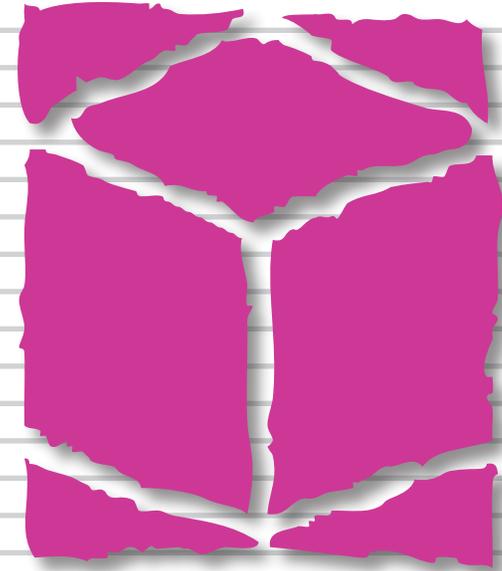




NEEDHAM CHILDREN'S CENTER, INC.

parents



handbook

**781-449-4486**

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office@needhamchildrenscenter.com  
(Fax) 781-449-9308

*Please call us or stop by the office at any time with  
your questions and suggestions. You are always welcome!*

[www.needhamchildrenscenter.com](http://www.needhamchildrenscenter.com)

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**NEEDHAM CHILDREN'S CENTER, INC.**



## NEEDHAM CHILDREN'S CENTER, INC.



**THE NEEDHAM CHILDREN'S CENTER, INC.  
IS ACCREDITED BY THE NAEYC ACADEMY  
OF EARLY CHILDHOOD PROGRAMS (NAEYC).**

Needham Children's Center, Inc. is recognized for consistently meeting or exceeding the national standard of child care excellence set by the National Association for the Education of Young Children.

### WELCOME TO NEEDHAM CHILDREN'S CENTER

We are a full-time child care center; fully insured, and licensed by the Commonwealth of Massachusetts Department of Early Education and Care. We offer care in five separate programs: Infants, Toddlers, Preschool, Pre-Kindergarten and Afterschool (grades K through 5 including transportation), and a Summer Program for children entering grades one through four.

### INTRODUCTION

We are glad that your family has chosen to enroll in our program. Needham Children's Center (NCC) has a long history of quality care and a strong commitment to children and their families. Needham Children's Center, Inc. opened in September 1980 in The First Parish Unitarian Church, enrolling twenty preschoolers and four toddlers. In 1981 NCC was approached by The First Baptist Church to expand our programs to include infants, toddlers and preschoolers. In 1984 our afterschool program was added.

Open twelve months per year, Monday through Friday from 7:30 to 6:00 daily, we aim to meet the needs of families requiring quality care outside the home. The afterschool program is open from the week that public school starts through Friday of the week that public school ends in June. NCC maintains a staff of responsible, fully qualified teachers and assistants. NCC does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, marital status, disability, sexual orientation or national origin.

### PROGRAM PHILOSOPHY

We offer a quality program for children and their families which recognizes the holistic development of young children. We promote their cognitive, social, emotional, and physical growth and provide a stimulating environment with positive, nurturing care and a developmentally appropriate curriculum. NCC provides a variety of experiences and activities designed to encourage children to learn about themselves, their friends, and their surroundings. These include small

and large group experiences, quiet times, and active play, as well as indoor and outdoor activities in keeping with NAEYC criteria and the Massachusetts Core Competencies for early childhood education.

Our outdoor play areas are spacious and designed with safety as a primary consideration. Our equipment is continually updated to meet the developmental needs of our children. It allows children to develop and test their skills with graduated challenges that are appropriate for our children's ages and stages. The playgrounds' designs accommodate our children's needs for gross motor skills activity.

Our commitment to good nutrition is reflected in the mid-morning and mid-afternoon snacks served to the children. We work closely with our health care consultant and a nutritionist to meet the needs of growing children.

### STAFF QUALIFICATIONS

Our administrators and faculty meet and most exceed the qualifications for their respective positions set by the Commonwealth of Massachusetts Department of Early Education and Care and NAEYC. Along with their training and experience in early childhood education, each has an understanding of and compassion for the individual child. Our hard work and dedication have brought NCC to where it is today, providing excellent child care and maintaining a high level of quality.

NCC has master trainers on staff and provides professional training opportunities and access to conferences and workshops as well as planning time for all teachers. We encourage all teachers to further their education in the field of early childhood education.

