



Parent Handbook

145 Main Street Unit C, Hudson MA. 01749 (978) -568-9664 www.hudsonchaps.com

Site Locations and Directors:

CHAPS Inc.

Community Programs for Early Learning

Director Christina Shea

145 Main St. Unit C Hudson MA

CHAPS

Early Childhood Center

Director Melissa Harold

127 Forest Ave, Hudson MA.

PACCS

Director Fionnuala O'Rourke

Located in Forest Avenue Elementary School

138 Forest Avenue, Hudson MA.

KAPS

Coordinator Linda Paquette

Located in Forest Avenue Elementary School

138 Forest Avenue, Hudson MA.

CHAPS After school Programs

Coordinators:

Sarah Massey – C.A.Farley

Anna Fernandes – J.L. Mulready

Colleen Aucoin – Forest Ave

The CHAPS Parent Handbook Contains Policies on the Following Information:

- Organizational Information
- Program Purpose and Philosophy
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- Form to be Signed by Parents and Returned to CHAPS ASAP! **

C.H.A.P.S. Parent Handbook REVISED September 2011

Executive Director: Steven P. Freitas

After School Program Coordinator: Colleen Aucoin

Coordinators: & Directors:

Linda Paquette – KAPS

Sarah Massey – C. A. Farley

Ana Fernandes – J.L. Mulready

Colleen Aucoin - Forest Ave

Fionnuala O'Rourke – PACCS

Christina Shea – Community Programs for Early Learning

Melissa Harold – Early Childhood Center

Provisions for Temporary Absence of Administrator:

If the Director or Coordinator of any site is temporarily absent, and you need immediate assistance, please contact Steven Freitas the Executive Director (978) 568 9664

The State of Massachusetts Department of Early Education and Care licenses our program. Our licenser can be contacted at (508) 798-5180. Please contact this office if you have questions, concerns or compliance history regarding CHAPS.

Organizational Information

The Board is in charge of setting policies and guidelines under which the program operates. The Board of Directors consists of two members from each of the following interests: Hudson School Committee, Hudson Park Commission and Community Representatives.

The Directors of these organizations make up an Operating Committee, which makes recommendations to the Board of Directors regarding the operation of the program. Mr. Steven Freitas is authorized by the Board of Directors to manage and operate the CHAPS programs and make the day to day decisions in the operation of these programs.

CHAPS chain of command is as follows: Operating Committee/ Board of Directors

OPERATING COMMITTEE

Mr. Steven Freitas

Mrs. Linda Ghiloni

Executive Director

Director, Hudson Division of Recreation

BOARD OF DIRECTORS

Mr. Arthur Redding

Mr. Christopher Yates

Hudson Park Commission

Community Representative

Mrs. Susan Dunnell
Mrs. Jenn O'Brien
Mrs. Mary O'Malley
Mr. Brian Bowen
Mr. Robert Bowen

Hudson School Committee
Hudson School Committee
Community Representative
Community Representative
Hudson Park Commission

IMPORTANT PHONE NUMBERS

(978)-568-9664	CHAPS Administration (Billing)
(978)-568-0274	CHAPS Town Hall
(978)-562-4788	CHAPS at C. A. Farley School
(978)-567-6175	KAPS (Kindergarten Age Child Care Services) at Forest
(978)-562-1279	CHAPS at Forest Avenue School
(978)-568-1432	CHAPS at J. L. Mulready School
(978)-567-6180	PACCS (Preschool Age Child Care Services) at Forest Avenue Elementary School
(978)-568-8884	CHAPS Early Childhood Center -Toddler, Preschool, and Kindergarten
(978)-568-9668	CHAPS Community Program for Early Learning- Toddler and Preschool
(978)-568-9642	Hudson Recreation Department
(978)-567-6100	Superintendent's Office
(508)-798-5180	Department of Early Education and Care/Licensor Tammie Smiley

Program Purpose and Philosophy

CHAPS, Inc. works in conjunction with the District to provide high quality childcare for the children of working parents. Activities are planned to meet the developmental stages of children while allowing for individual development, learning styles, and temperament. An atmosphere to encourage respect of self, others, and their environment is created while promoting self-discovery, motivation, cooperation, cultural enrichment, and diversity through small and large group activities as well as open play.

CHAPS Inc. was started to provide a high quality childcare experience for the children of working parents. The program provides educational services for children in grades 1-7 and toddlers to kindergarten

We do not discriminate on the basis of race, color religion, cultural heritage, ancestry, political beliefs, national origin, disability, sex, age, sexual orientation, or marital status.

Occasionally, we have high school students volunteer to fulfill community service hours and college student in to do observations or internships.

We also invite the Hudson Public School's psychologists into our program, as well as Hudson Public School teachers and Social Skills Coordinators to observe and offer assistance and advice.

