

WELCOME TO
LITTLE PEOPLE'S PLAYHOUSE
PARENT HANDBOOK



32 SOUTH FAIRVIEW STREET ROSLINDALE, MA 02131
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WELCOME TO LITTLE PEOPLES PLAYHOUSE!

This handbook outlines the Policies and procedures of Little People's Playhouse.

Please read through this information and feel free to ask questions or discuss concerns during your intake meeting.

STATEMENT OF PURPOSE

The Little Peoples Playhouse Day Care Center has developed a program that aids in the overall development of positive self esteem, while stimulating the social, emotional, physical, and cognitive growth of children between the ages of fifteen months old and six years of age. In addition to our early childhood program, we offer an after school program for children under thirteen (13) years of age.

Our school is an environment in which diversity is reflected within the physical setting; thus we serve a diverse array of children. Parents often seek out our center because of commitment to cultural awareness. We also have a commitment to serve children with disabilities and/or special needs, some children with disabilities may thrive in inclusion programs with non disabled children. Others will do best in this environment for only part of the time, attending special classes or other programs for the rest of the day, for others, a fully separate program may be the most appropriate.

PHILOSOPHY

Little People's Playhouse believe that positive self-esteem and self -image are an essential part of child growth and development. We believe education is not a one size fits all experience. Every child has different needs and abilities, each child learns in their own way and at their own pace. By following a daily well-structured curriculum in a bias-free learning environment in which the diversity of the world is reflected in a way that does not discriminate, exclude or stereotype anyone on the basis of race, cultural heritage, national origin, marital status, religion, political beliefs, disability and sexual orientation. We believe that children graduating from our program will be fully prepared to enter any public or private school setting.

We believe in not only child development, but also family development. We encourage open communication between our school and the families we work with. Parents are welcome and encouraged to observe, discuss policies, make suggestions and participate in the activities of our center. Parents are welcomed to visit the program unannounced at any time child present.

GOALS AND OBJECTIVES

The staff at Little Peoples Playhouse strive to foster early childhood education, growth and development to its fullest potential. Our curriculum goals and objectives are based on relevant teaching strategies, and motivation, which is why positive self-esteem and self image is such a vital part of our program.

While striving to achieve our desired goals and objectives, we utilize age appropriate strategies such as encouraging active exploration, working with children in small/informal groups, modeling and encouraging expected behavior. Other positive guidance techniques include redirecting children to more acceptable activities when necessary as well as setting clear limits when appropriate.

ADMISSION / IN TAKE POLICY & PROBATIONARY PERIOD PROCEDURES

The procedure for admission to Little Peoples' Playhouse I & II are as follows:

1. Initial meeting with Director / and /or Assistant Director
2. Center tour with and without the child
3. Review with the Little People's Playhouse Handbook / along with the return of all required documents and forms
4. Completion of annual contract

Our procedure for children with Special Needs Disabilities are as follows:

1. Request a copy of the IEP/IFSP
2. Contact the specialist or the child's teacher from the school the child is attending or previously attended
3. Arrange a meeting of the parents, specialist and/or the classroom teacher to determine if LPPH is the correct placement for your child.
4. If this school does not meet your child's needs; then, we will assist you with our resource and referral list

All children are admitted on a probationary period of two weeks. This is to determine if the child can adapt to the expectations of our program. If your child is not appropriate for this program, we will exercise the two weeks termination policy. The policy will be presented to you at this time and referral assistance will be given. We are NOT able to service children that have uncontrollable behavior including, but not limited to: "tantrums", "Hitting the teacher or Hurting other children". You will be notified in writing about your child's uncontrollable behavior.

The Little Peoples Playhouse Center's procedures for terminating a child from the center are as follows: A child may be terminated from the center under the following circumstances:

- a) Attendance: Absent without notification for (5) five consecutive days; or parent receives a written warning; If situation persists the parent receives two weeks written notice of termination

ADMISSION / IN TAKE POLICY & PROBATIONARY PERIOD PROCEDURES, (CONT...)

