



*Super Stars*  
*Learning Center*

2020/2021

Program Handbook

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## **Mission Statement & Philosophy**

The mission of Super Stars Learning Center, LLC is to provide a loving and nurturing learning environment to children during their early childhood years. Our philosophy is that children are unique and learn in different ways. Here at Super Stars Learning Center, LLC we develop our curriculum and lesson plans with the individual child in mind. Through thoughtful observation and ongoing assessment, each child gets their own learning plan. By employing multiple modes of instruction, our program strives to nurture every child into a Super Star and, as they grow, to help them develop a love of learning as well as the skills they need to succeed in their education in the primary grades.

## **Hours of Operation**

The Center is open Monday through Friday from 7:00 A.M. to 6:00 P.M. We offer an early drop-off option at 6:30 A.M. for an additional fee.

**\*\*DUE TO CHANGES IN EEC REGULATIONS AS A RESPONSE TO THE COVID-19 PANDEMIC, OUR HOURS OF OPERATION WILL TEMPORARILY BE SHORTENED TO 8:00 A.M-5:00 P.M.\*\***

## **Holidays and Closing Policies**

The Center observes the right to close periodically throughout the year in observance of the following days and holidays:

The Friday preceding Labor Day (professional development), Labor Day, Columbus Day, Thanksgiving Day, Black Friday, Christmas Eve, Christmas, The day following Christmas, New Year's Day, President's Day (professional development), Patriot's Day (3<sup>rd</sup> Monday of April), Memorial Day, Independence Day.

A schedule of closings will be provided to all families at the beginning of July for the following academic year (September through August).

## **Statement of Non-Discrimination**

Super Stars Learning Center, LLC prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, and any other class of individuals protected from discrimination under state or federal law. The center does not discriminate on the basis of toilet training status as required by the D.E.E.C. rules and regulations governing child care facilities [7.04(17)(g)1].

## Enrollment Policy and Procedure

As part of the enrollment process, all families will take part in an interview with a Director of The Center or a Program Manager which will include a tour of the center **\*\*DUE TO THE COVID-19 PANDEMIC TOURS OF THE FACILITY WILL TAKE PLACE VIRTUALLY OR AFTER-HOURS\*\***. The purpose of the interview is to fully describe The Center and its policies and to answer any questions or concerns parents or guardians may have. During this visit, parents will receive samples of the daily schedules and curriculum, and a list of items that will be required should they decide to enroll their child/children.

If and when parents decide to enroll, a 2-week deposit will be collected and enrollment paperwork will be provided. The slot is not guaranteed until the deposit has been received. Enrollment paperwork must be provided prior to the child attending. Parents will also receive their own copy of this Program Handbook and any written notices required by the D.E.E.C. rules and regulations [7.08(6)(a-n)].

## Fee & Tuition Schedule

Tuition is due 52 weeks/year and is payable on the last day of the preceding week. We prefer that all customers enroll in automatic payments. However, tuition can be paid to the director via cash, check, money order, or **can be paid at the check-in kiosk by credit card, or online**. At the time of enrollment families, are required to put down a 2 week deposit plus the first week's tuition. The deposit will be applied to the final 2 weeks of enrollment as long as a 2 week notice is provided. Additionally, an annual **\$75** per child registration fee applies for special materials and is assessed **AT THE TIME OF REGISTRATION** or once per calendar year on March 1<sup>st</sup>. **\*\*DUE TO INCREASED REGULATIONS BY EEC, AN ADDITIONAL MONTHLY COVID-RELATED MATERIALS FEE WILL ALSO BE ASSESSED. THE AMOUNT OF THE FEE WILL DEPEND ON HOW MANY CHILDREN ARE ENROLLED AND IF EEC HAS RELAXED THEIR REGULATIONS\*\*\***

### Additional Fees:

- You will not be permitted to drop your child off on Monday morning unless the tuition for that week has been paid. Fee for late payment: **\$10 PER DAY**
- Fee for late pick-up: **\$5 for 5-15 minutes late and an additional \$1 per minute thereafter**. Late pick-up fees are **dependent upon the pick-up time the parent indicates at enrollment** unless advanced notice (24 hours) is given that they will be picking up late that day.
- Returned Payment Fee: **\$25**

