

DAYCARE AT DAYSPRING



Parent Handbook

Rev 01/03/2019

www.dayspringag.org

philosophy.....	4
child-based curriculum.....	4
learning Styles.....	4
learning environment.....	4
behavior management.....	5
Schedule.....	6
hours of operation.....	6
infant and toddler transition schedule.....	6
toddler and preschool transition schedule.....	6
procedures & policies.....	6
absences/vacations.....	7
authorized adults.....	9
balloons.....	9
communication.....	9
from the school.....	9
from parents.....	9
celebrations.....	10
birthday parties.....	10
religious & cultural celebrations.....	10
consent forms.....	11
dropping off & picking up.....	11
late fees.....	11
emergencies.....	12
weather.....	12
fire.....	12
other emergencies.....	12
food.....	12
holidays.....	12
hygiene.....	13
diapering.....	13
toileting.....	14
finger nail care.....	14
language.....	14
medical policies.....	15
accidents and injuries.....	15
preferred facilities.....	15
required records.....	16
contact information.....	16

illness	16
returning after illness.....	19
plan for infection control	19
medication administration	20
first aid.....	20
outings	21
sunscreen	21
field trips	21
parks and playgrounds.....	21
parental involvement.....	21
parent/teacher meetings	22
pets.....	22
photographs	22
rest period	22
school closings.....	23
security.....	23
supply list	23
tuition.....	24
withdrawal	24
termination	24
Parent Agreement	26

Philosophy

Daycare at Dayspring provides a safe and loving environment where children can learn and grow through play and nurturing relationships. We provide a balance between structured routines and activities that encourage individual choice and expression. We view each child as special and are committed to meeting their individual needs through the attention of and interactions with our experienced and dedicated staff. We are dedicated to teaching children both spiritually and academically. Daycare at Dayspring seeks to minister to the children in to encompass the child on a whole and challenge each child appropriately in order to promote development physically, mentally, emotionally, morally, spiritually, socially and culturally. Our daycare is devoted to nurturing and encouraging the development of our students as unique, valued individuals.

Daycare at Dayspring does not discriminate in providing services to children and their families on the basis of race, religion, cultural or national heritage, political belief, marital status or disability.

Child-based curriculum

Curriculum at Daycare at Dayspring is centered on each child's individual interests and needs. We recognize the universal patterns and milestones of child development and strive to promote healthy development in all our students. Our approach is based upon age-appropriate practices which reflect the needs and interests of each child. We value the fundamental premise of early education; however, the curriculum is created around each child as an individual, tailored to unique developmental capabilities, temperamental characteristics and learning styles. Our approach surpasses textbook developmental guidelines and is built anew each day to be individually appropriate to the changing interests, abilities and needs of children in our programs.

Bond between teacher and student

Trust is the most impactful component of effective learning. It promotes a sense of well-being and emotional security in young children, creating a solid foundation for future learning. Our teachers' primary goal is to establish a relationship with children in their care based upon trust. Trust develops when children come to anticipate positive experiences in the child care settings. Responsive interactions with caring teachers reassure the children that they can rely upon their caretakers to feel safe and secure.

Learning styles

Learning is an interactive process for young children. Research shows that children learn best through active exploration, investigation and interactions with adults, other children and open-ended materials. During this prime time of early childhood development, we encourage our students to be active participants in their learning by providing opportunities for children to explore a variety of activities, materials and equipment in an environment that encourages open ended play while fostering development through the interests and needs of each child.

Learning environment

Learning is facilitated by neat, clean and orderly environments. Our classrooms are organized and arranged to reflect the needs and interests of the children. Each classroom is equipped to entice the children's involvement in activities, provide ample time and space for exploration and encourages children to explore and learn through play and hands on experiences. The environment is structured to include diverse activities and accessible materials increase the likelihood of their enjoyment and prolonged attention to selected activities. Additionally, this environment supports the children's growing independence by encouraging active decision-making and problem solving.

Behavior management

In keeping with the school's commitment to provide high quality childcare, we recognize the importance of discipline and its effect upon a child. All Daycare at Dayspring's disciplinary guidelines, therefore, are mindful of the school's philosophy.

Disciplinary guidelines for Daycare for Dayspring are as follows:

- Refrain from the use of physical punishment in any form.
- Do not associate punishment with food, naps or bathroom procedures.
- Maintain consistent discipline with the goal of helping the child rather than forcing compliance to adult standards.
- Employ discipline that considers a child's age, intelligence, emotional make-up and past experience.
- Exemplifying patience and understanding to help children establish good social habits; teachers will encourage conflict resolution and redirection as a means of behavior management.
- Enforce disciplinary actions with fairness and consistency, making every effort to help the child recognize actions as such.
- Avoid segregating or singling out any child.
- Encourage and praise good behavior, as this is frequently more effective than discipline.
- Be mindful that a child's ability to accept and profit from disciplinary actions depends largely upon their feelings of acceptance.
- Insure that all staff is in agreement with principles of supervision, training and discipline of children.
- Maintain discipline guidelines set by the Commonwealth of Massachusetts
- Do not use verbal abuse, threats or derogatory remarks about a child or their family.
- Speak with a kind, firm voice at the child's level.
- Inform the Director in the event of persistent, uncontrollable behavior that becomes disruptive and/or harmful to other children and advise the child's parents.
- Do not allow another child, group of children or other parent to discipline another child.

Schedule

Hours of Operation

Daycare at Dayspring is open Monday through Friday from 7:00 am until 6:00 pm, with the exception of holiday closings, school closings, and early dismissal days. We ask that you pick your child up no later than 5:50pm to account for time to gather belongings and communicate with teachers.

