

# YOUNG WORLD CHILD CARE CENTER

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## FAMILY HANDBOOK 2022-2023



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## **MISSION**

Young World Child Care Center's mission is to provide the families of Easthampton and its surrounding communities with an Early Education and Care Center that ensures quality programs in a safe, nurturing environment. We will strive to meet this goal by offering various programs that will enhance each child's early years and encourage a strong sense of family and community.

## **PHILOSOPHY**

Toys are the tools, and play is the process through which our children learn about the world around them. We at Young World believe that children develop into strong, independent individuals when given the proper materials, challenges, and opportunities to stimulate their growth socially, emotionally, physically, and intellectually.

Our programs offer nurturing, professional care for your child and are designed to help them develop a strong sense of self-worth. We provide your child with a warm, secure environment filled with love, good physical care, and an atmosphere conducive to learning. Your child will be provided with the chance to grow socially, emotionally, physically, and intellectually through various learning centers and child-oriented tasks and skills. Children are encouraged to develop their self-esteem in an atmosphere of warmth and love, guided by nurturing, caring teaching professionals.

## **CURRICULUM**

During your child's time at Young World, they will have the opportunity to learn through various learning centers and hands-on experiences. The curriculum is designed and geared towards emotional and social interactions of the children. The emphasis of our daily activities and our overall objectives is on learning rather than teaching. Our certified teachers combine a variety of activities to ensure the meeting of the curriculum goals, such as:

Block Building	Dramatic Play	Art	Self-help Skills
Texture Tables	Gross Motor	Story	Field Trips
Special Interests	Fine Motor	Music	Visitors
Special Events	Circle Time	Science	Literacy
Math	Science	Engineering	Social Studies

Careful planning and preparation are done weekly to accomplish these goals. Our curriculum is theme-based, and Parents will receive weekly communication detailing their child's classroom curriculum via e-mail. Please take the time to read the information that you will receive. Parents will receive a monthly newsletter via e-mail that may include educational concepts, upcoming activities, or news of upcoming special events.

A well-rounded preschool experience includes field trips to encourage a child's independence and the trust of other adults beyond their parents. For that reason, it is Young World's policy not to use parents as chaperones on trips but to utilize extra, qualified Staff when needed. If parent chaperones are necessary on a rare occasion, they will be briefed to follow specific safety guidelines. Young World will rent a bus to transport children to the destination if a field trip is not within walking distance.

Developmental Reports are written and shared with the parents twice a year for preschool children and once a year for school-age children. Teachers also provide daily notes to inform parents about classroom activities. Individualized daily notes may also be provided on an as-needed basis.

Parents are welcome to request a teacher conference and visit The Center during the day. Parent participation is encouraged through visits, sharing their knowledge, and providing special snacks. Please speak with your child's teacher about ways you could get involved!

### **YOUR CHILD'S FIRST DAY**

It is normal for your child to feel anxiety upon entering a new situation, a new environment, and meeting new people. This may appear immediately, or it may not develop until weeks later. Our Staff is aware of these feelings and is on hand to make the child and parent feel welcome and comfortable.

On your child's first day, please bring a complete set of seasonally appropriate clothing (including socks and underwear) with your child's name on each item. These will remain at the Center. Please provide a small photograph of your child to identify their cubby. Children will also need a small blanket, a small pillow, and one stuffed animal for rest if desired. We will send home rest time items monthly to be laundered.

Children should always wear simple, washable clothes to be comfortable engaging in active play. Sneakers are the footwear

of choice here at Young World. All other footwear is considered hazardous and cannot be worn.

The children will go outside in all kinds of weather, so they will need to be dressed each day appropriately - for example, snowsuits, boots, hats, and mittens in the winter; sweaters or jackets for cool fall and spring mornings.

Please be aware that clothing/accessories with entanglement hazards may not be worn at Young World. Such items would include but would not be limited to necklaces, scarves, excessively long shoelaces, mittens on strings, and hoods/hats with long ties.

A file is kept for each child, including addresses, telephone numbers, emergency numbers, arrival and departure times, and the names of people authorized to pick up your child. If changes occur during the year, please notify the Director to update the file immediately. We will not allow anyone other than designated people to pick up your child.

