Section I: ABOUT THE PROGRAM

1.1 PHILOSOPHY

The staff of the Regis College Children’s Center (RCCC) believes that educating young children should take place in an atmosphere that is safe, loving, and nurturing for children as well as for families and staff. Such an atmosphere fosters trust and builds a sense of security and autonomy.

We believe in educating the whole child. All developmental areas-social, emotional, physical, intellectual and aesthetic are equally important. Educational elements from all of these areas are woven into the entire day through active exploration. The curriculum is developmentally appropriate and emergent, and is implemented with attention given to each individual’s needs and interests.

Families are viewed as crucial in the process of developing young children. Ongoing communication and trust are the most important factors in forming a relationship between the family and RCCC. We strive to build a positive relationship with families through consistent communication and family events.

1.2 TEACHERS

The Regis College Children’s Center faculty is composed of professional teachers who have either earned degrees in early childhood education or a related field and have combined that education with field experiences. Teachers are strongly encouraged to pursue higher degrees and participate in professional development experiences throughout their careers.

1.3 STUDENT TEACHERS, INTERNS & VOLUNTEERS

A unique aspect of RCCC is that we are a teaching center for Regis College students. Student teachers and work-study students help to maintain low staff/child ratios and are provided with opportunities to conduct field observations and internships at our facility.

The teachers at RCCC take pride in collaboration with Regis College professors and students. We welcome student participation within our program and strive to create a model school where college students will learn high quality early childhood standards and practices.

Each student intern/volunteer will complete training and orientation with his/her supervisor, which will include a clear list of responsibilities and expectations. Interns will be under the direct supervision of a supervisor/lead teacher at all times. The supervisor will be responsible for documentation of dates and hours of service for each intern. A Background Record Check will be completed through the Massachusetts Department of Early Education and Care for each student teacher, intern, work-study student or volunteer.

1.4 ENROLLMENT/ ADMISSION PROCEDURE

It is required by the Department of Early Education and Care that all families visit RCCC prior to registration at least once to see the site and be informed of our philosophy and policies and procedures. We recommend that you visit while school is in session so that you can see what a typical day at RCCC is like and your child can know what to expect when he/she comes for the first time. If you are interested in having your child attend RCCC, the next step will be for you to complete an application and pay an application fee.
Three basic enrollment options are available: 8:30 - 12:20, 8:30 - 3:20 or 7:30 - 5:20. All children are required to enroll for a minimum of three (3) days per week. The Director must approve all schedules. Current tuition rates and further details are available.

After reviewing your application, **if space is available for your child**, you will receive a contract including schedule and deposit information. Contract and deposit must be returned within ten days. The deposit is equal to one month’s tuition and will be credited toward the last month of the school year. **If we have no space for your child**, your child’s name will be placed on a waiting list. If and when a space becomes available, RCCC will issue a contract and you will be asked to give a deposit at that time. Contract and deposit must be returned within ten days to hold a spot for your child. The **application fee and deposit are non-refundable** and will not be returned should you decide not to have your child attend RCCC.

A completed contract and deposit are required to hold your child’s space in our program. Once the contract and deposit have been received, you will be required to complete an enrollment packet. Forms included in the enrollment packet are necessary before your child’s first day of school. These forms include a medical form, a general permission form and a developmental history form.

RCCC operates on a school year calendar from September to June, with children enrolling for one school year at a time. Admissions are based on the date of preliminary applications. Priority in placement is given to Regis College employees, as well as siblings of children already enrolled at RCCC. A tuition discount is available to benefit-eligible employees. Children are placed in classrooms according to age and/or developmental readiness.

1.5 LICENSING AUTHORITY

The Regis College Children’s Center is licensed through the Massachusetts Department of Early Education and Care. A full compliance history of the RCCC is available by contacting the department.

The Commonwealth of Massachusetts  
Department of Early Education and Care  
1250 Hancock Street, Suite 120-S  
Quincy, MA 02169  
Phone: 617-472-2881  
Fax: 617-472-2722

4.3 ORGANIZATIONAL INFORMATION

Regis College Vice President for Academic Affairs  
Director of the Regis College Children’s Center  
Team Coordinators  
Classroom Teachers  
Regis College Student Teachers/Interns
1.6 TUITION PAYMENTS

Tuition balance is payable in two (2) installments due on or before August 1 and December 1. The tuition rate is figured to cover costs on a 10-month basis. Our tuition rates are calculated by the child’s age and classroom placement and schedule of attendance. A tuition discount is available to benefit-eligible employees. There will be no payment/ tuition decreases or reimbursements for days missed due to absences (vacations, illnesses, etc.) or due to RCCC holidays or snow days.

Families may not reduce the child’s scheduled time (day and/or hours) at RCCC and will not be entitled to any tuition reimbursement should they withdraw from RCCC. Exceptions may be possible on a case by case basis. Families may add days and/or hours to the child’s schedule on a space available basis and for an additional charge.

There is a late pick up fee of $10.00 for the first 15 minutes or any portion thereof after the scheduled pickup time, and $1 per minute thereafter.

1.7 LATE POLICY

RCCC is open from 7:30 am – 5:30 pm. Families are asked to be at RCCC by 5:20 to transition child(ren) and collect his/her belongings. If you have not left RCCC by 5:30, a late fee of $10.00 for the first 15 minutes or any portion thereof will be assessed. After the initial 15 minutes, the fee is a dollar for each minute thereafter. This money is paid directly to the closing teacher on duty.

For those children scheduled for a 12:20 or 3:20 pick-up, we also encourage families to be at RCCC ten minutes earlier to collect children’s belongings and help them to transition out of the classroom. Otherwise, a late fee of $10.00 for the first 15 minutes or any portion thereof will be assessed. After the initial 15 minutes, the fee is a dollar for each minute thereafter. This money is paid directly to the closing teacher on duty.

1.8 SCHEDULE CHANGES

To change your child's schedule, submit a written request to RCCC. All requests will be filled depending on space availability.

1.9 EXTRA HOURS

Extra hours will be permitted depending on availability. To request extra hours, fill out an Extra Hours Request form at least 24 hours in advance. If extra hours are available, the fee will be billed separately at a rate of $20.00 an hour.

