



# Parent Handbook

*DRAFT*

127 Forest Avenue  
Hudson MA. 01749  
(978) 568-8884  
[www.hudsonchaps.com](http://www.hudsonchaps.com)

DRAFT (Updated August 7, 2019)

# **School Locations and Directors:**

## **CHAPS At The Hubert School- Part Day Programs**

**Program Administrator Christina Shea**

[Christina@hudsonchaps.com](mailto:Christina@hudsonchaps.com)

119 Broad Street, Hudson, MA

## **Mary O'Malley CHAPS Academy**

**Director**

**Fionnuala O'Rourke**

[Fionnuala@hudsonchaps.com](mailto:Fionnuala@hudsonchaps.com)

127 Forest Ave, Hudson MA.

## **CHAPS After School Programs**

**Coordinators**

**Kristen Luz – Quinn Middle**

[Kristen@hudsonchaps.com](mailto:Kristen@hudsonchaps.com)

**Zack Burchell – Forest Ave Elementary**

[Zack@hudsonchaps.com](mailto:Zack@hudsonchaps.com)

**Rebekah Rano – C.A. Farley Elementary**

[Rebekah@hudsonchaps.com](mailto:Rebekah@hudsonchaps.com)

**Caleigh Perkins- J.L. Mulready Elementary**

[Caleigh@hudsonchaps.com](mailto:Caleigh@hudsonchaps.com)

The CHAPS Parent Handbook Contains Policies on the Following Information:

- Organizational Information
- Program Purpose and Philosophy
- Goals and Objectives
- Volunteers and Student Interns
- Parental Inputs, Visits and Communication
- Meeting your Child's Needs
- Written Referrals and Services
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- Toileting and Bathroom Procedures
- Infant and Toddler Schedules and Tadpoles
- Form to be Signed by Parents and Returned to CHAPS ASAP! \*\*

## **C.H.A.P.S. Parent Handbook REVISED August 2019**

**Chief Executive Officer:** Steven P. Freitas

**Chief Operating Officer:** Sarah Massey

**Director of Operations & After School Programs:** Colleen Dunleavy

### **Directors & Coordinators:**

**Fionnuala O'Rourke** – Mary O'Malley CHAPS Academy

**Christina Shea** –CHAPS At The Hubert School- Part Day Programs

**Rebekah Rano** – C. A. Farley

**Caleigh Perkins** – J.L. Mulready

**Zack Burchell** - Forest Avenue

**Kristen Luz**- Quinn

### **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 Chief Executive Officer (978) 568 8884

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 CHAPS Board of Director is responsible for setting policies and guidelines under which the program operates. The Board of Directors consists of members from each of Community Representatives and Parent Representation.

The Chief Executive Officer and the Director of Recreation make up the Operating Committee. They will make 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                      Chief Executive Officer- CHAPS Inc.

Mr. Steven Santos                      Director, Hudson Division of Recreation and Parks

### **BOARD OF DIRECTORS**

Mr. Arthur Redding                      Community Representative

Mr. Jeff Wood                              Hudson Park Commission

Mr. Christopher Yates                      Parent Representative

Mrs. Allison Hay                              Community Representative

Mrs. Jenn O'Brien                              Hudson School Committee

Mr. Brian Bowen                              Community Representative

Mr. Robert Bowen                              Hudson Park Commission

Mr. Bob D'Amelio                              Community Representative

## **IMPORTANT PHONE NUMBERS**

(978)-568-8884	Mary O'Malley CHAPS Academy/Administration
(978)-568-9664	
(978)-568-0274	
(978)-567-6130	CHAPS At The Hubert School- Part Day Programs
(978)-562-4788	CHAPS at C. A. Farley School
(978)-562-1279	CHAPS at Forest Avenue School
(978)-568-1432	CHAPS at J. L. Mulready School
(978)-763-5549	CHAPS at Quinn Middle School
(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 ages 12 weeks to 12 years old.

