



# **PARENT HANDBOOK**

**CARTER CENTER FOR CHILDREN, INC.**

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# PARENT HANDBOOK

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## **Welcome to the Carter Center for Children**

From The Directors

Welcome to Carter Center for Children. We are pleased that you have chosen us to be part of your family's life and hope that this Parent Handbook will help you to become better acquainted with us. Our goal is to provide the best possible education and childcare for children. Our classes provide children with many opportunities to explore and discover, bringing meaning to the young child's world. CCC is both family and child centered. Carter believes that children benefit from parents and staff collaborating to provide a solid foundation for children as they grow and change.

Parents have peace of mind that while at CCC; their child is cared for in a responsive, safe environment where children can learn and play. Our goal is to concentrate on the growth of the whole child; our schedule reflects the needs of working parents; and our policies attempt to address parent concerns whenever possible.

CCC is a private, non-profit corporation, operated by an administrative staff, a professional teaching staff along with an Advisory Board of Directors. We invite you to contact for further information about our program.

Welcome to Carter,  
Peggy McDonald & Lauren Alves, Directors

## **INTRODUCTION**

### **History**

Carter Center for Children is a non-profit preschool program licensed by the Massachusetts Department of Early Education. Carter was founded in 1982 by Barbara Carr and Sheila Connolly to meet the need in the community for full day childcare. CCC continue to be open year round Monday-Friday 7:30am-6pm. The school is located in the Carter Methodist Church, 800 Highland Ave. Needham, MA, where it has served the needs of young families for over 30 years.

### **STAFF**

CCC staff consists of administrative personnel and a professional teaching staff who direct and implement CCC's daily operation. The longevity of the staff's service at CCC is a testament to their dedication to children and families. Half of our teachers have worked at CCC for 10 years or more. Due to this minimal turnover each year, families benefit from our teacher's experience, child development knowledge, continuing professional development and most importantly their kindness and consideration towards children and their families.

## **ADMISSION PROCEDURE**

### **Enrollment Policy**

CCC enrolls children between the ages of 2.3 and 6 years of age. Siblings of current or former students and children who are members of the Carter Church have enrollment preference. Thereafter, Carter begins accepting applications from the community.

Current family registration for the next year begins in the fall. General community registration begins in December. Prior to admission to the CCC program, parents should make an appointment to meet with the director and tour the center. A completed application accompanied by a non-refundable fee is required if parents are interested in having their child attend Carter. Admission depends upon availability. When a child is enrolled in the center, there is a non-refundable tuition deposit due. This deposit will be applied to your child's last contracted month at Carter.

Carter offers 2, 3 & 5 day schedules. We try to accommodate the needs of our working families wherever possible.

Carter provides an afternoon enrichment program for children that attend morning Kindergarten. A van picks up children after morning Kindergarten and transports them to Carter for the remainder of the day. When public kindergarten is closed, a full day at CCC is possible without extra charge for children enrolled on that day. Carter also offers a full day summer program.

### **Tuition Policies**

#### **Rates** (refer to Addendum)

Tuition rates are based on 12 months-September through August. Children enrolled for five days and picked up by 3:30 daily are eligible for reduced tuition as are five day enrolled siblings.

### **Payment Schedule**

Tuition is due monthly and all checks must be received by the first of the month. A late fee of \$10.00 may be assessed for delinquent payments. If you are encountering financial difficulties, please speak to the directors.

### **Late Pick Up Fee**

A late fee of \$10.00 per fifteen minutes or any part of fifteen minutes will be charged parents arriving after 6:00 pm Parents arriving after 6:15 pm will be charged a late fee of \$20.00 per fifteen minutes or any part thereof. Parents are reminded that late pickups are stressful for children and create a hardship for staff.

### **Early Withdrawal**

If a child is withdrawn before the end of the contracted time, parents are responsible for tuition until that vacancy is filled.

### **Schedule Changes**

Changes in your child's CCC schedule must be made in writing and discussed with the directors. We will attempt accommodation whenever space availability and staff scheduling can be accomplished without disruption to others.

### **Scholarships**

THE CARE FUND along with scholarship funds established through the Carter Memorial Methodist Church, provide limited resources for scholarship monies to eligible families with financial need. Applications are available in the office.

