



# Parent Handbook 2022 -2023

**262 Middlesex Road Tyngsboro, MA**

**90 Arlington Street Dracut, MA**

**[www.littleangelsacademy-ma.com](http://www.littleangelsacademy-ma.com)**

**Little Angels Academy- Tyngsboro**

**Parent Handbook**

**2022-2023**

Introduction	3
A. Enrolling Your Child	4
B. Nondiscrimination Policy	4
C. Extra Hygiene Measures and Procedures	4
D. Inclusion Policy	5
E. Fee and Payment Policy	5
F. Admission/Exclusion due to symptoms of illness	6
G. Personal Belongings	7
H. Arrival and Departure Procedures	7
I. Visitors	7
K. Parties and Celebrations	7
L. Food	7

# Introduction

Dear Parents & Guardians,

Welcome to Little Angels Academy! The teachers and administration at Little Angels Academy are committed to providing education and care driven by our mission to spread love. Our mission is to create an environment that instills a love of life, a love for others, and a love of learning.

It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

Please feel free to contact your program Director if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Little Angels Academy is a safe and enjoyable place for your family. We are excited to have you join our Little Angels community.

Jenn & DJ Dolan

Owners- Little Angels Academy

## A. Enrolling Your Child

Before enrolling any new child, parents or guardians must schedule an appointment with the Director to answer any questions you may have, and the child(ren) can accompany the parents in a tour of the school or virtual online interview. We believe this provides both the parent and the Director the opportunity to clearly convey their expectations of Little Angels Academy and go through our enrollment packet one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with an application, tuition and financial agreement, all health and emergency forms, as well as a copy of our handbook. All forms must be filled out and returned before your child's start date.

In the event of a class being at its full capacity, your child will be placed on the waiting list. You will be called by the Director when an opening becomes available.

## B. Nondiscrimination Policy

Admissions to Little Angels Academy shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender.

## C. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive in the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Sanitizing stations are located throughout our facility.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfection process. All surfaces and toys will be sprayed prior to leaving the room throughout the day.
3. Mask wearing: SUBJECT TO CHANGE\* *Mask Usage for Staff*: In accordance with the Massachusetts Department of Public Health Advisory all Team members will continue to wear their masks while indoors at school. We will not be verifying vaccinations. At no point will any staff member ask a parent, family member or another staff member if they have made the personal choice to be vaccinated or not. This is a violation of your privacy rights and not something we will ever ask you. We trust our community members will make the right decision to keep themselves and those around them safe. The usage of masks will continue to be encouraged as it is up to each individual team member to evaluate their own comfortability level.

*Mask Usage for parents*: ALL parents are required to wear a face covering when entering the building. If you do not wish to wear a face covering, then your child will be brought out to you.

*Mask Usage for Children*: No children under the age of 2 may wear a mask. Children are 2-5 strongly encouraged to wear a mask. To facilitate mask wearing for those requesting it, Little Angels requests

- 2 masks be sent with children to childcare daily, stored in a clearly labeled paper bag

- Ask that families wash used masks either by hand (using 4 teaspoons of bleach per quart of water) or in a washing machine on the warmest setting appropriate.

## D. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our program by making necessary modifications to meet the child's special needs.

## E. Fee and Payment Policy

Little Angels Academy enforces the following policies and procedures for tuition payments:

1. Part-time and Full-time tuition is due in its entirety the last Friday of the month for the upcoming month. (cash, check, credit or debit card and automatic withdrawals) EFT payments will be deducted on the last Friday of the month if you choose to use that form of payment. The registration fee along with first week's tuition is due at the time of registering.
2. A \$25.00 per month late fee will be charged when a payment is declined.
3. There will be a \$5.00 charge per child for every five minutes elapsed after your scheduled pick-up time.
4. All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings or holidays (including snow days), **emergency-related closings mandated by the state/local government/DHS, like a pandemic.**
5. ***It is the personal responsibility of the family of a child who has been in direct contact with a positive or presumed positive case of Covid19 to self-quarantine. If proof of a positive test is provided tuition may be waived at the discretion of LAA leadership.***
6. Two Free Vacation weeks:
  1. A vacation week MUST be taken in five consecutive days.
  2. A vacation week will not be granted if tuition is not current and paid on time on a consistent basis.
  3. The school director requires a 2-week written notice prior to month requested from parents who want to use their vacation week.
7. If you need to terminate your child's enrollment, a two-week notice is to be given to the school director(s); otherwise, you will continue to be charged your monthly tuition. (No reimbursement of tuition will be granted).
8. If you decide to take an extended leave of absence, we cannot guarantee availability to hold your child's spot. It is the responsibility of the parent to work with administration on a plan to return. ***The extended leave of absence also applies to those who choose to not send their child to school after the reopening from a forced closure, Example; pandemic or any other emergency-related forced closure.***
9. Part-time options will be available for all ages based on availability (2-day, 3 day, and 5 half-day).
10. To ensure your child's enrollment, parents must confirm registration or if requested re-register their child(ren) for the following year.
11. It is understood that there is a potential for an annual increase each June at the start of Summer Session.