**** No person who does not work directly for CHAPS will have responsibility for or be unsupervised with any child at any time.****

Goals And Objectives:

At CHAPS we provide a healthy, secure, loving and stimulating environment in order to help children achieve his /her fullest potential and develop in the following areas:

- Creativity
- Individuality and Self-Expression
- Positive Self-Image and Self-Esteem
- Self-Direction
- Communication Skills
- Visual and Auditory Skills
- Fine and Gross Motor Skills
- Physical Fitness and Good Health Habits
- Social Skills
- Self Control and Respect For Others
- Thoughtful and Courteous Behavior
- Moral and Aesthetic Values

- Responsibilities For One's Behavior

Parental Visits and Input

Parents should feel free to drop in and visit the program at any time when their child is present. There is no need to announce these visits. We are proud of our program and welcome your observation of it.

We would like to hear your comments and will answer any questions you have about our procedures and daily activities. If you would like something explained in writing, just ask an educator and we will respond within a few days, but your questions and comments are welcome at any time. There are parent feedback sheets available at each site year round. Progress reports will be completed for each child midway through the school year. Conferences may be scheduled at your request to address any questions or concerns about your child's progress.

New Enrollment Procedures

When a parent/Guardian inquires about our program, she or he will be told if there are any openings in the program and will be given the opportunity to put their child on the wait list.

Opening are filled according to the following criteria

The age of the child admitted depends on the age of the child who leaves to maintain a stable balance of ages to accommodate the classroom. Children of CHAPS full time employees, Town of Hudson employees and siblings currently enrolled in our programs will be given preference. When an opening occurs the parent/guardian will be contacted given a deadline to accept the spot. If the child's space is denied, the child's name will be removed or placed at the bottom of the waitlist at the parent's request.

Meeting Your Child's Needs

If your child has any special needs, a staff member will attend any and all team meetings at which you request his or her presence. We want to work together to do what is best for your child. All attempts will be made to follow through on Individual Education Plans as implemented in the Hudson Public Schools.

**** Please note that CHAPS does not have the resources to meet every special need.****

Transitions

The Toddler, Preschool and Kindergarten educators will meet with the directors to discuss transitions from class to class. The Kindergarten teachers will meet with our after school educators to prepare a plan for assisting children and families making transitions into new programs being enrolled.

Children's information, with parental permission will be shared amongst all Educators involved in the transition process. All Educators will make the transition process easy for children and their families. The children will be encouraged to scheduled time the program is in operation, which will better familiarize the student.

Written Referrals

An educator will notify parents if s/he has an educational and or developmental concern about their child. Concerns may include but are not limited to, hearing, visions, and dental. Parents may be referred to the Hudson Public School Pupil Services Department or referred to their home district. Any staff member may bring a concern to the Supervisor who will then document these observations in the child's file. The parents will be provided with referral information in writing and may discuss this with both the educator and the child's teacher. The supervisor will document this in the child's file and then follow up with the parents within two weeks.

Referral Services:

Pupil Services, Hudson Public Schools
Child Care Search
Department of Early Education and Care
Ask a Nurse
Dental Referral Services

(978) 567-6111
(978) 263-7744
(508) 798-5180
(800) 544-2424
(800) 917-6453

Early Childhood Intervention
Child Care Search (Child Care Vouchers)

(508) 480-0092
(978) 897-6400

Fee Schedule

REGISTRATION \$75.00 due July 1 of every year or the month your child enters the program
KAPS \$400.00 full time per month
CHAPS \$225.00 per month (10 Equal Payments)
BEFORE SCHOOL \$50.00 per month (10 Equal Payments)
BEFORE AND AFTER SCHOOL \$255.00 (10 Equal Payments) **Farley, Forest Ave. & Mulready.**

PACCS Full Day Preschool: (5 Days)
\$200.00 weekly

EARLY CHILDHOOD CENTER:

Toddler (2 Days) \$130.00 weekly
Toddler (3 Days) \$165.00 weekly
Toddler (5 Days) \$225.00 weekly
Preschool (5 Days) \$200.00 weekly
Kindergarten Extended Day \$400.00 per month (10 Equal Payments)

COMMUNITY PROGRAMS FOR EARLY LEARNING:

Toddler (24 Month) (call for details)
Preschool and Early Preschool & Multi age Preschool \$155.00 per month (10 equal payments)
Pre-K (3 days per week) \$180.00 per month (10 equal payments)
Afternoon Program (4 days per week) \$250.00 per month (10 equal payments)

Please be advised the CHAPS program will close for one possible two weeks during the summer. We will give all families ample notice regarding shut down

Tuition is due on the first of the month for BEFORE, AFTERSCHOOL, KINDERGARTEN and PART DAY programs. FULL DAY PRESCHOOL and TODDLER is due on the first day of the week. A late fee of 5% will be charged if tuition is not paid by the fifth of the month/the Wednesday of each week for full day preschool. Child enrollment will be suspended if tuition is not paid by the fifteenth of the month. Any returned checks will need to be replaced with a money order or cash in the amount of \$25.00. If you are having trouble paying your child care tuition, you are strongly urged to call Child Care Search to see if you are eligible for child care vouchers. You may also contact our administration office at (978) 568-9664. Our staff can refer you to the appropriate organizations for financial assistance.

