



## Fit N' Fun After School Program

Parent Handbook

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**Contact Information:**

**Program Director/Administrator:**

Beth Bailey

Phone: 1-978-521-7700 (ext. 101)

Email: [bbailey@cedardale-health.net](mailto:bbailey@cedardale-health.net)

Fax: (978) 521-6884

**Assistant Director/Sight Coordinator:**

Joe Morin\*

Program Phone: (978) 815-3459

Email: [jmorin@cedardale-health.net](mailto:jmorin@cedardale-health.net)

\*Text messaging or email is the best way to reach Joe

**After School Program Hours:**

3:00 - 6:00 Monday – Friday

Following the Haverhill Public School Calendar

**After School Program Address:**

Cedarland Family Fun Center

880 Boston Road

Haverhill, MA 01835

Website: [www.cedarland.net](http://www.cedarland.net)

**Main Health Club - Cedardale Health & Fitness**

Address:

931 Boston Road

Haverhill, MA 01835

Website: [www.cedardale-health.net](http://www.cedardale-health.net)

**Licensing**

Our program must comply with regulations of the EEC.

Parents may contact EEC for information regarding the program's regulatory compliance history.

(978) 683-7455 - Lawrence Office

## Statement of Purpose:

Welcome to Cedarland's Fit 'N Fun Program for school age children (Grades K-5<sup>th</sup> grade). We hope to cultivate a positive environment which serves as an introduction to a healthy lifestyle. Our philosophy for this program is to improve your child's fitness and confidence through participation in a variety of fun programs and activities, in a non-competitive setting. Our friendly educators will maintain a safe, nurturing environment. Our desire is to help with not only the ABC's of education, but also to teach **A**ctive coordination skills, **B**egin healthy habits, and **C**ultivate friendships that they can use throughout their lives. Our Educators are very excited and looking forward to a wonderful year.

This handbook contains Cedarland's policies and procedures, which are important to you and your child. Please read carefully.

# Operating Schedule

1. Operating Schedule:
  - a. Based on the Haverhill Public School Calendar.
2. Child Absent from School:
  - a. Please remember that it is your responsibility, if your child is absent from school, to call, text, or email and notify Cedarland before 1:00 pm on the day missed.
  - b. If you do not notify us we will need to call you to notify you of a missing child. There will be a fee of \$5.00 assessed for every day that we are not notified of an absence.
3. Days Off/School Closings:
  - a. Days off and school closings are not included in your tuition. We will follow the Haverhill Public School's direction in regards to weather closings.
  - b. Should the school close early due to weather, the After School Program may provide an abbreviated program to allow parents adequate time to leave work to pick up their children.
  - c. To find a calendar of days off/half days please visit the Haverhill Public School web site at [www.haverhill-ps.org](http://www.haverhill-ps.org).
4. Half Days:
  - a. Are not included in the monthly fees. For an additional \$30.00 (includes lunch) your child may attend the program.
  - b. You MUST sign up in advanced for your child to attend the program.
    - i. A sign up will be sent out 1 week prior to the scheduled half day.
  - c. Payment is due by 6:00 pm on the half-day or there will be a \$15.00 late fee assessed.
    - i. If you have a credit card on file we will automatically charge the card.
  - d. Half days are always swim days even if they do not fall on a Wednesday or Friday.
  - e. We will follow the Haverhill Public School calendar in regards to half days.
  - f. We will only provide care on scheduled half days for Haverhill Public Schools, and if we have a minimum of 15 kids signed up.
  - g. Lunch is included in the half-day price.

