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## **Welcome to the Somerville Child Care Center,**

A group of Somerville Public School (SPS) employees started the Somerville Child Care Center (SCCC) in 1993. SCCC is self-supporting and operates under the Somerville Public Schools (SPS). SCCC has an exemption from licensure from the Massachusetts Department of Early Education and Care (DEEC); however, license regulations are followed to the fullest extent possible: Address: 51 Sleeper Street Boston, MA 02210 Telephone number: 617-988-6600

The Massachusetts Department of Early Education and Care (DEEC) requires a program to maintain a ratio of 1 teacher for every 10 children. SCCC often exceeds this requirement.

### **Meet our teachers:**

#### Tricia

- grew up and lives in the Somerville area
- has a degree in Early Childhood
- when not working I like to take walks with some friends
- a book I like to read to children is *Flower Garden* by Eve Bunting

#### Sheila

- attended Somerville High School
- has an Early Childhood degree
- when not working I like to spend time with my family
- a book I like to read to children is *Grandpa's Slippers* by Joy Watson

#### Juliet

- attended Lesley University
- received a master's degree in 2021
- has over 7 years of experience in the education field
- lives in Somerville
- when not working you can see me walking with my dog
- a book I like to read to children is *Where the Wild Things Are* by Maurice Sendak

#### Olivia

- attended Somerville High School
- attending Bunker Hill Community College
- when not working I like to work on word search puzzles
- I like to read any book that children ask me to read

We collaborate with Somerville High School's Early Education and Care program and local colleges and accept student interns. These interns go through the same background checks that the teachers do. Student's placement at the Center allows interactions and observations of young children and compliments their classroom studies. Substitute teachers work under the supervision of a DEEC certified teacher.

We strive to provide an environment where children and adults:

- Feel safe
- Feel that they belong
- Appreciate differences
- Develop positive and trusting relationships
- Respect each other

### **Parking**

When dropping off your child please adhere to the following parking policy.

Please use the two designated passenger plate 5-minute parking spots when dropping off your child. If these two spots are occupied, please continue driving on the right side in front of the building. You can park your vehicle on the right side and bring your child to the door for a teacher to take into the classroom.

Please know, 7:30am to 8:00am is a busy time when high school students are being dropped off. Please do not block this line of traffic.

Please take the time to review (and refer back to) the policies and procedures implemented at Somerville Child Care Center. We look forward to getting to know you and your family.

SCCC Teachers

**Purpose**

The purpose of SCCC is to provide quality care and educational services to preschool aged children.

**Mission**

The mission of SCCC is to provide children opportunities to develop their cognitive, language, physical, social, emotional and self-help skills by designing a classroom that supports independence by allowing children to make choices and initiate activities.

**Philosophy**

Children learn and develop skills through their interactions with their environment and through their play. Play allows children to be an individual and unique. Active involvement and hands-on experiences allow children to acquire the skills and abilities needed for success in kindergarten and beyond. The classroom has a variety of materials and activities available to the children that encourage learning in all domains: social/emotional, cognitive, physical and language.

**Goals**

- provide an environment in which children feel safe and accepted
- provide a curriculum that is developmentally appropriate and enhances children's development in creativity, self-expression, decision making, problem solving, responsibility, independence, expression and regulations of emotions and reasoning: skills that are important to the development of the whole child
- provide a curriculum that is aligned with the Somerville Public Schools' Early Childhood Curriculum and the Massachusetts Department of Early Education and Care Guidelines for Preschool Learning Experiences
- facilitate and guide children in their learning

**Holidays/Celebrations**

SCCC does not encourage or discourage the observance of holidays or celebrations. Each family is unique and has their own beliefs, ideas and expectations. SCCC welcomes you to share these by coming into the classroom or sending in items to educate the teachers and children. Sharing your culture builds self-worth, exposes children to new experiences and teaches acceptance. Birthdays: We understand how children feel when it is their birthday and will acknowledge their birthday by singing "Happy Birthday" to them. If you want your child to celebrate his/her birthday at SCCC, you may donate a book honoring your child's birthday. \*If your family does not celebrate birthdays, inform SCCC staff so arrangements can be made for your child.