1.10 BACKGROUND CHECKS

All current or prospective employees/regular volunteers/interns who work in a Department of Early Education and Care (EEC) licensed program and who have the potential for unsupervised contact with children (as defined in EEC regulations, 606 CMR 14.00) must undergo an EEC Background Record Check (BRC) which consists of both a Criminal Offender Record Information (CORI) check, a Department of Children and Families (DCF) background record check, a Sex Offender Registry Index (SORI) check and a fingerprint check at least once every three years. No individual will be employed or will continue to be employed where the results of such background check indicate they should not
supervise children. Families are encouraged to visit the EEC website for further information regarding background checks ([www.mass.gov/eec](http://www.mass.gov/eec)).

1.11 CUSTODY and VISITATION ORDERS

Parents and families must provide the RCCC with a copy of any court order or other order regarding visitation or custody of a child. The orders of a court or relevant agency will be strictly followed.

1.12 PROGRAM GOALS

In celebrating children and their rapid development, we consistently provide opportunities for meaningful and stimulating experiences through play.

1.12.1 TODDLER

1. To provide a safe, nurturing, relaxing environment in which self-concepts are enhanced, independence is encouraged, social skills acquired, and individuality is respected. A variety of choices are offered.
2. Through teacher interactions combined with appropriate classroom design and materials children will be provided experiences that stimulate development in all areas: physical, social, emotional and cognitive, and to be responsive to individual differences in ability and interests.
3. To provide a developmental curriculum in the areas of art, science, music and movement, dramatic play, pre-math concepts and language arts.
4. To foster inquisitiveness and problem solving skills.
5. To foster interactions and active hands-on activities designed to support children’s self-esteem and positive feelings towards learning.
6. To provide an atmosphere in the classroom which will promote mutual trust and respect for self, others and materials.
7. To implement the techniques of positive behavior management with the ultimate goal of supporting the development of self-regulation and problem solving.
8. To promote and encourage independence and self-help skills in the daily routine.
9. To be supportive partners with parents and to encourage their involvement with open and honest communication.
10. To support staff members who serve as role models to guide children’s development.

1.12.2 PRESCHOOLERS

1. To provide a nurturing, relaxing environment in which independence is encouraged and individuality is respected.
2. To provide a nurturing, relaxing environment in which independence is encouraged and individuality is respected.
3. To provide experiences which meet children’s needs and stimulate learning in all developmental areas and levels.
4. To provide a wide ranging, open curriculum in art, science, cooking, music and movement, dramatic play, language arts, math concepts, and large and small motor activities.
5. To help children develop an enjoyment for learning and active curiosity about the world.
6. To provide interactions and activities designed to develop children’s self-esteem, independence, social skills, and the freedom of choice.
7. To provide an atmosphere in the classroom that will promote respect for others and for materials.
8. To implement the techniques of positive behavior management.
9. To promote and encourage self-help skills in the daily routine.
10. To be supportive of parents and encourage their involvement with open and honest communication.
11. To promote staff development through professional workshops and conferences.

TYPICAL DAY
A typical day at RCCC consists of:
- Free Play - children make independent choices and selections
- Large Group times - a focus on language and literacy skills, Sign Language and Foreign language introduction
- Inside Time - Science, Creative Art, Technology, Math, Cognitive, and Music activities are presented to each child
- Outside Time - a minimum of 1 hour for full day students, which may consist of playground time, walks throughout campus, gardening, and motor skills
- Snack and Lunch - Social Science skills such as self-help, manners and hygiene focus
- Special Activities - Cooking, Yoga, Health and Safety, Visitors and Enrichment Programs

*This schedule is flexible depending on individual and group needs.
Upon enrollment each family will receive a classroom schedule for their child’s classroom.

1.13 ARRIVALS AND DEPARTURES
RCCC opens at 7:30 a.m. for children enrolled in our full day program. For children enrolled in our morning or part day programs the arrival time is at 8:30am. Upon arrival, it is extremely important that you bring your child into the classroom and notify the child's teacher before leaving the room. In the event that your child will be picked up earlier than scheduled, please inform the classroom teacher. Only those persons designated by you on the transportation plan or emergency consent form may pick up your child. You must confirm any exceptions to this in writing in advance. We cannot accept a note brought in by an unauthorized person. You are welcome to add names to your authorization and consent form throughout the year.

HOLIDAYS
RCCC is closed for holidays throughout the year. You will be provided with an annual list of holidays before the school year begins. RCCC is typically closed on: Columbus Day, Veterans Day, Thanksgiving, Winter Break, Martin Luther King Jr. Day, President's Day, Regis College Spring Break, Easter Recess, Patriots Day and Memorial Day.

1.14 TRANSPORTATION PLAN
RCCC does not provide transportation of children to and from our program. Parents/caregivers are required to bring their children into the RCCC building and are responsible for their children up to the point when the teacher receives the child in the classroom. When picking up children at the end of the school day, parents/caregivers are responsible for children once the child transitions from the teacher to the parent either in the classroom or on the playground.
1.15 WHAT TO BRING

1. Children bring their own lunch to school including a drink and small ice pack to keep it cool. Please note that RCCC IS TREE NUT AND PEANUT FREE.
2. Have your child wear comfortable play clothes.
3. One complete change of clothing. (Outside play & messy projects are a part of each day!)
4. Comfortable shoes - rubber soled shoes or sneakers.
5. Raincoat and boots when necessary.
6. Snow gear as needed (mittens rather than gloves, please).
7. Bed time toy and blanket to be used at nap and kept with his/her mat. PLEASE, no other toys.
8. Picture of your child and immediate family to leave at RCCC.
9. Please label everything.

Often young children are attached to a "transitional object" (a soft toy, blanket, etc.) which gives them comfort and helps the child negotiate the transition between home and school. Teachers will work with children and families to ensure these items are available to children as needed and within safety guidelines. (EX: blankets may not be carried on playground structures)

1.16 DISCIPLINE / CONFLICT RESOLUTION

Children need help in learning what is appropriate. Our job is to set limits and to help children work within these limits. The basic premise is that no one will be allowed to hurt him/herself or others or to destroy property. Our goal in dealing with aggressive behavior is to attend to the needs of the person who is hurt by giving comfort and reassurance and to attend to the needs of the aggressor by working through issues. We look for solutions that are based on maintaining a child's sense of self-respect while also helping him/her to learn appropriate social boundaries for his/her behavior. When appropriate, children will be involved in creating classroom rules.

