

**IC Kids**

**Parent Handbook**

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Dear Families,

*Welcome to IC Kids!*

*We at IC Kids are here to provide a high quality early education and care program to families. At IC Kids your child is free to explore and learn in a safe and loving Montessori environment.*

*This handbook will introduce you to IC Kids and answer many of your questions about the center. Remember we are here to serve you and your child so you are welcome to contact us with any questions, concerns and/or suggestions anytime as this handbook acts as a guide.*

*We know that there are many programs out there to choose from so we would like to thank you for choosing IC Kids. The first years of your child’s life are the most important. She/he will go through many wonderful changes and we look forward to joining you in their adventure*!

**Our Mission**

IC KIDS mission and goal is to provide a carefully planned, stimulating environmentwhich will help the children develop an excellent foundation for creative learning. We would like to create a caring educational partnership between our program and families, designed to ensure that all children are in a safe and healthy learning environment in which they develop the knowledge, skills and attitudes to reach their full academic and personal potential. This partnership is dedicated to providing all children with a 21st century education that will enable them to be life-long learners and contributors to a diverse and rapidly changing world.

**Our Objective**

At IC Kids our objective is to help children develop a positive attitude toward school. Most of the learning activities are individualized in the Montessori school and tasks are designed so that each new step is built upon what the child has already mastered, thus removing the negative experience of frequent failure. We will be assisting each child in building a habit of concentration, fostering an abiding curiosity, developing habits of initiative and persistence, and fostering inner security and sense of order in the child.

**Our Curriculum**

Our curriculum will be based on the Montessori Philosophy. Nildo meaning “nest” in Italian will be for our infants and younger toddlers. **The Nido** is divided into five areas: movement, eating, sleeping, physical care and outside. The focus of the infant environment is on fostering basic trust in the child. Foremost in the environment is the adult whose caring, respectful response to the infant’s needs, both physical and psychological, conveys the message of unconditional love and acceptance.

**Toddlers** are given opportunities to work in the development of language skill, art, music sensorial and practical life. The practical life area is particularly emphasized as the activities in this area give children the chance to develop skills to care for themselves and their environment in the following areas: control of movement, grace and courtesy. Practical life activities are simple and can be accomplished by each child. They offer repetitive cycle, which helps the child establish patterns of order and sequencing. Due to the fact that these are very real activities, each child becomes grounded in reality, building the child’s self esteem is the ultimate goal and this is accomplished through repeated successes with these activities. Through song and dance and freedom of choice, the toddlers have access to a variety of large muscle activities that offer them opportunities to jump, climb, balance, crawl or skip. These exercises as well as creative art activities, are offered for each child to choose. This freedom in a safe space is crucial to the toddler program. However, it is always tempered by two important limits that will be beneficial for a lifetime, respect for others and respect for the environment.

**PRESCHOOLERS** Over a period of time, develop into a “normalized community” working with high concentration and few interruptions. The classroom includes the following components:The practical life exercises enhance the development of task organization and cognitive order through care of self, care of the environment, exercises of grace and courtesy, and refinement of physical movement and coordination. The sensorial materials enable the child to order, classify, seriate and describe sensory impressions in relation, length, width, temperature, mass, color, etc. The Montessori math materials, through concrete manipulative materials, allows the child to internalize the concepts of number, symbol, sequence, operations and memorization of basic facts.The language work includes oral language development, written expression, reading, the study of grammar, creative dramatics and children’s literature. Basic skills in writing and reading are developed through the use of sandpaper letters (loose alphabet letters) and various presentations allowing children to effortlessly link sounds and symbols and to express their thoughts in writing.The child is also presented with geography, history, life sciences, music, art and movement education.

**Assessment of Child Progress**

All age groups are assessed formally and informally to ensure that the teachers plan their curriculum goals and activities to support individualized learning.

Our teachers observe, record and document children’s development, participation and learning throughout the year. The assessments are ongoing, systematic and gathered from natural play activities and realistic setting that reflects children’s actual performance.

