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Parent Handbook



*Licensed by the Department of Early
Education and Care*

Updated September 2021

Table of Contents

1. Introduction

2. Tuition Policies

3. Registration

4. Orientation

5. Attendance Arrival/Departure

6. Separation

7. General School Information

8. Behavior Management Plan

9. Transportation

10. Parent Information, Rights, and Responsibilities.....

11. Children’s Records.....

12. Emergency Preparedness

13. Termination and Suspension Policy

14. Health Care Policies

15. Special Needs Plan.....

16. Summer Programs

17. The Board of Directors

18. Chain of Command/ Rate Sheet/Yearly Calendar.....

Welcome to Canterbury Children's Center

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

1. Introduction/Philosophy

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 gender identity.

The philosophy of the center is to provide quality care 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 with the use of developmentally appropriate practices, and that their experiences here at the Center should be joyful and fun. We strive to achieve our desired child outcomes that include, but are not limited to; the development of social/emotional skills, to support/initiate/build peer relationships, foster a love of learning, exposure to a play based learning environment that is engaging and fun, provide a positive preschool experience, encourage and promote self-help skills, foster a sense of self, encourage an appreciation for others and their differences.

We strive to 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 has an open door policy. Parents are always welcome in the classroom.

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 8:30-3:30
- 3 day Monday/Wednesday/Friday Preschool Programs 8:30-12:30
- 2 day Tuesday/Thursday Preschool Programs 8:30-12:30
- School Vacation Fun Week Programs
- Flexible Summer Programs

2. Tuition Policies

1. Canterbury bases their rates on the 36 week preschool program. Your school year tuition is broken down into 10 equal payments. These rates and payments **do not** include School Vacation Fun Weeks (December, February & April) or childcare weeks in between the end of the school year and the beginning of the Summer Program or the two weeks of childcare at the end of the Summer Program prior to the start of the school year. Vacation Fun Weeks will be billed separately if you choose to participate and will be based on the hours and days your child attends. Prescheduled additional hours for child care will be billed at a rate of \$12.00 per hour. Unscheduled child-care will be billed at \$15.00 per hour.
2. 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. Before applying for Financial Aid from Canterbury you are required to apply for state funded aid through the Child Care Circuit at www.childcarecircuit.org Proof of application must be included with Financial Aid request paperwork.
3. Tuition bills are sent out via email on the first of the month, August-May. Your payment is due by the 11th of each month. Canterbury bills one month in advance for the preschool year. 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. Failure to pay two months tuition will result in suspension of services until account is current.
4. No changes in the contract will be allowed after the April Billing.
5. Questions about billing may be brought to the Director or the Office Manager.
6. There will be a \$25.00 fee for every schedule change.
7. The Center does not credit tuition should you choose to take vacation during the regularly scheduled 36 weeks of preschool. Our vacation and summer programs allow more scheduling flexibility.

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 in November. 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. Once the classes are filled, a waiting list is established. On or about August 1st you will receive your first bill for the school year via e-mail. It is due upon receipt. This 1st payment guarantees your child's spot for the fall. If payment is not received by August 11th, your child will be placed on the waitlist and their spot will be given to the next child on the waitlist.

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 first tuition payment, must be turned in by August 11th. All parents are strongly encouraged to visit the school at least once with their child before school starts.** Children cannot attend school unless all required paperwork is completed prior to their first day of school.

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. Please stay with your child at all times. Do not allow them to exit the building without your supervision.
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. We ask that you do not use our neighbor's driveways to turn around. Please enter Bryant Street from the Pleasant Street end, not Main Street. This will eliminate the need to turn around. 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, Park Street and Main Street is encouraged. A path from Pearl Street leads to the front of the building.
9. Please take all safety precautions when transporting your child to and from school: using appropriate car or booster seats, always wearing a seat belt, taking your child by the hand when walking to and from school, and using the sidewalk.

Please Note: Neighbors have been known to call the police for parents who disregard signs, block driveways, turn around in 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.
- Make a plan for drop off with your child prior to the first day. For example: “I will give you two kisses and one hug and then I will be back after lunch time”
- Always try to leave enough time for a relaxed drop-off.
- Stay just a few minutes to help your child settle in. The longer you stay the more difficult the separation may be.
- 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. Please feel free to call as many times during the day as you would like.
- Experienced teachers have found that with proper reassurance and involvement in the activities of the classroom, most children stop crying within a few minutes. Once your child has a better sense of their schedule and has been to school multiple times their anxiety will lessen.