As of the week of July 1, 2020:

<u>Group</u>	<u>Frequency</u>	<u>Price per Week</u>	<u>OR Price per Day</u>
<u>Infants</u>	<u>Full-Day</u>	<u>\$380</u>	<u>\$80</u>
<u>Toddlers</u>	<u>Full-Day</u>	<u>\$344</u>	<u>\$74</u>
<u>Preschool/Pre-K</u>	<u>Full-Day</u>	<u>\$296</u>	<u>\$66</u>
<u>Kindergarten-Age 8</u>	<u>Full-Day (Summer)</u>	<u>\$257</u>	<u>\$53</u>

### Written Notices for Parents

The D.E.E.C. requires in the above referenced regulation that the following information be provided to families in writing prior to the enrollment of their child:

- Notification that parents are welcome to visit the program unannounced at any time while their child is present; and that input from and communication with parents is encouraged;
- The frequency of children’s progress reports;
- The program’s policy regarding administration of medication as in 606 CMR 7.11(2)(a);
- The procedures for meeting potential emergencies, as in 606 CMR 7.11(7)(f);
- The transportation plan, as in 606 CMR 7.13(1);
- A program calendar noting closed days and hours of operation;
- The program’s fee schedule, including any fees for late payment, late pick-up, field trips, special materials, etc;
- The program’s plan to provide positive and consistent guidance to children based on their individual needs and development;
- The program’s criteria for excluding children from care due to serious illnesses, contagious diseases and reportable diseases in conformance with regulations and recommendations set by the Division of Communicable Disease Control, Department of Public Health;
- Information regarding SIDS risk reduction practices, including the practice of sleeping infants on their backs as required by 606 CMR 7.11(13)(e);
- The procedures relating to children’s records as in 606 CMR 7.04(7) through (10);
- Notice that child educators are mandated reporters and must, by law, report suspected child abuse or neglect to the Department of Children and Families;
- Notice that the program is licensed by EEC, including the telephone number and address of the EEC regional office responsible for the program;

- A statement that parents may contact EEC for information regarding the program’s regulatory compliance history.

\*This information is contained within this handbook or supplied in a pre-enrollment packet.

## Staffing and Staff/Child Ratios

In accordance with DEEC regulations (section 7.08), all staff members employed at Super Stars Learning Center, LLC are required to meet at least the minimum level of certification for their position and are First Aid and CPR certified. All staff members attend a program orientation prior to their employment, and take part in on-going professional development.

In accordance with DEEC regulations (section 7.09), Super Stars Learning Center maintains in all of its classrooms a number of educators to adequately supervise the group at all times, provide individual attention at all times, and promote the children’s physical, social, emotional, and cognitive development. At no time do staff/child ratios exceed the following:

Infants – 1:3 or 2:7 (max 7)	Toddler/Preschool Mix – 1:4 or 2:9 (max 9)
Infant/Toddler Mix – 1:3 or 2:9 (max 9)	Preschool (full day) – 1:10 (max 20)
Toddlers – 1:4 or 2:9 (max 9)	Preschool/School-Age Mix – 1:10 (max 20)
	School-Age - 1:13 (max 26)

**\*\*DUE TO COVID-19 SOCIAL DISTANCING, EEC IS HIGHLY RECOMMENDING A 2:10 (MAX 10) PRESCHOOL RATIO AND REQUIRING A 1:10 SCHOOL-AGED RATIO. MIXED AGED GROUPINGS ARE NO LONGER ALLOWED, ALTHOUGH UP TO 2 CHILDREN ARE ALLOWED OUTSIDE OF THEIR CHRONOLOGICAL AGE-GROUP\*\***

## Child Learning Objectives

At Super Stars Learning Center, LLC, the educators, in conjunction with the administrators, develop and implement a curriculum that is focused on a comprehensive early education that is well-balanced and appropriate to the group and individuals being served, both developmentally and linguistically. All activities aim to support school readiness and include goals for knowledge and skills in the areas of English, math, science and technology, history and social science, and the arts. [7.06(1)(a)]

Each child at Super Stars Learning Center has their curriculum tailored to their individual needs based on detailed observations of their strengths in each developmental domain. These observations will also be used to complete periodic assessments of their progress which will be shared with their parents.

