



Concord Recreation
Before School
Family Handbook
2018-2019

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To: Before School Families
Fr: Anita Stevanazzi-Hill, Childcare Manager
Re: 2018-2019 School Year

Dear Before School Family,

As the Recreation Childcare Services Manager, I'm pleased to have your child enrolled at Concord Recreation's Before School Program for the 2018-2019 school year. Please read this handbook in its entirety as policies have been added and have been changed since last school year. *We welcome you to attend our open house to meet your teachers, see the site, and ask questions on Tuesday, August 28, 2018. Grades K-2 will meet at Harvey Wheeler and Grades 3-5 will meet at the Hunt Recreation Center both from 4:00-6:00PM.* As we prepare for the start of the school year, it is important for parents/guardians to be aware of the following:

1. Students from Willard will attend at our Willard School site located at 185 Powder Mill Road.
2. Students from Alcott will attend at our Alcott School site located at 93 Laurel Street
3. Students from Thoreau will attend our Thoreau School site located at 29 Prairie Street
4. Program hours are 7:30A-9:00A on Monday through Friday.
5. Label all belongings. Lost and found will be cleaned out once a month at both sites and donated to Goodwill.
6. We encourage all families to post our contact information at home and at work in the case of an emergency.
7. Please keep us informed about any changes in health or routine or anything that might affect your child while in our care.
8. Check your email daily for important updates and notifications about our program. Don't forget to update your contact information if your email or phone number changes midyear.

We look forward to a rewarding school year and welcome you to reach out to us should you have any questions about the information in this handbook.

Sincerely,

Anita Stevanazzi- Hill
Child Care Services Manager
978-318-3045

Patti Doherty
Asst. Child Care Services Manager
978-287-1060

Overview Of Concord Recreation

Our Mission

The mission of Concord Recreation's Before School programs is to create a safe, nurturing community where children and families feel welcome and develop respectful relationships and inquisitive minds.

Our Philosophy

Concord Recreation's Before School Programs aim to provide a safe, nurturing start to the day for children who attend our programs. Our daily activities are designed to be exciting, educational and fun while helping children get ready for their school day.

Concord Recreation's Before School Programs are committed to creating a welcoming OST setting and includes families and children with a wide variety of racial, ethnic, family, religious, economic and cultural backgrounds. We try to instill a genuine appreciation of and respect for others. By supporting individual differences, we encourage children and their families to value the richness and importance of a diverse community.

Our Educators

Before School Staff

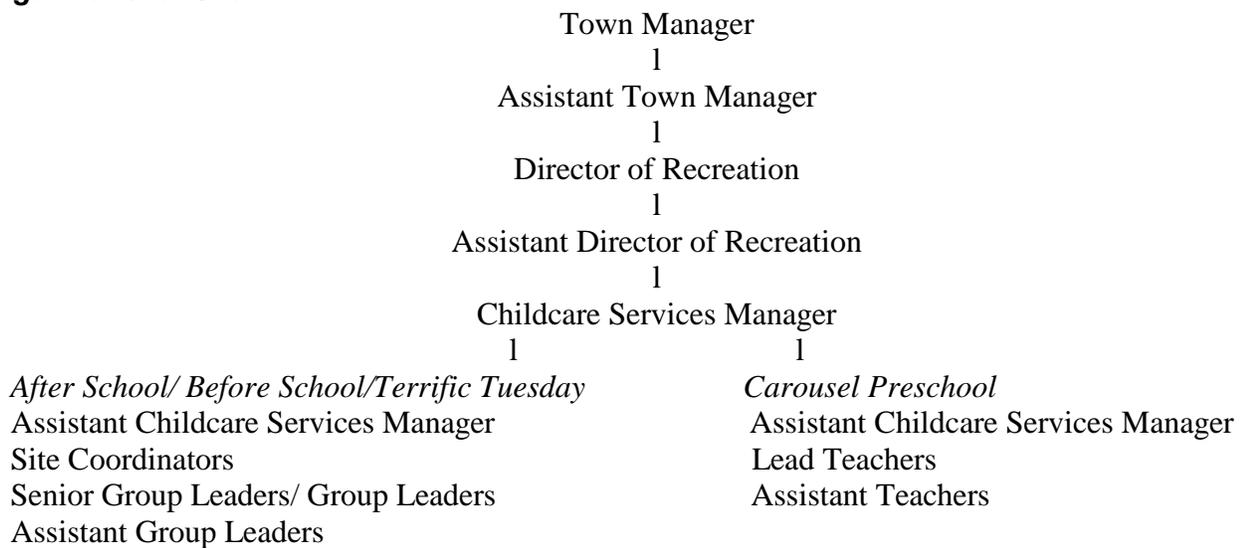
Every group is staffed by professionals with experience with school age children. Many have degrees in education. Our day-to-day practices are grounded in current research and theory concerning best practices for children in Out of School Time programs.