Late Fees

In the event that a child is left in the care of a educator after closing, there will be late pick up fee of \$1.00 per minute, paid at the time, to the staff member. If the staff member is unable to contact a parent or emergency contact person, the Department of Children and Families and the local Police Department will be notified.

Chronic tardiness will result in your child's termination of the programs.

Enrollment

Before any child may be permitted to begin in the program, the following obligations must be met:

- All required forms must be completed and returned.
- The non-refundable registration fee must be paid. (Summer/School year students)
- An opportunity to observe the program prior to enrollment.
- We must be notified by the fifteenth of the month of termination in the upcoming month or change in status or you will be responsible for the tuition of the next month.**

Attendance and Sign In/Out

Please call us at the individual site if your child will not be attending the program that day. Students must be signed in at the beginning of any day that they are dropped off and signed out at the end of every day. A designated person over sixteen years of age must do this.

Only persons listed on your authorization form may pick up your child unless we are notified in writing. We will check the identification of any person who is not known to the teacher responsible for the child at the time of pick-up. A child will NOT be released to any person whose identification and authorization cannot be verified.

CHAPS Locations and Hours of Operation:

BEFORE SCHOOL:	C. A. Farley	7:00-8:00 AM
	Forest Ave	7:00-8:00 AM
This program is held on regular school days only and will be closed when there is no school or a delayed opening.		

CHAPS	C. A. Farley	2:50 P.M. or the close of school until 6:00 P.M.
	J. L. Mulready	2:20 P.M. or the close of school until 6:00 P.M.
	Forest Avenue	2:50 P.M. or the close of school until 6:00 P.M.

**** These programs are located primarily in the Cafeteria's of their respective schools.**

KAPS	Forest Avenue Elementary School Room 16	7:00-6:00 (Full-time)
PACCS	Forest Avenue Elementary School Room 15	7:00-6:00 (Full-time)
EARLY CHILDHOOD CENTER:	127 Forest Ave, Hudson	7:00-6:00 (Full-time)

COMMUNITY PROGRAMS FOR EARLY LEARNING: 145 Main St Unit C.

- Monday- Wednesday- Friday AM Pre-K 8:30 AM-11:30 AM
- Tuesday-Thursday AM Preschool 8:30 AM-11:30 AM
- Wednesday & Friday AM Early Preschool 8:45 AM-11:45 AM
- Tuesday -Thursday AM Multi Age Preschool 8:45AM-11:45AM
- Monday AM - Toddler 9AM-10:30AM
- Monday-Thursday PM 12:00-3:00 PM

PACCS/KAPS/ Early Childhood Center and School Age Program:

SCHOOL VACATIONS: Individual Sites 7:00-6:00 (Some programs may be moved to alternate sites.)

NO SCHOOL/TEACHER INSERVICE: Individual Sites 7:00-6:00

SUMMER: 7:00-6:00 Forest Avenue School Only for School Age

SNOW DAYS: Please watch the local news for listings of school delays and closings as we follow the Hudson Public Schools schedule. If there is a delayed opening of 90 minutes, the BEFORE SCHOOL program is **CLOSED**. If school is canceled, we may open from 9:00-6:00 at the Forest Avenue School. We may completely cancel, open later or close early at the discretion of the Executive Director, depending on the weather or future forecast. During a State of Emergency, we are **CLOSED**. If you are uncertain, please call the Administration Office (978) 568-9664 after 6:30AM.

Community Programs for Early Learning

SCHOOL VACATIONS: CLOSED

Christmas Break - 12/24-1/1

Winter Break – February

Spring Break - April

FIELD TRIPS: Due to staffing issues, field trips may be mandatory. All efforts will be made to prevent this, but we are not always able to accommodate individual preferences. If you cannot afford a field trip, please contact the Executive Director Steven Freitas (978) 568-9664.

Holidays and Vacation Days Which our Program will be Closed:
For Before/Afterschool Programs, PACCS, KAPS, Community Programs for Early Learning & Early Childhood Center:

New Years Day	Martin Luther King Day
Washington's Birthday	Patriot's Day
Memorial Day	Independence Day
Labor Day	Columbus Day
Veteran's Day	Thanksgiving (Thursday and Friday)
December 24 and 25th	

Shut Down Week: the last week or two of August until the first day of school. When the days above fall on a Saturday, we will be closed on Friday, when they fall on a Sunday; we will be closed on Monday.

