



BOYS & GIRLS CLUB
OF GREATER BILLERICA

Fun Club Handbook

2026-2027

Revised May 2026

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OUR MISSION

The mission of the Boys & Girls Club of Greater Billerica is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. We strive to provide a positive, safe, and fun environment while creating strong, healthy relationships, building youth ownership and offering unlimited opportunities for our youth and teens to learn and reach their full potential.

STATEMENT OF PURPOSE

Fun Club is a licensed school age childcare program administered by the Boys & Girls Club of Greater Billerica. The program provides after- and out-of-school time child care for youth in grades kindergarten through fourth from school dismissal to 6:00 p.m. The program operates on site at all five Billerica Public Schools elementary schools and at the Main Club during February & April vacations. Boys & Girls Club of Greater Billerica does not discriminate in providing service to children and their families on the basis of race, religion, cultural heritage, political beliefs, disability, marital status, sexual orientation, gender, or national origin.

Fun Club provides a safe and welcoming environment for members to grow physically, socially, and emotionally through a wide variety of planned activities and experiences. The goal of our program is to provide opportunities for self-expression, new learning experiences, activities that support daily physical activity, and opportunities to form community with their peers.

ORGANIZATION

Fun Club is a non-profit program administered by the Boys & Girls Club of Greater Billerica. The childcare program is administered and staffed by a team of dedicated staff. The Childcare Director, Senior Site Director, and youth development professionals work together to provide quality programming for school age children and their families. Professional members of the Club provide additional support to the program.

Fun Club is a Boys & Girls Club of Greater Billerica program operating under the following administrative supervision:

Boys & Girls Club of Greater Billerica	Board of Directors
Meg Gambale, CEO	mgambale@billericabgc.com
Barbara Niles	bniles@billericabgc.com
Danielle Barbrie	dbarbrie@billericabgc.com

Fun Club is under the licensing authority of the Department of Early Education and Care and must conform to all its policies and licensing requirements. Regulations and compliance history are available upon request via the Office of Early Education and Care, 360 Merrimack Street, Building 9, 3rd Floor, Lawrence, MA 01843 and at (978) 681-9684.

OPERATIONS

Fun Club runs on the Billerica Public Schools schedule and does not operate if public schools are closed. Fun Club operates from school dismissal until 6:00 p.m. including on early release and half days. Additional registration is needed for non-school day programming which operates at the Club's 19 Campbell Road location. Communication will be shared with families prior to these opportunities regarding registration. Separate registration and fees are required. These days are not included in monthly tuition fees. All additional days are reliant on enrollment to run.

Unscheduled Closure

Fun Club follows Billerica Public Schools for closings, early dismissals, or other emergencies. The program will not operate on any day BPS is closed. If afterschool activities are cancelled while school is in session, Club leadership in communication with BPS, will determine the ability to run the program safely. Caregivers will be notified of updates as soon as possible. In the case that after-school activities must close, parents will need to arrange immediate pick up and Fun Club staff will meet members at school to ensure safe supervision while waiting for pickup.

2026-2027 SCHOOL YEAR

Calendar of Important Dates (subject to change)

September 2, 2026 - First day of School (Grades 1-12) – No care for Kindergarten students

September 4 & 7, 2026 – Labor Day Weekend (Sites and Club Closed)

September 8, 2026 - First day of School (Kindergarten)

September 30, 2026 - Early Release: All grades/schools (Sites open from school dismissal until 6:00 p.m.)

October 12, 2026 - Columbus Day (Sites and Club Closed)

October 29, 2026 - Early Release Elementary only

November 3, 2026 – Professional Development Day, No Fun Club

November 11, 2026- Veterans Day (Sites and Club Closed)

November 25, 2026 - Half Day (Sites open from school dismissal until 6:00 p.m. – Lunch is provided)

November 26 & 27, 2026 - Thanksgiving Break (Sites and Club Closed)

December 2, 2026 - Early Release: Elementary only (Sites open from school dismissal until 6:00 p.m.)

December 23, 2026- Half Day (Sites open from school dismissal until 6:00 p.m. –Lunch is provided)

December 24, 2026 - Jan 1, 2027 - Winter Break (Sites and Club Closed)

January 13, 2027- Early Release: Elementary only (Sites open from school dismissal until 6:00 p.m.)

January 18, 2027 - Martin Luther King Jr. Day (Sites and Club Closed)

February 3, 2027 - Early Release: All grades/schools (Sites open from school dismissal until 6:00 p.m.)

February 15, 2027 – President’s Day (Sites and Club Closed)

February 16-19, 2027 - February Vacation (School sites Closed, additional registration needed for vacation programming)

March 10, 2027 - Early Release: All grades/schools (Sites open from school dismissal until 6:00 p.m.)

March 25, 2027 - Early Release: Elementary Only (Sites open from school dismissal until 6:00 p.m.)

March 26, 2027 - Good Friday (Sites and Club Closed)

April 14, 2027- Early Release: Elementary Only (Sites open from school dismissal until 6:00 p.m.)

April 19, 2027 - Patriots Day (Sites and Club Closed)

April 20-23, 2027 - April Vacation (School sites Closed, additional registration needed for vacation programming)

May 19, 2027 - Early Release: All grades/schools (Sites open from school dismissal until 6:00 p.m.)

May 26 & 27, 2027 - No School for Kindergarten (Check with your school)

May 31, 2027 - Memorial Day (Sites and Club Closed)

June 9, 2027 - Early Release: Elementary only (Sites open from school dismissal until 6:00 p.m.)