### PROGRAM DESCRIPTIONS

#### *Open Window:*

The Open Window Project is an exciting, enhanced visiting curriculum that comes to each program including infants once per month. Lessons are developed based on their ages and stages in content and activity at a level they can understand. On-going explorations are expanded in our classrooms and leave lasting reminders of a fun visit and the possibility of more adventure...just outside the window.

#### *Explorer Club:*

In the weeks leading up to a transition to a new program within NCC, your child, along with a small group of friends, will visit the new program as part of the Explorer Club. This exciting club will give your child the opportunity to explore the new classrooms and playground and meet the children and teachers. You will receive a note each day that your child visits his/her new program. Each program at NCC from Infants through K-5 Afterschool is a natural progression from one program to the next. Explorer Club is a special way for children to explore moving to the next level re-acquainting with friends and making new ones.

### **Infants:**

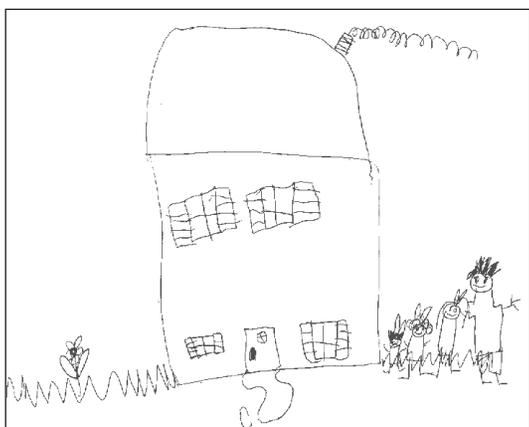
Our infants are our littlest learners. Even from these early stages they gain from their experiences. Our program is small and inviting. Each day when parents and infants arrive, we make time for a friendly chat. Each child is on an individual schedule and we welcome input from the parents regarding any part of their child's day. There is plenty of opportunity to explore and grow within the infant environment while learning about our friends and ourselves. We work closely and in harmony with families to ensure the best possible care. There is always plenty of love, affection and praise.

### **Toddlers:**

Our toddlers are a special, curious group of people. They are mobile, talkative, thoughtful, social and very curious. They need a special space and our developmentally appropriate "See What I Can Do" curriculum is created just for them. Our program provides a challenging and safe environment geared towards exploration and learning through play. Toddlers are often so delighted at the simplest things; a rainbow on the wall, putting a matchbox car through shaving cream and they love learning about those little creatures such as bugs and fish. We paint, sing, participate in water play, work on self-help and sharing skills, and, of course, engage in the fine art of conversation.

### **Preschool:**

Our younger Preschoolers are excited and enthusiastic about learning. Here we emphasize social, self-help and academic skills development. The children's days include ample time for art, dramatic play, music, science, early mathematics and literacy, social studies, language arts and listening opportunities, supervised free play and outdoor time. The early preschooler learns by doing and, in Preschool, s/he is encouraged to do so. Children may enroll for the full day program or 9 to 3 program.



### **Pre-Kindergarten:**

Our Pre-Kindergarten program is specifically designed as a school readiness program which follows the NAEYC curriculum criteria and the Massachusetts Common Core Standards for Education. The children participate in circle time, arts and crafts, social studies, math, literature, science, music, walks, local

field trips and meetings with special guests and long term projects. We encourage children to learn about themselves, their friends and environment through play, activities and discussion. Pre-Kindergarten's curriculum reinforces and facilitates children's natural curiosity which in turn fosters school readiness. Children may enroll for the full day program or the 9 to 3 program.

### **Kindergarten:**

Our Kindergarten program is fun and neighborhood-like. Our environment is the perfect compliment to each kindergartner's school day. Activities are curriculum based, developmentally appropriate and provide ample time for in-depth exploration of topics. Curriculum includes a strong emphasis on the local and global community including maps and world cultures as well as reinforcing the academic and social skills taught in Kindergarten. Our teachers follow NAEYC and Massachusetts Common Core Standards for Education. We believe in the importance of play in the development of creativity and leadership. Kindergarten also offers an 11:30 to 3:30 option.

### **Afterschool:**

Designed for children in the elementary grades including our Kindergartners, our Afterschool program is friendly, inviting and child-centered. We provide transportation from the local schools by Center van and contracted service. Upon arrival in the afternoon, children are offered healthy snacks and a meeting time. Our teachers respect the power of play and foster the development of children through a carefully planned, flexible program. Our children may choose to participate in a variety of activities including cooking, arts and crafts, games, sports, homework and field trips. Throughout the year clubs are formed to explore a topic in depth for a specified number of weeks. Enrichment activities include working with computers, photography, the environment and community service. Staff design enriched learning environments where children are encouraged to contribute to the formation of rules and are empowered to express their ideas while learning to respect the contributions of others. NCC Afterschool is open on no-school days, early release days and delayed openings. During school vacations and on early release days special plans are made including field trips, special lunches and full day projects.

