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Dear Parents/Guardians,

Welcome to the Lollipop Tree Nursery School. We hope that you and your child have a wonderful year ahead filled with many new learning experiences as well as many new friends.

This handbook has been written to help answer any questions that you may have. However, if any other questions arise, please feel free to ask any staff member.

Debbie Degagne - Director

Melissa Belsky - Director

Julie Bartlett

Cheryl Dunford

Antonella Gulla

Wendy Joyce

Marie Mullin

Andrea Marston

Michelle Ryan

Robin Wynot

Julie Matheny

Department of Early Education and Care is the licensing agency. Parents may contact EEC for any information regarding our program's regulatory compliance history.

1250 Hancock St. Suite 120, Quincy, MA. 02169 - 617-472-2881

1. Philosophy & Goals:

“There are only two lasting things you can give your child...

One is roots, the other is wings.”

The Lollipop Tree Nursery School offers an innovative program to stimulate your child’s social, emotional and intellectual development. We strive to foster Self-confidence, independence and self-control while stressing respect for others. The children are encouraged to make choices which are important in learning decision-making and independence as well as responsibility for their own actions.

2. School Calendar:

A school year calendar is posted on our website by the end of August. Our school year coincides with the Braintree Public Schools for holidays, snow days and vacations. We do not follow Braintree’s in-service days. A newsletter will be emailed monthly to keep you informed about the school. Hard copies of all information will be available in the office.

3. About Us:

The Lollipop Tree nursery School opened its doors in September of 1982. The school started with one classroom and has expanded over the years to 4 classrooms which include programs that educate children from 2.9 years to 5 years old. Parents can choose full or half days, 2 to 5 days a week. The school also offers a before and after school program, a Lunch/Brunch program, yoga and music.

The school has access all day to a large indoor gym area. This space is used for yoga, gym classes, the Thanksgiving Feast, shows and a variety of other activities.

4. Who’s Who:

All of our staff members are Early Education and Care certified. All staff members continue to take courses and workshops every year. All staff members are First Aid and CPR certified.

Debbie Degagne, Director, graduated from Fitchburg State College and has graduate courses from Suffolk University and the University of Massachusetts. Debbie taught in the Boston Public Schools and joined the L.T.N.S. in 1989.

Melissa Belsky, Director, is a graduate of Fitchburg State College. She worked at The Lollipop Tree Nursery School through her college years and after her graduation from 2002 - 2008. She moved to Ohio in 2008 and worked at Kindercare Learning Centers. She became the assistant director of her center in 2011. Melissa came back to The Lollipop Tree in 2013 and now runs our music program and works in the 4 & 5 year old classroom.

Julie Bartlett will join the Lollipop Tree in September 2018. She has her Masters in Education. Julie is a volunteer in the Braintree Public School and a Girl Scout Leader. She will be working in the 4&5 year old class.

Wendy Joyce graduated from the State University College at Potsdam in New York. She taught grades 1 through 4 at St. Joseph's School in Holbrook. Wendy has been a teacher at the L.T.N.S. since 1989. Wendy works in the full day classroom.

Marie Mullin is a graduate of Boston College with a B.S. in psychology and a Master's Degree in Early Childhood / Special Education. In 1996 Marie introduced the full day enrichment program. Marie is now the lead teacher in the 4 year old classroom.

Robin Wynot joined the L.T.N.S. staff in 1999. Robin has a degree in art design and certification in early childhood education. Robin is responsible for decorating the walls in the hallway and the Lollipop Tree office. Robin is the lead teacher in the Full Day classroom.

Andrea Marston joined the Lollipop Tree staff in 2009. She worked at Bright Horizons as well as having her own home day care. Andrea is a teacher in the 3 year old program.

Michelle Ryan joined the Lollipop Tree staff in 2008. She has courses from Fisher College and is continuing her education at UMass Boston to earn her degree in Early Childhood Education. Michelle is a teacher in the 3 year old classroom and runs our yoga program.

Cheryl Dunford joined the Lollipop Tree staff in September of 2013. She has a Master's degree in Library Sciences from Simmons College. Cheryl has volunteered in the Braintree Public Schools for many years. She has been the family storytime facilitator at the Thomas Crown Library. Cheryl now works in our 5 year old class.