**Eligibility**

Somerville Child Care Center enrolls children who are 2 years 9 months to 5 years of age. SCCC does not discriminate and accepts children and families regardless of race, color, sex/gender, gender identity, religion, cultural identity, national origin, marital/union status or political beliefs. SCCC accepts applications and makes reasonable accommodations to serve a child with a disability. With parental consent, SCCC will collect information from programs servicing the child and review the accommodations needed to meet the child's needs. A decision will be made to determine if the

accommodations are reasonable or cause an undue burden on the program. If the child is accepted into the program, SCCC will obtain parental consent to work with and inform your local Public School Special Education Department.

### **Admission**

SCCC enrolls 18 children daily. Sixty-seven percent of the open slots are for Somerville Public School teachers. Teachers have the option of enrollment for the summer months. Teachers who want to discontinue services for the summer and resume services at the start of the school year are required to pay a non-refundable \$400 fee (\$200 per month) to retain the slot. This payment is due with the final payment in June. Thirty-three percent of the open slots are for Somerville municipal employees. Vacant positions that are not filled by these employees are offered to residents of the community first and surrounding communities second. **A family enrolling a child for five days or a sibling is given priority.** Waitlists for all categories are maintained by the date the applications are received. Once accepted into the program, the child may stay until s/he ages out. Some restrictions apply: lack of payment, withdrawal, or the program is unsuitable.

### **Enrollment**

\*Pre-enrollment: Parent/guardian receives program information and a classroom tour.

\*Enrollment: Parent/Guardian completes the required paperwork (a health care plan form is required for children who have chronic medical conditions and the medical form is required before your child attends) and pays the one time registration fee of \$100.00. If your child has an Individual Education Plan, please submit a copy. SCCC will refer to and use the EEC and SPS regulations on children with disabilities as a guide.

\*Paperwork: Enrollment can be a hectic time. Your child's file will be reviewed to ensure that all of the required paperwork is complete.

\*Enrollment Schedule: Your child's temperament will help determine the plan that fits his/her ability to adjust. We have observed that children have an easier adjustment when dropped off to a teacher at the door. In some situations, families may be invited into the hallway to assist their child.

### **Withdrawal**

A one-month notice is encouraged when you are withdrawing your child from SCCC. There are no refunds so please plan accordingly.

### **Transitioning to the Somerville Public Schools**

SCCC is a one classroom center and children do not experience a transition to a new classroom within the program. SCCC shares information on Somerville Public School's preschool and kindergarten registration and related community events with families whose children are old enough. If you are not a resident of Somerville, please call your local school department for preschool and kindergarten registration information.

For children who are leaving SCCC for public school preschool and kindergarten, their last day of enrollment will be on the last Friday in August, if still enrolled at that time, before SCCC closes for the week to clean and prepare for the following year.

### **Children's Files**

Paperwork that you complete/submit and assessment information from the teachers are kept in each child's file. SCCC employees have access to the files and are informed that the information is confidential. It is your right as a parent to have access to your child's file. Written requests are required to review your child's file. Consent forms are valid for one year from the date of its execution unless it is withdrawn in writing. You will be asked to review the paperwork throughout the year. It is important to keep information current and accurate. The telephone numbers listed are the numbers that we use to contact you or an emergency contact when needed. **\*Note: Any changes in telephone numbers must be updated immediately.**

Information regarding your child or your child's file will not be shared with anyone outside of the Somerville Public Schools without your written consent. SCCC will keep the written requests for any records by any organization or person that receives information from your child's file. When your child leaves SCCC, a copy of your child's file will only be shared with a designated person or agency outside of SPS upon your written request. We retain your child's record for three years.

### **Child Custody/Restraining Orders**

We respect and can only enforce legal decisions regarding these issues when updated legal documents stating the information are submitted and become part of your child's file. SCCC cannot withhold information from one parent/guardian when requested by the other parent/guardian without legal documentation.

### **Social Media / Photographs**

Families complete a form that allows or restricts SCCC, SPS and SPYC (Somerville Partnership for Young Children) to use photographs of their children in their newsletters, classroom displays, classroom activities or websites. SCCC allows families to take photographs of their children only. Taking photographs of the other children is strictly prohibited. SCCC does not authorize families to use any photographs shared by SCCC, SPS or SPYC.

