



Parent Handbook

2023

*By contracting with Buds & Blossoms for day care, you are agreeing to abide by the policies
Described in this handbook.*

*Buds & Blossoms Early Education and Care Center
87 Tyler Street, Ground Floor, Boston, MA 02111
617-426-9492*

Extension Numbers:

Office 259

Rosebuds 257

Lotus Room 260

Tulip Room 261

Sunflower Room 262

Blossoms Room 263

A subsidiary of:

Asian American Civic Association, 87 Tyler Street, (5th Floor) Boston, MA 02111
<http://aaca-boston.org/> <http://aacabudsandblossoms.org/>

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AFFIRMATIVE ACTION STATEMENT

The Buds and Blossoms Early Education and Care Center is licensed to provide care for children from 2 months to 7 years old. Within these licensing constraints, the Buds and Blossoms Early Education and Care Center prohibits discrimination against any member, director, employee, applicant for employment, parent, or any other person because of race, color, religious creed, national origin, age, sex, sexual orientation, marital status, political status, or existence of handicap.

In fact Buds & Blossoms welcomes all families, including but not limited to families of diverse race, color, religious creed, national origin, age, sex, sexual orientation, marital status, political status, or existence of handicap!

BUDS AND BLOSSOMS EARLY EDUCATION AND CARE CENTER
ORGANIZATIONAL CHART

LICENSING AGENT:

MASSACHUSETTS DEPARTMENT OF EARLY EDUCATION AND CARE

PRESIDENT OF AACA BOARD OF DIRECTORS

AACA BOARD OF DIRECTORS

AUDITING FIRM

AACA EXECUTIVE DIRECTOR:

MARY CHIN

HEALTH CONSULTANT:

DR. LYNN KARLSON, CHAIR, DEPT. OF PED., TUFTS MEDICAL CENTER

BUDS AND BLOSSOMS STAFF

CENTER DIRECTOR:

Jeanne McKenna

DESIGNATED LEAD TEACHER:

Xiao Mei Chen

LEAD TEACHERS

TEACHERS

ASSISTANT TEACHERS

VOLUNTEER FOSTER CARE GRANDPARENTS (Are currently suspended until further notice)

STUDENT INTERNS

VOLUNTEERS

PHILOSOPHY

The Buds and Blossoms Early Education and Care Center (B&B) has been designed to serve the needs of working parents and their children. In our amazing facility with a safe and attractive environment and with our staff of child-care professionals, parents can have complete confidence that their children are getting the best possible care and education. Besides taking care of children while their parents work, our role is also to provide an environment where those children will develop emotional, social, physical and intellectual strengths to prepare them for the challenges of a rapidly changing world.

To this end, we work to enhance the children's own feelings of self-worth and provide them with an atmosphere where they can develop satisfying relationships with other children from a wide-range of socio-economic and ethnic groups. The children in our care are encouraged to be active learners and problem-solvers. Influenced by the philosophy of the Reggio Emilia approach, the fundamental principles of our center teaching approach are: (1) the child as protagonist; (2) the child as collaborator; (3) the child as communicator; (4) the environment as third teacher; (5) the teacher as partner, nurturer, and guide; (6) the teacher as researcher; (7) the documentation as communication; and (8) the parents as partners.

The children in our care are encouraged to express themselves with enthusiasm and spontaneity and to develop independent and out-going personalities. They welcome the challenge of trying new things and learning from risking mistakes. They develop skills to deal with conflict and change and learn how to set standards of behavior and performance, as well as to accept responsibility. The children in our care are encouraged to exercise their natural curiosity to explore the environment. They are provided with materials to creatively express their experiences, ideas and feelings. Through reading, talking, storytelling and make-believe, children have an opportunity to explore the many uses of language. We understand that at times children need to be alone or play quietly and we provide a place, as well as supervision for these quiet times.

Our Mandarin language immersion environment stimulates children's brain development shown to improve cognitive abilities as children mature. Mandarin is incorporated throughout the curriculum and environment at a 90% ratio. The children's home language is used when comforting children during times of stress; injury, separation anxiety, etc.

Because our staff has been carefully chosen for their warmth and ability to communicate, as well as for their professional skills, the children in our care are encouraged to develop trusting relationships with adults outside their immediate families. As part of our philosophy, we have adopted an anti-bias curriculum approach. The anti-bias approach to teaching provides opportunities and experiences in an effort to counter every day biases that children may develop as they grow in order to help them identify with other human beings and to develop a sensitivity, understanding and respect for those that may appear to be different.

Parents in our program are able to go to their jobs knowing that their children are being cared for in a setting that is safe and healthy, and where the goal is to help children early in their lives to become happy, peaceful, giving adults with much to contribute to society.

HOURS

The Buds & Blossoms Early Education and Care Center is open Monday through Friday from 8:00 a.m. to 6:00 p.m., when we close our doors. The hours of the Center will be evaluated on an annual basis. In the event that any adjustments in the hours of operation are required, parents will receive 30 days in advance notice. Pick-up past 6:00 pm will incur a late fee. *Multiple occurrences may result in your losing your place with us.* All Toddler and Preschool children should be dropped off by 9:00 a.m.

Please notify the Director or Teacher if you are dropping off late for a doctor's appointment or other necessary event. Children may not be dropped off just before naptime. **There is a max time of 9 hours per day.**

ENROLLMENT

The Center has been designed to care for a maximum of 57 children between the ages of 2 months and 7 years of age on a daily basis. Classrooms are divided by age; each classroom has a flower name. The minimum number of days for a child to attend is 2 days per week.

Siblings of currently enrolled students are accepted first. Legacy families, who have been with us before, are accepted secondly. New students are accepted according to the date they got on the waitlist, the child's birth date, the schedule desired, the preferred starting date, and the general fit with the existing classroom group. We may ask to meet your child prior to enrollment.

APPLICATION PROCESS

We encourage you to set up a tour before applying. A non-refundable \$100.00 fee per child and an application are required to be placed on the waitlist. There is a 10% family discount towards the lowest tuition. ***If a child has been withdrawn then a new application and fee is required.*** Continuing students do not need to reapply.

CONTRACT RENEWAL FOR CURRENTLY ENROLLED STUDENTS

Registration for currently enrolled families will begin on April 15th. Parents who wish to continue their child in the new school year (starting July 1st) will need to sign a new contract in order to reserve a slot in the program. Contracts are binding from July 1 – June 30. Please note that our tuition is contracted on a yearly basis. Monthly bills are strictly for your convenience. **You are responsible for the entire year's tuition.**

VACANCIES - WAITLIST

Parents will be notified of a vacancy as soon as one becomes available, but generally we are accepting children only in the summer and September. This means that your child has the benefit of staying with one classroom group for the school term. Every effort will be made to give parents at least one month's notice of a vacancy. The center will hold the first available slot once a signed contract and the last month tuition is submitted. The first month of tuition will be due before the child's first transition date.

TRANSITION DAYS: COMING TO SCHOOL FOR THE FIRST TIME

Arrangements for coming to school for the first time are made with the Lead Teacher. Children joining us for the first time visit their classroom with a parent or familiar adult, such as a nanny or grandparent for a short visit. On the first transition day the child and adult will leave before lunch, at the latest. On the second day the child will stay through lunch, and parents may be asked to leave the room for a short time. Children may require more than two visits before beginning regular attendance and parents should be sure to be available during the first week of school for staying with their child or for early pick-up. There is no fee for transition days. **The application fee, tuition payment for the new month as well as the prepaid tuition for the last month enrolled must be paid in full before your child may attend the program for transitioning.** Every day, parents should allow time in the morning to get the child settled before leaving. We encourage parents to spend time in the classroom until the child feels comfortable before leaving. Parents are welcome to call to check in and see how their child is settling in. It can be expected it may take time for children to adjust to their new teachers and the routine and classroom environment. Parents can help by keeping morning and evening routines consistent by coming to school on time, and assuring their little one that they are going to have a good time. Do ask us for help if you find goodbyes difficult! We know how hard it can be!