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, Input and Communication**

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. Progress reports will be completed for each toddler, preschooler and school age child midway through the school year and we will provide a progress report every 3 months for our infant children. Conferences may be scheduled at your request to address any questions or concerns about your child's progress. We look at assessments as an ongoing process and will continually give parents feedback on growth and learning.

### ***Infant Programs***

Communication with your child's infant teacher will be very important. We believe that effective communication between our families and our educators make our program unique and we strive for this. Please communicate with our facility any questions that may arise..

With the infant and toddler programs we use a program called Tadpoles. This is our way to communicate with parents and guardians daily.

## **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 waitlist.

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**

At the request of the parent/guardian an educator 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 Infant, Toddler, and Preschool educators will meet with the directors to discuss transitions from class to class. Pre-K teachers will discuss the children and families making transitions into new school age 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 the child's 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	(978) 567-6111
Department of Early Education and Care	(508) 798-5180
Ask a Nurse	(800) 544-2424
Dental Referral Services	(800) 917-6453
Early Childhood Intervention	(508) 480-0092
Child Care Resources (Child Care Vouchers)	(508) 796-1838

## **Fee Schedule**

**REGISTRATION** \$75.00 due yearly at time of registration

**AFTER SCHOOL CHAPS** \$270.00 per month (10 Equal Payments) **Farley, Forest Ave, Mulready & Quinn**  
**BEFORE SCHOOL** \$115.00 per month (10 Equal Payments) **Farley, Forest Ave & Mulready**  
**BEFORE & AFTER SCHOOL** \$345.00 (10 Equal Payments) **Farley, Forest Ave & Mulready**

### **Mary O'Malley CHAPS Academy:**

Infant (2 Days) \$190.00 weekly  
Infant (3 Days) \$255.00 weekly  
Infant (5 Days) \$335.00 weekly

Toddler (2 Days) \$175.00 weekly  
Toddler (3 Days) \$225.00 weekly  
Toddler (5 Days) \$300.00 weekly

Preschool (5 Days) \$275.00 weekly

### **CHAPS At The Hubert School:**

2 Day Preschool \$200.00 per month (10 equal payments)  
3 Day Preschool, Pre-K & Mixed Age \$235.00 per month (10 equal payments)  
5 Day Pre-K \$390.00 per month (10 equal payments)  
5 Day Pre-K plus \$660.00 per month (10 equal payments)

(Any child with an Individual Education Plan with the Hudson School Department, please contact the Hubert School Administrator regarding tuition)

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

\* The CHAPS Board of Directors will hold an Annual Meeting during the months of May through July. At this meeting there would be a vote regarding tuition increases. CHAPS strives to be one of the most affordable programs in the Metro-West community. If any family is unable to afford the tuition please contact the CHAPS administration office. (978) 568-9664.

## **Payment Policy**

Tuition is due on the first of the month for BEFORE, AFTER SCHOOL and PART DAY Preschool. FULL DAY PRESCHOOL, TODDLER, and INFANT 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 Resources 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.



We may completely cancel, open later or close early at the discretion of the CEO, 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 6:30 AM, check our website or CHAPS Facebook page.

**CHAPS At The Hubert School- Part Day Programs**

**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 administration office (978) 568-9664.

**Holidays and Vacation Days Which our Program will be Closed:**

**For Before & After School Programs**

**CHAPS At The Hubert School &  
Mary O’Malley CHAPS Academy**

New Year’s Day	Martin Luther King Day
President’s Day	Patriot’s Day
Memorial Day	Independence Day
Labor Day	Columbus Day
Veteran’s Day	Thanksgiving (Thursday and Friday)
Christmas Eve	Christmas Day

**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 educator and/or the Chief Executive Officer, 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 a family resides out of district it would be the responsibility of their home district for the screening. 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 (formerly 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, Forest Ave & J.L Mulready** students in Full Day Kindergarten- grade 4 will walk to the cafeteria. CHAPS assume responsibility at 2:55 PM, (11:45 on early release days).

