



JAMES L. MCKEOWN
BOYS & GIRLS CLUB
OF WOBURN

PROJECT LEARN
PARENT HANDBOOK
2019-2020

**Hurd-Wyman Elementary
School**
Linscott Elementary School

Main Office

Charles Gardner Lane

Woburn, MA 01801

Childcare Director: Gabrielle Grasso

781-935-3777

Project Learn is a licensed school age child care program offered through the James L. McKeown Boys & Girls Club of Woburn and is under the licensing authority of the Department of Early Education and Care and must conform to all its policies and licensing requirements. Parents may contact EEC for information regarding Project Learns regulatory compliance history. You may contact Tim Donohue @ tim.donohue@state.ma.us or 978-681-9684 x332. The mailing address for EEC is 360 Merrimack St. Bldg 9, Lawrence, MA 01843.

The program and its employees are mandated by Massachusetts laws to report suspected child abuse and neglect.

Administrative Organization

(Lines of Authority)

James L. McKeown Boys & Girls Club of Woburn

Board of Directors

Executive Director

Julie Gage

Assistant Executive Director

Meg Gambale

Childcare Director

Gabrielle Grasso

Project Learn Closures 2019 - 2020

Monday, October 14th – Columbus Day

Tuesday, November 5th –Teacher Professional Day

Monday, November 11th – Veterans Day

****Wednesday, November 27th – TBD**

Thursday & Friday, November 28th & 29th – Thanksgiving Recess

Monday, December 23rd – Wednesday, January 1st – Holiday Break

Monday, January 20th – Martin Luther King Jr. Day

*Monday, February 17th – Friday, February 21st – February School Vacation

Friday, April 10th – Good Friday

*Monday, April 20th – Friday, April 24th – April School Vacation

Monday, May 25th – Memorial Day

****Last Day of School - TBD**

*Project Learn will offer a full day camp option the Tuesday- Thursday of February and April vacation weeks. More information will go out to families as we get closer to the dates!

****Project Learn will only be able to offer care on these dates if the school/custodial staff are available. The Childcare Director will let families know, with ample notice, once a decision has been made.**

Project Learn follows the Woburn Public Schools for closings, delayed openings and early dismissals or any other emergencies. Unscheduled school cancellations are billable service days up until a maximum of 4 days.

STATEMENT OF PURPOSE

Project Learn is a tuition supported program administered by the James L. McKeown Boys & Girls Club of Woburn. The program provides afterschool childcare for Woburn children of elementary school age from ages 5-12. No distinction is made on the basis of race, religion, natural origin, cultural heritage or disability, or on the political beliefs, sexual orientation or marital status of a child's parents. Its objective is to contribute to the social emotional, physical and cognitive growth of the children in a safe, supportive environment for children who require care during the period between school dismissal and 5:45 p.m. The curriculum is developed by staff using Boys & Girls Clubs of America's Project Learn strategy. The curriculum is based on a combination of children's interests as well as age appropriate instruction that will enhance the child's development in areas of self-confidence, independence, team building, educational enhancement and enjoying and forming new friendships. Experiences that take advantage of the program's resources, including staff expertise, parents, children, the community as well as the resources of the JLM Boys & Girls Club of Woburn are encouraged.

ORGANIZATION

Project Learn is a non-profit program administered by the JLM Boys & Girls Club of Woburn. The childcare program is administered and staffed by a team of dedicated caregivers. The Childcare Director, Site Coordinators, and teachers work together to provide quality programming for school age children and their families. Professional members of the Club provide additional support to the program. All Project Learn staff have been subject to extensive background checks.

BACKGROUND RECORDS CHECK POLICY

Every employee of Project Learn is subject to a DCF background check, CORI (criminal offender record information), SORI (sex offender registry information), and a fingerprint based national and state criminal history database check. The applicant will fill out the application, which will be sent out by the Childcare Director to the CORI office. The CORI office will then send their report back and the Childcare Director will sign off on the form providing the date the report was received. Any report that results in a report other than "cleared" will be reviewed by the administration and a determination made as to whether the person shall be hired.

YEARLY SCHEDULE

Project Learn runs on the Woburn Public Schools schedule and does not operate if the public schools are closed.

The program will not operate on any day when the Woburn Public Schools are closed due to inclement weather or other emergency conditions. In addition, we will not operate when the Woburn Public Schools dismiss students prior to the scheduled opening of Project Learn at 2:40 p.m. due to emergencies or inclement weather or if the superintendent decides to cancel all afternoon activities due to inclement weather.

The obligation to pay your childcare payment is unconditional, and no portion of such fees can be refunded due to the subsequent absence, vacation, or withdrawal of any student(s). The schedule you sign up for is the schedule you are required to pay for regardless of if your child attends the program or not. It is your responsibility to keep tuition accounts current. If your tuition becomes more than 2 payments past due, we reserve the right to withdraw your child from the program due to non-payment.

There is a \$10 late fee charged for late tuition payments. If at any time tuition becomes a problem, please contact the Childcare Director. A payment plan can be negotiated, and your child can continue to participate in the program.

SERVICE CHARGES

There will be a \$25 service charge for any check that is returned by your bank for insufficient funds or for any other reason the bank determines the check is unacceptable.

LATE PICK-UPS

The program closes each day at 5:45 p.m. Therefore, you should arrive a few minutes before 5:45 p.m. to allow your child time to gather his or her belongings.

There is a late fee of \$1.00 for every minute a parent is late in picking up their child. You will see the late fee on your next tuition bill. Allow for extra time on days when the driving conditions are poor or when traffic is heavy (Fridays).

