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Welcome to the Somerville Child Care Center,

The Somerville Child Care Center (SCCC), started by a group of Somerville Public School (SPS) employees began operating in 1993. SCCC is self-supporting and operates under the Somerville Public Schools (SPS). SCCC has an exemption from licensure from the Department of Early Education and Care; however, license regulations are followed to the fullest extent possible. Department of Early Education and Care Main Office 51 Sleeper Street Boston, MA 02210 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.

Our teachers are trained and educated in Early Childhood. We collaborate with the high school's Child Development 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 certified teacher.

You will be notified prior to or as soon as possible following any permanent changes in the teaching staff at the Center.

We strive to provide an environment where people:

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

Please take the time to review 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 opportunities to develop 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 for children to be an individual and unique. Active involvement and hands-on experiences allow for 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

**Birthday/Celebrations**

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, keep it simple. Donate a book honoring your child's birthday or send in a simple item to share with others i.e. stickers. We cannot allow treats due to allergies. \*If your family does not celebrate birthdays inform SCCC so arrangements can be made for your child. Celebrations: SCCC does not encourage or discourage the observance of holidays or celebrations.

## **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, religion, cultural heritage, national origin, marital 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, unreasonable 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**

Somerville Child Care Center can enroll up to 20 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 July and August and resume services in September are required to pay a non-refundable \$300 fee (\$150 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 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 obtains and returns the completed 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). 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: We suggest that you have your child attend the hours that she/he will normally be attending. However, we respect your decision to send your child for fewer hours on the first couple of days.

## **Enrollment**

If your child is enrolled less than five days a week, you can add additional days when needed at your current rate, provided there is space available. Switching the days in the week is not an option.

## **Withdrawal**

A one month notice is encouraged when you are withdrawing your child from SCCC. Refunds will not be made 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, however, children whom are old enough experience a transition into the public preschool and kindergarten program. Somerville Public Schools reaches out to the community and has a number of events to assist families and children with the transition. SCCC shares information on registration and community events with families whose children are old enough to attend the programs. The Somerville Public Schools Enrollment Office, 617-625-6600 ext. 6962, and the Somerville Family Learning Collaborative, 617-625-6600 ext. 6966, organize these events and are available to answer any questions that you may have. 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, before SCCC closes for the week to prepare for the following year.

## **Children's Files**

Paperwork that you complete/submit and assessment information from the teachers are kept on file for each child enrolled in SCCC. SCCC employees have access to the files and are informed that the information is privileged and 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 prior to the stated time. 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 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 with the exception of that required by the regulatory and partnering agencies. You will be notified if your child's file has been subpoenaed by a court of law which does not require your consent. SCCC will include a written record of 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 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 when requested by the other parent without legal documentation.

### **Social Media / Photographs**

Families complete a form that allows or restricts SCCC and SPS to use photographs of their children in SCCC's/ SPS's 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 or SPS.

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

\*2-3 masks for your child to use daily (anytime a mask is soiled the child will put on a new mask –we will ask for additional masks if your child is soiling all of the masks sent in)

\*bags to put the soiled masks in

\*Label all of your child's belongings.

\*Extra set of clothes-(including footwear) 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 food or refrigerate children's food; a thermos works for hot foods and ice packs help with the cold foods.

\*Wash lunch boxes when soiled.

\*Bring in a sippy cup/water bottle for your child- this allows your child to get a drink when thirsty and to bring it to the park (only if there is water in it-water bottles with juice will not be brought to the park) during the warm weather.

\*A small blanket for rest time that fits into child's cubby - take home weekly to wash.

\*Three (3) photographs of your child: one for their cubby, one for their coat hook and one for the first aid bag.

\*Carriages- If you bring your child in a stroller you must take it when you leave.

\*Leave umbrellas and wet boots in the designated area.

\*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 your child.

## **Toys from Home**

Toys from home are not welcome into the classroom. When arriving at the center, please take the toy with you when you leave or put it into your child's backpack if he/she has one.

## **Toileting**

Please bring in the required items: diapers or pull ups with velcro, non-powdered latex free gloves, wipes, and storage bags to discard soiled diapers / pull-ups (please communicate with teachers to ensure that your child has adequate supplies at all times). Dress your child in clothing that they can do on their own. They will be using/working on developing their self-help skills when toileting. Children are changed while standing on the floor. When children are transitioning to underwear please ensure that they have several changes of clothes and some extra pairs of footwear. *It is expected that children who are 4 years old or older are toilet trained.*

## **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. All children are expected to arrive by 8:00 a.m. Inform a teacher if you plan to arrive after 8:00 a.m. due to an appointment. SCCC asks that you adhere to a regular schedule of arrival so that your child can adjust to his/her routine. Please call or email SCCC when your child is not attending. **Please see page 19 for our current arrival protocol.**

## **Departure**

We close at 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 teacher to make personal arrangements. If you do not call, the teacher and child will gather his/her belongings and your child will sit with a book. There is a late fee charge and only authorized adults listed on the forms in your child's file can pick up your child unless you call to inform us that someone not listed will be picking up. **Please see page 19 our current departure protocol.**

## **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 notifying the Department of Children and Families or the local police department. A report will be placed in the child's file.

