



Partnering with today's family
to provide learning opportunities for
tomorrow's leaders.

Parent Handbook

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Mission Statement

Our team is passionately committed to providing a loving, safe, educational child care environment that supports each child's unique gift of learning. Our goal is to teach each child who comes through our doors that they are safe outside of the home, the importance of respect and good manners, and to encourage their love of learning so it continues with them throughout their entire life. We will do this by collectively performing minor acts of caring to create a major impact in the lives of each precious child.

Act of Caring Program

An Act of Caring is doing something that makes a difference in someone else's life. It's taking the extra step to do something for someone, it's calming an upset child, it's spending time with a child and teaching them something new, it's being kind to someone, it's keeping our Center exceptionally clean. If you see a member of our team performing an "Act of Caring" either go on-line or complete the Act of Caring form located at the reception area and put it in the suggestion / payment box. Each Act of Caring will be posted by the Employee mail boxes. Each month an Employee will be featured as the "Act of Caring" recipient for the month. This Employee will earn an extra vacation day and get to pick from our Teacher's Treasure Chest!

Remember, it's not just one act of caring that makes a difference, it's all of us collectively performing acts of caring that will greatly impact each child we all care for.



Dear Parent,

We want to welcome you and your family to ScribbleTime A Center for Early Learning. The early years are critical in human development, what is learned now will forever be with the child as they enter adolescence and continue on to adulthood. Our Center focuses on whole child development and will provide age appropriate activities and curriculum in each of our classrooms. At the end of their journey with ScribbleTime the children will walk away with life's greatest gift...learning competence...so they may take advantage of every opportunity presented to them in their journey through life.

Licensed by the Massachusetts Department of Early Education and Care, the Center is dedicated to the development of children and we commit to exhibit our core values in everything we do:

ScribbleTime Core Values

Creativity...of our talented team to deliver innovative solutions for the family and thoughtful curriculums to challenge and fulfill each Child's gift of exploration. We value

Health & Safety.... and commit to offer the best possible environment for the mind and body of each Employee and Child. We value

Integrity.....and commit to treat each individual equally and fairly and to run a sound business that provides a service you can rely on. We value

Love.....of our profession and of children to create a relationship where everyone will feel safe and free to be who they are. We value

Diversity....of our experienced team and uniqueness of each Child and the various backgrounds they all bring to the Center.

We consider it an honor that you have allowed us to be part of your child's development, we are looking forward to watching them grow. Thank you for letting our family take care of yours.

Noelle L. D'Intino
 Executive Director - Owner

Sarah R. Chace
 Program Director - Owner

Quality Care.....Creative Curriculums...Family Solutions.....**ScribbleTime**



The Curriculum

At ScribbleTime everything we do from play to flexible curriculums to setting up the environment will provide opportunities for the children to practice and learn social, motor, cognitive, emotional, and fine/gross motor skills.

The Infant (6 weeks - 1.5 years) Program has a curriculum based on sensory learning. Our licensed and trained teaching staff creates learning opportunities for each child. They incorporate the concepts of trust, discovery, gross/fine motor skills, language, understanding and the feeling that they are safe outside of the home. The classrooms are set up to promote exploration and they are warm, inviting and stimulating for our young learners.

Our Toddler (1.6 years - 2.8 years) Program embraces the children's new found need for independence and drive for exploration. A passionate team of teachers creates a welcoming safe environment with a curriculum that can keep up with the children's energy. Their day includes circle time, fine / gross motor, language, art, music, block play and story time. This beginning stage of group structure will prepare the children for their next big adventure....Preschool.

We believe Preschoolers (2.9years - 4.0 years) show much success when involved in hands on learning activities. The design and flow of the classrooms prove beneficial to the learning process. Our experienced teaching staff delivers a creative curriculum that keeps the children interested and involved. Our year round curriculum includes circle time, fine/gross motor skills, art, dramatic play, science, music, sand/water play, block play, and story time.

Pre-K (4 years-5 years) is the same as Preschool... just a higher level curriculum. These children are learning writing and letter sounds. Fine motor is focused on a little more as well as following a classroom schedule. Ongoing studies of essential key experiences will prepare our students for their next phase in life...Kindergarten.

Kindergarten is your child's final stop here at ScribbleTime. The program is designed to provide a solution for today's family by offering a full day program. Our curriculum mirrors Massachusetts guidelines so your child will be successful in primary school.

You will see various learning centers throughout the Center, not every learning center is appropriate for every age group, below is a listing of how each center supports your child:

Circle Time is a group gathering during which we share ideas, plans, and observations. Circle activities are designed to stimulate youngsters' thinking, enrich their social skills, and expand their attention spans. We offer two circle times a day, one in the morning and one in the afternoon. Our morning circle focuses on curriculum implementation and our afternoon circle focuses on language and supports the curriculum using Spanish and Sign Language.

Art Activities help children to creatively express their thoughts and feelings. They help reinforce fine-motor skills and concept development in areas such as colors, shapes, and size relationships.

Dramatic Play Activities help children express themselves, practice life skills, improve social skills, increase self-esteem, build vocabulary, and solve problems.

Music promotes children's listening skills, creative expression, and social skills. In music, children can explore sound, volume, tempo, and rhythm.

Science Activities offer children many hands-on opportunities for observation, exploration, investigation, making predictions, and experimentation.

Sand and Water Activities allow youngsters to experiment with textures and the properties of different substances. These activities also promote the development of other skills, such as math, science and language.

Block Play gives children experience with many different concepts, such as shape and size discrimination, spatial relationships, number skills, balance, organization, cause and effect, and classification. Cooperative play skills, problem solving, and creativity are also promoted in block play.

Story Time is designed to help youngsters develop an appreciation and enjoyment of literature. Reading activities enhance children's vocabulary and comprehension skills, and also expand their knowledge base.

Gross-Motor Activities give children the opportunity to use their muscles - as well as their imaginations - as they engage in fun, healthy exercise, such as running, jumping and climbing.

Our teaching staff will create many opportunities throughout the day for your child to show success in their development. Your involvement in your child's classroom is always welcome as are your suggestions. We are looking forward to watching your child continue developing into a competent learner!

Sarah Chace
Program Director

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For purpose of this manual and all other manuals within Success At ScribbleTime:

- When referencing Parent it means the legal guardian of the child
- The year starts in January and ends in December

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1.0 General Management

1.1 Statement of Purpose

1.1.A Philosophy

ScribbleTime A Center for Early Learning believes in a supportive educational environment to serve our Children and families. We are dedicated to providing a warm and nurturing atmosphere for both the Children and our staff to grow. We focus on whole child development and provide age appropriate activities and curriculum in all of our classrooms.

We believe that children learn best by "doing" and hands-on activities. We follow the Anisa Learning Model, a philosophy and comprehensive plan creating opportunities for all Children. The greatest gift your Child will take away from our center will be their growth as a competent learner. Learning competence will enable the Children to take advantage of opportunities presented in life. We promise to foster each Child's natural love for learning and encourage individuality.