We use a method called a positive approach to discipline. This method uses techniques such as anticipating behaviors, letting the children know what they can do rather than what is not allowed, and praising positive behaviors. If a child is having repeated difficulties, a renewal time is given in a quiet area such as the book corner or coloring table.

Children will be encouraged to eat healthy meals and snacks, but never forced to eat. At no time will a teacher spank a child, deny food to a child, subject a child to cruel or severe punishment, humiliation, or verbal abuse. No child will be punished for soiling, wetting or not using the toilet.

1.17 NONDISCRIMINATION

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

1.18 CHILDREN'S FILES & CONFIDENTIALITY

Information in a child's records is privileged and confidential. Parents have access to these records and can amend or delete information contained in them. A copy of any information in the file is available to you upon request. In no event shall such access be delayed more than two business days after the initial request with the consent of the child’s parent(s). The parent(s) shall not be charged an unreasonable fee for copies of any information contained in your child’s record. RCCC will not release information in these files without parents' written permission. Developmental Profiles are also included in each child's file. These progress reports are completed twice a year and shared with parent(s) at conference
time. Upon written request, the parent(s) can transfer the child’s records when the child is no longer in RCCC care. Note that children’s records are available to the Massachusetts Department of Early Education and Care.

1.19 HEALTH RECORDS

A child cannot enter RCCC without proper immunizations for his/her age, a complete physical within the last twelve months and a medical form signed by the child’s physician. All immunization shots for varicella, tetanus, polio, DPT, MMR, Hib, Hepatitis B and a lead screening are necessary as age appropriate for entrance to our program. Teachers, parents, administration, the Department of Early Education and Care and the Department of Public Health are the only entities allowed access to these and other student records. If your child is overdue for any immunization, physical or lead screening you will receive a notice from us, at this time you will need to furnish the required information or show proof of an upcoming appointment. Religious and medical exemptions to immunizations are accepted, when a pediatrician has documented the exemption in writing. In the event that there is an outbreak of a vaccine-preventable illness at RCCC, your child will be excluded from RCCC for an indicated amount of time. You will be notified via phone by RCCC of the outbreak and notified of the amount of exclusion time required.

1.20 SOCIAL MEDIA

Social media can be a convenient, fun and rewarding way to share your life and opinions with family and friends. However, using social media involves certain risks and responsibilities. RCCC will not publish a photo of a child to any social media site without a proper photo release from a parent.

Parents are encouraged to follow the steps below regarding their use of social media and RCCC.

1. For your child’s safety, do not indicate when your child is in attendance at RCCC.
2. For the safety of the children, families and faculty at RCCC do not ‘check in’ to RCCC through any location-based social network.
3. Do not post photographs or videos of any child (other than your own), any parent or employee at RCCC on any website, blog or online social network
4. Do not post comments that are defamatory, harassing, threatening or misleading about any aspect of the RCCC program, faculty member, student or student’s family.

1.21 SMOKING

It is our desire that the environment around the children be as safe and healthy as possible. Therefore, RCCC is a smoke-free school. This includes the playground and garden spaces. Parents, staff and visitors are asked to comply with this request.

1.22 SEXUAL AND OTHER UNLAWFUL HARASSMENT

RCCC is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual’s sex, race, ethnicity, age religion, national origin, sexual orientation or any other legally protected characteristic will not be tolerated.
1.23 PETS

Pets are not permitted. Visiting animals must be part of a reputable agency; household pets are not permitted at any time. Visiting animals must be in good health, have appropriate documentation that shows the animal to be fully immunized and suitable to have contact with children. All interactions between children and animals will be closely supervised. Children will be instructed on safe handling practices for each type of animal. Children who are allergic to an animal will have an alternative activity provided.

1.24 TOOTHBRUSHING

Any child who consumes a meal at RCCC or who is in RCCC care for more than 4 hours must brush their teeth. If you do not want to have your child brush their teeth at RCCC, please sign the oral health non-participation form.

SECTION II. FAMILY COLLABORATION

The inter-relationship of child, parent/guardian, and teacher is central to the teaching and learning process. Communication and collaboration are keys in that process. RCCC will provide frequent feedback to families through various assessment measures, as well as opportunities to discuss those assessments. Families are invited to special classroom and RCCC activities and to serve on several committees.

RCCC is part of the community of Regis College. The College was founded in 1927 by the Sisters of St. Joseph of Boston, whose members desired to put their resources to use for the good of society through education. The College aims, in the words of the Constitution of the Sisters of St. Joseph, “for the union of us and all people with God and with one another.”

RCCC offers an open door policy of opportunities for family involvement primarily through our committees ranging from gardening, special events, and enrichment, to charitable contributions and fundraising. We also encourage parents to share their expertise in areas such as baking, storytelling, computer software and other child-related topics.

2.1 OPEN DOOR POLICY

Regis College Children’s Center proudly upholds an open door policy. We welcome your child and family into our center. We strongly believe that creating a sense of community within our school is one of the best ways to aid children in social and emotional development and teach values of diversity and unity. These visits do not need to be announced. Throughout the year we will have special activities and events that are designed for parents to get to know each other and learn more about our program. Events such as Grandparents Day, Game Day, Potluck Luncheons, and Parent Education Visitors are times that we would encourage parental attendance.

2.2 PARENT ADVISORY COUNCIL (PAC)

The PAC exists at RCCC to allow for parents to discuss their thoughts and recommendations on the RCCC’s policies and procedures. Bi-monthly meetings will take place where families will assist in creating and planning events, special activities, fundraisers and policies. At any time that a parent has a suggestion or comment they should speak to the Director.
2.3 PROGRESS REPORTS AND PARENT CONFERENCES
In November and May each year, parents will receive a written progress report for their child. This report will cover their child’s overall development as it aligns to state and national curriculum standards. In November and May we will schedule parent teacher conferences. The available times will be posted in advance for parents to select a conference time. During this conference the teachers will review your child’s overall development and address and concerns that you may have. If your child has a diagnosed special need you will receive an additional report and conference option in February. Please note that upon request RCCC will schedule parent teacher meetings at any time of year.