12. There is a convenience charge for any enrolled family using a credit card through our online portal for payment.

## F. Admission/Exclusion due to symptoms of illness

(See attached Medical policy) Children who are ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us to be sure they may be permitted to attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

For non-covid related illnesses the child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to Little Angels Academy without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.

Permission for a child to be administered medicine in the school must be approved by the Physician and parent utilizing the Administering Medication form. Medications for maintenance will be administered throughout the day as required. The medication must be given to the Director/Front Desk in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. The local Board of Health reserves the right to determine when your child can return to the classroom.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform EEC and our parents.

## G. Personal Belongings

If your child is napping, we are asking that you pack a crib sheet, a blanket, and pillow. Please send all nap items in a zipper closed bag labeled with your child's name.

For Nappers ONLY- Comfort items such as “lovies,” blankets, and other soft items brought to school from a child’s home are allowed, provided they are not shared between children and can be always kept secure when not in use by the child. No toys from home will be permitted at this time. Bedding will be sent home on the last day of each week, and it is **mandatory** that bedding be laundered before returning the next week.

## H. Arrival and Departure Procedures

Our facility is operational from 6:30am – 6:00pm, Monday through Friday. Pickup and drop off procedures will be communicated and are subject to change at the discretion of the location Director.

Please do not let your child leave the building ahead of you. Parents picking up their child must accompany them from the building or play areas to the car.

Cars should NEVER be left running in the parking lot. Please do not leave children unattended in the car.

## I. Visitors

**Visitors** IU instructors (special needs instructors) will be permitted if they pass screening procedures and follow school health and safety protocols.

## K. Parties and Celebrations

Birthdays- If you wish to celebrate your child’s birthday at Little Angels, please check with your child’s teacher at least one week in advance with what your plans will be for that celebration. Children may only distribute pre-packaged treats as opposed to homemade. Note: All birthday treats must be nut-free and from this approved list: mini-cupcakes, munchkins/donut holes, mini-muffins, ice pops, prepackaged treats.

## L. Food

A. Snacks & Lunch: **We ask that you do not bring in lunches that need to be heated.** If your child is having a lunch that requires heating, we ask that you use a THERMOS and warm their lunch in the morning.

B. Food Allergy: **We are a peanut-free facility**, so please do not provide lunches that contain peanuts. If your child has an allergy to any foods, please be sure that it has been indicated in your child’s paperwork and put in writing. This should be given to the teacher AND director. All allergies will be posted in the classroom. Depending on the allergy, some rooms may become completely “nut free.”



262 Middlesex Road Tyngsboro MA  
978-649-9470

### Philosophy and Goals

We at Little Angels believe in celebrating each child's unique individuality. Our purpose is to prepare your children for their path by providing them the tools that they need to build self-confidence so that they can succeed both in and out of the classroom. These tools allow them to navigate school as well as their community. Not only will your child begin to build foundational skills that will pave the way for academic success, but they will also learn social-emotional skills like kindness, gratitude, compassion, sharing, self-awareness and self-regulation that will contribute to their overall success and happiness in life. We help all children grow as individuals; emotionally, socially, academically, and physically. We encourage not just learning, but the love of learning. We believe it is our responsibility to help your children figure out how **they** learn best. We do not believe in a "one size fits all" learning environment. Children build confidence when they find out how it is that they optimally learn, and it is only then that they are able to start to see the path to their potential. Aligning with our mission, we believe that when our children are instilled with a love of life, they are likely to want to share this love with others and are likely to foster the love of learning and growth together.

Social and emotional learning (SEL) is an integral part of our education and human development. SEL is the process through which all individuals acquire and apply the knowledge, skills, and attitudes to develop healthy identities, learn to become aware of name and manage emotions, achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions.

Based on this belief, we at Little Angels aim to provide developmentally appropriate programs to stimulate children academically, as well as introduce them to social disciplines through group activities and experiences. We focus on the importance of learning cooperation with adults and other children, learning to follow directions, respect for people and property, responsiveness and responsibility.

We provide our Little Angels with the opportunity to develop fine & large motor skills through free play, creative movement, musical instruments, manipulative toys & development of computer skills.

