

**WELLESLEY  
COMMUNITY  
CHILDREN'S  
CENTER**

**EARLY  
CHILDHOOD  
PARENT  
HANDBOOK**

# **EARLY CHILDHOOD PROGRAM PARENT HANDBOOK**

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## **STATEMENT OF PURPOSE**

Wellesley Community Children's Center was founded in 1971 by a small group of Wellesley residents who wanted to provide quality childcare for families working or living in Wellesley and its surrounding communities. The Center is a private, non-profit corporation, operated by a Board of Directors, administrative staff, and professional childcare staff. The Board is composed of parents with children enrolled in our programs, staff, and interested community members.

The primary purpose of WCCC is to provide a developmentally appropriate and healthy environment for young children. We have created a program that supports the social, emotional, and intellectual growth of each child. Our teachers have training in child development and early childhood education, and respond to children with warmth, consistency, and understanding.

WCCC is not only a child-centered program; it is also family-centered. We believe that children are best served when parents' needs and concerns are understood and addressed. Our goal is to provide the best possible program for children and, at the same time, to be a resource and support to families. We hope that parents know how important they are to the success of the program. Working together, parents and teachers provide a solid foundation for children as they grow and change.

## **STATEMENT OF NON-DISCRIMINATION**

WCCC does not discriminate against any person in providing services to children and their families, or in its employment practices, on the basis of his or her race, gender, age, handicap, religion, sexual orientation, national origin, ancestry, political beliefs, marital status, or military status, except that as to the age of children, the provisions of any license issued to the corporation by any municipality of the Commonwealth shall govern the policy of the corporation. WCCC encourages employees to immediately report any instances of perceived discrimination. No employee will be retaliated against for making such a report, for cooperating in any against resulting investigation, or for engaging in any other activity protected by state or federal anti-discrimination laws. Toilet training is not an eligibility requirement for enrollment.

## **THE PROGRAMS**

WCCC has two programs – Early Childhood and After School. The Early Childhood Program serves children from three months to five years of age. It is located in the Day Care Building on the Wellesley College campus. The After School Program serves students kindergarten through grade five attending Wellesley Elementary Schools. Our After School Programs are located in six of the 7 Elementary schools, but locations change due to available space in the schools. This Handbook provides an overview of WCCC's policies as required by Department of Early Childhood Education regulations. We reserve the right to change the policies as needed or as required by Department of Early Childhood Education regulations. We will make every effort to notify parents of these changes as they occur.

## **A LITTLE ABOUT THE EARLY CHILDHOOD PROGRAM**

In 1986, WCCC entered into an arrangement with Wellesley College and Babson College to build a new facility for infant, toddler, and pre-school children on the Wellesley College campus. The Center now provides services to three constituencies--the community, Babson College, and Wellesley College. We aim to have one third of our children from community families and two thirds of our children from the colleges.

The Early Childhood Program is a process-oriented program which fosters each child's individual development as the basis for all curriculum. In our Infant Rooms, infant schedules are as varied as the infants themselves. The Toddlers have time and space to explore with all their senses and to gain confidence in using their rapidly changing physical and verbal skills. In the preschool groups (ages three, four and five), our philosophy is drawn from the ideas inherent in Emergent Curriculum. Believing that there is more than one way to reach children, we are influenced by the High Scope, Reggio Emilio, and Montessori approach to learning.

Although all of the teachers in each room know all of the children, each of our families is assigned one full-time teacher who acts as a "primary teacher". We feel that WCCC's primary teacher system is one of the most important ways we establish healthy communication with each family. During the year, primary teachers stay in contact with families by phone, with notes in notebooks, or in conversations at drop off and pick up times. In addition to home visits, generally in August, parent conferences are scheduled twice a year to discuss progress reports with each child's primary caregiver, but parents and/or teachers may request a conference at any time. Parents are given a copy of the progress report and a copy is kept in each child's file. For babies under fifteen months, there will be four written reports a year, with three conferences. Children with an Individual Education Plan or receiving Early Intervention Services will have 4 conferences a year.

Parents are invited to visit the program at any time. It is helpful for teachers to know ahead of time so that they can plan to have the group available rather than out on a walk. We always welcome parents to come for birthdays and other celebrations, or to participate in any other way they like. Some parents enjoy doing cooking or art activities with the children, or sharing a family tradition or special talent. If you have time, we would love to have your participation.

Parents with concerns about any aspect of the program should speak with the Early Childhood Program Director or Executive Director; concerns about children should be discussed with the teachers and then, if necessary, with the Director. Open communication is absolutely essential. We hope you approach us with questions or problems.

WCCC is licensed by the Massachusetts Department of Early Education and Care (EEC). The EEC provides links to a variety of topics and services for parents on the website, [www.eec.state.ma.us](http://www.eec.state.ma.us).

## HOURS OF OPERATION

The Early Childhood Program opens at 7:30 a.m. and closes at 5:45 p.m.

## CENTER CLOSINGS

**Holidays** – The Center is usually closed on the following holidays:

New Year's Day  
Martin Luther King Day  
Presidents' Day  
Patriot's Day  
Memorial Day  
Labor Day  
Independence Day  
Columbus Day  
Veteran's Day  
Thanksgiving and the day after  
Christmas Eve through New Year's Day

### **Snow Days**

Snow days are difficult for all. We aim to strike a fair balance between the needs of parents who must be at work and teachers, who commonly live a distance away, and so in storms must manage to get to and from work under difficult driving conditions.

WCCC's Early Childhood Program will close when the Wellesley Public Schools close on the first day of a storm, or whenever Wellesley College is closed. If Wellesley Public Schools are closed for a second day, every attempt will be made to open the center. Parents should check email or the center website ([www.wccc.wellesley.edu](http://www.wccc.wellesley.edu)) to ascertain if the ECP is open when the Wellesley Public Schools are closed. The ECP will open at 7:30 as usual when Wellesley Public Schools have a late opening. Television stations limit the number of schools they list during snow closings. WCCC will only be listed on the WHDH website at <http://www.whdh.com>. If you have any questions, please come to the office for assistance.

**We will close the program early** if we have reason to believe that a storm may be serious enough to prevent parents from arriving by 5:45 p.m., because there have been occasions when children and staff were stranded well into the evening. We ask all parents to provide us with email addresses and to check messages regularly on bad weather days.

### **Staff Training/Prep Days**

In a year-round, full-time program, staff work days are essential for attending trainings and having time to work in the rooms when the children are away. The center is closed on the following days:

- Staff Training Days: Veteran's Day and the Day after Memorial Day or another as arranged.
- Week preceding the first day of school in the fall.