1.1.B Goals and Objectives

The company was created based on the love of children and the educational profession. The Child is at the center of everything we do. The Management Team of the Company commits to our Core Values: Creativity, Health & Safety, Integrity, Love, and Diversity.

Our goals as an early learning center are to:

- Offer Quality Care, a safe, loving, nurturing environment for children
- Develop and deliver Creative Curriculums to support each child in reaching his or her full potential
- Invest in our team and their development so we can offer consistent Family SOLUTIONS for today's educational day care needs that the community can count on.

ScribbleTime believes to be successful in achieving our goals the center needs a strong foundation of educational expertise partnered with creativity, teamwork, and sound management. By employing an educated, licensed, dynamic team we will deliver a loving, structured educational day care program to maximize each child's individual potential and meet the needs of today's family.

1.1.C Characteristics of Children Served

ScribbleTime welcomes applications from children between the ages of 6 weeks and 6 years with varying developmental and family needs, and in accordance with 7.10.2 Children with Disabilities. Prior to admittance into the program the center can request from the parent any related information from the local education agency, Early Intervention Plan, or other health or service provider to assist Management

and the Program Director in determining if the center has the capability to meet the child's individual needs.

ScribbleTime admits those children who will benefit from the programs and services offered. Children will only be admitted within the Staff / Child ratio guidelines and within our licensing capacity, ScribbleTime Policy 5.6.1 and 7.22.5 Staff Child Ratio.

1.1.D Intake Procedures

We believe that the initial steps we take when admitting a Child into the program is of the utmost importance. This is an extremely emotional time for the parents and the child. Parents are concerned with the well-being of the Child and the Child is dealing with separation from their parents into an unfamiliar environment. We begin to build the bridge of trust with the Parents and Child during the initial interview period and continue to strengthen that trust with frequent visits to the center by the family and the Child so they may interact with their teachers, assistants, and new friends prior to their first day. We have implemented the following steps to ensure that family and the Center are successful with this new separation, but will adjust it based on the families individual needs, and will use Form 1.3.D.1 Enrollment Checklist, to ensure we are following our policies and that of our licensor:

1. **Initial Interview:** The purpose of this interview is to get acquainted with the parents and answer any questions about the program, communicate what will be expected of them and what they can expect of the Center. They will be taken on a tour of the center to familiarize them with the setup. Introductions to the Teacher and Assistants in the room the child will be assigned to will be made. If the child is at this meeting we will invite them to play in the classroom with or without the parents, depending on their preference.

Once it is determined that ScribbleTime offers a program that meets the needs of the family and the Child, the Parent Handbook and Forms will given to the Parent to take home and be completed.

2. **Parent Handbook and Forms Completion:** To best fit the Child's development needs and to ensure all parental information is complete the following enrollment process must be followed and copies filed in the Child's Record:

A. Enrollment Contract

B. Form 5.6.2.A Enrollment Application and Development Form must be completed by the Parent. It will contain the following information:

1. the name, date of admission, date of birth, and primary language of the Child and parent(s), if other than English;
2. the parent(s) name, home address(es), and telephone number(s);
3. the parent(s) business address(es) and telephone number(s);
4. the name, address and telephone number of person to contact in case of emergency when the parent is unavailable;
5. a physical description or a current photograph of the Child;

6. the name, address, and phone number of the physician or source of health care;
7. information on allergies and / or special diets
8. the Child's daily schedule, development history, sleeping and play habits, favorite toys, accustomed mode of reassurance and comfort;
9. procedures for toilet training the Child, if appropriate; and
10. the Child's eating schedule and eating preferences, where appropriate including for infants, a description of formula preparation.

C. The following forms must be completed by the Parent to authorize the center as follows and will be valid for one year:

- 1 Form 5.6.2.B Emergency Medical, First Aid and Transportation
- 2 Form 5.6.2.C Child Release - Authorized Persons Other Than Parent
- 3 Form 5.6.2.D Authorization to leave School Property (does not need to be completed until an event is planned)
4. Form 3.10 Known Allergies

D. The following Medical Examinations are required and can be documented with Form 5.6.2.D Verification of Physical Exam:

1. ScribbleTime shall admit a child only if provided with a written statement from a physician which indicates that the child has had a complete physical examination within one year prior to admission, or obtains one within one month of admission or obtains a written verification from the child's parent (s) that they object to such an examination on the grounds that it conflicts with their religious beliefs.
2. The physical examination required upon enrollment shall be valid for one year from the date the child was examined and shall be repeated annually. ScribbleTime shall obtain evidence of each child's annual physical examination, updated immunizations and lead screening.
3. Pursuant to Department of Public Health regulations, all children, regardless of risk, shall be screened for lead poisoning at least once between the ages of nine and 12 months and annually thereafter until the age of 48 months. ScribbleTime shall obtain within one month of admission of the child, a statement signed by a physician or an employee of a healthcare agency stating that the child has been screened for lead poisoning, or a written verification from the child's parent(s) that they object to such an examination on the grounds that conflicts with their religious beliefs.
4. For all children admitted to care prior to twelve months of age, the licensee shall obtain before the child turns thirteen months

old, a statement signed by a physician or an employee of a healthcare agency stating that the child has been screened for lead poisoning or obtains a written verification from the child's parent(s) that they object to such an examination on the grounds that it conflicts with their religious beliefs.

5. Under our provisional license if lead is detected in the center shall ensure that each child has a blood test for lead paint poisoning by a physician or appropriate clinic or obtain written verification from the child's parent(s) that they object to such a test on the grounds that it conflicts with their religious beliefs or a physician's statement that such a procedure is contraindicated.
6. We require, at admission, a physician's certificate that each child has been successfully immunized in accordance with the current Department of Public Health's recommended schedules against diphtheria, tetanus, pertusis (whooping cough), poliomyelitis, measles and such other communicable diseases as may be specified from time to time by the Department of Early Education and Care. No child shall be required, under 102 CMR 7.00 to have any such immunization if his / her parent(s) object thereto, in writing, on the grounds that it conflicts with their religious beliefs or if the child's physician submits documentation that such a procedure is contraindicated.

E. Meeting with the Parent, Director, and Teaching Staff: We will encourage the Parent to bring the child to this second meeting so they may visit in their assigned classroom during the Parent's meeting with the Director (as long as we are within the ratios and licensing numbers). At the Parent's discretion the Child may sit in on the meeting and the Parent and Child may visit in the classroom after. At this meeting the Parent will bring in their completed packet and review the development history and schedule of their Child with the Program Director. Any remaining questions about the program or its procedures will be answered. The Director will review the Parent Handbook and then take the Parent to the Child's assigned classroom for a tour of their personal space and meeting with the Lead Teacher.

