



Lin Learning Center

# Parent Handbook

25 Holden Street  
Brookline, MA 02445

# Table of Contents

About Us.....	3
Mission.....	3
Philosophy and Curriculum.....	3
Administration.....	5
Nondiscriminatory Policy 606 CMR 7.04.....	5
Staff Qualification 606 CMR 7.04.....	5
Confidentiality.....	5
Policies and Procedures.....	6
Communication.....	6
Transportation 606 CMR 7.13.....	6
Classroom Information.....	7
Admissions.....	8
Procedures for Enrollment and Withdrawal.....	8
Required Forms for Enrollment.....	9
Positive Discipline Policy - 606 CMR 7.05.....	10
Suspension and Termination.....	11
Neglect and Abuse – 606 CMR 7.11.....	11
What to Bring.....	12
Food at Lin Learning Center.....	12
Pick up .....	13
Dismissal .....	13
Authorized pick up.....	13
Parking.....	14
Health Policy – 606 CMR 7.11.....	15
Health Policy.....	15
Illness.....	15
Medication.....	16
Inclement Weather Policy.....	17
Emergency Plan – 606 CMR 7.11.....	18
Emergency Plan.....	18
Communication with parents of an emergency situation.....	18
Parent/ Guardian Involvement.....	18
Parent Handbook Sign-off Sheet.....	19

# About Us

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## ***Mission***

Lin Learning Center provides safe and high quality nurturing after school care and enrichment for children from 7 years of age to 11 years of age of working family in Brookline.

## ***Philosophy and Curriculum***

Lin Learning Center (LLC) provides inquiry based curriculum. The center believes that it is important to learn how to use the academic knowledge they obtained during the school day in a practical way. Topics are student generated or initiated and subject matters are explored through experiments, cooking, literacy, art work, pretend play, field trip, and talking to experts in the particular field of topic.

Lin Learning Center believes that the purpose of our center is not to repeat regular academic course work or pre-teach what will be covered during the regular school year, but rather to expand school academic knowledge and apply it to daily life. By doing so, students will have a chance to make connections between what they are learning in school and world that they live in.

The school will provide the following types of learning:

### **Inquiry and ProjectBased Learning**

At Lin Learning Center, we believe that learning has to come from within. Curiosity is a driving force behind learning. Depth and long lasting learning can be fostered through self initiated approach.

### **Hands on Learning**

At Lin Learning Center, we believe that learning should be tangible and multi-sensory. This creates strong memories and deeper understanding.

### **Purposeful and Responsible Learning**

At Lin Learning Center, we believe learning has a purpose and responsibility. It guides our behavior, decisions and influences our beliefs and values, which thus forms our character. We will work with children and teach how to gather information that will facilitate decision making. Sharing the knowledge we have gained and helping others to understand will enhance the quality of our lives and the community. Moreover the true ownership of knowledge comes from sharing.

The center will provide the following daily activities:

1. 1 hour of enrichment math and science class 4 days, Monday through Thursday of a week.
2. Friday will be dedicated to playing strategy games
3. Home work support
4. Self prepared snack through light cooking daily
5. Free time outdoor/ indoor activities depending on weather

Lin Learning Center follows the calendar of the Brookline Public Schools. The school will receive students at their regular and early dismissal time and keep them until 5:45 PM. The school is closed during holiday and seasonal school vacation period as well as inclement weather.

# Administration

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## ***Nondiscriminatory Policy 606 CMR 7.04***

Lin Learning Center is a nonsectarian program. We accepts children and staffs of any race, color, religion, and national and ethic origin to rights, privileges, programs, and activities and does not discriminate in administration of its educational and admission policies.

## ***Staff Qualification 606 CMR 7.04***

All teachers and staffs meet or exceed the Massachusetts State Department of Education licensing requirements. Each year, all staffs go through professional development and must complete a required number of continued training hours annually.