- b) Non-Compliance of center regulation(s): Parent refuses to comply with center regulations(s); Refusal to meet with Director; If situation does not improve the parent(s) receives two weeks' notice of termination
- c) Non -Payment of tuition or late fee: The parent is given a weeks' grace period to pay tuition or late fee; If the tuition or late fee remains unpaid the parent(s) will receive two weeks' notice of termination
- d) Voucher non renewal: If the parent(s) does not renew their voucher two weeks prior to end date, parent receive notice for termination
- e) Behavior: If the child does not confirm to the centers' rules; the child has unusual and/or consistently negative behavior
- f) Behavior: Any parent who is acting in a threatening or aggressive manner towards staff or parents LPPH will no longer be able to provide care for those families.

WITHDRAWAL/ SUSPENSION AND TERMINATION POLICY

The parent is responsible and agrees to give Little People's Playhouse at least two weeks' notice in writing if planning to withdraw your child from the center. It is also the parent responsibility to pay for this two week period and that vacation "week" cannot be used as part of the withdrawal notice/fee. The parent also agrees to pay for this notice period whether or not his/her child attends the center during that period of time.

CENTER HOURS ~ ARRIVING/ DEPARTING - LATE FEES ~ RELEASE AUTHORIZATIONS

The Hours of Operation for Little Peoples Playhouse I are: 7:00 a.m. - 5:30 p.m., Monday through Friday and for Little People's Playhouse II the hours are: 7:00 a.m. - 6:00 p.m. Children registered for full day child care may arrive between 7:00 a.m., and 9:30 a.m.

Children registered for part time child care may arrive only between **8:00 a.m.** and picked up no later than **1:00 p.m.**

Parents must sign their children into school and out of school. Parents are required to bring children into the classroom and/or assigned teacher. Arrivals at any other time must be made in advance. Children will not be admitted after 9:30 a.m. If your child has an appointment they must be by 10:30 and you must present a doctor's note upon arrival.

The center closes promptly at 6pm, please make every effort to be at the center no later than fifteen minutes before closing time to give your child time to finish activities. In order to insure our program ends in a predictable way for both the teachers and your child, we ask that you respect our closing times.

A late fee agreement is enclosed at the back of your manual, by signing this form, you agree that if your child remains at the center, past the scheduled closing time(s) you will be charged a fee of \$ 1.00 per minute. Your signature also confirms that you agree that your late charges are separate from your tuition payments and is due and payable when you arrive to pick up your child.

Release Authorization: Persons authorized to pick up your child must be listed on the children's release form, which is signed by you and kept in your child's file. Individuals must be 16 years of age or older. A photo ID of each individual is required on file. Restricted persons are not allowed in the day care center. All restrictions must be in writing. This is a protection for your child and Little Peoples' Playhouse. Your child will not be released to unauthorized persons. Your child's teacher can also provide you with a release form to add a name to your list of authorized persons.

SCHOOL CLOSING/SNOW DAYS

Little Peoples Playhouse is closed on holidays. When one of these Holidays falls on a weekend, Little People's playhouse will observe either the upcoming Friday or the following Monday. One (1) in service days per year will be announced in advance for your convenience. Parents must sign up for services on all other holidays. Staff will only be available for those children who sign up in advance for Holiday care.

Please be aware that we have no control over weather conditions and that we base our decision on what we think is best for the safety of your child. Please listen to channel 7 News or WRKO am 680 Storm force. We will make every effort to remain open except in cases of extremely inclement weather. At the discretion of the Director, the center may close early because of severe weather to ensure children and staff arrives home safely. Parents will be notified as early as possible in the event of early closing. In the event of a snow day or school closing due to inclement weather, you will still be responsible for your tuition payment.

CURRICULUM

Our program has written curriculum plans, based on knowledge of child development and assessment of individuals needs and interests. The topics within the areas of English language arts, Spanish, Mathematics, Science and Technology/Engineering, History and Social Science, Comprehensive Health, and the Arts that will be addressed through planned and unplanned program activities.

Examples of our curriculum/development plan includes but is not limited to the following activities:

For toddler programs, we provide opportunities for toddler to move freely and achieve mastery of their bodies through self-initiated movement, including multiple opportunities to practice emerging skills in coordination, movement, balance, and perceptual-motor integration.