# General Program Info

## 1. Discipline Policy:

- a. At some point during the school year, every child will need some guidance towards appropriate behavior or choices. Should the educator recognize a child's difficulty in meeting behavioral expectations some of the following may occur.
  - i. Logical Consequences – educator will provide the opportunity for children to make an appropriate choice once informed of the consequences.
  - ii. Loss of Choice – If a child's behavior does not improve or if they show the inability/desire to make the appropriate choice, they will lose the ability to make decisions for themselves. We have found that missing out on an activity is an effective way of managing undesirable behavior.
  - iii. Consultation with Parent(s) or Guardian(s) - Communication between program educator and parent(s)/guardian(s) should be ongoing, daily, verbally or in writing, to develop a plan for behavior intervention at home and at the program.
- b. In the event the child is displaying behavior that we feel is beyond our training, we will refer the parent to the school for evaluation. As educators we will have continuing training on behavior management.
- c. Examples of inappropriate/undesirable may include but are not limited to:
  - i. Any behavior by a child that is viewed or deemed unsafe to the well-being of him/herself, or any other person/child.
  - ii. The improper use of language or gestures directed to educator or other children.
  - iii. Damage or theft of Cedarland property or the property of others.
  - iv. Overall disrespect to educator or other children.
- d. Continuing inappropriate/undesirable behavior may result in suspension or termination from the After School Program without refund. Should a child need to be suspended or expelled from the program we will provide, in writing, the specific reasons to the suspension or termination.
- e. As experienced educators we will do our part in stopping poor behavior before it starts.
- f. Our educators are trained to focus on these key things:
  - i. Supervision, organization, structure, and consistency are key in preventing bad behavior.
  - ii. Monitor the children's behavior each day, and watch for patterns.
  - iii. Approach the child and speak to him/her in a low tone of voice.
  - iv. Communicate behavioral concerns/issues with the parents.
  - v. All children have the right to learn from their mistakes.
- g. \*\* Every day is a fresh start and a new opportunity to make better choices \*\*

## 2. Parent Behavior-

- a. We hold the behavior of parents/guardians/adults to the same high standards of the children in our care. To that effect all persons on Cedardale property or attending a Cedardale function, shall conduct themselves in a respectful and orderly manner. Interactions of a disrespectful nature will be addressed. Cedardale premises are private property. In the case of abuse or threats to staff, pupils or other parents, Cedardale may ban or suspend a parent(s) from entering Cedardale property. In that instance parents will need to provide alternative means for picking up the children. To protect our families and staff, continued inappropriate behavior may result in the removal of the family in question. Any issues should be brought to the attention of Joe Morin or Beth Bailey.

## 3. Progress Reports

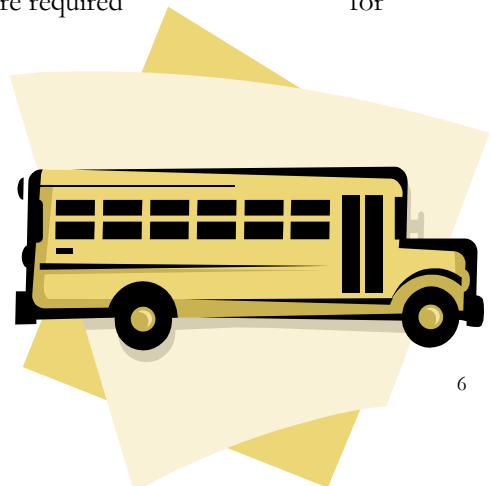
- a. A written progress report will be provided annually for each child. This report will outline the child's progress in the program. The original will be saved on your child's file. A conference to discuss the report will be made available upon request.

## 4. Homework Time:

- a. There will be time each day for your child(ren) to start their homework.
- b. We have allotted a minimum of 30 minutes for homework time.
  - i. We feel that after spending the day in school the children will benefit from moving around.
- c. There will be staff in the room to assist with difficult questions; however we will not check every question for every child.

