



MAPLE VILLAGE
P R E S C H O O L



Health Care Policy

Toileting Policy

Discipline Policy

Referral Policy

Background Record Check Policy

Transition Policy

Dear Parents:

The information in this packet is to familiarize you with important policies of Maple Village Preschool. It is most important for parents who help out in the classroom to be familiar with these policies. Please read this information and if you have any questions, please feel free to contact us.

Sincerely,
Nicole Hoffman and Angela Moore

LOCATION

518 Main Street
Dunstable, MA 01827
978-649-9680

Located in the basement of the Dunstable Evangelical Congregational Church

MAPLE VILLAGE PRESCHOOL HEALTH CARE POLICY

A) EMERGENCY TELEPHONE NUMBERS

1. Health Care Consultant: Sean Mosharo, MD
Lowell General Hospital
295 Varnum Avenue
Lowell, MA 01854
248-459-9876

2. Emergency Phone Numbers:



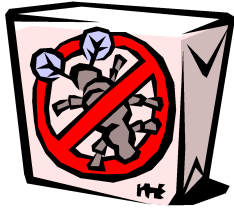
FIRE 911 (978-649-6661)



POLICE 911 (978-649-7445)



AMBULANCE 911 (978-649-7445)



POISON 1-800-682-9211



3.

HOSPITALS

LOWELL GENERAL: 978-937-6000

DEACONESS/NASHOBA- 978-784-9000

ST. JOSEPH'S: 603-882-3000

SOUTHERN NH MEDICAL: 603-577-2000

Local Health Care Authority

Nashoba Associated Boards of Health
30 Central Avenue
Ayer, MA 01432

978-772-3335 ext.303
800-427-9762

B) PROCEDURE FOR ILLNESS

1. For a mild illness the child may remain in care. Mild symptoms would be a cough or clear runny nose without the presence of a fever.
2. Isolate an ill child with more serious symptoms from others and make him/her as comfortable as possible. Notify parents to pick up sick child. More serious symptoms would include a fever, vomiting, a visible rash that can be identified as a communicable disease.
3. In the event that the parents cannot be reached, notify a neighbor or relative that has been authorized by parents.

C) PROCEDURE FOR EMERGENCIES

1. Administer the appropriate emergency first aid care.
2. Depending on the severity of the accident, contact the parents immediately and the Rescue Team (ambulance) if necessary.
3. If child must be taken to the hospital, notify parent if not already done and send to nearest hospital. All records must accompany the child, including permission to be treated. Include an accident report if possible. A staff member must accompany child if parents are not present.
4. If parents cannot be reached, proceed as above notifying the first person named on registration to be notified and then the second if the first does not reply.
5. When no authorized person can be reached, if a severe accident, proceed with 1, 2 and 3 accompanying the child to the nearest hospital until further arrangements can be made.

D) EMERGENCY PROCEDURES FOR FIELD TRIPS

1. First aid kit will accompany children on field trip.
2. Files will accompany children on field trip (parent and contact phone numbers, health concerns and allergies, hospital and doctor preferences and permission to be treated). The teachers cell phones are always taken when the children are off of the school premises.
3. Procedures C, #1-5 will be followed.

E) FIRST AID

1. All staff members will renew their first aid and CPR training yearly with qualified instructor.
2. A first aid kit will be kept at the pre-school out of the reach of children. Its location will be posted.
3. A first aid book will be kept in the back right hand corner of the desk.
4. Parents will receive a written report if first aid is given to child. Report will also be in child's file.
5. First aid equipment will be checked frequently by head teachers and yearly by first aid instructor to insure it is adequately supplied.