TRANSITIONS WITHIN THE CENTER

B&B primarily transitions children beginning in September and as currently enrolled children graduate from the program and allow for children to move into available slots. The child's chronological age as well as the child's individual development and how they will fit in with their new peer group will guide the placement. Parents will have the opportunity to provide their input and feedback. If a slot opens up midyear teachers will contact the parent to discuss recommendations and get input from the parent. Transitions may be difficult for both parents and children. Parents and children need to adapt to new teachers, teaching methods, communication styles and curriculum. It can be expected that there will be a period of adjustment for all. In order to prepare for the transition, children who are moving to another classroom within the center will have two scheduled visits (transition days) to spend time in the classroom so the child feels more comfortable before moving. More visits will be scheduled for children who may require more time before moving. Transition days are short classroom visits; tuition rates do not change until the child joins the new classroom on a regular schedule. Children who are moving to another classroom within the center have had opportunities to get to know children in other classrooms as well as teachers thus making the transition more comfortable. A Teacher will provide the parent the transition plan, daily schedule and curriculum goals for the new classroom. We encourage parents to meet with the Teacher to review the program schedule, routines, practices, curriculum goals. Parents also provide further input regarding their child and goals they have for their child. Parents can help facilitate a smooth transition by taking the time to meet with the Lead Teacher and providing a positive attitude with your child as he/she transitions. It is helpful to keep morning and evening routines as normal as possible. While an extra hug or two may be great, a prolonged good-bye can be confusing. If separating from your child becomes difficult we recommend a consistent drop-off routine. Most children tend to adapt to it within a couple of weeks. Teachers will keep parents informed about the child's adjustment to their new classroom and parents should provide teachers observations they may have from home. And never hesitate to ask us for help if drop-off time is difficult.

CHANGE IN ENROLLMENT

To increase or reduce the number of days your child attends, parents must make a written (email) request to the Center Director at least 30 days before the anticipated change. If the Center is able to comply with your request a new tuition contract will be issued.

NOTICE OF WITHDRAWAL

Notice of intent to withdraw your child from the program before the term of the tuition contract has expired should be made in writing (email) at least 30 days in advance. With the 30 days' advance notice this tuition will be applied to the last month your child attends with the exception of September. Full tuition is due if less than 30 days' notice is given to the Center, you will forfeit the advance tuition and or for the month of September. If your child leaves at any point in the month of September, full monthly tuition will be expected.

SUMMER & FAMILY VACATIONS

Buds & Blossoms offers year-round childcare; we do not have a summer program. At the discretion of the Director, we may welcome new children for July and/or August. Parents who wish to remove their children from the program for the summer (July and/or August), but retain their place in the school must submit a written request to the Center Director at the time of contract renewal (April 15th). The center will accommodate up to three requests based on seniority of when the family enrolled at the center; this accommodation is available only if we are able to fill the child's slot for the summer months. Additional requests will be placed on a wait list and will be granted at the Director's discretion. If the Director is able to fill the slot for a summer withdrawal, the parents must pay a non-refundable holder's fee of one week's tuition, (based on the full time rate in the classroom the child will be enrolled in the Fall.) If the slot cannot be filled, the parent is responsible for all tuition payments during the summer months.

DROP OFF CARE

B&B does not offer care to siblings or alumni on snow days, school vacations or on other days unless space is available and they are within the appropriate age range. We welcome alumni children to visit with their parent.

ONE MONTH'S PRE-PAID TUITION FEE

A payment of one month's advance tuition must accompany this signed agreement. This one month pre-paid tuition fee will be rolled over each year. With the 30 days advance notices this tuition will be applied to the last month of your child attend. If less than 30 days' notice is given to the Center, you will forfeit the advance tuition.

ADDITIONAL FEES

Late payment: \$55 per week is assessed on all payments over five days late.

Credit card payment: 3.6% processing fee per transaction.

Late pick up after 6:00 pm: \$15 is charged for the first fifteen minutes (from 6:00-6:15pm.) after which an additional \$2 per minute will be charged. **You are constrained 9 hours max time.**

Returned check fee: \$35 charge for checks returned for insufficient funds.

Fobs: \$25 Deposit for each fob, to be refunded upon return.

PAYMENT PROCEDURES

Payment is made on a monthly basis on or before the first of each month. Electronic transfer is preferred; checks or money orders are accepted. Credit card payments will incur a processing fee (currently 3.6%). Checks and money orders are payable to the "AACA". They may be deposited in the tuition box outside the Director's office or mailed to:

Buds and Blossoms Early Education and Care Center

87 Tyler Street (fifth floor)

Boston, MA 02111

There is a \$55 per week assessed on all payments over five days late. Any child from whom payment is more than 30 days in arrears will be asked to withdraw from the program. If a tuition payment is late because of financial or other personal difficulties, the parent(s) must contact the Center Director, before the payment is due. There is a \$35 charge for checks returned for insufficient funds. To avoid late charges, we encourage you to create an automatic electronic payment at your bank. The necessary information is in your enrollment packet.

CENTER KEY FOBS

Parents are given a key fob for easy access to the center, by returning the form with a \$25 deposit for each fob. The deposit is returned when the key is turned in. Please notify the director if a fob is lost so we can disable it. The key fobs are set to function only when the center is open.

DROP OFF/PICK UP PARKING

Buds and Blossoms does not provide transportation for children to and from the center, nor do we provide curbside dismissal. In front of the building, there are six on-street parking spaces reserved for drop off and pick up from 8:00 am to 5:00 pm. Ask for a Parking Pass to put on your dashboard. Please use these spaces only for short-term parking.

STROLLERS

Stroller parking is available in a designated area in our building lobby and requires parents to provide their own bike lock. Unlocked strollers have been stolen. If you are able to take your stroller home with you, or put your car seat back in the car on your way out, please do so. But if you really need to leave your stroller behind, please... FOLD it, LOCK it, and WALK into the center without it. The only things we

can store in our foyer must fit on the shoe shelves. Otherwise, please take them with you.

SHOES

Children may change shoes when they enter their classrooms. Your child will need rubber-soled shoes suitable for movement and active play. Outdoor shoes are put on again when going outdoors. Shoe storage is available for anyone to remove outdoor shoes upon entering the Center or you may wear the shoe covers provided by our Center. You may also store a pair of slippers here, so that you always have something to change into. Bare feet are not allowed. You do not need to change your shoes if you are coming to the office. Shoe covers are available in the foyer if you choose to use them. Anyone entering the Infant room must either remove their outdoor shoes or put on shoe covers.

HAND WASHING

Upon arrival at the Center each morning, please wash your and your child's hands on entering their classroom. Hand washing helps to reduce the risk of transmission of infectious diseases to themselves and others.

ARRIVALS

All Toddler and Preschool children should be dropped off by 9:00 a.m. and meet a staff member who will take your information, child's temperature. The staff person will walk your child to his/her classroom. ***Parents are asked to be consistent with drop off and pickup times so staff can have child prepared.*** Please notify the Director or Teacher if you are dropping off late for a doctor's appointment or other necessary event. Children may not be dropped off just before naptime. Late arrivals are disruptive to our classrooms and upsetting to children. In the event you arrive late and children are not in the classroom, you will need to wait until the teachers return. **(Due to the current staffing pattern and regulations, there is no flexibility at this time for tardiness.)**

CHILDREN'S ATTENDANCE

B&B is an educational program providing full day care. It is both in the child's best interest and the group's best interest to have the children attend on a regular and consistent basis according to their contracted schedule. Inconsistent or irregular attendance may result in the termination of your contract and forfeiture of deposits and fees paid. Please let us know if you are going to be away on vacation.

ABSENCE

If your child will be absent from the Center we ask that you call the Center by 9:00 a.m. to notify the classroom teacher.

PICK UP ROUTINE

Usual pick up time is between 3:00 and 4:45 p.m. Since children learn to expect routines that help them organize their lives, it is important that you notify the Center if your child will be picked up much earlier or much later than usual. That will give the teachers a chance to prepare the child for departure. Since classes are often out for a walk after 3:00, it is essential we know when to expect you! We close our doors at 5:00, so please arrive 10-15 minutes before the hour. **Once you or your caregiver arrives, please call us so we can prepare your child for dismissal.**

Once you signed the sign out sheet, your child is under your care and **your responsibility**. **You must exit immediately following the pickup of your child. No one is allowed to congregate in the Foyer.** The dismissal staff will need to go to dismiss another child.

To make a smoother departure for your child as well as the children still remaining, please:

- Call us ahead of time for pick up.
- Keep your child in your sight at all times.