### **Summer Program:**

Children entering grades one through four may enroll in a summer program where the day's events and field trips follow a weekly theme. Destinations from past summers include Ward's Berry Farm, McGolf, The Children's Museum, The Southwick Zoo, Duck Tour, Public Garden and Swan Boats, PawSox game, Fenway tour, local playgrounds, hiking as well as Needham community sponsored events such as "Arts in the Park". Many afternoons are spent at a local pool facility or sprinkler/water park. The NCC Summer Program, through sports, field trips, arts and crafts makes each child's summer a fun-filled, unforgettable experience.

## SPECIAL EVENTS AND FIELD TRIPS

Special events are always a highlight for children. A Holiday Open House, A Spring Art Show, Family Swim Night and the Annual NCC Family Picnic bring all of the NCC community together to enjoy out of classroom time. The first NCC Picnic was held in 1981. This is a standing tradition and many alumni join us for this event held at DeFazio Field Tot Lot in June each year.



Parents are always welcome in the classroom and are invited to special celebrations during the year such as parent open house, Harvest breakfast, Afterschool Halloween party and spaghetti dinner, the Halloween stroll and annual Talent Show.

During the year, field trips are scheduled to such destinations as: Wheelock Family Theater, apple-picking, Owen's Poultry Farm, Blue Hills Trailside

Museum, the zoo, The New England Aquarium to name a few. Details for current field trips will be distributed by the lead teacher in each program.

### **Special Guests:**

We schedule visits from specialists such as a dentist to discuss good oral health, firefighter or police officer to talk about safety and other artists and specialists. We work closely with the Needham Community Council and other civic groups to continue our strong focus on community service and involvement.

### **First Aid for Parents of Young Children:**

Pediatric CPR and First Aid for staff and parents is available through a certified instructor. The focus of this course is first aid for the young child; we recommend it strongly to all parents.

## OPTIONAL ACTIVITIES

### **Ballet:**

Interested Preschool and Pre-Kindergarten parents may sign children up for on-site ballet classes. Fall and spring sessions are held with a "peek week" at the end of each session for parents and friends to attend.

### **Computer Tots:**

Children enrolled at Preschool and Pre-Kindergarten may participate in a computer class geared to their age group. An instructor comes to NCC each week and through interactive games and educational software, introduces problem solving, social and cognitive development through the use of technology.

### **Gymnastics:**

A gymnastics class is held on site at both locations each week. Interested children ages 2 and up may sign up for one or more sessions. Children are introduced to tumbling, creative movement and developmentally appropriate gymnastics equipment by trained instructors.

**Note:** Optional activities may have a class limit. Fees are paid directly to the organization providing the class at NCC.

## PARENT INVOLVEMENT

### **Newsletter:**

Newsletters are sent out monthly via email or hard copy to all NCC families. You will receive Directors' Notes, timely topics, updates on happenings and center wide events. Please be sure your current email is on file in the office via [office@needhamchildrenscenter.com](mailto:office@needhamchildrenscenter.com). Additionally, each program writes a newsletter and calendar each month. Make sure you print it out and check it daily.

### **Parent Conferences and Progress Reports:**

Parent conferences are held twice each year during which time parents are invited to meet with their child's teacher(s). A conference can be arranged whenever requested by a parent. Progress reports are written every three months for infants, twice yearly for toddlers, preschool and pre-kindergarten and once, mid-year, for school aged children.

### **Parent In-Put:**

Parents are welcome to comment to the office, both verbally and in writing, on NCC's policies and programs. If a written response is requested, it will be provided by NCC. Once per year a written evaluation survey is distributed to each family.

### **Parent Library:**

We have a parent library in the office containing books on parenting, child development, discipline, and other topics which are available to be used at any time. We encourage parents to visit the Parent Resource Area located at the Needham Public Library.

### **Parent Visits:**

NCC permits and encourages parents to visit the Center and their child's room while their child is present.

### **Parent Events:**

Parent nights are held within individual programs throughout the year. Special programs may include topics, such as ages and stages, down to earth discipline, first aid for parents of young children, parent coffee hours, informal discussions with staff.

## PARENT REMINDERS

### **Sign-in & out:**

The attendance procedure provides written evidence that a child arrived or departed at a specific time. Your cooperation will help us maintain safety for your child. You must sign your child in and out daily. Please acknowledge your child's teacher during drop off and pick up.