### **TRANSITION FOR NEW FAMILIES**

Transition begins when families have completed the initial visit, including a tour of The Center and returning the pre-enrollment card with payment of the registration fee. Before a child begins, families are given an enrollment packet with a current parent handbook. Children are then transitioned over several days depending on the child's needs. Typically, we require a child to have one or two 2-hour visits accompanied by a parent or familiar adult (grandparent, etc.) before the child's first "solo" day at The Center.

### **COMMUNICATION BETWEEN HOME AND SCHOOL**

Keeping everyone informed is one key to a successful preschool experience. Please let us know if anything unusual happens in your home throughout the year. There could be a relative in the hospital, parents going away, moving, death of a relative or pet, fire in your home or immediate neighborhood, witnessing or being involved in an accident, etc. Even if your child seems to have not been affected, we may see in their behavior that they are upset or confused. If we know what the cause may be, we can better help your child cope with it.

Please provide us with a copy if you are separated from your spouse and have a custody agreement.

Please remember that children know and do not like it when discussing them publicly. To convey a message, drop a quick note in the tuition box, call The Center, e-mail, or ask the teacher to step into the hall if she has an assistant with her.

## **NUTRITION**

Snacks are provided twice daily, once in the morning and again in the afternoon. We have provided our master snack menu. Changes to our snack menu are posted outside the classroom.

### **Please let us know if your child has a food allergy. \***

The Center does not provide lunch. Parents are asked to pack their children a nutritious lunch with a beverage.

Here are a few lunch suggestions:

A wide-mouth thermos can provide your child with a warm lunch, such as soup, macaroni and cheese, spaghetti, or leftovers.

Sandwich Suggestion: peanut butter and jelly, ham and cheese, etc.

Dessert Suggestions: fresh fruit, fruit cup, yogurt, pudding, etc. We recommend these in place of sweet treats such as cupcakes.

Additional Suggestions: Enclose a "Love Note" to your child in their lunch box. The children love this special surprise halfway through their day.

Please note: as refrigerator space is limited, please enclose an ice pack to keep lunch items cold. Please peel/section fruit when appropriate. Also, thoroughly heat any soups, pasta, or other warm food items before placing them in a thermos. And finally, please be sure to enclose spoons or forks as needed.

### **\*Safety First – If your child has a food allergy, you will need to provide them with two snacks/day in addition to their lunch.**

Above all, we would like you to pack a healthy variety of foods you know your child enjoys and will eat. We sit with the children at lunchtime and encourage them to eat all of their lunch and practice "Good Table Manners." You might find the remainder of something in the lunchbox at the end of the day. Our way of letting you know what your child ate and what they did not.



In keeping with a healthy lunch, gum, candy, and soda are **NOT** allowed. Due to the high risk of choking/allergic reaction, **whole nuts (i.e., trail mix) are not allowed.** In addition, parents of our **3-year-old students** should remember to cut grapes in half, sliced carrots, hot dogs, etc., lengthwise, and not send in popcorn. All of this is done to reduce the risk of choking.

## **OUR SNACK MENU**

<u>Snack Menu</u>				
Week #1				
AM				
<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Popcorn/ Animal Crackers Apples	Graham Crackers Cream Cheese Raisins	Rice Cakes Cream Cheese Bananas	Wheat Thins Hummus Pears	Animal Crackers  Grapes
Apple Juice	Apple Juice	Apple Juice	Apple Juice	Apple Juice
PM				
<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Ritz Crackers cheese slice  Oranges	Cheez-Its  Apples	Vanilla Wafers Cream Cheese  Pineapples	Saltines cheese slice  bananas	Pretzels Hummus  Apples
Apple Juice	Apples Juice	Apple Juice	Apple Juice	Apple Juice
Week #2				
AM				
<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Rice Cakes Cream Cheese Apples	Pretzels Hummus grapes	Animal Crackers  Oranges	Goldfish  Craisins	Dry Cereal  Mandarin Oranges
Apple Juice	Apple Juice	Apple Juice	Apple Juice	Apple Juice
<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Veggie Sticks	Goldfish	Wheat thins Hummus	Rice Cakes Cream Cheese	Saltines cheese slice
Raisins	bananas	pears	Oranges	Apples
Apple Juice	Apples Juice	Apple Juice	Apple Juice	Apple Juice
Popcorn will not be given to 3yr olds. Apple juice will be diluted for 3yr olds.				