Children's Records

We will keep a file of your child's enrollment forms and all other pertinent information i.e. notes from parents, medication forms, permission slips, and updated information. All information in your child's record is confidential. We will keep all children's records for a period of **five years**.

Guidance Policy

Our discipline policy is based on positive reinforcement, redirection and encouraging children to respect their friends and their environment. Our guidance will be consistent and appropriate to the individual needs and development of the child. Safety is our main concern, and we would like to protect the children and staff within our program. Punishment will never include spanking or any other form of corporal punishment, or severe or humiliating verbal abuse. No child will be punished for soiling, wetting, or not using the toilet.

Termination of a Child

If a child's behavior becomes excessive and/or is of concern to a staff member and/or the Executive Director, parents will be notified and a conference may be requested. Families may be referred to seek outside assistance or referred within the Hudson Public School Department with written permission from parents. If parents decline help and behaviors continue, the matter will be brought to the attention of the Board of Directors. This may lead to temporary suspension or termination. The safety of the children in our program and that of our staff is our main concern and jeopardizing behaviors will not be tolerated. Children who are terminated may return after six months if parents can prove that behavior is improved and an opening exists. Some behaviors may include but are not limited to a child physically harming another child or staff member such as hitting, kicking, punching, scratching, pinching, biting, spitting, hair pulling, and inappropriate language and attempting to leave the program in an unsafe manner. Individual child rearing practices vary among families, therefore the behavior of parents, visitors, and guests also need to be appropriate.

Parents will be given written documentation of the reasons for termination.

Suspected Abuse and Neglect

We are mandated reporters of abuse and neglect by Massachusetts Law. We will cooperate in investigations including: identifying parents of children currently or previously enrolled in our program, provide consent to EEC to acquire and disclose program information with any persons or agencies EEC deems necessary to assist in the

investigations of allegations and protection of children. Failure to cooperate may be grounds for suspension, revocation, or refusal to issue a new license. If any staff member suspects abuse or neglect either because of her or his own observations or because of something a child has said, she or he MUST report it to the Executive Director or the Department of Children and Families (DCF) immediately, pursuant to M.G. L. c. 119 51A.

Background Verification (B.R.C)

As a condition of employment, all prospective employees are required to sign a consent form, which allows CHAPS Inc to process a (CORI) Criminal Background Check and a (DCF) Department of Children and Families check prior to employment (formally DSS). These background checks will be conducted by the Department of Early Education and Care. Only the *Licensee* and *Reviewer* will be able to view these results for hiring purposes. All discretionary hires will have a complete and full review to investigate the CORI (BRC) findings. A written rationale for the hire will be located in a separate locked file away from all other files.

When a reviewer leaves the CHAPS organization, this office will immediately contact EEC in writing the changes. Also, all CHAPS employee, intern and volunteers will have CORI's (a BRC) done every two years. Any employee, volunteer or intern can be subject to a new CORI or DCF background check anytime when CHAPS receives information that may indicate the need of disqualification of employment.

Also, references will be checked and a medical exam must be attained to see if the prospective employee is physically fit for the job.

Transportation and Evacuation

C. A. Farley School students in grades 1-5 and **Forest Ave** students in grades 1-5 will walk to the cafeteria. CHAPS assume responsibility at 2:50 PM, (11:30 on early release days).

J. L. Mulready students in grades 1-5 will walk to their cafeteria, CHAPS assumes responsibility at 2:20 PM (11:10 AM on early release days).

KAPS & Early Childhood Center Kindergarten Extended Day students are dropped off by parent/guardian and transported to and from Hubert Kindergarten by Hudson Public School buses. KAPS assumes responsibility as soon as child is signed in or dropped off by a school bus.

Early Childhood Center, PACCS & CPEL students will be dropped off and picked up by parents daily.

Before School Programs: Parents drop off, CHAPS assumes responsibility as soon as child is signed in.

Summer/Vacation/Snow Days: parents drop off. CHAPS assume responsibility as soon as child is signed in.

NO CHILD IS CONSIDERED IN ATTENDANCE IF HE/SHE IS NOT SIGNED IN.

Field Trips: Transportation will be on Hudson Public School buses or CHAPS Vans. Parents will be required to sign a permission slip.

Emergency: A staff member may provide transportation or an ambulance will be called.

Evacuation Plan for Emergencies: fire, natural disaster, or loss of heat, water, or power.

In the event that we may not remain in the building, parents will be called then emergency contacts will be notified to pick up the children. If immediate evacuation is necessary, public school buses, vans, emergency vehicles or staff vehicles may transport children. Children will be brought to another CHAPS site. Once children are safely transported, we will begin making phone calls as mentioned above to notify contacts of the move.