## ENROLLMENT

The first step of enrollment is to fill out an application. Prior to enrollment, WCCC's Office Administrator will schedule an appointment for parents to visit our program. Families will be given a tour, a description of our philosophy and a typical day and an opportunity to ask questions. Directors or teachers will inquire about child and family interests and individual needs.

When families are offered a place in the Early Childhood Program, they must sign an enrollment agreement (contract) and place a deposit in order to secure the place. The deposit is not refunded if the child is withdrawn before the end of the contract period. If the contract term is completed, the deposit is refunded in full. As part of our contract, parents must contribute three hours during the course of the year to one of the center's activities (i.e. Fun Run, work days, Board of Directors, etc.)

Enrollment priorities for Babson and Wellesley Colleges are available in the office.

### **Required Forms (These forms must be filed before a child can begin.)**

- A written statement signed by a physician that the child has had a complete physical examination within one year prior to admission. Physical form must be updated each year.
- A physician's certificate that child has been successfully immunized in accordance with the current Dept. of Public Health's schedules or written statement from the child's parent(s) that procedure conflicts with their religious beliefs.
- Proof that child, regardless of risk, has been screened for lead poisoning at least once between 9 and 12 months of age. The state requires an annual lead screening until age 48 months unless parents provide a written statement documenting that the procedure conflicts with their religious beliefs.
- WCCC Forms are completed online using a software platform called UpBup. Enrolled parents will receive an email from the Program Director with instructions regarding the completion of forms.
  - Developmental history form
  - Face sheet, including names and phone numbers of people to contact in an emergency
  - Permission Forms (trip – transportation - photo – observer – authorization for address list – email – toothbrush opt out form)
  - First Aid Authorization, Emergency Evacuation Permission, Emergency Contacts and Permission to Pick Up Form
  - Permission to administer non-prescription medication, including topical creams, signed by doctor and parent (required if parents want WCCC to give non-prescription medication)
  - Current home, cell and work phone numbers and e-mail addresses
  - All consent forms must be updated annually and/or when changes are made
  - Individual Health Care Plan (required for chronic medical conditions. (See Health Care Policy and Procedures.)
- If your child has an allergy or a chronic health condition (like asthma, epilepsy or diabetes), parents must schedule a meeting with the Program Director and teachers to create or review an Individual Health Plan before the child may start school. A signed (by physician and parents) copy of the Individual Health Plan, up to date medications and permissions from a physician must be on site and processed before a child can attend the program.

To support and coordinate services offered by others, parents will be asked for written permission to share information about therapeutic, educational, social and support services received by the child. The program director will assist any family who has difficulty obtaining medical care (including developmental, mental health, health, nutrition, vision and hearing screenings) by connecting them with the appropriate support services.

### **Re-enrollment**

Families will be asked in January whether they plan to re-enroll their child in the program the following year and what they anticipate their child's schedule will be. In March, places for the following year will be offered. When an offer is made, we will collect a deposit and ask that the contract be signed by a specified date.

In late August or early September, children transition to new classrooms. During the summer, currently enrolled children regularly visit their new classroom. Teachers schedule times for new children to visit. We also have a regular day when all children "move up" and spend time in their new room as well as an Open House before each school year begins. When appropriate, teachers will share child information with each child's new teacher.

## **TUITION AND BILLING**

Tuition is payable in advance on the first of the month, and is delinquent after the tenth (late payment fee \$15). Bills are put in parents' mailboxes at the end of each month or a family can choose to have their bill emailed. Tuition is charged on a monthly basis; there are no deductions for days missed because of illness or vacation. (WCCC tax exempt number is 0424 88103.)

**Scholarships:** Wellesley College provides a limited amount of aid for college employees. Applications are confidential and are reviewed by a scholarship committee composed of the Executive Director and of people not directly affiliated with WCCC.

**Additional Days for Part Time Children:** Families whose children come to WCCC on a part-time basis sometimes want to buy extra days when space is available. Scheduling arrangements must be made with the Office Administrator. For additional days, charges will be added to next month's bill

**Late Pick-up Policy:** The purpose of late fines is not to collect money from parents but to discourage lateness. If you know you may be late, please call. Knowing you have called and when you will be coming is reassuring to children and helpful to teachers. Parents arriving after 5:45 p.m. will receive a late fine of \$5.00. After three late pick-ups, the fine will be raised to \$10.00. Parents arriving after 6:00 p.m. will be fined \$10.00 for the first three times, and then the fine will be raised to \$15.00 for the fourth late pick-up, \$20.00 for the fifth, and so on.

## **PARKING**

WCCC and the Child Study Center share the Weston Road parking lot. This lot is reserved exclusively for parents dropping off and picking up children at both programs. Because Child Study Center families arrive between 8:30 and 8:45am, there is a potential for too many cars for the number of available spaces. If possible, please try to avoid dropping off at this time. Please note that parent cars cannot be left for an extended time in any college lot while their child is attends WCCC. A reminder that you cannot leave an unattended sibling in your car, when you drop off or pick up. *When picking up your children, remember that parking lots are potentially dangerous places for young children. Do not let them run unsupervised down the path into the Weston Road lot. Please tell your children to "wait at the gate" so that you can walk with them to your car*

## **BUILDING ENTRY**

Upon enrollment, each family will be issued two Wellesley College 'one cards' and lanyards, to be used to swipe the key pads next to the front and side entry doors to gain admittance into the building from 7:30am-5:45pm Monday-Friday. ID cards for Wellesley College faculty and staff will be set to give access while they have a child enrolled in the program. We strongly recommend that adults, rather than children, be responsible for carrying and using One Cards to access the school. Do not hold the door open for anyone that you do not recognize. Also, please do all you can to remember your One Card at drop off and pick up.

**Doors:** At WCCC, only adults open doors. It is imperative that parents reinforce this rule with all children (including older siblings) in order to keep all children safe.

## **COMMUNICATION**

As we work to build our WCCC community, the importance of strong communication between parents, teachers and the WCCC Administrative team is essential. Parents are welcome visitors whose presence conveys the message to children that they value their school. Please keep us informed of family events and circumstances that may affect your child. Changes that may seem routine or ordinary to an adult may affect a young child differently. If your contact information changes, please contact the office to update your information. We welcome your feedback and encourage families to stop by to talk with the Program Director with questions, suggestions, celebrations or concerns.

