

Cranberry Crossing Early Education Center
Parent Handbook

Revised on May 26,2014

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The staff at Cranberry Crossing EEC values each child as an individual and hopes to guide them while observing the passage through the most wondrous time of life: Childhood.

We offer the children materials to create; we share their exploration of those materials and praise their accomplishments. We probe the environment to introduce it's wonders to the children and to facilitate their discovery of the world around them. We believe that children learn through play and play experiences.

We service families by caring for their children, communicating in areas of daily observation, assisting in childcare rearing issues, and presenting information and guest speakers pertinent to these issues. We believe that our childcare center is an extension of the home and will in no way attempt to be a substitute or be in competition with the home. The cooperative experience will set the stage between the child's education, interest, and your home environment.

It is our belief that children who are introduced to many new experiences and are encouraged to explore as individuals will learn and therefore have an increased desire to learn. We believe children should do their own work and gain praise for their individual accomplishments. In this sense, we feel they will develop a positive image of themselves and their accomplishments. We further believe, that by sharing our philosophy of nurturing, educating, and enhancing a child's self esteem at an early age, that the children will grow towards being well adjusted and have the self confidence necessary to succeed in life.

Goals and Objectives

The program is designed

1. To provide emotional growth in children
2. To provide a warm and sensitive environment for children to work and play
3. To encourage curiosity and motivation
4. To promote social growth
5. To instill a sense of caring and responsibility for others
6. To recognize group needs vs. individual needs and differences
7. To promote intellectual growth by providing a learning experience.

Children and Families Served

Cranberry Crossing EEC welcomes all children from 1 month to age 8 years old. We accept children regardless of race, religion, cultural heritage, political beliefs, national origin, parental marital status, sexual orientation or disability.

We accept children who are not toilet trained and will help families with this process.

We provide families with high quality full time and part time education and care. We do this in our center which houses and infant class, and younger and an older toddler class, a preschool class, a pre-kindergarten class, before and after school care and also private kindergarten.

We are proud to be licensed by the Massachusetts Department of Early Education and Care. As a licensing agent EEC licenses this center after assessing us in a number of areas. Our licensor is Renee Desrosiers and she can be reached at 508-967-3424. Her office is located at 1 Washington Street, Suite 20, Taunton, Mass. 02780. Ms. Desrosiers can answer any questions you might have and can give you information regarding the compliance history of Cranberry Crossing EEC.

Our organizational chart is at the back of this packet and will tell you who is responsible for administrative supervision of the program at all times.

Hours of Operation

We are a full service daycare center that operates 52 weeks a year in a climate controlled and security safe building. We are open daily from 6:30 AM to 6:00 PM.

A fee of \$10.00 per quarter hour for the first 15 minutes (or part there of) will be assessed for late pick ups and the fee will be \$1.00 per minute after that until pick up occurs.

Three late pick ups in a month may result in termination. Please understand that this fee can also be assessed for hours you are not contracted for and not just at closing. You are required to abide by the contracted hours you request.

No child can be left unless there are two staff present. We also need to pay two staff at the end of the day to stay with children.

We are closed several major holidays and the listing of those holidays is at the end of this packet.

Program Fees

Cranberry Crossing depends on the timely payment of tuitions to be able to employ our staff and meet our financial obligations. You will be asked to sign a tuition agreement yearly. This will protect your rate for a year and allow us to budget our income for the year. We also want to be sure you understand our policies so we ask that you read the contract, sign, and return it.

A list of our fees is at the back of this packet. On certain occasions we may ask for a small donation or a small amount of money to provide the children with special activities. If there is ever a time that you feel a fee poses a burden, please let us know.

Parental Visitation and Communication

Parents are one of our greatest resources and we welcome you to visit the center often. Your child would love a visit at lunchtime or as their show and tell. Please feel free to drop by anytime unannounced or check with your child's teacher if you would like to volunteer in the classroom.

Although we encourage your visit and we do have an open door policy, please understand that your child's teacher's primary responsibility is the class they are teaching and they might not be able to devote a lot of time to you. We would love to make time and have a substitute teach the class if you call ahead.

We have a security system at Cranberry Crossing that gives us peace of mind that unwanted visitors can not have access to the building. To this end please understand that if you would like to visit unannounced and do not have your key fob, you must knock at the door for entrance.

We are very lucky to be able to see many parents on a day-to-day basis. For those parents we cannot see we offer you the opportunity to call directly to speak to your child's teacher. The infant room has a phone so that you can speak to the teachers in class as often as you would like. For the rest of the center we ask that you call between 1-2:30 while the classes are resting.

We send home daily sheets that tell you about your child's activities when they are in the infant and toddler 1 rooms. All other rooms do their communication via their classroom bulletin boards, emails, and newsletters. Our center also has a monthly newsletter.

If you cannot call, you can reach us at cceec1@Comcast.net. The emails are checked periodically throughout the day. Please drop us a note if you have a question, comment, complaint or suggestion. We are only here to be of service to you and we want to do our best.

We send home a questionnaire yearly and ask you to be honest and helpful to make our center strong. We welcome families whose first language is not English. We will do anything we can to assist in communication with you.

Enrollment

We are proud of our center and invite families to visit the center while you are making this most important decision. We have an Open door Policy but ask that you call when you are on your way so that we can be waiting at the door to let you in as we are a security safe center.