Julie Matheny joined the Lollipop Tree Nursery School in September 2017. She has a Master's degree in Education from Boston University. Julie taught in the Chelsea Public Schools, and was a teacher in the Quincy Public Schools Afterschool Program. Julie works in the full day classroom.

Antonella Gulla joined the Lollipop Tree in September 2017. She is an assistant teacher in the afterschool program.

5. Enrollment / Admissions:

Children 2 years 9 months may apply for admission. Enrollment shall not be determined by sexual orientation, race, color, creed, political belief, marital status, disability, national origin, religion, or cultural heritage.

Students may enroll 2, 3, 4, or 5 days. Our AM session is 8:30 am - 11:15 am and our PM session is 11:45 - 2:30 pm. Our full day program is from 8:00 am - 2:30 pm.

We offer 4 different classes with developmentally appropriate curriculums designed specifically for each group. Children are assigned to classrooms by their birth date. (There are exceptions to this rule, such as a child with special needs.) Children that attend our full day class spend part of the day in a mixed age group and the rest of the day assigned to a class by their birthdate. All classes follow The Department of Early Education & Care guidelines to meet current standards. The curriculum incorporates writing, reading and math skills. Also included are science, technology, engineering, and social sciences to learn about the world around them. Art, music, literature and physical education are part of the program.

Registration for children seeking enrollment are available on request. Classes are filled on a first come first served basis. A nonrefundable registration fee is charged. Parents and children are welcome to visit before they submit a registration. An Open House is held in March. An orientation for new families is held in September before school begins.

To complete the registration process, the first tuition payment is due by June 1st. The second payment is due by September 1st. Subsequent payments are due on the first of the month through May and will remain the same despite vacations, holidays and snow days. Other payment schedules are also available. If you pay in full by June 1st a 5% discount is given. When paying by check, please put the students name on the bottom of the check. A 30 day written notice is required when changing your child's schedule or before withdrawing your child early from the program. The payment for the last month is due as scheduled. If a 30 day written notice is not given, the next scheduled payment is due. For example: If February will be your child's last month, the February 1st payment is due along with the written notice. If we did not receive your 30 day notice, the March payment is also due. Please note if notice is given after February 1st, the remaining 3 tuition payments are due. For example: if you give notice March 1st, you are responsible for March, April and May payments.

Please remember that the Lollipop Tree tuition is a yearly tuition divided into 10 equal payments. It is not a monthly tuition. All fees and tuition are non-refundable.

There will be a \$10 fee added to all late payments.

6. Medical Requirements:

A. Upon admittance the parent must provide a written physician's statement which indicates the child has had a complete physical examination within one year prior to admission. The results of such an examination shall remain part of the child's file. The physical shall be valid for one year and shall be renewed annually.

B. All parents must provide a statement signed by a physician or health care agency stating the child has been screened for lead poisoning each year up to and including age 3.

C. All parents must present a physician's certificate that each child has been successfully immunized in accordance with the Department of Health's recommended schedules against diphtheria, pertussis, polio, measles, chicken pox and other such communicable diseases.

D. Parents who object to any of the preceding due to religious beliefs or medical condition must give written verification that it does conflict with their religious beliefs or a statement from a physician that such a procedure is contraindicated.

E. The licensee shall request a dental checkup or check of vision or hearing when the appearance or behavior of the child indicates the need.

F. Parents of children with serious health problems must meet with the staff before entering school. At that time it will be decided how best to serve the child. Parents must fill out an individual health care form.

G. Allergies need documentation and will be posted.

7. Healthcare Policies:

A. Because of the young age of the children at the L.T.N.S. it is expected that there will be many colds and infections. We are trying to keep contagious disease to a minimum. Please wash your child's hands before they enter the classroom. Please call the school if your child is going to be absent. You can help by adhering to the following rules:

1. Chicken Pox: Keep your child home until all skin eruptions are scabbed over. (Usually 7 days) If exposed, a child could become infected in 12-21 days.
2. Conjunctivitis: Eye is pink or red and has a discharge. Child must be on medication at least 24 hours, eye clear and no discharge before returning to school.
3. Diarrhea: A child with a stomach upset should be kept at home as long as symptoms persist.
4. Impetigo: Keep child home until infected sites have been treated. See the doctor for treatment.
5. Ringworm: Lesions are often doughnut shaped with loss of hair. See doctor for treatment.
6. Strep Infections: See the doctor. Keep the child home for at least 24 hours after the antibiotic medication has begun.
- 7. Children must be fever free without medication for 24 hours before returning to school.**
8. Head lice and nits: Keep child at home if lice are found. Use an over-the counter remedy (shampoo and comb treatment). Please, it is very important to notify the school.

