



**THE CHILDREN'S CENTER**  
**AT**  
**ATTLEBORO HIGH SCHOOL**

***Parent Handbook***

Attleboro High School  
Children's Center  
100 Rathbun Willard Drive  
Attleboro, MA 02703  
(508)222-5150  
Extension 1314 (For Main Office)  
Extension 2129 (Classrooms)

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## Welcome

Welcome to The Children's Center at AHS. Our Job here is to create an environment that reflects the philosophy and learning priorities of the Attleboro Public Schools. We wish to Engage, Challenge and Inspire our young students. Our program is a positive environment where the children can feel safe, secure, and respected. They can develop autonomy, initiative, self-control, responsibility and self-esteem. We foster a place of imagination, creativity, and a spirit of inquiry. We welcome the opportunity to work cooperatively with the families of the community to provide quality and affordable child care to the children of the working parents of our community. Together as teachers and parents, we share the responsibility for the social, emotional, intellectual and physical development of the children as individuals and members of society.

Your children spend a majority of their day with us here at The Children's Center, We thank you for trusting us to care for your children and welcome you to our center!

## Our Philosophy

Every child deserves a champion - an adult who will never give up on them, who understands the power of connection and insists that they become the best that they can possibly be.

Rita Pierson

## Our Mission

We strive to enhance the emotional, social, physical, intellectual, and language development of our children, to help them gain confidence and self-esteem, and to learn how to resolve conflicts in a non-violent way. While in a group setting, we believe children learn through an enriched environment, as well as through active learning & play.

The AHS Children's Center provides both group and individualized care which stimulates growth & development through a child-centered approach: a balance of self-directed & guided activities. The curriculum reflects the *Massachusetts Department of Education Guidelines for Preschool Learning Experiences* and the *Massachusetts Department of Early Education and Care's Infant/Toddler Guidelines*.

In using these curricula frameworks, each child has the opportunity for individual development exploration offered in a Learning Environment that stimulates interest, creativity, and problem-solving. Our Preschool Program is built into every day for our children to receive quality preschool services, as well as nurturing & loving care in one setting.

There are three programs at The Children's Center:

\*Infant-the infant room is created for the child ages 6 weeks to 15 months;

\*Toddler-the toddler room is created for the child 15 months to 2.9;

\*Preschool is created for the child ages 2.9 to 5+

1. The Infant/Toddler/Preschool 1 Rooms and the Teen Parenting Program are located in B Building of Attleboro High School in Rooms 127, 128, 130.
2. The Preschool 2 Room is located in A Building in Room 102.

Telephone numbers:

1. Infant/Toddler/Preschool 1/Teen Parenting- 508-222-5150 Ex. 2129
2. Preschool 2- 508-222-5150 Ex. 1317
3. Directors Office- 508-222-5150 Ex. 1314

You may also contact the Director by email: [klynch@attleboroschools.com](mailto:klynch@attleboroschools.com)

The Children's Center is open from 6:45a.m. to 4:00p.m, Monday through Friday. We follow the Attleboro Public Schools calendar and full day of child care is 7.5 hours. A late fee of \$8.00 will be charged for every 30 minutes past the 7.5 hours you are scheduled. All children must be picked up by 4:00. A call to the Center is required if a delay is to occur. A late fee of \$8.00 will be charged for every 1/2 hour for any pick-up past the scheduled pick-up time or after 4pm.

The AHS Children's Center will follow the cancellation policy of the Attleboro Public School system. Should weather conditions require a midday closing, parents will be notified of any school closing via BrightWheel. There is no reimbursement for early closures due to weather however, if a snow day is called and the building is closed credit will be given for those days your child attends at the end of the school year. For inclement weather, you may check for information on the television stations: WBZ, ABC & CBS for a list of closings, along with radio stations.

### Teachers

The AHS Children's Center has a wonderful team of teachers hired because of their genuine love for children and willingness to commit themselves to enriching the lives of the children for whom they provide care. They have qualified educational backgrounds and are licensed by the State of Massachusetts as Infant/Toddler and Preschool Teachers.

In addition, the Teachers participate in trainings in education to deepen their understanding of young children and keep them current in the research and "Best Practices" of Early Childhood Education. Each full time Teacher is required to participate in 20 hours of training each year to maintain their professional certifications & licensure.