7. General School Information

Curriculum: Canterbury curriculum involves an active approach to learning. The three-year-old groups begin with simple activities, lots of time for social play and learning about self regulation and self help skills. The four-year-old groups become more involved in skill mastery: learning how to listen,

to speak in one's turn, conflict resolution, 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 and recognize 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, along with a multitude of other manipulatives. The teachers model good health habits and social interactions. Home and school safety is emphasized throughout the year. Canterbury is a play based school and emphasizes the foundation skills associated with future success in school and life. Canterbury follows the Guidelines for Preschool Learning Experiences curriculum frameworks set forth and developed by the Massachusetts Department of Early Education and Care. Canterbury also uses The Creative Curriculum for Preschoolers for our bi-annual evaluation tool and set up of classroom centers.

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." Please keep an extra set of head-to-toe clothing at school at all times. 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, including nature walks, trips to the fire station and walks to the post office and library. Permission slips will be sent home to be signed and returned.

Grievances: Problems having to do with individual classes should first be brought to the attention of the class teacher. If a parent feels their needs are not being met they can then contact the Director. The Director will either meet with the parent alone or facilitate a team meeting between Director, Teacher and Parent. If warranted, the Director can also, or in addition to, meet with the teacher alone and also the parent alone. 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 to ensure you are not charged a late fee. 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 12:30 PM, 3:30 PM or 6:00 P.M. is charged \$10.00 for any time after their contracted time ends and \$10.00 each 10 minutes thereafter. If your pick up time is 6:00pm, that fee is paid directly to each staff member at the time of occurrence.** 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 Child and Family 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, speak to the teacher or send an email so we can let you know how many children are in your child's group. Birthday celebration snack can be anything that your child would like to share with their peers. It does not need to be a sweet treat. Canterbury is encouraging families to make healthier choices when sending in special snacks. You can refer to the food policy when choosing your child's special snack. If your child has an allergy, you can leave snacks for special occasions at school for your child to have as needed.

Nutrition Plan: The center has a comprehensive nutrition policy that includes information regarding nutrition, breakfast, snacks and lunchtime policies.

It is assumed that children attending Canterbury will be able to eat the foods provided for snacks. Please notify the Center in writing if there are certain foods your child cannot eat because of medical, religious, or cultural reasons. If a child needs to follow a special diet for medical reasons, please provide a note from your doctor giving details of the foods to be avoided. For severe allergies, families can send in their own snacks. Documentations/food logs will be provided upon request by the child's family. Allergy/Intolerance information is posted in every classroom, office, and kitchen.

Nutrition:

You may provide breakfast for children arriving at the center between 7:30 and 8:20 am. Canterbury will provide water for breakfast during Early Morning Care. Breakfast is required to adhere to our food policy and restrictions. Please no nuts of any kind, Nutella, peanut butter or almond butter.

Parents provide snack for their children. Parents provide a labeled water bottle and a snack for morning and afternoon (if staying after 12:30). Snacks should be labeled with child's name and AM or PM for when the snack should be eaten.

Children must bring their own lunch each day, including a beverage and any necessary utensils. Staff will check food brought from home for expiration dates and safety. Staff will discard any food that is expired. All lunches should be in a bag or lunch box clearly labeled with the child's name. Thermoses and plastic/glass containers should also be labeled with your child's name. We have the ability to heat foods for the children's lunches, but we are unable to cook foods. We cannot refrigerate lunches; we encourage parents to use cold packs to keep lunch items cold. No food over 110 degrees will be in reach of the children at anytime. Lunches cannot contain nuts of any kind, Nutella, peanut butter or almond butter. If you send in soy butter, please label it as such.

When families provide lunches, staff encourages healthy and nutritious meals. Staff encourages children to eat the healthy choices in their lunch prior to eating any treats provided. Parents with special instructions or concerns for lunch should speak with the Director, their child's teacher and/or put instructions in writing. Glass containers are recommended for use when sending in food to be heated in a microwave.

