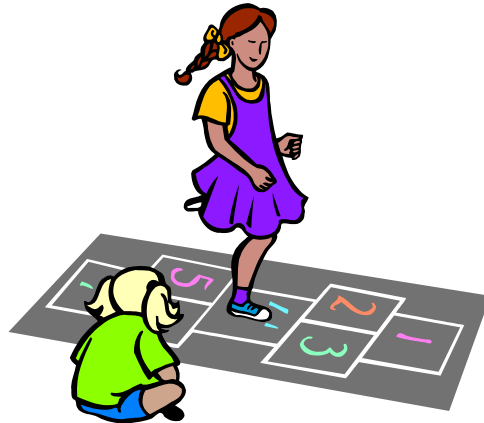


CHILD CARE



PARENT HANDBOOK

Boys & Girls Club of Greater Billerica

19 Campbell Road

Billerica, MA 01821

Phone: (978) 667-2193

Fax: (978) 663-8572

Website: www.billericabgc.com



BOYS & GIRLS CLUB
OF GREATER BILLERICA

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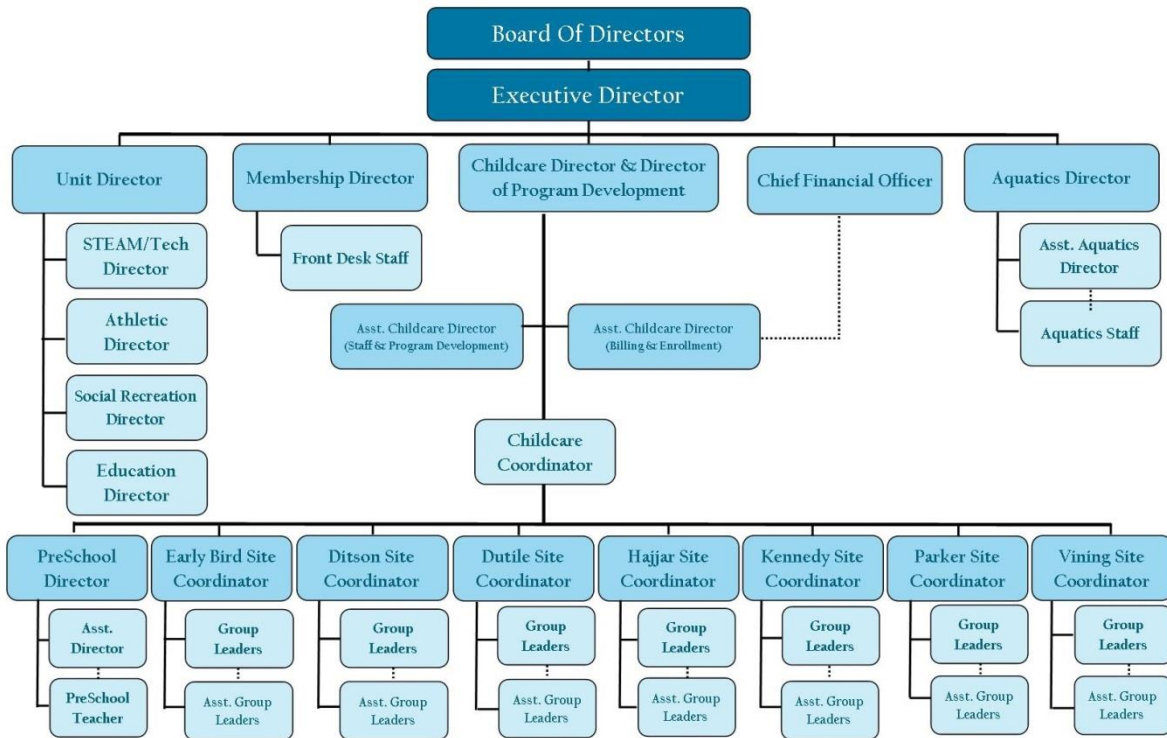
CONTACT INFORMATION

Boys & Girls Club of Greater Billerica			
P: (978) 667-2193	Fax: (978) 663-8572	Ext.	
Front Desk	---	101	
Danielle Huffines	Childcare Director	117	Danielle@billericabgc.com
Kaitlyn Nerpouni	Asst. Childcare Director (<i>Billing & Enrollment</i>)	103	ChildcareBilling@billericabgc.com
Josh DeLisle	Asst. Childcare Director (<i>Staff & Program Development</i>)	125	JoshDeLisle@billericabgc.com
Melissa Alexander	Preschool Director	115	GreatFuturesPreschool@gmail.com
Roy Nagy	Executive Director	110	Rnagy15@hotmail.com
Dave Bruce	Finance/Payroll Manager	102	DBruce@billericabgc.com

Fun Club Contact Information

Ditson	Dutile	Hajjar
(978) 273-5369	(978) 273-5370	(978) 273-5367
DitsonFunClub@gmail.com	DutileFunClub@gmail.com	FunClubHajjar@gmail.com
Kennedy	Parker	Vining
(978) 273 5371	(978) 273 5374	(978) 273-5373
KennedyFunClub@gmail.com	ParkerFunClub@gmail.com	ViningFunClub@gmail.com

Organizational Chart



PROGRAM OVERVIEW

Statement of Purpose

The Boys and Girls Club of Greater Billerica, Inc.'s childcare programs were established to serve as a vital community service by providing affordable, supervised child care for children in grades kindergarten through fifth. The philosophy of the program is to provide a professionally supervised environment for its members to grow physically, socially, and emotionally through a wide variety of planned activities and experiences. The goals of these programs are to provide opportunities for self-expression; activities to allow for personal achievement and accomplishment; physical activities and learning experiences that are new; opportunities for identification with others, and a sense of belonging; and to develop a sense of personal worth and self-confidence; sportsmanship and the ability to enjoy oneself as a group member.

