



**LUDLOW COMMUNITY CENTER
RANDALL BOYS & GIRLS CLUB**

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**PRESCHOOL
PROGRAM**

PARENT HANDBOOK



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Ludlow Community Center/Randall Boys & Girls Club

Ludlow Community Center/Randall Boys and Girls Club (Also known as the Ludlow Boys and Girls Club) has been in existence for over 55 years and is a member of the United Way Pioneer Valley and Boys and Girls Clubs of America. A Board of Directors, who has hired a CEO/President to oversee the daily operation of the Center, governs the Ludlow Community Center/Randall Boys and Girls Club.

The Ludlow Community Center/Randall Boys and Girls Club is a human service agency, providing a wide range of services to meet the needs of our members and the communities we serve. It is our goal to provide quality programs in a positive environment, providing for the enjoyment of our members with the proper supervision, guidance, and instruction in order to build citizens with good character and high self-esteem. One of our vehicles for doing so is the personnel we employ: kind, caring individuals contributing their expertise to the programs we provide. Our staff, working together in cohesive fashion, focused on our common goal, is what makes the Center a unique entity.

Mission Statement

The Ludlow Community Center/ Randall Boys & Girls Club is a community based not for profit, which provides youth and adult life enhancing programs. Our programs focus on promoting healthy lifestyles, academic success, and developing strong character and leadership skills.

Vision & Core Beliefs

We Pledge...

- To provide a safe and nurturing environment for opportunities to learn and grow.
- To offer quality programming and services to our community.
- To lead our programs by well trained, professional part time and full time staff members.
- To provide opportunities to help youth gain leadership skills.
- To being a good community partner by reaching out and collaborating with various town organizations and local businesses.
- To provide programs that are affordable and accessible.
- To provide leadership and innovative thinking from the Board in order to continue to move forward in a strategic direction.

Statement of Purpose

The Ludlow Community Center/Randall Boys and Girls Club Preschool Program is designed to provide full-day childcare, for parents seeking a safe, healthy, and educational environment for their child. The environment will meet the needs and provide the support for each individual child in accomplishing the developmental tasks of early childhood. Staff are trained, experienced, and certified by the Department of Early Education and Care (EEC). **Under no circumstance will a child or family be discriminated against because of gender, sexual orientation, race, religion, cultural heritage, political beliefs, disability, or marital status, as well as toilet training status not being an eligibility requirement for enrollment.**

Goals and Objectives

- To provide children with the opportunity to participate in a developmentally appropriate program that fosters physical, social, cognitive, and emotional development.
- Care for children whose parents are working or enrolled in a training program.
- To supply supportive services for children and families at risk.

- To provide children with activities that allows exploration, imagination, and creativity.
- To maintain a healthy and safe learning environment for the children in our program.
- To allow parents/guardians to keep or find employment.
- To encourage and foster an awareness of the rights of others as well as understanding individual differences.

Enrollment Procedures

The Ludlow Community Center/Randall Boys and Girls Club Preschool Program has a rolling admissions procedure for enrollment. Once the program is at capacity, a waiting list will be instituted. If a vacancy occurs, the child first on the waitlist will be offered the open slot. Our Program is licensed by the Department of Early Education and Care (EEC) and follows EEC regulations (EEC Program #291019). The EEC regional office responsible for our program is located at 1441 Main Street, Suite 230, Springfield, MA 01103. Parents/Guardians may contact EEC for information regarding the program’s regulatory compliance history @ (413)-788-8401.

Full Day childcare is offered for children who are 2.9 to 5 years of age. Toilet training status is not an eligibility status for enrollment. There are three classrooms with the capacity for 20 children with a Lead Teacher and Teacher in each classroom. The classrooms operate 50 weeks out of the year with a week off in August and the days between Christmas and New Year in December.

Before admitting a child into the program, the Preschool Director will set up a time to meet with the parent/guardian to provide the parents and child a tour of the classrooms and review the enrollment/registration packet with them. All completed registrations must be review with the Director before admission.

A non-refundable and non-transferable \$25.00 registration fee and a \$150 non-refundable deposit must be provided at time of registration. The deposit will be applied to your child’s first week of enrollment in the program. Automatic weekly debits must be set up for payment

Fees & Hours

The Program operates Monday – Friday **8AM-4PM**

Weekly Rate Per Child

M-F (5 days)	M/W/F (3 days)	T/TH (2 days)
\$210.00	\$145.00	\$105.00

Department of Early Education and Care Vouchers are accepted.

Special events such as field trips or entertainment may be fee based, depending on grant funding.

Early drop off and late pick up

Early drop off (7:30 AM) and late pick up (4:30 PM) are available for an additional weekly fee. Families must indicate if they are registering for one of these options at registration. Fee details are as follows:

	<u>M-F</u>	<u>M-W-F</u>	<u>T-Th</u>
Early drop off:	\$15.00	\$9.00	\$6.00
Late Pick up:	\$15.00	\$9.00	\$6.00
Early & Late	\$25.00	\$15.00	\$10

Payment Policies

- **Program Fees:** Program fees are debited weekly. Payment will be deducted on the Friday of each week for the following program week for as long as the program runs. Automatic bank charge payments are required. All payments must be made on an automatic payment plan. Weekly charges are the same regardless of absences.
- **Withdrawal from Program:** If a parent chooses to withdraw a child from the program, they will be responsible for payments thru the second week after written notice is given. If no written notice is given, they will be responsible for payments thru the second week after service end date. For example, if the Club is notified on March 3rd, payment must still be rendered for the weeks of March 8th and March 15th.
- **Late Pick Up:** A parent/guardian/authorized person who is late picking up a child from any Club program will be charged \$20.00 for the first 15 minutes or any part thereof and \$10.00 for each additional 5 minutes or any portion thereof. Charges for late pick up will be withdrawn with the next weekly debit of program fees, or direct payment will be required for those children who are not enrolled in direct debit. After a third incident, the child's enrollment in the program may be in jeopardy of termination.
- **Refunds:** There are no refunds or credits for missed time due to absences and no substitution of days. Should we be ordered to close by town, county, state or federal officials at any time, in order for the Club to meet its financial obligations, families will be required to meet their financial commitment for up to two weeks of closure. After that time, no further charges will be made until the Club reopens.
- Successful registration is dependent on all household accounts being in good standing with The Club. If there is an outstanding balance, your registration may not be valid.

Transition Procedures

It can be difficult for some children to enter into a preschool setting for the first time. To make this process less overwhelming for a child we encourage parents/guardians to set up an appointment with the Preschool Director to visit the preschool program. The child will be able to meet the teachers, view the classroom and materials. This will give the parent/guardian and child things to discuss regarding the classroom, so when the child arrives the child is walking into a familiar setting.

When a child will be transitioning into a new classroom, teachers will take the child into the transitioning classroom to visit. This allows for the child to become familiar with the teachers and classroom. Teachers will also collaborate and share information with each other with parental permission. When teachers are able to share information it provides the child and allows for teachers to provide a more consistent transition.