B. Injury Prevention and First Aid:

1. All staff members must hold a current certificate in basic first aid. Newly hired staff shall complete this program within the first six months of employment. One staff member must be present that holds a current CPR certificate.

2. A first aid kit is located in each room away from the reach of children. Any wounds will be cleaned with warm water. The staff will be aware of any allergies before administering any medication. The Directors will be responsible for the up keep of the first aid kits. All medications will be stored in the director's office (Room 204) in a locked box except for epi-pens to be kept with the first aid boxes..

C. Care of Mildly Ill Children

Any child that becomes ill during the course of the day shall be isolated in the office. The other children will be instructed to stay clear of the child that is ill. A parent or other named person from the child's file shall be called immediately to pick up the child. Any equipment the child has come in contact with shall be washed with water, soap and disinfectant. If this is not possible, the object(s) are to be removed from the classroom immediately. The child may return to school when they are no longer ill. Any child that is sent home with chicken pox, impetigo, measles, whooping cough, conjunctivitis, or unknown skin disease shall have a doctor's note upon return.

If a child appears to be ill the staff will do the following:

1. take the child's temperature if necessary
2. isolate the child if there is a fever or illness
3. try to remove any equipment not necessary to the child's comfort
4. make the child as comfortable as possible away from the other children
5. wash your hands
6. call a parent or designated guardian from the child's file
7. remind the other children to stay away from the ill child
8. at no time is the child to be left unattended

D. Procedure for emergencies or illness:

Any child that becomes severely ill or injured all staff shall follow the following procedure.

1. Call 911 FIRST.
2. Secure the student's comfort and safety.

3. Notify parent/guardian. If parent/guardian cannot be reached, a staff member shall accompany the child to the hospital. An additional staff member shall continue to try to reach the parent until they are successful.

E. Policy on Administering Medications

Administering any kind of medicine shall be avoided if possible. If not, the following rules shall be strictly adhered to.

Parents/guardians shall be notified of the school's policy concerning medication upon admitting a child to the school. Medications whether they be prescription or non-prescription shall be administered only with written authorization from the parent/guardian and written order of a physician (for prescription medicine, this may include the prescription on the label.)

1. Non-prescription medicines shall be administered only in unusual circumstances and with permission of the doctor. The staff member must receive written authorization from the parent/guardian and a written order from the physician, a signed statement listing dosage and the reason for it's use. This statement shall be valid for no more than one year from the date it was signed. The preceding must be brought to the director for final authorization.
2. Parent/guardian must be notified each time the medicine is administered and a written record of this must be kept in the child's file.
3. Topical medications such as sunscreen, petroleum jelly or other ointments shall be administered in unusual circumstances and with written authorization from the parent/guardian and director. The staff must have a signed statement listing the specific topical, non prescription medication and the reason for it's use. This statement shall not be used in any other fashion that is contrary to the directions on the original container. Any permission slips are good for one year.
4. All medications shall be kept labeled and in their original container with the child's name, the name of the drug and the directions for it's administrations and the dosage.
5. The licensee shall maintain a written record of the administration of any medication, prescription or non-prescription, including topical non-prescription medication for each child. This shall include the time and date of each administration, the dosage, the name of the staff member giving the medication and the name of the child. All authorization forms must be part of the file.
6. All medication shall be stored under proper conditions for

sanitation, preservation, security and safety. Medications are kept in a locked box in the office except for emergency medications, such as epi-pens. All unused portions shall be returned to the parent. NOTE: Store any medications needing refrigeration in a locked box in the refrigerator in the office. Room 204.

7. Staff that administer medication have been trained in the 5 right practices for medication administration, the right child, medication, time, dose, and route. All staff must wash hands before and after administering medications.

8. All staff members are trained in recognizing common side effects and adverse reactions to medications. The health care consultant will give the training at the beginning of each school year.

9. The first dose of a medication will not be administered at school except under extraordinary circumstances.

10. If the parents wish, children should come to school with sunscreen or bug spray already applied. If the sunscreen needs to be reapplied, the school needs written permission along with the sunscreen with the child's name on it. Sunscreen and bug spray cannot be shared due to allergies.

