



Canterbury Children's Center
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Parent Handbook

Canterbury Children's Center



*Licensed by the Department of Early
Education and Care*



Revised
July 2009

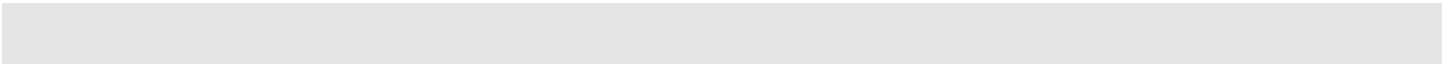


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Welcome to Canterbury Children's Center

This Handbook is designed to help you become better acquainted with our Center.

1. Introduction

Canterbury Children's Center, established by the Emmanuel Parish, is a multi-service; non-profit, non-denominational program committed to serving the diverse and individual needs of young children. Canterbury does not discriminate in providing services to children and families, or in employment practices on the basis of family structure, socioeconomics, disabilities, race, religion, age, cultural heritage, political beliefs, sex, marital status, national origin, or sexual orientation.

The philosophy of the center is to provide quality childcare in a nurturing environment that helps foster the growth and development of children. Our goal is to create a developmentally appropriate program, which meets the individual needs of each child as well as those of the group. We believe that children learn through their play, and that their experiences here at the Center should be joyful and fun. We offer a well-balanced approach meeting the social, emotional, physical and intellectual needs of the children in our care. At the same time, we take our responsibility to parents very seriously, providing them with a safe, happy and responsive place for their child while they are at Canterbury.

Canterbury Children's Center is both a traditional Preschool and full time child-care center, open year-round, 52 weeks per year, from 7:30 a.m. to 6:00 p.m. The following is a list of services that the center provides.

- Traditional School Year Preschool Programs
- 5 day Preschool Programs 8:30-11:30
- 3 day Monday/Wednesday/Friday Preschool Programs 8:30-11:30
- 2 day Tuesday/Thursday Preschool Programs 8:30-11:30
- School Vacation Week Camps
- Flexible Summer Programs

2. Tuition Policies

1. Canterbury offers a scholarship for families who find themselves in financial need. All information is kept strictly confidential. It should be brought to the attention of the Director if and when a need occurs. Contributions to the scholarship fund are tax deductible and gladly accepted.

2. Canterbury has a sliding scale of tuition fees based on income and need. Anyone who feels they qualify for reduced tuition fees must disclose all financial information to the Director who will then adjust the tuition accordingly.
3. Canterbury participates in the Mass Jobs Voucher program. If you meet the requirements you may qualify for a voucher from the Commonwealth of Massachusetts that will pay a larger percentage of the tuition. More information is available from the Director.
4. Tuition payments that are overdue will be charged with a 1.5% interest rate per month with a \$5 minimum. Families, whose accounts are in arrears one month or more, may be asked to withdraw their child from school.
5. There is a 10% discount given for parents enrolling more than one child. The 10% discount will be given on the child with the lesser amount of tuition.
6. There is a 5% discount for members of the Emmanuel Parish and there is a form that can be picked up in the Parish Office.
7. No changes in the contract will be allowed after the April Billing.
8. Questions about billing may be brought to the Director or the Bookkeeper.
9. There will be a \$25.00 fee for every schedule change.

Please Note:

Contracts are only for the school year programs, 36 weeks of Preschool, not including any major school year vacation weeks. All school vacation weeks are run with separate sign-ups and individual billing. A calendar of all vacation weeks and holidays are included in the package of information mailed in August.

3. Registration

Registration begins in January for the following school year (September- June). Registration forms are first distributed to parents whose children are already enrolled in the program. Additional forms are mailed out to interested parents. All forms are returned with a non-refundable enrollment fee. Once the **form and fee** are returned, the child's name is entered on a class list and the parent is so notified. A confirmation letter is mailed to parents. Once the classes are filled, a waiting list is established. In August, you will receive your September billing and additional paperwork. It is due upon receipt. If your child's tuition payment is not received by the requested date your child's name may be placed on a waiting list until payment is made.

