



L.E.A.P.  
Childcare  
Learn.Explore.And.Play

Parent Handbook  
**Updated February 2024**

1 Charles Gardner Lane  
Woburn, MA 01801  
k.johnson@bgcwoburn.org  
781-935-3777 EXT: 227

Dear Parents,

Welcome to L.E.A.P. Childcare! We are so happy that you decided to join us for an exciting year of learning and fun.

We know that you have lots of questions regarding our school and its policies. This Parent Handbook should do a good job explaining just about everything you would need to know. However, if ever there is anything that comes up that is not covered in here, please don't hesitate to reach out.

Telephone: 781-935-3777 Extension: 227

L.E.A.P. Childcare is licensed through the Department of Early Education & Care (EEC). Our license is posted on our Parent Information Board. Parents may contact EEC at any time with our compliance history.

**Department of Early Education & Care: 617-988-6600**

We look forward to a great year with you and your children!

Sincerely,

L.E.A.P. Childcare Team

## Table of Contents

Administrative Organization	4
Closures	5
Billing/Tuition	6
Fees	7
Preschool Daily Schedule	8
Pre-K Daily Schedule	9
Philosophy/Objectives/Enrollment	10-11
Health Forms	11
Transportation/Arrival/Departure	11
Unscheduled Closings	12
School Vacations/ Parent Visits & Tours	12
Children’s Records	12-13
Communication/Input	13-14
Parent Boards/Progress Reports/Conferences/Diapering/Toileting	14-15
Clothing	15
Snacks & Lunch	15
Toothbrushing/Rest Time/Things from Home/Walking Field Trips	16
Plan for Transition	16
Child Guidance Plan	17
Plan for Referral Services	18-19
Termination & Suspension	19-20
Background Record Checks	20
Health Care Policy	21-33

## **Administrative Organization**

James L. McKeown Boys & Girls Club of Woburn

Board of Directors

Executive Director

Julie Gage

Assistant Executive Director

Meg Gambale

Facilities Manager

Joe Gaiero

Administrative Secretary

Susan Slagmolen

Childcare Director

Katie Johnson

**L.E.A.P. Holiday Closures**  
**2024-2025**  
**(Calendar is subject to change)**

Labor Day – Monday September 2nd, 2024

Day after Labor Day/Staff Professional Day – Tuesday September 3rd, 2024

Columbus Day – Monday October 14th, 2024

Staff Professional Day – Friday November 8th, 2024

Thanksgiving Break – Wednesday November 27th, 2024, is a ½ day. Close at 11:30am. Thursday  
November 28th, 2024, and Friday November 29th, 2024

Holiday Break – Monday December 23rd, 2024, through Friday December 27th, 2024.

New Year’s Day – Wednesday January 1st, 2025

Martin Luther King Day – Monday January 20th, 2025

Presidents Day – Monday February 17th, 2025

Staff Professional Day – Friday March 14th, 2025

Good Friday – Friday April 18th, 2025

Patriots Day – Monday April 21st, 2025

Memorial Day – Monday May 26th, 2025

Juneteenth – Thursday, June 19th, 2025

Independence Day – Friday July 4th, 2025

## **L.E.A.P. Childcare Tuition Rates**

**Monthly Rates are based off 4.3 weeks.**

### **Billing & Tuition:**

Our billing is done monthly. Tuition is due by the 1<sup>st</sup> of each month.

Failure to make a payment and/or falling behind on payments may result in removal from the program. L.E.A.P. Childcare will not refund or credit for any missed days due to illness or vacations. We require a 30-day notice in writing if you are withdrawing from the program. You are responsible for payment during this period.

Extenuating circumstances will be handled on a case-by-case basis with the Childcare Director.

Tuition rates are subject to change annually depending on fiscal needs. You will be informed of a change in tuition rates prior to enrollment for the next school year.

#### **Tuition Rates**

##### **2 Day Option:**

\$615.00/Month

##### **3 Day Option:**

\$885.00/Month

##### **4 Day Option:**

\$1,113.00/Month

##### **5 Day Option:**

\$1,325.00/Month

**Fees:**

Fee for late payments: Our tuition is due on the 1<sup>st</sup> of each month. Any late payments may incur a late fee of \$30.

Fee for late pick-up: Our program closes at 4:00 p.m. each day, and any child picked up after will incur a late fee of \$1.00 per minute, per child.