8. Policies and Procedures:

A. If your child has recently toilet trained, please send an extra set of clothes in a bag. We keep spare clothing in the classrooms but a child is more comfortable in their own clothes.

B. Snack is provided by the L.T.N.S. We are a peanut/nut free, allergy sensitive school. In addition there are some classes with other food allergies. Check with your child's teachers for suggestions if you would like to bring in something for a special occasion. (NO FOOD please)

For those children eating lunch at school, the following are some healthy tips:

- milk or pure fruit juice
- whole grain bread, raisin bread, cereal, muffin, or graham crackers
- tuna
- cheese
- yogurt
- egg
- cut up vegetables
- fruit slices, bananas
- pudding, jello

Remember, variety and small portions are the key. Children under the age of 4 should not have hot dogs, whole or sliced into rounds, whole grapes, popcorn or meat larger than can be swallowed whole. Staff must when parents request, assist children in brushing their teeth whenever they are in school for more than 4 hours or when they consume a meal while at school. (A notice will go home with the full day children.)

C. In the case of inclement weather, announcements will be broadcast on radio and TV and the Lollipop Tree website and facebook page <https://www.facebook.com/thelollipopnurseryschool/>. School will be closed for snow days when all of Braintree Public Schools are canceled. Delayed openings and morning Kindergarten cancellations do not apply to us. We are not a part of the Braintree phone chain. If the Braintree Superintendent feels it necessary, due to inclement weather, to cancel afternoon kindergarten, Lollipop Tree will also close.

D. The school provides each classroom with toys and equipment that are age appropriate and educationally sound. At times, a child has a security item which helps them with transition from home to school, but generally we ask that no toys be brought from home. However, there will be days where special toys are asked for in school. Any kind of fighting toys or weapons are not allowed at any time. (even for Halloween parties)

E. If you are going to be late picking up your child, please phone the school to let us know so that we can make adjustments and explain so that your child will not be anxious. We ask that parents adhere to pickup time schedules promptly, however, we do understand that emergencies can't be foreseen and we'll make provisions accordingly.

F. The Lollipop Tree Nursery School does not provide transportation. Parents are responsible for dropping their children off in their classroom and picking them up outside the classroom door at the end of school. Please note that the morning session is from 8:30 until 11:15. (**Remember that the teachers' lunch break is from 11:15 to 11:45**). The afternoon session is from 11:45 until 2:30. Our full day session is from 8:00 until 2:30.

If parents are more than 5 minutes late, 3 times, a \$10.00 charge for each occurrence will be added to your tuition.

G. Parents are responsible for their children until they are left in the teacher's care and resume responsibility when they pick their child up. **Please do not leave your child unsupervised.**

H. Teachers supervise children primarily by sight. Supervision for short intervals by sound is permissible as long as the teacher checks frequently on children who are out of sight (ie. when toileting independently).

I. Parents must inform the teacher in writing if someone different will be picking up their child. If that person is unknown to the staff members, they will be asked to show identification.

J. No child will be dismissed to any person suspected to be under the influence of drugs, alcohol or impaired in any way. The child will remain at school until another responsible adult can be contacted or a staff member feels it is safe to let the child leave. The safety of the children at Lollipop Tree is always our number one concern.

9. Termination Policy:

A. A child may be terminated from the Lollipop Tree Nursery School under the following circumstances:

1. Non payment of tuition

Late notices are given out monthly. If parents are late, they will be asked to make arrangements to pay and at that time termination may be discussed and left up to the discretion of the directors.

2. Abusive language or behavior of a parent or child against any staff member, other child or any other person.

3. If the child displays inappropriate behavior (biting, spitting, hitting, etc.) more than 3 times, the child will be asked to leave the school. Parents will be notified each time in writing when a situation occurs. Safety of all of our children and staff is our main concern.

4. Noncompliance of other school policies such as drop-off and pickup times.

B. When any child is terminated from the center whether initiated by the center or the parents, the lead teacher will prepare the child for termination from the center in a manner consistent with the child's ability to understand. For preschoolers, the teacher should talk with the child and other children about the departing child and give simple reasons for the departure.

If a child's departure is sudden and the child and the center are not given an opportunity to say good-bye, the teacher will write a simple note addressed to the child.