## **Non-discrimination Policy**

CCC does not discriminate in providing services to children or families, or in employment practices, on the basis of race, religion, age, sex, cultural heritage, national or ethnic origin, political beliefs, sexual orientation, marital status or disability.

## **Children with Disabilities**

CCC follows the guidelines and procedures provided by the EEC and the American with Disabilities Act, 1990, for determining whether accommodations needed to provide care at the Center for an individual child with disabilities are reasonable or would cause an undue burden.

## **CHILDREN IN THE CENTER**

### **Arrival/Departure**

Children must be brought into the classroom and greeted by a teacher when you arrive and before you leave each day. Time spent on a personal greeting with teachers lets your child know that s/he is a member of a community. If your child is not coming to the Center on a regularly scheduled day, please call the Center.

A sign-in sheet is posted at or in each classroom and you must, for your child's safety, sign in/out the time of arrival/departure and initial each time. It is your responsibility to give, in writing, any changes in emergency contact information or numbers where you can be reached.

If you are unable to pick up your child and an unauthorized person is your alternative, please be sure to call the director or your child's teacher with the name of the pick up person or your child will not be allowed to leave the Center. This policy is strictly enforced for the safety of your child. Identification will be required from anyone picking up children who are unfamiliar to the staff. Before leaving, check for personal belongings and messages in your mailbox.

### **Separation-Orientation**

This may be the first time your child has been part of a group, been cared for by someone who is not a family member or been left outside the home. The following are some suggestions to help in the transition between home and Center:

\* Visit the Center with your child at different times of the day prior to the first day of enrollment. Point out toys and activities that are appealing to h/her. Prepare your child for changes in routine.

\* Take a picture at the Center or bring home an activity your child has done while visiting.

\* Bring your child to your workplace and show h/her where you are during the day when s/he is at the Center.

\* Select family photos to bring in for classroom posting.

\* Encourage your child to bring in a transition toy such as a stuffed animal.

\* An important part of the first month's curriculum is about becoming comfortable with transitions.

\* Establish arrival routine-sign in together, put belongings into cubby; settle your child into play or with a teacher.

\* To make sure children say good bye, on first day allow ample time to stay with your child, decreasing time gradually each proceeding day. Some children need faster good byes than others.

\* Teachers are alert to making sure children say good bye and will get them involved in an interesting activity. You are welcome to call in to see how your child is doing at any time.

\* Create a familiar pick up routine; tell your child that you will return after a specific Center activity: i.e. snack, story, circle.

\* Allow your child to finish an activity in progress while you collect belongings and read classroom information.

\* Consider bringing along fruit or a cracker for the ride home.

## **Food**

Children bring their lunch to the Center with a beverage. Mid-morning and mid-afternoon snacks are provided and are posted in the classroom or hallway. Parental or physician's orders with regard to any child's food allergies will always be followed. We attempt to serve snacks that all children can eat. Due to the severity and frequency of peanut and nut allergies, peanut and nut products are not allowed at Carter. A few suggestions-wide mouth thermoses keep most foods warm enough for

small children and please remember to cut food into small pieces to prevent risk of choking.

### **Tooth Brushing**

Children will have the opportunity to brush their teeth after lunch. Toothbrushes are provided by CCC and they are replaced every three months, after an illness or whenever a toothbrush falls on the floor. Toothpaste is not used.

### **Clothing**

**Write your child's name on** all articles of clothing, lunch box, thermos bottle, nap mat and blanket. In winter, children must have boots, snow pants, warm jacket, hat and mittens, during the summer months, swimsuits, water shoes and towels. All articles should be **identified as your child's**. CCC offers sunscreen and a low deet insect repellent for a minimal cost for the season. Children should come to the Center dressed for active play, including rubber soled shoes for outside play. (no open toe shoes) Smocks are provided for messy play. An extra set of clothing, including socks and underwear, **with your child's name** on them, must be kept in h/her cubby.

### **Behavior Management**

CCC seeks to facilitate the independence of each child while teaching concern for others, cooperative behavior skills and conflict resolution, Security comes from learning what the physical boundaries are and knowing the limitations set on behavior. The staff has a comprehensive understanding of the behaviors associated with each stage of development and they use a positive approach to behavior management. The teachers model appropriate behavior, by using reminding language, redirecting and then reinforcing positive behavior. If necessary a child may be asked to "take a break" as this allows a child quiet time and space to regulate. Our goal is to help children choose appropriate behavioral responses and to begin to resolve their own conflicts.