At Cranberry Crossing we hope to have a long and happy relationship with the families we serve. We want you to share with us your needs, interests, and important facts about your child/children. If your child is getting services from other providers, we want to be able to share with them common goals, plans, and needs of the children to be able to support the family and the child.

We will discuss with you the developmental history of your child and ask you to update it yearly to assure the proper placement of all children.

After you have made your decision to be a part of the Cranberry Crossing family, we ask that you come into the center for an short orientation with the director and your child will have some time in the classroom.

Evaluations and Records

As an educational center we strive to assist in this brain building time of growth. We observe, document and challenge your child daily. We record what we see and write progress reports at different intervals. For our infants we write progress reports every 3 months. For the older children we write reports every 6 months. We also write progress reports every 3 months for those children with special challenges and those on IEPs. You may request a parent/teacher conference at any time. We have a formal meeting in Feb/March. Progress reports are copied and each family gets a copy and the other copy is put in the child's file so that we can plan ways to help them progress.

If the staff have some concerns about your child's social, mental health, educational and medical services, including but not limited to dental check-up, vision or hearing screening for each child, they will bring their concerns to the director. If those concerns are founded, we will call a meeting with the family to discuss them.

If at that meeting it is decided that extra services are needed the parents will fill out permission for the director to seek professional services for the child. The director will assist the parents with the necessary resources for the public school Special Education Program director for their particular town. If your child is younger than two years nine months we will contact the closest Early Intervention program for your hometown.

Your child's file contains all of the information that you fill out upon registration. Many of the pieces of information must be updated yearly. You may request copies of paperwork if needed and are required to keep items current. We will send out reminders when paperwork/physicals needs to be updated. You have the right to amend or update your child's records at any time. If the change is unreasonable or without explanation, the center may take a week to decide if will be allowable. All information is strictly confidential.

Child Guidance

All staff must provide guidance to children in a positive and consistent manner based on an understanding of each child as an individual and their development by:

1. Encouraging self control and using positive and consistent child guidance techniques such as recognizing and enforcing appropriate behaviors, having reasonable and positive expectations, redirecting and setting clear limits.
2. Helping children to communicate and learn social, communicative, and emotional self control to help them in place of challenging behaviors.
3. Modify activities, environment, other teaching strategies, and providing positive peer and adult models to encourage appropriate behavior.
4. The teacher will intervene quickly when children are in physical danger and help them to develop more acceptable resolution skills.
5. The teacher will allow the children to participate in setting classroom rules and procedures and explain the need for these rules.
6. Staff will share behavior management techniques and attend staff meetings and training when offered on this topic. Staff will share behavior plans with other staff to promote consistency.
7. Staff will communicate with children in an effective and positive manner. By modeling proper language and praising children for using communication as a tool for resolution, teachers set a calm tone for the classroom.
8. Child guidance will be used as a tool to keep children safe and show respect for each other and the equipment at the center.
9. Child guidance will be in a manner consistent with a child's development. 4

The following practices are prohibited and may be grounds for termination or suspension of a staff

member.

- 1.Spanking or corporal punishment of children.
- 2.Subjecting children to cruel or severe punishment, such as humiliation, verbal, or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted on any manner of the body, shaking, threats or derogatory remarks.
- 3.Depriving children of meals or snacks; force feeding a child or otherwise making them eat against their will or in any way using food as a consequence.
- 4.Disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothes or on the toilet, or using any other means for toilet training.
- 5.Confining a child to a swing, high chair, crib, portable crib or any other place for an extended period of time in lieu of supervision.
- 6.Excessive time out. Time out should not exceed one minute for each year of the child's age and must take place in the child's teacher's view.

Plan To Avoid Termination and Suspension

It is the goal of Cranberry Crossing to aid and assist families in order to keep them enrolled at the center for the full time that parent's need our services. Unfortunately, sometimes, situations may develop that may cause termination or suspension of a child.

If a children presents challenging behaviors that put other children and staff at risk, the teachers in the classroom will make observations to pinpoint the times of day, the children involved and the actual behaviors exhibited. A meeting will be set up to discuss these findings with the parents. We will look to see if the parents can enlighten us as to the ways they cope at home and we will try draw up a behavior plan for use at the center and at home. If we are not able to come up with a plan or if the plan does not work after a considerable amount a time, we will meet again and offer referral services to get expert opinions for evaluation, diagnostic or therapeutic services. We will then put that plan into effect. We welcome opportunities for staff training to assist in working with all children. We will seek to draw up a plan for home/school. If all these efforts fail we will work to find a placement for the child to work towards his success.

Suspension and/or termination can also occur for the following reasons

1. Breaking the tuition contract
2. After exhausting all methods, we are unable to meet the developmental, physical, and/or emotional needs of the child.
3. The child or parents grossly disobey rules or regulations at the center.
4. Physical, emotional and/or sexual abuse occurs to the other children and/or staff.
5. Behavioral circumstances caused by a parent or child, which is detrimental to the staff or other children.

To avoid suspension or termination, the following steps will be taken:

A discussion will be held with the teacher, parents, and director to discuss solutions

A written report of the meeting will be sent to all parties stating the problem

and possible solutions and referrals for assistance.