Our center uses variety of methods such as observations and checklists, and individually administered tests. The assessment results are used to benefit children by informing sound decisions about children, teaching, and program improvement. When assessments identify concerns, appropriate follow-up, referral or other intervention is used.

Our formal assessments are done twice a year for preschoolers and every 3 months for infants and toddlers. All our assessments are kept in the child’s portfolio, which follow the child from group to group to show the progress in cognitive, language, physical social and emotional areas of development that are consistent with our program curriculum and philosophy.  
  
Our families are part of assessment process with regular communication, partnership and involvement. Once the formal assessments are completed the head teacher will schedule a parent conference.

**Our Days/Hours of Operation**

IC Kids is open year round Monday thru Friday 7:30AM to 5:30PM.

IC Kids is closed during the following holidays:

* New Year’s Day
* MLK Day
* President’s Day
* Patriot’s Day
* Good Friday
* Memorial Day
* Independence Day
* Labor Day
* Columbus Day
* Thanksgiving
* Day after Thanksgiving
* Christmas Eve half day
* Christmas Day
* New Year’s Eve half day

**Sample Daily Schedule**

|  |  |
| --- | --- |
| **Time** | **Description** |
| 7:30 am - 9:00 am | Drop-off/Free Play |
| 9:00 am - 9:30 am | Toileting and Gross Motor |
| 9:30 am - 10:00 am | Snack |
| 10:00 am - 10:45 am | Structured Activities/1 ON 1 TIME |
| 10:45 am - 11:45 am | Toothbrushing and Outdoor Play |
| 11:45 am - 12:15 pm | Lunch transitions and lunch time |
| 12:15 pm - 2:15 pm | Naptime |
| 2:15 pm - 2:30 pm | Toileting and Handwashing |
| 2:30 pm - 2:45 pm | Snacktime |
| 2:45 pm - 3:00 pm | Quiet Time with a book |
| 3:00 pm - 3:15 pm | Afternoon Review |
| 3:15 pm - 4:00 pm | 1 on 1 Times |
| 4:00 pm - 4:30 pm | Outdoor Play |
| 4:30 pm - 5:30 pm | Departure |

*This Schedule is a guideline for the day for our preschool children. Actual times and activities will vary depending on the children’s needs and interests.*

**Meals**

* Provided by the Family
* Snacks provided by the center

**Family Involvement**

Informal parent participation at the center is always welcome.  
Parents are invited to visit their children at any time.  
On some occasions such as field trips and progress report time parent help may be required.

**Clothing and Supplies**

Parents are responsible for maintaining two spare sets of clothing in their child’s cubbies. Children grow fast, so please check frequently to make sure the spare set of clothing matches your child’s current size. Also please dress your child in comfortable and washable clothes. Children play with a variety of materials and clothing may become soiled as children learn and explore hands-on. Sneakers are the recommended footwear as children will be running, climbing, jumping, etc. both indoors and out.

Outside play is a part of our daily curriculum. Unless the weather is extremely adverse, we go outside. Depending on the weather, a raincoat, boots, hat, mittens, snow pants or snowsuit, or a warm coat greatly contribute to outdoor play being a fun and important part of your child’s day. Please dress children weather appropriate.

**IC Kids is not responsible for damaged clothing.**

**Enrollment**

The following is the enrollment process:

1. When a parent calls in to inquire about our center, we schedule a visit for the parents.
2. When a parent visits the center and meets staff, they are given a hard copy of the enrollment packet (face sheet), and parent agreement.
3. When a parent is ready and wishes to enroll a child, a parent can pay a 2 week deposit and a registration fee of $75 and complete all necessary forms prior to the child’s first day. Immunization and medical forms are also due on or before the first day and receive checklist
4. If there is no current opening, the parent may place the child on a wait list.
5. Before the child’s first full day, parents of the child and our director meet for an orientation in order to:
   1. Review IC Kids Policies and handbook
   2. Review the enrollment forms and medical records filled out for the child
   3. And address any questions or concerns the parents may have.
6. The parents are asked to bring the children for visits to the center during the week prior to the child’s start date to get the child acclimated to our environment and to determine the fit between child and our program.