All of staff have experience working with children in a supervised program. In addition, our staff members truly love and understand child development and believes in Lin Learning Center philosophy.

## ***Confidentiality***

Confidentiality is vital to promote respectful, safe and strong community. Lin Learning Center takes confidentiality very seriously and makes every effort to protect each child and family's privacy. We recommend that conversation should be done privately. If you a parent has a question or concern, we suggest that parent contact the administrator to set up a time to discuss the situation.

# Policies and Procedures

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## Communication

Communication between home and school is vital to success and safety of our center. LLC will communicate with parents through email, telephone, notes sent home in children backpacks and the parent orientation. Please check child's backpack for any messages or notifications daily. Also review emails for food and allergy check weekly. Please refer to food and allergy section of the handbook.

LLC phone line is open from 11:30 AM daily. And LLC staff will be present at the site starting 1:30 PM. During these non contact hours with children, parents may contact LLC either by phone call, email, or visit the site to communicate any matters regarding their children. However during the hours of LLC, staff members must devote full attention to all of children. If you need to communicate specific information, a written note or email is preferred.

Please communicate with LLC administrator about any changes at home or within the family. Any circumstances changes from the routine of daily family lives may affect children behavior. It is useful for staff to be aware of these development so that teachers can be sensitive to development in child's lives. The center will always respect your privacy.

**If your child is be out of center for any reason, please let the office know.** For illnesses, this is especially important so that we can inform families of any communicable disease symptoms while maintaining confidentiality. In addition, teachers do not have to wonder what is happening and know that the student is okay.

LLC will inform the menu and ingredients of food being used for preparation of snacks or experiment for a week in advance. Family need to check the ingredients and respond promptly after reviewing it to see whether they are safe to be used in the program to avoid food allergy related accidents. Without parents' review and confirmation of the food ingredients, LLC will not and can not proceed with planned experiments or preparation of snack thus it is crucial that families communicate promptly.

## Transportation 606 CMR 7.13

How to get to LLC:

At the end of day, child will be picked up at their school main lobby and walk to Lin Learning Center.

Off Site Activities:

- [ Between 2:40 and 3:40, we will be at Emerson playground for outdoor activity if weather permits. LLC staffs will accompany children and we will be walking to the site.
- [ Trip to Brookline public library will be common site for off site activities. Notification and

permission slips will be sent to parents. LLC staffs will accompany children and we will be walking to the site.

#### Field Trips:

- [ Field trip can be an important enriching experience for our students. Depending on the site, child may walk, use public transportation, or rented van.
- [ Field trip will be planned according to what we are learning at the time to broaden the understanding. A field trip site will be carefully chosen and will not happen on a regular basis. In some cases, it will be easier to invite an expert in the field of our interest of studying at the school to share their knowledge than whole LLC visit the site.
- [ Information and permission slips will be sent home in school bags as well as email notice each time a field trip is planned. There will be transportation fee every time and admission fee if it is required by the site that we will be visiting.
- [ Field trip is only open to Lin Learning Center children. Parents are welcome to come and assist but the LLC may not be able to provide the transportation to the site. For each field trip there will be adult who is trained in CPR and First Aids. A first Aid Kit and Emergency Form will be taken on the trip.

## **Classroom Information**

#### Blog:

Blogs: are sent via email to parents bimonthly or after project is completed. It will contain pictures and description of activities that children worked on.

#### 60 Days Phone Call:

This phone call is to check any concerns or issues that family might have for their child. If there is a need for a detail discussion of child's adjustment, learning or progress then LLC will suggest making an appointment. If you wish to talk to the teacher at length, you can email LLC and if needed, arrange a time to meet in person or over the phone. Please do not discuss problems or concerns in the presence of your child or other parents.

#### Student Progress Report:

Parent teacher follow up will be made at end of the school is over. The child's progress report will be generated by teachers and will be given to parent/ guardian during pick up. The progress report will reflect habits of mind that we work on with students through our curriculum. if you wish to talk to the teacher at length, you can email LLC and if needed, arrange a time to meet in person or over the phone.