### **Toilet Training**

It is not necessary for your child to be toilet trained to enroll. Toilet training is an important developmental milestone for your child and ideally is a joint venture among teacher, parents and child. We will work with you to establish a comfortable routine consistent with your child's physical and emotional abilities. We feel adults should be guided by the child's lead and wait until the child is showing signs of readiness. Parents should meet or

have a conversation with a Director before a child attends Carter without a diaper.

### **Rest-Quiet Time**

Rainbow, Unicorn and Star *children* will lie down on a mat and rest/sleep after lunch each day. When children *do not sleep* or awaken early, quiet activities will be offered for the remainder of the sleep/rest time. Please bring a nap mat each well labeled. Information will be given to you at registration about which mat works best. A cuddly toy may be brought in for nap time comfort. Please encourage your child to keep all other toys at home.

### **Child Abuse and Neglect Policy**

All staff members are mandated reporters and in cases of suspected child abuse, the teacher will report to the director who will contact the Department of Children and Family Services (DCFS) and EEC. The family of the child would be contacted and informed of the reasons and process of reporting. In such instances, CCC would attempt to be supportive of the family, as well as respond to the primary need: safety, health and security of the child.

In cases of suspected institutional child abuse, the staff member would be relieved of h/her classroom responsibilities and assume a position with no child contact. The teacher would remain in this position while the DCFS investigates the allegation and for such further time as EEC requires. The administrative staff will review the outcome and the employee's overall performance and will decide whether the teacher should return to the classroom. CCC realizes the impact this can have on a center and will work closely with teachers and families so that all parties feel supported.

## **PROGRAM AND CURRICULUM**

### **Philosophy**

Each day is special to a child and CCC is sensitive to the individual needs of children. Children are active learners and need to explore their environment at their own pace and have control over their independent play. Carter strongly supports a child's right to play in the preschool years and believes learning evolves from this play. As children grow, Carter provides more structured, teacher directed opportunities to promote pre-math and pre-literacy skills. Carter follows the curriculum frameworks established by the Massachusetts Department of Education. Carter has also collaborated with the Needham Public Schools to implement the

Responsive Classroom approach into the preschool environment. This promotes social, emotional and pre-academic learning.

We strive to support parents through all the developmental stages of the preschool years, working together to form a strong home/school partnership.

### **Group Description**

Children at CCC are grouped by age and each age based curriculum takes into account what is appropriate while meeting the needs of individual children. Developing physical skills, cognitive abilities, social interactions with peers and adults, reasoning and problem solving skills and fostering self-expression, creativity, and motor development are considered when planning curriculum.

<b>RAINBOWS:</b>	<b>2.3 - 3 years old</b>
<b>UNICORNS:</b>	<b>3 - 4 years old</b>
<b>STARS:</b>	<b>4 - 5 years old</b>
<b>ASTROS:</b>	<b>5 - 6 years old</b>

Each September, children transition as a group to the next classroom. There will be a transition process for the children to make them comfortable with the change and information for parents.

### **Center Sponsored Activities**

CCC celebrates Birthdays by CELEBRATING THE CHILD. We are taking the emphasis off food while making it a special day for your child. Please check with directors or classroom teachers for individual classroom policies. If a home party is planned, invitations should be sent through the US Postal Service unless ALL the children are invited, in which case, Center mailboxes may be used.

Walking trips out and around the Center are often unscheduled and many times spontaneous. We will notify you whenever possible. Field trips involving a bus or van for all groups require written permission. Notification and permission slips will be sent home in advance of these planned trips.

A professional photographer comes to the Center each year to take individual and group pictures of the children. It is voluntary and you will receive an order form.

Special family events are held several times during the year. Activities may include Family Breakfasts, Celebration of Art, Family Dinner, Celebration of

the Week of the Young Child, pizza dinners, Family picnic or a program centered event.

Significant home events are encouraged to be shared with staff such as the arrival of a new sibling, a new pet, grandparent/relative visits, as well as family illness or death, parents traveling or other similar occurrences. Such home events may have considerable impact on a child's day.