\*A 10% discount will be applied if a full year's tuition is paid in full by September 1<sup>st</sup>.

\*A 5% discount will be applied to siblings.

## **Daily Schedule-Preschool**

### **7:30-Arrival & Free Play**

During this time children can settle into their day by playing with any of the various choices within the classroom. Children can also use this time to keep their "lovie" or stuffed animal with them for comfort.

### **9:30-Clean Up & Handwashing/Toileting**

#### **9:45-Snack**

Children will wash their hands and come sit down for snack and socialization with friends and teachers. Those who do not want to eat may read a book.

#### **10:15-Circle Time & Daily Lesson/Activity Time**

At circle time, the opportunity for learning through many approaches is possible. One day we may sing, one day we may read a story, another day we could make a hypothesis about a scientific experiment we are doing! Circle is the perfect place to go over our calendar, the weather, and much more! Our daily lesson could include letters, numbers, handwriting, etc. Each day we will work on a page from our Handwriting Without Tears activity book.

Activity Time is when children will engage in a mix of structured and independent learning activities. Various age-appropriate learning manipulatives will be open during this time for children to choose from and work on independently. This time will also be used for small group teacher directed activities including crafts, literacy, math, etc.

#### **11:00- Outdoor Recess/Gym**

This is our designated gross motor time. Weather permitting, we will go outside to play every day. If we cannot go outside, our preschool friends will be able to play in the gym.

#### **11:45/12:00-Lunch**

Children will return to the classroom where they will wash hands and sit down for lunch together.

Before rest time, children will use the bathroom/get diapers changed.

Children will have an opportunity to read a book on their mat or listen to a story tape before nap begins.

#### **12:45-Rest/Nap**

#### **2:30-Wake Up & Diapers/Toileting**

#### **2:45-Snack Time**

#### **3:15- Outdoor Recess/Gym/Free Play**

#### **4:00-Dismissal**



## **Daily Schedule-PreK**

### **7:30-Arrival & Free Play**

During this time, children will have the opportunity to settle into their day by playing with any of the various choices within the classroom. Children can also use this time to keep their “lovie” or stuffed animal with them for comfort.

### **9:30-Clean Up & Handwashing/Toileting**

#### **9:45-Snack**

Children will wash their hands, sit down for snacks, and socialize with friends and teachers. Those who do not want to eat may read a book.

#### **10:15- Circle Time & Table Activities/Worksheets**

At circle time, the opportunity for learning through many approaches is possible. One day we may sing, one day we may read a story, another day we could make a hypothesis about a scientific experiment we are doing! Circle is the perfect place to go over our calendar, the weather, and much more! Our daily lesson could include letters, numbers, handwriting, or activity pertaining to the weekly theme.

Activity Time is when children will engage in a mix of structured and independent learning activities. Various age-appropriate learning manipulatives will be open during this time for children to choose from and work on independently. This time will also be used for small group teacher directed activities including crafts, literacy, math, etc.

#### **11:30- Outdoor Recess/Gym**

Our designated gross motor time to go outside (weather permitting) on the hot top or in the play yard. In the event we cannot go outside, the class can use the dance studio or the gym!

#### **12:30-Lunch/Toileting**

Children will return to the classroom where they will wash hands and sit down for lunch together.

Before lunch and rest time, children will use the bathroom after lunch.

Children will have an opportunity to read a book on their mat before nap begins.

#### **1:15-Rest/Nap**

#### **2:30-Wake Up & Toileting**

#### **2:45-Snack Time**

#### **3:15 - Outdoor Recess/Gym/Free Play**

#### **4:00-Dismissal**

## **PARENT HANDBOOK**

L.E.A.P. Childcare is a tuition supported program administered by the James L. McKeown Boys & Girls Club of Woburn. We are a non-discriminatory childcare agency. We enroll and provide services to all children and their families regardless of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.

Our program serves ages 2.9-5.11 with two classrooms, Preschool and Pre-K. Preschool is for ages 2.9 - 4, and Pre-K is for ages 4 - 5.11. Our program hours are 7:30 a.m. – 4:00 p.m.

### **Philosophy:**

L.E.A.P. Childcare supports the James L. McKeown Boys & Girls Club’s mission statement, “to inspire youth to find their greatness”. We believe that you are never too young to discover what you are great at and how you learn best! We encourage an environment that focuses on learning through play and exploration.

At our childcare program your child won’t just grow, they will L.E.A.P.

