

# Arlington Recreation Kid Care

Kid Care Preschool Parent Handbook

## MISSION STATEMENT

Arlington Recreation is a self-sustaining division of the Town of Arlington, offers safe, quality, affordable programs and facilities for the citizens of the community of all ages and abilities.

Our staff of qualified professionals is dedicated to serving the community with excellence and pride.

License # 9030437

### **Statement of Purpose:**

Welcome to Arlington Recreation Kid Care Preschool. Our preschool childcare program has been organized to provide supervision for children ages 2.9-5 years. Licensed by the State of Massachusetts (EEC). Arlington Recreation Kid Care does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, and political beliefs, national origin, disability, marital status or sexual orientation. The Arlington Recreation Department administers the program.

### **Goals and Objectives:**

Arlington Recreation Kid Care Preschool will provide quality childcare for children 2.9-5 years of age. We are a play-based program that will support children's natural curiosity by creating an environment that encourages children's artistic, scientific, sensory, verbal and written expression. Children will construct knowledge and an understanding of their world by using open-ended materials, participating in hands-on activities and interacting with classmates and teachers. This developmental/play based approach celebrates individuality, self-expression and creativity while fostering relationships with other children. This is all done in a structured, safe, and welcoming environment.

### **Enrollment and Non-Discrimination Procedures:**

Registration for the Arlington Recreation Kid Care Preschool will be on a first come first serve basis. Children already enrolled will be given the opportunity to register early. Open registration will follow. The Arlington Recreation Kid Care Preschool is a program licensed by The Department of Early Education and Care. The Arlington Recreation Kid Care Preschool program does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability or marital status.

Enrollment is open to all children. The Arlington Recreation Department administers this program.

### Administration and Designation of Director

Arlington Recreation Kid Care Preschool will have a Business Manager/Director of Recreation, Program Director, Lead Teachers and/or Teachers and/or Assistant Teachers.

### Business Manager/Director of Arlington Recreation

Joe Connelly

### Program Director

Kim Grubb

### Lead Teacher

Lisa Hersey

### Lead Teacher

Cara Hecker

### Teacher

Emily Ohanesian

## POLICIES & PROCEDURES

### Hours of Operation:

Kid Care Preschool begins Sept 29 and runs through June 2020. We follow the Arlington Public school vacation schedule, as well as No School/delayed openings. The no school information is listed on all the local news channels and their websites. The Director will try to get an email out to families as soon as it is announced. The hours are 8:15-12:15 am, there will be staggered drop offs and pick up times given to families.

If a Parent/Guardian will be late picking up, please call or email the Director: 781-953-9005 or [kgrubb@town.arlington.ma.us](mailto:kgrubb@town.arlington.ma.us)

**Registration and Fees:**

Registration is done by phone (781-316-3880), on-line at [www.arlingtonrec.com](http://www.arlingtonrec.com) , or in person at the Arlington Recreation Dept. at 422 Summer St. After a registration form and all appropriate paperwork are completed the Kid Care Preschool director will send out important daily information. Payments and payment arrangements can be made through Arlington Recreation Department.

**The fees are:**

Cost Per Month: Full Year

\$161/month for 1 Day

\$316/month for 2 Days

\$455/month for 3 Days

\$594/month for 4 Days

\$726/month for 5 Days

Payments will be broken down into 9-monthly payments the first month's tuition is due when you register. Enrollment is accepted throughout the year as space allows.

**Daily Schedule:**

8:15 arrival/ free choice time

9:00 clean up/ circle time

9:45 snack/bathroom

10:15 story time/ music

10:30 small group time/ art activities

11:00 sports/games outdoor time

12:00 music/closing circle

12:15 pick up time

### **Activities:**

The preschool program will have designated areas such as dramatic play, sensory tables, large art area, manipulatives and games, science area, writing center and a large indoor space for gross motor activities. Also included are a yoga class, music/movement class, and a Spanish class one time each week.