**\*\*DUE TO CHANGES IN EEC REGULATION AS A RESPONSE TO THE COVID-19 PANDEMIC, SOME ACTIVITIES ARE BANNED OR WILL BE MODIFIED TO ELIMINATE CONTAMINATION OF SHARED MATERIALS\*\***

**Daily Routines (Approximate)**

Infants	Toddlers	Preschool
<p>Infants are tended to in a routine, rather than a schedule, in order to meet their individual needs. A typical day is subject to change but the routine may look like:</p> <p>Drop-Off Diaper &amp; Feeding Activity – Sensory/Art Nap Diaper &amp; Feeding Activity – Floor Time/Free Play Nap Diaper &amp; Feeding Activity – Outdoors Activity – Floor Time/Free Play (Or Nap, for younger infants) Diaper &amp; Feeding Pick-Up</p>	<p>7:00-9:00 Arrival &amp; Free Play 9:00-9:15 Diapers &amp; Hand Washing 9:15-9:30 Morning Snack 9:45-10:15 Circle Time 10:15-10:45 Outdoors/Gross Motor Activities 10:45-12:00 Free Play/Activities 12:00-12:30 Lunch &amp; Toothbrushing 12:30-12:45 Diapers &amp; Clean Up 12:45-1:00 Stories 1:00-3:00 Nap Time 3:00-3:15 Diapers 3:15-3:30 Afternoon Snack 3:30-4:15 Outdoors/Gross Motor Activities 4:15-5:00 Activities/Free Play 5:00-6:00 Free Play &amp; Departure</p> <p>There is flexibility in this schedule in order to tend to the children’s individual needs.</p>	<p>7:00-9:00 Arrival &amp; Free Play 9:00-9:15 Morning Snack 9:15-9:30 Potty &amp; Hand Washing 9:35-9:50 Morning Meeting (Calendar, Weather, Jobs, Morning Discussion) 9:50-11:00 Learning Centers 11:00-11:15 Clean Up 11:15-11:55 Outdoor Play/Gross Motor Activities 11:55-12:00 Hand Washing 12:00-12:30 Lunch 12:30-12:40 Clean Up, Making Mats 12:40-12:50 Potty Time 12:50-1:00 Story Time 1:00-3:00 Nap Time 3:00-3:15 Potty, Hand Washing 3:15-3:30 Afternoon Snack 3:30-4:30 Free Play 4:30-5:00 Outdoor Play/Gross Motor Activities 5:00-6:00 Free Play &amp; Departure</p>

\*Although there are scheduled toileting breaks throughout the day, the bathroom is available to the children at all times.

\*\*In the warmer months additional outdoor time may be provided between 4:30 and 6:00 P.M.

**Outdoor Play**

**Outdoor Play in Extreme Temperatures**

Outdoor play is a valuable and necessary experience for young children. Unfortunately, living in the Northeast sometimes means that children are kept inside for their safety from extreme temperatures. Super Stars Learning Center, LLC’s policy regarding outdoor play is as follows:

**Classrooms Serving Only Infants** will go outside without restrictions if the “feels like” temperature (adjusted for wind chill or humidity) is between 40 and 80 degrees Fahrenheit. They will go outside for a shortened length of time if the “feels like” temperature is between 32 and 39 degrees Fahrenheit or 80-89 degrees Fahrenheit.

**Classrooms Serving Older Infants & Toddlers** will go outside without restrictions if the “feels like” temperature is between 32 and 89 degrees Fahrenheit. They will go outside for a shortened length of time for “feels like” temperatures between 27 and 32 degrees or 89-95 degrees Fahrenheit.

**Classrooms Serving Preschoolers and Up** will go outside without restrictions if the “feels like” temperature is between 32 and 89 degrees Fahrenheit. They will go outside for a shortened length of time for “feels like” temperatures between 20 and 32 degrees or 89-95 degrees Fahrenheit.

