

WOODS HOLE DAY CARE CO-OP  
FAMILY HANDBOOK  
TODDLER/PRESCHOOL  
PROGRAM  
2023-2024



Program Director:

Lily Kerxhalli

508-548-9473

Mailing Address:

P.O. Box 561

Woods Hole, MA, 02543

Email:

[woodsholedaycarecooperative@gmail.com](mailto:woodsholedaycarecooperative@gmail.com)

Website:

[woodsholedaycarecooperative.com](http://woodsholedaycarecooperative.com)

Location (Winter):

24 School Street

Woods Hole, MA, 02543

Location (Summer):

68 Main Street

Falmouth, MA, 02540

## Introduction

The Woods Hole Day Care Cooperative was founded in 1980 by a group of working parents from the Woods Hole area who sought to establish a local daycare for toddlers and preschoolers (21 months - 5 years). In 1991, the WHDCC Summer Camp was begun to offer continuity of staff and programming throughout the year to children aged 2 through 5 years.

Our main objective is to provide children with a warm, safe, engaging environment that both nurtures and inspires curiosity. Educators work with each family to ensure a peaceful transition from home to school. A balance of play activities: structured or unstructured, informative or creative, active or quiet, observing or participating, alone or together, indoor or out - are presented by teachers to enhance children's self-image and encourage a natural curiosity to explore and discover the world. The program stresses three areas of learning: formal planned curriculum, teachable moments, and life skills. The planned curriculum includes language, social, health, the arts, STEAM activities, and much more. Teachable moments provide opportunities for growth in social and problem-solving skills. Development of life skills fosters the growth of independence and a positive self-image. In the summer months, we explore our neighborhood. The program continually seeks community suggestions for curriculum growth and development in accordance with guidelines established by the State.

From September- June, the Coop is licensed by the Massachusetts Department of Early Education and Care (EEC). Dept. of EEC: 50 Milk St., 14th Floor, Boston, MA 02109-5002 (617-988-6600). Families may contact EEC for information regarding the program's regulatory compliance history. The regulations are available to you on line at [www.eec.state.ma.us/](http://www.eec.state.ma.us/). From June- September, for the duration of the program's 'Camp session', the Coop is licensed by the Department of Public Health and must comply with regulations of the MDPH. Falmouth DPH: 59 Town Hall Square, Falmouth, MA 02540. (508-495-7485)

Hold onto this Handbook! You will refer to it throughout the year.

<b>CONTENTS:</b>	
Educators .....	3
Membership and Eligibility .....	3
Sessions and Rates.....	3
Registration .....	4
Enrollment .....	4
Absence or early withdraw .....	5
Calendar .....	5
Payments .....	5
Family Responsibilities .....	6
Cooperative Responsibilities .....	8
Transportation .....	8
Health Policies .....	9
Health Guidelines .....	11
Covid-19 Return and Exclusion.....	12
Diapering .....	12
Toilet Training .....	12
Naptime Policy.....	13
Confidentiality of Records .....	13
Transitions .....	13
Child Guidance .....	14
Behavior Management Plan .....	14

Suspension and Termination .....	14
Referral Services .....	15
Abuse and Neglect Policy.....	15
CORI Check Policy .....	16
Closing Comments.....	16
Holiday/Emergency Closure .....	16
Rates Page.....	17
Cooperative Chores.....	19
Signature page .....	20

### Educators

The team at The Woods Hole Day Care Cooperative is comprised of highly qualified individuals: a Director, Preschool Teachers, Toddler Teachers, and Teacher Assistants. During the summer months, the school moves location and is run at 68 Main St. in Falmouth. This is in the First Congregational Church on the Village Green. Staff members are added according to the regulations during this time. All staff members meet licensing requirements and take courses and workshops throughout the year to continually develop their skills and stay abreast of best practice standards. Our staff members, through their warmth, care, and dedication, provide a nurturing environment for children that is both fun and educational. Staff members are required by the State of Massachusetts to report suspected incidences of child abuse.

### Membership and Eligibility

The Cooperative is a charitable, non-profit corporation run by a Board of five-to-ten directors elected from and by the corporation membership. Corporation dues are \$5. Dues for families whose children attend the Cooperative are included in the yearly registration fee (see below). Other individuals who live or work in Falmouth's Precinct One may also become members. We encourage all members/enrolled families to attend the annual corporation meeting, which is held in June.

The Woods Hole Day Care Cooperative Toddler/Preschool Program serves children 21 months old through 6 years. The school has a non-discrimination policy which includes that toilet training status is not an eligibility requirement for enrollment in the Toddler or Preschool group. The Coop does not discriminate on the basis of race, religion, cultural heritage, political beliefs, marital status, disability, national origin, sex, or gender identity.

### Session and Rates

The Cooperative provides a flexible schedule with the following options for either full day (8:30 am to 5:00 pm) or part day (8:30 am to 1:00 pm) sessions. There is a sibling discount available, which is explained in greater detail on the 'Rates Page' of this handbook. You may purchase extra care hours, if the hours are available, at the current rate of pay, which can also be found on the 'Rates Page' of this handbook. Additional hours (long- or short-term), if available, may be arranged at any time.

Rates are subject to change at the discretion of the board. A minimum of 30 days' notice will be given prior to rate changes.

## Registration

The Day Care has a priority system to help with the registration process. As openings occur, we adhere to the following procedure: 1<sup>st</sup> priority - board member, 2<sup>nd</sup> priority - currently enrolled child looking for a change, 3<sup>rd</sup> priority - sibling of enrolled child, 4<sup>th</sup> priority - alumni of the program, 5<sup>th</sup> priority - new family to the Coop. Within each priority level we have a separate set of priorities. 1<sup>st</sup> - full time, 2<sup>nd</sup> - full days, 3<sup>rd</sup> - part days. Any enrollment requests less than full time require 2<sup>nd</sup> and 3<sup>rd</sup> schedule choices to be stated on the wait list/registration form. If accepted, you will be guaranteed your enrollment time but not the exact schedule until all enrollment is finalized. This helps our program to reduce enrollment costs for all its members. If there is a tie situation between 2 families that are already in the program, the deciding factor is seniority, which is determined by the entry date of the child. If the child in question still has an older sibling in the program, seniority is determined by the entry date of the older sibling.

