



SMALL WORLD PRESCHOOL and CHILD CARE CENTER



"A STEP AHEAD FOR YOUR CHILD'S FUTURE"

PARENT HANDBOOK



**52 SUGARLOAF STREET, SOUTH DEERFIELD, MASSACHUSETTS 01373
413-665-4501**

www.SmallWorldSouthDeerfield.com

WELCOME TO SMALL WORLD PRESCHOOL AND CHILD CARE CENTER!

SMALL WORLD preschool and child care center provides full day, year-round care for children 2.9 years through age 7 primarily in Franklin and Hampshire counties. We try to balance a ratio between boys and girls. We are open between the hours of 7:30 a.m. and 5:30 p.m. Monday through Friday.

Interested parents may contact our teachers to arrange a meeting and to set a date for a visit with their child to the classroom. At this time we will discuss any special needs or concerns. We will also make sure that this program can meet your child's needs and if not, we will suggest another type of program better suited to your family needs. If enrollment is chosen, all records on the child must be received at the center at least one day before your child starts – this includes immunizations (or a doctors or alternative care providers note). Admissions are on a first come, first serve basis.

Children are offered a supportive environment in which to express themselves creatively and to expand an awareness of themselves and the world around them. They are welcomed into a stimulating, child-centered environment which is exciting yet safe. Through praise, encouragement, support and positive reinforcement, children develop decision-making abilities, self-sufficiency, independence and problem-solving skills. Most importantly, they gain a positive self-image.

Daily activities are designed to guide each child towards a better understanding of him/herself and to knowledge of how to get along with others. Our wide range of materials and activities help children develop social, cognitive, physical and verbal skills. All activities are planned with the child's individual needs in mind and each is challenged appropriately.

In a caring and positive atmosphere, we create a warm and happy place for preschoolers to learn,. As we bridge the gap from home to school, we guide children to a continued good self-image while building social skills in a school -setting.

Sensory, motor, perceptual and language skills are introduced through materials and activities which are both child-centered and teacher-directed. Work is planned which emphasizes the process rather than the product, fostering a sense of accomplishment and pride.

Based on the theory that children learn through play, classroom routines encourage active involvement, meaningful experimentation and reinforcement through repetition. Schedules are designed which balance structure and free choice, as well as active and quiet times.

Recognizing that children grow in predictable stages, we treat each child as an individual, working from the level each child has attained and moving forward a step at a time. We teach a love of learning and allow children to experience their own stage of development and help them to feel success without pressure.

We value the active involvement of parents in our program. Parents may gain valuable insights and techniques from the expertise of the staff and at the same time, share their own talents and interests to maintain the excellent quality here at SMALL WORLD. School then becomes a shared experience which hopefully will continue throughout each child's educational process.

Our curriculum is developed through teacher observation and evaluation of each child. Concepts and skills are introduced which are appropriate to each child's stage of development, and which reinforce social, emotional, physical and intellectual growth. Concrete, hands-on activities and experiences are planned according to a calendar of themes and units which are relevant to the children, providing meaningful learning.

SMALL WORLD does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, marital status, disability, sexual orientation, or national origin.



GEE, ALL THOSE KIDS SEEM TO DO IS PLAY

Yes, children here at SMALL WORLD do play a lot. During this time a lot is going on.

They are:

- * meeting friends
- * playing with toys
- * exploring how things work
- * looking at books
- * listening to music
- * sharing
- * having different experiences in mostly child group situations vs. a mostly adult situation
- * pouring and measuring in the sand box and water table
- * enjoying creative art experiences
- * developing and expanding their language abilities
- * having cooperative play experiences
- * learning to share the adults' attention
- * learning social skills needed to play games and make friends
- * building with materials that may not be available at home
- * using "messy" art materials in a space provided for experimentation
- * trying on different personalities with different clothing
- * becoming independent
- * comparing and contrasting different experiences
- * learning from others while broadening their horizons



SO YOU SEE, WHAT LOOKS LIKE PLAY IS
REALLY HARD WORK!

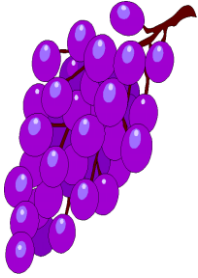


SAMPLE DAILY SCHEDULE

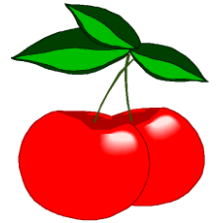
Arrival:	Greeting of Families. Free play: children choose learning centers to play in throughout the morning.
9:30	Clean-up time: activities and toys will be put away.
9:45	Circle activities
10:15	Snack time
10:45	Curriculum/Project Activities
11:15	Outside play (weather permitting)
12:00	Lunch with small group conversation promoted
1:00	Nap or quiet time on mats with quiet music
3:00	Gradual wake-up and snuggle
3:15	Snack time
3:30	Free play outside/inside until departure

Children are involved in a wide range of activities that give them the opportunity to learn, grow and enjoy themselves. Independence, self-confidence, social, emotional, and physical growth are enhanced. Much time is devoted to playing because we feel that this is the way in which young children learn best.

MEALS



A full hot lunch and a.m. and p.m. snacks are served each day. We try to keep food nutritious and low in sugar and preservatives.



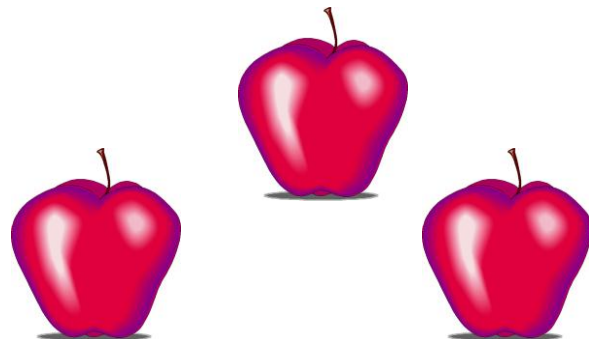
SAMPLE MENU

Baked stuffed shells, tossed salad, garlic bread, pineapple chunks, milk
Turkey salad on rye, lettuce, celery and carrots, strawberries, milk
Fish fillets, mashed potato, corn, whole wheat bread and butter, apple wedges, milk
Meatloaf, sweet potato, broccoli, oatmeal bread, grapes, milk
Egg salad on wheat bread, french style green beans, carrot and celery sticks, orange slices, milk
Grilled cheese on whole wheat, tomato wedges, celery sticks, peaches, milk
Baked chicken, rice, broccoli, whole wheat bread and butter, apple slices, milk
Tuna casserole, mixed vegetables, celery sticks, rye bread and butter, kiwi fruit, milk
Hamburgers, french fries, peas, hamburger rolls, orange wedges, milk
English muffin pizza (cheese, hamburger), tossed salad, pear wedges, milk
Rolled cold cuts with cheese, mini-bagels, hard boiled eggs, cucumber, carrots, melon, milk
Macaroni and cheese, peas, tomato wedges, oatmeal bread and butter, pineapple, milk

Due to the number of children, we are unable to offer daily alternative meal options for every child. However, we do understand that not all children eat the same types of foods or that some may have allergies or other concerns necessitating a menu choice. We try hard to accommodate such needs and will work with parents on an individual basis if the need arises.