F) EVACUATION OF CENTER IN EMERGENCY

In the event of fire, natural disasters, loss of power, heat or water the following procedures must be followed:

1. Attendance sheets and emergency information should be located near the exit door and must be taken with the group in the event of an emergency.
2. The evacuation route will be posted by the door.
3. At the notification of emergency, the teachers should:
 - a. Assemble children at an exit door.
 - b. Quickly count the children using the attendance form, checking bathrooms and work areas as necessary.
 - c. Lead children through the nearest building exit to the Swallow Union School.
 - d. Once assembled at the Swallow Union School, the teachers must perform another count, again using the attendance form.
4. In case of fire, the fire department will be called.
5. It is the responsibility of the director to ensure that the above procedures will be followed every other month and at different times of the day, during our practice fire drills.
6. The director is responsible for maintaining documentation of the date, time and effectiveness of each drill. A fire drill chart will be maintained for all classes kept on file for five years. Fire Drills (Quick Drills) are practiced once monthly in each class. The drill log includes the date, time, effectiveness of drill, number of children evacuated, and the route taken during the drill.

G) INJURY PREVENTION PLAN

1. The director will check the classrooms and outdoor space for any hazards every morning before the children arrive at school and in the afternoon after the children leave.
2. Head teacher will keep a log of any injuries requiring first aid.
3. All parents will receive (that day) written documentation of accident where their child received first aid. A duplicate copy will be kept in the child's file.
4. No smoking is allowed on the premises.
5. Toxic substances, sharp objects, matches and other hazardous objects will be stored out of the reach of children.
6. A first aid kit and emergency contacts and telephone numbers for the children will be taken on all field trips.

H) PROCEDURES FOR CARE OF MILDLY ILL CHILDREN

1. Child will be encouraged to rest away from the other children and will be made comfortable (quiet toys).
2. Parents will be notified for suggestions on care of and/or child's dismissal from school if indicated.
3. Any toys, blankets, or mats used by an ill child will be cleaned and disinfected before being used by other children.

I) MAPLE VILLAGE PRESCHOOL'S INFECTIOUS DISEASE POLICY

1. Isolate sick child from others and make him/her as comfortable as possible.
2. Notify parent to pick up the sick child.
3. In the event that the parents cannot be reached, notify a neighbor or relative that has been authorized by parent.
4. Wash all washable surfaces with a disinfectant and spray other surfaces with a disinfectant. Disinfectant solution of standard bleach $\frac{1}{4}$ teaspoon per 1 qt. of water will be used.
 - a) Bathrooms, sinks, water table and water toys, play tables and mops used for cleaning will be washed with a disinfectant daily.
 - b) Toys will be washed on a regular basis. Toys mouthed by children will be disinfected immediately.
 - c) Only disposable towels and face cloths will be used.
 - d) All mops and cloths will be washed in detergent and bleach.
 - e) All disinfectants and cleaning fluids will be kept out of the reach of children.
5. Call health consultant to get information on the disease and when it would be safe for the child to return to school.
6. In the case of a chronic infectious disease, the health consultant would make the decision whether it was safe for the child to return to school and a note would be required from the child's doctor.
7. Parents will be notified of an infectious disease by posting the information on the parent bulletin board and information about the disease will also be available.
8. In the case of serious infectious diseases, the Massachusetts Department of Public Health would be contacted and all information and regulations will be followed.
9. To protect staff and children, non-latex gloves will be worn whenever a staff member comes in contact with bodily fluids such as urine or blood. Gloves will never be reused and should be changed between children being handled.
10. Children and staff will wash hands with liquid soap and running water using friction

frequently - before eating or handling food, after toileting, after coming into contact with bodily fluids and discharges, after handling pets and after cleaning. Hands shall be dried with disposable towels.

11. Classroom pets are not allowed due to the risk of student allergies.

J) PLAN FOR ADMINISTRATION OF MEDICATION

**** No medication will be administered except in the case of emergency. All staff receive annual training in the administering of medications. All staff receive annual emergency First Aid Training.**

1. No prescription or non-prescription medication will be administered without written order of a child's physician with the exception of non-prescription creams and lotions, which are not applied to rashes and open wounds. All medications, including creams and lotions, must have written parental authorization and directions for administration and storage. This authorization shall be valid for no more than one year from the date it was signed. MVP shall follow all directions as noted.
2. Medication Authorization Forms can be obtained from teachers and must be filled out by both parent and physician (note the above exception).
3. All medication must be in original containers and must be labeled with child's name.
4. Any unused portion will be returned to the parents.
5. Medication will be kept out of children's reach. (next to the first aid kit which is on top of very tall cabinet),
6. Individual records of the administration of medication will be kept in chart form and kept in the child's file along with the permission slip.