Snack, arts and crafts, physical games, small group activities, reading, games, puzzles, and a variety of other activities are provided to meet the developmental needs of all group members.

The Boys & Girls Club of Greater Billerica, Inc. provides equal access to Club programs. Applications for enrollment are acted upon without regard to race, religion, cultural heritage, political beliefs, disability, marital status, sexual orientation, national origin, or exclusion from care due to serious illnesses or contagious diseases.

Program Plan

The Program Plan is to provide opportunities for self-expression and the development of independence; activities that allow for personal achievement, accomplishment, and decision-making; physical activities and learning experiences that are new; opportunities for identification with others, and a sense of belonging and responsibility; both a culturally enriching and diverse program; and a choice of activities for members, including personal/free time.

Licensing

The Fun Club, Early Bird, and Preschool programs recognize the Office of Early Education and Care (EEC) as its licensing authority. Regulations and compliance history are available upon request.

Office of Early Education and Care
360 Merrimack Street, Building 9, 3rd floor
Lawrence, MA 01843
978-681-9684

Sample Daily Schedule (Fun Club) *

Fun Club operates from school dismissal until 6:00 PM	Early Bird operates from 6:30 AM until bus pickup	Preschool operates from 8:30AM-1:00PM
---	---	---------------------------------------

2:45PM: Children are dismissed from school and walk down the cafeteria to be checked in by Boys & Girls Club staff.

2:55 PM: Bathroom Break/Afternoon Announcements (including an overview of the day's activities)

3:00 PM: Snack is called for all children

3:15PM: Snack is cleared up. Children may choose to participate in quiet homework time (Cafeteria) or active play (Gym or Playground, weather permitting).

3:45PM: Quiet homework time ends. Children may continue working on homework, but a quiet cafeteria is no longer maintained. Children may choose to participate in free-play (Cafeteria) or active play (gym/playground).

4:00PM: Daily "special activity" begins. These activities are conducted in shifts based on children's age groups. Special activities include things such as arts & crafts, science/discovery, reading, cooking, tournaments/contests, etc.

5:30PM: Gym/Playgrounds close. Free play continues in the cafeteria.

6:00PM: Fun Club Closes.

** NOTE: The actual start time for these activities are dependent on the dismissal time for each school.*

2018-2019 SCHOOL YEAR

September 5, 2018- First day of School (Grades 1-12)
September 6, 2018- Kindergarten Begins
October 5, 2018- Half-Day PD (Sites open from school dismissal until 6:00 p.m.—Lunch Provided)
October 8, 2018- Columbus Day (Site Closed; Boys and Girls Club opened 6:30-6 p.m.)
November 6, 2018- Election Day- PD (Site Closed; Boys and Girls Club opened 6:30-6 p.m.)
November 12, 2018- Veteran's Day (Site Closed; Boys and Girls Club opened 6:30-6)
November 21, 2018- Half Day (Sites open from school dismissal until 6:00 p.m – Lunch Provided.)
November 22, 2018- Thanksgiving Break (Site and Club Closed)
November 23, 2018- Thanksgiving Break (Site and Club Closed)
December 21, 2018- Half Day (Site opened from school dismissal until 6:00 p.m.—Lunch Provided)
December 25, 2018- Christmas Break (Site and Club Closed)
December 24, 26-28 2018- Christmas Break (Site Closed; Club Opened 6:30-6 p.m.)*
January 1, 2019- Christmas Break (Site and Club Closed)
January 21, 2019- Martin Luther King Jr. Day (Site Closed; Club Opened 6:30-6)
February 18-22, 2019- February Vacation (Site Closed, Club Opened 6:30-6)*
April 15-19, 2019- April Vacation (Site Closed; Club Opened 6:30-6)*
May 27, 2019- Memorial Day (Site and Club Closed)
June 17, 2019- Last Day of School (Site opened from school dismissal until 6:00 p.m.—Lunch Provided)

Early Releases: Elementary Schools (Site opened from school dismissal until 6:00 p.m.)

September 18 th	January 10 th & 23 rd	May 21 st
October 17 th	February 5 th	June 3 rd
November 1 st	March 5 th & 20 th	
December 10 th	April 4 th & 12 th	

**Pre-Registration is required for vacation weeks. Price not included in monthly tuition.*

Unscheduled & Scheduled Early Releases:

On scheduled early release and half-days, Fun Club will operate from school dismissal until 6:00 p.m. In the event that the children are released from school early, children at the Parker, Ditson, Vining, Kennedy, Dutile, and Hajjar will remain at school until pickup.

Parents are urged to pick up their child as early as possible during inclement weather.

Scheduled School Closures

When school is closed, childcare programs (Fun Club & Early Bird) are held at the Boys & Girls Club for the full day (6:30 AM - 6 PM). Separate registration may apply (Vacation Weeks). A variety of games and activities, including swimming, will be offered on these days. Please pack a bathing suit and towel if your child would like to swim. Children must bring their own lunches to the program.

Inclement Weather Policy

When Billerica Public Schools are cancelled due to weather, the Club will also be closed. On two-hour delays, the Early Bird program will begin at its regularly scheduled time. Only children who are registered in the Early Bird program are allowed to attend the Early Bird program on delayed openings.

CHILDCARE BILLING

Payment Schedule for Childcare Programs

Fees are based on a 10 month cycle, and are due in monthly installments (by the 25th for the following month). These fees include school days, professional days, holidays, early release days, and half days. School vacations are a separate charge. The **first payment is due by August 25th**, and the **final payment is due by May 25th**. If payment is not received by the 25th, a \$25 late fee will be assessed. If the payment and late fee are not received by the last day of the month, your child will not be allowed in the program until your account is up to date.