All staff participate in First Aid & CPR Certification trainings and must successfully pass a CORI: Criminal Background Check Investigation and Fingerprinting to work with your children.

### **Student Interns**

The Children's Center at AHS acts a developmental lab setting for the Students enrolled in the CTE Early Education Program. The students intern in all four classrooms and are supervised by the staff and their teacher Ms. Feeney. At no point will student interns be left alone to work with the children unattended. They observe and incorporate their classroom learning to allow for a hands-on approach to learning. This allows the students to see first-hand what it is like to work in the field of early education.

All Attleboro High School students working in the child care classroom complete a student orientation and have signed confidentiality agreements.

### **Suspected Child Abuse.**

The Children's Center at AHS staff are mandated filers and report all suspected child abuse and neglect. (Chapter 119, Section 51A)

### **Confidentiality**

Information regarding your child and family is kept private. Staff members have been trained in confidentiality and can be expected to keep information about your child private. Information about your child is shared outside of The Children's Center Staff only with your written permission.

### **Registration**

When families are ready to register & prior to your child's first day of attendance, the following enrollment, health & safety information must be on file at the Center.

#### ***Enrollment information needed before your child starts at the Center includes:***

- Registration Form and non-refundable registration fee of \$50.00 paid annually (multiple children receive a \$25.00 discount for the 2<sup>nd</sup> and 3<sup>rd</sup> child)
- Immunization Record & a current physical examination form completed by your child's health care provider (this will be required any time an immunization is updated and annually)
- Developmental Profile (this will be required annually)
- Authorization Form for pick-up by anyone other than Parent/Guardian
- Release Form for walking excursion, student observations, and pictures

Please let us know IMMEDIATELY whenever there is a change in:

- Home, work, or cell phone numbers
- Address
- Medical information including new immunizations
- Persons authorized to pick up your child
- Attendance schedule
- Building room numbers

### Tuition

Tuition is \$58.00 a day or \$290.00 per week for Infants, \$55.00 per day or \$275.00 per week for toddlers and \$42.00 per day or \$210.00 per week for preschool. Extra hours requested over the 7.5 hours per day will be allowed, space permitting. A fee of \$8.00 will be added for every 30 minutes to your tuition for extra hours. Tuition statements are emailed every other week on Thursdays with a Bi-weekly update. You have until the following Tuesday to pay tuition. Credit cards on file are run on Monday after statements are emailed. Tuition schedule is based on the weeks of the teachers' pay schedule. If your child is sick or absent, you are responsible for payment. If the school is closed for a holiday and your child is scheduled for that day you will be responsible for payment. (not all holidays are charged. See separate list below for holiday charges). Parents/guardians will be notified before any change to tuition. \*\* Please note there are **NO REFUNDS** if your child is out sick.\*\* ALL snow days will be made up at the end of the school year. No tuition will be required for snow day make-ups. This includes all full and part time children. Arrangements can be made on an individual basis for extenuating circumstances or long term-illness.

Drop off and pick up are based on the school in which parents work. Please see the chart below for drop off and pick up time by school. The center closes at 4pm. Please plan accordingly. If you arrive late to pick up your child there will be a late fee charged. The late fee is \$8.00 per half hour.

\*\*Teachers schedules are created around these drop off and pick up times. Please contact the center if you are going to be late so the center can staff accordingly. \*\*

School	Drop off time	Pick up time
Highschool	6:45am	2:30pm
Middle Schools	7:30am	3pm
Elementary Schools	8am	3:50pm

### Late Payments

Families who fall more than one payment cycle will be notified that they must make alternate arrangements for their child(ren) until they have paid their balance in full, unless arrangements

have been made ahead of time. A fee of \$25 will be charged when the child(ren) is (are) reinstated to the program.

### **Professional Days**

The Children's Center will be closed on THREE District PD days. Alternative arrangement for those days needs to be made by the parents. The three days are usually 2 days at the beginning of the school year in August and 1 day in November. Arrangements for 3:10 Days and school staff meetings can be made on an individual basis.

The center will remain open until 4pm for all half-day releases (six days) during the school year.