LATE PICK-UPS

Our tuition covers a daily 9 hour schedule from 8:00-6:00. You must pick up your child before 6:00, when we close our doors. A late fee of \$15 is charged for the first fifteen minutes late (from 6:00-6:15 p.m.) after which an additional fee of \$2 per minute is charged. Repeated lateness may result in losing your placement at the center. Late fees will be billed. **Have a contingency plan in place to call someone authorized to pick up your child in the event you are delayed.**

PERSONS AUTHORIZED TO PICK UP YOUR CHILD

The people that can leave the Center with your child are those who are identified on Authorization Form. **WE WILL NOT RELEASE YOUR CHILD TO ANY OTHER PERSON.** Please provide the Center Director, in writing, with any changes of these persons. The responsible teacher will request to see a photo ID of anyone she does not know. Please alert anyone picking up that they should have a picture ID with them every time they pick up. You are required to provide three emergency contacts we can call if we cannot get hold of you. If you are unable to provide this, please speak to the Director. If the occasion arises that you must send someone not on your list, please phone the teacher AND email the Director, as we cannot release your child without written permission. B&B recommends the authorized pick-up person be at least 18 years old. Be sure to let everyone on your pick-up list aware that they are an emergency contact.

LEGAL CUSTODY

Parents in the process of separating should notify the child's teachers so that the Center is aware of the home situation. The Center cannot prevent a parent from visiting or picking up his or her child unless a **court order** has been issued and has been reviewed by the Center Director.

CELL PHONE POLICY

Please refrain from all cell phone usage while in the Center. If you do need to make or take an urgent phone call, please do so before entering the building. Under no circumstances may devices be used when a parent accompanies children on a center function: to the playground, on a walk, or on a field trip.

EMAIL NOTIFICATIONS

Parents are required to provide the Center with an email address that can be accessed from home. Parents will receive emails from the Center regarding field trips, special events, and other important information, including bad weather closings.

FOOD/SNACKS

INFANT/TODDLER CLASS - BOTTLE POLICY (NO GLASS BOTTLES OR CONTAINERS ALLOWED)

Since the Center enrolls children beginning at 2 months of age, some children will be on bottles when they enter the program, whether in Infant or Toddler classrooms. Bottles should be filled and prepared at home. Bottles should be labeled with child's name. A bottle is not used at naptime. Bottles will be stored in the refrigerator. Children start using sippy cups when it is developmentally appropriate. Feeding schedules for infants are individualized. Breastfeeding is encouraged. There is a rocker in nap room for the use of nursing moms. Frozen breast milk should be clearly labeled and stored in the freezer.

Infants: Parents provide their own foods for their babies. We do not provide milk and juice for bottles. We do provide Cheerios for finger food for older infants, with your permission; you certainly can substitute something else if you prefer.

Toddlers and Preschool:

Our morning meal is served at 9:00, so your child may need to eat breakfast before coming to the center. We'll provide cereal and milk, or a bagel, or similar morning snack. A lighter snack is provided

after nap. Lunch is provided daily.

If your child has a food allergy or special diet, please notify your child's teacher at the time of enrollment and include this information on the enrollment forms.

SEVERE NUT ALLERGY MANAGEMENT POLICY

We are a nut-free facility.

HOME TOYS AND JEWELRY

The Center does permit toys from home to be brought into the classroom under the following general guidelines unless encouraged by the teacher to support the curriculum. Children are allowed to bring one soft home toy to school per day, appropriate for naptime. The home toy must fit into your child's cubby. Home toys must be safe for all children. No toy weapons of any kind and no balloons are allowed. We regret we cannot be responsible for toys, jewelry, or other items that go missing or get damaged.

PRIMARY CARE-GIVING

The Center uses Primary Care-giving, a model of child caring which pairs individual children with one of their classroom teachers. This teacher (referred to as a child's "primary teacher") will generally be the team member most closely observing, documenting and informing the parent of their child's individual progress. The child's primary teacher is likely to be the teacher with whom the child's parents have the most contact, via notes or informal conversations. The primary teacher will be a parent's first point of contact when there are concerns about a child's development. The child's primary teacher prepares his or her progress reports every six months (every three months for infants), meets with parents of their primary children and, in general, writes the end of day notes and keeps records of the child's progress. Depending on class size, each of the central teachers has between three and seven primary children. This pairing is based loosely on personality styles, areas of expertise, and availability of a teacher to take the role. Lead teachers act as primary teachers in addition to their role of supervising classroom staff. Within this model, all teachers in the classroom will work to form trusting relationships with every child and parent. All teachers, collaboratively, are responsible for the wellbeing of every child in their classroom. The roles of all teachers remain flexible and fluid, with each team member contributing to the day-to-day routines of every child within their classroom.

In each classroom, Primary Care-giving will look different. In the infant room, for example, the child's primary teacher will handle the majority of intimate care needs (diapering, feeding, putting down for nap, etc.). Toddler room primary teachers are, for example, closely involved with a child's toilet training process and may spend time in small playgroups with their primary children. In the preschool room, primary teachers may spend one-to-one or small group time with their primary children, observing them learn a new skill, or sitting with them at lunchtime. We feel there are many advantages to using a Primary Care-giving model. Among them, primary care-giving:

- Allows teachers to pay particular attention to the developmental progress of a small group of children, rather than the entire group. In this way, every child's development is more easily documented and monitored.
- Gives every child a teacher-advocate, ensuring that the group program meets your child's individual needs.
- Enables individual children to form uniquely secure bonds with at least one adult in their classroom. This is particularly important for infants and toddlers. For all children a feeling of security and well-being is directly related to having familiar, predictable relationships
- Helps to ease the child's transition to a new classroom.

Primary teachers facilitate relationships in the new setting while remaining available to that child throughout the transition. On rare occasions, it may be necessary for a child's primary teacher to switch during the year. We will make every effort to maintain Primary Care-giving pairings. If you have

concerns at any time, feel free to bring them to the Director.

BEHAVIOR MANAGEMENT POLICY

The Buds and Blossoms Early Education and Care Center have a respectful attitude toward children. The Center has set up policies and procedures for the behavior management of children that are directed to the goal of maximizing the growth and development of the children and for protecting the group and individual within it. Teachers use a variety of behavior management techniques such as setting reasonable and positive expectations, offering choices and providing children an opportunity to verbalize their feelings, which encourage children to develop self-control through understanding. Our primary aim is to develop children's abilities to discipline and control themselves. Preschool children participate in the establishment of such rules, policies and procedures. When conflicts between children arise, it is easy to intervene too soon and too often. We want children to learn to solve minor disagreements amongst themselves. If a child is being physically or verbally overwhelmed by another child, an adult will step in and help by offering a choice of solutions or by helping both children talk about what happened. We ask them to explain their feelings, as well as the situation, to each other and to the teacher. Often a dispute among children involves the possession of a toy. In this case, it is usually possible to offer one child another choice and help that child decide which choice to make. This allows the child to have some control over the situation and requires him/her to think about what he/she wants. When a choice is unavailable (e.g. it's time to take a nap), we firmly and calmly insist that there is no choice. We do not punish children or use time-outs, nor do we humiliate or compare children to their peers. On occasion, we may ask a child to leave a particular area or stay near a teacher while they calm down or find another activity. Consequently, we firmly insist that no parent ever hit, physically mishandle, humiliate, yell, or curse at their child, or any other child, while on the Center's property or while on an outing with the Center. This is the children's Center—they know what the rules are and must feel safe here. We cannot let the child's trust in us or in the Center be broken. We will be happy to work with you to set mutually acceptable ways to discipline children.

The Center therefore prohibits physically mishandling a child including spanking or other corporal punishment, subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect or abusive treatment, depriving children of meals or snack, force feeding children, and disciplining a child for soiling, wetting, or not using the toilet, or forcing a child to remain in soiled clothing or remain on the toilet or using any other unusual or excessive practice for toileting. An employee will be dismissed and/or disciplined if the Center has knowledge that he/she has struck or abused a child, humiliated a child, punished a child for soiling or wetting, force feeding, or withholding food from a child as punishment.