Little Angels does not discriminate in providing services to children and their families based on race, religion, culture, heritage, political beliefs, marital status, disability, sexual orientation or national origin. Toilet training status is not an eligibility



requirement for enrollment.

## Fee Schedule

(Effective, June 1st, 2021)

<b>Registration Fee (non-refundable) New Student</b>	\$75.00
<b>Current Student</b>	\$50
<b>(Family Max \$150)</b>	
<b>Full Time Day Care (includes preschool)</b>	\$350.00
<b>Part Time Day Care (includes preschool)</b>	\$75.00 per day
<b>Pre-School (8:30a - 11:30a)</b>	\$37.50 per session
<b>Kindergarten</b>	\$200.00
(Monday –Thursday 8:15 -2:00 Friday 8:15-11:30a)	
<b>Before &amp; After School (K ~ 6th grade)</b>	\$10 per hour
(Full Day rates for vacation and snow days)	
Early Release & No School Days *Contact Site Director	

**Returned Check Fee** If a check is returned to Little Angels for any reason, you will be charged a fee of \$25.00.

**Late Fee** If your child is not picked up by 6:00 p.m. you will be charged a late fee. This fee is \$10.00 for the first ten minutes and one dollar per minute thereafter. This fee is payable to the teacher on duty at the time your child is picked up.

**Military/First Responder Discount** -Little Angels Academy thanks those who serve our country and community. We offer a 10% discount to those with the proper documentation.

**Sibling Discount**- Little Angels Academy offers a 10% sibling discount. Any family with more than one child enrolled will receive this discount off their second child's tuition and each subsequent child's tuition.

## Daily Schedule

### **Morning Preschool**

Welcoming and Free Play  
Talk Circle and Calendar  
Lesson Time  
Snack and Bathroom Time  
Outdoor Play ~ Free Play  
Art Time  
Story Time ~ Dismissal

### **Afternoon**

Lunch and Rest or Nap Time  
Art Time  
Snack and Bathroom Time  
Story ~ Creative Movement  
Outdoor Play ~ Free Play

### **After School Schedule**

Snack Time, Homework or Directed Arts and Crafts, Free Play

\*LAA Adventure Club will be available for our children full days during December, February, and April vacation weeks. Parents will be informed by January if we can accommodate the children during April vacation. \*Children will be allowed to use the bathroom facilities when needed throughout the day.



## Curriculum Outline

### Academic Development

Independence, Confidence & Self esteem

#### **Pre-K (3- year-old)**

Learning to Share & Play  
Using Good Manners  
Shape & Color Recognition  
Introduction to Numbers & Counting  
Introduction to Alphabet  
Cutting & Gluing  
Free & Directed Art  
Creative Movement (Music & Dance)  
Fire Safety

#### **Pre-K (4- year-old)**

Review of Shapes & Colors  
Letter Recognition & Printing  
Number Recognition & Printing  
Opposite & Positional Words  
Introduction to Phonics  
Family & Me  
Plant, Animal & Ocean Life  
Good Health & Manners  
Sharing & Caring  
Fire Safety  
Fine Motor Skill Development  
(cutting, gluing, printing, coloring)

#### **Pre-K (5-year-old)**

Develop independence, confidence & self esteem  
Review of Letters & Numbers  
Review of Colors & Shapes  
Rhyming & Sequencing  
Same & Different  
Sight Words  
Honor One Another & Presidents  
Healthy Bodies & Community Helpers  
Sharing & Caring & Good Manners  
The Earth Our Own “conservation”  
Introduction to Telling Time  
Address & Phone Number

### **Kindergarten**

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

Peer and adult interactions, Respect and cooperation in work & play.  
Develop independence, confidence, self-esteem & good work habits.

#### **Language Arts & Literacy**

Letter recognition, Journal & Creative Writing.  
“Handwriting Without Tears”, Phonics & sight word recognition

#### **Math**

Calendar & counting activities, Number recognition, Patterns, Graphing, Addition & Subtraction, Time & money concepts.

**Science/Social Studies**

Let's Find Out, Weather activities & seasonal topics.  
Study of Our Families and Holiday traditions.

**LAA ADVENTURE CLUB**

After School Program: Snack, Computer, Homework Club, Arts & Crafts, Baking & Outdoor Activities!

**Little Angels Academy & LAA Adventure Club Policies**

Acceptance of children into the program is based on age eligibility, a tour of the school and a personal interview by a staff member, and completion of the state required forms. Little Angels Academy does not discriminate in providing services based on race, religion, culture, heritage, political beliefs, marital status, disability, sexual orientation, or national origin. Toilet training status is not an eligibility requirement for enrollment.

