



Needham Children's Center, Inc.

PARENT HANDBOOK

January 2023

NEEDHAM CHILDREN'S CENTER, INC
PARENT HANDBOOK

Table of Contents	1
Introduction	2
Program Philosophy	2
Staff Qualifications	3
Program Descriptions	3 - 5
Special Events	5
Special Guests and Community Involvement	5
Parent Involvement	5
Parent Reminders	6
Admission	7
Calendar	7
Tuition	7
Late Pick-up Policy	7
Snow Policy	8
Emergency	8
Evacuation	8
Health Care Policies and Procedures	9-10
Dispensing of Medication	11
Sleep, Rest and Quiet Activity	11
Nutritious Lunch & Snack Suggestions	11
Behavior Management	11
Records and Confidentiality	12
Referral Services	12
Termination/Suspension	12
Americans with Disabilities Act	12
Child Abuse and Neglect	12
Consent for Photographs	13
Transportation Plan	13

THE NEEDHAM CHILDREN’S CENTER, INC. IS ACCREDITED BY THE NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC) ACADEMY OF EARLY CHILDHOOD PROGRAMS and fully licensed by the Commonwealth of Massachusetts Department of Early Education and Care (EEC). Needham Children’s Center, Inc. is recognized for consistently meeting or exceeding the national standard of childcare excellence.

Welcome to the Needham Children’s Center, Inc. where we call upon the natural wisdom of young children to inform, inspire, and affect a world of kindness, compassion, active learning, and meaningful relationships for all.

INTRODUCTION

We are glad that your family has chosen to enroll in our program. Needham Children's Center, Inc (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. In 2021 the Neighborhood Nursery School joined the NCC family. Our full day child care programs are open twelve months per year, Monday through Friday from 7:45 to 5:30 daily, excluding specified holidays and two specified weeks. We aim to meet the needs of families requiring quality care outside the home. Our Afterschool program is open from school dismissal until 5:45 from the week that public school opens through Friday of the week that public school ends in June. In addition, our Summer Program is open from 8:30-4:30 with an extended day option for children entering grades one through four. The Neighborhood Nursery School at NCC follows the Needham Public Schools calendar. The Center maintains a staff of responsible, fully qualified teachers and assistants. Needham Children’s Center 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 strong 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 early childhood criteria and the Massachusetts Core Competencies for Early Childhood Education. The curriculum covers all disciplines including social studies, art, music, science, technology, math, and language. Children are encouraged to use critical thinking, cooperation, and exploration in their daily schedules at NCC. 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 playground’s designs accommodate our children’s needs for gross motor skills activity.

STAFF QUALIFICATIONS

Our administrators and faculty meet or exceed the qualifications for their respective positions set by the Commonwealth of Massachusetts Department of Early Care and Education and NAEYC. Along with their training and experience in early childhood education, each understands and has compassion for the individual child. Our hard work and dedication have brought the Center to where it is today, providing excellent childcare and maintaining a high level of quality. The Needham Children's Center Inc. has Master trainers 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 Early Childhood Education.

PROGRAM DESCRIPTIONS

Open Window:

The Open Window Project is an exciting, enhanced visiting curriculum. Lessons are developed based on ages and stages in content and activity at a level they can understand. Ongoing 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 their 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. Each program at NCC from Infants through 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 and the ever-expanding world around us. 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 developmentally appropriate curriculum created just for them. Our program provides a challenging and safe environment geared towards exploration and learning. 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. The toddlers are introduced to a classroom schedule including circle time, weekly themed activities, literature, music, and fine and gross motor play in keeping with their interests and development.

Preschool I:

Our youngest preschoolers attend Preschool I, located in the First Parish Unitarian Church. Here we emphasize skill development, with the children's day including ample time for supervised free play, outdoor play, art, music, and language and listening activities. We place importance on social and self-help skills. Academics, including colors, numbers, shapes, and letters, are introduced in a developmentally appropriate manner. The early Preschooler learns by doing and, at Preschool I, each preschooler is encouraged to do so. Friendships are formed in Preschool that will last through the school years!