## **Guidance /Discipline Policy**

Children are in the process of developing pro social skills and learning what is and what is not acceptable behavior. Support offered at this time and the message the child receives 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. 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, (time outs may not exceed one minute for each year of the child's age and must take place within an educator's view), 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**

Physical restraint is discouraged for discipline. If needed, we will remove either the child or the group of children from the classroom to control the situation. If the situation continues for thirty minutes, you will be called. A decision will be made as to whether or

not the child needs to be picked up. There are rare instances when we need to ensure a child's safety or that of others, and we may support a child by gently holding her or him only for as long as necessary for control of the situation.

### **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 will be notified and if needed you may be asked to pick up your child. You will be required to meet with the teachers to develop a behavior action plan. If needed, the teachers will 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: Failing to pay tuition on dates due, parent is threatening to staff, other parents or children in the program, refusing to seek services for a child who is displaying unusual or difficult behavior, SCCC and parent 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 the following actions: \*discussions among the teachers, \*a plan to document/record observations if needed, \*teachers meet to review the observations, \*a meeting with the parent to share information is scheduled \*a decision is made to determine if the child should be referred for further evaluation, \*if it is agreed that 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: 617-520-8700 Parental Stress Line: 1-800-632-8188 Childhood Lead Poisoning Prevention Program: 617-625-6600 Cambridge/Somerville WIC Program: 617-575-5330.

## **Assessments / Conferences**

An initial assessment is completed on your child within the first month 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 a teacher to discuss your child's growth and development. You and the teacher can develop goals for your child. You may request to meet with a teacher at any time.

## **Preschool Screenings**

The Somerville Public Schools provides free screenings to preschool children. These scheduled screenings are for Somerville parents who have concerns about their children's development (social, emotional, language, cognitive, motor, not age appropriate) and health (vision and hearing). The information is sent home to all Somerville families. SCCC will recommend the screening if there are concerns about your child's development. Flyers stating the date and procedure are sent home. Parents can also write a letter to their local Public School Special Education Department requesting a full evaluation at any time.

## **Daily Schedule**

Electronic Media - Our normal daily routine does not include scheduled times for electronic media or computer use. We sometimes access age appropriate songs, stories and movement activities online to use with the children.

**Arrival**-Center opens, children are dropped off – children put their belongings away, wash their hands and go to their designated area

**free play**-children select a toy to play with

**morning snack**-children will be asked to eat a healthy snack, so please send in healthy snacks for him/her to choose from.

**free play**-children select a toy to play with

**circle**-children participate in the calendar, discuss the weather, listen to a story and have discussions

**small group** (1 and 2 happen at the same time)

1. **individual work**- a station is set up with specific intentional learning materials and activities – children will be exposed to and work on literacy and math concepts with a teacher at this time.

2. **activity**-children participate in an activity that reinforces an EEC (Dept of Early Education and Care guideline)

**outside**-children go to the playground or for a walk (weather permitting)

**lunch**-children eat and participate in conversations

**rest**-all children nap or rest quietly on their assigned mat. Sleeping children are not woken up before rest time is over.

**departure**-children begin getting picked up and departure coincides with the following:

**afternoon snack**-children eat and participate in conversations

**writing**-children draw pictures

**outside/free play**-children go to the playground (weather permitting)if time allows or select a toy to play with.

**Departure**-child leaves for the day.

### **Outside Play**

SCCC will attempt to go outside daily (weather permitting) provided that 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 your child according to the season i.e. warm and layered in the winter and light and loose in the summer. Sneakers and closed shoes are recommended as children run and climb the structures at the park.

### **Holidays/Closings**

Please refer to the Holiday Schedule that is given to you at enrollment or in September. The holiday schedule is a complete listing of the days that the center is closed or closes early. Closings of SCCC are made through the Superintendent's Office. You are informed when there are additional closings. Emergency closings are given little to no notice.

### **Snow Days**

SCCC is closed when the Somerville Public Schools (Somerville Community Schools during school vacations) are closed. SCCC will not provide remote learning for the day. You are encouraged to visit the Somerville Public Schools Department website or watch the local cable station for the school closings or delayed openings announcements. SCCC will close early if Somerville Community Schools is cancelled on school days due to inclement weather. You may receive an email or a telephone call asking for you to pick up your child.

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

SCCC realizes that communication with families is important and will reach out to Somerville Public Schools if translation is needed. SCCC realizes that parents are their children's advocates and first and primary educators. 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. Children's files' are locked up nightly. Information on your child may be shared with the teachers and the Somerville Public Schools as needed; however, it is not shared with anyone else without your written consent except for court subpoenas.