F. Visits To the Center: We encourage the Parents to bring the Child and other siblings to the center for visits prior to the start date. To assist in easing the separation between infants and their new Mom's and Dad's and Parents leaving their Children for the first time away from home we offer Pre-Start Drop Off at the Center for an hour or two. This gives the Parent and the Child practice of the schedule and the separation. Pre-Start visits to the Center require all Enrollment Documentation in place and coordination of scheduling with the Executive Director to ensure Staffing Ratios are adequate for the visit. This service is no extra charge to the family.

G. First Week of "School": We encourage the Parent to stay with the Child for the first 15 - 30 minutes on the first day and stagger that time down to 5 minutes by the end of the first week. This will allow the Child to be in the unfamiliar environment with the parent so they can get adjusted. If it is not possible for the

Parent to stay due to their work schedule they can request that the center open earlier for this week at no extra charge.

We also encourage the Parent picking up the Child to spend some time in the classroom at the end of the day so the Child can show you the activities they did that day and meet some of their new friends.

ScribbleTime understands the emotional separation between the Parent and the Child and the trust that the ScribbleTime Team needs to build to make this new relationship successful. If our Intake Procedures need to be adjusted to meet the needs of the family or the Child the team will work with the Parents to make it a winning situation for the family, the Child and the Center.

1.1.E Services Provided

We offer full and part-time childcare for Children between the ages of 6 weeks to 6 years. The Center is open Monday through Friday from 6:45am to 5:45pm. We offer six programs:

- Infant (6 weeks - 1.5 years)
- Toddler (1.6 - 2.8)
- Preschoolers (2.9 - 6.0)
- Pre-K (4-5 years)
- Kindergarten (5-6 years)
- Scribble Time
4 hours or less, or full day blocks of quality child care for work-at-home and stay-at home parents so they can manage their household, attend a meeting, take a class, get healthy, or spend some time with a friend. Pre-enrollment must be completed prior to this including the Enrollment Package and within the availability under our licensing in the classroom.

1.1.F Non-Discrimination

At ScribbleTime A Center for Early Learning **ALL** children, regardless of their gender, race, religion, national origin, cultural heritage, marital status, political beliefs, disability, sexual orientation, or creed will be welcomed into the Program.

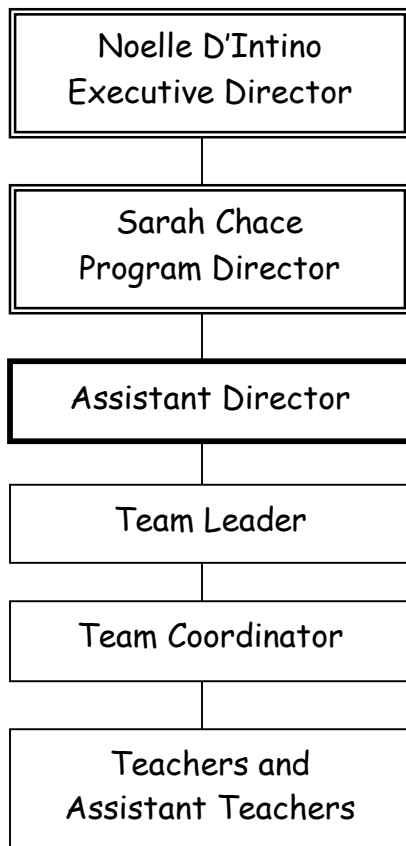
1.2 Management

Noelle L. D'Intino, Executive Director and Owner, is the senior manager in the company. She is responsible for the overall management of the company. To assist her in managing the business there is an Office Manager. You may also go to the Office Manager with any questions you would ask Noelle.

Sarah R. Chace, Program Director and Owner, is responsible for managing the program, the staff, and business related decisions. To assist her in managing the Program there is an Assistant Director. The Infant and Toddler Programs report in to Sarah through the Assistant Director. Any questions or issue you might discuss with Sarah can also be directed to the Assistant Director.

Each classroom is managed by a Classroom Team Leader. The Team Leader is responsible for the overall management of the classroom they are assigned to, supervises the employees in the room and develops the curriculum. To assist the Team Leader with their responsibilities each classroom is assigned a Team Coordinator.

Below is an organizational chart explaining our lines of authority at the Center:



1.3 State Regulations

ScribbleTime A Center for Early Learning, LLC is licensed by the Massachusetts Department of Early Education and Care (DEEC) - Taunton Regional Office Region 5 located at 21 Spring Street, Suite 2 Taunton, Massachusetts 02780 (508) 828-5025. ScribbleTime commits that Management and all Employees will abide by the policies and procedures set forth by our licensor. Management will also ensure our policies and procedures are up to date with those of the DEEC. We are obligated by the state of Massachusetts to abide by all laws and allow our licensor into our facility to ensure we are in compliance and grant access to the records, staff and references. You may request a copy of the DEEC regulations, 102 CMR 7.00, at any time or access it via the internet at www.qualitychildcare.org.

1.4 Staffing Ratios

The Department of Early Education and Care sets the minimum requirements for the staff to children ratios we must **always** maintain. ScribbleTime commits to follow this policy and will meet or exceed staffing at all times.

The DEEC staffing ratios are as follows:

Group	Age	Maximum Group Size	Ratio	Teacher Qualifications
Infant	1 mos - 15 mos	No larger than 7	1 to 3; 1 add'l Teacher or Assistant for 4-7	Infant / Toddler Teacher
Toddlers	15 mos - 2.9 yrs	No larger than 9	1 to 4; add'l Teacher or Assistant for 5-9	Infant / Toddler Teacher
Infants & Toddlers	1mos - 2.9 yrs	No larger than 9; No more than 3 infants	1 to 3; add'l Teacher or Assistant for 4 - 9	Infant /Toddler Teacher
Toddler / Preschooler	15 mos - 7 yrs	No larger than 9	1 to 5; add'l Teacher or Assistant for 6 - 9	Infant Toddler and Preschool Teacher
Preschooler	2.9 yrs - 7 yrs	No larger than 20	1 to 10; add'l Teacher or Assistant for 11 - 20	Preschool Teacher

1.5 Policy Changes

If you have any concerns regarding any of the policies at ScribbleTime A Center for Early Learning, LLC, please see the Executive Director or Program Director. If you wish to remain anonymous feel free to write a note and leave it in the Payment Mailbox located at the front of the Center. ScribbleTime has the right to change policies for the good of the children and / or the Center. Proper notification will be given to all families of such changes.

1.6 Suggestions / Feedback

ScribbleTime A Center for Early Learning evaluates the operation of the Center, its programs offered, policies and procedures frequently to ensure we are offering the best possible environment for your children. If you have any ideas, suggestions, or concerns please contact the Executive Director or Program Director. If you wish to remain anonymous feel free to write a note and leave it in the Payment Mailbox located at the front of the Center. You may also feel free to contact the Center at any time at 508-695-7227. All suggestions will be reviewed by the Management Team.

