

# WCCC After School Program Parent Handbook

## Table of Contents

Statement of Purpose	1	Notifications to Parents	20 - 26
Statement of Non-Discrimination	1	Behavior Management	20
WCCC's Programs	2	Termination & Suspension	21 - 22
After School Program Staff	3	Children with Disabilities	22
Hours of Operation	3	Referral Services	23
Holidays, Closures, and Additional Care	4	Social Service Plan	24
Snow Policy	5	Reporting Suspected Abuse & Neglect	25
Enrollment & Re-Enrollment	6	Administrative Structure	26
Tuition, Billing and Fees	7 - 8	Program Supervision	26
Notification of Absences	8	EEC Contact Information	26
Information about Your Child's Day	9 - 15	Emergency Preparedness	27 - 30
Transportation	9 - 11	Emergency Policies & Procedures	27 - 29
Daily Transportation Plan	9	Evacuation/Catastrophe Plan	30
Field Trip Transportation Plan	10	WCCC & EEC Policies	31 - 33
Other Information	11	Custody and School Responsibility	31
A Typical Day	12 - 14	Parent Communication	31
Homework Policy	14	Meetings with Parents	31
Lunch & Snacks	14	Parent Information	32
Playground Activities Information	15	Parent Conferences	32
Clothing	15	Progress Reports	32
Parental Involvement	15	Parent Visits	32
Health Care Policies	16 - 19	Children's Records	32 - 33
In Event of Illness	16 - 17	Program Responsibilities	33
Sleep at WCCC	17	Diapering and Toileting Procedures	34
Medications	18 - 19	Lunch & Snack Suggestions	35

## **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.

## **WCCC'S PROGRAMS**

WCCC operates two programs – the Early Childhood Program and the After School Program. The Early Childhood Program serves children from three months to five years of age. It is located in the Child Care Building on the Wellesley College campus. The After School Program serves elementary-aged children at its sites within the Wellesley Public 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 the Massachusetts Department of Early Education and Care regulations. We will make every effort to notify parents of these changes as they occur.

## **A LITTLE BIT ABOUT THE AFTER SCHOOL PROGRAM**

In 1979, WCCC began providing quality after school care for children in the Wellesley community. Today we provide care for children enrolled in kindergarten through fifth grade in the Wellesley Public Schools. That being said, WCCC has expanded its programming to meet the needs of the community throughout its history. From 2000 through 2016 we operated an after school program at Wellesley Middle School; in 2018 we ran our first summer program, The Week That Camp Forgot; and during the 2020-21 school year we operated a kindergarten program due to the ongoing COVID-19 pandemic.

Our After School Program enriches the educational, recreational, and social experiences of school age children by providing a supportive environment where children can learn about themselves and others through play. The curriculum fosters imagination, independence, and cooperation through age appropriate activities that reflect the interests of the children. We encourage children to explore the world around them, to develop meaningful relationships, to challenge themselves, to create and imagine, and grow as individuals within a community.

## **AFTER SCHOOL PROGRAM STAFF**

Each member of our staff has experience working with children and is dedicated to providing a high-quality after school experience to your child. Our teaching teams understand the different educational and developmental needs of school-age children and work tirelessly to develop fun and innovative emergent curriculum that will inspire and challenge students. They bring their own talents to curriculum planning which contributes to the uniqueness and diversity of our program. All teachers receive a minimum of twenty hours of professional development training each year, but they often expand their understanding of school age children by attending additional training. Through training and dialogue we strive to broaden our understanding of child development and of biases based on culture, values, or disabilities. All teachers are trained in First Aid, CPR/AED, and Medication Administration.

The program is overseen by the Executive Director, After School Program Director, and Assistant Directors. Our teaching teams at each site consist of a site coordinator and a number of additional teachers determined by enrollment. In addition to each site's teams, we have a floating team which consists of a floating site coordinator and two floating teachers who provide extra assistance as well as coverage for staff absences.

We are committed to developing open relationships with the school system personnel. We work in conjunction with classroom teachers and principals to offer a program that supports the goals of the schools, while also focusing on the development of social skills. Our communication with the schools helps us to bring consistency to the children's day.

## **HOURS OF OPERATION**

Monday, Tuesday, Thursday, Friday	3:00 p.m. – 6:00 p.m.
Wednesday	12:00 p.m. – 6:00 p.m.

## HOLIDAYS

The WCCC After School Program follows the Wellesley Public school calendar for vacations and holidays. We are closed on the following days, though on some we may offer separately contracted full day programming:

Labor Day	December Vacation
Rosh Hashanah	Martin Luther King Jr. Day
Yom Kippur	February Vacation (including President's Day)
Columbus Day / Indigenous People' Day	Good Friday
Veterans Day	April Vacation (including Patriot's Day)
Thanksgiving and the following Friday and Monday	Memorial Day

## ADDITIONAL CARE

### FULL DAY PROGRAMMING

WCCC typically operates Full Day Programs from 7:30 a.m. - 6:00 p.m. then the Wellesley Public Schools are closed on the following days:

- Rosh Hashanah\* (*not offered during the 2020-21 school year*)
- Yom Kippur\* (*not offered during the 2020-21 school year*)
- February Vacation (Tuesday - Thursday)
- Good Friday
- April Vacation (Tuesday - Friday)

*We do not offer care on the Monday after Thanksgiving or the Friday of February vacation due to staff training.*

Enrollment for the above days is contracted separately and payment is required in advance. To sign up for these days, please visit our website at ([www.wccc.wellesley.edu](http://www.wccc.wellesley.edu)) and click on the After School 'Full Day Program' tab.

### WPS EARLY RELEASE TUESDAYS

The After School Program also accommodates early release days for children normally enrolled on those days.

### EXTRA BLOCKS

Parents may add extra blocks on an as needed basis by contacting the Site Coordinator. This charge will be reflected on the next month's bill. If a day is needed on a regular basis, parents should request a contract change and permanently add the day.

## **SNOW POLICY**

*WCCC's After School Program will follow the closure determinations of the Wellesley Public Schools.*

**In the event of a snow day**, WCCC's After School Program will not open.

**In the event of a delayed start to the school day**, we will be ready to welcome your child to After School at dismissal.

**If the Wellesley Public Schools deem an early dismissal from school necessary**, WCCC's After School Program will not open. Parents must make arrangements for their child to be picked up promptly from the school.