- d. If needed we will work in conjunction with the parents to make a homework plan.
  - e. Optional ‘quiet activities’ will be made available for those children who finish their homework early, or do not have any.
  - f. Children that have a lot of homework may choose to bring their homework to our scheduled activities.
5. Snack:
- a. One snack will be provided daily. Other snacks, brought from home, are welcome.
  - b. Additional snacks may be purchased from aMAZEment for a fee, with written parental permission. Permission will be valid for one day.
  - c. Children with food allergies or picky eaters should pack an extra snack in their backpack to eat at the program.
  - d. Healthy Snack Sample Menu:
 

Cheese sticks	Fruit Snacks
Fruit	Cereal
Crackers	Trail Mix
Goldfish	Granola Bars
6. Lost and Found:
- a. Clothing/items left at the program at the close of each day will be placed in Lost and Found.
  - b. It is the parent's responsibility to check this area.
  - c. All items left at month's end will be donated or discarded.
7. Personal Property:
- a. Cedarland is NOT responsible for lost, stolen, or damaged items brought to the program. ALL PERSONAL PROPERTY MUST BE LABELED CLEARLY WITH CHILD'S FIRST AND LAST NAME. WE DO NOT recommend bringing: cell phones, PSPs, Nintendo DSs, iPods, ect.
  - b. Children who have cell phones, should keep them in their backpacks, and out of sight.
8. Plan for Transition of Students:
- a. Whenever children are being transported between activities our educators will assist the child with the transition in a manner consistent with the child's ability to understand. Our transitions will be completed in a safe, timely, predictable manner.
9. Traffic Control Plan:
- a. During After School time the group will follow a schedule that will take them to a verity of activities per day, within walking distance.
  - b. When the group travels to and from activities the educators are taught to follow these instructions:
    - i. Line the group up and do a head count.
    - ii. Walk together in an orderly line with quiet voices.
    - iii. An educator must always be at the front of the line, at the end of the line, and other educators will be spaced out throughout the middle of the line.
  - c. Upon arrival at the destination, a head count is taken in to insure everyone's arrival.
10. Required Supplies:
- a. Socks MUST be brought or worn **daily** to be allowed to use most equipment.
  - b. Sneakers MUST be brought or worn daily to be allowed to use most equipment.
  - c. Bathing suits & towels on Wednesdays & Fridays are required for swimming.
  - d. Seasonal sun protection is required for our outdoor play.
  - e. Seasonal clothing jackets, sweatshirts, gloves, hats, boots, ect, are required for traveling between activities.
    - i. Children must have a jacket if the temperature outside is below 60 degrees.



ANY/ALL circumstances, must be signed out by his or her parent/guardian or designated pickup person.

b. The attendance sheet will be located at the aMAZEment front desk.

13. Responsibility for Children:

a. Cedarland will not assume responsibility of any child until his/her arrival and sign-in from the school bus or parent drop off.

b. ***We will not be responsible for children that do not have the completed paperwork (paperwork is valid for 1 year from date of signature).***

14. Pickup:

a. All children must be picked up no later than 6:00 pm or a late fee will be charged (see "Fee Calculations & Financial Policies" for details).

15. Designated Pickup Persons:

a. We will only release children to persons designated on the child's enrollment forms. (see Policy On Release of Children)

b. Parents may also provide an additional list.

i. The list must be given to a program administrator to be kept on your child's file.

c. A photo ID must be shown to an educator before release of the child will be permitted.

16. Policy On Release of Children:

a. Children may be released only to the parents/person authorized by the parent(s) to take the child from the program and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

b. If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, parents must provide documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

c. If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the program's closing, an educator will ensure that:

i. The child is supervised at all times.

ii. An educator will attempt to contact the parent(s) or person(s) authorized by the parent(s).

iii. If an hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed, and the educator cannot continue to supervise the child at the facility, the educator shall call the Child - At - Risk Hotline at 1-800-792-5200 to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

iv. If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or educator, the child would be placed at risk of harm if released to such an individual, the program shall ensure that, the child may not be released to such an impaired individual.

v. Educators will attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and if the program is unable to make alternative arrangements, the educator shall call the Child - At - Risk Hotline at 1-800-792-5200 to seek assistance in caring for the child.

vi. For school-age childcare programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s). Those written instructions will be kept with the child's records, and will be valid for 1 year.