1.7 Hours of Operation

We are open Monday through Friday 6:45am - 5:45pm 52 weeks a year. So that our staff may enjoy time with their families we observe the following holidays:

New Years Day	Martin Luther King Day
President's Day	Patriot's Day
Memorial Day	Independence Day
Labor Day	Columbus Day
Veteran's Day	Thanksgiving and Friday After
Christmas Eve and Christmas Day	

Prior to the start of the year, with advance notice, we will provide you with the schedule for the upcoming year. Reminders will also be put in our monthly newsletter and on the Parent's News Boards.

1.8 Contracted Services

So we can ensure the adequate staffing is in place at all times at the Center, as outlined by our licensor, the Department of Early Education and Care, please arrive and depart at the times contracted for in your Enrollment Contract. If you need to make adjustments due to your schedule, temporarily or permanently, please advise the Executive Director, Office Manager or Program Director to ensure our staffing meets or exceeds state requirements.

1.9 Payments

Tuition is due first day of the week your child attends the Center. Payments received after the due date will be charged \$15.00 per day including weekends (i.e., if your payment is due on Monday and you pay on Thursday you will be charged a late fee of \$45.00) Invoices will automatically be generated, put in your child's cubbie, and due immediately. Accounts that are more than 1 week late are subjected to termination. If you are having difficulty making payments please see the Executive Director or Office Manager immediately.

During enrollment an Enrollment Contract is signed making a commitment for a specified amount of time each week. There are no reductions in tuition for non-attendance for any reason. A prepaid tuition equal to one week of tuition is due at the time of enrollment. This deposit may be used toward a two-week notice upon leaving the program.

ScribbleTime accepts personal checks, money orders, credit cards, and cash. Checks or money orders should be made out to ScribbleTime and have the child's name on it. You can put your payment in the Payment Mailbox. A \$25.00 fee will be charged to your account for any returned checks. Continued returned checks will result in only cash or money orders being accepted by you for tuition payments.

ScribbleTime allows 1 week per child of "Vacation Pay". With two week notice in writing to the Executive Director we will reduce one week of tuition by 50% for the vacation week. You may take this after you have been at the center for 6 consecutive months. The discount can only be taken one time between January- December and not within 12 months.

1.10 Late Pick Up and Overtime Charges

ScribbleTime closes at 5:45pm. If you are unable to meet this deadline, please notify the Center immediately. You will be charged \$2.00 per minute per child. This fee will be due by Friday of the week the tardiness occurred. If you continue to pick up your child late from the Center your contract will be terminated.

If we are unable to contact you or other authorized pick-up's for your child we will contact the Department of Social Services to assist us with the child.

All full-time is considered more than 4 hours per day within the scheduled hours of operation. Part-time is based on a 4 hours or less.

1.11 Termination of Services

If you choose to withdraw your child from ScribbleTime A Center for Early Learning we require a two (2) week notice in writing to the Executive Director. Your deposit, made at the time of enrollment, can be used for one of the weeks' payments. If a two week notice is not possible then two weeks payment will be substituted for the notice.

ScribbleTime reserves the right to terminate services, through written notice and verbally, for reasons including but not limited to: We are unable to provide the child with the appropriate environment they require for their development or behavior needs; A person, child or parent, is disruptive, abusive, aggressive or causes situations that may put themselves, other children and or Employees in harm physically or emotionally.

Prior to your contract being terminated due to your child's development or behavior needs we will attempt to:

- Schedule a meeting with you, the Teacher, and Program Director and complete a Behavior and Developmental Management Report. We will discuss and come up with a plan of action on how to support your child and their needs.
- After a period of time, as decided by the Program Director, we will schedule another Behavior and Developmental Management meeting and update the report.
- If the first two meetings findings do not assist us in supporting your child in the classroom we will refer you to Special Services and request your child is observed here at our Center. We will request you and whomever is providing services to provide us with techniques to assist us in supporting your child.
- If there is still no change with your child we will request a final meeting with you to discuss the termination of services two weeks from that meeting.

The Center reserves the right to terminate services immediately if we feel a person, child or parent, is abusive, physically or emotionally or any other reason that may put someone at immediate risk.

1.12 Transportation

You are responsible for your child's transportation to and from ScribbleTime A Center for Early Learning. If your child needs to be transported for emergency medical services ScribbleTime will call 9-1-1 for medical transportation. It is against company policy for an Employee of the Center to transport a child in a vehicle.

You are responsible for bring your child into the Center, signing the child into their assigned room on the clipboard located at the classroom door, and letting the Teacher know your child is there. From that point we are responsible for your child.

We are conveniently located across the street from Falls Elementary School which provides Crossing Guards to walking students. For those children in Kindergarten or Before and After School Care we will walk the children across the street to the school. Kindergarteners will be brought into the building and in the morning children in grades 1 - 5 will be brought to the playground area. We will assign the appropriate number of staff to walk the students to the school as set forth by our licenser in our classrooms.

1.13 Notifications from the Parent

Please be sure to notify us when the following information changes, keeping your children's records up to date helps insure safety for your child. Notification forms can be in writing by you or using the form located on our website:

- Home telephone number or cell number of the child or Parent(s)
- Home address of the child or the Parent
- Emergency contact information and their phone numbers
- Employment information including phone number
- Child's Doctor
- Medical status regarding allergies
- Special or new emotional or physical conditions
- Any other information you feel we should be aware of

1.14 Authorization of Release of Children

If your child is going to be departing with someone other than the usual authorized person, please notify the Classroom Team Leader, Program Director, or Office Manager. The person picking up the child must be listed on the Child Release - Authorized Persons other than Parent and have a government issued photo id. For the safety of the children we will not release any child to an unauthorized person. We do not accept phone calls from the Parent authorizing a person not listed on the Child Release form, it must be done in person and documented. **Absolutely NO exceptions.**

1.15 Annually Renewing Forms

The following documents are valid for one year from the date signed. When your forms are up for renewing we will give them to you in advance of the expiration date. Our licenser mandates that our records be up to date, please make every effort to return them on time. The following forms included:

- Written statement from your child's Physician acknowledging a yearly exam
- Lead Poisoning Screening, if applicable
- Updated Immunization Records
- Emergency First Aid, Medical & Transportation Form 5.6.2.B
- Child Release - Authorized Persons Other Than Parent Form 5.6.2.C
- Parental Consent for Topical Ointment and Spray Use Form 3.8.C
- Known Allergies Form 3.10

1.16 Child Custody

Unless a copy of a Court Order granting custody to only one Parent is on file at the Center, the Employees do not have the legal authority to refuse a child to the legal parents. If a Parent who does not have legal custody arrives to pick up the child, we will refuse to let the child leave the Center by citing that we are obeying the Court Order in the files. If a custody situation occurs please advise the Executive Director immediately.

