



Caregiver Handbook

updated July 2026



JAMES L. McKEOWN
BOYS & GIRLS CLUB
OF WOBURN

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Boys and Girls Club
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Dear Caregivers,

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 Caregiver 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 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 Information Board. Caregivers may contact the 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
Scheduled Closures	5
Billing/Tuition	6
Fees	7
Preschool Daily Schedule	8
Pre-K Daily Schedule	9
Philosophy/Objectives/Enrollment	10
Health and other Required Forms	11
Transportation/Arrival/Departure	11
Unscheduled Closings/School Vacations	12
Caregiver Visits/Tours	12
Children's Records	12
Communication/Caregiver Input	12-13
Information Boards/Progress Reports/Conferences	14
Diapering/Toileting/Clothing	14-15
Snacks & Meals/Toothbrushing/Rest Time	16
Things from Home/Plan for Transitions	17
Child Guidance Plan	17-18
Plan for Referral Services	18-19
Termination & Suspension	20
Background Record Checks	20
Health Care Policy	21-30
Emergency Preparedness Plan	31

Administrative Organization

James L. McKeown Boys & Girls Club of Woburn

Board of Directors

Executive Director

Julie Gage

Director of Program Operations

Claire Duke

Facilities Manager

Joe Gaiero

Preschool Childcare Director

Kayla Zayas

2026-2027 L.E.A.P. Holiday Closures
(Calendar is subject to change)

Labor Day – *Monday, September 7th, 2026*

Day after Labor Day/Staff Professional Day – *Tuesday, September 8th, 2026*

First Day of 2026-2027 School Year – *Wednesday, September 9th, 2026*

Columbus Day – *Monday October 12th, 2026*

Veteran's Day/Staff Professional Development – *Wednesday, November 11th, 2026*

Thanksgiving Break – *Wednesday, November 25th, 2026, is a ½ day. Close at 11:30am.*

Thursday, November 26th, 2026, and Friday, November 27th, 2026

Winter Break – *Thursday, December 24th, 2026, through Friday, January 1st, 2027*

Reopen Monday, January 4th, 2027.

Martin Luther King Day – *Monday, January 18th, 2027*

Presidents Day – *Monday, February 15th, 2027*

Staff Professional Day – *Monday, March 8th, 2027*

Good Friday – *Friday, March 26th, 2027*

Patriots Day – *Monday, April 19th, 2027*

Memorial Day – *Monday, May 31st, 2027*

Juneteenth (observed) – *Friday, June 18th, 2027*

Independence Day (observed) – *Monday, July 5th, 2027*

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 on the 1st 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 dropping days or 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.

2026-2027 School Year
Tuition Rates*

2 Day Option:

\$645.00/Month

3 Day Option:

\$930.00/Month

4 Day Option:

\$1,170.00/Month

5 Day Option:

\$1,390.00/Month

Fees:

Fee for late payments: Our tuition is due on the 1st 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, billed to your parent portal.

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

*A 5% discount will be applied to siblings.

Daily Schedule - Preschool

Schedule subject to change based on teacher discretion/child needs.

7:30 - Arrival & Free Play

During this time children can settle into their day by playing with any of the various choices the teachers have pre-selected for morning activities. Morning choices will change each day. Children can also use this time to keep their “lovie” or stuffed animal with them for comfort.

7:30-8:00 - Breakfast

If your child is one of our early drop-offs, you are welcome to bring a breakfast for them to eat.

9:15 - Clean Up & Handwashing/Diapers/Toileting*

9:30 - Snack

Children will wash their hands and come to sit down for a snack and socialize with friends and teachers. When finished eating, they will clean up and choose a book to read on the rug.

10:00 - 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!

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 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.

11:30 - Lunch

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

12:00 - Diapers/Toileting*

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

12:15 - Rest/Nap

Children will have an opportunity to read a book on their mat or listen to a story tape before the nap begins. Quiet activities will be offered if a child does not fall asleep.

2:30 - Wake Up & Snack Time

2:45 - Diapers/Toileting*

3:15 - Outdoor Recess/Gym/Free Play

4:00 - Dismissal

*Diapers and toileting are done at these scheduled times, as well as on an as-needed basis

Daily Schedule - PreK

Schedule subject to change based on teacher discretion/child needs.

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.

7:30-8:00 - Breakfast

If your child is one of our early drop-offs, you are welcome to bring a breakfast for them to eat.