# Financial Policies

1. Change in Personal Information
  - a. Cedarland's administrative personnel (Joe Morin) **MUST BE NOTIFIED IMMEDIATELY** when there are any changes in the following: days attending, cell/work/home phone numbers, address, emergency contacts, approved pickup people, etc.
  - b. All changes must be submitted in writing.
2. Returned Checks
  - a. A \$25 fee will be assessed to your account. In the event that this situation occurs twice, cash or a money order will be required for payment for the remainder of the year.
3. Payment Due Schedule:
  - a. Monthly payments through automatic credit card or debit card charges are the preferred method of payment. For other billing options please contact the Cedardale Bookkeeping office.
  - b. Payments are charged on the first of the month. A late fee of \$15.00 will be assessed on any account which is not paid in full by 6:00 pm on the 7th day of that month. \*Invoices Not Provided\*
  - c. Payments will be applied as follows: registration fee, late fees, past due balances, current balances.
  - d. A non-refundable registration fee of \$75 per child is due upon enrollment in Cedarland's After School Program.
  - e. Under no circumstances will Cedarland credit for absenteeism or cancellation of a child's enrollment in our program.
  - f. Payments for the month of June must either be paid on June 1st or must be postmarked no later than the first. There is no credit for shortened months.
  - g. No refunds or credits available
  - h. Accounts that are delinquent may result in suspension or termination from Cedarland without refund.
  - i. If outside assistance is required to collect any outstanding balances on your account, all costs incurred, including any and all attorney fees, collection fees, and/or court costs will be added to your account.
4. Cancellation Policy:
  - a. A two week written notice must be given to the director or site coordinator for withdrawal from the program.
    - i. It is very important that you notify us that you are removing your child from the program so that we are not expecting them or continually charging your account.
  - b. Parents will be financially responsible for those two weeks regardless of attendance.
  - c. All records and medications pertaining to your child can be returned to you, and your child will be removed from our roster.
5. Add on Care:
  - a. We will accept add ons if space allows, and the child's paperwork is complete. The add on rate is \$25 per day.
6. Fee Calculations
  - a. All fees are calculated based on a 180-day school year. We have set annual fees in accordance with the schedules that accommodate your needs and divided these fees into ten (10) equal monthly installments for your convenience. This is why there are no discounts for months with holidays, school closings due to teacher conferences, weather, etc.
  - b. Late Pick-Up:
    - i. There will be a late fee if your child is picked up after 6:00 p.m. This fee must be paid at the time of pick up:
      1. 1 to 15 minutes \$10.00
      2. 16 to 30 minutes \$15.00
      3. 31 to 45 minutes \$25.00
      4. 46 to 60 minutes \$45.00



# Health & Medical Policies

## 1. Referral Procedure:

- a. The Program Director and site coordinator will evaluate and monitor children's behavior and progress through periodic observations. Records are confidential and access to them is limited. Parents have a right to review their child's file at any time. If a behavioral incident occurs, or there is a reason to be concerned about a specific developmental issue, our procedures for observing, evaluating, and referring the child or family to an appropriate agency or professional resource are as follows. Educators will provide to the parent(s) a written statement including the reason for recommending a referral for additional services, a brief summary of the Program's observations related to the referral, and any efforts the program may have made to accommodate the child's needs. The director will review and sign all documentation regarding such behaviors. The Director and parents will develop a plan to help identify both the child's needs and sources of help available to address those needs. This may include the Department of Social Services, the child's pediatrician, the Early Intervention team or referral to the school guidance counselor. The program will follow up the referral, and if it is determined that the child is not in need of services from the agency, or is ineligible to receive services, the Program will review the child's progress periodically if necessary. The Program will maintain a written record of any referrals.