Please be considerate of the Project Learn staff, your child and the custodial staff at the schools in planning for your child to be picked up.

WITHDRAWALS/SCHEDULE CHANGES & EXTRA BLOCKS

Withdrawals & Schedule Changes: You are required to provide the Childcare Director with a 30-day written notice if you are dropping any of your child's scheduled days or withdrawing from the program. During this period, you are still responsible for payment. Future enrollment in the program is contingent on the availability of space.

Extra Blocks: If you would like to send your child to Project Learn on a day that he or she is not scheduled to attend, you may do so if enrollment allows. Request for extra days should be submitted to the Childcare Director by phone or by email. The Childcare Director will notify you as soon as possible if there is space available for your child. If space is available, so we can ensure your child reports for his or her extra day, it is essential for the safety of your child that the following steps be taken:

1. Inform your child's classroom teacher in writing of this arrangement.
2. Remind your child on the day of the change in schedule.

For any additional block, you will be charged \$24.00.

WHO IS PICKING UP YOUR CHILD?

If someone other than you will be picking your child up, we must have their name and permission from you in writing. No child will ever be dismissed to another adult without being authorized by you first. For safety reasons, we do not accept verbal permission over the phone (unless they have already been listed as an authorized person on your child's enrollment form that is filled out at the beginning of the year-you may add to this list at any time during the year). **If there is anyone that will be able to pick up your child at any time throughout the year (grandparents, babysitters, aunt/uncle, etc.), please send me an email stating " X person may pick up *child's name* at any time unless otherwise noted by me".** If I have this information in writing, you will not need to worry about calling/emailing every time they are picking up!

If you have any last-minute changes in pick up, please email or call the Childcare Director. Whenever someone new is picking up our staff is required to ask for identification. Please be sure to remind them of this before sending them to pick your child up. Staff are also required to check identification of adults they do not recognize (more frequently at the beginning of the year, of course). This is for your child's safety and your peace of mind, so please don't be offended if anyone is ever to ask for your ID – thank you in advance for your cooperation!

Also, please be sure that a staff member is aware that your child is leaving for the day. Children can learn this responsibility by getting into the habit of saying goodbye to their teachers. Children must be signed out at the end of the day by our staff and these records are kept for five years per the Department of Early Education and Care.

ABSENCE

If your child is not going to attend Project Learn as scheduled, it is essential that you let the Childcare Director know by phone or by email that he/she will be absent. Parents may also wish to send a note to the classroom teacher. However, communications with your child's school should always be "in addition to" and not "in place of" informing the Project Learn staff.

Parents will be contacted if a child does not report to Project Learn and no communication of a change has been received. It is very hard to start our day when we are looking for your children, so please remember to let us know when they will not be attending! Thank you in advance for your cooperation with this very important policy.

CHILDREN'S RECORDS

Project Learn shall maintain a legible, current and confidential record for each child in the program. They shall update information in each child's record on a yearly basis and make this record available to the child's parents/guardians or the Department of Early Education and Care upon request.

Information contained in a child's record is privileged and confidential. The program may not distribute or release information in a record to any unauthorized person without written consent of the child's parent/guardian. The program shall notify the parents/guardians if a record has been subpoenaed and will keep a written log indicating any person to whom information has to be released.

RESEARCH AND EXPERIMENTATION

The program shall not conduct research or experimentation involving children without written, informed consent of the parents/guardians for each occurrence.

Research and experimentation shall not mean program evaluation or data collection, for purposes of documenting services of the program, which do not identify individual children.

PROGRAMMING

At Project Learn our Childcare Director is an experienced educator and administrator, who is assisted by a professional staff of teachers.

Every effort is made to meet the varying needs of participating children through a carefully designed program of educational and recreational activities. Themes are integrated with art, music, science, drama, dance, physical education, sports and much more. Each day is carefully planned to meet but not exceed each child's capacity for both physical and intellectual stimuli. The child:staff ratio is the state mandated 13:1.

Children who wish to do their homework while at the program will be given a specific time to do so. The program staff will provide help for children during homework time. Project Learn staff will remind children of the importance of their academic responsibilities, but the ultimate responsibility to complete homework remains with the child.

A nutritious snack is provided each afternoon. The program will follow any directions regarding food allergies of a child. On early release days when lunch is not provided, children will need to bring in their lunch.

Project Learn Daily Schedule

2:40-3:10 School Dismissal/Snack/Free Play

3:10-3:15 Bathrooms & Clean Up.

3:15-4:00 Outside/Gym

4:00-4:40 Homework Support

4:00-5:00 Teacher Directed Activity/Free Play

5:00 – 5:15 Clean Up

5:15 – 5:45 Table Choices: Teachers put out choices at 5 tables (1 choice per table i.e. Legos, coloring, board games, etc.) that children can choose from. Teachers can start working on closing down procedures while this is happening.

5:45 Dismissal

Project Learn Early Release Schedule

12:30 – 1:00 School Dismissal/Snack/Free Play

1:00 – 1:10 Bathrooms & Clean Up

1:10 – 2:15 Outside/Gym

2:15 – 3:00 Homework Support/Teacher Directed Activity/Free Play

3:00 – 3:25 Snack/Clean Up & Bathrooms

3:25 – 4:00 Outside/Gym

4:00 – 5:00 Teacher Directed Activity

5:00 – 5:15 Clean Up

5:15 – 5:45 Table Choices: Teachers put out choices at 5 tables (1 choice per table i.e. Legos, coloring, board games, etc.) that children can choose from. Teachers can start working on closing down procedures while this is happening.