10. Assessment:

The purpose of assessing is to improve our program and meet the individual needs of our children.

In early childhood programs, assessment takes place by observing children in daily activities and taking note of their skills, understandings, interests, vocabulary, and attitudes toward various tasks. It includes communicating with families regularly to learn about the circumstances that may affect classroom behaviors or interactions, such as personal or family illness, injury, and child-

rearing beliefs and practices. While children exhibit a broad range of individual differences and personal interests, assessment should ensure that both boys and girls have opportunities to participate in a range of activities, from block building to musical, artistic, or dramatic play, in order to stimulate the development of spatial, artistic, musical, and verbal abilities in all children.

Teachers use check lists, observations, and portfolios to assess the needs and progress of the children. If formal testing is required, children are referred to Braintree High School (or their local school's) preschool for screening. This is done in accordance with the school's referral policy.

Each school year, two progress reports will be sent home. One will be in December and the other one in April. The Lollipop Tree follows all Department of Education guidelines.

11. Referral Policy:

The L.T.N.S. shall use the following procedures for referring parents to appropriate social, mental health, educational and medical services for their child should the center staff feel that an assessment for such additional services would benefit the child.

Whenever any staff member is concerned about a child's development or behavior and feel that further evaluation should be done, they should report it to the child's classroom teacher, who will review concerns with the administrator in charge.

If the administrator agrees, the lead teacher is requested to complete an observation report and review the child's record prior to making a referral.

The administrator will maintain a list of current referral resources in the community for children in need of social, mental health, educational or medical services.

This list shall include the contact person for Chapter 766 and Early Intervention Program referrals.

The director schedules a meeting with parents to notify them of the center's concern and prepares a current list of possible referral resources.

At the meeting, the director will provide to the parent a written statement including the reason for recommending a referral for additional services, a brief summary of the center's observations related to the referral and any efforts the center may have made to accommodate the child's needs.

The director will offer assistance to the child's parents in making the referral. Parents should be encouraged to visit their child's pediatrician to rule out any medical problems. Then parents should call or request in writing an evaluation.

If parents need extra support, the center may, with written parental consent, contact the referral agency for them.

If a child is at least 2 1/2 years of age, the director shall inform the child's parents of the availability of services and their rights, including the right to appeal, under Chapter 766.

If a child is under the age of 3, the director shall inform the child's parents of the availability of services provided by Early Intervention Programs.

The director will, with parental permission, contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the center. Referral services will be allowed to observe in the classroom with written parental permission of the child being observed. If it is determined that the child is not in need of services from this agency, or is ineligible to receive services, the center will accommodate the child and shall review the child's progress at the center every three months to determine if another referral is necessary.

Referral Services:

1. Special Needs Coordinator- Braintree Public Schools Town St., Braintree - 781-848-4000 (If you need information about another town please check in the office)
2. Community Care for Kids - Quincy, MA
617-471-6473
3. Ask-a-Nurse - 1-800-544-2424
4. Lead Paint Hotline - 1-800-532-9571
5. Massachusetts Dental Society - 1-800-342-8747
6. Massachusetts Immunization Program - 617-983-6800
7. Physician Referral Service - 1-800-322-2303
8. South Shore Mental Health – 617-847-1950

12. Child Guidance Policy:

A. The L.T.N.S. shall use behavior management techniques such as setting reasonable and positive expectations, offering choices and providing children an opportunity to verbalize their feelings, which encourage children to develop self- control through understanding.

B. The L.T.N.S. shall prohibit:

1. spanking or other corporal punishment
2. subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect or abusive treatment
3. depriving children of meals or snacks
4. force feeding
5. disciplining a child for soiling, wetting, or not using the toilet; or forcing a child to remain in soiled clothing or forcing a child to remain on the toilet, or using any other unusual or excessive practices for toileting.

C. Where appropriate and feasible, children shall participate in the establishment of such rules, policies and procedures.

13. Diapering Policy

Children wearing diapers or pull-ups are checked at least every 2 hours. Diapers or pull-ups are changed when wet or soiled.

The child to be changed is taken to the bathroom and laid on a lined pad.

The teacher wears disposable gloves while diapering. Soiled clothes are placed in a double layered plastic bag then into a special container labeled "Soiled Clothing" and sent home with the child at the end of the session.

