

PARENT HANDBOOK



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STATEMENT OF PURPOSE

Medway Extended Day, Inc. (MEDI) is a nonprofit, parent cooperative program designed to enhance a child's social, emotional, intellectual, and physical development within an environment created especially for school-aged children during the hours before and after school. MEDI is fully licensed and operates under the guidelines of the Massachusetts Department of Early Education and Care.

PHILOSOPHY

Medway Extended Day, Inc. strives to meet the needs of the community regarding the need for before and after school childcare. MEDI prides itself in being responsive to the community's requests, including those for expansion of enrollment, different programs and sites for different age groups, etc. All requests should be given to the Director or one of the members of the Board of Directors.

The Program is designed to provide a less structured environment than the regular school day and offers various activities to enhance children's interests, talents, and values. The Program will provide a balance of being an environment for homework, relaxation, quiet time, and exploration through planned, group leader-initiated activities and supervised free play. The Program will make use of several areas at the Burke-Memorial School including the gymnasium, outdoor playground, and classroom.

HOURS OF OPERATION/TRANSPORTATION

MEDI offers before and after school care for school age children. The before school program offers care from 7:00 a.m. to the start of school. The afterschool program offers care from the close of school to 6:00 p.m. Children of kindergarten age have care available before and after their times in the schools, but MEDI does not offer care on the half day that kindergarten is not in session. Transportation is provided between MEDI and the schools.

CURRICULUM

The curriculum at MEDI is based on the interests, abilities, and developmental needs of the children in the group. We offer a unique enrichment program that includes arts and crafts, sports, games, story time, science experiments, theme based activities, cooking, clubs, and field trips. All of our activities are designed to offer the children stimulation in a warm, caring environment. Time is set aside for children to do homework, play outside, and choose free choice activities. All of the activities provided at MEDI are a choice. Children are encouraged to participate and try new activities but never forced.

REGISTRATION PROCEDURE

Information about the Program may be obtained by contacting the Program Director at (508) 533-7395 or medwayextday@yahoo.com. An application must be completed and submitted with the non-refundable registration fee in order for a child to be considered for the Program. Enrollment decisions are based on the policy which follows below. Enrollment begins in April for the following September, with currently enrolled families taking priority over all other applicants. Enrollment continues until the Program reaches full capacity.

NON-DISCRIMINATION

Medway Extended Day, Inc. does not discriminate on the basis of race, religion, cultural heritage, political beliefs, disability, gender, sexual orientation, or marital status.

ENROLLMENT

The policy for determining priority in enrollment is as follows, until the Program reaches full capacity:

1. Current MEDI families
2. Siblings of existing students
3. Siblings of former students
4. Resident students who attend Medway Public Schools
5. Non-resident students who attend Medway Public Schools through School Choice
6. Students from neighboring towns

Final authority for enrollment decisions rests with the MEDI Director and/or Board of Directors.

TUITION POLICIES

Tuition is based on the number of days you utilize the program. Your monthly tuition rate is written on your enrollment contract. MEDI has established a scholarship program that is awarded based on family need. If you are in need of tuition assistance, please contact the Program Director and request an application packet.

Tuition fees are based on your child’s contracted schedule and are not adjusted for absences due to illness, holidays, weather-related cancellations, or any other event that results in an absence.

All tuition payments are due on the last school day of the month for the following month. Staff salaries and program materials rely on your tuition, therefore it is essential that tuition be paid on time. Tuitions that are not paid on time are subject to a late payment fee. Fees are listed below. Unpaid balances of more than 14 days may be subject to termination of the enrollment contract. Payment may be left in the locked box in the classrooms or mailed to:

Medway Extended Day
P.O. Box 94
Medway, MA 02053

If you would like your child to attend on a non-contracted day, you must contact the Director to ask if there is sufficient space.