The Director/Registrar will meet with prospective families for an orientation to the program and to supply the appropriate application forms. During this visit the Director/Registrar will seek information about the child's and families interests and needs including information on therapeutic, educational, social, or any other support services received by the child. We begin accepting Fall applications in January. Applications for the Fall will be accepted on a first-come, first-served basis, starting with our currently enrolled families. Of those currently enrolled children, toddlers who turn 3 before Sept. 1<sup>st</sup> of that year, will move up to the Preschool classroom. This transition may be delayed if guardians and teachers agree it is best for the child.

The Cooperative will designate a group of people that are willing to help any family whose primary language is not English and/or who require alternative communication methods. This group will consist of current families and other community members.

To be considered fully registered, a completed Registration Form must be received, including a \$25 nonrefundable registration fee, and a \$200 deposit which will go towards the first month's tuition. The tuition deposit is refundable up to 60 days before your start date.

## Enrollment

The following must be completed before your child's enrollment:

- 1) Registration Form
- 2) Enrollment Packet
  - a) Information Sheet
  - b) Emergency Information
  - c) Field Trip Permission / Guardian Assistance / Guardian Agreements
  - d) Car Insurance, if desired. Please see "Guardian Assistance" for more information
  - e) Sign-up page for Cooperative chores
  - f) Emergency Card
- 3) Developmental History Packet
- 4) Up-to-date Physical signed by child's Doctor
- 5) Billing information - Procure paperwork

Maximum capacity of the Woods Hole School is 29 children at any given session. Maximum capacity at the First Congregational Church, during the summer months, is 23 children.

Guardians must specify which sessions they plan to have their children attend. Guardians should commit their children to at least a three-month enrollment as well as a consistent schedule of 3 or more days per week. Trial periods of attendance may be arranged.

#### Absence or early withdraw

Please inform the staff as far in advance as possible if your child will not be coming to school as scheduled. Tuition allowances cannot be made for a child's absence due to illness, family vacation, domestic issues, emergency closure, or inclement weather. If any tuition concerns arise, they will be brought to the Board of Directors for discussion.

If a child is to be withdrawn from the school or decreases the number of hours per week that they attend, four weeks written notice must be given to the Director and Billing Treasurer. Billing and schedule changes will not take effect until four weeks after written notice is received. If an extended absence of more than 45 days is necessary, a guardian may withdraw their child for this time by providing the Director and Billing Treasurer with four weeks' notice. The Billing Treasurer will not process withdrawals, or changes to a reduced schedule, that is effective for fewer than 45 days. If your child withdraws from the program their place will not be held open if there is a waiting list for that time slot. We ask for as much notice as possible from any family that uses more than a total of 85 hours of childcare per week. (e.g., two children enrolled full time or equivalent).

During the summer program, enrollment must be for the entire session (generally 9-10 weeks in length). No applications will be accepted for less than the full length of the summer program.

#### Calendar

The Woods Hole Day Care Cooperative is closed for some holidays. These closures follow the Falmouth Public School holiday schedule with the exception of the full weeks in February and April. The Coop will be closed only on those Mondays. To find out what days the center will be closed, please refer to the "Holiday Closure List" at the end of this handbook. This page also includes the inclement weather policy.

#### Payments

Tuition is billed on a monthly basis, and must be paid in advance, upon receipt of your bill. For the Cooperative to run smoothly, payment must be made for all sessions the family has arranged. Tuition allowances cannot be made for a child's absence due to illness, family vacations, domestic issues, emergency closure or inclement weather. If an enrolled family is experiencing a period of financial hardship, tuition concerns may be brought to the Board for individual consideration.

During the academic year, a child's monthly tuition is based on the number of hours they are scheduled to attend school, divided into ten equal payments (i.e., monthly Sept.-June). During the summer session, a child's tuition is based on the number of hours they are scheduled to attend camp, divided into two payments (i.e., July and August). The current hourly tuition rate, and examples of the monthly tuition amounts can be found on the 'Rates Page' that accompanies this handbook.

In addition to tuition payments, we have the following fees:

- \$25 registration fee to cover \$20 application processing and \$5 corporation dues (nonrefundable)
- \$300 materials fee (\$150 per semester) to cover materials used in your child's projects and play.
- \$200 deposit to hold your requested slot, refundable up to 60 days prior to admission. This amount will be deducted from your first month's tuition.

The WHDCC uses a child care-specific accounting program, Procare, to generate and distribute (via email) monthly tuition bills and statements. Tuition payments are made via Procare's payment processor, Tuition Express. Using Procare/Tuition Express, there are a number of electronic payment options including:

- Automatic tuition withdrawals via ACH (i.e., bank account) payment.
- Online tuition payments via ACH payment.

If you sign up for automatic tuition withdrawals via ACH payments, the tuition will be automatically drawn out of your account on the 7<sup>th</sup> of each month or the closest business day afterward. See the 'Rates Page' for more information.

A Procare sign-up sheet is given out with the registration packet and must be returned before the child will be able to enroll. Any payment (i.e. future registration fees) can be made through Tuition Express once you have enrolled.

In extenuating circumstances (i.e. multiple payments in advance, late payments, etc.), payment may also be made by personal check. Please contact the Billing Treasure for pre-approval. Regardless of method, if more than one payment bounces: payment must be made by cash, money order, or bank check. If your payment bounces, we will pass on to you the fee charged us by the bank. "Paper" payments must be mailed to the WHDCC business address or submitted to the Billing Treasurer's mailbox directly.

Balances unpaid at the start of the next billing cycle will be charged a late fee equal to 1% of the unpaid balance. Balances unpaid for more than 30 days will result in review of your account by the Board of Directors. Families with balances more than 60 days past due may be suspended from the program, unless other arrangements are made through the Board of Directors.