2.4 ADJUSTING TO SCHOOL
For parents and children alike, separating can be a difficult adjustment. During the first few weeks both you and your child may experience separation anxiety. We have the following suggestions to help ease your child into RCCC:

1. Talk to your child about RCCC. For older children, ask them questions about what they might see or do.
2. Visit RCCC once or twice before the first day. Stay with your child from thirty minutes to one hour.
3. Set up a morning routine at home that allows time not to be rushed, but also limits your child to the routine. Let your child know what the routine is and ask him/her what comes next.
4. When your child comes to RCCC on the first day, help her/him put belongings into the cubby. Bring your child into the classroom. The teacher will help to engage your child in activities. After about 10 minutes, let your child and the teacher know that you will be leaving. Give hugs and kisses, and tell your child that you will be back after a certain period recognizable to the child (i.e. lunchtime, afternoon snack, afternoon playtime). The teacher will help your child wave to you from the window. This basic routine will be adjusted to meet your child's needs.

Children may also experience separation problems at difficult periods during the year due to changing family situations or transitions of staff at RCCC. Try not to be overly concerned. We will work with families to help ease the situation for all. Please be patient, as all children adjust differently. We welcome you to call and check in if you have left a crying child, but we do want to assure you that children usually become happily involved in play within a short time after a caregiver leaves.

Long, drawn out, repetitive good-byes are ultimately more difficult for all; however, in order to avoid an upset child, we never recommend that families leave without saying goodbye. During difficult times, staff should be used as partners and resources to discover a comfortable, positive way to say goodbye.

2.5 TRANSITIONS
The initial transition from home life to RCCC can be an anxious time for some children and their families. Children respond to this change in different ways and at varying times throughout the year. Each school year begins with an Open House for children and parents. During the Open House children and families are invited to visit the classroom and meet the teachers prior to the first school day.

During the year it is our goal that children remain in the same class grouping from September to June. This consistency of children, teachers and families enables each classroom to develop a sense of community and grow together during the year. However children’s overall development will be taken into account as they progress from toddlers to preschoolers. At times children who are approaching the
age of 3 will be moved to a preschool grouping mid-year to ensure that their developmental needs are being met. A transition time will take place for each child, where they will visit the classroom over the course of 2 weeks spending more time as they become comfortable. With the collaboration between teachers and classrooms, many children will be eager to make this progression. Towards the end of each school year teachers begin speaking of transitions and changes to come in the future as part of the curriculum and everyday life at RCCC. Some children may be heading off to other schools in the fall or returning to RCCC in another classroom. Teachers make several visits to older classrooms, for example toddlers visit the preschool classrooms, preschoolers visit prekindergarten classrooms. Visits to new classrooms are also available to parents. Each classroom has an end-of-the-year event to conclude the year with families and children. The maintenance of our open school philosophy and connectedness between classrooms, collaboration among teachers and continual work with families, enables these transitions to develop naturally and with ease.

2.6 CELEBRATIONS, HOLIDAYS AND BIRTHDAYS

We wish to emphasize the celebration of life, growth, friendship and nature. These celebrations will occur in the natural setting of the classroom, which will allow us to maintain a calm, predictable environment for the children. We welcome your support and participation in our endeavors to create an enriching, anti-bias curriculum in which individual children and their families are our focus. Families and children are welcome to share their own celebrations/customs with their classmates. We encourage you to collaborate with your child’s teacher if you would like to share family traditions and/or volunteer in the classroom. We encourage healthy treats and provide a suggested birthday treat list to parents. All items brought in from home for holidays, celebrations and birthdays must be store-bought or whole fruits; we are unable to accept home-made items for the children to share.

Birthday Books – In celebration of a child’s birthday, a book may be donated to the Center. This book would be dedicated to your child and kept in our permanent collection.

2.7 PARENT/TEACHER COMMUNICATION

Communication between parents and teachers is essential in delivering quality care and education to your child. It is important that parents feel comfortable asking the teachers questions about their child’s experiences in our program. Building a relationship of trust and openness takes time. Teachers are available to speak with parents briefly at arrival and departure time. These are times to share information about your child’s moods, changes at home or RCCC or anything else that may be relevant to the child's experience at RCCC. Concerns about the individual’s development, about program issues, or behavior issues are best if they are not discussed in the child’s presence. Teachers are available to schedule meetings or to plan telephone conversations with parents to speak at greater length. They will also schedule conferences, as they are needed in order to keep the channels of communication open. Two parent/teacher conferences will be held during the year. However, parents may request a conference with their child’s teacher at any time to speak about specific or general concerns or to share information about the child’s life at home and at RCCC. Remember, we are all working towards the same goal: happy, well-adjusted children.

2.8 WRITTEN COMMUNICATION

In addition to the most essential verbal communication that is developed between the parent and teacher, we make use of written communication as well. You will receive a more detailed version of the curriculum, including the goals, activities and your child’s participation via email. Twice yearly, in the fall and in the spring, conference reports are written on each child. These reports are discussed in a meeting with the teacher and parents.
Families will be notified in writing, at least 7 days in advance, of any policy change occurring during the school year. In addition, families will receive written notice of any staff changes.

When families whose primary language is not English enter RCCC, every effort will be made to communicate effectively. All written information sent to families will be translated into the family’s primary language. Additional strategies will be implemented, such as utilizing a translator, to communicate effectively with families whose primary language is not English or who require alternative communication methods.

2.9 PARENT REFERRAL MEETING

During certain stages of a child’s development, a child may encounter unpredictable obstacles, and if left unaddressed, these obstacles could impede overall development. In such instances, the Director would schedule a meeting with the parents, at which the lead teacher is present, to notify them of the RCCC’s concern. The Director will also prepare a current list of possible referral resources.

At the meeting, the Director and teacher will provide the parent(s) with a written statement including the reason for recommending a referral for additional services, the developmentally appropriate assessment form and any efforts the RCCC may have made to accommodate the child’s needs. All child observations and parent meetings will be documented in each child’s file.

