



Woodland Place Child Care Center
Parent Handbook
Beth Costanzo
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woodlandplacechildcare.com

MISSION STATEMENT

The mission of Woodland Place is to develop high achieving students by providing a rigorous, hands-on, environmentally-based educational program that fully develops the highest degree of proficiency in communication, intellectual curiosity, interpersonal and collaborative skills, and self-understanding. WP strives to engender respect of all people while embracing the differences of others and to build an environment that values children and is devoted to demonstrating the utmost commitment to social, civic, personal and environmental responsibility within our community and throughout the world.

GOALS AND OBJECTIVES

- 1 To provide loving care for all our children in a healthy, happy environment.
- 2 To provide both structured and unstructured periods of time throughout the day in order to develop the maximum mental, physical and social growth for each individual child.
- 3 To provide a trustworthy and responsible service for the parents of Gloucester and the surrounding communities.

ENROLLMENT

Parents and/or Guardians may make an appointment with the Director to tour the WP facility. After the tour of WP is completed, the family and the Director of Administration will meet to discuss the program's curriculum, policies and procedures and to review the Parent Handbook. Any questions or concerns will be answered during this meeting. Your child will be provided with the opportunity to visit their pre-school or daycare class and to observe and/or participate in their new school environment. This visit is encouraged in order for your child to feel comfortable with the environment and the other children prior to enrollment.

All registration, medical forms and other paper work must be completed prior to your child's first day at WP.

Registration/Enrollment Fee

WP registration fee of \$75.00 is due at the time of your child's enrollment. Re-registration fees and new enrollment forms are due every September. Registration fees are non-refundable.

Deposit

WP requires a one week, non-refundable deposit, in addition to the registration/enrollment fee. This deposit shall be applied to your child's last week of

childcare. WP requires written notice two weeks prior to departure from the program.

Termination of Enrollment

WP may terminate a child's enrollment if:

1. The parent or guardian fails to make a tuition payment.
2. There is reoccurring tardiness of the parent or guardian when picking up their child.
3. There is persistent, unacceptable behavior from the child.

Tuition is due by 12:00 p.m. (noon) each Friday. Monthly payments are due the last Friday of the month. Monthly payments cover the cost of tuition until the last Friday of the following month. WP will not refund tuition for days that your child is absent.

Sibling Discount

The sibling discount is ten (10%) percent off the oldest child's tuition.

Non-Payment Policy

Prompt payment is necessary and expected. Families with tuition payments that are more than two weeks overdue will be considered to be using their deposit. After the third week, the child will no longer be enrolled. Upon receiving written notification of delinquency, please contact the Director immediately at (978) 491-0747

Late Payment

One (1) week late payment will be due the beginning of the 2nd week plus a \$10.00 late fee. Two (2) weeks late payment must be paid in full by the beginning of the third (3rd) week plus a \$20.00 late fee. If delinquent tuition, together with the requisite late fees, is not paid in full at the beginning of the third week of delinquency, the child's enrollment shall be terminated.

Habitual Late Payments

Habitual late payments shall be cause for termination at WP.

Insufficient Fund Checks

All checks returned to WP for insufficient funds will be charged a service fee of \$20.00. In the event that more than two (2) checks are returned to WP for insufficient funds, your personal checks will no longer be accepted, and tuition must be paid by cash or money order.

Snow Days/Inclement Weather

WP does not follow Gloucester Public School closings on snow days. Please call (978) 491-0747 after 6:00 a.m. for school cancellation information or visit our Facebook Page for updates. Cancellation of daycare and pre-school due to snow days or inclement weather are not exempt from payment.

Holidays

WP is open 48 weeks a year. The center closes on all major Holidays: New Year's Day, Martin Luther King Day, Presidents Day, Patriots Day, Memorial Day, Fourth of July, Columbus Day, Veterans Day, Thanksgiving Day, and the Friday after Thanksgiving, Christmas Eve and Christmas Day. Parents are responsible for tuition on these holidays (if your child attends on that day of the week).

Vacation

WP is closed during the last week of December through New Year's Day, and no tuition is due.

DAILY OPERATIONAL GUIDELINES AND POLICIES

Woodland Place is licensed by the Department of Early Education and Care.

Transitions

When children are preparing to transition to a new classroom or program WP will collaborate with teachers and parents and prepare for the transition to a new classroom and make any accommodation necessary.