When a child will be transitioning out of the program due to the child becoming eligible for kindergarten or due to suspension or termination (refer to termination and suspension policy) teachers work together with the child's parents/guardians to address the new transition in an appropriate manner. When a child will be entering kindergarten teachers will speak about the transition in a positive manner and with parental permission will also share information with the school to provide consistency.

Attendance Policy

Children should arrive by 9:00 AM. This is when the preschool portion of the day begins and a set schedule of activities is followed.

If a child will not be attending the program or will be entering the program late we ask that the parent/guardian contact the child's teacher or Director to let them know.

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Drop-Off Policy

- Children may be dropped off beginning at 8AM (7:30AM if they are signed up for early drop off) at the preschool doors that are parallel to the playground.
- Parents and or guardian will sign the child in on the attendance sheet located in the preschool entrance.
- A teacher will open the classroom door to let the child in.

Pick-up Policy

- Parents/Guardians must supply in writing at the time of registration a list of those parties authorized to pick up their child.
- In the event that someone not on the authorized list will be picking a child up the parent/guardian must supply a written note to the Preschool Director, or teaching staff.
- Anyone picking up a child will be required to show a picture ID at the time of pick-up.
- Parents/Guardians or authorized persons may enter the preschool doors located parallel to the playground..
- Parent/Guardian or authorized person will sign the child out on the attendance sheet located on a clipboard in the entrance.
- The teacher will bring the child to the classroom door and release the child to the parent or authorized person.
- If the person picking up is not listed as an authorized pick-up person in the child's file the Preschool Director, or teaching staff will contact the parent/guardian. The child will not be released unless the parent/guardian is contacted and gives verbal authorization for pick-up.

Playground or Field Pick-Up

1. In addition to following the above pick-up policy parents/guardians or authorized persons must also sign their child out inside the building.
2. Parents/Guardians or authorized persons must enter the playground/field and sign the child out on the attendance sheet.

Authorizations

Parents/Guardians are expected to provide the Preschool Program with a list of any persons who have the authorization to pick-up their child from our program. Children will only be released to the parents/guardians or emergency contacts. In the event that someone else will be picking a child up, the parent/guardian **must supply a written note to the teachers. For the protection of all children in the program parents/guardians and emergency contacts will be asked to show an ID when picking up a child.**

Late Pick-Up Policy

In the event a child is not picked-up by a parent/guardian at the designated time, the following procedures will be followed:

1. Attempt to contact parents/guardians at home phone number
2. Attempt to contact parents/ guardians at work phone number
3. Attempt to contact parents/guardians at cell phone number
4. Attempt to contact any of the people listed on the emergency contact list
5. If in the event the Ludlow Community Center/Randall Boys & Girls Club has not been contacted by parents/guardians with-in one hour of the designated pick-up time the Preschool Director or a member from the professional staff will be responsible for contacting the Ludlow Police Department and notifying the officer on duty of the situation
6. Contact The Department of Child and Families

It is the policy of the Ludlow Community Center/Randall Boys & Girls Club to make every attempt to contact a child's parent/guardian or the adults listed on the emergency contact sheet before contacting the police.

Holidays & Special Days

The Preschool Program is closed for 13 days out of the year: New Year's Day, Martin Luther King Jr. Day, Presidents Day, , Memorial Day, Juneteenth, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day. The Preschool Program is also closed two days for Staff Development; TBA (Childcare fees still need to be paid on these days.)

The Preschool Program is closed for one week in August and December(TBA). A detailed closure schedule is available on our website.

Closing, Delays, or Cancellations of Program

In the event the Preschool Program must cancel, delay or close it will be posted as the Ludlow Boys & Girls Club. The announcements will be made on the following television stations: TV 22, TV 40 and TV 3. Delays and cancellations will also be posted on the Club's website. www.ludlowbgc.org (Childcare fees will still be charged if the program closes, is delayed or canceled.)

Curriculum

The preschool teachers use the Creative Curriculum that guide their planning of daily activities for the children. The creative Curriculum is closely aligned with the Massachusetts State frameworks for Early Childhood Education. Because children learn from their daily interactions with the environment, a carefully organized and rich environment is the foundation for The Creative Curriculum. The creative Curriculum focuses on the developmental progress of each child and offers an ideal setting for all children including those with disabilities. The Creative Curriculum focuses on interest areas to support children's development:

- **BLOCKS**
- **DRAMATIC PLAY**
- **TABLE TOYS**
- **SAND AND WATER**
- **BOOKS**
- **MUSIC AND MOVEMENT**
- **SCIENCE, MATH AND LITERACY**
- **OUTDOORS**

Assessment of Child Progress

Assessment tools are used to track, support child's learning and promote school readiness. Through screenings, documented observations, checklists, child portfolio's and child development reports are all ways of how we track children's developmental growth and gather information to inform instruction. The purpose of the assessments is to better understand each child's individual personality, learning style, behavior and interests. It helps teachers to identify what a child already knows and expand on children's knowledge along with recognizing children who may be in need of additional support. Assessing children is a way for teachers to develop age appropriate curriculum providing teachers with the guidance of how and what should be taught.

Assessment Tools

ESI•R Early Screening Inventory•Revised™

The ESI•R is a brief screening procedure designed to identify children who may be in need of additional services to support school readiness. Screening enables teachers to seek help much sooner for a child who might be at risk rather than waiting for observations and documentation to accumulate before attaining a child's need for intervention.

The developmental screening is a standardized screening divided into three sections: Visual-Motor/Adaptive, Language and Cognition, and Gross Motor. To accurately assess children, the ESI•R Screening consists of two score sheets: ESI•P (3 to 4 ½ years old) and the ESI•K (4 ½ to 6 years old).

Parents are asked to complete an ESI•R Parent Questionnaire during the first month of their child's program entry. The Parent Questionnaire provides the program with an overview of conditions, problems, and events that may pose as risk factors for normal development.

All children receive a developmental screening within three months of program entry. Children must be at least 3 years of age to conduct the screening. A child who is not at least 3 years of age within the first three months of program entry will not receive the developmental screening until the child turns 3 years old.

All parents will receive feedback regarding their child's performance. There are three ways a child can screen: OK, Rescreen or Refer. Parents receive a letter informing them of how their child screened. For a child who screens OK there is no further evaluation. A child who screens Rescreen will be screened again in about another six weeks. When a screening is in the Refer range the Teacher and Director will arrange a parent teacher conference to discuss further evaluation.

Children who are in need of further evaluation are referred to the Public School System. Parents are asked to sign a consent form for our program to communicate with the Public School. A copy of the child's screening along with the consent form will be sent to the Public School. The specialists in the Public School give standardized tests to add to the information considered for eligibility determination for special education services.

Once testing is completed for special education referrals, the evaluators, child's parents, child's teacher and our Preschool Director meet as part of a Team. If the child is eligible for special education services, the Team develops an Individual Education Program (IEP). All Team members participate in evaluating the results of the evaluations and putting together an appropriate IEP for the child.

Teaching Strategies GOLD®

Teaching Strategies GOLD is the assessment used in our Preschool Program to track a child's progress towards developmental goals and objectives. Teaching Strategies GOLD is curriculum embedded and is designed to help plan instructional activities that are responsive to children's interest, strengths and needs. Teaching Strategies GOLD is based on 38 research-based objectives that include predictors of school success and are aligned with the Massachusetts State Guidelines for Early Childhood.