## **Admissions**

Lin Learning Center is nondiscriminatory. LLC admits children and staffs of any race, color and national, religious and ethnic origin. We value diversity.

For the successful delivery of center philosophy and academic excellence, we believe children and parents match with school is crucial. Thus prior to registration, we require all parents/ guardians to initial meeting/ interview with LLC administrator and strongly recommend visiting the center with your child. At the meeting, parents should discuss concerns and expectation of their child's benefit attending the center. This is an effort to create the best fit for your child and family. Reading the parent hand book prior to registration is highly recommended.

## **Procedures for Enrollment and Withdrawal**

### **Enrollment**

- [ Registration for enrollment begins in April.
- [ A scheduled enter visit can be done through appointments only.
- [ Enroll priority is given to current students, their siblings and alumni families.
- [ Initial meeting/ interview with LLC administrator takes place prior to registration. Applications are taken on first-come, first- served basis.
- [ Acceptance is made on the basis of age and gender in order to maintain reasonable balance of boys and girls.

### **Withdrawal**

- [ Written note *must* be provided to the center at least *30 days* prior to withdrawal.
- [ If a student is withdrawn, there will be no refund after monthly tuition has been paid.
- [ The registration is fee is not refundable.
- [ If written notification is less than 30days, the family is responsible for tuition 30 days after the written notification.

Please note: On occasion, despite the effort to create a great fit for children, LLC may not an optimal fit for a child or the family. LLC will make every effort to work collaboratively with families to resolve any challenges that arise. Additional resources may need to be used to support a child's success in the center environment. If after all reasonable effort are exhausted, and a problem can not be resolved, the school reserves the right to dismiss a child from the program.

### **Tuition**

- [ Registration requires non refundable \$50.00 registration fee.
- [ Tuition payments for each month are due on the 1<sup>st</sup> of the preceding month, whether or not your child is in attendance or the center is in session.
- [ A late fee of \$25.00 will be charged if payment is received after the 7<sup>th</sup> of the month.
- [ The school will not take any responsibilities for the students if the payment is not made after the 7<sup>th</sup> of the month.
- [ There will be a \$40.00 fee for any returned check.
- [ The first payment for September is made at the time of registration.
- [ Tuition payment may be mailed or submitted to the office.
- [ The school reserves the right to terminate enrollment should an account become overdue.



- [ There will be a late pick up fee of \$1.00 for every minute from the time of dismissal.

## **Required Forms for Enrollment**

These forms must be on the file a month prior to a student attend school. Without these required documentation, LLC can not service a child.

1. Child Enrollment Form
2. Health Inventory
3. First Aids and Emergency Medical Care Consent Form
4. Individual Health Care Plan
5. Medication Consent Form
6. Transportation Plan and Authorization Form
7. Off Site Activities Permission Form
8. About My Child (Child Questionnaire)
9. Photo Permission Slip
10. Lin Learning Center Parent Signature Page

Below is a brief description what is required for each form:

1. Child Enrollment Form: Asks for basic information about your child. Please attach 3”x 2” recent photo of child. Be sure that child face is clear at the right corner of the page.
2. Health Inventory: Record of annual health check up, immunization.....etc. Please ask your child's primary physicians for the record.
3. First Aids and Emergency Form: Document allergies and medical problems. In the event of an emergency, this information is critical. When you list persons to contact in case of an emergency, please list persons who live within a reasonable distance of the center who are known to your child, and who would willing to pick up your child in any emergency. Please bear in mind that, if your child is ill and school can not reach you, we may call those persons listed on your card. This list can be updated at any time during the year with written authorization to the office.

Unless we have a note or an email from a parent, a child will only released to persons listed on the Emergency Form. Please advise your child's teacher and the office, in a signed note or email, each time your child is to be picked up by someone not previously authorized. We will not release your child without this prior written notice.