The Director will offer assistance to the child’s parents in making the referral. Parents will be encouraged to contact a referral agency to request an evaluation of their child. If parents need extra support, the RCCC may, with written parental consent, contact the referral agency for them. If a child is at least 3 years of age, the Director shall inform the child's parents of the availability of services provided by the local public schools. If a child is under the age of three, the Director shall inform the child's parents of the availability of services provided by Early Intervention Programs.

Referral Agencies

Child Abuse
Department of Children & Families, Region IV
www.mass.gov
617-520-8700 or 1-800-792-5200

Vision and Hearing Screening
Mass Eye and Ear Pediatric Care
http://www.masseyeandear.org/specialties/pediatrics/
617-523-7900

Riverside Early Intervention Program
781-449-1884

The Developmental Medicine Center at Children’s Hospital Boston
www.childrenshospital.org/clinicalservices/Site1869/mainpageS1869P0.html
617-355-7025

Children’s Occupational Therapy Connection
Erin MacIntosh, OTR/L
www.cotcweb.com
2.9 SUSPENSION/ TERMINATION POLICY

Some circumstances may arise where RCCC staff feels that they can no longer serve a child and must terminate the child and parent’s relationship with RCCC.

The circumstances leading to suspension or termination may include, but may not be limited to, the following:

- Severe behavior problems
- Repeated and continual biting
- Severely disruptive classroom behavior
- Failure to pay tuition
- Parents not following through with recommendations/ exhibiting inappropriate behavior
- Inappropriate behavior from a parent deemed detrimental to RCCC by the Director and/or Regis College administration, including but not limited to: soliciting an employee to leave his/her position at RCCC to become employed elsewhere; maliciously maligning the reputation of RCCC or a staff member at RCCC; or speaking to or behaving towards a staff member in a manner that could be considered harassing.

When such circumstances arise, the following procedure will be followed.
1. There will be documentation of the circumstances leading up to suspension or termination.
2. There will be meetings with the child’s teacher, parent(s), and administrators
3. If necessary, suspension/termination may result. There will be written documentation of why RCCC cannot meet the child’s or the family’s needs.
4. If possible, a plan will be made with the parent(s) to help transition the child.

Section III. HEALTH AND SAFETY

3.1 AUTHORIZATION AND RELEASE POLICY

To ensure each child's safety, RCCC has strict guidelines regarding the release of your child. If you need your child to be picked up from RCCC by someone other than a legal guardian or pre-authorized pick-up person, then the following guidelines need to be followed:

- A dated note to your child’s teacher, specifying the authorized adult’s full name. (Please note that if your child is going home with another RCCC family, the parent/guardian's name must be stated). The note needs to be signed by the child's legal guardian. Pick-up Permission Slips are available in the office for your convenience. Please also keep in mind that the authorized adult will need to show picture identification prior to your child being released.
- For maximum safety RCCC does not accept fax and/or phone authorization as permission to release your child.
- If you have a consistent person you would like to designate as the authorized pick-up person please add that individual to the authorized list in your child’s file.

3.2 SNOW CLOSING POLICY

- RCCC will be closed when Regis College is closed. In extraordinary circumstances, RCCC may close at the discretion of the Director in conjunction with Regis College administration.
- If Regis College has a delayed opening, RCCC opening will be delayed accordingly.
- When possible, the Director will e-mail all families notifying them of RCCC closing or delay.
- The Director, when weather conditions are forecast to be worsening during the day, has the discretion to announce an early dismissal. In the event of a mid-day closing, parents will be contacted by phone as well as email.
- When the governor declares a “State of Emergency”, RCCC will be closed.
- No adjustments in tuition will be made due to closing caused by inclement weather or other circumstances beyond RCCC’s control (lack of power or other utilities, a declared state of emergency, etc.)
- Please remember that the safety of your child is our primary concern. Please assess travel conditions, and use your best judgment when deciding whether or not to bring your child to RCCC.

3.3 FIRE SAFETY

The RCCC and Regis College campus are equipped with a complete fire and smoke detection system. Carbon monoxide detectors are also located throughout RCCC. There are two exits from the building to the outside. Fire drills mandated once a month are held to acquaint the children with the sound of the alarm and to teach them the proper emergency procedures.
3.4 CONTINGENCY PLANS FOR EMERGENCY SITUATIONS

In the case of a fire, natural disaster or situation (chemical spill, bomb threat) necessitating evacuation of the building, teachers will follow the evacuation procedure. The children will be taken by foot to another building on campus or taken by school van to a safe location. Parents will be informed via phone and email if possible as to the children’s location. The Director, or person designated as in charge during the Director’s absence, will have with them the complete list of enrolled children, emergency information cards, and a first aid kit. The teachers will also maintain an accurate attendance list of children in their care. The teachers will be allowed to leave only as teacher-child ratios permit and keeping in mind the extraordinary circumstances and the need for extra staff.

In the case of a power outage, RCCC will remain open for the day unless the power outage lasts long enough to cause the inside temperature to drop below 65 degrees or above 85 degrees or if immediate conditions pose a threat to the health and safety of the children. Emergency lights and daylight are sufficient to allow occupancy of the classrooms without electric lights. Fire detection alarms have a battery back-up system. Parents will be notified only if RCCC needs to close and staff will be allowed to leave as ratios permit.

In the case of a loss of heat, the building temperature will be monitored by the Director or person designated in charge during her absence. At such time that the temperature falls below 65 degrees or above 85 degrees and the water temperature below 120 degrees, and/or it is determined that the heat / cooling will not be restored within one hour, and/or the immediate conditions pose a threat to the health and safety of the children, RCCC will be closed and procedures outlined above will be followed.

RCCC will not open for the day if water is unavailable. In the case of a loss of water, RCCC will be closed unless it is determined that service can be restored within one hour. Bottled spring water will be used for no more than one hour while waiting for service to be restored and commercial wet wipes will be used in place of water to wash hands or clean other body parts.

In the case of RCCC closing due to one of the above, RCCC will only be reopened once the effected service is restored and the appropriate agency has given assurance that the problem has been completely remedied.

All of the above stated policies are subject to modifications as specific circumstances dictate at the time of the emergency situation.