4. Orientation

Orientation is a time for parents and children to visit the Center before the first day of school to become familiar with the teachers, classroom, and other staff members. It is also a time for parents to meet and receive information from the Director. All school forms including the second tuition payment must be turned in at this time. All parents are strongly encouraged to visit the school at least once with their child before school starts.

5. Attendance, Arrival/Departure

1. Please notify the school if your child is absent. It is appreciated if you describe the nature of illness and the expected length of absence.
2. It is the parent's responsibility to escort the child all the way into the classroom.
3. When dropping off in the morning, please do not leave until one of your child's teachers knows that you have arrived.
4. Cordial, personal greetings among parents and teachers let a child know that he/she is a member of a community where people care about each other.
5. When you pick up your child make sure to notify the teacher in charge that you are leaving. Our concern is for the safety of your child.
6. Parking at drop off and pick up times is always an issue. Please remember all driveways, including the church's, are private property and cannot be blocked. Early morning childcare is available for a nominal charge.
7. Please do not park in the handicapped space or block the ramp. Police patrol the area and we are not responsible for parking tickets.
8. Parking on Pearl Street is encouraged. A path leads to the front of the building.

Please Note: Neighbors have been known to call the police for parents who disregard signs, block driveways, or park in the wrong direction.

6. Separation

This may be the first time your child has been part of a group or cared for by someone who is not a family member. A confident and positive attitude on your part will go a long way towards a good adjustment for your child. With this in mind, we suggest the following.

- Whenever possible, schedule at least one visit before your child actually begins school.
- Always try to leave enough time for a relaxed drop-off.
- Stay just a few minutes to help your child settle in.
- Once you have decided to leave alert the teacher so they may assist you if needed. Say goodbye and go. If you are hesitant about leaving, your child will pick up on that and be just as hesitant to stay.
- If your child is upset when you leave, we encourage you to give us a call and we will be happy to give you a progress report
- Experienced teachers have found that with proper reassurance and involvement in the activities of the classroom, most children stop crying within a few minutes.

7. General School Information

Curriculum: Canterbury curriculum involves an active approach to learning. The three-year-old groups begin with simple activities and lots of time for social play. The four-year-old group becomes more involved in skill mastery; learning how to listen, to speak in one's turn, to appreciate stories and music and most of all to develop a feeling of self-worth. Being able to share, take turns, and care for others' feelings are the goals of the Center. The children develop large muscles through outdoor play in the playground as well as exercise in the gym. Fine motor control is developed through puzzles, pegboards and lacing beads. The teachers model good health habits. Home and school safety is emphasized throughout the year.

Clothing: Please dress your child in washable comfortable clothing suitable for active play. For the sake of your child, do not send him/her in clothing that restricts movement. This includes flip-flop sandals, long dresses, and party clothes that must not be soiled. Remember that children's play is "messy work." Also if your child has an accident and goes home in an outfit borrowed from school, please wash it and return it as soon as possible for others who may need it.

Contributions: Contributions of any kind including craft materials, children's toys, games and books, are tax deductible and greatly appreciated. Donations in cash can also be made for specific purposes such as: the Canterbury Children's Center Scholarship Fund, and the School Library.

Experimentation and Research: Before any research and any experimentation involving any of the children at Canterbury Children's Center takes place, permission must be given in writing by the parents. This includes student observations by college students or interns of specific children or classes.

Field Trips: Parents will be notified about planned field trips and permission slips will be sent home to be signed and returned. Impromptu nature walks, trips to the fire station and walks to the post office and library are covered by the Authorization and Consent Form.

Grievances: Problems having to do with individual classes should first be brought to the attention of the class teacher, then the Director. Problems having to do with policies of the school should be brought to the attention of the Director. If problems continue, the Chairperson of the Board of Directors should be notified

Late Pick-up Policy: Canterbury Children's Center closes at 6:00. Staff and children must be out of the building by this time. Please be sure to be here a few minutes early. In fairness to the staff, we ask that all parents be on time to pick up their children. **Any parent who is late whether for pick-up at 11:30 AM, 12:30 PM, 2:30 PM or the 6:00 P.M. is charged \$10.00 for any time after their contracted time ends and \$10.00 each 10 minutes thereafter.** If the child has not been picked up after 1 ½ hours and there is no communication with parent, guardian, or emergency contacts, the Department of Social Services will be notified. Parents who are consistently late will be asked to review their schedules to see if some adjustment can be made. After three occurrences, the family may be asked to leave the Center.