June 17, 2027 - Last day K-12 - Half day (Sites open from school dismissal until 6:00 p.m. – Lunch is provided)

June 18, 2027 - Juneteenth (Sites and Club Closed)

June 25, 2027 – Scheduled Last Day of School, Half-Day (Sites open from school dismissal until 6:00 p.m. – Lunch is provided) **could change due to snow days!*

***Pre-Registration is required for vacation weeks. Fee not included in monthly tuition. Running of vacation week program is reliant on enrollment.**

FUN CLUB CONTACT INFORMATION

Inquiries about the program should be made to Childcare Director, Barbara Niles, by email at bniles@billericabgc.com or telephone at (978) 667-2193 ext. 104. For information regarding billing or enrollment reach out to Director of Enrollment & Billing, Kelly Lawler, by email at childcarebilling@billericabgc.com or telephone at (978) 667-2193 ext.103.

FAMILY INVOLVEMENT

Fun Club seeks to partner with our families to be able to best serve our members. Caregivers are encouraged to update staff regarding the needs of their children, provide feedback, and inform staff of any changes. Please direct all questions and report any updates pertaining to your child's participation in Fun Club to the Childcare Director, Senior Site Director, or Site Coordinator.

Conferences & Progress Reports

Conferences will be arranged at the request of parents or a staff member. If at any time you feel that a situation demands immediate attention, call or email the Childcare Director to arrange a conference. A written progress report will be prepared annually, at the midpoint of the program year, on every member of the program. Parents are given a copy of the progress report and a copy will be kept in the child's file. Caregivers are able to schedule a conference to discuss the content by request.

Announcements & Communications

Both Site Coordinators and the Childcare Director will correspond with families via email including site newsletters, enrollment needs, upcoming events and changes to schedules. Please be sure to always check your email for important information. Emails from Fun Club will be sent to the primary contact's email address shared during enrollment in your MyClubHub Parent Portal. Make sure to check your junk/spam folders as well!

Visits

Caregivers are encouraged to visit any time your child is at the program. However, it is important to note that our staff's first priority is the safety and care of the children on site and might not be able to spend time with a visiting parent. Visiting parents must announce themselves at the door and stay in the program space with Club staff.

CHILDREN'S RECORDS

Fun Club shall maintain a legible, current, and confidential record for each child in the program. They shall update information in each child's record on a yearly basis and make this record available to the child's parents/guardians or the Department of Early Education and Care upon request.

Information contained in a child's record is privileged and confidential. The program may not distribute or release information in a record to any unauthorized person without written consent of the child's parent/guardian. The program shall notify the parents/guardians if a record has been subpoenaed and will keep a written log indicating any person to whom information must be released.

TUITION & BILLING

2026-2027 Tuition Rates

- 2 days per week: \$264/month
- 3 days per week: \$384/month
- 4 days per week: \$496/month
- 5 days per week: \$540/month

A \$50 registration fee is due at the time of enrollment for all registrations. The Club provides a 10% sibling discount to additional siblings registered for Fun Club. The obligation to pay your childcare payment is unconditional, and no portion of such fees can be refunded due to the subsequent absence, vacation, or withdrawal of any member(s). The schedule you sign up for is the schedule you are requested to pay for regardless of whether your child attends the program or not. It is your responsibility to keep tuition accounts current.

Fun Club accepts childcare vouchers for those families who qualify. Families who have a voucher or think they may be eligible should email childcarebilling@billericabgc.com before registering.

The Club offers financial aid. Qualifications are based on the financial assistance standards set forth by the Department of Early Education and Care and Boys & Girls Club of Greater Billerica policies. Families must reapply every school year to be considered for aid and incomplete applications will not be accepted. Our application for financial aid can be found at www.billericabgc.com/fun-club-childcare.

Payment Schedule for Childcare Programs

Fees are based on a 10-month cycle, and are due in monthly installments. Billing is run through the MyClubHub Parent Portal on the 17th of each month, unless otherwise listed, and payment is due within 5 calendar days. Autopayment will be pulled on the date that billing is run. Fun Club monthly tuition includes school days, early release days, and half days. School vacations and holidays are a separate charge. The first billing date for Fun Club will be on August 17th and the final billing date will be on May 17th.

Billing Date (Payment due within 5 days):	For the Month of:
August 17, 2026	September
September 17, 2026	October
October 16, 2026	November
November 17, 2026	December
December 17, 2026	January
January 19, 2027	February
February 17, 2027	March
March 17, 2027	April
April 16, 2027	May
May 17, 2027	June

Payment Methods

All billing is run through the MyClubHub Parent Portal. The MCH Parent Portal is used to make payments, register for programs, review financial history and program balances and can be found at bgcgreaterbillerica.my.site.com/portal.

Parents may enroll in automatic billing, log into your MCH Parent Portal to make a payment by credit card or ACH, or stop by the Club's front desk to pay by cash or check. If easier, you can also call to pay over the phone. For more information about billing, automatic payments, or to make a payment contact the Director of Enrollment and Billing at (978) 667-2193 extension 103 or at childcarebilling@billericabgc.com.

Late Fees

If payment is not received within 5 calendar days of the running of billing a \$25 late fee will be added to your account. If the payment and late fee are not received, your child will not be allowed in the program until your payment is made.

Schedule Changes

If you wish to change your child's schedule (either permanently or for only one day/week), you must submit requests by the 15th of each month to give the Director of Enrollment and Billing time to change any fees before posting the next month's bill. **Requests can only be made through the Director of Enrollment and Billing via email. Site staff are not permitted to approve any schedule changes. Email childcarebilling@billericabgc.com for any changes.**

ATTENDANCE POLICY

If your child will not be attending Fun Club as scheduled, it is essential that you let the program know. Parents may also wish to send a note to the classroom teacher. However, communications with the school should always be “in addition to” and not “in place of” informing Fun Club.