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/Centers

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 lessons 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 independently. This time will also be used for small group teacher directed activities including crafts, literacy, math, etc.

11:00 - 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!

12:00 - Lunch/Toileting*

Children will return to the classroom where they will wash their hands and sit down for lunch together. Before rest time, children will use the bathroom.

1:00 - Rest/Nap

Children will have an opportunity to read a book on their mat before napping begins. Quiet activities will be offered if a child does not fall asleep.

2:30 - Wake Up & Toileting*

2:45 - Snack Time

3:15 - Outdoor Recess/Gym/Free Play

4:00 - Dismissal

*Toileting is done at these scheduled times, as well as on an as-needed basis.

CAREGIVER 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 solve problems 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, based upon availability. All interested families must complete and submit their registration and a non-refundable enrollment fee of \$100.00 on the Parent Portal. 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 and sign annual enrollment forms for each child and submit a current picture of their child. All completed paperwork is required before your child can begin attending.

By the end of January 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 week to secure enrollment. In February, our registration will then be open to the public. Notice and specific dates of registration will be given in advance to families after the first of the new year.

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

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 families 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.

Additional forms may be required for registration and/or other times throughout the year. These will be given to you with adequate notice by the Childcare Director. These may include, but are not limited to, medication consent, transportation plans, emergency contacts, babysitting contracts, and/or other permissions.

All forms must be updated annually.

Transportation

L.E.A.P. Childcare does not provide transportation. It is the family'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

Drop off/pick up is at the Childcare Entrance door located on the right side of the building - please use this door to enter. Please press the doorbell and a staff member will let you into the building.

Drop off time is 7:30am-9:00am. *To maintain a structured, non-disruptive learning environment for our students and in the spirit of preparing them for school, we ask that all children arrive by 9:00am.* If your child will be late due to an appointment or extenuating circumstance, please discuss with the Childcare Director in advance. Regular drop-offs after 9:00am are not permitted. If your child is sick or will not be attending school for any reason, please call or email the Childcare Director prior to the start of the school day. Communication about attendance is essential for everyone's safety.

Departure

Our pickup time is 4:00pm. If an emergency happens and you are going to be late, please call and let us know as soon as possible. If you can do so, please try to find someone else to pick your child up if you are running late. L.E.A.P. Childcare's late policy states that parents will pay \$1.00 per minute, per child, after 4:00pm. This will be billed to your parent portal. Caregivers 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. These dates may vary slightly each year, but will be given to you well in advance with our other scheduled closures.

Caregiver Visits & Tours

Before enrolling in L.E.A.P. Childcare, you are welcome to email or call to schedule a tour of the school with the Childcare Director during 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 at any time. 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! You may also call/email the Childcare Director to check in on your child's progress.

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 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 classroom newsletter and curriculum calendar will be distributed to each family. This will let you know what is going on in your child's classroom, important news and updates from the teachers, and any exciting events that are planned. You will also receive a monthly school-wide newsletter from the Childcare Director.

ClassDojo

Our school uses the ClassDojo app to enhance communication between teachers and caregivers. This will allow you to take a peek into your child's day through pictures and connect directly with your child's teachers. The Childcare Director and Teachers will post important updates and reminders to the app - please be sure to check it regularly! During the school day, Teachers will only post and answer messages when the opportunity arises in their schedule - their main priority is the children in their care. Should you have an urgent message, you should call and/or email the Childcare Director for a prompt response. You will receive an email invitation to join your child's class a few days prior to their start at L.E.A.P.

Daily Communication

Caregivers are always welcome to check in with teachers at drop off and pick up times regarding their child. Drop-off and pick-up times are meant for quick chats, as teachers' main responsibility is the children still in their care. If you need to have a discussion requiring more time and attention, please reach out to the Childcare Director to coordinate a conference time.

Caregiver Input

Caregiver 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, and/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.

Information Boards

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

The 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 Class 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. We typically complete progress reports in December and June. You will be given a copy for your review and 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) and/or Childcare Director at any time. It is the Childcare Director's responsibility to make the teacher(s) available. Scheduled conferences will be available, if requested, following the distribution of a child's progress report. If caregivers 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

Learning to use the toilet 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 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 families at the end of the day.

Toilet Learning at School

If you are considering implementing potty training and beginning the transition to your child wearing underwear, please first have a discussion with your child's teachers and the Childcare Director - open communication and consistency is crucial to your child's success!