L=Learn E=Explore and P=Play

Through exploration and play, we will also support and foster the social, emotional, and physical development of children.

### **Objectives:**

1. To inspire youth to find their greatness through play and exploration of the world around them.
2. To enhance social, emotional, and physical development of children through play.
3. To enhance language development through books, music, art, and imagination.
4. To provide an environment where children learn to interact, play, and problem solve with other children.
5. To provide an environment with a positive balance between independent learning and structured learning.
6. To introduce fundamental skills needed before entering Kindergarten.

### **Enrollment:**

Enrollment at L.E.A.P. Childcare is ongoing throughout the year. All interested families must complete and submit a registration form and a non-refundable enrollment fee of \$100.00 to L.E.A.P. Childcare. Children must be age 2.9 to attend our preschool classroom, and age 4 to attend our pre-K classroom.

Families will also need to complete an enrollment form for each child and submit a current picture.

On February 1<sup>st</sup> of each year, we will reach out to our current families to reserve their spots for the following year. Current families and siblings will have priority in registering, which will give them a few weeks to get their paperwork in. On March 1<sup>st</sup>, our enrollment will then open to the public.

L.E.A.P. Childcare maintains a waiting list and will contact families as soon as spots become available.

We are located on the right side of the building-please use this door to enter. Please press the doorbell and a teacher will let you into the building.

### **Health Forms**

Upon enrollment, it is required that you submit:

- Up to date physical examination of your child.
- Completed medical form with immunization records.
- Lead screening.

All health forms must be updated annually.

### **Other Required Forms**

Upon enrollment, it is also required for parents to fill out a developmental history form. This form helps us to understand your child, their needs and how they have developed over the past few years. This form must be updated annually.

### **Transportation:**

L.E.A.P. Childcare does not provide transportation. It is the parent's responsibility to escort their child to and from the program each day. Parking is available right outside of our building. There is plenty of space, but please be mindful when parking so that others can come and go as needed. Currently, L.E.A.P. Childcare does not take field trips that require transportation.

### **Arrival**

We will continue to do drop off/pick up outside the front Childcare door. If your child is sick/will not be attending school or will be late, please call or email us prior to the start of the day. *To maintain a structured and non-disruptive learning environment, please contact the Childcare Director if your child will be dropped off after 10:00 a.m.*

### **Departure:**

If an emergency arises and you are going to be late, please call and let us know as soon as possible. If you can do so, please try, and find someone else to pick your child up if you are late. L.E.A.P. Childcares late policy states that parents will pay \$1.00 per minute, per child. If you do not pay upon arrival, a late slip will be sent home. Parents who are chronically late are subject to removal from the program.

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 information form). If you have any last-minute changes in pick up, please email 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 up.

### **Unscheduled Closures**

L.E.A.P. Childcare follows the Woburn Public Schools for ALL inclement weather closings and delayed openings. You can view local news or radio stations and the Clubs website to see if we will be closed due to inclement weather. In addition, our program may close due to any other unforeseen circumstances that may lead to cancellations. Every effort will be made to provide ample notice to families. Unscheduled school cancellations are billable service days up until a maximum of 5 days. If we exceed that amount, you will be credited for any additional days.

### **School Vacations**

L.E.A.P. Childcare will be open for care Tuesday-Friday of the February and April Woburn Public School vacation weeks. If you do not attend that week, you are still responsible for payment.

The only vacation that we observe along with Woburn Public Schools at L.E.A.P. Childcare is the December holiday break. Since we are a full year program, we find this to be a valuable time for children, staff, and their families to be together. You will be responsible for payment on Christmas Eve, Christmas Day, and New Year's Day; however, you will receive a credit in your December invoice for the other days we are closed during that time.

### **Parent Visits & Tours:**

Before enrolling in L.E.A.P. Childcare, you are welcome to call and schedule a tour of the school with the Childcare Director during or after hours of operation. On the tour, you will see our classrooms and any other program space that we utilize. You will also receive a brochure and information regarding our program.

We have an open-door policy and welcome you to come in (depending on Covid). If you think an unexpected visit (especially when your child is new to the program) could be problematic, it may be best to wait. We don't want your child to spend any of their day here sad or upset. If that is the case, perhaps picking up a little early to see what is going on would be more beneficial- at least until they become acclimated to the program!

### **Children's Records:**

Information contained in your child's record is privileged and confidential. Our staff may not distribute or release information in your child's record to anyone not directly related to implementing the program plan for your child without your written consent. You must be notified if your child's record is subpoenaed.