To meet the USDA guidelines for lunches, the following components are required/suggested for preschool age children:

Milk or Milk Alternate* 1 ½ servings

Meat or Meat Alternate* 3 servings

Fruit/Vegetable or

100% fruit/vegetable juice ½ cup

Bread or Bread Alternate* ½ slice or 1 serving

Food Alternate and Serving Size

Component	Serving Size
Milk and Milk Alternates: Milk 1% or nonfat	½ cup
Yogurt made from whole milk (plain/flavored)	½ cups
Bread Alternates	
Corn bread	1 ½ X 1 ½ square
Biscuits, rolls, muffins, bagels	1 small
Cooked pasta, noodle products, rice	½ cup
Cooked cereal grains	½ cup
Rice Cakes	1 cake
Crackers (saltines or similar)	4 crackers
Graham Crackers	¾ of 1 whole cracker

Meat and Meat Alternates: Lean meat, poultry, fish

Cheese	½ oz
Eggs	½ egg
Cooked dry beans or peas	1/8 cup
Soy nut butter	1 Tbsp

- **No peanuts or tree nuts, products made with peanuts or tree nut are allowed at school. No Nutella, peanut butter or almond butter.**

Please do not send soda or candy in your child's lunch. These items will be sent back home in your child's lunchbox. It is the responsibility of the Parent/Guardian to send in napkins and utensils.

We do not allow children to share food during lunchtime. Uneaten food will be sent home in the child's lunchbox so parents will know what the child has eaten. Please provide utensils for your child's use.

We ask that if sending in grapes or grape tomatoes, you please cut in half to reduce choking hazard. No whole nuts, nut products, peanut butter, Nutella, almond butter or any type of tree nut are allowed.

School Celebration Policy

In an effort to promote healthy eating to the children of Canterbury we are making some improvements to our party and celebration policies. We know that both children and parents love to celebrate special occasions and holidays at school. Canterbury is moving away from centering parties on and around “junk food.” Children often begin at a young age to associate celebrations with eating unhealthy foods. Canterbury would like to take steps to build the association around healthy foods and fun activities instead. Please help us in this effort by adhering to the signup sheets for parties outside your child’s classroom. We will have a healthy balance of fruit, veggies and treats. If all the party items are taken from the list please speak with the teacher about volunteering to bring something for the next celebrations. Items that are brought to the party and were not on the signup sheet will be sent home in zip lock bags for your child to enjoy at home at your discretion. There are many ways to celebrate, such as; donating a themed book, theme related stickers, craft items or decorations. Parents are always encouraged to come into the classroom to volunteer and or read to the children.

Canterbury would like to thank the families in advance for their cooperation on this new and improved school celebration policy.

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. Please share this information with those who will be responsible for dropping off or picking up your child. 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, Facebook 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 and without prior written notification. All children should have at least two people authorized to pick them up, in addition to parents/guardians. Parents/guardians can add/remove people from the authorization list at any time by checking in the office. If a child is being picked up by someone listed on the authorization form, then that person can pick up the child anytime. No written notice is required, but we appreciate a verbal notice or quick message to the teacher or office. If a child is being picked up by someone not listed on the authorization form, then a written note, dated and signed, should be given to the teacher in the morning. If a child needs to be picked up by someone not on the authorization list, and you have not given the teacher a written note, then you need to email the office the child release information AND call the office to verify the information. Keeping with the regulations from the Department of Early Education and Care, we cannot accept telephone calls for release. The designated person must provide photo identification upon arrival. Staff will check the information compared to the information parent/guardian has provided. Any questions will be addressed to the parent/guardian. Staff reserves the right to refuse release of the child if the information is not adequate, incorrect, or suspicion of impairment. Canterbury can refuse release of a child if it is suspected that the person is mentally unstable, under the influence of alcohol or other substance that may impair their ability to use good judgment or operate a vehicle.

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, crib sheet and if necessary a small stuffed toy or comforting object for your child to be kept in a labeled bag. Children may bring a few books to look at during rest. Children are not required to sleep, only rest quietly. **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, including shoes, 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. Please return any clothes borrowed from the Center as soon as possible.

Snow: Preschool will be closed if there is no school in Wakefield. Childcare will be available from 8:30-6:00. If there is a Massachusetts State of Emergency, the Center will be closed. 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. **The Director reserves the right to close the school early or in its entirety if there is a danger to staff and children.** The Director will notify parents of snow cancellations or delay via email, a message on the Center's phone, and the Center's website, canterburychildrenscenter.com.

Toys from Home: Please do not let your child bring small toys from home unless it is for show and tell. These items are easily lost or forgotten which may cause anxiety for your child. Stuffed animals, books and other soft rest toys should be put with rest items in a bag and labeled with your child's name. If your child requires an item during their transition into school, this item may be left in their cubby for the day.