Birthdays: Since birthdays are such a special day for your child, you may wish to send in a special snack for the school celebration. Please call in advance and we can let you know how many children are in your child's group. Also, please refer to the food policy when choosing your child's special snack. **Canterbury is anxious to increase the number of storybooks available to the children. Parents may give the school a storybook that will be inscribed with your child's name in honor of the special day. A list of recommended books is available from the Director.**

Nutrition Plan: The center has a comprehensive nutrition policy that includes information regarding nutrition, breakfast, snacks and lunchtime policies. It is now sent as a separate handout.

Pets: For health and safety reasons, we ask that no pets be brought into the Center unless a special visit has been arranged with your child's classroom teacher. Due to state licensing, many types of animals may not enter childcare programs. Many children and adults are allergic to animals and many young children are afraid of them. The classroom teachers will be aware of any such issues and will be able to determine whether a visit by a particular animal would be permissible and/or advisable.

Pictures: Children's pictures are taken each year by a professional studio. Photo packages are available for a nominal fee. During the year, teachers and the Director take pictures for newspaper articles and the school album. If you do not want to have your child included in these pictures please indicate this on the Authorization and Consent Form

Release of a Child: Children will not be released to anyone who is not listed on the Authorization form. Should you need someone other than a designated person, you may send a letter with your child in the morning. Keeping with the regulations from the Office of Child Care Services, we cannot accept telephone calls for release. You may use the Canterbury FAX #781- 245-2526.

Rest Time: Every child who is at the center for a minimum of four hours will be required to rest for a minimum of 45 minutes. Please bring in a small blanket, sheet and if necessary a small stuffed toy or comforting object for your child to be kept in a labeled bag. **Bedding needs to go home weekly for laundering.**

Spare Clothing: A set of extra clothes should be left at the center at all times. If your child has an accident, soiled clothing will be sent home in a plastic bag. Please make sure the extra set of clothes is clearly labeled. Check the clothing periodically to make sure that it still fits your child and that the outfit is appropriate for the season.

Snow: Preschool will be closed if there is no school in Wakefield. There will be childcare available provided there is no State of Emergency, from 8:30-6:00. In the case of a storm delay the only change in our daily schedule will be the elimination of early morning child-care. The day will start at 8:30.

Toys from Home: Please do not let your child bring small toys from home. These items are easily lost or forgotten which may cause anxiety for your child. Stuffed animals and other soft rest toys should be put with rest items in a bag and labeled with your child's name.

8. Behavior Management Plan

Behavior Management is used in a consistent, reasonable, and appropriate way based on an understanding of the individual needs and development of the child.

The goal of Canterbury Children's Center is to help children develop self-control that will allow them to work happily, co-operatively, creatively, and without major conflict throughout the day. We believe that discipline should come from the child. When feasible, children participate in the establishment of classroom rules, policies, and procedures for acceptable behavior. We encourage children to verbally express concerns so that others can be made aware of a problem. We encourage children to listen to the concerns of others. We encourage children to choose to remove themselves from a conflicting situation.

If a child needs external help to assist them in regaining self-control they may be removed from the group, and given time to regain control for approximately one minute per age. In extreme cases the child may be removed from the classroom, giving the child the privacy they required to gain self-possession. The child will never be left unattended.

Physical punishment is not allowed, including hitting, pinching, spanking, or other forms of corporal punishment

Verbal punishment is not allowed, including shaming, belittling, shouting, or name-calling.

Denying food as a form of punishment is not allowed nor is force-feeding. (Canterbury Children's Center will encourage healthy eating habits)

Disciplining a child for soiling, wetting, or refusing to use the toilet is not allowed; neither is forcing a child to remain on the toilet, or using any other excessive practices

If it is appropriate and feasible the children will sit down with the teacher and discuss rules, policies, and procedures. The children's ideas should be respected. Posting the list of the children's thoughts about appropriate classroom behavior, and referring to the children's own rules are suggested.