**Center Happenings:** Center Happenings are shared with families monthly.

**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. 6235 or email [ssousa@k12.somerville.ma.us](mailto:ssousa@k12.somerville.ma.us), [jo'leary@k12.somerville.ma.us](mailto:jo'leary@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.

**Assessments:** An initial assessment is done on your child within the first month of enrollment. A full assessment is completed on your child two times a year. Copies of assessments are sent home for you to read over.

**Conferences:** When an assessment is sent home you have the option to meet with a teacher to discuss your child's growth and development. You and the teacher can develop goals for your child. You may request to meet with a teacher at any time.

**Group Emails:** Used to send out information. Please use the group email to communicate and reach out to each other as needed.

**Center Donations:** SCCC is self-supporting and is usually in need of the following items: tissues, Ziploc bags – gallon and sandwich size - and playdough ingredients - food coloring, flour, cream of tartar, salt, and oil. You can learn what donations we are looking for in our emails.

## 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. \*Children who are not immunized or under immunized must have the Immunization requirements and exemption form from the school department completed 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-1 dose \*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. Guidelines, regulations and suggestions evolve during COVID19 – the pandemic as more information is learned.**

Somerville Public Schools 617-625-6600 ext. 6600

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

Center for Disease Control 1 (800) 232-4636

You will be notified whenever a communicable disease or condition has been identified in the Center. SCCC will also protect children and themselves by: maintaining a smoke free environment, following local weather, providing allergy free zones, following recommendations by healthcare professionals, providing a hazard free environment 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: at arrival and any time coming in from the outside, before eating, when putting hands/fingers in the mouth, after toileting, after blowing their nose, after coughing/sneezing on their hands... and when departing for the day to decrease the spreading of germs.

### **Illness Policy**

**During the pandemic you will be required to perform a daily screening to determine if your child can attend for the day. Children showing symptoms similar to the coronavirus or who have been in contact with family members or others need a medical note giving clearance to attend the Center and clearance from SPS. To protect other children; you may not bring a sick or exposed child to the Center without clearance.** To protect other children; you may not bring a sick child to the Center. 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. Your child will be removed from the group and made as comfortable as possible. 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 18) 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. Children sent home for vomiting need to not vomit for a 24 hour period in order to return to the program. **Medicating and sending children to school puts them and others at risk. SCCC will follow SPS's protocol if a child displays COVID-19 symptoms at school. If the school nurse is not available the teacher in charge will make the decisions and may contact SPS administration.**

### **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. SCCC will notify you any time your child is exposed to a communicable

disease or condition putting him/her at risk (refer to page 18- Exclusion Guidelines- for more information).

### **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.** the first dose is administered by you. **b.** there are written orders from the physician (medication must be in its original container and has 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 classroom for teachers and kept confidential at SCCC. When needed, allergy free zones will be set up to protect the child.

### **Sunscreen**

We encourage you to apply sunscreen on your child daily, especially during the good weather, a time when we spend more time outdoors.

### **Accidents/Injuries**

A teacher trained in First Aid will treat minor medical or dental injuries. A report stating the information will be shared with you at the end of the day. For more serious medical or dental injuries, your child will either be brought to the School nurse or 911 will be called. If needed, your child will be taken in an emergency vehicle to the hospital: your preference will be shared with them. A teacher will remain with the 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 one of the people you listed as an emergency contact 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. You will be notified of any allegation of abuse or neglect involving your child while in the care and custody of Somerville Child Care Center.

### **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 emergency situations 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 with him/her. 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 the local police.

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

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 their belongings. SCCC will follow the school building's shelter in place and lockdown policies. 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. SCCC will follow Somerville Public School's Shelter in Place and Lockdown procedures when deemed necessary i.e. bomb threat, intruder with a weapon...

### **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 presumed missing the premises and surrounding areas will be searched by one teacher 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**

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, **\$60.00** a day for children who are enrolled for 4 days a week, **\$65.00** a day for children who are enrolled 3 days a week and **\$80.00** a day for children who are enrolled 2 days a week (pending the schedule allows 2 days). Payments for services are required in advance. Late payments will result in a \$35.00 late fee charge. Lack of child care 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.

\*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 2 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.

### **Late Pick Up Fee**

If your child is picked up late you will be charged a late fee of \$20 for each 15 minute increment. Frequent late pick-ups will result in a written warning. Chronic late pick-ups will 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) **weekly, bimonthly** (due the 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 and be immediately terminated for lack of payment. If a check is returned I will be assessed a \$35.00 return check fee. After 2 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.

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. 6235
- Somerville Child Care Center – Lead Teachers – 617-625-6600 ext. 6235
- Somerville Child Care Center – Assistant Teacher – 617-625-6600 ext. 6235

## 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 – blistery 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.