#### **1. Access to the Records:**

You have the right to access your child's records. We must provide access within two business days unless we have your permission to take longer. You are allowed to view your child's entire record, even if it is in more than one location. We have procedures regarding access, duplication, and dissemination of children's records. We will maintain a written log, which identifies anyone who has had access to or has received any information from the records. This log is available only to you and L.E.A.P. Childcare.

## **2. Amending the Record:**

You have the right to add information, comments, data, or any other relevant materials to your child's record; you also have the right to request deletion or amendments of any information contained in your child's record. Such requests shall be made in accordance with the procedures described below:

-If you are of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable materials in your child's record, you have the right to have a conference with L.E.A.P. Childcare to make your objections known.

- L.E.A.P. Childcare, within one week after the conference, will give you a decision in writing stating the reason(s) for the decision. If the decision is in your favor, L.E.A.P. Childcare will immediately take steps as may be necessary to put the decision in effect.

## **3. Charge for Copies:**

L.E.A.P. Childcare will not charge an unreasonable fee for copies of any information contained in your child's record.

## **4. Transfer of the Record:**

Upon written request, when your child is no longer in our care, L.E.A.P. Childcare can give you your child's record or transfer it to any other person that you identify. To do so, you must sign a form verifying that you have received the record.

### **Written Communication:**

A monthly newsletter & Curriculum calendar will be distributed to each family. This will let you know what has been going on in your child's classroom, important news and updates from the Childcare Director and teachers, and any exciting events coming up as well.

### **Daily Communication:**

Parents are always welcome to check in with teachers at drop off and pick up times regarding anything that comes up. Our teachers do have a busy and fast-paced day, so if you feel like you didn't have enough time to chat, please see the Childcare Director to set up a conference.

### **Parental Input**

Parental input is always welcome at L.E.A.P. Childcare! Suggestions or ideas can be made at any time and will be discussed (depending on the situation) with the teachers at our monthly staff meeting, or with the Executive Director. If we conclude that the suggestion/idea is appropriate and reasonable, we will notify you in writing. The health, safety and development of your children is what is most considered when changing a program policy or procedure.

### **Parent Boards:**

Located in our hallway we have a Parent Information board, and outside of each classroom is a Parent Communication Board.

The Parent Information Board has information on any events/trainings going on in the community for families, announcements of any special events within our school, our EEC required postings (license, health care consultant agreement, staff schedule, etc.), and copies of our medication forms for your convenience.

The Parent Communication Board has information regarding your child's specific classroom. Posted will be a copy of the monthly curriculum, our daily schedule, and a calendar listing all the days that L.E.A.P. Childcare will be closed.

#### **Progress Reports:**

At least every six months, you will receive a written progress report regarding your child's development. The original will be kept here and placed in the child's file. If your child has disabilities or receives services, you will receive a written progress report every three months. It is the responsibility of L.E.A.P. Childcare to bring any problems or significant development issues to your attention as soon as they arise.

#### **Conferences:**

You have a right to request an individual conference with your child's teacher(s) at any time. It is the Childcare Directors responsibility to make the teacher(s) available. Scheduled conferences will be available, if requested, following the distribution of a child's progress report. If parents would like to discuss any center issues, please schedule an appointment with the Childcare Director.

#### **Diapering & Changing Procedure:**

Children are changed as needed throughout the day. The teacher will gather supplies and bring them to the changing area/bathroom. Gloves are always worn, and a wax sheet will always remain between the child and the changing surface. The child will be wiped clean from front to back, always using a fresh wipe each time. The child will be put into a new diaper and back into their clothes (or into clean & dry clothes if they have an accident). The diaper or pull-up will be disposed of in a readily accessible and covered receptacle bin that is emptied and disinfected daily.

After diapering/changing is done, the teacher will help the child wash their hands before they return to the group.

Soiled clothing will be placed in a closed plastic bag to be taken home by parents at the end of the day.

#### **Toileting**

Toilet training will vary differently between children, so we encourage you to share what is working best for you at home to maintain consistency. Children will be offered the bathroom at numerous times during the day (i.e., before outside time, before rest time, etc.). Hands are always washed after a child has used the toilet. If a child is to have an accident, a teacher will assist the child in cleaning up and changing into extra clothes. Soiled clothing will be placed in a closed plastic bag to be taken home by parents at the end of the day.