Diapers, gloves and liner are disposed of after each diapering.

Both teacher and child wash hands with soap before returning to the classroom.

With smiles and encouragement, the child is reassured that this is not bad.

14. Changing of Soiled Clothing Policy:

The child to be changed is taken out of the classroom and brought to the bathroom.

The child, when possible, removes his/her own soiled clothing and places it into a double layered bag. If the teacher needs to assist, she wears disposable gloves. The child is given "wet wipes" to clean themselves and dry toweling to wipe themselves. All wipes and towels are disposed of in a double layered plastic bag and then placed in a trash barrel.

Clean clothes are given to the child. Soiled clothes are then placed in a special container labeled "soiled clothing" and are taken home with the child at the end of the session.

Both child and teacher wash hands with soap before returning to the classroom.

The child is reassured that this is not bad.

Toilet Training Policy

The child should be brought out to the bathroom often. At least 2-3 times each session with the other children. (Practice following the routine)

The child will sit on the bench with the other children waiting their turn.

The child should be encouraged to enter the bathroom to look around.

They can practice flushing the toilet and washing their hands.

After a few visits the child should be encouraged to sit on the toilet and use the step stool if necessary.

The child may need instruction in pulling down their pants before climbing on the stool and after to pull pants back up before exiting the stall. Remind the child this is private time. The goal is to make the child as independent as possible. If that child needs to be changed, follow the school's soiled clothing/ diapering policy.

Follow the routine of using the toilet paper, flushing the toilet and washing their hands.

Always be positive and encourage the child.

Children are individuals and some will need more time and direction than others.

The child's progress should be documented in the log book for communication with parents.

Helping a child with toilet training should only happen after talking to the child's parents or guardians. Communication between home and school is key for success.

15. Evacuation Policy:

A. Practice

Each classroom has a routine to follow which is posted in the classroom.

These evacuation drills shall be practiced at least every other month at different times of the day. In the office, these practices shall be documented with the date, time, and effectiveness of the drill. Each teacher is responsible for taking the attendance sheet with her. The names of the children in attendance will be compared to the children at hand. One teacher in each room is responsible for the emergency care of any disabled child.

B. Evacuation Procedure

Proceed out of classroom door, turn and go out through the double doors into the auditorium. Go to the left and out the double doors. Go to the right and proceed outside. The children and staff will proceed along side the church towards the circular driveway. Count heads before leaving the classroom and when you arrive at the designated area.

C. Alternate Route

Proceed out of the classroom and go down the front stairs toward Stedman St. Take a left and proceed down Stedman St. past the parking lot.

D. Hurricane and Tornado Procedure

File out of the classrooms and go down the stairs at the front of the school. Continue downstairs through the heavy metal doors. When you arrive have the children sit in the center of the buildings away from all windows. Remove any object that may become a projectile missile.

E. Bomb Evacuation or any emergency when we can't return to 12 Elm St.

Evacuate the children and proceed to the right to Washington St. Go left on Washington St. until you reach the South Shore Bank at 372 Washington St. Stay in the hall until it is safe to return. If this is not possible, go across Stedman Ave to Custom Auto and stay in the hall until it is safe to return. If this is not possible, call parents and/or guardians to have the children picked up. No one is to reenter the premises until the fire department or police give permission.

F. Special Needs Students

Any special needs student that is unable to follow the preceding evacuation as part of the group will be aided by one of the staff members. These students shall be identified at the start of each school year or as they are enrolled. A staff member will be designated.

G. Lost or missing child

If a child is missing, a quick check of the area will be made by the director. If the child is not found 911 will be called. Staff will follow their instructions while another staff member is calling the parents.

H. Intruder Policy: See Healthcare Policy

16. Contingency Plan for Emergency Situations:

A. Power Outage

If the school should lose its lights, classroom instruction and activities shall

go on as usual. This will be possible as each classroom is well lit with natural light. The children will be able to use the toilets with the use of a flashlight.

B. Loss of Heat

Classroom instruction will continue until the temperature drops below the acceptable classroom temperature of 65. At this point, parents will be notified of the situation and the children will be sent home.

C. Loss of Running Water

If the center loses its water and cannot buy enough to supply the children and staff with drinking water and enough to wash the hands of the children and the staff, the center will send the children home by calling the parents or guardians of the children.