Parents must email or call Kelly at childcarebilling@billericabgc.com or (978) 667-2193 ext. 103 by 12:00 p.m. on the day of the absence.

Upon arrival at Fun Club every child will be checked in by a staff member. If a child that is expected does not arrive to Fun Club, the child’s parent will be notified asking for the reason for the absence. Fun Club staff also check in with the school administration to confirm the child’s absence. **If the child can’t be located by parents, school administration, or emergency contacts, the child will be reported to the Billerica Police Department as missing.**

Boys & Girls Club shall keep and maintain daily attendance records, including arrival and departure times. Fun Club staff will know where each child is during the Fun Club day.

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 our records in order to pick up any children. If the parent/designated adult does not present an ID, staff may not release the child into their custody. You can update your pick-up list on MCH Parent Portal at any time.**

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 Team. Once a child leaves the program, they are not able to return to the program same day.

LATE PICKUP POLICY

Communication is very important if you are running late to pick your child up. It is our policy that a minimum of two staff remain at the program until the last child is picked up. While we understand that traffic and other factors can hinder a caregiver’s pick-up time, we also need to ensure that our staff are able to attend to their own obligations as well. In the event of a Late Pickup, childcare staff will take the following actions:

1. If the child is not picked up by 6:00 p.m. staff will begin to call the parent/guardians listed on the child’s enrollment form.
2. If the child is not picked up by 6:15 p.m. staff will inform the Childcare Director and begin contacting the emergency contacts listed on the child’s enrollment form. Staff will ask the emergency contact to pick-up the child and release them into their custody upon arrival.
3. In the event that neither a parent, guardian, nor emergency contacts can be reached for 30 minutes after a program closes, staff will notify the Billerica Police Department as well as the Department of Children and Families (DCF) as the situation could be perceived as an abandoned child. Staff may release the child to the Police Department or the DCF upon their request. Unless this request is made, a staff member from the program will remain with the child.

Late Fees

If a parent/guardian picks up anytime between 6:01 p.m. and 6:10 p.m. a **\$10.00 Late Pickup Fee** will be added to the family’s MyClubHub account, payable with the next month’s tuition. If a parent picks up any time after 6:10 p.m. an **additional dollar per minute will be added**. In the event of a late pickup, parents will be notified of the charge and fees will be added to your MyClubHub account. Pick-up time and the corresponding fee amount will be based on the time marked on the site’s daily attendance when the child is picked up.

PROGRAM & ACTIVITIES

Site Coordinators in partnership with their staff teams are responsible for activity planning at Fun Clubs each day. Some of the types of activities that contribute to a well-rounded program that are offered include art, drama, physical activity, teambuilding, and creative movement. The monthly calendar and daily schedules will be posted on the bulletin board at Fun Club for families to reference. Activities may be subject to change, but the program works to provide predictable and consistent opportunities for the positive engagement of our members.

Activities include physical recreation opportunities for members. We ask that members come prepared to fully participate in the program offerings. While no member will be forced to participate, full engagement and trying activities contributes to a more positive and safe experience for your member. We encourage members to wear closed toed shoes, bring layers, and wear clothes that they feel comfortable being active in! We also ask that all members have weather appropriate clothing, including jackets, hats, & gloves, as we try to get outdoors as much as we can. Students without appropriate clothing will not be permitted to participate in all activities.

Transitions

Activities are planned and organized in advance. Members will be informed about transitions prior to them taking place. Transitions will be smooth and flexible. Children will not always be expected to move as one group from one activity to another. Transitions are completed in a safe, timely, predictable and unhurried manner.

Homework

Each day, Fun Club members will have the opportunity to complete their assignments under the supervision of Fun Club staff. Children who wish to do their homework while at the program will be given a specific time to do so. The program staff will provide help for children during this time. Fun Club staff will remind children the importance of their academic responsibilities, but the ultimate responsibility to complete homework remains with the child.

Staff do their best to offer support and guidance during this time, but do not have the capacity to work one-on-one with members on their homework. Please support Fun Club staff in sharing your expectation of homework completion with your child and Fun Club staff. We will do our best to encourage participation.

Snack

Fun Club provides a snack every afternoon. All members must wash their hands before snack is provided. Snack consists of a wholesome snack and drink. Water is always made available to members throughout the program day. Parents are allowed to send their child with a snack from home. A snack menu is available on request to the Site Coordinator.

Fun Club staff will follow physician and/or parent orders to comply with special diets, including any food allergies. Staff will be made aware of any accommodations and these will be reviewed monthly, or when a new situation is brought to the program's attention.

Materials & Equipment

Fun 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 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 and accessible to all children.

TRANSPORTATION

There is no transportation provided to Fun Club program sites. Children attending Fun Club 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. Permissions and transportation plans are signed off during registration. Changes to these can be made in the MCH Parent Portal or communicated with Site Coordinators to update.

GUIDANCE & DISCIPLINE POLICY

The goal of the Boys & Girls Club of Greater Billerica is to provide a safe and engaging environment for all children. All Fun Club members are expected to uphold the following rules:

- **Respect others at all times.** This includes using positive language, showing good sportsmanship, and keeping hands and feet to yourself. Fighting, name-calling, socially excluding others, and bullying are NOT tolerated.
- **Respect yourself at all times.** Make healthy decisions, dress appropriately, and try new activities. Talk to a staff member as soon as something makes you uncomfortable.
- **Respect the staff at all times.** Staff members work hard to create fun, educational activities for our youth and teens. Following their directions will help you have a more enjoyable time at the Club.
- **Respect the Club at all times.** Take good care of the equipment, books, games, and other supplies that the Club provides for its members. Only eat and drink in the designated areas, do not run outside of the gym.