Teachers communicate with families during conversations at drop off and pick up, as well as through written comments in notebooks, classroom newsletters and conference reports. Notices of special events and school closings are posted on the side and front door. Parents will receive email letters from the Program Director as well as occasional written communications in their mail boxes. Events and notices are often posted on the WCCC website and on our Facebook page. As you look around the school, you will notice a number of bulletin boards where we do our best to "Make Learning Visible" so parents and visitors can gain some insight into the kinds of learning moments that are happening in all of our classrooms.

Each classroom and all of the administrators have a WCCC email account. Because our focus is on the children, there are extended times during the school day when we are not able to check email. Please call the center to convey important information (i.e. child's absence or change in pick up plan, etc.) or if you need a timely answer to a question. Teachers and administrators will make every effort to check and respond to emails within 24 hours from Monday-Friday.

### **IMPORTANT INFORMATION about your child's day at WCCC**

**Food** We are increasingly aware of issues around food. Whether it is allergic reactions, attitudes toward eating, or weight concerns, we try to be thoughtful in the ways we approach providing food to children while at WCCC. Eating habits start early and so we are careful about nutrition.

## **Nut Aware Policy**

WCCC's Early Childhood Program seeks to maintain a peanut- and tree nut-free environment for the health and safety of children and staff members in our program who have allergies. We are as "Nut -Aware" as we can be. Teachers work to ensure that foods provided by WCCC will not contain nuts or peanut oils. When packing your child's lunch or bringing in snack, please do not send in products that contain nuts. We ask that you carefully check labels on all pre-packaged foods like granola bars.

WCCC provides mid-morning and afternoon snacks which include crackers, fruit, vegetables, cereals, cheese, center baked goods, and water. Parents of infants complete a checklist of foods that they have been safely introduced at home and are based on infant's individual nutritional needs and developmental stage. Teachers check this list before providing snacks at the center. Parents of infants also must provide bottles labeled with the child's name and date, and filled with the formula, breast milk, or whole milk their child will drink each day. All children (including infants once they begin eating solids) bring their lunch each day. In the infant rooms, all bottles and perishable food must be taken home at the end of each day. In infant rooms, teachers will warm food if requested by parents. By licensing regulations, bottles may only be warmed in a container of warm tap water.

Teachers make sure that food requiring refrigeration stays cold until served. Lunch containers and bottles must be labeled with the child's name and taken home at the end of each day. Food that remains at the center (frozen breast milk, special snacks for children with allergies, non-perishable infant cereal, and other snacks provided by parents) must be labeled with the date and the child's name. Teachers will discard food with expired dates. As part of recognizing developing independence, preschool aged children eat the foods you provide in their lunchbox in the order they choose. The Center provides milk at lunch. If necessary, we will supplement food brought from home. As a rule, please do not send candy, soda, gum, etc. For children with food allergies, parents should provide snacks or choose snacks from the WCCC kitchen to keep in their child's snack basket.

Per recommendations from the American Academy of Pediatricians, parents of children younger than 4 years should not pack these foods: hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; or chunks of raw vegetables, cheese or meat larger than can be swallowed whole. We ask that parents cut foods into pieces no larger than 1/4-inch square for infants and 1/2-inch square for toddler/two, according to each child's chewing and swallowing capability. Uncut food in lunches will be sent home. Hard candies and gum are a choking hazards and should not be sent to school. It is recommended that any spreads be thinned on crackers or sandwiches.

WCCC also recommends that parents check [www.fns.usda.gov/fns/nutrition.htm](http://www.fns.usda.gov/fns/nutrition.htm) for nutritional standards in the preparation of children's lunches. Our goal is to make lunch a successful and nutritious time of the day. Older infants and younger toddlers often prefer a variety of choices. Please offer at least four choices from the categories listed below.

## **LUNCH SUGGESTIONS**

### **Sandwich Variations**

Tuna  
Cold Cuts  
Chicken Salad  
Grilled Cheese  
\*Soy or sun butter  
\*Cream Cheese & Jelly

### **Leftovers**

Pasta  
Casseroles  
Lasagna  
Meat Loaf  
Meat Balls  
Fish  
Mac & Cheese  
Soup  
Baked Beans  
Chicken Nuggets  
Meats  
French Fries

\*Egg Salad  
 \*Hummus  
**Vegetables**  
 (cooked and cut-size above)  
 Squash  
 Green and Yellow Beans  
 Peas  
 Carrots  
 Potatoes  
 Broccoli  
 Sweet Potatoes  
 Corn  
 Cauliflower  
 Beets  
 Asparagus  
 Cucumbers  
 Avocado  
 Cucumbers  
 Peppers (Red, Yellow, Green)  
 Tomatoes

**Dairy Products**  
 \*Any variety of cheese  
 \*Yogurt

Rice  
 \*Eggs  
**Fruit** (fresh, canned, frozen, or dried)  
 (cut and/or peeled-size above)  
 Grapes  
 Peaches  
 Kiwi  
 Melon (Water, Honeydew, Cantaloupe)  
 Apples  
 Bananas  
 Pears  
 Apricots  
 Prunes  
 Raisins  
 \*Oranges, Clementines, Mandarins  
 \*Pineapple  
 Strawberries, Blueberries, Raspberries

**Breads**  
 Waffles/Pancakes      Corn Bread      Rolls  
 Veggie/Fruit Bread      Rice Cakes      Bagels  
 Cereal with milk      Crackers      Syrian  
 English Muffins      Whole Wheat  
**\*usually introduced after one year**

**Clothing**

Children should come to the center dressed for active and often messy play. We feel that this is the time in every child’s life when it is okay to engage in messy activities; so any clothing that requires special attention should not be worn.

We try to go outside every day, so please dress your children for the weather. Children should wear sneakers for outdoor play rather than jellies, crocs, or party shoes. During the cold weather your children will need boots that are easy to put on and take off, a warm coat, snow pants, a hat, and waterproof mittens. During the summer, toilet trained children should bring a bathing suit for play in the pools and a towel.

All children must have a complete set of extra clothing (including underwear and socks) at the center. Please label everything with your child’s name – those white socks all look alike! We try to find owners for unlabeled items, but every year our “lost and found” basket (located in the main hallway) is full to the brim.