Neighborhood Nursery School:

The Neighborhood Nursery School provides a loving, stimulating and safe part time preschool experience following the Needham Public School calendar where children can grow and thrive. Our program is built on the belief that young children learn through play. Our goal is to give each child a warm environment that encourages the development of socialization skills, independence, and a positive self-image, while providing a strong early childhood education. Our experienced teaching staff allow children the time, space and freedom to make choices based on their own needs and interests, so they may build a foundation and love for future learning. NNS follows the Needham Public Schools calendar and is open to children who are Preschool age by August 31st.

Pre- Kindergarten:

Pre-K is specifically designed as a school readiness program that follows the Massachusetts Common Core Standards for Education. The children participate in circle time, arts and crafts, science, music, literature, cooperative play, walks, local field trips and meetings with special guests and long-term projects. Across all disciplines we will explore other cultures, our big world and how to protect the environment. We encourage children to learn about themselves, their friends and environment through play, activities and discussion. Pre-Kindergarten's challenging curriculum reinforces and facilitates children's natural curiosity which in turn fosters school readiness.

Kindergarten and K-Prep:

We offer full-day Kindergarten for children who are age eligible and/or have completed one year of a Pre-Kindergarten program. This program is designed to focus on individualized learning by maintaining a small teacher to student ratio. Our curriculum is geared towards preparing children for elementary school and is packed with activities in math, science, art, social studies, literacy skills, phonics, literature and comprehension, language skills, handwriting, as well as small and large group work. The class follows the K12 interactive program which meets the Massachusetts standards/frameworks. Curriculum enhancements change every week and include fun activities to foster growth and learning in each area.

Afterschool K-5:

Designed for children from kindergarten through grade five attending the Needham Public Schools or St. Joseph's School, our Afterschool program is fun, low-key and neighborhood-like. Activities are curriculum based, developmentally appropriate and provide ample time for in-depth exploration of topics. Curriculum includes a strong emphasis on our local and global community including maps and world cultures, as well as reinforcing the academic and social

skills. Our environment is a perfect match to each child's school day. Activities are developmentally appropriate, curriculum based yet low key and fun. The program includes ongoing projects on a variety of age appropriate topics and themes . We provide transportation by NCC van all drivers have 7D licensure through the MA RMV. Upon arrival in the afternoon, children have a time to unwind and then engage in a meeting time. During meeting time children may choose to participate in cooking, arts and crafts, games, sports, bowling, homework, and field trips to name a few. Each year the children and teachers create clubs for in depth participation in an area of interest. Older children are given the opportunity to mentor and "buddy" with younger students in a collaborative manner. Our teachers respect the power of play and foster the development of children through a carefully planned, flexible program. NCC Afterschool is open on scheduled no-school days and early release days. During school vacations special plans are made including field trips, special lunches, and full day projects.

Summer Program:

Children entering grades one through four may enroll in our small and inviting Summer Program. Field trips are planned to local destinations and may include The Children's Museum, The Zoo, Duck Tour, the Public Garden and Swan Boats, Castle Island, WooSox game, and visiting our favorite sprinkler parks and hiking destinations. Many afternoons are spent at the Rosemary pool facility. Swimming lessons at Rosemary Pool Complex are included in the daily schedule. The NCC Summer Program, through sports, field trips and arts and crafts make each child's summer a fun-filled, unforgettable experience.

Special Events:

Special events are always a highlight for children. Each program plans individual events within the class including, but not limited to star of the week, coffee hours, friendship lunch, career day, holiday parties, as well as regularly occurring special days each month such as Hat Day, Book Day, Pajama Day and Show and Tell.

Always a highlight for children and families are the Holiday Open House, Halloween Stroll, Harvest Breakfast, K-5 Talent Show, Spring Interactive Art Show, NCC Picnic and Family Swim Night.

Special Guests and Community Involvement:

We schedule visits from specialists and work closely with the Needham Community Council and other civic groups to continue our strong focus on community service and involvement.

PARENT INVOLVEMENT

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 also be arranged whenever requested by a parent.

Parent In-Put:

Parents are welcome to comment to the office, both verbally and in writing, on the Center's policies and programs. 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 as well.

Parent Visits:

The Center permits and encourages parents to visit the Center and their child's room while their

child is present.

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 the Center 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 identification. Center staff will not release a child under any circumstances that in any person's judgment might jeopardize the safety of the child.