### Family Responsibilities

Family involvement in daily life at the Woods Hole Day Care Cooperative provides a unique opportunity for you and your child to become comfortable in an educational setting and begin to build a positive platform for later school growth. We encourage your involvement as much as possible in program. Visiting the school during your child's session is permitted and your parental right. Guardians can learn about the goings-on at the center via emails, the family bulletin board, and by checking the posted school calendar.

It is our hope that all guardians will take advantage of the opportunity to attend Parent/Teacher conferences. These meetings are important opportunities to discuss your child's activities and behavior and help form an educational plan for your child. Reports will include information on observations and documentation of your child's progress in a range of activities such as the developmental domains of: Cognitive, Social/Emotional, Language, Fine/Gross Motor, and Life Skills. Conference times will be offered mid-year, although guardians may initiate a meeting at any time they feel it is necessary. Teachers are responsible for writing developmental reviews at least once every school year for Toddlers/Preschoolers and these reports will be discussed at these conferences and kept on file with your child's record.

The general daily schedule is as follows:

8:30am - 10:00am	Arrival /structured free choice / theme projects
10:00am - 10:15am	Clean-up / toileting, diapering /hand-washing
10:15am - 10:30am	Snack
10:30am - 10:40am	Individual book time in book corner
10:40am - 11:20am	Large motor / circle time / theme stories and songs / theme project / extracurricular programing
11:20am - 11:30am	Prepare for outside play / toileting, diapering/ hand-washing
11:30am - 12:25pm	Outside play / weather dependent indoors group large motor activities
12:25pm - 12:30pm	Transition to inside / prepare for lunch
12:30pm - 1:00pm	Lunch
1:00pm - 1:30pm	Toileting, diapering/preparing for naptime / story time
1:30pm - 3:15*/30**pm	Quiet time
3:30pm - 3:55pm	Free choice / art activities
3:55pm - 4:00pm	Clean up / toileting, diapering/ hand-washing
4:00pm - 4:20pm	Snack
4:20pm - 5:00pm	Outdoor play / weather dependent indoor story time
5:00pm	Departure
* Preschool group only	** Toddler group only

Each child should arrive on his/her first day with a complete change of clothing, including diapers and wipes, if needed. Children continuing through the afternoon sessions must bring a sleeping bag/blanket for nap time. These items will be stored in a bin provided by the center and must be taken home weekly to be washed. Periodically clean out your child's cubby and check that the necessary clothing is there. Be sure that extra clothing is appropriate for the season of the year. Clearly label all of your child's belongings.

Guardians must provide a lunch with a water bottle/ sippy cup each day their child attends care. During the school year, lunches are refrigerated to ensure freshness. During the Summer session, lunches need ice packs as there is no refrigeration. Lunches will not be warmed up at the center. Please consider a thermos if sending in an item that should be served warm. If lunches are accidentally forgotten or not adequate, the Coop will have supplemental food available.

Monday through Thursday all children will need a packed morning snack as well as an afternoon snack (if staying for the full day). On Fridays, the Coop does 'Shared Snack' where each family provides snack for the whole center on a rotating basis (about 1x-2x per year). On your day, you will be asked to provide 2 different snacks, one for a.m. and one for p.m. snack, each for 29 children. Snacks can be brought in on the day they are needed or non-perishable items can be brought in ahead of time, labeled with the child's name and snack date, and placed in the kitchen. Refrigerator space is available, if necessary. It is our sincere hope that this can be a fun way for you and your child to share part of their school day by choosing a favorite, bringing a staple from your home, or baking together.

A suggested list of suitable proteins, fruits, vegetables, dairy, and grain products follows:

Protein: beans, tofu, lunch meat, fish, toddler meat sticks, eggs, nut butters, etc.

Fruit: apple, pear, peach, grapes (cut in half), orange, clementine, avocado, strawberries, raisins, blueberries, blackberries etc.

Vegetables: celery, green/red pepper, green beans, peas, tomatoes, cucumbers, potato salad etc.

Dairy: milk, yogurt, cream cheese, cottage cheese, any kind of cheese etc.

Grains: whole wheat bread, raisin bread, oatmeal bread, muffin, crackers, cereal etc.

It is important that children be picked-up on time. Children need to be picked up no later than 5:00pm, when the center closes for the day. Families will be charged an extra hour for every 15 minutes they are late picking up their child(ren). This penalty imposed by the Board of Directors is designed to keep the Coop running safely, smoothly, and legally.

If you have an interesting hobby or talent that you would like to share with the children, speak with the Director about donating your time and talents to the Cooperative! Donations of play materials are also always welcome. Please, if you have any "junk" around that could be used by us, let us know. We gladly accept: old sheets, pie plates, ribbon, egg cartons, toilet paper rolls, old costume jewelry, magazines, buttons, old greeting cards, wood scraps, fabrics, and any assortment of items that could be changed into a work of art by your child.

Please share your problems and concerns with us, even though arrival and departure times can be hectic. Feel free to call and discuss any questions you may have or set up an appointment. If you have suggestions, comments, or concerns please bring them to the attention of the Director. If there needs to be further discussion, the issue will be brought to the attention of the Board of Directors who is also open to suggestions, comments, and concerns. Meetings of the Board are held monthly, and all guardians of children attending the Cooperative are invited to attend. If you are interested in attending, please inquire with the Director for the date of an upcoming meeting. All guardians are given the opportunity to anonymously evaluate the program on an annual basis.

### Cooperative Responsibilities

The WHDCC maintains its outstanding, fresh, and exciting program by utilizing the knowledge and input of the families that make up our community. Every guardian should participate in the running of the WHDCC in the manner that best suits their interests and skills. To ensure the continued success of our program, we request that each family take on one of the following roles:

#### Board Positions:

- President
- Vice President
- Treasurer
- Billing Treasurer
- Secretary



#### Leadership Positions:

- Recruitment Director
- Fundraising Director
- Social Director
- Facility Director
- Tech Support Director
- Website Director
- Move Director
- Parent Committee Helpers

#### Committee positions:

- Recruitment Committee
- Fundraiser Committee
- Social Committee
- Facilities Committee
- Tech Committee
- Website Committee

Beyond these choices all guardians are expected to help with one move, Spring or Fall, yard days, fundraisers, social events, open houses or other recruitment events, and maintenance chores in and around the school building to keep it a safe place and in compliance with regulations. Everyone's contribution is appreciated and needed!

