



Super Stars
Learning Center

2021-2022

Program Handbook

Table of Contents:

Mission Statement & Philosophy...	page 3
Non-Discrimination Policy	page 3
Hours of Operation...	page 3
Holidays & Closing Policies...	page 4
Enrollment Policy & Procedure...	page 4
Tuition & Fee	page 5
Written Notices for Parents...	page 5-6
Staff/Child Ratios...	page 6
Child Learning Objectives...	page 7
Outdoor Play	page 7
ASQ Administration	page 8
Curriculum Planning	page 8
Child Assessment & Parent Conferences...	page 8
Transitions...	page 9
Parent Involvement Policy...	page 9
Discipline...	page 9-10
Referral Plan...	page 10
Suspension & Termination Policy...	page 10-11
Transportation Policy...	page 11
Confidentiality Policy	page 11
Food Safety & Nutrition...	page 12
Healthcare Policy	page 13-16
Emergency Procedures...	page 16-17
Regulating Authority	page 17
Tuition Rates	Appendix A
Daily Routines	Appendix B
Receipt of Handbook Signature Page	
Receipt of Healthcare Policy Signature Page	

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, the needs of each child will be met within the planned curriculum. **At Super Stars, we believe each child deserves an equal opportunity. We use research-based tools for developmental screening and collaborate with parents to help children receive the best supports as needed.** 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.

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].

Hours of Operation

The Center is open Monday through Friday from 7:00 A.M. to 6:00 P.M.

Drop off is from 7:00-9:30 A.M. It is very important that you drop your children off during these hours so they can transition into their day and do not miss out on their learning experiences.

Drop offs prior to 8:30am will occur in the circle driveway and a staff member will escort the children inside. If dropping off after 8:30 please bring your child directly to their classroom.

If your child will not be attending on a scheduled day you must notify us by phone or email.

Holidays and Closing Policies

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

The **Thursday and** Friday preceding Labor Day (professional development), Labor Day, Columbus Day, Thanksgiving Day, Black Friday, **up to 5 days for Christmas break**, New Year's Day, President's Day (professional development), Patriot's Day (3rd 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).

Enrollment Policy and Procedure

As part of the enrollment process, all families will take part in a tour with a staff member from the center. The purpose of the tour is to fully describe The Center and its policies and to answer any questions or concerns parents or guardians may have.

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)].

With a two week deposit and registration fee having been paid, Super Stars will hold a spot for unborn children for up to 9 months, for infants 3 months old or younger (or anyone registering for summer program or the following school year) for up to 12 weeks, and for all others and re-enrollments up to 4 weeks.

Tuition & Fees

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, **online at MyProcare.com, or through automatic payments**. 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 1st.

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**

***A chart of the fee schedule can be found in Appendix A**

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)

Your child will be assigned to a specific classroom, but each group has a buddy classroom. Children occasionally spend time in their buddy classroom as well. Additionally at the very beginning and end of the day children throughout the school are permitted to be combined in accordance with section 7.09.

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.

*A chart outlining daily routines for each age group can be found in Appendix B

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 **2-3 months after admission** as well as periodically afterwards. This tool involves a questionnaire that both teachers and parents complete. It will give us insight into 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 Administrators can help refer families to helpful resources for Early Intervention or Public Preschool depending on the child's age. 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.

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. You can find a copy of the school-wide curriculum for each age grouping on our website, www.superstarslearningcenter.com.

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 Fall and Spring. Parent conferences are scheduled in December and June, and additional parent conferences by request are always welcome [7.06(3-4)].

Transitions

When a child is chronologically and developmentally ready to transition to a new classroom, parents will be notified. A typical transition will happen at the beginning of the school year but can also occur throughout the year. 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 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 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 Administration. The staff will observe and record the child's behavior. The records will be reviewed by the Administration and a meeting will be scheduled with the parents to notify them of the program's concern and the child's need for outside referral. 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.

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. A staff member will accompany the child and meet the parent/guardians at the hospital.