If you are beginning to potty train at home and you have transitioned your child to underwear, please share that with us. We will make sure to check in more frequently and suggest bathroom visits.

### Clothing

We encourage children to dress in casual play clothes. Let's face it, kids are messy! On any given day we are likely to participate in at least one activity where things could get messy. Please be mindful of this when dressing your child in the morning. We also ask that you dress your child appropriately for the weather outside. We will be spending time outside in all types of weather, so it is important that your children are dressed accordingly (i.e., hats, mittens, boots, etc.).

We require that your child has at least two sets of extra clothes in their cubby (maybe more if you think that is necessary) including underwear and socks. All extra clothing will be kept at school for the duration of the child's enrollment.

To prevent anything being lost, please label any clothing items (including snow boots) with the child's name or initials.

### Snacks & Lunch

Parents are required to pack a lunch for their child each day they are here. Please send your child a healthy and balanced meal. *Please be sure to pack an ice pack if your child's lunch requires refrigeration- we do not have the storage to do so. We also do not reheat meals, so please plan accordingly. We encourage you to heat up your child's food and pack it in a thermos.* This works best to keep the food hot.

Allergies can come on very quickly and quite severely. Due to that, we ask that you do not send any food that has not already been eaten at home first. Also, to maintain an environment that is safe for children with nut allergies, we are a **NUT FREE FACILITY!!**

We do NOT provide snacks for the children, as this will be your responsibility to do so. There will be snacks and cereal stored here in case a child has forgotten their food.

Pizza Wednesday is \$4 each Wednesday. Pizza is ordered from Pizza Market in Woburn. If you would like your child to have pizza for lunch, you can bring in \$20 for 5 weeks' worth, or bring \$4 each week.

If you want to bring in a special treat for your child's birthday, we ask that you just follow a few guidelines:

- Please, nut free desserts only.
- Please include ingredients or labels with anything you bring in.
- Please bring in enough for everyone!

### Toothbrushing (on hold during Covid)

Per the EEC guidelines on toothbrushing, we are required to have all children brush their teeth after lunch time. 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.

### **Rest Time**

Per the EEC guidelines on rest time, we are required to provide your children with time to rest or work on a quiet choice. Each child will have their own mat each day where they will rest or make a quiet choice. We ask that you bring in a clean, standard-sized crib sheet and blanket for your child's cot each week. You may also bring in a "lovie" or stuffed animal that your child can rest with. At the end of each week, we ask that you take your child's rest items home to be washed. Cots will be disinfected each day after being used.

### **Things from Home**

L.E.A.P. Childcare has so many fun toys and manipulatives to play with! With that said, we ask that you do not bring any toys from home. As previously mentioned, children are allowed to bring stuffed animals or "loviess" to school. These will be allowed at drop off (until clean up time, then they are put in their cubby) and during rest time. Children are also allowed to bring books to school to share with their class. Children can spend free play time looking at the book, or on some days the teacher might choose to read the book to the class. Books are a great item to bring in and share!

### **Plans for Transitions**

#### **Daily Transitions:**

Our daily schedule is posted in each classroom, 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. To ensure smooth transitions, children are also never expected to wait for their teachers to be ready.

#### **Classroom-to-Classroom Transitions:**

The way our classrooms are structured, children can only enter the Preschool room if they are age 2.9 and the Pre-K room if they are age 4 by September 1<sup>st</sup> with some flexibility. A child is not likely to transition once they are already placed in a classroom for the year.

Certain situations can be discussed with the Childcare Director and exceptions can be made on a case-by-case basis.

### **Child Guidance Plan**

At L.E.A.P. Childcare 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.

**L.E.A.P. 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.

**Plan for Referral Services:**

L.E.A.P. Childcare shares resources with a network of childcare agencies, school resources and other medical, social, and mental health professionals. We have provided a referral list of some resources in the community should they ever be needed.

