

Parent Handbook

Michelle Ryan - Director

Melissa Belsky - Director

Marie Mullin

Andrea Marston

Julie Bartlett

Donna Knauber

Juliana McAuliffe

Ellen Savage

Amy Kelley

Lynsie DiTunno

Jennifer Kelly

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

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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 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.

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

4. Who’s Who:

All 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.

Michelle Ryan, Director: joined the Lollipop Tree in 2008. She has courses from Fisher College and is continuing her education to earn her degree in Early Childhood Education.

Melissa Belsky, Director: graduated from Fitchburg State College. She worked at Lollipop Tree from 2002-2008, through her college years and after her graduation. She moved to Ohio in 2008 and worked at KinderCare learning Centers. She became the assistant director of her center in 2011. Melissa returned to the Lollipop Tree in 2013 and runs our music program and works in the 5-year-old classroom.

Julie Bartlett: joined the Lollipop Tree in September of 2018. She has her master's degree in Education. Julie is a volunteer in the Braintree Public Schools and a Girl Scout Troop leader. Julie is a teacher in the 5-year-old class.

Juliana McAuliffe: joined the Lollipop Tree in 2019. She has her teacher certificate from EEC and continues to take Early Childhood classes. Juliana worked part time in the full day classroom and substituted in other classes as needed. Juliana is a teacher in the 5-year-old class.

Marie Mullin: graduated 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 the lead teacher in the 4-year-old class.

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 the lead teacher in the 3-year-old class.

Donna Knauber: joined the Lollipop Tree staff in 2019. Donna has been substituting and volunteering at Lollipop Tree for many years. Donna is a teacher in the 4-year-old class.

Lynsie DiTunno: joined the Lollipop Tree staff in 2021. Lynsie is lead teacher and director certified through the Dept of Education and Care. Lynsie has years of experience working in preschools and has also worked as a nanny. Lynsie is continuing her education to earn her degree. Lynsie is a teacher in the 3-year-old class.

Ellen Savage: joined the Lollipop Tree staff in September of 2019. Ellen has a Bachelor of Arts in Psychology from UMASS Boston. Ellen is a teacher in the 4-year-old class.

Amy Kelley: joined the Lollipop Tree staff in 2021. Amy is a graduate from Fitchburg State College and has her certificate in early childhood education. Amy is a teacher in the 4-year-old class.

Jen Kelly: joined the Lollipop Tree staff in 2022. Jen has a Bachelor of Arts degree in English from UMASS. Jen assists with lunch and substitutes as needed.

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 or toilet training status.

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 developmentally appropriate curriculum 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.) 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 forms for children seeking enrollment are available on request. Classes are filled on a first come first served basis. **A non-refundable registration fee is charged.** Parents and children are welcome to visit the school before they submit a registration. Tours are available by appointment on Thursday afternoons. An Open House may be held in November. An orientation for the children and their families is held in September before school begins.

To complete the registration process, the first tuition payment is due June 1st. The second payment is due September 1st. Subsequent payments are due on the first of the month through May and will remain the same despite vacations, holidays, remote learning days and snow days. Other payment schedules are also available. If you pay in full by June 1st, a 5% discount is given. The first tuition payment must be paid by cash or check. When paying by check, please put the students name on the bottom of the check. If you would like payments 2-10 automatically withdrawn from your bank, you may fill out an authorization form. This form must be received by August 1st for September payment withdrawal. The next opportunity to sign up for auto pay is January and the authorization form must be received by December 1st. The authorization form is good for one school year. **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.

Example # 1: If your plans change after you have made your non-refundable June 1st payment, we must receive written notice by August 1st, or the second payment is due on September 1st.

Example #2 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:

Upon admittance, the parent/guardian 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.

All parents/guardians 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.

All parents/guardians 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.

Parents/guardians 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.

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

Parents/guardians of children with allergies, food restrictions, or any medical conditions must meet with the staff before starting school. They will receive a copy of The Lollipop Tree Medication/Allergy/Food Restriction policy. Parents/guardians will be given the necessary forms pertaining to their child's needs, for example, Individual Health Care Plan and Medication Consent forms. At that time, it will be decided how best to serve the child. All educators/staff members are to be familiar with any allergies a current student might have.