Arrival Policy

Children should arrive promptly for their scheduled program. Kindly contact the center by 8:00 a.m. if your child is going to be absent or arriving late.

Departure Policy

Please pick your child at the scheduled time. WP closes promptly at 5:30 p.m. All children must be picked up by that time. In the event that you cannot pick your child by that time, please notify the center immediately. If your child is picked up later than his or her scheduled time, there is a \$5.00 late fee for every ten (10) minutes past the usual departure time. Abuse of this policy may result in termination from the program.

Child Pick-Up Policy

As mandated reporters, WP staff members are required to question the family member or authorized pick-up person should it be suspected that the person picking-up the child is under the influence of alcohol or any other illegal substance. In the best interest of the child, a staff member will attempt to determine an alternative transportation solution such as calling another person or calling a cab.

Transportation Policy

Parent(s) or guardian(s) are responsible for both dropping off and picking up their children each day.

WP staff is concerned with the safety of all children attending our center. Parent(s) or guardian(s) are asked to take their child firmly by the hand when dropping them off or picking them up each day. Please do not let them run freely in front of the building or in the parking area.

Non-Violent Toy Policy

WP supports a loving, peaceful, non-violent environment. Toys or books of a violent nature are not permitted in the center. Examples of unacceptable items are: guns, knives, war-related items or any type of weapon. In the event that children come to school with such items, staff members will request that the inappropriate item be removed from the premises by the person dropping the child off at the center.

Toddlers-Preschool

WP provides a unique environment for our Toddler-Preschool children from ages 15 months to 5 years of age. In this group each child is viewed as an individual with unique qualities. Because all children develop at different rates, WP staff strives to acknowledge these differences and ensure each child the opportunity to develop at his or her own pace.

Outdoor Play

Daily outdoor activity is very important for young children, and is planned whenever possible. In the winter months, students will go outdoors as long as the temperature with wind chill is 32 degrees Fahrenheit or above.

It is WP policy that all children will go outdoors. If children are dressed properly, weather conditions should not pose any health risk.

Please supply appropriate clothing, allowing for the weather extremes. During the winter months, children should have mittens, boots, shoes, hats, snowsuits or snow pants, and coats available to them. During the summer months, children should have cool tops and shorts available to them.

Snacks

WP provides a morning snack at 9:30 a.m. and an afternoon snack at 2:30. This may consist of juice, milk or water and some or any of the following: crackers, cheese, popcorn, fruit, pretzels, toast and/or vegetable sticks. Children with special dietary needs must supply their own snacks.

Lunch/Nutrition Food List

WP does not supply lunch for their students. Luncheon items brought from home might include: 6 oz. of 100% fruit juice or milk; ½ sandwich of meat, fish, eggs, poultry or cheese; vegetables and fruit that are fresh or canned, and a dessert consisting either of whole grain cookies, raisins, pudding or yogurt.

Rest Time Policy

WP is required by the Department of Early Education and Care to provide a daily rest period for all children under the age of six that are participating in full day programs. Children need not sleep during this time, however resting on a mat and being both physically and verbally quiet is expected.

PARENTAL RIGHTS

Parent Conferences

The Director and all staff are available for individual conferences with parent(s) or guardian if requested.

Parent Visits

Parent(s) or guardian(s) are encouraged to visit their child at the center unannounced at any time.

Parent Input

Parent(s) or guardian(s) are welcome to share their views and comments concerning the program itself or its policies. If a written response is requested, it will be granted by the Director.

Reports to Parent(s) or Guardian in Group Day Care Centers

A written progress report regarding the participation of each child in the center's program will be completed for all children in October and April of each school year. This report will be maintained in the child's records. WP will provide a copy of each report to the parent(s) or guardian, or meet with the parent(s) or guardian, at least every

six months to discuss their child's activities and participation in the center.

In addition:

- 1 For children with disabilities, WP will complete a written progress report of the child's development every three months, and provide it to the parent(s) or guardian.
- 2 Special problems or significant development, particularly as they regard infants, will be brought to the parent(s) or guardian's attention as soon as they arise.

Notification of Injury

WP will inform parent(s) or guardian immediately of any injury that requires emergency care beyond minor first aid, and will inform the parent(s) or guardian in writing of any first aid administered to their child within 24 hours of the incident.