L.E.A.P. Childcare teachers share a part in caring for and bringing to program administration and parents the developmental needs of the children in the program. Should a teacher notice a developmental 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. The Childcare Director will explain the teacher's 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 accommodation 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

Woburn Public School Services  
Pupil Support Services 781-937-8226

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

**Termination & Suspension**

All behavioral measures should be reasonable and appropriate to a child's understanding/needs. These measures should allow a child's growth and development to grow to their maximum potential while protecting the group, but also protecting the individual within. If a child exhibits challenging behavior on a consistent basis, the behavior will be documented by the child's teacher. Next, a meeting will be set up by the Childcare Director to discuss this behavior with the parents. The program will inform parents of available information and referral for services and shall provide this information at the request of the parents. The program will work in conjunction with parents and educators to develop a plan for behavioral intervention at home and in the program. Continuous challenging behaviors may result in suspension from the program. All behavior infractions shall be documented 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 the Childcare Director and Executive Director):

1. In the case that all avenues of inclusion (parent conference, referral services, behavioral plans, etc.) are unsuccessful.
2. If referral services have met with the child and parent and have recommended that it is in the best interest of the child to leave the program.
3. Failure to make payments/serious delinquency of payments.

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

**Background Record Checks**

Every teacher at L.E.A.P. Childcare will be 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 anything other than "cleared" will be reviewed by the administration and a determination made as to whether the person shall be hired.

# L.E.A.P Childcare Health Care Policies

## 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

### PROGRAM INFORMATION

**Information to Give in an Emergency:** Your Name & The Nature of the Emergency

**Address:** 1 Charles Gardner Ln, Woburn, MA 01801

**Location in Facility:** We are on the Right side of the building in the back by the fenced in area-Entrance is clearly marked: **Childcare.**

**Telephone:** (781) 935-3777

**Directions:** Coming From I-95 Rotary: Take exit onto Main Street toward Woburn and turn right onto Charles Gardner Lane. Coming from Woburn Center: Head down Main Street and turn left onto Charles Gardner Lane.

## EMERGENCY EVACUATION PLAN

In the event of an emergency that requires the evacuation of L.E.A.P. Childcare and/or the James L. McKeown Boys & Girls Club, one of the outlined plans below will be implemented. In **ALL** emergency evacuations:

1. The Lead Teacher of each classroom is responsible for counting the children before we evacuate the building.
2. The Lead Teacher of each classroom is responsible for taking the attendance information and leading the children out of the building. Teachers will be responsible for taking the emergency backpack and assisting with the evacuation process (checking for stragglers).
3. The Childcare Director will make a visual inspection of each classroom and bathroom to ensure they are empty before exiting the building.
4. The Lead Teacher is to take attendance as soon as they have reached the designated meeting space. The Lead Teacher is to take attendance prior to ANY transport (if needed). The Lead Teacher is to take attendance once we arrive at our destination.

All classrooms, once evacuated, will meet on the basketball courts at the rear of the building. You may reenter the building once given the go ahead by the Childcare Director 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 kept on the teacher counter and will be readily accessible in the event of an emergency evacuation. Emergency backpacks will be kept hanging on the wall of the classroom, clearly marked, 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.

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

The Childcare Director will maintain documentation of the date, time, route used, number of children and effectiveness of each drill in the Fire Drill Log. Current records are posted in the Childcare Directors office, 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 our nearest emergency shelter: Kennedy Middle School. Children will remain in the care of the Teachers and Childcare Director until parents can be notified. The Childcare Director 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 using the emergency information binder that is in each classroom's emergency backpack.

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

## **EMERGENCY SHELTER:**

**Kennedy Middle School:** 41 Middle St, Woburn, MA 01801 (781) 937-8230

## **OR ANY OTHER SAFE LOCATION THAT IS DIRECTED BY FIRST RESPONDERS**

L.E.A.P. Childcare will walk to the Kennedy Middle School (½ mile away) if we need to leave the premises. If we cannot safely walk to the Kennedy Middle School (due to weather, other circumstances, etc.) the Childcare Director will contact emergency personnel to transport us safely to our destination.

The Kennedy Middle School should be able to comfortably (*temporarily*) 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. If school is closed, L.E.A.P. Childcare will close as well. In the event of an early dismissal, L.E.A.P. Childcare will alert all families via telephone that the program is closing early, and children will need to be picked up as soon as possible.

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, L.E.A.P. Childcare will:

- a. In the event of an unforeseen severe weather emergency, we will relocate all children to the multipurpose studio or gymnasium and the emergency backpacks will accompany us.
- b. Take children's attendance & account for all staff.
- c. Supervise all children & 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 kitchen area. Children will have extra clothes, diapers, wipes, and blankets stored in their classrooms that will be used if needed.
- 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 of the program, our response will depend on several factors. This includes 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 the Club phones have the capability to "page" over an intercom system. 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 Executive Director/Childcare Director will call for 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 the 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 or Lead Teacher, and the teachers will relocate all children to the multipurpose studio or gymnasium until told otherwise. Activities will be conducted during this time.