If the solutions have not been successful after a reasonable period of time, termination/suspension may occur.

Cranberry Crossing EEC will look for alternative care options and present them to the family.

If suspension or termination will occur, parents will receive written documentation of the reason for suspension/termination.

The final decision is the discretion of the management.

Be assured that during this process the child will be warmly welcome and cared for everyday.

Plan for Referral

Certification as teachers, yearly trainings, and experience with children allows staff to identify children who are in need of more help than we can provide. If staff see some issues that they would like to address, they will make formal observations to pinpoint their concerns. Teachers will address their concerns to the director and will ask for a parent/teacher conference to discuss the issues they have observed.

Topics that may be addressed are the specific behaviors, the times they occur or patterns of behaviors, times of day that may be more prevalent or certain children or staff who are catalysts. We will look to parents for successful ways that they issues are handled at home.

There are times that we may refer you to an outside source for identifying our concerns and drawing up a plan to lead to success for the child.

We use the tool Family Ties very successfully to find a resource that will be affordable, and close to home. Each town also has an Early Intervention program that we will help you to contact for resources.

We welcome children who are working with other agencies for any of number of disabilities. We ask that you bring these plans with you at the first meeting we have so we can place your child within the best classroom setting. We ask for permission, which you can refuse, to be able to have an open communication with any specialists to allow us to make their time at Cranberry Crossing EEC productive. We do need any IEP'S to be on file at the center.

We welcome your questions at anytime if you feel that your child is showing behaviors that cause you concern.

Mandated Reporters of Abuse and Neglect

Any forms of abuse or neglect are strictly prohibited at Cranberry Crossing EEC. It is our job as educators to protect the children we care for from any form of physical or emotional neglect and/or abuse.

All staff at Cranberry Crossing EEC are mandated by the State of Massachusetts to report suspected abuse and neglect to the Department of Children and Families and the Department of Early Education (only if the allegations involve a child in our care). This report would state reasons that we feel that the child may be subject to serious injury resulting in physical or emotional abuse, including but not limited to sexual abuse or from neglect resulting in malnutrition, no matter where or by whom the abuse is inflicted.

All staff are required before employment is offered to have several background checks completed. If a staff is cleared and hired and shall then be found responsible of an accusation of abuse and neglect by admission, conviction or is felt to be reasonably at fault by EEC investigation, they will be

dismissed.

Parents will be notified of allegations of abuse and neglect involving their child while in the care of the program.

Plan for Medication Administration

All staff are trained annually to administer medication to any child.

All medications must be provided by the parent in it's original clearly labeled container with the child's first and last name. Each medication is put into a Ziploc bag and labeled with the child's name and date. The infant medications are located in the locked closet in the infant room. The toddler 1 and 2 class as well as the Preschool class have their medication on top of the Refrigerator, out of children's reach and the Pre-kindergarten and School Age medications are on the top of the upstairs refrigerator, out of the children's reach.

All medications requiring refrigeration are located in that classroom's closest refrigerator.

All Prescription medications will be returned to parents nightly. You may ask the pharmacist to divide the prescription into two labeled bottles so one can stay here and one at home to assure that it does not accidentally get left here.

All Non-prescription medication will be returned to the parent when the authorization for medication order is expired.

All expired medications and over-the-counter medications will be returned to you if they are expired.

Prescription Medications

All medications must come to the director or administrative assistant in it's original container which is label with the name of the medication, name of the child,the dosage, the number of times per day and/or hours to dispense, and the number of days to dispense.

Parents must fill out a Medication Consent Form and sign the form. This form documents those things mentioned above.

When we dispense the medication we document the time, date, name of the medication, dose, route, (oral, injection,etc), the staff member's signature, if a dose was missed (maybe due to the child's absence), and if the child refused to take the medication. We check the label three times every time we dispense.

Please note that we will not dispense the first dose except under extraordinary circumstances and only with parental permission.

Non-prescription Medications

Non-prescription, non-topical medication will be given to children at the center under the following conditions.

Your physician must submit a medication form for non-prescription medication form that lists your child's name, date of birth, name of medication, dosage, criteria for dispensing.

You must bring in the medication which will be put in a Ziploc bag and will be labeled with your child's name, date and also the expiration date.

You will also fill out a Medication Consent form.

We will make every effort to contact you before we dispense any medications. It is your responsibility to tell us in the morning if the child has had any medication before coming in. Topical ointments and sprays such as petroleum jelly, sunscreen, and diaper cream will be administered with written permission from the parent.

Mosquitoes can spread viruses that can cause serious disease. The Public health Fact Sheet on Mosquito Repellents is located at the end of this handbook.

Management of Infectious diseases

Exclusion of Children Due to Serious Illness

Cranberry Crossing EEC, with the assistance of our health care consultant has created the following policy to help you determine whether your child should attend daycare or not as well as when your child may return to daycare.

Your child should stay home or will be sent home from daycare if any of the following conditions occur

1. Diarrhea
2. Discharge from the eyes (Conjunctivitis)
3. Fever higher than 101 degrees
4. Vomiting
5. Sore throat with spots on the tongue throat
6. Unexplained rash, which may be contagious or indicate a Strep infection
7. Any illness that prevents your child from being a part of the group and requires one-to-one attention.