### **What is needed from you**

- \*Label all of your child's belongings.
- \*Extra set of clothes- appropriate for the season (you will be called if your child needs clothes and does not have any).
- \*A nutritious lunch and at least three snacks – we do not heat up or refrigerate children's food; a thermos helps hot foods stay warm and ice packs help with the cold foods.
- \*Wash lunch boxes when soiled.
- \*Bring in a water bottle filled with water **only** for your child- allows child to get a drink when thirsty and to bring it to the park during the warm weather.
- \*A small blanket and small stuffy for rest time that fits into child's cubby - take home weekly to wash.
- \*One family photo to be displayed in your child's cubby
- \*Carriages- If you bring your child in a stroller you must take it when you leave.
- \*Payment for services are due in advance-there is a charge for late payments.
- \*NO GLASS BOTTLES OR CONTAINERS\***

### **Transition from Home to School**

When you and your child are saying good-bye, both of you need to feel safe and comfortable. Set up a morning schedule and follow the Center's routine when dropping your child off. Once you say good-bye to your child, it is expected that you leave so your child does not receive a mixed message. Please let a teacher know when you want support with leaving.

### **Toileting**

Toileting is part of our daily routine. Children who are not toilet trained will also participate. Please bring in the required items: pull ups with Velcro sides, non-powdered latex free gloves, wipes, and storage bags to discard soiled pull-ups (please communicate with teachers to ensure that your child has adequate supplies at all times). Children are changed while standing up. Dress your children in clothing that they can do on their own. They will be using/working on developing their self-help skills when toileting during the day. We ask that you support us by encouraging your child to use the toilet when at home. Please ensure that your child has several changes of clothes and an extra pair of footwear. When soiled clothes are sent home please send in a clean set on the following day. Children are more successful transitioning into underwear when toileting becomes part of their routine.

### **Hours of Operation**

SCCC is open 7:00 a.m. to 4:00 p.m., Monday through Friday, excluding holidays, public school snow days and one week in August (the week before Somerville Public Schools returns back to school). Emergency and additional closings are made by the SPS administration.

### **Arrival**

We open at 7:00 a.m. When you arrive at door 29, call the center 617-625-6600 ext. 611101 and a teacher will come get your child. SCCC asks that you adhere to a regular schedule of arrival so that your child can adjust to his/her routine. Inform a teacher if you plan to arrive after 8:30 a.m. due to an appointment. Please call or email SCCC when your child is not attending.

### **Departure**

Children begin to go home after lunch. When you arrive at door 29, call the center 617-625-9900 ext. 611101 and a teacher will bring your child out to you. We close at 4:00 p.m., however, you can pick your child up at any time before 4:00 p.m. If you anticipate that you will be late, call the Center. Letting SCCC know that you will be late allows time to prepare your child and for the teachers to make personal arrangements. There is a late fee charge and only authorized adults (18+ years of age) listed on the forms in your child's file can pick up your child unless you call to inform us that someone who is not listed will be picking up. This person will be required to show an ID.

**IF THE PHONE LINE IS DOWN, PLEASE GO TO THE MAIN ENTRANCE. EXPLAIN TO THEM THAT YOU CANNOT GET IN TOUCH WITH US AND ASK THEM TO CALL US.**

### **Late Pick up Policy**

When There is Adult Contact: If your child is not picked up on time, you will be called immediately. If you cannot be contacted, the names listed in your child's files will be called to pick up your child. The person picking up your child will be asked to sign the late pickup form to verify who picked up your child, the

date, the time, and the late fee charge for the late pickup.

When there is No Adult Contact: If there is no contact with any adult, we will re-try the numbers. If contact is not made with anyone, Somerville Public School's Central Administration will be called and we will follow their instructions which may include the notifying the Department of Children and Families or the local police department.

### **Guidance /Discipline Policy**

Children are in the process of developing pro social skills and learning what behaviors are and are not acceptable. Support offered at this time is critical. It is important to continue to build a child's self-worth, esteem and confidence during these challenging times. An example of an approach that SCCC uses to avoid undesirable behaviors is offering a variety of materials and activities for children to use and participate in.

**Some guidance/discipline techniques used in the classroom are:** set limits that are consistent and enforced, allow children to talk about their feelings, provide spaces for children to be alone, provide choices when available/acceptable, redirect children, suggest alternatives/solutions, prepare for transitions, communicate to children what they can do, role model positive behaviors, intervene when children tease or reject others, provide guidance when a child needs to regain self-control, use time out when necessary – children sit one minute per year of their age and must be within an educator's view. SCCC prohibits the following forms of discipline: spanking or other corporal punishment, subjecting children to cruel or severe punishment (such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical action inflicted in any manner upon the body, i.e. shaking), threats or derogatory remarks, depriving children of outdoor time, excessive time outs, withholding meals or snacks or force feeding them, otherwise, making them eat against their will, or in any way using food as a consequence, disciplining a child for soiling, wetting, or not using the toilet or forcing a child to remain in soiled clothing or forcing a child to remain on a toilet, or using any other unusual or excessive practices for toileting.