Drop-off: NCC opens at 7:45am. Parents may not drop off at NCC earlier than 7:45 am.

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 full 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 in the Infant Program. NCC purchases diapers for the toddlers, and you will be billed monthly for diapers, wipes and changing table paper.

Nap-time sheets: Parents must bring a labeled crib sheet if your child rests in their classroom. 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 the NCC for rest/sleep time, we ask that other personal toys be left at home to avoid loss or breakage. Also, sometimes it is difficult to share them successfully among a group of children.

E-Mail: Please check emails for important information including but not limited to tuition invoices, snow day hours, special events and celebrations. Parents should check it daily.

Cell phone: Please be sure we always have up to date cell phone and email listings in case of emergency.

Newsletters: Monthly newsletters are sent via email along with important information and reminders. Please be sure that we have accurate email addresses on file. Any suggestions or comments are welcomed by the teachers.

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. For the Preschool I program, all vehicles are to be parked only in the public parking lot on Lincoln Street or metered spaces on Great Plain Ave. For the safety of all, do not leave children unattended or unattended vehicles running.

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

Transition: The lead teacher in each program will give the specifics regarding children transitioning from one program to the next.

ADMISSION

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 to NCC, based upon available space, parents are required to pay a reservation fee in advance. NCC maintains a file for each child and the staff will inform parents as to what information must be included.

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; NCC will close at 4:00 on the day before Thanksgiving, Christmas Day, New Year's Day, and the week in between (NCC will close at 12:30 on Christmas Eve), Martin Luther King Day, President's Day, Patriot's Day, Memorial Day, Juneteenth, Independence Day (NCC will close at 4:00 on July 3rd), 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. Please be sure to mark these days on your personal calendar. The Neighborhood Nursery School follows the Needham Public School calendar.

TUITION

Tuition payments for all children are due on the first of each month. Tuition pays for the period ahead and tuition payments do not change. 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. 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. 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 from the lower tuition. This policy does not apply to the Afterschool at NCC or the Summer Program. Your reservation fee check secures your space and is not refundable; it will be applied toward your child's last month at NCC, for Infants –K/ KPrep, if she/he has attended NCC for a minimum of twelve months and the family has given the required two months written notice of termination. Children enrolled less than twelve months who terminate forfeit the credit. For Afterschool K-5: Families leaving prior to the Friday after the last day of public school will forfeit their credit and will be charged the full transportation fee. In the event of closure of the program due to circumstances beyond the control of the administration, the reservation fee will be applied to any remaining tuition balance if the proper written notice of termination has been received prior to the shutdown. There will be no refund of reservation fees. For Neighborhood Nursery School tuition payment information, please contact the NNS administrator.

LATE PICK-UP POLICY

The Center closes at 5:30 (5:45 Afterschool K-5) pm. To maintain the closing time, we must ask parents to pick up by 5:20 (5:35 AS) pm. There is a late fee of \$1.00 per minute after 5:30 pm. Late fees are billed to parents and the payment is given to the teacher who is inconvenienced.

Note: hours have been adjusted due to Covid and are consistently reviewed.

CHRONIC LATE PICK UPS WILL RESULT IN 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 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 if you have some flexibility with your schedule, check to see that we have adequate staff before you leave.

- In the event we must close for the entire day due to weather, we will send an email.**
- 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 10:00am.**
- 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, and you will be contacted.**
- 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.**
- Check your email. Messages will be updated if delay or closure. Please continue to be sure we have up to date email.**

EMERGENCY

If an emergency is declared by the Commonwealth of Massachusetts and NCC is open, NCC will follow the guidance of town or state officials. 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 7:45am, NCC will remain closed until the emergency is officially over and, in the opinion of the Directors, NCC can continue under normal operating conditions.

If 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 emergency 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 monitor the sign in sheets and are 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 always be reached. This includes voice mail, cell phone, email and alternate contact names and numbers. It is a good idea to check your messages regularly.

HEALTH CARE POLICIES AND PROCEDURES*

**Covid Addendum supersedes these policies where applicable*

Our specific health care policy is in keeping with the regulations set by the Commonwealth of Massachusetts and is approved by our health consultant. All emergency and health care information is posted in each classroom.

