

# PARENT HANDBOOK



## SCHOOL-YEAR PROGRAMS 2022/2023

### Maplewood Preschool & After School Program

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## Maplewood Enrichment Center - Parent Handbook

Welcome to Maplewood. The Pinstein family has directed the Maplewood Country Day Camp since 1965. We are pleased that you have selected Maplewood Enrichment Center for your child. This handbook details the policies and procedures of the Afterschool Program and Preschool program. We hope it will help you and your child become familiar with our program.

**Program Philosophy:** Our philosophy at Maplewood is to promote self-esteem by helping children, ages 3 to 13 years build their physical, learning, emotional, and social skills. In order to support children in their development, we offer a warm, nurturing environment where children feel comfortable learning and participating in activities. Our well-trained, highly qualified educators and staff focus on making each experience a positive one for your child. We provide the ideal combination of fun and learning that will build the foundation for your child to flourish now and in the future.

### **Foundation skills include:**

- Expressing creativity (fine motor skills, dramatic play)
- Inspiring a lifelong love of learning
- Striving for academic achievement
- Exploring nature and the environment
- Encouraging curiosity and understanding of the community, other cultures, diversity.
- Participating and developing skills in physical fitness (gross motor skills)
- Forming friendships and learning to communicate and relate well with peers and adults.
- Develop leadership and development skills (character, responsibility, adaptability)
- Learning to problem solve
- Encountering different learning experiences by trying new things
- Learning to cooperate, work together, and appreciate differences and needs of others

**Non-Discrimination Policy:** Maplewood Enrichment Center shall not discriminate in providing child care services to children and their families on the basis of race, cultural heritage, political beliefs, national origin, marital status, sexual orientation, gender/transgender or disability.

**COMMUNICATION:** Here at Maplewood we feel that Parent/Teacher communication is an important part of a successful preschool and afterschool experience. We use many methods to communicate with our families, including:

- Daily verbal communication at arrival and dismissal
- Written notices in children's preschool backpack
- Daily preschool emails with pictures and explanation of the children's day
- Maplewood Enrichment Center email newsletters
- Occasional phone calls when situations arise that need to be discussed in more detail
- In addition, your preschoolers and after school students will receive written progress reports.
- Parent teacher conferences are available by request at any time throughout the year.

All staff members are available for brief conversations at parent drop-off and pick-up times. For more involved conversations parents should set up a time for a phone call or conference with the staff member.

Ongoing assessment of children is an important part of our curriculum planning. Both formal and informal assessment methods may be used to evaluate the progress of the children, including but not limited to: observations of children, collection of written anecdotes of children's progress, checklists, and portfolio collections (preschool) of children's work samples. Maplewood strives to ensure that assessment methods are appropriate developmentally, culturally, and linguistically; that relate directly to children's daily activities; that are professionally conducted by teachers who have been trained in the use of such assessment methods; and that encourage family input. Our ongoing assessment of children allows us to make informed decisions concerning curriculum planning, to identify any potential concerns about children's development, and to improve the overall preschool program.

Preschool families will receive a written progress report twice yearly (one progress report for afterschool students). You will have an opportunity to make an appointment with one of your child's teachers if you wish to have a parent teacher conference to further discuss your child's progress.

Your child's preschool teacher maintains notes and checklists on your child's individual progress. The teachers meet weekly to discuss the progress of the class and of individual children. This has proven to be a great way to get each teacher's perspective of the children's development. The team works together to put all this information onto the written progress reports that you receive.

**Parent/Guardian Visits:** To ensure that parents and children feel safe and comfortable at all times, Maplewood's open-door policy welcomes and encourages families of enrolled children to call or visit at anytime during the day. Upon entering Maplewood, please stop in at the office to sign in and receive a visitor's sticker. All visitors must have a visitor's sticker.

**Parent/Guardian Input:** Maplewood is proud of its long-standing reputation of open communication with its families. Please do not hesitate to call the office or contact your child's teacher directly to resolve any particular questions you may have or to share new ideas or input. We value the need for close communication between parents and staff. We are happy to take suggestions or your input via email or phone.

**Department of Early Education and Care (EEC)** Maplewood's Preschool and After School Program are licensed by The Department of Early Education and Care (EEC). EEC is located at 1 Washington Street Suite 20, Taunton, MA 02780. Their Phone number is (508) 828-5025. Parents may contact EEC for information regarding the program's regulatory compliance history.

**Medication and Drug Administration Policy:** Prescription or medication prescribed by a doctor, the educators will administer such medication if the following criteria are met:

- 1.** All medications must be in their original container and accompanied by a physician's statement specifying the dosage, times and conditions under which it is to be administered. (Some parents find it easier to have the pharmacy put prescriptions in two bottles, one for school, and one for home).
  - 2.** No educator will administer the first dose of any medication to a child except under extraordinary circumstances and with parental consent.
  - 3.** Non-prescription medicines such as Tylenol or cough medicines may only be administered to a child with written parental authorization and a written order by a physician, which states the medication name, dosage, and criteria for administration. For standing orders this authorization is only valid for a year from the date on the order. The parents will be notified before any non-prescription medication is administered other than first aid.
  - 4.** Oral non-prescription medication will be administered only when received with Health Care Practitioner authorization and written parental consent. Written parental consent must be renewed weekly with dosage, times, days and purpose.
  - 5.** Topical non-prescription medications such as petroleum jelly, ointments and antibacterial ointments that are applied to wounds, rashes or broken skin must be stored in their original container and used only on an individual child. The container shall be labeled with child's name and only administered as described above.
  - 6.** All medications must be given directly to the educator. Do not leave it in your child's backpack or cubby.
  - 7.** Educators who administer 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.
  - 8.** A requirement that parents provide written authorization by a licensed health care practitioner for administration of any non-topical, non-prescription medication to their child. Such authorization shall be valid for one year unless earlier revoked.
  - 9.** Parents have signed an Authorization for Medication form and a photo of the child is attached.
  - 10.** Each time a medication is administered, the educator must document in the child's medication administration record the name of the medication, the dosage, and the date/time and the method of delivery along with who administered it. Missed and refused doses will be noted as well.
  - 11.** The Authorization for Medication form will be placed in the child's file when medication is complete.
  - 12.** When possible, all unused, discontinued, outdated, finished, or unfinished prescription medicines will be returned to the parent and such return documented in the child's record. When return is not possible or practical, such prescription medication will be destroyed and recorded as destroyed.
  - 13.** All medications are locked out of reach of children and under proper conditions for sanitation, preservation, security and safety. In the event that a medication needs to be refrigerated, it will be kept in a refrigerator that is inaccessible to children and on a shelf designated for medication. Refrigerator will be maintained at temperatures between 38 and 42 degrees F. Emergency medications such as epinephrine auto-injectors will be stored in an unlocked cabinet that is inaccessible to children but is immediately available for use as needed.
- Topical medications such as sunscreens, insect repellents, and other ointments which are not applied to open wounds, rashes, or broken skin may be supplied by the program with notification to parents of such, or parents may send in preferred brands of such items for their own child(ren) use. These topical medications will be administered to children only with written permission from parents/guardians.
- If a child does not receive medication, in the medication log the time the medication was supposed to be given will be circled and in the comment section the reason why the medication was not given will be noted. Also, signature of educator will be written. An incident report will be completed and EEC will be contacted if the missed dose results in hospitalization or emergency treatment. If a child receives the wrong medication or the wrong dose, the error will be highlighted in the medication log and the child's physician immediately contacted. Educator will follow physician's instructions and an incident report will be completed. If the child receives wrong medication or if any medication error requires hospitalization or emergency medical treatment, EEC will be notified.

**Evacuation and Emergency Procedures** In the event of an emergency situation that requires an evacuation of Maplewood Enrichment Center the Director shall implement one of the following plans listed below. Before leaving the premises, the Director is responsible for designating the person in charge who will assume his role and will leave a phone number where or whom to contact in case of emergency. The designated educator shall assume the authority to take action in an emergency or event that requires evacuation of the premises and act as the coordinator for the evacuation.

In some emergency situations it may be safer to remain on site until the emergency has ended. Town emergency service personnel will help the Director make the determination of whether to remain in place or to evacuate.

In the event of an emergency situation that requires an evacuation of Maplewood Enrichment Center, one of the following plans shall be implemented.

- In all situations the educator in charge when evacuating shall take:
- An accurate attendance list (attendance and activity sheets)
- The emergency contact report binder and Allergy List
- A cell phone to be used for emergency notifications
- Any necessary medications/supplies/AED

Each educator (activity/classroom) is responsible for insuring that all children are evacuated safely and for meeting the designated coordinator of the evacuation at the specified location.

1. If the environmental emergency is confined to the immediate area of the Enrichment Center Building, e.g. fire or toxic fumes, and the children cannot stay on the immediate premises, the children will be brought to the other side of the property (day camp area – either outdoors or indoors dependent on weather and estimated time of emergency) by foot where they will remain accompanied by educators while parents/emergency contacts are notified of the situation and arrangements for transportation home are made.
2. If the environmental emergency is more widespread and encompasses a larger area, due to a non-confined environmental threat, e.g. toxic fumes from a spill, floodwaters, brush fires, etc., or there is an extended power outage, loss of water or heat, and the children cannot remain on the Maplewood site, the children will be brought to the Southeastern Regional Vocational School (a short walk thru the woods) by foot where they will remain accompanied by educators while parents/emergency contacts are notified of the situation
3. and arrangements for transportation home are made.
4. In the event of a major environmental hazard that necessitates a larger area evacuation , due to a large non-confined hazard, e.g. a nuclear incident, earthquake, hurricane, etc. the children will be transported if possible by bus (Lucini Bus Co. – bus co. for Easton Schools and Maplewood), town emergency vehicles to a designated shelter (Olmsted and Richardson Schools in North Easton) where they will remain accompanied by caregivers while parents/emergency contacts are notified of the situation and arrangements for transportation home are made.

These protocols will be reviewed regularly in educators meetings and posted in the classrooms.

Note: Parents should always check our website ([maplewoodyearround.com](http://maplewoodyearround.com)) for the most up to date information.

Southeastern Regional Vocational School, 250 Foundry Street, S. Easton, 02375, 508-230-1200.  
Richardson/Olmsted School, 101 Lothrop St. N. Easton 02356, 508-230-3205, 508-230-3227

All emergency numbers are posted by telephone and are located within first aid kits.

A detailed copy of our Health Care Policy is available to view onsite or parents can request a copy.

**Medical Emergency Procedures: Medical Emergency Procedures:** In the event of an accident, emergency, or injury, the same procedures will be followed as if a child became ill at school. The parent/guardian will be called and if not reached, the next person on the Emergency form will be called. An Accident and Incident log is kept. Two copies of an Incident/Accident Report will be made: one for the child's record and one for the parents. Both copies must be signed. Parent/Guardian will always be called if a child requires first aid.

Educators may administer minor first aid. They will administer first aid until relieved by EMS if necessary. Educator will stay with injured child and front desk will call EMS and the child's parents/guardians. Other educators will stay with the other children in a separate classroom. If the child needs to be transported, the ambulance will transport the child to the nearest hospital deemed by the EMS. An educator will accompany the child in the ambulance and will stay with them until the family arrives.

## **Transportation Plan:**

### **Arrival/Dropoff**

- Each class will have a designated drop-off spot. We will direct you to this spot on the first day of your session. Here is what we expect:
  - Parents/Guardians should NOT exit their vehicles
  - Minimize the time you take saying goodbye to allow for the continual flow of traffic. Please say goodbye inside your vehicles.
  - Please make sure to have your child pick-up card visibly showing on your rear view mirror for the staff to easily view
  
  - Please have your child use the bathroom before arriving at school.
- All medication along with the required forms must be dropped-off at Maplewood prior to the start of school. Please bag medication in a clear, Ziploc bag and hand it to the staff person checking you in from the comfort of your car.
  - Medication not in original packaging and without all of the required forms will not be administered.
- If you are bringing special food due to allergies, please have it in a labeled box or bag and leave it with the staff at drop off.
- Staff will sign your child in or preschool families will use their PROCARE app to sign the child in.
- If your child is having a difficult time separating at drop-off, please notify one of the teachers and they will assist you and your child for a smooth transition into Maplewood.