**In the event the Wellesley Public Schools remain open until their dismissal at 3:00 p.m. (12:00 p.m. on Wednesdays) but weather conditions worsen**, WCCC will close if we have reason to believe that a storm may be serious enough to prevent parents from arriving by 6:00 p.m. or that road conditions are becoming hazardous and may prevent our families and staff from getting home safely. In the past 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 and arrange for pickup promptly.

It is imperative that parents leave work immediately and pick up their child in the event of a snow emergency. If you will not be able to pick up at the determined time, please make sure you have someone on your pick-up list who you have given permission to pick up. Because we ask that you have someone on your pick-up list for emergencies, we will charge for extraordinary lateness on snow days when we close early.

*Please understand that teachers may leave only after the last child is picked up and so they will just be beginning their drive when you are safely inside your home.*

## ENROLLMENT

After submitting an application (and fee) and being admitted to the program, the following forms and documents are required each year in order to attend WCCC's After School Program:

- **Children's Face Sheet/Enrollment Form**
- **Pick Up Consent Form & Transportation Form**
- **Photo, Observer, Contact, Health Access Permission/Consent Form**
- **Off Site Consent, Field Trip, Oral Health Permission Form**
- **Health Care, Evacuation & Parent Handbook/Policies Consent Form**
- **Hand Sanitizer Permission Form**
- **Developmental History Form\***      *Suggested for incoming kindergarteners and new students*
- **Child Photo**

In addition to the above paperwork, and before a child can begin, parents must sign a contract and pay a deposit in order to secure a space. The deposit is not refunded if the child is withdrawn before the end of the contract period or if the child never attends the program. As part of our contract, parents contribute three hours during the course of the year to the center's activities (i.e. Fun Run, Board of Directors, etc.)

Billing is done by "blocks". A block is three hours from 12:00 to 3:00 p.m. or 3:00 to 6:00 p.m. We require that children enroll for a minimum of two blocks, which must be scheduled on two separate days.

If the terms of the contract are fulfilled, the deposit will be deducted from the June tuition. Parents are responsible for the terms of their contract.

All consent forms must be updated annually. We recommend that you keep a copy for your own files. If there are any forms that you have a question about, please contact us at (781) 235-1474.

## RE-ENROLLMENT

After WCCC's Board of Directors sets fees, families will be asked to re-enroll for the following year if their child is still eligible by age to attend the program. Places will be offered and a deadline set in late spring for signing contracts.

## **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 will be emailed to parents by the Business Administrator via Quickbooks. Tuition is charged on a monthly basis. Parents are responsible for timely payment regardless of whether or not they have received the bill. In the event that you do not receive a bill by the first of the month you may use your contract as a reminder of your monthly tuition. Please contact the Business Administrator at (781) 235-7667 or [billing@wccc.wellesley.edu](mailto:billing@wccc.wellesley.edu) for payment and billing questions.

Tuition is based on the school year and then divided into ten equal monthly payments. There are no deductions for days missed due to illness, vacations, or other closures.

If you need receipt of payment for tax purposes please contact our Business Administrator at (781) 235-7667 or by email at [billing@wccc.wellesley.edu](mailto:billing@wccc.wellesley.edu). WCCC's tax exempt number is 042 488 103.

## **REGISTRATION FEE**

WCCC has implemented a \$10.00 per child registration fee to be paid annually to cover increased costs due to online registration.

## **FINANCIAL ASSISTANCE**

WCCC accepts Massachusetts state child care vouchers. If you have questions or if you believe you qualify, please call [Community Care for Kids](tel:6174716473) at (617) 471-6473 to get on the list for a voucher.

WCCC also offers some limited, need-based financial aid. To apply for this assistance, please complete our [application form](#) and provide all supporting documents listed. First consideration is given to those whose completed applications have been received by the date indicated on the form (for the 2021-22 school year, this is Wednesday, August 4th). Applications are confidential and are reviewed by a scholarship committee composed of the Executive Director and two other people who are not directly affiliated with WCCC.

## **LATE PICK-UP POLICY AND CHARGES**

Parents arriving after their child's designated pick-up time (3:00 p.m. or 6:00 p.m.) will be charged one dollar per minute for every minute they are late. The purpose of late fines is not to collect money from parents but to discourage lateness. If you know that you will be late we encourage you to contact your child's Site Coordinator as soon as possible. Calling does not exempt you from a late fine, but will reassure your child that things are fine and you are on your way.

## **SCHEDULE CHANGES**

Requests for any schedule changes (both adding and dropping time blocks) must be made in writing to the After School Program Administrator. Requests for additional time blocks will be honored if space is available. If a request is made to drop blocks, you are responsible for payment as stated in the contract until a replacement child has been found for the blocks you wish to drop. New schedules are effective on the first day of each month.

A \$50 schedule change fee will be charged each time blocks are dropped.

## **WITHDRAWAL**

If a child is withdrawn from the program, parents are responsible for the remaining tuition as specified in the contract, until a replacement is found to fill the space. When a child is withdrawn from WCCC, whether initiated by the parent(s) or by the WCCC, children within the program will be prepared for the child's departure in a manner appropriate to the children's ages.

## **NOTIFICATION OF ABSENCES & CHARGES FOR FAILURE TO NOTIFY**

Parents must call and speak to a team member or leave a message or email your child's site when your child will be absent from the After School Program. This notification must be received before 11:00 a.m. on half days, and before 2:00 p.m. on full days of school.

If a child is sent home sick from school, or if a child stays home from school due to illness, they may not attend After School. Please contact your child's site as soon as possible when your child is sent home sick during the school day.

Each site also has a Long Term Calendar for notification of absences in advance. (Such as doctor's appointments, vacations, play dates, and sports practices). You may call, text, and/or email your child's site and leave a message indicating the dates of your child's absence, or you can write your child's name on the Long Term Calendar on the date they will be out.

Failure to notify us of your child's absence is a serious matter. Each time a child is not at the pick-up spot we are faced with a potential missing child and promptly begin a search. This can bring the entire school's dismissal, including bus runs, to a halt. All available phone numbers are called until we determine where the child is. This also impacts the children present at After School, as we cannot begin our day until we know every child is safe.

Due to the seriousness of this issue we have instituted a serious policy. You will be charged a search fee of \$10.00 the first time you fail to notify us of your child's absence and each subsequent time the fine will increase by an additional \$10.00.

# INFORMATION ABOUT YOUR CHILD'S DAY

## DAILY TRANSPORTATION PLAN

Transportation plans are developed each year. Parents will be provided with the plan that is specific to their child. At present, these are the arrival, departure, and field trip plans for children.