Infant and Toddler Transition Schedule

Although the infant room is individualized for each child's needs it has three typical schedules. The first schedule pertains to the youngest infants. This schedule typically has a feeding, sleeping and diapering every two hours. The second schedule pertains to children roughly four months to thirteen months. These children have two naps, eat semi-solid foods three times a day, and drink fewer bottles. The third schedule is roughly from thirteen months to twenty-four months. These children have one nap, eat solid foods, and drink from a cup. With these typical schedules in mind each infant is also fed, napped and diapered according to his/her needs. Activities are age appropriate as they grow. Daycare at Dayspring offers a wide variety of age appropriate toys, games and activities that support development and encourage individuality. Our staff is well-versed in the special care, soothing, stimulating and safe care that infants require. We believe in strong partnerships with parents and encourage open communication in order to further support each infant. Please ask your child's classroom teacher to show you where you can find current schedules and classroom activities.

Toddler and Preschool Transition schedule

The children in these rooms display a growing amount of independence in their day. Schedules vary based upon the day, weather, season, availability of activities/presenters and the children's enjoyment of an activity. With this in mind breakfast is offered in the early morning, two snacks and lunch are given daily. Children all have a rest time where the lights are dimmed, soft music is played, and a soothing environment is created. Please ask your child's classroom teacher to show you where you can find current schedules and classroom activities.

***All food and supplies are provided by parents**

Procedures & Policies

Intake and Deposits

An appointment is scheduled for parents seeking childcare to view the facility and meet with the director and teachers. At this time, parents are provided with verbal information. Families who are interested will complete an interest form.

Parents will be advised of the availability of space for their child at this time. A non-refundable registration is required to secure placement. If parents are ready to begin the enrollment process that day, they will be given all the required documents and information. If there is no available space families will be placed on the wait list and contacted when space is available. At that time families will need to return to the school to pick up an enrollment packet. Enrollment information must be completed with all accompanying information at least two weeks before the child's start date.

Please note that our fee structure is based upon the provision of care on a weekly basis, it is recommended that new students start attending school on a Monday rather than the first day of the month.

Full time enrollment

Full time families are required to pay tuition on Monday of every week- Tuesday of the week following a Monday Holiday. There is an option to pre-pay monthly on the **first** of each month. Full time students are granted the benefit of having two weeks or 10-day vacation credits per school year. **A Vacation Request Form needs to be filled out at least two weeks in advance for any vacation credits to be applied.** You can retrieve a vacation form from your child's teacher or the Director. Unused vacation credits will **not** roll over into a new school year. Full time tuition is required for all full-time children even if absences or school closings occur. If there is a change in enrollment status you are obligated to pay full time tuition until an enrollment status change form is submitted in writing and processed. A verbal indication of change in enrollment will not suffice. Please see enrollment status selection section for more details.

Part time enrollment

Part time is defined as any child enrolled four days or less. In order to retain enrollment, children enrolled part time must attend at least two days per week. Families interested in part time care must select days based on availability that their child will be enrolled in daycare. In your enrollment packet you will need to fill out a day selection form indicating which day your child will be in our care. Your child may attend daycare only on the selected days. Should there be a time when enrollment changes need to be made an appropriate enrollment status change form must be submitted and processed before these changes are in effect. You are obligated to pay tuition for your current enrolled days and part time status until an enrollment change form is submitted and processed. There is no provision for part time families to make up missed days due to illness, holidays or other school closings. Part time families are not entitled to any vacation credits. Part time families must pay their tuition rate regardless of holiday, illness or other school closings.

Absences

Parents are asked to inform the school in advance of an impending absence and notify us of its duration. Tuition will not be reimbursed for absences. You may be asked to pay a re-enrollment fee of \$75.00 for extended times longer than two weeks.

Temporary Withdrawals and Enrollment Changes

In the instance that a child's family is not needing care for the summer, or a child is diagnosed with an unanticipated illness which will require the child to be absent for an extended period of time, temporary withdrawal may be necessary. Temporary withdrawals cease tuition charges while securing your child's current enrollment status for a later period of time. In order to temporarily withdraw your child, the anticipated absence must be a minimum of 60 days. In order to withdraw, you must submit a non-refundable security deposit of \$75.00 to secure your child's placement in the program while they are temporarily withdrawn. The family must complete a temporary withdrawal form at least 30 days ahead of time (if anticipated i.e summers). Unforeseen illness is an exception. If a family does not submit the \$75.00 security fee their child's placement may not be secure. Please note that temporary withdrawals are only to be used for the summer time or is an unforeseen illness in the family is to occur. Temporary withdrawal indicates that within the minimum required 60 day time period your child will not be attending Dayspring.

Enrollment changes

As indicated above, full time students are defined as students who attend dayspring five days a week. Part time students are defined as students who attend daycare four or less days per week. Many families need to make changes to their child's enrollment due to changes in work schedules. When changes in enrollment are desired an appropriate enrollment status change form must be submitted and processed before these changes are in effect. You are obligated to pay tuition for your current enrolled days until an enrollment change form is submitted and processed.

Enrollment change requests must be submitted at least 30 days in advance. When an enrollment status change form is received and processed your child's placement in their previous enrollment status will be forfeited. Enrollment status changes are permanent changes to your child's schedule, and their previous status or placement will be given up to obtain the new enrollment status.

An example of enrollment status change:

Doris attends daycare full time. Doris' family had a change in their schedule and would like to only send Doris to school Monday, Tuesday, and Wednesday beginning next month. Doris' family must fill out an enrollment status change form. Doris' family is responsible for full time status tuition until the form is submitted processed and 30 days have passed. On the 31st day, tuition adjustments will be made, and Doris will now have a part time enrollment status. She will no longer have vacation credits, and she will forfeit her placement to full time enrollment. If Doris' family chooses to change her status back to full time at a later date or select different days- they may be placed on a waitlist and her ability to change her schedule may be unavailable due to space constraints.