Parents/guardians dropping off late should walk their child into Maplewood using the main entrance. You will check in at the front desk, and your child will be walked into their classroom by the front office staff.

## **Pick-up/Dismissal**

- If parent/guardian is picking up early they must notify the office at 508-238-2387 and follow expectations below.
- Families will be provided with a pick up location
- We will send communications to parents/guardians that assign each child their pick- up location (same spot for drop-off). Expectations:
  - Parents should NOT exit their vehicles
  - Minimize the time you take greeting your child to allow for the continual flow of traffic
  - Please make sure to have your child pick-up card visibly showing on your rear view mirror dashboard for the staff to easily view
- We will supervise children to their parent's/guardian's vehicle.
- A Staff member will sign out the children or preschool families will use your PROCARE app to sign the child out.

Parents/guardians who are picking up early should inform their child's teacher of the pick up time. To pick up your child enter the main building and check in with the office.



**SCHOOL YEAR SCHEDULE:** Our Preschool and After School Programs will coincide with the Easton Public School Calendar. An Easton Public Schools calendar and/or list of Holidays and vacation periods when school is closed will be provided at the beginning of the school year. When the Easton Public Schools are closed because of snow, we will be closed as well. If the Easton Public Schools decide on a delayed start because of snow, we will run our preschool program as scheduled. If you are unsure of our schedule because of weather issues, please check our website for updates at [www.maplewoodyearround.com](http://www.maplewoodyearround.com) or refer to our Facebook page.

**Snow Day/Holiday Policies:**

**Snow Policy:** In the event that the Easton Public Schools cancel school, go to [www.maplewoodyearround.com](http://www.maplewoodyearround.com), for a detailed announcement regarding the status of your child's program which will be posted between 6:30 - 7:30 a.m.

In the event we are open on a snow day, and school is canceled, Maplewood's Vacation Program (grades K-8<sup>th</sup>) may be open from 7:30 a.m. - 6:30 p.m. To reserve a place for No-School days and Vacation Programs, parents must complete a registration form and return it with full payment to Maplewood. Once a reservation is made, the tuition fee is nonrefundable.

On Snow days, if the Director determines that inclement weather conditions warrant an early program closure on a school or vacation day, parents will be notified immediately so arrangements maybe made for child pick-up.

**Holiday:** The following are the calendar holidays we will be closed: Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Thanksgiving Friday, December School Vacation, Martin Luther King Day, Memorial Day, and Juneteenth.

## **Tuition Policy and Fee Schedules: See most current brochure**

### **Preschool**

#### Days Enrolled Per Week

3 Days Preschool (Monday, Wednesday, & Friday)

2 Days Preschool (Tuesday & Thursday)

For the Preschool program a \$200.00 non-refundable deposit per child, is required with each enrollment form. After deducting your Registration Deposit, your remaining balance will be divided by 4, 6, 9, or 12 months depending on the payment plan you choose.

4 Payments: August – November

6 Payments: August - January

9 Payments: August – April

12 Payments: June - May

Invoices will be sent out on the first of the month through the PROCARE app. Fees will not be prorated due to absence for any reason.

### **After School Program**

For the After School program, a \$100.00 non-refundable deposit per family, is required with your original registration. Families who join us year to year will carry their deposit over each year. Billing is done on a monthly basis. Monthly tuition is calculated by multiplying the daily rate by the number of registered days per week your student attends the program. All payments must be paid by the first of the month. Fees will not be prorated due to absence for any reason. If it is necessary to withdraw your child from the program during the course of the year, or change the days your child will attend we require at least 30 days written notification.

To reserve a place for February or April Vacation, parents must complete a registration form and return it with full payment to Maplewood. Once a reservation is made, the tuition fee is nonrefundable.

**Late Fee Policy:** We know that occasionally a parent might be running late picking up their child due to traffic or for some other unforeseeable reason. If this occurs we would appreciate you calling Maplewood to make us aware of the situation if at all possible so that we reassure your child and arrange for staffing accordingly. If, in an emergency, you need to send an alternate person to pick up your child you can let us know at that time. Please remember to have the alternate bring a photo id. Aside from an emergency situation, children need to be picked up at their scheduled program release time. Parents picking up late will be assessed a fee as stated below:

**Late Fees:** Each day a parent is late picking up a child, a late fee will be assessed as follows: Within the first fifteen (15) minutes after the center's closing and/or child's scheduled class closing, the fee will be \$5.00. If it goes into the next fifteen (15) minutes, an additional \$10.00 will be added. If the child is still not picked up, there will be an additional fee of \$1.00 per minute. If a child is not picked up within one hour after the center's closing time /scheduled class closing and we are unable to reach a parent/guardian or emergency contact person, we are mandated to call the Child-at-Risk Hotline, as is required by the Department of Children and Families (DCF). Continual disregard for our closing/pick up policy will result in termination of services.

## **Enrollment Information & Daily Schedule:**

### **Preschool**

**Enrollment Process :** Enroll online at [www.maplewoodyearround.com](http://www.maplewoodyearround.com). Once you have applied, and submitted your deposit you will be contacted later in the school year regarding classroom placement and student paperwork. Children's physical forms are required for all preschool students. Physical forms are valid for one year and must be kept current according to state regulations. When your child's physical form is scheduled to expire, you will receive a written reminder to get an updated physical form from your child's physician. Children cannot attend Maplewood without a current physical form.

**Orientation:** Maplewood makes every effort to ensure that children experience positive, successful transition into our preschool program. Prior to the first day of preschool, we will offer some orientation days to visit Maplewood and meet the teachers.

**Classroom Placement – Preschool** Although we will take parent's wishes into consideration, please be aware that Maplewood reserves the right to assign children's placement based on enrollment, individual and classroom needs. We are confident in all our staff and believe that regardless of which classroom your child is assigned that they will flourish and benefit from their teacher's expertise. We will make every effort to inform parents of their child's placement by the beginning of August. At that time you will also be given an email address that is specific to your child's classroom so that information will go directly to their classroom teachers.