2.0 Parent Rights

2.1 Confidentiality

ScribbleTime believes strongly in the importance of confidentiality. We respect the privacy of the relationship ScribbleTime has with the children and their families. Any information regarding the children and their families, whether it be personal, developmental, or other information will be held in the highest of confidence.

If you feel confidentiality has been breached you should contact the Executive Director or Program Director and you can expect the following:

- have the issue addressed by Management in a prompt and responsible manner
- may do so without reprisal, criticism, or negative consequences
- can expect that the investigation of such concerns will be handled fairly, objectively, and with the appropriate level of confidentiality and discretion
- will be informed of the results of the investigation upon its completion to the extent that is appropriate
- will have his or her rights respected
- can expect that the rights of those who have been accused of harassment or discrimination will also be respected.

2.2 Parent Involvement and Visits

For each child to reach his or her full potential we need to continuously evaluate our program and invest in our staff so that we offer each child everything they need to be successful. We believe that the partnership with the Parents is critical. We welcome input from the Parents on the program, staff, and services offered. Management has an open door policy and will hold suggestions or comments in the highest of confidence. Confidential comments can be left in the Payment Mailbox located in the lobby of the Center. Management will evaluate the suggestions and implement if we feel they will benefit the center and are in accordance with the core values of the company, the policy's set forth by our licensor, local, state and federal laws.

Our doors are always open to the Parents for visits or volunteering in their child's classroom. We do not set limits on when and how long you can visit your child(ren) in the Center.

We do not allow family members, authorized persons, or friends to visit the Center during the day for a visit. It can cause safety issues and confuses the child into thinking they are going home.

2.3 Parent Conferences

As part of ScribbleTime commitment to each child's development, a written progress report will be completed three times a year: April, August, and December. Form 5.2.A Child Development Progress Report will be completed by the Classroom Team Leader, signed off by the Program Director, and given to you in a confidential envelope on the last school day in the month that it is due. For infants and children with disabilities the progress report will be completed in March, June, September, and December. Please return the report signed, we will give you a copy, and a copy of the report will also be filed in the Child's Record.

A Parent can request a conference with the Classroom Team Leader or Program Director to discuss your child's development, issues or concerns at anytime during the year or after a Child Development Progress Report is received.

2.4 Children's Records

ScribbleTime maintains children's records in accordance with the regulations set forth by our licensor, and keeps them in a locked cabinet within the Directors office. Access to the files is limited to the Executive Director, Program Director, Classroom Team Leader assigned to the child, and the Parent. Each person entering data into the record must do so legibly, date and sign the entry and the record must always be current.

The following is a list of what will be included, but not limited to, in the child's individual record:

1. All enrollment information obtained
2. Medical records obtained when the child was enrolled
3. A record of any prescribed medications administered to the child
4. A record of any referrals made
5. Copies of periodic development reports
6. Individual program plans and periodic review of such plans for any special needs children

Each record will be retained for 7 years after the child has left the program, unless the record has been transferred to the parent. The Parent is required to write a letter to the Program Director authorizing the release of the documents and to whom they are authorized to go to. There is no charge for copies or transferring of records.

Parents may view the child's records at anytime, add information, comments or any other relevant materials. You also have the right to request deletion or amendment of information contained in the records. The procedure for this is:

1. If the parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the child's record, the parent shall have the right to a conference with the Program Director and Executive Director to make his / her objections known.
2. The Program Director and / or Executive Director shall, within one week after the conference, render to the parents a decision in writing stating the reason or reasons

for the decision. If the decision is in favor of the parents, steps will be taken immediately to put the decision into effect.

We will notify you if your child's records are subpoenaed.

3.0 Health & Safety

ScribbleTime A Center for Early Learning, LLC. has a written policy and procedure manual titled Health & Safety with a supplemental resource, Emergency Management Plan. You may request a copy of this manual at any time by contacting the Executive Director. During orientation each Employee is trained in our policies and procedures, and we review them annually with all staff.

3.1 Child Guidance

A child is a natural born explorer and as they test their control and reaction of people and situations they may exhibit aggressive behaviors (biting, kicking, hitting, etc) towards others. Our plan supports the children to:

- Be safe with themselves and with others
- Feel good about themselves
- Develop self-control and good coping skills
- Appropriately express their feelings
- Become more independent
- Balance their needs and wants with those of others
- Learn new problem-solving skills, including non-violent conflict resolution
- Learn about conservation - to use equipment, materials, and other resources in caring, appropriate ways

To create a supportive educational environment, the Classroom Team Leaders, approved by the Program Director, will arrange the environment, including furniture and age appropriate materials, to encourage active learning and independence. Team Leaders will evaluate their rooms quarterly (March, June, September, and December) to ensure it continues to be conducive for the children. In addition, the Classroom Team Leaders will rotate each learning centers contents according to the curriculum. We commit to:

- Set up classrooms so that there are many choices and skill levels available
- Create and maintain a positive atmosphere and attitude in each classroom
- Make sure each classroom is clean and safe
- Set limits that are consistent and understandable
- Encourage and recognize every child's efforts
- Work together with the child's Parent(s) for the child's best interest

Classroom Team Leaders will deliver a stimulating, creative, nurturing, and non-judgmental environment by ensuring that the curriculum schedule for each day is age appropriate, prevents boredom, waiting, hurriedness, with time to relax and enjoy activities, as well as a daily routine with ample opportunity for children to select activities and move between them at their own pace, and that gives children ample notice of transitions ahead of time. The schedule will be approved by the Program Director, will begin on a Monday and end on a Friday and be posted in each classroom. On Friday's the Parent(s) will receive a copy of the curriculum for the next week so you are aware of the topics your children will be discovering.

The Teaching Staff is committed to the children's learning process and will be flexible to meet each child's individual needs.

We believe that it is important to allow the children to participate in the establishment of rules and procedures where appropriate, when expectations are reasonable conflicts are kept to a minimum. "Lead By Example", the ScribbleTime Team will exhibit model behavior at all times and will reinforce positive behavior by recognizing children's positive actions. If a child exhibits any aggressive behavior our staff will:

1. Explain the behavior and feelings to the child and discuss how to manage it in a positive way and / or
2. Re-direction / distraction, changing the child's focus to an acceptable activity

If the inappropriate behavior continues, the following steps will be taken, and recorded in the Child's Record by the Classroom Team Leader:

1. Stop the child from doing the inappropriate behavior. Take him/her aside, state both the inappropriate and appropriate behavior. Focus on the appropriate.
2. Reinforce appropriate behavior. Encourage and help the child to follow through.
3. Help the child identify and understand his/her feelings.
4. Have a Teacher assigned to the child to encourage his/her positive behavior.
5. Discuss the child's behavior with the Parent(s) and work in close partnership to resolve the inappropriate behavior
6. Schedule a meeting with Teacher, Parent(s), and Program Director to discuss child's behavior and solutions to his/her behavior:
 - a. All meetings will be documented and placed in the Child's Record
 - b. Special arrangements called shadowing can be utilized with the child if the parents will cover additional cost for the service.