### **Attendance:**

Parents are requested to call NCC in the morning if their child will not be attending. K-5 parents must call by 10 am.

### **Departures:**

If your child is to go home with someone other than you or another authorized person, you must notify NCC in advance in writing. This is for your child's protection and must be strictly enforced. A staff member will ask the individual picking up your child to show photo identification.

### **Drop-off:**

NCC opens at 7:30am. Parents may not drop off at NCC earlier than 7:30 am. We request that Toddlers are not dropped off during rest time.

### **Clothing:**

Please dress your child appropriately for the weather and the activities in which she/he will be involved. Label all clothing and belongings with your child's name. NCC will not be responsible for unlabeled or lost belongings.

**Note:** A seasonal change of clothing must be left in your child's cubby to be used in the event of spills or accidents.\*



### **Diapers:**

Parents are required to bring diapers for their children for all programs except Toddlers. NCC purchases diapers for the toddlers and you will be billed monthly. The cost reflects the cost of the diaper, changing paper, gloves, and wipes. We cannot accommodate cloth diapers. The cost is subject to change.

**Note:** Our diapering policy is in keeping with the regulations set by the Commonwealth of Massachusetts\*

Which include the following and state that: 1) a supply of clean, dry diapers adequate to meet the needs of the children is maintained; 2) each child's diaper is changed when wet or soiled; and 3) a disposable covering is used on the changing surface. Parents of infants and Preschool age children are required to provide diapers if needed.

### **Nap-time sheets:**

Parents must bring a labeled crib sheet if your child rests at NCC. Sheets are to be taken home to be cleaned at least weekly, but more often if soiled.\*

### **Toys from home:**

Although stuffed animals are welcomed at NCC for rest/sleep time, we ask that other personal toys be left at home in an attempt to avoid loss or breakage. Also, sometimes it is difficult to share them successfully among a group of children.

### **Mailboxes:**

Each child has a mailbox outside of his/her program. Parents should check it daily.

### **Parking lot:**

For the Infant, Toddler, Pre-Kindergarten and Afterschool programs, all vehicles are to be parked only in the parking lot which can be accessed from Dedham Avenue or metered spaces on Great Plain Ave. For the Preschool program, all vehicles are to be parked only in the public parking lot on Lincoln Street or metered spaces on Dedham Ave. For the safety of all do not leave unattended vehicles running.

### **Cell free zone:**

Cell phones must not be in use within the NCC buildings or playgrounds when dropping off or picking up your child.

### **Injury reports:**

Each program maintains a log which parents must sign in the event that their child is injured at the Center.\*

### **Policies:**

All policies are subject to change without notice.

## ADMISSION

In order to enroll at the Needham Children's Center, Inc., a parent must first interview with a director or designated staff person and return the enrollment packet, including a non-refundable application fee.

Upon acceptance into NCC, based upon available space, parents are required to



pay the last two weeks' tuition in advance. NCC maintains a file for each child and the staff will inform parents as to what information must be included in it. Notice of termination from NCC must be in writing four weeks prior to the child's last day at NCC in order to apply that initial payment. As other stipulations may apply, please check the enrollment forms or with the office.

## CALENDAR

Needham Children's Center, Inc., will be closed on the days that the following holidays are celebrated: Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Day, New Year's Day, and the week in between (the Center will close at 12:30 on Christmas Eve), Martin Luther King Day, President's Day, Patriots' Day, Memorial Day, Independence Day, and the week preceding the opening of the Needham Public Schools. Note: If New Year's Day falls on a Thursday, NCC will reopen the following Monday, if December 24th falls on a Monday NCC will be closed. If July 4th falls on a Tuesday or a Thursday NCC will be closed on that Monday July 3rd or Friday July 5th as well.

NCC will be closed for our Professional Day. This will be held the second full week in March. We will rotate the day each year and will post this in our calendar each September.

NCC will close at 4:00 on the day before Thanksgiving and July 3rd. Please be sure to mark these days on your personal calendar

## TUITION

Tuition payments for all children are due on the first Monday of each month. No tuition is due for the week NCC is closed in August. Payments are due before your child is left at NCC and delinquency in payment is unacceptable.

Tuition more than one week late will have a \$25.00 late fee added for each week that payment is late. A \$30.00 fee will be charged for any returned checks. Failure to rectify past due accounts will lead to immediate dismissal of the child from NCC. Needham Children's Center, inc. reserves the right to refuse admittance to any family whose account is not current.