Observations

Teachers are responsible for tracking children's progress throughout the school year through documented observations. Observing children provides a greater picture about the child that is more accurate and concrete. Observations provide evidence to support teacher evaluations regarding children because observations are conducted over a period of time to monitor improvements, new skills and areas a child may still be working towards. The more teachers observe a child the more they learn about the child. Observations guide teachers to develop and implement individual, group lessons and activities to expand and challenge children's knowledge.

Parent/teacher Conferences

Through the collection and review of all documentation teachers complete a Child Development Report twice a year to share with families. The report identifies where the child's current developmental skill levels are and the likely next steps they will take towards progression. A parent teacher conference will take place at least once during the year to review the child's developmental growth and progress. A Child Development Report will be conducted every three months on children who are identified with special needs.

Any special problems or significant developments will be brought to the parent's attention as soon as they arise. Parents may request a parent teacher conference or consultation at any time of the year.

Parent Meetings

The Preschool Director will be available Monday – Friday between the hours of 8:30 PM.-3:00 PM. to discuss any problems, concerns, or suggestions a parent/guardian may have with a child or program. Special arrangements may be made with the Preschool Director if these hours are not conducive to an individual's schedule.

Parent Visits

Parents are welcome in the center at any time.

Parent Input

Ludlow Community Center/Randall Boys and Girls Club welcome and values parent/guardian input. We encourage parents/guardians to share information and suggestions with us. Verbal ongoing communication, phone calls or emails are ways we can keep the lines of communication open. In doing this, staff is able to accurately assess the experiences of the child and use the information to build new experiences.

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Parent Code of Conduct

While in the building parents are expected to act in a respectful manner. Any concerns that they have regarding their child, the staff, program, or other children shall be addressed with the Preschool Director. If a concern arises regarding the Preschool Director, parents may contact the Director of Youth Services or President/CEO. Any parent who displays negative, abusive or belligerent behavior or conducts themselves in a manner that is detrimental to the program or organization may have their child terminated from the program (see termination & suspension policy).

Parking Policy

For the safety of the members we serve parking is permitted ONLY in our parking lots. There is No Parking in or in front of the Emergency Lane/Bus Loop and No On-Street Parking.

Nutrition Policy

Parents/guardians are responsible for providing their child with breakfast prior to school and packing their child with a nutritional morning snack, afternoon snack and a lunch. The Ludlow Community Center/Randall Boys and Girls Club will provide all parents with the USDA guidelines to assist in their choices for their child's snack and lunch and information on how to keep the food safe in regards to preparation and storage. Parents/Guardians are asked to inform the Preschool Director, upon registration, of any special dietary needs or food allergies that their child may need or experience.

We ask that parents be mindful of foods that may be hazardous to choking such as hotdog rounds, whole grapes, large chunks of meat or poultry, hard candy and gum when you are packing lunches. We encourage parents to provide a variety of healthy snacks and lunches and to limit or avoid sugary treats and drinks.

Per the Health Dept. and Dept. of Early Education and Care Licensing recommendations, food that comes from home for sharing among the children, such as for birthdays or parties, must be either whole fruits or commercially prepared packaged foods in factory-sealed containers.

Clothing

Preschool activities can be messy! Activities may include paint, glue, and other materials that can sometimes stain clothing. Please be sure to dress your child in comfortable, washable play clothes. Appropriate footwear such as, non-skid, toe covered shoes should be worn for safety (sneakers are best). No matter how careful we try to be, accidents can still happen.

The children will go outside everyday except in severe weather conditions. Make sure that your child is dressed in appropriate clothing suitable to the temperature.

Parents/Guardians need to send their child with extra clothes that can be left in the classroom for accidents and different weather conditions. A plastic covered bin will be provided for each child to store their extra clothes. The plastic bins will be labeled and stored in the child's cubby.

Weather Safety

Staff will reference the Child Care Weather Watch /Wind Chill and Heat Index; information is from the National weather services, as to the appropriateness of playing outdoors in both the winter and summer months. Outside play time may be shortened due to the cold or hot weather.

1. Cold Weather

In order to ensure children with the protection that is needed from the cold children must have the appropriate winter clothing such as: mittens/gloves, hat, scarf, winter coat, snowsuit, boots, etc.

If a child does not have the appropriate winter clothing to provide protection needed from the cold, then the child is to remain inside and will be provided with indoor activities.

On extremely cold days children will remain indoors for gross motor play.

2. Heat

During the hot weather a water pitcher with cups is brought outside for children to have access to water as needed and shade is provided. Staff will apply either sunscreen or sun block with UVB and UVA protection of SPF 15 or higher to exposed skin of a child (with parent/guardian written permission to do so).

During extreme hot days children will be kept inside for gross motor activities.

Recommendations to provide children with protection from the heat are to have children wear light, loose fitting clothes and a hat.

3. Insects

Bugs like summer, too. Although most insects will not sting unless provoked, during late summer and early fall it seems to take less to irritate them and their venom is more potent.

When public health authorities recommend use of insect repellents due to a high risk of insect-borne disease the program will apply the repellent no more than once a day and only with parent/guardian permission.

Procedures for Children's Records

Confidentiality and Distribution

Staff may not distribute, share or discuss information (including photographs or other images) about children and families in the Preschool Program by any means, whether written or verbal, using any medium, including but not limited to telephone, e-mail or electronic text, without the expressed written permission of the child's parents/guardians.

Information pertaining to children and their families is privileged and confidential. Information about a child or his/her family is not to be distributed or released to any unauthorized person, or discussed with any unauthorized person, including but not limited to other parents in the program, and may not distribute copies of information in a child's record without the written consent of the child's parent/guardian. Information in the child's record is not to be distributed or released to anyone not directly related to implementing the program plan for the child without the written consent of the child's parent/guardian or pursuant to a court order.

The Preschool Program will notify the parent/guardian if a child's record is subpoenaed. The child's parents/guardians have the right to access, upon request, their child's records and will receive the request within two business days. A written log will be kept in each child's file indicating each time a child's record has been released. All confidential records are kept in a locked file located in the Preschool Director's office. The Preschool Director and Teaching Staff have access to these records.

Amending the Child's Record

A child's parent/guardian has the right to add information, comments, data or any other relevant materials, and request deletion or amendment of any information contained in the child's file. If the parent/guardian feel that adding information is not sufficient to explain, clarify, or correct objectionable material in the child's record, then the parent/guardian has the right to a conference to make his/her objections known. Within one week after the conference, the parents/guardians will receive a statement in writing regarding the reason for the decision that has been made. If the decision is in favor of the parent/guardian the necessary steps will be taken to put the decision into effect.

Transfer of Records

Whenever children are preparing to transition to a new classroom in the program the teachers will share information between classrooms with parental permission. When a child is no longer in the care of the program or is leaving the program, a written request from the parent/guardian can be made to the Preschool Director to transfer their child's records.