3.5 LOST CHILD POLICY

In the unlikely event of a child being lost from RCCC, the following procedure will be followed:

- A member of staff noticing a child missing from the group should search carefully all the areas used by that group since the child was last seen.
- Staff will notify the Director to organize a search of the rest of the building and outside area including basements.
- If the child is not found, Regis College Campus Police and the child’s parents will be alerted.
- Regis College Campus Police can be given a description of the child and photo.
- Information can be sought from other children in the group according to age.
- A member of staff may be detailed to search outside the building if there is any information to suggest the child’s possible whereabouts or direction of travel.
- Regis College Campus Police, Parents and the Director will liaise re: contacting local police.
- If the child is not found within 15 minutes of first notice that they are missing, the local police will be called.
Lost on an outing:

- If a child is lost on an outing the member of staff noticing the child missing will alert other members of the party and carry out a numbers check.
- A member of staff or the whole group, if appropriate, will retrace their movements to the last place that the child was seen.
- Another member of staff will alert the management of the organization being visited and the RCCC to let them know the situation.
- Children on the visit should be asked for any relevant information if appropriate.
- If the child is not found straight away, RCCC will alert the parents.
- If the child is not found within 15 minutes of first notice that they are missing, the local police will be called.

Measures in place to ensure a child does not go missing:

- Supervision of children at all times. Children counted regularly. Attendance rosters updated accordingly and carried with the teacher at all times. (i.e. playground.)
- Entry to RCCC building locked with ID card system for all authorized persons.
- Gated playground with ‘RCCC Use Only’ sign.
- Regis College Campus Police patrols.
- Inform parents and staff about challenging unknown persons on the premises and at the door.
- Careful monitoring of arrivals and departures including maintenance of lists of approved people to whom each child may be released.
- Trips to places out of the local area should be properly researched. To include: venue - facilities, suitability for age, access, cost, and special clothing requirements, eating facilities, transport.

3.6 ABUSE AND NEGLECT POLICY

The Massachusetts Department of Children and Families (DCF) defines abuse and neglect as follows:

**Abuse** means the non-accidental commission of any act by a caretaker upon a child under age 18 which causes, or creates a substantial risk of physical or emotional injury, or constitutes a sexual offense under the laws of the Commonwealth or any sexual contact between a caretaker and a child under the care of that individual. Abuse is not dependent upon location (i.e., abuse can occur while the child is in an out-of-home or in-home setting.)

**Neglect** means failure by a caretaker, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care; provided, however, that such inability is not due solely to inadequate economic resources or solely to the existence of a handicapping condition. This definition is not dependent upon location (i.e., neglect can occur while the child is in an out-of-home or in-home setting.)

If RCCC has the reason to suspect that a child in its care is a victim of physical, psychological or sexual abuse or neglect, they are mandated by law to report facts and circumstances to the DCF. If there is a suspicion that abuse or neglect has occurred while in the care of a parent or family member:

1. The teacher will notify the Director or administrator on duty and document the issue;
2. DCF will be contacted and appropriate paperwork will be completed;
3. RCCC will follow the recommendations of DCF.

The Director will address allegations of abuse or neglect of a child by an RCCC employee (including interns and volunteers) according to the following steps. If an allegation involves the Director, the Regis College Vice President of Academic Affairs or their designee will act in place of the Director in responding to the allegation.

1. Upon verbal and/or written notification to Director of alleged abuse or neglect against an employee, intern, student teacher, work-study student of RCCC, the person will immediately be removed from RCCC. The person will not be permitted to return to RCCC until the allegation has been thoroughly investigated and/or resolved by DCF. During this time period, the employee will be placed on a paid leave of absence.

2. The Director will promptly investigate the allegations as follows:
   • Questioning and gathering information from the employee accused.
   • Questioning and gathering information from staff members present in the immediate area in which the incident allegedly took place.
   • Requiring written documentation from those staff members involved.
   • Questioning and gathering information from the accuser.
   • Seeking written documentation from the accusers in the alleged incident.
   • The Director will document all conversations that take place.

3. The Director will contact DCF and the Department of Early Education and Care and provide all information gathered. The Director may also work cooperatively with local police.
4. If DCF determines that abuse of a child has occurred, RCCC will immediately terminate the employee.

3.7 ILLNESS EXCLUSION

Only children who are in good health may be brought to RCCC. We are not equipped to care for sick children. Children in groups are susceptible to colds and contagious illness. We appreciate your cooperation in preventing the spread of infectious diseases by keeping your child at home if there are signs of a fever, rash, severe cold, cough, vomiting, diarrhea, or any other deviation from normal health. We encourage you to have alternate arrangements made ahead of time for those days that your child is sick and you cannot stay at home with him/her. Parent(s) will be notified upon the first sign of a child’s illness.

3.7.1 GUIDELINES FOR EXCLUSION FROM RCCC

RCCC is a healthy childcare center. We are not designed to nor do we have the space to care for ill children. If your child is ill he/she will not be allowed to attend. The goal of our exclusion policy is to prevent the spread of communicable illnesses here at RCCC. While it is impossible to prevent all illnesses, the incidence and severity can be greatly reduced by strict adherence to the guidelines below.

RCCC maintains the right to request a visit to a pediatrician with documentation for any undiagnosed situation that is reason for concern.
• If a child is sent home due to one of the following conditions, the child must remain out of care the following day (minimum 24 hours) and may not return until the symptoms have resolved.
3.7.2 SIGNS AND SYMPTOMS

If your child exhibits any of the following symptoms or conditions or if they have been in direct contact with an infected person they may be excluded from RCCC.