### **Holidays**

Parents will be charged for Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Martin Luther King Day, Good Friday and Memorial Day. Parents will be charged for holidays and professional days their child would normally attend school.

### **Schedule Changes/Withdrawal**

Parents must give a minimum of two weeks' notice to change a schedule or to withdraw from the Program. In the absence of advance notice, it is the responsibility of the family to pay tuition as scheduled.

### **Health and Safety Procedures**

We ask that all parents provide the center with CURRENT information pertaining to the areas listed below.

1. Information related to special diets/medication
2. Any activity in which a child is restricted or unable to participate
3. Any medical conditions that may require attention (allergies, seizures)
4. Up-to-date parent/guardian information

### **Reduction in SIDS**

In the infant room SIDS reduction practices include:

1. Infants sleep on their back
2. The safe sleep environment includes individual cribs/portacribs for each child.
3. Children will be supervised when sleeping. They children nap in the same room as unsleeping children.
4. If a child is to sleep in an alternative sleeping position the family must provide documentation for a doctor,
5. All staff have completed the SIDS training provided by EEC

## Emergency Procedures

In a minor accident, first aid will be given by the teacher and an accident report will be written. Parents will be notified of all minor incidents via BrightWheel. If the situation is serious, the school nurse or 911 will be called and the child will be transported via ambulance to Sturdy Memorial Hospital. Parents/Guardian will be notified immediately if this occurs. A staff member will accompany the child to the hospital and remain there until a parent/responsible party arrives.

In the case of an evacuation of the building, the students will remain with their teachers in a designated area until a recall is announced. In the case it is determined that more time is needed to clear a building the children will be moved to a more secure location and families will be notified via BrightWheel as to where to pick their children up.

## Ill Children

The following practice are intended to be guidelines for dealing with children who become ill at the center. Please keep these guidelines in mind when considering whether a child is well enough to attend school. Ill children usually require extra care and attention and may pose a threat to the health of others.

If a child becomes ill or is found to have a contagious disease the parent or emergency contact will be called and asked to pick up the child as soon as possible.

### A child will be sent home for the following reasons:

- The illness prevents the child from participating comfortably in program activities.
- The illness results in a need for care greater than the staff can provide without compromising the health and safety of the other children.
- The child has any of the following conditions: fever greater than 100.0, unusual lethargy, irritability, persistent crying, difficult breathing or other signs of serious illness.
- Fever greater the 100.0 - Child must be fever free for 24 hours, without the use of fever reducing medications such as Motrin/ibuprofen or Tylenol/acetaminophen.
- Diarrhea two or more instances (uncontrolled, severe, or bloody) and fever or vomiting, or if diarrhea cannot be contained by diapers.
- Vomiting two or more times in the previous 24 hours at home or once at the center. Child must be without vomiting for 24 hours.
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow discharge, often with matted eyelids), until proper documentation is received from a MD/NP.



- Tuberculosis, until the child is non-infectious.
- Impetigo, until 24 hours after treatment has started or all the sores are covered.
- Head lice (pediculosis) and Scabies, until after the first treatment.
- Streptococcal infection, until 24 hours after treatment initiated.
- Chickenpox, until all lesions have crusted over and dried (usually 5-6 days after onset).
- Hand foot and mouth
- Flu

Parents will be notified of outbreaks of contagious diseases. Please be diligent of informing staff when your child is ill.

If your child is sick and will not be attending school, please inform the staff via BrightWheel or email the director at [klynch@attleboroschools.com](mailto:klynch@attleboroschools.com).

### **Life Threatening Allergies and Other Medical Concerns:**

Because there are so many life-threatening allergies and other medical concerns in our school, along with the need to assure that all staff and adults working with your child in school are aware of your child's medical diagnosis and are able to respond appropriately in case of emergency. PARENTS ARE REQUIRED TO SUPPLY THE FOLLOWING:

- . Notify the school of the child's known allergies or medical condition.
- . Notify the school in writing as soon as possible after a new diagnosis of an allergy or medical condition.
- . Provide medical documentation from the child's health care provider.
- . A letter disclosure signed by the parent for release of medical information about their children must be on file at the school.
- . Provide a list of items (such as but not limited to perfumes, gluten, and/or latex), foods and/or ingredients that would cause a life-threatening reaction.
- . Provide a order for epinephrine by a licensed provider as well as other medication needed.
- . Deliver medications to school director in original pharmacy-labeled containers.
- . Collaborate with the school director and school nurse to develop an Allergy Action Plan and/or Individualized Health Care Plan.
- . When possible meet with your child's team to review your child's plan. Participate in training and education in the classroom.
- . Educate your child in age appropriate self-management awareness of his/her allergy and/or medical condition, safe and unsafe actions, items, and/or food strategies for avoiding allergen, symptoms of an allergic/medical reaction, how and when to tell an adult that a medical or allergic reaction is starting, and how to read food and other types of labels that may directly relate to your child's medical concern.
- . Provide a photo of the child when appropriate.
- . Provide the school with safe snacks to be used when necessary.
- . Provide updated emergency contact information.

### **Medication Administration**

1. All medication must be transported to and from school by parent/guardian or other responsible adult and delivered directly to the director or designated person.
2. Prescription medication must be in its original pharmacy container, clearly labeled with the student's name, medication name, dose, and frequency of dispensation.
3. Both the physician's order for prescription medication and written parental consent for the school to dispense any medication must accompany the medication. No medication can be dispensed without both these forms in place.
4. Over-the-counter medications, including herbal, homeopathic products and cough drops, must also be in their original container and must clearly be labeled with the student's name, dose, and frequency of dispensation. Written physician and parental permission are required.
5. For prescription medications, the director shall ensure that there is a proper medication order from a licensed prescriber, which is renewed as necessary. Whenever possible, the medication shall be obtained; administration plans shall be developed before the beginning of the school year.
6. Students may not carry medication on their person. Examples of exceptions may be EpiPens. In this instance, an administration plan shall be developed prior to implementation and must have an approval from the director.
7. Any medication given by the center is given with the discretion of the director and with completed paperwork.

### **Hand Washing**

We strongly believe high-quality hand washing is important to maintain good health for our children and staff. We wash hands:

- \*Before all meals & snacks.
- \*After toileting.
- \*After sneezing, coughing or wiping a runny nose.
- \*After playing outdoors.
- \*Before and after playing in the water table, sandbox, or playdough table.

### **Center Cleaning**

- All toys are washed and disinfected as needed.
- Toilets and sinks are cleaned and disinfected daily and more, if needed.
- Tables are disinfected before and after every meal.
- Cots are disinfected weekly.
- Floors are swept, mopped and vacuumed daily.

## Planning for School

### What to Bring to School:

- Outdoor clothing
- Backpack
- Blanket & Lovey for Resting
- Extra Clothing (see list below)
- Lunch for Full Day of Care (Please pack hot meals in a thermos and provide icepacks for food that requires refrigeration.) We do not heat meals in the microwave and the Infant/Toddler Rooms do not have refrigerators.
- Water bottle or Sippy cup

### Additional Clothing:

- Each child should have a few changes of clothing to keep in their cubby in case of accidents.
- Children need to wear clothing that is comfortable & appropriate for play. It should be easy to take on & off so children can be as independent as possible.
- During cold weather, each child needs to bring: snow pants, mittens, scarves, hats & boots for protection against the cold.
- Since many clothing items look the same, please make sure to clearly mark (in permanent marker) your child's name on all items, including boots.
- We use paint & other art medium to experience messy activities. Even with smocks, the children still may get dirty. Please send them in clothes you do not mind them getting soiled.
- When it is necessary to change the child's clothing, the soiled clothing will be placed in a plastic bag to be sent home at the end of the day. Please remember to send in another set of clothes for the next day.
- Please send your child in shoes or sneakers that are safe to climb in: have closed toes, secure grips, are not slippery, or hard to run/play in such as flip flops, sandals, etc. The surface covering gets caught in their footwear & little toes, making it impossible to run on the playground.

### Please send in the following items to school:

- Diapers and Diaper Cream
- Wipes.
- Underwear
- Socks
- Pants
- Shirts
- Blanket

### Toys from Home:

We ask that children's toys stay at home. Favorite toys are hard to share and manage & we would not want special items to get lost or destroyed.