### **Holiday Celebrations**

Carter is a community that welcomes and embraces diverse cultural and religious traditions. Knowledge and celebration of different traditions is an important part of a child's education. We encourage parents and children to share with the Center their traditions in order to enrich the Center's curriculum. Holidays such as Valentine's Day and Halloween are celebrated at the Center in a low key manner. Please do not send in candy and treats. We believe that preschool children often become over stimulated by the hype of holidays and feel our best role is to offer the same consistent environment of learning and fun during the holidays.

### **Calendar Year**

CCC is open 50 weeks a year from 7:30AM to 6:00PM Monday through Friday. The week before the opening of the Needham public schools and the week between Christmas and New Years the center is closed. CCC is also closed during the following holidays:

New Year's Day	Labor Day
Martin Luther King's Day	Columbus Day
President's Day	Veteran's Day
Patriot's Day	Thanksgiving Day and day after
Memorial Day	Christmas Day
Independence Day	One Professional Day TBA

### **Snow Days**

Recognizing that parents must get to work, CCC attempts to stay open in all weather. In the event of a storm, however, announcement of closing will be made on the WCVB website at [www.thebostonchannel.com](http://www.thebostonchannel.com) under Storm Track and families will receive an e mail. If Needham Public Schools are closed or delayed, CCC delays opening until 10:00AM or according to severity of storm or condition of Carter facility could be closed. In the event of a developing storm, Carter may decide to close early. Parents will receive an email notification. Carter makes these based on weather conditions, impact on families and safety of staff.

## **Summer Program**

CCC offers a full summer program with a variety of seasonal themed activities and enrichment programs. Ample playground space provides opportunities for extended outdoor water play. Star and Astro children swim at Rosemary Pool and have field trips. Air conditioned classrooms provide comfort for children and staff while inside in warm weather.

## **Kindergarten Transportation**

CCC owns a van and collaborates with the Needham Children's Center as for daily bus transportation from morning kindergarten. The appropriate transportation form will be given to parents for signature. Drivers operating the van hold a School Transport License. (Directors and some staff have SPT license.) In no event will the Center pick up children at home or deliver them home at the end of the day.

A complete transportation plan is available in our Policy and Procedures Plan Book located in the office.

## **Community Resources**

CCC directors maintain a professional relationship with the Needham Public Schools, Public Library, Board of Health, Park and Recreation Dept. and the Needham Early Childhood Council and use their resources when needed.

## **PARENT INVOLVEMENT**

### **Visits and Participation**

Children enjoy when parents and family/friends can participate in the program activities. You are welcome to visit the program unannounced at any time and to become involved in story telling, playing instruments, lunch or snack time, sharing traditions, special talents and family celebrations. For a planned activity, please arrange with a teacher.

### **Communications**

A CCC Parent Handbook is given to each family. Much of the information pertaining to the Center is shared through email. Each class prepares a weekly update with pictures that is emailed to parents. These are glimpses into your child's week at Carter along with a brief preview into the next week. For all classes there are special event calendars posted and shared with families. In addition, information is put in mail pouches or posted on bulletin boards. Mail pockets are maintained on or near

classroom doors for parent and staff use. Staff members are available to talk with and listen to parent concerns. Parents are notified in advance when there are changes in program policies or procedures.

### **Parent Teacher Conferences**

Twice a year a CCC staff member meets formally with individual parents to discuss their child's development, their activities and participation at the Center and parent/teacher goals and objectives for child. A written report of these meetings is kept in the child's confidential file. With prior notice to a teacher and/or director, individual parental meetings can be arranged at any time, in addition to the two yearly meetings.

### **Fundraising**

In addition to providing limited scholarships, THE CARE FUND supports enrichment programs, staff development and equipment purchases. There are two opportunities for parents to support THE CARE FUND. In the fall there is a fundraising letter drive, in the spring there is a parent organized silent auction.

### **Records, Confidentiality and Amendments**

Information in a child's record is privileged and confidential. The Center will not release information to anyone not directly connected to the program, including outside agencies and other programs, without written consent of the child's parents. Parents may have access to their child's files at reasonable times and access shall not be delayed more than two business days. Each release of a child's confidential record shall be recorded by the Center.