All of Concord Recreation's Before School educators take professional development seriously and continually work to further their knowledge by participating in on-going training through workshops, attendance at professional conferences and personal explorations through reading and observations in areas of interest.

How to Identify Staff

Before School Staff will all wear name badges identifying them while at work.

Organizational Chart



Department of Early Education and Care (EEC) is the licensing authority.

Supervision of Children

Children are supervised by sight and sound at all times. Older children may be supervised by sound only for a brief period while using the bathroom if privacy is required. Concord Recreation's Before School Programs are located in public buildings. We are located in a separate space away from the major activity center. Children are supervised when leaving our space, even to go to the bathroom.

Children's and Educator's Responsibilities

Educators' Responsibilities

Educators are responsible for ensuring that children enrolled:

- Have a safe and reliable environment free of hazards.
- Have use of all of the equipment and space on an equal basis; equipment will be in functioning and clean condition.
- Have their ideas and feelings respected.
- Be guided into appropriate behavior using positive guidance strategies that are fair, equal and respectful of them.
- Have opportunity to express their anger, frustration, disappointment, joy, etc., in an appropriate manner.
- Have activities that allow participants to express their creative ability, as they explore and discover, while developing to their fullest potential.
- Have an environment that offers a variety of choices: physical, gross motor, quiet, indoor, outdoor, active and passive areas, creative, dramatic play and exploration.
- Have a right to voice their opinion on the rules and give input on activities offered.
- Have educators that care about them, enjoy being with them and help them grow.
- Are treated with care, respect, honesty and responsibility.

Children's Responsibilities

Children need to be responsible for:

- Learning to accept consequences for their own actions.
- Displaying character development traits: caring, honesty, respect and responsibility.
- Respecting the rules that are established for and by them.
- Controlling their anger so that their actions do not harm anyone.
- Not willfully damaging any equipment or property in the building or anyone else's property.
- Sharing equipment and facilities with all children in the program.
- Returning materials and equipment to the place they found them and before they start a new activity or go home.
- Participating in and carrying out an activity that they committed themselves to.
- Behaving in a manner that makes others feel safe and welcome.

Enrollment Procedures and Requirements

Enrollment Procedures

Enrollment is on a first-come, first served basis. Registration fees increase from \$30 per child per program, to \$75 per child per program on June 15st. Payment of the first installment (1/10 of yearly tuition) + registration fee is required at registration. Online registration closes on August 1. Families who register after August 1 cannot be guaranteed a start on the first day of school.

- A non-refundable registration fee and one month's tuition, also non-refundable are required to complete registration.
- A wait list is maintained when program capacity is reached (no fees are necessary for those on the wait list).

All families are welcome to submit an application and will be accepted on a space available basis. Concord Recreation does not discriminate on the basis of race, sex, religion, disability, sexual preference, cultural heritage, political beliefs, or marital status.

Financial Assistance

The Town of Concord, MA is committed to making its Recreation Department programs, activities, and special events available to as many citizens as possible. This financial assistance program has been established to meet the needs of individuals and families judged to have limited financial resources. To assure that all residents and public school students are able to access our programs, we are proud to provide financial assistance to those that qualify. Additional information can be found at <http://concordrec.com/237/Financial-Assistance>

Online Registration Process

1. Visit www.concordrec.com
2. Click on the "Register Now" button on the top right.
3. Log in to your account. If you can't remember your account information, please do not set up a new account. Contact Concord Rec for assistance.
4. Click on "School Year Childcare Services"
5. Find the Before School Program for your school.
6. Register for each of the days you would like you child to attend.
7. Once the days are in your cart, add the section for the total number of days (2D,4D, etc)
8. Add the program to your shopping cart
9. Continue to the payment screen.