Please refer to the SIGN-UP PAGE for COOPERATIVE CHORES at the end of the handbook for an explanation of all the chores required. You will be making your choice in the enrollment paperwork.

The WHDCC is responsible for informing families of:

- any change in educators prior to or as soon as possible following the change
- in writing seven days prior to the implementation of any change in program policy or procedures
- in writing prior to the introduction of any pets into the program.

#### Transportation

The Coop does not provide transportation on a regular basis to families. This means that the guardians of the enrolled child are responsible for transportation to-and-from the center.

The Coop must be told if someone other than the legal guardians are going to pick up their child at any time, even if the pick-up person is on the appropriate pickup permission form. Under no circumstance will the Coop release any child without written permission or a phone call from guardians.

The Day Care will take periodic field trips. Guardians will be notified well in advance. The excursions will be by cars that are owned and driven by guardians and staff. All cars will have at least the appropriate insurance coverage (100,000/300,000 bodily injury) Proof of this coverage must be given to the director before any day care children are allowed to ride in the vehicle. All children will ride in state-required restraints. During the summer session, some trips may be taken by way of the Town Trolley.

In the event of an emergency or accident, if the child's doctor cannot be reached, the staff will consult with our Health Care Consultant, Dr. Lind, or have the child transported to the Falmouth Hospital emergency room via Rescue Squad accompanied by the Director or the child's classroom teacher.

### Health Policies

Your health care provider must complete the State Health forms each year for your child to attend the Coop. These should be updated throughout the year each time your child receives immunization. State regulations require that your child's immunizations be up-to-date. These immunizations include HIB, HepB, DPT, MMR, pertussis, varicella/chicken pox, and polio injections. If you have a medical exemption, the Coop will need a signed note from the child's doctor on file. Your child will also need to have the appropriate lead screening test.

**Lead Poisoning:** Children are exposed to many sources of lead in their normal environments. Young children are at greatest risk for lead poisoning because of their natural curiosity and hand-to-mouth activity. Small amounts of lead poisoning may affect a child's behavior and ability to learn. Large amounts may cause serious damage to the brain, kidneys, nervous system, and red blood cells. The Massachusetts Department of Public Health has requirements for lead screenings. Information about this can be found at your pediatrician's office. You can have the test done in your pediatrician's office, or arrangements can be made through the Department of Public Health for a free lead-screening test. For more information contact the Childhood Lead Poisoning Prevention Program at 1-800-532-9571.

Children who are sick may not attend the school until they are no longer contagious. They need to be free of symptoms, including a temperature, for 24 hours. A list of health guidelines is enclosed for you to refer to. If your child becomes ill during the school day, we will contact you. A quiet place will be made available for your child to rest until arrangements are made for them to go home. In such cases, the child is expected to be picked up within 1 hour and will be sent home with an 'Illness Report' describing the observed symptoms and the child's earliest return date.

Due to state regulations, all prescription, non-prescription, oral, and topical medication needs to be provided by the guardian in the original container (a second labeled container can be obtained from your pharmacist upon request). All medication will need both a guardian's and physician's written permission to be dispensed. Guardian consent forms are available at the school. The name of the child, name of the medication, the dosage, time of administration, and route to give the child must be included with all the medications given to the teacher. The staff will dispense only according to the directions on the container or physician/pharmacist's descriptive order and will never give the first dose of any medication. All medication will be stored properly. Each time a child receives any medication the staff will document and inform guardians. Medication for chronic illnesses need to be accompanied by an Individual Health Care Plan (IHCP) from the child's physician. IHCP forms are available at the school. More in-depth information is found in our Health Care Policy which you may see upon request.

In the event of an emergency or accident, staff will perform necessary First Aid, call Rescue Squad if necessary, and attempt to contact you. If we cannot reach you, we will contact your family physician. If your doctor cannot be reached, we will try to consult with our Health Care Consultant, or have the child transported to the Falmouth Hospital emergency room via Rescue Squad. All staff at the school have received approved training in emergency first aid and CPR. We will notify you in writing within 24 hours if any First Aid is administered to your child.

The WHDCC has a Health Care Policy and a contingency plan for emergency situations which are both available to you upon request.

Our first aid kit has the following items included in it that the staff uses to perform first aid for the children. If your child is allergic to any of the following items you will need to indicate this on the registration forms:

band aids	tweezers	instant cold pack	hydrogen peroxide
gauze pads	disposable gloves	Vaseline	calamine lotion
gauze rolls	thermometer	Desitin/A&D oint.	First aid cream
elastic bandages	Q-tips	sunscreen	insect repellent
first aid tape	cotton balls	scissors	eye wash cup

WHDCC wants to prevent unnecessary exposure to children and employees to chemical pesticides and reduce the need to rely on chemical pesticides when managing pests. It is the policy of WHDCC to only use chemical pesticides when pests have been identified and their presence verified. Selection of treatment option or corrective actions will give priority to non-chemical actions whenever possible to provide the desired control of pest. When and if it is determined that pesticides are needed, only those allowed by the Children's and Families Protection Act will be used. Further, only certified and/or licensed individuals will be able to use pesticides. It is this school policy to make the appropriate notification and posting as well as keep records of all pesticide use. A copy of the school IPM Plan will be maintained in the Director's office and available upon request.

### Health Guidelines

The following guidelines have been established to clarify the exclusion and re-admission policies for the Coop in the event of illness or contagious condition. Our intent is to keep the day care environment as healthy as possible for all children, guardians, and staff.

#### *General Guidelines*

1. Guardians may be asked to verify a skin rash as non-contagious with a physician's note.
2. Guardians may be asked to keep a child at home if a cold appears to be worsening or failing to improve.
3. If a child is treated with an antibiotic for a contagious condition, the child must have taken medication for at least 24 hours prior to re-admission.
4. The Director reserves the right to request a physician's note for any questionable symptoms or conditions before re-admission is allowed.
5. The Director will inform guardians of any case of communicable disease or illness that has been reported or has occurred at the day care. When possible, guardians will receive written information regarding the specific illness or condition, symptoms and precautions.