**Attendance**

Your child is expected to be present all of the days based on the chosen care plan.In case of absence, we ask that we be notified by 7:30 AM. Effective communication between parents and the staff here at IC KIDS promotes the safety and welfare of children both in and out of child care settings. Timely communication ensures that children are accounted for as soon as possible. Parents and guardians must promptly notify the Program that their child will be absent or will arrive later than scheduled that day.

**Illness or absence**

There are no adjustments in payment due to illness or absence. In the case of chronic illness a child may be released from their contract.

**Vacations Taken by Children’s Families**

Written notice for any vacations taken by the families lasting longer than 2 weeks to a month will be required . We cannot guarantee a spot for the child when the child returns from the vacation unless the family will be charged normal monthly tuition for the duration of the entire vacation. We will not guarantee a spot upon his/her return for a child who is absent without any notice for more than 1 week.

**Snow or Inclement Weather Cancellations**

The Director of IC Kids will determine if the center must be closed due to bad weather situations. If the center is to be closed for the day, parents will be notified by calling . Parents will be charged normally for any days missed due to inclement weather. If the state declares a weather emergency the center will be closed for that day.

**Drop-off and Pick-up**

All children must be escorted into the building and families must record arrival time on attendance sheet. Staff are not officially responsible for your child until they are signed into the center When picking up your child, the pick-up time must be recorded on the attendance sheet with adult signature. **Transportation will not be provided for families through IC Kids.**

On the enrollment form, there is a space for all names of the individuals that you authorize to pick-up your child. There is no limit to how many authorized individuals you may have listed. All individuals picking up your child will be asked to provide a valid I.D. the first time they pick up a child. **Any unauthorized person will not be allowed to pick up your child so make sure you keep this list of authorized persons up to date.**

IC KIDS shall note on the attendance sheet the absence or late arrival of the child on the appropriate day and, if known, the name of the person who notified the program of the absence or the late arrival. When a child, who is transported to a Program by a Transportation Provider, does not arrive within thirty minutes of his or her regularly scheduled arrival time and the parent or guardian has not provided notification of absence or delay, the Program shall immediately contact the Transportation Provider to determine whether the child was picked up that day, and if so, to determine the child’s location.

**Field Trips**

Public transportation will be used during field trips. Families can transport their children but children will not be signed in under the care of IC Kids until destination is reached. Once a child leaves the facility with an adult they will be signed out of the attendance by that adult.

**Fees and Tuition**

**Registration Fee**

There will be a $75.00 non-refundable registration fee

**Security Deposit**

Upon being enrolled there is a required security deposit of 1 month no matter which program the child enters.

**Late Child Pick-up fee**

Parents/Guardians are responsible to pick up their child on time. There will be a $10.00 charge for every 15 minutes beyond normal pick up time starting at $1 per minute

**Tuition**

**Preschool (over 33 months) $1295.00**

**Toddler (over 15 months) $1595.00**

**Infant (Under 15 months) $1895.00**

A 10% discount is given to additional children from the same immediate family. FULL-TIME

CARE ONLY

**Child Behavior**

While attending IC kids your child is expected to follow three basic rules.

1. Respect the teachers and assistants at all times. (Inappropriate language will not be tolerated)
2. Respect all other children at the center. This also means that children will keep their hands, feet and other objects to themselves. (So no hitting or kicking.)
3. Property and program materials are to be respected.

**Extreme Behaviors**

The safety of all children under our care is our first priority. Some extreme behaviors that are unacceptable and need intervention include hitting; biting; profane language; treating property, teachers, and other children with disrespect; self-destructive behavior; and other behavior IC Kids staff deem to be unacceptable.

So when a child’s behavior becomes uncontrolled or extreme the following will occur:

1. Program Director will speak with parent regarding the behavior and recommend services to resolve the issue.
2. If behavior continues, the parent will be contacted and child may be asked to leave for the remainder of the day or placed on suspension.
3. If behavior persists and every attempt has been made to resolve it, the child may be required to leave the program, termination will be in effect.