The school is open Monday thru Friday from 6:30 a.m. until 6:00 p.m. Tuition is paid in equal installments, taking into consideration the fact that there will be periodic holidays, vacations and illness. School will be closed on the following holidays: New Year's Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. This has been taken into consideration in the overall tuition schedule and does not affect the tuition rate for the week in which the holiday occurs.

Tuition for pre-school and for before and after school care will be paid monthly in advance (for four or five weeks based on the number on Mondays in the month). Tuition for full time and full day students is due the last Friday of the month for the following month. In the case that tuition is more than two weeks late, this will be cause for termination. Tuition for the first week of the session is due at the time of registration. There will be a \$25.00 charge for any payment to Little Angels that does not clear the bank.

In order to allow for normal vacations, parents will not be charged for absence due to vacation if the school receives two weeks advance notice. Vacations must be taken by the week, not by the day (a week is Monday ~ Friday). A maximum of two weeks' vacation without responsibility for tuition is permitted during the school year (September ~ June). This week may not be carried over to the fall session.

Two weeks' notice required for withdrawal for any reason or parents will be charged for that period.

If there is to be change in the child's hours, the school must receive two weeks' notice of the desired change or you will be charged for the regular week.

It is required that we have on file, a face sheet, a medical and immunization record, and a developmental form, individual transportation form, an authorization and consent and an emergency release form for each child. Children who do not have this information on record may not begin classes. All forms must be completed yearly as required by the state. Please note that all information contained in your child's record shall be privileged and confidential. You, however, do have access to the records at your request. You may add information relevant to your child if you choose to. It is your right to request deletion or amendment of any information contained in the record. When your child "graduates" from Little Angels you may request (in writing) the records to be sent to you or the school which your child will be attending.

Please keep in mind that our morning pre-school session begins promptly at 8:30 a.m. Drop off time is from 8:15 ~ 8:30. This session ends at 11:30 a.m. We ask you to please pick up your child by 11:30 since we are busy with lunch for our daycare students from 11:30 to 12:00. Little Angels closes its doors at 6:00 p.m. If you are late, a fee of \$10.00 for the first ten minutes and \$1.00 per minute thereafter is payable to the teacher on duty. This policy is strictly enforced. If you have any questions concerning this policy or the reasons behind it, please feel free to ask us. We appreciate your cooperation in these matters.

You will receive a written report of your child's progress in December and June of each year. However, if you have any questions about your child's progress, please feel free to ask us at any time. Our goal is to serve the needs of both children and parents.

Little Angels is only authorized to administer prescription medication that is in the original bottle with the label attached from the pharmacy showing the doctor's name, etc. Therefore, we cannot dispense Tylenol, aspirin, cough syrup etc. If you would like us to give aspirin etc., we must have a signed note from the doctor. We are sorry, but this is the state regulation under which we are licensed.

Little Angels/LA Adventure is licensed under the authority of the Commonwealth of Massachusetts Early Education and Care. It is owned and operated by Jennifer Dolan, with directors Sara Brustas & Lauren Calandrella. The Early education and Care central office is located at 51 Sleeper Street, Boston, MA. You may contact EEC at 617-988-6600 for information regarding Little Angels Academy/LAA Adventure Club compliance history.

All staff members are mandated reporters and must by law report suspected child abuse or neglect to the Department of children and families.

In August you will receive in the mail a notice reminding you of the date and time of the beginning of the fall session. This note will also contain your child's classroom and teacher assignment.



## Termination Policy

Every effort will be made to have a child stay in the program until the end of the school year when possible. Circumstances under which a child may need to leave the program include but are not limited to:

### Nonpayment of Tuition ~

Tuition payments are more than two weeks late.

### Parental Choice (with two weeks' notice) ~

Moving, financial considerations, or dissatisfactions with the program.

### Inappropriateness of the Program for the Child ~

The schedule or the program are a bad match for the child, the child needs more hours or time than is available.

### Parental Inability or Unwillingness to Conform to Program Policies & Practices ~

Failure to provide updated medical information, Unwillingness to obtain needed services for the child.

### Safety of Other Children in the Program ~

Chronic biting or aggressive behavior.

Staff members are involved in the decision to have a child leave the program for all but financial reasons.

A discussion with parents regarding the reasons for termination will be held attempting to resolve the issues. All such attempts will be documented. If termination becomes necessary, parents will receive information in writing stating the reasons.

Parents shall be given other resources (such as other schools, welfare, support services) as needed as part of the termination procedure, upon parental request.