**Nap Needs**

The American Academy of Pediatrics has determined that placing a baby on his or her back to sleep reduces the risk of Sudden Infant Death Syndrome (SIDS). All teachers at WCCC have taken the SIDS training a stated in the EEC Infant Sleep Safe Policy. SIDS is the sudden and unexplained death of a baby under one year of age. WCCC follows the new *Safe Sleep* procedures implemented by EEC. These procedures ask that all children under 12 months of age to be placed to sleep on their back, unless an alternative sleep position is specified in writing by the child’s physician, and sleep in a crib free of pillows, comforters, stuffed animals, and other soft, padded materials. After being placed on their backs to sleep, infants may be allowed to assume any comfortable sleep position when they can easily turn themselves over from the back position. Sleeping infants are well supervised by teachers as the crib area is clearly accessible by sight and sound.

The Department of Early Education and Care does not allow 'Merlin' sleep suits or 'Starfish' sleep apparel or swaddling in any licensed programs.

'WubbaNub' Pacifiers: Based on the 2016 American Academy of Pediatrics Safe Sleep Recommendations, we cannot allow a child to sleep with a WubbaNub pacifier at WCCC.

- An infant under one year of age, can use a pacifier without any animal attachment in their crib. Infants under one year cannot have anything else in their crib including a stuffed animal, blanket or other type of cuddle toy.
- Once a child is over one year of age, they can have their pacifier and snuggle with the WubbaNub animal when going to sleep as long as the stuffed animal is detached from the pacifier. Children over one year, can have a stuffed animal, blanket or other cuddle toy in their crib or on their mat.
- When children are awake and not in a crib or on their mat, they can use the WubbaNub with the animal attached to the pacifier.

Every week parents of infants should provide a clean porta-crib sheet and a light blanket. Parents put the sheet on their child's crib on the first day they attend the center each week and take it off for laundering on the last day the child attends each week. Toddlers and Preschoolers must bring a crib sheet to cover their rest mat, a blanket, and any other small cuddly item they need for sleeping. We have limited storage space, so quilts, large blankets, large stuffed animals/dolls and pillows are unsuitable.

- Please remember to take home sheets and blankets weekly for washing.

### **Mailboxes**

Parent mailboxes are located in or near each room. Notes from teachers, children, other parents, as well as bills and other WCCC information, are left in the mailboxes. Please check them regularly.

## **CENTER POLICIES**

### **Parent Involvement**

Parents are welcome to visit at any time while your child is present.

As part of your contract, parents must volunteer three hours of time to WCCC each year. WCCC is primarily a Board run organization. Parents are encouraged to attend meetings of the Board of Directors, as well as to become members of the Board. The Board has several committees: Early Childhood Committee, Finance, Fundraising, and Personnel Support. Parents are urged to become actively involved in the committees. In addition, we schedule one or two parent workdays each year to do a variety of tasks that cannot be done during our normal work hours. Our biggest fundraiser each year is the FUN RUN/FUN FAIR. As a result of efforts on the part of parents and teachers, it is always a fun and successful event - but one that requires the help of many! On a more social level, there are family suppers, parent meetings, and speakers scheduled at various times during the year. These offer opportunities for families and staff to get together. We also encourage parents to accompany us walks and to share any special interests or talents with the children.

For parents whose primary language is not English or if a parent requires alternative communication, WCCC will contact the Wellesley Public Schools or Wellesley College to see if a translator might be available or if a recommendation could be made for a translator.

### **Health Care Policies**

Health Care Policies are an integral part of this handbook. For ease of access, they are listed on our website under "Early Childhood Program -> Policies."

### **Birthdays and other Special Days**

We would love to celebrate your child's birthday or another special event at school. Please let us know if you will be bringing in a special snack, but please make sure that any items are nut free or made in a nut free environment. It is fine to bring hats, plates, and napkins if you choose, but you must provide enough for each child. Please remember that Balloons are not allowed in the school.

Children's birthdays are important and special to them, but they also are important to other children. If you are inviting everyone from your child's room you may leave invitations and thank you notes in the classroom mailboxes. If you are not inviting every child, we ask that you send invitations and thank-you notes through the mail.

### **Picking up your child**

Parents must always check in with your child's full time teacher before leaving. Parents must notify classroom teachers if someone other than a parent is going to pick up on any given day. We will only release your child to someone who is on your Pick-Up List or has written permission from you to pick up. Please notify those on your pick-up list that we require them to present identification, before we can release your child to them. Pick up Lists can be updated at any time using the UpBup system.

We ask that all families have at least one non-parent on the Permission to Pick Up Form. We feel that it is imperative that families have a back-up person in the event of an unanticipated emergency when a parent could not get to the school.

Teachers typically tell children that when their grown up arrives, it is time to go home. Though it is typical to allow children to finish snack or complete an activity with their group, we ask that parents do not let children initiate play in an 'unopened' area. i.e. going to a new section of the playground, playing with toys inside, while their group is outside or going into the library/Red Room/toddler playspace. Please be aware that when a parent picks up but hangs around for a longer time that it can be difficult for other children who are still awaiting the arrival of their own grown-up.

### **Toys from Home**

Although one cuddly animal or one transitional object is welcome at school, as a general rule, we ask that other personal toys be left at home. Sometimes it is difficult to share, and children become sad if their toy is lost or broken.

### **Pet Policy**

WCCC does not allow pets from home inside our building or on our decks or playgrounds. This includes cats, dogs, birds, and reptiles.

### **Field Trips**

We are fortunate to have many wonderful sites in close proximity to the Center for the children to explore. We take many walks around campus and trips into town. In the summer, our preschoolers travel to Morses Pond by school bus. Parents pay an additional fee to cover the cost of a beach pass. We also bring in a variety of special guests to entertain on site, like baby animals, fire fighters or musical shows. Parents will be notified of these events, and we hope that some parents will be able to join us.

### **Consent for Photographs**

Each year parents receive a Consent for Photographs form, which we keep in each child's file. When we receive a request for photographs from an outside agency, such as the town or college paper, we check the child's file to see if permission to photograph has been granted. The staff reserves the right to photograph children for curriculum purposes without specific parental consent. We ask that parents only photograph their own child. The availability of photos/videos on social media sites has heightened our awareness of protecting children and parents from unwanted postings. Please do not post or email photos of children at WCCC, unless you have specific permission.

### **Absences**

If your child will not attend school on a regularly scheduled day or will arrive at a later than usual time, we ask that you inform teachers in advance or call the school before 10:00am on the day the child will not attend. Email is not an effective means of communicating children's absences, as staff are not always able to retrieve messages in a timely manner. 781-235-7667

### **Transportation Plan**

Parents provide transportation for the children at the beginning and end of each day. Parents must check in with their child's classroom teacher both when they drop off their child and pick-up their child. From time to time, the Center transports children on trips under the supervision of teachers, with signed permission from parents.