A parent has the right to request additional information, comments, data or other relevant materials be added to their child's record. A parent also has the right to request deletion or amendment of any information contained in the child's record. If a parent feels that adding or deleting information is not sufficient to explain, clarify or correct objectionable material in the child's record, the parent has the right to a conference with CCC staff to make h/her objections known. CCC will, within one week after the conference, render to the parent a written decision stating reasons for the decision. If the decision is in favor of the parent request, steps shall be taken immediately to put the decision into effect.

### **Transfer of records**

When a child is no longer in the care of CCC, upon written request of the parent, CCC shall transfer the child's record to the parent or, with written permission of the parent, to another agency.

### **Evaluation and Referral**

CCC retains the services of specialists to consult with staff on educational, developmental or behavioral issues and to observe in the classroom.

In the event CCC staff believes a child requires an evaluation or referral, the parents will be notified. Parental permission will be sought prior to a consultant observing an individual child and the directors will schedule a meeting with parents and prepare a list of referral resources (medical, social and/or mental health). A written statement including reasons for recommending referral, a brief summary of observations, and efforts by the staff to accommodate the child's needs will be given to the parents.

### **Termination**

CCC reserves the right to terminate a child's placement at the center after all consultations, observations, evaluations and interventions fail to meet the needs of the child. Parents will be notified in writing of a child's pending termination. The reasons for termination and appropriate referral resources will be included in the notification.

When a child leaves CCC, whether initiated by the parents or by the Center, the staff will prepare the child in a manner appropriate to the child's age and ability to understand. The termination process will be designed to minimize the disruption to the child leaving the program and to the children remaining at the center.

### **Forms**

There are Enrollment forms that Early Education and Care require be completed before a child begins at the Center. These forms need to be updated yearly.

### **HEALTH CARE AND EMERGENCY INFORMATION**

CCC recognizes that illness is an inevitable part of a young child's life, especially those entering a group setting for the first time. With a partnership of effort between parents and staff, illness can be minimized if certain guidelines and acts of cleanliness are followed.

It is not in a child's best interest or the interest of the group for sick children to remain at the Center. Parents will be requested to pick up a sick child as early as possible. A quiet, supervised resting area will be provided and staff will offer books, puzzles and other quiet toys until s/he is picked up. Often if staff is concerned about the health of a child in the morning, they will contact a parent to alert them or to request information regarding the previous night. **ALL** contagious diseases **MUST** be reported to the directors as soon as possible so the rest of the school can be notified.

Parents are required to submit documentation of a physical exam along with immunizations within one year of their start date and updated annually. Children with documented chronic health problems will have individual health care plans in collaboration with the child's physician and the program's health care consultant.

We understand how difficult it is for parents to miss work and the decision to call parents mid-day will be based on information and recommendations made by your child's teachers and the directors after physical and/or behavioral symptoms atypical to your child have been observed. The staff has had experience with sick children and they are good judges of a child's illness. We need to be more cautious than not because of our responsibility to you, your child and all the other parents and children in the program.

A complete Health Care Policy is available upon request.

### **Illnesses**

Parents will be notified of any communicable diseases at CCC. Some of the more common childhood illnesses:

**Fever:** If over 100 degrees, we will ask that you have child picked up and must be fever free for 24 hours.

**Colds & Coughs:** Children with colds & Coughs may attend the Center as long as they are able to follow normal daily routines including playing outdoors. Children should be kept at home or will be sent home if they exhibit heavy congestion, heavy nasal discharge or heavy coughing that interferes with normal activity

**Vomiting-** A child who has vomited and is sick will be sent home and must stay home until normal diet and activity level has resumed.

**Diarrhea-**A child who has frequent loose watery stools will be sent home. The child may return to the center once normal bowel movements have resumed with a normal diet.

## **Medication Administration**

CCC follows all procedures outlined in Five Rights of Medication. All staff are responsible for completing the annual medication training provided by EEC. We will give your child medication when specific directions are IN WRITING from physicians and parents. Prescription medicines MUST BE in prescription containers with explicit dosage, criteria for administration printed on the label. The dosage should be discussed with a teacher and parents must complete a Medicine Authorization Form provided by staff. Non prescription medicine MUST BE accompanied by a note from your pediatrician indicating amount and frequency of dosage. Parents still must complete a Medicine Authorization Form. We keep pediatrician's note on file for one year for non prescription medicines.