Families and children will be given a minimum of two weeks of notice to prepare children for termination. Families will be encouraged to have the children attend school to say goodbye, in the event that the termination is the choice of the parents. Appropriate books and curriculum shall be used to help prepare the child in a manner consistent with the child's ability to understand. The emphasis will be that the reason for leaving the program is not the child's fault.

\*Whenever possible the family will be encouraged to re-enroll the child when circumstances change.

#### 7.04 (18) (b)

#### TRANSPORTATION PLAN

In the event of a field trip individual parental consent forms will be obtained for each child. The director will coordinate all field trips and will designate at the time of the field trip the contact personnel who will be attending the field trip. Little angels will arrange for transportation via bus and or parent drivers.

If transportation is provided by a private bus company, Little Angels staff members will be responsible for the supervision and safety of children during transportation to and from the field trip. The bus company is equipped with radios if an emergency arises.

Little Angels does not provide transportation for its children in our school age program to the facility. Children arrive via public school bus. A staff member awaits them at the bus stop which is located on Little Angels premises. Until a staff member takes the children into the building, they are the responsibility of the public school system and the bus company.

#### TRANSITIONS POLICY

Little Angels will hold a yearly open house for current parents and students as well as incoming parents and students, before the start of September school session. Parents will also be encouraged to visit frequently with their child to insure the comfort level of the child before the official start date.

Educators will provide activities which are age appropriate to provide children with a predictable, positive and seamless transition as they move up to an older age group.

Educators with parental permission will collaborate and share pertinent information in each classroom to maintain continuity.

#### **Organization Chart Identifying Lines of Authority and Supervision**

**Owner-** Jenn Dolan

**Director-** Sara Brustas/Lauren Calandrella

**Teachers** – Deb Cormier, Lisa Newton, Katie Collinge, Samantha Surprenant, Amanda Leach, Kim Calandrella, Auralee Manning, Deb Manning

**Assistants** – Kira Ancil,

**The owner directly supervises the director, and the director directly supervises the teachers and assistants.**

#### Child Guidance

We create a climate that encourages friendliness, participation and creativity. We help children to relax by focusing on breath work while providing a loving and safe environment. We use lots of praise, hugs, and positivity.

### SETTING LIMITS

- 1) Setting limits gives the child the security of knowing that an adult will take the responsibility of stopping unacceptable behavior.
- 2) Teach the children about safety, care of property, good health habits, and consideration of others.
- 3) Allow the child to make as many decisions as possible within necessary limits.
- 4) Explain the rules in a cheerful, sympathetic manner to make them understandable and acceptable to the child. Avoid repetition. Say what you have to say once after first being sure the child is paying attention. Be consistent, firm and fair.
- 5) Enforce the rules in a positive impersonal way.
- 6) Understand that the child who acts in a disruptive manner has reasons for doing so, (e. g. fear, jealousy, confusion, fatigue, shyness, etc.) At certain stages of development the need to “fight controls” is normal.
- 7) As part of our policy “time outs” are employed. When a “time out” is used the child will sit quietly in a chair within sight of the teacher and his group for a few minutes. When the time out is over the teacher will try to have the child acknowledge why he was placed in time out and his attempt to try to correct his behavior.

### HANDLING DIFFICULT SITUATIONS

- 1) Remain alert to the total situation. Attempt to foresee and forestall trouble. Redirect an uncooperative child to another activity. Redirect the entire activity into a more wholesome direction.
- 2) Help children understand one another’s actions.
- 3) Treat toilet accidents casually.
- 4) Try to ignore improper language. Sometimes we say “please speak kindly.”

- 5) If one child requires too much adult attention, he should temporarily be removed from the group. Do so gently without punitive action. Your purpose is to provide safe guidance.
- 6) When in doubt, it is sometimes best not to react unless health or safety is involved.
- 7) Our lunch policy is based on what is provided for the child by their parents. We try to coax the child to eat at least half of the sandwich or “entrée” before he is allowed to eat dessert. If a child does not want to eat, that is acceptable, but he is not allowed his dessert.

### GIVING DIRECTIONS

- 1) Be sure you have the child’s attention, then speak slowly, simply and quietly.
- 2) Give positive directions that leave the child no choice of interpretation.
- 3) Give a choice of two things when possible.
- 4) Warn ahead of time before changing an activity.
- 5) Never plead, threaten or strike.
- 6) Invite participation, never force it.
- 7) Direct the child to a new activity when the present activity is completed.
- 8) Use a quiet voice as much as possible. Get down to the child’s level when talking with him.

No child shall be subjected to abuse or neglect, cruel, unusual, severe, or corporal punishment including any type of physical hitting inflicted in any manner upon the body’ punishments which subject a child to verbal abuse, ridicule, or humiliation; denial of food, rest or bathroom facilities, punishment for soiling, wetting or not using the toilet, or punishment related to eating or not eating food.