## **HEALTH**

Parents must provide current physical and up-to-date immunizations, which **must** be on file at Young World before your child can begin our program. The Department of Early Education and Care Regulation requires an updated yearly physical for each child in their file at the Center.

If a child becomes ill at The Center, they will be isolated, and the parent or designated person will be called to pick up the child within 30 minutes. If the child leaves The Center to go to the doctor at that time, we will need a note stating the illness, and we will follow our Health Care Consultant's advice for readmission.

If your child has been vomiting or had diarrhea, your child should not attend Young World. **Your child should be symptom-free with no vomiting, diarrhea, or fever for 24 hours before returning.**

If your child has been running a fever of 100.4 degrees F or higher, your child should not attend Young World. Your child should be fever-free without medications (such as acetaminophen or ibuprofen) for at least 24 hours before returning.

If your child has had antibiotics administered, the student should have received a minimum of 24 hours' worth of antibiotics and be fever-free before returning.

We will administer prescription medication which a physician has ordered. The medication **MUST** be in the prescription container with the child's name, dosage, date, and doctor's name on it. A staff member will provide a medication form for the parent to fill out (including date, time, dosage, possible side effects, etc.), and the parent will sign and date the form. Staff members administering the medication will sign and note the time and dosage of medication given.

Symptoms that might warrant keeping your child at home include fatigue, lack of appetite, body aches, productive cough (one that brings up congestion), barking cough, difficulty breathing, muscle pains, sore throat, loss of taste or smell, or headache. As a parent, you know best whether your child is well enough to participate in daily activities at Young World. However, these symptoms are not requirements to keep your child at home.

Please provide a written notification from your doctor stating when and why your child was seen. Our goal is to provide a safe and healthy space for all children at Young World. Your commitment to this is appreciated.

We alert all parents when a child has been exposed to a contagious illness. Please take the time to read our Health Care Policy posted on our Policy Boards.

As part of a child's record, Young World must maintain an individual health plan for each child with a chronic medical condition diagnosed by a licensed health care practitioner. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of the treatment, and the potential consequences to the child's health if the treatment is not administered.

To reduce the spreading of germs, we have employed a variety of proactive measures, including daily sanitizing and disinfecting of all surfaces and toys, social distancing when needed, and the use of masks that may be used during cold/flu season. Families will be given the option of wearing masks during this time.

All staff members have completed the required course for First Aid, C.P.R., and Medication administration.

### **EARLY EDUCATION & CARE**

Young World offers child care in conjunction with a preschool education to fulfill the needs of working parents. The Center opens promptly at 7:30 A.M. and closes promptly at 5:30 P.M. year-round.

Half-day care (less than 6 hours per day) and full-day care (more than 6 hours per day) are available. A three-hour day, from 9:00–12:00 P.M., is available.

### **SCHOOL-AGED CARE**

Young World provides before and after school care for Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Graders through age 10. The Public schools will provide transportation to and from Mountain View.

### **TRANSITION WITHIN THE CENTER**

Young World utilizes a developmental curriculum with age-appropriate activities. Typically, children are moved up to the next age group at the beginning of the school year. As the transition time approaches, teachers begin discussing the upcoming changes and addressing the transition that the children will be

experiencing (e.g., children are leaving The Center and moving to a new classroom). Parents are encouraged to bring a special snack for those leaving The Center to celebrate the occasion. Children moving to a new classroom go through a "Visit Days" series before the first day in their new classroom. These generally occur one to two weeks before the new school year begins with their peers. Parents are initially informed of the upcoming changes by newsletter and then daily notes as the visits occur. If Parent's would like to visit their child's new classroom, we can arrange a specific time for this to happen.

To facilitate transitions to Kindergarten or another program, teachers will honor requests with written parental consent for information for other programs, including any current Developmental report.

## **ENROLLMENT**

Early Education & Care Enrollment are on a first-come, first-served basis. A child may be enrolled at any time during the year. If no space is available in the age group needed, your child's name will be placed on a waiting list, and you will be notified of the first opening.