9. Transportation

The responsibility of all daily transportation to and from the school is that of the parents or guardians. It is the parent's responsibility to escort the child all the way into the classroom and wait for the teacher to acknowledge the child's arrival. Please remember that Canterbury Children's Center strives to be a good neighbor, and you can assist us by parking with care, not to block driveways.

We feel that it is important for the children to be out and about in the community as much as possible. We take scheduled field trips from time to time as well as unscheduled walks around the area. Parents are given a blanket release form upon enrollment, which would cover local areas. On walking field trips the teacher will carry an emergency first aid kit, and a copy of all children's Authorization and Consent Forms.

All major fieldtrips require a special permission form to be signed by parents or guardians. Should a field trip require a bus we will only use those companies that have seat belts on board. Parents may also send in a car seat for their child. On these field trips teaching personnel will carry an emergency first aid kit, a copy of all children's Authorization and Consent Forms, and be made aware of any child whose behavior on the bus could impact the transportation of the children.

10. Parent information, Rights, and Responsibilities

A quality program cannot exist without a partnership between the parents and the staff, involving close cooperation and planning for the well being of the child. Throughout all activities, we strive to support the family in its role as the child's primary care giver and first teacher. We act as an educational resource for our parents and as a source of emotional support for the everyday problems of child rearing.

1. You have a right to make unannounced visits to your child's room while your child is present.
2. You have a right to make suggestions by placing them in the suggestion box in the entryway. The center will decide whether or not they will be implemented. The input may be in regards to the development of center policies and procedures, or any other issue.
3. You have the right to request an individual conference with the program's staff. The Center has the responsibility to make the staff available.
4. Canterbury Children's Center shall assure that the Director, or a designee meets with you prior to admitting your child to the center. You must receive a copy of the parent handbook, and you should 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.

5. At least every six 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 has a disability you should receive a written progress report every three months. The Center staff must bring any special problems or significant developments to your attention as they arise.
6. Your child's records are privileged and confidential. The center's staff may not distribute or release information in your child's records 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.
7. 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 that identifies anyone who has had access or who 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.
8. You have the right to add information, comments, on 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 requests shall be made in accordance with the procedures described below:
 - a. 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 licensee to make your objections known.
 - b. The center, within one week after the conference, will give you a decision in writing stating the reason or reasons for the decision. If the decision is in your favor the center shall immediately take the steps necessary to put the decision into effect.
9. The Center will charge a reasonable fee for copies of any information contained in your child's records.

*Upon written request, when your child is no longer in care, the center will give you your child's record, or transfer them to any other person that you identify. If the center incurs a fee for mailing the records you may be charged a nominal fee.

Parent Responsibilities

- Parents need to be responsible for checking their child's cubby for all school information. All monthly calendars and newsletters along with information from your child's teacher will be located in these cubbies.
- The parents must provide diapers and wipes in a clearly labeled box. Supplies must be checked frequently.
- Labeled blankets and crib sheets must be provided for children who stay for rest.
- One labeled stuffed animal may be provided for children who stay for rest. All other toys should remain at home.
- Children who stay for lunch must bring a lunchbox, which does not require refrigeration. The school refrigerator is filled with milk for snacks. We will microwave lunches.
- A clearly labeled set of extra clothing, especially socks and underwear.
- Warm outer clothing, including boots. When the weather permits we will go out in the snow.

11. Children's Records

1. Your child's file must contain an application form, emergency information, report of annual physical examination with current immunization information, and a parent authorization and consent form.
 2. Copies of the progress reports shared with you at conference times are kept in the record. A copy of any information is available upon request.
 3. Please keep information up-to-date particularly your home and work telephone numbers and those emergency contact numbers to transport and care for your child in case you cannot be reached.
 4. In accordance with the rules and regulations of the Office of Child Care Services, information in a child's record is privileged and confidential.
 5. The Center will not release information from these files without your written consent.
 6. These records may be available to the Office of Child Care Services. Parents may have access to their child's records and can amend or delete information contained in them.
- 7. All forms must be renewed annually.**

12. Emergency Preparedness

The center conducts Fire drills with all groups of children and all staff every other month. These drills are held at different times of the day. In the event of a fire, children will follow fire drill procedures and meet across the street at the lower common. Teachers will take daily attendance sheets to account for all children. The Director or designee will take portable phone, children's authorization and consent forms.