Please familiarize yourself with these rules and discuss them with your child. Also, be aware that additional rules apply in specific program spaces and/or activities.

At Fun Club our behavior management is based on the individual child relating to their development and needs. Redirection is our main practice, and we always reinforce positive behavior by recognizing positive actions. Children are asked to participate in the establishment of rules where appropriate to provide ownership over them.

When dealing with behavior issues, we will use techniques such as:

- Redirection: When acting unsafe, inappropriate, etc. children will be asked to make a different choice. This will remove them from the current situation and into a new and better one.
- Providing children with expectations that are clear, age-appropriate, and consistent.
- Asking children how they feel when they are upset, frustrated, etc. or if something is wrong. Children are encouraged to talk about and express their feelings and should feel validated by teachers when doing so. This helps facilitate the development of self-control and good coping skills.
- Offering a variety of choices in an environment that is consistent in routine, prevents boredom and waiting, and provides children with ample time before transitioning.
- Encouraging and guiding children to find solutions to problems and conflicts when they arise. By modeling this for them, we create an example that they can learn from.
- Speaking in a calm and private manner and getting down to their eye level.
- Using positive directions rather than those that start with "no."
- In certain situations (i.e. unsafe actions with peers or teachers, not listening to adults, etc.) a child may need to be removed from the group, and in some instances, the classroom until they are able to regain self-control and rejoin the group. In these cases, the child will always be supervised and offered a calm and quiet choice.

Fun Club works to create close partnerships with families to address behavior issues and difficulties at home and within our program. Providing a consistent environment between home and school is very important to us.

Corporal punishment, including spanking, is prohibited. No student shall be subjected to crude or severe punishment, humiliation, or verbal abuse. No child 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.

Parental Behavior

Inappropriate parental behavior including, but not limited to, disrespect, humiliation, ridiculing or speaking inappropriately to staff is not tolerated. Inappropriately speaking to other children, including speaking to children about their behavior, touching other children, or asking personal questions of other children is strictly prohibited. Such behavior could result in the termination of your child(ren)'s participation in the program.

Should a problem arise with another child or staff in the program, all concerns should be addressed to the Childcare Director or other Club leadership.

Suspension

All behavioral measures should be reasonable and appropriate to a child's understanding and needs. These measures should allow a child's growth and development to grow their maximum potential while protecting the group, also protecting the individual within. If a child exhibits inappropriate behavior on a consistent basis, a meeting will be set up with the Childcare Director to discuss this behavior with the parents. The program will inform parents of availability of information and referral for services and shall provide this information at the request of the parents. The program will work in conjunction with parents or educators to develop a plan for behavioral intervention at home and in the program. Continuous inappropriate behaviors may result in suspension from the program. All behavior infractions shall be documented in an incident report and put in the child's file, and a copy given to parents at the time of pick up.

Termination

If severe or continuous behavior issues arise, Club leadership may deem it necessary to remove a child from the program. In this event, a conference will be set up between the parents and Club leadership. The following may be reasons for termination from the program (determined by Childcare Director, Site Coordinator, and Executive Director):

1. The staff determines the child is not adjusting to the program
2. Continuous disrespect to staff
3. Fighting/attempt to injure
4. Stealing
5. Inappropriate parental behavior
6. Disrespect, humiliation, or ridiculing of staff
7. Speaking inappropriately to other children in the program
8. Failure to make tuition payments

Should a problem arise with another child or staff in the program, all concerns should be addressed to the Childcare Director or Site Coordinator. Confidentiality will always be maintained towards children and their families enrolled in our program.

MEETING THE NEEDS OF INDIVIDUAL CHILDREN

During registration, parents will be asked to record any known medical or behavioral conditions, including allergies and/or special diets as well as disclosing a child's need for the administration of medication, both routine or emergency, while in the care of the program. This form will be updated by caregivers annually. Proper notification and disclosure are integral in our program's ability to support members while at Fun Club. It is the parent's responsibility to notify Club staff of any needs during enrollment and/or update staff when a diagnosis or change is made.

Meeting the Needs of Members with Special Needs

Fun Club will make every reasonable effort to work with families with disabilities in order for the child to successfully acclimate into our programs. In the event that a child identifies a disability at enrollment, or a disability is identified after enrollment that will require accommodations to be made, the program and its staff will take the following steps:

1. Club staff will set up a meeting with the caregivers, and school personnel, with parent consent, when relevant. This meeting will be to discuss and document the specific accommodations that will be required for the child.
2. The program will determine whether the accommodations are reasonable and possible given the nature of the program, the impact the accommodations would have on the program, as well as the availability of services provided elsewhere.
3. The program will then notify the parents of either:
 - a. The accommodations being made for child, as well as its intent to work with the family and/or local service providers, the school, and the parents to best serve the child.
 - b. Other services available to the family and/or its intent to terminate the child from the program.

Meeting the Need of Members with Health Needs

Information shared during registration regarding any health needs will be compiled and shared with Club staff, by site. Staff are required to review their lists daily.

All allergy lists will be posted in the snack storage cabinets as well as in the children's records binders for easy access by staff. The allergy lists include any allergy or medical concern a child may have. Allergy lists will be updated and reviewed monthly, or sooner as new children enroll or unknown allergies become known. All staff will be kept informed of children's allergies/conditions by their supervising staff so that children can be protected from any allergens and/or receive the support needed.