Payments can be made online from your emailed invoice, at the Club, or at your Childcare site. You can also set up automatic monthly withdrawals from a bank account. Please contact Billing for more information about auto-withdrawals at 978-667-2193 x103 or childcarebilling@billericabgc.com.

Payment Due Date:	For the Month of:
August 25, 2018	September
September 25, 2018	October
October 25, 2018	November
November 25, 2018	December
December 25, 2018	January
January 25, 2019	February
February 25, 2019	March
March 25, 2019	April
April 25, 2019	May
May 25, 2019	June

Late Fees

If payment is not received by Wednesday a \$25 late fee will be assessed. If the payment and late fee are not received, your child will not be allowed in the program until your account is up to date.

MyProcure

MyProcure is a parent portal available to all childcare families. Current families have access to information, such as child schedules, time cards, financial history, their balance due, as well as the ability to make mobile payments.

Payments can be made online via your MyProcure parent portal, or at the Club. To access MyProcure for the time, please visit: <https://www.myprocure.com/>

Payment Methods

In addition to your MyProcure parent portal, parents may pay by cash, check, or credit card at the Club. They may also call to pay over the phone. Please contact Childcare Billing for more information about auto-withdrawals at 978-667-2193 x103 or childcarebilling@billericabgc.com.

A \$10 discount per month will be given if you sign up for an auto-withdrawal from your checking or savings account.

Schedule Changes

If you wish to change your child's schedule (either permanently or for only one day/week), you must submit requests to the Assistant Childcare Director (Kaitlyn Nerpouni). Requests can be made via phone, email, or in person. However, parents must receive confirmation of the change before altering a child's schedule. **Requests for changing schedules or adding days cannot be approved by Fun Club staff.**

CHILDCARE DAILY ROUTINE

Attendance

Upon arrival at Fun Club, Preschool, and/or Early Bird every child will be checked in by a staff member. **If your child will not be at Fun Club, please call or email the Fun Club Site to let them know prior to dismissal that day.** If a child that is expected does not show up, a parent will be called to find out where that child is. The Boys and Girls Club shall keep and maintain daily attendance records, including arrival and departure times. In addition, the Club shall know exactly which children are on the premises at any point in the day.

Snack/Lunch Time

Depending on the school site, snack takes place immediately after check in. Once all Fun Club children have arrived at their site and are washed up, they are to be seated to consume their afternoon snack. Snack is provided by the Fun Club and consists of a wholesome snack and drink. Wholesome snacks include fruit, vegetables, cheese, popcorn, crackers, etc. Parents wishing to send a snack with their child may do so, but the snack must be consumed during the snack period. Snack will also be provided for all Preschool children. Staff are to sit with children during snack/lunch time.

Special Diets: The Club shall follow physician's or parental orders in preparation or feeding of special diets to children and shall follow the directions of the parents regarding any food allergies of a child or where vitamin supplements are required. All staff should be aware of specialty diets of children, and these should be reviewed throughout the year on a monthly basis.

Homework

After the clean-up from snack time, Fun Club children with homework have the opportunity to complete their assignments under the supervision of a staff person. The environment will be free of any distractions (music, children playing, etc.) and children will have ample space to work in. The homework period should not exceed 30 minutes. Should a child require more time, they may continue to work in the cafeteria with the understanding that after homework time is concluded, the "quiet time" will no longer be in effect. Though the opportunity to complete homework assignments at the program is offered, it is the parent's decision whether or not their child must participate (Homework List). Children who do not have homework are removed to another area for free play.

Staff working in the homework area are responsible for maintaining a quiet environment and should spot check children's assignments as they are completed. However, staff are not responsible for working one-on-one with individual children during homework or ensuring that every assignment/problem has been checked.

"Special Activities" (Arts & Crafts, Science, Cooking, Tournaments/Contests, etc.)

Site Coordinators are responsible for the activity planning at each site, however, all staff are encouraged to contribute their skills and ideas to the monthly activity plan. The monthly calendar and daily time schedules are posted on a bulletin board. These give a rough outline of the time table for the day's events. Actual activities are planned by the staff. It may be necessary, at times, to stray from the daily schedule when more time is needed for a specific activity or a special event. The activity schedule will be a well-balanced program including educational, cultural, physical, and social activities.

"Special Activities" are an enjoyable time for staff and members alike. Children may help in the setting up of supplies, assisting staff member with supplies, and distributing supplies to other children. Directions will be given to all youngsters as well as examples and ideas on their project. All materials are provided by the Club. Children are not required to take part in special activities but have the choice to. Children are encouraged to assist in the clean up as this is a positive experience and aids in their social development.

Gym & Playground Activities

The gym and playground are the action-packed areas of the program. Children have the opportunity to participate in a wide variety of games and experiences. At all times, staff members are on alert to ensure for your child's well-being. Staff will encourage every child to participate in at least 30 minutes of physical activity every day.

Outdoor Play in Cold Weather

Fresh air is necessary growing children and because of this, we occasionally play outdoors (weather permitting) throughout the winter months.

Equipment

The Club will have age-appropriate materials, indoor and outdoor equipment, and furnishings accessible for all activities. There will be enough supplies and equipment to carry out the program plan and provide an adequate variety of activities for each child throughout the day. All materials, except those used for special projects, shall be non-toxic. Potentially hazardous materials may be used by children only for special projects, and only with direct adult supervision. Equipment shall be sturdy, safely constructed and available/accessible to children.