Tuition is based on the following Monthly Fee Schedule:

Schedule	Fees	Schedule	Fees
1 morning per week	\$63.00/month	1 afternoon per week	\$96.00/month
2 mornings per week	\$102.00/month	2 afternoons per week	\$164.00/month
3 mornings per week	\$131.00/month	3 afternoons per week	\$223.00/month
4 mornings per week	\$165.00/month	4 afternoons per week	\$292.00/month
5 mornings per week	\$199.00/month	5 afternoons per week	\$347.00/month

Annual Registration Fee:	\$50.00 per family
Late Payment Fee:	\$15.00 for the first 5 days, an additional \$35 after 5 days
Late Pick-up Fee:	\$20 for the first 10 minutes, \$1 per minute after 10 minutes
Unreported Absence Fee:	\$15 per incident
Enrollment Change Fee:	\$15 after the first schedule change

BEHAVIOR AND CLASSROOM MANAGEMENT

Behavior management and guidance is based on an understanding of the needs and development of the child and the circumstances of the moment. What is effective in one set of circumstances may not be appropriate in another. What works well for one teacher may not be effective if tried by another. What is successful with a child at any given moment may have no result with another child or the same child at another time.

Behavior management is a method of enhancing a healthy self-esteem within the child. Our primary goal for behavior management is to maximize the growth and development of the child, and to ensure the protection of the group. Techniques employed at MEDI are constructive and positive. Behavior management at MEDI strives to enable the child to be actively involved in solving his/her problems in socially acceptable ways, and to foster the child’s respect for others, their rights, and feelings. At the same time, MEDI works toward ensuring that others respect the child and his/her rights and feelings. In this manner, we believe that children will learn to develop their own internal monitoring systems.

In the event that a child's social, emotional, or behavioral needs cannot be met by MEDI's behavior management policy, the MEDI staff may confer with support staff and the child's parents and possibly the child's teacher to strategize further techniques. If MEDI still cannot meet the individual needs of the child, the situation will be brought to the Board of Directors for review. The Program Director and the MEDI Board of Directors reserves the right to terminate enrollment if the program cannot meet the child’s individual needs. In addition, the Program Director and the MEDI Board of Directors reserves the right to terminate enrollment if the child’s behavior interferes with operation of the program.

Techniques for preventing and handling various behavior management situations at MEDI are:

- Helping with decision making and problem solving
- Modeling and encouraging appropriate behavior
- Modeling and encouraging effective communication skills
- Maintaining consistent rules
- Supporting and encouraging
- Using logical consequences
- Using behavior modification techniques

At MEDI and in accordance with Massachusetts State Law 102 CMR 11.05:5:

- No child shall receive corporal punishment including spanking
- No child shall be subject to severe or cruel treatment, humiliation, or verbal abuse

- No child shall be denied food as a form of punishment
- No child shall be punished for soiling or wetting

Techniques for building self-esteem:

- Set a good example
- Let children know they are good; it's their behavior which may be inappropriate
- Include children in activities, decision making, and problem solving
- Tell children their strengths, don't stress their weaknesses
- Treat each child with honesty and respect; do not compare one child with another
- Encourage children to take risks and gain confidence
- Encourage achievements
- Show understanding
- Talk with children, not at them
- Look for opportunities for success
- Reward each child with statements and actions just because (s)he exists
- Value children for who and what they are not for what they do

HANDLING OF SERIOUS DISCIPLINE PROBLEMS

Medway Extended Day, Inc. has adopted a zero tolerance policy for certain destructive or dangerous behaviors. A serious discipline problem is one in which a child causes disruption of the Program, requires the need for constant one-on-one attention, or is otherwise unable to conform to the rules of the Program as determined by the Director. Children exhibiting these behaviors will be suspended immediately for one day following the first offense, three days for the second offense, and be required to leave the program permanently on the third offense. The suspension for a first offense can be lengthened at the Director's discretion, based on the nature of the incident that can include immediate termination.