5:45 Dismissal

SCHEDULE TRANSITIONS

Our daily schedule is posted in the cafeteria, so children are provided with consistency and know what to expect. Transition time can be hard for some children, so we give them ample notice ahead of time to prepare for what is to come. To ensure smooth transitions, children are also never expected to wait for their teachers to be ready.

TRANSITIONS WITHIN PROJECT LEARN

Due to our low group size, Project Learn is able to spend the day together. Therefore, children are never asked to transition to a new group within Project Learn.

CLOTHING

Children must have clothing that is appropriate for weather conditions. Please assess your child's wardrobe now so that he or she will be ready for the unexpected weather changes typical of New England. Hats, gloves and boots are a must for winter. Children who wish to play in the snow must wear snow pants or have a change of pants and snow boots to walk in the snow. It is strongly recommended that all clothing and personal belongings be labeled. We are not responsible for lost belongings, but we can help your child keep track of his or her belongings if they are labeled.

TOOTHBRUSHING

Per the EEC guidelines on toothbrushing, we are required to have all children brush their teeth any time they eat lunch with us. Prior to your child's start date, please bring a toothbrush along with a case to hold it in. Both items should be clearly marked with your child's name. If you do not wish for your child to participate in toothbrushing, please be sure to mark no and sign off on that area of your child's enrollment form. ***The only times when Project Learn would be brushing teeth is during vacation weeks – all children have lunch prior to being dismissed on all early release days***

TRANSPORTATION

There is no transportation provided for Project Learn program sites at the Linscott and Hurld-Wyman Elementary Schools. Parents will sign a permission slip (included in the enrollment packet) allowing their children to walk from their classroom to the cafeteria at school dismissal.

MESSAGES, QUESTIONS, PARENT CONFERENCES, REPORTS

Please direct all questions and report any difficulties pertaining to your child's participation in Project Learn to the Childcare Director or Site Coordinator. Conferences will be arranged at the request of parents or a staff member. If at any time you feel that a situation demands immediate attention, feel free to call or email the Childcare Director at any time. Routine, day to day questions may be dealt with by the Site Coordinator or teachers. Questions regarding tuition, scheduling, policies or procedures should be directed to the Childcare Director. A progress report will be sent home mid-year. A copy of all reports will go into the child's file.

VOLUNTEERS/INTERNS

Many times, parents will ask to volunteer at the program. Project Learn does not allow individuals to volunteer or intern at the program. Any individual who has contact with the children must have a comprehensive background check and also go through an orientation program. It is for this reason that we do not allow them at this time. We do, however, thank you for thinking of us!

VISITS

Parents are welcome to visit the sites at any time during operational hours. However, it is important to note that our staff will be busy working with children and might not be able to spend time with you. Parents are always encouraged to share their ideas with the program staff at any time. If you have something you would like to share, please let us know!

ANNOUNCEMENTS

Important information for parents will be posted on the entrance door to Project Learn. Copies of notices will be sent home with students as well. The Childcare Director will also correspond with families via email i.e. enrollment forms, newsletters, upcoming events/info, etc. Please be sure to always check your email for important information!

ENROLLMENT PROCEDURES

Applications for enrollment and re-enrollment are available in April of the preceding school year. A registration fee of \$50.00 per child must accompany the application. The registration fee and form will hold a child's place until August. At that time, all enrollment materials must be received by a date determined by the Childcare Director. You will receive communication from the Childcare Director throughout the summer making you aware of this information. If

the registration fee and enrollment forms are not received by the stated deadline, the program is no longer under obligation to reserve space for your child and registration is withdrawn.

Parents will receive enrollment confirmation from the Childcare Director.

Enrollment will remain open throughout the school year on a space availability basis. Project Learn maintains a waiting list and will contact families as soon as spots become available.

An enrollment packet, which includes (but not limited to) child/parent information, emergency release information and transportation information must be submitted prior to your child's first day in the program. Parents are encouraged to add any relevant information or reports to their child's file. You must also submit a current picture of your child to be placed in the child's file. Parents will also receive a Parent Handbook with our policies and procedures and closures for the year. On the last page, there is a space for your signature - this will also be due at the time your enrollment forms are due.

Children with life threatening allergies, or children who will need to take medication while in our care, will need additional paperwork as well. Please inquire with the Childcare Director.

TUITION

Our billing is done on a monthly basis and will be due on the 1st of each month, but no later than the 10th.

Families will receive tuition statements on a monthly basis. Payments can be made at your site or by mailing/dropping them off to the Club:

James L. McKeown Boys & Girls Club of Woburn
Attn: Gabrielle Grasso – Project Learn Childcare
1 Charles Gardner Lane
Woburn, MA 01801

Payments can also be made online at www.bgcwoburn.org

The childcare tuition fee schedule for 2019-2020 is as follows:

5 days: \$20.00/Day

4 days: \$22.50/Day

3 days: \$24.00/Day

2 days: \$24.00/Day

Extra Block = \$24.00/Day

BEHAVIOR MANAGEMENT POLICY

At Project Learn our behavior management is based on the individual child relating to their development and needs. Redirection is our main practice, and we always reinforce positive behavior by recognizing positive actions. Children are asked to participate in the establishment of rules where appropriate-this helps them to take ownership over them. When dealing with behavior issues, we will use techniques such as:

Redirection: When acting unsafe, inappropriate, etc., children will be asked to make a different choice. This will remove them from the current situation and into a new and better one.

Providing children with expectations that are clear, age-appropriate and consistent.

Asking children how they feel when they are upset, frustrated, sad, etc. or if something is wrong (i.e. are they tired, hungry, worried, etc.) Children are encouraged to talk about and express their feelings and should feel validated by teachers when doing so. This helps to facilitate the development of self-control and good coping skills.