If your child adds an extra day, with permission, a check must be left that morning with a teacher. Parents may only drop days if the program is full and someone is waiting for that space. There are no make-up days or switch days available. Families with two or more children enrolled 5 days, full time are entitled to a 5% discount off of the lower tuition. This policy does not apply to the Afterschool at NCC, the Summer program or the 9 to 3 program. Your check for the last two weeks' tuition guarantees your space and is not refundable; it will be credited toward your child's last two weeks at NCC, provided that she/he has been in attendance at NCC for a minimum of six months and the family has given the required four weeks written notice of termination. Children enrolled less than six months who terminate forfeit

the last two weeks credit. The last two weeks' tuition for children enrolled in K-5 is applied each year to the last weeks that the program is open in June. Children who leave the K through 5 Afterschool program during the school year or drop days forfeit the tuition credit and are assessed a transportation reimbursement fee.

## LATE PICK UP POLICY

NCC closes at 6:00pm. In order to maintain the 6:00 closing time, we must ask parents to pick up by 5:50pm. There is a late fee of \$1.00 per minute after 6:00pm. Late fees are billed to parents and the payment is given to the teacher who is inconvenienced.

## CHRONIC LATE PICK UPS WILL RESULT IN A TEMPORARY EXCLUSION FROM THE CENTER FOR ONE WEEK DURING WHICH TIME PARENTS WILL NEED TO FIND ALTERNATE CARE.

## SNOW POLICY

We will continue to use the Needham Public Schools as a guideline for safety. **WHENEVER THE NEEDHAM PUBLIC SCHOOLS ANNOUNCE A DELAYED OPENING OR A FULL DAY CLOSURE BECAUSE OF BAD WEATHER WE WILL OPEN AT 10:00 AM**, if at all possible. We need to be shoveled, plowed and we must check to make sure we have and will continue to have heat and electricity. Our staff needs time to arrive, as many live outside the Needham area. Please be patient and check to see that we have adequate staff before you leave.

- In the event we must close for the entire day due to weather, please check channels 5 and 7 websites under "closings"; call the NCC message or sign up for text notification from channels 5 or 7.
- If the Needham Public Schools are not in session (February vacation, staff development days) and there is a weather emergency our policy is to delay opening until 10:00 am.
- If a decision is made to close early, the opening teacher will advise you at the time that you drop off your child or a decision will be made by noon. You will be emailed and the website will be updated.
- When you arrive with your child (no matter what the weather!) you must sign your child in and enter the classroom and let the opening teacher know that your child has arrived for the day. Under no circumstances may a child arrive unattended or without an adult.
- Call NCC to check the phone message. Messages will be updated if delay

or closure.

## EMERGENCY PREPAREDNESS

The safety of all children is our priority. A copy of our emergency evacuation procedures is posted in each program and is available to parents. NCC subscribes to the Town of Needham's "Swift Reach" program and will be notified in the event of a town emergency if evacuation is required or if we are to shelter in place. In the event of an emergency requiring evacuation the children will be escorted out of the building by staff following exit routes used during fire drills. In the event that an emergency is declared by the Commonwealth of Massachusetts or the Town of Needham and NCC is open; parents will be notified and they will be asked to pick up their children as soon as possible.

Persons on the child's contact list will be called if the parent is not reachable. If an emergency is declared prior to 7:30am, NCC will remain closed until the emergency is officially over and, in the opinion of the directors, NCC can continue under



normal operating conditions.

In the event that our buildings lose utilities and the directors feel it is necessary to close, parents will be contacted to pick up their children. NCC staff and administration will work with whatever agencies necessary to

return to normal operations as soon as possible.

## EVACUATION

NCC requires that all children are signed in and out by their parents. Staff constantly monitors these sign in sheets and is aware of the number of children in their care. During an evacuation the children, along with their sign-in sheets and emergency cards, will be directed out of the building using predetermined evacuation routes to a safe previously determined area. Parents are required to leave a number where they can be reached at all times. This includes beeper, voice mail, cell phone as well as regular phone. It is a good idea to check your messages regularly.

## HEALTH CARE POLICIES AND PROCEDURES

Our specific health care policy is in keeping with the regulations set by the Commonwealth of Massachusetts and is approved by our health care consultant. All emergency and health care information is posted in each program's classroom. Our staff is trained in pediatric CPR and certified in first aid to meet requirements set by the Department of Early Education and Care. We are equipped to administer first aid to a child with a minor injury. If the injury is severe, the child will be transported to the Beth Israel Deaconess Hospital-Needham Campus. Parents will be notified and they will be asked to meet their child at the hospital. Parents are required to have on file at the Needham Children's Center a current medical form (less than one year) for their child. This form must be kept current. This form is required by the Massachusetts Department of Early Education and Care. Children must be screened for lead poisoning once they turn nine months and annually until they are four. Each child must have a current immunization record including evidence of the immunizations required by the Commonwealth of Massachusetts Department of Public Health and the Department of Early Education and Care. Parents of children in grades K-5 must either submit a current medical form or sign a statement that a current medical form is on file at the child's elementary school.