**Weekly Tuition Rates  
Effective 8/29/2022**

**Full Day Care – Over 6 Hours Per Day**

5 Days - \$265.00	3 Days - \$167.00
4 Days - \$217.00	2 Days - \$115.00

**Half Day Care – Less Than 6 Hours Per Day**

5 Days - \$240.00	3 Days - \$152.00
4 Days - \$197.00	2 Days - \$105.00

**3 Hours Per Day**

5 Days - \$190.00	3 Days - \$120.00
4 Days - \$156.00	2 Days - \$82.00

**Before and After School**

5 Days - \$190.00	3 Days - \$120.00
4 Days - \$156.00	

\*\*On Public School curriculum days, snow days, or school vacations, tuition will be adjusted to cover any extra hours of care.

Tuition is due the Friday for the upcoming week. It will be adjusted to cover any extra hours of care. Tuition remains the same regardless of holidays or absences.

## **INTAKE PROCEDURE**

Deciding on a preschool that suits your family and child should be carefully made. For that reason, we observe the following procedure:

1. An initial phone call will be followed by receiving a Parent Brochure, Visit Policy, and Parent Reference List via mail or e-mail.
2. A tour is set up with the Director.
3. If enrollment is desired, the parent will fill out an Enrollment Card, pay the Registration Fee, and secure the child's place in the particular group. Before the child starts, the parent will be given enrollment forms. These forms **must** be returned on or before the child's first day of school - including the physical/immunization form.
4. The parents and Director will meet when necessary to clarify forms, policies, and procedures.

The Center does not discriminate in providing services to children and their families based on race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation, or disability. Enrollment shall be open to any child, provided the school can meet the needs of that child.

## **HOLIDAY CLOSINGS**

The Center is closed on the following holidays:

### **September**

Labor Day – September 5, 2022

### **October**

Indigenous Peoples' Day – October 10, 2022

### **November**

Veterans' Day - November 11, 2022

Thanksgiving Break – November 24 & 25, 2022

### **December**

Christmas –December 26, 2022

### **January**

New Year's –January 2, 2023

Martin Luther King Jr. Day – January 16, 2023

Professional Development-January 27,2023

### **February**

Presidents' Day – February 20, 2023

### **March**

Professional Development-March 31, 2023

### **April**

Patriot's Day – April 17, 2023

### **May**

Memorial Day – May 29, 2023

### **June**

Juneteenth-June 19, 2023

### **July**

Independence Day – July 4, 2023

### **August**

Professional Development – August 25, 2023

\*\* Holiday closings **DO NOT** change the weekly tuition rate. \*\*

FYI-**Graduation** for children attending Kindergarten in the fall of 2022 is **Friday, June 9, 2023.**

**The Massachusetts Department of Education and Care requires us to close so we can participate in professional development. Professional Development Days have been added to our list of closings.**

## **Policies**

### **TUITION POLICIES**

#### **REGISTRATION**

A \$25.00 non-refundable enrollment fee is renewable every year for all programs.

#### **TUITION**

Tuition payment is due by Friday for the upcoming week with a one-day grace period (Monday at 5:30 P.M.). A \$5.00 late fee will be charged beyond the grace period. Failure to keep tuition payments on schedule will jeopardize your child's enrollment. Accounts that fall two weeks behind will result in termination of care. Please see the Director for any special arrangements needed.

#### **CHECK RETURN POLICY**

If your check is returned to us for insufficient funds, you will be charged a \$10.00 service fee.

#### **LATE PICK-UP FEE**

A late fee of \$5.00 every 5 minutes per child will be charged when a child is picked up after their scheduled school day. The payment is due by the end of the week.

#### **ILLNESS**

Payment remains the same whether the child is in attendance or not, as the child's placement in the group has been reserved. A telephone call is requested by 10 A.M. if your child will be absent for any reason.



## **WITHDRAWAL**

A two-week written notice must be given in advance if your child is withdrawn from the program for any reason. Tuition must continue to be paid for these two weeks.

## **VACATIONS**

One tuition-free week of vacation is allowed per school year (10 months). Children enrolled for the entire calendar year (12 months) will be eligible for one additional free week. Vacations (according to individual schedules) will be granted only after five months of enrollment.