Reasonable regularity in routine, with sufficient flexibility to respond to the needs of individual children through specific learning experiences, opportunities for children to have free choice among a variety of activities or to play alone or with one or several chosen peers, if desired, for at least half the program day. Opportunities for children to participate in a variety of creative activities, such as art, music, literature, dramatic play and science, encouraging exploration, experimentation and discovery, daily indoor and outdoor time periods, weather permitting, which include both small and large muscle activities, at least 60 minutes of physical activity in full day programs. Opportunities for children of all ages to interact with peers and adults to develop competence in verbal and non verbal communication by responding to questions; communicating needs, thoughts, and experiences; and describing things and events, educators will read books daily with children of all ages in an engaging manner in group or individualized settings, opportunities for children to learn age appropriate self-help skills, opportunities for learning experiences that support problem solving, critical thinking, communication, language and literacy development, social skills and relationship building, opportunities to explore issues of cultural, social and individual diversity while developing awareness, acceptance and appreciation of differences; such as gender, language, culture, ethnicity, family composition and differing abilities.

HEALTH HISTORY AND IMMUNIZATION POLICY

Little People's Playhouse has a "no Shots, No School" policy. LPPH requires a copy of your child's physical and immunization records including "lead test" results upon enrollment. All special health problems or medical conditions should be disclosed at this time. All physical and lead test records must be updated annually.

Individual Health Care Plans must be maintained for each child. Each child must have an individual health care plan for each child with a chronic medical condition, which has been diagnosed by a licensed health care practitioner. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered.

ILLNESS AND ABSENCE POLICY

Parents need to notify the office if their child will be absent from school. Parents may be required to provide a doctor's note before returning to school or for an extended absence or particular illnesses, tuition will still be required. Your child should not come to school without a doctor's note, following the below situations;

- ✓ Within 24 hours of a fever
- ✓ If he/she has persistent diarrhea
- ✓ With throat infection or severe cough
- ✓ If he/she is vomiting
- ✓ With an undiagnosed or contagious rash
- ✓ With Red / infected eyes
- ✓ With a severe cold

In the event your child develops any of the symptoms listed above while at school, we request that you bring him/her home. Children who become sick at school may rest while their parents are being notified to bring them home.

Children may remain in care with the following mild symptoms:

- ✓ Cough
- ✓ Runny nose

ADMINISTRATION OF MEDICATION

Pursuant to the Department of Early Education and Care, 606 CMR 7.11 (2) (a),

Medicine will be administered at school only with a doctor's prescription and written authorization form a parent. Teachers must keep a log for your protection. Please also note the following:

- a) All medication administered to a child, including but not limited to oral and topical medications of any kind, either prescription or non-prescription, must be provided by the child's parent, unless noted in 606 CMR 7.11(2) (e) (1)
- b) All prescription medications must be in the containers in which they were originally dispensed and with their original labels affixed. Over the counter medications must be in the original manufacturer's packaging and accompanied by a doctor's authorization for use
- c) The educator must not administer any medication contrary to the directions on the original container, unless so authorized in writing by the child's licensed health care practitioner
- d) Any medications without clear instructions on the container must be administered in accordance with a physician or pharmacists descriptive order

ADMINISTRATION OF MEDICATION CONT.

- e) Notwithstanding the provisions of 606 CMR 7.11 (2) (e), emergency medications such as epinephrine also known as an "EPI Pen" auto injectors must be immediately available for use as needed
- f) When possible, all unused, discontinued or outdated prescription medications shall be returned to the parent and such return shall be documented in the child's record. When return to the parent is not possible or practical, such prescription medications must be destroyed and the destruction recorded by a manger or supervisor in accordance with the policies of Little Peoples' playhouse and the Department of Public Health, Drug Control Program
- g) Each time medication is administered, the educator must document in the child's record the name of the medication, the dosage, the time and method of administration, and who administered the medication, except as noted in 606 CMR. 7.11 (2)(K)
- h) The educator must inform the child's parent(s) at the end of each whenever a topical medication is applied to a diaper rash. All topical ointments must be provided by the parent(s) accompanied by a written authorization for use by your child's physician and/or primary care practitioner

The table indicating which medications must be administered in accordance with the consent an documentation requirements specified in Section 7.11; 606 CMR from the Department of Early Education and Child Care is provided at the end of this manual for your reference.