## **Injuries and Accidents**

Staff is certified in first aid and in pediatric CPR. A staff member will administer first aid for a child with minor scrapes, bruises, cuts. In case of serious injury, the child will be taken by ambulance to the Emergency Room at the Newton Wellesley Hospital or the Needham Beth Israel Deaconess Hospital. Parents will be immediately notified and asked to meet the attending staff member and child at the hospital.

CCC maintains a central log of injuries that occur during Center hours of operation. Individual injury reports for incidents requiring first aid are given to parents, and a copy is kept in the central log and the child's file. If a child requires a physician or a hospital visit, EEC will be notified.

## **Evacuation and Drills**

Parents are required to sign in their children on the attendance sheets with the time of drop off and pick up. This information is most important and it is monitored by staff who must know by name and number the children in their care at all times. In case of evacuation, teachers take the attendance sheets, clipboards, the emergency numbers provided by parents, and the classroom backpack, and evacuate the building with the children along previously determined routes practiced in safety drills. A name, sight and number count of the children is taken outside. Parents must leave a telephone number where they can be reached at all times.

Evacuation drills are held every month to prepare children for safe exiting of the building. Procedures are posted near the door of each classroom.

If emergency conditions exist in the Carter Church Building-lack of light, heat, water, etc- and there is no reasonable estimated time the problem will be fixed, CCC will be closed. Parents will be contacted to pick up children.

CCC, in conjunction with the Needham Fire Dept and the Board of Health has developed an Emergency Evacuation Plan, to be used in the event that a situation prohibits safe return to the building. Should this happen, we walk the children to Wingate at Needham. The **PARENT EMERGENCY EVACUATION INFORMATION** is in the addendum to this Handbook. The complete plan is available in the office.

### **Lock Down**

If lock down occurs, all schools must lock all doors and no one can come in or go out. You will receive a reverse 911 call from the town public safety personnel if you have a listed phone number. CCC will send out an email to all parents letting you know the children are safe within. Check the local media station for more information on when you child can be picked up.

### **Shelter in Place**

A shelter in place may be ordered to provide emergency protection in the event of a hazardous materials accident or other airborne threat. The public would be advised to remain indoors. Information from public safety officials at the scene or over the Emergency Alerting System (EAS) will advise the public concerning seeking shelter and for how long. Snack food and bottled water are stored at CCC. Teachers and directors will stay with the children until instructed otherwise by emergency officials at which point CCC will notify all parents that they can pick up their children.

### **Missing Child**

Teachers will inform the director immediately if a child is missing. The Director or designee will make an initial search of the building and grounds. Attempts will be made to contact parents to confirm if the child was picked up. If not, the director or designee will call the police (911) so a perimeter can be established for search. The director will make all other required notifications.

## **GENERAL INFORMATION**

### **EEC – MA Department of Early Education and Care**

The regional office for EEC is located at 10 Austin St. Worcester, MA 01609 and the telephone number is 508-798-5180. Parents may contact EEC for information regarding CCC's regulatory compliance history.

CCC has a copy of 606CMR7.00 Standards for Licensure or Approval of Group Day Care and School Age Child Care Programs in the office available to anyone upon request

CCC has a complete Policies and Procedures Notebook available upon request.

### **Pets**

Due to allergies and children's level of comfort, visiting pets are allowed at the discretion of a Director. Parents will be notified if a pet is introduced into the classroom.

### **Parking**

Parents are asked to observe the ONE WAY traffic in the Church parking lot. Always enter from Hunnewell Street at the U. S. Post Office and always exit via Alfreton Road. Please do not park in Staff posted areas for the church staff or leave your engine running or a child in the car when you exit your car. For safety, your child/children should **NEVER** be unattended in the school or parking lot.

Carter Nursery School parents also use the parking lot. Their busy times are at 8:45-9:00 am, 11:30-11:45 am and 2:15 pm.

### **Entrance to the Building**

RAINBOWS and UNICORNS enter the Center through the door at the corner of Hunnewell Street and Highland Avenue. STARS and ASTROS enter the Center through the door directly on the parking lot. When children are picked up at the playground across the street (Alfreton) please do not drive into the playground as it is a private driveway, instead park in parking lot or on Alfreton Rd. There is a walkway for entrance to the playground.