## 7.04 (1) (h)

### Referral Plan

If a staff member feels that an assessment for an additional service (dental check-up, vision or hearing screening, social, mental health, educational, medical, etc.) would benefit a child she will report it to the director.

The director and teacher will observe the child to record the child's behavior/condition and review the child's record prior to making a referral.

Parents will then be contacted to meet with the staff to discuss the program's concern.

Little Angels will provide to the parent 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.

Little Angels will aid the child's parents in making the referral and will have written parental consent before any referral is made.

Little Angels will maintain a written record of any referrals, including the parent conference and results.

\*Arbour Counseling Services, 10 Bridge Street, Lowell MA (978-453-5736)

\*American Red Cross-101 Station Landing Suite 510, Medford MA (781-410-3670)

\*Lifelinks-285 Mill Road, Chelmsford MA (978-349-3000)

\*NFI Family Resource Center of Greater Lowell-27 Prescott Street Lowell MA 978-455-0701

\*Department of Children and Families-(978-275-6800)

\*Chapter 766- Early Intervention Education Plan- Contact Public School System

\*South Bay Community Services, 148 Warren Street, Lowell MA (978-452-1736)

\*Mass. Eye Associates-19 Village Sq., Chelmsford MA (978-265-5600)

\*Mass. Ear, Nose & Throat Associates-  
3 Meeting House Rd., Chelmsford MA (978-256-5557)

\*Greater Lowell Pediatrics- 33 Bartlett St., Lowell MA (978-452-2200)

## Little Angels Medical Policy

To help ensure the health and well-being of all the children at Little Angels we must use the following guidelines in dealing with common illnesses which the children are susceptible to.

These are conditions which a child should not attend school or under which parents will be called to take a child home:

~~~~~

Conditions under which a child will be permitted to return to school:

~~~~~

Fever of 100 or above

Temperature normal  
(fever free for 24 hours without the use of Motrin/Tylenol)

Diarrhea

24 hours after final episode

Vomiting

24 hours after final episode

Chicken Pox

Spots have scabbed over

Conjunctivitis

On medication for 48 hrs.

Strep Throat

On medication for 24 hrs.

Ear infections

On medication

Head Lice

Has completed treatment and is lice and nit free.

Unexplained Rash

Doctor has seen the child and determined the cause of the rash.



2. Water ~ In the event of loss of water, the Dracut Fire Department would be called to provide water for the toilets ~ Drinking water would be purchased locally.
3. Electricity ~ The power company would be called to determine the estimated length of the outage. If it occurred during daylight hours, care would not be interrupted. If natural light was not sufficient we would proceed to the Town Hall or Library until parents were notified. \* 1-800-465-1212
4. Heat ~ If a loss occurred during the heating season, repair company would be called. If heat loss was extended, parents would be notified.

### ~ INJURY PREVENTION PLAN ~

1. The director is responsible for monitoring the environment daily for removal and or repair of hazards.
2. The teachers are responsible for recording any injuries that occur to a child (Injury Form & Log). This includes date, time, nature of injury, description of how injury occurred, what first aid was administered & by whom it was administered, signature of staff member.
3. The director is responsible for recording injury into Central Log located in main office.
4. Parents will be notified in writing INJURY REPORT FORM if first aid has been administered to their child. A parent's signature is required & a copy of this report is kept in the child's file. The information is also recorded in the central log.

### ~ PLAN FOR MANAGING INFECTIOUS DISEASE ~

1. Sinks, toilets, tables and children's mats will be disinfected daily, (more often if necessary) floors washed. Disposable cups should be used to help minimize the spread of infectious diseases.
2. In the event that a child shows symptoms of coming down with an infectious disease, the child will be allowed to rest comfortably on a mat in a quiet area until the parent arrives.
3. Little Angels Sick Policy ~ Included ~
4. Parent's will be called when a child exhibits symptom of an infectious disease.
5. In the event that a child has contracted a communicable disease, all parents will be notified in writing.