Individual Health Care Plans (IHCP)

Any child who has been diagnosed by a licensed health care practitioner with a chronic medical condition and/or severe allergy must have an Individual Health Care Plan (IHCP) on file prior to their first day in care. The plan must describe the condition, its symptoms, any medical treatment that may be necessary while the child is in our care, potential side effects of that treatment, and potential consequences if medical treatment is not provided.

IHCP must be signed by both the caregiver and the child's doctor. IHCP's are updated annually.

Medication Procedures

No medication 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.

Fun Club will administer medication **only** with written authorizations of the child's parent/guardian and the child's pediatrician (Medication Consent Form). A Medication Consent Form is required for any child who may need to have medication administered while in the care of the program. This form is required for ALL medication including emergency, routine prescription medication, over the counter medication, and topical medication. Each medication should be listed on its own Medication Consent Form and forms are updated annually.

- **Prescription medication**: Medication Consent Form must be signed by the Parent/Guardian. The prescription label will fill the requirement for the physician's signature, however, parents must complete the information on the form based on the prescription label before signing. Instructions listed on the prescription label must match what is written on the Medication Consent Form.
- **Non-prescription medication** (*i.e. Benadryl or Tylenol*): Medication Consent Form must be completed and signed by both the parent/guardian **and** your child's doctor.
- **Topical Ointments and Sprays**: (*i.e. Vaseline, sunscreen, bug spray, lotions*): Medication Consent Forms only require a parent/guardian signature.

Guidelines for Medication Administration

- Parents must fill out and sign the Medication Authorization Form before any medication (prescription or non-prescription) can be administered.
- All medications, prescription and over the counter, must be given in its original container with the child's name clearly written on it.
- Prescription medication must have a prescription label attached. This should 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.
- We will not administer any medication contrary to the directions on the original label.
- Other than emergency medication, the first dosage must be administered by the parent at home in case of an allergic reaction.
- All medications must be given to the Childcare Director/Director of Billing & Enrollment directly.
- All medication must be kept at the program. 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. Emergency medication will be kept in the group backpack which will be present with the child at all times.
- All teachers are trained annually to administer medication.

- All teachers are trained by EEC’s “Medication Administration: The Five Rights” within 60 days of employment and then annually.
- The Site Coordinator, Senior Site Coordinator or Childcare Director will be responsible for administering any medication.
- Any unanticipated administration of medication requires that the teacher, Site Coordinator, or Childcare Director must try to contact the parents prior to administering. If the parents cannot be reached prior to administering, they should be contacted as soon as possible after medication or treatment is given.
- The Club will maintain a written record of the administration of any medication 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. The staff who administered the medication will be responsible for logging it at that time.
- If the child refuses the medication, only takes a partial does, or if it gets spilled, a note about what happened is written in the medication log. Daily medication that is not given because the child is absent will be marked in the medication log as well.
- It is the caregiver’s responsibility to replace expired medication and update forms as they expire. Expired medication will be returned to the caregiver. Staff will review medication forms monthly and remind parents of upcoming expiration dates for medication and forms.
- All unused medication will be returned to the parent (either when it has expired, or when the child is leaving the program).
- In the event of a medication error, we will do the following:
 - Document the error in the child’s medication log.
 - Monitor and observe the child, never leaving them along.
 - Complete an incident report.
 - Notify the parents immediately.
 - Notify EEC if hospitalization results or the wrong medication is given.

REFERRAL SERVICES

Fun Club shares resources with a network of childcare agencies, school resources and other medical, social and mental health professionals. Following is a referral list of some resources in the area should they ever be needed.

If a staff member notices any concerning social behavior, physical appearance, or attitude it is their responsibility to notify their immediate supervisor. Staff are responsible for documenting any observations, as well as efforts the program has made to accommodate the child’s needs. Acting in the child’s best interest, the supervisor will bring the matter to the attention of the Childcare Director, including all written observations and documentations.

Once the program has obtained written informed consent of the parent the program will make the appropriate referrals and may share the information with appropriate personnel at the child’s school. Program staff must maintain all documentation, including written informed consent from the parent, documentation of parent conferences and communications, and all observations and accommodations made on site. If services are provided, it is the responsibility of the parent to relay important information and accommodation needed for their child while in our care.

Referral Resources

Educational:

Billerica Public Schools, Special Education	978-528-8591
Melinda Cripps, BPS Director of Student & Family Support	978-525-7925
BPS School Resource Officer	978-671-0900

Placement Resources:

Child Care Resource & Referral (CCRR) Network	1-800-345-0131
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Your local CCRR agency keeps information on all licensed and licensed-exempt programs including child care centers, family child care providers, preschools, and out of school time programs. A search can be tailored to your specific need and consultation provided on how to look for quality child care.

BPS School Social Work Departments:

Hajjar School Social Workers	978-528-8551
Dutile School Social Workers	978-528-8531
Ditson School Social Workers	978-528-8512
Kennedy School Social Workers	978-528-8577
Parker School Social Workers	978-528-8611

Social/Mental:

Interface Referral Helpline	617-332-3666
MA Behavioral Health Help Line	833-773-2445
Billerica Police Community Resource Line	978-215-9642
MA Mental Health Department	617-626-8000
Parental Stress Line	800-632-8188
Suicide & Crisis Lifeline	988

Health:

Billerica Board of Health	978-671-0931
Lexington Pediatrics, Dr. Victoria Arthur	781-862-4110
Vision Works, <i>Vision</i>	978-667-0481
MA Dental Society, <i>Dental</i>	800-342-8747

HEALTH CARE POLICY

Emergency Numbers/Info

HEALTH CARE CONSULTANT

Dr. Victoria Arthur, MD Reg. #: 213863
 Lexington Pediatrics
 47 Bedford Street
 Lexington, MA 02420
 781-862-4110

Designated Adult: Barbara Niles: 978-337-4753
bniles@billericabgc.com

TRANSPORTATION COMPANIES

Eastern Bus Company: 978-362-1142
 Bedford Charter Services: 781-275-9524

First Aid Equipment & Training

Boys & Girls Club of Greater Billerica requires all staff to be first aid and CPR certified within six months of employment. A minimum of one certified staff member must be on premises during all hours of operations.