The parking lot speed limit is **5** miles per hour!

## ARRIVAL

Children arrive at the After School Program either by supervised walk (kindergarteners) or unsupervised walk (first through fifth graders) from their classroom. A WCCC teacher meets the children at the designated meeting spot, takes attendance, and once all children are accounted for, the afternoon will begin!

## DEPARTURE

Children can be picked up at any point during After School. You will receive site-specific information from your child's site coordinator about where the program will be operating and how to pick up.

Each child must be picked up by their parent/guardian or someone from the child's authorized pick-up list and they must sign out and record the time of pickup on the daily attendance sheet. **It is imperative that this is done as we use these sheets in the event of a fire drill or emergency!**

Parents or guardians must provide written authorization for anyone picking up their child. Staff will ID the adult picking up to confirm they are authorized prior to releasing the child if the adult is not known to the staff member. **Please bring a photo ID daily and ensure all authorized adults know of this requirement. We also ask that you alert teachers if someone out of the ordinary is picking up, even if on the pick-up list.** In order to ensure a smooth pickup process, please add all persons you authorize to pick up your child to your child's pick-up list on UpBup. (Please note the minimum age to pick up a child from an EEC licensed program is 16.) This can be updated at any time to add or remove persons.

**We do not accept phone calls, texts, emails, or handwritten notes as written authorization.**

## **FIELD TRIP TRANSPORTATION PLAN**

Written consent will be obtained from parent/guardian(s) prior to any field trips.

### **WALKING FIELD TRIPS**

In the event of a walking field trip children will walk in a single-file line with teachers leading, in the middle, and following the group to the destination. Sidewalks and crosswalks will be used whenever possible. Teachers will bring the attendance clipboard (containing parent/guardian contact information), first aid kit (including child medications) and site phone.

### **FIELD TRIPS WITH BUS TRANSPORTATION**

In the past WCCC has contracted with the Local Motion Bus Company for field trip transportation. The following are our policies regarding bus transportation:

- The bus will not leave until that child is accounted for.
- A WCCC staff member always rides the busses to take attendance and monitor the ride.
- Whenever possible, WCCC will transport children with disabilities enrolled in the program in the same vehicle used to transport other children.
- While riding the bus, each child must remain seated. If a child refuses to remain seated the bus monitor will intervene in the following ways.
  - The bus monitor will give the student a verbal reminder to sit down.
  - If this behavior continues the bus monitor will make a decision whether to stop the bus and help the student sit down.
  - Parents will be notified if these behaviors continue and if any other further action would be necessary. Such action could include suspension from the bus.
- In the event of an emergency while in transit, all teachers who ride the bus are trained in first aid, CPR and AED and travel with a cellular phone, first aid kit (including children's medication) and each child's emergency contact information. Teachers will determine whether the child should be brought to the nearest medical facility for care and emergency medical personnel (9-1-1/ambulance) will be contacted if deemed necessary. The Program Director and parents/guardians will be contacted and informed of the situation. First Aid will be administered as needed. The parental consent form in the enrollment packet covers emergencies such as this.
- In the event of a moving violation and/or accident that occurs while children are being transported the WCCC bus monitor will immediately contact the Police, if necessary, and the Program Director. Parents of children who were being transported will receive written notification of the incident.
- In the event of a breakdown of a vehicle, WCCC will call the Program Director via their cellular phones. Local Motion also has cell phones and a radio in order to contact their dispatcher. We will follow the Local Motion procedures in the event of vehicle trouble. If the vehicle breaks down, Local Motion will send another vehicle to pick up the children as efficiently as possible. Children will then be transported to their site or school.

## **OTHER TRANSPORTATION-RELATED INFORMATION**

### **DESIGNATED TRANSPORTATION COORDINATOR**

Please contact the Program Director with any questions or concerns regarding transportation.

### **EEC REQUIRES US TO NOTIFY PARENTS OF THE FOLLOWING TRANSPORTATION-RELATED REGULATIONS WE FOLLOW:**

- The program needs written parental consent for each child's transportation plan. This is given when completing your child's "Pick-Up Consent Form & Transportation Form" in UpBup.
- Local Motions vehicles and drivers are licensed, registered, and inspected according to the laws of the state.
- Suitable car seats, safety carriers, restraints or seat belts that meet U.S. Department of Transportation Federal Motor Vehicle Safety Standards and guidelines are used by each child.
- Children are not regularly transported for periods longer than 45 minutes one way between their home or school and the program.
- A copy of the program's complete transportation policies is available for parents to review upon request.

### **NON-WCCC SPONSORED ACTIVITIES**

For children to attend activities such as music lessons, sports practices or games, school-run extracurriculars, Scouts, et cetera, parents must sign a release form indicating date, time, how and with whom, their child will get to and/or from the activity. WCCC teachers cannot transport children to non-WCCC sponsored activities.

## A TYPICAL DAY AT AFTER SCHOOL

The After School Day is composed of two time blocks: 12:00 to 3:00 p.m. and 3:00 to 6:00 p.m. Care from 12:00 to 3:00 p.m. is only offered on Wednesdays when children are released from school at noon.

### ON MONDAY, TUESDAY, THURSDAY AND FRIDAY WCCC IS OPEN FROM 3:00 TO 6:00 P.M.

3:00 - 3:10 p.m.	Check-in	
3:10 - 3:45 p.m.	Outdoor Free Play	<i>We believe that at the end of the school day children need the opportunity to run around and play with friends! In the event of inclement weather we will provide indoor free play options.</i>
3:45 - 4:15 p.m.	Snack	<i>Each day we offer a balanced snack consisting of a crunchy carbohydrate (popcorn, chips, crackers), a fresh fruit or vegetable, and water. Ritz and saltines are available daily. To view a sample site calendar, click <a href="#">here</a>.</i>
4:15 - 5:00 p.m.	First Block	<i>Option 1: An activity for those who want to move. Think gym games, relay races, nature walks, et cetera!</i>  <i>Option 2: A more sedentary activity such as an art project or science experiment. Our curriculum is emergent and each site varies to meet the interests of students at that program.</i>  <i>Option 3: Homework and quiet choices in the Library.</i>
5:00 - 5:45 p.m.	Second Block	<i>Second block is typically held outdoors during warmer months and in the gym and/or cafeteria throughout the winter. We typically offer a 'pick-up style' active option (for example, basketball or soccer), an open-ended art activity (such as free drawing with oil pastels or beading), and some free play choices (for example, doll house dramatic play, building with KAPLA blocks or MagnaTiles, or card games)</i>
5:45 - 6:00 p.m.	Pack & Stack	<i>As the end of the day draws near we clean up, pack our belongings, and stack our baskets. Once children have completed their responsibilities they can return to playing until their parents/guardians arrive!</i>