At some time during the year it might be necessary for you to pick up your child early due to illness. It has been our experience that some illnesses such as intestinal viruses, Coxsackie or Fifth's disease spread rapidly through the child and adult population at NCC. As we have a very young group of infants and often children with compromised immune systems due to allergies, asthma or other medical conditions, we must insist that families police themselves and discourage bringing a sick child or one who has been exposed to a contagious illness to NCC or back to class too soon. A child will be sent home if he/she develops a temperature above 100.7°. Please make arrangements so that a sick child will not remain at the Center (for her/his sake as well as the other children). We request that your child be picked up within one hour of receiving a phone call. Your child must be fever and symptom free, able to eat normal meals and participate in a full daily schedule for a full 24 hours before returning. Children sent home with a fever, vomiting or diarrhea may not attend the following day. Please call us if your child will not be attending the Center due to illness or has a contagious illness that needs to be reported. Some illnesses may require a doctor's note to return.

Read the following health rules carefully. We must insist on following them strictly:

**AIDS:** NCC follows the Massachusetts Department of Public Health's HIV Infection/AIDS Policy. Copies of this policy are on file in the office.

**Allergies:** We are not currently a peanut free facility. We reserve the right to designate certain classrooms as free of specific allergens to accommodate the needs of children and teachers. Please alert teachers if your child has an allergy and be sure their health records indicate proper care and precautions to be taken.

**Chicken pox:** A child who has chicken pox cannot attend NCC until after the sores have scabbed over. Your child's physician should be consulted if there is any doubt concerning his/her contagiousness during this illness. If your child has been exposed to chicken pox, you should inspect all skin surfaces for signs of chicken pox each day prior to bringing the child in to NCC.

**Conjunctivitis:** This eye infection is highly contagious and is characterized by scratchy, watery, red eyes, often accompanied by discharge. Your child's physician should be contacted. Antibiotics are usually used to treat this infection. Children must be treated to remain in care.

**Coxsackie A:** This viral infection is characterized by sore throat, fever, and often tiny blisters on palms, soles, and mouth. To avoid the spread of this infection, your child should remain at home if the fever persists and sores remain open.

**Diarrhea:** A child with instances of loose, watery stools is removed from the group and given a place to rest, if necessary. You will be called, and she/he must be picked up within an hour and may not return the following day. Your child must be symptom free and able to eat normal meals and participate in a full schedule before returning.

**Ear Infections:** Ear infections are extremely common for some children. They should be monitored closely and medicine should be administered, if necessary. Ear infections in young children can be painful. Please make sure your child can participate in a normal day prior to returning to school.

**Fever:** A child will be sent home if he/she develops a temperature above 100.7°. Your child cannot be accepted back to NCC the day after she/he has been sent home with a fever. A child must be fever-free for 24 hours before returning to NCC. The height of the fever does not relate to the seriousness of the illness. How sick a child acts is what counts. Your child must be symptom free, able to eat normal meals and participate in a full schedule before returning.

**Fresh Colds:** Any child with a fresh cold and who is not feeling up to par should remain at home.

**Head Lice:** If nits are found on your child, you will be called, and she/he must be picked up within the hour. We, or the child's physician, can recommend a special shampoo for the treatment of head lice. Children may return to NCC when they are nit-free.

**Impetigo:** This contagious skin infection is characterized by weeping, oozing blisters beginning in pimple stage and spreading rapidly. Your child's physician should be contacted immediately. Treatment with antibiotics for twenty-four hours is required before your child can return to NCC.

**Rashes:** Skin rashes have a variety of causes and may appear on any part of the body or face. Any child with an undiagnosed rash cannot attend NCC. We will

recommend that you contact your child's physician. The child may return if she/he has a physician's note. Take special note if your child presents with the symptoms of Coxsackie or Fifth's Disease as these conditions can be harmful to pregnant women or young infants.

**Respiratory Condition:** In the case of a respiratory condition, such as bronchitis, if a child has been checked by a physician and has been on medication for 24 hours, she/he may return to NCC provided they can participate in a full daily schedule.

**Strep Throat:** This condition is usually accompanied by fever, swollen neck glands, and a red throat. A child may return to NCC after treatment with antibiotics for twenty-four hours. The same applies to scarlet fever which is strep throat with a rash.