Toilet learning needs to be started at home and your child needs to be showing signs of understanding and success prior to wearing underwear at school. It is recommended to take a weekend or vacation week at home with your child to begin this process and determine whether progress* has been made to then continue at school. Just as you cannot be successful in teaching this process without continued support during the school day, our teachers cannot be successful in teaching this process without your consistency at home as well.

*Progress, in this case, does not mean *no* accidents - but rather it means decreased accidents and increased awareness on your child's part of being wet/dirty, and showing an understanding of and desire to use the toilet.

When it's determined that your child is ready to wear underwear to school (after the discussions at school and successful progress at home), we ask that you prepare five complete sets of clothing and one pair of extra shoes to leave in your child's school cubby at all times. Accidents happen, and we don't want to have to call you every time to bring extra clothing!

If you need additional suggestions or guidance on making this process a successful one for your child, please see the Childcare Director for the most up-to-date, research-backed approaches to toilet training.

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. While teachers will do their best to remind when clothing is running low, too small, or the wrong season, it is the caregiver's responsibility to check their child's extra clothing in their cubby. A good rule of thumb to stay on track is to send in a new outfit the next day if your child has been sent home with an outfit change the day before.

To prevent anything from being lost, please label ALL clothing items (including snow boots, mittens,

jackets, etc.) with your child's name or initials.

Snacks & Meals

Parents are required to pack two snacks and a lunch for their child each day they are here. Please give your child a healthy and balanced meal. *Please be sure to pack an ice pack if your child's food 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.

If your child is one of our earliest arrivals (between 7:30am-7:50am), you may also choose to pack a small breakfast for them to eat upon their arrival. This is completely optional. Should you decide to pack a breakfast, it will be offered until 7:50am, to allow children time to eat without rushing and clean up by 8:00am. After 8:00am, children should come in having already eaten. Snack will be offered at their classroom's designated snack time.

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 food for the children, as this will be your responsibility to do so. There will be snacks and cereal stored here in case of emergency where a child does not have their food.

Pizza Day is \$4 each Friday. 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 treats only.
- Please include ingredients or labels with anything you bring in.
- Please bring in enough for everyone!

Toothbrushing

Per the EEC guidelines on toothbrushing, we are required to offer toothbrushing to all children in care for 4 or more hours. 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. Please reach out to the Childcare Director with any further questions.

Rest Time

Each classroom has a designated rest time every afternoon and each child will have their own cot, which is then disinfected each day after being used. Per the EEC guidelines on rest time, we are required to provide children in care for four or more hours with adequate time to rest. We cannot keep your child awake if they fall asleep on their own. Quiet activities are offered if a child does not fall asleep. We ask that you bring in a clean, standard-sized crib sheet and blanket (or mat/sleeping bag that rolls up) 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 will send your child's rest items home to be washed and returned the following week.

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*. If a toy from home makes it to school, a reminder will be given and the toy will be kept in child's backpack for the day. Should it become a regular occurrence, the toy will be kept safe in the director's office until pick-up time. As previously mentioned, children are allowed to bring stuffed animals or "lovies" 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 1st (with some flexibility around individual development). 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 and relating to their specific 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 prompted 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 social-emotional regulation 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 for 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 families 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 caregivers 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 family 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/Vision:

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

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 and needs. These measures should allow a child's growth and development to reach 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 caregivers. The program will inform caregivers of available information and referrals for services and shall provide this information at the request of the caregivers. The program will work in conjunction with caregivers 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 caregivers 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 caregiver 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: Joshua 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

41 Highland Avenue

Winchester, MA

781-729-9000

2. Lahey Hospital & Medical Center

41 Mall Road

Burlington, MA

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 area-Entrance is clearly marked: **Childcare.**

Telephone: (781) 935-3777

Directions: Coming From I-95 Rotary: Take the 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.

Procedures for Emergency Injuries and/or Illnesses

In the event of illness, families will be contacted immediately by Childcare Director. If the Childcare Director is not available, the classroom teacher will contact the family. If caregivers cannot be reached, those listed as emergency contacts will be called. All efforts will be made to contact the parents/guardians/caregivers first.

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 caregiver to come and pick up the child or, if response time is a factor, have the caregiver 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 parents. 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 for children.

Plan for Managing Infectious Disease

- (1) It is the caregiver'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 information 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) Caregivers 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 symptoms free for 24 hours without the use of medication.
- (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 are 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 in treatment for 24 hours.