### **Pest Management Program**

To comply with state regulations, CCC implemented a Pest Management Program in January 2002. The focus of the Integrated Pest Management Program (IPM) is on prevention. It aims to reduce and /or eliminate the use of pesticides at the center in order to prevent unnecessary exposure of the children and adults to chemical pesticides. Parents will be notified if herbicides or pesticides are to be applied at least 2 working days prior to application. The IPM is available upon request in the Carter office.

## **Addendum**

### **Illnesses Common among Young Children**

**CONJUNCTIVITIS:** This is an inflammation of the eyes. It is most often caused by viruses, but can be caused by bacteria or allergies. The white parts of the eyes become pink or red, the eyes may hurt or itch and they may produce lots of tears and discharge. Conjunctivitis is a mild illness and is not dangerous. See your doctor and do not send your child to the program until your child has been on the medication. If your doctor decides not to prescribe an eye medicine, ask for a note to send in with your child.

**EAR INFECTIONS:** Ear infections are extremely common for some children and should be closely monitored in children developing language skills. Inform the staff if your child has a history of frequent ear infections.

**FIFTH DISEASE:** Usually occurring in late winter or early spring, this mild childhood illness often causes a mild rash. Symptoms in the first stage are headache, body ache, sore throat, mild fever and chills. Symptoms disappear for up to a week and then a bright red rash on cheeks (like a slap) followed by a lacy rash on arms and legs appear. There is no treatment but health care provider may suggest relief treatment. Most children are no longer contagious by the time they are diagnosed.

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

**IMPETIGO:** This is a highly contagious skin infection characterized by weeping, oozing blisters beginning in pimple stage and spreading rapidly. See your physician and if your child has impetigo, s/he can return to the Center 24 hours after starting treatment if rash can be covered.

**RASHES:** Skin rashes, whether in the diaper area or on other parts of the body or face, 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 recommend that you contact your pediatrician.

**STREP THROAT:** Usually accompanied by fever, swollen neck glands, a red throat or occasionally a stomach ache. Strep throat is confirmed with a throat culture from your physician. If your child has a negative throat culture, s/he can return to the Center. If your child's doctor prescribes antibiotics, your child can return after taking the antibiotics for 24 hours if the fever is gone.

In addition to the above, if your child seems unusually uncomfortable, lethargic or generally "not him/herself" but shows no other symptoms, we will notify you and a joint decision will be made about whether your child should remain at the center.

**HEAD LICE INFESTATIONS:** Incidence of head lice has become quite common in school systems. If we find nits or lice in your child's hair, we will call you to take your child home. A pediatrician can recommend treatment. Children may return to the Center when they are nit free. Fact sheets will be available if and when a case of lice infestations exists at the Center.

**PINWORMS:** Pinworms are tiny worms that infect people and live in our lower intestine. Short, white threads, less than ½ inch long, come out through the anus at night and lay eggs around the opening. In some people, this causes intense itching of the anus. Pinworms spread easily hand to mouth. They also spread indirectly through contact with clothes or bedding that has been contaminated with eggs. Careful attention to good hygiene, proper hand washing and sanitation are inhibitors. Pinworms can be treated with medication.

We hope this Handbook is helpful to you. Please call the Center with ANY questions. Home and Center communication is a high priority for all of us.

## **NOTES**

**STAFF/PARENT EVACUATION INFORMATION (4/14)**

**Child care facility: Carter Center for Children  
Address: 800 Highland Avenue Needham, MA 02494  
Emergency Contact Persons: Peggy McDonald & Lauren Alves  
Telephone: 781 449-4771- Cellular phone in Carter van 617 640-0662**

In the event of a confined Environmental Emergency, (chemical spill, fire) during which CCC must be evacuated, in accordance with public safety regulations, the staff and children will leave the building and gather in the **Immediate Area** designated in evacuation plan.

- Downstairs children and staff exit route 1 - Hunnewell St door and gather on grassy area by corner of Highland and Hunnewell; or if that exit is prohibited proceed to exit route 2 and gather on path away from building.
- Upstairs children and staff exit route 1 - back stairway and meet on grass under large tree on Alfreton St. side of building or exit route 2 - use front stairs and again meet under tree on Alfreton side of bldg.