**Written vacation notification, at least two weeks in advance, is required.**

## **SNOWDAYS**

The Center will strive to remain open on days when the public schools are closed due to snow. If we need to close The Center, it will be announced on WGGBabc40/FOX6 and WWLP-22News. No tuition will be refunded for a closed day. Families will also receive an e-mail telling them of any closures.

# **GENERAL POLICIES**

## **PARKING**

Parking is available in front of the building and along Main Street. The parking lot in the rear of the building is for **Staff ONLY**.

**\*\*PLEASE OBSERVE THIS POLICY\*\***

Unauthorized parking in the rear lot interferes with Staff arriving for work and consequently can jeopardize the safety and supervision of the children.

## **CELL PHONES**

Children expect and deserve our full attention. Keeping that in mind, Young World is a cell phone-free zone. We ask that you refrain from using your cell phone/technology during your time inside The Center.

## **SOCIAL MEDIA**

According to D.E.E.C.'s regulation 7.04, section 2, we cannot permit photos of children to be posted anywhere (on the internet or otherwise) without the written consent of the parents. While we know it can be tempting to take photographs of your children and

their friends and share them on social media, we must consider all of Young World's families' safety and beliefs.

### **TRANSPORTATION PLAN**

It is a Young World policy that parents or a designated adult be responsible for dropping off and picking up their preschool-age child at The Center.

Young World does not provide any transportation to and from The Center.

### **Drop off/Pick up Procedures:**

We have found that it works best for the children that families stay out of the classrooms. Consistent drop-off and pick-up routines are helpful for all. Please follow the following drop-off and pick-up procedures.

### **DROP OFF**

Parents are asked to enter The Center through the front doors.

Upon entering the building, we ask that you please either wash or sanitize your hands. Parents are then asked to sign their child/children into the program by entering their name, the time dropped off, and the parent's signature onto the classroom sign-in clipboard. Parents will say goodbye to their child in the hallway if their child's classroom is located upstairs. The Director or designated adult will bring the child to the classroom. If your child's classroom is downstairs, please accompany them to their cubby and bring them to their classroom door to say goodbye.

### **PICK UP**

Upon entering the building, please wash or sanitize your hands. Sign your child out with your name and document the pick-up time on the appropriate sign-in clipboard: If your child's classroom is upstairs, the Director or designated adult will collect your child and their belongings and bring them to you. Pick-up is an excellent time to read about your child's day on the information provided. If your child's classroom is downstairs, please go downstairs to your child/children's cubby to collect their belongings and retrieve them for either their classroom or the playground.

## **FIELD TRIPS**

Young World does engage in field trips throughout the year. Young World will contract with a private provider if vehicle transportation is required. Field trips that are within walking distance of The Center is always done under the supervision of Young World staff.

## **EMERGENCY TRANSPORTATION**

Please see Health Care Policy

## **PLAN FOR EMERGENCY PREPAREDNESS**

Educators will adequately handle all emergencies. Emergency information (location of Center, emergency phone numbers, etc.) is posted by each phone in The Center according to Regulation 7.11(19) (1). Phones are available to educators at The Center, and cell phones are made available when off the premises. Exit signs and evacuation routes are posted at every exit in the classrooms and rooms with direct access outside.

## **EMERGENCY PLANS FOR EVACUATION OF CENTER**

In an emergency, the teacher responsible for the group will take the class attendance sheet and lead the group out of the building. A second teacher will check areas of the room for stragglers to ensure that no one is left behind. If the teacher is alone, she will check for stragglers before she leads the group outside. When the group has arrived at the designated meeting place, the teacher will call out each child's name and wait for each child to respond. The Director will ensure that all children have answered, therefore, have evacuated safely, and are present.

The Director, Assistant Director, or Designated Staff Person in Charge will complete a visual inspection of every classroom and program space (including bathrooms) to ensure that no one has been left behind. Emergency information for each child will be available in each classroom's attendance clipboard.

## **DESIGNATED MEETING PLACE:**

For evacuation from the street level area of The Center, Staff and children will assemble in front of "Old Town Hall" and await instructions.

For evacuation from the basement level of The Center or playground, Staff and children will congregate behind the insurance company near the carport and await instructions.