**Illness Report:** If a child is presenting symptoms and needs to be picked-up, the family will receive an 'Illness Report' describing the symptom(s) and the criteria required in order to return to care. Educators will not diagnose or assign cause to symptoms but follow protocol based on the observed and presenting symptoms. Regardless of the potential cause, children will be sent home who exhibit signs of illness unless a Physician's clearance has been issued and submitted to the Director which approves full participation in group care without risk of contagion. The illness report template can be found below.

Symptom	Description	Action Required
Fever	Child has a fever of 100 degrees Fahrenheit or higher.	Child must be completely fever-free, without medication, for 24 hours before returning.
Cough	Child is exhibiting a cough that is chronic, deep, or hacking.	Child needs to stay home until cough is gone or may return with written doctor approval.
Diarrhea	Child has had 3 or more loose stools.	Child must stay home for 24-hours after the last episode.
Vomiting	Child has vomited today.	Child must stay home for 24-hours after the last episode.
Rash	Child has a skin irritation or rash with an unclear origin/ cause.	Child must stay home until rash is gone or may return with written doctor approval.
Suspected Conjunctivitis (Pink Eye)	Child has redness in or discharge from their left/ right eye.	Child must be seen by a doctor before returning. If confirmed case of conjunctivitis, child must be on antibiotics for a full 24 hours before returning to the program.
Stomach Ache	Child has shown signs of gastrointestinal distress (self-reported discomfort, decreased appetite, cramping, etc.)	Child may attend program with a light stomach ache (no diarrhea, vomiting, or temp) if no other symptoms are present.  In combination with other symptoms, or if causing obvious distress, child must stay home for 24 hours.
Sore Throat	Child appears to have one of the following: Swollen Tonsils/glands, white spots in throat, pain when swallowing, and/or self-reports of not feeling well.	Child may return 24 hours after symptoms have cleared or may return with written doctor approval.
Congestion	Child has had a runny/ congested nose today.	If no other symptoms are present and discharge is clear, no action is required.  In combination with any other symptom, or if greenish discharge is observed, child must stay home for 24 hours after the last observed symptom or may return with written doctor approval.
Severe Cold	Child has had: congestion, low temperature, been lethargic, demeanor/ appearance shows signs of being generally unwell.	Child must stay home for at least 24 hours or symptoms have shown improvement.
Suspected Head Lice	Child has had a chronically itchy head and/or nits/lice have been detected.	Hair must be treated and completely nit-free before returning to program.

### \*COVID-19 Return & Exclusion

If a child or staff member becomes ill, they will be removed from the group immediately. Guardians of the sick child will be contacted and asked to come get their child as soon as possible. An ill staff member will be sent home immediately. Additionally, we are asking families to keep their child home if any household member is ill, in quarantine, or awaiting test results. If a child or staff person shows COVID-19 like symptoms, they need to leave the center as soon as possible and see a doctor who may order a test. If the test is negative for COVID-19, the child may return in adherence to the Cooperative's Health Guidelines.

Without exception, we are still sending children home who exhibit:

• A Fever of over 100.0 F	• A loss of taste/smell	• Cough
• Sore throat	• Muscle Ache	• Gastrointestinal Distress

- We are also asking children be picked up if they show fatigue, headache, runny nose, or any other signs of illness in combination with another symptom.
- The Coop has the right to request a COVID-19 test prior to returning to the program if there is any cause for concern. If refused, we reserve the right to institute an exclusion period for a duration deemed appropriate by the Board of Directors in collaboration with our Health Care Consultant.

### Diapering

When changing a diaper, staff will:

1. Make sure there are plenty of clean dry diapers and a change of clothing available for each child. Guardians will be responsible for replenishing the extra supplies.
2. Diapering/changing table is separate from food preparation and service and is not used for any other purpose.
3. The changing surface is smooth, intact, and impervious to water and easily cleaned. It is protected with a covering that is of adequate size to prevent the child from coming in contact with the changing surface.
4. Each child's diaper is changed on a regular basis throughout the day and when wet or soiled. The staff person will keep at least one hand on the child at all times when he/she is being changed. The child will be washed and dried with individual washing materials during each diaper change. After each diaper change the child and staff member will wash their hands with liquid soap and water and dry them with paper towels.
5. Soiled disposable diapers are placed in a closed container that is lined with a leak-proof disposable lining. Soiled diaper must be removed from the center daily, or more frequently as necessary.
6. Soiled non-disposable diapers are placed in sealed plastic container, labeled with child's name and given to the guardians at the end of the day.

### Toilet Training

A child does not have to be toilet trained before entering the school. Even a child who uses the toilet may temporarily regress when he or she encounters a new situation such as attending a school. If your child is in diapers or has experienced such a relapse, we will work out an appropriate plan with you when your child enters the school. Together we can decide when your child is ready to be invited to use the toilet and what may be the best approach to take. If your child is in the process of toilet training, it will be more successful if he/she is dressed in appropriate clothes such as pants with elastic waist.

The more the children can do themselves, the more successful they feel. Please make sure your child always has a change of clothes, with his or her name clearly marked on them. When children begin our program, they are familiarized with our bathroom facilities.

We encourage all children to use the bathroom before AM snack and lunch, before and after nap, and before PM snack. The Toddler group has more frequent visits to the bathroom. While the children use the bathroom facilities, they are supervised by a staff member in the bathroom or close by with the door open. The close supervision will occur as well if the child is sent inside from outdoor play. The children are encouraged to be self-sufficient in the toileting process although help is readily available if need be. If an accident occurs, the soiled clothing is double bagged and sent home that day. Children and staff are both required to wash hands after toileting and handling soiled clothing.