In order to return to daycare, the child must be free of the above for 24 hours or had 1 full day of medication and is not contagious.

If your child becomes mildly ill during the day, we may call you to give you a heads up that something is brewing. It is hard to pick up your child with an earache at 6:0 and get Dr.'s appointment so we will call you to let you know that he/she can remain here but you might want to have him/her checked. If your child is ill at Cranberry Crossing we will call you to pick your child up. We realize that it is hard to leave work and if you cannot you would need to find someone to pick your child up and let us know who that adult will be.

While your child is waiting to be picked up we will do everything possible to make him/her comfortable. If possible we will have them rest on a cot in a quiet place until someone arrives.

SIDS Reduction

Sudden Infant Death Syndrome is the leading cause of death for infants 1 month to 12 months old. All of the staff who work with infants at Cranberry Crossing EEC have taken EEC training in Infant Sleep Policy. All parents in the Infant class are given information on Safe Sleep and we add this to the end of our handbook.

Safe sleep practices that we follow include:

1. In accordance with safe sleeping for infants, Cranberry Crossing puts all infants to sleep on their backs. If a child rolls over on his own, they can remain on their stomachs and will be monitored at all times.
2. Infants sleep in an individual crib or portacrib with firm, properly fitted mattresses
3. All sheets are taut and secure
4. There are no blankets, stuffed animals or bumpers in the crib
5. Children are requested to have blanket sleepers for nap time. We only use receiving blankets and tuck the blanket under the child on three sides.
6. No infants or toddlers will be placed in the crib with a bottle.
7. Infants will be offered a pacifier at rest time but if they wake up, it will not be put back in their mouths.
8. Bibs will not be worn at rest.
9. Wedge or position sleepers will only be used with a Dr.'s note.
10. All children will use portacribs with mesh.
11. If we need to use the white metal crib, we know that it has slats that are no more than 2 3/8 inches apart.
12. Infants will be supervised while they sleep and will be visible to the staff in a lit room.
13. All crib certifications are on file in the office.
14. Swaddling may be done for infants only, birth to 4 weeks. Once an infant can move their body and limbs out of the swaddle, we will discontinue swaddling.

Transportation

1. Transportation – School Bus

Although Cranberry Crossing EEC does not provide transportation, we have children who come and go to the Special Needs Preschool and Kindergarten through Grade 3 via the Carver School system. At bus time in the morning the children are released and observed until they get onto the bus. The teacher they are with will check them out by the time the bus doors close.

Special Needs Preschool children are escorted onto the bus and are buckled in by a Cranberry Crossing staff person and they are signed out when that staff person comes back into the building. When children return from school they are watched for by a staff member who unbuckles the preschool child and walks them in or greets the school age children at the door. In both cases the children are walked into their classroom and the children's teacher will check them in with the time they walk into their room.

If a child is expected in the morning and/or afternoon and does not arrive at the center or get off the bus in the afternoon, a staff member will call the school to assure that they are in school or that they were in attendance for that day and not dismissed. We will then call the parents to assure that the child is with them or their designee. If the parents are not reachable we will continue to call every emergency number until we notify someone.

We will also call the transportation Director at 508-866-6210 to report the missing child and she will radio all the drivers.

Staff members periodically check on the behavior of the children with the bus driver and she reports to the staff if there is a problem.

2. Transportation – Parents

All parents must notify us when they register how their child will arrive and depart from Cranberry Crossing. This is done by a transportation sheet which is a registration requirement.

When a child arrives they must be brought into the classroom and checked in by their teacher who will sign in the time they arrives.

At pick up time the parent must come into the classroom/playground and the teacher will sign the child out.

Children are not allowed to leave the building alone.

Children are not allowed in cars with no driver present.

Children must be in a buckled car seat and staff will occasionally check cars to assure safety.

PLEASE TURN OFF YOUR CARS IN THE PARKING LOT, for safety sake.

3. Transportation – Illness or emergency

In the case of an emergency or severe illness the director or designee will 911 for an ambulance and will accompany the child with all their paperwork. The child's teacher will call the parents to inform them of the situation. The parents will sign the child out when possible at the hospital.

The plan for transportation for an emergency is attached to the end of this handbook along with other emergency information.

Nutrition

Many children are here for a full day and they are on the go all day long except for rest time. Because they are using so much energy, they need good nutrition to fuel their bodies.

For children who are here early in the morning and do not eat breakfast at home, you may bring breakfast items here and store them and we will feed your child breakfast. You may send in a gallon of milk a month or send in three dollars to assure that your child will have milk for their beverage or cereal. You can send in fruit or fruit juice daily.

We will provide snack in the morning and afternoon. The snacks we provide are posted in the kitchen.

We provide water throughout the day and ask you to send a labeled water bottle so your child can bring water to the playground.

A nourishing lunch is the key to a good day.

Juice, water or milk should be packed daily.

Children love leftovers and we will heat food items in the microwave. Our only requirement is that it takes too long to do Easy Mac and cheese. It takes four minutes and if we have 10 children bring it, we are cooking for 40 minutes.

Sandwiches are a good choice for lunch. Peanut butter, luncheon meats or cheeses are tasty, and don't forget rolled cheese and meats with no bread. Try Pizza!

Fresh vegetables and fruits are a great choice as a dessert.