### **Physical Restraint**

If needed, we will remove either the child or the group of children from the classroom when a behavior is posing a risk to others. We need to ensure children's and teacher's safety and may need to support a child by holding him or her. Physical restraint is only used in extreme situations that jeopardize a child or teacher's safety. If necessary, you will be called and a decision will be made as to whether or not the child needs to be picked up.

### **Challenging Behaviors**

When a behavior is causing harm to the child or others, is disruptive to the classroom routine or interferes with his/her development you may be notified and if needed you may be asked to pick up your child. You may be required to meet with the teachers to develop a behavior action plan. If needed, the teachers may suggest that you speak with your pediatrician or that you contact the Somerville Public School Special Education Department or your local school department for an evaluation. SCCC will strive to assist a child with challenging behaviors, however, if s/he is a continuous threat to others or the needs of your child becomes an undue burden on the program, SCCC may need to terminate services.



SCCC is responsible for keeping all children safe.

Other Causes for Terminating Services: Continuous late tuition payments, family is threatening to staff, other parents or children in the program, family refuses to seek services for a child who is displaying unusual or difficult behavior, SCCC and family agree that a child's needs are not being met or intervention services for a child are not working.

### **Referral Service Procedure**

When there are concerns about a child's behavior SCCC implements some of the following actions:

\*discussions and meetings amongst the teachers, \*develop a plan to document/record observations if needed, \*meeting with the parents/guardians to share the information is scheduled \*make a decision to determine if the child should be referred for further evaluation, and \*decide if an outside referral needs to be made (it is the family's responsibility to initiate the referral process). All information will become part of the child's file.

### **Resources and Referrals**

The Somerville Family Learning Collaborative and the Somerville Family Enrollment Center are Somerville Public Schools resources that can help families and their growing children. SCCC will support and encourage your efforts to advocate and negotiate services for your child. Communication between SCCC and these organizations do not require your written consent. Agencies outside of the Somerville Public Schools require your consent and the information shared becomes part of your child's file.

### **Referral Sources**

Some local resources are: Department of Children and Families Cambridge/Somerville: 617-748-2000 Parental Stress Line: 1-800-632-8188 Childhood Lead Poisoning Prevention Program: 617-625-6600 ext. 2563 Cambridge/Somerville WIC Program: 617-575-5330.

### **Assessments / Conferences**

Initial assessments are completed on children within two months of enrollment. A full assessment is completed on your child two times a year. Assessments are confidential and not shared with anyone from outside agencies without your permission. Copies of assessments are sent home for you to read over. At these times, you have the option to meet with the teachers to discuss your child's growth and development. Please know that you may request to meet with the teachers at any time.

### **Preschool Screenings**

The Somerville Public Schools will screen children who live in Somerville. If you have concerns about your child's development, we can assist you in reaching out to the Somerville Public Schools to have your child screened. If you live outside of Somerville, please contact your local school department to learn about the services that are provided to families.

### **Daily Schedule**

#### **TOILETING AND HANDWASHING OCCUR NUMEROUS TIMES THROUGHOUT THE DAY**

Electronic Media - We will sometimes access age appropriate songs, stories and movement activities to use with the children.

7:00 – 8:15 Arrival-Center opens; children put their belongings away, wash their hands and Free Play  
8:15 – 8:30 Morning meeting –good morning greeting-calendar-second step curriculum-current event- a child selects a book from the reading area for the teacher to read.  
8:30 – 8:45 Morning work - -children spend time on a writing or cutting activity at their table.  
8:45 – 9:00 Morning snack-children eat a snack (at their table). When finished, children use the bathroom, wash their hands and select a toy from the area tray.  
9:00 – 10:00 Area time – free play  
10:00 – 10:15 Circle- story, songs (math, literacy or theme related to our “Big Ideas” and discussions -roll call: children’s names are called to select a focused activity (math-literacy-science- fine motor) from the shelves.  
10:15 – 10:45 Quiet time – children work on the literacy, math, science or fine motor activity (from the classroom shelves) of their choosing - individual time with a teacher (math focus on Monday and Wednesday, literacy focus on Tuesday and Thursday and focus on an EEC domain on Friday-theme/unit related), the other teachers move around the classroom and spend time interacting with the children.  
10:45 – 11:45 Outside - children go to the playground or for a walk (weather permitting)  
11:45 – 12:30 Lunch-children eat (at their table) and participate in conversations  
12:30 – 2:30 Rest-all children nap or rest quietly on their assigned cot. Sleeping children are not woken up before rest time is over.  
2:30 – 4:00 Snack/free play/ departure