VACATION DAYS / CONTRACT POLICY

Little Peoples' Playhouse is open 12 months a year. We cannot offer credit for days missed due to illness or vacation. Families with children enrolled FULL TIME on a yearly basis will be eligible for tuition-free vacation week. A child must attend twelve continuous months before parents are eligible for a one-week per year vacation credit, however, a written notice in (5) working days is required. You are still responsible for tuition payment if and when your vacation is extended. the days reserved for your children are the same every week and cannot be substituted or alternated for other day(s). Little Peoples' Playhouse may provide childcare an extra day if needed when space is available. You are responsible for payment of any extra day(s).

MEAL SCHEDULE
BRINGING OUTSIDE FOOD TO THE CENTER, (BIRTHDAYS,
ETC)

Little Peoples Playhouse is committed to serving healthy and nutritious well balance meals. If your child has specific dietary restrictions and/or allergy(s), we ask that you fill out the enclosed form located in the back of your handbook, as well as any pertinent instructions related to your child. We also ask that you obtain a Doctor's letter and /or written authorization to explain any and/or all food related allergies, this information will also be placed in your child's records for future reference.

**WE ARE A PEANUT FREE CENTER, NO PEANUT PRODUCTS OR DERIVATIVES
 ARE ALLOWED IN OUR CENTER(S).**

Menus are posted on the board in the kitchen and on the parent's board located in each classroom.

Below are the specified meal times:

Breakfast - 8:30 a.m. - 9:00 a.m. (ALL CHILDREN)		
	Ages	Lunch/Snack Time
Snack 1	15mth - 2.9 yrs	10:00 a.m. - 10:05 a.m.
Lunch	15mth - 2.9 yrs	11:30 a.m. - 12:00p.m.
	3-4 years	12:00 p.m. - 1:00 p.m.
	5 years	12:00 p.m. - 1:15 p.m.
Snack 2	15mth - 2.9 yrs	3:00 a.m. - 3:05 p.m.
	3-5 years	3:00 p.m. - 3:30 p.m.
	15mth - 2.9 yrs	5:00 p.m. - 5:05 p.m.

CLOTHING AND OTHER ITEMS YOUR CHILD MAY NEED DURING CARE

We respectfully ask each parent to think of your child's comfort and provide simple clothing that is free of complicated fastening. Sneakers are a must, Flip Flops are **prohibited**. Children need to keep two full changes of clothing in their cubby at all times and a small blanket for naptime. Blankets should be taken home weekly to be washed. Please label each item with your child's name. During the summer season, please send a bathing suit and a towel and an extra set of clothes. Remember to send in hats, mittens, boots, and scarves during the winter season, additionally, children should bring a pair of inside shoes. Children should also have a small pillow and blanket along with a bag to transport the pillow and blanket home every Friday. Little People's Playhouse bags can be purchased from the Director's office for \$6.00. Please also remember to bring a crib blanket to cover your child's mat.

All items belonging to your child/ren should be label. If your child/ren clothing is not label teachers will label your child clothing

Little Girls should also wear shorts or leggings underneath their dresses or skirts.

Toddlers will need a supply of diapers, preferred wipes, please note, LPPH provides standard hypo-allergenic wipes, however, parents are encouraged to provide their own to minimize any sensitivity your child may have.

Hair beads, clips, and barrettes are not permitted in the center. These are choking hazards for the children.

Please also note that "silly bands", "Sippy cups/bottles", "open toe sandals" are other items that your child should not wear or bring to the center.

PROGRESS REPORTS / QUESTIONNAIRES / GRIEVANCES PARENT MEETINGS

Students written evaluations are held mid-fall and mid spring. Parents are required to attend a conference to discuss their child's progress. Progress reports will address on observations and documentation of the child's progress in a range of activities over time and may include samples of the child's work. Educators will use the progress reports to adapt the program to the children's individual strengths, interests, and needs; to maintain ongoing communication with the child's family and with parental permission, to facilitate the child's transition to another early education and care program or to kindergarten, as appropriate. For children younger than school age, the progress report must address the development and growth of the child including but not limited to the developmental domains of Cognitive, social,/emotional, language and fine and Gross Motor and Life skills. For school age children, the progress report must address the child's growth and development within the parameters of the program's statement of purpose. Parents and teachers are invited to request a special conference at any time.

Questionnaires: Questionnaires will be sent home periodically for your input, for evaluation of the program changes, policy and other general information required by the Director.

Grievances: If a parent has a concern about the program, it should be discussed first with the child's teacher. If the concern is not resolved, the parent or teacher may approach the head teacher or Director accordingly.

