

WOODS HOLE DAY CARE CO-OP  
PARENTS' HANDBOOK  
TODDLER/PRESCHOOL  
PROGRAM  
2018-2019



Director - Anne Keafer  
(508) 548-9473 or  
(508) 274-3756  
E-mail: [woodsholedaycarecooperative@gmail.com](mailto:woodsholedaycarecooperative@gmail.com)

Mailing Address:  
P.O. Box 561  
Woods Hole, MA 02543

Location: (Winter)  
24 School Street  
Woods Hole, MA 02543

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

Location: (Summer)  
68 Main St.  
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. A Preschool - School Age Group, boosting the age limit to 8 years old, was added in the fall of 2007. That program was closed a few years later due to our Preschool group growing leaving little room for school age children.

Our main objective is to provide the children with a safe, happy, and organized environment where opportunities for growth and development may occur. The staff works 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 provided by the staff that will enhance the child'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 and STEM activities plus 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 school continually seeks parental suggestions for curriculum growth and development in accordance with guidelines established by the State.

The Co-op is licensed by the Massachusetts Department of Early Education and Care (EEC). Dept. of EEC, 1 Washington St. Suite 20, Taunton, MA 02780. (508) 828-5025. Parents 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/). Hold onto this Handbook! You will refer to it throughout the year.

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**Staff**

The staff of the Woods Hole Day Care Cooperative, at 24 School Street, is comprised of highly qualified individuals: a Director, Preschool Teachers, Toddler Teachers and Teacher Assistants. During summer months, the school is located at 68 Main St. in Falmouth. This is in the First Congregation Church on the Village Green. Staff members are added according to the regulations during this time. All staff members meet licensing requirements and often take courses and workshops throughout the year to continually update their teaching skills. Our staff members, through their warmth, caring, and dedication, strive to provide a nurturing environment for the 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-ten directors elected from and by the corporation membership. Corporation dues are \$5. Dues for parents whose children attend the Cooperative are included in the yearly registration fee (see below). Other people who live or work in Falmouth's Precinct One may also become members. We encourage all members/parents 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. New children entering during the summer program must be 2 years old. 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 and we do not discriminate on the basis of race, religion, cultural heritage, political beliefs, marital status, disability, national origin or sexual orientation.

**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 on the Rate Page of this handbook. You may purchase extra care hours, if the hours are available, at the current rate of pay, which is found on the Rate Page of this handbook. Additional hours (long- or short-term), if available, may be arranged at any time. Note that students are not charged for holidays.

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 parents for an orientation to the program and supplying the appropriate application forms as well as allowing visits to the classrooms prior to enrollment of the child. During this visit the director/registrar will seek information about the child's and families interests and needs including information on other therapeutic, educational, social and 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, the toddlers will move up to the Preschool classroom in the fall if they turn 3 before Sept 1<sup>st</sup> of that year. They may continue in the Toddler class if parent 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 non-refundable registration fee and a \$200 deposit which will go towards the first month's tuition, which 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 Forms
  - a) Information Sheet
  - b) Emergency Information
  - c) Field Trip Permission / Parental Assistance / Parental Agreements
  - d) Car Insurance, if desired. Please see "Parental Assistance" for more information
  - e) Sign-up page for Cooperative chores
  - f) Emergency Card
- 3) Developmental History Form
- 4) Up to date Physical form signed by child's Doctor

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.

Parents must specify which sessions they plan to have their children attend. Parents should commit their children to at least a three-month enrollment as well as a consistent schedule of 2 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 you child will not be coming to the school as scheduled. Tuition allowances cannot be made for a child's absence due to illness, family vacation, domestic problems, emergency closure or inclement weather.

During the academic year (Sept - June), if a child is to be withdrawn from the school or decreases the number of hours per week that he/she attends, 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 parent may withdraw their child for this time by providing the Director and Billing Treasurer with four weeks notice. The Billing Treasurer will not process withdraws, 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. Our summer program requires new children must be 2 years or older.

### Calendar

The Woods Hole Day Care Cooperative is closed for some holidays. There is no charge for tuition when a Co-op holiday falls on a regularly scheduled school day. 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 parent has arranged. Tuition allowances cannot be made for a child's absence due to illness, family vacations, domestic problems, emergency closure or inclement weather.