It seems that when we ask, children love mac and cheese, chicken nuggets, and peanut butter and jelly.

At certain times we have to make a classroom Peanut Free. You will get a letter from your child's teacher if we need to do this and we have to strictly adhere to that policy. It is sometimes a matter of life and death.

We send home most of what the children do not eat so you can see how much they eat and what they chose not to eat.

A list of serving amounts for children of different ages is attached to the end of this packet.

Organizational Information

Cranberry Crossing is licensed through the Massachusetts Department of Early Education, located in the regional office at 1 Washington Street, Taunton, Massachusetts 02780. The DEEC licenses us every two years in many areas. The list of regulations is available for anyone at anytime. It is kept in the office on the bookshelf and any staff will get it for you.

Our licensor is Renee Desrosiers who can be reached at 508-967-3424. Ms. Desrosiers visits us to ensure that we are following our regulations and to support the center and it's staff. She can be reached to find out our history, to answer questions and to receive complaints.

Sean Pacheco is the licensee. Mr. Pacheco is responsible for the business demands of the center.

Lynne DeMeo is the on site director and is responsible for the day-to-day running of the center. She receives all questions, concerns, and complaints about the center and it's staff.

Christine Williams is our Administrative Assistant. She is in charge of the children's files and all medications.

Our infant/toddler team is lead by Lead Teacher, Faith Fitzgerald. Her team consists of Infant Teacher, Jessie Serven and Assistant Teachers Krystal Jeffrey and Emily Ellis.

Our toddler 1 staff includes Stephanie Mantia., Teacher.

Our toddler 2 class is lead by Maribel Britto.

Our preschool Lead Teacher is Lauren McDonald with Elizabeth Fitzgerald, Assistant Teacher.

Our Pre-kindergarten and School Age classes is lead by Lead Teacher Stacie Chisholm.

At any given time Lynne DeMeo and Stacie Chisholm are at the center and in charge of all aspects. If they are not in the office, they are in the center covering in the classroom. You may ask any staff member to direct you.

Evacuation

In the event of a fire or natural disaster, the children at Cranberry Crossing will exit the buildings via their primary or secondary egress with their teachers. If possible, they will cross the rear parking lot to the large tree. If this is not possible or favorable, the children and staff will enter 40 North Main Street, which will provide them with indoor shelter.

If this is an internal event the director/designee will call 911 on her cell phone while monitoring the exit of the children and staff.

If it is not safe for us to return to our building, the director will call for Carver school vans to transport us to the Carver elementary school.

Children will be counted and checked against the attendance sheet to assure everyone's safety.

Attendance will be taken on the van or in the host building. Attendance will be taken when we reach the host building and every child will be signed out by a designated pick-up person.

Our infant toddler emergency bag will include 7 diapers, wipes, hand sanitizer, a bottle of water, 1 bottle and 7 nipples, a 6 pack of stage one applesauce, a container of cheerios, a first aid kit, a trash bag, the emergency Card box, and their attendance, and a cell phone.

The toddler class emergency bag will have 5 diapers, wipes, hand sanitizer, 5 cups, a bottle of water, a sleeve of crackers, their emergency cards and their attendance and a cell phone.

The preschool class and pre-kindergarten/school age class will have water and cups, Kleenex, emergency cards, and their attendance and a cell phone.

In the event of a child having any Epi-pen, or for any child on medication, the director will take the medicine book and box for downstairs and the prekindergarten teacher will take the same items from upstairs and a cell phone.

If the administrative assistant is on the premises she will take the medication book

and medications for downstairs. The director will check the downstairs to be sure it is clear. The director will check the classroom to assure it's clearance.

As many staff as possible will bring their cell phones which will allow them to call parents if notifications are needed. All outgoing calls will be logged with the child's name and anticipated arrival times from parents or designers

In the case of an emergency at the Pilgrim Nuclear Power Station we are to follow all Civil Defense Procedures. Staff are trained yearly and a copy of the procedures are on file at Cranberry Crossing on the office bookshelf. On page 5 of the procedures I have added to the instructions under Site Area Emergency on item 1, that after we receive notification from the Superintendent's office regarding transfer;

“Notify EEC of transport at 508-828-5025. Log who you spoke to and the time.”

Upon registration all parents are given a map that shows them where our relocation site is at Bridgewater State University

Sheltering in Place

If Cranberry Crossing loses power, we also lose heat, toilets, and water. Staff will use their cell phone to notify parents. If we have no power for 1 hour, we will close.

Our smoke detectors work on batteries and will detect any smoke or fire. We have battery powered emergency lights and flashlights for light. Bottled water will be used for toileting. Children will eat peanut butter, crackers, dry cereal, and/ or from their lunch boxes. Hand sanitizer and disinfectant wipes will be used for hands and tables, toilets, and faucets. Paper plates and plastic forks and cups will be used for food storage.

The children's labeled bedding, changes of clothes, food items, diapers, powdered formula, etc are all on site and available, even if we are to be kept away from the windows as all are in the central part of the building and/or upstairs. A small amount of diapers and wipes are kept in the upstairs handicapped bathroom/storage closet, as well as food supplies.

Although tornadoes are not common in Massachusetts, we would all locate downstairs in the basement if needed. All items taken outdoors for a fire drill or an evacuation would be brought with us.