**Quinn Middle School** students in grades 5-7 will walk to the 7th grade common area. CHAPS assumes responsibility at 2:31 PM (10:53 AM on early release days).

**CHAPS At The Hubert School** students will be dropped off and picked up by parents daily. \*Students with a transportation plan with Hudson Public Schools will be transported per their plan\*

**Mary O'Malley CHAPS Academy** 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 cannot 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 of CHAPS At The Hubert School**

Parent/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 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, parent/guardian's first, then emergency contacts will be notified of the move. (978) 568-9642 is the phone number of the recreation department, which is located at the Town Hall. You may call here for information regarding an emergency situation.

### **Emergency Evacuation of Mary O'Malley CHAPS Academy**

Parent/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 will be brought to the Forest Ave Elementary School, 136 Forest Ave. Once the children are safely transported, parent/guardians first, then emergency contacts will be notified of the move. (978) 562-1279 is the phone number of the CHAPS program at the Forest Avenue main number.

### **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](http://www.nutrition.gov) as well. (This web site can also be found on the [hudsonchaps.com](http://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. Leftover 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 leftover 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, email or reception desk, 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 chickenpox 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.

**Chickenpox:** 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.

**A child who is well enough to attend CHAPS 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.

It is a priority to keep the Infant areas as clean as possible. CHAPS will provide bibs, burping cloths, wash cloths and crib sheets. They will be washed in the school laundry area with hot water and will never shared. At the end of each day and on an as needed basis, we use a bleach and water solution to clean cabinet tops, mats, tables, play equipment, etc. Toys may also be disinfected and washed by other means.

### **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!**

### **Infant Room Shoe-Free Policy**

With infants commonly on the floor, we will provide a clean, safe and healthy environment in the Infant classrooms. We practice a "shoe-free" policy in this room. All adults entering this environment must slip a pair of shoe covers over their shoes,

or remove their shoes entirely. We take this action to prevent outside contaminants from being brought into the classroom. Infants spend much of their time exploring on the floor.

### **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. (School Age Children)

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 school 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.

We are proud of our curriculum and the Massachusetts State standards that are being accomplished. Our teachers and administration team are always willing to share our curriculum.

### **Infant Curriculum**

Planning for infants does not necessarily involve "lessons", but rather opportunities for experiences in a safe and nurturing environment. When teachers organize materials for the room, they take into account the child's individual differences. Planning is based on observations of the children using their interests, their new skills, and their reactions to materials. The areas of learning that we will focus on are: Social and Emotional Development, Physical Development and Health, Communication/Language and Literacy, Cognitive Development and Creative Arts.

### **Based on the HighScope Education**

Providing an active learning environment means considering infants' and toddlers' needs to look, listen, wiggle, roll, crawl, climb, rock, bounce, rest, eat, make noise, grasp or mouth or drop things, and be messy from time to time.