If the inappropriate behavior still persists, the Teacher and Program Director will then:

1. Schedule another meeting to speak with the Parent and include the Executive Director
2. Follow procedures set forth in policy, 3.15 Referral Services, seek assistance in finding a solution (i.e., school department / early intervention, or other outside agencies)

If within two weeks the behavior does not change, or there is a lack of parental cooperation, the child will be dismissed from the center. A child will never be dismissed without the written approval of the Program Director and Executive Director. The parents will receive a written termination notice from the Program Director. The parent will sign the notice and return it to the Director. If the parent refuses to sign the notice it will be sent via registered mail to the Child's residence.

If a child is classified special needs by an outside agency, ScribbleTime should have written documentation at the time of enrollment. This documentation is placed in the child's file, which will assist the teachers in meeting your child's needs.

ScribbleTime has a zero-tolerance policy against the following behaviors against a child:

1. Spanking or other corporal punishment of children

2. Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment
3. Depriving children of meals or snacks
4. Force feeding children
5. Disciplining a child for soiling, wetting, or not using the toilet; or forcing a child to remain in soiled clothing or focusing a child to remain on the toilet, or using any other unusual or excessive practices for toileting.

It is completely unacceptable for an employee of the center to exhibit any of the above actions against a child.

Any individual who raises a concern about an employee regarding this policy:

- is entitled to have this issue addressed by Management in a prompt and responsible manner
- may do so without reprisal, criticism, or negative consequences
- can expect that the investigation of such concerns will be handled fairly, objectively, and with the appropriate level of confidentiality and discretion
- will be informed of the results of the investigation upon its completion to the extent that is appropriate
- will have his or her rights respected
- can expect that the rights of those who have been accused will also be respected.

All behavior is evaluated based upon the totality of the circumstances.

3.1 A. ~~Aggressive Behavior~~

At times children either have a difficult time expressing themselves or are going through something that will cause them to act out in an aggressive way. To discourage aggressive behavior we teach the children sign language to assist them in communicating and when they are communicating on their own teach them the words to use instead of an aggressive behavior. Aggressive behavior is biting, hitting, punching, pushing, shoving, kicking, or any other behavior that involves bodily contact to another person. ScribbleTime does not support an environment with aggressive behavior and will work closely with the Parents to develop a plan to assist the child in redirecting their aggression. Repeated aggressive behavior that puts the child, other children or teachers in harms way will result in termination from the Center.

3.2 Food Policy and Nutritious Foods

Good nutrition is important at every age in life, teaching our early learners healthy food choices now will encourage it as they progress into adulthood. Each month in our newsletter we will provide ideas on healthy lunches and snacks for home.

Parents are responsible to provide the following:

- A cold lunch for your child, it should be brought in a container or bag labeled with the child's name. The Center has refrigerators to store perishable food. Lunches should not contain any candy or soda.
- For children not yet drinking out of cups, you need to provide the Center with a sippie cup with the Child's name clearly written on it.

- For your child on formula or not yet on table food, please provide ScribbleTime with enough food for the day. All commercial baby food must be brought in unopened jars. Written instructions on how to prepare the food should be included as well.
- If you would like your child to wear a bib you should keep a supply for them at the Center. Dirty bib's will be bagged and returned home for you to wash.

ScribbleTime will provide water, milk, and natural fruit juice for the children to drink throughout the day. We will also provide healthy snacks such as:

Morning Snack:	Cereal and milk, fruit, or yogurt
Other Snacks:	Cheese slices, fruit, crackers, or veggie slices

If you have your child on a special diet or restrict certain foods please let us know. You will need to provide the special foods and snacks for your child, please coordinate this with your child's Team Leader. Any Parent not wanting their child to eat certain snacks here will need to provide snacks for their child. Children without a lunch or parent provided snacks will need to be picked up.

3.3 Known Allergies

At the time of enrollment you will advise the Center of your child's known allergies using Form 3.10 Known Allergies and will be updated yearly for each child.

Allergies and other important medical information will be posted in each classroom on the refrigerator, and on the snack storage cabinet. The Executive Director will update the allergies list as needed. The Program Director will advise the staff and Substitute Teachers about each child and copied to the Emergency Evacuation Clip Boards in the event we need to evacuate the Center.

3.4 Notification of Injury

There may be an occasion where during the course of the day a child may become injured, bruises and scrapes are commonplace with young children. Our staff is trained in First Aid and CPR. When an injury occurs a trained person in First Aid will assess the situation and provide any treatment that may be necessary (i.e., cleaning a scrape and putting a band-aid on it).

Once your child is calm and comfortable we will record the occurrence in an Injury Report, which you will be provided when you pick the child up. Your signature on the report is required, completed Injury Reports will be copied to you and filed in your child's record.

The Program Director will determine if the injury is severe enough that we need to call you and advise you of it immediately. If more extensive treatment is needed, we will immediately call 9-1-1. If the child is required to leave the Center and go to a medical facility via ambulance we will send an Employee with your child. The accompanying Employee will take the medical release forms and any other medical information the hospital may need to have in order to care for your child. Immediately following the call to 9-1-1 the Executive Director or another Employee will call you to alert you of the situation. If we are unable to reach you we will call the first person listed on the Emergency Contact information sheet you completed at enrollment.

3.5 Management of Infectious Diseases

The Employees of ScribbleTime will take extra special precautions when children who are ill are diagnosed at the Center and when children who are mildly ill remain at the Center. Children who exhibit symptoms of the following types of infectious diseases, such as gastro-intestinal, respiratory and skin or direct contact infections, may be excluded from the Centers Activities if it is determined that any of the following exists:

- The illness prevents the child from participating in the program activities or from resting comfortably;
- The illness results in greater care need that the child care staff can provide without compromising the health and safety of the other children;
- The child has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness;
- Diarrhea;
- Vomiting two or more times in the previous 24 hours at home or once at the Center;
- Mouth sores, unless the physician states that the child is non-infectious;
- Rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease;
- Purulent conjunctivitis (defined as pink or red conductive with white or yellow discharge, often with matted eyelids) until examined by a physician and approved for re-admission, with or without treatment;
- Tuberculosis, until the child is non-infectious;
- Impetigo, until 24 hours after treatment has started or all the sores are covered;
- Head lice, free of all nits or scabies and free of all mites;
- Strep infection, until 24 hours after treatment and the child has been without fever for 24 hours;
- Many types of hepatitis are caused by viruses. The symptoms are so alike that blood tests are needed to tell them apart. In the U.S. the most common types of hepatitis are A, B, and C. Types B and C are spread through blood and other body fluids. Type A is spread through contaminated food and water or stool.