In the event that the children and staff of CCC are required to leave the immediate area due to a nonconfined emergency, both children and staff will walk or be transported by van or emergency vehicles to the following **Non –Immediate Area:**

**Wingate at Needham  
589 Highland Avenue  
Needham, MA 02494  
781 455-9090**

If necessary, children will be transported to the one of the following Health Care Facilities

**Newton Wellesley Hospital  
Washington St  
Newton, MA  
617 243-6000**

**Beth Israel Deaconess Hospital, Needham  
148 Chestnut St.  
Needham, MA 02492  
781 -453-5000**

In the event of a major Environmental non- Confined Emergency that necessitates the evacuation of a large area, children will be transported to the **POLLARD MIDDLE SCHOOL, NEEDHAM**. There they will be cared for while parents/emergency contacts are notified and arrangements made for their pick up. At all times during the crisis, CCC staff will remain with and care for all children. Staff will check attendance whenever children are moved. Staff will maintain accurate attendance records and will bring any necessary medications/supplies and emergency records. ALL PARENTS WILL BE NOTIFIED OF THE SITUATION AND WHERE TO PICK UP CHILDREN AS SOON AS POSSIBLE.

In the event of an emergency the following Needham town agencies should have current information:

- Emergency Management Shelter, Pollard School – 781 455-7565**
- Director of Emergency Management Program 781 455-7580**
- **Needham Health Department 781 455-7523**

## **EVACUATION OF CHILDREN FROM PROGRAM IN THE EVENT OF FIRE, NATURAL DISASTER, LOSS OF HEAT, OR OTHER EMERGENCY (4/14)**

### **EVACUATION OF BUILDING PLAN**

1. Director rings bell to alert staff and children of evacuation.
2. One Teacher lines up children, takes attendance sheet, back packs with emergency numbers, first aide. Another teacher gets emergency pack from closet, surveys classroom including the bathroom to insure all children are in line and follows children out. First teacher leads children to prearranged meeting place following exit plans as posted.
3. Teachers count children, calm and reassure them.
4. Teachers give director attendance count, confirmation number of children accounted for.

### **IN THE EVENT OF AN EMERGENCY THAT PROHIBITS RETURN TO BUILDING**

1. Follow steps 1 – 4 above.
2. Walk children from CCC to Wingate at Needham 589 Highland Avenue, CCC emergency shelter.
3. Parent/guardian will be contacted by telephone by CCC staff, informed of emergency and notified of where to come and pick up child.

### **IN THE EVENT OF A NATURAL DISASTER IN AREA**

1. Follow steps 1 – 4 above.
2. Assess designated place to gather, if unsafe move children to a safe area.
3. Dial 911 for emergency personnel to transport children to Pollard School, Harris Avenue
4. Give the following information: Location Carter Memorial United Methodist Church 800 Highland Avenue- 1<sup>st</sup> and 2<sup>nd</sup> floors evacuation 3 of children and staff.
5. Inform Needham Emergency Management Program 781 455-7580.

### **CCC EMERGENCY CONTACTS**

1. CCC 781 449- 4771
2. DIRECTOR: Margaret McDonald 781 444- 0226
3. DIRECTOR : Lauren Alves 508 367-9260
4. NEEDHAM HEALTH DEPT. 781 455-7523
5. EMERGENCY MANAGEMENT SHELTER 781 455-7565

### **CARTER CENTER FOR CHILDREN EMERGENCY PLAN – 4/14**

#### **LOCK DOWN**

Public safety personnel can order a lock down of schools due to a threat in the community. If a lock down occurs, all schools must lock all doors and no one can come in or go out of the building. You will receive a reverse 911 call from the town public safety personnel if you have a listed phone number. CCC will send out an email to all parents letting you know the children are safe within. Check the local media station for more information on when your child can be picked up.

#### **SHELTER IN PLACE**

A shelter in place may be ordered to provide emergency protection in the event of a hazardous materials accident or other airborne threat. The public would be advised to remain indoors. Information from public safety officials at the scene or over the Emergency Alerting System (EAS) will advise the public concerning seeking shelter and for how long. Snack food and bottled water are stored at CCC. Teachers and directors will stay with the children until instructed otherwise by emergency officials at which point CCC will notify all parents that they can pick up their children.