**Learning Initiative:** Children express initiative.

**Problem solving:** Children solve problems encountered in exploration and play.

**Self-help:** Children do things for themselves.

#### **Social and Emotional Development**

**Distinguishing self and others:** Children distinguish themselves from others.

**Attachment:** Children form an attachment to a primary caregiver.

**Relationships with adults:** Children build relationships with other adults.

**Relationships with peers:** Children build relationships with peers.

**Emotions:** Children express emotions.

**Empathy:** Children show empathy toward the feelings and needs of others.

**Playing with others:** Children play with others.

**Group participation:** Children participate in group routines.

#### **Physical Development and Health**

**Moving parts of the body:** Children move parts of the body (turning head, grasping, kicking).

**Moving the whole body:** Children move the whole body (rolling, crawling, cruising, walking, running, balancing).

**Moving with objects:** Children move with objects.

**Steady beat:** Children feel and experience steady beat.

#### **Communication, Language, and Literacy**

**Listening and responding:** Children listen and respond.

**Nonverbal communication:** Children communicate nonverbally.

**Two-way communication:** Children participate in two-way communication.

**Speaking:** Children speak.

**Exploring print:** Children explore picture books and magazines.

**Enjoying language:** Children enjoy stories, rhymes, and songs.

#### **Cognitive Development**

**Exploring objects:** Children explore objects with their hands, feet, mouth, eyes, ears, and nose.

**Object permanence:** Children discover object permanence.

**Exploring same and different:** Children explore and notice how things are the same or different.

**Exploring more:** Children experience "more."

**One-to-one correspondence:** Children experience one-to-one correspondence.

**Number:** Children experience the number of things.

**Locating objects:** Children explore and notice the location of objects.

**Filling and emptying:** Children fill and empty, put in and take out.

**Taking apart and putting together:** Children take things apart and fit them together.

**Seeing from different viewpoints:** Children observe people and things from various perspectives.

**Anticipating events:** Children anticipate familiar events.

**Time intervals:** Children notice the beginning and ending of time intervals.

**Speed:** Children experience "fast" and "slow."

**Cause and effect:** Children repeat an action to make something happen again, experience cause and effect.

### **Creative Arts**

**Imitating and pretending:** Children imitate and pretend.

**Exploring art materials:** Children explore building and art materials.

**Identifying visual images:** Children respond to and identify pictures and photographs.

**Listening to music:** Children listen to music.

**Responding to music:** Children respond to music.

**Sounds:** Children explore and imitate sounds.

**Vocal pitch:** Children explore vocal pitch sounds.

### **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 program to fulfill their class work requirement.

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. We will be using evacuation cribs to transport children in the case of an emergency. 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!

### ***Infant Programs***

As your infant grows and becomes more adept at eating, he/she will be using their fingers for eating "finger foods" and working on using infant utensils. As infants gradually start to eat cereals, jarred foods, and table foods, you, as parent will inform the teachers in the classroom as to what your child can eat. It is recommended that infants try new foods at home before trying at school.

## **The following is specific information regarding CHAPS AT THE HUBERT SCHOOL/MARY O'MAILEY CHAPS ACADEMY (Early Education)**

### **What Your Child Will Need On A Daily Basis**

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!**

### ***Infant Programs***

Parents of bottle-fed babies will need to provide all labeled bottles, nipples, and lids. If you are breastfeeding your child, all breast milk must be dated and have your child's first and last name clearly marked. Contents remaining in any bottle must be discarded within 2 hours. Only breast milk, formula, or water will be placed in your child's bottle. No bottles will be served with cereal or any other food product in them. If you are breastfeeding your child, please let us know what accommodations we can make to help meet yours and your baby's schedule and space needed. All infant food, can based liquid formula and breast milk must be provided on a daily basis from home. You may keep a container of powder formula at school in your child's locker.

Infants grow fast, please check frequently to make sure the several sets of spare set of clothing matches your child's current size.

Pacifiers in the Infant Rooms will be given on an as needed basis. Pacifiers are inspected daily for safe use. Pacifiers are never forced on a child and are never shared. Parents should provide 2-3 pacifiers that are labeled in non-toxic marker with your child's name in the event that they are dropped on the floor.

In the Infant Programs CHAPS will provide crib sheets, burping cloths, bibs, bowls and spoons. Older infants are often cutting teeth and it hurts. Chewing on something relieves the itch and stops the pain momentarily. We will have teething rings available in the infants classrooms.

Sunscreen will not be applied to infants under 6 months. If you require that your child have sunscreen applied before reaching 6 months of age, a doctor's note must be provided to the school stating that sunscreen may be applied. We have a large shade tree and will have a shade structure in the play area to help minimize the risk of sun exposure.

Fingernails - Per licensing standards, we are unable to perform what are considered to be "invasive procedures". This includes the trimming of fingernails. Infant fingernails grow very quickly and can be very sharp. Please be certain your child's fingernails are trimmed so as not to harm themselves or others.