★ It is the responsibility of the parent to keep the emergency information up to date.

★ It is department of Early Education and Care(EEC) requirement that this Emergency Form be signed and dated by the parent annually.

In the event of emergency situation, school will contact you by text message and or phone call from the center staff member. Please keep your information up to date throughout the school year.

4. Medication Authorization Form: There are circumstances that make it necessary for a student to receive medication while attending school. Trained child care providers can give prescription and nonprescription medication under certain circumstances with **prior written permission** child's parent/ guardian and doctor. These circumstances can include prescriptions for an illness, severe allergies requiring an EpiPen, or over the counter medicine for allergies and pain. You will find this form from the office or one the school website. This form needs to be filled

out correctly, signed by both the parent and the child's doctor and returned to the office. Prescription medicine must be in the container labeled by the pharmacy with the child's name and dosage, and at least one dose of the medicine must have been given at home prior to coming to school. Non prescription medications must be in the original container labeled with directions for dosage. A parent must provide a medicine spoon or cup for administering medicine. If your child require auto injection EpiPen, then please have a doctor give a prescription for 2 at the center so that LLC can keep one in the center use and one in LLC bag for out of facility use.

5. Transportation Plan and Authorization Form: Asks for permission for walking to the center and who is the child going to be released at the end of the day. LLC only releases child to the person listed on the form. If a child is protected by a restraining order then please submit order to the provider.
6. Off Site Activities Permission Form: This form will be given to parent whenever LLC is planning an off site visit like library and field trip. Children will be going to Billy Ward Playground near LLC daily with weather permitting for a part of outdoor activities. No permission is required for this activity.
7. About My Child (child questionnaire) Form: This form provides valuable information to your child's teacher about your child's temperament and interests.
8. Photo Permission Slip Form: Asks for permission to take pictures of you child. LLC would like to keep and share many memorable moments we will be having with your child.
9. Lin Learning Center Parent Signature Page: This form will be found at the back of the parent handbook. As a part of enrollment process, parent has to understand and agree all the policies and procedures of LLC.

## **Positive Discipline Policy - 606 CMR 7.05**

Lin Learning Center is committed to providing a safe and positive learning environment for all children. LLC behavior policy encourages children to develop understanding that they are responsible for their action and that their behavior has consequences. Thus they learn to assess choices that they are making and develop techniques for regaining self control when they feel frustrated.

LLC believes that freedom comes with a great responsibility. Each child needs to go through validation process that he or she is thinking clearly, weighing pros and cons to their about to do action and making decision base upon their collection of thoughts and data.

LLC believe that freedom or independence and respect comes from being safe, responsible and thoughtfulness. As the child demonstrate more and more of these qualities, more autonomy, leadership, and challenges will be rewarded. However, these can be also taken away if there's no demonstration of such behavior or action that follows.

Reflection, reasoning, and story telling will be used to modulate child's emotion and promote problem solving skill for better handling of situation. This will be done in writing through Self Reflection Form when the situation arises and the copy will be given to parent to review and provide input for your child. Please read and talk it over with your child. Provide feedback on feeling that your child experienced and behavior he/ she exhibited. Also comment on your child's reflection. May be share

your own experience that may be similar to what your child experienced. LLC encourage parents and teachers to work together when a child experiences a particularly challenging time, and develop appropriate strategies.

## **Suspension and Termination**

Inappropriate verbal and physical behavior which affects the safety and harmony of LLC students and staffs such as not following the rules and regulation and disrespectful to peers, teachers, and center equipment and facility will be called for parent meeting. Lin Learning Center reserves the right to suspend or ask participant to leave the center when behavior is out of control and disrupts the LLC routine or behavior persists regardless of attempt to improve it. Parents will be notified if the child's behavior has warranted suspension.

The center will take many steps to avoid termination of a child and family.