As stated in 606 CMR 7.05 (8); Department of Early Education and Care Regulations: The following practices are strictly prohibited:

1. Spanking or other corporal punishment of children
2. Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory marks.
3. Depriving children of outdoor time, meals or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence
4. Disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet, or using any other unusual or excessive practices for toileting
5. Confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision
6. Excessive time-out. Time-out may not exceed one minute for each year of the child’s age and must take place within the educator’s view.

**Referral Plan**

Our teachers pay close attention and monitor the growth and development of each child. On the basis of observations through the course of care, a teacher, an assistant, or even the director may conclude that there are areas of concern regarding a child’s development. If any issue of concern has been identified, a parent-teacher conference will be called and IC Kids may refer local agencies to help deal with these potential issues. These referral agencies include early intervention programs, health care centers, special needs help, and other professional services agencies.

If an educator recognizes a concern in any areas of a child’s development they will notify the Director and...

1. The educator will begin to observe and record the child’s behavior over a three week period. As well as review the child’s record, to see if there are any indications in the child’s developmental history or in the progress reports that would be relevant to resolving the concern.
2. If no solution can be found and it is evident that the child may need to be evaluated the educator will meet with the Director and Lead Teacher to inform them of the decision and request a parent conference.
3. The parent(s) will be brought in for a conference with the educator and Director to inform them of the program’s concerns.
4. The program will have on hand a list of all social, mental health, educational, dental, vision, hearing screenings and medical resources in the community or the community the child lives in to refer parents to.
5. The written notice will include the contact person for St. 1972 c.766 and Early Intervention Program referral. In addition, written notice to the proper administrator of special education that the program is serving a child with a disability, if the child is 2.9 years of age or older will be given. If a child is younger than 2.9 years of age, written notice to the proper administrator of the DPH Early Intervention Program, will also be served.
6. At the conference the parent will be given a written statement that will include a reason for recommending a referral and summary of behavior observed and areas in which the program will be able to accommodate the child’s needs.
7. With the written consent of the parent(s) the center will assist the parent in any way possible with the referral and treatment for the child.

**The list of referral sources includes:**

1. **Early Intervention (EI)**

Bureau of Family and Community Health

250 Washington Street

Boston, MA 02108

Website: www.state.ma.us/dph/fch/ei.htm

Telephone: (617) 624-5901

Fax: (617) 624-5990

TTY: (617) 624-5992

1. **Lincoln Eliot Elementary School**

191 Pearl St

Newton, MA 02458

Telephone: (617) 559-9540

1. **St. Elizabeth Medical Center**

736 Cambridge St

Brighton, MA 02135

Telephone: (617) 789-3000

1. **Boston University Dental Health Center**

930 Commonwealth Avenue

Boston, MA 02215

Telephone: (617) 358-1000

**Suspension and Termination**

Reasons for termination or suspension of a child from our program follows below, and our program will try to work with the child and the parents as much as possible to keep termination from occurring.

Parent(s) will be given a letter detailing the reasons for the child’s termination from the school at a meeting with the director. A copy of this letter will be kept in the child’s record. At the meeting, the executive director will provide the parent(s) with information on existing services that might better meet the child’s needs.

When a child is terminated, appropriate classroom activities will take place to help the child make the transition from IC KIDS to another program.

1. We may terminate a child if he/she has needs (physical, educational, behavioral, and/or socio-emotional) that cannot be met at our center. We will make all reasonable attempts at meeting these needs, but it may be that trying to meet some of the needs fully may require undue stress on our center. Reasons for the center’s inability to meet these needs may include any or all of the following:
   1. Limitations in the physical environment
   2. Limitations in child/staff ratio
   3. Limitations of staff training
2. Non-payment of tuition bills may require withdrawal of the student.
   1. Tuition payments are due on the first day of care every month. Tuition can also be paid BI-weekly on Monday. Notice will be given to any parents who have not submitted payment by the 14th of the month, and the child will be terminated if tuition is not paid, and the security deposit will be applied. Weekly tuition if not paid by Friday for the week of care the child will be at risk of termination.
3. If a parent’s behavior interferes with the orderly conduct of the school or is otherwise disruptive, that parent’s child may be terminated from the school.