### ~ PLAN FOR INFECTION CONTROL ~

1. All staff and children will wash their hands with running water and liquid soap before each snack/meal, after outdoor play, messy activities and toileting. The director is responsible for monitoring and enforcing this policy.
2. The following equipment or areas will be washed with soap and commercial disinfectant

(Lysol Cleaner 1 ½ Oz. Lysol to 26 Oz. of water 1 tablespoon unscented bleach to 1 gallon water)

All dishes, cooking equipment and non-disposable utensils

Toilets and toilet seats

Sinks and faucets

Drinking fountains

Play tables

Water tables and water play equipment

Floors

Mops used for cleaning

Cloth washcloths and towels

Mats ~ Nap items sent home weekly for washing

3. Disposable gloves shall be provided and used for the cleanup of blood spills and bodily fluids. The affected area shall be disinfected. Used gloves shall be thrown away in a lined covered container. All staff shall wash their hands with soap and water after cleaning bloodied area. Bloody clothing shall be sealed in a plastic container or bag, labeled with the child's name and returned to the parent at the end of the day.

### ~ PLAN FOR MEETING INDIVIDUAL NEEDS OF MILDLY ILL CHILDREN ~

1. A child who is mildly ill can rest on a mat when he or she is tired.
2. The child will be encouraged to drink fluids when appropriate.
3. The child will be allowed to play indoors as long as he or she is able and comfortable in doing so.

### ~ PLAN FOR ADMINISTERING MEDICATION ~

1. Non-prescription medication will be administered at Little Angels with a written order of a physician and parent medication consent form completed. Physicians must indicate criteria for use. Both authorizations are valid for one year from the date it was signed. Parents should be notified in writing each time a non-prescription medication is administered to a child.
2. Prescription medication will be administered under the under the following conditions:
  - A. The medication is in the original bottle with the doctor's name on it.

- B. Written doctor's permission is obtained by the parent.
  - C. Unused portions are returned to the parent daily.
  - D. Medications that cannot be returned to the parents shall be disposed of in accordance with the Department of Public Health.
  - E. Information is recorded on the Medication Log ~ Child's Name, medication, dose, route, time to be given, date, and teacher's signature.
  - F. Parental written permission is kept in each child's file.
  - G. Medication, when indicated on the container, is stored in the refrigerator or in a labeled container on top of the refrigerator.
  - H. No educator shall administer the "First Dose" of any medication to a child unless it is an emergency situation.
3. For children in the After-School Program:
- A. With written authorization from a parent, the child may be allowed to self-administer his or her own with staff supervision.
  - B. With physician authorization and written parental permission a child with asthma may carry their own inhaler and use it as needed without the direct supervision of a staff member.

### ~ PLANS FOR MEETING SPECIFIC HEALTH CARE NEEDS ~

1. The director will ask parents at the time of Registration if they know of any allergies their child may have.
2. The director will read the information on the Developmental Forms concerning allergies.
3. The director will post the names of any children with allergies and what they are allergic to, on the refrigerator and make staff aware of same.
4. Names of children with asthma will also be posted on the refrigerator.

### ~ PROCEDURES FOR IDENTIFYING AND REPORTING SUSPECTED CHILD ABUSE OR NEGLECT TO THE DEPARTMENT OF CHILDREN & FAMILIES ~

~ Little Angels shall protect children from abuse and neglect while in the center's care & custody ~

1. **Telephone Number: 978-275-6800 1-800-792-5200**
2. Signs of Abuse:
  - a. Physical marks or bruises
  - b. Child telling you of abuse
  - c. Dramatic behavioral changes (aggressiveness, withdrawal)
3. Staff will document any of the above signs and report to the director.
4. The director will call DCF immediately and report in writing within 48 hours.
5. All staff members are mandated to report any suspicion of neglect or abuse.
6. The director shall immediately report suspected abuse or neglect to DC
7. The director will also report any suspected institutional child abuse to the Department of Early Education and Care (EEC) immediately.
8. Any employee of Little Angels who has alleged to have abused a child will be immediately suspended from any contact with children. This suspension will be effective until the Department of Children and families investigation is completed and for such further time as EEC requires.

## ~ DISASTER CONTINGENCY PLAN ~

In the event of an environmental emergency situation that requires the evacuation of Little Angels, one of the following plans shall be implemented. In all situations the director shall take the following:

- \* An Accurate Attendance List
- \* Any Necessary Medications/Supply Kit
- \* Emergency Records
- \* Cellular Phone for Emergency Notifications
- \* Contact Numbers for Emergency Personnel and Local Authorities

The director shall be responsible for checking the facility to assure that all children have exited the building during an emergency evacuation.