Each program site will have a first aid kit stocked with all necessary supplies. Its location will be marked by a red cross on the front of the container, as well as the cabinet containing the kit. Additionally, each group will have a first aid backpack that will travel with the group at all times. All supplies will be stored out of reach of children, but easily accessible to staff in case of an emergency. First aid kits and backpacks will be restocked throughout the year as needed, and will be inspected, at a minimum, monthly.

EMERGENCY TELEPHONE NUMBERS

Emergency (Police, Fire, & Ambulance): 9-1-1
 Poison Prevention Center: 1-800-222-2222
 Hospital (Saints Memorial, Lowell): 978-275-6800
 Dept. of Children & Families: 978-275-6800
 51A After Hours Emergencies: 1-800-792-5200
 Department of Early Education & Care: 978-681-9684
 Billerica Board of Health: 978-671-0931
 Billerica Fire Department: 978-671-0941
 Billerica Police Department: 978-667-1212

First Aid Kits must contain, at a minimum:

- 35 bandages
- 10 – 2x2 gauze pads
- 10 – 3x3 gauze pads
- 10 – 4x4 gauze pads
- 2 – 8x10 ABD pads
- 3 – 2” gauze roller bandage
- 3 – 3” gauze roller bandage
- 3 – 4” gauze roller bandage
- Roll adhesive tape
- 2 instant cold packs
- Scissors
- Thermometer
- Thermometer Probe Covers (1 box)
- Box of disposable gloves, 2 pairs of non-latex gloves
- Sling
- Saline eye wash
- Micro-shield or pocket mask with one-way valve (for CPR)
- Disposable Pillow Covers (minimum of 10)

Injury Prevention

1. The Site Coordinator is responsible for ensuring the program space is safe and free of any hazards. They will make a daily safety check of the site and report any area that seems unsafe or needs repair to the Childcare Director immediately.
2. Smoking is prohibited on premises.
3. The Childcare Director, Senior Site Coordinator, Site Coordinator and all teachers are responsible for monitoring the outdoor space and will remove any hazards prior to the children using the space.
4. Each site and group will have an emergency backpack. Each backpack contains a fully stocked first aid kit, emergency medication, and emergency information binders. Groups do not travel anywhere without it.
5. Toxic, hazardous, and sharp objects will be stored out of reach of children.
6. Emergency medication will be stored in the emergency backpack which will be out of reach of children.
7. Staff will be trained in monitoring and maintaining an injury log. The log will be reviewed periodically to make note of any patterns and to help make changes to the program to minimize future problems.
8. Only staff who are trained and current in their first aid certification will be allowed to administer first aid, no matter how minor the injury.

Injury Reports

A formal injury report will be filed for any injury sustained by a child in care. The report must be filled out within 24 hours of the incident, and a copy will be provided to the parents. A copy will also be placed in the child’s file. All injury reports are to be reviewed by the supervisor on duty prior to being sent home.

Injury reports are recorded in an Injury Log. The Injury Log is reviewed on a monthly basis.

Parents are notified immediately of any injury requiring emergency care. Injuries requiring the child to seek additional medical care, including but not limited to lacerations requiring stitches and broken bones, will be reported to the licensing agency by the Childcare Director in accordance with the agency’s regulations. The licensing agency will be immediately notified of any serious injury requiring hospitalization or of the death of a child while in program care.

Plan for a Mildly Ill Child

A mildly ill child is one that has noticeable changes in behavior, lethargy, and/or has voiced discomfort or illness. If a child is mildly ill the parents will be called and notified immediately, however the child may remain at Fun Club.

If the symptoms of the child worsen (i.e., fever, vomiting, etc.), the Childcare Director/Site Coordinator will contact the parents to pick up the child. Until the child can be picked up, they will remain in a quiet area where they will be able to relax.

Any toys, books, etc. used by an ill child will be cleaned and disinfected before being used by any other child.

Managing Infectious Disease

Boys & Girls Club of Greater Billerica is committed to promoting a healthy environment for the children in our program, as well as our staff. It is the parent's responsibility to notify us whenever your child is ill and will be absent from the program. It is crucial that we are notified immediately if your child has contracted any contagious illness.

In order to maintain a healthy environment, children/staff may be excluded from the program if it is determined that any of the following exist:

- The individual's illness prevents the individual from participating in the program activities or from resting comfortably;
- The individual's illness results in greater need than the child care staff can provide without compromising the health and safety of the other children and/or staff;
- The individual has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness; (individuals must be fever free for 24 hours before returning to the program)
- The individual has diarrhea;
- The individual vomits two or more times in the previous 24 hours at home or once at the Club;
- The individual has mouth sores, unless the physician states that the child is non-infectious;
- The individual has symptoms of chicken pox, lice, or strep throat

A child/staff who has been excluded from child care will not be readmitted to the program until they are symptom free unless they have been examined by a physician, physician's assistant or nurse practitioner, and the Club is notified in writing that they child does not pose a health risk to themselves or others and is able to participate in program activities. Nevertheless, the Club may make the final decision concerning the inclusion or exclusion of the child.

In cases of certain communicable disease, the Club will contact the Billerica Board of Health within 24 hours so that control measures can be used. Parents must notify the Club within 24 hours if a child, staff or family member has developed a known or suspected communicable disease. All parents will be notified in accordance with Board of Health guidelines if a communicable disease is reported.