During the academic year, a child's monthly tuition is based on the number of hours they are scheduled to attend school for the academic year, 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 for the session, divided into two equal payments (i.e. July and August). The current hourly tuition rate, and examples of the monthly tuition amounts can be found on the rate 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 (non-refundable)
- \$100 materials fee (\$50 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, Procure, to generate and distribute (via email) monthly tuition bills and statements. Tuition payments are made via Procure's payment processor, Tuition Express. Using Procure/tuition Express, there are a number of electronic payment options including:

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

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

A Procure signup 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 Treasurer 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 dropped from the program, unless other arrangements are made through the Board of Directors.

### Parental Responsibilities to your child

Your involvement in the life of 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 the school. Visiting the school during your child's session is permitted and your parental right. Parents can learn about the goings-on of the center by checking the parent bulletin board, emails and the google calendar. Also, please be sure to check your "mailbox" each day for notices, as well as your child's cubby for precious artwork created by your child.

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** /washing hands / circle time - calendar and helpers*
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 / second step* / handwriting* / Outside curriculum programing
11:20am - 11:30am	prepare for outside play / toileting, diapering**
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, preparing for naptime / Story time*
1:30pm - 3:15*/30**pm	Nap time
3:30pm - 3:55pm	Free choice / art activities
3:55pm - 4:00pm	Clean up / toileting, diapering** / wash hands
4:00pm - 4:20pm	Snack
4:20pm - 5:00pm	Outdoor play / weather dependent indoor story time
5:00pm -	Prepare for departure
* Preschool group only	** Toddler group only

It is hoped that all parents 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, developmental domains of Cognitive, Social/Emotional, Language and Fine and Gross Motor and Life Skills. Conference times will be offered mid-year, although **parents may initiate a meeting at any time they feel it is necessary.** Teachers are responsible for writing progress reports at least once every school year for Toddlers/preschoolers and these will be discussed with you at these conferences and kept on file with your child's records.

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 flame-resistant sleeping bag/blanket for nap time. These items will be stored in a bin provided at the center and taken home

regularly to be washed. Periodically clean out your child's cubby and check that the necessary clothing is there. Be sure it is appropriate for the season of the year. **Clearly mark all your child's clothing.**

**Allergies: peanuts, tree nuts, and banana's - do not bring in lunches or snacks you provide.**

Parents whose children attend the morning session must provide lunches with beverage for their children. During the regular school year lunches are refrigerated to ensure freshness. Summer session lunches need ice packs, as there is no refrigeration. If lunches are accidentally forgotten or not adequate the Day Care will have supplemental food available. A suggested list of suitable proteins, fruits, vegetables, dairy and grain products follows:

Protein: ham, tuna, turkey, chicken, pork, meat loaf, toddler meat sticks, egg etc

Fruit: apple, pear, peach, grapes (cut up), orange, clementine, (bananas-allergies this year), avocado, strawberries, raisins, blueberries, blackberries etc

Vegetables: celery, green/red pepper, green beans, peas, snap 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

Nutritional morning and afternoon snacks are provided and prepared in a safe and sanitary manner by the parents. This will work on a rotating schedule.

On your day, you will be asked to provide 2 different snacks, one for the a.m. and one for p.m. snacks, 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. **When preparing the snacks please remember and consider all allergies.**

It is important that children be picked up on time. When dropping off or picking up, please be prepared to do so at the scheduled time when the session begins or ends. Also the children need to be picked up no later than 5:00pm when the center closes for the day. Parents 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 parents of children attending the Cooperative are invited to attend. Parents are informed of dates for upcoming meetings. All parents are given the opportunity to evaluate the program anonymously at the end of the school year.

### **Cooperative Responsibilities**

The WHDCC maintains its outstanding, fresh and exciting program by depending, partially on the knowledge and input of the parents that make up our community. Every parent 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 parents are expected to help with one move, spring or fall, yard days, 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. 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 Day Care does not provide transportation on a regular basis to families. This means that the parents or guardians of the children enrolled are responsible for the transportation their child needs to and from the center.



The day care must be told if someone other than parents 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 day care release any child without written permission or a phone call from the parent.

The Day Care will take periodic field trips. Parents will be notified well in advance. The excursions will be by cars that are owned and driven by parents 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 will 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 a staff person.

### Health Policies

Your health care provider must complete the State Health forms each year for your child to attend the school. 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. If you have a medical or religious exemption the daycare needs to have a note stating the reasons. These immunizations include HIB, HepB, DPT, MMR, pertussis, varicella/chicken pox and polio injections. 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 your information. 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 him or her to go home. In such cases, the child is expected to be picked up within 1 hour.