### **CONTINGENCY PLANS: MISSING CHILD, FIRE, GAS LEAK, LOSS OF POWER, HEAT, WATER, NATURAL DISASTER, or OTHER EMERGENCY SITUATION**

#### **Plan for missing child:**

Should a child become missing from The Center during an evacuation, Staff will report this information immediately to the Director, Assistant Director, or the Designated Person in Charge. She will report the information to emergency personnel upon arrival.

Should a child become missing away from The Center, one teacher will remain with the group, and the second teacher will alert personnel at the site and follow their protocol. The Director will be made aware of the situation as soon as possible.

#### **Plan in case of fire:**

The Center evacuates immediately. Hackworth Systems alarm company monitors Young World's alarm system, and the proper emergency personnel will be dispatched.

#### **Plan in case of a gas leak:**

The Center will be evacuated immediately, followed by a phone call to 911.

#### **Plan in case of utility loss:**

The Center will contact the appropriate agency to determine the length of the loss. The program will proceed as usual if safety/comfort levels can be maintained during the failure. If safety/comfort levels cannot be maintained, parents will be contacted by phone to pick up their children.

#### **Plan for natural disaster/city-wide emergency:**

The Center will contact the Emergency Management Director for The City of Easthampton's Comprehensive Emergency Management Plan. The Center will follow their recommendation to either shelter in place or evacuate. If the recommendation is to shelter in place, educators will follow the advice of the Emergency Management Director as to where in the building to congregate.

Parents will be contacted by phone to pick up their children. In an emergency requiring an extended evacuation of The Center, the children will be relocated to Florence Savings Bank, and parents will be contacted by phone to pick up their children.

The Director will review the Emergency Preparedness Plan annually as part of The Center's annual orientation for Staff.

### **TOYS FROM HOME**

The Director and teaching staff have carefully selected educational and developmentally appropriate toys when setting up their classrooms. We know it is tempting for children to bring their new favorite toy to show their teachers or friends, but it can become quite a distraction, including rest time toys. Please help your child choose one stuffed animal to snuggle with during rest time. An occasional "Show and Tell" day will allow the children to bring and share their toys. Toy guns and weapons are not permitted at The Center. Gun/weapon play is not encouraged.

### **BIRTHDAYS**

It is our policy to recognize each child's birthday unless requested not to by the parent. The parent may bring in a special snack. Please speak to the classroom teacher before the day to make arrangements. For safety reasons, please do not send either balloons or candles.

### **TOILETING PLAN**

1. No child shall be punished, verbally abused, or humiliated for soiling, wetting, or not using the toilet.
2. Children shall be encouraged to use the toilet and assisted when necessary.
3. Children shall be encouraged to wash their hands with soap and running water, after toileting, before meals and snacks, and before handling food.
4. In addition to the above times, staff members shall wash their hands after assisting children with toileting.
5. Children shall be encouraged to flush the toilet before washing their hands.

6. Both Staff and children shall use individual paper towels to dry their hands.
7. Children shall be supervised at all times while using the bathroom.
8. Clothing soiled by feces, urine, vomitus, or blood shall be sent home in double-bagged, sealed plastic bags.

Please note that Young World strongly encourages cloth underwear.

Toilet training status is not an eligibility requirement for enrollment.

### **BABYSITTING**

Young World's policy is that employees of Young World do not engage in babysitting or caring for the families of Young World in a private setting.

### **REFERRAL POLICY**

If the Director or The Center staff feels an assessment for additional services would benefit the child. The Center will inform the parents in writing and contact the appropriate agency.

**All staff members are mandated reporters to the Department of Children and Families.**

### **CHILD GUIDANCE**

We believe the purpose of guidance and discipline is to assist the child in learning, increasing self-control, self-care, and appropriate social interactions. The environment is arranged to encourage learning through play with various age-appropriate materials and routines. Curriculum and scheduling are planned to allow the child to grow socially, emotionally, physically, and intellectually through multiple learning centers and child-oriented tasks and skills. Through this careful planning, we believe we reduce the opportunities for misbehavior.

It is our goal to help children: be safe with themselves and others, develop positive self-esteem, develop self-control and appropriate coping skills, be able to express their feelings appropriately, become more independent, learn appropriate conflict resolution skills, to be respectful of the environment and materials, and to be compassionate towards their peers and others.