Some of the behaviors considered to be serious are:

- Physical harm to staff or other children
- Inappropriate or foul language
- Verbal or mental abuse of staff or other children
- Behavior considered to be bullying

If the staff are experiencing serious discipline problems (other than those listed above) with a child, the Director shall do the following:

- Set up a meeting with the parents of the child to work out a solution
- Review the recent events with a member of the Board of Directors and set goals and a timeline during which these goals must be met
- If the child is unable to meet the goals outlined at the parent meeting, the child will be given a 24-hour suspension. If the behavior continues, the Director reserves the right to contact the parent for immediate removal of the child followed by a 3 day suspension.

- Following the suspension the Director and a member of the Board of Directors will discuss with the parent(s) whether or not the Program satisfies the needs of the child. Written documentation of the Program's reasons for suspension will be presented to the parent(s) and a copy will be maintained in the child's file using an Incident Form. Parents may make the decision to terminate enrollment, with financial arrangements being made with the Director in accordance with the terms of the enrollment contract. MEDI reserves the right to terminate the enrollment of the child if the outlined behavior is displayed after the second suspension. Staff in the child's classroom will prepare all children in an age appropriate fashion for the child's departure.

REFERRAL SERVICES PLAN

All staff are responsible for monitoring the normal development of the children in their classroom. Concerns will be brought to the Director and then shared with parents.

In the event that the Program is unable to meet the social, emotional, or physical needs of a child within the Program, the family will be referred to an agency appropriately qualified to provide assistance. At times, the Program may insist that parents seek outside screening and consultation in order to assist us in meeting a child's needs. The Program may not request screening for a child without parental permission. The child will remain in the program if a plan can be created that meets the needs of the child and the program. The Program Director has available a list of school support personnel and agencies available to families.

GENERAL PICK-UP

Parents must pick their child up by 6:00 p.m. When picking up your child at Extended Day, you are required to sign your child out of the Program. At that time, a staff person can briefly discuss with you your child's day, if desired. This is also a good time to check your child's mailbox for any projects or correspondence from the Director or teachers. Once your child has been signed out of MEDI, it is important that he/she stay with you and not return to the playground or fool around in the hallways.

PERMISSION FOR PICK-UP

Medway Extended Day, Inc. asks for the names of all persons whom parents will allow to pick up their child. All children's files must include at least one alternative pick-up person. The pick-up list may include everyone from grandparents to neighbors to other parents in the Program. If you want someone who is not on the form to pick up your child on a particular day, you can:

- (1) add the person's name to the pick-up list; or
- (2) write and sign a dated note stating that person will pick up the child.

The staff must know in advance that someone other than the parent will be picking up a child. Please provide the staff with a phone number for the designated person. When an unfamiliar person arrives to pick up a child, they will be asked for identification before the child is released. No child will be dismissed to take the bus/or go home with a friend without prior written notification from the parent.

We encourage you to consider alternative arrangements for your child's pick-up in case of emergencies and/or work/traffic situations which do not allow you to pick up your child by 6:00 pm. For example, ask

another parent in your child's group to wait with your child until you arrive. This type of arrangement does require that you add the other parent's name to your child's 'Authorization for Pick-up' form, as well as informing the staff that such an arrangement is in effect. This can serve to help parents avoid late pick-ups.

If you need to make last-minute arrangements to have an alternative person pick up your child, you must call the Program and inform us of these plans. The alternate must be someone who is already on the pick-up list. The Program is not able to accept additions to the pick-up list over the phone. In the event that a parent forgets to tell us that an alternate will be picking up their child that day, the staff will make every effort to contact the parent to confirm the alternate pick-up person. The child will be released only if the alternate is on the pick-up list.

LATE PICK-UP POLICY

This policy is designed to communicate the importance of picking your child up at the contracted time. While we recognize that due to circumstances beyond your control it is not always possible to be here on time, we want to remind you that the group leaders' school day ends at 6:00 p.m., and that they have other commitments after work. Consequently, when you are late, a fee is assessed to compensate the group leader.