Tooth brushing: All children who attend Canterbury and stay for lunch (12:30 PM) are required to brush their teeth. Canterbury will provide toothbrushes and toothpaste. If you do not want your child to brush their teeth while attending school, please put it in writing and return to the main office.

Toothbrushes are discarded and replaced every three months. Tooth brushing policy and procedure information is available upon request.

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 and in the future. We believe that social emotional development should be the focus in the classroom and that teachers provide opportunities each day for these skills to develop. This is done through modeling good social behavior and interactions, assisting the children when in a conflict or are emotionally stressed or upset, and by having visuals within the classroom that represent emotions. We believe that discipline should come from the child and that we are here to support them throughout their development. 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.
- Children are redirected with the help of a teacher
- Children are given the words/language to facilitate conflict resolution
- Children are encouraged to use words to describe their feelings/emotions
- Children are given 1:1 time with a teacher to support their needs
- Children are given the opportunity to use the “quiet area” in a classroom
- Children are encouraged or given the opportunity to take a “break”
- Support Staff (Float) is available to take the child on a walk, break or for 1:1 time as needed

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 require 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.

Psychological abuse or coercion is not allowed.

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.

Time out may not exceed one minute for each year of the child's age and must take place within the view of staff.

Children may not be confined to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision.

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 and emergency information cards. Each child will wear an identification badge with the name, address and phone number of the Center. Staff members will carry a cell phone with them at all times. Teachers will be responsible for the care of all children, even if there are parent volunteers. Attendance will be taken prior to leaving the center, while they are in route to their destination, upon arrival and departure of destination, and when the children arrive back at the Center. Children with disabilities will have a plan made for them prior to any field trips at all; parents and all concerned parties will be included in the process.

All major fieldtrips require a special permission form to be signed by parents or guardians. On these field trips teaching personnel will carry an emergency first aid kit, a copy of all children's Authorization and Consent Forms, and emergency information cards.

Canterbury does not participate in field trips that require busing.

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 challenges of child rearing.

All families are asked for background information upon enrollment in order to ascertain the linguistic needs of all families. If necessary the center would call upon the assistance of a translator to translate specific information as needed. The Massachusetts Department of Early Education and Care and The Child Care Circuit of Massachusetts provides information in languages other than English that can be ordered upon request.

1. You have a right to make unannounced visits to your child's room while your child is present. Canterbury has an open door policy.
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. You can also reach out to the director directly at canterburydirector@gmail.com
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. Canterbury uses The Creative Curriculum formal assessment tool, which aligns our curriculum with the Massachusetts Curriculum Frameworks for Preschoolers. Staff is trained both formally and informally through in house trainings and professional development opportunities. The Creative Curriculum is based on observations done by the staff on an ongoing basis. Staff has been trained in observation procedures and how to interpret the assessment. 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 documented 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. You may assign alternate people that have permission to view your child's records and their medical information and records.

8. Your child does not need to be toilet trained to attend Canterbury. The *Diapering Policy and Procedures* is posted in the children's bathrooms. Copies can be furnished upon request.
9. 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.
10. 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.

11. All families are asked for background information upon enrollment in order to ascertain the linguistic needs of all families. If necessary the center would call upon the assistance of former families who were bilingual to translate specific information where possible. The Massachusetts Department of Early Education and Care and The Child Care Circuit of Massachusetts provide information in languages other than English that can be ordered upon request.

Parent Responsibilities

- Parents need to be responsible for checking their child's cubby and folder for all school information each day. All monthly calendars and newsletters, along with information from your child's teacher, will be located in these cubbies and folders.
- The parents must provide diapers and wipes in a clearly labeled bag. 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. Books are allowed for rest time. 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 heat lunches in the microwave.

- 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 the following completed forms by August 11th or prior to their first day of school, if he/she will be starting school during the summer: emergency information, report of annual physical examination with current immunization information, transportation plan, developmental history 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 Department of Early Education and Care, information in a child's record is privileged and confidential. Your child's file is accessible to Canterbury Staff, Administration, and families at all times, unless otherwise designated by parent/guardian. Files are kept in a lock file cabinet in the main office. Your child's teacher does not share information about your child without written permission from parent/guardian. All information is kept confidential.
5. The Center will not release information from these files without parent/guardian written consent.
6. These records may be available to the Department of Early Education and Care if deemed necessary for legal situations. Parents/guardians 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 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 at designated places. In the event these designated places are found to be unsafe, staff and children will meet on the lower common across the street. Children will then be walked to the First Parish Congregational Church, our designated site in the event of an emergency. Teachers will take daily attendance sheets to account for all children. The Director or designee will take a cell phone and 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 Department of Early Education and Care 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 site 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 Department of Early Education and Care.