Charge for Copies

Ludlow Community Center/Randall Boys and Girls Club will not charge an unreasonable fee for copies of any information contained in the child's records.

Children with Disabilities

The Preschool Program will accept applications for any child with a disability. In determining whether to accept or serve a child with a disability, The Preschool Director, with parental consent and as appropriate, request information related to the child's participation in the program from The Local Education Agency, Early Intervention Program or other health or service providers. The Preschool Director will also request that the parent set up a meeting to discuss the disability. At this meeting based upon available information the Preschool Director shall, with the parent's input, identify in writing the specific accommodations, if any, required to meet the needs of the child at the program, including, but not limited to:

1. any change or modifications in the child's participation in regular program activities.
2. the size of the group to which the child may be assigned and the appropriate staff/child ratio; an
3. any special equipment, materials, ramps or aids.

The Preschool Program must provide written notification to the parent within 30 days of the receipt of the authorized and requested information if, in the judgment of The Preschool Director the accommodations requested by the parent would cause an undue burden to the program. The Preschool Director will supply the reasons for the decision in writing. In addition, the notification shall inform the parents that they may contact EEC and request that they determine if the program is in compliance with 102 CMR 1.03(1) and 7.10(2).

In determining whether the accommodations requested are reasonable or would cause an undue burden to the program The Preschool Program shall consider the following factors which include but are not limited to:

1. the nature and cost of the accommodations needed to provide care for the child at the program;
2. ability to secure funding or services from other sources;
3. the overall financial resources of the program;
4. the number of persons employed by the program;
5. the effect on expenses and resources, or the impact otherwise of such action upon the program.

The accommodations related to the toileting needs of a child with a disability who is not toilet trained shall not be considered an undue burden.

The program shall, with parental permission, participate in the development and review of the child's program plan in cooperation with the Local Education Agency, Early Intervention Program and/or other health and service providers.

The program shall, with parental permission, inform the appropriate administrator of special education, in writing, that the program is serving a child with a disability.

Parents of children with disabilities who have already successfully participated in the Preschool Program will not be required to meet with The Preschool Director before re-enrolling.

Child Guidance

Behavior management is a process of helping children build positive behaviors, maximize growth and development, and protect the group and individuals within. The focus of the Ludlow Community Center/Randall Boys and Girls Club Preschool Program is to provide each child with the degree of conformity to assist him/her to develop self-control, self-direction, self-esteem and independence. In

order to accomplish these developments, the Ludlow Community Center/Randall Boys and Girls Club will employ three basic principles:

Rules: Standards of acceptable conduct and modifying undesirable behaviors based on an understanding of an individual needs and development.

Consistency: Helping children to know and understand what the expectations are and help them meet these expectations.

Rewards: Reinforce desirable behaviors by: word praise (good job), physical praise (hug or clap), or social praise (helper).

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Staff Behavioral Management Policy

- Staff will use reasonable and positive expectations, offering an opportunity to verbalize their feelings, to help children understand what acceptable and non-acceptable behavior is.
- Children are given choices so that they are involved and have some sense of responsibility of what plan of action will take place concerning the behavior.
- Any child acting in a disruptive or inappropriate manner will be re-directed.

Rights of the Child

No child shall be subject to abuse or neglect, cruel, unusual, severe or corporal punishment, including: subjecting children to humiliation, verbal or physical abuse, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks. Depriving children of outdoor time, meals or snacks, force feeding children or otherwise making them eat against their will, or in any way using food as a consequence, will not be tolerated. Disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet, or using any other unusual or excessive practices for toileting will not be tolerated

Supportive Services and Referrals

The Ludlow Community Center Randall Boys & Girls Club Preschool Program strive to provide and support all children in their developmental growth to achieve individual success.

2-1-1

The Ludlow Community Center Randall Boys & Girls Club is a member of the United Way 2-1-1 and may consult the Ludlow Board of Health to reference a specific health issue. This system is in place so that as an organization we may refer parents to appropriate social, mental health, educational, and medical services, including but not limited to dental check-ups, vision or hearing screenings or a particular service that a child or family may need. 2-1-1 is a free and confidential service that helps people across North America find the local resources they need.

Public School Support

The Public Schools provide outreach to children who may be in need of further services. If a parent/guardian or the Preschool Program is concerned about, a child's development the parent/guardian or Preschool Program with parent/guardian permission may refer the child to the Student Support Services Department for an evaluation. This evaluation will be completed in the areas of suspected concern. Upon completion of evaluation teachers, parent/guardian and evaluator will meet to discuss the need for support services. If a child is in need of supportive services they will be provided through an Individual Education Program (IEP).

Behavioral Support

The Community Partnership for Children and Behavioral Health Network offer Early Childhood providers with a Behavioral Support Program as well as occupational therapy screenings and consultation. Our Preschool program can access specialized consultation regarding children with

challenging emotional/behavioral concerns in the program. This service is a partnership between the BHN clinician, the preschool program and the family, in an effort to support the child. With parent/guardian permission a clinician will come into the preschool program to observe the child and interview the director and teachers. The teacher's complete relevant behavior rating scales and the clinician will interview the parent/guardian for input in the problem-solving. A success team meeting where all team members (preschool director, teachers, parents, mental health consultant) put the data together and makes a plan. This support is to help with the success of children with challenging behaviors in the preschool program.

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Procedures are in place to ensure our children and families are given the best opportunity to receive the care and assistance they require:

1. Staff will inform the Preschool Director immediately if they observe or have concern with a particular child.
2. Depending on the type of concern a referral form and/or observational form on the child will be filled out, which will include the name of the child, birth date, date of observations, particular concerns, and types of activities the child is being observed participating in. The Preschool Director will determine the length of the observation.
3. The Preschool Director will arrange a consultation with the parents/guardians as well as with the child's teacher(s) to communicate and share with the parents/guardians any concerns that the staff has regarding the child.
4. Reasons for the observations and/or referral and possible recommendations for additional services are presented to the parent/guardian in writing.
5. The parent/guardian is provided with a written summary of any and all observations or referrals made on the behalf of the child.
6. A signed consent form will be obtained from the parent/guardian concerning any referrals, which is made on behalf of the child.

A copy of the child's observation and/or referral will be placed in the child's file and a record of any referrals will be kept in a binder located in the Preschool Director's office.

Termination and Suspension Policy

The CEO/President or Director of Youth Services, are the only persons who have the authority to terminate a child from the program. The CEO/President, Director of Youth Services, or Preschool Director are the only persons who have the authority to suspend a child from the program. The circumstances under which a child may be terminated or suspended are:

- If a child becomes harmful to other children or themselves.
- If a child becomes harmful to staff.
- If staff feels the program cannot in good faith provide the necessary accommodations to meet the child's needs.
- If a parent displays negative, abusive, or belligerent behaviors towards a staff member, parent, or another child or conducts themselves in a manner that is detrimental to the program or organization.
- Failure to update and provide the child's physical by the third notice.
- If a parent/guardian is perpetually late picking up a child.
- If a parent/guardian neglects to follow through on an agreed upon plan of action regarding the health or behavior of their child.