- (1) First Late Pick Up (prior to 6:15 pm): A warning is issued.
- (2) Second Late Pick Up: A \$15 late pick up charge will be assessed for the first ten minutes or any portion thereof. After ten minutes, the rate will be \$1.00 per minute. The staff person at the Program with the child will determine the pick-up time based on the classroom clock. If on the first offense the child is picked up after 6:15 p.m., the late pick-up policy will be in effect and the family will be billed accordingly.
- (3) Frequent tardiness will be brought to the attention of the Board of Directors. Such tardiness may result in a vote to immediately terminate the enrollment contract of the child. The parent(s) involved will be informed of the date and time of this review by the Executive Committee of the Board, and has/have the right to attend this meeting.
- (4) At 6:15 p.m., if the staff has not heard from the parents of the child, the staff will begin calling people listed on the authorization form in order to locate someone who may be able to pick up your child.
- (5) All late fees are billed by the Director and are due within twenty four (24) hours.

PARENT RESPONSIBILITIES

- Complete your child's enrollment packet prior to the start of school or prior to your child's first day in the Program.
- **If your child must miss a session at Extended Day, please inform the staff either by note or by telephone call. When an absence is not reported, staff become concerned as to the whereabouts of the child. In addition, the staff suffers undue worry and time is taken away from the other children in the Program.** The first time an absence is not reported the family will receive written notification. The second time and any subsequent times an absence is not

reported there will be \$15 charge. PLEASE DO NOT ASK THE CLASSROOM TEACHER OR THE SCHOOL OFFICE TO NOTIFY MEDI OF A CHANGE IN ATTENDANCE.

- Send your child with clothing appropriate for the season. If it is less than 20 degrees or there is significant wind chill, we will not go outside.
- Label all of your child's belongings such as: clothing, lunch boxes, backpacks etc.
- Do not allow your child to bring toys, games, and other personal items from home, unless otherwise specified during a special event.
- At the opening of school, notify your child's teacher of the days that your child is attending Extended Day.
- Let the staff know of anything in your child's life which might affect his/her behavior at Extended Day.
- Escort your child into and out of the Program and sign in with the arrival time. Parents who drop their child off outside the school before the Program opens without signing in, will be fined an additional \$25 fee per occurrence.

OUTDOOR PLAY

Every effort is made to go outside each day. If unable to go outside, children may be taken to the gym. Inclement weather, temperature, and condition of the playground are taken into consideration when deciding about outdoor play. We will not go outside if the temperature is below 20 degrees or if there is a significant wind-chill factor. While outside, staff take into consideration the children's requests to return inside. In the winter, children are required to have boots, snow pants, hats, and mittens to go outside in the snow. In hot weather, outdoor time may be shortened or broken up into two time slots to be sure the children do not get overheated.

SNACKS

Healthy and nutritious snacks are encouraged. MEDI provides afternoon snacks and makes available a light breakfast for those students enrolled in the morning Program. To avoid difficulties, the only breakfast or snack to be eaten at MEDI is what is served by the staff. In the event of dietary constraints, a child can bring his/her own snack or breakfast and leave it with the staff for the appropriate time. All other foods should be eaten prior to arriving at MEDI. The snack and breakfast menu are posted daily. Breakfast is served between 7:30 a.m. and 8:00 a.m. Snack will be served to the children prior to 3:45 p.m.

STRANGERS AROUND THE CHILDREN

If someone other than an authorized person is observing the children, a regular staff person will monitor any interactions and ask the stranger if he/she needs any help. If the person remains and the group leader feels uncomfortable about his or her presence, the group leader or Director will ask the person to leave the area. If the individual persists, the Medway Police will be called. In general, any person coming into the Program must check in with a group leader.