## **IN CASE OF AN EMERGENCY**

### **Accidents/Injuries**

Depending on the severity of the incident, we will take the following steps:

1. First Aid certified teachers will apply necessary First Aid or follow steps outlined by the child's Individual Health Plan.
2. If necessary, ambulance and parents will be called. If parents cannot be reached, we will contact the child's doctor and/or other emergency contact.
3. Director and/or teacher will accompany child to the hospital bringing the child's file, unless a parent arrives prior to the ambulance's departure.
4. Teachers will complete and ask parents to sign an accident report.

On occasion, it may be necessary for a child to be seen by a doctor, but not necessarily transported in an ambulance. If a parent is unreachable or unable to pick up their child in this situation, we will contact a person on their child's Pick Up List.

### **EEC Requirements for First Aid Kit**

Adhesive tape	Tweezers (for parent use only)
Band-aids	Instant cold pack
Gauze pads	Scissors
Gauze roller bandage	Disposable gloves
Thermometer (not in kits to leave the center)	

**WCCC Additions:** Mouth shield, Safety Pins, Purell, Scarf/Sling, Plastic Bag, First Aid Guidelines, Medications required by Individual Health Plans

### **Emergency Plan**

In an emergency, the first priority is the child's safety and well-being. In an emergency that requires a child be driven to a hospital or physician, he or she will be transported by ambulance.

### **Field Trip (Campus/Town Walks) Emergency Plan**

Teachers take classroom cell phones, First Aid Kits and Emergency Numbers whenever they leave WCCC grounds with the children. Above steps are followed, with the exception that teachers will call the center as soon as possible so that an additional person can go either to the field trip site to help with remaining children, or to the hospital with the child's records.

## **EVACUATION PLANS**

\*Every day, Teachers must take attendance as children arrive and check them out as they depart. Attendance sheets must be posted by back exit doors and should be taken outside when children are on the playground. When on walks, teachers must take a list of children in the event a child is picked up by parents. The Early Childhood Program Director is responsible for assuring evacuation drills and for maintaining the date, time, and effectiveness of each drill.

### **Evacuation Plan -- Infant I and Infant II**

1. In case of fire or another emergency, pull the nearest fire alarm. Although it is presumed that the alarm system will activate in the case of fire or smoke, if for some reason the alarm does not go off, the firebox handle will be pulled. If the Fire Box is not accessible, Fire Department will be called on cell phone after children have been evacuated
2. At the sound of the alarm, all infants will be gathered into one of the four large wheeled cribs located nearest the nap room door.
3. Exit through the nearest safe exterior door (Infant 1 or Infant 2). If both designated exits are obstructed, exit through corridor and out Fiske Path door.
4. Take attendance sheet, cell phone and first aid kit. \* Do not stop to put on hats, coats, shoes, etc.
5. When cribs are outdoors, teachers will take attendance. Tell senior fire official immediately if anyone is missing.
6. Evacuation location is the first lamppost on Fiske Path towards Grey lot.
7. Office staff will check all children's rooms, library, kitchen, adult and children's bathrooms, and administrative areas to ensure that no child is left in the center.

### **Evacuation Plan -- Toddlers**

1. In case of fire or another emergency, pull the nearest fire alarm. Although it is presumed that the alarm system will activate in the case of fire or smoke, if for some reason the alarm does not go off, the firebox handle will be pulled. If the Fire Box is not accessible, Fire Department will be called on cell phone after children have been evacuated
2. At the sound of the alarm, instruct all children in your room to come with you outdoors using the outside door located in your room.
3. If designated door is obstructed, exit through the corridor and out the Fiske Path entrance.

4. Take attendance sheet, cell phone and first aid kit. \* Do not stop to put on hats, coats, shoes, etc.
5. When the children are outdoors, teachers will take attendance. Tell senior fire official immediately if anyone is missing.
6. Evacuation location is the first lamppost on Fiske Path going towards Grey Lot. Office staff checks all children's rooms, library, kitchen, adult and children's bathrooms, and administrative areas to ensure that no child is left in the center.

### **Evacuation Plan -- Preschoolers**

1. In case of fire or another emergency, pull the nearest fire alarm. Although it is presumed that the alarm system will activate in the case of fire or smoke, if for some reason the alarm does not go off, the firebox handle will be pulled. If the Fire Box is not accessible, Fire Department will be called on cell phone after children have been evacuated
2. At the sound of the alarm, instruct all children in your room to come with you outdoors using the outside door located in your room. Exit down hill towards lower playground.
3. If designated door is obstructed, exit through the corridor and out the main entrance.
4. Take attendance sheet, cell phone and first aid kit. \* Do not stop to put on hats, coats, shoes, etc.
5. When the children are outdoors, teachers will take attendance. Tell senior fire official immediately if anyone is missing.
6. Evacuation location is on the lower playground along the back fence. Office staff checks all children's rooms, library, kitchen, adult and children's bathrooms and administrative areas to ensure that no child is left in the center.
- 7.

Everyone will remain at the meeting spots, until the Fire Marshall signals all clear

### **Contingency Plans for Emergency Situations and Catastrophic Occurrences**

A catastrophic occurrence would be broadly defined as an event that necessitates the evacuation of our building for any reason. Examples of such serious conditions are fire in the building or a nearby building, water damage, potential structural damage either inside or outside the building, the odor of gas or any other potentially hazardous odor, loss of power, loss of heat, loss of water, or any other reason that the Wellesley Fire Department or the Wellesley College Campus police determine that we should not remain in the building or should shelter in place. In the event of a natural disaster, Wellesley College and WCCC will be notified by the town wide emergency management team. We will follow directions from them about sheltering in place or evacuating to the nearest safe building. Examples of WCCC's normal evacuation plans are described above; copies are also posted in each room.