In terminating or suspending a child from the program, the CEO/President or the person designated will follow these steps:

1. Notify the parent/guardian of the actions that will be taken prior to the termination/suspension.
2. Provide parents/guardians with a written documentation of the reasons.
3. Will provide information and referral for other services to parents/guardians upon request.
4. If a child is suspended from the program the Preschool Director will meet with the parent/guardian before the child returns to the program if the Preschool Director feels it is necessary.
5. If a child is to be terminated from the program, the Preschool Director, staff and parent/guardian will work together to help the child prepare and understand the situation.

SOCIAL MEDIA POLICY

The purpose of the Club's Social Media pages is to promote the mission of the Club by creating awareness, connecting with the community, and promoting our quality programs.

One person shall be designated by the President/CEO to oversee all Social Media. Only this person will be able to post on the Club's Social Media sites. All staff members wishing to share information via Social Media sites must do so through the designated person.

Our Facebook page represents the Club, and everything published online reflects upon it. Be aware that our organization's actions captured via images, videos, posts, or comments need to reflect positively on the Club. Our page operates under the principles of caring, honesty, respect, and responsibility.

The Club's Social Media pages will be monitored on a continual basis. Individuals who post or share any posts from a personal account that are negative, insulting, threatening, or illegal, or engage in any behavior that is inappropriate, will be blocked and the post will be removed. This applies to any staff member of the Club who posts any of the above that are contrary to the employment standards of conduct outlined in the employee handbook; they may be subject to discipline up to and including termination.

Information that is confidential or personal in nature is not to be shared, including names of individual Club members, the substance of internal, confidential communications, etc. Consult the Club's confidentiality policy for guidance about what constitutes confidential information.

Ensure that the Club has parental consent before posting images or videos of any children on social media.

Be respectful to the Club, employees, members, volunteers, and Board Members.

Professionalism is to be maintained at all times.

The Club's name, reputation, and brand must be protected in order to maintain the Club's message/mission.

All staff members must remember that, when wearing a staff shirt, you are a representative of the Club. Please do not allow yourself to be caught in inappropriate circumstances that could be shared on social media sites.

Staff members are prohibited from posting content on their own personal social media accounts or on the Club's Facebook page that degrades or denounces staff, members, or constituents.

Staff members have the unique opportunity to serve as online ambassadors for the Club and its philosophy, and must take full responsibility for their own comments on any social media platform.

Every volunteer and employee will be required to review and sign a document annually acknowledging this social media policy.



**LUDLOW COMMUNITY CENTER
RANDALL BOYS & GIRLS CLUB**

91 CLAUDIA'S WAY
LUDLOW, MA 01056
TEL: (413)583-2072 V/TTY
FAX: (413)547-6382

**PRESCHOOL
PROGRAM**

**HEALTH CARE
POLICY HANDBOOK**



THE EMERGENCY TELEPHONE NUMBERS

Health Care Consultant

Name: Robert J. Willis, M.D., F.A.A.P.
Address: Ludlow Pediatrics
77 Winsor Street
Ludlow, Ma. 01056
Telephone: (413) 589-9494

Emergency Telephone Numbers (to be posted by all telephones)

Fire Department (413) 583-8332
Police Department (413) 583-8305
Poison Control 1-800-682-9211
Ambulance 911
DCF/Child Adult (413) 205-0500

Hospital(s) Utilized for Emergencies

Name: Baystate Medical Center
Address: 759 Chestnut St.
Springfield, Ma 01115
Telephone: (413) 784-0000

Name: Mercy Medical Center
Address: 271 Carew St.
Springfield Ma, 01115
Telephone: (413) 748-9000

Information to Give in an Emergency

Your Name _____
The Nature for the Emergency _____
The Center's Telephone Number: (413) 583-2072
The Center's Address: 91 Claudia's Way
The Center's Location in the Building _____

DO NOT HANG UP UNTIL EMERGENCY PERSONNEL HANG UP

HEALTH

Before entering the Preschool Program, a physical examination is required each year that the child is enrolled. The Physical examination is valid for one year; from the date the child was last examined. Immunizations that are required in accordance with the Department of Public Health are: Hepatitis B, DTaP, DTP, DT, Td, Polio, Hib, Measles, Mumps, Rubella, and Varcella. Documentation stating that the child has been screened for Lead Poisoning is also required. In addition to the above, documentation of the results of vision, hearing and dental screenings are required if applicable.

TOOTH BRUSHING POLICY(On hold)

Brushing will take place daily. All children will receive a toothbrush with soft, rounded, polished nylon bristles. Toothbrushes are clearly labeled with the child's name and replaced every 4 months. No more than a small pea-sized amount of "ADA approved" toothpaste containing fluoride is used when brushing. To avoid cross contamination, the toothpaste is never applied directly to the toothbrush, but to the inside of each child's paper cup. Children are able to then "scoop" up the toothpaste from inside the cup using their toothbrush. Following each use, toothbrushes will be rinsed in tap water and stored in an upright position to air dry in a storage rack.

Families are encouraged to brush their child's teeth additional times at home to prevent plaque and cavities.

PLAN FOR MILDLY ILL CHILDREN

Children who are mildly ill may remain in school if they are not contagious (refer to Plan for Infectious Disease) and they can participate in the daily program including outside time. Children may choose to participate in some, or even most, group activities. Children may also be offered their cot to rest on in a quiet area in view of teaching staff. Teaching staff will continue to monitor the child providing physical and emotional support.

If a child's condition worsens or, if it is determined that the child poses a threat to the health of the other children, or if the child cannot be cared for by the classroom staff, a teacher or the Preschool Director will contact the child's parent/guardian. The parent/guardian will be asked to pick up the child. The child will be cared for in a quiet area in the classroom by teaching staff until the parent/guardian arrives to take the child home.

Any toys, blankets, or mats used by an ill child will be cleaned and disinfected before being used by other children.

PLAN FOR ADMINISTRATION OF MEDICATION

Prescription Medication

- A. Prescription Medications will be administered to a child **only with the written order of a physician** (which may include the label on the medication) that indicates the medication is for the specific child.
- B. Prescription Medication must have proper labeling. The medicine container must have the original label and carry the following information:
 - a. the name of the child who will be getting the medicine
 - b. the name of the child's doctor
 - c. the name of the medication
 - d. the dosage
 - e. how often to give the dosage

- f. how many days to give the medicine
 - g. the route of administration (for example, by mouth)
 - h. special precautions (for example, take with food)
 - i. storage requirements (for example, refrigeration)
 - j. the expiration date.
- C. The Center will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.

Non-Prescription Medication

- A. Non-Prescription Medication will be administered to a child **only with the written order of a physician** that indicates the medication is for the specific child.
- B. Oral, non-prescription consents are to be renewed weekly.
- C. The physician must list the medication's dosage and criteria for its administration.
- D. The medication's original container must have the following:
 - a. the name of the child who will be getting the medicine
 - b. directions for safe use
 - c. the date the medicine expires
 - d. a list of active ingredients
 - e. the name and address of the manufacturer
 - f. storage requirements

Topical Ointments and Sprays

- A. Topical Ointments and Sprays such as petroleum jelly, sunscreen and bug spray, etc. will be administered to a child **only with parental permission**.
- B. When topical ointments and sprays are applied to wounds, rashes or broken skin, the Center will follow its written procedure for administering non-prescription medication.
- C. Parents will be provided with the documentation at the end of each day whenever a topical medication is applied to a diaper rash.