Check-Out Procedure

A parent or other designated person must check-out/sign-out each child at the end of the day. This policy ensures that children leave the program under supervision. **Adults picking up children in the program must present a formal ID to verify against our records before picking up any children. If parents/designated adults do not have an acceptable ID, staff may not release a child into their custody.**

Children ages 9 or older may leave the premises with written parent and educator consent, provided that the consent specifies the day and time the child will leave, the transportation the child will use, and the parent's responsibility for the child once they leave the premises. There is a specific form (Consent to Leave Program) which must be completed and approved by the Childcare Administration Team before this can take place.

The End of the Day for Fun Club

A minimum of two staff members will remain until the last child is picked up. Our Childcare programs will follow the procedures below in the event that a parent/guardian is late picking up their child:

Late Pickup Policy

- 1. Any parent/guardian who does not pick up their child(ren) by the designated time will be required to pay a late fee of \$1.00 per minute, per child which is due immediately upon pickup.*
2. This program will maintain an updated list of individuals and telephone numbers authorized by the parent/guardian as emergency backup.
3. If a parent/guardian is more than 10 minutes late from the expected time or the end of the program, and has not contacted the program, staff will call the emergency backup names as given on the registration form. The program will ask an emergency contact person to pick up the child and release the child to his/her custody.
4. If the parent/guardian does not contact the program and if the staff is unable to reach the emergency backup individuals during a ½ hour time frame, staff will notify DCF or the Police Department that the child has been abandoned.
5. Staff may release the child to DCF or the Police Department, at their request. Unless this request is made, a staff member (approved to have direct contact with children) from the program will remain with the child.

Supervision

Childcare program staff supervise children in the program at all times while in the care of the Club to ensure their health and safety. The Club will ensure that there is always adequate staff present to supervise children in the program, and staff are responsible for being aware of a child's ongoing activity at all times.

EDUCATORS

Educator Qualifications

The Club will ensure that the program is staffed by appropriate numbers of persons with experience and/or education in providing education and care to children from birth to age 12. (School-Age Staff to Child Ratio—1:13; Preschool Staff to Child Ratio—1:10) It will employ educators and volunteers who, by prior education, training, experience and interest in fostering development and early childhood education, are qualified to meet the needs of the children enrolled, and who meet the qualifications for their respective positions. No educator will regularly care for child care children more than 12 hours in any 24-hour period.

The Club will encourage educators to continue their education in their appropriate fields and to maintain open and ongoing communication within the program to enhance the quality of care provided to the children.

All educators will:

- Register annually with the Department of Early Education and Care.
- Possess the qualifications required for their positions
- Demonstrate and maintain at all times the physical, mental and emotional ability to care for the child for whom they are responsible in a way that meets the generally accepted physical, social, emotional and intellectual needs of children. Educators will follow good personal hygiene practices at all times.
- Exercise good judgment at all times and demonstrate an ability to handle emergency situations appropriately
- Complete the educator requirements set forth by the Department of Early Education and Care.

Background Checks

Every staff person/volunteer who applies for a position at the Boys & Girls Club of Greater Billerica will be subject to a DCF background check, CORI (criminal offender record information) check, SORI (sex offender registry information) check, and a fingerprint check through the national and state criminal history database check.

A candidate is not allowed to work and have unsupervised contact with the children in any program until the CORI, DCF, and SORI are approved and the program (or applicant) receives the candidate's fingerprint notification letter.

Educator Orientation

Orientation will be given to all employees before they begin working. No educator shall supervise or be solely responsible for children in care until they have received the minimum orientation described below:

- Employee Handbook including personnel policies;
- Child Care Staff Handbook including job descriptions, confidentiality policy, statement of purpose, statement of non-discrimination, child guidance policies and procedures for protecting children from abuse and neglect, suspension and termination program plans, referral procedures, transportation plans, procedures for parent visits, input, conferences and communication, the identification of the Department of Early Education and Care as the licensing authority, and the health care policy including medication administration policies;
- Information contained in the children's records that is pertinent to the education and care of the children;
- Emergency Management Plan including emergency plans and procedures

Position Qualifications

- **Assistant Leader:** An assistant leader assists the group leader in carrying out their responsibilities. An Assistant Leader shall be either:
 1. At least 16 years of age, work under the direct supervision of a group leader, and either:
 - Have a high school diploma or equivalent; or

- Be currently enrolled in a high school program or equivalent; or
- 2. 18 years of age or over and work under the general supervision of the group leader
- **Group Leader:** A group leader shall be at least 18 years of age and meet one of the following sets of requirements:
 1. Have a Bachelor's Degree or an Associate's Degree; and have 3 months of experience working with school age children; or
 2. Have a high school diploma or equivalent; and have 6 months of experience working with school age children including 3 months of supervised experience at a school age child care program; or
 3. Have 9 months of experience with school age children including 3 months of supervised experience at a school age child care program
- **Site Coordinator:** A site coordinator shall be at least 20 years of age and meet one of the following requirements:
 1. Have a minimum of a Bachelor's Degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care; and have 6 months of experience working with school age children; or
 2. Have a Bachelor's Degree in any field or an Associate' Degree in any field of study listed above and have 9 months of experience working with school age children; or
 3. Have a high school diploma or equivalent; and have at least one year of experience working with school age children
- **Childcare Director (Program Administrator):** The Childcare Director will be at least 21 years of age and meet the requirements of a Site Coordinator. In addition, the Program Administrator will have 6 months of administrative experience or evidence of satisfactory completion of at least 9 credits in management or administration subject areas from an accredited institution of higher learning.