Parent Meetings: Parents communication is important and parents are required to attend parents meetings/conferences and parent meetings are scheduled on a quarterly basis. Parents are required for each to sign up for each meeting and attend each scheduled quarterly meeting. Parents are also required to participate in fundraising and other special projects to benefit our children and the school Our doors are always open to discuss problems, concerns and/or suggestions. We encourage unannounced visits by parents to the program and/or to visit their child's room at any time while their child is present at the center.

DISCIPLINE

It is the policy of Little People's Playhouse to try and prevent behavior problems with good classroom management; to encourage cooperative behavior and feelings; and encourage children to express feelings in an appropriate manner. Guidelines and examples are posted in every classroom.

- A. Corporal punishment shall not be used, including spanking
- B. No child shall be subjected to cruel or severe punishment, humiliation, or verbal abuse
- C. No child shall be punished for soiling, wetting or using the toilet

ACCIDENTS

All accidents are reported in writing to the parent and the Director. If a child needs to see a pediatrician or if a condition is questionable, the parent will be contacted immediately. ALL staff working at Little People's Playhouse are trained in First Aid and CPR.

CENTER EMERGENCY POLICY / EVACUATION PLAN

Little Peoples Playhouse Emergency Evacuation Plan

The objective of this plan is to reduce the possibility of harm to the children, facility and visitors to the center in the event of an emergency. Care must be taken to insure that all occupants are aware of the following basic procedures:

1. Become familiar with the location of all stairways and exits (Maps of evacuation routes are posted in each classroom).
2. Become familiar with the location of the nearest building fire alarm manual pull stations and their operation.
3. Faculty should not attempt to secure or collect personal items during an evacuation.
4. Upon direction/instruction of the alarm or child care director or designee, immediately evacuate the building. The

director or emergency personnel will identify which safe haven/assembly area. Take attendance and immediately

proceed to the Safe Haven. Each classroom will take an emergency bag with emergency information and medications.

Upon reaching the Safe Haven, the Director, in consultation with emergency personnel will determine if parents

should be asked to pickup children. The decision to pick up their children will be made on expected time out of the

center or the nature of the emergency. The director will contact the off-site emergency number to notify parents.

In the case of an emergency that does not warrant evacuation outside of the building (natural disasters, [tornadoes,

for example], chemical spills, bombings, etc.), proceed to designated shelter-in place.

5. Each classroom will post evacuation route maps indicating the following:
 - Primary and secondary routes

CENTER EMERGENCY POLICY / EVACUATION PLAN CONT.

- Location of the assembly areas
 - Fire alarm manual pull areas
 - Fire extinguishers
 - Fire detection and suppression devices, such as: smoke detectors, heat detectors, carbon monoxide detectors
6. The director will assign a staff member/safety coordinator to inspect the center each morning for the following:
- All doors are unlocked from the inside and accessible
 - All exit lights are working properly
 - All corridors and doors leading to exits are clear
 - There are no items hanging from or covering fire alarm devices
 - Fire alarm devices, extinguishers are not obstructed
 - All evacuation maps are in place and current

All faculty members will be trained on fire protection and evacuation practices.

1. Fire drills will be conducted monthly. The property managers office must be notified of each drill. A command center representative or property manager will be invited to attend. The director will keep a record of all drills.
2. In case of emergency or drill, all personnel should the building in an orderly manner- walk don't run. Teachers should search their rooms and close all doors before leaving. Additionally the director or designee will search all areas within the center and ensure all occupants have been evacuated. Teachers will refuse assistance from anyone not previously identified as a support person. This does not include Federal protective service police or emergency personnel.
3. Physically challenged children will be provided assistance to help exit the building.
4. At the assembly area, teachers will immediately take a head count and attendance to ensure that everyone is accounted for. Head teachers will report the head count to the Director or designee. Names of any missing children or personnel must be given to the command center.
5. Parents will not be allowed to remove the children from the custody of the center during an evacuation. Once all children are accounted for at the Safe Haven, Parents may sign their children out.

All equipment ,materials, items, surfaces are washed with soap and water and disinfected as needed to maintain a sanitary environments.