Other Registration Methods

You may also register over the phone or in person:

Concord Recreation Department
Hunt Recreation Center
90 Stow Street
Concord, MA 01742
978- 287-1050

Concord Recreation Department
Town of Concord Human Services Building
55 Church Street
Concord, MA 01742
978-287-1020

Required Records once Enrolled

All information in the students' file is strictly confidential. Written consent must be obtained from the parents to share this information with anyone. Each child's file will contain the following:

- Enrollment form/Face sheet

- 1st Aid/Emergency Medical Consent and Release
- Public School Information Form
- Medication Consent (including non-prescription and topical) forms, if applicable
- Individual Health Plans, if applicable
- Custody Agreements, court orders, restraining orders, if applicable
- Permission Slips (field trip, photo and video)
- Emergency Card
- Documentation of all parent contact (including phone calls and notes to or from the parent)
- Documentation of any injuries/incidents
- Documentation of referrals
- Medication Log

This file must be updated yearly for those children returning to the program. Please let us know of any change in information during the school year, as soon as possible. Parents may add information to a child's file at any time.

Confidentiality of Records

Children's records are confidential and, in addition to parent/guardian are only available to the Before School directors, group leaders, and regulatory agencies.

Tuition Schedule

The yearly tuition for Before School is based on a full year tuition and is divided into ten equal monthly payments (September-June). Tuition rates are listed on the enrollment application and on our website at concordafterschools.com. Families credit/debit cards are charged on the 15th of the month September-May. Families are required to participate in automatic credit card billing. A \$30 registration fee (\$75 after June 15) and one month's tuition (both non-refundable) are due at the time of registration.

Schedule Change Policy

Any changes in schedule are effective on the 1st of the month only. To make a permanent change to your child's schedule, you must do so in writing by completing a schedule change/withdrawal form by the 7th of the month prior to the requested change. The form must be accompanied by the required fees in order to be processed. Processing of requests for schedule changes received after the 7th will be delayed by one month.

Inclement Weather Policy

If the Concord Public Schools are closed due to inclement weather, our program will not be in session. In the event of delayed opening by the Concord Public Schools, Before School will be closed. **If schools release early due to inclement weather, Before School will be closed.** On those days, you must either pick your child up at school at the closing time or arrange busing home with the school. The Concord Public Schools notifies families via tweets email and posting on the school web pages. We will post an alert on the Concord Rec website at concordrec.com as well as change the voicemail message on the absentee phone lines. When possible, we'll also post on Concord Rec's Facebook page. We do not send out email notifications for inclement weather schedule changes.

There is no refund for days missed due to inclement weather.

Holidays and Vacations

Our Program follows the Concord Public School calendar, and is not in session on legal holidays, professional days and school vacation weeks.

Holidays

Labor Day
Columbus Day
Veterans Day
Thanksgiving
Day after Thanksgiving
Christmas
New Years
Martin Luther King Jr.
President Day
Patriots Day
Memorial Day

Vacations and Professional Days

November 6
December 24 - 31
February 18-22
April 2
April 15-19

Program Policies and Procedures

Behavior Management Policy

Staff guide behavior by creating a trusting environment that promotes appropriate behavior. Time and effort is placed on anticipating behaviors and creating an environment that helps to avoid them.

Expectations are realistic and limits clearly explained and supported by the environment. Materials and activities are stimulating and encourage appropriate opportunities for testing and experimenting. New materials (or a rotation of materials) will be provided on a regular basis to prevent boredom. Materials and activities are designed to allow children to feel successful and challenged, without being frustrated.

Program participants and staff share a responsibility for maintaining a safe and positive environment within any program hosted by the Concord Recreation Department. When participants are disruptive, their behaviors can hinder the educational and recreational environment that Concord Recreation seeks to provide. Therefore, the Before School Program has a zero-tolerance policy for behaviors that continually disrupt the nature of a program, its participants, or its staff. Examples of these disruptions include, but are not limited to:

1. Bullying or actions that make any other participant or staff feel unsafe, unwelcomed, or uncomfortable.
2. Failure to follow the rules, policies and procedures of the Program.
3. General misconduct, including loud or boisterous behavior that tends to disturb others. This includes running in the classroom/halls, minor defacement of property, and pushing or shoving others.
4. A participant's persistent refusal to follow the instructions given by program staff, program administrators, or any other employee.
5. Use of obscene, vulgar, profane, disrespectful, demeaning or threatening words and/or actions or gesture directed to or in the presence of any participant or employee.
6. Mutual physical confrontations between participants (fighting).
7. Destruction of property or stealing.

While most participants consistently behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Staff use a variety of behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it may be necessary for additional action to be taken. At no time will a participant ever be subject to physical punishment, psychological abuse, humiliation, or coercion for any reason (including toileting accidents). Staff will never use derogatory remarks or threats and will never withhold or threaten to withhold food as a punishment. All behavior management techniques will be adjusted to the individual needs and development of the child. The following information outlines disciplinary procedures that may ensue:

1st Offense: Verbal redirection by staff.