17. Reporting Suspected Child Abuse or Neglect:

All staff, directors, and teachers are mandated reporters and must report suspected child abuse and neglect to the to the Department of Children and Families office at 781-682-0800. Child Abuse Hotline: 1-800-792-5200 (after 5:00) 707 (16L)

Signs of Abuse:

1. Bruises or welts
2. Burns
3. Cuts, tears, or scrapes
4. Head injuries

All observations of suspected abuse/neglect will be recorded in a notebook and kept in the Director's file. Observations will be written in legible handwriting by a staff person who has had direct contact with the child. Date, time and description of the abuse will be recorded. Any dialogue between staff and child will also be recorded. The staff person will sign their name at the end of the recorded observation.

All staff are mandated to call the DCF office and follow their instructions. Fill out 51A forms and mail to the office within 48 hours. Notify the parents depending on each individual case.

If a staff member is accused of abuse/neglect, that staff member will be removed from direct contact with children and placed on probationary

administration position until such allegations are cleared.

Any time there is a case of a child being reported to the DCF, while in our care, the EEC must also be notified. The present EEC case worker will be notified immediately. The Lollipop Tree Nursery School staff will cooperate fully with any investigation.

18. Infection Control:

A. All staff and children wash their hands with liquid soap and running water using friction. Hands shall be dried with individual disposable towels. All staff and children shall wash their hands at least at the following times:

1. On arrival for the day.
2. Before eating or handling food.
3. After toileting or diapering.
4. After coming into contact with bodily fluids and discharges.
5. After handling any animals or their equipment.
6. After cleaning.
7. After playing with water that is shared by more than 2 people.
8. Before and after administering medicine.

B. If a hand sanitizer is used a sufficient amount must be used to keep hands wet for 15 seconds. It must be kept out of the reach of the children and must not take the place of hand washing.

C. Sanitizing:

1. Specified equipment, items or surfaces are washed with a soap and water and disinfected using a bleach and water solution.
2. Disposable gloves shall be used for the clean up of blood spills and bodily fluids. The effected area shall be disinfected. Stained clothing shall be sealed in a plastic bag and returned to the parents at the end of the day.
3. All cleaning supplies and disinfectants shall be stored in a secure place and out of the reach of children.

19. Parent's Rights:

A. The licensee must appropriately involve parents of children in care. This may include visiting the program, meeting with the staff and receiving reports of their children's progress. The licensee shall accept and implement parental suggestions where appropriate.

B. The licensee shall ensure that the administrator shall meet with the parents prior to admitting a child to the program. The licensee shall provide an opportunity for the parents to visit the program's classrooms at the time of the meeting or prior to the enrollment of the child.

C. Parent Conferences. The licensee shall make the staff available for individual conferences with parents at parental request. Parents should arrange a time with the classroom teachers or the directors.

D. Parent Visits. The licensee shall permit and encourage unannounced visits by parents to the program and their child's room while their child is present.

E. Parent Input. The licensee shall have a procedure for allowing parental input in the development of program policy and programs. Parents may put any ideas in writing and submit them to the office, put them in the suggestion box and by filling out the yearly family survey.

F. Reports to Parents in Group Day Care Centers. The licensee shall, periodically but at least every six months, prepare a written progress report of the participation of each child in the center's program. This progress report will be prepared in December and April. This report shall be maintained in the child's records. The licensee shall provide a copy of each report to the parent(s) or meet with them at least every six months at the parent's request to discuss their child's activities and participation in the center.

In addition:

(a) for infants and children with disabilities, the licensee shall complete a written progress report of the child's development every three months, and provide it to the parent(s);

(b) the licensee shall bring special problems or significant developments, particularly as they regard infants, to the parent's attention as soon as they arise.

G. Notification of Injury. The licensee shall inform parents immediately of any injury which requires emergency care beyond minor first aid and shall inform parents in writing of any first aid administered to their child within 24 hours of the incident.

H. Confidentiality and Distribution of Records. Information contained in a

child's record shall be privileged and confidential.

(a) The licensee shall not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without the written consent of the child's parent(s). The licensee shall notify the parent(s) if a child's record is subpoenaed.

(b) The child's parent(s) shall, upon request, have access to his child's record at reasonable times. In no event shall such access be delayed more than two business days after the initial request without the consent of the child's parent(s). Upon such request for access the child's entire record shall be made available regardless of the physical location of its parts.