Children at SMALL WORLD are encouraged to try a variety of food options but are never forced to eat food they dislike. If parents are interested in sending food in for snack, please consult a staff member to ensure that children with allergies will not be left out. A food suggestion list is available upon request.

Small World uses local and organic food when possible to ensure freshness. A local farm delivers their milk weekly via the milkman!!



JUST A FEW WORDS ABOUT: CLOTHING

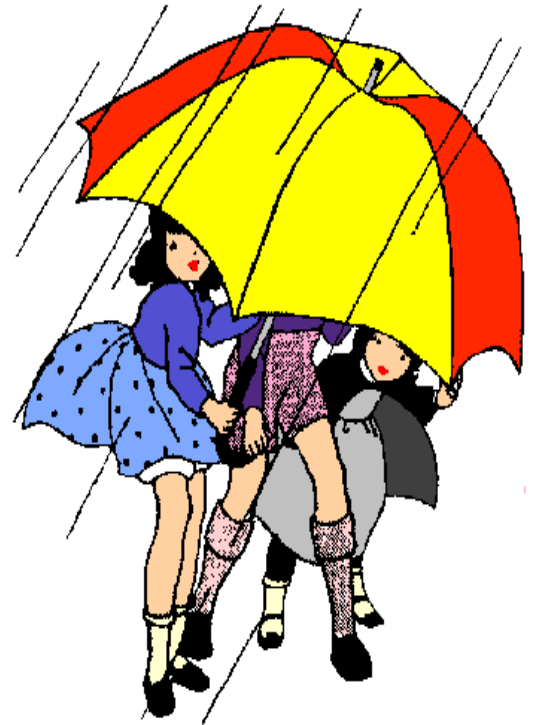
Be sure that your child's clothing:

- ** is comfortable, washable, and allows for self-dressing,
- ** is marked with child's name,
- ** is appropriate for arts and crafts.

We do get involved in activities and should not have to be overly concerned with staying clean. Dresses with ruffles and bows and pants with difficult belts and fastenings should be avoided

When the weather is cold, always:

- ** send in mittens, hats, and a sweater to layer over clothes as we do go out most days,
- ** have your child carry in snowpants and boots (we will help to put them on), rather than wear them in the car on the way to school and spend precious time taking them off,
- ** remember that boots can be difficult to put on over some shoes – please provide plastic bags to put over shoes before putting on boots, send in slippers or alternate shoes for indoors,
- ** provide pants for girls who wear dresses with tights – those little legs get so cold without extra protection!



When it rains, always:

- ** send in a raincoat,
- ** please leave umbrellas AT HOME!



Please bring a change of clothing in a bag marked with your child's name as well as a blanket TO BE LEFT AT SCHOOL. We will wash the blankets periodically so PLEASE LABEL THEM with your child's name using a laundry proof marker. Also, please provide us with a pillow case in which to house the blanket and a "pet, friend or baby" to help keep your child comfortable during quiet time.

SAFETY

Umbrellas are unsafe in a group of children – they are not allowed. Jelly shoes do not stay on feet at all times, do not provide enough traction on steps, ladders, or tricycles, and are uncomfortable to wear on long walks or field trips – they are not allowed for outside wear!



DEPARTURE



During the first few weeks of school, don't be disturbed if your child:

- ** is shy and clings to you,
- ** is aggressive and won't share,
- ** hits and refuses to take turns,
- ** tires easily and cries a great deal,
- ** resists using the school bathroom, has accidents,
- ** doesn't talk much about what happened at school.

These are all symptoms of tension and stress in a new situation and will disappear as your child becomes used to the teachers, other children and the classroom routine. Be sympathetic and supportive!

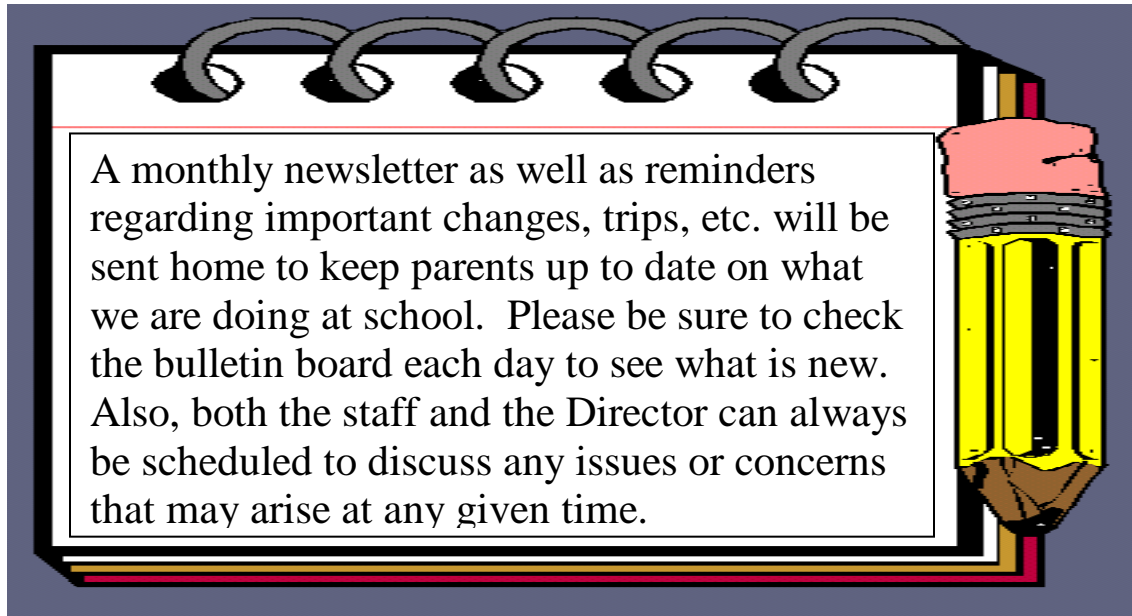
You can help by:

- ** letting your child bring in a favorite security-object (doll, blanket, etc.)
- ** letting your child just stand and watch, knowing observation is one way of participating,
- ** not putting pressure on your child to produce something to take home,
- ** not pushing your child to conform to routines without time to adjust,
- ** allowing lots of time for personal routine, a nourishing breakfast and a pleasant, safe ride to school,
- ** having a cheerful, positive attitude as your child leaves you, either at home or at school, such as "Goodbye, I'll see you later!"
- ** encouraging talk about school by asking specific questions, such as "Did you play with the _____ today?" or, "What was for snack today?" rather than "What did you do today?"