### *Saying Goodbye—The 4 B's*

Saying goodbye to your child can be difficult. Usually, it is a lot harder on the parent than it is on the child. The following are some tips that may help ease this time:

- Be aware of your own feelings. Try not to pass your anxieties on to your child.
- Be matter-of-fact when talking to your child, "Goodbye, I am leaving now. I will be back to get you. I always come back."
- Be specific. Young children have a vague & hazy sense of time. "I will see you after you eat snack" or "after you wake up from your nap" will be better understood than, "I'll be back soon."
- Be there. If you are going to be late or if someone else is picking up your child, be sure to let them know. When there is a change of plans, let the Teachers know so they will prepare your child.

It is a typical response for a child to cry when dropping them off or picking them up. However, you can go through your day knowing that warm, caring Teachers & staff are caring for your child. You are welcomed to call or email at any time to check on your child and set your mind at ease.

### *More about our Curriculum*

Your child will participate in a well-planned and stimulating environment. The Teachers follow Developmentally Appropriate Practices for teaching and planning curriculum. This includes opportunities for creative art, math, music, science, nutrition, language arts, dramatic play, cognitive development, large & small muscle development, outdoor explorations and play. The developmentally appropriate activities are based on the children's individual goals and interests.

Teachers develop lessons based on the interest and needs of the children. Every child is monitored for progress in the areas of physical, social, emotional, cognitive, and language development.

We strive to present activities that are multicultural, gender fair, and ability sensitive. Since we are a laboratory placement for the Early Education & Care students, our curriculum reflects Best Educational Practices to enrich their classroom experiences, as well.

### *Outdoor Play*

Outdoor play is a special part of the child's day at The Children's Center. Fresh air and exercise are important to the total health of your child and to our curriculum. We have our own playground and the children go outside every day when the temperature and wind-chill are not too severe. We follow the weather guidelines outlined by the Department of Early Ed and Care when determining safe outdoor weather conditions.

### *Rest Time*

A quiet rest time occurs daily after lunch. Although children are not required to sleep, each child will lie down and rest quietly. Any child still awake may read or play various quiet activities offered. Each child will be provided with a crib or nap mat. Parents provide sheets and blankets. A favorite stuffed animal may be brought from home to use during this time. Relaxing music, stories on tape, poetry, etc. will also be used during this special time. EEC requires 45 minutes of rest, where if a child falls asleep they require it.

### *Behavior Guidance*

We find behavior guidance issues arise infrequently when the children are actively involved with other children, our staff, and the curriculum they present. Daily activities are designed to be developmentally appropriate for the age of the children served at the Center. However, conflicts are inevitable and are handled in an empathetic way, to allow social skill building opportunities. We call these times "teachable moments."

Preferred behavior guidance techniques include setting clear limits, modeling acceptable behavior, structuring the environment to maximize positive behavior, planning enough activities, giving choices, teaching the use of acceptable alternatives, anticipating issues, redirection, and the use of logical consequences. Children may need to be separated from the group temporarily if these methods have not been effective and the child's behavior threatens the well-being of others in the group.

When difficult behavior arises, the staff is available to discuss options and provide parents with options for supportive services. The team will work to develop a plan for interventions and provide the child with the support they need to be successful and remain in the program.

## *Meals & Snacks*

We are a NUT free center. This includes tree nuts, peanuts, and coconut.

We ask you to provide lunch and TWO snacks for your child.

We do not heat meals in the microwave. Please send hot food in a thermos. The preschool and toddler rooms do not have refrigerator space, please send your child with ice packs in their lunch box if it needs to stay cold.

If the child requires a special diet, it is essential parents/guardians notify the Center. Depending on the situation, a note from the child's medical provider may be required or a special written plan developed. The Center will try to accommodate the dietary needs however, we reserve the right to request alterations if the program is not able to support those requests.

## *Treats for Birthday Celebrations*

Your child's birthday is a special event and we like to make the child feel special. If you would like to send a treat that day, please check with the Teachers regarding food allergies of other children at the Center.