2nd Offense: Removal from activity/loss of preferred activity and verbal or written notice to parent/guardian.

3rd Offense: Required meeting with a parent/guardian regarding continued behavior issues. Participant will not be allowed at the program the following school day. *No refunds will be given for any missed days.*

4th Offense: Suspension from the program for the remainder of the day, week, or school year. *No refunds will be given for remainder of the day or week suspensions. Refunds for future months will be given minus the applicable cancellation fee if a child is not allowed to return.*

Note: Staff reserves the right to advance the consequences depending on the severity of the action or behavior, as approved by the Childcare Services Manager and the Recreation Director.

The Childcare Services Manager is notified whenever a behavior becomes hard to manage and/or when a parent must be notified of the child's behavior in a formal manner. For cases where there is a persistent, serious, challenging behavior, every effort will be made to work as a team with parents and professionals to facilitate change.

Working with Challenging Behaviors

If a child presents a challenging behavior, the following steps will be taken to support the child's inclusion and success in the program:

Staff will observe and document the behavior, including the following:

- The specific behavior observed
- How often the behavior occurs
- Time of day
- Classroom events before and during behavior
- Others (adults and children) involved and their roles
- Response to behavior
- Staff will give parents a verbal report of the concerning behavior.
- Staff will consult with the Childcare Services Manager and adjustments will be made to facilitate change in the behavior, utilizing positive behavior support strategies.
- If behavior is ongoing and /or jeopardizes a child's own health or safety or that of others, a meeting with the family will be arranged to discuss additional strategies for success.
- Consultation with the child's teacher, educational consultant or specialists may be arranged when staff resources and strategies have been exhausted. Parent permission is needed for additional support.

Termination and Suspension Policy

Every effort will be made to prevent suspension or termination of a child from the program for challenging behaviors. Before School educators will meet with the parents to discuss options for the child including referrals for diagnostic, evaluative or therapeutic services, programmatic supportive services including consultation and/or teacher training and home - school interventions.

Termination or suspension from the program may occur for non-payment of tuition or if a determination is made that Before School is not an appropriate setting for a child. No termination or suspension would occur without written documentation. If action is due to behavior issues, we will arrange meetings with the parents, group leaders and Childcare Service Manager. If a child's enrollment must be terminated or suspended, the reasons for suspension or termination will be given in writing to the parents, along with the circumstances under which the child may return. If a child's enrollment is terminated from the program, the staff will make every effort to prepare the child in a manner consistent with his/her development.

Parents wishing to terminate their child's enrollment should complete a withdrawal form by the 7th of the month prior to withdrawal. All changes in enrollment go into effect on the first of the month.

Weapons Policy

The Town of Concord/Recreation Department is committed to providing a safe work environment for its participants and employees. The Town of Concord's policy prohibiting weapons also applies to the participants in our programs. This policy prohibits Town employees and participants of our programs from carrying, possession, or use of firearms and other dangerous weapons during working hours or

attendance in a Concord Recreation Program including, but not limited to, Before School. Violators of this policy are subject to suspension or termination.

Definitions:

- a) For the purposes of this policy, a “firearm” shall mean any handgun, rifle, shotgun, smoothbore, or other similar device, including, BB and/or pellet handguns or rifles, whether loaded or unloaded, from which a shot, bullet, pellet, or other projectile can be discharged by any means.
- b) The term “dangerous weapons” (as outlined by Massachusetts General Law) shall mean:
- c) any instrument or weapon commonly known as a dirk knife or a switch knife, or any knife having an automatic spring release device by which the blade is released from the handle, or a device or case which enables a knife with a locking blade to be drawn in a locked position, any ballistic knife, or any knife with a detachable blade capable of being propelled by any mechanism,
- d) a slungshot, slingshot, beanblower, sword cane, pistol cane, bludgeon, blackjack, nunchaku, zoobow, “clackers” or “kung fu” sticks, or any similar weapon,
- e) a shuriken, or any similar pointed object intended to injure a person when thrown,
- f) or a manrikigusari, or similar length of chain having weighted ends,
- g) or metallic knuckles or knuckles of any substance which could be put to the same use and with the same similar effect as metallic knuckles,
- h) any electrical weapon,
- i) or any other device not mentioned herein when its intended function or design is clearly that of a weapon.
- j) “Possession” shall include possession, carrying, storage or use of firearms or other dangerous weapons, as herein defined, upon Town property or in a Town vehicle, or a private vehicle if parked upon Town property or used in the course of employment duties.
- k) No Town employee shall carry, possess, or use during working hours or while in the course of employment, a firearm or other dangerous weapon as herein defined, except as specifically outlined below under "Exemptions".
- l) The prohibitions of this policy apply notwithstanding any licenses to carry firearms, firearm identification cards, or similar permits or licenses that employees may possess.