**ON WEDNESDAY WCCC IS OPEN FROM 12:00 TO 6:00 P.M.**

12:00 - 12:15 p.m.	Check-in	
12:15 - 1:00 p.m.	Outdoor Free Play	<i>We believe that at the end of the school day children need the opportunity to run around and play with friends! In the event of inclement weather we will provide indoor free play options.</i>
1:00 - 1:30 p.m.	Lunch	<i>Students wash their hands and eat the lunches they bring from home with their friends. Please note that neither WCCC nor the WPS serve lunch on Wednesdays!</i>
1:30 - 2:15 p.m.	First Block	<i>Option 1: An activity for those who want to move. Think gym games, relay races, nature walks, et cetera!</i> <i>Option 2: A more sedentary activity such as an art project or science experiment. Our curriculum is emergent and each site varies to meet the interests of students at that program.</i> <i>Option 3: Homework and quiet choices in the Library.</i>
2:15 - 3:00 p.m.	Clubs	<i>Clubs start mid-fall and are six-week units dedicated to honing a specific skill, working on a long-term project, or learning more about something educational in a fun way! Each teacher at each site leads a club and plans out the curriculum in advance, and each session we have three to four options (dependent on site enrollment) which students choose from and commit to for the six weeks.</i>
3:00 p.m.	Pack & Stack for 3:00 p.m. pickups	
3:00 - 3:45 p.m.	Free Play (Indoor or Outdoor)	
3:45 - 4:15 p.m.	Snack	<i>Each day we offer a balanced snack consisting of a crunchy carbohydrate (popcorn, chips, crackers), a fresh fruit or vegetable, and water. Ritz and saltines are available daily. To view a sample site calendar, click <a href="#">here</a>.</i>
4:15 - 5:00 p.m.	Second Block	<i>Option 1: An activity for those who want to move. Think gym games, relay races, nature walks, et cetera!</i> <i>Option 2: A more sedentary activity such as an art project or science experiment. Our curriculum is emergent and each site varies to meet the interests of students at that program.</i>
5:00 - 5:45 p.m.	Third Block	<i>Our final block of the day is typically held outdoors during warmer months and in the gym and/or cafeteria throughout the winter. We typically offer a 'pick-up</i>

*style' active option (for example, basketball or soccer), an open-ended art activity (such as free drawing with oil pastels or beading), and some free play choices (for example, doll house dramatic play, building with KAPLA blocks or MagnaTiles, or card games)*

5:45 - 6:00 p.m.

Pack & Stack

*As the end of the day draws near we clean up, pack our belongings, and stack our baskets. Once children have completed their responsibilities they can return to playing until their parents/guardians arrive!*

***Please note, this is a typical schedule and may be adjusted due to weather, available space, or to meet the needs of children at a specific site.***

## **HOMEWORK POLICY**

Parents and teachers alike recognize the importance of getting homework done, but ultimately, homework is each child's responsibility. Our aim is to support this part of a child's education by providing a designated time, quiet space, paper and proper writing materials, and teacher supervision. WCCC teachers will assist your children when they need help, but they cannot tutor, nor be responsible for making sure all homework is done. If during homework time a child seems to be having difficulty completing homework, we will address this with their parents and see if we can develop a plan to help the child. Due to space issues and licensing requirements, it is not possible to allow children to work in isolation.

If you wish for us to encourage your child to complete their homework at school, both child and parent need to sign a 'homework contract' and return it to the child's site coordinator so we can refer to it if needed.

## **LUNCH AND SNACKS**

WCCC provides a balanced afternoon snack for children but families must provide their own lunch on half days. Please note, we do not have the ability to heat up food. We provide water during both snack and lunch. In the event that a child does not have lunch, we will prepare one and notify parents informing them of what their child had for lunch.

Because of the serious nature of some allergies, children must not share food from home and we ask parents to re-enforce this rule with their children. We are a nut-free program but some sites may completely prohibit certain other foods due to severe allergies. Parents should monitor what they send in their children's lunches accordingly.

## **PLAYGROUND ACTIVITIES INFORMATION**

Almost daily, children enrolled in WCCC's After School Program play on the school playgrounds. We are happy to see children playing both with friends enrolled in our programs as well as friends from the neighborhood. WCCC teachers supervise your children, but they are not responsible for those not in our care. It is our policy that, while playing on the playground during after school hours at WCCC, children in our care must follow all rules established by the school and WCCC regarding playground use.

## **CLOTHING**

Children should come to school dressed for active and often messy play. We try to go outside every day. Since weather conditions can change drastically during the day, please send the proper attire, especially hats, boots, mittens & snow pants in winter.

Please label everything with your child's name!

## **PARENTAL INVOLVEMENT**

*Though in the past parents were welcome to visit at any time, due to COVID-19 we may be required to limit access to those not enrolled in our programs, including parents. Additional information will come from your child's site coordinator regarding our current policies and any changes during the year.*

As part of your contract, parents must volunteer three hours of time to WCCC each year. Parents are invited to attend meetings of the Board of Directors, as well as to become members of the Board. The Board has several committees: Finance, Personnel, ECP/ASP, Building, Fundraising, Nominating, Governance, and Strategic Planning. Parents are urged to become actively involved in the committees. 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 events like our Halloween Party and Haunted House, PJ Party, and Parent-Teacher Kickball Game scheduled at various times during the year. These offer good opportunities for families and staff to get together.

Staff, as necessary, will schedule parent conferences. If you would like to discuss your child's progress, please schedule a conference with the Program Director or the Site Coordinator. If you have a concern about your child, we encourage you to meet with teachers and discuss your concerns openly, so that we can work together to reach a solution. If you feel that you are not getting appropriate assistance from a teacher or that you have concerns about our program, please discuss it with the Site Coordinator, Program Director, and, if necessary, the Executive Director.

## HEALTH CARE POLICIES

*Handwashing is the first line of defense against infectious disease.*

***Please note, due to the ongoing COVID-19 pandemic we have instituted additional health care policies which will be shared by your Site Coordinator prior to the start of the school year and updated as necessary throughout the year. We appreciate your help in keeping our community safe.***

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### IN THE EVENT OF ILLNESS

**If your child is too sick to attend school or is sent home from school due to illness**, then they cannot come to After School.