Confidentiality and Distribution of Records

1. Information in a child's record is privileged and confidential.
2. This information will not be distributed or released to anyone not directly related to implementing the program plan for the child without the written consent of the child's parent(s) or guardian. WP will notify the parent(s) or guardian if a child's record is subpoenaed.
3. The child's parent(s) or guardian will, upon request, have access to his or her child's record at reasonable times. In no event will such access be delayed more than two business days after the initial request without the consent of the child's parent(s) or guardian. Upon such request for access, the child's entire record, regardless of the physical location of its parts, will be made available.
4. WP will establish procedures governing access to, duplication of, and distribution of such information, and will maintain a permanent written log in each child's record indicating any persons to whom information contained in a child's record has been released.
 - a. Each time information is released or distributed from a child's record the following information will be recorded: The name, signature and position of the person releasing or distributing the information; the date, the portions of the record which were distributed or released; the purpose of such distribution or release; and the signature of the person to whom the information is distributed or released.
 - b. Such log will be available only to the child(s) parent(s) or guardian, and center personnel will be responsible for record maintenance.

Transfer of Records

When the child is no longer in the care of WP, upon written request of the parent(s) or guardian, the Director will transfer the child's record to the parent(s) or guardian, or any other person the parent(s) or guardian identifies.

Charge for Copies

WP will not charge an unreasonable fee for copies of any information contained in the child's record.

Research and Experimentation: Unusual Treatment

WP will not conduct research, experimentation, or allow unusual treatment involving children without the written, informed consent of the child's parent(s) or guardian, for each occurrence. In programs where observations of children (by persons other than the parent(s) or guardian of the children in the center) are common, a general parental/guardian consent may be obtained in writing.

Observations will mean that there is no interaction between the child and the observers and no identification of any individual child. In no case will the Director allow a child to be harmed during research, experimentation or unusual treatment. Research and experimentation will not mean program evaluation or data collection for purposes of documentation services of the program that do not identify individual children.

Unauthorized Activities

WP will not allow children to participate in any activities unrelated to the direct care of children without the written, informed consent of the parent(s) or guardian. "Activities" will mean, but not be limited to:

1. Fundraising
2. Publicity, including photographs and participation in the mass media.

Maintenance of Records

WP will maintain records that will be legible, dated and signed by the individual making the entry. The records will be kept updated at all times. The following must be kept for five years: children's records, personnel files, attendance records and evacuation drill logs. The child's records will be retained for at least five years after a child has left the program.

Children's With Disabilities

WP will accept applications and make reasonable accommodations to welcome and serve any child with a disability. In determining whether accommodations are

reasonable and necessary, WP, with parental consent and as appropriate, request information about the child from the Local Education Agency, or Early Intervention Program.

Curriculum

All children will participate in a hands-on, weekly thematic curriculum. Each day WP students will immerse themselves in daily crafts and activities that help development a strong educational foundation.

Availability of Information

WP will make available any information requested by the Department of Early Education and Care to determine compliance with any Office regulations governing such programs by providing access to the facility's records, staff and references.

Child Abuse Reporting Law

All day care providers are mandated reporters. Teachers suspecting child abuse or neglect must report concerns to:

The Department of Social Services
45 Congress Street, Salem, MA. 01970
978-825-3800

1. WP will protect all children from neglect and abuse while in the center's care.
2. Written procedures for reporting suspected incidents of child abuse and neglect as required by M.G.L. c. 119, 51A will be followed.
3. All staff will report child abuse and neglect.
4. The report will be made either to the Department of Social Services pursuant M.G.L. c. 119 51A, or to the Director of WP.
5. The Director will immediately report suspected abuse or neglect to the Department of Social Services, pursuant to M.G.L. c. 119 51A.
6. The Director will notify the Department of Early Education and Care immediately after filing a 51A report, or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of the day care center or during a program related activity.
7. WP will cooperate in all investigations of abuse and neglect, including identifying parent(s) or guardian of children currently or previously enrolled in the center. Providing consent for disclosure to the Department of Early Education and Care of information from and allowing the Office to disclose information to, any person and/or

agency the Office may specify as necessary to prompt investigations of allegations and the protection of children.

8. WP will develop and maintain written procedures for handling any suspected incident of child abuse or neglect, which includes but is not limited to ensuring that an allegedly abusive or neglectful staff member does not work directly with children until the Department of Social Services investigation is completed and for such additional time as the Office requires.