**Parent Homework** To make your child feel welcome as a member of the classroom community, we like the children to be greeted by their personal photo name tag on their cubby when they arrive at Maplewood. This not only assists children in locating their cubby, but also helps them to recognize their name, and gives them a sense of belonging. You are asked to email pictures directly to your classroom teacher as soon as possible, so that staff may prepare for the start of school. Individual photo albums are a great way to ease the transition from home to school. They are wonderful resources that encourage language development and help the teachers learn more about the students. This photo album will be your child's first "show and tell" presentation at Maplewood Preschool. These photo albums are kept at Maplewood throughout the year and the children refer to them often. Please compile a small (e.g., .4x6) photo album with your child and bring it with you to our orientation day or on the first day of school. Also please bring a change of clothing in a labeled, gallon size zip-loc bag in case of accidents.

### **Preschool Daily Schedule (sample only)**

|             |                                               |
|-------------|-----------------------------------------------|
| 9:00-10:15  | Arrival / Open Discovery Time                 |
| 10:15-10:30 | Clean-up/Bathroom                             |
| 10:30-10:40 | Story Time                                    |
| 10:40-11:00 | Bathroom/Snack Time (Brought from Home)       |
| 11:00-11:20 | Morning Meeting                               |
| 11:20-11:45 | Small Group Time                              |
| 11:45-12:15 | Outdoor Play/Gymnasium Time                   |
| 12:15- 1:00 | Bathroom /Lunch (Brought from Home) Nut Free* |
| 1:00        | Pick-up                                       |

## **After School Program**

**Online Enrollment:** Enrollment for the After School Program can be completed online (we will provide you with the URL) Families will receive a confirmation email and will be asked to download and complete forms to be returned to Maplewood. Parent/Guardian is required to complete all the EEC paperwork and return it to Maplewood before care can be provided to the child. All registration / paperwork is valid for only one year

**It must be updated annually in accordance with the Department of Early Education and Care Regulations.**

**Preparing Your Child:** We want to help your family with your child's transition into our program. We recognize that each child's adjustment period will vary depending on his or her age and prior experiences in a child care setting. It is important for parents to prepare their children for the transition from their typical school day to a longer schedule. Even if your child has participated in a after school program, he/she will feel more prepared to start the program if parents discuss the routine.

## **Program Schedule**

Students in grades K-8<sup>th</sup> will join us after their regular scheduled school day. They will be transported on a separate bus designated for Maplewood students only. Staff will maximize opportunities for fresh air and social interactions during after school. Outdoor activities and physical education will be prioritized in order to balance out the screen-time. Some of the activities offered will include gymnastics, gaga ball, basketball, kickball, mini- golf, laser tag, arts & crafts, playground, and pedal karts.

## **Items to Bring**

Students should bring all their belongings from school. We ask that you provide your child with a snack for their afternoons at Maplewood. Your child should also have a water bottle to refill if needed.

By signing the parent and guardian signature page of this handbook, you agree to release, defend and hold harmless Maplewood Enrichment Center Inc. its officers, directors, and employees, from liability on account of injury to your children/child's body, health, well-being or property, or for any other loss, claim or damage without limitation.

**Behavior Management Plan:** Our guidance and management philosophy is, simply stated, that children and adults may not misuse or hurt themselves, others or materials. The most effective discipline we know is self-discipline. We see the staff's role as one that helps children gain control for themselves rather than our being "disciplinarians." Staff members use positive guidance and communication techniques to facilitate the development of self-control and self-esteem in children. This technique helps children feel good about themselves and behave in responsible ways. The children are encouraged to work out minor disputes by themselves, according to their abilities. When appropriate and feasible, children are encouraged to participate in the establishment of rules, policies, and procedures.

We maintain a low child to staff ratio so that children's individual needs can be met and addressed. If a child is repeatedly having difficulty controlling their behavior, the staff member will consult with the administrators and parents to determine an appropriate behavior management strategy. The Program Administrator reserves the right to dismiss a child from an activity or the school age program when, in their judgment, that child's behavior interferes with the rights and safety of others.

Some things that are considered misbehavior are: Swearing, fighting, hitting, biting, being disrespectful, inappropriate touching of another child, and failure to listen to the teachers after being asked to stop doing something several times.

Unusual or serious incidents such as behavior incidents, accidents, property destruction or emergencies are documented. Incident reports documenting the event will be filed with the Program Administrator and parents will be notified.

To ensure the protection of your child:

- A. Corporal punishment including spanking shall not be used.
- B. No child shall be subjected to cruel or severe punishment, humiliation, verbal or physical abuse, neglect or abusive treatment.
- C. No child will be force-fed or denied food as a form of punishment.
- D. No child shall be punished for soiling, wetting or not using the toilet. Children will not be forced to remain in soiled clothing or on the toilet, and will not be subject to any other unusual or excessive toileting practices.

## **Illness Exclusion Policy: (Please see Health Guidelines for additional information)**

A child who is mildly ill will be made comfortable and kept away from other children in another room or quiet area. A staff member is assigned to monitor and care for the sick child. Parent/guardian is called and told of the symptoms of illness and how much longer the child can participate in the program (this is not to exceed 45 minutes from time of notification)

If your child has any of the following conditions or symptoms, we will contact you to pick up your child from Maplewood (within 45 minutes) in order to prevent contagion of other children and staff, and to provide comfort to your child.

- Fever of 100 degrees or higher taken under the arm. If Parent/authorized person is unavailable, the Director will call Health Care Consultant to discuss further treatment.
- Any rash suspicious of contagious childhood disease.
- Vomiting accompanied by other symptoms (fever, rash, diarrhea, crankiness, etc.)
- Diarrhea accompanied by other symptoms (fever, rash, diarrhea, crankiness, etc.) or uncontrolled diarrhea (child unable to get to toilet on time).
- Any skin rash, lesion or wound with bleeding or oozing or clear fluid or pus.
- Conjunctivitis, also called "Pink Eye", with white or yellow discharge.
- Mouth sores with drooling
- Any condition preventing the child from participating comfortably in usual program activities.
- Scabies, head lice or other infestations.
- Constant, uncontrolled nasal discharge or constant, uncontrolled productive cough (raising phlegm).
- Any contagious disease: chicken pox; impetigo; ringworm; pinworms.
- The child is in pain or discomfort, which cannot be eased.