Allergies need documentation and will be posted.

7. Healthcare Policies:

Because of the young age of the children at the Lollipop Tree Nursery School, it is expected that there will be many colds and infections. We try to keep contagious disease to a minimum. Children wash their hands before they enter the classroom. Please call or email the school if your child is going to be absent and send in a note upon your child's return to school explaining the absence. You can help by adhering to the following:

- a. 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.
- b. 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.
- c. Diarrhea: A child with a stomach upset should be kept at home if symptoms persist.
- d. Impetigo: Keep child home until infected sites have been treated. See the doctor for treatment.
- e. Ringworm: Lesions are often doughnut shaped with loss of hair. See doctor for treatment.

- f. Strep Infections: See the doctor. Keep the child home for at least 24 hours after the antibiotic medication has begun.
- g. **Children must be fever free without medication for 24 hours before returning to school.**
- h. Head lice and nits: Keep child at home if lice are found. Use an over-the counter remedy (shampoo and comb treatment). **It is very important to notify the school.**

Injury Prevention and First Aid:

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

A first aid kit will be in each room away from the reach of children. Any wounds will be cleaned with warm water. The educator/staff member will be aware of any allergies before administering any medication. The directors will be responsible for the upkeep 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 and other rescue medication to be kept with the first aid boxes.

Care of Mildly Ill Children:

Any child that becomes ill during the day shall be isolated in the designated space that is separate from any of the classrooms to ensure minimal exposure to others in the program. The designated space will be in the auditorium. The designated area will be petitioned off and will be fully supplied with PPE equipment, a thermometer, a rest mat, a chair, and a barrel. There will also be an adult sized chair for the educator/staff member that is supervising the ill child. A parent/guardian or other named person from the child's file, shall be called immediately to pick up the child. The parent/guardian will telephone the school upon arrival and will remain outside until an educator/staff member brings the child to the door to be dismissed. All areas of isolation will be disinfected with a CDC recommended disinfectant. Any equipment that the child has come in direct 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 a contagious illness or unknown skin diseases shall need a doctor's note upon their return.

If a child appears to be ill, the educator/staff member will do the following:

1. Educator/staff member will wash their hands and put on latex gloves.
2. Take the child's temperature.
3. Isolate the child and their belongings if there is a fever or illness.
4. Make the child as comfortable as possible, away from other children.
5. Any child that has become isolated due to illness must be supervised by an educator/staff member. At no time is the child to be left unattended.
6. Call a parent/guardian to pick up the child.

7. Educator/staff member will follow cleaning protocol after child has been dismissed.

*** Parents/Guardians must supply 3 reachable phone numbers and a valid email address.**

Procedure for emergencies or illness:

Any child that becomes severely ill or injured all educators/staff members 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, an educator/staff member shall accompany the child to the hospital. An additional educator/staff member shall continue to try to reach the parent until they are successful.
4. Incident/injury report must be filled out on the portal and EEC should be notified by phone.

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 (Medical Consent Form) 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 with written instructions from a doctor. The educator/staff member must receive written authorization from the parents/guardians and a written order from the physician, a signed statement listing dosage and the reason for its use (Medical Consent Form). 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. Parents/guardians must be notified each time the medicine is administered and a written record of this must be kept in the child's file.
3. If parents/guardians wish, children may come to school with sunscreen or bug spray already applied. If sunscreen needs to be reapplied, the school needs written permission along with the sunscreen with the child's name on it. Topical medications such as sunscreen, petroleum jelly or other ointments shall be administered with written authorization from the parent/guardian and director. The educator/staff member must have a signed statement listing the specific topical, non-prescription medication and the reason for its 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 its 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 educator/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 and inhalers. All unused portions shall be returned to the parent/guardian. NOTE: Medications needing refrigeration will be stored in a locked box in the refrigerator in the office. Room 204.
7. Any educators/staff members that administer medication have been trained in the 5 right practices for medication administration: the right child, medication, time, dose, and route.
8. All educators/staff members must wash hands before and after administering medications. All educators/staff members will wear gloves and masks while administering medications.
9. All educators/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.
10. The first dose of a medication will not be administered at school except under extraordinary circumstances.
11. If your child has any allergies or food restrictions, please be sure we are aware. All forms can be found on our website, all forms are valid for one year. Be sure to check expiration dates on all medication. **WE CANNOT ADMINISTER OUTDATED MEDICATION.**