All Medications

- No medication, whether prescription or non-prescription, will be administered to a child without a completed Authorization for Medication Form.**
- Authorization to administer medication will be valid for one year from the date it was signed, unless stated otherwise.
- Prescription and Non-Prescription medications must be in its original container.
- The first dosage must be administered by the parent at home in case of an allergic reaction.
- All Medication must be given to the Teaching Staff directly by the parent.
- All Medication is kept, out of children's reach.
- Trained Teaching Staff are responsible for the administration of medication.
- A written record of the administration of prescribed medication to children will be kept. This record will include the time and date of each administration, the name of the staff member administering the medication, and the name of the child. (Excluding topical ointments and sprays applied to normal skin) The completed record will become part of the child's file.

- All medication kept by the Center will be labeled with the child’s name, the name of the medication, and the directions for its administration. Any unused medication will be disposed of or returned to the parent(s).
- We ask that parents discuss with their child’s physician the possibilities of prescribing doses of medication around School hours. The Center will only handle those medications which are absolutely necessary.
- The Center will not be responsible for the distribution of any medications which must be taken through syringe or injections.

PLAN FOR MEETING INDIVIDUAL CHILDREN’S SPECIFIC HEALTH NEEDS

During intake, parents will be asked to record any allergies and/or medical conditions on the enrollment form. The enrollment form will be updated yearly.

All allergies and/or medical conditions will be posted in each classroom. The allergy/medical list will be updated as necessary – new children enroll, allergies become known.

All staff and substitutes will be kept informed by the Preschool Director and Teaching Staff so that children can be protected from exposure to foods, chemicals, medications, pets or other materials to which they are allergic.

PROCEDURES FOR USING AND MAINTAINING FIRST AID EQUIPMENT

Location of first aid kit – Each classroom will have a first aid kit. Its location will be marked by a red cross contacted on the front of the container. The first aid kits are stored out of the reach of children but easily accessible in case of emergency.

Portable first aid kits used when leaving the classroom such as, when on a field trip, at the playground or in the gym will include: first aid supplies, children’s emergency contacts and telephone numbers, a staff person carrying a cell phone and emergency medication for children who are in need (inhaler, epi-pen).

Who maintains the first aid kit? – The Preschool Director will have the supplies needed to stock the first aid kits. Staff should report missing items to the Preschool Director. First aid kits will be inspected monthly and supplies will be replaced as needed.

All first aid supplies and/or equipment will be used by staff certified in first aid and in accordance with recommend procedures. All staff must be first aid certified within six (6) months of employment. One staff member certified in CPR must be on the premises during all hours of operation.

Contents of first aid kit

Band-Aids	Disposable non-latex gloves	Bottled Water
Gauze Pads	Gauze Roller Bandage	Adhesive Tape
Tweezers	Thermometer	Compress
Scissors	Thermometer Covers	Instant Cold Packs
Hand Sanitizer	Plastic Bags	Tissues
CPR Microsheild	Triangle Bandage	

DIAPERING AND TOILET TRAINING POLICY

- Diapers are checked at least hourly, whenever the child appears uncomfortable and when awoken. Wet or soiled diapers should be changed as soon as possible.
- Staff shall change children's diapers and/or soiled clothing in the classroom bathroom.
- A diapering mat, which is not used for any other purpose is used when diapering.
- The diapering mat is smooth, intact, and impervious to water and easily cleaned.
- The diapering mat is covered with a nonabsorbent disposable covering before diapering.
 - ◊ The covering is of adequate size to prevent the child from coming in contact with the changing surface;
 - ◊ The covering is changed after each child has been diapered and is disposed of in a closed container.
- The changing surface is washed and disinfected after each child has been diapered.
- Running water is next to the diapering area for hand washing.
- Staff shall wear a pair of gloves while diapering. Gloves will be changed after each child, hands washed after removing gloves and before putting new gloves on.
- Staff washes their hands with liquid soap and running water using friction after diapering a child. Hands shall be dried with disposable towels.
- Each child is washed and dried with individual washing materials during each diaper change. After changing, the child's hands shall be washed with liquid soap and running water. Hands shall be dried with disposable towels.
- Soiled disposable diapers are placed in a closed container that is lined with a disposable lining and opens by foot pedal (step can). These diapers shall be removed from the center daily or more frequently as necessary.
- Parents/Guardians are responsible for the supply of clean disposable diapers or pull-ups that are adequate to meet the needs of their child, as well as the supply of moist disposable wipes. If the child has a medical reason that does not permit the use of disposable diapers or pull-ups, then documentation will need to be provided by the child's health provider stating the medical reason.
- If a child does require the use of cloth diapers; the diaper should have an inner absorbent lining that is attached to a waterproof outer covering that prevents the escape of feces and urine. Both the inner lining and outside covering *must* be changed *together* as a single unit. (The outer wrap should not be taken off first and then the diaper.) Removing them separately increases the chance for contamination.
- Cloth diapers and soiled clothing are placed in a plastic bag (without rinsing), labeled with the child's name and returned to the child's parents at the end of the day for laundering.
- Parents and staff will decide together when the child is ready to begin toilet learning and develop a plan together that will be consistent and manageable in both home and school.

THE PROCEDURE FOR IDENTIFYING AND REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

All staff members are mandated reporters according to Massachusetts General Law C119, Section 51A. This means that if a staff member has a reasonable suspicion of abuse or neglect of a child he/she must file a report with the Department of Child and Families.

The following procedure will be followed:

1. A staff member who suspects abuse or neglect will notify the Preschool Director. Then document her/his observations including the child's name, date, time, child's injuries, child's behavior, and any other pertinent information. The staff member will then discuss this information with the Preschool Director.
2. The Preschool Director will make a verbal report to DCF, to be followed by a required written report 51A within 48 hours. **Department of Child and Families Telephone # is (413) 205-0500.**
3. If a staff member feels that an incident should be reported to DCF, and the Preschool Director disagrees, the staff member may report to DCF directly.
4. The Preschool Director may or may not choose to communicate to the parents concerns of suspected abuse and neglect that are reported to DCF. The decision will be based on the report.

Procedure for Identifying and Reporting Child Abuse/Neglect while in the care of the Center

It is the Center's commitment to protect all children in care from abuse and neglect. The following are procedures for reporting suspected child abuse/neglect while the child is in the Center's care.

Any report of suspected abuse or neglect of a child will be immediately reported to the Department of Child and Families and the Department of Early Education and Care. A meeting will be held with the staff member in question to inform him/her of the filed report. **Ludlow DCF telephone # is (413) 205-0500. Department of Early Education and Care is (413) 788-8401.**

The staff member in question will be immediately suspended from the program without pay pending the outcome of the DCF and EEC investigations. If the report is screened out by DCF, the President CEO and/or Unit Director has the option of having the staff member remain on suspension pending the EEC investigation or allowing the staff member to return to the classroom. This decision will be made by the President CEO and/or Unit Director and will be based on the seriousness of the allegations and the facts available.