In the case of emergency at the Pilgrim Nuclear Power Station, we will follow the procedures they have in place.

1. All doors and windows will be locked
2. All children will be 3 feet from the windows
3. AC will be shut off
4. The Director will notify the superintendent of schools that the above have been implemented
5. We will follow directions from the Superintendent's office at the conclusion of sheltering.

Lock-Down Procedures

Cranberry Crossing is a secure building with its two main doors locked at all times. Parents need a key fob to enter and visitors must knock on the door. The upstairs classroom door that leads to the exit is also locked.

In the case of an intruder, the director or designee would be answering the door and if danger was present would yell, "Lock-down". The baby room assistant would call upstairs to tell the teacher on the second floor to lock-down.

While the director or designee was trying to dissuade the intruder, the three year old, Toddler 2 and Toddler 1 classes would quickly and quietly go to the rear stairway and go upstairs to Pre-k and enter. The teacher would lock that door. All children would go into the kitchen and sit quietly on the floor. Water and food are available without leaving the room and there is a phone in that room as well as the 1st Aid Box. The Pre-k teacher will cover the classroom door and move the cubby unit into the hallway.

The infants would go as quickly as possible to the office and lock the door and put down the shutter over the window. The lights would be turned off. One teacher will grab the emergency bag.

All classroom teachers will go with their classroom and if there is an extra staff,

they will help the infants shelter.

If the director is dissuading the intruder, the administrative assistant will call 911, if she is not here, the preschool teacher will call 911.

Staff will check their attendance when they move, when they are in the new location, and every 15 minutes after that.

Once the danger is past the director/ designess will email all parents that the danger is past and report anything that is child specific. After calming down the children, the staff will start calling the families from their classroom.

If there is danger while classes are outside, the toddlers will run indoors and put sheltering instructions into effect. Children in the outside playground will hide in the castle or if necessary run into the building and put sheltering in place procedures into effect.

In all events the director will notify EEC of any and all incidents, procedures, and outcomes.

Missing Child

If the director or designee is notified that a child is missing she will begin a search for the child. The search will begin within the child's classroom, adjacent classroom, hallways, bathrooms, other floor, and outdoors. When going outdoor, the director will call 911 for assistance.

All other classes will remain where they are whether indoors or outdoors, if possible.

Any extra staff will report to the director/designee to be assigned an area to search.

If the group is on a field trip, 911 will be called first. Extra staff and parents will assist in the search for the child.

The progeam will file a 51A report with DCF and EEC will be called when the group returns to the center.

Bomb Threat

In case of a bomb threat phone call, the staff member will immediately log the sex of the caller, approximate age of the caller, identifiable accent of the caller and answer the following questions:

Was there a phone number on caller ID and describe.

Was the location of the bomb given and describe.

Was a time of detonation given and describe.

Did the caller give a reason for the call and describe.

Was there any identifiable background noise and describe.

Immediately following the call the person who took the call will call 911 and report everything possible from the above list.

Children will be escorted from the building to 40 North Main Street while we wait for evacuation vehicles. All evacuation procedures will go into effect.

EEC will be notified.

PUBLIC HEALTH FACT SHEET

Mosquito Repellents

Massachusetts Department of Public Health (MDPH), 305 South Street, Jamaica Plain, MA 02130

What is a mosquito repellent?

A mosquito repellent is a substance put on skin, clothing, or other surfaces which discourages mosquitoes from landing or crawling on that surface.

Why should I use a mosquito repellent?

Mosquitoes can spread viruses that cause serious diseases. In Massachusetts, the diseases spread by mosquitoes are West Nile virus (WNV) and eastern equine encephalitis (EEE). Mosquito repellents can reduce your chances of being bitten by a mosquito and can reduce the risk that you will get one of these diseases.

When should I use a mosquito repellent?

Use a mosquito repellent when you are outside and exposed to mosquitoes. Mosquitoes are generally most active between dusk and dawn, though some types may also be out during the day. Mosquitoes usually start to become active during early or mid-spring and remain active until the first hard frost (when the ground freezes).



Did you know?

Every year from approximately late May until the first hard frost, mosquito samples are collected from various locations around the state and tested for WNV and EEE virus. Visit the MDPH website at www.mass.gov/dph/mosquito during the mosquito season to see where positive mosquito samples have been found.

Which repellent should I use?

Different repellents work against different bugs. It is important to look at the active ingredient on the product label. Repellents that contain **DEET** (N, N-diethyl-m-toluamide), **permethrin**, **IR3535** (3-[N-butyl-N-acetyl]-aminopropionic acid) or **picaridin** (KBR 3023) provide protection against mosquitoes. In addition, **oil of lemon eucalyptus** [p-menthane 3, 8-diol (PMD)] has been found to provide as much protection as low concentrations of DEET when tested against mosquitoes found in the United States.

DEET products should not be used on infants under 2 months of age. Children older than two months should use products with DEET concentrations of 30% or less. DEET products are available in formulations up to 100% DEET, so always read the product label to determine the percentage of DEET included. Products with DEET concentrations higher than 30% do not confer much additional protection, but do last longer. In a study that looked at how long different concentrations of DEET worked against mosquitoes, the results ranged from 1½ to 5 hours. However, the length of protection time will vary widely depending on temperature, perspiration, and water exposure.