Some families only need a temporary enrollment status change. In this instance a family must submit a temporary enrollment status change form. In order for a family to secure placement to a previous enrollment status they must submit a \$75.00 non-refundable security deposit and the temporary enrollment change form. Changes in enrollment, for example a full time student would like to drop down to part time, must occur for **a minimum of 60 days at a time. A temporary enrollment change must be at least 60 days and no longer than 90 days.** Should a family require an extended period of time at their new enrollment status (longer than 90 days), they jeopardize their child's placement at that status in the program and their child may have to be placed on the wait list to gain desired status.

An example of vacation time usage:

Doris attends dayspring full time. Doris' family would like to send Doris to school for three weeks at only two days per week. Doris family may use vacation credits for the days Doris is not here. Doris family can use nine out of ten vacation credits for the days she will not attend during these three weeks.

If her family chooses not to use vacation time, they are responsible for paying full time enrollment even if her days are reduced for three weeks.

An example of temporary enrollment status change:

Doris' mother is a teacher. Doris' mother has the summers off (June 20- Sept 3) Doris' mother has requested that Doris drop her full-time status to part time status (3 days a week) for the summer only. Doris will resume full time in the fall. Doris' Mom must submit the temporary enrollment status change form with \$75.00 security deposit 30 days in advance. Doris' tuition will be adjusted to a part time status for the summer and will resume full time tuition payments in the Fall on the agreed upon date indicated on the temporary enrollment status change form.

Authorized Adults

Children will be released into the care of adults listed on their Authorized Adult or transportation authorization form only, unless the school staff has been notified in writing of a change. All adults picking up children are required to present identification.

Balloons

No balloons of any kind are permitted in the Daycare at Dayspring or on excursions or field trips. They pose a significant safety risk to small children and are not allowed under any circumstances.

Communication

From the school

Electronic communication is the official mean of communicating information to parents. Notices, calendars and monthly newsletters are emailed in a timely manner via the HIMAMA app. Calendars and newsletters are also available via the registered area of the Daycare at Dayspring website (www.daycare atdayspring.org).

Parents must take responsibility for checking and reading all distributed materials.

From parents

Written notification is required to inform the school of emergency contact information changes, custody changes, authorized adults changes, medical information/prescription changes, tuition issues, withdrawals, planned absences and vacations.

Urgent concerns should be conveyed directly to your child's teacher or the Director in person or by phone, and then followed up in writing.

E-mail is appropriate if the matter is not urgent or sensitive.

Celebrations

Birthday parties

Birthday celebrations at the school are welcome and encouraged. Please email the ingredients of the foods to be served at least two days prior to the celebration in order to get parent permission for their child to partake of the food. Also, let the class teacher know of the time you are planning to arrive.

Please use the following guidelines when planning your child's in-school celebration:

- Parents and siblings are welcome to attend, but the school is not equipped to host non-family members or non-students.
- Balloons, 'silly string', confetti, lit candles, clowns or other entertainment is not allowed.
- Bring enough cake or snack food for the entire class.
- Adhere to our **nut product-free policy and classroom specific allergy needs** in your food choices.
- Parents are asked to supply plates, napkins and paper goods.
- Parents are responsible for cleaning up after their child's party
- 'Goodie bags' are welcome, but not mandatory. Please select only safe, non-toxic, age appropriate items for goodie bags and avoid candy or toy weapons that may be unacceptable for some families. Goodie bags must be labeled with the giver's name and are to be opened at home after parental inspection.

If you wish to distribute party invitations at school, please give them to your child's teacher in a sealed envelope labeled with the invited child's name. Parents are under no obligation to host an all-class birthday party, but to lessen any hurt feelings, please indicate somewhere on the invitation that the party is not for the entire class.

Religious & Cultural celebrations

Our program includes the study or celebration of Christian holidays. Seasonal holidays often become focal points for the children as they mark specific times of the year. Valentine's Day is marked with an exchange of cards and discussion about love and friendship. Special celebrations are held during the weeks of Mother's Day and Father's Day. Halloween is not recognized here at Dayspring. We are founded on Christian Values and such values will be demonstrated and shared with the children through the recognition of Christian Holidays.

Consent forms

Unless the school has been informed in writing that more than one signature is required, it is assumed that the signature of one parent or guardian means all parents or guardians give consent on a permission slips, enrollment forms, and billing forms.

All custodial parents and guardians, however, are required to sign off on each adult listed on the Authorized Adult form.

Dropping off & picking up

To ensure uninterrupted care for each child, parents **must** exchange a brief greeting with a teacher at drop-off and pick-up times. This exchange is solely to acknowledge a transition in responsibility for your child's care. We are happy to schedule a meeting should you desire a more detailed conversation with your child's teacher.

Please notify your teacher if your child will be dropped off later than 9:00 am. To minimize distractions, the deadline for all drop-offs is 9:00 am, unless your child has an appointment.

Children picked up after 12:00 pm may not return to the school unless the departure is necessitated by a doctor's appointment. In this case, a note from your pediatrician that includes the date, appointment time and clearance to return is required.

The school opens at 7:00 am and closes promptly at 6:00 pm. To ensure staff is on hand to provide care for your child, please drop off no earlier than 7:00 am and pick up your child before we close at 6:00 pm. We ask that you pick your child up no later than 5:50pm to provide adequate time for your child's transition needs or conversations with teachers prior to the school's closing.

After 6:00 Late fees

A fee of \$10.00 will be charged at 6:00 pm and accrue at the rate of \$1.00 per minute until your family has left the premises. Fees are also charged on early closure days (see Holiday Schedule for closing times). Late pickups occurring more than three times will continue to be charged a late fee and a verbal warning will be given. Next, a written warning will be given in addition to the late fee. The final step occurring after a late pick up has occurred for the sixth time, your family will be charged the late fee and your child will be asked to stay home on their next scheduled day at school. Normal tuition rates will be charged in their absence. For each additional late pick up occurring after this, a late fee will be charged, and the child must stay home their next scheduled school day. The family will be charged normal tuition rate for that day. Consistency is key for a developing child; we ask that you arrange plans to ensure your child is picked up on time.