### **Snack:**

Families will provide snacks and lunch for their children. ***No peanut butter or peanut butter/nut products will be allowed in the program. If your child brings in peanut/nut products in for snack the staff will replace it with a peanut/nut free snack.*** Every effort will be made to encourage the children to eat their snack/lunch. If your child has any allergies to certain foods, please notify the Program Director and fill out the appropriate medical forms during registration. The staff will take every precaution to keep the children safe from allergic reactions during snack and throughout the day. All staff and children must wash their hands before having a snack and leaving the bathroom.

### **Absences:**

In the event of absences families will notify Kid Care Preschool Director, Kim Grubb, @781-953-9005 or by email [Kgrubb@town.arlington.ma.us](mailto:Kgrubb@town.arlington.ma.us).

### **Arrival and Departure:**

All children will be dropped off and picked up by parents/guardians or adult authorized by the parent/guardian.

If someone other than the parent/guardian is picking up the child at dismissal, the parent/guardian must notify the Program Director in writing. This notice must specify the name of the adult who is authorized to pick up the child. The authorized adult must have photo identification.

## **Babysitting Policy**

Kid Care Preschool does not provide babysitting services outside of our normal operating hours. We understand that sometimes parents may ask preschool staff to babysit their children.

Kid Care Preschool is not responsible for any private arrangements or agreements that are made between the staff member and family. We have no control over the conduct of staff outside of their position of employment. Kid Care Preschool will not take responsibility for any health and safety issues, conduct, or any other claims arising from the staff member's private arrangements outside of Kid Care Preschool hours. The staff member will not be covered by Kid Care Preschool's insurance while babysitting as a private arrangement.

All staff are bound by confidentiality written in the staff handbook. Staff are not to discuss any issues regarding Kid Care Preschool, other staff members, parents or other children.

### **Records:**

All children's records will be kept confidential and the distribution of records is prohibited. Should a child's record be subpoenaed, the Program Director will inform the parent/guardian in writing and maintain a log to whom the information was released.

### **Research and Experimentation:**

There will not be any research and experimentation involving any children enrolled in the program. No observation of any kind will be performed without written consent from parent/guardian and Kid Care Preschool Director.

### **Custody, Visitation, Support, Care and Related Issues:**

Arlington Recreation recognizes that the parents or legal guardians of enrolled children may be subject to court orders, stipulations or other agreements, which govern custody, visitation, support, care and related issues. Arlington Recreation Kid Care Preschool at all times desires to promote the parent-child relationship, to nurture child development, to minimize potential conflicts and problems, and to promote an environment best suited for the provision of quality child care, enrichment and education. To promote these interests Arlington Recreation Kid Care Preschool has adopted the following policies:

Unless Arlington Recreation Kid Care Preschool is provided with a certified copy of an order from a court of competent jurisdiction, which expressly states otherwise, either natural or adoptive parent or legal guardian may visit the enrolled child or children on an unrestricted basis during the normal hours of operation during the day. It shall be the parent or legal guardian's responsibility to provide Arlington Recreation Kid Care Preschool with the certified copy of the order. In the event that the certified copy of the order expressly states that either a natural or adoptive parent or legal guardian shall not have any contact with the child or children, Arlington Recreation Kid Care Preschool shall first notify the local police department, and only then attempt to notify the custodial parent or legal guardian.

Unless otherwise notified, Arlington Recreation Kid Care Preschool shall assume that all natural or adoptive parents or legal guardians of the enrolled child or children shall have equal access to the records kept by Arlington Recreation Kid Care Preschool regarding the enrolled child or children, subject to state law governing disclosure of such records. In the event a parent seeks to have an administrator or staff member of Arlington Recreation Kid Care Preschool testify at deposition or in court, during normal business hours, a subpoena shall be required in accordance to state law. Neither administrators nor staff of Arlington Recreation Kid Care Preschool shall be permitted, during working hours,

to take time from their regular duties to provide testimony, affidavits, or otherwise act as witnesses on behalf of a natural or adoptive parent or legal guardian involving matters such as custody, care support, visitation or control of the enrolled child or children without service of a subpoena.