Please make sure that your child has boots, snow pants, gloves, hats, warm jackets, etc. in the colder months and swimsuits, water shoes, and towels in the warmer months so that we can keep them as comfortable as possible while they play.

## Ages & Stages Questionnaires

The ASQ-3 (Ages & Stages Questionnaires) is a tool developed to assess a child’s areas of strength from birth to age 5 and is designed to indicate when a child’s development may be behind for their specific age.

Super Stars Learning Center, LLC administers the ASQ-3 to all children at the time of admission as well as periodically afterwards. This tool will give us insight in to each child’s areas of strength and will allow us to cater to their individual needs and unique learning styles.

In the event that the tool indicates there might be an area of development with which your child needs some extra support you will be notified. Super Stars Learning Center, LLC WILL NOT disclose information about your child or their ASQ-3 scores without your express written consent.

Included in the enrollment packet is the parental consent form to participate in the screening process. Once we receive the consent form we will prepare the parent portion of the questionnaire to send home to be completed.

## Curriculum Planning

Your child’s teachers will plan activities based on their observations as well as information gained from formative assessments. Activities will be carefully planned to help your child advance their skills in each area of development.

## Sample Lesson Plans

### Weekly Lesson Plan

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<b><u>Creative Art</u></b>	Crayon Creations	Puffy Paint	Glue and Glitter	Chalk at the Easel	Stamps
<b><u>Sensory/Science</u></b>	Rice and Measuring Cups	Rice and Measuring Cups	Colored Water and Funnels	Colored Water and Funnels	Exploring Bubbles
<b><u>Circle Time</u></b>	“If You’re Happy and you Know it”  <u>Brown Bear</u>	Learn American Sign Language for the Color Red  <u>Big Red Barn</u>	Song of Children’s Choice  Animal Flashcards	Count to 10 Using Manipulatives  “Itsy Bisty Spider”	“Wheels on the Bus”  <u>The Grouchy Ladybug</u>
<b><u>Physical</u></b>	Basketball	Poking Pipe Cleaners through a Colander	Walking on the Balance Beam	Puzzles	“Head, Shoulders, Knees, and Toes”
<b><u>Cognitive</u></b>	Shape Sorter	File Folder Games	Building with Blocks	Cooking in the Play Kitchen	Shape Sorter
<b><u>Special Activities</u></b>					



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**Individual Lesson Plan**

<p>Child: Current Information: ..... wrote the first letter of their name on their paper</p> <p>Plans: During free play provide paper, crayons and their name flashcard for .....to copy their name</p>	<p>Child: Current Information: .....threw a ball to a friend pushing it away from their body</p> <p>Plans: During outside play encourage the children to play catch to practice throwing a ball</p>
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**Child Assessment and Parent Conferences**

Educators are constantly assessing children in an informal manner and adapting their teaching techniques and program goals to meet the needs of the individual and to maintain communication with the family. While informal assessments are used on a daily basis for the purpose of designing and implementing developmentally appropriate activities, formal child assessments are completed throughout the year in order to document each child’s progress over time. Progress reports are completed every 3 months for infants in August, November, February, and May. They are completed every 6 months for toddlers and preschool/pre-kindergarten students in November and May. Parent conferences are scheduled in December and June, and additional parent conferences by request are always welcome [7.06(3-4)].

Sample Progress Reports are available for each age grouping by request.

**Transitions**

With parental consent, transitions from one group to another are made when the child is chronologically and developmentally ready. Periodic progress reports are used in deciding a child’s readiness for transition. Procedures for transitioning a child between classrooms or programs include collaboration and information sharing between educators in each classroom or program, with parental permission, and a plan for assisting the child with the transition in a manner consistent with the child’s ability to understand. Collaboration among parents,

educators, and administrators is also used when preparing children in developmentally appropriate ways for transition into the primary grades or into another program [7.04(3); 7.06 (4)].