#### Naptime Policy

Both of the classrooms at the Coop have a designated 'quiet period' each day. In the toddler program this spans from 1:30-3:30pm. For our preschoolers, this is a slightly shorter period taking place from 2:00-3:15pm (with a group read aloud from 1:30-2:00). Children are not required to sleep during this time. However, all children are expected to rest quietly on their mats for the first 15-30 minutes. If any child falls asleep during this initial rest period, staff may not wake them before the end of the designated quiet time. We are committed to offering a safe, quiet, calm environment conducive to rest for any child who may need a nap. If a child does not fall asleep, they will be given quiet play materials to use for the remainder of quiet time. No child will be forced to sleep, coerced to stay awake, or prematurely woken up during this time. We encourage children to follow their bodily cues and honor their needs throughout the day and use this time to continue to promote a healthy and respectful relationship with one's own body.

#### Confidentiality of Records

Any information in your child's file is privileged and confidential. We will not release any information to anyone not directly related to your child's care while in the program without your written consent. You shall have access to your child's records upon request within two business days, at a minimal cost to you. You are welcome to add any information or comments. If you wish to have any information changed or deleted, you may request a conference with the appropriate staff member. We shall then answer your questions and concerns in writing within one week. If we are in agreement, we will immediately make the appropriate changes. We will keep a permanent log in our file of everyone to whom we release information. This will include the staff member's signature, position, and date, the portions released, to whom and for what, as well as the signature of the person to whom this information is released. This log will be available only to you and appropriate staff members. Any information required to be kept may be made available to an authorized employee from the Department of Early Education and Care, who however, shall not remove identifying case material from the center's premises and shall maintain the confidentiality of individual records. The school will notify guardians if a child's record is subpoenaed.

#### Transitions

As your child grows, they will be going through transitions. If they are enrolled in our program from Toddlerhood through the Preschool years, our educators will be helping them navigate many of these changes. All students will be familiar with all of the staff and children in both groups, as we do many activities together throughout the year. Children may visit the program before enrolling to meet the teachers and see the space.

The children will be well prepared for these transitions through discussions with their teachers and guardians. September and, if space allows, January are the only times children move from the Toddler room to the Preschool room. We also have a Graduation ceremony, or a 'Goodbye Party' at the end of each school year for anyone leaving the program to help with the preparation for the upcoming change.

If your child moves to a different program, in town or out-of-state, all pertinent information in your child's file will be signed and dated by the Director. We will transfer your child's records to another agency or school after your child leaves us if you request this in writing.

#### Child Guidance

Educators will provide guidance to children in a positive and consistent way based on an understanding of the individual needs and development of children by:

- encouraging self-control and using positive child guidance techniques
- helping children learn social, communication and emotional skills
- using environments and activity modifications, adult or peer support, and other teaching strategies to encourage appropriate behavior
- intervening quickly for aggressive behavior and teach positive strategies for resolving conflict

#### Behavior Management Plan

The behavior management plan for children of the Woods Hole Day Care Cooperative is based on a respect for the child and an understanding of appropriate developmental levels (individual and different for each attending child). The behavior management of any individual child is carried out in a quiet and private manner as much as the situation will allow. The children will be involved with setting expectations whenever possible.

The staff uses positive reinforcement and modeling techniques as a means to reinforce prosocial behavior. The staff encourages the use of re-direction and child-initiated dialogue as a means of settling issues. It is not the child, but the child's actions that are given the attention. No child will be denied food as a form of punishment. No child will be punished for not using the toilet. No staff person will force-feed, threaten, shame, insult, or physically harm a child. No child will be punished in a cruel, humiliating, or abusive manner.

In the event a child's behavior poses a continual threat to themselves or the rest of the children attending, it will be the responsibility of the Director, in consultation with the guardians to recommend appropriate support services that will aid the child. Failure to comply with recommendations from the program may result in termination of care.

#### Suspension and Termination

Should a child need to be suspended or withdrawn from the school, whether initiated by the school or the guardians, the school intends to do so in a manner appropriate to the child's ability to understand. A consultation with the guardians will be held without the child present and an agreement will be reached concerning the proper course of action. If it involves special needs or is behavior-related, all options will be discussed including any intervention that the teachers can provide through behavior management, special-needs curriculum, a behavioral intervention plan to be used by both guardians at home and teachers during school hours, or recommendation for any appropriate support services. This will all be discussed before suspension or termination proceedings. The teacher and/or Director will document any behavior that is

pertinent to the issue of concern and will consult with the guardian of the child on an ongoing basis. This will give everyone involved a chance to work out the problem. No later than one month before any termination will take effect a meeting will be held to inform the specific guardians of the emanate termination as well as discussions of any circumstances under which the child may return to the program. This will allow the family sufficient time to deal with the change.

A child may be suspended or terminated from our program for the following reasons but not limited to: delinquency of payment by the family, because they provide evidence of needing special care that the Coop cannot provide, interferes with the proper care of the other children, or puts the other children at risk for the majority of time in the program.

All parties involved will be given sufficient warning of the intended suspension or termination. Thus, we ask that guardians notify us in writing one month prior to withdrawing a child, as the Coop will give guardians one-month notice of any suspension/termination.

Referral Services

If your child's periodic progress reports suggest that services we cannot provide are needed, we will provide referrals to appropriate resources, such as medical and mental health facilities, counseling, legal services, and child care facilities. A file of such facilities is available at the center and is updated continuously by the Director. Should a child be referred to such a facility by the school, every effort will be made to assist the child and family through the process. The child's file will include: reasons for the referral, a summary of observation, and a signed guardian consent. There will also be a written record of the referral, including guardian conference and results. The Coop will have a written follow-up to ensure that the family's needs are met. All child referrals, no matter the emphasis, will be the direct responsibility of the Director.