### **Outside Play**

SCCC will attempt to go outside daily (weather permitting) if the temperature and what it feels like is above freezing or the heat index and air quality does not jeopardize the children’s health. Please dress and apply sunblock on your child according to the season i.e. warm and layered in the winter - light and loose in the summer. Sneakers and closed shoes are recommended as children run and climb the structures at the park.

### **Holidays/Closings**

The Center closings / Holiday schedule for the upcoming year is shared with you at enrollment or in September. Unfortunately, emergency closings are given little notice.

### **Snow Days**

SCCC is closed when the Somerville Public Schools (Somerville Community Schools during school vacations) are closed. You are encouraged to visit the Somerville Public School’s website for school closings or delayed openings. SCCC will close early if Somerville Community Schools is cancelled on school days due to inclement weather. When this happens, you will receive a telephone call requesting you to pick up your child.

### **Parent Communication and Involvement Plan**

SCCC realizes that communication with families in their primary or preferred language is important and attempts to have a diverse staff. Teachers will attempt to reach out to The Somerville Public Schools for translation services when needed. You are also welcome and encouraged to bring a family member or friend for translation if needed. SCCC realizes that parents are their children’s’ advocates primary

educators and strives to develop positive relationships. Communication between teachers and parents and being involved in your child's education is important in helping your child succeed.

**\*Confidentiality:** Children's files, assessments and other pertinent information are confidential.

Information on your child may be shared with the SCCC teachers and the Somerville Public Schools as needed; however, it is not shared with anyone else without your written consent except for court subpoenas.

**\*Monthly Happenings:** The monthly happenings give an overview of what we have worked on for the month.

**\*Daily Communication:** Conversations at arrival and departure times are a time to share information and ask questions about your child. You can also call SCCC 617-625-6600 ext. 611101 or email [ssousa@k12.somerville.ma.us](mailto:ssousa@k12.somerville.ma.us), [joleary@k12.somerville.ma.us](mailto:joleary@k12.somerville.ma.us), and [tkennedy@k12.somerville.ma.us](mailto:tkennedy@k12.somerville.ma.us) to speak or correspond with a teacher.

**\*Concerns/Suggestions:** Share any concerns or suggestions that you may have to help us better serve you and your child.

**\*Group Emails:** Center information is sent home via group emails. Please use the group email to communicate and reach out to each other as needed.

**\*Center Donations:** SCCC is self-supporting and will sometimes ask for donations

### **Health Guidelines**

A yearly health examination with a lead test result is a requirement for enrollment at SCCC. Children must have had a physical exam within one year of admission or obtain one within one month of admission. Families who do not have their child immunized must complete the exemption form (yearly) from the school department prior to starting. Physical exams are valid for one year and shall be repeated annually. The Massachusetts Department of Public Health requires the following immunizations: \*Hepatitis B – 3 doses \*DtaP/DTP/DT/Td >4 doses \*Polio >3 doses \*Hib >3 doses \*MMR-1dose \*Varicella – 1 dose \*Yearly Flu shot

\*If your child has a chronic medical condition you will be asked to complete a health care plan form and to bring in the necessary medication to keep on site.

### **Health**

SCCC follows the Somerville Public Schools', the Somerville Board of Health's and the Center for Disease Control regulations, guidelines and suggestions.