Below are common illnesses and symptoms in childcare. Please follow the "return to school" guidelines if your child is diagnosed or sent home with the following:

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 readmission; 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
COVID-19	Exclude from care for five days after day 0. Child may return on day 6 but must mask through day 10. Child may not return if symptoms are not improving.	Optional mask wearing, good hand hygiene, social distancing.
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. 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	

Infection Control

The Site Coordinators shall ensure that staff and children wash their hands with running water and liquid soap using friction for 15-20 seconds and dried with disposable towels. At minimum, hands should be washed before handling or eating food, after toileting or assisting children, after contact with body fluids (blood, mucus, feces, and vomit), and after cleaning areas contaminated with body fluids. Staff must wash their hands before and after administration of medication, performing cleaning tasks, and emptying trash.

Sanitizing and Disinfecting

The Childcare Director or Site Director shall ensure that specific equipment, items or surfaces monitored for cleanliness and washed and disinfected using the following schedule:

1. After each use:
 - a. Toys mouthed by children,
 - b. Mops used for cleaning bodily fluids, and

- c. Thermometers.
- 2. At least daily:
 - a. Toilets and toilet seats,
 - b. Sinks and sink faucets,
 - c. Drinking fountains,
 - d. Play tables, and
 - e. Smooth surfaced non-porous floors.
- 3. At least weekly or more frequently as needed to maintain cleanliness, when wet or soiled, and before use by another child:
 - a. Machine washable fabric toys,
 - b. Dress-up items, and
 - c. Toys.

All staff will wear disposable gloves when they encounter blood or bodily fluids. Specifically, gloves should be worn during toileting, when administering first aid for a cut, bleeding wound, or a bloody nose. All gloves and trash bags containing blood or bodily fluids will be thrown away in a lined, covered container. All areas that encounter blood or bodily fluids will be disinfected immediately.

Disinfectant Solutions

All cleaning supplies and disinfectants will be stored out of the reach of children. The disinfectant solution should be either a self-made bleach solution (1/3 tsp. standard bleach per 1 quart of water) or a commercially prepared disinfectant that has been registered by the Environmental Protection Agency as a sanitizing solution. The household bleach used to prepare a self-made solution shall have 5.25% available chlorine as hypochlorite. This solution should be labeled and stored in either a spray bottle or a bottle that is sealed with a cap, stored in a secure place, and out of reach of children.

COMMITMENT TO SAFETY

Boys & Girls Club of Greater Billerica is committed to providing an environment that prioritizes the physical and emotional safety of our members and staff. Detailed plans and procedures are available upon request in the Emergency Operation Plan. To access our Commitment to Safety and review the Safety Policy Packet visit www.billericabgc.com.

EMERGENCY MANAGEMENT

Emergency Evacuation Plan

In the event of an emergency that requires the evacuation of Fun Club, one of the outlined plans will be implemented. In ALL emergency evacuations:

1. The Group Leader is responsible for knowing how many children are in their group and counting the children before we evacuate the building.
2. The Group Leader is responsible for taking the attendance information and emergency backpacks and leading children out of the building.
3. The Site Coordinator will make visual inspection of each classroom and bathroom to ensure they are empty before exiting the building. The Site Coordinator will also be responsible for assisting with the evacuation process and checking for stragglers.
4. The Group Leader is to take attendance as soon as they have reached the designated meeting space. The Group Leader is to take attendance prior to ANY transport (if needed). The Group Leader is to take attendance once we arrive at our destination.

You may reenter the building once given the go ahead by the Childcare Director/Site Coordinator or emergency personnel.

Attendance lists will always be kept current and reflect the child's daily schedule. All teachers are responsible for recording the arrival and departure of each child in the classroom. Attendance lists will be readily accessible in the event

of an emergency evacuation. Emergency backpacks will be kept with groups at all times and taken with them in the event of an emergency evacuation.

Drills

Emergency evacuation drills are conducted once a month at different time of the day as determined by the Site Coordinator. Children and staff practice using different evacuation routes so that they are comfortable and familiar with all of them.

The Site Coordinator will maintain documentation of the date, time, route used, number of children, meeting place, and effectiveness of each drill in the Fire Drill Log. The Site Coordinator will sign off on each drill that is conducted. Current records are posted, and past records will be maintained for five years.

Emergency Situations

In the event of a Natural Disaster, Loss of Power, Heat, Water, Fire: Children will be evacuated to their sites nearest emergency shelter. Children will remain in the care of Fun Club staff until parents can be notified. Staff will have their cell phones on them to communicate with anyone necessary during that time. Parents will be notified via cell phone or email by the Childcare Director using the emergency information binder that is in each group’s emergency backpack.

In any emergency, the Site Coordinator/Childcare Director will immediately call emergency personnel to see what their instructions are. i.e. shelter in place or evacuate.

Emergency Shelter

In the case of an offsite evacuation from any of our 5 school sites, members will be transported by Bedford Charter Bus Company to Boys & Girls Club of Greater Billerica, located at 19 Campbell Road, Billerica, MA 01821. The Site Coordinator will notify Club Leadership who will communicate with all parents all necessary information and pickup instructions.

EEC will be notified immediately if we need to relocate due to emergency circumstances.