Fees, in their entirety, may be given to the teacher staying late, and must be paid at pick-up in cash or check or on the following day.

During open hours Late fees

Daycare at Dayspring offers two tuition plans for all students. The first-rate plan provides care for up to 8.5 hours and the second rate provides care for up to 10.5 hours. For any child remaining in care longer than their scheduled tuition plan a \$10.00 fee will be assessed at five minutes over scheduled time and a subsequent fee of \$10.00 will be assessed in hourly increments over scheduled time until the child is picked up.

Emergencies/ Weather

In case of inclement weather, families will receive a phone message announcing a closure via School Reach phone cancellation program.

Fire

Daycare at Dayspring's fire evacuation plan is posted next to our building's primary egress. Classrooms are designed in accordance with Massachusetts Fire and Safety codes.

In the event of fire, staff will gather students, attendance sheets and the emergency bag containing parental contact information and evacuate the building. The designated teacher in each classroom is responsible for taking attendance prior to and immediately after evacuation to account for all children in our care. The Director will check each classroom to confirm full evacuation of the building before she leaves. The director will ensure all children are accounted for by checking with each classroom teacher.

Staff and children will return to their regular schedule in the event of a fire drill or false alarm. Parents will be contacted with pick-up instructions in the event of an actual fire emergency.

Other emergencies

In the event of emergencies that do not affect our building directly - local or national emergencies, for example - children will remain at the school under the care of our staff until a parent, guardian or authorized adult arrives.

Food

The school does not supply food, parents are asked to provide food for their children's time at school. The familiarity of food from home is a source of comfort for children. It can also provide a cultural lesson and promote more adventurous eating in older children as their interest expands to food brought in by friends.

Children may have a morning snack, lunch and an afternoon snack. If your child arrives before 8:00 am, they may have breakfast at the school as well. With this in mind, parents are asked to send enough healthy food, based upon their child's eating habits. Please ensure all materials are labeled with your child's name. In order to prevent possible allergic reactions, we ask that first exposures to foods be done at home.

Please pack an insulated container with an ice pack. Teachers can warm food in the microwave, if needed. Unless otherwise requested, teachers will heat food for only 10 seconds to prevent burning or exposure to foods that are too hot. Parents of infants must provide one full days' worth of non-perishable items. A water bottle and a cup of milk are suggested for toddlers. Please see your classroom teacher for a full list of supplies needed.

Please take note that all food must be cut appropriately for the children. It is the parent responsibility to ensure that food is safe to avoid choking hazards. Common choking hazards should be double cut to ensure safety, this includes grapes and hotdogs. Popcorn is not appropriate for infants and toddlers and is considered a choking hazard. Any food deemed unsafe for children may not be served.

NOTE – Daycare at Dayspring is a NUT FREE ZONE. Nuts are highly allergenic and pose a serious health risk for some children. Please read labels carefully when selecting food for your child's school day and avoid products containing nuts or nut oils. Children will not be allowed to consume food containing nut products and parents will be issued a warning. Repeated violations may be grounds for termination of enrollment. Please note that each classroom may have other food restrictions based on classroom needs.

Holidays

The Daycare at Dayspring observes the following holidays listed below. A weekday holiday is observed for holidays that fall on a weekend as indicated. Dayspring Daycare closes for snow days in accordance with Dayspring Christian Academy. Notification via school reach phone call and email will occur as soon as school closing is decided.

Tuition reimbursement and daycare change substitution cannot be made for holidays, snow days, or emergency closings.

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's day
- Thanksgiving Day
- Day after Thanksgiving
- Day before Christmas
- Christmas Day
- New Year's Day
- 3 staff development days

Hygiene

Staff and children will wash their hands before meals. Hand washing is also required after diapering, toileting, contact with bodily fluids, handling animals and administration of medication. At times when handwashing cannot be performed, hand sanitizer will be safely used.

Diapering

Parents are responsible for providing the school with the appropriate amount and size diapers for their child. Parents of children who are toilet training are encouraged to bring in pull ups and extra underwear for their child. Parents must also provide wipes for their child and any other materials pertaining to diapering or toileting. (Diaper cream, etc.) Teachers will advise parents when supplies are running low. The classroom wipes are pooled families are asked to bring in a month's supply (4 packages) of **unscented wipes**. Here at Dayspring we welcome the use of cloth diapers, please contact the director for our cloth diaper policy.

Diapers are checked every two to three hours and changed as needed.

The following procedure is performed during diapering:

- Staff washes hands before and after diapering.
- Staff wears disposable gloves throughout diapering.
- Wipes are used to clean the child, cream or ointment, if provided in a labeled container, is applied.
- Soiled diapers and wipes are placed inside a designated diaper closed lid disposal container

- Soiled clothing is placed in a sealed plastic bag and returned to parents for laundering at home.
- Extra clothing from the child's cubby is used to re-dress the child if any clothing was soiled. Please ensure to keep replenishing soiled clothing.
- The child's hands are washed prior to returning to play area.
- The changing table is sterilized with a cleaning solution.
- All bathroom times, and diaper changes are logged on your child's daily sheet in their classroom.

Toileting

Toilet training is incorporated as part of the diaper-changing routine. Children are given the option of using the toilet at each diaper change. Children are encouraged to be active participants in diapering as this helps reveal to children expectations for toilet training. Successful attempts are rewarded with clapping, cheers, stickers, stars or happy faces. 'Accidents' are considered 'normal' and treated as such. Children are encouraged to try using the toilet as soon as they show interest in doing so. Forcing a child to use the toilet is not beneficial to toilet training, staff are to encourage children to try and accept them if they are not quite ready. We respond to each child individually and understand that children grow and develop at different rates.