## 2. Procedure For Identifying And Reporting Suspected Child Abuse And Neglect

- a. All educators are mandated reporters according to Massachusetts General Law C119, Section 51A. This means that if a educator has reasonable suspicion of abuse or neglect of a child he/she must file a report with the Department of Children & Families. They are required by law to report suspected abuse and neglect to either the Department of Social Services or to the program administrator. The following procedure will be followed:
  - i. An educator who suspects abuse or neglect must document his/her observations including the child's name, date, time, child's injuries, child's behavior, and any other pertinent information. The educator will discuss this information with the Program Director.
  - ii. The Program Director or the educator with the assistance of the Program Director will make a verbal report to DCF, to be followed by a required written report 51A within 48 hours.
    1. Child-At-Risk Hotline: 1-(800)-792-5200
    2. Haverhill Business Hours Switchboard: 1-(978)-469-8800
  - iii. If an educator feels that an incident should be reported to DCF, and the Program Director disagrees, the educator may report to DCF directly.
  - iv. All concerns of suspected abuse and neglect that are reported to DCF will be communicated to the parents by the Program Director unless such a report is contra-indicated.

## 3. Procedure for Identifying and Reporting Abuse/Neglect while in Care of the After School Program:

- a. It is Cedardale's commitment to protect all children in daily care from abuse and neglect. The

following are procedures for reporting suspected child abuse/neglect while the child is in the After School Program's care.

- b. Any report of suspected abuse or neglect will be immediately reported to the Department of Children and Families (DCF) and the Department of Early Education (EEC). A meeting will be held with the educator in question to inform him/her of the filed report.
  - c. Suspected Abuse of Educator Members:
    - i. The educator in question will be immediately suspended from the After School Program with pay pending the outcome of the DCF and EEC investigations.
    - ii. If the report is screened out by DCF, the Program Director notifies EEC if screened out, and EEC will let the Program know if/when the staff member can return. This decision will be based on the seriousness of the allegations and the facts available. If the allegations of abuse and neglect are substantiated, it will be the decision of the Program Director whether or not the educator will be reinstated. The Program Director and educator will cooperate fully with all investigations.
4. Notification of injury
- a. We will notify you immediately of any injury which requires emergency care. We will also notify you should your child sustain any injuries during the Program day.
5. Plan For Administration Of Medication
- a. Prescription Medication:
    - i. Prescription medication must be brought to the After School Program in its original container and include the child's name, the name of the medication, the dosage, the number of times per, and the number of days the medication is to be administered. The prescription label will be accepted as the written authorization of the physician.
    - ii. The program will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.
    - iii. The parent must fill out the "Medication Consent Form 606 CMR 7.11 (2)(b)" before the medication can be administered.
  - b. Non-prescription Medication:
    - i. Non-prescription medication will be given only with written consent of the child's physician. The After School Program will accept a signed statement from the physician listing the medication(s), the dosage, and criteria for its administration. This statement will be valid for one year from the date that it was signed. Any non-prescription medication should be in its original container when given to the After School Program.
    - ii. Along with the written consent of the physician, the After School Program will also need written parental authorization. The parent must fill out the "Medication Consent Form 606 CMR 7.11 (2)(b)", which allows the program to administer the non-prescription medication in accordance with the written order of the physician. The statement will be valid for one year from the date it was signed.
    - iii. The After School Program will make every attempt to contact the parent prior to the child receiving the non-prescription medication unless the child needs medication urgently or when contacting the parent will delay appropriate care unreasonably.
  - c. Topical Ointments and Sprays:
    - i. Topical ointments and sprays such as petroleum jelly, sunscreen, and bug spray, etc. will be administered to the child with written parental permission. The signed statement from the parent will be valid for one year and include a list of topical non-prescription medication.
    - ii. When topical ointments and sprays are applied to wounds, rashes, or broken skin, the program will follow its written procedure for non-prescription medication which includes the written order of the physician, which is valid for a year, and the "Medication Consent Form 606 CMR 7.11 (2)(b)" signed by the parent.
6. All Medication
- a. Each person who administers prescription or non-prescription medication to a child must be trained to verify and to document that the right child receives the proper dosage of the correct

medication designated for that particular child and given at the correct time(s), and by the proper method. Each person who administers medication (other than topical medication) must demonstrate competency in the administration of medication before being authorized by the licensee to administer any medication.