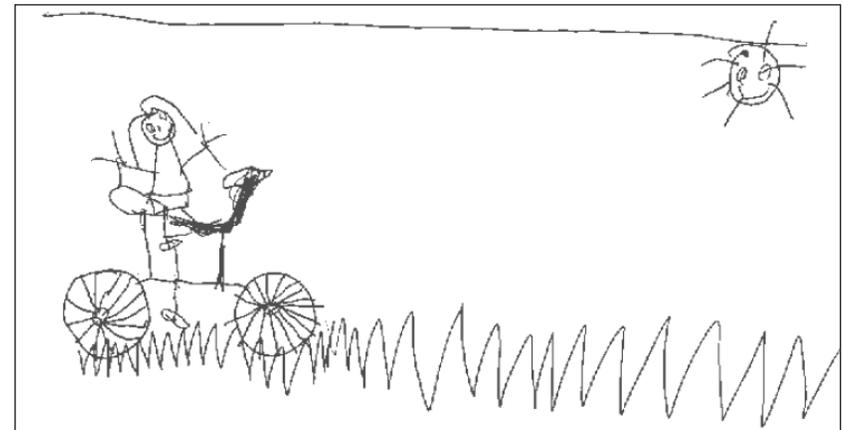
**Vomiting:** A child who is vomiting will be sent home and may not return the next day.

#### **Note:**

It is our philosophy that preventive health care fosters sound development and healthy children. Adequate and consistent sleep habits and a nutritious diet are most important for young children. Please consult your child's physician for specific guidelines. **CHILDREN ARE REQUIRED TO HAVE A PHYSICAL EXAMINATION ANNUALLY.**

## **DISPENSING OF MEDICINE**

Whenever possible medications should be administered to children at home. If it is necessary to have medications administered by staff, only medications that have been authorized by your child's doctor can be administered at the center, this includes over the counter medications. All medications must be provided by the parent except for topical first aid medications and unanticipated non-prescription medications for mild symptoms. Written parental permission must be on file before any medications can be administered. Prescription medications



must be in the original labeled pharmacy container with the original dispensing label affixed with the child's name. Over the counter medications must be in the original manufacturer's packaging. All staff complete the Department of Early Education and Care's "Five Rights of Medication" training annually.\* No staff member will administer medication contrary to label instructions without written authorization from a health care professional nor will they administer the first dose of any medication unless under emergency circumstances with parental consent. The initial dose of a medication that a child has never taken before can not be administered at the center. All medications will be kept out of children's reach and stored or refrigerated as required; emergency medications (Epi-pens, etc.) will be readily available to staff. All unused, discontinued or outdated prescription medications will be returned to the parent; if this is not possible medications will be disposed of according to Department of Health regulations. All medication dosages must be signed in on the medication sheet by a parent; the staff member administering the dosage will record date, time and method of administration. Parents will be notified whenever a topical medication is applied for first aid or diaper rash.

### **SLEEP, REST AND QUIET ACTIVITY**

Included in the daily schedule of the Infant, Toddler, Preschool and PreKindergarten programs is an extended rest, quiet activity, or sleep period. The length of this period is appropriate to the needs of the children. Children are allowed the amount of rest, quiet activity, or sleep needed. All infants are placed on their backs with no loose bedding, soft toys or pillows in accordance with SIDS prevention guidelines.\*

### **TRANSPORTATION**

Children are transported to and from NCC by parents. Children in grades K through 5 are transported to the center from school by van. If transportation is required in case of emergency a child will be transported by emergency personnel if 911 is called or via NCC van if a building evacuation has been ordered. If transportation is utilized for a field trip parents will be given details and a signed permission slip will be required. Children with disabilities will be included in all transportation plans and any necessary accommodations will be made in consultation with the parent. A full copy of the NCC transportation plan and the operating plan of subcontractors is available to parents.

## **LUNCH, SNACK AND CELEBRATIONS SHOULD PROMOTE GOOD NUTRITION**

### ***Suggestions:***

- Keep portions appropriate to your child's appetite, oversized lunches can be overwhelming
- Offer choices that are appealing to your child, nutritious in content and can be "interchangeable" so that your child will not focus on a dessert that must wait until other foods are eaten
- Cold packs are helpful in keeping yogurt and drinks chilled
- Cut up fruits, vegetables, cheese and meat in bite sized pieces to avoid choking hazards and place in small containers
- Dip for fruits and vegetables made with yogurt, trail mix
- We are not equipped to heat up lunches
- Send a spoon, fork, sippy cup or bib as needed
- Use a variety of breads or crackers, cut sandwiches with cookie cutters
- Seasonal fruits and vegetables, fruits packed in fruit juice