1. All behavior issues will be documented and brought to parents attention every time. Meanwhile, LLC will work with child to promote positive behavior outcome as mentioned in the center's positive discipline policy.
2. Despite LLC attempt to work with the child, ongoing behavior issue will be discussed with parents through formal meeting. At this formal meeting, problem will be identified and intervention and plan will be discussed. Intervention and plan will specify how, when, and who will be involved and come up with measurable goals that parents, teacher, and administrator agree.
3. LLC will schedule a follow up meeting within a week period to re assess the progress. Meanwhile, if the child exhibit behaviors like physical harm to self and others, inability to regain control or temper, use of inappropriate use of language and or behavior, being disrespectful, leaving the center and not following the center's rules and regulations, parent will be notified and ask to pick up the child *immediately* despite the number of offenses.
4. After week of implementation of plan, if LLC staffs feel that there is no to minimal improvement of the situation then LLC will suggest outside resource for help. LLC will assist with providing documentation or referral for the child to get help but it is up to the parents to follow it up and bring another suggested intervention and plan to try at the center. Depending on the nature and the severity of behavior, LLC will be more than happy to implement them and give them a try for another week.
5. When the situation does not improve despite LLC and parents attempt or parents lack the participation of attempt to improve the situation then LLC will run out of option but to terminate the child and family.

LLC will also no longer provide child care and education when parent do not comply with rules and regulations of the center. The center will provide friendly reminders to parents so that all appropriate documentation will be up to date and regulation and policy will be followed. However, failure to comply with the policies mentioned in the parent handbook, non payment of program fees or late and / or recurring late payment of fees, failure to complete required forms, failure to pick up child upon LLC asking, failure to notify absence or illness, and any other reasons that may interrupt the safety of running the center and maintaining the center's policy concurrent with department of EEC, the Lin Learning Center will issue the warning. The warning may be given verbally or through written

message. It will address issue and time/ dead line to solve the issue. Despite friendly reminders and warning, if the issue persist then LLC will be not responsible for caring out service to the child and family.

## **Neglect and Abuse – 606 CMR 7.11**

Any form of abuse or neglect of children while in Lin Learning Center is **strictly prohibited**. Lin Learning Center staffs are committed to operate the program in ways that protect children from abuse or neglect. This pertains to any personnel may be in contact with children during the school hour within the facility as well as out side the facility.

Every educator is **mandated** reported under M.G.L.c. 119 & 51A and must make a report to the Department of Children and Families whenever he/she has reasonable cause to believe a child in the program is suffering from serious physical or emotional injury resulting from abuse or from neglect including but not limited to sexual abuse, or from neglect including but not limited to malnutrition, no matter where the abuse or neglect may have occurred and by whom it was inflicted.

In case of any suspicion or accuse of the abuse or neglect of student, a staff who notice it **must** report to administrator of LLC and then licensee will file report 51 A immediately to Department of Children and Families (time frame no later than 48 hours) as well as Early Education and Care. If the allegation is against one of the educator within the school then the educator will be removed from working with children until the Department of Children and Families investigation is completed and for such further time as the Department of Early Education and Care requires. Depending on the result of investigation, the educator may be fired from his or her position.

Department of Children and Families  
600 Washington St  
Boston, MA  
(617) 748-2000

## **What to Bring**

**Please remember to label each item that your child bring to school.**

Extra clothes- socks, seasonal clothing (top, gloves and pants), underwear. All seasonal gears and clothing have to be taken with children. *Lin Learning Center is not responsible for anything that is left in the center at the end of the day.*

## **Food at Lin Learning Center**

Lin Learning Center uses food for light cooking as well as for experimental tool to conduct science and math experiment as the part of the curriculum. Everyday, students will be making their own snack which requires washing, cutting, measuring, molding, mixing, pan frying and other cooking method. It is essential for parents to provide and note allergy information on their children.

LLC has a “NO Nut” policy. A snack menu will be posted weekly along with the ingredients. It is very important for parents to review them and respond if there is any ingredients that your child is allergic to or have not yet tried that you are concern about. Once a particular ingredient is cleared from all parents then there would be no asking of approval again. Again, good communication is crucial for the safety of all children.