DEET%: 4.75% 6.65% 20% 23.8%

Protection time in hours: 1 ½ 2 4 5

Permethrin products are intended for use on items such as clothing, shoes, bed nets and camping gear and should not be applied to skin. Apply the permethrin to your clothes before you put them on and follow the product's instructions.

Oil of lemon eucalyptus products should not be used on children under the age of three years.

Always Use Repellents Safely

Follow the instructions given on the product label. If you have questions after reading the label, such as how many hours does the product work for, or if and how often it should be reapplied, contact the manufacturer.

Don't use repellents under clothing.

Don't use repellents on cuts or irritated skin.

Don't use repellents near the mouth or eyes and use them sparingly around the ears. When using spray products, spray the product onto your hands first, and then apply it to your face.

Use just enough product to lightly cover exposed skin and/or clothing. Putting on a larger amount does not make the product work any better.

Don't let children handle the product. When using repellents on children, put some on your hands first, and then apply it to the child. Don't put repellents on a child's hands.

When you come inside, wash your skin and the clothes that had repellent on them.

If you develop a rash or other symptoms you think were caused by using a repellent, stop using the product, wash the affected area with soap and water, and contact your doctor or local poison control center. If you go to the doctor, bring the product with you to show him or her.

Do "natural" repellents work?

A number of plant-derived products are available for use as mosquito repellents, including oil of lemon eucalyptus and IR3535. Limited information is available regarding how well most of these products work and how safe they are. The information that is available shows that most of these products generally do not provide the same level or duration of protection as products like DEET or permethrin, except for oil of lemon eucalyptus and IR3535, which have been found to provide as much protection as low concentrations of DEET.

I'm concerned about using repellents on my infant. What else can I do to protect my infant from mosquitoes?

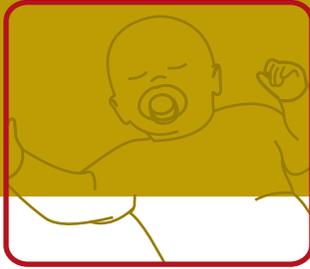
Mosquitoes are most active between dusk and dawn, so try to avoid outdoor activities with your infant during these times. When your infant is outside, use mosquito netting on baby carriages or playpens and consider going indoors if you notice a lot of mosquito activity.

Where can I get more information?

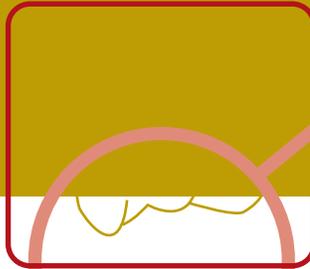
- The Massachusetts Department of Public Health (MDPH), Division of Epidemiology and Immunization at (617) 983-6800 or toll-free at (888) 658-2850, or on the MDPH Arbovirus website at www.mass.gov/dph/mosquito or your local board of health (listed in the telephone directory under local government).
- **Health effects of pesticides**, MDPH, Center for Environmental Health at 617-624-5757
- **Mosquito control in your city or town:** Mosquito control in Massachusetts is conducted through nine mosquito control districts. The State Reclamation and Mosquito Control Board (SRMCB) oversees all nine districts. Contact information for each district can be found online at www.mass.gov/agr/mosquito/districts.htm You may also contact the SRMCB within the Massachusetts Department of Agricultural Resources at 617-626-1777 or your local board of health.
- **Information on repellents** (such as choosing the right repellent, using repellents on children or pregnant women, or detailed toxicology information), National Pesticide Information Center (NPIC) toll free at 1-800-858-7378 or online at <http://npic.orst.edu/index.html>



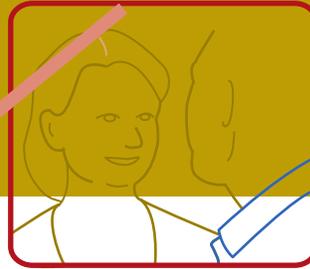
Keeping Sleep Time Safe Information for Parents



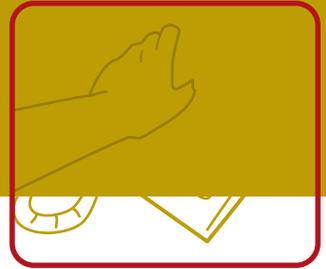
Always put a baby to sleep on his/her back.



Keep soft bedding & toys out of crib.



Talk about safe sleep with anyone caring for your child.



Call 911 in an emergency.



Did You Know?

- **Sudden Infant Death Syndrome (SIDS)** is the leading cause of death for infants 1 month to 12 months old.
- Every hour, one baby dies from SIDS.
- One in five SIDS deaths occurs when an infant is in the care of someone other than a parent.
- A baby is most at risk of SIDS:
 - Between 2-4 months old
 - In the first few weeks of a new child care arrangement
 - When they are used to sleeping on their back and then put to sleep on their tummies.
- You can reduce your baby's risk of SIDS by making sure that you and those who care for your baby are using safe sleep practices.
- When awake, a baby needs supervised time on his/her belly to encourage physical development.