CLOTHING

Since the children in the Center will often use paints and other materials that stain "good" clothing, they should dress comfortably in clothing that they **can get dirty**. The Center provides smocks for these activities to protect clothing, but the activities can be messy and accidents do happen. A complete change of clothing appropriate for the season should be kept in your child's cubby. All clothing should be marked with your child's name. We recommend 2 full sets (including socks) for all children until they are completely potty trained. Once, potty trained, one full set of extra clothes will be adequate. The children in our care will go outside every day, so please see that your child has clothing appropriate to the season (raincoat, boots, mittens, snow pants, etc.) in his/her cubby.

OUTDOOR

Outdoor play is a part of the schedule year-round. Under the following guidelines, the staff will use their discretion on a day-to-day basis to determine if the children should go outdoors. A child who is too ill to go outside is too ill to be in school! Please don't ask us to keep your little one indoors.

To protect children from the sun, a sunscreen will be administered to children before outdoor play beginning in the spring with parental authorization.

- **90 degrees or more: children may go outdoors, but we may limit their time outdoors to 10 to 20 minutes.**
- **30 to 89 degrees: children may go outside.**
- **Below 30 degrees: children will remain indoors**

HEALTH CARE CONSULTANT

DR. Haiyun Gong
617-636-1337

The Health Care Consultant assists the staff and the Board in the development of the program's health care policies and makes recommendations and approves any changes in the health care policy. The Health Care Consultant is also available to staff for consultation as needed and visits the program four times per year to check the facility and review current practices.

HEALTH AND ILLNESS POLICY

PHYSICAL EXAMINATIONS/IMMUNIZATIONS

Before starting at the Center, parents must provide the Center with a signed health form from a physician documenting that the child has had a complete physical examination within the past year and that the child has been successfully immunized in accordance with the Department of Public Health's recommended schedules against diphtheria, tetanus, whooping cough, poliomyelitis, measles, mumps and rubella, Hepatitis B, and Haemophilus Influenza Type B (Hib). In addition, all children are required to have 1 dose of varicella vaccine or a physician-certified reliable history of the chickenpox disease. A Physical exam will need to be updated on an annual basis and a new form will be required. When a child is overdue for any routine health services, the parent or legal guardian must provide evidence for those services before the child's entry into the program and as a condition of remaining enrolled in the program. No child shall be required to have such immunizations if the parent(s) object in writing, on the grounds that it conflicts with their religious beliefs or if the child's physician submits documentation that such a process is contraindicated. If a child is under-immunized due to religious beliefs or because of a medical condition, staff will implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

LEAD SCREENING

The Department of Early Education and Care requires that all children under the age of 4, but not less than 9 months old in a day care setting have a lead screening done to test for lead poisoning within one month of admission, and annually until they are 4 years old. Documentation of a lead screening; or written verification from you that you object to such an examination on the grounds that it conflicts with your religious beliefs should be given to the Lead Teacher.

Buds and Blossoms is a nut free facility.

ALLERGIES

Parents are responsible for informing the Center Director in writing of any allergies the child has which should be included on the health record. The parent must provide the center written instructions documented by the licensed health professional for any child who requires special instructions regarding their allergy. This will be kept in the child's file and updated once a year (i.e., Epi pen for nut allergy).

SPECIAL HEALTH NEEDS

Parents are responsible for informing the Center Director in writing of any special health needs the child has which should be included on the health record. The parent must provide the center written instructions documented by the licensed health professional for any child who requires special instructions regarding their health need. This will be kept in the child's file and updated once a year. This may include asthma, seizures, diabetes, hearing or vision impairments, feeding needs, neuromuscular conditions or other ongoing health problems.

ILLNESS

If your child is going to be out sick, you are asked to call the Center by 9a.m. to report pertinent information. It is particularly important that the Center be notified in cases of contagious illness/COVID-19 to prevent a further spread of the illness. Please notify the Center if your child has been exposed to a communicable disease. Parents will be notified verbally and in writing about any unusual level or type of communicable disease to which the child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control methods that are being implemented at the center and the families should implement at home. We will also post notices of illness that are more serious on our front door for your information.

SYMPTOMS OF ILLNESS

The Center's teachers will continually observe the children in their care for signs of illness/COVID-19. If, upon arrival or at some point throughout the day, any of the following signs of illness are noted, you will be requested to take your child home. We request that arrangements be made that your child be picked up within one hour. Until the parent is able to pick up their child, the child may rest on a cot with books or a quiet activity in the administrative office, supervised by the Center Director.

- Axillary temperature higher than 100 degrees
- Wheezing/coughing/sneezing/chills
- Inflammation of the eyes (conjunctivitis)
- Unexplained rash (This does not include such simple rashes as diaper rash, but rather a rash indicative of such illness as Roseola, Measles, etc.)
- Signs of severe cold, flu or sore throat
- Diarrhea
- Vomiting
- Weeping or bloody skin or mouth sores that cannot be successfully covered or controlled with medication.

RETURNING TO THE CENTER AFTER AN ILLNESS

A child may return to the Center under the following conditions without a physician's release:

- **Fever:** 24 hours fever-free without fever-reduction medications.
- **Diarrhea:** Your child may return to the Center if all the symptoms of illness have disappeared and 24 hours diarrhea-free without any medication.

- **Conjunctivitis/Pink Eye:** 24 hours after first administration of medication.
- **Viral Conjunctivitis:** This cannot be treated with antibiotics. After the period of contagion (up until 5 days) or at the discretion of the director the child may return to the center.
- **Antibiotics:** 24 hours after first administration of medication.
- **COVID-19: Must be isolated for 14 days and must have a doctor's note to return.**

It is very important that parents inform staff members of any medications that have been administered to their child so that staff can be alert of any unusual signs or symptoms the child is demonstrating. A child may return to the Center under the following conditions with a physician's release: After the symptoms of impetigo, contagious rashes or parasitic diseases have completely cleared. After the period of contagion is over for the following diseases:

- a. Chicken pox: after all spots have crusted.
- b. Measles: five days after rash begins.
- c. German measles: after rash disappears.
- d. Hepatitis: three weeks after onset of jaundice.
- e. Mumps: nine days after onset of swelling.
- f. Lice and scabies: after treatment has been completed.
- g. Monilia (yeast infection): after medication is applied.

GIVING MEDICINES AT THE CENTER

If the Center's staff is to administer medication, you must hand the medicine to the teacher and indicate whether it needs refrigeration. All medications will be stored away from the children and locked in the first aid cabinet or stored in the refrigerator if it requires refrigeration. A signed parental authorization form must be filled out and also handed to the teacher. When the teacher administers either prescription or non-prescription medicine, he/she will check for and record, the name of the child, the time, date, dosage and route of the medication. When the child no longer needs to receive the medication the teacher will return any unused amount to the parent.

THE CENTER STAFF IS NOT AUTHORIZED TO GIVE YOUR CHILD ANY MEDICINE EXCEPT THAT PRESCRIBED BY YOUR CHILD'S PHYSICIAN.

For non-prescription medication, parents must sign a written parental authorization, a signed statement authorizing the Center to administer non-prescription medication in accordance with the written order of the physician. This statement shall be valid for no more than one year from the date it was signed. Before non-prescription medication is administered an attempt will be made to contact the parent unless a child needs medication urgently or when contacting the parent will delay appropriate care unreasonably. Parents will be notified each time non-prescription medication is administered. In addition, upon enrollment parents will sign a written parental authorization for specific non-prescription topical medication to be administered. This must be updated on an annual basis. No fever reducing medication (Tylenol, tempera, etc.) will be permitted to be administered to your child by either center staff or parents. Allowances will be made only at the discretion of the Center Director, for pain relieving occurrences such as teething or ear infections or the child spikes a fever. Staff may only administer the Tylenol if the physician has provided a written order.

TRAVEL ADVISORY

Any family traveling outside of Massachusetts MUST quarantine for 14 days before returning to the center. If traveling outside of the US, the same applies and the director must be informed of your travel plans.

ILLNESS/INJURY REPORT

For any injury/illness that requires first aid or medical treatment, an illness/injury report will be

completed by the child's teacher requiring the parent's signature. A copy will be sent home and a copy will be kept in the child's file. A description of the accident will be placed in an accident log which will be reviewed regularly by the Director.