Parents or emergency contact persons will be notified immediately to pick up their child at the First Parish Congregational Church, on Church Street. The Office of Child Care Services will be notified, and if needed the school will remain closed until the Board of Directors finds a suitable space to allow for reconstruction of damaged area. The First Parish Congregational Church is our designated sight in the event of loss of power, heat, or water that would affect the health and safety of the children. Should the Center suffer from a disaster, natural or unnatural, we will follow all evacuation plans, and notify the Office of Child-Care Services.

13. Termination and Suspension Policy

Any child who cannot maintain a satisfactory level of appropriate behavior on a given day may be suspended for the rest of the day, at the discretion of the Director or the designee. The parent will be called and must arrange for the child to be picked up immediately. Written documentation of the reason or reasons for termination or suspension will be submitted to the parent/guardian of the child within one-week's time. Parents are responsible for tuition during a suspension period.

The following are grounds for termination:

1. Failure to improve behavior following the implementation of an individualized plan for a reasonable length of time.
2. Behaving in a manner that endangers his/her own safety or that of other children.
3. Non-payment of tuition or other charges.

4. Parental behavior that causes the staff to be fearful for themselves, the children in the center or their family members.

14. Health Care Policies

Procedures for Emergency Health Care:

- Parents are notified by Director or Lead Teacher
- Child is placed under teacher supervision being careful not to move the child if neck or back injuries are suspected.
- If parents cannot be reached, emergency contact (in child's file) is called.
- First Aid is started immediately while parents or emergency contact is being made.
- If needed, a call to 911 will be made
- Teacher or Director accompanies child, with records, to emergency facility or the facility designated by the parents on the emergency authorization form, by ambulance.

Blood and the Care of Open Wounds:

- All staff will wear vinyl gloves while cleaning any open wounds.
- Any gauze pads, tissues etc. used to clean an open wound will be double bagged and disposed of immediately.
- Any blood spills will be cleaned with vinyl gloves.
- The spill will be cleaned with a mixture of one part bleach to ten parts water.
- The gloves and all wipes used to clean up the spill will be double bagged and disposed of immediately.

First Aid Equipment: *the Health Care Consultant supplies the list*

- The First Aid kit is stored in the Director's Office, in a bright yellow toolbox, on a high shelf, out of reach of the children.
- The required supplies are checked after every fire drill or more often as required by the Director and items will be replaced as needed.
- A portable first aid kit is taken when children leave the school with the class for any fieldtrip.

Evacuation Plan:

- Emergency evacuation and fire drill procedures are posted in all classrooms, near possible exits.
- The Director conducts fire drills every other month. During a drill, a teacher who is responsible for bringing the class attendance sheet leads the children out of the building. Director checks bathrooms and makes sure that all children have been evacuated.
- The Director or designee will be responsible for evacuating any children with disabilities that might interfere with the normal evacuation procedures, using lifts or ramps where available. The teachers and Director will develop a plan that will meet the needs of any child with a disability.
- The dates, times and effectiveness of fire drills are posted on the Director's bulletin board in the office.

Injury Prevention Plan

- The Director is responsible for daily monitoring of the environment and for the removal and repair of hazards. All teachers are expected to notify the Director immediately of any safety problems.