Offering a variety of choices in an environment that is consistent in routine, prevents boredom and waiting, and provides children with ample time before transitioning.

Encouraging and guiding children to find solutions to problems and conflicts when they arise. By modeling this for them, we create an example that they can learn from.

Speaking in a calm and private manner and getting down to their eye level.

Using positive directions rather than those that start with "no". i.e. "walking feet" instead of "no running".

In certain situations (i.e. unsafe actions with peers or teachers, not listening to adults, etc.), a child may need to be removed from the group, and in some instances, the classroom until they are able to regain self-control and rejoin the group. In these cases, the child will always be supervised and offered a calm and quiet choice to work on.

Creating a close partnership with families to address behavior issues and difficulties at home and within our program. Maintaining a consistent environment between home and school is very important to us and will be beneficial to the child.

Project Learn prohibits:

Spanking or other corporal punishment of children.

Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment.

Depriving children of meals or snacks.

Force feeding children.

Disciplining a child for soiling, wetting, or not using the toilet; or forcing a child to remain in soiled clothing or forcing a child to remain on the toilet or using any other unusual or excessive practices for toileting.

Discipline or child guidance techniques that require the use of any physical restraint.

SUSPENSIONS

All behavioral measures should be reasonable and appropriate to a child's understanding and needs. These measures should allow a child's growth and development to grow to their maximum potential while protecting the group, also protecting the individual within. If a child exhibits inappropriate behavior on a consistent basis, a meeting will be set up with the Childcare Director to discuss this behavior with the parents. The program will inform parents of availability of information and referral for services and shall provide this information on the request of the parents. The program will work in conjunction with parents or educators to develop a plan for behavioral intervention at home and in the program. Continuous inappropriate behaviors may result in suspension from the program. All behavior infractions shall be documented in an incident report and put in the child's file, and a copy given to parents at the time of pick up.

TERMINATION

The following may be reasons for termination from the program (determined by Childcare Director, Site Coordinator and Executive Director):

1. The staff determines the child is not adjusting to the program (in this event, a conference will be set up between the parents and the Childcare Director)
2. Continuous disrespect to staff
3. Fighting/attempt to injure
4. Stealing
5. Inappropriate parental behavior
6. Disrespect, humiliation, or ridiculing of staff
7. Speaking inappropriately to other children in the program
8. Failure to make tuition payments

Should a problem arise with another child or staff in the program, all concerns should be addressed to the Childcare Director or Site Coordinator. Confidentiality will be maintained at all times towards children and their families enrolled in our program.

WEAPONS POLICY

In keeping with our policy to discourage violence, the James L. McKeown Boys & Girls Club of Woburn/Project Learn does not allow weapons of any kind (real or toy) at the Project Learn sites.

REFERRALS

Project Learn shares resources with a network of child care agencies, school resources and other medical, social and mental health professionals. We have provided a referral list of some resources in the area should they ever be needed.

Project Learn staff share a part in caring and bringing to program administration and parents the developmental, social and emotional needs of the children in the program. Should a teacher notice a concern they will report their concern to the Childcare Director. Teachers will then be responsible for written observations of the child's behavior and documentation of efforts made to accommodate the child. All written observations and documentation will be given to the Childcare Director.

The Childcare Director will consult with appropriate professionals to determine if social, mental and/or medical services are needed. If a determination is made that referral services are needed, the Childcare Director will contact the child's parents in writing about a request for a referral explaining the teachers' observations of the child's behavior and actions and professional recommendations. If services are provided, it is the responsibility of the parent to relay important information and accommodations needed for their child while in our care.

Educational:

Woburn Public Schools
Special Education Director
781-937-8233 ext. 11251
55 Locust Street
Woburn, MA 01801

Thom Mystic Valley Early Intervention Program
(781) 932-2888
10 Gill Street
Woburn, MA 01801

Social/Mental:

Council of Social Concern
781-935-6495, ext. 220
2 Merrimac Street
Woburn, MA 01801

Mass Mental Health Department
(617) 626-8000
25 Staniford Street
Boston, MA 02114

Mass Department of Social Service
(617) 520-8700
810 Memorial Dr Ste 2
Cambridge MA 02139-4642

Child-at-Risk Hotline
800-792-5200

Woburn Recreation Department
781-897-5805
10 Common Street
Woburn, MA 01801

Health:

Woburn Board of Health
781-932-4407
10 Common Street
Ground Floor
Woburn, MA 01801

Woburn Pediatric Associates
(781) 933-6236
7 Alfred Street, Baldwin Park II
Woburn, MA 01801

Dental

Woburn Family Dental
(781) 933-1765
578 Main Street
Woburn, MA 01801

Vision

Woburn Eye Associates
(781) 933-0907
3 Baldwin Green Common # 103
Woburn, MA 01801

Hearing

Moon Hearing Services LLC
(781) 573-3277
23 Warren Ave
Woburn, MA 01801

Health Care Policy

EMERGENCY NUMBERS/INFO

HEALTH CARE CONSULTANT

Name: Joseph Leader, M.D.