Individual Education Plans/Individual Family Plans

Concord Recreation Before School welcomes children of all abilities to participate in our program. We want parents to be proactive in identifying that their child may need extra help. Parents/guardians of any child or family on an IEP, Behavior Plan, 504 Plan or any family plan should meet with the Childcare Service Manager and staff to coordinate services and activities for the child that meet the goals in the plan. Before School staff is willing to meet with the public schools, therapists, social workers and/or other professionals to coordinate services so that the needs of the child and family are best met. Accommodations for children with special needs will be made, based on the plans, as long as they are reasonable and serve the needs of the child.

Educational, Medical, Mental Health And Social Referrals

If, after observation, it is considered that a child's behavior indicates a reasonable likelihood that the child is in need of special services, the procedure is as follows:

- a) The parent/guardian will be provided with written documentation of the reason for referral, including observations by teaching staff.
- b) The staff and/or Childcare Service Manager will meet with the parents to acquaint them, with the concerns and inform them of their rights under Chapter 776 Act of 1972 and its regulations. They will also be informed of their rights to appeal under St. 1972, c. 766.
- c) With the consent of the parents, a referral will be made to the Special Education Department of the child's local school district.

- d) A written record will be maintained of all meetings, observations, and subsequent referrals, as well as any information shared with the local schools.
- e) The program will maintain a list of referral resources for educational, medical, social or mental health services, including the contact for the public schools and Early Intervention.
- f) If a parent chooses not to seek services, it will not affect the child's standing in the program unless Before School is unable to meet the needs of the child.

Dental, Vision, and Hearing Referrals

If a teacher feels a child's Before School experience is affected by dental, vision, or hearing problems, he/she may make a recommendation to the parent that the child be examined by a professional. The compliance/non-compliance with the recommendation will have no effect on the child's standing in the program.

Transition To New Classroom or Program

Whenever children are preparing to transfer to a new program or classroom, staff will collaborate and share information, with the written permission of the parents. This includes meetings with the public schools kindergarten transition teams, for those children entering kindergarten.

Homework Policy

Homework time will be provided as needed.

Resolving Program / Family Conflict

If a family feels that the program's professional values and practices conflict with the families values and practices, parents should first approach their child's group leader with their concern. We welcome the opportunity to discuss these issues with families and will make every effort to coordinate the goals and objectives of the program with those of the family. If, after discussing a concern with the group leader, the family continues to be concerned they should contact the Childcare Services Manager. The program is charged with balancing the values of a diverse population and executing sound early childhood practice.

Clothing Policy

Our program philosophy supports active (and often messy) play. For this reason, we request that your child wear comfortable play clothes to Before School. Although most of our materials are washable, not all are – it is advised that children not wear clothing that is important or special.

All students must wear clothing that is appropriate and non-offensive at all times.

Footwear Policy

For safety reasons, rubber-soled shoes or sneakers are preferred; sandals, clogs and other open shoes are not allowed. Crocs are discouraged and must have a heel strap if worn to school. Leather soled (dressy shoes) are discouraged. Children wearing leather soled shoes or crocs will not be allowed to use our climbing structure for safety reasons.

Outdoor Clothing Policy

Unless the weather is severe, your child *will* be outdoors for part of each day. Please dress your child appropriately for the weather and label all outdoor clothing with your child's name. Although the weather may be inclement when your child arrives at Before School, it may change when it is time to go outside with the Before School Program. In the winter, please send your child with warm outdoor clothing, including boots, snow pants, hats and gloves.

Toys From Home

The educators discourage any toys/games/valuables from home being brought to the program so that sharing does not become an issue and nothing is lost or broken. Before School provides toys that promote learning and entertainment which are rotated throughout the year. If a child brings in a toy (including sports cards, basket/soccer balls, etc.) to the program, the toy will be placed in their backpack until the end of the day.

Cell Phones

Children should not bring cell phones to the Before School Program. If a child arrives with a cell phone, it will be placed in their backpack until the end of the day. If a parent needs to contact a child while in the care of our program, they should use the contact numbers provided at the front of this handbook and staff will relay a message or put the child on the phone.