K) PLAN FOR MEETING SPECIFIC HEALTH CARE NEEDS

1. A master sheet listing each child with his/her specific allergy and health problem will be posted on the teacher's bulletin board above the phone.
2. Child's snack will be prepared by parent and brought to school in child's lunch box.
3. Any time a snack is provided by the school or other parents, the master list of allergies will be checked to insure safe consumption.
4. Any pet, material or substance causing an allergic reaction will be removed immediately from the school.
5. A parent, with written permission of their child's health care practitioner, may train the staff in the implementation of their child's individual health care plan.

L) PREVENTION OF ABUSE AND NEGLECT

The staff of Maple Village Preschool are mandated reporters of suspected child abuse and neglect.

1. Mass. Dept. of Children and Families – Boston 617-748-2000
Lowell 978-557-2500
Leominster 978-353-3600
2. Department of Early Education and Care – Worcester 508-798-5180
3. MVP shall protect children from abuse and neglect while in the center's care and custody.
4. MVP shall develop and follow written procedures for the reporting of any suspected incidents of child abuse and neglect as required by M.G.L.c. 119 and 51A. The procedures shall include:
 - a. All staff shall report suspected child abuse or neglect. The report shall be made either to the Department of Children and Families pursuant to M.G.L.c. 119 and 51A, or to MVP's program administrator or designee.
 - b. MVP's program administrator or designee shall immediately give a verbal report of suspected abuse or neglect to the Department of Children and Families, pursuant to M.G.L.c. 119 and 51A. A written report will be filed within 48 hours.
 - c. MVP's program administrator shall notify EEC immediately after filing a 51A report or learning that a 51A report has been filed alleging abuse and neglect of a child while in the care of the center or during a program related activity.
 - d. MVP staff cooperate in all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled in the center, providing consent for disclosure to the EEC information from and allowing the EEC to disclose information to any person and/or agency the EEC may specify as necessary to the prompt investigation of allegations and the protection of children. Failure to cooperate may be grounds for suspension, revocation or refusal to issue or renew a license.
 - e. MVP staff develop and maintain written procedures for handling any suspected incident of child abuse or neglect which includes but is not limited to ensuring that an allegedly abusive or neglectful staff member does not work directly with children until the Department of Social Services investigation is completed and for such further time as the EEC requires.

M) CHILDREN'S EXAMINATIONS

1. The director and the head teacher may request the parent to provide a dental, vision, hearing or physical exam for their child if the child's appearance or behavior warrants one.
2. Children must have a current medical record on file at the pre-school and have a physical exam each year enrolled at the school. Fall physicals must be updated. All students must

be screened for Lead per Massachusetts regulations. This policy includes all students that reside in New Hampshire. There is no exemption from Lead screening.

MAPLE VILLAGE PRESCHOOL TOILETING POLICY

1. Children are not required to be toilet trained in order to be enrolled in the program.
2. A regular time will be scheduled for toileting, but children may use the bathroom at any time.
3. All children and staff will wash hands after toileting with anti-bacterial soap and running water.
4. Children will be escorted to and from the bathroom by a teacher or parent helper. No child will be left unattended.
5. Children's privacy will be respected while they are in the bathroom.
6. No child will be left unmonitored with a person who does not have a CORI.
7. Wet or soiled clothing will be double bagged in sealed plastic bags and stored apart from other items.
8. A change of clothing will be kept for each child in their backpack. If a child uses pullups or diapers an extra supply is required for their backpack. A child will be changed in the bathroom using a changing pad located under the bathroom sink or in the standing position.