SAFE HAVENS: maps attached

**Washington St. Site 1
Archdale Community Center
125 Brookway Rd
Roslindale Ma
617-635-5256**

**S. Fairview St Site 2
Roslindale Community Center
6 Cummins Highway
Roslindale Ma
617-635-5185**

TUITION / PROGRAM FEE SCHEDULE

Little People's Playhouse accepts debit, credit cards and money orders. There is a non-refundable registration fee of \$50.00 due at the time of enrollment. First and last two week payments are required at the time of enrollment.

Private paying Parents: Non-payment of fees for a period of two weeks will result in your child being terminated from the program without additional notice. Voucher parents: Non-Payments of fees will result in letter being sent to your voucher company with a two week termination. Please do not jeopardize your child's care, failure to pay the assessed parent fee will result in loss of your childcare voucher and non-renewal with Child Care Choices of Boston.

The Fee / Program Schedule is as follows:

TODDLER	Call Center for Prices
PRE SCHOOL	Call Center for Prices
BEFORE SCHOOL	Call Center for Prices
AFTER SCHOOL	Call Center for Prices
BEFORE AND AFTER SCHOOL	
AFTERSCHOOL Full Day	Call Center for Prices
VOUCHER PARENT FEES	PLEASE SEE CHILD CARE CHOICE OF BOSTON VOUCHER

All other program, late fee rules apply

PARENTS ARE RESPONSIBLE FOR PAYING FOR HOLIDAYS, SICK DAYS AND IN SERVICE DAYS.
RATES ARE SUBJECT TO CHANGE.

TRANSPORTATION POLICY

Transportation is provided for those children that attend the center(s), on a part or full time basis. Transportation is provided by an external third party servicer, however, we do require the EEC transportation supplement form to be filled out by those families that require this service.

This form for your convenience is provided in the back of this manual in the "forms" section.

- 1. Jessica Lopez/Maria Perez- 617-323-2566/617-323-6144 transportation coordinator for the program**
- 2. Jessica Lopez/Maria Perez - 617-323-2566/617-323-6144 contact persons during transportation times**
- 3. Transportation will be provided by third party service upon request**
- 4. The transportation company is responsible for the supervision of children while being transported prior to their arrival at the program**
- 5. How the driver and/or monitor will respond to disruptive behavior, including children unbuckling seat belts or refusing to remain seated**
- 6. How the driver and/or monitor will respond to a medical emergency**
- 7. The system of communication available to the driver**

Transportation is provided by sub contractors, each company has their own set of policies and procedures that will be given to each parent upon selection of that carrier.

FIELD TRIPS / OFF SITE CLASS ACTIVITIES

Teachers plan a variety of trips throughout the year as supplements to their monthly themes or units. Weather permitting the children take weekly trips to the library. Parents are required to chaperone at least one field trip per year. Parents, who do not wish their children to attend, will be allowed to use vacant space in another classroom if available. When space is unavailable parents must provide their own alternative care. Parents are still responsible for tuition

Parental consent is required before each child participates in ANY off site activities, such as trips to the (Library, playground, museums, swimming) and/or field trip. Consent forms will be sent home at least week prior to any and all off sites.

Each child must carry on his/her person the name, address and telephone number of the educator or child care program whenever s/he is off the premises in the care of the program. Little People's Playhouse provides each child with a t-shirt with LPPH center information pre-printed on each shirt for safety purposes.

TOYS FROM HOME / LOSS BREAKAGE POLICY

Little People's Playhouse respectfully asks that you leave your child's toys at home. We are NOT responsible for any toys or electronic toys such as PSP's, Game boys, cell phones, iPods, iPads brought to the center..

NO GUNS, WAR TOYS, OR OTHER TOYS OF DESTRUCTION, these items are prohibited at our centers.

Little People's Playhouse assumes no responsibility for loss/breakage of jewelry or toys, children should not wear jewelry to the center.

CENTER POLICY RELATIONS TO MAINTAINING YOUR CHILD'S RECORDS

Children's records must be reviewed and updated as necessary, but no less frequently than once per year. A written consent provided under 606 CMR 7.04(7)(a)(3) through 12. Shall be valid for one year from the date of its execution unless such consent is withdrawn, in writing, prior to that time.