**In the event of illness while at WCCC**, your child and their belongings will be removed from the group and brought to a designated location where they will be supervised by a teacher until they are picked up. Parents/guardians will be called and an immediate pickup will be requested. (EEC regulations state parents must pick up within 30 minutes of notification.) If a parent/guardian is not reachable by phone, text, or email, the child's emergency contact will be contacted. We ask that all siblings are picked up as well. While your child is waiting, we will provide necessary food, drink, rest and comfort. Unwell children will have access to a bathroom which will be cleaned after the child's pickup or, if possible, closed for the remainder of the day until professional cleaning is performed.

In addition, if your child seems mildly ill, unusually irritable, lethargic or generally "not themselves", but shows no other symptoms, we will notify you and a joint decision will be made about whether your child should remain at After School.

**If the child's symptoms appear life threatening** (difficulty breathing, fever over 104° F, unresponsive, blue lips, incoherent), 9-1-1 will be called. The child will remain with their teacher in the school's Isolation Room while awaiting transport to the nearest hospital. If a parent or guardian has not arrived by the time the ambulance is ready to depart, the teacher will accompany the child to the hospital and stay with them until a parent or guardian arrives.

*Please do not give your child fever-reducing medication prior to attending the program under any circumstance as it may mask symptoms of illness.*

### POLICIES ON CARE AND TREATMENT & COMMUNICATION IN CASE OF EXPOSURE OR ILLNESS

The following list describes some of the most common illnesses that we see and our policies on care and treatment.

- Contagious Diseases: If your child is exposed to or contracts a contagious disease (including but not limited to COVID-19), you need to report this to the Program Director so that other parents can be notified. Contagious diseases tend to have incubation periods. For example, the incubation period for chickenpox is two weeks. Children who contract a contagious disease must stay at home

until all danger of contagion has passed. They can return to the After School Program when it has been determined that they are no longer contagious or symptomatic.

- Fever: A child with a fever (100° F +) should be kept home until the child has been fever free for at least 24 hours. (Although your child may have a normal temperature in the morning, body temperatures at that time tend to be normally low, and fevers usually return during the day.) If a child develops a fever while in the program, the child will be isolated and parents/guardians will be called to take the child home as described above in our policy.
- Vomiting: A child who is vomiting will be isolated and sent home as described in our policy above. The child should not return to the After School Program until the vomiting has stopped and until he/she has eaten and digested at least one meal.
- Rashes: Rashes may be caused by a variety of things. If your child develops a rash we will call to talk to you about it, and possibly advise you to contact your pediatrician. A child with a communicable rash should be kept home until the rash has subsided.
- Head Lice: Incidence of head lice is common in schools. If we find nits on your child, we will call you to take your child home. Your pediatrician can recommend shampoos for the treatment of head lice. Children may return to the program when they are nit-free.
- Chronic Medical Conditions & Allergies: Parents must notify the center, in writing, of their child's allergy or chronic medical condition and set up a meeting with the Program Director or Program Administrator to create an Individual Health Care Plan (IHCP) which will be authorized by the child's doctor. Parents must describe symptoms of the allergy or condition and expected treatment. We post information about allergies and conditions at each child's site and, in the case of severe food allergies, will eliminate serving that food. On occasion we might ask parents to provide special snacks. In the case of a known allergy to a chemical or other material, we will post this information and eliminate exposure in the site environment, if possible. It is extremely important that we have permission and instructions to administer life-saving medications such as antihistamines and/or an Epi-Pen (for example, in the case of a known allergy to bee stings) if necessary.
- Diarrhea: A child who has diarrhea while at the After School Program shall be sent home and may not return to the Program until the condition is under control. If your child has an allergy, condition, or is on medication which regularly causes diarrhea, please alert the staff.

*WCCC follows the Massachusetts Department of Public Health's HIV infection/AIDS policy. Copies of this policy are available in the office.*

## **SLEEP AT WCCC**

WCCC's school age programs do not offer nap time to children.

# MEDICATIONS

## DISPENSING PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

The first dose of any medication must be administered by parent or guardian at home with time allowed to ensure that the child does not have an allergic reaction. Parents must provide all medication. Medications must be dispensed following the directions on the original container, unless authorized in writing by the child's licensed health care practitioner. Any medications without clear directions on the container must be administered in accordance with a written physician's or pharmacist's order. Unused, discontinued, or outdated medications will be returned to parents. If this is not possible they will be disposed of by the Police. As noted above, each time a medication is administered, the teacher must document in the child's record the name, dosage, time, and method of administration, and who administered the medication. For children with Individual Health plans, parents with written permission from their child's health care practitioner may train teachers to implement their child's plan. A teacher may administer the first dose of an emergency medication like an Epi-Pen to a child with parental consent.

## PRESCRIPTION MEDICATION

State regulations prohibit staff from administering any prescription medication without a form signed by the parent(s), which states the type, dosage, and time at which the medication is to be given to the child. All prescription medication must be in the original pharmacy container, labeled with the name of the child who will receive it, the required dosage, and a current date. Children should always be given the first dose of medication by a parent/guardian except in the case of life-saving medications such as Epi-Pens. The teacher administering the medication documents all medication administered (or which they attempted to administer, in the event of child refusal) and indicates the medication name, date, dosage, time, and route/method of administration as well as the teacher who administered the dose. Medications are stored as recommended (room temperature or refrigerated) in the staff room refrigerator or in a backpack hung on a high hook. Controlled substances are stored in a locked file cabinet. Please contact the Site Coordinator or Program Director if your child needs to take prescribed medication at the After School Program. Please note that during the ongoing COVID-19 pandemic we are unable to provide nebulizer treatments at WCCC unless determined to be absolutely necessary.

## NON-PRESCRIPTION MEDICATION

We must have a signed physician's directive and written permission from parents before we can legally administer over-the-counter/non-prescription medication, which must be in the original manufacturer's container. The physician's permission may not state, "as needed" and must be clearly dated and state the kind of medication, dosage, and criteria for administration. Non-prescription forms are valid for one year. In addition we need a signed parental statement authoring us to follow the physician's directive in administering non-prescription medication. We will make every effort to contact parents before administering any over-the-counter medication. The teacher administering the medication documents all medication administered (or which they attempted to administer, in the event of child refusal) and

indicates the medication name, date, dosage, time, and route/method of administration as well as the teacher who administered the dose.

