety.

Oral Health

Children who stay for lunch will be provided the opportunity to brush their teeth . Parents provide the toothbrush and toothpaste. This is the policy if your child is in the program for more than 4 hours and has eaten a meal.

Parents Notification

Parents are required by EE regulations to notify you of certain information about my family child care program. These notifications include, but are not limited to:

- An injury to your child
- Allegations of abuse or neglect regarding your child
- If another educator will be caring for your child
- The administering of first aid to your child
- Whenever a communicable disease has been identified in the program
- Children being taken off the premises
- The existence of firearms in my home
- If there are any changes in my household composition
- Prior to any new pets in my home
- Whenever special problems or developments arise

Mandating reporting

As a licensed Educator in Massachusetts, I must operate my program in a way that protects children from Abuse and neglect. As such, I am a mandated reporter (under M.G.L.c.119 s51A) and must make a report to the Department for Children and Families (DCF) whenever I have reasonable cause to believe a child in the program is suffering from 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.

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ENROLLMENT REQUIREMENTS

The first day your child attends the Poppets program. We need a copy of the attached Family Child Care Enrollment packe

1. Registration forms
2. Handbook read and signed
3. Deposit of one month fee (See fees page) . This will be put towards your June payment.

Without these completed documents, which will be updated annually, I cannot care for your child. The reason for this is so I have all the important information and the phone numbers I will need in order to provide the best possible care.

Medical Information

Medical information about your child must be given to me within one (1) month from the day your child starts the program. There are three (3) pieces of information I will need.

1. A statement form a physician or health care professional that says that your child received a physical exam this year.
2. Evidence that your child has been immunized as recommended by the Department of Public Health
3. A statement from your physician or health care professional to say that your child has been screened for lead poisoning.

Please Note: Your Child's immunization record must be updated and given to me in accordance with the department of public health regulations. This report must be given to me.

Communication and staying involved.

It is very important to keep an open dialogue with me as your child's Educator, and to maintain an active role in your child's care. Feel free to visit a variety of times during your child's stay - it is your right as a parent. Please also follow up with me with any questions about Poppets program.

I am looking forward to working with your family and providing a great experience for your child(ren)!

Attachment A --- PARENT/EDUCATOR AGREEMENT

Program Name: Poppets early learners

Name of Child(ren): _____

Program Address:

71 Chestnut St, Andover. MA 01810

Program hours/closures

My Normal Hours of operation

Monday, Tuesday, Thursday and Friday

8:30 to 11:30 12:30 to 3:30

Wednesday - 8.30 to 12.30 NO PM

Lunch/quiet time extra 11:30 to 12:30

If for some reason the program will be closed, you will be notified by email. If you prefer another method such as a text, please write your preference below _____

Additional schedule information (holidays, vacation, etc) is as follows

Poppets will follow the Andover school calendar for vacation dates also for teacher training in which I am requested to take to be licensed by the EEC. Andover calendar copy attached. You will not be charged for school vacations and holidays.

If there should be a severe weather or a local emergency please follow the Andover schools announcements. Note that you will still be charged for snow days as this is unforeseen

Your vacations and sick days are still charged as your daily fee.

9/2018 Updated

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FEE SCHEDULE

Below are my Family Child Care Rates, as well as any policies regarding late fees and termination.

Monday through Thursday 8:30 to 11:30 - \$38 per session. 12:30 to 3:30 - \$38 per session

Lunch/quiet time extra 11:30 to 12:30 - \$12

Full Day 8.30 to 3.30 - \$75

Late Pick Up Fee will be added after 10 minutes late - \$5 per 15 minutes

01/2018 Updated

Tuition is paid as a monthly fee.

The first installment is paid with your registration as a non-refundable advance month deposit.(This will cover June.) The deposit holds your child's place

Each month is to be paid the first of each month, September through May. A late fee of \$25 will be charged for tuition payments more than ten days late. A returned check fee will also be charged for any returned checks.

All necessary forms and a non-refundable advance deposit must be returned prior to starting school.

Parents must give 2 weeks notice to terminate placement and are responsible for payment during the termination period whether or not the child attends the program

Because we are heavily dependent on tuition payments to meet our own expenses and maintain our commitment to quality education, it is essential that tuition payments are timely. After one month of unpaid tuition, payment will be considered delinquent and the child will be unable to continue in the program. Please direct all financial concerns, no matter how incidental, to me.

If you need to pay by check, please mail or hand-deliver tuition checks to Poppets mail box located at the entrance.

By Signing this, you are documenting that we are in agreement about the hours your child will receive care, and the rates you will be paying for that care. You are stating that you understand my policies regarding late fees, termination and any other issues documented above.

Parent Signature _____ Date _____

2018

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