Lost and Found Policy

The Before School staff will hold onto items left behind until the following week. Items not claimed after a month will be donated.

Health and Safety Policies

Illness Policy

The Concord Recreation's Before School Programs make a strong effort to prevent the spread of illness by the following procedures:

- 1) a strict hand washing policy for children and adults
- 2) bringing fresh air into the center daily
- 3) coughing and sneezing toward the floor (and teaching this to the children) -washing hands after coughing or sneezing
- 4) keeping the center clean and disinfected

We realize, however, that illness is an unavoidable part of life, especially with young children in a group setting for the first time. When necessary, we may need to exclude a child from the program due to illness, when he/she presents a health risk to other children and staff. If a child is contagious, or not feeling well enough to participate in group activities, he/she must remain at home. If you are contacted by your child's school because your child is ill, they may not be transported to Before School; you will have to pick him/her up at their school. **If you child does not attend school, they may not attend Before School on that day.**

When a child becomes ill at Before School, we will do our best to reach you while keeping your child as comfortable as possible. You will be required to make arrangements to pick up your ill child as soon as possible. While waiting we will separate him/her from the group. A rest area will be provided in the office or conference room and a staff person will remain with the child at all times. The child will be provided with quiet activities while waiting for his/her parents. We realize that it is difficult for working parents to leave work for a sick child, but we take your child's best interests (and the interests of the others in our care) into consideration when calling you. You may wish to develop a plan for caring for a sick child prior to needing it. The following are some common illness encountered in Before School and our policies concerning attendance:

Cough/Colds

Children with a cough or cold may attend Before School as long as they feel well enough to follow daily routines (including outdoor play). If a fever accompanies cold symptoms, the child must stay at home. (See fever below).

Fever

A child with a fever must remain home until free of fever for 24 hours.

Strep

A child with a sore throat and a fever together should have a throat culture. The child should remain at home until he/she receives a negative culture or has been on antibiotics for 24 hours.

Ear Infections

A child may attend the program as long as he/she is not experiencing great discomfort or fever.

Rash

Please notify the group leader if your child has an existing rash when he/she comes to Before School. We will call the parents if a rash appears suddenly, spreads quickly, or is accompanied by other symptoms.

Vomiting

A vomiting child must remain at home until he/she can tolerate a normal diet for 24 hours. If vomiting is accompanied by fever, please follow the recommendation for fever above.

Diarrhea

A child with diarrhea must remain at home until free of diarrhea for 24 hours.

Impetigo

A child must stay at home until he/she has been on medication 24 hours.

Conjunctivitis

A child with conjunctivitis may return to the program the day after treatment has begun. If your health care provider chooses not to prescribe medication, you must bring a note from him/her stating that your child does not present a health threat to others.

Head Lice

A child may return to the program after treatment and removal of nits.

If your child contacts any of the listed illnesses or any other contagious illness, please contact us as soon as possible. We will notify parents of exposure to contagious illness as required and advised by the Department of Public Health and/or our health care consultant.

Allergies, Asthma and Chronic Health Conditions

Every effort is made to provide a safe environment for children with chronic health conditions. Families are asked to provide as much information as possible about a child's condition, their medication needs and other reasonable accommodations. We will make all reasonable efforts to accommodate a child's allergies/health needs during Before School hours. We work with each child's family and health care provider to develop individual allergy/health care plans for each child with a chronic health condition. Children who require EPI pens will provide two to the program to be carried by the staff at all times.

Due to the number of peanut allergies, Do not send any food containing peanuts or tree nuts to Before School if possible at any time. **At all of our sites, we have a peanut free table.**

Individual Health Care Plans

Individual Health Care plans will be maintained for each child with a chronic medical condition, as diagnosed by a licensed health care professional. The plan will contain the following information:

- a) The child's name
- b) Date
- c) Description of chronic condition
- d) Symptoms
- e) Treatment required while child is in care
- f) Potential side effects of treatment
- g) Potential consequences if treatment is not administered
- h) The names of educators trained in administering treatment
- i) The name of the person(s) who trained educators (and permission to do so)

Before School will administer routine/ scheduled medication or treatment, if approved by parents/guardians and authorized by a licensed health care provider. Training that addresses the child's medical condition, medication and other treatment will be successfully completed by each educator responsible for care.

This training will be provided by the child's health care practitioner or, with his/her written consent, the child's parent or the program's health care consultant.