FILES

Children's files are kept in a filing unit or cabinet. Group leaders may review the children's files for general information. A child's folder must include current medical records, emergency permission form, photo release and internet release, alternate pick-up form, and OFC fact sheet. Information in children's folders is confidential and access to the file cabinet is restricted to regular staff members and the child's parents. Children's files are maintained at the program for five years and then destroyed.

CONFIDENTIALITY

Medway Extended Day, Inc. will not release any information about the children to anyone. If a participating parent of MEDI requests contact information for another family, that family will be given that request.

If a parent wants us to consult with or give information to someone outside the Program or have anyone come in and observe their child while at the Program (i.e. representatives from another school, doctor, psychiatrist), written permission must be given to Medway Extended Day, Inc. by the parent or guardian.

MEDI reserves the right to contact the school when needed regarding a child, an illness, or a discipline issue that may affect the child's school day or be disruptive to the learning environment.

The information on the permission/emergency form is critical in an emergency of any sort. Each child must have a completed form in his/her file before a child can be left in our care. The Program must have both work and home phone numbers for parents. We also need the number of an individual we can contact in case we cannot reach either parent during an emergency. This person should be local (able to get to the Program within 30 minutes) and we should have both home and work phone numbers for that person as well. Please be sure the alternative contact person is aware of their potential responsibility.

In the event of an accident or sudden illness the Director or the staff person in charge may take the following steps:

- Contact the parents to arrange for treatment or transportation
- If parents cannot be reached, we will contact the person listed on the "emergency form."
- The staff in charge may contact the local ambulance service for transportation to the local hospital. The child will be accompanied by a staff member with the child's health record.
- An accident/illness form will be completed for the parents.

HEALTH AND SAFETY

MEDI abides by the health policy set forth by the Massachusetts Office of Child Care Services regarding dismissal from the Program as a result of illness. One of the biggest dilemmas we face is how to care for a child who becomes sick while at the Program. In many cases, it is not in the best interest of the child or the group for the sick child to remain at the Program. We also recognize that it is difficult for parents to miss work and school obligations. For this reason, it is important that parents set up alternative care arrangements for the days when their child cannot attend the Program due to illness. If a child is ill with a contagious disease (strep throat, chicken pox, head lice, etc.) parents should let us know so that we may inform other families in the Program. Since we have no facilities for care of a sick child, we ask parents to

be especially aware of impending illness. If your child has been out of school due to illness, s/he should not be brought to Extended Day in the afternoon. Parents will be asked to take their child home, if we feel that s/he needs to see a doctor, is contagious, or requires prolonged individual staff attention which interferes with the safety of the remaining children. The staff cannot determine the exact cause of an illness or its symptoms, and so is forced to take every precaution to protect the well-being of the overall population. Our complete health care policy manual is on file at the Program and can be made available to you.

MEDICATION POLICY

Any medication to be administered by the staff must come in the original container labeled by the pharmacy with the patient's name, medication name, doctor's name, date, and the prescribed dosage. Parents must complete, sign, and date a medication form to authorize staff to give a child this medication. Medications should always be given directly to one of the child's group leaders so that they may be properly stored. Never leave medicines in the lunchbox. Authorization forms may be obtained from any group leader. If your child has an allergy or takes a regular medication it is essential for the staff to be informed.

In accordance with State regulations, over-the-counter internal medications (Tylenol, Orajel, cough syrup, etc.) can only be administered by a regular staff person accompanied by a doctor's note which states the child's name, name of the medication, dosage, date, and purpose of the medication. Parents may come to the Program and administer these medications themselves if they do not wish to obtain a note from their child's doctor. Over-the-counter topical medications (bug repellent, sunscreen, Calamine lotion, etc.) may be applied by staff as needed once parents give written authorization, which should include the amount of the product to be used and the time to use it. At no time will the amount exceed the manufacturer's recommended dosage.

Blanket release forms for medications will only be accepted if there is an ongoing medical condition which necessitates this, such as a doctor's note giving permission to administer Tylenol to immediately reduce the fever of a child prone to febrile seizures.