Remember always: the more relaxed the parent, the more relaxed the child.

Our staff understands how difficult it is to leave your child with new care providers and we will do whatever we can to help ease the transition.

COMMUNICATION

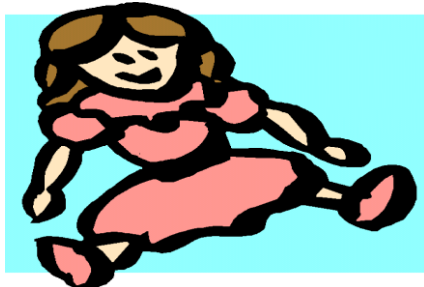


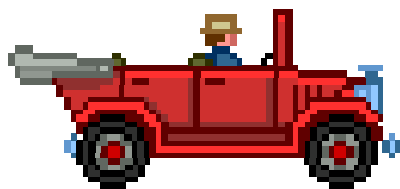
TOYS

Guns, swords and toys that could hurt another child are not allowed! They will be taken and put aside until dismissal – so why not keep them home.

There are often problems with children bringing toys to the Center: (1) they get lost or broken and the children get upset; (2) the children give the toys away without permission from parents; and (3) the children argue over the toys and their ownership.

To alleviate any problems we are going to establish a share day and each child may bring in one item to share on this day. On the other days, please have your children keep their toys and possessions at home. We could use your assistance in helping the children understand this rule.





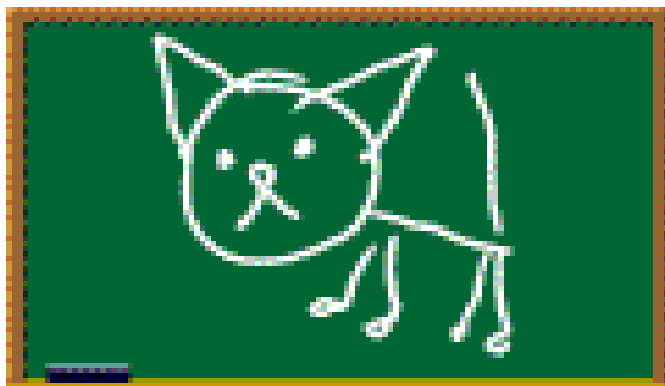
PICK-UP TIME

When your child is enrolled we will ask you to decide upon your anticipated hours. This is important because enrollment during the first and last hour of the day determines our staffing pattern. We are able to cut down on staff during these hours IF our enrollment is low (the lower our costs the lower your tuition). This means that whoever is contracted for these hours is entitled to be here. If we are over in enrollment and an additional staff person must stay on the premises we must charge an overtime fee to cover their salary. The overtime fee is \$10.00 per each fifteen minutes late or any part thereof. However, we do understand that occasional emergency situations do arise and we do take that into consideration providing it does not become habitual.

Late arrival in the afternoon seems to be a problem with most centers. We will be very stringent regarding the late fee following our 5:30 closing. Staff members have families and commitments after work and when you are late they are made to work overtime WITHOUT ANY prior notice. Many cannot stay late as they have their own after work responsibilities. Please be considerate of this.

BRINGING HOME ARTWORK

Today your child is bringing home a painting! On days like this, you may find yourself thinking, “Good grief! What is this?” Remember ... art work is an expression of language. Many times a child won't be able to verbalize what it is that he/she has painted. Please observe how your child's art work develops as the school year progresses.



Many children will paint one color over another. This is the child's way of exploring the media. Also, some will start out with a specific idea in mind, and then gradually cover every figure on his/her paper. In other words, some of these paintings have a completely different painting underneath. Help your child develop an appreciation of self and the unique quality of his/her own art work by appreciating and enjoying your child.



HOLIDAYS



We are closed for the following holidays:

New Year's Day, Martin Luther King Day, President's Day, Patriot's Day, Memorial Day, July 4th, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and the day after, Christmas and the day before or the day after depending on when it arrives.

With the exception of the above noted, we are open from 7:30-5:30, Monday through Friday. We close at 1:00 pm the Wednesday prior to Thanksgiving Day.

We understand that it is difficult for parents when our holidays are not the same as yours. We would like to be more flexible, however, as each parent has a different schedule we cannot possibly meet all needs. Our staff receives little flexible time so it is important that they be able to plan on holiday and vacation time in advance.



REMINDER OF PICK-UP NAMES

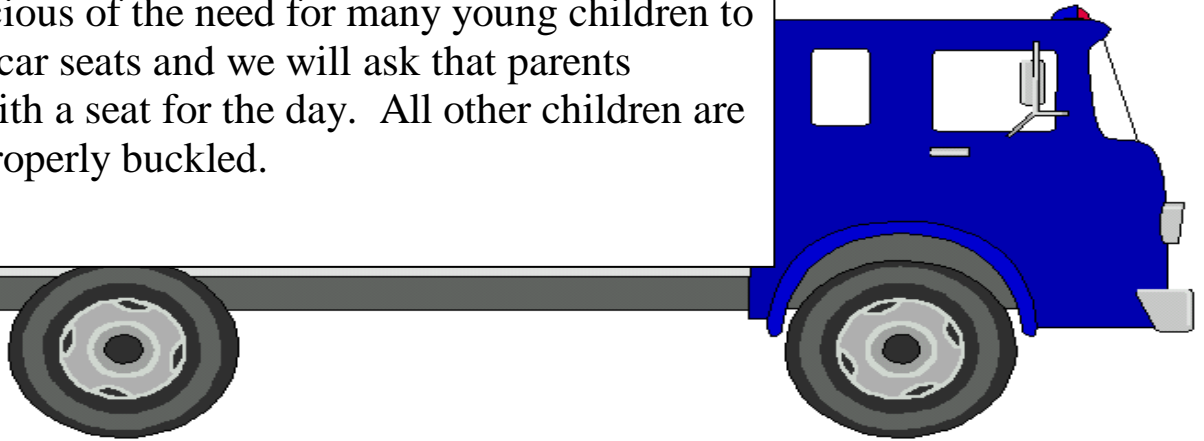
When you enroll at SMALL WORLD you will be asked to indicate who will be allowed to pick up your child. It is very important for your child's safety and welfare that we and the child be aware of any changes that might occur. A brief note or telephone call to inform us of a "special" pick-up is necessary. If a relative, friend or neighbor is replacing the regular pick-up person – if only for one day – we MUST know who that will be. It would be advisable to let your child know in advance also, if possible.

We will not release your child to anyone unless you have given us permission to do so. If your child remains at the Center after your designated pick-up time because you did not tell us of a pick-up change, you will be responsible for a late fee.

Please keep us informed of any changes of your regular pick-up people. Thank you for your cooperation.

TRANSPORTATION

Most of our field trips are local; therefore, we walk. Periodically we do hire a local bus company to transport the children or we rent a van. When we rent we are always conscious of the need for many young children to be placed in car seats and we will ask that parents provide us with a seat for the day. All other children are **ALWAYS** properly buckled.