MAPLE VILLAGE PRESCHOOL CHILD GUIDANCE POLICY

1. Act with confidence and sympathetic firmness.
2. Use good timing.
3. Follow through.
4. Use simple clear statements about acceptable behavior with choices when possible.
5. Consequences for misbehavior should be immediate, of short duration and without humiliation for the child.
6. Effective consequences are restrictions in space, such as where the child can play and be and restrictions in use, such as what he can play with.
7. Respect the child's feelings of guilt, but do not add to it.
8. Preventing misbehavior reduces the necessity for discipline.
9. All staff members and volunteers in MVP shall abide by the EEC guidelines for discipline as

found in the rules and regulations section, 7.05 (8). These include:

- A. No corporal punishment shall be used including spanking.
- B. No child shall be subjected 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.
- C. No child shall be denied outdoor time, meals or snacks; force feeding of children or otherwise making them eat against their will, or in any way using food as a consequence.
- D. No child shall be punished 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.
- E. Confining a child to a chair or any other piece of equipment in lieu of supervision.
- F. No child shall receive 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. Redirection is the preferred method of guidance.

MAPLE VILLAGE PRESCHOOL REFERRAL POLICY

In the event that a parent would be in need of a reference to a social, mental health, medical service, etc., the following procedure would be used:

1. Any staff member will bring their concern to the attention of the director and head teacher.
2. Director and head teacher will discuss their concern with the parent in a private meeting at the school.
3. Documentation will be done by director and head teacher and shared with the parent.
4. Referral information will be provided to the parent, by the head teacher and director.
5. Follow-up is conducted with the child's parent, by the head teacher or director.
6. Head teacher has the responsibility for implementation of the written plan.
7. The Executive Board shall be notified when the well being of other children in the class is at stake.
8. If the Board must be notified, the least number of members possible will be notified and person referred shall remain anonymous.

This is a list of agencies which may be referred:

Special Education Services (speech, behavior and learning disabilities):

The Public School System

- | | |
|---|---------------|
| 1. Groton/ Dunstable Special Ed. Office | 978-448-5505 |
| 2. Tyngsboro Special Ed. Office | 978-649-7499 |
| 3. North Middlesex special Ed. Office | 978-597-8128 |
| 4. Westford Special Ed. Office | 978- 692-5565 |

Private Speech Therapy

- | | |
|--------------------------------------|--------------|
| 1. Deaconess/ Nashoba Hospital, Ayer | 978-448-6533 |
| 2. St. Joseph's Hospital, Nashua, NH | 603-882-3000 |

Private Evaluation Services

1. Massachusetts General Hospital- Boston
2. Children's Hospital- Boston
3. University of Massachusetts Hospital- Worcester

BACKGROUND RECORD CHECK POLICY

As required by EEC regulations 606 CMR 14.05 all employees and volunteers must complete a Consent for Background Record Check (BRC) before working or volunteering in the classroom. Forms should be submitted to the Director along with a photocopy of a government issued photographic form of identification (Driver's License).

The Background Record Check (BRC) consists of both a Criminal Offender Record Information (CORI) check and a Department of Children and Families (DCF) background record check and a scan of fingerprints submitted to the FBI for matching against state and national criminal history bases.

The Director will be the Reviewer (person authorized to receive, review or discuss results or the BRC). If the Director should end employment with the Maple Village Preschool the Board of Directors must notify the EEC and once a new Director is hired that person must obtain EEC Reviewer approval from the EEC. BRC's must be completed for every staff member, regular volunteer, and intern who has potential for unsupervised contact with children at least every two years. If at any time MVP receives information that may indicate that a new CORI or DCF Background Record Check is appropriate a new BRC will be required.

CORI and DCF data will be kept in a locked, segregated and secure file. Data will be kept for no more than three years or until a new BRC on a particular person is conducted, whichever comes first. At the end of this period all prior documents will be destroyed by shredding.

TRANSITION POLICY

In the event that a child must be transitioned from the Maple Village Preschool program to another program, whether it be by choice of the parent or due to special circumstances, the staff of MVP will work with the parents and the educational staff of the new program to insure a smooth transition for the child.

The MVP staff will collaborate with the educators of the new program with the sharing of information and a plan for assisting the child with the transition in a manner that he/she can understand. All collaborations will be with parental permission.