***If responsible for multiple sites, written plan for number of sites responsible for, number of hours per week at each program, who will assume responsibility when designated administrator not available.*
- **Volunteers:** All volunteers will attend a 2 hour orientation (including responsibilities, regulations, and expectations), provided by the Childcare Director. A log will be kept with dates and hours of orientation and service. All volunteers will be in compliance with EEC background record checks and be under the supervision of an EEC educator at all times. Volunteers do not count towards the EEC staff to child ratios.
- **Service Learners/Interns:** All service learners will meet with the Childcare Director for an introductory meeting. A log will be kept with dates and hours of orientation and service. All volunteers will be under the supervision of an EEC educator at all times and will not be left alone with children. Service learners do not count towards the EEC staff to child ratios.

COMMUNICATION WITH PARENTS

MyProcure Emails

Emails from the Boys & Girls Club will be sent to the email addresses listed on file through your MyProcure account. A parent must be listed as either a primary or secondary payer on their child's account to receive these updates.

Progress Reports

A written progress report will be prepared annually (at the midpoint of the program year). Parents will be offered a conference to discuss the content.

Parental Visits & Conferences

Parents are encouraged to visit the program at any time. No notification to the staff is required. However, parents who are visiting the program must realize that the staff's first priority is to the children and therefore they may not have the time to spend with a visiting parent. Parent conferences can be held at the request of a parent or Staff. Such conferences will be held when a problem or situation arises which requires additional attention that cannot be given during regular program hours.

Parental Complaints & Comments

Parents may address comments or complaints to the Childcare Director or Site Coordinator. Parental input is a valuable asset to making the program work, therefore we encourage parents to realize that their opinions and comments count.

Notification of Legal Proceedings

The Club shall report to the EEC, in writing and within 10 days, of the legal proceedings brought against him or any person employed by the program if such proceeding arises out of circumstances related to the care of the children in the program or to the continued operation of the program.

Confidentiality of Family Information

102 CMR 3.10(4)(b) Information contained in a child's record is privileged and confidential.

102 CMR 5.13(1)(e) Information contained in children's, birth parent's, foster and adoptive parent's records shall be privileged and confidential.

606 CMR 7.04(12) Information pertaining to children and their families is privileged and confidential. No licensee or educator may distribute or release information about a child or his/her family to any unauthorized person, or discuss with any unauthorized person information about a child or his/her family without the written consent of the child's parent.

All EEC child care and placement licensing regulations contain provisions that protect the information contained in children's records from unauthorized use and from disclosure to anyone not directly involved in implementing the child's program without written consent of the child's parents. The intent of these regulations is to protect the privacy of children and families.

Therefore, early education and care and child placement programs and their staff may not distribute, share or discuss information (including photographs or other images) about children and families in their care by any means, whether written or verbal, using any medium, including but not limited to telephone, email or electronic text, without the expressed written permission of the child's parents or pursuant to a court order.

Images of children, whether or not they are identified by name, as well as personal information related to children and their families, may not be posted on "Facebook", "SnapChat", "Twitter", "Instagram", or any other similar online directory, social utility or networking website under any circumstances. However, images of children and personal information related to children and families may be shared on the restricted, private portions of such

websites only with the express written permission of the child's parents (I.e. Club Websites, Club Social Media Accounts, and newspaper announcements.)

Early Education and Care (EEC) and Boys & Girls Club Fun Club Staff may not discuss children and families in their care with anyone not directly involved in implementing the child's program, including but not limited to other parents in the program, and may not distribute copies of information in a child's record without the expressed written permission of the parents or pursuant to a court order.

TRANSPORTATION

Program Transportation

Early Bird children arrive at the Club by parental transportation. Children are then transported to their respective schools by school department busses (via Eastern Bus - 978-362-1142) or Club van.

Children attending the Fun Club Program are dismissed by their classroom teacher and walk independently within the school to their Fun Club meeting site. The Club is not responsible for a child until they are checked into the program by a Fun Club staff member. Parents are responsible for transportation home from the program.

General Transportation Guidelines

- **Disruptive Behavior**- Should a child become disruptive while being transported, the driver will pull over at a safe spot to deal with the situation. If the behavior does not cease, the driver will call the Childcare Director who will drive to meet the vehicle.
- **Disabled Vehicle**- Should a vehicle become disabled while transporting children in the program, the Childcare Director will be called to arrange another form of transportation.
- **Moving Violations**- All moving violations and/or accidents must be reported to the Childcare Director immediately
- **System of Communication**- School Department busses communicate by radio. Club van drivers will have access to a cell phone in case of an emergency.

Field Trip Transportation

Field trip transportation is provided by A&F Bus Co. (978-663-8145) or a Club van. When using the Club van, suitable restraints or seat belts shall be provided for, and used by each child, driver, and attendant. When more than 8 children are being transported, an attendant other than the driver is required. The staff person driving will be informed of any information that may assist in transporting a child, including, but not limited to, any medical or behavioral problem. A first aid kit and emergency numbers for all children will be available in any vehicle used.

Emergency Transportation

If a bus breaks down while transporting Early Bird or a field trip program, the bus driver will contact the Club and an additional bus/van will be sent.

In the event of a medical emergency, children will be transported by either a parent or a town ambulance to the nearest emergency facility. Club staff cannot transport in the event of an emergency. For further information on emergency procedures, please see the emergency management section below or reference the Emergency Management Handbook.

EMERGENCY MANAGEMENT

Medical Emergencies

Staff must be able to contact parents in case of an emergency. If your contact information changes, please notify the Site Coordinator in writing as soon as possible.

In the event of a medical emergency, staff will follow the steps outlined below:

1. Call EMS (911; from cell phone, call 978-667-1212)
2. Call parents
3. Call emergency contacts if the parents cannot be reached

Emergency Evacuation Plan

Evacuation drills will be practiced monthly.