WINTER WEATHER REMINDERS

When we enter into snow and ice season, please remember the following:

1. We will make every effort to remain open despite inclement weather, however, in the event that staff is unable to arrive at the school we may have to close for the day or have a delayed opening. Please listen to the radio stations WRSI, WHYN.
2. We will open the doors as soon as the first staff person is able to get here, which will be as close to 7:30 as possible.
3. If bad weather develops during the day, please make arrangements to leave work early. We don't want children and staff stranded at the Center. Late fees for pick-up are in effect regardless of weather or traffic conditions since staff must be paid.
4. We take the children out to play in the snow. Please send your child with snow pants, boots, hats, mittens and a warm jacket. The bag of extra clothes is important in case clothing gets wet.



CHILDREN DESERVE A LITTLE PRAISE

“I got two A’s,” the small boy said,
His voice was filled with glee.
His father very bluntly asked,
“Why didn’t you get three?”

“Mom, I’ve got the dishes done,”
The girl called from the door.
Her mother very calmly said,
“Did you sweep the floor?”

“I mowed the grass,” the tall boy said,
“And put the mower away.”
His father asked him with a shrug,
“Did you clean off the clay?”

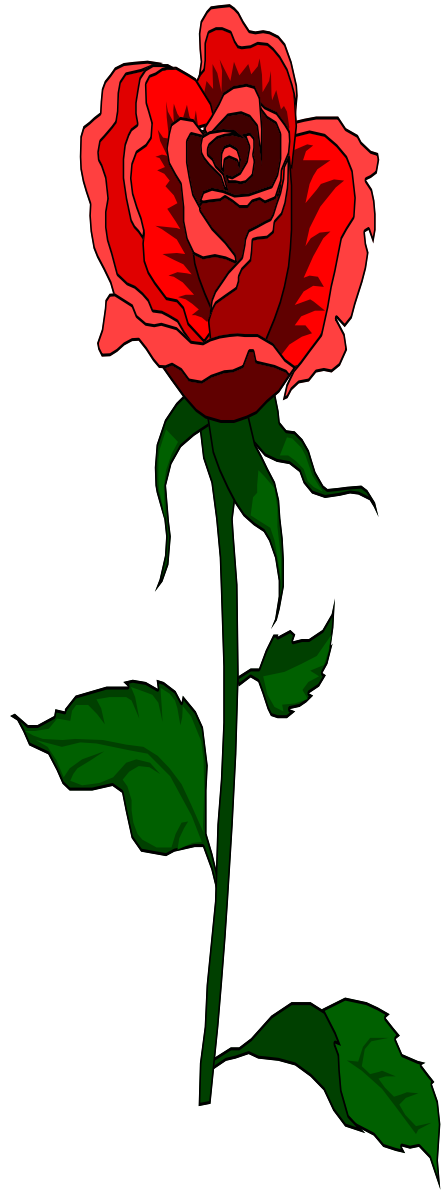
The children in the house next door,
Seemed happy and content.
The same things happened over there,
But this is how it went.

“I got two A’s, the small boy said,
His voice was filled with glee.
His father proudly said, “That’s great”
“I’m glad you belong to me.”

“Mom, I’ve got the dishes done,”
The girl called from the door.
Her mother smiled and softly said,
“Each day I love you more.”

“I’ve mowed the grass,” the tall boy said,
“And put the mower away.”
His father answered with much joy,
“You’ve made my happy day.”

Children deserve a little praise
For tasks they’re asked to do.
If they are to lead a happy life,
So much depends on you.





AND NOW, ALL THE "OTHER" STUFF

(as required by the Massachusetts Department of Early Care and Education)

CHILD GUIDANCE

In providing quality child care it is important that children be guided using a positive approach.

We have a guideline for children which all of our teachers are required to follow:

1. be fair and consistent with children,
2. encourage and praise good behavior,
3. a kind firm voice shall be used,
4. consider the child's age, emotional make-up, intelligence and past experiences with guidance,
5. if necessary to use "time out", it will be short (1-3 minutes) and involve sitting in a chair away from the group of children while still within view of the teacher in charge. This gives the child a moment to watch how the other children are interacting in the environment. We try hard not to use time-out and refer to it as "needing space".
6. if behavior is continuously repeated, the parent is called in for a conference,
7. corporal punishment may not be used; including spanking,
8. no child shall be subjected to cruel or severe punishment, humiliation or verbal abuse,
9. no child shall be confined to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision,
10. if used, time out may not exceed one minute for each year of the child's age and must take place within an educator's view,
11. no child shall be denied food as a form of punishment,
12. no children shall be punished for soiling, wetting, or not using the toilet.

When appropriate, children are asked to participate in rule development policies. We discuss issues at group time as needed and request input from children as to their feelings and ideas regarding appropriate behavior within their own classroom.

PARENTAL RIGHTS

Parent visits. The licensee shall permit unannounced visits by the parents to the center and their child's room at any time during regular operating hours. A copy of DEEC regulations is on file in the office and availability to parents upon request.

Parent input. The licensee shall have a procedure for allowing parental input in the development of center policy and programs. The licensee shall provide an explanation to the parent(s) when a parent makes suggestions as to the program or policy of a center and the suggestions are not adopted by the licensee. If the parents request a written response, the licensee shall respond in writing to the parent.

Progress reports. The licensee shall, periodically but at least every six (6) months, prepare a written progress report of the participation of each child in the Center's records. The licensee shall provide a copy of each report to the parent(s) or meet with them at least every six (6) months 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 for the child's development every three (3) months, and provide it to the parent(s);
- b) the licensee shall bring special problems or significant development particularly as they regard infants, to the parent's attention as soon as they arise.

Parents are invited and encouraged to take an active role in our program. They may visit, take field trips, join parties, have a meal or share any expertise they may possess.

Meeting with parents/parent conferences. Prior to program admittance, the licensee shall ensure the opportunity for parents to visit the program for observation as well as staff introduction. The program administrator will be available at this time to address questions and or concerns. Following enrollment, the licensee shall make the staff available for individual conferences with parents at parental request. Every six months a written progress report will be sent home to be signed and returned by the parent.

Parent Information. The licensee will provide to parents upon admission of their child the program's written statement of purpose, including the program philosophy, goals and objectives and the characteristics of children served; information on the administrative organization of the program, including lines of authority and supervision; the program's behavior management policy; the program's plan for referring parents to appropriate social, mental health, education and medical services for children; the termination and suspension policy; a list of nutritious foods to be sent for snacks or meals; the program's policy and procedures for identifying and reporting suspected child abuse or neglect; the procedures for emergency health care and the illness exclusion policy; the program's transportation plan; the procedure for administration of medication, and upon requires, a copy of the complete health care policy; a copy of the fee schedule, and the procedures for on-going parent communication. All of this information may be contained in the "Parent Handbook".