- A central injury log is maintained in the Director's Office near the First Aid kit. All staff is required to enter any injuries in the log as well as filling out the injury report form.
- Parents are notified of injuries via the injury report form that is signed and dated by the parents. The teacher or their designee hands this form to the parent at the end of the particular session the child attends.
- Any accident that is followed by a visit to the hospital or the pediatrician's office must be reported to the Office of Child Care Services if treatment is given.
- The kitchen is not used as play space by the children and is carefully monitored when used for cooking activities. Lunch teachers heat lunches in a microwave oven. Children do not go into the kitchen at this time.
- The staff inspects toys in the school regularly and any hazards are pointed out to the Director who will repair or dispose of the toys.
- Toxic substances such as cleaners, medications, sharp objects, matches, and other hazardous objects are kept in a secured place out of the reach of children.
- There will be no smoking on the premises of Canterbury Children's Center.
- Canterbury staff is trained in First Aid procedures. When an injury occurs beyond the scope of First Aid, parents are notified immediately and the emergency procedures are taken as outlined above.

Illness Exclusion:

Infectious diseases are managed by separating a child who appears to have a fever or other symptoms of an infectious disease from other children. Children will be kept in the Director's Office, under supervision, while awaiting parents. Disposable rubber gloves are used when treating any child with infectious disease or severe diarrhea.

Children must be excluded from school when the temperature is over 100.5 degrees, vomiting and/or severe diarrhea is present. Parents are notified when the child exhibits such symptoms, and are asked to take the child home.

Children may return to school upon remission of fever and after being symptom free for 24 hours. Contagious diseases must have a doctor's note stating that the child is symptom free. Children must have an antibiotic medicine for 24 hours before returning to school. Parents are notified through the parent handbook and at the parent orientation day of these procedures. Parents are notified by letter in the child's cubby, of any outbreak of communicable disease, in the center.

Infection Control

Children and Adults Wash Hands

- On arrival for the Day
- After diapering or using the toilet
- After handling bodily fluids (Wiping noses, coughing on hand, touching any mucus, blood or vomit)
- Before meals/snacks
- After playing in water shared by two or more people
- After handling pets

In Addition Adults also wash their hands:

- Before and after serving food to the children
- Before and after administering medication
- After assisting children with toileting
- After handling garbage or clean-up

Hand washing procedure for children and adults;

1. Use liquid soap and running water
2. Rub hands together vigorously for ten seconds include back of hand, wrists, between fingers, under/around jewelry, under fingernails, rinse well, dry hands with single use paper towel, turn water off with paper towel.

Other Notes:

Gloves should always be worn when handling bodily fluids, followed by hand washing. Gloves are an optional supplement but not a substitution for any situation listed above. It is the teacher's role to teach the children proper hand-washing techniques. Hand washing procedures are taught to all staff. Procedures are posted in bathrooms. Disposable vinyl gloves are available in the bathrooms for use by the staff.

All surfaces are cleaned with a mixture of water and bleach (one tablespoon bleach per quart of water) that is prepared daily. In addition, toys that may be placed in the mouth are placed in a bleach bucket and then washed by hand with soap & put through the dishwasher at the end of each day.

Children are required to wash hands before eating, handling food, cooking, after toileting, handling bodily fluids (runny noses, drooling), or after handling pets. All of the staff follow the same procedures and wash after helping children.

Hand washing includes the use of running water, liquid soap, and disposable paper towels.

Any mat used by a sick child is disinfected before reuse with a bleach solution. Mat covers are washed weekly and after any toileting accidents or sickness.

The center will report to the public health authorities any infectious disease problems.

Procedures for Mildly Ill Children:

Mildly ill children maybe removed from the classroom. They may wait in the Director's office in a chair while parents or emergency person is contacted. No food or medicine is given, without the signed, non-prescription form, and parent notification. Water may be provided. The child may play quietly or rest under the Director's supervision. Children who return from school from a severe illness may be allowed to stay inside with another class during outdoor time if the parent so desires, and classroom space allows.

Be prepared to miss some time at work to be with your sick child. The center suggests to parents that they make advanced plans for sick care arrangements. The decision to call a parent mid-day and ask that they pick up a child is made by the Director based on information and recommendations made by the child's teacher.

Administration of Medication:

Permission for administration of topical non-prescription medications such as, sunscreen is required all parents will receive a form entitled Topical Ointments & Sprays Consent form. This form also allows room for bug sprays (containing DEET), ointments and lotions. *Parents must supply all products, which should be clearly labeled. None of these products should ever be left in a child's backpack: they should be placed into the care of the child's teacher.