### **Parent Involvement Policy**

Super Stars Learning Center, LLC has an “open door” policy, meaning that parents are both welcome and encouraged to visit their child’s classroom at any time, with or without prior notice.

Daily communication between parents and educators regarding their child’s day is facilitated through a daily form for recording some of the child’s activities. For infants and toddlers, this form also records the child’s meals, naps, and diapering or toileting for the day. If, for any reason, a parent requests an alternative means of communication they may discuss it with the educator and/or administrator so that accommodations may be made [7.08(1-4)].

### **Discipline**

At Super Stars Learning Center, LLC behavior correction involves the use of clear instruction that is appropriate to the developmental level of the child. Educators at The Center are trained to get down to the child’s level while communicating with them, including during disciplinary interactions. We encourage educators to use praise to reinforce desirable behaviors rather than punishment to reduce undesirable behaviors. The following practices are ***strictly prohibited***: Spanking or other corporal punishment; subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks; depriving children of outdoor time, meals or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence; disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet, or using any other unusual or excessive practices for toileting; confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision; and excessive time-out. Time-out may not exceed one minute for each year of the child's age and must take place within an educator’s view.

### **Referral Plan**

Should staff become concerned regarding a child’s social or mental health, medical health or education, it is their responsibility to discuss their concerns with the center Director. The staff will observe and record the child’s behavior. The records will be reviewed by the Center

Director and a meeting will be scheduled with the parents to notify them of the program's concern. The program will provide a list of current referral resources in the community for children in need of social, mental health, educational, or medical services. For children aged two years and nine months or older who have a disability, the program will provide written notice to the appropriate administrator of special education that the program is serving a child with a disability. For children younger than two years and nine months, written notice will be provided to the administrator of DPH Early Intervention Program.

In the event that a child's behavior is deemed to be unmanageable (i.e. it does not improve after 2 or 3 weeks of implementing a behavior management plan, child poses a threat to other children or educators, etc.), the administrator will meet with the child's parents to discuss a referral to an outside individual or agency specializing in the area in which the child needs assistance. With written parental consent, Super Stars Learning Center will remain in contact with the specialist in order to implement an on-going behavior management plan that is consistent with what is being implemented in the home through collaboration with the child's parents, teachers, and the program administrator(s).

### **Suspension & Termination Policy**

If the program chooses to suspend or terminate a child for any reason, the program will provide written documentation to the parents of the specific reasons for the proposed suspension or termination of the child and the circumstances under which the child may return, if any.

In the event that a parent refuses a referral to an outside specialist regarding challenging behavior, Super Stars Learning Center reserves the right to terminate the child from the program with a full week's written notice which includes documentation as to the reason for the termination. This means that if notice is provided on a Monday, the child's final day at The Center will be the Friday of the following week. In this instance, the deposit will be applied to the child's final week. During the final week, the child's educators will work to prepare the child for their transition out of the program by talking with them about what they can expect [7.04(3)].

In the event that a parent is disrespectful toward a child or staff member, The Center reserves the right to terminate their child from the program immediately. The parent will be provided with a written letter of termination documenting the event and/or reason for the termination. In this instance, **the deposit will not be returned**. Disrespectful behavior includes, but is not limited to, vulgar language, physical contact with a staff member or a child other than your own, and using degrading language toward a child or staff member.

## **Confidentiality**

It is the policy of Super Stars Learning Center that all confidential information pertaining to a child's academic record, health status, etc. will be discussed only amongst the parent/guardian, administration, and educators for whom such information is pertinent to the child's care.

## **Food Safety & Nutrition**

Super Stars Learning Center, LLC provides a morning snack and an afternoon snack to children 12 months and older which is served either with water or drinks from home. Snacks and meals for infants under 12 months must be provided by parents until the parent approves school snacks for their child. Snack menus will be posted weekly. Parents are responsible for sending their child with a lunch daily. Please pack items that your child would typically consume at home, as young children are often picky eaters. **\*Peanuts and peanut butters are prohibited at The Center in order to prevent allergic reactions. Please check labels and plan accordingly.** Lunch boxes must include a cold pack as refrigeration is not offered by the center.