Somerville Public Schools 617-625-6600 ext. 6600

Somerville Health and Human Services (617) 625-6600 ext. 4300

Center for Disease Control (800) 232-4636

SCCC protects children and themselves by: maintaining a smoke free environment, following weather advisories (smog and air pollution advisories) about cold, heat and sun concerns, providing allergy free zones when needed, following recommendations by healthcare professionals, providing a hazard free environment (safety electrical covers, keeping shelves and walk ways free from debris, keeping carpets in good condition, keeping hot liquids out of the classroom...), and completing renovations when children are not present. SCCC prohibits the use of alcohol, marijuana and illegal drugs on its premises. Possession of illegal and toxic substances is prohibited on the premises. Dangerous weapons: a gun,

knife, razor or any other object (which is used or intended to be used to inflict bodily harm) is prohibited on the premises. Somerville Public Schools Administration will be informed of any prohibited activities that occur on the premises.

### **Hand Washing**

Children are asked to wash their hands throughout the day to decrease the spreading of germs. i.e. arrival, coming in from the outside, before and after eating, when putting hands/fingers in the mouth, after toileting, blowing their nose, coughing/sneezing on their hands. We encourage you to do this at home as well.

### **Illness Policy**

**You are asked to perform a daily screening to determine if your child can attend for the day. To protect other children; you may not bring a sick child to the Center.** Please follow our exclusion guidelines on page 16. The Center has the right to refuse a child who appears ill. Children who come to school sick or become sick in school will be sent home. You will be notified and required to pick up your child immediately. Teachers are responsible for providing care to an entire group of children and cannot care for sick children. When a child is sent home ill our exclusion guidelines (refer to page 16) will be enforced. Children sent home with a fever must be fever free **without using fever-reducing medication (such as Tylenol or Advil)** for 24 hours. **Medicating and sending children to school puts them and others at risk.**

### **Exclusion Policy**

SCCC must follow the regulations and recommendations set by the Division of Communicable Disease Control, the Department of Public Health and the Somerville Public Schools.

### **Medication**

All teachers complete an online training in administering medication. SCCC will assist in administering prescription and non-prescription medications to children only when these conditions are met: **a.** you administer the first dose. **b.** there are written orders from the physician (medication must be in its original container and have the prescription label with the date that the prescription was filled and the name of the health care provider, or a doctor's note, child's first and last name, the dosage, instructions on how to administer the medication, number of times per day, the number of days to be administered and the expiration date of the medication). Non-prescription medications can only be administered when accompanied with a doctor's note and packaged in its original packaging with the same information as above. **c.** a medication form is completed and signed by you. **d.** the medication is in its properly labeled container and is stored under proper conditions, in the refrigerator or locked cabinet, unless otherwise specified in a child's individual health care plan. Emergency medications, such as epinephrine auto-injectors, asthma inhalers...will be available for use when needed.

### **Allergies/Chronic Illnesses**

It is important that you document your child's allergies or chronic illness on your child's developmental form. If needed an Individual Health Care Plan will be completed. Health Care Plans are posted in the office for teachers to follow and are confidential. **At this time, we are a peanut and tree nut classroom.**

### **Sunscreen**

Please apply sunscreen on your child daily, especially during the good weather, a time when we spend more time outdoors. We do not apply sunscreen.

### **Accidents/Injuries**

A teacher trained in First Aid will treat minor injuries/accidents. A report stating the information will be shared with you at the end of the day. For more serious medical injuries, your child will be brought to the School nurse (if available) or 911 will be called. If needed, your child will be taken in an emergency vehicle to the hospital: your hospital preference will be shared with them. A teacher will remain with your child until you arrive. You will be notified immediately of any injury, which requires any medical care beyond minor first aid. If you cannot be reached the emergency contacts in your child's file will be called. Your child is our primary concern.

**Emergency Procedure:** One adult attends to the injured/sick child, one to two adults stay with the group, one adult makes the necessary telephone calls and if a child needs to go to the hospital, the child will be transported in an authorized emergency vehicle and a teacher will accompany him/her.

### **Contacting Parents/Guardians/Emergency Contacts**

When there is an emergency concerning your child SCCC will call the first parent listed on the forms. If contact is not made additional calls will be made – 2nd parent, emergency contact #1, emergency contact #2, and emergency contact #3 until an adult is contacted. **It is important to keep all information and telephone numbers up to date.**

### **Child Abuse and Neglect**

Childcare professionals are mandated reporters of child abuse and neglect. Teachers complete an online training yearly and follow the policies and procedures of the Department of Children and Families when they suspect abuse on a child. Accusations of abuse or neglect against an employee will be reported to SPS and their policies will be enforced.