After a child was excluded for any of the above reasons, in order to return to the program, the following conditions must be met:

- A child must be free from fever, vomiting, and diarrhea (without symptoms) for a full 24 hours. If your child is diagnosed with COVID-19 they cannot return until they have been fever free for 3 days (resolution of fever without the use of fever reducing medications) and at least ten days have passed since the symptoms first appeared.
- Any child prescribed an antibiotic for a current bacterial infection must take the prescription for a full 24-hour course before returning
- A child must be able to participate comfortably in all usual program activities, including outdoor time.
- The child must be free of open, oozing skin conditions unless 1) health care provider signs a note stating that the condition is not contagious, and 2) the involved area(s) can be covered by a bandage without seepage of drainage through the bandage.
- A child excluded because of scabies, lice or other infestation may return 24 hours after treatment is begun with a note from a doctor stating that the child is larvae or nit free.
- If a child was excluded because of a reportable contagious illness, a doctor's note stating that the child is no longer contagious is required prior to re-admission.

**Procedures for Notifying Parents of Communicable Disease:** If a communicable disease is introduced at the program, a notification will be posted and sent out to all parents.

## **Special Precautions for Gastrointestinal, Respiratory, and Skin of Direct Contact Infections:**

- Careful hand washing techniques at all times.
- Dispose of contaminated articles in a double plastic bag.
- Child's personal property will be placed in a double bag, sealed, and sent home with child.
- Disinfect any property that was contaminated with a bleach solution. Clean up is done using gloves and disposable materials that are either flushed or bagged appropriately.

## Plan for Infection Control

### Cleaning and Disinfection

To minimize transfer of coronavirus at Maplewood, cleaning methods will be employed by our staff members and maintenance team to reduce risk to children and staff. Our maintenance team is already working hard to keep Maplewood clean. We will increase the frequency with which we perform deep cleanings of shared surfaces and indoor facilities and deploy extra maintenance teams throughout the day and a professional cleaning crew at night. In addition to our new HVAC system in the main building, we recently installed air purifying devices called iWave-C to further enhance air quality when children and staff are indoors.

### Hand Hygiene

#### When to Wash or Sanitize Hands – Children and General Staff

- Upon entry into and exit from Maplewood
- When coming into the program space from outside activities
- Before and after eating
- After coughing, sneezing, or blowing your nose
- Before and after using the restroom
- Upon entering your classroom
- After touching surfaces that may be contaminated
- After using any shared equipment like craft supplies, etc.
- After being in contact with someone who may have been sick
- After contact with facemask or cloth covering

#### How to Wash Hands

1. **Wet** your hands with clean, running water. Turn off the tap and apply soap.
2. **Lather** your hands by running them together with the soap. Make sure to lather the back of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds (about the time it takes to sing the “Happy Birthday” song twice.)
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel

You may use paper towels to turn off the faucet and/or open doors of the bathrooms.

- If water is available but soap and hand sanitizer are not, rubbing your hands together under water and drying them off with a clean towel or letting them air dry can remove some germs. Only use this method as a last resort.

### **How to Use Alcohol-Based Hand Sanitizer**

Hand sanitizers should contain greater than 60% ethanol or greater than 70% isopropanol.

1. Apply the product to the palm of one hand.
2. Rub your hands together. Make sure the product contacts the back of your hands, palms, between your fingers, and fingertips.
3. Continue to rub your hands together until your hands are dry (about 20 seconds).

### **Children's Records:**

Children's records are privileged and confidential. Maplewood will not distribute or release information in a child's record without the written consent of the parent or legal guardian of the child. Parents or legal guardians have the right to add information, comments, data, or any other relevant information to their child's record. Parent/legal guardians have the right to request deletion or amendment of information in the child's record and may request a conference to discuss the reasons for deletion or amendment of any portion of the record. If a conference occurs, Maplewood must render a decision in writing to the parent/legal guardian regarding the amendment or deletion of information in the child's record within one week of the conference. Parents/legal guardians will be notified if anyone outside the program requests information in a child's record. Parents/ legal guardians have the right to view a child's record at any time. However if parents/ legal guardians wish to have a copy of their child's record, Maplewood shall have two business days to process this request. Should copies be requested repeatedly, Maplewood reserves the right to charge the parent/legal guardian for the cost of the copying. A written log will be maintained in the child's record documenting the release of information along with the name of the person releasing the information, their signature, their position, the date, which part of the children's record was released, the purpose of the record release, and the signature of the person to whom the records were released.



## **Identifying and Reporting Suspected Abuse or Neglect**

**All educators are mandated reporters. Protocols and procedures are based on information from the Department of Children and Families (DCF) website:**

**Child Abuse:** is the non-accidental commission of any act upon a child which causes or creates a substantial risk of serious physical or emotional injury or constitutes a sexual offense under the laws of the Commonwealth.

**Mandated Reporter:** All administrators and employees of Maplewood are considered mandated reporters by the state of Massachusetts. As a mandated reporter, a report must be filed with the Department of Children and Families (DCF) if there is reasonable cause to believe that a child is suffering from abuse and/or neglect. All reporting procedures in this policy will be followed. Failure to report a suspected abuse situation could result not only in an unfortunate situation for a child, but also potential separation from employment.

**Reporting Procedures: In the event that there is an accusation of child abuse Maplewood Enrichment Center Inc. will take prompt and immediate action as follows:** At the first report of probable cause to believe that a child-abuse incident has occurred, the employed staff person receiving the report will notify the director, who will then immediately report suspected abuse or neglect to the Department of Children and Families (DCF).