If your child comes to school with a dessert, we will allow the child to eat the dessert only after eating the rest of their healthy options. We openly discourage sending in sugary snacks and "junk" food for all children and will not serve such foods to any child under 12 months.

For safety reasons, we require that all food that requires refrigeration according to package instructions be packed in an insulated lunchbox with an ice pack.

**Please note that glass containers are prohibited in children's lunch boxes.**

Snacks will be served with water in disposable cups to both preschoolers and older toddlers. If you prefer a different beverage you may pack it in your child's lunch box and notify the teacher.

\*\*Please do not provide special snack on your child's birthday. If you would like to send in something special to share please stick to favors like pencils, stickers, temporary tattoos, etc.  
**THANK YOU.**

## Healthcare Policy

### Program

***Super Stars Learning Center, LLC***

150 Donald Lynch Boulevard  
Marlborough, MA 01752

(508) 251-9061

### Emergency Contacts

- ❖ **Health Care Consultant** – Anne Ferrari-Greenburg, RN/BSN  
158-A Pond St. Ashland, MA 01721  
(508) 881-5107 (office) / (508) 641-1984
  
- ❖ **Executive Office of Health & Human Services**  
1 Ashburn Place, 11<sup>th</sup> Floor  
Boston, MA 02108  
(617) 573-1770
  
- ❖ **Fire Department** – 508-624-6984
  
- ❖ **Police Department** – (508) 485-1212
  
- ❖ **Ambulance** – (508) 485-4544
  
  
- ❖ **Emergency Health Care Facility** – Marlborough Hospital  
157 Union Street  
Marlborough, MA  
(508) 481-5000
  
  
- ❖ **Poison Control** – 1-800-222-1222

### **Procedure in Case of Illness, Injury, or Emergency [7.11(19)(2)].**

Notify parents of the situation and have parents come to the center to take the child to see a physician. In the event of an acute emergency requiring immediate medical attention, call the rescue ambulance (911). Notify the parent and have he or she meet the child and the center director or acting director at the hospital. The director must take the child's medical record and emergency medical form with him or her. In the event that the parent cannot be notified, contact the person(s) listed as an emergency contact. Proceed to the hospital with the child's records. Emergency procedures will apply the same to field trips. If a child has an illness, the parent will be contacted and asked to pick-up the child at the center. If an emergency situation, call rescue ambulance (911) and then notify parent or other emergency contact and have them meet the child and director at the hospital.

### **Minor Injury First Aid Procedure**

All staff at The Center are required to maintain current Infant/Child CPR and First Aid training. In cases of minor injury, the staff will administer simple first aid and will notify the parents at the time of pick up. Using a standardized incident report form, the location and nature of the accident/injury will be documented within 24 hours of the incident, and logged in the Center's injury log.

Disposable gloves are used for the clean-up of blood and bodily fluids. Affected areas are always disinfected.

A first aid kit is located in each classroom as well as in the office. It contains adhesive tape, band-aids, gauze pads, gauze roller bandage, disposable non-latex gloves, instant cold pack, scissors, tweezers, thermometer, and CPR mouth guard. The classroom teacher is responsible for carrying the First Aid kit when the class goes outdoors or on field trips.

### **Mildly Ill children [7.11(19)(3-4)]**

Beyond common cold symptoms (runny nose, nasal congestion, cough, etc.), the center will not care for mildly ill children. If a child becomes ill at school they will be brought into the office while they wait for their parent to come and pick up or allowed to rest on a mat with a blanket outside of areas being used by the other children. ***Parents of children dismissed for being ill must pick up with in 60 minutes of being notified, and will be required to sign a dismissal form indicating the condition(s) for which the child was dismissed.*** Some of the common conditions for which a child will be sent home are as follows:

**1. Fever:** A child will be sent home if he or she has a temperature of 100.4 degrees or more. It is required that the child stays home fever-free without the use of fever-reducing medications for 24 hours before returning to the center.

**2. Diarrhea:** A child who has had two or more watery stools will be sent home. Children may return to the center once the diarrhea is under control. If your child has an allergy or condition which regularly causes diarrhea, please alert the staff of this during orientation.