8. Policies and Procedures:

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

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 lunch ideas:

- 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, Jell-O

Remember, variety and small portions are the key. Children under the age of 4 must not have hot dogs, whole or sliced into rounds, whole grapes, popcorn, or meat larger than can be swallowed whole. Educators/staff members, when parents request, must 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.) **ALL BACKPACKS, LUNCH BOXES AND SNACKS MUST BE LABELED WITH YOUR CHILD'S NAME ON THE OUTSIDE. Any reusable containers, water bottles, or thermoses must also be labeled with your child's name on the outside.**

In the case of inclement weather, announcements will be on the Lollipop Tree website and Facebook page.

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

Drop-off/Pick-up Policy- Children must be dropped off at the circular driveway on Elm Street (church entrance). Children must be walked up to the door; no cars are allowed in the driveway at drop-off or pick-up. Children will enter the building on their own, we understand for some children this may take a bit of time.

Being on time for drop-off and pick-up is very important. The drop-off for children arriving at 8:00am will be completed by 8:10am and the drop-off for children arriving at 8:30am will be completed by 8:40am. Pick-up time for the morning classes is 11:15am, the time for full day and for afternoon pick-up is 2:30pm. **It is very important that all drop-off and pick-up times are followed.** Children that arrive late will significantly disrupt our protocols for safety. We need to adhere to EEC student/teacher ratios for safety reasons. A teacher needing to leave a classroom to let a late student in would not be following EEC regulations. There is a fee of \$10 if you are late picking up or dropping your child off. To avoid the late fee and to help us maintain the health and safety protocol, we offer a before and after care program. Before care begins as early as 7:00am and after care is available until 5:00pm. The fee for before and after care is \$7 per half hour and the sign-up form can be found on our website. You can use this on a regular basis or as the need arise. Please be sure that anyone that will be picking up your child is on your child's pick-up list, you may add or delete people at any time. Be sure anyone new picking up your child brings a picture ID. The pickup person **MUST** have a sign with the child's name clearly written on it.

If you are going to be late picking up your child, please phone the school to let us know so that we can adjust and explain to your child so they will not be anxious. We ask that parents/guardians adhere to pick up time schedules, however, we do understand that emergencies cannot be foreseen, and we will make provisions accordingly.

Parents/guardians 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.**

Teachers supervise children primarily by sight. Supervision for short intervals by sound is permissible if the teacher checks frequently on children who are out of sight (i.e., when toileting independently). There is always more than one adult in the building when children are present.

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

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 an educator/staff member feels it is safe to let the child leave. The safety of the children at Lollipop Tree Nursery School is always our number one concern.

The Lollipop Tree Nursery School does not provide transportation. Parents/guardians are responsible for dropping their children off and picking them up at the end of the school day. Please note that the morning session is from 8:30 am until 11:15am. The afternoon session is from 11:45 am until 2:30pm. Our full day session is from 8:00am until 2:30pm.

9. Termination Policy:

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

1. Nonpayment of tuition. Late notices are given out monthly. If parents/guardians are late, they will be asked to plan to pay. After 3 late notices, termination may be discussed and will be left up to the discretion of the directors.
2. Abusive language or behavior of a parent/guardian or child against any educators/staff members, other children, or any other person. If more than 3 times, the child will be asked to leave the school. Parents/guardians will be notified each time in writing when a situation occurs. (Depending on circumstances, termination could be immediate)
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/guardians will be

notified each time in writing when a situation occurs. Safety of all the children and staff is our main concern.

4. Consistent noncompliance of drop-off and pickup times may result in termination. After 3 written notices, the child may be asked to leave the school. (We do understand that occasionally parents/guardians will be late due to no fault of their own.)
5. Noncompliance of other school policies may result in immediate termination.