**Parent Code of Conduct**

IC Kids requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of IC Kids is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of IC Kids, but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on IC Kids property thereafter.

**Swearing / Cursing**

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

**Threatening of Employees, Children, or Other Parents or Adults Associated with IC Kids**

Threats of any kind will not be tolerated. All threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

**Physical/Verbal Punishment of Your Child or Other Children at IC Kids**

While IC Kids does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent’s child. If a parent should witness another parent’s child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child’s inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director’s attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

**Smoking**

For the health of all IC Kids employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of IC Kids. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

**Violations of the Safety Policy**

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of IC Kids. Please be particularly mindful of entrance procedures. We all like to be polite, however, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

**Confrontational Interactions With Employees, Other Parents or Associates of IC Kids**

While it is understood that parents will not always agree with the employees of IC Kids or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

**Violations of the Confidentiality Policy**:

IC Kids takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with IC Kids. Any parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

**Health and Well Being**

In order for your child to be enrolled in the program there are two forms required to be in your child’s file and updated annually

Medical Examination Form up to date (signed and dated by the child’s physician)

Immunization record also up to date

**Medical Examination Form-** A medical examination form or a report from a physical conducted by a doctor within the past year is required for admission.

**Immunizations-** IC Kids requires that you provide proof (state form) of up to date immunizations prior to admission.

**Child Injury Form**

We at IC Kids take every effort to ensure the safety of all children under our care. Unfortunately accidents do happen. In the event of an accident and Injury Form will be filled out by a staff member. A copy of the form with the parent’s signature will be kept in the child’s file. I**f a child comes to the center with existing injuries, it may be required to fill out an injury form and then signed by parent prior to starting the day.**

**Health Policy**

*Healthcare Policy copy will be given to families*

We make every effort to keep your child safe through supervision. However minor accidents are inevitable. Minor injuries will be taken care of by IC Kids staff at which point an Injury report will be filled out. In case of an emergency requiring immediate attention, 911 will be called and you will be notified immediately. If you cannot be reached, we will contact the emergency contact listed in your child’s file.

For the safety and protection all children in our care, we request that your child stay home if they show any of the following symptoms:

1. Fever within the last 24 hours
2. Diarrhea (3 or more times in the past 24 hours)
3. Vomiting (2 or more times in the past 24 hours)
4. Skin rash other than diaper rash
5. Eye infections
6. Lice
7. Sore throat
8. Any Communicable Disease

If your child exhibits any of the above symptoms during our care we will contact you to pick-up your child as soon as possible. We realize this may be a large inconvenience to you. However this is necessary to maintain the well being of all the children in our care. Children once picked up are required to stay out for 24 hours and some may need a doctor’s note to return. We appreciate your cooperation in this regard.

**Medication**

If your child is required to take medication you must fill out a medication consent form. All medication must be in the original bottle labeled with your child’s name. All medications must be given personally to a staff member along with a signed consent form. If your child requires medicine at an exact time interval then it must be noted on consent form. If your child is sick, please remember that he/she needs to be fever free (without use of medicine) for at least 24 hours.

A more comprehensive health policy is available to parents upon request.

**Tooth brushing**

EEC requires that all children staying for more than four (4) hours or having a meal in care must brush their teeth. Toothbrushes and cloths need to be replaced after a child is sick and after every three months. IC Kids will keep families updated when they need to be replaced. If you do not wish to have their child’s teeth brushed at school you can sign a waiver form in the enrollment packet.

**Toileting**

All children are allowed to use the bathroom when needed. Educators will encourage children to use the bathroom regularly (i.e. before going to the playground, before lunch, after rest, etc.) and will check a child still in diapers or pull-ups at least every 2 hours and as needed to see if they need changing.

Any child soiled or wet will be made more comfortable using the school’s diapering procedure. Soiled items will be sent home daily and a replacement set should be sent to school the next day. The school has a limited supply of spare clothing. Any clothing supplied by the school must be laundered before being returned.