**3. Vomiting:** A child who is vomiting will be sent home and should remain home until the vomiting has stopped for 24 hours. Stomach viruses are highly contagious and will spread through the center rapidly.

4. Impetigo: This skin infection is characterized by crusted sores, which usually appear first to the facial area. Children with this condition must be on antibiotics for at least 24 hours and all lesions should be dry before returning to the center.

5. Conjunctivitis: This is a contagious infection of the eye characterized by a yellow discharge and tearing. Children with this condition must be on antibiotics for at least 24 hours before returning to the center, and all discharge must be gone.

6. Strep Throat: Strep throat is often indicated by a rash and fever combined with a sore throat. This condition requires antibiotics and your child should not return to the center until he or she has been on medication for 24 hours.

7. Suspicious Rashes: Many common and highly contagious childhood illnesses have characteristic rashes associated with them. If at any time a teacher and supervisor agree that a rash a child has appears suspicious the child will be dismissed and will not be able to return until the rash has resolved or a physician's note is acquired indicating that the child is not contagious.

8. Head Lice: We have a no nit policy. Although head lice does not carry diseases, our goal is to prevent it spreading. Hair and scalp must be free of nits before returning to school.

#### **Medication Administration [7.11(19)(5)]**

Any prescription medications to be administered by the center staff should come in a bottle with the prescription labeled by the pharmacy. Parents will need to complete an Authorization for Medication form before a staff member can administer the medication. Over the counter drugs (i.e. Tylenol, Motrin, Sudafed, cough syrups, etc.) can only be administered by the staff if an Authorization for Medication Form is on file, which states the child's name, the name of the medication, the dosage, and the purpose of the medication. This form must be signed by a physician and parent and is valid for one year. Written physician AND parental consent is also required for administration of unanticipated non-prescription medication for Mild Symptoms, and written parental consent is required for topical non-prescription medication. These forms are valid for 1 year. Written parental consent for oral non-prescription medication is required weekly with dosage, times, days and purpose. Parents can always come to the center and administer over the counter medications themselves. All staff are required to trained in the proper Medication Administration (The 5 Rights) annually without gaps.

#### **Meeting a Child's Specific Health Care Needs [7.11(19)(6-7)]**

The parents of a child with a chronic condition will, in conjunction with their child's physician, develop a written Individual Health Care Plan to be followed by the Center and its entire staff. The Individual Health Care Plan must state the condition, symptoms, treatment if necessary, potential side effects, and consequences if treatment is not provided. In addition, it must include physician's authorization for the child's parent or program's Health Care Consultant to train staff on the child's specific medical needs. All appropriate specific measures will be taken to ensure that the health requirements of children with disabilities are met, when children with disabilities are enrolled. If a child has a documented food allergy or suspected food allergy, that food will either be banned from the center or classroom, OR the Director will meet with the child's parents to determine an acceptable plan for avoiding the child's exposure to the allergen.

### **Back to Sleep** [7.11(19)(9)]

All children 12 months of age or younger will be placed on their backs for sleeping, unless the child's health care professional orders otherwise in writing. This is in response to the Back To Sleep campaign which, as a result, has reduced the incidence of Sudden Infant Death Syndrome (SIDS). A Back To Sleep informational poster is posted in every designated infant sleeping area. Infants will nap in an individual crib with a firm, properly fitted mattress with clean coverings with no potential entrapment areas. Cribs used for sleeping infants under the age of 12 months must not contain pillows, comforters, stuffed animals, or other soft, padded materials.

### **Suspected Child Abuse or Neglect** [7.11(19)(10)]

All educators, including the Center staff, are mandated reporters and therefore are required by law to report suspected child abuse or neglect to the Department of Children and Families. If a staff member has a concern that a child in his or her care is suffering from either neglect or abuse from any cause, it is their responsibility to bring such concerns to the attention of the center director.