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 **monthly on the Parent Board**. 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 drinks or snacks and “junk” food for all children and will not serve such foods to any child under 12 months. The USDA recommends that each meal be balanced with components of each food group. There is no place on MyPlate for added sugars.



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, 11th 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. Symptoms of Respiratory Distress: Due to the serious nature of respiratory viruses like RSV in young children, a child who is wheezing, belly-breathing, or showing other signs of respiratory distress will need to be evaluated by a physician and cleared to return to school.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. Generally Unwell: Parents will be notified if their child is lethargic, crying excessively, uncharacteristically clingy, or is unable to participate in the daily activities, in absence of other symptoms like fever. A child meeting this description will be better cared for at home where they can rest.

*Siblings will be required to stay home as well for cases of fever, vomiting, diarrhea, respiratory distress (pending medical evaluation of the sick child), and head lice.

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 be trained in the proper Medication Administration 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 walkie talkie for communicating with the Administration

- in the event of a life-threatening 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 the 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 by email within 15 minutes of an outage on what the plan will be.[7.11(7)] If the plan is to close the center, each parent will be notified individually by phone.

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.

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

APPENDIX A

As of the week of May 1, 2021:

<u>Age Group</u>	<u># Days per Week</u>	<u>6 Hours</u>	<u>7-8 Hours</u>	<u>9-10 Hours</u>
<u>Infants</u>	<u>5 Days</u>	<u>381</u>	<u>391</u>	<u>401</u>
	<u>4 Days</u>	<u>318</u>	<u>328</u>	<u>338</u>
	<u>3 Days</u>	<u>236</u>	<u>246</u>	<u>256</u>
	<u>2 Days</u>	<u>154</u>	<u>164</u>	<u>174</u>
<u>Toddlers</u>	<u>5 Days</u>	<u>344</u>	<u>354</u>	<u>364</u>
	<u>4 Days</u>	<u>294</u>	<u>304</u>	<u>314</u>
	<u>3 Days</u>	<u>218</u>	<u>228</u>	<u>238</u>
	<u>2 Days</u>	<u>142</u>	<u>152</u>	<u>162</u>
<u>Preschool</u>	<u>5 Days</u>	<u>295</u>	<u>305</u>	<u>315</u>
	<u>4 Days</u>	<u>262</u>	<u>272</u>	<u>282</u>
	<u>3 Days</u>	<u>194</u>	<u>204</u>	<u>214</u>
	<u>2 Days</u>	<u>126</u>	<u>136</u>	<u>146</u>
<u>School-Age (Vacation/Closures*)</u>	<u>5 Days</u>	<u>255</u>	<u>265</u>	<u>275</u>
	<u>1 Day</u>	<u>45</u>	<u>55</u>	<u>65</u>

APPENDIX B

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 & Feeding Activity – Sensory/Art Nap Diaper & Feeding Activity – Floor Time/Free Play Nap Diaper & Feeding Activity – Outdoors Activity – Floor Time/Free Play (Or Nap, for younger infants) Diaper & Feeding Pick-Up</p> <p>*Drop Off Ends at 9:30 A.M.</p>	<p>7:00-9:00 Arrival & Free Play 9:30 - Drop Off Ends</p> <p>9:00-12:00- Morning Routine Diapers & Hand Washing Morning Snack Circle Time Outdoors/Gross Motor</p> <p>Activities Free Play/Activities</p> <p>12:00-12:30 Lunch</p> <p>12:30-4:30 Afternoon Routine Diapers & Clean Up Lunch Stories Nap Time Diapers Afternoon Snack Outdoors/Gross Motor Activities</p> <p>4:30-6:00 Free Play & 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 & Free Play 9:00-9:15 Morning Snack 9:15-9:30 Potty & Hand Washing 9:30 Drop Off Ends 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</p> <p>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/Rest Time* 3:00-3:15 Potty, Hand Washing 3:15-3:30 Afternoon Snack 3:30-4:30 Outdoor Free Play/Gross Motor Activities</p> <p>4:30-6:00 Free Play & Departure</p> <p>*Pre-Kindergarten Rests from 1:00-2:15 P.M.</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.



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.

Parent/Guardian Signature

Date