Parental authorization only is required for administration of non-prescription medications such as sunscreen, various ointments, lip balm, etc. While not a medication, we do require parental permission to allow children to apply insect repellent and hand sanitizer. Teachers receive training in the recognition of common side effects and adverse reactions of various medications, as well as potential side effects of specific medications. Unused portions of medicines will be returned to parents at the end of the dosage period.

## **ANTIBIOTICS**

A child taking antibiotics for a contagious condition such as strep throat may return to the After School Program after receiving at least 24 hours of antibiotics. A child on antibiotics for a non-contagious condition may return to the After School Program as soon as the child feels well enough. The Program Director should be notified so that other parents can be alerted as stated in our above Health Care Policies.

## NOTIFICATIONS TO PARENTS

WCCC's After School Program is licensed in accordance with the regulations set by the Massachusetts Department of Early Education and Care (EEC). We are required to notify parents of the following policies:

### **BEHAVIOR MANAGEMENT**

The After School Program focuses on promoting the spirit of cooperation and mutual respect among children. The staff uses positive reinforcement and redirection in helping children with inappropriate behaviors. If this intervention does not work, a child will be asked to sit out to calm down. Younger children will sit out between three and no more than ten minutes. Older children who can communicate their needs will rejoin the group when they feel they are ready.

Staff will then discuss with the child why the behavior was inappropriate and respond. Verbal discipline will center on the specific nature of the inappropriate behavior and methods to prevent a recurrence in the future. If the disruptive behavior continues, the parent will be informed and their cooperation requested.

The After School Program follows the guidelines for disciplining a child as established by the Department of Early Education and Care (EEC). The purpose of discipline is to ensure 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 timeouts

## **TERMINATION AND SUSPENSION POLICY**

Children enrolled at the WCCC After School Program and their parents agree to follow WCCC's policies and rules. The rules for WCCC will be fair, reasonable, and age appropriate for children. WCCC will make every effort to resolve issues within the program day, and inform parents of the events that occur at school. 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.

If a child is suspended or terminated from the program, WCCC will prepare the child for termination in a manner consistent with the child's ability to understand. The termination and suspension policy applies for the extreme situations described below.

### **Reasons for Suspension and Termination include:**

1. Physical or verbal abuse (or threats thereof) towards staff or other children.
2. Willful destruction of property belonging to WCCC, the school, or other students or staff.
3. Leaving the program without permission or otherwise jeopardizing safety.
4. Endangering or causing harm to self or others.
5. Making false accusations against another student or staff member.
6. Violating a student or teacher's civil rights.
7. Use of force in dealing with conflict.
8. Possession of controlled substances or weapons.
9. Inappropriate touching of students or staff.
10. Nonpayment of tuition as determined by the Executive Director and the Business Manager (see contract conditions).
11. Not completing required documents for entry into the program

*Children may also be terminated for behavior of their parents/guardians/authorized adult pickups.*

### **Consequences for not following WCCC rules follow:**

1. First Infraction: Verbal notification will be given to the parent/guardian in the presence of the child. Children will be encouraged to describe what happened and/or WCCC teachers will state what happened and when. It will be at the discretion of the directors and teaching team whether an immediate phone call at the time of the event is required or if a conversation at the end of the

day is sufficient. A note indicating that the parents were notified and a description of the incident will be put in the child's file.

2. Second Infraction: Written Notification will be given to parents by the WCCC staff. The parent will sign that the notification has been read. One copy will be given to the parents and one will be put in the child's file.

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.

## **CHILDREN WITH DISABILITIES**

WCCC accepts applications for children with disabilities. We welcome and will make reasonable accommodations to serve a child with a disability. In determining whether accommodations are reasonable and necessary, WCCC will, with parental 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, and any special equipment needed to serve the child.

Within 30 days of the receipt of 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 of Early Education and Care (EEC) review compliance concerning the decision.

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

## REFERRAL SERVICES

The Executive and Program Directors will act as center liaison for each child with a disability. 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. They occasionally spend time at sites in order to offer support to the staff.

If a parent believes that a child needs an evaluation, the Center may refer her or him 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 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 both the Program and the Executive Director. 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, one of the Directors 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 Directors 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 Directors will, with parental permission, contact the agency or service provider who evaluated the child for consultation. 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 Directors will maintain a list of current referral resources in the community for children in need of social, mental health, educational or medical services. The Executive and Program Directors 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 Early Intervention Program in the child's town of residence that the center is serving a child with a disability.

## **SOCIAL SERVICE PLAN**

Staff may take the following steps to provide services to a child or family in need. If a parent or child appears to be in need of services but the child is in no way at risk, then the Program Director will make an appointment with the child's parent(s) to discuss the situation and make any necessary referrals. If a child appears to be abused or neglected, the Program Director will notify the Department of Children and Families (DCF) pursuant to M.G.L.C. 119, s. 51A, and the Department of Early Education and Care (EEC) pursuant to 102 CMR 11.06:12b. We will also contact the Department of Early Education and Care (EEC) upon learning that a 51A report has been filed alleging abuse or neglect of a child while in the care of WCCC or in a program related activity. Allegedly abusive or neglectful staff members will not work directly with children until an investigation by the Department of Children and Family is complete. The Director and staff will be available during the investigation process.

## 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, Police will be called. It is WCCC policy to have teachers discuss concerns of abuse and neglect with the Executive Director and/or Program Directors. 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