#### **PEOPLE IN CHARGE (PIC):**

1. Early Childhood Program Director
2. WCCC Program Specialist
3. WCCC Administrators
4. Veteran Classroom Teacher

#### **PROCEDURES:**

1. The Fire Box, located outside the front door, will be pulled by any of WCCC's staff in case of an emergency. Although it is presumed that the alarm system will be activated, if the alarm is not operating, the firebox handle will be pulled.
2. WCCC will follow current fire evacuation policy, which requires that classroom teachers take attendance clipboards, emergency contact information and first aid kits from WCCC to the meeting place. To assure complete evacuation of the building, PIC will conduct a final check of all areas and close all doors. After teachers take attendance, PIC will check with teachers to be sure that all children are present. If a child is missing, PIC and the Fire Official should be notified and immediately begin a search. If all are present, PIC will notify senior fire marshal, if present, and will return to the building if it is safe to do so.
3. If paramedics are needed, Campus Police or the Fire Department will make the assessment and notify the police for medical assistance.
1. After assuring that all children are safely accounted for, PIC will consult with the Fire Department officials and/or emergency personnel about the following:
  - a. Best evacuation destination, which would include the Child Study Center (during the hours it is not in operation), Wellesley College Chapel, Wellesley Congregational Church, Babson College (vans would need to be made available and a suitable campus room located)
  - b. Possibility of and expected time for returning to the building
  - c. A plan for parents to safely pick up their children
2. If the emergency affects the WCCC building only and we must relocate to another location, the PIC will request that some snack food be made available if we are expected to be waiting a long period of time.
3. WCCC will maintain some emergency supplies –a limited amount of food, water, copies of emergency contact numbers, and some age appropriate materials for children in the case of a long wait. These are stored in the emergency evacuation kit on the front porch.
4. If Parents need to be notified, PIC and another designated teacher will call the parents. If a computer is available, parents will be contacted by e-mail. Copies of all parent phone numbers and emergency numbers are kept on classroom attendance clipboards, at Wellesley College Police, and at the homes of both the Early Childhood Program Director and Executive Director. WCCC's cell phones along with any other available cells phone may be used to contact parents. It is understood that outside lines would be made available on campus and that calls could be made from the telephones at the bell desk at McAfee or the Child Study Center. If there is a possibility for notification through the media, WCCC will broadcast on WHDH as we normally do in the case of snow emergencies
5. If there is a general campus or town wide emergency, we will follow the instructions given by the fire department or campus police for evacuation to the safest place and then notify parents as soon as possible. If it is clear that we need to be relocated to a non-Wellesley College space, we will call Babson to see if vans can be made available for us to be transported to an open space at Babson. It is hoped that phones would be available for us to contact parents to pick up their children.

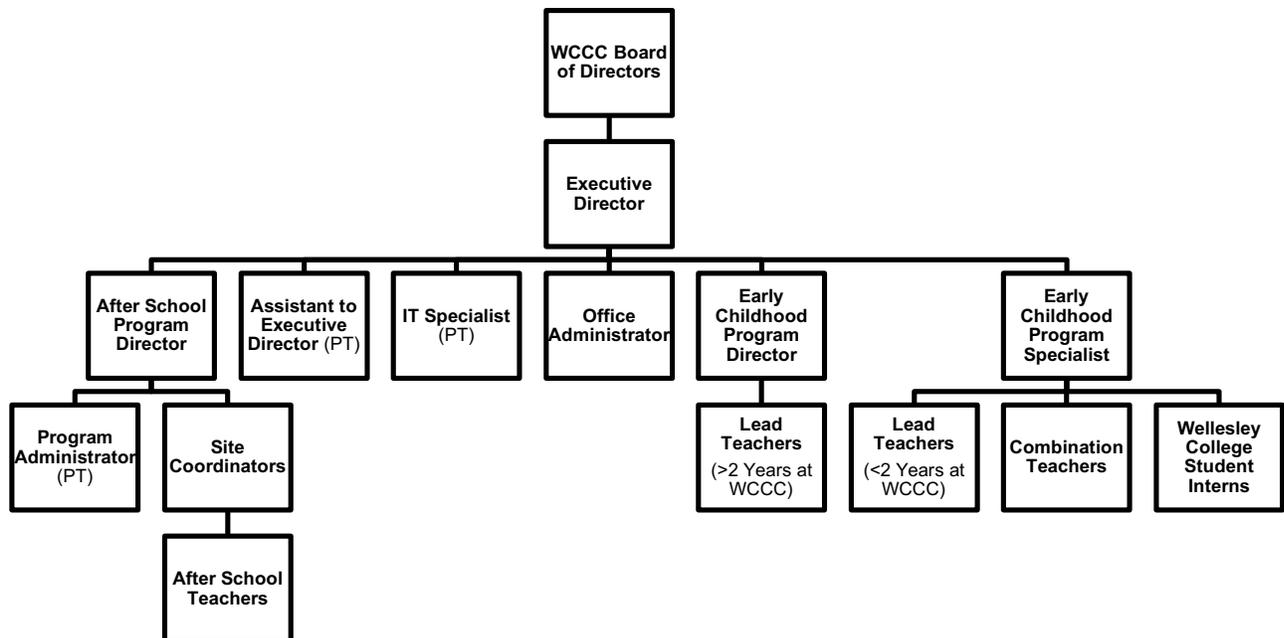
6. Some teachers and/or the Directors will stay until all children have been picked up.
7. In all of the above, Teachers and Directors will comfort the children, give explanations according to ability to understand, and remain calm

Parents will be notified of this plan and asked to sign a permission slip indicating that they understand the procedures and agree to have their children transported by whatever means are determined to be reasonable.

EEC requires that parents be informed of the following:

WCCC is licensed in accordance with the regulations of the Department of Early Education and Care (EEC). Parents may contact the Department of Early Education and Care at 508-798-5180 or write to 10 Austin Street, Worcester, MA. for information regarding WCCC's regulatory compliance history.

## ADMINISTRATIVE STRUCTURE



## **DIAPERING AND TOILETING PROCEDURES**

### **Diapering**

1. Diapers are changed when soiled or wet, and/or according to the schedule for the group. Infant and toddler diapers are checked every two hours and the times of changes are logged.
2. Parents provide disposable diapers.
3. Disposable wipes are used each time a child is changed.
4. Children's hands must be washed after each change. Staff must wash hands thoroughly for twenty seconds with soap and running water after each change, using paper towels to dry hands and then turn off faucet.
5. The diaper area is used for diaper changes and may not be used for any other purpose. The changing table paper must be thrown out after each use and the diaper area washed and then disinfected with a germicide solution.
6. Clothing or cloth diapers, blankets or linen soiled by feces, urine, vomit, or blood must be placed in plastic bags, without rinsing, and sent home that day for laundering.
7. Disposable diapers must be put in the step-can container for that use (with a disposable plastic liner), and they must be removed from the program daily, or more frequently as necessary.
8. Change of clothing is stored convenient to diapering areas. Parents must provide a change of clothes from home. The Center also has a supply of extra clothes, which must be laundered and returned after each use.