When any child is terminated from the center whether, initiated by the center or the parents/guardians, 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 would 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, 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 in December and the other in April. The Lollipop Tree follows all Department of Education guidelines.

11. Referral Policy:

The Lollipop Tree Nursery School uses the following procedures for referring parents/guardians to appropriate social, mental health, educational and medical services for their child should the educators/staff members feel that an assessment for such additional services would benefit the child.

Whenever any educator/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 director in charge.

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

The director 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 will schedule a meeting with parents/guardians to notify them of the educator/staff members concern and will prepare a list of current possible referral resources.

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

The director will assist to the child's parents/guardians in making the referral.

Parents/guardians should be encouraged to visit their child's pediatrician to rule out any medical problems. The parents/guardians should call or request in writing an evaluation. If parents/guardians need extra support, the director 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/guardians 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/guardians 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 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
9. Other medical information - mass.gov, CDC.gov

12. Child Guidance Policy:

The Lollipop Tree Nursery School 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.

The Lollipop Tree Nursery School 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 any child.
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.

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

13. Diapering Policy:

For children that are not yet toilet trained:

1. A change of clothing is available for each child.
2. Diapering areas are separate from facilities and areas used for food preparation.
3. A supply of clean, dry diapers adequate to meet the needs of the children is kept.
4. The diapering surface is smooth, intact, impervious to water and easily cleaned.
5. The diapering surface is not used for any other purpose.
6. Each child's diaper is checked every 2 hours and changed when needed.
7. The surface is covered so that the child does not have contact with the changing surface.
8. Educators/staff members wash their hands with liquid soap and running water using friction and dry their hands with disposable towels after diapering a child.
9. Educators/staff members always keep at least one hand on the child when the child is being changed on an elevated surface.

10. After changing, the child's hands must be washed with liquid soap and water and dried with a disposable towel.
11. Soiled disposable diapers are double bagged and disposed of
12. Soiled, non-disposable diapers are double bagged, placed in sealed plastic container, labeled with the child's name, and returned to the parents at the end of the day.
13. With smiles and encouragement, the child is reassured that this is not bad.

14. Changing of Soiled Clothing Policy:

1. The child to be changed is brought to the bathroom.
2. The child, when possible, removes his/her own soiled clothing and places it into a double layered bag. If the educator/staff member needs to assist, they wear disposable gloves. The child is given "wet wipes" to clean themselves and dry towel to wipe themselves. All wipes and towels are disposed of in a double layered plastic bag and then placed in a trash barrel.
3. 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.
4. Both child and educator/staff member wash hands with soap and water before returning to the classroom.
5. The child is reassured that this is not bad.

Toilet Training Policy:

1. The child will be brought out to the bathroom often. At least 2-3 times each session with the other children. (Practice following the routine)
2. The child will sit on the bench with the other children waiting their turn.
3. The child will be encouraged to enter the bathroom to look around.
4. The child can practice flushing the toilet and washing their hands.
5. After a few visits, the child will be encouraged to sit on the toilet and use the step stool, if necessary.
6. 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. Educators/staff members will 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, the school's soiled clothing/diapering policy will be followed.
7. The child will follow the routine of using the toilet paper, flushing the toilet, and washing hands.
8. Always be positive and encouraging.
9. Children are individuals and some will need more time and direction than others.
10. The child's progress will be documented in the toileting logbook and communicated to the parents/guardians.
11. Helping a child with toilet training should only happen after talking to the child's parents/ guardians. Communication between home and school is key for success.

15. Evacuation Policy:

Practice:

These evacuation drills shall be practiced every month at different times of the day. These practice drills shall be documented with the date, time, and effectiveness of the drill. The children must be counted before leaving the classroom and upon arriving at the destination. Be sure the children counted match the daily attendance sheet (name to face). **The playground bag containing attendance folder, parent/guardian contact information, medication and first aid kit are taken any time the group leaves the classroom. The director will take the evacuation bag.**

Evacuation Procedure:

Proceed out of the 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 the side of the church towards the tree near the circular driveway. Count all children when leaving the classroom and upon arrival at the designated area. Be sure the children counted match the daily attendance sheet (name to face). An educator/staff member from each class will take the classroom playground bag with them. The playground bag contains the daily attendance, parent/guardian contact information, medication and first aid kit. Educators/staff members will also take walkie talkies and cell phones with them. Director is responsible for calling 911 and notifying EEC if necessary. The director will also take the evacuation bag when leaving the building.