For unanticipated administration of medication or treatment (other than routine, scheduled treatment) for a non-life threatening condition, the educator will make a reasonable attempt to contact the parent prior to administration. If the parents cannot be reached in advance, they will be notified as soon as possible after treatment or medication is given.

All medication or treatment (anticipated or unanticipated) will be documented in the child's medication/treatment log.

Consent is valid for one year (unless withdrawn earlier) and must be renewed annually.

Medication Policy

If necessary to maintain the health of a child, we will administer medication if the following requirements are met. ****No medication (prescription or non-prescription) will be administered without written authorization from the parents indicating that the medication is for the specified child. Prescription and non-prescription medication must have a written order from the physician (which may be the label on the prescription) stating:**

- a) the name of the child
 - b) name of the medication
 - c) dosage
 - d) number of times per day and the times
 - e) number of days medication is to be administered
 - f) how medication must be stored
- Medication cannot be given contrary to the directions on the container without a written order from the child's physician. Medications without clear instructions must have a written physician or pharmacist descriptive order.
 - Medication must be in the original container with the original label and labeled with the child's name. A dosage cup or other means of giving liquids must be provided if medication is in liquid form. The prescription label must be attached to the bottle, injector or inhaler, not the box. Non-prescription medication must be in the original container, with clear instructions for dosage.
 - An attempt to notify parents will be made prior to administering "as needed" medication, unless there is an urgent need or if a delay will affect appropriate care.
 - Child must receive the first dose of any medication at home (with the exception of emergency medication for life threatening illnesses (i.e. EPI pen, Insulin, etc.)
 - Group leaders and Directors trained in medication administration may administer medication meeting above requirements following the 5 Rights of Medication Administration Procedures:
 1. Right child – be certain that the medication is given to the right child
 2. Right Medication – the medication is labeled with the child's name as well as the name of the medication and that it is the one on the form.
 3. The Right Route – the medication is given as prescribed (by mouth, etc.)
 4. The Right Dose – the dosage is checked for accuracy and an accurate means of measuring is used
 5. The Right Time – double check the medication log to be sure that the medication is being given at the correct time and that the child has not yet received this dose of medication.
 - Educators will document all administrations in the child's medication log (in the child's file).
 - All medication will be stored properly, locked (except for EPI Pens and other emergency medication) and out of the reach of children, and returned to the parent at the end of the day (except for rescue medications)

- EPI Pens/Auvi-Q – auto-injectors must be provided by the parents if a child’s allergy plan requires it. Two pens must be provided. The injectors will be carried in emergency bags carried by the teachers whenever the child is in attendance.

Reporting Suspected Abuse/Neglect Policy

State law mandates that reports be filed of suspected abuse and/or neglect. Before School staff are mandated reporters. If a staff person suspects that a child is a victim of neglect and/or abuse, the procedure is as follows:

1. Suspected abuse must be reported to the Childcare Service Manager immediately, with documentation.
2. The Childcare Services Manager will consult with the health consultant or other appropriate professionals.
3. The Childcare Service Manager will report the suspected case to the Department of Children and Families (DCF) pursuant to M. G. L. c199s 51A.
4. The Childcare Service Manager will then notify the parents of the filing of a 51A pertaining to his/her child.
5. If a staff member is suspected of abuse of a child in the program, that person will be suspended from duties directly involved with children until an investigation is complete and EEC requirements are met.
6. If a 51A is filed against the program, the Child Care Services will notify EEC immediately.

Medical Emergency Procedures

Emergency telephone numbers are posted at each phone. If a child is injured, we follow this procedure:

1. If a child needs emergency medical attention, call for an ambulance –911. A group leader or an administrator must always accompany a child to the hospital (in the ambulance if allowed – otherwise following in their private vehicle). We bring the child’s file with us as it contains pertinent medical information, including health insurance information and individual health plans (allergies, asthma, etc.). Concord ambulance transports to Emerson Hospital.
2. If poisoning is suspected, call poison control – 1-800-222-1222.
3. Contact the child’s parent. If the parent cannot be reached, contact the emergency contact person.
4. Contact the child’s pediatrician.
5. Complete an injury/incident report for any injury.
6. A copy of the injury report must be placed in the child’s file and given to the parents.
7. A copy of the injury report must be given to the Childcare Service Manager before the end of the day.
8. **All injuries** must be logged on the injury log.
9. When on a field trip, the emergency bag for the group must be taken. This bag includes medical information, emergency contact information and Individual Health Care Plans as well as a first aid bag containing bandages, gauze pads, rubber gloves, ice packs and antiseptic wipes. A fully charged cell phone goes on all field trips. Steps 1-9 are followed on a field trip.