In the event of an emergency situation that requires evacuation, one of the following plans will be implemented:

1. If evacuation has taken place during the school day, children will be evacuated to a middle school or other facility determined by the school department and transportation. The Club will be notified if the Fun Club site has been moved to ensure proper communication with parents that might contact the Club. Fun Club staff will contact parents.
2. If an environmental emergency is confined to the immediate area of the site (i.e. fire, toxic fumes), and the children cannot stay on the premises, the children will be brought to:
 - a. Early Bird & Preschool will go to the Recreation Department.
 - b. Fun Clubs will go to The Boys & Girls Club.
 - c. The Boys & Girls Club will go to the Parker Fun Club (if prior to 6 PM)
 - d. Transportation will be provided by A&F Bus Company, unless unavailable. Children will remain at the new location, accompanied by staff, while parents/emergency contacts are notified of the situation and arrangements are made for pickup.
3. In the event of exposure to toxic materials or gasses, and a physical examination is recommended, children will be transported to Lowell General Hospital –Saint’s Campus by bus. Children will remain there, accompanied by staff, while parents/emergency contacts are notified of the situation and arrangements are made for pickup.
4. In the event of a major environmental hazard that necessitates a larger evacuation area, such as several neighborhoods, the children will be transported to a Red Cross designated mass shelter. Children will remain there, accompanied by staff, while parents/emergency contacts are notified of the situation and arrangements are made for pickup.

There will be a message on the voicemail at the Club should any of these situations arise.

**A more detailed plan of our emergency management procedures can be found in our
Emergency Management Plan.*

HEALTH CARE POLICY

Meeting Individual Children's Specific Health Needs

Parents are asked to record any known allergies or chronic health and/or behavior conditions on the registration form. The allergies list will be updated as necessary – when new children enroll, unknown allergies become known. All the staff and substitutes will be kept informed of the children's specific health needs by the Age Group Director so that children can be protected from exposure to allergens.

- **Allergies**
Allergies should be identified by the parent on the registration form so that known allergens can be avoided. An allergic child may be removed from the environment causing the allergic reaction, or the allergen is taken out of the child's space, as appropriate to the situation.
- **Special Diets**
The Club shall follow physician's or parental orders in preparation or feeding of special diets to children and shall follow the directions of the parents regarding any food allergies of a child or where vitamin supplements are required.
- **Individual Health Care Plans**
Each child with a chronic medical condition, which has been diagnosed by a licensed health care practitioner, must have an Individual Health Care Plan. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered. Parents may, with written permission of their child's health care practitioner, train staff in implementation of their child's individual health care plan.

Medication Administration

No medication, with the exception of topical ointments applied to normal, unbroken skin, may be administered to a child in our program without the required paperwork on file. (Individual Health Care Plans and/or Medication Consent Forms) This includes both prescription and over the counter medications.

Each person who administers prescription or non-prescription medication to a child will be trained to verify and to document that the right child receives the proper dosage of the correct medication designated for that particular child and given at the correct time(s), and by the proper method. Each person who administers medication (other than topical medication) will demonstrate competency in the administration of medication before being authorized by the Club to administer any medication on a yearly basis. The Club will ensure that at least one educator with training in medication administration is present at any and all times when children are in care.

- The first dosage must be administered by the parent at home in case of an allergic reaction.
- All medications must be given to the Site Coordinator directly by the parent.
- All medications will be stored out of reach of the children. All medications that are considered "controlled substances" will be locked up and kept out of reach of children.
- The Site Coordinator will be responsible for the administration of medication. In his/her absence, the program staff will be responsible.

The Club will ensure that each educator, including those educators who do not administer medication, receives training in recognizing common side effects and adverse interactions among various medications, and potential side effects of specific medications being administered in the program.

The Club 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, time and date of each administration, the dosage, and the name of the staff person administering the medication. This completed record will become part of the child's file.

- **Prescription Medication:** Prescription medication must be brought to the program in its original

container and include the child's name, the name of the medication, the dosage, the number of times per day, and the number of days the medication is to be administered. This prescription label will be accepted as the written authorization of the physician. The Club will not administer any medication contrary to the directions on the label unless authorized to do so by written order of the child's physician. The parent must fill out the Medication Consent form before the medication can be administered.

- **Non-Prescription Medication:** Non-prescription medication will only be given with written consent of the child's physician. The Club will accept a signed statement from the physician listing the medication(s), the dosage, and criteria for its administration. This statement will be valid for one year from the date it was signed. Along with the written consent of the physician, the Club will also need written parental authorization. The parent must fill out the Medication Consent form, which allows the Club to administer the non-prescription medication in accordance with the written order of the physician. The statement will be valid for one year from the date it was signed. The Club will make every attempt to contact the parent prior to the child receiving the non-prescription medication unless the child needs medication urgently or when contacting the parent will delay appropriate care unreasonably.
- **Topical Ointments and Sprays:** Topical ointments and sprays such as sunscreen, and bug spray, etc. will be only be administered to the child with written parental permission. (Sunscreen & Insect Repellent Authorization Form) The signed statement from the parent will be valid for one summer season.

When topical ointments and sprays are applied to wounds, rashes, or broken skin, the Club will follow its written procedure for non-prescription medication which includes the written order of the physician (valid for one year from the date it was signed), and the Medication Consent form signed by the parent.

Please Note: All unused medication will be returned to the parent. If the parent does not pick up the medication, a member of the Childcare Administration Team will dispose of the medication at the Billerica Health Department.

Meeting the Needs of Mildly Ill Children

Any child who appears mildly ill and shows no sign of an emergency is taken aside, encouraged to rest and observed for symptoms. Parents or emergency contacts are notified of symptoms. Based on the symptoms, a decision is made if the Club will care for the child.