Bedford Charter Bus Company: Orna Miles, General Manager, 781-275-9524

Primary Evacuation Site: Boys & Girls Club Main Site 19 Campbell Road Billerica, MA 01821 Contact: Front Desk 978-667-2193 ext. 0	Secondary Evacuation Site: Billerica Access Television 390 Boston Road Billerica, MA 01821 Contact: Nancy Albertson 978-663-2284	Tertiary Evacuation Site Council on Aging 25 Concord Rd. Billerica, MA 01821 Contact: Jean Bushnell 978-671-0916
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Shelter in Place

In some emergency situations, it may be safer to remain on site until an emergency has ended. In the event of severe weather or other emergencies causing a power outage, loss of heat or water, if we are stuck in a position where we need to continue to operate on site, Fun Club will:

1. Relocate all children to the gymnasium and the emergency backpacks will accompany them.
2. Take attendance and account for all members and staff.
3. Supervise all students and prevent them from leaving the shelter area while maintaining a positive and calm environment.
4. Ensure an ample supply of food and water in the area with us.
5. Ensure an amply supply of activities accompany us to the shelter area to keep members engaged and happy.

Intruder Inside/Outside

In the event of a potential threat from an intruder inside or outside the program, our response will depend on several factors, including current numbers, ages, and locations of the children in the program, the proximity of children to exterior exits, and the degree to which the intruder is armed.

All staff will have a walkie talkie on them for communication purposes. Anyone who is to see an intruder is instructed to immediately inform the rest of the building in a clear method, with the exact nature and location of the threat. The Site Coordinator will call the lock down or evacuation whenever possible, but all employees who determine a direct and immediate threat may be authorized to make that call for children in their care. The lockdown remains in effect until we hear official instructions from the police.

- **Secure & Hold:** Protective action utilized when there is a threat outside the facility. Police will instruct the facility when to follow this protocol. All children and staff should be directed to immediately reenter the facility. Exterior doors are closed and locked by the Site Coordinator, and the teachers relocate all children to the cafeteria/gymnasium until told otherwise. Activities will be conducted during this time.
- **Lockdown Procedures:** The Site Coordinator and teachers of each group are responsible for gathering the children together in whichever room they are in at that time, closing and locking all doors, barricading all doors, covering interior windows (when possible), and turning off all lights. In all situations, the Site Coordinator/teachers will determine if it is possible to make a quick exit and instruct students to flee or follow the stated lockdown procedures.

In all situations, all children will be accounted for before, during and after by counting and taking attendance. The Childcare Director/Site Coordinator will be responsible for notifying emergency personnel, parents/guardians, and all others that are deemed needing to be notified.

Emergencies and Illness

In the event of illness, parents will be contacted immediately by the Site Coordinator. If parents cannot be reached, those listed as emergency contacts will be called. All efforts will be made to contact the parents.

In the event of an emergency, we will assess the situation and call 911 if needed.

In the case of an emergency or illness (such as a seizure, serious fall, or serious cut), the teacher in charge will begin administration of emergency first aid while the assistant teacher takes other children to another area or room. All staff members should respond and remain calm and reasonable.

Other staff will be alerted to contact the Childcare Director and other supervisory staff on site.

The Site Coordinator will contact the parent to come and pick up the child, or if response time is a factor, have the parent meet the child and accompanying staff member at the emergency room of the hospital.

When parents cannot be reached, those listed as emergency contacts will be called. Continued efforts will be made to contact the parent. If a child must be transported by ambulance, a staff member, with emergency release and medical forms, will accompany the child. The child will be taken to the nearest hospital or the hospital that is designated by the emergency responder.

Any injury to, or illness of, any child which occurs during the hours while the child is enrolled in care, and which requires hospitalization or emergency medical treatment will be reported to EEC.

Missing Child

Prompt notification of the Billerica Police Department will be made once an initial search of the facility is made and attempts to confirm location, such as picked up by family, is unsuccessful.

All indoor and outdoor areas of the building will be checked thoroughly. All staff members should respond and remain calm to ensure a safe and secure atmosphere for the other children.

Parents will be notified. The Childcare Director will provide the police with all necessary information including name, contact information, demographics and identifying marks. They will also provide the last known whereabouts of the child.

While waiting for the police to arrive, the search will continue.

Any missing child incident will be recorded and reported to EEC. After the incident, our policies and procedures will be reviewed and reevaluated to see if they need to be modified or changed.

MANDATED REPORTING

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, they are required to file a report with the Department of Children and Families.

Any employee who suspects abuse or neglect must document all observations including, but not limited to child's name, time, child's injuries, child's behavior, and any/all other important information. The employee will then bring this information to the Childcare Director.

How to recognize signs of abuse and neglect? Be aware of any changes: physical, emotional, behavioral. Be aware of any unusual/excessive markings: bruises, burns, lacerations.

All staff are required to take the online training "51A Online Mandated Reporter Training: Recognizing & Reporting Child Abuse, Neglect, and Exploitation". This training will assist any employee in ways to recognize signs of abuse and neglect.

The Childcare Director will make a verbal report to DCG, which will be followed up by a written 51A within 48 hours. The Childcare Director will be notify parents of allegations of abuse or neglect involving their child.

DCF Local Cambridge/Burlington: 617-520-8700

The Department of Early Education and Care (EEC) will be notified immediately after 51A is files.

EEC: (617) 988-6600

If the Childcare Director does not feel that an incident should be reported and the employee disagrees, the employee may report to DCF directly.

If an allegation is made against an employee, the suspected abuse or neglect will be reported immediately to DCF, EEC, and Boys & Girls Club of America. The employee will attend a meeting to inform them of the filed report. The employee will be suspended without pay until DCF and EEC have completed their investigations.

The Childcare Director and staff will cooperate fully with all investigations. This includes identifying parents of children currently or previously enrolled in the school, providing consent to disclose information to any person or agency that EEC may specify as necessary for the prompt investigation of allegations and the protection of children.