The Director and/or the staff, with the most direct contact with the child must make a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved. The Director shall notify the Department of Early Education and Care within 48 hours after filing a 51A report or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of the program or during a program related activity.

Maplewood Enrichment Center Inc. shall cooperate in all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled in the program; providing consent for disclosure to the EEC of information from, and allowing the EEC to disclose information to, any person and/or agency the EEC may specify as necessary to the prompt investigation of allegations and protection of children. Failure to cooperate may be grounds for suspension, revocation, or refusal to issue or renew a license. Department of Early Education and Care: 800-792-5200. Department of Early Education & Care, Taunton: 508-828-5025.

**Handling Alleged Child Abuse by Educators** The Director or another educator will immediately confer with the educator against whom the allegation of child abuse has been made. The educator will be informed of the following:

1. The educator will be immediately suspended with pay for a period not to exceed five working days pending investigations.
2. No accused educator may continue to provide direct care to children unless and until the allegation is proven to be unfounded.
3. It is Maplewood Enrichment Center Inc.'s intention to resolve an allegation quickly, both to spare the staff member unnecessary anguish and to maintain the equilibrium of the program for the welfare of the children and staff.

Therefore, Maplewood Enrichment Center Inc. will conduct its own investigation within a period not to exceed five (5) working days at which time the employee, if the allegations are not supported by the DCF, DEEC and Maplewood Enrichment Center Inc., the employee will be reinstated.

If DCF, DEEC and Maplewood Enrichment Center Inc. cannot reach a resolution and a more extensive investigation is undertaken, then the employee will be placed on suspension without pay, indefinitely. At no time during the course of an investigation for alleged child abuse shall an accused educator be permitted to provide direct care to children. If allegations against an educator were supported by DCF, DEEC, and Maplewood Enrichment Center Inc.'s investigation, employment will be terminated at once. All Maplewood Enrichment Center Inc.'s educators and parents should cooperate fully with the investigation efforts of any licensing or regulatory authorities. The director, educators, or parents involved should not make any statement, oral or written, to other educators not directly

involved in the investigation. Questions from parents and other educators or the media should be directed to the director of Maplewood Enrichment Center Inc.

**Written Plan for Referral Services and Termination:**

Maplewood shall use the following procedures for referring parents to the appropriate social, mental health; educational and medical services for their child should the Maplewood staff feel that an assessment for such additional services would benefit the child.

**Referral Process:** Whenever any educator is concerned about a child’s development or behavior and feels that further evaluation should be done, they should report it to the child’s educator, who will review concerns with the director.

If the director agrees, the educator is requested to complete an observation report and review the child’s record prior to making a referral.

The director will maintain a list of current referral resources in the community for children in need of social, mental health, educational or medical services. This list shall include the contact person for Chapter 766 and Early Intervention Program referrals.

**Referral Meeting With Parents:** The director schedules a meeting with parents to notify them of the center’s concern and prepares a current list of possible referral resources. At the meeting, the director will provide to the parent a written statement including their reason for recommending a referral for additional services, a brief summary of Maplewood’s observations related to the referral and any efforts Maplewood may have made to accommodate the child’s needs.

The director will offer assistance to the child’s parents in making the referral. Parents should be encouraged to call or request in writing an evaluation. If parents need extra support, Maplewood may, with written parental consent, contact the referral agency for them.

The director shall inform the child’s parent (s) of the availability of services and their rights, including the right to appeal, under Chapter 766.

If a child in Preschool is under the age of three, the Director will inform parents of services currently available from Early Intervention Programs.

**Follow-up to Referral:** The director will, with parental permission, contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child’s needs at Maplewood. If it is determined that the child is not in need of services from this agency, or is ineligible to receive services, Maplewood shall review the child’s progress at the center every 3 months to determine if another referral is necessary.

**Record of Referrals:** The director will maintain a written record of any referrals, including the parent conference and results. A referral checklist will be kept in the child’s record.

**Suspension and Termination:** Maplewood shall use the following procedures for terminating a child from the program:

A child may be terminated from the program under the following circumstances:

- The health and safety of the child at the program cannot be assured.
- The child’s developmental needs are not being met at Maplewood.

**Other circumstances may include:** Consistent violent behavior; Excessive bad language/swearing; Destroying personal property; Stealing; Non-payment of child care services; Physical, emotional and/or sexual abuse to other children and/or staff; Possession of weapons or illegal drugs

The procedures of notifying parents of suspension and termination are the following:

- Immediate parent/teacher/child conference (virtual, phone) when possible is held before any child is terminated from a program.
- Parents are informed by telephone the day the incident occurred.
- Incident report is completed, parent signs the report; copies are kept in the log, child's file and one is given to the parent.
- Written documentation of the conference is recorded and filed in the child's file.

Upon suspension and/or termination of the child from the program the following action may take place:

- Parent conference by phone with director
- Written incident report given to the parent
- Written letter of the reasons for termination is given to the parents
- Parents are given a list of referrals of local child care programs and agencies
- The child is spoken to by the teacher and/or director

When any child is terminated from the program whether initiated by Maplewood or the parent (s), the director will prepare the child for termination from the program in a manner consistent with the child's ability to understand. The teacher should talk with the child and other children about the departing child and simple reasons for the departure. The children's age and ability to comprehend information provided will be taken into consideration. Preparation prior to and during the time of termination will be handled with compassion and sound judgment as regards the child, the school, and staff.

To avoid suspension or termination, Maplewood Enrichment Center Inc. will pursue options for supportive services to the program and family, including consultation and educator training. Staff may develop a plan with the family for behavioral intervention at home and in the program. A written plan outlining the conflict and procedures for resolution will be placed in the child's file.

**Preschool Toileting Policy:** Children are required to be well into the process with only occasional accidents. A staff member will accompany preschool children to the bathroom at any time throughout the day. Educators will encourage children to use the bathroom regularly (i.e. before going to the playground, before lunch, etc.) In addition, the preschool programs provide opportunities for children to use the bathroom in a small group. Children must be supervised during toileting but allowed as much privacy as is appropriate. Children who are learning to be self-sufficient in the bathroom will have an easier time if they are wearing clothing that they can pull off and on by themselves.