### **Toileting**

1. Children are toilet trained in accordance with the requests of their parents and in a manner consistent with their physical and emotional abilities.
2. Children may not be punished for soiling, wetting, or not using the toilet.
3. Children may not be coerced in toilet training.
4. Children must be supervised during toileting.
5. **Children and teachers must wash hands** thoroughly for twenty seconds with soap and running water after each change, using paper towels to dry hands and then turn off faucet.
6. Soiled clothing and diapers must be taken care of as described above.
7. Change of clothing is stored convenient to toileting areas. Parents must provide a change of clothes from home. The Center also has a supply of extra clothes, which must be laundered and returned after each use.

## **Notifications to Parents**

### **Children with Disabilities**

WCCC accepts applications for children with disabilities. We welcome and we will make reasonable accommodations to serve a child with a disability. In determining whether accommodations are reasonable and necessary, WCCC will, with parent consent and as appropriate, request information from Early Intervention, Public School Services or other health or service providers.

With parent input, specific accommodations will be stated in writing, including change or modification to the child's participation in WCCC's regular activities, the size of the group and appropriate staff ratio, any special equipment needed to serve the child.

Within 30 days of receipt above information, WCCC will provide written notification if the accommodations required are not reasonable or would cause an undue burden to

the program. The notification will include reasons for the decision and inform parents that they may request that the Department review compliance concerning the decision.

WCCC will maintain a copy of this notification for our records.

### **Referral Services**

WCCC retains the services of specialists who consult to the staff on educational and developmental matters. These consultants are an important resource for our program and they occasionally spend time in the classrooms in order to be able to offer support to the staff.

If a parent believes that a child needs an evaluation, the Center will refer them to appropriate resources in the community and/or ask the Center's consultant to observe the child and to advise both staff and parents. WCCC shall use the following procedures for referring parents to appropriate social, mental health, educational and medical services, including dental, hearing, or vision services, should the center staff feel that an assessment for such additional services would benefit the child.

Whenever any teacher is concerned about a child's development or behavior and thinks that further evaluation should be done, he/she will review concerns with the Program Director. If the Director agrees, the teacher will be requested to complete an observation report and review the child's record prior to scheduling a referral meeting with parents or guardians. In the event that the teacher thinks a child requires further evaluation or special services, parental permission will be sought to have our consultant observe the child. If permission is granted, the consultant will observe and make a recommendation. After the observations are complete, the Director will schedule a meeting with the parents and the teacher. The parent may be provided with a written statement including the reason for the referral, a brief summary of the center's observations related to the referral, and any efforts the center may have made to accommodate the child's needs.

The Director will offer assistance to the child's parents in making the referral. Parents are encouraged to call or request an evaluation in writing. If the child is at least 2 years of 9 months age, the Director shall inform the parents of the availability of services and of their rights, including the right to an appeal, under Chapter 766. If the child is under the age of 2 years 9 months, the Director shall inform the child's parents of the availability of services provided by Early Intervention Programs.

The Director will, with written parental permission, contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the center. If it is determined that the child is not in need of services from this agency, or is ineligible to receive services, the center shall review the child's progress at the center every three months to determine if another referral is necessary. If a child is determined to have a special need, the center will, with parental consent, identify in writing any accommodations necessary to meet the needs of the child including:

1. Change or modification in regular center activities
2. Size of group and appropriate staff/child ratio
3. Special equipment, materials, ramps, or aids

The Director will maintain a list of current referral resources in the community for children in need of social, mental health, educational or medical services. The Program Director will act as center liaison with each child with a disability. The Center will keep a written record of any referrals to medical, social, or mental health services. With parental consent, the Director will inform the administrator of Special Education or the EI Program in the child's town of residence that the center is serving a child with a disability.

### **Behavior Management and Child Guidance Policy**

The purpose of discipline is to insure a safe and consistent setting in which children

may grow as individuals, while learning to become members of a community. Rules and behavioral limits exist to promote development and are not a means of punishment. Discipline and guidance must be consistent and based on an understanding of the developmental needs of the child. We encourage the development of self-control by helping children understand the effects of their actions on others and by helping them to verbalize their feelings, as is consistent with their ages and abilities. We help each child learn good social communication skills, modify the environment when needed, explain rules and include children in the rule-making process in an age appropriate way, intervene quickly to help limit physical aggression, and discuss with staff appropriate behavior management techniques. Punishment may not be used under any circumstances. The following are explicitly prohibited:

1. Corporal punishment, including spanking
2. Humiliation or verbal abuse
3. Denial of food or outdoor time as punishment
4. Confining a child for an extended time
5. Force Feeding
6. Disciplining a child for soiling, wetting, or not using the toilet
7. Excessive time outs

### **Suspension/Termination**

WCCC will make every effort to resolve children's issues within the program day, and inform parents of their child's actions and the consequences. Our intention is to avoid suspension or termination by meeting with parents to discuss options for change, offering referrals for services, and pursuing options for supportive services at WCCC, including discussion with our consultant about possible ways to adapt to learning styles or social behavior in our settings. With parent permission, we may ask to have an individual child observed by our consultant in order to help us prevent suspension. In our communication with parents we will work in partnership to coordinate behavioral plans for home and WCCC. Some extreme circumstances that may result in suspension and/or termination follow.

1. Endangering self or others
2. Willful and repeated destruction of property
3. Non-payment of tuition.
4. Not completing required documents for entry into the program

When a child leaves WCCC, whether initiated by the parents or by the Center, the staff will prepare the child in a manner appropriate to the child's age. We want to minimize the disruption both to the child leaving the program and to the children remaining at the Center. In the event that a child is terminated because WCCC is not able to provide services due to specialized care, or greater individual attention than can be expected in a large group setting, or because providing services would cause undue burden and not be in the best interests of the child, parents will be given, in writing and at a personal meeting (within 30 days), the reasons and adequate notice of the impending termination. In determining undue burden, WCCC must consider the nature and cost of accommodations, ability to secure financing, financial resources, staffing, and effect on expenses and resources.