(c) The licensee shall establish procedures governing access to, duplication of, and distribution of such information; and shall maintain a permanent, written log in each child's record indicating any time a child's record has been released.

1. Each time information is released or distributed from a child's record the following information shall be recorded: the name, signature, and position of the person releasing or distributing the information; the date; the portions of the record which were distributed or released; the purpose of such distribution or release; and the signature of the person to whom the information is distributed or released.

2. Such log shall be available only to the child's parent(s) and program personnel responsible for record maintenance.

I. Amending the Child's Record.

(a) A child's parent(s) shall have the right to add information, comments, data or any other relevant materials to the child's record;

(b) A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's record.

1. If the parent(s) is of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in the child's record, the parent shall have the right to have a conference with the licensee to make his objections known.

2. The licensee shall, within one week after the conference, render to the parent(s) a decision in writing stating the reason or reasons for the decision. If the decision is in favor of the parent(s), steps shall be taken immediately to put the decision into effect.

J. Transfer of Records. When the child is no longer in care, upon written

request of the parent(s), the licensee shall transfer the child's record to the parent(s), or any other person the parent(s) identifies.

K. Charge for Copies. The licensee shall not charge an unreasonable fee for copies of any information contained in the child's record.

L. Research and Experimentation; Unusual Treatment. No licensee shall conduct research, experimentation, or unusual treatment involving children without the written, informed, consent of the affected child's parents or guardian, for each occurrence. In programs where observations of children (by other than parents of the children in the center) are common, a general parental consent must be obtained in writing. Observation shall mean that there is no interaction between the child and the observers and no identification of the individual child. In no case shall the licensee allow a child to be harmed during research, experimentation or unusual treatment. Research and experimentation shall not mean program evaluation or data collection for purposes of documenting services of the program which do not identify individual children.

M. Unauthorized Activities. The licensee shall not allow children to participate in any activities unrelated to the direct care of children without the written, informed consent of the parent(s) or guardian.

"Activities" shall mean, but not be limited to:

(a) fund raising;

(b) publicity, including photographs and participation in the mass media

N. If a parent has a concern about their child or any classroom situation, you can first discuss it with your child's teachers. If the problem is not resolved, bring it to the attention of one of the directors. If a satisfactory solution is still not met, a meeting can be arranged with the parents, both of the directors and the teachers involved.

O. Parents will be notified by email and notice posted two working days prior to any outdoor pesticide application to the children's play area.

20. For Your Information:

A. Even though we do not have formal teacher/parent conferences, as the need arises, a conference may be scheduled. You may speak to your child's teachers and arrange a time that is convenient for all parties. If needed, the director's will attend. If English is not your primary language, we ask a family member or friend to come in and interpret if necessary. Another resource is [Translate.google.com](https://www.translate.google.com).

B. If there is a long term or permanent change in staff, the parents will be notified. No decisions are ever made about a child, such as change in classroom or services without parent involvement.

C. We have celebrations for Halloween, Thanksgiving, and Valentine's Day. National holidays such as Columbus Day, Veteran's Day, Martin Luther King Day and President's Day will be remembered.

D. We teach the children "The Pledge of Allegiance".

E. As always, your input is very important to us and always welcome. Any suggestions may be brought to the attention of the directors or placed in the suggestion box outside of the office. We realize that there is always room for improvement and we strive to be better.

F. The L.T.N.S. offers a before and after school program. A notice will be sent home. For more information, check in the office.

G. Individual and class pictures are taken every year.

H. The Lollipop Tree offers a summer program. More information will follow in the spring.

I. Our web site is www.Lollipoptreekids.com

Our e-mail address is Lollipoptreekids@yahoo.com

J. A resource guide is on our website.

K. The Lollipop Tree Facebook page is:

<https://www.facebook.com/thelollipoptreenurseryschool/>

This page will be used for informational purposes only. We will post reminders for special events, school closings and other school information. The Lollipop Tree will NOT post any pictures of the children or staff and any we are tagged in will be taken down. It is our goal to always protect the children and maintain our families' privacy. We ask that you pass our policy along to your family and friends.

L. The Lollipop Tree is not affiliated with the First Congregational Church, Step Ahead Kindergarten or any other business located at 12 Elm Street.