Research and experimentation: unusual treatment. SMALL WORLD shall not conduct research, experimentation, or unusual treatment involving children without the written, informed, consent of the affected child's parents or guardian, for each occurrence and/or general written consents when observation is common. In cases of child observation, 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 SMALL WORLD allow physical harm of children to be carried out during research, experimentation or unusual treatment.

Unauthorized activities. SMALL WORLD shall not authorize any activities unrelated to the direct care of children or to any contacts with the parent(s) or guardian without the written, informed consent of the parent(s) or guardian. "Activities" shall mean, but not be limited fundraising, publicity, including photographs and participation in the mass media.

Children's Records. Information contained in a child's record shall be privileged and confidential. 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 written consent of the child's parent(s). The licensee shall notify the parent(s) if a child's record is subpoenaed.

Access to your child's record. The child's parent(s) shall, upon request access to his child's record at reasonable times. In no event shall such access be delayed more than two (2) 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 regardless of the physical location of its' parts, shall be made available. The licensees shall establish procedures governing access to, duplication of, and dissemination of such information; and shall maintain a permanent, written log in each child's record indicating any persons to whom information contained in a child's record has been released. Each person disseminating or releasing information contained in a child's record, in whole or in part, shall upon each instance of dissemination or release enter into the log the following: his name, signature, position, the date, the portions of the record which were disseminated or released, the purpose of the record which were disseminated or released, the purpose of such dissemination or release, and the signature of the person to whom the information is disseminated or released. Such log shall be available only to the child's parent(s) and center personnel responsible for record maintenance.

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

Amending the child's record.

- 1) a child's parent(s) shall have the right to add information, comments, data or any other relevant materials to the child's record.
- 2) A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's record. Such requests shall be made in accordance with the procedures described below:
 - a) If such parent(s) is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the child's record, he shall have the right to have a conference with the licensee to make his objections known;
 - b) The licensee shall, within one (1) week after the conference, render to such parent(s) a decision in writing stating the reasons or reasons for the decision

Transfer of records. 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, when the child is no longer in care.

Availability of information to the office. Notwithstanding, upon request of an employee, authorized by the Program Director and involved in the regulatory process, the licensee shall make available to the office any information required to be kept and maintained under these regulations and any other information reasonably related to the requirements of these regulations. Authorized employees of the office shall not remove identifying case material from the Center's premises and shall maintain the confidentiality of individual records.

Child abuse policies and procedures. Section 51 of Chapter 119 of the Massachusetts General Laws requires every child care worker in any public or private child care facility to report serious physical or emotional injury of any child caused by abuse or neglect. Any staff of the SMALL WORLD Preschool and Child Care Center who suspects such abuse or neglect of any child at the Center must immediately report such concerns to the Program Director or in his/her absence, to an acting director, as well as to the Executive Director. Observations including the child's name, date, time, child's injuries, child's behavior, and any other pertinent information will be documented.

The Program Director shall, immediately after receiving the staff member's report of child abuse or neglect, consult with the staff member making the report, and other staff members, as needed, to determine whether there is reasonable cause to believe such child is suffering from abuse or neglect. If the Program Director so determines, s/he shall immediately report such fact to the Department of Social Services by telephone, and shall file a written report with this Department within 48 hours of the oral report. With respect to the required oral and written reports, the Program Director will follow the recommendations and guidelines of the Department of Social Services.

The decision to notify the parents or guardians of the child that we have made a report to the Department of Social Services as to the abuse or neglect of such child, shall be made by the Program and Executive Director on a case by case basis, in light of the best interest of the child. In addition, the Commonwealth of Massachusetts Department of Early Education and Care will be notified.

SMALL WORLD is licensed through the Department of Early Education and Care located at 95 Liberty Street, Suite 1124, Springfield, MA 01103 (phone: 413-788-8401). Parents may contact this organization for information regarding the program's regulatory compliance history.

Staff abuse. Should a staff member be accused of emotional, physical, sexual or any other type of abuse towards an enrolled child by either another staff member, volunteer, or parent said employee will be immediately suspended without pay until all charges have been cleared. Should evidence substantiate charges, at the discretion of the Program and Executive Director, employee will be permanently dismissed from position. Should evidence clear employee from said charges back pay and return to previous position will be at the Program and Executive Director's discretion. If a staff member feels that an incident should be reported to DSS and the Program Director disagrees, the member may report to DSS directly. The Program Director, Executive Director and staff will cooperate fully with all investigations. It is SMALL WORLD's commitment to protect all children in care from abuse and neglect.

STAFF RESPONSIBILITIES

Staff is responsible for:

1. providing children with stimulating and appropriate materials, as well as a wide variety of teacher directed and independent activities in which to engage,

2. maintaining a pleasant, happy, caring environment and attitude at all times,
3. always using APPROPRIATE discipline,
4. maintaining appropriate and positive relationships with parents,
5. showing professionalism in attire and self-care,
6. directing any problems or concerns to the Program Director immediately.
7. maintaining professionalism towards all other staff members as well as following center procedures and policies at ALL times,
8. enjoying themselves in their interactions with children,
9. keeping the number of training hours per year, as well as first aide and CPR current and up-to-date,
10. remaining professional at ALL times.

STAFF ORIENTATION AND TRAINING

Staff Orientation

When hired, staff will receive the Center's staff/parent handbook. This information is to be read and understood before job description is filled. It is the responsibility of the Program Director to ensure that Small World policies and procedures are understood prior to agreement of position in classroom.

Staff Training

Training will be available to all staff members designed to increase classroom skills and competency. Each teacher/Program Director will receive a minimum of 20 hours per calendar year with at least 25% of the training to be in the area of children with disabilities.

Staff Meeting

Staff will meet at least monthly to discuss curriculum planning, center issues, policies, procedures and parent communication. The meeting will be held with all teachers, assistants, Program and Executive Directors. This will meet the 2-hour per month requirement.

All available workshops and trainings will be posted and made available to all staff members. Teachers and the Program Director will be required to maintain the proper number of training hours necessary per year.

All staff complaints will be brought forth to the Program Director who will promptly deal with the matter at hand.

Staff Development

Staff and volunteers who are not lead teacher qualified will have the opportunity to be observed by a lead teacher or Program Director in the classroom a minimum of every two months in order to obtain their qualifications. They will confer with the lead teacher/Program Director following observation and will have the opportunity to aid in the development of the classroom curriculum and general classroom operations.

Staff Interns/Volunteers

The Center will welcome student interns, as well as volunteers, under the direct supervision of their classroom instructor. The director will conduct an orientation prior to active placement among the children and a log including the date, hours of service and responsibility will be maintained in an office file. The student/volunteer will be responsible in the assistance of all classroom operations and appropriate interaction with the children. They will not be counted in the center teacher/child ratios and will work under the direct supervision of the classroom teacher. At no time will they work independently with any child or group of children in the classroom. Regular volunteers will comply with EEC background record check regulations.