BEHAVIORAL ISSUES AND POLICIES

Behavior Management

1. Corporal punishment, including spanking, will not be used.
2. No child will be subjected to cruel or severe punishment, humiliation or verbal abuse.
3. No child will be denied food as a form of punishment.
4. No child will be forced to eat food.
5. No child will be punished for soiling or wetting their clothes or not using the toilet. No child will be forced to remain in soiled clothing or to remain on the toilet, nor shall any other unusual or excessive practices for toileting be used. 102 CMR 7.10 (1)

Misbehavior is defined as:

1. Any action that causes physical or emotional harm to any child or daycare provider.
2. Any action that causes misuse or the destruction of any school property or the property of an attending daycare child.
3. Any action that challenges the authority of a daycare provider.

The staff at WP will provide each child with guidance that assists the child in developing a positive self-concept, learning self-control, and teaches acceptable behavior. Discipline and behavior guidance used by each caregiver will at all times be constructive, positive and suited to the age of the child.

The following standards and rules apply in the pre-school program:

1. To prevent unacceptable behavior from occurring the staff will:
 - a. Model appropriate behavior for the pre-school students.
 - b. Arrange the classroom environment to enhance the learning of behaviors that are acceptable.
 - c. Use descriptive praise when appropriate behavior is occurring. (i.e. "Look how high you're building the blocks! Let's count them.")
2. When unacceptable behavior is about to occur or is occurring, the staff will use:
 - d. Redirection by substituting a positive activity for a negative activity.
 - e. Distraction by changing the focus of the activity or behavior.
 - f. Active Listening to determine the underlying cause of the behavior.
 - g. Separation from the group: This is only used when the less intrusive methods have been tried and the behavior of the child is dangerous to him/herself or the other children. In the event that "Stop and Think" is used the child will remain within sight and hearing of the staff. The child will be separated from the group for a maximum time of 2 minutes.

NOTE: "Stop and Think" is defined as placement of the child in any quiet area where the child may reflect on their inappropriate/unacceptable behavior. It may be a chair near the reading area or it may be sitting quietly near the housekeeping area. The child will **always** remain in sight and hearing of our staff members.

WP complies with all federal, state and other relevant laws that prohibit the use of unproductive or shaming methods of punishment.

WP believes that parent(s) or guardians and childcare staff must work together to address reoccurring, persistent behavioral issues such as biting, unusual or dangerous aggression, or other problematic behavioral issues.

1. In the event that a child displays any of the above behavior repeatedly, parent(s) or

guardian will be notified of the situation, and asked to sign a daily log in order to insure that both parent(s) or guardian and staff are closely monitoring the child's behavior.

2. If, despite the use of the daily log, the behavior continues, a parent/teacher conference will be requested.
3. WP staff and parent(s) or guardian will work together in an attempt to resolve the situation by developing a list of detailed objectives that will be followed at the center.
4. WP staff will take careful measures to correct the child's behavior pattern.
5. If the behavior continues to persist, a recommendation for a referral will be made at that time to the appropriate social, mental health, educational or medical service for evaluation.
6. With parental/guardian permission, WP will follow-up with the service provider in order to make a collaborative effort to correct the child's behavior pattern. Based on the results of the evaluation conducted by the service provider the child was referred to, WP and the parent(s) or guardian will then decide in what ways WP can better serve the child.
7. If, despite the diligent efforts of WP, the parent(s) or guardian and the service provider, the child's behavior pattern has not improved, and the child is a threat to the safety of themselves, the other children, or the staff, the child's enrollment in WP shall be terminated.

The parent(s) or guardian will receive written notice to be signed and dated upon announcement of the termination of their child's enrollment.

In the event of enrollment termination, WP will provide the parent(s) or guardian with information regarding the availability of alternative services, and, if necessary, will provide a referral for said services. Additionally, WP will prepare a child for enrollment termination consistent with his or her ability to understand.

Referral Plan

WP has developed procedures for referring parent(s) or guardian to appropriate social, mental health, educational and medical services, including but not limited to dental checkups, vision or hearing screenings.

If any staff member feels a child may need any social, mental health, medical or educational resources from outside the center, the concerns will be brought to the Director.