INJURIES

In case of serious injury or emergency, the Supervising Teacher will remain with the child, administer first aid, and delegate the Center Director, Lead Teacher, or another teacher to get first-aid equipment, and make the telephone calls (parent should be called and 911 if needed). Other staff members will remove other children from the area and supervise them. The child's file and medical release forms will be pulled in case one of the teachers or the Center Director needs to accompany the child to the nearest hospital (Tufts Medical Center), unless the parent has instructed the Center to use a different hospital. In the case of a less serious injury, the Supervising Teacher would assess the injury, administer first aid and the parent would be notified of the nature of the injury and an injury report will be completed, requiring the parent's signature. Each class brings a first aid kit with them on field trips along with the children's emergency information forms.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) POLICY

The Buds and Blossoms Early Education and Care Center has adopted the following policy on admitting and caring for children with AIDS. The policy is based on the recommendation of the Massachusetts Department of Public Health and the American Academy of Pediatrics (AAP), with the knowledge it may change in the future. Children who enter childcare should not be required to be HIV tested or to disclose their HIV status. There is no need to restrict placement of HIV-infected children without risk factors for transmission of blood borne pathogens in childcare facilities to protect other children or staff members in these settings. Because HIV infected children whose status is unknown may attend childcare, standard precautions should be adopted for handling all spills of blood and blood-containing body fluids and wound exudates for all children. The decision to admit known HIV-infected children to childcare is best made on an individual basis by qualified people, including the child's physician, who is able to evaluate whether the child will receive optimal care in the program and whether an HIV-infected child poses a significant risk to others. Specifically, administration of each HIV-infected child with one or more potential risk factors for transmission of blood-borne pathogens (e.g., biting, frequent scratching, generalized dermatitis, or bleeding problems) should be assessed by the child's physician and program director. A responsible public health authority should be consulted as appropriate. If a bite results in blood exposure to either individual involved, the US Public Health service recommends post-exposure follow-up. Information about a child who has immunodeficiency, regardless of cause, should be available to caregivers who need to know how to help protect the child against other infections.

CHILDREN WITH DISABILITIES / INDIVIDUAL EDUCATION PLANS

The Buds and Blossoms Early Education and Care Center shall accept applications for any child with a disability and shall determine whether to accept or serve a child with a disability pursuant to 102 CMR 7.07(7). The Americans with Disabilities Act, effective 1992, states that people with disabilities are entitled to equal rights in public accommodations, including early childhood programs. In accordance with this act the Buds and Blossoms Early Education Center will make every effort to make modifications in the environment and staffing patterns for children with special needs.

However, since the Buds and Blossoms Early Education and Care Center is not a public program, in determining whether to accept or serve a child with a disability, B&B shall, with parental consent and as appropriate, request information related to the child's participation in the program from the Local Education Agency, Early Intervention Program, or health or service providers. B&B with parental permission, shall participate in the development and review of the child's program plan in cooperation with the Early Intervention program, and/or health and service providers. Based upon available information, B&B shall, with the parent's input, identify in writing the specific accommodations, if any,

required to meet the needs of the child at the Center, including but not limited to: 1.) Any changes or modifications in the child's participation in regular Center activities; 2.) The size of the group to which the child may be assigned and the appropriate staff/child ratio; and 3.) Any special equipment, materials, ramps or aids. If, in B&B's judgment, the accommodations required by 102 CMR 7.07 (7)(a) to serve the child would cause an undue burden to the Center, B&B shall provide to the parent(s) written notification within 30 days of receipt of authorized, requested information and the reasons for this decision. Parents will be informed at that time, they may contact the Department of Early Education and Care and request that the department determine if B&B is in compliance with 102 CMR 7.05(2) and 7.07(7). In determining whether the accommodations required by 102 CMR 7.07(7Xa) are reasonable or would cause an undue burden to the Center, B&B shall consider the following factors which include but are not limited to: 1.) the nature and cost of accommodations needed to provide care for the child at the Center; 2.) the ability to secure funding or services from other sources; 3.) the overall financial resources of the Center; 4.) the number of persons employed by B&B; and 5.) the effect on expenses and resources or the impact otherwise of such action upon B&B. When children are enrolled and diagnosed with a disability or special need, staff will work with the Local Education Agency, Early Intervention Program, or other health or service providers and will be trained to follow through on specific intervention plans as needed. Therapy will be developed appropriately and incorporated within the classroom activities as much as possible, rather than removing the child from the classroom. Individual Education Plans (IEPs) developed from local education agencies, early intervention programs, or other health or service providers should be kept in the child's file with any updated changes to the plan. Again, B&B shall, with parental permission, participate in the development and review of the child's program plan in cooperation with the local education agencies or Early Intervention program. If an Individual Education Plan (IEP) has been developed from an outside agency, if necessary, B&B should develop an in-house IEP in conjunction to describe how B&B will accommodate and work with the child. Modifications required will vary and again may necessitate lower staff-child ratios, specialized staff training, and special environmental arrangement and equipment. The Lead Teacher should first consult with all necessary support services that may include the Health Care Consultant, in addition to the classroom teachers and parents. The Lead Teacher should review the IEP plan with the Center Director and continue to keep the Center Director informed. IEP plans should be kept in the child's file and updated every 90 days.

REFERRAL SERVICES

The Buds and Blossoms Early Education and Care Center is committed to working closely with the parents and the community so that each child can have access to any services he or she may need.

If the Center staff determines a child or family needs some service that the Center cannot provide, medical, dental, social, educational or mental health-- the staff will make recommendations to the parent. The staff will explore with the parent appropriate medical, dental, social, educational, and mental health services available to the family so that the child can benefit from the additional services. When a staff member has a concern regarding a child, the Center Director and appropriate Lead Teacher are notified. The Lead Teacher and Center Director will document the concern and make a determination as to whether further action needs to be taken. With regard to a Center concern about a child, the Center Director or Lead Teacher will set up a conference with the child's parents to discuss the concern, get feedback from the parent(s), and provide referral information. The Center Director or Lead Teacher will document in the child's file concerns, observations, actions and the plan taken on behalf of the child. Follow-up with the child's parents; including additional conferences will be conducted by the Director or Lead Teacher.

ABUSE AND NEGLECT PREVENTION POLICY

Buds and Blossoms staff is mandated reporters of child abuse and neglect. Staff members have total autonomy to utilize their authority as mandated reporters and may contact the Dept. of Children and Families (DCF) directly. However we strongly encourage all Buds and Blossoms staff suspecting abuse

and/or neglect to bring these concerns to the immediate attention of the Center's Director. The Director will evaluate the situation and confer with the AACA's Executive Director. If deemed necessary the director will phone a verbal 51A report to the DCF Protective Screening Unit. The director will follow the verbal report with a written 51A report within 48 hours. A copy of the report will be filed in the child's folder. The Director will use their discretion in determining if the parent will be informed that a 51A has been filed. The director will notify the DEEC 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 of the center or during a center related activity. If a staff member is suspected or named in a 51A report: All Buds and Blossoms staff that are qualified to have unmonitored contact with children, may not do so until a Criminal Offense Record Investigation (CORI) has been completed and the results found to be acceptable by the Center Director. Any staff member who is suspected of abuse or neglect, or who has been named in a 51A, will be removed immediately from the classroom setting and will be assigned office duties or cleaning duties with constant supervision and absolutely no contact with the children for any reason until a thorough investigation has been completed. If the situation arises where an abuse or neglect allegation against a staff member is substantiated, that staff member will be immediately terminated from Buds and Blossoms and AACA. When allegation is not substantiated, the staff person will resume her/his regular duties.

RESOURCE GUIDE

The Center maintains a Resource Guide for parents when outside resources and assistance may be needed. The resource guide has a list of current referral resources in the community for children who need medical, social, educational and mental health services, as well as services to benefit the whole family. This list shall include the contact person for Chapter 766 and Early Intervention Program referrals.

REFERRAL MEETING

The Center Director or Lead Teacher will schedule a meeting with parents to notify them of the Center's concern and prepare a current list of possible referral resources. At the meeting, the Center Director will provide the parent a written statement including the reason for recommending a referral for additional services, a brief summary of the Center's observations related to the referral and any efforts the Center may have made to accommodate the child's needs. The Center Director or Lead Teacher will offer assistance to the child's parents in making the referral. Parents are encouraged to call or request in writing an evaluation. If parents need extra support, the Center may, with parental written consent, contact the referral agency for them. If the child is at least two and a half years of age, the director shall inform the child's parents of the availability of services and their rights, including the right to appeal, under Chapter 766. If a child is under the age of three, the director shall inform the child's parents of the availability of services provided by Early Intervention Programs.