Staff Supervision and Evaluation

All staff will receive on-going supervision and evaluation. The Program Director is responsible for ensuring that staff continue to act appropriately and professionally within the classroom at all times while maintaining their job expectations. Supervision will include but not be limited to: observation of staff at

least every two months by staff with a lead teacher, site coordinator or higher qualifications; consultation with educators regarding children's individual needs and communication with families, and documentation of all observations and consultations. A written evaluation will be conducted yearly on the progress of all staff members. Each individual will have the opportunity to read the report, comment on it and sign for placement into their permanent file.

SMALL WORLD is staffed by an Executive Director who is responsible for the overall operation of the Center as well as for the billing and all financial aspects of the program. There is a Program Director in charge of enrollment and assistance with the needs of the children and the family. This individual also has the responsibility of maintaining complete and accurate accounts as well as books and records including required personnel and children's records. The Executive Director will not be included in the teacher/child ratios and the Program Director will be in the classroom a maximum of 75% of the time. We are also staffed with two lead teachers, working in conjunction with a teaching assistant, who are responsible of the general classroom operations. When the Program Director is not available or on the premises our lead teachers are authorized to act as agents for the Center and are responsible for the Center administrations as set forth in the administrative plan. These people will be acting Directors only and do not have the added responsibilities of billing, enrollment, etc.

In the event of the absence of the Program Director all staff on duty shall be informed as to the transfer of responsibility to the lead teachers in charge. Small World is licensed through the Department of Early Education and Care and they are always the licensing authority. Small World maintains compliance with all regulations as set forth by the licensing agency.

HEALTH CARE POLICY

TELEPHONE NUMBERS:

Health care consultant:	665-7805 665-8517 Dr. Anne Chechhi, Community Health Plan, South Deerfield	
Fire Department:	665-2143	
Police:	665-2606	(or call 911)
Ambulance:	665-2143	
Franklin Medical Center:	773-0211	
Cooley Dickinson Hospital:	1-413-582-2000	
Poison Control Center:	1-800-322-1222	
Laura Winter:	665-4099	

First aid kit is located on the cabinet shelf in the bathroom. Articles contained include but are not limited to: adhesive tape, bandaids, bandage compress, gauze pads, gauze roller bandage, disposable latex glove, instant cold pack, scissors, tweezers and thermometer. When first aid supplies are used it is the staff members responsibility to note missing articles for prompt replacement. All first aid supplies and/or equipment will be used by staff certified in first aid and in accordance with recommended procedures. All staff will be first aid certified and CPR trained.

Portable first aid kits used on field trips will include: first aid supplies, children's emergency contacts and telephone numbers, and change for a pay telephone. A copy of this policy is posted in the bathroom next to the first aide kit.

Staff will ensure that additional information required by families as determined on an individual basis is obtained and distributed as appropriate. This will include but not be limited to: developmental stages, behavioral concerns, SIDS, sleep/eating disorders, etc.

MEDICATIONS

1. Absolutely, no over the counter medicine will be given to children without a note signed by the physician.
2. Only prescriptions by a doctor will be given to your child – in its original container. Parents will need to sign a permission form.

3. Topical non-prescription medications such as sunscreen, petroleum jelly or other ointments may be administered to a child only with written parental authorization. The signed form will be valid for one year and will include a list of topical non-prescription medication.
4. All medications must have the first dosage administered by the parent at home in case of an allergic reaction.
5. All medications must be given to the teacher directly by the parent.
6. Whenever a staff member administers medication, the director will ensure that they have been properly trained in the appropriate manner and, this individual will be evaluated annually in said authorization. If necessary, staff will obtain the written permission of a family member allowing the child's health care practitioner to train staff in the implementation of their child's individual health care plan. All medications (partially full or empty) will be returned to a family member upon completion of prescription requirement.
7. SMALL WORLD will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to normal skin) which will include the child's name, the time and date of each administration, the dosage, and the name of the staff member administering the medication. This completed record will become part of the child's file.

INJURY PREVENTION AND FIRST AID

All staff will hold a current certification in basic first aid by the American Red Cross or their equivalent training as well as CPR certification as a job requirement.

SMALL WORLD 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. An injury report for any incident which requires first aid or emergency care shall be maintained in the child's file. An injury report shall include, but not be limited to: name of child, date, time and location of accident or injury, description of injury and how it occurred, name(s) of witness(es), name(s) of person(s) who administered first aid or medical care and first aid or medical care required. A central log or file of all injuries which occurred during Center hours will be maintained and the safety record of the Center shall be periodically monitored. The environment will be monitored daily to immediately remove or repair any hazard which may cause injury. **THERE WILL BE NO SMOKING ALLOWED ON THE PREMISES AT ANY TIME BY PARENTS, STAFF OR VISITORS.** All toxic substances, poisonous plants, first aid supplies, medications, sharp objects, matches and other hazardous objects or substances will be stored in a secure place and out of the reach of children. SMALL WORLD will practice evacuation drills with all groups of children and all staff at least every other month. The drills shall be held at different times of the program day. The Center shall document the date, time, and effectiveness of each drill. The Center shall provide at least one non-coin-operated telephone on the premises of the Center for Center use.

In the case of an emergency or illness (such as a seizure, a serious fall or serious cut), the teacher in charge will begin administration of emergency first aid while the assistant teacher or second teacher takes other children to another area or room. Both staff members should respond in a calm and reasonable manner. All staff will be alerted to send for assistance, be it the Program Director, social worker, or another person in the center. The program will immediately report to the Department of Early Education and Care any injury to, or illness of, any child which occurs during the hours while the child is enrolled in care and which requires the child is enrolled in care and which requires hospitalization or emergency medical treatment. A first aid kit will be taken in all vehicles on all field trips. Emergency information, including contacts and telephone numbers, will be taken on all field trips. Staff must know the location of a telephone at the location of the field trip and have appropriate change to be able to use it.

CONTINGENCY PLANS FOR EMERGENCY SITUATIONS

In the event of fire or other emergency the following specific procedures will be followed should evacuation become necessary:

Staff, will direct all children into room with the closest exit while conducting a count for enrollment. As a group with one teacher leading and one following last, they will exit through the door following posted evacuation procedures and all will meet at the noted designated area. Staff will ensure that assistance is available for any

child who may be experiencing difficulty due to the nature of the situation. The last teacher to exit will be responsible for taking the attendance book (containing an emergency phone contact list for each family) out of the classroom with the children and for making a visual inspection of each classroom before exiting the building. The fire department or other appropriate authority will be notified via the use of a cell phone.

Emergency evacuation drills are conducted every other month at different times of the program day as determined by the Program Director. Different evacuation routes are practiced. The Program Director maintains documentation of the date, time, and effectiveness of each drill in the Fire Drill Log. This documentation will be maintained for five years.