Children will be instructed in proper hand washing after using the toilet. Each child will wash their hands after toilet use and/or after changing clothes as the result of a toilet accident. In the event of a toilet accident, a staff member will help children with wet or soiled underwear to change their clothes in the bathroom. Soiled clothing will be sealed in a plastic bag, labeled, stored apart from other items until the child's departure. Any clothing supplied by the school must be laundered before being returned. Extra clothing must be replaced before the child can once again attend the program. A child shall never be punished, verbally abused, or humiliated for soiling, wetting, or not using the toilet.

**After School Program-** Children in this program may utilize the bathroom individually

#### **TOOTHBRUSHING POLICY AND PROCEDURE:**

Toothbrushing will not be conducted during the school year in accordance with current EEC guidelines.

## **Snack and Lunch:**

Any dry snacks for the morning should be clearly labeled with the child's name and separated from the lunch in the child's bag. Children should bring a reusable water bottle with their name to Maplewood each day and staff will refill as needed.

Please pack all necessary items (utensils) in your child's lunch. Children should bring a nutritious snack and lunch that does not contain nuts. When packing your child's lunch, try to include a source of protein, dairy, and fruit or vegetable. Children who have snacks or desserts in their lunch will be encouraged to eat those items last, after the more nutritious foods in their lunch have been eaten.

Some healthy suggestions to include in a child's lunch include:

- Bagels, rolls, pita pockets, English muffins, raisin bread, or flour tortillas are healthy bases for a nutritious lunch. You can vary the type of bread you use each day to make it interesting and appealing. Cut the bread into a fun shape with cookie cutters, such as a star or a triangle, for a change of pace.
- Pasta salad is another option. Use fun-shaped and colored pasta, such as small shells, wagon wheels, or ABCs.
- Chicken, tuna, or egg salad is packed with protein. Serve it in pita bread or in a small cup or container.
- Luncheon meats, such as lean cuts of ham, roast beef, or turkey are favorites with kids. Have the deli give you thick slices instead of thin ones, and then cut them into animal images with a cookie cutter.
- Raw vegetables can be appealing when served in the right manner. For example, serve celery sticks cut into small pieces and filled with cream cheese. Try making a crunchy caterpillar by alternating carrot and zucchini rounds on a toothpick. A radish can be used as the head and round cereal can be used for the eyes (a dab of cream cheese can be used for the "glue" to hold it together). You can also use "filler" vegetables - lettuce, onions, tomatoes, and peppers - in sandwiches to help your kids get the necessary amount of vegetable servings every day.

## **INDOOR/OUTDOOR PLAY/PROPER CLOTHING AND FOOTWEAR:**

**After School Program** - Children should come prepared with weather appropriate clothing due to outdoor activities. We suggest comfortable play clothes (or a change of clothes) and sneakers.

**Preschool** - Please remember to send your child to school in appropriate clothing for outside play, regardless of the weather. The Department of Early Education and Care strongly suggests that we go outside whenever possible. We will not go out if it is raining heavily. We will go out if it is cold. For specific temperature guidelines, please ask your child's teacher to send you the temperature chart provided by our licenser. Preschool is messy, hard work for children, so please send your child in "play clothes" that can take some "wear and tear." Proper footwear is essential to the safety of the children when they play outside or in the gymnasium. Please be sure your child wears appropriate footwear for running. **Closed toed shoes, sneakers, and rubber soled shoes are the safest choice.**

**Cell Phone Policy:** Use of cell phones will not be permitted at Maplewood Enrichment Center. If you as a parent feel the need for your child to bring a cell phone with them –they will be required to follow the guidelines listed below:

1. The phone MUST remain in their bags at Maplewood as well as the bus ride to Maplewood.
2. They cannot make calls, check phone messages, text or take pictures.
3. They cannot allow any other person to use their phone for any reason.
4. Violation of this policy: the phone will be turned into the office and the parent will be required to pick it up at the end of the day.

Please understand, children are always allowed access to the phone in the office. If there is an emergency/problem Maplewood Staff will make the necessary call and allow the children to speak with an adult as needed.

We would ask for the parent's full cooperation in helping us to adhere to this policy.

Other items not allowed at Maplewood may include electronic games, or personal toys from home.

**Environmental Education:** Maplewood is working with The Best Bees Company to install beehives in a wooded area of the camp so that children can learn about the incredible ecosystem that is buzzing with honeybees. Honeybees already exist all around us and Maplewood will give the honeybees a local place to live and share all of their amazing gifts. Observing bee activity will provide kids with vital lessons about biology, agriculture, ecology, and nutrition. The children will not be directly involved; however, the children will be able to observe the beehives from a distance, and engage with learning about pollinators.

## **Additional Preschool Policies:**

**HOLIDAY CELEBRATIONS AT MAPLEWOOD PRESCHOOL:** Preschool staff and the parents of the children enrolled in our program have the opportunity to participate in an optional survey which includes a segment that focuses on Holiday Celebrations. Preschool staff will review this information and compile a list of the Holidays our families celebrate and/or wish to acknowledge in some way.

- Holiday Celebrations will be inclusive and open to all the children and families enrolled in our program.
- We will focus on family traditions and activities, rather than the religious aspects of various holidays.
- Holiday Celebrations will be incorporated into daily learning centers, where appropriate, and included in classroom discussions as a way encouraging cultural awareness/diversity.
- Parents and children are encouraged to share their cultural heritage and traditions under the guidance of the preschool and kindergarten staff in a variety of ways (e.g. Displaying/sharing special objects/photos, family stories/books, creating special projects ...)
- Holiday observances will be presented in a manner appropriate to the understanding and experience of preschool and kindergarten children. Staff and parents will be mindful that some holidays (ex. Halloween, war- related Holidays.) may evoke fear in children and will be designed accordingly.
- Alternate activities will be provided for children who do not wish to participate in a holiday celebration, in response to a parent's objection or personal choice.