**Discipline/ Behavior Management Plan:**

In the Kid Care Preschool program, there will not be any timeouts for children. The staff will help the children develop conflict resolution skills through modeling and support. The teachers will use positive language with the children at all times. Children's feelings will be heard and acknowledged. Guidance will be fair and consistent and based on the understanding of each child's individual needs. If a problem arises, the staff will try to help the child/children that is having difficulty by giving the child/children an opportunity to verbalize his/her feelings. Children will then have an opportunity to work out solutions with each other, with teacher assistance and modeling. We work with the children to develop a sense of empathy as a part of the resolution. In the case of a continuous misbehavior, the child will be redirected to another area and have the child rejoin the area of difficulty later. In a group setting the disruptive child will be moved to a space that is less disruptive to the other children or a teacher will sit near the child in order to monitor the behavior. This is done in a way to minimize isolation and embarrassment. At no time will there ever be any use of severe punishment, humiliation or verbal abuse. No child will ever be denied food or any restrictions of their physical needs.

**Policy To Avoid Suspension and Termination:**

Kid Care Preschool's goal is to have children be happy, respectful and to be able to work toward developing independence, control and regulate their behaviors. When classroom management tools have been exhausted the director/teachers will provide an opportunity to meet with the parents to discuss the behaviors and to provide opportunities

and suggestions to avoid suspension or termination. Some of these suggestions will be a plan for the classroom, and referring the child for evaluation, diagnostic or therapeutic services. We will seek to find supportive services for the child/family as well as teacher training and consultations. The director, teachers and family will develop a plan for the child to be used at home and in the program. Kid Care Preschool will make all attempts to provide the necessary tools for the child to be successful in school. Parent should also make every attempt to work with Kid Care Preschool to ensure everything is being done to make their child's school experience successful.

### **Suspension and Termination:**

In some cases, where children have a pattern of behavior that is unsafe and disruptive continues despite all attempts by the teachers, the Director can exercise the right to suspend the child for a certain period of time to calm the situation down. The director and teacher will meet with the family to discuss the problem and to recommend other services that might be appropriate for the child. With the rare occasion that a child is asked to leave the program, the director and a teacher will meet with the family to discuss a plan for the termination.

### **Plan for Referral of Services:**

Arlington Kid Care Preschool is committed to making sure all the student's educational, social, motor and emotional needs are met. We strive to make sure we can provide the proper environment for children to learn and grow. At times children need some extra services that the school cannot provide alone. In these situations, teachers and the Director will discuss concerns about the need for additional supportive services or evaluations. Teachers will document observations of the child and the concerning behaviors. If it is felt that the child could benefit further evaluation to outside consultants or referrals to special services, a conference will be scheduled to discuss with the family. The

Director/teachers will outline the concerns and share the observations. Together the staff and family will make a plan to refer the child to the appropriate service. The Director will provide the family with a list of available resources in their community. The family can request that the school make the initial referral to a public school; however, the family will have to sign a consent form to begin the process. Kid Care Preschool will keep a record of all referrals and observations. Kid Care Preschool will work with the family to ensure plans are in place for the success of each child. If the child does qualify for outside services, Kid Care Preschool will work with the outside agencies and the family to provide the help the child needs to be successful in the classroom.

### **Children with Disabilities:**

Kid Care Preschool will accept children with disabilities only if the staff and facility can meet the needs of the child in question. The Program Director will meet with the parent/guardian prior to admitting the child to the program to determine whether the program will fit the needs of the child, parents and program.