All referrals will adhere to the following steps:

**Step:**

- 1) Written teacher observation  
and informing the Director
- 2) Conference with guardians
- 3) Conference with Health Care Consultant
- 4) Conference with Falmouth's Public School  
Psychologist
- 5) Referral at appropriate support agency

**Whose Responsibility:**

- Teacher
- Teacher and/or Director
- Teacher and/or Director
- Teacher and /or Director
- Director and / or Teacher

Including but not limited to:

- Social Services
- Mental Health
- Coalition for Children (Contact: Bethany Gay (508) 548-0151 x128)
- Education
- Medical Services
- Dental Check-up
- Vision-Hearing Screening
- Chapter 766
- Contact: Laney Cooke-Johnson (508) 548-0151 x175
- Early Intervention



#### Abuse and Neglect Policy

The Director will be responsible for reporting suspected child abuse or child neglect within 24 hours of the incident. This will include suspected event outside of care, while in the care of the program, or during program related activities. Guardians will be notified immediately of any allegation involving their child. A report will be filed with the Department of Social Services and Department of Early Education and Care and Coop personnel will cooperate fully with these agencies. The safety of the child will be the first priority.

Any staff member suspected of any type of abuse is immediately put on leave of absence with 2 weeks' pay and then without pay until the issue is resolved. The Director will notify DSS and EEC within 24 hours. If the allegation is substantiated the employee will be dismissed immediately and if it is unsubstantiated the employee will be reinstated on the original terms of his/her contract.

#### CORI Check Policy

WHDC conducts background record checks (BRC) on any prospective staff as well as any regular volunteers who will be left alone with children.

#### Closing Comments:

The Coop is entirely devoted to the children in our care. Our educators are here to partner with and be an advocate for your child and family. If you have any ideas, suggestions, or skills that you can offer to make the Coop a better place for our children to spend time, please do not hesitate to share it with us. We are, after all, organized in a cooperative spirit.

## HOLIDAY / EMERGENCY CLOSURE

The Woods Hole Day Care Cooperative's normal hours of operation are from 8:30am -5:00pm Monday-Friday. We are open on most public-school vacations. The center will begin the 2023 -2024 school year on Tuesday, September 5, 2023. The following holidays the center will be closed:

### 2023

Move	M-F	August 28- September 1
Labor Day	M	September 4
First Day of Winter Program	T	September 5
Columbus Day	M	October 9
Veteran's Day	F	November 10
$\frac{1}{2}$ day before Thanksgiving	W	November 22
Thanksgiving Day	Th	November 23
Thanksgiving (day after)	F	November 24
Holiday closure begins	M	December 22

### 2024

School Reopens	T	January 2
Martin Luther King Jr. Day	M	January 15
President's Day	M	February 19
Patriot's Day	M	April 15
Memorial Day	M	May 27

### The following are subject to change:

Last day of Winter program	F	June 14
Closed for Summer move	M-F	June 17-June 21
Open Summer Camp	M	June 24
Independence Day	Th	July 4
Falmouth Street Fair	W	July 10
Last of Summer Camp	F	August 23
Closed for Winter move	M-F	August 26-30

In case of inclement weather: we follow the Falmouth Public School system for the first 48 hours of any closures. If the schools are still closed after two days, the Board makes a decision in consultation with the Director. If there is a 2-hour delayed opening we will open at 10:30. If there is an early release, we will close immediately, at 1:00pm, or right after nap, depending on when the closure starts and severity of the situation. If there is a closure of all after school activities, we will close at 3:00pm. During public school vacation weeks and summer break: we defer to the Marine Biological Laboratories (MBL). If MBL has a delayed opening, the daycare will be closed. Families should go to the Falmouth Public School website to check for any "alerts" (MBL website during FPS vacation weeks or summer break).

The WHDCC has a contingency plan for emergency situations, which is available to you upon request.

## RATES PAGE

### Woods Hole Daycare Co-op 2023-2024 Tuition Rates and Information

The hourly rate is \$8.50, for a full-time daily rate of \$72.25. The part-time daily rate is \$38.25 plus a part-time schedule fee of \$5 for a total of \$43.25 per half day. Weekly and monthly tuition costs are detailed below.

#### Billing policies:

- Billing occurs monthly, on or after the 7<sup>th</sup>, through Tuition Express, and is based on the number of weeks (Mondays) in the month.
- A materials fee of \$150 per child will be billed in both September and January in addition to the monthly tuition.
- The minimum schedule required is 4 half days or 3 full days per week.
- Part-time schedules will be assessed an additional \$5 per week for each day a child is NOT enrolled for the full day. For example:
  - 5 half days will have a fee of \$25 per week (5 days not enrolled full-time).
  - 3 full days and 1 half day will have a fee of \$10 per week (2 days not enrolled full-time).
- Tuition will not be charged for the two move weeks or during the December break week.
- A sibling discount of 10% for a 2<sup>nd</sup> child and 20% for a 3<sup>rd</sup> child applies with the deeper discount for the shorter schedule, if hours differ.
- Any extra days/hours are billed with the following month's tuition.
- Families must provide 30 days' notice to the director to reduce a child's schedule as billed. We can often accommodate an increase in hours at short notice (days), but do require 30 days' notice for reduction in hours for billing purposes.
- Rates are subject to change at the discretion of the board. A minimum of 30 days' notice will be provided in advance of any changes.
- If the Co-op must close for an extended period, tuition will be charged at 100% during the first two weeks of the closure, at 35% for next four weeks, and at 0% should it extend further. We will ask all employees other than the director to apply for unemployment after the first two weeks of closure, and the director after the first six weeks of closure. Changes in schedule involving a reduction in hours will NOT be implemented during a closure (subject to revision if warranted).
- Please direct any questions about billing to [whdccbilling@gmail.com](mailto:whdccbilling@gmail.com).