Telephone: (781) 933-6236

Address: 7 Alfred St. Woburn MA 01801

Registration Number: 27824

EMERGENCY TELEPHONE NUMBERS

Fire Department: 911

DCF Hotline: 800-769-4615

Police Department: 911

DCF-Local Cambridge: 617-520-8700

Poison Prevention Center: 1-800-222-1222

Child-at-Risk Hotline: 800-792-5200

LifeLine Ambulance: (781) 935-2220

Board of Health Dept: 781-897-5920

NEAREST EMERGENCY HEALTH CARE FACILITIES

1. Winchester Hospital

2. Lahey Hospital & Medical Center

41 Highland Avenue

41 Mall Road

Winchester, MA

Burlington, MA

781-729-9000

781-744-8100

EMERGENCY EVACUATION PLAN

In the event of an emergency that requires the evacuation of Project Learn, one of the outlined plans below will be implemented. In ALL emergency evacuations:

1. The Group Leader is responsible for knowing how many children are in their group and counting the children before we evacuate the building.
2. The Group Leader is responsible for taking the attendance information and leading the children out of the building.
3. The Site Coordinator will make visual inspection of each classroom and bathroom to ensure they are empty before exiting the building. The Site Coordinator will also be responsible

for taking the emergency backpack and assisting with the evacuation process (checking for stragglers).

4. The Group Leader is to take attendance as soon as they have reached the designated meeting space. The Group Leader is to take attendance prior to ANY transport (if needed). The Group Leader is to take attendance once we arrive at our destination.

The primary evacuation site is the outdoor paved area adjacent to the playground. If access is not possible to this area, the secondary evacuation area will be the school parking lot. You may reenter the building once given the go ahead by the Childcare Director/Site Coordinator or emergency personnel.

Attendance lists will always be kept current and reflect the child's daily schedule. All teachers are responsible for recording the arrival and departure of each child in their classroom. Attendance lists will be readily accessible in the event of an emergency evacuation. Emergency backpacks will be kept hanging on the wall by the exit and will be readily accessible in the event of an emergency evacuation.

DRILLS

Emergency evacuation drills are conducted once a month at different times of the day as determined by the Childcare Director/Site Coordinator.

Children and staff practice using different evacuation routes so that they are comfortable and familiar with all of them.

The Childcare Director/Site Coordinator will maintain documentation of the date, time, route used, number of children, meeting place, and effectiveness of each drill in the Fire Drill Log. The Childcare Director/Site Coordinator will sign off on each drill that is conducted. Current records are posted, and past records will be maintained for five years.

EMERGENCY SITUATIONS

In the event of a Natural Disaster, Loss of Power, Heat, Water, Fire: Children will be evacuated to their sites nearest emergency shelter: please see below! Children will remain in the care of the Teachers, Site Coordinator and Childcare Director until parents can be notified. The Childcare Director, Site Coordinator and teachers will have their cell phones on them to communicate with anyone necessary during that time. Parents will be notified via cell phone or email by the Childcare Director/Site Coordinator using the emergency information binder that is in each classrooms emergency backpack.

***In any emergency situation, the Childcare Director/Site Coordinator will immediately call emergency personnel to see what their instructions are. I.e. shelter in place or evacuate. ***

EMERGENCY SHELTER:

Hurd-Wyman: James L. McKeown Boys & Girls Club of Woburn: Charles Gardner Lane, Woburn, MA 01801 (781) 935-3777

Linscott: Woburn Senior Center, 144 School St, Woburn, MA 01801 (781) 897-5960

OR ANY OTHER SAFE LOCATION THAT IS DIRECTED BY FIRST RESPONDERS

Project Learn will walk to the designated emergency shelter from their Elementary School in the event that we need to leave the premises. If we cannot safely walk (due to weather, other circumstances, etc.) the Childcare Director/Site Coordinator will contact emergency personnel to transport us safely to our destination.

Each emergency shelter can provide food and activities if needed.

EEC will be notified immediately if we need to relocate due to emergency circumstances.

SHELTER IN PLACE: SEVERE WEATHER

Winter Weather Advisories are the most common in this area. They will typically result in the closure or early dismissal from school & the cancellation of all afternoon/evening activities as determined by and communicated by the Superintendent of Woburn Public Schools. In the event that school is closed, Project Learn will closed. In the event of an early dismissal, Project Learn will be closed as well.

In some emergency situations, it may be safer to remain on site until an emergency has ended. In the event of severe weather or other emergencies creating a power outage, loss of heat or water, if we are stuck in a position where we need to continue to operate on site, Project Learn will:

- a. In the event of an unforeseen severe weather emergency, we will relocate all children to the gymnasium and the emergency backpacks will accompany them.
- b. Take attendance & account for all staff.
- c. Supervise all students & prevent them from leaving the shelter area while maintaining a positive and calm environment.
- d. Ensuring an ample supply of food and water are in the area with us.
- e. Ensuring an ample supply of activities accompany us to the shelter area to keep the children engaged and happy.

INTRUDER INSIDE/OUTSIDE

In the event of a potential threat from an intruder inside or outside the program, our response will depend on a number of factors, including current numbers, ages, and locations of the

children in the program, the proximity of children to exterior exits, and the degree to which the intruder is armed. All of the staff will have a walkie talkie on them for communication purposes. Anyone who is to see an intruder is instructed to immediately inform the rest of the building in a clear method, with the exact nature and location of the threat. The Childcare Director/Site Coordinator will call the lock down or evacuation whenever possible, but any employee who determines a direct and immediate threat may be authorized to make that call for the children in his/her care. The lockdown remains in effect until we hear official instructions from police.

Secure & Hold: Protective action utilized when there is a threat outside the facility. Police will instruct the facility when to follow this protocol. All children & employees should be directed to immediately reenter the facility. Exterior doors are closed and locked by the Childcare Director/Site Coordinator, and the teachers will relocate all children to the cafeteria until told otherwise. Activities will be conducted during this time.

Lockdown Procedures: The Childcare Director/Site Coordinator and teachers of each classroom are responsible for gathering the children together in whichever room they are in at that time, closing and locking all doors, barricading all doors, covering interior windows (when possible), and turning off lights. In all situations, the Childcare Director/Site Coordinator/teachers will determine if it is possible to make a quick exit & instruct the students to flee or follow the stated lockdown procedures.