### **Release of a Child**

In order to protect your child, s/he can only be released to an authorized adult who is 18+ years of age and whose name is on file at SCCC. Teachers will ask unfamiliar adults for identification and check to see if they are listed in the child's file. In emergencies when someone not listed on file has to pick up your child, call or email the center to inform the teachers. Give the teacher the person's name and have that person bring a form of identification. Once a child is released to an appropriate adult, s/he is signed out for the day and cannot return for additional services on that day. If for any reason a teacher believes that the person picking up the child is under the influence of any substance, a person listed in the child's file will be called to come and pick up the child. Somerville Public School's Central Administration will be

informed and we will follow their instructions, which may include writing up a report, notifying the Department of Children and Families or calling the local police.

### **Fire Drills/Evacuation/Shelter in Place/Lock Downs**

Fire drills occur throughout the year and the teachers and children practice getting out quickly and safely. We (teachers and children) are not allowed to stop to get any of our belongings. If SCCC is evacuated, we will be relocated to one of our evacuation sites. Primary Site: Somerville Public Library. Secondary Site: East Somerville Community School. Somerville Public Schools will inform us of the site to use.

SCCC practices and follows Somerville Public School's Shelter in Place and Lockdown procedures when deemed necessary.

### **Lost Child/ Missing Child**

A picture and copies of information from a child's file are put into the first-aid bag and are taken with us any time we leave the building. Children's arrival and departure times are documented. Frequent head counts are done throughout the day and when entering and leaving the classroom and parks. If a child is missing, one teacher will search the premises and surrounding areas and the other teacher/s will stay with the group. If the child is not located, 911 and SPS administration are called immediately and then you will be called. SCCC will follow instructions from the local authorities and Somerville Public School administration.

### **Tuition**

SCCC is self-supporting and yearly financial evaluations determine the tuition rates/fees. The current tuition is \$55.00 a day for children who are enrolled for 5 days a week -**Priority is given to families enrolling children for 5 days**, \$65.00 a day for children who are enrolled for 4 days a week, and \$75.00 a day for children who are enrolled 3 days. Payments for services are required in advance. Late payments will result in a \$35.00 late fee charge. Lack of childcare payments will result in immediate termination from the program.

\*You are required to pay for the following: registration fee, absences for any reason, family vacations, late pick-up, children's regular scheduled days, snow days, holidays, full day and early closings due to emergencies, early releases/closings, delayed openings, late payments and returned checks.

\*You are not required to pay for the following: the last week in August when SCCC is closed for cleaning. SPS teachers who want to discontinue services for the summer and resume services at the start of the school year are required to pay a non-refundable \$400 fee (\$200 per month) to retain the slot. This payment is due with the final payment in June.

\*Payments are to be made with a personal check or money order. We do not accept cash for tuition payments. The charge for a returned check is \$35.00. If two checks are returned all future payments are to be made with a money order or bank check. \*If you leave SCCC with an outstanding balance, enrollment in the future will not be allowed and the information will be forwarded to the City of Somerville Public School Finance Department.

**Registration Fee**

There is an initial, non-refundable \$100.00 registration fee due when your child is accepted into the program. The payment of this registration fee confirms your child’s enrollment into SCCC and does not go towards tuition.

**Late Pick Up Fee**

If your child is picked-up late, you will be charged a late fee of \$25 for each 15-minute increment. After 3 late pick-ups you will be required to attend a meeting to determine if SCCC’s hours of operations best meets your needs. Late pick-ups can result in termination.

**Financial Agreement – this form is included with your child’s enrollment packet**

\_\_\_\_\_ has been enrolled for \_\_\_\_\_ days a week in the Somerville Child Care Center. The daily cost is \_\_\_\_\_. I agree to make (circle one) **bimonthly** (due the 1<sup>st</sup> and 15<sup>th</sup> of each month) or **monthly** (due the 1<sup>st</sup> of each month) payments.