Our staff is trained in pediatric CPR and certified in first aid and have been trained in OSHA requirements. 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 BID Needham Hospital or the Newton Wellesley Pediatric ER; the EMTs will make the determination. 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 Department of Early Education and Care (EEC). 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 EEC.

At some time during the year, it might be necessary for you to pick up your child early due to illness. A child will be sent home if he/she develops a temperature 100 degrees or above. We will take the temperature more than once. Please plan so that a sick child will not remain at NCC (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. Please call us if your child will not be attending NCC due to illness or has a contagious illness that needs to be reported. 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. Some illnesses may require a doctor's note to return; this note must be obtained after an in-person office visit. Online or "tele doc" notes are not acceptable. Children sent home may not return on the same day even after medical clearance. 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: NCC may designate classrooms or the entire center free of specific allergens to accommodate the needs of children and educators. Please alert the lead teacher and directors if your child has any allergies and be sure his/her health record indicates proper care and precautions to be taken. All educators will be advised of proper procedures for children with allergies in their classrooms. If any child has an allergy to any food or chemical which may be used in the center, his/her name, allergy, and possible reaction if exposed will be posted in the office and confidentially in the classroom at the emergency phone numbers station. *An Individual Health Care Plan MUST be completed for all children with allergies and filed before a child's starting date.*

CONTAGIOUS DISEASE: A child who has a contagious disease cannot attend NCC until the child is at least 24 hours symptom free. Your child's physician should be consulted if there is any doubt concerning his/her contagiousness during this illness. In some cases, a doctor's note may be required for re-entry to the program. If your child has been exposed to a contagious disease you should monitor your child for symptoms each day prior to bringing the child in to the Center.

NCC follows exclusion policies set by the Department of Public Health's division of Communicable Disease Control.

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.

COVID: Please follow NCC Covid action plan.

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: After an instance of loose, watery stools, your child 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 next day.

EAR INFECTIONS: Ear infections should be monitored closely, and medicine should be administered, if necessary. If the child cannot keep up with the day you will be notified. Children must be fever free to attend.

FEVER: A child will be sent home if he/she develops a temperature of 100 or above. 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.

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 the Center 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 the Center.

IMMUNIZATIONS: All children must be immunized according to the MA Dept of Public Health schedule to attend. The parents/guardians of any child who is under immunized because of age, religious belief or medical exemption will be contacted immediately if a vaccine preventable communicable disease is present at NCC and must remain out of care until the risk is over.

INDIVIDUAL HEALTH CARE PLANS: Any child with a chronic medical condition which has been diagnosed by a licensed health care provider must have an Individual Health Care Plan on file. *This is a Department of Early Education and Care form which must be completed by both parent and doctor and submitted prior to a child's enrollment. This form must be renewed annually.*

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.

RESPIRATORY ILLNESSES: 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 48 hours, she/he may return to NCC if they can keep up with the schedule of the day.

STREP THROAT: This condition is usually accompanied by fever, swollen neck glands, and a red throat. A child may return to the Center 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.

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.

Children must be immunized in accordance with the Department of Public Health guidelines including an annual influenza vaccination. Proof of immunization must be on file and up to date.

MEDICATION:

If your doctor has prescribed a medication (prescription or otherwise) for your child, remember it is important to complete the dosage even if your child seems well enough to be off the medication. Only medications that have been authorized by your doctor can be given at NCC. The label must clearly state the name of the medication, the dosage, current date, and the child's name. The dosage should be discussed with the lead teacher or teacher in charge and you must sign the medication chart daily. Non-prescription medication, in its original container, can be administered when accompanied by a note from the child's physician. This statement shall be valid for not more than one year from the date it was signed. The parent will be contacted prior to the administration of a non-prescription medication.

SLEEP, REST AND QUIET ACTIVITY:

Included in the daily schedule of the Infant, Toddler and Preschool 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 under the age of 12 months will be placed on their backs for sleep. NCC follows all EEC guidelines regarding Safe Sleep; please address any questions to your child's teacher.