In cases of emergency at school: One staff member will remain with the child while another goes for help. Staff members will first call for care if necessary and then call the parent. A staff member will accompany the child to the nearest emergency facility and the parent will meet them there. With parental permission, a staff member may drive the child to the nearest facility. If parents can not be reached, the staff member will follow the advice of the attending physician, and act in the best interest of the child; people listed, as emergency contacts will be called next. A staff member will continue to try to contact the parents and update them on the situation.

When children are taken off site staff members will carry emergency numbers and authorization forms with them at all times.

Evacuation Plans are posted at each site on all doors.

Emergency Evacuation CHAPS Community Programs for Early Learning

Parents/Guardians, then emergency contacts will be notified to pick up their children in the event of an emergency evacuation. If immediate evacuation is necessary, program van, public school bus, emergency vehicles, or staff vehicles may transport children; required safety laws will be followed. Children may also be lead on foot with the teachers supervision to the Town Hall. Children will be brought to the Conference Room at the Hudson Town Hall, 78 Main St., Hudson, MA; the Conference room is located on the second floor. Once the children are safely transported, parents/guardian first, then emergency contacts will be notified of the move. The contact number for the CHAPS office in the Town Hall is (978) 568-0274.

Emergency Evacuation at the CHAPS Early Childhood Center

Parents/Guardians, then emergency contacts will be notified to pick up their children in the event of an emergency evacuation. **Parents/Guardians will be required to pick their children up at The Forest Ave Elementary School to avoid interference with emergency vehicles per order of the Chief of the Hudson Fire Department.** If immediate evacuation is necessary, program van, public school bus, emergency vehicles, or staff vehicles may transport children; required safety laws will be followed. Children will be brought to the Conference Room at the Hudson Town Hall, 78 Main St., Hudson, MA; the Conference room is located on the second floor. Once the children are safely transported, parents/guardian first, then emergency contacts will be notified of the move. (978) 568-0274 is the phone number of our administration office, which is located at the Town Hall. You may call here for information regarding an emergency situation.

Emergency Evacuation of PACCS /KAPS at Forest Avenue Elementary School

Parents/Guardians, then emergency contacts will be notified to pick up their children in the event of an emergency evacuation. **Parents/Guardians will be required to pick their children up at The CHAPS Early Childhood Center located on Forest Avenue, to avoid interference with emergency vehicles per order of the Chief of the Hudson Fire Department.** If immediate evacuation is necessary, program van, public school bus, emergency vehicles, or staff vehicles may transport children; required safety laws will be followed. Children will be brought to the Conference Room at the Hudson Town Hall, 78 Main St., Hudson, MA; the Conference room is located on the second floor. Once the children are safely transported, parents/guardian first, then emergency contacts will be notified of the move. (978) 568-0274 is the phone number of our administration office, which is located at the Town Hall. You may call here for information regarding an emergency situation.

Specific Health Care Needs

All attempts will be made to provide for individual and specific health care needs. Staff members will work with families to identify the possibility of allergies, i.e. possible signs when exposed to specific elements. All allergies will be posted and all staff members will be updated immediately on any changes. Food allergies will be addressed as needed. All teachers will assure that students who have food allergies are not exposed to these foods. *This may include the banning of certain foods in the program.*

All staff members will be given information and trainings on healthy growth that the United States Department of Agriculture (USDA) provides. Families can receive health tips and guides on www.nutrition.gov as well. (This web site can also be found on the HUDSONCHAPS.COM page under links) The food pyramid will be posted on all food storage cabinets.

Illness of Children and Alternate Care

Even though young children are sick, they still would like to attend school. The parent should make this important decision, not the child. Consider the health and well being of your child as well as the other children in the program. It is assumed that if a child is well enough to attend childcare, then he or she is well enough to engage in a typical day. It is a good idea to have alternate care for your child when he or she is too ill to attend our program.

Care of Mildly Ill Children

When a child is mildly ill with a cold or a low-grade fever (less than 101°), the parent will be notified but not required to pick up the child unless the condition worsens. Appropriate measures will be taken to make the child

comfortable, i.e. extra rest, quiet play, snacks or extra drinks as necessary. These children will be cared for in the regular environment.

Administering Medication

No educators will administer medication before completing the required Early Education and Care medication training

Prescription medication may be administered with written permission from both the doctor (prescription label) and the parent (EEC required medication form). The medication form records the dates and times the medication is administered and is maintained in the child's file. Medication **must** remain in the original prescription container with the safety cap on. Information on the medication form **must** be consistent with the information on the prescription label. All medication will be stored with the first aid supplies, unless it needs to be refrigerated. Left over medication will be returned to the parent after the final dosage has been administered.

Non-prescription medication may be administered with a written note from the parent and a medical order from the physician. The order must be written for a specific medicine. These orders are good for one year from the date it is written. After medication order has expired the parent will be notified and the left over medication will be returned to the parent. Expired medication will be returned to the parent for replacement.

Topical cream may be applied with written permission from the parent. These include sunscreen, hand cream, lip balm, etc.

All medication will be locked in a secure space.