1. The Director will then work with the teacher in observing and documenting the child's behavior.
2. After observations are made, the parent(s) or guardian will be brought in and an assessment will be made as to whether or not a referral is necessary. Should the staff and parent(s) or guardian agree that a referral is necessary; a list of current resources will be made available to the parent(s) or guardian.
3. Please see the Director for a list of referral resources.

Requirements For Referrals In All Programs

1. WP will provide a written statement, including the reason for recommending the referral, and a detailed accounting of any efforts the center has made to accommodate

the child's needs.

2. WP will offer assistance to the child's parent(s) or guardian in making the referral. WP must have written parental/guardian consent before any referral is made.
3. If the child is at least 2½ years of age, WP will inform the child's parent(s) or guardian of the availability of services and their rights, including the right to appeal, under ST 1972 c.766.
4. If a child is under the age of three, WP will inform the child's parent(s) or guardian of the availability of services provided by Early Intervention Programs.
5. WP will follow up the referral, with parental/guardian permission, and contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the center. If it is determined that the child is not in need of services from the agency or service provider, or is ineligible to receive services, WP will review the child's progress at the center every three months to determine if another referral is necessary.
6. WP will maintain a written record of any referrals, including the parent/teacher conference as well as all results and determinations from all meetings and evaluations.

EMERGENCY PROCEDURES AND POLICIES

Emergency Evacuation at WP

1. The emergency plan for evacuation is posted in each classroom near the exits. The teacher will lead the children out the front door of the building to 12 Gibbs Hill Drive. Beth Costanzo will take the attendance. Another staff member will have taken the files and also the first aid kit. Beth Costanzo will use her cell phone to call the local authorities
2. The daily attendance book will be taken in the event of evacuation, and at every evacuation drill, and attendance will be taken.
3. The Director will be responsible for the practice of evacuation drills.
4. Evacuation drills will be practiced at least every two months.
5. The Director will maintain documentation of the date, time and effectiveness of each evacuation drill.

Fire

We will evacuate the building and take all children and staff members to 12 Gibbs Hill Drive. Beth Costanzo will take the attendance. Another staff member will have taken the files and also the first aid kit. Beth Costanzo will use her cell phone to call the local authorities.

Natural Disaster

If we have a natural disaster we will contact each parent to pick up their child. If our premises are in danger, we will then move our students to 12 Gibbs Hill Drive.

Loss of Power

In the event that the center loses power, the parent(s) or guardian of each child will be contacted to make arrangements to have their child picked up. If it is cold, the child's coat will be put on.

Loss of Heat

In the event that the center loses heat, the parent(s) or guardian of each child will be contacted to make arrangements to have their child picked up. If it is cold, the child's coat will be put on.

Loss of Water

In the event that the center loses water, the parent(s) or guardian of each child will be contacted to make arrangements to have their child picked up. MHCS will obtain a supply of spring water for the children to drink until they have been picked up.

HEALTH CARE POLICIES

Emergency Telephone Numbers 102CMR 7.07 (17)(A)

Health Care Consultant	Dr. Jourhorian	(978) 281-4550
Fire Rescue and Police		911
Addison Gilbert Hospital		(978) 283-4000
Designated Adult	Richard Gibbs	(978) 283-4140

Health Care Consultant

1. WP has designated a Massachusetts licensed Doctor as the program's Health Care Consultant.
2. The Health Care Consultant will assist in the development of the program's health care policy, will review and approve the policy initially, will review the policy again at least upon renewal of the regular license, and will be available as needed.
3. The Health Care Consultant will approve any changes in policy.
4. The Health Care Consultant will approve the first aid training for the staff.

Procedures For Using and Maintaining First Aid Equipment

1. A First Aid Kit is located on the counter in the front room.
2. First Aid supplies include: adhesive tape, band-aids, compresses, gauze pads, roll bandage, disposable latex gloves, instant cold packs, scissors, tweezers, and thermometer.
3. Parent(s) or guardian will be informed in writing of any first aid administered to their child. The Director is responsible in keeping the first aid kit supplied.

Procedures to Follow in the Event of Injury

1. An injury report for any incident that requires first aid or emergency care will be maintained in the child's file.
2. An injury report will include, but not be limited to: name of child, time and location of the accident or injury, description of the injury and how injury occurred, name(s) of witness(s), name(s) of person(s) who administered first aid or medical care and type of first aid/medical care administered.
3. A central log or file of all injuries that occur during program hours will be maintained

and the Health Care Consultant will periodically monitor the safety record of the program to identify problem areas.