A child who has been excluded from child care may return after being evaluated by a physician, physician's assistant or nurse practitioner, and it has been determined that he/she is considered to pose no serious health risk to him or her or to the other children. Nevertheless, the Club may make the final decision concerning the inclusion or exclusion of the child. When a communicable disease has been introduced into the Club, parents will be notified immediately in writing by the Camp Director. Whenever possible, information regarding the communicable disease shall be made available to parents.

Managing Infectious Disease

Children who exhibit symptoms of infectious diseases may be excluded from the Club if it is determined that any of the following exist:

- The illness prevents the child from participating in the program activities or from resting comfortably;
- The illness results in greater need that the child care staff can provide without compromising the health and safety of the other children;
- The child has any of the following conditions:
 - Fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness;
 - One of the following specific conditions:

Condition	Exclusion	Prevention
Chicken Pox (Varicella)	Exclude for five days after the onset of the rash OR until all lesions have dried and crusted over, whichever is later	Immunize
Purulent Conjunctivitis (Pink Eye)	Exclude until examined by a physician and approved for re-admission; Exclude for 24 hours after treatment begins for purulent conjunctivitis (red or pink conjunctiva with white or yellow discharge)	Clean hands before treating child's eye and promote good hygiene; wash hands after contact with child's eye or with discharge
Diarrhea	Exclude when the stool is watery or decreased in form AND cannot be contained by diapers or controlled by toilet use, or if stool contains blood or mucus, or if accompanied by a fever	Wash hands after any contact with stool
Head Lice (Pediculosis)	Exclude until morning after treatment begins. Must be free of all nits or scabies, and free of all mites.	Avoid physical contact with infected person and their belongings. Keep belongings of children separated; wash and dry all items in contact with the infected persons
Hepatitis A	Exclude for 1 week after the onset of illness. Exclude exposed children/staff until immune globulin has been administered (<i>within 2 weeks of exposure</i>) as directed by the health department	Immunize; good hygiene
Hib	Exclude until well and appropriate antibiotics have been taken for 4 days	Immunize; antibiotics for those in contact with infected person
Impetigo	Exclude for 24 hours after treatment begins	Good hygiene; air out room daily; clean surfaces and utensils
Measles	Exclude for 4 days after rash appears	Immunize
Mouth sores	Exclude only in children who cannot control their saliva, unless the child's physician or local health department states the children is not infectious	
Mumps	Exclude for 9 days after the onset of gland swelling	Immunize
Pertussis	Exclude until 5 days of appropriate antibiotic therapy has been completed. If no antibiotics are taken, exclude for 3 weeks after onset of cough.	Immunize; antibiotics for those in contact with infected person
Rash	Exclude if accompanied by a fever or behavior change until a physician determines that the illness is not a communicable disease	
Ringworm (Tinea)	Exclude until treatment begins	Keep environment clean, dry, and cool
Rubella	Exclude for seven days after rash disappears	Immunize
Scabies	Exclude until treatment is completed	Wash/Dry items that were in contact with the infected skin; Keep belongings of children separated
Strep Throat	Exclude for 24 hours after treatment begins AND the child has a normal temperature for 24 hours	Air out room daily, clean surfaces and utensils
Tuberculosis	Exclude until the child's physician or local health department authority states the children is non-infectious	

A child who has been excluded from child care may return after being evaluated by a physician, physician's assistant or nurse practitioner, and it has been determined that he/she is considered to pose no serious health risk to him or her or to the other children. Nevertheless, the Club may make the final decision concerning the inclusion or exclusion of the child. When a communicable disease has been introduced into the Club, parents will be notified via email.

Injury Prevention

The Site Coordinator and Fun Club staff will make a daily safety check of the Club/sites to ensure the removal and/or repair of potentially hazardous items or conditions. All toxic and hazardous substances are disposed of immediately or kept in locked closets out of reach of the children. Only staff who have current first aid certification will be allowed to administer it, no matter how minor the injury or illness. The Club will maintain a record of any unusual or serious incidents including but not limited to behavioral incidents, accidents, property destruction or emergencies. *(See injury reports below)*

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

The Club will ensure that the following are easily and readily available at all times, and accompany the children anytime they leave the facility in the care of staff:

- First aid kit
 - *The location of the first aid kit will be marked by a red cross on the front of the container. The first aid kits are stored out of reach of children, but easily accessible to Staff in case of an emergency.*
 - *The Club will maintain adequate first aid supplies, including, but not limited to adhesive tape, band aids, gauze pads, gauze roller bandage, disposable non-latex gloves, instant cold pack, scissors, tweezers, thermometer, and a CPR mouth guard.*
- Current family contact information
- Information about allergies and known medical conditions
- Emergency or life-saving medications – such as asthma inhalers and epinephrine auto-injectors – for any children for whom they have been prescribed
- Telephone numbers for emergency services
- Authorization for emergency care for each child

Educators will check children's clothing to ensure that it is free from strings, laces or jewelry that could become entangled or wedged in playground equipment and present a strangulation hazard. Liquids, foods, and appliances that are or become hot enough to burn a child will be kept out of the reach of children. The use of any substance that may impair the educator's alertness, judgment or ability to care for children during child care hours is prohibited, along with drinking alcoholic beverages and smoking on the child care premises during child care hours.

Injury Reports

An Injury report will be filed for any incident which requires first aid or emergency care. The report must be filled out within 24 hours. Staff will submit the completed form to the Site Coordinator for review. Once the Site Coordinator has reviewed and signed the injury report, a copy will be made to file in the child's record (after parental review & signature). The original will be given to the parents. it will be shown to the parents.