## *Parent Involvement & Communication*

The Children's Center encourages parents to become involved in our Center. We understand the demands on families today, but you can be involved in many ways:

- \*We have an "open-door" policy. Parents should feel free to stop by or visit whenever they like. We welcome it!
- \* Showing interest in your child's activities.
- \* Reading newsletters & taking time to discuss your child's day with his/her Teacher.
- \* Sharing hobbies, skills, and careers with the children.
- \* Talking with your child about their day.

Regular Communication between parents & staff occurs in many ways:

- \*Daily BrightWheel reports for the Infant and Toddler Room. All classrooms do a Weekly Recap on Friday. These messages update parents on the week and upcoming events.
- \* The Preschool classroom teachers prepare a monthly newsletter updating parents on classroom curriculum, activities and pictures.
- \*Parent Newsletters. Children's Center send out Bi-Weekly Update to keep families up to date on the activities, news, reminders, and upcoming special events.
- \*We encourage you to discuss significant events or situations which may affect your child with teachers as they arise. Teachers are available as needed for meetings outside of the classroom as needed.
- \*We encourage constant communication but would respectfully ask you not to contact any staff outside the listed methods regarding your child. All communication should be tracked for the safety of all.

## Family Input

We are continually working to improve our program. We encourage all parents to discuss all concerns and bring all questions and comments to the attention for the Program Director. We are available to meet with all families at times that are convenient for them.

### **The Children's Center at AHS Pandemic Policies and Guidance for Parents (Updated 11/12/2021)**

#### **Lunch/Snack Time**

Please send it TWO snacks for your child (mark them SNACK) so the teachers know what to offer them. Do not send lunches that need to be heated or refrigerated. Please make sure lunches come in containers they can be eaten from. We will not transfer food to plates. Hot food may be placed in thermos, we will not heat food. All lunch boxes will be stored in their totes until lunch time. Make sure to place an ice pack in lunchboxes if needed. Masks are not worn during mealtimes.

#### **Nap/Rest Time:**

Children will nap 3 Feet apart and placed in head to toe fashion throughout the classroom. If space allows, we will separate the children 6 Feet apart. Masks are not worn during rest time. Bedding will be removed each day and stored in their totes. Bedding will be sent home each week for proper cleaning. All totes will be sent home on vacation weeks to have all contents cleaned and disinfected.

#### **Masks:**

Masks will be encouraged but will not be mandatory for all children between the ages of 2-4. Masks are mandatory for all children 5 years and older. All staff members are required to wear masks except when eating or drinking.

#### **Outdoor Time:**

We will be outside each day. Please be sure to stock your child's tote with clothing and gear to fit all weather types. Being outside is the best possible option for the children and staff. The high touch surfaces will be disinfected daily.

#### **Sickness/Illness:**

Our illness and medication policies will remain intact, however, there are a few updated items and guidelines we will need to know and be familiar with as we begin care.

### **Regular Screening:**

1. Staff will actively monitor children throughout the day for symptoms of any kind: including fever, cough, shortness of breath, diarrhea, nausea, and vomiting.
2. If a child appears to have severe symptoms, emergency services will be called immediately and informed the patient is exhibiting symptoms of COVID-19.

### **Isolation and Discharge of Sick Children:**

#### **Isolation:**

1. While waiting for pick-up children will be isolate and supervised. Teachers will wear proper PPE while supervising the child, including gloves and face masks or coverings. The space will be properly ventilated.
2. Emergency numbers and Contact number for the Health Department and our Health Care Consultant will be posted in all classrooms and office area.
3. Masks will be available for the sick to wear until they leave the program is they don't already have one.

### **If a Child Contracts COVID-19:**

1. Confirmed, Symptomatic, or Presumed COVID-10 cases may not be allowed to return until they have met the criteria for discontinuing home isolation recommendations by the CDC and have consulted a health care provider.
2. Asymptomatic positive test individuals may discontinue home isolation when at least 10 days have passed from the date of the positive test, as long as they remain asymptomatic.

### **Notifying Required Parties:**

1. Staff and families will be notified via email about exposure by Miss Kate.
2. Miss Kate will notify all necessary organizations if a child/staff member are positive and follow the guidelines set forth to follow.
3. Miss Kate will identify what procedures are being required for disinfecting space and she will inform staff and children of the measures and time, if any required for class/center closure.