Children who are toilet training must be wearing clothing that they can pull off and on easily by themselves. Families of children who are toilet training will receive information daily regarding their progress.

All families will provide a complete change of clothes for their child to be stored at the school. Families of children who are toilet training will provide 4 sets of clothes.

Clothing or sleeping things soiled by any bodily fluid will be placed in a double plastic bag, sealed, labeled and stored apart from other items to be sent home.

Toilet training will never be coerced and will be done in accordance with a family’s request and will be consistent with the child’s physical and emotional abilities.

**Toileting Procedures**

1. All children will be allowed to use the toilet when needed.
2. Children will be supervised during toileting but allowed as much privacy as is appropriate.
3. No child will be punished for soiling, wetting, or not using the toilet.
4. Children must wash their hands with soap and running water after toileting and before snacks, meals, or meal preparation.
5. All educators must wash their own hands after assisting a child with diapering/toileting. Individual paper towels will be used to dry hands.
6. Disposable gloves will be used whenever cleaning feces, urine, blood, or vomit.
7. Contaminated areas will be cleaned and sanitized with bleach to water solution EEC approved disinfectant solution with EPA logo

**Diapering**

Families are responsible for providing diapers, diaper wipes, and any nonprescription ointments they wish used on their child. Families will be notified when and if the supply needs to be replenished. Families who supply cloth diapers are to also provide a tightly covered container for storage of soiled diapers. Cloth diapers shall consist of an absorbent inner lining and be covered with an outer layer made of waterproof material that prevents the escape of urine or feces. Both diaper and outer covering will be changed as one unit. Cloth diapers and outer coverings will be bagged and placed in this container kept in the janitor’s closet. The family must remove the container of soiled cloth diapers at the end of each day; the container will be emptied and sanitized at home before being returned to school.

**Diapering Procedure**

1. Wash hands and put on disposable gloves.
2. Gather necessary supplies. Cover diapering surface with disposable paper towel.
3. Place child on covered diapering surface. Clean child’s bottom from front to back with disposable wipe.
4. Fold all contaminated disposable items into the soiled paper and into a plastic bag and discard into lined covered trash can. Diaper and dress child. Wash the child’s hands.
5. Help the child wash his/her hands with soap and water while washing your own.
6. Clean diapering area with paper towel and disinfectant solution. After each use the changing table will be bleached.

**Hand Washing**

Children are instructed on how to wash hands by use of friction, soap and water and drying with paper towels. The hand washing protocol is posted in the bathroom.

1. Use warm water and liquid soap
2. Rub your hands together scrubbing backs of hands, wrists, between fingers and under fingernails
3. Rinse well under running water
4. Dry hands with paper towel
5. Turn off water with towel before throwing away
6. Discard paper into lined trash can

**Maintaining Children’s Records & Confidentiality**

1. Information contained in a child's record is privileged, confidential and will not be given to anyone not directly involved in maintaining records for the child without the written consent of the child's parents.
2. Children’s files are kept in a locked filing cabinet in the director’s office.
3. Parents are always entitled to access to a child’s records. A conference is scheduled with parents and staff to facilitate the request for access.
4. IC Kids will not charge for copies of any information contained in a child's record.
5. Parents have the right, according to standard EEC procedure, to amend their child's record in any way.
6. When a child is no longer enrolled at IC Kids, parents may transfer the child's record by requesting that in writing.
7. Children’s records, along with all other school records, are always available to the Department of Early Education and Care.