Alternate Route:

Proceed out of the classrooms and down the corridor towards the Stedman St. exit. Go down the stairs and out the doors turning left onto Stedman St. The children and educators/staff members will proceed past the parking lot and stopping a safe distance away from the school (roughly 3 to 4 houses away). Count all children before leaving the classroom and upon arrival at the destination. Be sure the children counted match the daily attendance sheet (name to face). An educator/staff member from each class will take the classroom playground bag with them. The playground bag contains the daily attendance, parent/guardian contact information, medication and first aid kit. Educators/staff members will also take walkie talkies and cell phones with them. Director is responsible for calling 911 and notifying EEC if necessary. The director will also take the evacuation bag when leaving the building.

Hurricane and Tornado Procedure:

File out of the classroom and go down the stairs at the front of the school (Stedman St entrance) to the basement of the building. Go through the 2 sets of double doors into the lower parish hall. Then go to the left into the hallway in the center of the building. Have children sit far away from all windows. Remove any objects that may become projectile missiles. Count all children before leaving the classroom and upon arrival at the destination. Be sure the children counted match the daily attendance sheet (name to face). An educator/staff member from each class will take the

classroom playground bag with them. The playground bag contains the daily attendance, parent/guardian contact information, medication and first aid kit. Educators/staff members will also take walkie talkies and cell phones with them. Director will take the evacuation bag. *If any utilities need to be shut off, the church office manager or emergency personnel will be responsible.

Bomb Evacuation or any emergency when we cannot safely return to 12 Elm St:

Director will be responsible for calling 911 and taking the evacuation bag located in the office. The evacuation bag will contain master lists, water, cups snack, first aid kit, books, and simple games. Educators/staff members will follow Lollipop Tree’s evacuation procedure. Once out of the building they will proceed to the right toward Washington St. Then go left onto Washington St. Cross at the lights and continue to Dunkin Donuts at 375 Washington St. **Alternative location:** depending on situation, we will use our alternative evacuation route and go across Stedman Ave. to Beyond Motors. Stay in either location until it is safe to return to school. If it is not safe to return to the school, we will call parents/guardians to have the children picked up. It will be documented as each child is dismissed. No one is to reenter the premises until the fire or police department gives permission. *Director, educators/staff members will keep in contact with walkie talkies and cell phones.

Special Needs Students:

Any special needs student that is unable to follow the preceding evacuation as part of the group will be helped and accompanied by one of the educators/staff members. These students shall be identified at the start of each school year or as they enroll. An educator/staff member will be assigned to assist the student.

Lost or missing child:

If a child is missing, a quick check of the area will be made by the director. All outside doors will be locked, we will notify church office and other occupants of the missing child. If the child is not found, 911 will be called. Educators/staff members will follow the 911 operator’s instructions while another educator/staff member is calling the parents/guardian. All other educators/staff member and children will remain in their classrooms until given further instruction by the director or emergency personnel.

Intruder Policy:

See Healthcare Policy

Shelter in Place Policy:

See Healthcare Policy

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. There is emergency lighting in all main areas of the building. Smoke detectors would still be operational if there is a power outage.

b. Loss of Heat:

Classroom instruction will continue until the temperature drops below the acceptable classroom temperature of 65. At this point, parents/guardians 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 educators/staff, and directors, are mandated to call the DCF 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.

- a. Observations will be written in legible handwriting by an educator/staff member who has direct contact with the child. Date, time, and description of the abuse will be recorded. Any dialogue between educator/staff member and child will also be recorded. The educator/staff member will sign their name at the end of the recorded observation.
- b. All educators/staff members are mandated to call the DCF office and follow their instructions.
- c. Fill out #51 forms and mail to the office within 48 hours.
- d. Notify the parents depending on each individual case. (all information will be reported to EEC on the portal)
- e. If an educator/ staff member is accused of abuse/neglect, that educator/staff member will be removed from direct contact with children and placed on a probationary administrative position until such allegations are cleared.
- f. Any time there is a case of a child being reported to the DCF, the EEC must also be notified immediately.
- g. The Lollipop Tree Nursery School staff will cooperate fully with any investigation.