Note: all staff are certified in Pediatric First Aid and CPR/AED.

Lost Child Procedure

If a child in attendance is unaccounted for, all staff will be alerted. All available staff will begin an immediate search for the child. If the child is not located immediately, 911 will be called to seek the assistance of public safety officials. Parents will be notified once 911 has been called.

Emergency Evacuation Procedure

Before School will evacuate immediately if the building alarm sounds or if advised to do so by public safety officials (fire or police), the building manager or anyone indicating an immediately unsafe

condition requiring evacuation. In an immediate danger, we will pull the fire alarm to notify all building occupants and to signal public safety personnel.

Before School will also evacuate if the Childcare Service Manager or staff in charge sense unsafe conditions exist (unusual odor, etc.) within the building. We will notify the building manager of the conditions. Once the children have safely left the building, we will notify public safety personnel if they have not yet been notified.

In the event of a natural disaster, loss of power or heat, or other emergencies not requiring immediate evacuation, we will consult with public safety officials to determine whether to evacuate or shelter in place.

At times, it may be safer to stay in our building (if there is a threat outside such as a threatening person, storm, etc.) or if there is an environmental danger (the air is unsafe to breath, chemical emergency, tornado warning, etc.). In these cases, we will close and lock all doors and move children to a part of the building with the least number of windows.

Evacuation routes are detailed at each exit in the classrooms. Children practice evacuation monthly, at various times of the day using various routes. Once evacuated, groups meet on the in a designated area. Staff brings the group sign in/out sheets for accurate attendance, the emergency bag with emergency contact info and cell phones for alerting public safety and parents, if necessary. One group leader and/or administrator visually surveys the classroom for children who may be disoriented or hiding. A head count is taken as we leave the building. Attendance is taken again at the designated meeting place.

Daily Routines

Reporting Absences

Before parents do not have to report their child's absence to us. If a parent does not arrive with a child and sign them in, then we know that they are not attending on that day.

Our Daily Schedule

The daily activities provide a mixture of to help prepare for the school day. Healthy snacks are provided and moderate to vigorous physical activities are offered whenever possible.

Food Policy

The Concord Recreation Before School Programs provides a daily nutritious snack for the children. We avoid foods that are high in processed sugar, and sodium. Most food allergies are easily accommodated, and no food should be sent from home before consulting with the staff. Families with specific food needs (for health reasons, religious reasons or family values) should discuss those needs with the Childcare Service Manager. Often these needs can be met through our snack program but individual plans can be formulated to meet a family's food requirements.

Transportation Policy

Parents must transport their child to Before School and escort them into the program.

Media/Social Media Policy

As part of the Recreation Department, photos of Before School children may appear on our website and Facebook pages. Parents may deny permission in writing. Parents are allowed to record their child's memories by taking video and photographs of our Before School events. These are for personal use only and may not be shared in publications or on the internet (YouTube, public/private photo sites, Facebook, etc.). At times, parents may be asked to sign a separate media permission form for a specific event where photos or video may be taken by the event's sponsor. If a child's image cannot be used, we will try to have them participate in a way that keeps them out of photos/videos.

Parent Rights and Responsibilities

Visitation Policy

Parents may visit their child's site at any time. If you choose to visit, please remember that the staff must spend their time with the children and will not be available to talk with you. If you have any questions or concerns that need to be addressed you may schedule a meeting with the staff at a mutually convenient time. A courtesy call letting us know that you will visit is helpful but is not required. Visitors should arrange alternative care for siblings.

Volunteers

Before School welcomes parent involvement and participation. Parents and other family members are encouraged to participate and volunteer in the program. We welcome short and long term volunteers in the program, for special activities and events, fundraising, administrative tasks, and more. Please contact the Childcare Services Manager if you are interested in volunteering.

Parent Input Policy

We welcome and encourage comments and suggestions from parents. The Childcare Services Manager will respond to all parent suggestions given in writing.

Parent Communication Policy

Concord Recreation Before School maintains contact with parents through phone calls, email, notes, and newsletters..

Parent Notifications Policy

Parents will be notified immediately whenever there is an injury requiring medical care beyond minor first aid, whenever there is a facial or head injury and whenever there has been emergency administration of non-prescription medication.

Parents will be notified immediately whenever there is an allegation of abuse or neglect involving their child while in care. Parents will be notified as a follow-up, in writing, within 48 hours, of any of the above.