NO SMOKING POLICY

Smoking is not allowed on the school grounds.

PARENT-STAFF COMMUNICATION

Communication between home and school is essential for consistent care. The staff will make every effort to speak with you each day at drop off and pick up to gather and give information important to your child's life. Communication is a two way process. Staff and parents must work together to find avenues of communication which are most effective. Phone calls, notes, conferences etc. have worked best for families when classroom communication is not possible. Please be sure to communicate any information which may help us in understanding behavior and helping your child to incorporate any changes in regular routines.

PARENT VISITS AND SUPPORT

We encourage you to visit the site or to spend some time when picking up your child. If you have a talent or hobby you would like to share, please contact the Director to arrange a time. Occasionally, parents may be asked to support MEDI by volunteering. This support will focus on cleaning, minor repairs, and reorganization of the classrooms. Volunteering may entail a small chore outside of the Program, such as a repair or purchase of supplies for the Program. A school wish list will be posted and parents are encouraged to participate in fulfilling these wishes.

PARENT COMPLAINTS

Parents are asked to share their concerns and complaints with the Director or any of the Board of Directors, who represent the governing body and ultimate "Court of Appeals" for MEDI. Parents may arrange for time on the agenda at the monthly Directors' Meetings. If timing is urgent, parents may speak directly with any of the Board of Directors whose names are published after the election held at the Annual Meeting. The Board member contacted will have the responsibility for bringing the issue to the attention of the other Board members, addressing/resolving this issue and for communicating the outcome to the parent.

VACATIONS, HOLIDAYS, SNOW DAYS

MEDI makes every effort to accommodate the needs of our families. We are not open on legal holidays and during the December holiday vacation. We make every effort to open the Program during the February and April vacation weeks.

MEDI follows the public school decisions on snow openings and closings.

- If school is closed, MEDI is closed
- If the school opening is delayed, MEDI delays for the same amount of time
- If afternoon and evening activities are cancelled, MEDI closes at 4:30 p.m.
- If the school announces by 5:45 a.m. that there will be an early release due to snow, MEDI will not open at all that afternoon
- If the school announces an early release when the children are already in school, children may come to MEDI but must be picked up within 90 minutes of the early release

If the Director closes the Program because of inclement weather arising after the close of the regular school Program, parents will be notified by telephone by a classroom group leader. There will also be a message left on the Program's answering machine noting any closures or changes in hours for the day. If no phone call is received, assume the Program is open. On occasion, the Program will be forced to open late or close early during the day to ensure a safe commute to and from home for staff and children. Parents will be required to make arrangements to pick up their children.

If school is going to be closed early due to inclement weather MEDI staff will make every effort to call all parents prior to the close of school. All MEDI children will be released to Extended Day. Parents will be called about the close of school and informed that MEDI will also close. Children will be picked up at the

Extended Day Program. If parents are able to make arrangements for their child to take the bus instead, both the school and MEDI staff must be informed.

ORGANIZATIONAL INFORMATION

MEDI is a non-profit corporation run through the cooperation of the Director and the Board of Directors. The Board of Directors is a body of parents, staff, and advisors working together to formulate Program policy. The positions on the board of Directors include three Officers named President, Treasurer, and Secretary, and four Directors. There are also two Alternate positions. The Officer and Directors positions shall be held for a two-year term. The Alternate positions shall be held for a one-year term. The Board of Directors maintains the authority to hire and fire the Director.

The Program Director supervises all staff. Site coordinators, Group Leaders, Assistant Leaders, Aides, and substitutes are supervised and evaluated. Site Coordinators assist in the training of Group Leaders, Assistants, and substitutes.

PARENTAL INVOLVEMENT AND RIGHTS

Chapter 28A, Section 10 of the General Laws of the Commonwealth of Massachusetts mandates to the Office of Child Care Services the legal responsibility of promulgating rules and regulations governing the operation of school aged child care centers. In accordance with this law, the Office of Child Care Services published the requirements now in effect on May 1, 1997. These regulations must be complied with by the licensee in order to ensure a minimum level of care for the children serviced by the school aged child care Program.