Teachers use proper anatomical names for body parts when necessary during toilet training. The children, however, are free to use terms used at home.

Teachers supervise children during toilet training to promote good hygiene. The children use toilet paper and girls are encouraged to wipe from front to back to reduce the risk of infection.

Finger nails

Please ensure that your child's nails are cut (white tips cut off) and *filed* in order to prevent injury to self or others. If a child's finger nails are assessed as too long, your child's teacher will indicate that their nails need to be cut on their daily sheet. After three reminders to cut your child's nails without compliance, a phone call will be made asking for a parent to come in and cut them.

Language

Daycare at Dayspring welcomes all children regardless of their language abilities. Some of our students begin speaking English for the first time when they join us. This arrangement is most successful when parents are comfortable with an English immersion program and are able to work with the child at home to address any concerns.

English is spoken to the children primarily, but some of our teachers are bilingual. Spanish is incorporated within our curriculum through music and daily activities to provide students with a rich linguistic experience and engage their developing language skills. We also incorporate the use of sign language as an alternative language for children or infants who may not be able to speak verbally yet. If your family speaks a different language we encourage you to share with the teacher's common words spoken at home, so that we can do all things possible to make your child feel welcomed.

Medical Policies

Accidents and Injuries

In the event of a medical emergency, care will be sought immediately for the child. There is a school Nurse on site during the school year in case of medical emergencies. All teachers are educated in CPR and First Aid and will use their best judgment to perform CPR or first aid when necessary. The Director or a staff member will stay with and care for the injured/sick child as they are transported to a medical facility by ambulance. The child's medical records and permission form will accompany the child to the nearest facility. A second staff member will be responsible for contacting an ambulance first, and then the child's parents will be contacted immediately after an ambulance has been contacted. Staff will continue attempts to notify parents until contact is made. If parents cannot be reached staff members will contact alternative emergency contact as indicated on the child's emergency contact list.

In the event of non-emergency injuries or illness requiring medical attention, a staff member will notify parents or the emergency contact person. The responsible adult will be asked to transport the child for treatment. The staff member will care for the child until the parent's arrival. If a responsible adult cannot be reached and treatment is required, the child will be transported by ambulance to the nearest medical facility.

Minor injuries not requiring medical intervention will be treated at the school by a staff member. An accident report will be completed, and the incident noted in the accident log. The parent will need to sign the accident report indicating that they were informed of the accident; they will also receive a copy of the accident report for their own records.

As a preventive measure, prior to departure from the center, the program director and or lead teacher will determine appropriate guidelines to be followed during any outings such as walks, or trips to the playground:

- (1) A first aid kit will be taken and stored in an outdoor bag out of children's reach including emergency medication and their appropriate medical order forms.
- (2) Emergency information, including contacts and telephone numbers will be within access stored in an outdoor bag.
- (3) All staff will inform the school of their location and provide a telephone number for working cell phone if needed to contact emergency personal, parents or staff members.

Preferred Facilities

The closest medical facility will be used during field trips; otherwise, medical attention will be sought at the Hasbro Children's Hospital or Sturdy Memorial Hospital.

Hasbro Children's Hospital
593 Eddy Street
Providence, RI
401-444-4000

Sturdy Memorial Hospital
211 Park Street
Attleboro, MA
508-222-5200

Required Records

Current medical and immunization records are required prior to enrollment. Records should include a complete physical examination, lead screening, HIB immunization, chicken pox vaccination, tuberculin test and any others required by the Commonwealth of Massachusetts at enrollment time. Also required is a copy of the child's birth certificate.

These records must be updated preceding every physical and an official copy must be supplied to the school.

The school will keep a confidential health report on file for each child that includes:

- contact information for parents/guardians
- contact information for two alternate adults to be contacted in the event of an emergency
- complete immunization records
- a primary care doctor list of any allergies
- an Authorized Adult form specifying which adults may pick up the child from school
- a signed permission slip for emergency treatment in the event a parent or guardian cannot be reached.
- teacher observations
- early intervention referral records
- medication authorization slips

Contact Information

It is imperative that the school is notified of any changes to emergency contact information for parents, guardians and alternate emergency contacts. Notification should be made in writing.

Illness

Plan for managing infectious disease

Staff will take extra special precautions when children who are ill are diagnosed at the Center and when children who are mildly ill remain at the Center. Children who exhibit symptoms of the following types of infectious diseases may be excluded from the Center if it is determined by the nurse, or staff member that any of the following exist:

- The illness prevents the child from participating in the program activities or from resting comfortably
- the illness results in greater care need that the child care staff can provide without compromising the health and safety of the other children
- A child may be excluded from the center if the child has any of the following conditions:
 - ✓ Fever equal to or greater than 100
 - ✓ unusual lethargy
 - ✓ irritability
 - ✓ persistent crying
 - ✓ difficult breathing
 - ✓ illness
 - ✓ diarrhea
 - ✓ vomiting in the previous 24 hours at home or once at the center
 - ✓ mouth sores, unless the physician states that the child is non-infectious
 - ✓ rash with a fever

- ✓ Any unexplained behavior change until the physician has determined that the illness is not a communicable disease;
- ✓ purulent conjunctivitis (defined as pink or red conductive with white or yellow discharge, often with matted eyelids) until examined by a physician and approved for re-admission, with or without treatment;
- ✓ tuberculosis, until the child is non-infectious;
- ✓ impetigo, until 24 hours after treatment has started or all the sores are covered
- ✓ head lice, free of all nits or scabies and free of all mites;
- ✓ strep infection, until 24 hours after treatment and the child has been without fever for 24 hours;
- ✓ chicken pox, until last blister has healed over.

A child who has been excluded from child care may return after being evaluated by a physician, physician's assistant or nurse practitioner, and it has been determined that he/she is considered to pose no serious health risk to him or her or to the other children. Nevertheless, the day care center may make the final decision concerning the inclusion or exclusion of the child.