The building is locked at all times. Each family is given their own individual code for the Main Entrance Door. Families are asked to not share the code with anyone other than those that pick up or drop off their child on a reoccurring basis. Information about door codes and their use is sent out to families prior to the start of school.

Canterbury has an Administrator or Lead Teacher in the office at all times. Their role is to monitor the front entrance and to ensure children come and go each day in a secure manner. Those who are visiting the school or picking up a child will need to ring the doorbell. Someone from the office will let them in. We check photo identification when someone new is picking up a child. We must have written permission from the parent/guardian in order to release a child. We will check the photo identification information and compare it to information we have on file or in writing. No child will be released without written permission from parent/guardian. No child will be released unless we have a valid form of photo identification.

Canterbury has implemented the use of Walkie Talkies. All classrooms and offices have these available to communicate as needed.

Families are encouraged to stop in the office with any questions or concerns.

Evacuation Plan: in the event of a fire, natural disaster, loss of power, heat and hot water

- Emergency evacuation and fire drill procedures are posted in all classrooms, near possible exits and include designated meeting areas for all classrooms.
- The Director conducts fire drills every month. During a drill, a teacher who is responsible for bringing the class attendance sheet and iPad, leads the children out of the building. Director and other Administrators 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.
- The Director or designated staff member will be responsible for taking the Emergency Card box and portable phone from the office in the event of a fire drill or evacuation. This designee will be responsible for notifying parents if necessary and or to contact local authorities for more information or to report an emergency.

In the event of an emergency situation that requires an evacuation of Canterbury Children's Center, 5 Bryant Street, Wakefield, MA one of the following plans shall be implemented. In all situations the caregiver in charge when evacuating shall take:

- **An Accurate Attendance List**
- **Account for all children and staff as they board vehicles, walk to an emergency shelter, or are dismissed into the care of parents or emergency personnel.**
- **Bring any necessary medications/supplies and emergency records.**
- **iPads**

1. If the environmental emergency is confined to the immediate area of the child care, e.g. fire, or toxic fumes, and the children cannot stay on the premises, the children will be brought to First Parish Church, One Church St., Wakefield, by foot, where they will remain accompanied by caregivers while parents/emergency contacts are notified of the situation and arrangements are made for either the transporting home or care-taking for the remainder of the day. The place of safety when the emergency is confined to the care-taking premises ideally should be close by and in walking distance.

A. In the event of exposure to toxic materials or gases and a physical examination is recommended, children will be transported by ambulance, police vehicles or buses as designated by the Fire Department to the hospital noted on the emergency authorization and consent form (the names and addresses of hospitals are attached) where they will be examined and parents/emergency contacts will be notified.

2. If the environmental emergency is more widespread and encompasses a large area, a neighborhood or several homes, due to a non-confined environmental threat, e.g. floodwaters, brush fires, etc., and the children cannot remain in the area, the children will be brought to First Parish Church, One Church St., Wakefield, by foot where they will remain accompanied by caregivers while parents/emergency contacts are notified and arrangements for either transportation home or a continuation of care are made.

3. In the event of a major environmental hazard that necessitates a larger area evacuation, several neighborhoods, a city/town, or geographical area, due to a large incident, earthquake, children will be transported to either the Galvin Middle School, Wakefield High School, or the Northeast Regional Vocational School, by method of transportation assigned by the Fire Chief who is the local emergency manager. They will remain accompanied by caregivers while parents/emergency contacts are notified and arrangements are made for their pick up.

We are not in a Nuclear Power Plant Evacuation Area

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 immediate 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 and/or school staff.
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.
5. Parent who has been late to pick up child on more than three occasions.