FOLLOW UP TO THE REFERRAL

The Center Director will, with parental permission, contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the Center. If it is determined that the child is not in need of services from this agency or is ineligible to receive services, the Center shall review the child's progress at the Center every three months to determine if another referral is necessary. The Center will maintain an ongoing written record of any referral and results.

TERMINATION AND SUSPENSION

In extreme cases, the Center reserves the right to terminate and/or suspend services if the Center staff feels that a child's needs or behavior require special services, attention, and time which the Center cannot provide. The Center will make every effort to continue services for the child and work with the child and family to the best of its ability. The Center may recommend a child be suspended which may result in a part time schedule or absence from the Center for a period of time, which would be

determined by the Center Director. However, if the Center Director and or Lead Teacher feel the Center cannot meet the specific needs of the child and must terminate services, the Center will provide a 30-day written notice of the need to terminate care. If deemed necessary, for the health and safety of the child, and/or the health and safety of the other children and/or staff the Center Director reserves the right to waive this 30 day period and terminate care immediately. Under all circumstances when the child is suspended or terminated from the Center, the Center's staff will meet with parent(s) to explain the reasons for suspension or termination, defining the issues and determining a course of action. The Center staff will provide written documentation of the reasons for termination to the child's parent(s). The staff will inform the parent(s) of the availability of information and referral for other services and will provide this information upon the request of the parent(s). The Center Director, if requested, will also assist the parent in finding an appropriate program for the child. When any child is terminated from the Center, initiated by the Center or the parent(s), the Center will prepare the child for termination. Some of the ways in which this may be done are as follows: a good-bye party, have a special group time where the children say good-bye to the departing child, have the children give the departing child pictures that they made. The Center may also terminate a child from the Center for non-payment of tuition or failure to submit written medical documentation as required by EEC. The Center reserves the right to terminate your child's participation in the program with or without cause, and at the sole discretion of the Center Director. If your child's participation in the program is terminated without cause, your responsibility for tuition payments will terminate on the final day of your child's participation in the program. If your child's participation is terminated for cause, you will be responsible for the tuition for a period of four weeks or until your child's vacated slot is filled, whichever comes first.

ASSESSMENT

Assessment checklists are completed twice a year by the teaching team in each classroom. The assessments are a useful tool in tracking the children's progress and to assist the staff in determining where the children are on an individual basis and as a group. In addition, the assessment may detect a developmental delay that may need further evaluation or referral. In addition, each classroom team uses the assessments to plan the curriculum and develop goals and lesson plans that reflect the development of the individual children and as a class in all areas of development. The assessment tool is a simple checklist of tasks the child can or cannot perform in all developmental areas and is another way of gathering information about the child's over-all development. Once the assessments are completed by the teaching team a copy of the assessment will be sent home for parents to review. An explanation of the rating scale will be included on the assessment checklist. In sharing this information parents can support the child's learning at home and have a better understanding of the child's progress in the program. Parents are welcome to meet with the teachers if they have any questions regarding the assessment or wish to provide feedback. Input from parents regarding their child's assessment can be helpful in maximizing learning opportunities for the child. Assessments are held in strict confidence and all information gathered through the assessment will not be released without written authorization from the parent. Teachers will keep anecdotal notes on each child (observations written in the observation log) and individual portfolios on each child (samples of children's art work, writing samples, etc.) as part of the assessment process. All of these will be used to set group and individual goals and plan the curriculum.

CONFERENCES & PROGRESS REPORTS

A written progress report will be completed twice a year by the Child's Primary Teacher. The progress report will reflect the input of the whole team and is an attempt to share with you your child's developmental landmarks and growth over the year. The Director will review all progress reports before they are issued to parents. A copy of the report will be provided to the child's parents and the report will be maintained in the child's file. Parents are encouraged to provide feedback and observations from home. Infant progress reports and conferences are completed quarterly. If a parent disagrees with the

child's progress report, the parent may add information, comment, data or any other relevant materials and attach it to the child's report as part of the file. If a parent is of the opinion that adding information is not sufficient, the parent may schedule a conference with the Center Director and make his/her objections known. It is at the discretion of the Center Director if a revision of any kind should be made to the progress report.

AUTHORIZATION TO RELEASE INFORMATION

Information contained in a child's file shall be privileged and confidential. The center will not give out any information to an individual, an agency, a school district, a hospital or others without first obtaining written consent of the child's parent(s). A signed copy of the authorization should be kept in the child's file. The Center Director will not distribute or release information in a child's file to anyone not directly related to implementing the B&B program plan for the child without the written consent of the child's parent(s).

PARENT CONFERENCES

While the Center's staff is always available to discuss your child's specific needs, growth and development, you will be requested to participate in two conferences each year to discuss the progress report. The parent conference is a great opportunity to get feedback from the parent, review the teacher's observations and set goals for the child. You should expect to spend about 30 minutes in these parent-teacher conferences. If you have questions or concerns about your child or the program, you may request a meeting with your child's teacher sooner than the scheduled conference dates.

TOOTHBRUSHING has been suspended at this time.

NAPTIME

The Toddler and Preschool children take naps every day after lunch. As a group day care center, we are required to have a designated rest time every day. In order to meet both the individual child's needs as well as the group's, we try to create an atmosphere as conducive to resting as possible, by turning off the lights, playing relaxing music. Children will also be permitted to take a book to their cot and keep it under their cot until 2:00 p.m. At 2:00 p.m. children are permitted to pull their books out and look at them quietly on their cots. If your child cannot sleep, we will still ask him/her to rest quietly. Having consulted the Department of Early Education and Care on this issue, they are in agreement with us that B&B staff should not force children to sleep nor force them to stay awake (including waking them prior to the end of nap time). Rather we will allow them to follow their natural body rhythms whenever possible. A sufficient rest time will allow children to have the energy for the remainder of the day at school as well as for their commute home. The nap period generally lasts from 1:00-3:00 p.m. Blankets will be washed in the Center on a weekly basis or more often if needed.

INFANT SAFE SLEEP POLICY STATEMENT

Children who are younger than six months of age at time of enrollment must be under direct visual supervision at all times, including napping, during the first six weeks they are in care. (Parents will be provided a copy of the Policy)

TOILETING/ DROP OFF / SOILED DIAPER

Drop off time is a very busy time for the teachers in the classroom. This is an important time of day and sets the tone in the classroom for the remainder of the day. Please make your child has a fresh clean diaper before signing to the center. It's highly recommended that your child takes a shower daily and brush teeth before coming to the center.

TOILET TRAINING

Our philosophy supports children's individuality in all areas and recognizes that each child will set his/her own pace for this developmental stage. Consequently, children do not have to be toilet-trained to enroll in the program. When your child has indicated readiness for toilet training, please speak to the teachers so that they can cooperate with your efforts. During toilet training, the Center requests that the "pull-up" brand diapers not be used, unless they are the style with Velcro sides. Pull-up style "pull-ups" require the removal of shoes and pants when applying a new one which is time consuming and therefore difficult in a group setting. Once the child is ready for training pants or underwear we welcome parents to supply us with several pairs of underwear and outside pants. Parents are responsible for **supplying diapers and wipes**. Please keep an ample supply of these items at the Center at all times. Soiled clothing will be double-bagged and placed in your child's cubby each day to be taken home. For sanitary purposes, soiled clothing cannot be rinsed.

HOLIDAYS & CLOSINGS

The Center is closed on the following state holidays:

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Chinese New Year Day	Columbus Day
Washington's Birthday	Thanksgiving Day and Friday following
Patriot's Day	Christmas Day
Memorial Day	5 – Professional Development Days (TBA)

We strive to keep the number of closures throughout the year to a minimum, however, at the discretion of the Center Director a closure may be announced due to unforeseen/extenuating circumstances.

Attendance at the Center can be low on days before or after some holidays. As a result this is a good time for staff to plan vacation time. In order to staff according to the number of children attending on these days, we will ask parents to indicate if their child will be attending the Center. Please be sure to let us know about vacations or early pick-up days you may have scheduled.