If a child has already been admitted to the center and shows signs of illness (for example: a fever equal to or greater than 100 degrees by ear thermometer, a rash, reduced activity level, diarrhea, etc.), the child will be offered their mat, cot, or other comfortable spot in which to lie down. If the child manifests any of the symptoms requiring exclusion (as listed above) or it is determined that it is in the best interests of the child that they be taken home, a teacher will contact the parents to come pick up their child as soon as possible. When a communicable disease has been introduced into the center, parents will be notified immediately, and in writing by the Program Director or nurse. Whenever possible, information regarding the communicable disease shall be made available to parents.

To curtail the spread of illness and hasten recovery, it is imperative that sick children remain at home. Please keep your child home if they are not well enough for regularly scheduled outdoor play or any of the following symptoms apply:

- general lethargy
- child feels or appears visibly unwell
- fevers of 100 or higher
- severe cold symptoms or nose drainage
- sore throat or swollen glands
- undiagnosed rash or skin eruption
- vomiting
- diarrhea
- untreated head lice
- inflammation or oozing from the eyes

Parents will be asked to pick up their child early should any of the above symptoms appear during school hours. Parents are expected to have an alternative child care arrangement in place when children are ill. Parents are also expected to promptly (within one hour) pick up their children from the center when any of the conditions above exist.

When a child becomes ill during the school day, we make every effort to reach parents. If after 30 minutes we have not been able to make contact with a parent, we will call the emergency contact listed in the child's file.

Should your child require antibiotics, they may return to school twenty-four hours after treatment begins. **A note from the child's pediatrician stating the date upon which the child is no longer at risk for spreading communicable illness is required.**

Please inform the school by 9:00 am if your child will be out sick. **The school must be notified if your child has contracted any contagious diseases so that we may take the necessary steps to curtail an outbreak of the illness.**

Our goal is to provide child care for well children. Having ill children at the center presents the very real possibility that others can be infected. While we understand that parents need to be at work or in class, we need to enforce this policy to protect all children and staff from unnecessary exposure to **communicable** disease. Parents who repeatedly fail to follow policies related to keeping children at home when they are ill may be required to withdraw their child from the center.

Infection Control and Personal Hygiene

Children are encouraged to develop desirable habits of personal hygiene, including washing hands after toileting, diapering, and before and after meals. Eating a variety of nutritious foods is also encouraged. In addition to instructing children in these habits, teachers model the behaviors.

Infectious Diseases

When a communicable disease has been introduced into the center, parents will be notified. The center also will report these occurrences to the state and local health departments when required. Parents are urged to notify the center when their child is known to have been exposed to a communicable disease outside the center.

The director may determine that a child who does not appear to be fully recovered from an illness cannot be readmitted to the center without a statement from a physician stating that the child is able to return and participate in the activities of the center or is no longer infectious.

We reserve the right to refuse care due to illness.

When a Child Needs to Stay at Home

- A child's temperature should be normal without medication for 24-hours before the child is brought to the center. If your child has a fever in the evening, he/she should not be brought to the center in the morning, even if his/her temperature is normal. Fever is defined as 100° F or higher.
 - If your child vomits during the night, he/she should not be brought into the center the next day, unless it is certain that the vomiting was not due to an infectious condition.
 - Diarrhea, as defined by the CDC, consists of more than one abnormally loose stool. A child should not return to the center until his/her bowel movements have returned to a normal consistency.
 - Conjunctivitis (Pinkeye): a child with pinkeye must be on medication before returning to the center.
 - Rash: body rash, not associated with diapering, heat or allergic reactions, especially with fever or itching.
 - Sore throat coupled with a fever or swollen neck glands.
 - Lice, Scabies: Children must not return to childcare until they are free of lice and nits (eggs). Children with scabies can be admitted after treatment.

- If your child is unusually tired, pale, shows a lack of appetite, is difficult to wake, confused, or irritable. This is sufficient reason to exclude a child from preschool.

Should your child come to school with any of the above symptoms, you will be contacted, required to pick up within one hour, upon pick up you will be asked to sign a 24 hour exclusionary notice indicating that your child cannot return to school the next day.

Returning after illness

It is imperative that children feel well enough to return to school. **Even if they are no longer contagious, please do not send your child to the school if additional rest and recuperation time at home is to their benefit.**

Children may return to the school **with** a physician's release if they are feeling well and meet the following criteria:

- complete clearing of contagious rashes or parasitic diseases
- passing of an illness' contagious stage (confer with your doctor for unlisted conditions) :
 - chicken pox – after spots have crusted
 - measles – five days after rash begins
 - German measles – after rash disappears
 - mumps – nine days
 - lice and scabies – after treatment completion

Children may return without a physician's releases if they feel well enough and meet the following criteria (confer with your doctor for unlisted conditions):

- fever – no fever for 24-hours during which no fever-reducing medication is administered
- diarrhea – solid stools have returned
- vomiting – vomiting stops completely, and child is able to digest food- after 24 hours
- pink eye/conjunctivitis – 24 hours after treatment is first administered
- strep and other bacterial illnesses – when child is no longer contagious
- Cocksakie virus and other viral illnesses – when child is no longer contagious
- cuts & sores – bandages must cover all open cuts or sores until they have scabbed over

Plan for infection control

Though we cannot ensure a germ-free environment, we can take steps necessary towards prevention. In order to prevent the spread of germs and infection the best we can, staff and children shall wash their hands with soapy water, before eating or handling food; after toileting; after coming into contact with bodily fluids, after handling outdoor equipment, after cleaning, or water and outdoor play. The classroom lead teachers will ensure that the specific equipment, items or surfaces are washed with soap and water and disinfected with a fresh, standard bleach solution. Staff will clean and sanitized the room each morning, rest time, afternoon and as needed daily. All staff will wear non-latex gloves when they come into contact with blood or body fluids, during diapering, toileting, when administering first aid for a cut, bleeding wound, or a bloody nose, and when serving food.