Managing Infectious Disease

We would like to minimize the spread of infectious diseases, i.e. flu, chicken pox, measles, skin rash, conjunctivitis, gastrointestinal, respiratory infections, head lice...(just to name a few). When a child comes down with such symptoms while at our program, parents will be notified and expected to pick up their child(ren) immediately. Until children are picked up, all attempts will be made to separate them from the other children. Children will be expected to see their physician and be considered no serious health risk to them or to other children, no longer have the communicable disease, have been on antibiotics for 24 hours, and or be fever free for 24 hours before returning. If there is a question about the child's health, they may be examined by the school nurse and evaluated.

Parents will be notified verbally, with a sign on the parent information board or on the sign out table, or in a notice sent home of any and the possibility of any communicable disease, which their child may have been exposed to. An informational letter of any such disease, when available, can be given out upon request.

Parents are expected to notify us if your child has been exposed to or contracted a contagious disease.

The following is a list of symptoms and diseases, which may be, reason for your child to be sent home or kept home from our program:

Fever: Children with a fever of 101°+ will be sent home and **must** be fever free for *24 hours* before returning to school. The child's overall disposition and surrounding circumstances will be taken into consideration when making this decision.

Vomiting: A child who is vomiting will be sent home and **must** be able to hold down a meal for *24 hours* before returning to childcare. Circumstances will be taken into consideration when making this decision as cases of vomiting may vary, i.e. is the vomiting due to illness, does the child overexert him or herself during physical activity, is the child sensitive to extreme heat.

Diarrhea: A child with diarrhea will be sent home and **must** be free of diarrhea for 24 hours before returning to childcare. Circumstances will be taken into consideration as cases may vary; i.e. is diarrhea due to illness or to something the child has eaten.

Skin rash: A child may not return to childcare with any open chicken pox or visible skin rash. A physician's note stating the skin rash is not communicable will be accepted.

Head lice: Children with head lice are expected to be picked up immediately after a parent is notified and must have **NO NITS** in their hair before returning.

Ear Infections: Your child should be on the prescribed antibiotics for 24 hours before returning.

Chicken Pox: Children are contagious during the first ten days after exposure and can not return until all sores have healed over. Your child's physician should be consulted if you are unsure whether or not your child is still contagious.

Conjunctivitis: This is a contagious infection of the eye characterized by redness, tearing, and a yellow discharge from the eye or the eye stuck together. Children must be on medication for 24 hours and the discharge must be gone before returning.

Strep throat: This is characterized by a sore throat, fever, and swollen or tender neck glands. Children must be on antibiotics and fever free for *24 hours* before returning.

Scarlet Fever: This is a form of strep infection where the bacteria produce a skin rash, which is usually red with fine bumps that feel sand-papery. Your physician should be consulted as to when your child should return.

Impetigo: crusted sores, which may appear anywhere, but usually appear first in the facial area, characterize this skin infection. Children must be on antibiotics for at least 24 hours and all lesions must be dry before returning.

Scabies: This is a very itchy rash between the fingers, on the wrist, under arms, and at the chest line. A mite causes the rash. The child may return to the center after treatment.

Hand-Foot-Mouth Disease: a viral disease causes this. Small ulcers in the mouth characterize it, blisters on hands and feet and sometimes near the genital area and on the buttocks. The child is contagious until the fever is gone (3-4 days) and should stay home until the fever is gone.

Staff members will use their discretion and consider the circumstances involved in each case when making the decision to send a child home. The health and well being of the potentially ill child as well as of all of the children in our care is our first priority.

If this is your child's first experience in a childcare program, he or she may become ill more often. A child's immune system may not be used to the exposure of illnesses when they are not used to being in childcare with large groups of children.

A child who is well enough to attend childcare should be well enough to participate in scheduled activities.

Infection Control

Both staff and children will wash their hands using liquid anti-bacterial soap and running water with friction before eating or handling food, after using the bathroom, after coming into contact with bodily fluids, and after cleaning up bloodied areas. Protective gloves will also be worn by staff that administer first aid or encounter any bodily fluids. Gloves will also be worn when handling food.

All staff members are trained in infection control procedures. Disposable gloves will be used for clean up of blood spills and/or bodily fluids. The area will be disinfected with a bleach and water solution. Gloves and materials used in such clean ups will be disposed of in a lined, covered container. Bloodied clothing shall be sealed in a plastic bag, labeled, and returned to the parent.

Injury Prevention

Staff members are responsible for daily monitoring of the program area and the playground for safety and repair hazards. He/she will maintain a central injury log to check for recurring injuries, and make sure parents are notified on the day an injury occurs. A copy of an accident report will be given to the parent within 24 hours. All hazardous and/or cleaning substances will be stored in a secured area. All matches, shard objects and other objects unsafe for child use will be properly secured out of children's areas. There will be no poisonous plants in any space used by the children.