### **Reporting Suspected Child Abuse and Neglect**

In accordance with Massachusetts law, the teachers at WCCC fall under the mandated reporting laws that address Child Abuse and/or Neglect. These laws also address "endangerment" or "failure to provide a safe and secure environment." Teachers are bound by law to report suspected physical or sexual abuse of a child, or conditions of endangerment/failure to provide a safe and secure environment. An example of endangerment would be a parent or guardian driving a child to or from school while under

the influence of an intoxicating substance. This would be a condition of endangerment for the child, parent, and other drivers. Anyone on the WCCC staff who has reasonable cause to suspect abuse or endangerment of a child enrolled in the program is required by law to report these concerns. If there is immediate concern of possible endangerment, Campus Police will be called. It is WCCC policy to have teachers discuss concerns of abuse and neglect with the executive director and/or program director. If, after speaking with the Massachusetts Department of Children and Families (DCF, formerly DSS), it is determined that an incident is reportable, a report will immediately be filed with EEC and DCF.

Likewise, all staff members are required to report abuse or neglect of a child in the care of a WCCC staff member to a director immediately. The director will review the case and decide if further investigation or immediate action is needed. EEC or DCF will be consulted to determine if a formal report needs to be filed. Depending on the severity of the charge, the staff teacher may be reassigned to duties with no child contact, suspended with pay pending the outcome of the investigation, or immediately dismissed. The identity of the staff member will be protected as much as possible and every effort will be made to ensure that their civil rights are not violated during the investigation. EEC shall be notified immediately after the filing of a 51A report by a staff member alleging abuse or neglect of a child while in the care of WCCC. This staff member will not work directly with children until the end of a DCF investigation and for such further time as EEC and WCCC requires. In addition, WCCC will immediately notify the Department of Early Education and Care upon learning that a report has been filed naming an educator or person regularly on the premises as an alleged perpetrator or of abuse or neglect of any child.

The staff resource file has information on child abuse. DCF reporting numbers, as well as the 24-hour hotline number is posted on the staff bulletin board outside the staff bathroom.

Department of Children and Families numbers are also listed below:

**DEPARTMENT OF CHILDREN AND FAMILIES**  
**[www.mass.gov/dcf/](http://www.mass.gov/dcf/)**  
**REGION IV, AREA 150 – ARLINGTON**  
**Between 9:00 a.m. and 5:00 p.m.**  
**781-641-8500**

**DCF 24-HOUR HOTLINE**  
**1-800-792-5200**

## **WCCC and Department of Early Education and Care Policies**

### **Custody and School Responsibility**

Both parents are assumed to have equal custody rights unless there is court documentation to indicate otherwise. Parents should send custody agreements and/or any other court documents that limit access to either parent directly to the Early Childhood Program Director. WCCC will not consider handwritten notes from parents, phone requests, or expired court orders as legal indicators of custody.

Chapter 28A, Section 10 and subsequent amendments of the General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Care and Education the legal responsibility of promulgating and enforcing rules and regulations governing the operation of child day care centers (including nursery schools), school age child care programs.

These regulations, 102 CMR 7.00, establish minimum standards for operation of group day care and school age child care programs in the Commonwealth. The regulations require certain things of licensees (childcare program owner) in regard to their work with parents. A summary of the required parent information, rights, and responsibilities follows.

Parental Input. The licensee must appropriately involve parents of children in care in visiting the program, meeting with the staff and receiving reports of their children's progress. The program must have a procedure for allowing you to give input and make suggestions, but it is up to the program to decide whether or not they will be implemented.

Meeting with Parents. In-group day care programs, the licensee shall assure that the administrator or his designee meets the parents prior to admitting a child to the program. The parents shall have an opportunity to visit the program's classrooms at the time of the meeting or prior to the enrollment of the child. In school age programs, the licensee shall provide an opportunity for the parent(s) and child to visit and meet the staff before the child's enrollment.

Parent Information. The licensee must provide to the parents upon admission of their child the program's written statement of purpose, including the program philosophy, goals and objectives, and the characteristics of children served; information on the administrative organization of the program, including lines of authority and supervision; the program's behavior management policy; the program's plan for referring parents to appropriate social, mental health, education and medical services for children; the termination and suspension policy; a list of nutritious foods to be sent for snacks or meals; the program's policy and procedures for identifying and reporting suspected child abuse or neglect; the procedures for emergency health care and the illness exclusion policy; the program's transportation plan; the procedure for administration of medication, and, upon request, a copy of the complete health care policy; a copy of the fee schedule, and the procedures for on-going parent communication. All of this information may be contained in a "Parent Handbook".

Parent Conferences. The licensee must make staff available for individual conferences with parents at your request.

Progress Reports. At least every six (6) months the licensee should meet with you to discuss your child's activities and participation in the program. The licensee will prepare a written progress report for your child, will provide a copy to you, and will maintain a copy of the report in your child's file. If your child is an infant or a child with disabilities, you should receive a written progress report at least every three (3) months. Program staff must bring special problems or significant developments, particularly if they regard infants, to your attention when they arise.

Parent Visits. You have the right to visit the center at any time while your child is present.

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

Access to your child's record. You are entitled to have access to your child's record at reasonable times upon request. You must have access to the record within two (2) business days of your request unless you consent to a longer time period. You must be allowed to view your child's entire record, even if it is maintained in more than one location. The center must have procedures governing access to,

duplication of, and dissemination of children's records, and must maintain a permanent, written log in each child's record which identifies anyone who has had access to the record or who has received information from the record. This log is available only you and the people responsible for maintaining the center's records.

Amending your child's record. You have the right to add information, comments, data, or any other relevant materials to the child's record. You have the right to request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to a conference with the licensee to make your objections known. If you have a conference with the licensee, the licensee must inform you in writing within one week of his decision regarding your objections. If the licensee decides in your favor, he must immediately take the steps to put the decision into effect.

Transfer of Records. When your child is no longer in care, the licensee can give your child's record to you, or any person you identify, upon your written request.

Charge for Copies. The licensee shall not charge an unreasonable fee for copies of any information contained in the child's record.

## **Program Responsibilities**

### **Providing Information to the Office**

The program must make available any information requested by the Office to determine compliance with any Office regulations governing the program, by providing access to its facilities, records, staff and references.

### **Reporting abuse or neglect**

All center staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Social Services or to the licensee's program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment. See above abuse and neglect section.

### **Notification of injury**

The licensee must notify you immediately of any injury requiring emergency care. The licensee must also notify you, in writing, within 24 hours, when first aid is administered to your child.

### **Availability of ECC Regulations**

The program must maintain a copy of the regulations, *102 CMR 7.00: Standards for the Licensure or Approval of Group Day Care and School Age Child Care Programs*, on the premises of the center and must make them available to any person upon request. If you have a question about any of the regulations, ask the center to show them to you.

**September 2018**