The licensee (Medway Extended Day, Inc.) is required to inform all parents of "the rights of parents" as stated in the regulations at the time of admission of their child to the Program. These rights are as follows:

Parent Visits. The licensee shall permit unannounced visits by the parents to the Program and their child's room while their child is present.

Parent Input. The licensee shall have a procedure for allowing parental input in the development of Program policy and Programs. The licensee shall provide an explanation to the parent(s) when a parent makes suggestions as to the Program or policy of a Program and the suggestions are not adopted by the licensee. If the parent requests a written response, the licensee shall respond in writing to the parent.

Parent Conferences. The licensee shall make the staff available for individual conferences with parents at parental request.

Confidentiality and Distribution of Records. Information contained in a child's record shall be privileged and confidential. The licensee shall not distribute or release information in a child's record to anyone not directly related to implementing the Program plan for the child without written consent of the child's parent(s). The licensee shall notify the parent(s) if a child's record is subpoenaed.

The child's parent(s) shall, upon request, have access to his child's record at reasonable times. In no event shall such access be delayed more than two (2) business days after the initial request without the consent of the child's parent(s). Upon such request for access, the child's entire record regardless of the physical

location of its parts shall be made available. The licensee shall establish procedures governing access to, duplication of, and dissemination of such information and shall maintain a permanent, written log in each child's record indicating any persons to whom information contained in a child's record has been released. Each person disseminating or releasing information contained in a child's record, in whole or in part, shall, upon each instance of dissemination or release, enter into the log the following: his name, signature, position, the date, the portions of the record which were disseminated or released, the purpose of the record which was disseminated or released, the purpose of such dissemination or release, and the signature of the person to whom the information is disseminated or released. Such log shall be available only to the child's parent.

Charge for Copies. The licensee shall not charge an unreasonable fee for copies of an information contained in the child's record.

Amending the Child's Record.

- a) A child's Parent(s) shall have the right to add information, comments, data or any other relevant materials to the child's record;
- b) A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's record. Such a request shall be made in accordance with the procedures described below:
 1. If such parent(s) is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the child's record, he shall have the right to have a conference with the licensee to make his objections known.
 2. The licensee shall, within one (1) week after the conference, render to such parent(s) a decision in writing stating the reason or reasons for the decision. If his decision is in favor of the parent(s), s/he shall immediately take steps as may be necessary to put the decision into effect.

Transfer of Records. Upon written request of the parent(s), the licensee shall transfer the child's record to the parent(s), or any other person the parent(s) identifies, when the child is no longer in care.

Notification to Parents. The licensee shall notify the parent(s) in writing of these provisions of at the time of the child's admission to the Program and thereafter, in writing, at least once a year.

INFORMATION REQUIRED BY THE OFFICE

Availability of Information to the Office. Notwithstanding 102 CMR, upon request of an employee, authorized by the Director and involved in the regulatory process, the licensee shall make available to the Office any information required to be kept and maintained under these regulations and any other information reasonably related to the requirements of these regulations. Authorized employees of the office shall not remove identifying case material from the Program's premises and shall maintain the confidentiality of individual records.

Meeting with Parents. The licensee shall assure that the administrator (Director) or his designee shall meet with the parent(s) prior to admitting a child to the Program.

- a) At the meeting, the licensee shall provide to the parent(s) the Program's written statements of purpose, services, procedure for parent conferences, visits and input to Program policy. Procedures relating to children's records; and procedures for providing emergency health care.
- b) The licensee shall provide the opportunity for the parent(s) to visit the Program's classrooms at the time of the meeting or prior to the enrollment of the child.

In addition, all licensees are required to have a copy of the regulations on the premises of the Program and the regulations shall be made available to any person upon request.