It is against the law to smoke on Public School Property!

Toileting and Bathroom Procedures

During the program day, staff will make sure that there is never more than one child in the bathroom at a time. This will be done by visually monitoring bathrooms.

On field trips, staff will accompany each child to the bathroom where the general public has access. This will include looking in the bathroom before a child enters.

Diapering Procedures

Children in diapers or pull-ups will be changed regularly when soiled or wet on a diapering surface used only for that purpose and separate from areas of food preparation. Parents will provide and maintain a supply of clean, dry diapers and or a change of clothing for each child in our program. Teachers shall wash their hands thoroughly with liquid antibacterial soap and running water, apply gloves and place disposable paper on the changing table before changing a child. Teachers will always have one hand supporting the child while on the changing table. Children shall be washed and dried with individual, disposable wet wipes during each diaper change. All changing surfaces will be cleaned with a disinfecting solution after each child. Clothing or cloth diapers soiled by feces, urine, vomit or blood shall be double bagged in sealed plastic bags and stored away from other items. Soiled disposable diapers will be disposed of in a covered and lined container and be emptied on a daily basis or more frequently if necessary. Children and staff members must wash their hands thoroughly with liquid antibacterial soap and running water after diaper changing. Individual towels will be used to dry hands.

Children who are toilet trained will not be denied use of the restroom at any time. Teachers will meet the toileting requests of parents and developmental needs of children at all times.

Acclimating Your Child to CHAPS

Going to a new school is a very exciting experience, but it can also be a difficult one. In order to make the transition to CHAPS easier, we recommend the following:

- Introduce your child to the center gradually. Driving by the school and mentioning the names of the new faces are a few ways of introducing the school to your child.
- Visit the center and point out interesting features. Stay with your child while he/she explores the classroom.
- Gradually move out of the room. Be sure to let your child know that you are leaving and that you will return to pick them up.
- Always say goodbye to your child. Leaving without letting your child know makes it difficult for them to transition into the classroom.
- Parents need to remain positive, even if your child begins to cry. Your child will be comforted by the teachers and be encouraged to join in the activities.
- Children sometimes settle into the room quickly for the first few days. New toys and activities keep the children absorbed. Difficulty with separation may occur a few days later when the child becomes more aware of the separation. Transition times differ for each child.
- It is normal for a child to go through a period of adjustment. Being away from home and being able to accept changes is a part of each child's growth. Parents can help this adjustment by allowing the beginning days of school to be as relaxed as possible. Each classroom has a phone allowing access to your child's teacher. Please feel free to discuss any issues at any time.

Curriculum

The CHAPS Program will be implementing the Handwriting Without Tears curriculum within our Preschool and Pre-K Classrooms. We will be using Handwriting Without Tears (Get Set For School). Handwriting Without Tears is a proven success in making legible and fluent handwriting an easy and automatic skill for students. This curriculum includes three complete programs. The three areas will be Readiness and Writing, Language and Literature and Number and Math. We will continue to have our supplemental activities that will be based on the children's interest and abilities.

The curriculum is developed and implemented by the teachers and overseen by the CHAPS Director. Our curriculum is designed to be open-ended allowing for each child to explore and create in his/her own way. Therefore, our focus is on the process involved in the activity, rather than the end result. Open-ended activities encourage each child to assist in directing their own learning based on their own interests and abilities.

Behavior Management Policy

The CHAPS Program believes in positive reinforcement as a method of discipline. Children need structure and consistency in a safe, loving environment in order to develop self-control and to learn to accept responsibility for their own actions. Children will be offered choices and allowed to verbalize their feelings. When appropriate, children will participate in the established rules, policies and procedures that they have set on their own in the beginning of the year with the teachers. We stress the importance of respect for individual rights of others while encouraging independence and self-expression.

- ❖ Punishment will never include spanking or any other form of corporal punishment
- ❖ Verbal abuse, neglect, abusive or humiliating treatment of any kind will not be tolerated.
- ❖ No child will be denied food or drink or be force fed food or drinks
- ❖ No child will be punished for soiling, wetting, or not using the toilet

We encourage the children to respect their friends and their environment. Our guidance will be consistent and be appropriate to the individual needs and development of the child. Safety is our main concern and we would like to protect the children and staff within our program. Teachers will act as positive role models for appropriate behavior. Behavior expectations and limits will be developmentally appropriate. Teachers will praise and encourage good behavior stating suggestions or directions in a positive way. Teachers will use a kind, firm voice when disciplining, focusing on the child's actions rather than personality. The child will be made to feel worthwhile and respected, understanding that it is that action only that is being disciplined. Teachers will act with confidence, fairness, patience, and consistency when disciplining. The child will be redirected or moved to another play area, when behavior is inappropriate.