Medication Administration

Parents must supply written authorization on a day-to-day basis permitting school staff to administer medication to their child. A record of medication administration is made in the child's file specifying the time and date of medication as well as the name and signature of the administering staff member. Teachers will provide your child their prescribed medication unless otherwise indicated.

Prescription medication will be returned to parents at the day's end. A second prescription may be advisable for prolonged treatments to avoid the risk of medication mistakenly left behind at the school. **It is the parent's responsibility to obtain medication at the days end.**

The staff will administer only dated, labeled, prescribed medication in its original, child-proof bottle. **It must be handed directly to a teacher, not placed in your child's bag.** Prescription containers must include the child's name, fill and expiration date, contents and dosage, directions for administration, physician's name and pharmacy name. Medication will not be administered without a doctor's note. While at school, all medication is stored in a medical bag, out of reach of children, unless refrigeration is needed.

Non-prescription medication will be administered when accompanied by an authorization note from the child's parent, and physician. A physician's authorization must be given even for non-prescription medication. Without a physician's notice, medication will not be administered. The note must state the child's name, name of non-prescription drug, dosage, strength and duration of use as well as directions for administration. Administration will cease according to doctor's orders. Should you want to precede with medication, a new doctor's order must be given with appropriate dates.

Emergency medications such as EpiPen's and inhalers must be stored in your child's classroom these medications must include the child's name, medication type and expiration date, contents and dosage, directions for administration, physician's name and pharmacy name. A physician's authorization must accompany the medication. All teachers are trained in emergency medication administration and will give your child their emergency medication when necessary. Any time an emergency medication is administered; medical professionals (911) as well as the parent will always be contacted.

First Aid

All staff members are certified in first aid and CPR and instructed on usage of supplies maintained at the school. First aid supplies are stored out of the children's reach and checked monthly to ensure adequate inventories. Our first aid inventory is based upon a list supplied by a medical consultant. When necessary, staff deemed will administer first aid to children in their care.

Outings

Sunscreen

During the warmer months, parents need to apply sunscreen on their children before bringing them to school and supply a labeled sunscreen bottle so that teachers may re-apply as necessary. Hats are strongly encouraged to provide additional sun protection. Updated sunscreen permission forms will be filled out annually.

Field Trips

Field trips provide an engaging opportunity for children to explore and learn more about their world. Trips may be planned around the school's weekly or monthly themes. On occasion additional fees may be required to cover the cost of some field trips. Every effort is made to avoid additional costs and to keep the amount nominal whenever fees are unavoidable. Parents are responsible to arrange alternative child care arrangements if they do not wish their child to attend a field trip. Tuition refunds for missed field trips are not available.

Parks and Playgrounds

Daycare at Dayspring strives to provide as much outdoor activity as possible. To this end, we often take the children on walking excursions around the campus and in the neighborhood.

A special rope equipped with 'bracelets' for the children is used during walking excursions. One teacher will lead the group, while another walks at the end to insure the children stay together. Teachers take a head count before leaving and upon arrival.

Parents are asked to provide the necessary weather-appropriate gear for outdoor play – from snow boots to sunscreen (see 'Supply List'). Children not dressed appropriately may be excluded from such activities.

Parental Involvement

Daycare at Dayspring encourages parental involvement in the classroom and in the school's events. Parental input regarding activities and curriculum is also most welcome.

Parents can play a key role in easing their child's transition between home and school time. The presence of a parent for a few extra minutes prior to drop-off and pick up time can prove to be very re-assuring.

To foster the link between our families and their child's caregivers, we also encourage parents to discuss the day's activities during transition time.

Visits to the school are always welcome. Parents are invited to join their child's activities, lunch and field trips. Visits from non-parents or non-guardians, however, must be authorized by parents and scheduled with the School.

Parent/Teacher Meetings

Parent/teacher meetings are scheduled twice a year to discuss your child's development and progress; however, additional private meetings can be scheduled with your child's teacher on an as needed basis. Appointments can be made at a mutually acceptable time during the week between 8:00 am and 5:00 pm. Most often teachers will conduct meetings during rest time in their classroom.

A meeting will also be scheduled should our staff suspect that a child requires early-intervention screening. Staff will present parents with available options and work with their chosen specialist to implement a treatment plan. Please be mindful that though we are willing to work with any child who has extraordinary needs we are not a special needs facility and our teachers are not trained to implement special need curriculum. The Director will make the final decision if a child's specific needs are able to be met in our facility.

Special school events, such as potluck dinners, provide another opportunity for parents to interact with teachers. Such events are announced in the school newsletter and other "Save the Date" flyers.

Pets

No pets may be brought into the school without obtaining prior written consent from the Director.

Photographs

Daycare at Dayspring does not use identifiable photographs in any promotional materials, advertising or our website without written consent. We do take pictures for select usage, accessible only to current or prospective families, such as bulletin boards, newsletter and in-school projects, HIMAMA; however, please notify us in writing if you do not wish a photograph of your child to be used for this purpose.

Parents who visit the school for birthday parties, graduations and other events are permitted to take photographs for family albums.

Please see photo permission form for further details.

Rest period

Children are required to rest after lunch. Sleep is not mandatory, but children are expected to remain quietly in their cribs or on a cot during rest period. In order to optimize safety for infants and reduce the risk of SIDS, infants will be laid on their backs to sleep; sleep sacks are encouraged over blankets. No pillows, stuffed animals or comforters will be placed in cribs. An infant may rest with a pacifier however we ask to ensure safety that the pacifier is not on a string or band. Bibs will not be worn while infants are sleeping. Toddlers rest on cots and have rest items such as stuffed animals, a blanket, a sheet and a small pillow are acceptable. If you know your child will not nap, they may bring in a rest item such as a book, or quiet toy to use during rest time.