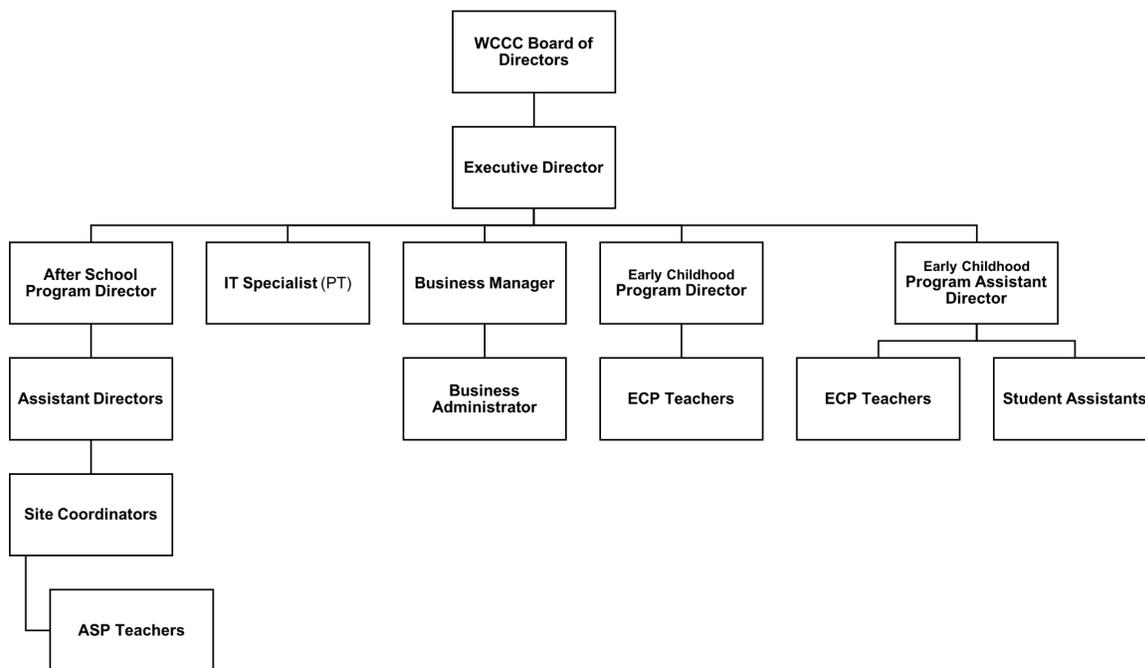
Between 9:00 a.m. and 5:00 p.m.

(781) 641-8500

### **DCF 24-HOUR HOTLINE**

(800) 792-5200

# ADMINISTRATIVE STRUCTURE



## Administrative Supervision of the After School Program

The Director and Assistant Directors are responsible for supervision of the After School Program and work alternating staggered shifts to ensure complete coverage.

At each site there is an in-ratio site coordinator responsible for overseeing the site’s daily operations. Should the site coordinator be absent an administrator from the program will step in to perform their duties.

## WCCC is licensed by the Massachusetts Department of Early Education and Care

### *Department of Early Education and Care - Central MA Office*

Licensor: Karen Lessard  
 324-R Clark Street, Worcester, MA 01606  
 (508) 798-5180  
 Monday - Friday, 9:00 a.m. - 5:00 p.m.

*Parents may contact EEC for information regarding the program’s compliance history.*

EEC requires that parents be informed of the following:

## **EMERGENCY PREPAREDNESS**

### **EMERGENCY POLICIES AND PROCEDURES**

All WCCC After School Program teachers possess at least EEC Group Leader qualifications and are certified in First Aid, CPR, and AED. Teachers routinely check for hazards in the program environment, and monitor the children's play to minimize harm or injury. Exit signs are posted above all doors leading out of rooms and with direct access to the outdoors. When a child requires first aid treatment, teachers respond according to their training. All accidents and incidents are logged, dated and signed by a teacher, shared with the parent, and sent to the EEC when required. First aid kits, cellular phones and emergency phone numbers are available at each program location and are taken on all buses used to transport children. In the event of serious injury whether at the program or on a field trip, we will call 9-1-1 and a teacher will accompany the child to the medical facility determined by the emergency personnel if parent/guardian(s) do not arrive prior to ambulance departure. Every effort will be made to contact parent/guardian(s) immediately in the event of a medical emergency. If parent/guardian(s) cannot be reached, emergency contacts will be notified.

In the event of an emergency while in transit, teachers have access to a cellular phone and a first aid kit. The Executive Director, Program Director(s), and WCCC's Main Office will be notified. First aid will be administered as needed. Staff will determine whether emergency medical personnel will be called. The consent form in the enrollment packet covers these kinds of emergencies. The same procedure will be followed in the event of an emergency while children are on a field trip.

When considering evacuation or sheltering in place, the educator will follow directions of local emergency management authorities. Our first method of communication is using site cell phones; town and state emergency numbers have been programmed into the contacts. In the event of failure of cell phones each school also has a landline phone system which can be utilized to obtain information from local authorities to determine whether to evacuate or shelter in place in the event of a natural disaster.

WCCC holds evacuation drills with all groups of children and all educators at least monthly. Drills are held during different times of the program day and use alternative exits. The educator must document the date, time, exit route used, number of children evacuated and effectiveness of each drill (length of time from "alarm" to evacuation meeting spot). Evacuation routes are posted next to the door of each room used by the program. Maps as well as written instructions are provided.

Should WCCC need to evacuate the building occupied by the program for any reason, groups will meet at the designated meeting location and then proceed on foot to the evacuation location for pick-up by parents/guardians. Parents/guardians will be notified as described in the Evacuation/Catastrophe Plan.

Our designated evacuation locations for each site are as follows:

Bates would proceed to Hardy Elementary School.

Fiske would evacuate to Harvard Vanguard Medical Associates.

Hardy would proceed to Bates Elementary School.

Hunnewell would proceed to the WCCC Early Childhood Program.

Schofield would proceed to Temple Beth Elohim or the Warren Building.

Sprague would proceed to Wellesley Middle School.

Upham would proceed to Baets Elementary School.

Per EEC regulations, WCCC must have a written plan detailing procedures for meeting potential emergencies including but not limited to missing children, the evacuation of children from the program in the event of a fire, natural disaster, loss of power, heat or hot water or other emergency situation.

In the event of **loss of power, water or heat**, we will contact the Wellesley Fire Department to inquire about the expected length of the outage and ask for direction regarding sheltering in place or evacuating the building. In the event of an evacuation we will follow our evacuation/catastrophe plan and call parents to pick up their children from our evacuation location. Should sheltering in place be recommended, we will call parents to pick up at the school and keep children calm, safe, and engaged in activities while waiting.

In the event of loss of water, we maintain a supply of bottled water and hand sanitizer for use by children and staff.

In the event of loss of heat during cold months, children will don winter clothing while waiting for pickup.

In the event of loss of power we will use natural light from the windows within the building. Cell phones are kept well-charged but the school also has a landline phone that can be utilized for updates and parent/guardian communication.

Should there be **an emergency that prevents children from being picked up**, WCCC staff will remain with the children and keep them calm and safe until parents are able to arrive. WCCC maintains a supply of bottled water and food normally eaten as snacks. If we cannot get in contact with parents for an extended period of time the town's Police Department and state Department of Children and Family Services (DCF) will be notified.