Injury Prevention Plan

1. WP will monitor the environment daily to immediately remove or repair any hazard.
2. WP is a non-smoking facility. No smoking is permitted on the premises.
3. WP will keep all toxic substances, poisonous plants, medications, sharp objects, matches and other hazardous objects in a secured place and out the reach of children.
4. The Director will hold evacuation drills with all groups of children and all staff at least once every other month. The drills will be held at different times of the program day. The Director will document the date, time and effectiveness of each drill.
5. A non-pay phone will be kept on the premises for center only use.

Plan for Managing Infectious Disease

1. WP will follow exclusion policies for serious illnesses, contagious diseases and reportable diseases in conformance with regulations and recommendations set by the Division of Communicable Disease Control and the Department of Public Health. Procedures will include notification of all parents or guardians in accordance with the Department of Public Health recommendations when any communicable disease, such as measles or salmonella, has been introduced into the program, and policies for when children who have been excluded from the program may return.
2. Parent(s) or guardian will be notified in writing if a communicable disease has been introduced into the center.
3. If a child develops any signs of illness such as rash, fever, diarrhea or vomiting during the day, WP will contact the parent(s) or guardian and expect arrangements to be made to remove the child from the center as soon as possible.
4. Any child who has a temperature of 101 degrees or above, a skin rash, a chronic cough or runny nose should not be brought to the center.
5. WP will take special precautions for the following types of infectious diseases/illness: gastro-intestinal, respiratory and skin or direct contact infections. In the event that a child develops this type of disease/illness while at the center, MHCS will contact the parent(s) or guardian and expect arrangements to be made to remove the child from the center as soon as possible.
6. A child who has already been admitted to the center and manifests any of the

symptoms requiring exclusion as specified in 102 CME 7.05 (5)(b) shall be kept at the center until he or she can be suitably cared for elsewhere.

Plan for Infection Control

1. Staff and children will wash their hands with liquid soap and warm running water at the following times:
 - a. Before eating or handling food;
 - b. After using the toilet or diapering area;
 - c. After coming into contact with bodily fluids or discharges;
 - d. After handling center animals or their equipment; and
 - e. After cleaning up the center.
2. Specified Equipment. Items or surfaces are washed with soap and water and/or disinfectant using the following schedule:
 - a. Sanitizing After Each Use: Toilet training chairs which have first been emptied into a toilet; sinks and faucets used for hand washing after the sink is used for rinsing a toilet training chair; diapering surface; toys mouthed by infants and toddlers; mops used for cleaning body fluids; bibs and thermometers.
 - b. Sanitizing-Daily: Toilets and toilet seats; containers, including lids, used to hold soiled diapers; sinks and sink faucets; drinking faucets; water tables and water play equipment; play tables; smooth surfaced non-porous floors; mops used for cleaning; cloth washcloths and towels.
 - c. Sanitizing monthly: Cribs, cots, mats or other approved sleeping equipment; sheets, blankets or other coverings; machine washable fabric toys.

NOTE: A self-made disinfectant solution of bleach and water will be used to sanitize all equipment, counters and floors of the center

Universal Precautions

WP will provide disposable gloves to be used for the cleanup of blood spills and bodily fluids. The affected area will be disinfected. Used gloves will be thrown away in a lined, covered container. WP will ensure that staff washes their hands thoroughly with soap and water after cleaning up the affected area. Soiled clothing will be sealed in a plastic container or bag, labeled with the child's name and returned to the parent(s) or guardian.

Staff Training

All staff will be trained in infection control procedures annually. Our Health Care Consultant will train new staff members upon the start of employment. Newly hired staff are required to have had a physical examination within one year prior to employment. The examination will be valid for one year from the date the staff member was examined and will be repeated every two years thereafter. Dr. Jourhorian is our Health Care Consultant and will be performing training on infection control procedures.

Mildly Ill Children

Mildly ill children will be allowed to rest quietly on a mat, supervised by a staff member until they are in the care of a parent or guardian. They will be served lunch or snack. They will not be expected to participate in daily activities.