A child who has been excluded from the Center may return after being evaluated by a physician, physician's assistant or nurse practitioner, and it has been determined that he or she is considered to pose no serious health risk to him or her or to the other children. Nevertheless, the Center may make the final decision concerning the inclusion or exclusion of the child. If a child has already been admitted to the Center and shows signs of illness (i.e., a fever greater than 100.5), he or she will be offered their cot to lie down. If the child's symptoms manifest or it is determined that it is in the best interest of the child that he or she is taken home, the Parent will be contacted immediately and asked to pick the child up as soon as possible.

When a communicable disease has been introduced into to the Center, Parents will be notified immediately, and in writing by the Program Director. Whenever possible, information regarding the communicable disease shall be made available to Parents. Program Directors shall consult the Child Care Health Manual for such information. Department of Public Health will be contacted if there is a reportable communicable disease at the Center.

3.6 Administration of Medication

ScribbleTime A Center for Early Learning, LLC. complies with all policies set forth by our licensor.

Prescription Medication

Prescription medication must be brought to the Center in its original container and include the child's name, the name of the medication, the dosage, the number of times per and the number of days the medication is to be administered. The prescription label will be accepted as the written authorization of the Physician. ScribbleTime will NOT administer any medication contrary to the directions on the label unless so authorized by written order of the child's Physician. The Parent must also complete Form 3.8.A Authorization for Medication prior to the medication being administered.

Non-Prescription Medication

Non-prescription medication will be given only with the written consent of the child's Physician. ScribbleTime will accept a signed statement from a Physician listing the medication(s), the dosage and criteria for its administration. This statement will be valid for one year from the date that it was signed. Prior to administering physician approved non-prescription medication Form 3.8.A Authorization for Medication will need to be completed by the Physician and the Parent in accordance with the Physicians orders. This statement will be valid for one year from the date. Prior to an Employee of the Center administering the non-prescription medication, the Classroom Team Leader, Program Director or Executive Director will make every attempt to contact the Parent to advise them, unless the child needs medication urgently.

Topical Ointments and Sprays

Form 3.8.C Parental Consent for Topical Ointment And Spray Use will be completed on a yearly basis by the Parent authorizing the Center to use topical ointment and sprays such as petroleum jelly, sunscreen, and bug spray. If topical ointment or sprays are to be used for wounds, rashes or broken skin, the Center will follow its written procedure for non-prescription medication which is outlined above.

Procedures for All Medications

The following outlines the procedures to be followed by Employees:

- The first dosage needs to be administered by the Parent at home in case of an allergic reaction.
- All medications must be given to the Teacher directly by the Parent.
- All medications will be stored in the Employee Break room cabinet labeled Medications or in the Refrigerator on the top door shelf and out of reach of children. A copy of Form 3.8.A Authorization for Medication will be put in the file in the Medicine. This folder will be used only for the purpose of Emergency Evacuations.
- The Center will maintain a written record of the administration of any medication, excluding topical ointments and sprays to normal skin, using Form 3.8.D Medication Administration Record. The form will include the child's name, the time and date of each administration, the dosage, the name of the staff person administering the

medication. The record will be copied at the end of each day and sent home with the Parent. The completed form will be filed in the child's record.

- ALL unused medication will be returned to the Parent and Form 3.8.A Authorization for Medication should be removed from the file in the Medicine Cabinet.

3.7 Emergency Evacuations

To ensure we are prepared for various types of emergency situations ScribbleTime has put in place an Emergency Management Plan. Every other month we will test the plan by performing Fire Evacuation Drills that all the children will participate in.

A fire alarm, the Management Team, or other authorized officials determine that the Employees and children need to be evacuated from the Center we will be located as follows:

Evacuations Less than 1 hour: The normal evacuation site for the Center is located within the fence of the playground. If the weather is not suitable for the children to be outside we will utilize our longer term evacuation site.

Evacuations Longer than 1 hour: We will walk the children to Central Congregational Church, 115 Commonwealth Avenue, North Attleboro, MA 02763 508-699-7700.

Upon leaving the Center, going to the Evacuation location, arriving at the site, and periodically thereafter children will always be counted! The attendance list located on the Emergency Evacuation Clip Boards will be checked against actual children. If we are unable to return to the facility, or the evacuation will be lengthy, we will begin calling the Parents to inform them of the early release.

As part of our emergency evacuations certain Employees are required to take a Disaster Backpack which includes Parent and Emergency contact information, Known Allergies list, First Aid items, water, blankets, and flashlights. We will also keep these items in Managements vehicles in case they are needed. Management will also have their cell phones with them in case a Parent would like to call.

3.8 Reporting Abuse or Neglect

The children and their well-being are the core of the company. The Management Team, all ScribbleTime employees, volunteers, and consultants are Mandated Reporters and shall report ALL suspected child abuse or neglect, pursuant with the policies outlined by our licensor.. If abuse or neglect is suspected Employees will alert the Program Director or Executive Director who will contact the Department of Social Services (DSS) pursuant to M.G.L.C 119, 51-A Attleboro Area Office - Southeast 67 Mechanic Street Attleboro, Massachusetts 02703 508-431-9500. If the person reporting the issue feels they are unable to approach the Executive Director or Program Director or they are still concerned about the child they are to contact DSS immediately.

If an Employee is suspected of abuse / neglect while the child is in the Center's care a report will be immediately filed with the Department of Social Services and the Massachusetts Department of Early Education and Care - Taunton Regional Office Region 5 located at 21 Spring Street, Suite 2 Taunton, Massachusetts 02780 (508) 828-5025, . The Employee will be placed on suspension with pay, as outlined in ScribbleTime policy 2.15.1 Suspension, for an amount of time determined by our licensor. The outcome of the investigation will determine the Employees tenor at the company, up to and including termination. All Employees of ScribbleTime A Center for Early Learning, LLC. will cooperate fully with all investigations.

3.9 Referral Services

We commit to immediately inform the Parent if we observe a special problem or development issue with their child. The procedure:

1. An Employee notices something outside of normal development guidelines and immediately reports it to the Classroom Team Leader who will report it to the Program Director (now known as the Evaluation Team). The Program Director will alert the Executive Director prior to advising the Parent.
2. Form 5.2.B Development Report will be completed by the Classroom Lead Teacher.
3. The Evaluation Team will determine the next steps which could include, but not be limited to:
 - a. The Program Director determines the behavior or development issue is within normal guidelines then the Classroom Team Leader and Program Director will continue to monitor the child.
 - b. Discussion with the family to advise them of the concern. The Program Director is responsible for determining who will attend the meeting on the Centers behalf.
 - c. With the Parents involvement, the Classroom Team Leader and Program Director will develop an individualized program for the child to focus on the development issue. Any specific plans such as this need to be documented, signed by the Program Director and the Parent and copied to the Childs Record.