School closings

Should closing the school become necessary in the event of weather, local or national emergency, an announcement will be made prior to 6:00 am on local television and radio stations. Parents should always check the school website at www.dayspringag.org school closure or delayed opening. SchoolReach phone calls will also notify parents as soon as the decision is made to close school.

Should worsening weather conditions force an early school closing, parents will be notified via phone reach and HIMAMA APP. For this reason, it is **imperative that accurate** emergency contact information is on file with school.

Security

The security of all children in our care is our first priority. Only staff members are authorized to admit parents and visitors into the school. Upon entering the facility, we ask parents to aid our efforts by checking that all doors and gates are closed securely.

Supply List

At least two sets of seasonally appropriate clothing must be kept at the school for infants and toddlers at all times. Extra clothing supplies must be replenished as they are used. Pants, shirts, underwear and socks should be included in each change of clothing.

Your child's clothing and possessions should be labeled with permanent marker. Daycare at Dayspring is not responsible for lost clothing or belongings, but we do provide a 'Lost and Found' area that parents are encouraged to check.

Children should be dressed in seasonally-appropriate, washable play clothes when sent to school. They may not walk barefoot or in socks in or outside the school. Shoes must be securely attached to the child's foot. Toddlers should wear shoes that have good traction. Flip-flops may not be worn to school. **Open toed shoes are not allowed.**

Seasonally-appropriate outdoor clothes are also required. During the winter, children must have boots, mittens and hats for outdoor play. Bathing suits are required for summertime sprinkler play, and we ask that parents provide one durable suit to be kept at school. For reasons of hygiene, we will send home swimsuits and water shoes for you to launder each day after use. We recommend parents make clothing selections that can withstand daily use and laundering, as the school cannot be responsible for damage.

With the exception of items for teacher requested Show and Tell, toys and personal belongings **must** be left at home. Your child is welcome to bring a small, soft toy for naptime soothing as long as it stays in your child's cubby beforehand and afterwards. Please see your child's classroom welcome packet for additional information on supplies.

Tuition

A non-refundable registration fee of \$150.00 is required to enroll your child. This fee holds your child's spot and is used towards supplies for the coming year. Every year there is re-registration fee in the late summer of \$75.00 updated forms for the new school year will be filled out at this time.

Tuition may be pre-paid by the month, or payments can be made weekly. Tuition payments are due on the last Friday of every month for the following month, if paid monthly. For weekly payments, payments must be made on Monday for the week. If the Monday is a holiday you may pay tuition on Tuesday. Children may enter our programs during any month of the year (if space allows) and transition to other programs based upon their own developmental milestones (rather than waiting until the fall). This system ensures families pay only for the program that their child is enrolled in for any given month. Please see tuition price sheet for additional information.

If a student's family will be away on the day tuition is due, payment is required prior to departure.

Tuition checks should be made payable to **Dayspring Christian Academy** and dropped off in the drop box at the entry door of the office of the school or mailed to 1052 Newport Avenue, S. Attleboro, MA 02703. Please include your child's name on your check and the exact time that the check covers to ensure proper crediting of your account.

To simplify the transition into a new school routine, families enrolling for the first time may pay only for the weeks attended, should their child enter the school mid-month. Under any other circumstances, including withdrawal before the end of a month, families are responsible for paying full tuition for their child's slot.

Tuition will not be reduced for snow days, absences, illness, holidays, school in-service or professional days, missed field trips or emergency school closings. This means that you are still responsible for paying tuition for these days. There is no provision for part-time students to make up missed days.

Tuition rates are adjusted to reflect the costs and needs of the daycare. Should tuition rates change, you will be notified by the school in writing with ample notice.

Withdrawals

Written notification provided a minimum of thirty days in advance is required prior to a child's withdrawal. Advance notice is critical so that staff, your child and his/her peers may prepare for the change. Verbal indication will not suffice. Your family will be financially responsible for tuition charges up to the 30th day. After notification is given, your child may come to daycare until the 30th day. It is recommended that thirty-day notice is given at the beginning of the month. In this instance your family will be obligated to pay tuition for the remaining thirty days. Your balance must be paid in full by the 30th day prior to withdrawal from the program. Should your family withdraw with no written notification you will be obligated to pay your enrolled tuition rate until contact has been made. Should your child withdraw before the 30 days, your family will be financially obligated to pay your enrolled tuition rate for the complete 30 days. If there is any remaining

balance on the account after withdrawal, and no contact is made your account will be forwarded to our business manager.

Terminations

We ask that families pay their tuition for the week in full on the first day of the week. Families who become 30 days behind will be notified by email or verbal warning. After 60 days you will be given a written warning and will be subject to termination. If termination of a child's enrollment becomes a consideration, parents will be provided with written notice and a termination date. Should the outstanding balance be paid, or an arrangement made with the director termination may be reconsidered. The director will meet with parents to address these concerns and attempt to find a solution jointly. These payments can be made by credit card (excluding American Express), cash or personalized check. A family who has been terminated or has willfully withdrawn from the program with an outstanding balance are financially obligated to pay the amount due, or make payments within the first two weeks of termination/withdrawal. Contact will be made via phone, or email. If your family makes no additional contact or neglects to make payments to the school, your account will be forwarded to our business manager and handled from there.

NOTE – Daycare at Dayspring reserves the right to terminate an enrollment immediately if it is believed to be in the best interest of other children enrolled in the school and/or staff members.

Return To The Daycare

Parent Agreement

I have read the Parent Handbook provided by Daycare at Dayspring and agree to follow and adhere to the policies and procedures provided therein.

(Please sign and return this form to your child's teacher)

Parent/ Guardian Signatures:

Date: _____