LLC is located within the Korean Church and the space is shared by many others prior to LLC's program begins each day. Despite daily cleaning prior to the program starts each day, LLC can not grantee that there is absolutely no nut exposure. ***If your child has a severe allergy to nuts then this possible exposure should be considered when making decision for registration and address with the administrator of LLC.***

LLC does not accept any food sent from home. This include birthday snacks, religious party food or any other sorts of event food. Please have children understand here at LLC, we only eat food that we prepared together and they can share food items but children *must* eat them after the center hour.

### **Pick up**

Students will be picked up at the lobby or the front gate of each child's school by a teacher. Please notify your child and your child's teacher at school that your child should be released to meet the teacher from LLC at the meeting point. If your child has difficulty following this arrival procedure independently then please let LLC know at the registration. LLC will make the effort to work with your child's school to come up with plan to make the arrival procedure safe.

#### Attendance sign-in:

Attendance will be checked as each child arrives at the meeting point. Each child will be asked to sign their name and record the time of arrival. Attendance will be checked again prior to leaving the site as well as arrival at LLC.

#### Absence:

If student is ill or has other arrangement after school then notify the school in writing whether child will not be here at all or comes later that day.

#### Late Arrival:

Please remind a person whoever is dropping the student off about signing in and record the time of arrival.

### **Dismissal**

Upon arrival. Please record time and initial on your classroom attendance sheet required by EEC, Department of Early Education and Care.

It is important that all students be picked up on time. Our staff members have responsibilities both before and after class sessions, so it is important that parents be mindful of dismissal times in order for

our center day to go smoothly.

For late pick up, please keep LLC phone number (617) 383-9848, programmed in your cell phone in case you are running late so that teacher can let your child know that you are on your way. Payment will be due upon arrival to office. The late pick up fee is \$1 for every minute.

For early pick up, be sure to follow the regular attendance sheet sign out procedures time and initials on class attendance sheet.

### **Authorized pick up**

1. Anytime someone other than the schedule pick up person picks up your child, please let your teacher know.
2. If your child to be picked up by someone other than a parent or the persons authorized to pick up child listed on your child Emergency Form, you must provide written notification via note or email to the center in each instance. Give the person's full name and inform this person that the center will require proof of identification before releasing your child.
3. In the event of an emergency, a parent may call the office to give verbal permission for his or her child to go home with someone else. You will be asked verify information on the Emergency Form in order for us to assured that the center staff is speaking to the parent.
4. LLC wants to ensure each child's safe transition from the center's care to an authorized adult at dismissal time. Staff members are encouraged to observe the state of the adult picking the child up from the center. In the event that a staff member believes the adult picking up child is authorized but is angry/ disgruntled or if the staff member has reasonable cause to suspect that any person picking a child up is under the influence of alcohol or drugs or physically impaired in any way and may endanger a child, the staff member may have cause to refuse to release the child. If so, the staff member will request that another adult be called to pick up the child or call the number listed on the child's Emergency Form.

### **Parking**

There is no designated parking area for the school. Public parking spaces are readily available around Lin Learning Center location.

# Health Policy – 606 CMR 7.11

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## *Health Policy*

Lin Learning Center requires parents/ guardians to provide child's written physical examination and immunizations upon admission. These documentations must be updated annually and will be kept in center file as a part of health regulations.

All LLC staff members are certified in Basic First Aid and CPR prior to start of the center. A First Aid Kit is located in the center classroom and portable kit is available to travel when LLC goes off the site.

LLC will notify parent/ guardian when any First Aid is administered that day in writing. Any injury will be reported to parent/ guardian immediately. Injury log is generated when the injury happens and a copy will be sent to parent. The other copy will be kept in child's file in the center.