18. Infection Control:

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

- a. On arrival for the day.
- b. Before eating or handling food.
- c. After toileting or diapering.
- d. After contact with bodily fluids and discharges.
- e. After handling any animals or their equipment.
- f. After cleaning.
- g. After playing with water that is shared by more than 2 people.
- h. After playing outside or in the gym.
- i. Before and after administering medicine.

If a hand sanitizer is used, enough must be used to keep hands wet for 20 seconds. It must be kept out of the reach of the children and must not take the place of hand washing.

Sanitizing:

- a. Specified equipment, items or surfaces are washed with soap and water and disinfected using a bleach and water solution.
- b. Disposable gloves shall be used for the cleanup of blood spills and bodily fluids. The affected area shall be disinfected. Stained clothing shall be sealed in a plastic bag and returned to the parents at the end of the day.
- c. All cleaning supplies and disinfectants shall be stored in a secure place and out of the reach of children. A cleaning schedule is available.

19. Parent's Rights:

The licensee must appropriately involve parents/guardians 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.

The licensee shall ensure that the director 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.

Parent/guardian conferences:

The licensee shall make the educator/staff member available for individual conferences with parents/guardians at parental request. Parents/guardians should arrange a time with the classroom teachers or the directors.

Parent/guardian visits:

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

Parents/guardians input:

The licensee shall have a procedure for allowing parent/guardian input in the development of program policy and programs. Parents/guardians 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

Reports to parents/guardians in group 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 parents/guardians or meet with them at least every six months at the parent/guardian'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 parents/guardians.
- b. the licensee shall bring special problems or significant developments, particularly as they regard infants, to the parent/guardian's attention as soon as they arise.

Notification of Injury:

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

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 parents/guardians. The licensee shall notify the parent/guardians if a child's record is subpoenaed.
- b. The child's parents/guardians 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 parents/guardians. 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.
- d. 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.

- e. Such log shall be available only to the child's parents/guardians and program personnel responsible for record maintenance.

Amending the Child's Record:

- a. A child's parents/guardians shall have the right to add information, comments, data, or any other relevant materials to the child's record.
- b. A child's parents/guardians shall have the right to request deletion or amendment of any information contained in the child's record.
- c. If the parents/guardians are of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in the child's record, the parent/guardian shall have the right to have a conference with the licensee to make his objections known.
- d. The licensee shall, within one week after the conference, render to the parents/guardians a decision in writing stating the reason or reasons for the decision. If the decision is in favor of the parents/guardians, steps shall be taken immediately to put the decision into effect.

Transfer of Records:

When the child is no longer in care, upon written request of the parents/guardians, the licensee shall transfer the child's record to the parents/guardians, or any other person the parents/guardians identifies.

Charge for Copies:

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

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/guardians. In programs where observations of children (by other than parents/guardians 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.

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 parents/guardian.

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

- a. fund raising.

- b. publicity, including photographs and participation in the mass media.

If a parent/guardian 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/guardians, the directors and the teachers involved.

Parents/guardians 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:

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 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.

At the end of each school year, educators talk to the children about transitioning into their next classroom. Children that are returning to the Lollipop Tree Nursery School have opportunities to visit next year's classroom and meet the teachers. Children going onto kindergarten are encouraged to talk about going to a new school. Educators read books to the children about kindergarten. They ask and answer questions to help prepare the children. A graduation is held in June for all children going on to kindergarten.

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

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

We teach the children "The Pledge of Allegiance".

Your input is 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.

The Lollipop Tree Nursery School offers a before and after school program. A notice will be included in the orientation packet. For more information, check in the office.

Individual and class pictures are taken every year.

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

Our web site is www.Lollipoptreekids.com

Our e-mail address is Lollipoptreekids@yahoo.com

A resource guide is on our website.

The Lollipop Tree's Public Facebook 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. We have a private Facebook page to communicate with current families. Details in the orientation packet.

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