- b. The licensee must ensure that at least one educator with training in medication administration is present at any and all times when children are in care.
- c. Each person who administers any medication, other than oral or topical medications and epinephrine auto-injectors, must be trained by a licensed health care practitioner and must demonstrate annually to the satisfaction of the trainer, competency in the administration of such medications. An alternative method of training approved by the Massachusetts Department of Public Health (MDPH) can be substituted with approval from MDPH.
- d. The licensee must ensure that each educator, including those educators who do not administer medication, receives training in recognizing common side effects and adverse interactions among various medications, and potential side effects of specific medications being administered in the program.
- e. The first dosage must be administered by the parent at home in case of an allergic reaction.
- f. All medications must be given to a staff member directly by the parent.
- g. The Program will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to normal skin) which will include the child's name, the time and date of each administration, the dosage, and the name of the staff person administering the medication. This completed record will become part of the child's file.
- h. All medications will be stored in the Aquatic Center kitchen, (in the right upper cabinet or on the refrigerator door shelf if refrigeration is necessary). Unless otherwise specified in a child's individual health care plan, the educator must store all medications out of the reach of children and under proper conditions for sanitation, preservation, security and safety during the time the children are in care and during the transportation of children.
- i. Those medications found in United States Drug Enforcement Administration (DEA) Schedules II-V must be kept in a secured and locked place at all times when not being accessed by an authorized individual.
- j. All medication, except inhalers, shall be administered by a staff member, or upon written authorization of a parent, the child may be permitted to administer his/her own medication, under the supervision of a staff member.
- k. The licensee may, with written parental consent and authorization of the physician, permit children who have asthma to carry their own inhalers and use them as needed, without the direct supervision of a staff member. The licensee shall ensure that all staff are aware of individual children who have asthma and use their own inhalers as needed.
- l. The educator will not administer any medication contrary to the directions on the original container, unless so authorized in writing by the child's licensed health care practitioner. Any medications without clear instructions on the container will be administered in accordance with a written physician or pharmacist's descriptive order.
- m. Emergency medications such as epinephrine auto-injectors must be immediately available for use as needed.
- n. All medications must be administered in accordance with the consent and documentation requirements specified below:
- o. When possible, all unused, discontinued or outdated prescription medications shall be returned to the parent and such return shall be documented in the child's record. When return to the parent is not possible or practical, such prescription medications must be destroyed and the destruction recorded by a manager or supervisor in accordance with policies of the licensee and the Department of Public Health, Drug Control Program.

#### 7. Plan For Mildly Ill Children

- a. Children who are mildly ill may remain in the After School Program if they are not contagious (refer to the Health Care Policy's, "Policy on the Management of Communicable Diseases") and they can participate in the daily program including outside time.
- b. If a child's condition worsens or, if it is determined that the child poses a threat to the health of

the other children, or if the child cannot be cared for by an After School Program educator, the Program Director or senior educator will contact the child's parent(s). The parent(s) will be asked to pick up the child. The child will be cared for in a quiet area, a classroom, or in the program's office by a counselor, qualified educator, or by the Program Director until the parent(s) arrive to take the child home. Any toys, blankets, or mats used by an ill child will be cleaned and disinfected before being used by other children.