Germs spread quickly in a school environment. All students and staff stay healthier when sick person stay at home. Common sense must prevail in the case of colds which can range from a mild case of sniffles to a full blown symptoms like elevation in temperature and deep cough. If your child develop symptoms of illness while in class, we contact the parent or other designated adult and isolate your child in a comfortable, supervise place until he / she can be picked up. LLC strictly observe the health department regulation for children and staff to protect the health of everyone at the center.

## *Illness*

At Lin Learning Center, First Aid and Emergency Medical Care Consent Form will be used to contact parents and another designated adult if your child develop symptoms of illness while in class. If the child is ill enough that she / he can not participate in program activities then the center will isolate your child in a comfortable, supervised place until she/he can be picked up.

If one or more of the following symptoms is present in your child, we'll call you to pick up your child from school:

- [ Temperature higher than 100 F
- [ Nausea or Vomiting
- [ red, pink or crusted eyes
- [ stomach ache
- [ earache
- [ diarrhea
- [ rash/ infection of skin
- [ pale or flushed face
- [ headache
- [ thick or greenish mucus from nose

- [ cough
- [ loss of energy/ decreased in activity/ falling sleep
- [ sore throat

LLC has 24 hour rule. A child should be fever free without medication and should be on antibiotics for at least 24 hours before returning to school.

Unless we receive a doctor's note requesting a child to stay indoors, we expect every child to participate in outdoor play. If a child is unable to perform the outdoor activity due to mild illness, then a child will still accompany other children to outside but just not participate in the activities.

Parent must notify the office immediately if a child is diagnosed with any communicable disease including strep throat, pink eye, lice or any other diseases common to a school environment. The notification is important so that the center can inform the parent within your child's classroom to be on the lookout for symptoms. Please remember that the center will not release the name of child and family involved. We simply post "There has been a case of \_\_\_\_ reported.....".

If your child has any of the following communicable disease, you are required to keep him/ her home for the duration of illness or until it is no longer contagious.

- |                  |   |
|------------------|---|
| [ Chicken Pox    | Minimal exclusion, one week. Your child should not return until the rash is completely dry or crusted |
| [ German Measles | After rash disappears   |
| [ Mumps          | 9 Days after onset of swelling  |
| [ Measles        | 5 Days after rash begins  |
| [ Lice           | After treatment has been completed  |
| [ Hepatitis      | 3 weeks after onset of jaundice   |
| [ Conjunctivitis | Day after the application of prescribed medications   |
| [ Impetigo       | All symptoms have cleared up<br>*A physician's release form is required prior to returning to center  |

## Medication

In order to give any type of medication, the medication consent form must be signed and a note from child's physician has to be file. LLC will not administer medication without these 2 forms. All medication brought to LLC for child's use *must* be in the original, labeled container. The first dose of medication *must* be given at home. LLC will not give the first dose of medication to a child.



Non prescriptive medication will be administered by the staff unless noted with permission by the child's physician. All the prescriptive medication will be given by staff who has training from LLC health consultant and medication administration training will be done annually.

All medication *must* have label and instruction from physician which states dose, time, and reason for the medication. Without these information, LLC staff will not administer any medication.

Any left over medication will be sent home to be disposed. Please take the left over medication when LLC staff hands them to you upon dismissal.

Emergency medication like Epi-pens and asthma inhalers/ rescue medications must be immediately available for use thus if your child has been prescribed one these medications then please provide LLC with 3 of each kind to the center. One to be kept in the classroom and two to be brought off site. Each pen must be provided in an original box with the doctor's prescription on the box. A new prescription is required each year.

For every adult to have an immediate recognition of your child's medical/ allergy condition, please consider an allergy/ medical alert bracelet or necklace for your child. **For children who has a severe airborne allergies, a medical bracelet or necklace is required.** This is very important in the case of emergency where the children may need to leave the center and relocate to another facility.