If necessary, children will be walked to the town hall, library, or other public building until all parents or emergency contact person can be notified at which time children will be picked up and taken home. The fire and/or police departments will be notified. SMALL WORLD will be closed until such time as re-entry is deemed safe by local authorities.

In the case of a power outage resulting in loss of heat or in the case of long-term loss of water, SMALL WORLD staff members will contact parents or emergency contact person and require that children be picked up and evacuated from the premises. We apologize for any inconvenience caused but must maintain minimum heat requirements as well as sanitary conditions. Due to a high number of staff and children, SMALL WORLD must be able to maintain flushing toilets and operating washing facilities at all times.

In the event of a town evacuation, SMALL WORLD will be notified by the local authorities and busses will be called on to safely transport children and staff from the area. In the event of a missing child from the premises or while on a field trip the staff will immediately contact local authorities.

Following any emergency evacuation documentation will be filed containing the date, time, exit route used and number of children present at the time.

MANAGEMENT OF INFECTIOUS DISEASES

The Center shall, with the assistance of the health care consultant, develop a comprehensive written plan for the management of infectious disease. The plan shall include:

Our teachers cannot provide care for a child who has a diagnosed communicable disease, nor for a child who shows strong symptoms thereof: fever, heavy cough, unusually runny nose, vomiting, or extreme diarrhea.

If a child becomes ill during the day, the parent or emergency person will be called to come pick up the child. This includes even mildly ill children as we are not properly staffed in a manner in which to provide care in a separate space for any child. We cannot provide special care which is required for ill children.

Children may rest upon a mat placed away from other children yet within supervision of a teacher, to be disinfected after use, until parent arrives.

If you feel your child is too sick to participate in outdoor play, please keep him/her at home that day. Outdoor play is part of the Center's daily curriculum, and we believe that your child should feel well enough to fully participate in all activities – or be at home. Please be considerate of your child as well as other children and staff members.

In an emergency in the event that we cannot reach the parent or emergency person your child will be transported by ambulance to Franklin Medical Center in Greenfield or to Cooley Dickinson Hospital in Northampton. The child's file will be taken, including permission forms and pertinent insurance information.

Children with an infectious condition may return **ONLY** with a doctor's note stating that the condition is no longer contagious or infectious. Center will notify all parents when any communicable disease, such as measles, chicken pox, or salmonella, has been introduced into the Center.

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

necessary, an ambulance will be called. An emergency first aid kit is carried on all field trips by staff members.

INFECTION CONTROL

The Center shall ensure that staff and children wash their hands with liquid soap and running water using friction. Hands shall be dried with individual or disposable towels. Staff and children shall wash their hands at least at the following times: 1) before eating or handling food; 2) after toileting or diapering; 3) after coming into contact with body fluids and discharges; 4) after handling center animals or their equipment; and 5) after cleaning.

The Center shall ensure that the specified equipment, items or surfaces are washed with soap and water and disinfected using the following schedule:

After each use:

- 1) toilet training chairs which have first been emptied into a toilet; 2) sinks and faucets used for hand washing after the sink is used for rinsing a toilet training chair; 3) diapering surfaces; 4) toys mouthed by infants and toddlers; 5) mops used for cleaning body fluids; 6) bibs; and 7) thermometers.

At least daily:

- 1) toilets and toilet seats; 2) containers, including lids, used to hold soiled diapers; 3) sinks and sink faucets; 4) drinking faucets; 5) water table and water play equipment; 6) play tables; 7) smooth surfaced non-porous floors; 8) mops used for cleaning; and, 9) cloth washcloths and towels.

At least monthly or more frequently as needed to maintain cleanliness, when wet or soiled, and before use by another child:

- 1) cribs, cots, mats or other approved sleeping equipment; 2) sheets, blankets or other coverings; and 3) machine washable fabric toys.

The disinfectant solution shall be either a self-made solution consisting of $\frac{1}{4}$ cup household bleach to each gallon water (one tablespoon per quart) which shall be prepared daily, labeled and placed in a bottle that is sealed with a cap, or a commercially prepared disinfectant which indicates it kills bacteria, viruses and parasites and which shall be used in accordance with label instructions. All such disinfectants shall be stored in a secure place and out of the reach of children.

Latex gloves will be worn by all staff when they come into contact with body fluids. Specifically, gloves will be worn during diapering, toileting, when administering first aid for a cut, bleeding wound, or a bloody nose. Proper disposal of infectious materials is required.

SPECIAL DIETS AND ALLERGIES

The Center shall follow parental or physician's orders in preparation or feeding of special diets to children and shall follow the directions for the parents in regards to any food allergies of a child or where vitamin supplements are required. All allergies will be conspicuously posted and made available to all staff members. Emergency situations regarding allergies will be handled per emergency health care policy.

TOILETING AND DIAPERING PROCEDURES

Although children are encouraged to use the toilet, SMALL WORLD staff is prepared to help your child with the transition from diapers/pull-ups to independent bathroom activity. Frequent reminders to use the facility will be given and appropriate praise for success will follow. At no time will a child be forced to use the toilet if they do not appear ready nor will any child be disciplined for having an "accident" nor is toilet training a prerequisite for

school entry. We understand that children arrive at school with varying developmental levels and it is our goal to make the transition from diaper to toilet a positive experience.

Following use of bathroom facilities, staff and children are to wash hands in the following manner:

1. use warm , running water and soap,
2. lather the fronts and backs of hands, under fingernails, and between the fingers for at least 15 seconds,
3. rinse off all soap under running water. Run water from wrists to fingertips,
4. dry hands with paper towel,
5. turn the faucet off with the paper towel to avoid picking up the germs on the faucet,
6. drop paper towel into the trash can.

Diapering Procedure is as follows:

1. staff will wear a new pair of gloves prior to each diaper change,
2. child will be place on a clean mat covered with removable material or will stand if more appropriate,
3. child's body will be cleaned using a pre-moistened disposable wipe,
4. soiled diapers and clothing will be replaced with clean items,
5. child's hands are washed under running water with soap and dried with a disposable towel,
6. the area will be disinfected as necessary with the proper bleach solution.

Diapers and/or wipes, gloves and mat covering are disposed of in the covered bathroom receptacle and the mat will be washed with a soap and water solution followed by the process of disinfection with a bleach and water solution. Soiled clothes/naptime bedding are placed in plastic bags and sent home at the end of the day with a family member.

TRANSPORTATION PLAN

All children who attend SMALL WORLD are privately transported by family members or through the use of designated individuals via arrangements that do not include program consultation. Forms describing the method of typical daily arrival and departure are signed and placed in each child's folder. Families are responsible for dropping their children off in the morning and are responsible for them until such time as they are safely left in the center. They are also responsible for picking the children up and will assume all responsibility following their arrival at the school. If and when field trip transportation is necessary, SMALL WORLD will contract with a local school bus company ensuring that all DEEC compliances will be met. In the event of an emergency, trained medical staff will determine whether or not transportation is necessary and they will make the necessary recommendation.