Referral List:

The Arc of Massachusetts 217 South Street Waltham, MA 02453	Advocates for Autism 217 South Street Waltham, MA 02453	Family Ties 1-800-905-TIES (8437)
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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/Medication: *the Health Care Consultant supplies the list*

- Each classroom has a First Aid Kit, as well as one in the main office and outside on playground.
- 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 along with any necessary medication.
- Children who require lifesaving medication will have it located with them in their classroom. The medication is labeled with the child's name and includes pertinent paperwork; IHCP, Allergy Action Plan, Asthma Action Plan and any other documentation on the child's allergy or medical condition and medication used. All medication must be labeled with the child's full name and or in the original prescription packaging. All other medication is stored in the office in a locked closet.
- Canterbury staff members who administer medication have received specific training that is updated annually during First Aide/CPR training. All Staff are trained 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

Injury Prevention Plan

- The Director is responsible for daily monitoring of the environment and for the removal and repair of hazards that pose risks to children and adults. 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 Department of Early Education and Care 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.
- Exception: Law enforcement personnel who are required to carry firearms.
- 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 must be able to keep up with the daily activities.

Children may return to school upon remission of fever, without the use of fever-reducing medication, 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 or folder 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 may be 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. Canterbury cannot administer the first dose of medication.

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 Child and Family Services

In cases of suspected child abuse or neglect, the Director of Canterbury Children's Center and the DCFS 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 Department of Early Education and Care 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.

Conferences, 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.

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. Adaptations and modifications to the curriculum will be made as needed based on the needs of the child(ren).

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 as needed.

16. Summer Programs

Summer programs are available during the months of June, July, and August. Flexible 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 may 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 Department of Early Education and Care, 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 Department of Early Education and Care 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 Executive 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 Executive Director, the Program Director or Administrative Director will be in charge.
- Should neither be available, the chain of command will be based on the staff qualifications as instituted by the Department of Early Education and Care. (see the following chart)
- Later in the day should no other person be available the afternoon program supervisor would be in charge. He/she is also responsible for closing the school.

Plan for ensuring the safety of all children as required by the Department of Early Education and Care

The staff of Canterbury Children's Center takes precautions throughout the day to ensure the safety of all children in our care. Most classrooms at Canterbury adhere to a 1:8 teacher/student ratio with a maximum of 16 children per classroom. Rooms 4 and 5 may have a 1:9 ratio with 18 students. Sometimes staff can be in charge of 10 children per EEC regulations. Our policy is to use this ratio minimally. Staff takes attendance multiple times throughout the day. Please find below the list of assigned times attendance will be taken.

1. When children arrive into Early Morning Care
2. When children are leaving Early Morning Care to go to their assigned classroom
3. Upon arrival in their assigned classroom
4. When the children are taken to the bathroom as a group to wash for snack or lunch
5. After snack time(s) and lunch
6. Before and after the children go to the gym or outdoor space (while they are lined up)
7. At 12:30 when the preschool/vacation programs end for the morning session
8. Anytime there is a change in staffing (staff must take immediately upon their arrival in the room)
9. Before and after the children go on any walking field trips (while they are lined up)
10. After fire drills and or other emergency drills that may take place

In the event that a child cannot be accounted for Canterbury will take the following steps:

1. Place the Center in Lock Down Mode: all exits will be closed and monitored by staff
2. Staff will take attendance of every child in their care

3. Staff will check all areas of the classroom
4. All common areas will be checked for example: kitchen, storage areas, teachers room, hallways, staff and children's bathrooms, gym and offices
5. The Executive Director or Lead Teacher will notify the local authorities if child cannot be located
6. The Executive Director will notify the parent(s) or guardian
7. The Center will remain in Lock Down Mode until the local authorities notify us otherwise.

Canterbury Staff

Summer 2021

Administrative Staff

Heather Moore: Executive Director

LeighAnn O'Neill: Administrative Director

Amy Yatsuhashi: Program Director

Teaching Staff

Lindsey Amerault: Assistant Teacher

Kayla Amero: Teacher

Elizabeth Arkininstall: Teacher

Caryn Casale: Assistant Teacher

Tina Conti: Teacher

Lori Dettorre: Lead Teacher

Quinn Lemist: Assistant Teacher

Kristen McKenna: Lead Teacher

Dawn Millstone: Lead Teacher

Megan O'Neill: Teacher

Jennifer Polidoro: Lead Teacher

Katrina Stewart: Lead Teacher

Donna Swanson: Lead Teacher, Afternoon Program Supervisor

Kierann Wonoski: Teacher

Please note that policies in this handbook are subject to change due to changes in EEC licensing regulations. Parents may contact the Department of Early Education and Care for information regarding the regulatory compliance history of the program.

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