Volunteers Or Student Interns

Occasionally, we have high school students volunteer to fulfill community service hours for different classes at Hudson High School. There is also an Early Childhood Education Class, which the students work together with the CHAPS to fulfill their class work requirements.

Our program is also open to college student interns to observe or to fulfill their practicum. Volunteers and Interns other than high school students will not have knowledge of an individual child's identification or interact with an individual child one on one without written parent/guardian consent. Nor will anyone who does not work directly with CHAPS have any personal information without written guardian consent. No person who does not directly work for CHAPS will have responsibility for or be unsupervised with any child at any time, including high school early childhood education students. All Volunteers and Student Interns will have a CORI completed before they work with students. Hudson High School students over the age of 18 years who work directly for CHAPS are excluded from this policy. No harm, physical, emotional, mental, or otherwise will be caused to any child.

Fire Drills

Evacuation fire drills will be held with all groups of children on a monthly basis. These drills will be held at different times of the day in order to ensure readiness.

Nutritional Ideas

Be creative with sandwiches; use a cookie cutter to make a fun shaped sandwich. If your child does not like sandwiches, try yogurt, crackers with cheese, peanut butter and jelly rolled up deli meat, a hot dog, celery stuffed with peanut butter add raisins for ants on a log. Last night's leftovers are great too. If you send in macaroni and cheese, add a little milk or butter to avoid it being dried out after reheating. Pizza is always good hot or cold.

Please be sure your child will like the lunch you send, as it is our policy that the children eat what their parent(s) send for them. If your child does not like the crust, please take a moment to cut it off. The children need to eat half of their main lunch, then a healthy snack before eating other snacks. Please try to add more healthy snacks!

The following is specific information regarding PACCS & EARLY CHILDHOOD CENTER

What Your Child Will Need On A Daily Basis

Toddler and Preschool Programs

Each child has an assigned cubby for his/her daily incoming/outgoing belongings. You and your child are responsible for the cubby space. Parents will have their own mailbox for special notes, calendars and communication from the teachers. ***We kindly ask that you check this everyday!**

Each child that is "Toilet Learning" will have their own bins in the bathrooms/cubbies for their special belongings.* We will let you know when you are running low on certain items so that you will be prepared days ahead. Keep track of and take home children's projects and any art work. All children should wear comfortable clothes which do not prohibit physical activity. Outdoor play and messy art activities are a part of everyday curriculum in each classroom. Please dress your child accordingly.

Items For Everyday...

- A backpack is necessary for mail and projects.
- A **child size** blanket and **child size** pillow for rest time, which will be brought home every Friday for cleaning.
- An extra set of clothes- just in case of an accident including soiling or wetting, spilled milk, juice, or water etc....
- Extra clothes include underwear, socks, a top and pants or shorts appropriate to the weather. These are kept on site and replaced as needed by guardians.
- Morning snack is provided by guardians - we provide an afternoon snack (Early Childhood Center provide morning snack, parents provide afternoon snack) and juice or water during both snack times.
- A lunch including a drink. You may want to send extra drinks, especially in the hot weather. We will provide an extra drink at the children's request. A half-frozen water bottle in the summer is a great idea. Heat-up lunches are allowed, but only **twice a week** please as heating up lunches for 21 children would be extremely time consuming.
- **Please do not allow your child to bring toys from home.** He or she may bring one doll or stuffed animal for rest time, which will be kept, in their backpack until then.
- Please be advised that we are not responsible for lost objects from home

****Blankets, Sheets and pillows MUST be brought home every Friday to be washed****

Holiday Celebrations

Holidays will be touched upon as the children show interest in learning of these celebrations. The curriculum themes will focus on the basic concept of these celebrations. Religious aspects of the holiday season will be left out of the classroom. We feel that this is personal and is best discussed at home.

Rest Policy

Within our Toddler and Full Day Preschool Classrooms, children are given an opportunity to rest in an area which is designed to minimize noise and disturbance. The classroom is darkened and soothing music is played. Teachers will comfort children if they get upset by sitting next to the child to help them feel safe. Children will not be forced to sleep. Children will be allowed the amount of rest, quiet activity or sleep needed. The length of this quiet period will be appropriate to the needs of the children, but in no case shall it be less than 45 minutes.

Toddler and Preschool children who do not fall asleep within 30 minutes are offered, books or coloring material to use on their cots or to do quiet table activities. As with every other aspect of our program we will try to work with parents to meet their child's individual needs.

Clothing

We highly recommend that the children wear play clothes, as we do a lot of messy art projects and outdoor playing. Sneakers or rubber shoes are recommended for the playground as we do gross motor activities. We also ask that you label all of your child's clothing especially hats, and gloves.

Please read and sign

I have read the above **CHAPS Inc.** Parent Handbook, revised September 2011 and understand all of the information contained within. I agree to abide by all CHAPS policies and procedures and understand my rights as a parent.

Parent Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____

Parent Name: _____