The director will discuss the concern with the teacher who has contact with the child. These concerns will be documented. If there is reasonable cause to believe that a child is suffering from abuse or neglect, the director will immediately report such a condition to the Department of Children and Families over the phone and by making a written report within 48 hours after verbal notification. Please note that as mandated reporters, teachers and staff may make reports to DCF even if the Director does not agree that there is cause for concern.

In the event a staff member is allegedly abusive and/or neglectful to any child, the center ensures that the staff person will not have direct contact with children and will be dismissed from work without pay. A report will be made to the Department of Children and Families and an investigation completed for such further time as the D.E.E.C. requires. Staff can not return to direct care without approval from D.E.E.C.

## **Emergency Procedures**

Each group at Super Stars Learning Center, LLC has a designated educator responsible for keeping the following easily accessible at all times, both indoors and out:

- attendance list documenting all children present in the group
- emergency contact information for each child
- allergy/medication information
- a stocked first aid kit
- any emergency or life-saving medications (i.e. asthma inhalers, epi-pens, etc.)
- a charged cell phone & walkie talkie for communicating with The Center or emergency personnel, if necessary
- in the event of a medical emergency requiring more than basic First Aid, 911 will be called



In the event of an emergency, children will be evacuated to the outdoor area which is designated on their emergency evacuation plan posted in their classroom using route specified by the plan. Emergency evacuation drills are performed monthly [7.11(7)(h)].

In the event of a natural disaster, the administrator at The Center will use a designated mobile phone or landline to contact local authorities in order to determine whether to evacuate or to shelter in place.

In the event of an emergency evacuation each child's emergency contact person will be notified and children must be picked up from The Center immediately. In the event of a power outage, or loss of heat or hot water, the administrators will evaluate the situation, and safety of the children to determine what steps to take. The parents will be notified within 15 minutes of an outage on what the plan will be.[7.11(7)]

### **In the event a child is missing**

All arrivals and departures are recorded immediately. Staff members are trained to count their class before, during, and after transitions including to and from the outdoor play area. In the event that it is found that a child has been left alone the parents will be notified and the staff member will be terminated immediately. In the event a child is unaccounted for and is not found within 5 minutes, the parents will be notified first (to rule out that the child was picked up) and then a report will be made to the local police.

## **Transportation Policy**

Children enrolled at Super Stars Learning Center, LLC are dropped off and picked up only by individuals designated by their legal guardians and documented in their file. Any time an individual picks a child up from The Center for the first time, they will be required to present photo identification prior to the release of the child.

At this time, Super Stars Learning Center, LLC does not participate in field trips. In the event of a medical emergency requiring transportation to the hospital, 911 will be called and the child will be transported to the hospital indicated by the parent/guardian in the child's file.

## **Regulating Authority**

Super Stars Learning Center is licensed by the Department of Early Education and Care (D.E.E.C.).

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

D.E.E.C. Regional Office  
10 Austin St.  
Worcester, MA 01609  
508-798-5180



### Acknowledgement of Receipt of Program Handbook

I, \_\_\_\_\_, parent/guardian of  
\_\_\_\_\_, acknowledge that I have received a

copy of the program handbook from Super Stars Learning Center, LLC. I understand and agree to abide by the policies set forth in the handbook. I understand that the policies of Super Stars Learning Center, LLC may be amended periodically and that I will receive written notification of such amendments should they occur.

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

\_\_\_\_\_  
Date



I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, have received and reviewed Super Stars Learning Center, LLC's Healthcare Policy. The following is a list of items from the policy. I understand that it is not meant to be a comprehensive list of all items from the policy but rather a list of commonly forgotten items.

I understand and agree that in order to prevent the spread of illness throughout the center that the following policies must be enforced:

- Children must be fever free (under 100.4) without medication for 24 hours before returning to school.
- Children must have no vomiting or diarrhea for 24 hours to return to school.
- Children must have completed 24 hours of antibiotics for treatment of impetigo, pink eye, or strep throat before returning to school.
- Children with impetigo (or other illnesses like Hand Foot & Mouth) must also have all lesions crusted over (dry) before returning to school.
- Children dismissed from school due to illness must be picked up within 60 minutes of parents being notified.

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Parent/Guardian Signature

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Date