If it is determined that a Referral Service would be beneficial to the child the Program Director will set up a meeting with the Parent(s) to discuss our findings and put in writing a letter that includes: the child's name, referral agency being recommended, reason for the referral, observations to support the referral, any effort the Center has made to accommodate the child's need. If the child is at least 2 ½ we will inform the Parent of the availability of the services and their rights, including the right to appeal, under St. 1972, c. 766. Parent(s) of children at least 3 years of age will be provided the availability of services by (Early Intervention Programs). A copy of Massachusetts Chapter 766 will also be provided to the Parent of children 3 years and older. The Center will ask the Parent to sign the letter acknowledging the issue, approving the referral, and return it to the Program Director. ScribbleTime A Center for Early Learning, LLC. will not contact an agency without the Parent(s) permission. To support the family with this, ScribbleTime will assist the family in making the referral upon receipt of the Parent signing the letter. Copies of all letters and documents relating to this will be filed in the Child's Record, as set forth in ScribbleTime policy 1.8.B Child's Records.

ScribbleTime A Center for Early Learning, LLC. is located within the community of North Attleboro, Massachusetts which is supported by the following agencies:

Name of Agency	Address	Phone	Web	Service Provided
ARC of Northern Bristol County	5 Bank Street Attleboro, MA 02703	508-226-1445 888-343-3301	www.arcnbc.org	Promote the welfare of individual with special needs and their families
Department of Mental Health	P.O. Box 4007 Taunton, MA 02780	508-977-3150	www.mass.gov/dm h	Improve the quality of life for children with serious mental illness or severe emotional disturbance

Massachusetts Department of Education: Special Education	350 Main Street Malden, MA 02148	781-338-3375	www.doe.mass.edu/sped/	Ensures the requirements are met in special education
Children's Medical Security Plan		800-531-2229	www.mass.gov	Free or discounted health care coverage for your child(ren)
North Attleboro Special Education	Margo Bressette	508-643-2100		Special Education
Dental Hygiene Clinic	777 Elsbree St Fall River, MA	508-678-2811		Discounted Dental Care
Lion's Club		508-761-9433		Eye Care & Screenings
Kennedy-Donovan Center	25 Forest Street Attleboro, MA	508-226-6035		Early Intervention

A review of this policy will be made with each Employee during orientation by the Program Director and annually thereafter at a Staff Meeting and is also available to Parent(s) of children enrolled at the Center.

4.0 General Policies

4.1 Absences

If your child is going to be absent due to illness or a personal reason, please notify the Center as early as possible but no later than 9:00am. There are no rate reductions due to absences.

4.2 Rest Time

Since ScribbleTime is a full day program the children will spend a portion of their day resting. Their individual rest time cots can be fitted with a regular size crib sheet, if you wish to do so. You may also want to send a small pillow and or a blanket for comfort. Small stuffed animals can also be brought in to relax children and remind them of home. We ask that you take home any sheets, blankets and pillow coverings weekly for washing.

The Infant room is equipped with individual cribs, you are responsible for supplying pack n play sheets and any blankets you wish the child to have. We ask that you take home any sheets or blankets weekly for washing.

For those children who do not require napping, they will stay on their cots for a minimum of 45 minutes, as recommended by our licenser. These children can engage in quiet activities such as books or puzzles during this time.

4.3 Clothing

Children must have a weather appropriate extra set of clothes in the event that he or she needs to change. Parents are responsible for taking soiled clothing home at the end of their child's day. All the items must be clearly labeled by the Parents with their child's full name. ScribbleTime is not responsible for lost or misplaced articles.

All jackets, sweaters, or sweatshirts should be clearly labeled with the child's name.

All children should wear comfortable clothes which do not inhibit physical activity or messy art projects. Children should wear sneakers or rubber soled shoes which are safe for climbing or running. We only purchase washable art supplies and wash the children throughout the day, and as you know we can't guarantee everything will come out in the wash. If you have a special outfit you may not want to send your child to the Center in it.

For children being toilet trained, we ask that you send in extra clothes and an adequate supply of underwear. All soiled clothes will be placed in a plastic bag for you to take home.

ScribbleTime is not responsible for lost, stolen or damaged clothing.

4.4 Diapering

Parents are to supply the Center with an adequate amount of diapers each day for their child. You are welcome to leave a large supply and we will notify you when we are running low. The Center supplies diaper wipes, unless you would like us to use yours, just let us know.

4.5 Toilet Training

ScribbleTime will follow all guidelines given by the Parent for their child's toilet training. Once you are ready to start toilet training your child speak with the Classroom Team Leader. Children toilet training are not allowed to wear over-alls or onesies, it takes too long for the little one's to get to the toilet with these on.

4.6 Lost or Damaged Property

ScribbleTime is not responsible for any lost or damaged personal property. Please leave special items of value at home or in your vehicle. Toys such as a doll, stuffed animal, book, blanket are welcome for rest time.

ScribbleTime and its landlord are not responsible for damage or theft to cars in our parking lots.

4.7 Celebrations or Birthdays

Parents are welcome to send in cookies, cupcakes, or ice cream to share with their child's classmates on their birthday or special occasion. Please inform the Classroom Team Leader prior to day so they can prepare for their special snack time.

4.8 Photographs and Publicity

Each year children will be given the opportunity for class and individual pictures. An outside professional photographer will be used. This is completely optional.

Photographs of the children enrolled in our program may be taken periodically and may appear in our monthly news letter, in the Center, newspapers, or our brochures. No photos of your child will be taken without your written consent.

4.9 Outdoor Policy

If the Classroom Lead Teacher includes outdoor play all children assigned to the classroom must attend. Children who can not play outdoors due to illness or as directed by the Parent should not be attending the Center that day. Please make sure your children's clothing and footwear are appropriate for the weather. Children will only play outside if the weather permits. Children's outerwear should be labeled.

4.10 Inclement Weather

Our policy is to limit the closings of the Center since most people have to report to work regardless of the weather. In the event of unforeseen circumstances, or very severe weather conditions, ScribbleTime will follow the directions of government officials. If the Center is closed your payment will remain the same.

Cancellations and delays in closing will be communicated on our voicemail system and announced on 92 PRO FM, Massachusetts station WHDH Channel 7, and Rhode Island station Channel 10.

4.11 Toys

Children are not allowed to bring their toys into the Center unless we are having a show and tell activity. If your child brings in a toy you need to take it with you when you leave. Toys are not to be brought in and left in the cubbies.

4.12 Special Foods

We do not allow children to bring in a special food (i.e., donut, munchin, special breakfast sandwich, or pastry) for themselves. When a child brings in one donut for themselves for breakfast the other children often request the same thing for breakfast and they become upset when we tell them we do not have them. Foods such as these should be eaten before the child is dropped off at the Center. If your child is on a special diet please see the Director to make arrangements.

4.13 Drop Off AFTER 9:30

Children being dropped off at the Center AFTER 9:30am should have sunscreen applied to them at home. It takes 30 minutes for sunscreen to go into affect on your child's skin. Our first outdoor time begins at 10:00 am and we would have to miss outdoor time if all of the children's skin is not protected.