8. Plan For Meeting Individual Children's Specific Health Needs
  - a. During administration of any child, parents will be asked to record any known allergies on the enrollment sheet. The enrollment sheet will be updated yearly.
  - b. All allergies or other important medical information will be posted in each building, on the refrigerator in the kitchen, and on the snack storage cabinet. Allergies list will be updated as necessary - new children enroll, unknown allergies will become known. All educators and substitutes will be kept informed by the Program Director so that children can be protected from exposure to foods, chemicals, pets or other materials to which they are allergic.
  - c. For a child with specific food allergies, the Program Director will inform the educator or substitutions for snacks and lunches.
  - d. The names of children with allergies that may be life threatening (ie - bee stings and nut allergies) will be posted in conspicuous locations with specific instructions if an occurrence were to happen. The Program Director will be responsible for making sure that educators receive appropriate training to handle emergency allergic reactions.
9. Oral Health -In January 2010, EEC issued new regulations for child care programs that include a requirement that educators assist children with brushing their teeth if the children are in care for more than four hours, or if the children have a meal while in care (not including snack). This regulation is intended to help children learn about the importance of good oral health, and to help address the high incidences of tooth decay among children in Massachusetts, which is associated with numerous health risks. The After School Program will comply with this regulation on half days after the children eat lunch. Parents will need to supply all the supplies necessary if they want their child to participate in teeth brushing.



# Emergency Action Plans

1. Procedures for Meeting Potential Emergencies - the After School Program cell phone will have all necessary numbers for emergency personnel, and parents programmed into it. Numbers to emergency personnel will be posted at every phone.
  - a. Natural Disasters:
    - i. Tornado or High Winds: in the event of a tornado and/or high winds, move everyone inside the closest building. While inside, move down into the basement (if in the Aquatic Center). Crouch down against the floor and cover the back of your head and neck with your hands. If no suitable building is nearby, lie flat in the nearest ditch or depression and use your hands to cover your head. In the event of a sudden emergency, clear directions will be made over the PA system where available.
    - ii. Thunder and Lightning: In the event of a thunder storm, move inside the closest building. While inside, avoid using the telephone (except for emergencies) or other electrical appliances. Clear directions will be made over the PA system where available.
    - iii. Snow Storm: The site coordinator (or higher) will make the decision to call the parents. While waiting for the parents, the children should be kept warm, and stay inside the building. Educators will keep informed about the weather conditions/forecast using the internet, and weather sites.
  - b. Facility Disasters:
    - i. Loss of Power: In the event that a facility loses power, emergency generated lights will turn on in all buildings for thirty minutes. We will also provide emergency flashlights if needed. If the program loses power during daylight hours, we will continue with our daily schedule. If the program loses power after dark, parents/guardians will be called to pick up their children.
    - ii. Loss of Heat: In the event that a facility loses heat, and the temperature falls below 65 decrease indoors; parents will be called to pick up their child(ren).
    - iii. Loss of Water: In the event that a facility loses water, bottled drinking water will be made available. Children will be relocated to the Cedardale main facility where the restrooms are used with well water. Parents will be notified about their children relocating to the main club.
    - iv. The site coordinator (or higher) will be the person to contact the parents in the event the children need to be sent home.
    - v. Trinity EMS ambulance service will be contacted in the event that any student needs to be transported to emergency facilities.
    - vi. Trinity EMS Ambulance Phone Number: 1-(978)-372-8511
2. Lock Down Procedures
  - a. In the event even of a potential threat from an intruder inside or outside the program, your response will depend on a number of factors, including the size and type of construction of the building you are in, proximity of children to exterior exits, and the degree to which the intruder is armed. Lock down procedures are designed to keep children and staff safe within the facility until police or other emergency responders can respond and eliminate the threat.
  - b. Lock down announced (intercoms, radios, or bullhorn)
    - i. Lock down intruder in
    - ii. Lock down intruder out
  - c. Call 911 – all adults in the building are empowered to call 911 in an emergency without anyone’s permission! Make all efforts to use a landline if possible
  - d. Quick visual sweep of the hallways, restrooms, and facility grounds for students and secure them in the nearest room
  - e. Shut all doors into the room, and shut off lights
  - f. Move students away from all doors and windows
  - g. Take attendance of all students and notify a site coordinator of any missing students
  - h. Notify other Cedardale facilities about the emergency

- i. Do not open any doors or windows until notified by a site coordinator, or public safety official
  - j. Notify all parents that there was a lock down
  - k. Incident reports should be filled out immediately following the incident
  - l. Staff debrief at the end of the day
3. Plan of Evacuation:
- a. If an emergency evacuation must occur, all children will be transported to The Cedardale Health & Fitness facility located at 931 Boston Road Haverhill MA.