### ***Toddler and Preschool Programs***

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 (CHAPS will 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.

### **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.

### **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.

### **Safe Sleep Practices for Infants**

As a program that follows EEC guidelines on Safe Sleep Practices for Infants, CHAPS wants parents to be aware of the following EEC regulations that we follow in our Infant classrooms:

- All children twelve months of age or younger are placed on their backs for sleeping, unless the child's health care professional orders otherwise in writing – Per EEC Group Child Care regulation 606 CMR 7.11(19)(a)9.
- Swaddling of infants is not allowed under any circumstances by the Department of Early Education and Care.
- Any child under one year of age placed in a crib must not contain padded or soft materials – such as pillows, bumpers, comforters or stuffed animals.
- Blankets are not allowed in infant cribs. The use of sleep sacks is recommended and only according to product instructions (some products only safe until the child can roll over in their sleep).
- Children sleeping in car seats or equipment at the school (such as a bouncy seat) will be moved to a crib.
- No propping devices, wedges, SIDS monitors or sleeping positional aids can be used in cribs in licensed EEC centers.

- All CHAPS staff complete EEC's training *Reducing the Risk of SIDS in Child Care* upon hire and biannually thereafter.
- Infants nap according to their own schedules. If an infant should fall asleep while being rocked, lightly bounced or taken for a walk in a stroller, they will be put in their crib to continue their sleep. Infants arriving at school sleeping in their car seat will be removed and placed in their crib.
- Sleep checks will occur every 20 minutes while a child is napping.
- Children never share a crib at the same time. We understand that routines may be different at home and that some children have unique situations (e.g.-twins who may sleep together in the same bed). However, we must follow licensing guidelines through the Department of Early Education and Care.
- Our programs uses certified cribs that comply with current CPSC (Consumer Product Safety Commission) Standards.  
\*Standard U16 CFR 1219.
- All CHAPS Educators working with infants have taken the SIDS training per the Department of Early Education and Care.

### **Sudden Infant Death Syndrome (SIDS) Information**

EEC requires that all group child care programs notify parents of the risk of SIDS.

SIDS is the unexplained death of a healthy baby. SIDS is very rare. It happens most often to infants between two and four months. The cause is not known, but the steps outlined below may reduce the chances of SIDS:

- **Put your baby to sleep on their back**

- Use a firm, flat mattress
- Do not put pillows, blankets, quilts, comforters, or soft toys in her bed
- Use a fitted crib sheet and/or a sleep sack if desired
- Burp your baby before putting her down to sleep
- Do not overdress your baby
- Do not overheat the room
- Do not place your baby's crib near a window
- Do not let anybody smoke near your baby
- Breastfeed your baby
- If your baby is premature or sick, ask your provider about the best sleeping position

### ***Infant and Toddler Program Schedules and Tadpoles***

Our school believes that every infant has his/her own schedule. The day will include: napping, eating, diapering, quiet play, active play, outside time. Your child's daily report will reflect his/her day.

Keeping our families involved with the school has always been a priority of ours. We use a program called Tadpoles, [www.tadpoles.com](http://www.tadpoles.com) a new communication tool that will be used in all infant and toddler classrooms.

The Tadpoles program will allow our teachers to capture special moments, take photos, and videos of the children in action as well as send you classroom information. Soon no more paper will be sent home and instead you'll get daily reports and notes right in your email!

Each classroom will be equipped with an iPad mini or iPod touch which will be specifically used for the Tadpoles program. If you see a teacher on what looks like a phone, rest assured, they are not, as per school policy---no cell phones in the classrooms! We consider all information captured using Tadpoles to be a private communication between our school and our families. No personal information is shared with any external parties and as a parent you will only receive information specifically about your child.

We will be using the email address we have on file to communicate via the Tadpoles program. Please let us know if that should be updated.

**Please read and sign**

I have read the above **CHAPS Inc.** Parent Handbook, revised **August 2019** 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 Name (printed): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (printed): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_