In all situations, all children will be accounted for before, during and after by counting and taking attendance.

In all situations, the Childcare Director/Site Coordinator will be responsible for notifying emergency personnel, parents/guardians and all others that need to be notified.

PROCEDURES FOR EMERGENCIES AND ILLNESS

In the event of illness, parents will be contacted immediately by the Site Coordinator or Childcare Director. If parents cannot be reached, those listed as emergency contacts will be called. All efforts will be made to contact the parents.

In the event of an emergency, we will assess the situation and call 911 if needed.

In the case of an emergency or illness (such as a seizure, a serious fall or serious cut), the teacher in charge will begin administration of emergency first aid while the assistant teacher takes other children to another area or room. All staff members should respond and remain calm and reasonable.

Other staff will be alerted to get the Childcare Director or other supervisory staff on site.

The Childcare Director/Site Coordinator will contact the parent to come and pick up the child or, if response time is a factor, have the parent meet the child and accompanying staff member (Childcare Director or Site Coordinator) at the emergency room of the hospital.

When parents cannot be reached, those listed as emergency contacts will be called. Continued efforts will be made to contact the parent. If a child must be transported by ambulance, a staff member, with emergency release and medical forms, will accompany the child. The child will be taken to the nearest hospital or the hospital that is designated by the emergency responders.

**** Any injury to, or illness of, any child which occurs during the hours while the child is enrolled in care and which requires hospitalization or emergency medical treatment will be immediately reported to the Department of Early Education and Care. ****

PLAN FOR INJURY PREVENTION

- (1) The Site Coordinator is responsible for ensuring the designated meeting space (cafeteria) is safe and free of any hazards. They will sign off on our daily checklist if they believe the area is safe. Any area that seems unsafe or is in need of repair should be reported to the Childcare Director immediately.
- (2) Smoking is prohibited in areas used by children during hours that children are in attendance.
- (3) The Childcare Director, Site Coordinator and all teachers are responsible for monitoring the outdoor play space and will remove any hazards prior to the children using the space.
- (4) An emergency backpack is designated for each Project Learn site. Each backpack contains a fully stocked first aid kit, emergency medication, and emergency information binders. It travels whenever a group leaves their primary classroom – the cafeteria (i.e. outside, gym, art room, etc.) They do not travel anywhere in the building without it.
- (5) Any injury that requires first aid will be documented with the following information in an Accident Report: the child's name, date, time and location of the accident or injury, description of injury, how it occurred, who witnessed it, who administered first aid, and if any equipment was involved in the injury. The staff member who performed first aid will fill out a form in full and give it to the Childcare Director/Site Coordinator for review. After the Childcare Director/Site Coordinator has reviewed and signed the form it should be given to the parent within 24 hours of the incident. The parent will review, sign, and be given a copy of the form for their records.
- (6) Procedures for monitoring and maintaining an injury log: The injury log is on site at Project Learn. Completed and signed forms will be given to the Childcare Director/Site Coordinator who will enter the accident in the injury log. The form will then be put in the child's file.

- (7) The injury log will be reviewed periodically to make note of any patterns and to help make changes to the program to minimize future problems.
- (8) Only staff who are trained and current in their first aid certification will be allowed to administer first aid, no matter how minor the injury.
- (9) Toxic, hazardous, and sharp objects will be stored out of reach of children.
- (10) Emergency medication will be stored in the emergency backpack which will be out of reach of children.

PLAN FOR MANAGING INFECTIOUS DISEASE

- (1) It is the parent's responsibility to notify us whenever your child is ill and will be absent from Project Learn. It is crucial that we are notified immediately if your child has contracted any contagious illness.
- (2) Parents should keep their child home if they exhibit symptoms of a fever, nausea, vomiting, cough, difficulty breathing, diarrhea, or any other signs of serious illness. If a child has experienced any vomiting, diarrhea, or fever within the last 24 hours, they should be kept home until they are symptom free for 24 hours.
- (3) If a child has any open or draining lesions, i.e. impetigo, the child may not return until 24 hours after treatment has started and their Physician has documented that they are no longer contagious.
- (4) If a child has head lice, the child may not return until there is no lice or nits present after treatment.
- (5) If a child has symptoms of conjunctivitis, the child may not return until they have been seen by a Physician and been on treatment for 24 hours.

If a child exhibits a fever of anything over 100.5 degrees Fahrenheit or symptoms of discomfort or illness while at Project Learn, the child will be placed with a teacher or the Childcare Director/Site Coordinator in a quiet area where they can rest away from the other children. The parents will then be called to come and pick the child up. At the time of pick up, the parent will receive an illness report documenting the symptoms and follow-up plan (i.e. when the child can return to Project Learn).