### INFORMATION WILL BE OBTAINED FROM EMERGENCY SERVICES AS TO WHETHER WE EVACUATE OR SHELTER IN PLACE.

1. If the environmental emergency is confined to the immediate area of Little Angels ~ Toxic Fumes/Gases~ and the children cannot stay on the premises the children would be walked to the Town Hall with staff members. They will remain there while parents/emergency contacts are notified of the situation.
- 1a. Shelter in place may be ordered to provide emergency protection in the event of hazardous materials accident or other airborne threat by Safety Officials or over the Emergency Alerting System (WCAP-Lowell & WBZ-Boston) Shelter in place involves sealing windows, doorways, shutting off air intake systems until advised by authorities the air is considered SAFE.
- 1b. Escape routes from each classroom, from each level are posted and drills are conducted monthly for evacuation Purposes.
2. If the environmental emergency is more widespread, due to a non-confined environmental threat ~ Nuclear Incident, Earthquake, Hurricane etc. the children will be transported to the Town Hall, by local authorities where they will remain accompanied by staff members while parent emergency contacts are notified, and arrangements are made for their pickup.
- 2a. In the event of a major environmental hazard that necessitates a larger area evacuation such as several neighborhoods, a town or geographical area for the children to be sheltered will be designated by Dracut Police Emergency Manager, (local authorities will provide transportation).
3. In case of a bomb threat, local authorities would be contacted immediately. If the threat was within the building evacuation to the playground and/or Dracut Library would take place. If the threat was to the exterior grounds all occupants would remain inside until the local authorities deemed the grounds to be safe.

Chapter 28A, Section 10 and subsequent amendments to the General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Education and Care (EEC) the legal responsibility of promulgating and enforcing rules and regulations governing the operation of child day care centers (including nursery schools), and school age child care programs ..

These regulations, 102 CMR 7.00, establish minimum standards for operation of group day care and school age childcare programs in the Commonwealth. The regulations require certain things of licensees (childcare program owner) in regard to their work with parents. A summary of the required parent information, rights, and responsibilities follows.

#### Parental Input.

The licensee must appropriately involve parents of children in care in visiting the program, meeting with the staff and receiving reports of their children's progress. The program must have a procedure for allowing you to give input and make suggestions, but it is up to the program to decide whether or not they will be implemented.

#### Meeting with parents.

In group day care programs, the licensee shall assure that the administrator or his designee meets with the parent(s) prior to admitting a child to the program. The parents shall have an opportunity to visit the program's classrooms at the time of the meeting or prior to the enrollment of the child. In school age programs, the licensee shall provide an opportunity for the parent(s) and child to visit the program and meet the staff before the child's enrollment.

#### Parent Information.

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 snacks 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, and, upon request, a copy of the complete health care policy; a copy of the fee schedule, and in school age child care, the procedures for on-going parent communication. All of this information may be contained in a "Parent Handbook".

#### Parent Conferences.

The licensee must make staff available for individual conferences with parents at your request.

#### Progress Reports.

At least every six (6) months the licensee should meet with you to discuss your child's activities and participation in the program. The licensee will prepare a written progress report for your child, will provide a copy to you, and will maintain a copy of the report in your child's file. If your child is an infant or a child with disabilities, you should receive a written progress report at least every three (3) months. Program staff must bring special problems or significant developments, particularly if they regard infants, to your attention as soon as they arise.

#### Parent Visits.

You have the right to visit the center and your child's room at any time while your child is present.

#### Children's Records.

Information contained in a child's record is privileged and confidential. Program staff 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.

#### Access to your child's record.

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 (2) 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.

#### Amending your child's record.

You have the right to add information, comments, data, or any other relevant materials to the 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.

#### Transfer of Records.



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.

#### Charge for Copies.

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

#### Providing Information to the Office.

The program must make available any information requested by the Office to determine compliance with any Office regulations governing the program, by providing access to its facilities, records, staff and references.

#### Reporting abuse or neglect.

All center staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Social Services or to the licensee's program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment.

#### Notification of injury.

The licensee must notify you immediately of any injury which requires emergency care. The licensee must also notify you, in writing, within 24 hours, if any first aid is administered to your child.

#### Availability of EEC Regulations.

The program must maintain a copy of the regulations, 702 CMR 7.00: Standards for the Licensure or 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, ask the center to show them to you.

# Little Angels Academy

## Parent or Guardian Handbook Receipt Form

Parents and Guardians,

Please thoroughly review the Parent Handbook for the 2021- 2022 school year, which contains the policies and procedures for Little Angels Academy. After reading the handbook, please complete this form and return it to school. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Jennifer & DJ Dolan

---

I, \_\_\_\_\_ (print your name), the parent/guardian  
of

\_\_\_\_\_ (print child's name), hereby  
acknowledge receipt of Little Angel's Parent Handbook 2022-2023 edition. I have read  
and agree to adhere to all the policies and regulations set forth in this handbook.

I hereby release Little Angels Academy, it's officers, directors, and employees from all  
liability for injury to my child, in excess of the amount payable under the insurance  
carried by Little Angels Academy.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_