Canterbury staff members who administer medication have received specific training and have a written performance evaluation updated annually by our health care consultant in the five right practices of medication administration. They include 1. verifying that the **right child** receives the 2. **right medication** in the 3. **right dose** at the 4. **right time** by the 5. **right method**. There will be documentation of each right each time the medication is given. The person giving the medication signs documentation of items one through five above.

Medications must be labeled with the child's first and last name, the date that either the prescription was filled or the recommendation was obtained from the child's health care provider, the name of the licensed provider, the expiration date of the medication or the period of use of the medication and the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it. All medications will be stored in a locked closet or container.

Children with specific health care needs, such as allergies, are identified at the beginning of the school year through a medical form, a developmental form, or teacher's information forms. A list of such allergic children is posted in each classroom near snack supplies and all children are identified to all staff. Additional precautions

are taken during party times to avoid food allergy reactions with special snacks supplied by school, if possible, or by parents.

Children with bee sting allergies are carefully monitored during outdoor play in the warm weather. Each child's teacher will be responsible for the child's Epi-pen.

Upon enrollment, a child's guardian may have a non-prescription form signed by the child's physician. The form gives the center permission to administer non-prescription medication, after notifying the parent or guardian.

Procedures for identifying and reporting suspected child abuse or neglect to the department of social services:

In cases of suspected child abuse or neglect, the Director of Canterbury Children's Center and the DSS office at 781-388-7100 are immediately notified. All staff is trained to recognize signs of physical and emotional neglect through staff training sessions. Staff is required to report all suspected abuse cases by telephone within 24 hours and by written report in 48 hours.

Any staff member suspected of child abuse will be immediately suspended until the incident is completely cleared according to personnel policies and may not have contact with any child in the center.

Anytime it is learned that a 51a has been filed on a child while under the care of the staff at Canterbury Children's Center the Office of Child Care Services will be notified immediately by telephone and a letter will follow within twenty-four hours.

The staff will cooperate fully with all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled in the center, providing consent for disclosure to the office of information from, and allowing the Office to disclose information to, any person and/or agency the office may specify as necessary to the prompt investigation of allegations and the protection of children.

Referral and Termination Statement:

The teacher's observations of each child's development are written and compiled on an ongoing basis. Observations may consist of such methods as anecdotal records, small group and large group observations and dated compilations of children's work. A written report on the child's progress will be prepared twice a year during the months of December and April. Copies are given to the child's parents during Parent Conference time. For children with disabilities these reports will be prepared every three months.

It is the responsibility of the child's classroom teacher to observe and evaluate the child's progress and report anything unusual to the director and to the parents. Conferences may be set up at any time during the year upon the request of parent or teacher. One or both parents and the teacher and director may attend these conferences.

Before a child is referred for special assistance or a professional evaluation, we will make every attempt to adjust or modify the child's program to meet his/her needs. A problem is a problem only if it continues over a significant length of time, resists casual efforts of help, or impedes the child in his daily functioning. When it is time to make a referral the procedure is as follows:

1. A detailed written description of the child's problem is prepared.
2. A meeting is scheduled with the parent(s) for their input, involvement and to obtain parental consent to make a referral for consultation and/or professional evaluation for the child. At this meeting, the director will provide to 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 will be shared with the parent(s). The director will assist the parent in making the referral in terms of calling, or writing. The parents will be notified of their rights under Chapter 766.
3. Each referral will be followed-up in order to determine how effective the child's needs are being met, and what additional services may be needed. A written record of requests or referrals will be kept in each child's folder. All records must be dated and signed.

4. Every three months a progress report will be prepared to determine if another referral is necessary or if the child is still in need of services. With the written consent of the parents, the school will contact the referral agency.
5. The Director will keep on hand an updated list of referral agencies.

Referral List and Numbers:

See parent bulletin board in the front hall.

15. Special Needs Plan

PLAN FOR SERVING CHILDREN WITH SPECIAL NEEDS

Children with special needs are admitted on the same basis as all other children.