# License & Parent Info

1. Children's Records.
  - a. Information contained in a child's record is privileged and confidential. Program educators may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without your written consent. You must be notified if your child's record is subpoenaed.
2. Amending your child's record.
  - a. You have the right to add information, comments, data, or any other relevant materials to your child's record. You also have the right request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to a conference with the licensee to make your objections known. If you have a conference with the licensee, the licensee must inform you in writing within one week of his decision regarding your objections. If the licensee decides in your favor, he must immediately take the steps necessary to put the decision into effect.
3. Enrollment Meeting:
  - a. Parents are more than welcome to visit the program prior to their child's enrollment in the program, and meet with the director or site coordinator.
  - b. Parents MUST completely fill out all *four* enrollment forms prior to their child joining the program.
  - c. We require that parents share any pertinent information regarding therapeutic, educational, social, and support services received by the child to better assist the child while in care.
4. Access to your child's record.
  - a. You are entitled to have access to your child's record at reasonable times on request. You must have access to the record within two business days of your request unless you consent to a longer time period. You must be allowed to view your child's entire record, even if it is maintained in more than one location. The center must have procedures governing access to, duplication of, and dissemination of children's record, and must maintain a permanent, written log in each child's record which identifies anyone who has had access to the record or who has received any information from the record. This log is available only to you and the people responsible for maintaining the center's records.
5. Transfer of records.
  - a. When your child is no longer in care, the licensee can give your child's record to you, or any other person you identify, upon your written request.
6. Parent Visits.
  - a. You have the right to visit the program and your child's room at any time while your child is present.
7. Parent Parking:
  - a. We ask that parents not park in the turn-around in front of the building, this is an emergency lane that should be kept clear at all times. It should not be used for pick up and drop off.
8. Parent Conferences.
  - a. The licensee must make educators available for individual conferences with parents at your request.
9. Parental Input.
  - a. Parents are welcome to make suggestions regarding program policies be it through written suggestions, or a meeting between the parent or educator, but it is up to the program to decide whether or not they will be implemented. On a case by case basis, we will take steps to ensure proper communication between the program and parents whose primary language is not English or who require alternative communication methods.
10. Parent Information.
  - a. The licensee must provide to the parents upon admission of their child the program's written statement of purpose, including the program philosophy, goals and objectives, and the

characteristics of children served; information on the administrative organization of the program, including lines of authority and supervision; the program's behavior management policy; the program's plan for referring parents to appropriate social, mental health, education and medical services for children; the termination and suspension policy; a list of nutritious foods to be sent for snack or meals; the program's policy and procedures for identifying and reporting suspected child abuse or neglect; the procedures for emergency health care and the illness exclusion policy; the program's transportation plan; the procedure for administration of medication. Upon request, a copy of the complete health care policy can be provided.

11. Providing Information to the EEC Department

- a. The program must make available any information requested by the EEC Department to determine compliance with any EEC Department regulations governing the program, by providing access to its facilities, records, educator and references.

12. Availability of EEC regulations

- a. The program must maintain a copy of the regulations, 102 CMR 7.00: Standards for the Licensure of Approval of Group Day Care and School Age Child Care Programs, on the premises of the center and must make them available to any person upon request. If you have a question about any of the regulations, a copy will be provided upon request.

13. Charge for copies.

- a. The licensee shall not charge an unreasonable fee for copies of any information contained in your child's record.