If the allegations of abuse and neglect are substantiated, it will be the decision of the President CEO and/or Unit Director whether or not the staff member will be reinstated with back pay.

ALL staff will cooperate fully with all investigations.

PLAN FOR INJURY PREVENTION

- A. To prevent injury and to ensure a safe environment, the staff member who opens each classroom and who monitors the outdoor playground each day is responsible for monitoring the environment and for the removal of any hazards. Any needed repairs or unsafe conditions should be reported to the Preschool Director.
- B. No smoking is allowed on the premises.
- C. Toxic substances, sharp objects, matches and other hazardous objects will be stored out of the reach of children.
- D. A first aid kit and emergency contacts and telephone numbers for the children will be taken on all field trips.

- E. An injury report for any incident, which requires first aid or emergency care, will be maintained in the child's file. The injury report includes the name of the child, date, time and location of accident or injury, description of injury and how it occurred, name(s) of witnesses, name(s) of person(s) who administered first aid required. Staff should use the Accident/Injury Report Form to record the above information. Staff should submit the completed form to the Preschool Director for review.

The Preschool Director, Lead Teacher or Teacher will review the Accident/Injury Report Form with the parent/guardian, and will be given a copy.

The Preschool Director, Lead Teacher or Teacher should then log the report in the Center Log of Injuries and then file the report in the child's file.

Only staff that has a current First Aid will be allowed to administer first aid no matter how minor the injury.

PLAN FOR MANAGING INFECTIOUS DISEASE

Staff will take extra special precautions when children who are ill are diagnosed in the program and when children who are mildly ill remain in the program.

Children who exhibit symptoms of the following types of infectious diseases, such as gastro-intestinal, respiratory and skin or direct contact infections, may be excluded from the program if it is determined that any of the following exist:

- The illness prevents the child from participating in the program activities or from resting comfortably
- The illness results in greater care than the child care staff can provide without compromising the health and safety of the other children
- The child has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness
- Fever of 100 degrees or greater; in the previous 24 hours
- Diarrhea; in the previous 24 hours
- Vomiting; in the previous 24 hours
- Mouth sores, unless the physician states that the child is non-infectious
- Rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellowish discharge, often with matted eyelids) until examined by a physician and approved for re-admission
- Tuberculosis, until the child is non-infectious
- Impetigo, until 24 hours after treatment has started or all the sores are covered

- Head lice, free of all nits or scabies and free of all mites
- Strep infection, until 24 hours after treatment and the child has been without fever for 24 hours
- Hepatitis A, unless treated with rafampin for 2 days
- Chicken pox, until last blister has healed

A child who has been excluded from preschool may return after it has been determined that he/she is considered to pose no serious health risk to him or herself or to the other children. In some cases a Doctor's note may be required. Nevertheless, the preschool program may make the final decision concerning the inclusion or exclusion of the child.

If a child has already been admitted in the program and shows signs of illness (for example: a fever equal to or greater than 100 degrees by the oral or auxiliary route, a rash, reduced activity level, diarrhea, etc.), he/she will be offered their cot, or comfortable spot in which to lie down. If the child manifests any of the symptoms requiring exclusion (as listed above) or it is determined that it is in the best interests of the child that he/she be taken home, his/her parent/guardian will be contacted immediately and asked to pick the child up as soon as possible.

When a communicable disease has been introduced into the program, parents/guardians will be notified immediately. Whenever possible, information regarding the communicable disease shall be made available to parents.

PLAN FOR INFECTION CONTROL

Staff and children will wash their hands with liquid soap and running water-using friction. Hands shall be dried with individual or disposable towels. Staff and children shall wash their hands:

- upon arrival
- before preparing food, eating, or feeding a child
- after using the toilet, helping a child use the toilet, or changing a diaper
- after handling body secretions (such as blowing or wiping a nose, coughing on a hand, or touching any mucus, blood, or vomit)
- before and after water play
- after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals

Staff also washes their hands:

- before and after feeding a child
- before and after administering medication
- after assisting a child with toileting
- after handling garbage or cleaning

Staff will ensure that the specific equipment, items or surfaces are washed with soap and water and disinfected with fresh, standard bleach using the following schedule:

1. After each use:
 - a. Toys mouthed by children
 - b. Mops used for cleaning bodily fluids
 - c. Changing mats
2. At least daily or when soiled:
 - a. Toilets and toilet seats

- b. Sinks and sink faucets
 - c. Soap dispensers
 - d. Water table and water play equipment
 - e. Play tables
 - f. Floors
 - g. Mop used for cleaning
 - h. Door and cabinet handles
3. At least weekly or when soiled:
- a. Toys
 - b. Dress-up clothes
 - c. Machine washable fabric toys
 - d. Sheets, blankets, pillows or other coverings
 - e. Cots

All staff should wear gloves when they come into contact with blood or body fluids. Specifically, gloves should be worn during diapering, toileting, when administering first aid for a cut, bleeding wound, or a bloody nose.

Gloves should never be reused and should be changed between children being handled and hands washed in between.

Cloth items that come into contact with blood or bodily fluids will be double bagged, labeled and sent home.

PROCEDURES FOR EMERGENCIES AND ILLNESS

- A. First Aid and Transportation to the Hospital
- (1) In the case of an emergency or illness (such as a seizure, a serious fall or serious cut), the Teacher in charge will begin administration of emergency first aid while the assistant teacher or second teacher takes other children to another area or room. Both staff members should respond in a calm and reasonable manner.
 - (2) Other staff will be alerted to send for assistance, be it the Preschool Director, or another person in the center.
 - (3) One of the supervisory staff will contact the parent/guardian to come and pick up child or, if response time is a factor, to have the parent meet the child and accompanying staff at the emergency room of the hospital utilized in emergencies.
 - (4) In the event a situation arises that is life threatening, an ambulance will be called immediately. The parent will be called to meet the child and staff at the hospital. The Teacher or other designated staff will go with the child in the ambulance. The child's file will be taken, including permission forms and pertinent insurance information if the center has it.
 - (5) When parents/guardians cannot be reached, those listed, as emergency contacts will be called as a further attempt to reach parents/guardians. In the event a parent/ guardian cannot be reached immediately, a designated staff person will continue to attempt to reach parents/guardians. If necessary, the child will be transported to the hospital by an ambulance and the child's whole file will be taken, including permission forms.

- (6) **The program will immediately report to the Department of Early Education and Care any injury to, or illness of, any child which occurs during the hours while the child is enrolled in care and which requires hospitalization or emergency medical treatment.**

B. Emergencies While on a Field Trip

If an accident or acute illness occurs while on a field trip, the Lead Teacher or Teacher will take charge of the emergency, assess the situation, and give first aid as needed. The method and urgency of transportation for the child to receive medical treatment will be determined, by the Lead Teacher or Teacher based on the severity of the emergency or illness. If necessary, an ambulance will be called.

The Preschool Director, or other designated adult, will be contacted by the Lead Teacher or Teacher as soon as possible and informed of the nature and extent of the injury and the proposed plan of action.