Make Sleep Time a Safe Time

- ✓ **DO** put the baby to sleep on his/her back - always!
- ✓ **DO** put the baby to sleep in a crib.
- ✓ **DO** keep a sleeping baby where you can hear him/her.
- ✓ **DO** check on a sleeping baby frequently.
- ✗ **DON'T** put a baby to sleep in a bed, car seat, sofa or chair.
- ✗ **DON'T** place toys, bedding, pillows, and stuffed animals in the crib.
- ✗ **DON'T** let a baby overheat during sleep - keep room temperature between 68°-72°F.
- ✗ **DON'T** cover a baby's head or bundle a baby in heavy clothing.
- ✗ **DON'T** allow smoking around the baby - keep the baby's sleeping environment smoke-free.

Talk With Your Child Care Provider

- Talk about your baby's sleep patterns and habits.
- Ask to see where your child will be napping while in the provider's care.
- Ask what your provider will do in the case of an emergency and keep your contact information up to date.
- Make sure the caregiver's CPR and First Aid certification is current.

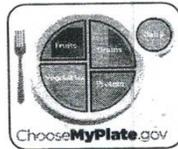
A safety message from the

MASSACHUSETTS
Department of
Early Childhood and Family Services

For more information visit our website
at <http://www.eec.state.ma.us/>

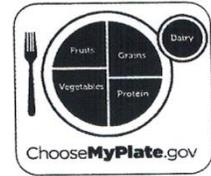
10 tips

Nutrition Education Series



the School Day just got Healthier

United States Department of Agriculture



Nearly 32 million children receive meals throughout the school day. These meals are based on nutrition standards from the U.S. Department of Agriculture. New nutrition standards for schools increase access to healthy food and encourage kids to make smart choices. Schools are working to make meals more nutritious, keep all students hunger-free, and help children maintain or reach a healthy weight.

1 healthier school meals for your children
Your children benefit from healthier meals that include more whole grains, fruits and vegetables, low-fat dairy products, lower sodium foods, and less saturated fat. Talk to your child about the changes in the meals served at school.

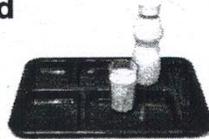
2 more fruits and vegetables every day
Kids have fruits and vegetables at school every day. A variety of vegetables are served throughout the week including red, orange, and dark-green vegetables.



3 more whole-grain foods
Half of all grains offered are whole-grain-rich foods such as whole-grain pasta, brown rice, and oatmeal. Some foods are made by replacing half the refined-grain (white) flour with whole-grain flour.



4 both low-fat milk (1%) and fat-free milk varieties are offered
Children get the same calcium and other nutrients, but with fewer calories and less saturated fat by drinking low-fat (1%) or fat-free milk. For children who can't drink milk due to allergies or lactose intolerance, schools can offer milk substitutes, such as calcium-fortified soy beverages.



5 less saturated fat and salt
A variety of foods are offered to reduce the salt and saturated fat in school meals. Main dishes may include beans, peas, nuts, tofu, or seafood as well as lean meats or poultry. Ingredients and foods contain less salt (sodium).



6 more water
Schools can provide water pitchers and cups on lunch tables, a water fountain, or a faucet that allows students to fill their own bottles or cups with drinking water. Water is available where meals are served.

7 new portion sizes
School meals meet children's calorie needs, based on their age. While some portions may be smaller, kids still get the nutrition they need to keep them growing and active.

8 stronger local wellness programs
New policies offer opportunities for parents and communities to create wellness programs that address local needs. Talk with your principal, teachers, school board, parent-teacher association, and others to create a strong wellness program in your community.

9 MyPlate can help kids make better food choices
Show children how to make healthy food choices at school by using MyPlate. Visit ChooseMyPlate.gov for tips and resources.



10 resources for parents
School meal programs can provide much of what children need for health and growth. But for many parents, buying healthy foods at home is a challenge. Learn more about healthy school meals and other nutrition assistance programs at www.fns.usda.gov.

Preference Given to Full Time Spaces

Infants: 3 day minimum - Full Day – Up To 10 Hours

3 Days	\$210.00
4 Days	\$252.00
5 Days	\$273.00

Toddlers: 3 day minimum - Full Day - Up To 10 Hours

3 Days	\$186.00
4 Days	\$224.00
5Days	\$258.00

Preschool – Pre-Kindergarten – Full Day - Up To 10 Hours

3 Days	\$170.00
4 Days	\$208.00
5 Days	\$243.00

Pre-kindergarten/Private Kindergarten

Both classes meet from 9-3 - days a week year round

Pre-kindergarten - \$38.00/day with a three day minimum

Kindergarten – private

\$200.00 per week – Before and after kindergarten care is available.

Kindergarten starts at 9 am and ends at 3 pm

School Age Care

Must be 5 days on and/or 5 days off the bus. You must meet the bus if your child does not attend for a specific day-to-day

Before school - \$10.00/day

After school is \$12.00/day

School half days are an additional \$15.00/day

No school day - \$50.00/ up to 10 hours or full week pre-kindergarten rates apply

10% discount for the older child/children if the children attend full time
Corporate discounts available

Vouchers accepted

Extended rates for children attending over 10 hours per day upon request

Late fees will be charged if hours are extended without contracts

Tuitions are due on Monday and Tuesday – late fees will be added if payments are late.

Please see Lynne if you have any questions or concerns