NUTRITIOUS LUNCH AND SNACK SUGGESTIONS

- Keep portions appropriate for your child's appetite
- Offer choices that can be "interchangeable" so that your child will not focus on a dessert item
- We are not able to heat up lunches
- Cold packs keep foods chilled until lunchtime
- Send a fork, spoon, sippy cup or bib as needed
- Send a variety of healthy foods such as: sandwiches on whole grain bread, pasta, vegetables, fruits, cheese, meat, yogurt.
- Do not send soda or candy

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 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.

RECORDS AND CONFIDENTIALITY

The Center 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. * The Center will be happy to transfer the child's record, upon written request of the parent(s), when the child is no longer in care.*Parents have the right to add or comment on information in their child's file at any time.

FACEBOOK AND INSTAGRAM

Our Facebook page is public and our Instagram page is private. Parents will be asked to sign a waiver before any photos are shared on either platform.

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 AND 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 the Center determines that we can neither meet or serve the child's needs nor 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 contact the Department of Social Services and The Massachusetts Department of Early Education and Care when child abuse or neglect is suspected. Written documentation will be made and kept on file at NCC.

CONSENT FOR PHOTOGRAPHS

Each parent is asked to sign our enrollment form which includes a statement regarding permission to photograph his/her child. 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 appropriate signature.

TRANSPORTATION PLAN

Transportation to and from NCC is provided by the parents.

Afterschool transportation from the Needham Public Schools and St. Joseph's School is provided by NCC vans. NCC staff driving the center owned vans have 7D licenses through the MA RMV.

All children are checked onto and from the vans by a staff member using a written checklist.

Permission for transportation to and from school and for field trips is obtained in writing from parents. Field trip transportation is by van, school bus or public transportation and is fully described per event on the field trip permission slip.

Carole Sullivan is the transportation coordinator.

**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 NAEYC Code of Ethical Conduct.

To the best of my ability I will:

- **Ensure that programs for young children are based on current knowledge of child development and early childhood education.**
- **Respect and support families in their task of nurturing children.**
- **Respect colleagues in early childhood 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.**
- **Maintain high standards of professional conduct.**
- **Recognize how personal values, opinions, and biases can affect professional judgment.**
- **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 Conduct.**

The Statement of Commitment expresses those basic personal commitments that individuals must make 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**

**Massachusetts Department of Early Education and Care
324-R Clark St
Worcester, MA 01606
508-798-5180**

All policies are subject to change without notice December 2022

Needham Children's Center
Updated Covid Policy
January 17, 2024

Illness: If a child in our care becomes symptomatic with any illness including not being able to keep up with the day, parents will be called for a timely pickup. We ask that you please continue to respect, support and adhere to our sick policies. See complete policy within the Parent Handbook. Please keep two child sized masks in bags for children ages Preschool – Afterschool.

Covid Symptoms: Any individual with covid symptoms needs to be tested

- Fever 100 or higher
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Muscle or body aches
- Cough
- Sore throat
- Nausea or vomiting
- Headache
- Fatigue
- Nasal congestion or runny nose

Covid positive individual:

Infants and Toddlers: May return no earlier than day 8. The child will need a negative Covid test and no lingering symptoms to return on day 8. No test is needed to return on day 11.

Preschool – Afterschool: May return on or after day 6 with a negative Covid test. No test needed to return on day 11.

Covid exposure:

For classroom exposures, test on day of exposure and day 6 (inform teacher of results). Preschool – Afterschool should mask inside through day 6. Monitor symptoms through day 10. Test if any symptoms develop. Consider keeping child home for two days if you believe risk is high for your child to contract Covid from the exposure.

In home exposure:

Infants and Toddlers: Keep children home for 2 days following exposure for any household Covid. Child can attend on day 3 with negative test. Test needed on day 6.

Preschool – Afterschool: Children can attend, monitor for symptoms and test on day 6. Mask inside until 48 hours after household member tests negative.

I have read and understand and will abide by the Center policies as stated in the Parent Handbook and by all policy revisions including the Covid 19 Addendum.

NCC continues to follow the State and Federal guidelines on personal protection and disinfection protocols to limit the transmission of disease including Covid-19. Despite the utmost careful attention, there is still a chance that one could be exposed to an illness due to the highly infectious characteristics of Covid 19.

I understand that NCC is doing everything possible to minimize the risk of transmission and I accept the risk. I release NCC and its employees from any liability should my child contract Covid 19.

Name: _____

Signature: _____

Date: _____