Below are common illnesses and symptoms in childcare. Please follow the “return to school” guidelines if your child is diagnosed or sent home with the following:

Illness	Symptoms	Return to School
Common Cold & Cough	Cough, congestion, runny nose, sore throat, low grade fever, lethargy, etc.	Please use your best judgement.
Fever	Any child with a temperature over 100.5°F.	Fever free for 24 hours.
Diarrhea	3 or more loose stools in one day.	Symptom free for 24 hours.
Vomiting	If this has occurred the evening/morning prior to school, they must remain at home.	Symptom free for 24 hours.
Strep Throat	Sore throat accompanied by fever, swollen neck glands, stomachache or headache.	On medication for 24 hours.
Conjunctivitis: Eye Infection	Redness, itching, and tearing of the eyes. It can also lead to discharge or crusting around the eyes.	On medication for 24 hours.
Impetigo: Skin Infection	Red sores that form around the nose and mouth. The sores rupture, ooze for a few days, then form a yellow-brown crust.	On medication for 48 hours.
Fifth Disease	Distinctive red rash on the cheeks, arms and legs. Can be accompanied by fever, headache, sore throat and joint pain.	Most children are no longer contagious by the time they are diagnosed.
Hand-Foot-Mouth Disease (Coxsackievirus)	Fever, sore throat, feeling unwell, irritability, and loss of appetite.	Fever free for 24 hours. * Children with widespread blisters may need to stay home until the blisters dry up.
Influenza	Fever of up to 103°F, body aches and chills, headache, sore throat, cough, and sometimes accompanied by vomiting and diarrhea.	Fever and symptom free for 24 hours.
Head Lice	Can have no symptoms, but people may experience itching, redness or skin bumps on the scalp.	Once treatment has occurred and there is no sign of lice or nits present.

PLAN FOR INFECTION CONTROL

The Childcare Director/Site Coordinator shall ensure that staff and children wash their hands with liquid soap and running water using friction. Hands shall be dried with disposable towels. Children are reminded periodically throughout the day to wash their hands. Staff shall wash their hands at the start of the day. Staff and children shall wash their hands minimally at the following times:

- A. Before eating or handling food;
- B. After toileting;
- C. After coming into contact with bodily fluids and discharges;
- D. After cleaning.

Sinks used for handwashing after toileting shall be separate from facilities and areas used for food preparation and food storage.

The Childcare Director or Site Coordinator shall ensure that the specific equipment, items or surfaces are washed with soap and water and disinfected with a fresh, standard bleach solution (1/4 teaspoon per 1 qt.) using the following schedule:

1. After each use:
 - A. Toys mouthed by children;
 - B. Mops used for cleaning bodily fluids; and
 - C. Thermometers

2. At least daily:
 - A. Toilets and toilet seats;
 - B. Sinks and sink faucets;
 - C. Drinking fountains;
 - D. Play tables;
 - E. Smooth surfaced non-porous floors;

3. At least weekly or more frequently as needed to maintain cleanliness, when wet or soiled, or used in a classroom that was exposed to a communicable disease.
 - A. Machine washable fabric toys
 - B. Dress-up items
 - C. Toys

All staff will wear disposable gloves when they come into contact with blood or bodily fluids. Specifically, gloves should be worn during toileting, when administering first aid for a cut, bleeding wound, or a bloody nose. All gloves and trash bags containing blood or bodily fluids will be thrown away in a lined, covered container. All areas that come into contact with blood or bodily fluids will be disinfected immediately.

All cleaning supplies and disinfectants will be stored out of the reach of children.

Gloves should never be reused and should be changed between children being handled.

Cloth items that come into contact with blood or bodily fluids will be double bagged, marked with the child's name and sent home with the parent.

Each staff member will be trained in the above Infection Control Procedures upon employment and before working with the children and then annually.

PROCEDURES FOR USING AND MAINTAINING FIRST AID EQUIPMENT

Location of First Aid Kits-All are clearly marked:

Cafeteria: Hanging on hook, clearly marked.

First aid kits are maintained by the Childcare Director/Site Coordinator and staff. First aid kits will be inspected monthly, but supplies will be filled as needed. The staff is responsible for sharing with the Childcare Director/Site Coordinator if anything is missing from their first aid kit.

First aid is administered by the teachers, Site Coordinator and Childcare Director. All staff must be first aid certified within six (6) months of employment. One (1) staff member certified in CPR must be on the premises during all hours of operation.

All first aid kits contain: band aids, gauze pads, adhesive tape, tweezers, compress, scissors, disposable gloves, gauze roller bandage, first aid water bottle, instant cold pack, and thermometer.

PLAN FOR ADMINISTRATION OF MEDICATION

1. Parents must fill out and sign the Medication Authorization Form before any medication (prescription or non-prescription) can be administered.
2. Prescription medication must be brought in its original container with the written order from the physician. The order should include; the child's name, the name of the medication, the dosage, the number of times per day, and the number of days the medication is to be administered. The prescription label can also be accepted as the written order.

3. We will not administer any medication contrary to the directions on the original container unless so authorized by a written order of the child's physician.

FOR ALL MEDICATIONS:

1. Other than emergency medications, the first dose must be administered at home in case of an allergic reaction.
2. All medications must be given to the Childcare Director/Site Coordinator or teacher directly.
3. All medications will be stored out of reach of the children, and under proper conditions for sanitation, preservation, security and safety.
4. All teachers are trained annually to administer medication.
5. All teachers are trained by EEC's "Medication Administration: The Five Rights" within 60 days of employment and then annually.
6. The Site Coordinator or Childcare Director will be responsible for administering any medication.
7. Any unanticipated administration of medication requires that the teacher, Site Coordinator or Childcare Director must make an attempt to contact the parents prior to administering. If the parents cannot be reached prior to administering, they should be contacted as soon as possible after medication or treatment is given.
8. Non-prescription medication cannot be administered without a written order from a physician. The physician may give a standing order listing the medication(s), dosage and criteria for administration. The order will only be valid one year from when it was signed.
9. For non-prescription medications, we may accept as the written parental authorization, a signed statement authorizing us to administer nonprescription medication in accordance with the written order of the physician. This statement shall be valid for no more than one year from the date it was signed. When accepting this statement, an attempt will be made to contact the parent before the medication is administered, unless a child needs medication urgently or when contacting the parent will delay appropriate care unreasonably. The parents shall be notified in writing each time a non-prescription medication is administered to a child. This does not apply to topical non-prescription medication which are not applied to open wounds, rashes, or broken skin.
10. We may accept a written parent authorization for specific non-prescription topical medications to be administered and the criteria for administration. This statement will be valid for no more than a year from the date it was signed.
 - a. Topical medications such as 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, labeled with the child's name, and used only for an individual child.