In case of child with a special need/ instruction from physician coming to the center, LLC requires parents/ guardians to set up a meeting where parents/ guardians can be available to review special instructions with LLC administrator. At the meeting, special instructions will be reviewed and plan will be generated. Upon parents/ guardians and LLC administrator agreement with plan, the child may come to the center. Without reviewing of special instruction and safely implemented plan, the center will not be able to provide safe care and will not be responsible for any care that may conflicted the special instruction.

## **Injury Prevention**

There will be daily cleaning and monitoring of environment prior to the program starts. Thus all the hazards and unsanitary items including liquid, food and appliances are removed, away from children's reach.

The weather will be checked daily to ensure it is safe for children to engage in out door safety. The LLC will avoid out door activities when the temperature falls below 25 Fahrenheit and wind shield below 10.

When the accident happens despite the center's effort to keep children safe, LLC will file an Incidence Action Report will be filed where parents/ guardians will get the copy of report within 24 hours of the incidence. EEC will be also notified of the incidence within 5 days of the incidence. There will be detailed information on what the incidence was, when it happened, whether first aid was applied and so forth. In case of emergency where medical intervention is required then parents/ guardians and EEC will be notified immediately through phone. Further detailed information will be provided through Emergency Prevention and Plan upon registration.

All the incidence will be recorded kept in the center log of LLC and will be reviewed monthly to check for any pattern on how these incidence might happen.

## ***Inclement Weather Policy***

LLC early closing and complete closing are made to assure the safety of our children. The center will follow the town of Brookline public school calendar. Thus the decision to close because of snow or other emergency is in accordance with the Brookline public school system.

Lin Learning Center reserves the right to close regardless of the Brookline public school system decision, because local power outages, snow removal, or other circumstances may affect our ability to operate during inclement weather. An effort will be made to leave a voice mail message on the school answering machine and to contact parents through email.

# Emergency Plan – 606 CMR 7.11

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## ***Emergency Plan***

Fire drill, Disaster Plans and Evacuation Plans are reviewed and practiced with the staff prior to the start of the school year. Throughout the school year, LLC will conduct practice drills and discuss the emergency plans with children.

## ***Communication with parents of an emergency situation***

The Emergency Form will be supplied during the enrollment process. This forms must be completed and returned to the office before the child's first day of class. It is important, if possible, that parents provide an emergency phone that can receive text messages. If your phone cannot receive text messages, please let LLC know so that the center can make other arrangements for reaching you. It is the responsibility of the parent to keep emergency information up to date.

LLC maintains emergency phone and email lists to notify parents of any unexpected events, such as a school or an evacuation. The center will communicate with parents during an emergency through either a text message sent to cell phones and or phone call from a member of center staff and or email. Further detail information will be provided through Emergency Prevention and Plan upon registration.

## ***Parent/ Guardian Involvement***

Lin Learning Center strongly believes the success of good education happens with a hard work from teachers, student and parent. A strong commitment and dedication from these individual members complete education. Thus LLC encourages parents to become involved. We welcome parents who wants to share a special talents with the class. The parent may be one of experts in the field of our study and the school will greatly appreciate having parent share their knowledge with children. Or simply drop in and be part of our class and show your excitement for learning.

Lin Learning Center is licensed by The Commonwealth Massachusetts Department Early Education and Care (EEC). Parent may contact EEC for information regarding the program regulatory compliance history.

Name: Lori O'Brien  
Address: 1250 Hancock Street 120S  
Quincy, MA 02169  
Number: (617) 472-2881

Parent Handbook v3Logo.doc

# Parent Handbook Sign-off Sheet

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I have read and acknowledge all the policies and procedures in the Lin Learning Center Parent handbook. I understand that in order to enroll my child to the LLC, I have follow all policies and procedures mentioned in this handbook. Moreover, failure to comply with the policies and procedures is a reason for termination.

This form must be completed and submitted before your child begins the program. It will be placed in their file for reference.

\_\_\_\_\_  
Print Child's Name

\_\_\_\_\_  
Print Parent/ Guardian

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

\_\_\_\_\_  
Date