## **BEHAVIOR MANAGEMENT**

We use behavior management techniques such as setting reasonable expectations, offering choices and providing children opportunities to verbalize their feelings which encourage children to develop self-control through understanding. Guidance shall be consistent and based on an understanding of the individual needs and development of the child. Whenever appropriate and feasible children will participate in the establishment of rules and procedures within their programs. The staff shall direct behavior management with the goal of maximizing the growth and development of the child and for protecting the group and individuals within it. Initially, if a situation occurs and a teacher must intervene, the teacher will use redirection. If that is not a successful approach, then the child is removed from the group or situation. There is no specific time-out area. Our main focus is on positive reinforcement and the fostering of respect for oneself and a respect for others.

Under the regulations set by the Commonwealth of Massachusetts\*:

- a) Corporal punishment shall not be used, including spanking.
- b) No child shall be subjected to cruel or severe punishment, humiliation, or verbal abuse.
- c) No child shall be denied food as a form of punishment.
- d) No child shall be punished for soiling, wetting, or not using the toilet.
- e) No child shall be placed in equipment such as a crib, swing or highchair for extended periods of time in lieu of supervision.
- f) Explanation and redirection are the primary methods of correction. If a child needs time away from the group it shall not be for longer than one minute per child's age.

## RECORDS AND CONFIDENTIALITY

NCC maintains a written record for each child which is updated continually. These records are confidential and shall not be distributed or released without the written consent of the child's parent(s). The child's parent(s) shall, upon request, have access to the child's record at reasonable times.\* Parents have the right to add to or comment on information in their child's file at any time. NCC will be happy to transfer the child's record, upon written request of the parent(s), when the child is no longer in care.

## REFERRAL SERVICES

Our staff is supported by early childhood specialists who are available for consultation. Parents who request independent evaluations will be referred to qualified individuals or agencies. When members of the staff believe that a child should be evaluated, parents will be asked for written permission for their child to be observed and then a collaboration between staff members and parents will determine next steps. Referrals for additional services that may be needed by children and parents including dental, vision and hearing screening are kept on file in the office.

## TERMINATION/SUSPENSION

Once a serious issue or behavior has been established, observed and documented and parents have been notified, all informed participants will cooperate to address the issue or behavior. If NCC determines that we can neither meet nor serve the child's needs and/or those of the parent(s), we reserve the right to suspend or discontinue care. Parents will be notified in writing and informed of the availability of information and referral for other services. The child will be prepared for suspension or termination consistent with his/her ability to understand. If requested, we will give referrals for alternative care.\*

## AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA), which was signed into law in 1990, established important civil rights for individuals with disabilities. Needham Children's Center, Inc. complies with the ADA rules that went into effect January 26, 1992.

## CHILD ABUSE AND NEGLECT

We are mandated reporters of suspected child abuse and neglect. An administrator will call the Department of Children and Families when child abuse or neglect is suspected. Written documentation will be made and kept on file at the Center. The Department of Early Education and Care will be notified.

## CONSENT FOR PHOTOGRAPHS

Each parent is asked to sign our enrollment form which includes a statement regarding permission to photograph his/her child. This includes photographs and videos used on our website and internally at NCC. When we receive a request for photographs from an outside agency, such as the town newspaper, we then check the child's enrollment form for permission.



## THE NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN

Statement of Commitment As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the ideals and principles of the NAEYC Code of Ethical Conduct. To the best of my ability I will:

- Never harm children
- Ensure that programs for young children are based on current knowledge and research of child development and early childhood education
- Respect and support families in their task of nurturing children
- Respect colleagues in early childhood care and education and support them in maintaining the NAEYC Code of Ethical Conduct
- Serve as an advocate for children, their families, and their teachers in community and society
- Stay informed of and maintain high standards of professional conduct
- Engage in an ongoing process of self-reflection, realizing that personal characteristics, biases, and beliefs have an impact on children and families.
- Be open to new ideas and be willing to learn from the suggestions of others.
- Continue to learn, grow, and contribute as a professional
- Honor the ideals and principles of the NAEYC Code of Ethical Behavior The Statement of Commitment expresses those basic personal commitments that individuals must make in order to align themselves with the profession's responsibilities as set forth in the NAEYC Code of Ethical Conduct. National Association for the Education of Young Children 834 Connecticut Avenue, N W. Washington, DC 20009 NAEYC #450

**\*Note:** Policies which are regulations set by the Commonwealth of Massachusetts Department of Early Education and Care.