Given our changing society, we are aware that the composition of family units can vary greatly. We wish to be sensitive to this issue and be sure that the children in our classroom feel comfortable and included in all activities. For example during Mother's Day or Father's Day activities, our staff will be sure to suggest that cards/gifts can be given to any special person or people in the child's life. We will make every attempt not to stereo type roles or assume all family structures are the same.

Preschool staff will notify parents of upcoming Holiday activities and will provide more details regarding the way the classroom will be celebrating a particular holiday.

### **PARTIES:**

Celebrations may include such activities as arts/crafts, music, games etc. However, our celebrations will not include food-related activities.

Please note that the children's cubbies are only used for the distribution of Maplewood notices/children's work. The cubbies may not be used by families to distribute personal invitations/notices or gifts. Any items parents wish to distribute should be presented off the premises or discreetly outside of our classroom.

### **BIRTHDAY CELEBRATIONS:**

The staff at Maplewood Preschool believe that all children should have opportunities to feel special. The staff also strives to be inclusive and respect the values and beliefs of all children and families in the program. Accordingly, we have adopted the following policy for the celebration of birthdays at Maplewood. Birthdays provide an opportunity to celebrate the uniqueness of each child. The parent and the teacher will determine the day on which the birthday will be acknowledged. Children with summer birthdays will celebrate their special day at school on an assigned day at the end of the school year. The Birthday child will get to enjoy special privileges. Each classroom may have different activities specific to their classroom.

There will be many ways that we will celebrate each child on his/her special day. We will not be able to allow a special snack or dessert to be part of our in-class celebration. We look forward to celebrating each child's special day!

**TOYS FROM HOME:**

Toys from home should not be brought to school to avoid breakage or loss, except for show-and-tell. Transition objects may be necessary for children who are having a difficult time separating from parents. Transition objects may include: stuffed animals, blankets, pictures of family, etc. Because transition objects are usually very special to the child, parents should be sure that the object is replaceable and that the item goes home with the child each day. Parents should speak to the teachers about the necessity of a transition object and come to an agreement about how the object will be used by the child.

**SHOW AND TELL:**

Show and Tell is a very purposeful event in our preschool that is designed to create an opportunity for children to learn from their peers. Show and Tell is scheduled when deemed appropriate by the teachers. Parents will be informed by email or written notice along with guidelines for the show and tell items. Show and Tell items should be placed in a bag labeled with the child's name (to keep it a surprise) and may need to be left at Maplewood until your child has their turn to show their item.



**Contact Information:**

**Main Office:** Regular hours of operation are from 8:00 a.m. – 6: p.m.

If you need to leave a message for us before or after hours of operations stated above, please feel free to call and leave a message on the voice mail system. Your call will be returned quickly.

**Telephone Number:** (508) 238-2387

**Mailing Address:** Maplewood Enrichment Center  
Post Office Box 88  
South Easton, MA 02375

**Director E-mail:** leepinstein@maplewoodyearround.com

**E-mail Address:** [info@maplewoodyearround.com](mailto:info@maplewoodyearround.com)

**Website Address:** [www.maplewoodyearround.com](http://www.maplewoodyearround.com)

**Street Address:** 150 Foundry Street, Rte. 106, South Easton, MA

**Directions to Maplewood:**

Route 24- Take Exit 16 B. Head west on Route 106 to the first major intersection (Route 138). Proceed straight through the set of lights at the intersection and the entrance to Maplewood is ¼ mile up on the left.

Bay Road South - Take Bay Road to the intersection of Route 106 (5 corners). Take a left at the set of lights on to Route 106 East. Entrance to Maplewood is approximately 2.5 miles up on the right.

Bay Road North - Take Bay Road to the intersection of Route 106 (5 corners). Take a right at the set of lights on to Route 106 East. Entrance to Maplewood is approximately 2.5 mile on the right.

Route 138 South – Follow Route 138 to the intersection of Route 106. At the set of lights, take a right on to Route 106 West. Entrance to Maplewood is ¼ mile up on the left.

Route 138 North – Follow Route 138 to the intersection of Route 106. At the set of lights, take a left on to Route 106 West. Entrance to Maplewood is ¼ mile up on the left.

## **Additional Health Guidelines**

**The health and welfare of our children and staff remain our highest priority.** We feel confident that by continually monitoring and adhering to requirements and recommendations from the Massachusetts Department of Public Health, the Centers for Disease Control's (CDC), and EEC we will continue to offer a safe, inclusive, and enriching school year experience for all of our children and families.

**As of June 27, 2022,** Maplewood will be adopting the following policies regarding COVID-19 safety for the 2022/2023 school year\*:

### **Vaccinations**

Maplewood strongly encourages everyone who is eligible to get the vaccine for COVID-19 per CDC guidelines.

### **Masks**

Currently, **masking will be optional** both indoors and outdoors, as we are following the state's most up-to-date COVID-19 guidance.

*We honor the choices of those who continue to wear masks and we will train staff to facilitate healthy conversations regarding mask-wearing so that all children feel included and welcome at Maplewood.*

There will be a couple of instances throughout the school year where we might ask campers and staff to wear masks:

- Close contacts to a COVID-19 positive person who have had less than 10 days since exposure.
- When the local Department of Health for a particular program advises mask-wearing due to an uptick of positive cases in the program's town or county. We will continuously monitor the COVID-19 levels within our communities, and we will consult with local boards of health if community levels begin to rise.

### **Signs and symptoms of illness**

Please stay home if you are sick. General healthy habits such as hand washing and covering sneezes and coughs are required and will be encouraged. Children who have symptoms of COVID-19 are asked to have a negative test prior to coming to Maplewood.

### **COVID-19 Positive and Close Contacts**

Isolation periods are required for all positive cases and will be determined using the most recent recommendations of the Massachusetts Department of Public Health.

Quarantine periods for children who are a known close contact but do not have symptoms is no longer required. All close contacts will be asked to be masked when indoors until the monitoring period is complete.

\*Maplewood reserves the right to change policies pending new information from the CDC or the Massachusetts Department of Public Health.

If you have any questions or concerns regarding our COVID-19 policies and guidelines for the 2022/2023 school year, please contact us at 508-238-2387.