Prescription and Non-Prescription Medication

Prescribed medicines must:

1. Be in the child's name;
2. Be in the original container;
3. Show an expiration date on the label;
4. Show the prescribing physician's name on the label;
5. Show the name of the medication and instructions for administering the medication on the label; and
6. Show storage instructions on the label.

In order to dispense medication to children the following procedures are required:

1. A Medication Authorization Form (supplied by the center) must be completed and signed by the parent(s) or guardian for all prescription and non-prescription medication;
2. Non-prescription medications may be administered if a physician gives a written order. Tylenol is an example of a non-prescription medication.
3. The order from the doctor must state the medication, dosage and instructions for administration; and
4. This order will be valid for not more than one year from the date it was signed.
5. WP will not administer any medications contrary to the directions on the original

container unless authorized by the child's physician in writing.

6. Medications will be kept in the kitchen areas out of the reach of children.

7. The staff member administering the medication will fill out a log each time medication is dispensed.

NOTE: An attempt will be made to contact the parent(s) or guardian before medication is administered unexpectedly, unless a child needs the medication urgently or when contacting the parent(s) or guardian will delay appropriate care. The parent(s) or guardian will be notified in writing each time a non-prescription medication is given.

Topical non-prescription medications

1. Topical non-prescription medication will only administered with written parental/guardian authorization listing the specific topical non-prescription medications to be administered and the criteria for administration. This authorization will be valid for no more than one year from the date it was signed.

2. Petroleum jelly, diaper rash ointments and anti-bacterial ointments which are applied to wounds, rashes, or broken skin, must be stored in the original container and used only for the individual child.

3. The container will be labeled with the child's name.

Procedures for Emergencies and Illness

In case of a medical emergency, the procedures are:

1. One adult will stay with the child. This adult will attempt to keep the child calm. If the child is bleeding, this adult will apply pressure to the wound with a clean cloth and gauze pad. An unconscious child will not be moved.

2. Another adult will call 911.

3. The Director will contact the parent(s) or guardian. Emergency phone numbers for each child's parent(s) or guardian is listed in the child's file and posted near the phone. If the parent(s) or guardian cannot be reached, then secondary numbers will be called.

4. If professional medical attention is required, the child's file will be checked for permission to treat. The file will be taken to the hospital with that child.

5. The Director will call ahead to the hospital to determine whether the child should be transported to the hospital by ambulance or Director's vehicle.

6. One adult will accompany the child to the hospital.
7. The Director will have a car seat or booster seat in the vehicle when transporting the child to the hospital.

Field Trips

WP does not normally bring our toddlers on field trips. We may invite music, theatre or dance teacher to our school to entertain our students.

Allergies

Information for identifying and protecting children with allergies is requested on the application and is kept in each child's file. A complete list is posted in each classroom. We currently do not have any children with any peanut allergies.

Lead Screening

For children under the age of three years, but not less than nine months of age, the Director will admit a child to the center only if provided with a statement signed by a physician or an employee of a Health Care Agency stating that the child has been screened for lead poisoning. Or, in the alternative, is provided with written verification from the child's parent(s) or guardian that they object to such an examination on the grounds that it conflicts with their religious beliefs.

ADMINISTRATIVE PLAN

Business Management

Beth Costanzo, who holds the title of Director II, through the Department of Early Education and Care, is responsible for the administrative management of WP

Beth Costanzo is responsible for all of the administrative duties.

Holly Cain, a Certified Public Accountant is responsible for payroll and for all tax reporting documents associated with WP.

The Director is responsible for business management and record keeping as required by 102 CMR 7.05 (9); development and maintenance of the early childhood education program of the center, including children with disabilities; staff development, supervision and training; and parental/guardian involvement and social services.

Staff members will not perform administrative duties when they are assigned teaching duties with groups of children.

Beth Costanzo will retain for 5 years both child and staff records.

Organizational Information

The Director will be responsible for all aspects of WP. If the Director is not available, then the highest qualified staff member will assume all responsibility.

1. If the Director is not available a Lead Teacher and/or a Teacher is in charge of Woodland Place
2. The Director will inform all staff on duty as to who is responsible for the administration of the center at any given time.
3. In the event of a temporary absence of the Director, the Director may appoint a designee.

Parents have the right to review policies and procedures of Woodland Place School.

Parents also have the right to review background records of all staff on duty.

Woodland Place is licensed by EEC, MDPH and the City of Gloucester.