- b. Topical medications such as sunscreen, bug spray , and other ointments which are not applied to open wounds, rashes, or broken skin may be generally administered to children with written parental authorization.
11. A written record of the administration of any medication will kept in the medication log immediately after a medication is given including; the child's name, the time and date of each administration, the dosage, as well as the name of the staff person administering the medication. The completed record will be placed in the child's file. The staff who administered the medication will be responsible for logging it at that time.
 12. If the child refuses the medication, only takes a partial dose, or if it gets spilled, a note about what happened is written in the medication log. Daily medication that is not given because the child is absent will be marked in the medication log as well.
 13. In the event of a medication error we will do the following:
 - A. Document the error in the child's medication log.
 - B. Monitor and observe the child, never leaving them alone.
 - C. Complete an incident report.
 - D. Notify the parent immediately.
 - E. Notify EEC, if hospitalization results or the wrong medication is given.
 14. All unused medication will be returned to the parent (either when it has expired, or when the child is leaving the program).

PLAN FOR MIDLY ILL CHILD

A mildly ill child is one that has noticeable changes in behavior, lethargy, and/or has voiced discomfort or illness. If a child is mildly ill the parents will be called and notified immediately, however the child may remain at Project Learn.

If the symptoms of the child worsen (i.e. fever, vomiting, etc.), the Childcare Director/Site Coordinator will contact the parents to pick up the child. Until the child can be picked up, they will remain in a quiet area where they will be able to relax.

Any toys, books, etc. used by an ill child will be cleaned and disinfected before being used by any other child.

PLAN FOR MEETING CHILDRENS SPECIFIC HEALTH NEEDS

Upon enrollment, parents will document any known allergies on the child's information form. This form will be updated by parents annually.

In the cafeteria, as well as on the attendance clipboard and in the emergency binder, an allergy chart is posted/listed. The allergy chart lists any allergy or medical concern a child may have.

Allergy charts will be updated regularly (i.e. when a new child has enrolled or if an unknown allergy becomes known).

Teachers are required to review their list daily.

Any child with a chronic medical condition that has been diagnosed by a licensed health care practitioner will have an Individual Health Care Plan (IHCP), which describes the condition. The IHCP will include; symptoms, any medical treatment that is necessary while in our care, potential side effects of treatment, and potential consequences if medical treatment is not provided.

Parents, with written permission from the child's health care practitioner, may train staff on how to implement their child's IHCP.

IHCP's are updated annually.

PROCEDURE FOR IDENTIFYING AND REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

Our organization is committed to protecting all children in our care from abuse and neglect. All staff are mandated reporters of suspected child abuse or neglect. If an employee has a reasonable suspicion of abuse or neglect, they are required by Massachusetts General Law C119, Section 51A to file a report with the Department of Children and Families (DCF).

Our procedure is as follows:

Any employee who suspects abuse or neglect must document all observations including but not limited to: child's name, date, time, child's injuries, child's behavior, and any/all other important information. The employee will then bring this information to the Childcare Director.

How to recognize signs of abuse and neglect? Be aware of any changes: physical, emotional, behavioral. Be aware of any unusual/excessive markings: bruises, burns, lacerations.

All employees are required to take the online training "51A Online Mandated Reporter Training: Recognizing & Reporting Child Abuse, Neglect, and Exploitation". This training will also assist any employee in ways to recognize signs of abuse and neglect.

The Childcare Director will make a verbal report to DCF, which is followed up by a written report 51A within 48 hours.

DCF Local Cambridge: 617-520-8700

The Department of Early Education and Care (EEC) will be notified immediately after a 51A is filed.

EEC: (617) 988-6600

If the Childcare Director does not feel that an incident should be reported, and the employee disagrees, the employee may report to DCF directly.

If an allegation is made against an employee, the suspected abuse or neglect will be reported immediately to DCF and EEC. The employee will attend a meeting to inform him/her of the filed report.

The employee will be suspended without pay until DCF and EEC has completed their investigations.

The Childcare Director and staff will cooperate fully with all investigations. This includes identifying parents of children currently or previously enrolled in the school, providing consent to disclose information to any person or agency that EEC may specify as necessary for the prompt investigation of allegations and the protection of children.

MISSING CHILD

Prompt notification of the Woburn Police Department will be made once an initial search of the facility is made and attempts to confirm location such as confirmed pick up by family etc. is unsuccessful.

All indoor and outdoor areas of the building will be checked thoroughly. All staff members should respond and remain calm and reasonable to ensure a safe and secure atmosphere for the other children.

The parents will be notified. The Childcare Director/Site Coordinator will provide the police with the missing child's; name, home address, phone number, parent/guardian and emergency contact names and phone numbers, date of birth, age, race, gender, nationality, physical description, photograph and any other required information. The Childcare Director/Site Coordinator will also provide the police with the last known whereabouts of the child; date, time and location last seen and last seen by whom.

While waiting for the Woburn Police to arrive we will continue to search.

Once the child is found, our policies and procedures will be reviewed and reevaluated to see if they need to be modified or changed. In doing so, we will take the proper steps to avoid this situation arising again.

Any missing child incident will be recorded and reported to the Department of Early Education and Care.

I have received and reviewed all of the policies and procedures for Project Learn for the 2019 – 2020 school year.

X _____
Signature **Date**

X _____
Printed Name