### **Parent/Guardian-Staff Communication and Parent/Guardian Participation:**

It is very important to keep the lines of communication open between parent/guardian and staff. Please feel free to contact us if you have any questions or concerns. By having the parent/guardian and staff work together, we can create an environment that is a growing experience for all. Parents/Guardians are welcome to visit Kid Care Preschool any time during our hours of operation. Parents are welcome to make appointments with Director and Teachers at anytime. These meetings will be at the convenience of the parent/guardian and Kid Care Preschool Staff. Kid Care Preschool also communicates through

newsletters, Kid Care website ([www.arlingtonkidcare.com](http://www.arlingtonkidcare.com)) and Kid Care Preschool Facebook page.

### **GRIEVANCES:**

The best policy is a direct policy. If you are having a problem with a staff member, please inform him/her about the problem. If you are unable to resolve the problem with the staff person please notify the Kid Care Preschool Director immediately. We are here to serve you and your family in an educational and helpful environment. The Kid Care Preschool Director is responsible for the center's policies and procedures. If you have any concerns or comments, please discuss it with the Kid Care Preschool Director. Kid Care Preschool is always looking to new ideas and encourages parental/guardian input.

### **Prevention of Abuse and Neglect:**

Arlington Recreation Kid Care Preschool shall protect children from abuse and neglect while in the program's care and custody. The Department of Children and Families and The EEC requires the program to report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs or alcohol. Kid Care Preschool's policies for reporting abuse or neglect are:

All staff are mandated reporters and shall report suspected child abuse or neglect. The report shall be made either to the DCF pursuant to M.G.L. c. 119, ~ 51A, or to the licensee's Program Director, Director of designee.

The licensee's Program Director, Director or designee shall immediately report suspected abuse or neglect to the DCF, pursuant to M.G.L. c.119, ~51A.

The licensee's program Director, Director or designee shall notify the Office immediately after filing a 51A report, or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care for the program or during a program related activity.

The licensee shall cooperate in all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled in the program; providing consent of disclosure to the EEC of information from, and allowing the EEC to disclose information to, any person and /or agency the EEC may specify as necessary to the investigation of allegations and protection of children. Failure to cooperate may be grounds for suspension, revocation, or refusal to issue or renew a license.

### **Health:**

If a child has a known medical condition (allergies, asthma, diabetes, seizure disorder, etc.), please be sure that the staff is made aware at the outset of the program. This will allow for a quick response if a problem should occur during program hours. If medication needs to be dispersed or available on site, please make sure that the appropriate forms have been completed.

Any child who is sick should remain at home. No child should attend Kid Care Preschool with a fever, diarrhea, vomiting, or other complaints of illness until he or she is free of these symptoms for 24 hours, or has been on an antibiotic for 24 hours. A child with chicken pox must remain at home for seven days or until all sores are scabbed over.

If a child becomes sick during the program, Kid Care Preschool will call the parent/guardian or emergency contact to come and pick up the child promptly. The Kid Care Preschool Director will notify parents if any communicable diseases have been introduced into the center.

Medications will be dispensed only if they are in the original prescription container, together with specific instructions written on a medication form, and if the parent/guardian consent form has been signed. This must be given to the Program Director before any medication can be dispensed. Any leftover medication will be returned to parents or destroyed. The staff of Kid Care Preschool will administer routine first aid for minor scrapes and bruises. The staff is CPR certified and First Aid certified. In the event that a child should require

immediate emergency medical attention, the child will be taken to an available hospital by ambulance. Kid Care Preschool Director will contact the parent/guardian immediately. It is essential that the Kid Care Preschool staff have on file the Emergency Medical Authorization Form signed by the parent/guardian. Any injury requiring first aid attention will be documented in the child's file. Kid Care Preschool Director is responsible for maintaining a central injury log and informing EEC of serious injury, or inpatient hospitalization immediately.

First Aid supplies are located in every room. First aid bags must be taken at all times when leaving the building. Kid Care Preschool Director will maintain first aid equipment and ensure that it is adequately supplied.