**Payments for services are required in advance.**

I will be assessed a late fee charge of \$35.00 when the payment is late. Lack of payment will result in immediate termination from the program. If a check is returned I will be assessed a \$35.00 return check fee. After two returned checks, I will be required to make future payments with a bank check or money order. If I leave SCCC with an outstanding balance, enrollment in the future will not be allowed and the information will be forwarded to the City of Somerville Public School Finance Department. When withdrawing my child from the program, I will plan accordingly as there are no refunds.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I have received, read, understand and reviewed the policies of the Somerville Child Care Center.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Somerville Child Care Center Organization Chart**

- Somerville Public Schools – Central Administration -617-625-6600 ext. 6005
- Somerville Public Schools – Director of Early Education – 617-625-6600 ext. 3656
- Somerville Child Care Center – Director – 617-625-6600 ext. 611101
- Somerville Child Care Center – Lead Teachers – 617-625-6600 ext. 61101
- Somerville Child Care Center – Assistant Teacher – 617-625-6600 ext. 61101

## SOMERVILLE CHILD CARE EXCLUSION GUIDELINES

During the COVID19 pandemic we will be required to follow the state and city recommendations regarding COVID 19 restrictions, isolations and quarantines.

ILLNESS	POSSIBLE SYMPTOMS	EXCLUSION GUIDELINES
<b>Fever</b>	Fever	If your child develops a fever of 100(or 99 axillary) or higher, s/he will be sent home and excluded the following day. Your child must be fever free – without fever reducing medication- for 24 hours before returning to school. If the Pediatrician makes a diagnosis, the exclusion guidelines for that condition will also be followed.
<b>Behavior</b>	Lethargy/extreme tiredness/excessively clingy, irritable, or unable to be comforted	Your child must be able to fully participate in the program to attend, including playing outside. Children displaying these symptoms who require one-on-one care will be excluded for the day.
<b>Bowel Movements</b>	Diarrhea-stools that are loose and watery	If your child has 3 or more incidents of diarrhea, he/she will be sent home. Your child must be free of diarrhea for 24 hours before returning to school.
<b>Vomiting</b>	Vomiting	If your child vomits, he/she will be sent home. Your child must be symptom free for 24 hours before returning to school.
<b>Cold/Viral Sore Throat</b>	Cough, sneezing, runny nose and scratchy throat	Your child may attend <b>as long as symptoms are mild</b> and s/he is fully able to participate in inside and outside activities.
<b>Vaccinations</b>	Various symptoms	All children must be able to fully participate in the program <b>with no excludable symptoms</b> to return to school.
<b>Conjunctivitis</b>	Colored discharge from eye(s) with redness of the eyelids or eye(s)	If your child exhibits these symptoms, s/he will be sent home. Your child must be symptom free for 24 hours or be on medication for 24 hours before returning to school.
<b>Ear Infection</b>	Pain inside the ear, fever	Your child must be on medication for 24 hours before returning to school. Fever guidelines will be followed. Your child should also be able to fully participate in the daily activities, including outside play.
<b>Coxsackie Virus</b>	Fever, stomach pain, diarrhea, tiny blisters on the hands, feet and or in the mouth	All applicable guidelines will be followed. Your child must be able to fully participate in the program before returning to school.
<b>Strep Throat</b>	Fever, sore throat, swollen glands	Your child must be on medication for 24 hours before returning to school. Fever guidelines will be followed.
<b>Roseola</b>	High fever, followed by a lacy rash	Fever guidelines will be followed. Your child must be able to fully participate in the program before returning to school.
<b>Chicken Pox</b>	Mild fever, itchy rash – blistering in appearance	Fever guidelines will be followed. Child may return to school when blisters are crusted and dry.
<b>Fifth Disease</b>	Fever, body and head ache, sore throat and chills followed by bright red rash on cheeks	Fever guidelines will be followed. Your child must be able to fully participate in the program before returning to school.
<b>Impetigo</b>	Red, itchy rash made up of small bumps clustered together	Medication as prescribed by the pediatrician. Rash must be covered and dry before returning to school.
<b>Head Lice (Pediculosis)</b>	Small insects that live on the scalp and hair	Your child must complete specified treatment as prescribed by the pediatrician or be nit-free before returning to school. All clothing and bedding must be washed with hot water and dried using the hottest setting.
<b>Scabies</b>	Microscopic mites burrow into the skin causing an extremely itchy rash	Your child must be on medication for 24 hours before returning to school. All personal items must be washed with hot water and dried using the hottest setting.
<b>Scarlet Fever</b>	Rash of fine, sand papery red bumps, flushed cheeks and paleness around the mouth	Follow Strep Throat guidelines
<b>Rashes / Sores</b>		If your child has a rash that has already been diagnosed, it will be treated according to your doctor's guidelines. Undiagnosed rashes or rashes of concern will require a doctor's exam and diagnosis. Children with rashes that involve weeping sores that cannot be covered will be excluded until the sores are dry.