A child's parent(s) have the right to add information, comments, data or any other relevant materials to the child's record; a child's parent(s) have the right to request deletion or amendment of any information contained in the child's record. 1. If the parent(s) is of the opinion that adding information is not sufficient to explain clarify, or correct objectionable material in the child's record, the parent has a right to have a conference with the licensee to make his objections known. 2. The licensee must, within one week after the conference, render to the parent(s) a decision in writing stating the reason or reasons for the decision. If the decision is in favor of the parent(s), steps must be taken immediately to put the decision into effect.

Information pertaining to children and their families is privileged and confidential. No licensee or educator may distribute or release information about a child or his/her family to any unauthorized person, or discuss with any unauthorized person information about a child or his/her family without the written consent of the child's parent. The child's parent, at reasonable times, must, upon request, have access to everything in his or her child's record.

Notwithstanding the provision of 606 CMR 7.04(7)(a)13 and 7.04(7)(b) 1.; no child shall be required to have any such immunization if his or her parent(s) objects thereto, in writing, on the grounds that it conflicts with their sincere religious beliefs or if the child's physician, nurse educator, or physician assistant submits documentation that such a procedure is contraindicated.

For school age children, the licensee may accept either; 1. a written parental statement that the required information is on file with the child's school; or 2. copies of the child's immunization, physical examination and lead screening records.

MANDATED REPORTING POLICY / ABUSE AND NEGLECT

All school teachers and professional staff are mandated reporters, M.G.L. Chapter 119; 51A and must make a report to the Department of Children and Families whenever he/she has a reasonable cause to believe a child in the program is suffering from serious physical or emotional injury resulting from abuse inflicted upon the child, including but not limited to sexual abuse, or from neglect including but not limited to malnutrition, no matter where the abuse or neglect may have occurred and by whom it was inflicted, the licensee must notify the Department immediately after filing or learning that a 51A report has been filed alleging abuse or neglect of a child while in the care of the program or during a program related activity, The licensee must also notify the Department immediately upon learning that a report has been filed naming an educator or person regularly on the child care premises (including household members in family child care) an alleged perpetrator of abuse or neglect of any child.

If anyone in his/her professional capacity shall have reasonable cause to believe that a child under the age of 18 years is suffering from serious physical or emotional injury resulting from abuse or neglect, including malnutrition, or who is determined to be physically dependent upon an addictive drug at birth, shall immediately report such condition to D.S.S. Any such persons so required to make such oral and written reports, who fails to do so shall be punished by a fine of not more than \$ 1,000.00.

VIDEO SURVEILLANCE OF THE CENTER

Little People's Playhouse would like to notify and make certain each parent that has a child enrolled in our center, is aware that our Center is under constant surveillance for the protection of your child, our staff and our center.

IMPORTANT NUMBERS RELATED TO YOUR CHILD'S MENTAL AND PHYSICAL HEALTH
AND OVERALL WELL BEING ~ REFERRAL INFORMATION

Little People's Playhouse I

4019 Washington Street, Roslindale, MA 02131
617-323-6144 (office) 617-323-2219 (fax)
Center Director: **Maria Perez**
Assistant Director:

Little People's Playhouse II

32 South Fairview Street, Roslindale MA 02131
617-323-2566 (office) ~ 617-323-3052 (fax)
Center Director: **Jessica Lopez and Michele Bingham**

Department of Social Services (Abuse Hotline) - 1-800-882-1628

Medical, Dental, Social & Mental Services

Dimock Health Center
55 Dimock Street, Roxbury, MA 02119
617-442-8800
www.dimock.org

Department of Early Education and Care ~ Educational Services

1250 Hancock St Suite 120-S
Quincy, Ma 02169

Phone: (617)472-2881, **Fax:** (617)472-2722

- Parents may contact EEC if they have any questions regarding the programs regulatory compliance history.

WIC Information

www.mass.gov/wic

Department of Transitional Assistance

<http://webapps.ehs.state.ma.us/DTAOffices/default.aspx>
2201 Washington Street, Dudley Square, Roxbury, MA 02119, 617-989-6000
&
1010 Massachusetts Avenue, Boston, MA 02118
Telephone Number: (800) 590-4820

TRANSPORTATION NUMBERS:

Quality Care Transportation- Chanel Smith - 857-800-6294

Chaves Transportation - Maria Diaz -857-266-1253

ACC Transportation - Leo Hernandez - 917-217-6614

Maury and Shey Transportation - Sheyla 617-901-7308