REFERRAL SERVICES AND TERMINATION

SMALL WORLD reserves the right to terminate any child not suited to the program whether for reasons pertaining to the child or the parent however no child will be discriminated against based simply on a disability factor unless the school or parent feel that the placement is not appropriate to this particular child. The parent will be informed of the availability of information and referral for other services and this information will be provided upon the request of the parent. When any child is terminated from the Center, initiated by the Center or the parent(s), we shall prepare the child for termination from the Center in a manner consistent with the child's ability to understand. Circumstances under which termination may occur include but are not limited to:

- child is not suited to the current group of children enrolled. Child displays inability to adjust after sufficient time has elapsed,
- child has needs that require outside referral assistance and staff is not equipped to meet these needs in a manner appropriate for the child or the Center,
- parent does not seem content with the Center and has needs that require a program more conducive to their own philosophy of learning,
- parents do not pay tuition on a timely basis will receive a notice of termination.:

The following steps will be followed in an effort to avoid suspension and termination:

- Staff is responsible for approaching the Program Director or person in charge regarding their concerns pertaining to enrolled child or parent as soon as they become apparent.
- The staff member and the Program Director will then observe and record the child/parent behavior and review the child's record prior to making a referral. Observation will be done in the classroom by a non-teaching member. All other involved staff will be asked to write a memo regarding their own observations during classroom activities with the child/parent in question, including dates/times where appropriate.
- Staff will meet with parents during non-classroom hours without the presence of the child to notify them of the Center's concerns. The meeting will take place with two members of the teaching/Program Director team. During this meeting, alternative options will be considered which may result in reversal of the decision to suspend or terminate and the child may remain in attendance.
- Prior to suggestion of an outside referral, options for supportive services to the program (including consultation and educator training) will be the first area for review. This would potentially include the development of a plan for behavioral intervention at home as well as in the program environment.
- Parents will be issued 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/parent's needs.
- A current list of referral resources in the community for children in need of social, mental health, educational or medical services will be distributed to parent. This list shall include the contact person for Chapter 766 and early Intervention Program referrals. This list is comprehensive and includes social, mental health, educational and medical services.
- The parents will be offered assistance by the staff in making the referral. SMALL WORLD will have written parental consent before any referral is made.
- Parents with children at least 2 ½ years of age shall be informed of the availability of services and their rights, including the right to appeal, under St. 1972, c. 766. If the child is under the age of three, the licensee shall inform the child's parents of the availability of services provided by Early Intervention Programs.
- SMALL WORLD shall follow-up the referral, 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. If it is determined that the child is not in need of services from this agency, or is ineligible to receive services, the Center shall review the child's progress at the Center every three months to determine if another referral is necessary.
- SMALL WORLD shall maintain a written record of any referrals, including the parent conference and results.
- The staff at SMALL WORLD understand that transitions are often difficult for many children and will do all they can to minimize the effects of the change. If a program change occurs for whatever reason (inappropriate placement, move to a new city, kindergarten entry) they will work in collaboration with the new program (when possible) in an effort to share relevant information providing parental permission has been given. All efforts for assistance will be consistent with the child's ability to understand.

Every effort will be made to prevent the termination process from occurring, however, should it be deemed inevitable, every effort will be made to make the transition as smooth and comfortable as possible for all involved parties.

Parents will be given two weeks notice before termination is to begin unless the health and safety of children or staff is in jeopardy. Parents will also be given written documentation of the reasons for termination.



TEACH HIM GENTLY ... IF YOU CAN ...

My young son starts school tomorrow...it's all going to be strange and new to him for a while,
and I wish you would sort of treat him gently...

You see he's been boss of the backyard...his mother has always been around to repair his
wounds, and I've always been handy to soothe his feelings.

But now, things are going to be different...

This morning he's going to walk down the front steps, wave his hand, and start out on the great
adventure...it's an adventure that will probably include wars and tragedy and sorrow.

To live his life in the world he will live in requires faith and love and courage.

So, world, I wish you would sort of take him by his young hand and teach him the things he will
have to know.

Teach him, but gently...if you can.

He will have to learn, I know, that all are not just, that all are not true.

But teach him also that for every scoundrel there is a hero...that for every selfish politician, there
is a dedicated leader...teach him that for every enemy, there is a friend.

It will take time, world, I know, but teach him, if you can, that a nickel earned is of far more
value than a dollar found...teach him to lose...and to enjoy winning.

Steer him away from envy, if you can, and teach him the secret of quiet laughter.

Let him learn early that bullies are the easiest people to lick...teach him, if you can, the wonder
of books ... but also give him quiet time to ponder the eternal mystery of birds in the sky,
bees in the sun, and flowers on a green hillside.

In school, world, teach him it is far more honorable to fail than to cheat...teach him to have faith
in his own ideas, even if everyone tells him they are wrong...teach him to be gentle with
gentle people and tough with tough people.

Try to give my son the strength not to follow the crowd when everyone else is getting on the
bandwagon...teach him to listen to all men...but teach him also to filter all he hears on a
screen of truth and take only the good that comes through.

Teach him, if you can, how to laugh when he is sad...Teach him there is no shame in
tears...Teach him there can be glory in failure and despair in success.

Teach him to scoff at cynics and to beware of too much sweetness...Teach him to sell his brawn
and brains to the highest bidder but never to put a price tag on his heart and soul.

Teach him to close his ears to a howling mob...and to stand and fight if he thinks he's right.

Treat him gently, world, but don't coddle him, because only the test of fire makes fine steel.

Let him have courage to be impatient...let him have the patience to be brave.

Teach him always to have sublime faith in himself...Because then he will always have sublime
faith in mankind.

This is a big order, world, but you see what you can do...He's such a fine little fellow, my son.



RATES

Full-time: 5 days per week - \$42.00 per day

Part-time: \$44.00 per day

- *** Payment is made on Monday PRIOR to care received.
 - *** Payment is required 52 weeks per year for all enrolled children.
 - *** There is a late fee of \$10.00 per each fifteen minutes or any part thereof
 - *** Lunch and snacks are included in this rate.
 - *** Tuition is based on a child's weekly planned schedule of attendance as established at registration. Tuition is not abated for holidays or for a child's absences due to illness or vacation as the costs of operating the Center are not lessened during such times. There is an extra charge for increased hours your child spends at the Center.
 - *** There is a 2-day weekly minimum enrollment per child.
- *** A non-refundable registration fee of \$100.00 is due upon enrollment (will be deducted from first weeks tuition upon school entry).

When a child is leaving the Center permanently, parents are responsible for two weeks tuition after the staff has been notified. Any cost incurred for non-payment at any time during enrollment or upon leaving (such as collection agency fees) will be added to the pending bill. Current market value interest will be added as well. We are hopeful that the above will never be necessary and do apologize for the harshness of this policy but past experience has made this addition necessary.