- Gastro-intestinal distress (vomiting and diarrhea in the past 24 hours)
- Fever with or without lethargy, stiff neck, irritability, persistent crying, difficulty breathing or other signs of serious illness. **Fever is a temperature above 100.4 F (38.0C)**
- Earache, tugging at ear, crying, signs of discomfort, ear drainage
- An un-immunized or under immunized child exposed to a vaccine preventable disease
- Complaints of stiff neck or severe headache
- Severe pain or discomfort lasting longer than two hours
- Difficult or noisy breathing, severe congestion, constant cough
- Audible wheezing or signs of respiratory distress not relieved by treatment (if child has been previously diagnosed and has treatment present)
- Mouth sores, unless diagnosed as non-infectious, Undetermined rash, with or without fever,
- A sore or weeping or bleeding blister(s) which cannot be covered. (even with diagnosis of non-contagious)
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow discharge, often with matted eyelids) Unusual, undiagnosed yellow coloring to eyes or skin
- Sore throat, swollen glands or severe cough, difficulty swallowing

A child will also be excluded from the RCCC if as a result of the symptoms or illness:

- The child is prevented from participating in all of the routine RCCC activities, including outdoor time, or from resting comfortably
- The child has a greater need for care than RCCC can provide without compromising the health and safety of the other children as determined by RCCC
- The child has an acute illness that requires medication more frequently than every 4 – 6 hours or an as needed medication more than twice a day for more than a day. (Exclusion: a chronic illness with an Individual Health Care Plan on file)
- The child exhibits changes in behavior due to illness

3.7.3 CONTAGIOUS AND COMMUNICABLE DISEASES

The RCCC will treat any diagnosed, contagious, communicable conditions such as those listed below per Massachusetts Department of Public Health, U.S. Centers for Disease Control and Prevention, and American Academy of Pediatrics guidelines.

- Head lice: child must be free of all lice and nits to return to care.
- Scabies: child may not return until after treatment has been initiated.
- Pertussis: child may not return until 5 days of appropriate antibiotic treatment has been completed.
- Strep throat or other streptococcal infection: child may not return until 24 hours after initial antibiotic treatment and cessation of fever (fever free for 24 hours).
- MRSA: child must be cleared by his/her physician according to DPH policy.

RCCC maintains the right to request a pediatrician visit with documentation for any undiagnosed situation that is reason for concern
3.7.4 OUTBREAK CONTROL

During the course of an identified outbreak of any communicable illness at RCCC, a child shall be excluded if the state health department official or health care provider suspects that the child is contributing to transmission of the illness at RCCC. The child shall be readmitted when the state health department official or health care provider who made the initial determination decides that the risk of transmission is no longer present.

Exclusion policies may temporarily be enhanced or changed based on a current outbreak, as determined by health authorities.

3.7.5 EXCEPTIONS TO ILLNESS EXCLUSION

Illness exclusion will not apply where:

- Health consultant and child’s physician have discussed situation and determine that the child may attend
- Fever 24 - 48 hours after an immunization with no other symptoms present
- Diarrhea, post antibiotic therapy, that can be contained in diaper or toilet
- Child is teething and does not meet any other criteria of exclusion

3.7.6 RETURN TO CARE

RCCC has the discretion to determine whether a child may return to RCCC and reserves the right to request written documentation from the child’s physician prior to the child’s return. A doctor’s note alone does not determine if a child may return.

If a child has been excluded for an illness or communicable disease, they may not return to RCCC until the symptoms have resolved for at least 24 hours. Once free of symptoms, a child may return to RCCC. (For example: 24 hours fever free without medication, 24 hours on antibiotics)

Any child that has experienced anaphylaxis, or has suffered a traumatic accident, injury or illness requiring medical intervention within the past 24 hours cannot attend RCCC without appropriate documentation. All children returning to RCCC after an injury will require a physician’s note outlining the injury, diagnosis, treatment plan, care received, any follow-up necessary and any restrictions or lack of restrictions placed on the child. If restrictions are not outlined, the child may not attend until all appropriate paperwork is in place. The child must be able to fully participate in all aspects of the program. Because children must be observed very carefully for signs of a rebound reaction after anaphylaxis, they may not return to care the day following the event. The decision to return will be made on a case to case basis, dependent upon the particular circumstances of the anaphylactic event.

3.8 MEDICATION ADMINISTRATION

For all medication that needs to be administered at RCCC, the Department of Early Education and Care requires that we have written parental permission, and, in most cases, written instructions from the child’s physician detailing dosage, time and symptoms required for administration of the medication. Parents must provide any and all medication used for their child and all medication will only be used for an individual child. The staff will provide you with a written record of the administration of medications (medication name, dosage, time, method of administration) and, in the case of non-emergency situations, will attempt to contact you prior to the administration of the medication. A Medication Authorization Form must be filled out for each medication used, each time a new
prescription is filled and whenever the dosage or brand of medication is changed. The authorization is good for up to one year.

Non-prescription, topical medication such as sunscreen, and other ointments not applied to open wounds will be administered to all full day children with written parental permission. Parents should apply sunscreen in the morning before dropping off children at RCCC teachers will reapply sunscreen before afternoon outside time. Parents will not be notified when these lotions are applied as we will be using them on a regular basis.

Prescription medication will be administered to all full day children with written parental permission and written physician’s permission. The prescription must be in the original container, labeled with the child’s name. The prescription label can serve as the physician’s permission. The directions must indicate the dosage, number of times per day and number of days the medication is to be administered.

Only teachers and staff who have completed EEC training in medication administration will be responsible for the administration of medication to a child. No educator shall administer the first dose of any medication to a child, rather parents/guardians or a child’s health care professional must administer the first dose. Each educator receives training in recognizing common side effects and adverse interactions among medications.

Any completed Medication Authorization Forms will become a part of the child’s permanent record. All medication is stored out of the children’s reach and in compliance with written instructions. Emergency medications (e.g. epinephrine auto injectors) will remain within reach of RCCC staff. All unused medication will be returned to the parent. If medications cannot be returned to parents, they will be disposed of according to Department of Public Health guidelines.

RCCC does not and will not administer over-the-counter medications to any child. A physician’s note does not supersede this school policy.

3.9 INDIVIDUAL HEALTH CARE PLANS

For children with chronic conditions, such as asthma, diabetes and seizures, parents should work with their physician and health care consultant to develop an Individual Health Care Plan for RCCC to follow. An Individual Health Care Plan should contain a description of the condition and its symptoms, medical treatment, potential side effects of treatment, and potential consequences if that treatment is not administered

3.10 PROCEDURES FOR EMERGENCY INJURIES AND ILLNESSES

Should a child become injured or ill at RCCC, the parent will be notified via an incident report form. The parent will be asked to sign this form indicating that he/she has been notified, and a copy of the form will be included in the child’s record. If the injury or illness is of a serious nature, a parent will receive a telephone call from RCCC at the time the injury or illness occurs.