### **Emergency Evacuation Plan**

Kid Care Preschool will conduct monthly evacuation drills. The evacuation routes will be placed at every exit. These procedures will be discussed with the children so that they may have a speedy, stress free, and safe drill.

### **Emergency Contingency Plan** **Evacuation**

Kid Care Preschool will perform a monthly evacuation drill.

The Evacuation routes will be posted at each exit.

In the event of a fire, natural disaster, or other situation requiring evacuation of the building, staff members will assemble all children in their class/group. Each teacher will be provided with a roster of children attending Kid Care Preschool. Attendance will be taken, name to face, to ensure all children are present. The first aid kit will be taken by the designated teacher. The Emergency site evacuation box will be taken by a designated teacher in the event of a complete site evacuation to an alternate location. All children will proceed out the primary egress, the front door on Massachusetts Ave. The Staff and

students will proceed up Massachusetts Ave. west towards Wyman Terrace, where they will assemble just beyond the corner of Wyman Terrace and Massachusetts Ave. Attendance will be taken, name to face, of each child to assure all are present. If the primary exit is impassable, the children will exit using the secondary egress path. Staff and children will exit out the back door to the alley behind the building. They will cross Wyman Terrace to meet just beyond the corner of Massachusetts Ave and Wyman Terrace. Attendance will be taken, name to face, to assure all are present. In the event the fire/police department is not on site, the Director will contact them by dialing 911 or 781-643-1212. In the event of a complete site evacuation, once attendance is taken, name to face, the children will walk up east on Massachusetts Ave. to the Hardy School located at 52 Lake St. Arlington Ma. Kid Care staff and children will meet in the music room. Attendance will be taken, name to face, upon arrival at the Hardy School. The Kid Care Preschool Director will email all the parents from a smart phone and staff will begin to call parents.

### **Sheltering in Place**

The Director of Kid Care Preschool will determine the need for Sheltering in Place. Kid Care Preschool will not operate during times of power outages, loss of heat and/or water. Families will be notified by phone and email informing them to pick up their child. Pick up will be required within a reasonable amount of time.

### **Lock Down Procedure**

Arlington Public Schools has adopted the ALICE safety protocol instead of lock down procedures. ALICE is considered “best practice” for schools and is being adopted throughout the United States. ALICE training is age appropriate and options-based. Staff has been trained with ALICE training.

**ALICE** stands for Alert, Lockdown, Inform, Counter and Evacuate.

**ALERT:** Alert system within the building. This is to inform as many people as possible and with as much detail as possible as to the danger.

**LOCKDOWN:** Follow usual lockdown procedure, fortify doors with tables, door stop, etc. to prevent someone from entering.

**INFORM:** As things progress try to give and gain as much information as possible.

**COUNTER:** Fight back. (This would not necessarily be an age appropriate option.)

**EVACUATE:** Leaving the building or area. This is an option instead of lockdown. Get far from the building. Our meeting location would be the Hardy School located at 52 Lake St. Arlington, Ma.

Attendance would be taken, face to name, and we inform Inspector Porciello or his designee of the Arlington Police Department, where Kid Care staff and students have gone in case of an evacuation.

**MISSING CHILD:**

If a child goes missing from the school or playground:

- Doors will be checked to see if there has been a breach of security enabling a child to wander out.
- The director will search the building and grounds thoroughly.
- Attendance will be checked to make sure no other child is also missing.
- The director will talk to staff and other children to establish what happened.
- If the child is not found within 5 minutes, the parent is contacted and the police are notified.

- If the child is found, the parent will be notified immediately of the incident.

Please return this page signed to the Kid Care Preschool Director.  
I have read and understand the policies of The Arlington Recreation Kid  
Care as stated in this handbook.

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Parent/Guardian Signature Date





Please return this page signed to the Kid Care Preschool Director.  
I have read and understand the policies of The Arlington Recreation Kid  
Care as stated in this handbook.

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Parent/Guardian Signature Date