In the event of a **missing child**, depending on the circumstances, the following will happen:

- A teacher will notify other teachers at the site that a child is missing and ask for help looking for the child. The Program Director (or designated alternative out-of-ratio supervisor), WCCC's Main Office, and the child's parents will also be notified.
- One teacher will remain with the children and will ask for help as needed
- The Wellesley Police Department will be called if the child is not found in a timely manner (entered in site phones as "Ambulance").
- EEC will be notified of the situation.

Teachers will follow the **fire** safety plan in the event of fire.

In the event of a **natural disaster**, we will contact the Wellesley Fire Department and/or the Massachusetts Emergency Management Agency's (MEMA) 24x7 Communications Center (508-820-2000) for support and coordination. Educators will inquire about the expected progression of the disaster and ask for direction regarding sheltering in place or evacuating the building. In the event of an evacuation we will follow our evacuation/catastrophe plan and call parents to pick up their children from our evacuation location. Should sheltering in place be recommended, we will call parents to pick up at the school and keep children calm, safe, and engaged in activities (if possible) while waiting.

## **FIRE SAFETY PLAN**

In the event of a fire or activation of fire alarms/carbon monoxide alarms, teachers will lead students out of the building using the nearest exit and proceed to the site's designated meeting spot. Teachers will bring attendance clipboards (including attendance sheet and parent/guardian(s) contact information), first aid kit (including any medication), and site cell phones. Parent/guardian(s) will be notified of the situation and asked to pick up if the building is not promptly cleared by the Wellesley Fire Department and we will evacuate following our Evacuation/Catastrophe Plan. In this event we will proceed to our designated evacuation locations.

The alarm systems within the Wellesley Public Schools will automatically contact the Wellesley Fire Department for immediate response. There are also Fire Boxes in each school which will be pulled by staff. Once evacuation teachers will call 9-1-1 to ensure prompt response.

*August 2021*

## **EVACUATION/CATASTROPHE PLAN**

A catastrophic emergency would be broadly defined as any event that necessitates the evacuation of one of the buildings we occupy 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, or any other reason that the town's Fire Department or the Police determine that we should not remain in the building. We will follow WCCC's plan for catastrophic events.

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

1. ASP Director and Assistant Directors
2. Site Coordinators
3. Teachers

### **PROCEDURES**

1. The Fire Box, located in each of the buildings in which we operate, 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 in the case of fire or smoke, if for some reason the alarm is not operating, the firebox handle will be pulled.
2. Initially WCCC will follow the current evacuation policy which ensures that all children will be in the agreed upon meeting places. Teachers will bring the site phone, the attendance clipboard (including parent/guardian contact list) and the first aid kit, including all child medications. Children will be led out the designated exit using planned and posted escape routes and walked to the designated meeting area. Head counts and a name-to-face roll call will be taken to ensure all children are present. Children will stay with their teachers until the all-clear signal is given. The all-clear signal is only given once the PIC is sure that all children are present.
3. If paramedics are needed, Police or the Fire Department will make the assessment for medical assistance.
4. 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.
  - b. Possibility of and expected time for returning to the building.
  - c. A plan for parent/guardian(s) to safely pick up their children.
5. If the emergency only affects the program's building and we must relocate, PIC will request that snack food be made available if we are expected to be waiting a long period of time.
6. If a parent/guardian(s) needs to be notified, the PIC and a designated teacher will call. Copies of all parent/guardian phone numbers and emergency numbers are kept on file at WCCC's Main Office and all program locations. The Program's cellular phones will be available for use.
7. If there is a town-wide emergency, we will follow the instructions given by emergency personnel for evacuation to the safest place and then notify parent/guardian(s) as soon as possible.
8. Teachers and the Directors will stay until all children have been picked up.
9. Parent/guardian(s) 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.

*September 2020*

# **WCCC & 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 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/operator, in this case WCCC) in regard to their work with parents. A summary of the required parent information, rights, and responsibilities follows.

## **PARENT COMMUNICATION**

WCCC communicates with parents in a variety of ways including via email, telephone, surveys, and newsletters which include parental advisory information. Parents can request “in-person” meetings to be held on Zoom or via FaceTime.

For parents whose primary language is not English or if a parent requires alternative communication, WCCC will contact Wellesley College to see if a translator might be available or if a recommendation could be made for a translator. Staff will also utilize technology such as Google Translate and Kaymbu to communicate. The Kaymbu system has a translator function built into the software program.

## **PARENTAL INPUT**

The licensee (WCCC) 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.

## **MEETINGS WITH PARENTS**

In EEC licensed 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 site 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. We utilize FaceTime and Zoom for these meetings.

## **PROGRESS REPORTS**

School-age children should receive progress reports at least once per year at the midpoint of the child's program year 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 school-age child has been diagnosed with disabilities, you should receive a written progress report at least every three (3) months. Program staff must bring special problems or significant developments to your attention when they arise.

## **PARENT VISITS**

You have the right to visit the site 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 to 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.

## **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.

## LUNCH & SNACK SUGGESTIONS

WCCC recommends that parents visit <https://www.nal.usda.gov/fnic/child-nutrition> for resources related to nutritional standards that may assist the preparation of children’s snacks and lunches. Our goal is to make lunch and snack successful and nutritious times of the day. Children often prefer a variety of choices, we recommend sending more than one option for lunch.

<b>Sandwich Variations</b>	<b>Vegetables</b>	<b>Fruit</b>	<b>Bread and Grains</b>
Tuna	Squash	Grapes	Pancakes/Waffles
Cold Cuts	Beans	Peaches	Cereal with Milk
Chicken Salad	Peas	Kiwi	Fruit or Vegetable Bread
Grilled Cheese	Carrots	Banana	English Muffins
Soy or SunButter	Potatoes	Watermelon	Corn Bread
Cream Cheese	Tomatoes	Honeydew	Rice Cakes
Jelly	Bell Peppers	Cantaloupe	Crackers
Egg Salad	Broccoli	Apples	Whole Wheat Bread
Hummus	Sweet Potatoes	Pears	Bagels
<b>Leftovers</b>	Corn	Apricots	Rolls
Pasta	Cauliflower	Prunes	Pita, Flatbread or Tortilla
Casseroles	Beets	Raisins	Corn Chips
Mac & Cheese	Asparagus	Oranges	
Soup	Cucumber	Clementines	<b>Dairy Products</b>
Lasagna	Avocado	Mandarins	Cheese
Meatballs or Meatloaf	Edamame	Pineapple	Yogurt
Beans		Strawberries	
Fish		Blueberries	
Rice		Raspberries	
Chicken Nuggets			
Meats			
Pizza			
Eggs			