Children are provided with clear, age-appropriate expectations that are followed consistently. When feasible, children are allowed to participate in the establishment of rules and consequences.

Young World uses the following techniques: modeling appropriate behavior, reinforcing positive behavior by recognizing children's positive actions, teaching new skills that encourage using words and compromise to resolve conflict, ignoring inappropriate negative behavior, redirection, and losing privileges or access to certain activities.

**The following practices are prohibited in the D.E.E.C. regulations:**

- Corporal punishment (including spanking), cruel or severe punishment such as humiliation, verbal or physical abuse, neglect or abusive treatment (e.g., shaking, threats, derogatory remarks, depriving outdoor time, depriving or forcing food, discipline for wetting, soiling, or not using the toilet, forcing a child to remain in soiled clothes, sitting on the toilet for unusual periods of time), or any other unusual or excessive practices for toileting.
- Confining a child to a swing, high chair, crib, playpen, or any other equipment for an extended period instead of supervision; excessive time-out.

The D.E.E.C. does not allow any licensed child care program to use discipline techniques that require the use of any physical restraint.

The Staff of Young World works closely with parents to address children's difficulties and develop consistency between home and school. Educators discuss child guidance techniques to promote consistency within The Center.

Behavior problems that result in physical harm to children or adults or that require excessive one-on-one Staff to prevent frequent disruptions of the group's routine shall be responded to by either the Young World referral procedures or the Young World Suspension/Termination policy. Parents are kept informed about behaviors that cause physical harm to children or adults or the destruction of property by incident reports.

The behavior management techniques used will also include:

- Reasonable/positive expectations
- Choices offered
- Encouraging the development of self-control through understanding

Any staff member violating any part of the Child Guidance Policy will be subject to a one-day suspension without pay and placed on one-month probation for the first offense.

Second Offense: Two days suspension without pay and placed on two-month probation.

Third Offense: Subject to dismissal.

### **TERMINATION OF ADMISSION**

The following scenarios may result in termination of admission:

1. Serious illness of the child, preventing school attendance. Provisions can be made to ensure re-admittance when appropriate.
2. The parents allow their account to become delinquent. Accounts that fall two weeks behind will result in termination of care.
3. Failure of the parents to honor the policies established by The Center.
4. In its sole discretion, the Center determines that it cannot meet the child's needs.
5. In its sole discretion, the Center determines that it is not in the Center's best interest or the other children enrolled at The Center to have the child in attendance.

### **PROCEDURE FOR TERMINATION**

In exercising discretion under #s 3, 4, and 5 above, The Center will require the child's parents to attend a conference(s) with The Center staff regarding the matters that potentially warrant termination.

Before termination, Young World will work with the parents to appropriately prepare the child and their classmates.

### **SUSPENSION**

It is not the policy of Young World to use suspension as a tool for behavior modification. However, Young World may implement suspension in the case of delinquent tuition or incomplete enrollment forms (including physical/immunization records).

All staff members meet/exceed the Department of Early Education and Care requirements for their position



## **ORGANIZATION**

Y.W.C.C.C., Inc. d/b/a Young World Child Care Center is a corporation owned by Holly M. Kieszek. The Officers of the corporation are: President/Treasurer – Holly M. Kieszek

Young World's Health Care Consultant is: Kate Rolland, RN

Administrative and program development responsibilities are shared between the Director, the Assistant Director, and the Teachers. The Center has qualified Staff, meeting the Department of Early Education and Care guidelines. Staff members are involved in ongoing training sessions throughout the year, which include:

- Participation in workshops and seminars
- Monthly staff meetings
- School-wide Professional Development Days

The lines of authority are:

Executive Director  
Director  
Assistant Director  
Lead Teacher  
Teacher  
Assistant Teacher  
Teaching Assistant  
Group Leader

All staff qualifications are regulated through the Massachusetts Department of Early Education and Care.

Young World participates in various co-op programs with area Colleges and High Schools.

Young World Child Care Center is licensed through the Massachusetts Department of Early Education and Care (D.E.E.C.). Parents may contact D.E.E.C. for information regarding the Center's regulatory compliance history at D.E.E.C. 95 Liberty St. Springfield, MA 01103, (413) 788-8401.

LICENSE #9002244