Injury reports are recorded in the Injury/Incident Log. The Injury/Incident Log is reviewed on an on-going basis by the Site Coordinator and Childcare Director.

Parents are notified immediately of any injury requiring emergency care. The Office of Early Education and Care will be notified of any serious injury requiring hospitalization or resulting in the death of a child while in program care.

REFERRAL SERVICES

If a staff member notices any negative, drastic, or disturbing changes in a child's social behavior, physical appearance, or attitude it is their responsibility, along with written documentation, to notify their immediate supervisor. Acting in the child's best interest, the supervisor will bring the matter to the attention of the parents and the appropriate personnel at the child's school (with the consent of the parent). Appropriate referrals will be made by those concerned in regards to the child's needs and well-being. Included in the child's file will also be documentation of any efforts the program may have made to accommodate the child's needs, and a written record of any referrals, parent conferences, and results.

Referral Numbers

<u>Mental Health, Hearing, And/Or Health Services:</u>	<i>Lowell General</i>	978-937-6000
<u>Vision:</u>	<i>Vision Works</i>	978-667-0481
<u>Dental:</u>	<i>MA Dental Society</i>	800-342-8747
<u>Chapter 776:</u>	<i>Director of Special Ed</i>	978-528-8591
<u>Child at Risk:</u>		800-792-5200
<u>Parental Stress Line:</u>		800-632-8188
<u>Poison Control:</u>		800-222-1222

Child Abuse and Neglect Policy

<i>Department of Children and Families</i>	<i>978-275-6800</i>
<i>Office of Early Education & Care</i>	<i>978-681-9684</i>

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

Procedure for Identifying and Reporting Child Abuse/Neglect While in the Care of the Club

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

Suspected abuse by a parent/guardian/relative/etc:

- A staff member who suspects abuse or neglect must document his/her observations including the child's name, date, time, child's injuries, child's behavior, and any other pertinent information. The staff member will discuss this information with the Program Director.
- The Childcare Director or the staff member with the assistance of the Childcare Director will make a verbal report to DCF, to be followed by a required written report 51A within 48 hours.
- If a staff member feels that an incident should be reported to DCF, and the Childcare Director disagrees, the staff member may report to DCF directly.
- All concerns of suspected abuse and neglect that are reported to DCF will be communicated to the parents by the Program Director unless the child is felt to be at risk.

Suspected Abuse by a Staff Member:

- Any report of suspected abuse or neglect of a child will be immediately reported to the Department of Children and Families and the Department of Early Education and Care. A meeting will be held with the staff member in question to inform him/her of the filed report.
- The staff member in question will be immediately suspended from the program with pay pending the outcome of the DCF and EEC investigations.
- If the report is screened out by DCF, staff member must remain on suspension pending the EEC investigation.
- If the allegations of abuse and neglect are substantiated, it will be the decision of the Program Director whether or not the staff member will be reinstated.
- The Program Director and staff will cooperate fully with all investigations.

GUIDANCE AND DISCIPLINE POLICY

The goal of the Boys & Girls Club of Greater Billerica, Inc. is to provide a safe environment for all children. It is the hope of the Staff that every member treats the Club with respect and demonstrates proper behavior. It becomes necessary, however, to deal with inappropriate behavior quickly, professionally, and in a compassionate manner. The underlying goal is to reinforce the idea that all behaviors (appropriate or inappropriate) and their consequences are in the child's control.

Behavior Management

Parents please explain to your child the following:

- If someone is bothering you, tell a staff member and let them handle it. Two wrongs don't make a right.
- Any toys, games, or other materials brought from home are your responsibility. If they are lost, broken, or misused the Club is not responsible.
- You must be in sight of a staff person at all times, except when using the bathroom.
- Running, ball playing, and physical activities are only allowed in the gym and playground areas.

Behavior management measures will be reasonable and appropriate to a child's understanding/need. These measures should allow a child to grow and develop to their maximum potential, while protecting the group and the individual within. Time out and missing special activities/ field trips may be consequences of misbehavior.

All behavior infractions shall be documented, put in the child's folder, and a copy sent home. (*See Injury Reports above*) Suspension will be used as a last resort and will be given for 1-5 days, depending on the severity of the behavior and situation. Continuous inappropriate behaviors may result in permanent removal from the program. If requested by the Parent, the Club will provide information and referral for services.

Corporal punishment, including spanking, is prohibited. No camper shall be subjected to crude or severe punishment, humiliation, or verbal abuse. No camper shall be denied water, food or shelter as a form of punishment. No child shall ever be punished for soiling, wetting or not using the toilet.

Possible reasons for termination from the program include, but are not limited to:

1. The Club determines the child is not adjusting to the program (in this event, a conference will be set up between parents and staff)
2. Stealing
3. Disrespect to staff
4. Fighting/attempt to injure
5. Bullying
6. **Parental behavior**: Inappropriate parental behavior includes, but is not limited to:
 - a. Disrespecting, humiliating, intimidating or ridiculing staff
 - b. Speaking inappropriately to other children in the program (this includes speaking to other children about their behavior)
 - c. Touching another child in the program or staff
 - d. Asking personal questions of other children in the program
7. The Club may also terminate a child if a parent/guardian fails to pay their tuition by the due date.

If a parent has concerns with any of the above policies involving their child, or their child's interactions with another child or staff in the program, they should address these concerns to the Childcare Director. Confidentiality will be maintained at all times towards children and their families.

Should a problem arise between your child and another child(ren) in our program, our confidentiality policy does not allow Club staff to share information regarding the other child(ren) and/or the consequences they received.

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUB
OF GREATER BILLERICA