**Lockdown Procedures:** The Childcare Director 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/teachers will determine if it is possible to make a quick exit & instruct the children 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 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 teacher 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 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 Lead Teacher) 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 who 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) One teacher will open each classroom and is responsible for ensuring the environment 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 needs 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 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 classroom. Each backpack contains a fully stocked first aid kit, emergency medication, and emergency information binders. It travels whenever a group leaves their primary classroom (i.e., outside, pool, gym, 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. A teacher will fill the form out in full and give it to the Childcare Director for review. After the Childcare Director has reviewed and signed the form it should be given to the parents within 24 hours of the incident. The parents 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 kept in the Childcare Directors office. Completed and signed forms will be given to the Childcare Director who will enter the accident in the injury log and then place the form 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 school. It is crucial that we are notified immediately if your child has contracted any contagious illness.
- (2) If your child's classroom has been exposed to an infectious disease, the Childcare Director will notify you in writing and by email. We will also post information on our parent board regarding any infectious diseases your child may have been exposed to.
- (3) In the case that an infectious disease has been exposed to the school, the Department of Public Health will be notified immediately.
- (4) Parents should keep their child at 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 at home until they are symptom free for 24 hours.

- (5) Depending on the severity or duration of the illness, a letter from the child's Physician may be required for them to return to school.
- (6) 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.
- (7) If a child has head lice, the child may not return until there is no lice or nits present after treatment.
- (8) 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 school, the child will be placed with a teacher or the Childcare Director 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 a follow-up plan (i.e., when the child can return to school).

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 in contagious disease 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 shall ensure that staff and children wash their hands with liquid soap and running water using friction. Hands shall be dried with disposable towels. Signs are posted to remind children and staff to wash their hands. These signs are posted in the toilet rooms and at the sinks in each classroom. Staff shall wash their hands upon entering their classroom 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 or diapering.
- C. After encountering bodily fluids and discharges.
- D. After cleaning.

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

**The Childcare Director or Lead Teacher 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. Sinks and faucets used for hand washing after the sink is used for rinsing a toilet training chair.
  - B. Toys mouthed by children.
  - C. Mops used for cleaning bodily fluids; and
  - D. Thermometers
  
2. At least daily:
  - A. Toilets and toilet seats.
  - B. Sinks and sink faucets.
  - C. Drinking fountains.
  - D. Water table and water play equipment.
  - E. Play tables.
  - F. Smooth surfaced non-porous floors.
  - G. Mop used for cleaning.
  - H. Cloth washcloths and towels; and
  - I. Rest time mats
  
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 encounter blood or bodily fluids. Specifically, gloves should be worn during diapering, 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 encounter blood or bodily fluids will be disinfected immediately.

All cleaning supplies and disinfectants will be stored in a secure place and out of the reach of children.

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

Cloth items that contain 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 in each room:

**Office:** In storage cabinet, clearly marked.

**Preschool:** Hanging in backpack on the wall of classroom, clearly marked.

**Prekindergarten:** Hanging in backpack on the wall of classroom, clearly marked.

First aid kits are maintained by the Childcare Director 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 if anything is missing from their classrooms' first aid kit.

First aid is administered by the teachers 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 a 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 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 "Medication Administration: The Five Rights" within 60 days of employment and then annually.
6. The lead teacher of the classroom or Childcare Director will be responsible for administering any medication.
7. Any unanticipated administration of medication requires that the teacher or Childcare Director must try 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 is 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 keep 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. 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 parents 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 school.

If the symptoms of the child worsen (i.e., fever, vomiting, etc.), the Childcare Director will contact the parents to pick up the child. Until the child can be picked up, they will remain in a quiet area of the classroom or the Childcare Director's office where they will be able to rest.

Any mats, 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 enrollment form. This form will be updated by parents annually.

In each classroom, as well as the office, an allergy chart is posted. 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 Burlington: 617-520-8700**

The Department of Early Education and Care (EEC) will be notified immediately after 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 have 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**

In the event of a missing child, the teacher will take attendance and do a head count. One teacher will continue to conduct class with the other children, while the other notifies the Childcare Director. The Childcare Director will then notify all staff in the building of the situation.

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.

After no more than 7-10 minutes of checking the building and outside areas, the Woburn Police Department and the parents will be notified. The Childcare Director 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 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.