As a preventive measure, prior to departure from the center, the Preschool Director, Lead Teacher, and Teacher will determine appropriate guidelines to be followed during the field trip to insure continuity and safety of the children including:

- (1) A first aid kit will be taken on all field trips.
- (2) Emergency information, including contacts and telephone numbers, will be taken on all field trips.
- (3) Staff will have appropriate change to be able to use a telephone, or will be given a cellular phone to take with them on field trips.

LOST CHILD PLAN

In order to insure that all children are accounted for teaching staff will take attendance at all transitions. Attendance will consist of role call and not just a head count. If after attendance is taken a child appears to be missing the following steps will be taken in sequential order until the child is found.

- i. The teaching staff taking attendance will check with the other teachers in the group to see if the child went home or to another area.
- ii. The teaching staff will check the Membership Directors to see if the child has been picked up.
- iii. The teaching staff will notify the Preschool Director.
- iv. The Preschool Director will arrange a search of the building.
- v. If after 10 minutes of searching the building the child is not found the Preschool Director will contact the police.
- vi. The Preschool Director will be responsible for notifying the parents.

EMERGENCY EVACUATION

Emergency Evacuation Plans will be posted at all exits

During an emergency evacuation the Teaching Staff will be responsible for taking the attendance information, for leading the children out of the building and checking for stragglers.

The Preschool Director will make a visual inspection of each classroom before exiting the building.

All classrooms, once evacuated, will meet in between the first and second light pole on the side walk located between Claudia's Way and the front parking lot and will wait for the go ahead by the Preschool Director before reentering the building.

The Center will maintain a daily attendance list that is current. Parents/guardians will sign their child in and out of the center by arrival and departure times. The attendance list will be located within the classroom and be readily accessible in case of an emergency evacuation. The Teaching Staff will be responsible for all of the children in the class once they are safely out of the building.

Emergency evacuation drills are conducted every month at different times of the program day as determined by the Preschool Director.

Children and staff should practice using different evacuation routes so that the children and staff will be familiar with them.

The Preschool Director will maintain documentation of the date, time, and effectiveness of each drill in the Fire Drill Log. The documentation will be maintained for five years.

EMERGENCY PROCEDURES

In the event of an emergency staff should concentrate on the following:

- Instruct members and staff in a calm manner.
- Staff should quickly and calmly line children up and follow evacuation plan listed below for each area.
- Staff must take emergency information and attendance sheets
- Designated staff member will be responsible for final sweep of program area.
- Designated staff member will report attendance to fire department personnel

● **Preschool Classroom A**

Primary Exit: : Remain calm and proceed out of the room through the West Exit into vestibule, turn right and Exit building into Playground area. Direct members and staff past playground into the West Parking Lot – take caution to look for traffic entering and leaving the parking lot.

Directors and Teaching Staff will than take attendance and report to the fire department personnel.

Secondary Exit: If the Primary Exit is obstructed remain calm and Exit the room through the door leading to the games room. Take a right and exit through the Tower door, walk straight through tower and exit door on your right side. Direct members and staff straight into the West parking lot – take caution to look for traffic entering and leaving the parking lot. Directors and Teaching Staff will than take attendance and report to the fire department personnel.

● **Preschool Classroom B**

Primary Exit: : Remain calm and proceed out of the room through the West Exit into vestibule, turn left and Exit building into Playground area. Direct members and staff past playground into the West Parking Lot – take caution to look for traffic entering and leaving the parking lot. Directors and Teaching Staff will than take attendance and report to the fire department personnel.

Secondary Exit: If the Primary Exit is obstructed remain calm and Exit the room through the door leading to the games room. Take a right and exit through the Tower door, walk straight through tower and exit door on your right side. Direct members and staff straight into the West parking lot – take caution to look for traffic entering and leaving the parking lot. Directors and Teaching Staff will than take attendance and report to the fire department personnel.

● **Preschool Classroom C**

Primary Exit: Remain calm and proceed out of the room through the West Exit into vestibule, turn right and Exit building into Playground area. Direct members and staff past playground into the West Parking Lot – take caution to look for traffic entering and leaving the parking lot.

Directors and Teaching Staff will then take attendance and report to the fire department personnel.

Secondary Exit: If the Primary Exit is obstructed remain calm and Exit the room through the door leading to the games room. Walk straight across games room and exit through the Tower door, walk straight through tower and exit door on your right side. Direct members and staff straight into the West parking lot – take caution to look for traffic entering and leaving the parking lot.

Directors and Teaching Staff will then take attendance and report to the fire department personnel.

➤ ***Evacuation and Emergency Procedures:***

In the event the building must be evacuated, staff and members will adhere to the following procedure:

1. In the event of a fire or Hazardous Material spill – Staff members will line their group at appropriate primary or secondary evacuation door and follow the evacuation route posted for the particular program area. Two primary meeting spots have been designated for groups evacuating the building. Each meeting spot is designated and marked in the evacuation plan. The two meeting spots are the West Parking Lot located just beyond the Playground and the second meeting spot is the Baseball Field located straight across from the Back Entrance of the building. In the event of poor weather conditions, groups assembling outside will relocate to the Paul R. Baird Middle School located across the street from the CENTER. Using attendance records and emergency cards, CENTER staff will contact the parents of all the members in attendance to notify them of the situation and to make arrangements for each child to be picked up.
2. In the event of loss of water or electricity to the building – In the event that the CENTER should lose water or electricity all members who are in the building will be evacuated to the Paul R. Baird Middle School. Using attendance records and emergency cards CENTER staff will contact the parents of all the members in attendance to notify them of the situation and to make arrangements for each child to be picked up.
3. In the event of Hurricane or Tornado – In the event a damaging or life threaten storm system approaches, such as a hurricane, tornado, blizzard, etc... parents will be contacted to make arrangements for pick-up of children. In the event members are still located in the building during such a storm, staff members are to relocate all remaining members to the Gymnasium located on the first floor of the building. Staff and members are not to leave this area until professional staff or rescue personnel notify them that all is clear.

Staff Responsibilities during an Evacuation

The following will be the procedures the Teaching Staff are to follow in the event the building must be evacuated.

- Teaching Staff will be responsible for the safe, immediate evacuation of the children.
- Teaching Staff will be responsible for following emergency exits out of the particular area, and taking the first aid kit, emergency numbers, and the attendance list when leaving the building.
- The Preschool Director will make a visual inspection of each classroom before exiting the building.
- The Preschool Director will be responsible to close all doors once the classroom has been checked and evacuated and children have been safely removed.

- Once the classrooms have been inspected the Preschool Director will check with each Teaching Staff to ensure that each child is accounted for and out of the building.
- Using attendance records and emergency sheet the Preschool Director and Teaching Staff will contact the parents of all the children in attendance to notify them of the situation and to make arrangements for each child to be picked up.

Staff is trained in evacuation procedures

All copies of evacuation procedures are attached to designated exits

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The safety & well-being of our youth members is our #1 priority. Please view our Commitment to Safety page at: <http://ludlowbgc.or/abouttheclub/safety/>