Weekly rates \$			
Schedule	Weekly Rate no fee	Part-time fee	Total weekly rate
5 full days	361.25	0.00	361.25
4 full days	289.00	5.00	294.00
3 full days	216.75	10.00	226.75
3 full + 2 half	293.25	10.00	303.25
3 full + 1 half	255.00	10.00	265.00
2 full + 3 half	259.25	15.00	274.25
2 full + 2 half	221.00	15.00	236.00
5 half	191.25	25.00	216.25
4 half	153.00	25.00	178.00

Monthly tuition cost by schedule										
Schedule	Sep*	Oct	Nov	Dec	Jan**	Feb	Mar	Apr	May	June
Weeks →	4	5	4	3	5	4	4	4	5	2
5 full days	\$ 1,445.00	\$ 1,806.25	\$ 1,445.00	\$ 1,083.75	\$ 1,806.25	\$ 1,445.00	\$ 1,445.00	\$ 1,806.25	\$ 1,445.00	\$ 722.50
4 full days	\$ 1,176.00	\$ 1,470.00	\$ 1,176.00	\$ 882.00	\$ 1,470.00	\$ 1,176.00	\$ 1,176.00	\$ 1,470.00	\$ 1,176.00	\$ 588.00
3 full days	\$ 907.00	\$ 1,133.75	\$ 907.00	\$ 680.25	\$ 1,133.75	\$ 907.00	\$ 907.00	\$ 1,133.75	\$ 907.00	\$ 453.50
3 full + 2 <a href="#">half</a>	\$ 1,213.00	\$ 1,516.25	\$ 1,213.00	\$ 909.75	\$ 1,516.25	\$ 1,213.00	\$ 1,213.00	\$ 1,516.25	\$ 1,213.00	\$ 606.50
3 full + 1 <a href="#">half</a>	\$ 1,060.00	\$ 1,325.00	\$ 1,060.00	\$ 795.00	\$ 1,325.00	\$ 1,060.00	\$ 1,060.00	\$ 1,325.00	\$ 1,060.00	\$ 530.00
2 full + 3 <a href="#">half</a>	\$ 1,097.00	\$ 1,371.25	\$ 1,097.00	\$ 822.75	\$ 1,371.25	\$ 1,097.00	\$ 1,097.00	\$ 1,371.25	\$ 1,097.00	\$ 548.50
2 full + 2 <a href="#">half</a>	\$ 944.00	\$ 1,180.00	\$ 944.00	\$ 708.00	\$ 1,180.00	\$ 944.00	\$ 944.00	\$ 1,180.00	\$ 944.00	\$ 472.00
5 <a href="#">half</a>	\$ 865.00	\$ 1,081.25	\$ 865.00	\$ 648.75	\$ 1,081.25	\$ 865.00	\$ 865.00	\$ 1,081.25	\$ 865.00	\$ 432.50
4 <a href="#">half</a>	\$ 712.00	\$ 890.00	\$ 712.00	\$ 534.00	\$ 890.00	\$ 712.00	\$ 712.00	\$ 890.00	\$ 712.00	\$ 356.00

\*This amount plus materials fee, minus deposit.

\*\*This amount plus materials fee.

Next-year registration and deposit for continuing students are billed in the spring (month TBD).

# TODDLER/PRESCHOOL COOPERATIVE CHORES

CHILD'S NAME \_\_\_\_\_

Woods Hole Day Care Cooperative is a non-profit cooperative program, which indicates that many chores will be done by the clients that choose to enroll their children. We are lucky to have so many families interested in being involved in their child's daycare/preschool program. The center is a warm and inviting place to be for children, families and teachers alike. We welcome you to our community and look forward to working with you.

The following is an explanation to help assist you in your choice of responsibility. Please look this over and decide what will work best for your family.

**Please choose ONE position from WITHIN ONE of the following groups:**

(1. executive board, or 2. leadership, or 3. leadership committee positions):

**1. Executive board positions:** (required to help with one move) (attend monthly board meetings):

**All Board Positions filled for 2023-2024**

- **President** (Overall management responsibility which includes, but is not limited to, adhering to the bylaws, financial responsibility and policy making along with running the monthly board meetings)
- **Vice President** (Act as personnel director)
- **Treasurer** (Overall Financial management of the Day Care)
- **Billing Treasurer** (Through Procure/Tuition Express: Keep records of all tuition, bill all clients and keep accurate billing records, including money owed and received, handle billing-related issues, confirm client schedules,)
- **Secretary** (take minutes of Board and other meetings, assisting in correspondence and recording)

**2. Leadership positions:** (required to help with one move) (each position needs 2-4 helpers see below) (organize committee members, attend monthly board meetings if necessary)

\_\_\_ **Recruitment/Marketing/Advertising Director** (work with school director, teachers, parent board, and website manager on recruitment and enrollment for school)

\_\_\_ **Fundraising Director** (Oversee all duties having to do with all fundraisers at the Coop or for the Coop; attend all fund-raising events. Also process the grant for WH Foundation and others as you see fit)

\_\_\_ **Social Director** (Oversee organization of major social events in the school calendar (e.g. graduation, holiday party, and seasonal pot-luck dinners) Initiate ad hoc social event as the whim takes you.

\_\_\_ **Facilities Director** (Oversee and coordinate all maintenance projects. Attend quarterly WH School Board mtgs)

\_\_\_ **Tech Support Director** (Assist with purchasing, installation and maintenance of all tech products.)

\_\_\_ **Website Director** (Update and maintain the WHDCC website)

\_\_\_ **Move Director** (Organize and direct the Spring move from Woods Hole to the Church and the Fall move from the Church to Woods Hole, coordinate with school director)

**3. Leadership committee positions:** (choose one of the following committees, as well as help with one move)

If you chose to be on a committee you will need to give 3 top choices and the director will place you in one of your choices.

\_\_\_ Recruitment committee

\_\_\_ Fundraiser committee

\_\_\_ Social committee

\_\_\_ Facilities committee

\_\_\_ Tech committee

\_\_\_ Website committee

**\*A meeting will be held after-school in September for board members, leaders, and committees to gather, put names to faces, and plan ! (Date TBD)**

Other Responsibilities:

- Move - Under the guidance of the Move Director, assist in one move per year  
\_\_\_\_ Spring move - mid June 2024, \_\_\_\_ Fall move - late August 2024.  
Please think about which will be best for your family. You will be asked to sign up in the spring 2024.
- Other chores - Beyond the move you may be asked to help with some of the following events:
  - o Fundraisers, social events, open houses or other recruitment events, maintenance chores around and in the school building to keep it a safe place and in compliance with regulations.

I understand that the Woods Hole Day Care Cooperative needs to have community help in a cooperative spirit. I agree to carry out the selections above during the school year 2023-2024. If I cannot full fill my obligations, I understand there will be a penalty charge on my bill.

GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Updated 6-23