BAD WEATHER CLOSING

If hazardous weather conditions dictate the closing of state offices, permitting the dismissal of non-essential personnel, the Center will be closed. In the event that extreme hazardous weather conditions exist and state offices have not closed, the Center will be closed at the discretion of the Center Director, taking into consideration the over-all safety of the children, parents, and staff members. If B&B is closed, an email notification will be sent to the B&B Parent List. If the Center is open in the morning and you plan to stay at home or come in late due to the weather, please contact the Center and leave a message so we can staff the classrooms accordingly. In the event the Center is to close during the day, parents will be contacted and requested to pick up their children within the hour. It is requested, upon hearing from the Center, parents leave as quickly as possible from their work and do their best to arrive at the Center within the hour. A staff member will remain at the Center until all children have been picked up.

BIRTHDAYS

Parents are welcome to bring in a special snack to share with the class to celebrate your child's birthday. Please send special snack and ingredient pictures to the director or classroom teachers 24 hours before bring in the special snack to school. Due to many food allergies we request items such as fruit, frozen yogurt, pretzels, or muffins. Feel free to speak with your child's teacher in advance and we will be happy to assist you. **All birthday celebrations must be nut free and school safe must be on the package.** In lieu of a special snack, you may also celebrate your child's birthday in some other way than through food if you wish, which may include hats, a special activity, or a craft to share with the class. Please make arrangements with your child's teacher in whatever way you choose to celebrate.

We do ask that plans be kept to a minimum and not to bring in balloons, goody bags, blowers, etc. Parents are encouraged to donate a book (in Mandarin) to the Center in their child's name in honor of their child's birthday. A nameplate bearing the giver's name will be posted in each book. Parents may ask their child's teacher for a suggestion of a favorite book if they wish.

AMAZON WISH LIST

We have set up an Amazon.com Wish List to help you choose books to honor your child's birthday as well as for your own use. We will also list other items the Center would love to have as well as books for parents and caregivers that may be of interest to you. The wish list can be found at <http://a.co/qJnwnv6>.

EXTRA CURRICULAR ACTIVITIES/VOLUNTEER GUIDELINES (is suspended at this point)

B&B is pleased to offer a range of extra-curricular activities, including field trips, throughout the year. We believe it is important that children in our care are given the chance to explore the world around them, and are provided with practical and fun learning opportunities outside of their classroom. Wherever possible, a schedule of proposed field trips and other extra-curricular activities will be provided to parents at the start of the year. This schedule will also provide details of the approximate costs associated with each of the planned activities, so that parents may budget accordingly. In the event that parents are unable to meet the costs of these extra-curricular activities, they are encouraged to contact the Center Director so that suitable arrangements can be made to ensure that all children are able to participate. In the event that a parent does not wish to have their child attend a field trip or be involved in any other planned extra-curricular activity, they will be required to keep their child at home on the day of the activity. Children who do not participate in extra-curricular activities planned for their classrooms cannot be left in the care of another classroom for the duration of the activity. At the discretion of the Center Director, parents may return their children to their classrooms at the time the group returns from the scheduled activity. Participation in extra-curricular activities will ordinarily be offered to part-time children who do not attend B&B on the days on scheduled activities. In these circumstances, children will need to be accompanied by a parent or other caregiver for the duration of the activity. These children and their parents will usually be required to make their own transportation arrangements to the activity. In order to maintain the safety of the children and a ratio of one adult to every two toddlers or three preschoolers, parents will be required to accompany the children on field trips. Parents will be issued a signup sheet at the beginning of the year to commit to at least one field trip. Field trips will need to be canceled if there are an insufficient number of volunteers. For field trips or activities located close to the Center, children will usually be brought to the location by public transportation, such as the "T". When field trips are located some distance from the Center, B&B will make arrangements for a private bus to bring the children to the location, which accommodates all children enrolled at B&B on the day of a scheduled field trip. For children under the age of 3 years, parents may supply a car seat if they wish. Parent volunteers are required to follow the bus and carpool with other parents. Parents who choose to have their child ride in the car with them will need to leave from home and meet us at the field trip site. A Lead Teacher will be assigned as the designated authority for each trip and will be responsible for attendance of children and staff. This person will also maintain an emergency bag containing emergency numbers and first aid supplies (including Epi-pens or other necessary medical supplies) as well as a cell phone that may be used to call for assistance as may be required.

KNUCKLEBONES

With parent permission, children from Lotus to Blossom classrooms will be able to participate in Knucklebones Athletics. This program is once a week during January, February, and March. There is no fee abatement if your child is absent or not scheduled for when Knucklebones is here.

WALKS

Small trips, either within the building, around the block, or over to Boston Common, or other nearby destinations may be taken without prior parental notification, although parental authorization is given at the beginning of the enrollment year. If the class is out on a walk when the parent is arriving late, **the child may not be dropped off with another classroom.** The parent must wait until the class returns to the Center. *We request that all children be here by 9:00 a.m. to avoid this situation.*

GOODBYE PARTIES

To limit the number of goodbye parties during the summer in the preschool classroom, we have set up the following guidelines. In June before the summer program begins and in August before the fall program begins, a party will be held in the classroom for those children leaving at that time. Parents of children leaving at other times should coordinate with their child's teacher and other parents in the classroom so we can limit the number of goodbye parties. Good-bye gifts should not be brought into the classroom to be distributed to the children from the child who is leaving.

CELLPHONES

Only outside of the building.

RECYCLED MATERIALS

Many of the materials we use in the classrooms are household and industrial discards. Below is a list of some of these materials. Bring in any item that you have at home and think that we might be able to use. The children always think of something to do with them. Corks, oil cloth, old table cloths, baby bath or other small tubs, clothes pins, old fabric scraps, used kitchen utensils, milk cartons, yarn, felt, buttons, empty spools, thread, lace, ribbon, shoe boxes, magazines, catalogs, paper, stamps, wrapping paper, old cards, straws, dress up clothes, jewelry, belts, scarves, watches, dolls, paper tubes, sandpaper, paint brushes, books, records, old record players, typewriters, extra children's clothes, flower pots, etc. The center is required to keep a supply of extra clothing on hand for emergencies. As your child outgrows clothes you might consider donating them to the center. All items should be clean.

FIRE/DISASTER/EMERGENCY PROCEDURES

The Center has a fire evacuation, bomb threat, and emergency procedure approved by the Department of Public Safety and Building Management. In the event of a fire evacuation the children will evacuate to Tyler Street. In the event of a bomb threat or other emergency situation at the discretion of the Center Director, the children will evacuate to the Chinese Consolidated Benevolent Association (across the street at 90 Tyler Street, Boston), depending upon the circumstances of the evacuation. We have arranged an emergency contact list in the event your child may need to be picked up at the Center or off-site. The Center Director or designated Lead Teacher is responsible to take the emergency bag and sign-in/sign-out sheets and assist where needed. In the event of an emergency that may include a natural disaster, loss of power, heat or water, and the Center needs to evacuate, we will evacuate in the same manner if there is a fire evacuation or bomb threat. In the case of a power outage, loss of heat or loss of water, the Center would not be able to remain open and operate. An emergency meeting of the AACA Management Committee and Center Director would be called to determine a plan, taking into consideration recommendations made from the Building Management Staff, and appropriate licensing board (Fire Department, building inspectors, Board of Health, etc.) or other authorities as needed. As part of both evacuation procedures, the Center utilizes emergency wardens in the building to assist with the evacuation of children from the building. The Center will practice once a month drills within the center as well as at least one building wide drill each year. In the event of a lost or missing child, the building manager will be notified. In the event that an ambulance was needed at the Center, the building manager would also be notified. The ambulance will be instructed to come to the front of the building at 87 Tyler Street.

RESOURCE BOARD (Located across from the shoe cubbies)

Information regarding community events or activities for children and families will be posted on the Resource Board. The Resource Board is available to parents and staff to post things that may be of interest. Some examples include babysitting and child equipment that is needed or being sold. Please check with the Director before posting on the Resource Board.

FUNDRAISING

As with most educational programs today, what it actually costs to educate and care for a child far exceeds what many families are able to pay. To help us defray some of these costs and keep tuition rates as affordable as possible the AACA Board of Directors plan fundraising events throughout the year. The Center will have an annual family event. Other fundraising events may include gift-wrap sale, holiday festival, bake sale, and raffle. Parents are encouraged to bring to the Director new fundraising ideas.