**Plan for Prevention of Abuse & Neglect**

1. Mandated Reporting
   1. In order to insure the well-being of the children in our care, the staff of IC Kids has a continuing duty under law to report incidents of possible neglect or abuse, including physical, sexual and psychological abuse, to the Department of Children and Families, and to cooperate in any investigation of possible neglect or abuse (Massachusetts General Law chapter 119, section 51A).
   2. We do not have discretion in this matter, but must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including non-family members. We may be subject to criminal penalties if we fail to report such possible harm.
   3. Moreover, in grievous cases, we may refer the matter directly to the police or consult with the District Attorney as well.
   4. Any educator accused of abuse or neglect of a child in a 51A report to DCF will not be permitted to work with children until the DCF report is completed and for such additional time as EEC requires
2. IC Kids acts to protect the children in our care and custody from abuse and neglect in the following ways:
   1. By training staff to be sensitive and perceptive.
   2. By building a trusting, sharing relationship with parents

**EMERGENCY EVACUATION/CONTINGENCY PLAN**

Emergency Evacuation Plans AND signs will be posted at all exits

During an emergency evacuation the Teacher will be responsible for taking the attendance and for leading the children out of the building with the help of the assistant. Assistant teachers and other staff will also assist in the evacuation, grab first aid kit, and take head count of children.

Infants and non-mobile toddlers will be put in evacuation cribs and the crib pushed by staff. The other available staff will assist with the evacuation of the Infant/Toddler Room.

The Program Director will make a visual inspection of each classroom before exiting the building to ensure no kids were left behind.

All classrooms, once evacuated, will meet by the corner of the parking lot and wait for the safety clearance by the Program Director before re-entering the building. All classroom attendances need to be up accurate.

In case of a flood, fire, bomb threat, or any other threat to the safety of the children and staff within the building, the Evacuation Policy will be put into effect. The children and staff will walk over to Charlesbank Park, located on Nonantum Place, one-half blocks northeast of IC Kids.

The Center will maintain a daily attendance list that is current and up to date. Families are responsible for signing children in and out of the center by arrival and departure times and staff need to make sure children are accounted for and sign them in/out if needed. The attendance list will be hung on the wall by the door and be readily accessible in case of an emergency evacuation. The teacher will be responsible for taking the attendance list and for accounting for all of the children in the class once they are safely out of the building. The assistant should have all medications and first aid supplies.

Emergency evacuation drills are conducted every month at different times of the program day as determined by the Program Director. Different evacuation routes will be used so that the children and staff will be familiar with them. This will allow for better preparedness during an actual evacuation. The Program Director will maintain documentation of the date, time, and effectiveness of each drill in the Fire Drill Log.

**Power Outage**

If power is lost for more than two hours parents will be notified to pick up their children.

**Heat Loss**

If heat is lost for more than two hours and/or room temperatures fall lower than 65 degrees Fahrenheit, parents will be notified to pick up their children.

**Loss of Water**

If loss of water is for more than two hours and/or drinking and flushing water is no longer available, parents will be notified to pick up their children.

**In the Case of Child Getting Lost**

When we take children out of our facilities, IC Kids always places a name card with the child’s name, all contact information for IC Kids, so that we can be contacted in case a lost child is found by anyone else. We are ever vigilant regarding children’s whereabouts, but in case of a lost child, we would follow the procedure below:

1. The Director or person in charge and the rest of the staff must be informed that the child is missing.
2. A thorough search of the entire premises will commence.
3. The staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
4. The Director or person in charge will nominate as many staff as possible to search the area surrounding the premises.
5. All staff will be extra vigilant to any potentially suspicious behavior or persons in and around the location.
6. If after 10 minutes of thorough searching the child is still missing, the Director or person in charge will inform the police and then the child's parent/guardian.
7. While waiting for the police and the parent/guardian to arrive, searches for the child will continue. During this period, other staff members will maintain as normal a routine as is possible for the rest of the children attending the setting.
8. The Director or person in charge will be responsible for meeting the police and the missing child's parent/guardian. The Director or person-in-charge will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/guardian.

All incidents of children going missing from the setting will be recorded on an Incident Record Sheet, and in cases where either the police or social services have been informed.

**Statement of Non-Discrimination**

IC Kids does not discriminate on the basis of race, gender, age, religion, cultural heritage, political beliefs, national origin, ethnicity, disability, sexual orientation, marital status, income, or on the basis of any unlawful discrimination under the laws of the Commonwealth of Massachusetts or the United States of America. We accept children from ages six weeks to six years, regardless of their toilet training status.