1. Life threatening emergency:
   a. Administer first aid
   b. Call Campus Police @ 7777
   c. Campus Police will then call ambulance
   d. Notify parents
   e. Teacher or administrator will accompany child to the hospital with child’s emergency forms
2. Non-life threatening emergency:
   a. Administer first aid
   b. Call parents and arrange for them to come to RCCC

3. Illnesses:
   a. Call parents and arrange for them to come to RCCC
   b. If parents cannot be contacted, call emergency contact

4. Emergency procedure for illnesses or injuries during field trips:
   a. Administer first aid
   b. Call ambulance
   c. Notify parents
   d. Teacher or administrator accompanies child to the hospital with child’s emergency forms.

3.12 NUTRITION

Children bring their own lunch to RCCC. Please do not allow your child to bring gum, candy, or glass containers. Also, please note that RCCC is a NUT-FREE AND PEANUT FREE environment, which means that no nuts and/or nut products (including peanut butter) are allowed in RCCC. For lunch, we ask parents to follow the USDA child care food program guidelines which include safe storage and preparation of foods. You can visit the website at www.fns.usda.gov for additional details. Please try to include an item from each food group, milk, water or 100% fruit juice as a beverage. Please try to avoid foods that contain excessive amounts of sugar, preservatives, artificial flavorings and colors, and caffeine. Lunches should be ready to serve (fruit peeled, soup in a thermos, etc.). A child will be encouraged to eat the balanced meal that the parent has provided. However, if a child refuses certain foods, he/she will not be forced to finish the meal. We do provide supplemental food in the event a lunch is dropped, forgotten, not desired by a child or more items are needed. Please follow the guidelines below when preparing snacks and lunches:

   1. Candy, gum and soda may not be brought to school.
   2. We are a peanut and tree nut sensitive school- please check labels carefully
   3. Pack well balanced lunches, including items for each food group.
   4. Frozen foods and meals that must be prepared (Easy-Mac/TV. dinners) by teachers are not appropriate RCCC. They take a long time to prepare and are often too hot to eat right away. You are welcome to prepare them at home and send to school in a thermos.
   5. Avoid an abundance of snack foods.
   6. Food must be packed so that it is ready to eat (apples peeled, sliced etc.) and cut into ½” inch square for toddlers.
   7. All food must be placed in a lunchbox with an icepack and labeled with your child’s name. We recommend the large blue Rubbermaid icepacks.
   8. Children under the age of 4 should not be given hotdogs whole or cut in rounds (hot dogs should be cut lengthwise), whole grapes, nuts, popcorn, raw peas or hard pretzels or any chunks of food that can be swallowed whole.

It can be surprising to parents how children’s eating habits can differ greatly at RCCC. Children may not touch green veggies at home but will devour them at RCCC, especially the younger children. The teachers monitor and document the children’s food intake closely and will alert you to foods they particularly enjoy or dislike for lunch. We acknowledge and appreciate the time constraints many of you face as you prepare to attend school each day, but please remember that eating habits start now and last a lifetime.
LUNCH SUGGESTIONS

Rice (whole grain, brown) Yogurt
Pasta (salad, with sauce, ravioli, tortellini) Macaroni and Cheese
Cheese (cubed, string, slices) and crackers Luncheon Meats/Cheeses
Mini bagels with cream cheese Tuna Fish/Egg Salad
Applesauce, pudding Rice Cakes, trail mix
Nutri-Grain Bars, graham crackers Potato (Baked, Mashed, boiled, sweet)
Pita with hummus Whole grain muffins/pancakes/waffles
Hard-boiled eggs Sandwiches
Salad (tossed, fruit) Fruit (peeled, dried)
Cut up/steamed vegetables Hot dogs (sliced lengthwise-not coins)
Cottage Cheese Pizza

3.13 TOILETING & DIAPERING

Diapering and toileting take place at regular intervals throughout the day. Basically, they are after morning snack, after lunch, after nap and at any other necessary time during the day. A designated area is provided for diapering and using the toilet. Each child in diapers needs to bring disposable diapers, wipes, powder and any ointment he/she uses. If cloth diapers are used, parents must provide a container with plastic liners. These diapers will be sent home daily.

During toilet learning we will work with each individual child and parent and carry out in school what is practiced at home. This can be a very anxious time for parents, so please try to be patient; there is no rush to train your child. In most instances, your child will give you clues indicating that he/she is ready.

Toilet learning is a big step in your child's development and it is important not to become overly concerned. Remember, all children are individuals, and each has his/her own timetable. *Toilet training is not a requirement for enrollment eligibility.

Toileting Procedures:

1. A teacher must always be in the general area when a child uses the toilet. If a child comes in from outdoors to use the toilet, a teacher will always accompany the child into the building.
2. No child will be punished, verbally abused, or humiliated for soiling, wetting, or not using the toilet.
3. Children will wash their hands with soap and running water after toileting, before snack and meals or handling food. Staff members will also wash their hands with soap and running water after assisting children with toileting or toileting themselves. Individual towels will be used to dry hands.
4. Clothing or cloth diapers that are soiled by feces, urine, vomit, or blood shall be "bagged" in plastic bags and stored apart from other items.

3.14 NAP TIME

In keeping with the Department of Early Education & Care licensing regulations, a naptime is provided each day. Each child who is enrolled at RCCC for more than four hours is provided with his/her own mat and has an opportunity for quiet time. A blanket and a crib sheet (labeled with the child's name)
and a soft, cuddly toy from home helps children settle into the nap routine. Parents are responsible for seeing that sheets and blankets are washed weekly.

We believe young children benefit from adequate rest time and sleep each day. During rest time the environment is created to encourage children to give their bodies a rest. Children who do not sleep are offered quiet activities, such as puzzles and books. Teachers do not believe in waking sleeping children; however, after the nap period concludes; teachers will gently help children wake up from their rest naturally. Such methods may include opening blinds and turning off quiet time music.

We look forward to the opportunity and responsibility of caring for your child when he/she is away from home. If at any time you have any questions, please do not hesitate to call the Center at 781-768-7096.

SECTION IV: ADDITIONAL INFORMATION

4.1 NOTIFICATION OF POLICY CHANGES

Families will be notified in writing at least seven (7) days in advance, of any policy changes occurring during the school year. In addition, families will receive written notice of any staff changes.