PARENT PARTICIPATION

We ask parents to provide us information regarding their ethnic, cultural, and religious beliefs so we can incorporate our families' cultures into our curriculum. Parents are always welcome to visit their children at the Center and join their daily activities. The experience of the children is greatly enhanced when parents participate in special classroom activities particularly those in which families can share their diverse ethnic, cultural or religious traditions and history. We suggest reading a story, assisting with a craft, a cooking project, singing songs, sharing a dance or showing pictures. We especially encourage parents to join their children for lunch and special events.

PARENT MEETINGS

All Center Parent Meetings will be held two times a year. Classroom (or age group) Parent Meetings will be held two times a year. These are opportunities for parents to bring forward their concerns, suggestions, ideas or additional input regarding the Center program, policies and administration. Based on parent interest, these meetings will also be used to inform parents about the Mandarin Immersion and Reggio Emilia aspects of our program.

PARENT GET-TOGETHER

In an effort to provide more opportunity for parents to get to know each other as part of the B&B community, the staff will periodically coordinate breakfast/lunch activities. This will allow for parents to share stories, offer support and bond as parents of young children.

COMMUNITY INVOLVEMENT

Periodically, B&B will coordinate with the Center staff, Board of Directors, and families, activities to support the greater community. These may include a food drive, clothing drive, or a walk for children and families in need. Parents are encouraged to assist the Center in planning an activity as well as bringing forward any ideas they may have.

PARENT INFORMATION (Email)

Parents are informed of Center activities through the parent bulletin boards, email, notices and parent-teacher daily interactions.

PARENT SUGGESTIONS/CONCERNS (Email and phone call)

We invite parent questions and suggestions and encourage parents to bring those concerns or suggestions forward to Center Coordinator and Director depending upon the circumstances. High standards of respect for both staff and parents will be expected at all times. Parents should bring their concerns forward in an appropriate and professional manner and staff members are expected to interact in the same manner. The Center will work to the best of its ability regarding these concern(s)

and will explain to the parent(s) how the Center plans to handle these concerns, defining the issues and determining a course of action. The Center staff will document the concern and course of action. If a parent disagrees with the course of action the Center feels is best, the parent may provide information, comment, data, or any other relevant materials for the Center Director to attach to the documentation as part of the file. It is at the discretion of the Center Director if a revision of any kind should be made to the action plan and parents should respect and adhere to the final decision. When the concern involves the interactions with another child or family enrolled in the Center, the Center reserves the right to request the parent who has the concern not to interfere or contact the child or family directly but allow the Center staff to manage the situation as deemed necessary. The Center will follow the same policy as outlined above in cases that involve another child and / or family member.

INTERPRETER

If you, or if the person responsible for picking up or dropping off your child (extended family member, nanny, etc.), should need the services of an interpreter, please work with your child's teacher to formulate a plan for communication. Our best resources are other parents enrolled in the center or those who may work in the building.

PARENT EVALUATION SURVEY

In an effort to provide both you and your child the best quality program we can, on an annual basis a parent evaluation survey is distributed for parents to complete based on their experience. Feedback from the parent evaluation will be shared with the staff so we know which areas we are doing well and which ways we can improve. The parent evaluation is a useful tool in setting goals for the program and having a better picture from the parent perspective. The results will be shared with the parents.

PARENT INFORMATION, RIGHTS AND RESPONSIBILITIES

Chapter 28A, Section 10 of the General Laws of the Commonwealth of Massachusetts mandates to the Dept. of Early education and Care (DEEC) the legal responsibility of promulgating rules and regulations governing the operation of day care centers (including nursery schools). Parents may contact DEEC for information regarding the Center's regulatory compliance history.

Regional Office of DEEC
1250 Hancock St., 6th Floor
Quincy, MA 02169
Phone: (617) 472-2881

The licensee (day care center owner) is required to inform all parents of specific information about their rights and responsibilities at the time of admission of their child to the center. Section 7.04 of 102 CMR 7.00, the regulations which govern day care centers, contains more information.

PARENT'S RIGHTS

Right to Visit

You have the right to make unannounced visits to your child's room while your child is present.

Parent Input

The program must have a procedure for allowing your input in the development of center policy and procedure. The program must allow you to make suggestions, but it is up to the program to decide whether or not they will be implemented

Conferences

You have the right to request an individual conference with the program's staff. The licensee has the responsibility to make the staff available.

Meeting Prior to Admittance

The Center Director will assure that she or her designee will meet with you prior to admitting your child to the center. At the meeting, the Center Director in addition to the information contained on the face sheet, must provide you with: the center's written statements of purpose; types of services provided; referral policy; behavior management policy; termination and suspension policy; a list of suggested nutritious foods you could send for snacks and meals, if it your responsibility; the policy for identifying and reporting child abuse and neglect; the transportation plan; a copy of the health care policy (if you request it); procedure for administration of medication; procedures for providing emergency health care and the illness exclusion policy; and a copy of the fee schedule. All of this information may be contained in the "Parent Handbook". You should also be given the opportunity to visit the center's classrooms either at the time of the meeting or prior to the enrollment of your child.

Progress Reports

At least every six (6) months, you should either meet with the center's staff to discuss your child's progress, or receive a written progress report of your child's activities and participation in the center. This report must become part of your child's center record. If your child is an infant or is a child with disabilities, you should receive a written progress report every three (3) months. Center staff must bring any special problems or significant developments, particularly if they regard infants, to your attention as soon as they arise.

Your Child's Records

Information contained in your child's record is privileged and confidential. The center's staff may not distribute or release information in your child's record to anyone not directly related to implementing the program plan for your child without your written consent. You must be notified if your child's record is subpoenaed.

Access to the Records

You should be able to have access to your child's records. The center must provide access within two business days, unless they have your permission to take longer. You must be allowed to view your child's entire record, even if it is located in more than one location. The center must have procedures regarding access, duplication, and dissemination of children's records. They must maintain a written log which identifies anyone who has had access or has received any information out of the records. They must maintain a written log which identifies anyone who has had access or has received any information out of the record. This log is available only to you and the people responsible for maintaining the center's records.

Amending the Record

You have the right to add information, comments, data, or any other relevant materials to your child's record; you also have the right to request deletion or amendments of any information contained in your child's record. Such request shall be made in accordance with the procedures described below:

1. If you are of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to have a conference with the Center Director to make your objections known;
2. The Center Director shall, within one (1) week after the conference, give you a decision in writing stating the reason or reasons for the decision. If his decision is in your favor, she shall immediately take steps as may be necessary to put the decision into effect.

Charge for Copies

The licensee shall not charge an unreasonable fee for copies of any information contained in your child's record.

Transfer of Record

Upon your written request, when your child is no longer in care the licensee can give you your child's record or transfer them to any other person that you identify. The Center should ask you to sign a form verifying that you have received the record.

RESPONSIBILITIES OF THE PROGRAM**Providing Information to the Department of Early Education and Care**

The licensee must make available to the Department of Early Education and Care any information required to be kept and maintained under these regulations and any other information reasonably related to the requirements of these regulations. This includes information in your child's records. Authorized employees of DEEC are not to remove identifying case materials from the center premises and are required to maintain the confidentiality of individual records.

Reporting Abuse or Neglect

All center staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Social Services or to the licensee's program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment. (See pages 19-20 of this handbook.)

Notification of Injury

The licensee must notify you immediately of any injury which requires emergency care. They must also notify you, in writing, within 24 hours, if any first aid is administered to your child.

Availability of Regulations

The center must have a copy of 606 CMR 7:00, standards for the licensure of Approval of Family Child Care; Small Group and School Age and Large Group and School Age Child Care Programs, on the premises, available to any person upon request. If you have questions about the regulations, ask your center to show them to you.

Amendment to parent handbook 2022.

#1. All children must have inside and outside shoes when enrolled in the center. If your child comes to daycare with **no shoes** your child will not be allowed in to attend daycare until you provide shoes. The only exception would be infant children who are not walking, however all infants must have socks. Per health care regulations and safety for all children.

#2. All children need a sippy cup for water if you forget your child's cup we will charge your account \$3.00 for a sippy cup.