The Director shall meet with parents beforehand to tour the school, to give parents information about the school, to discuss the individual needs of the child. Upon admission parents will provide the school with the appropriate forms: developmental history, toilet training procedure, eating schedule and preferences, emergency information, emergency consents and field trip permission forms and the persons to whom the child may be released. These forms must be updated every year.

The child's classroom teacher is designated as the center liaison with the specialists involved in the care of the child and will meet with such specialists, parents, and director to determine the appropriate placement of the child.

If an educational plan is in place it must identify in writing any accommodations that need to be taken to meet the individual needs of the child, including any changes or modifications in the regular center activities, the appropriate size and staff-child ratio of the class, and any special equipment, materials, ramps or aids needed.

If any of these accommodations cause an undue financial burden to the school, the Director will meet with the Board of Directors to determine if additional funding from the budget is available or if funding from other outside sources (grants, loans) is available. The Board may also consider soliciting parents; student interns from local colleges or community volunteers to help with the classroom. (Lack of toilet training is not considered an undue burden).

After determining that the placement of this child at Canterbury does not cause undue financial burden to the school, the plan will be implemented by the classroom teacher and any designated specialists provided under Chapter 766 and with the written consent of the parents.

Periodic review of the educational plan will take place in the following manner. Regular scheduled parent-teacher conferences and reports will take place every three months, however unscheduled meetings can take place upon the request of the parents. The classroom teacher will maintain a written record of the child's progress. All records are confidential and available to parents and others only with the written consent of the parents.

Staff training throughout the year will include methods of identifying special needs children and methods of accommodating the program to their needs. Specialists will be brought in to provide such training to staff, volunteers and parents.

16. Summer Programs

Summer programs are available during the months of June, July, and August.

Two, three, or five-day programs are offered. The staff at Canterbury Children's Center recognizes how difficult it can be to plan your entire summer schedule. Therefore, the summer is divided into two separate sessions, each with its own registration period. Summer information is available during the month of April. Activities include arts and crafts, cooking, wading pool, and sandbox fun. During the summer flexible child-care is available to meet individual families' needs.

17. The Board of Directors

Canterbury Children's Center is governed by a Board of Directors, primarily made up of parents, the Director, two Emmanuel Church Officials, and interested members of the community. The Board develops policies under which the school operates, oversees fiscal matters pertaining to the school and hires the Director of the school. Meetings are held monthly during the school year and at such other times, as the Chairperson of the Board shall determine. Anyone interested in serving on the Board should submit their name to the Director who will submit it to the nominating committee

18. Chain of Command

Canterbury Children's Center is under the jurisdiction of the Office of Child Care Services, Region 3. The Board who oversees the running of the school and to whom the Director reports on a monthly basis, or more often if necessary governs the center. While ultimately all staff is responsible to the Office of Child Care Services which sets up rules and regulations for the center, the following is the chain of command to follow during the operating hours of the Center.

- The Director is in charge of the day-to-day operation of the school. Any concerns regarding children, parents, programming, scheduling, payroll, etc., should be brought directly to his/her attention.
- In the absence of the Director, the Assistant Director will be in charge.
- In the absence of the Director/Assistant Director the Lead Teacher in charge would act as the Director's designee
- Should neither be available, the chain of command will be based on the staff qualifications as instituted by the Office of Child Care Services. (see the following chart)
- Later in the day should no other person be available the afternoon Lead Teacher would be in charge. He/she is also responsible for closing the school.

Canterbury Staff

2009-2010

Janas Mercer: Director
Erika Hellmer: Teacher
Maureen McKennon:
Teacher
Lori Dettorre: Teacher
Jeanne Karvelas: Teacher
Jayna Cucurullo: Teacher
Alicia McKennon: Teacher
Jennifer Polidoro: Teacher
Donna Stanton: Aide
Deborah Peluso: Aide
Sarah Quigley: Aide
Dawn Millstone: Aide
Kristen McKenna: Aide
LeighAnn O'Neill:
Bookkeeper
Sandy Cersosimo: Secretary