If a child exhibits a fever of anything over 100.4 degrees Fahrenheit or symptoms of discomfort or illness while at school as described above or below, 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.

If the child manifests any of the symptoms requiring exclusion (as listed above/below) or it is determined that it is in the best interests of the child that he/she be taken home (the symptoms prevent the child from participating in the program activities or from resting comfortably and/or the symptoms result in greater care need than the child care staff can provide without compromising the health and safety of the other children), his/her caregiver will be contacted immediately and asked to pick the child up as soon as possible. At the time of picking up, the caregiver will receive an illness report to sign, documenting the symptoms and a follow-up plan (i.e., when the child can return to school).

Should your child be diagnosed with any contagious illness, you are required to report this information to the Childcare Director in a timely manner. This is for the health and safety of the other children in our

care. We are required to notify families when their child has been exposed to any contagious illness. Confidentiality is a top priority and you and/or your child will never be named when sharing this information with other LEAP families.

Common Childhood Illnesses, Symptoms, and Return Guidance

Illness	Symptoms	Return to School
Common Cold & Cough	Cough, congestion, runny nose, sore throat, low grade fever, lethargy, etc.	Please make your best judgement.
Fever	Any child with a temperature over 100.4°F.	Fever free for 24 hours without medication.
Diarrhea	2 or more loose stools in one day.	Symptoms are free for 24 hours without medication.
Vomiting	If this occurred in the evening prior/morning of school, they must remain at home.	Symptom free for 24 hours without medication.
Strep Throat	Sore throat is accompanied by fever, swollen neck glands, stomach-ache, 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 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 rashes on the cheeks, arms, and legs. Can be accompanied by fever, headache, sore throat, and joint pain.	Most children are no longer considered contagious by the time they are diagnosed.
Hand-Foot-Mouth Disease (Coxsackievirus)	Fever, sore throat, feeling unwell, irritability, and loss of appetite. Blisters primarily on hands, feet, and/or in mouth, but can occur elsewhere.	Fever free for 24 hours without medication. * Children with widespread and/or open/oozing blisters may need to stay home until the blisters dry up.
Chicken pox	Fever, fatigue, headache, loss of	After all blisters have

	appetite, followed by itchy rash.	scabbed over.
New/unusual Rash	A new or unusual rash accompanied by a fever and/or behavioral change.	A physician's note stating the illness is not a communicable disease; or until symptom free without medication.
RSV	Cold-like illness that may cause fever, coughing, and breathing difficulties.	Fever free for 24 hours without medication, and wheezing/coughing has subsided.
Flu/Covid	Fever of up to 103°F, body aches and chills, headache, sore throat, cough, and sometimes accompanied by vomiting and diarrhea.	Fever free for 24 hours without medication, AND improvement of symptoms. DPH recommends staying home for the first 5 days after diagnosis and/or masking indoors (ages 2+).
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. L.E.A.P. staff check upon return.

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 near 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 closet, 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 replenished 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 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 (they cannot be left in child's backpack).
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 non-prescription 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 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 be 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. 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 caregivers immediately.
 - E. Notify the 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 Mildly 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 caregivers 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.), if the illness prevents the child from participating in the program activities or from resting comfortably, or if the illness results in greater care need that the child care staff can provide without compromising the health and safety of the other children, the Childcare Director (or classroom teacher if Childcare Director is unavailable) 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 Children's Specific Health Needs

Upon enrollment, caregivers will document any known allergies on the child's enrollment form. This form

will be updated by caregivers annually.

In each classroom, as well as the office, an allergy chart is posted. The allergy chart lists any allergy and/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 with 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.

Caregivers, 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 as soon as there are any medical changes, or annually if no changes have occurred.

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 do you 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 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 the EEC may specify as necessary for the prompt investigation of allegations and the protection of children.

L.E.A.P Childcare Emergency Preparedness Plan

In March of 2026, the MA Department of Early Childhood and Care issued new policy guidelines regarding the Emergency Preparedness Plans of all licensed childcare facilities. The Childcare Director has been working on updating these policies in coordination with our Boys and Girls Club Director of Program Operations and Board of Directors. Our Main Clubhouse Emergency Operation Plans were approved in May of 2026. We are now ensuring all policies meet or exceed the requirements issued by EEC as we finalize our Childcare Emergency Plans. Caregivers will be updated with these guidelines as soon as possible. Should you have any questions or concerns before then, please contact the Childcare Director directly.