Due to state regulations, all prescription, non-prescription, oral and topical medication needs to be provided by the parent in the original container (a second labeled container can be obtained from your pharmacist upon request). All medication will need parental and Physician's written permission to be dispensed. Parent 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 parents. 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, we will apply 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 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 to the day care in the event of illness or contagious condition. Our intent is to keep the day care environment as healthy as possible for all children, parents and staff.

EXCLUSION	RE ADMISSION
A child may not attend day care if he/she has:	A child may return to day care provided:
Communicable Disease or Infection	See Chart Below.
Fever of 100 °F or above	Child must be free of fever for 24 hours.
Been given acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) to reduce fever in the past 24 hours	Must be kept home for another day to observe for additional symptoms.
Diarrhea, vomiting, severe coughing, extreme pain or discomfort, jaundice (yellowish) skin or eyes, or purulent (yellow/green) drainage from eyes, ears, nose or a wound	Symptoms disappear or physician decides child is not contagious.
Conjunctivitis (Pink Eye)	24 hours after treatment begins.
Impetigo	24 hours after taking medication and infection appears to be healing.
Head Lice (Pediculosis)	Hair must be completely nit-free before re admission.

Ringworm (Tinea)	Same day treatment begins.
Scabies	24 hours after treatment begins.
Serious Illnesses (i.e. Meningococcal illnesses, Haemophilus influenza type B (Hib Disease), Tuberculosis (TB), Hepatitis)	A physician's note is required for re-admission.

#### General Guidelines

1. A parent may be asked to verify a skin rash as non-contagious with a physician's note.
2. A parent 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

MOST COMMON COMMUNICABLE DISEASES	WHEN A CHILD CAN RETURN
Chicken Pox	One week after the rash begins, or when all chicken pox are scabbed over.
Measles	5 days after the rash appears.
Mumps	After swelling subsides (or 9 days after swelling begins).
Pneumonia or Epiglottitis or Infectious acute arthritis	When your physician tells you it is safe.
Rubella (German Measles)	5 days after the rash appears.
Group A Streptococcus infections ("Strep Throat", Scarlet Fever)	48 hours after taking antibiotics, provided child feels well.
Pertussis (Whooping Cough)	5 days after antibiotic treatment begins.

The director will inform parents of any case of communicable disease or illness that has been reported or has occurred at the day care. When possible, parents will receive written information regarding the specific illness or condition, symptoms and precautions.

#### Diapering

When changing a diaper the staff will:

1. Make sure there are plenty of clean dry diapers and a change of clothing available for each child. Parents 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 diaper are placed in sealed plastic container, labeled with child's name and given to the parents 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 with 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.

### **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 implementing your child's 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 of 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 the parent(s) if a child's record is subpoenaed.

### **Transitions**

As your child grows he/she will be going through transitions. If they are enrolled in our program from Toddlerhood through the Preschool years the staff will be helping them through these changes. They should already be familiar with the staff and children in that group as we do many activities together throughout the year. Children will be visiting 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 parents. September is the only time children move from the Toddler room to the Preschool room. They need to be 3 by September 1<sup>st</sup> of that year. We also have a graduation ceremony at the end of each school year or goodbye party for anyone leaving the program for any other reason to help with the preparation of the oncoming 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**

The staff 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 the making of the rules whenever possible.

The staff uses positive reinforcement and role modeling techniques as a means to reinforce positive 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. The use of "time-out" is used sparingly and only in cases where the child has the ability to reflect on past behavior and make the appropriate changes. The length of time in a "time-out" will not exceed one minute per year of the child's age.

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, and physically or emotionally strike 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 himself/herself or the rest of the children attending, it will be the responsibility of the Director, in consultation with the parents to recommend appropriate support services that will aid the child.

### **Suspension and Termination**

Should a child need to be suspended or withdrawn from the school, whether initiated by the school or the parent(s), the school intends to do so in a manner appropriate to the child's ability to understand. A consultation with the parents 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 a behavior management or special needs curriculum, or a behavioral intervention plan to be used by parents 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 parent 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 parents 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 parents, because he or she provides evidence of needing special care that the day care cannot provide, interferes with the proper care of the other children or puts the other children at risk for the majority of time in day care.

The parties involved will be given sufficient warning of the intended suspension or termination. Thus, we ask that parents notify us in writing one month prior to withdrawing a child, as will the day care give the parents 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 parent(s) through the process. The child's file will include: reasons for the referral, a summary of observation, and a signed parental consent. There will also be a written record of the referral, including parent conference and results. The day care 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:	Whose Responsibility:
1) Written teacher observation and informing the Director	Teacher
2) Conference with parents	Teacher and/or Director
3) Conference with Health Care Consultant	Teacher and/or Director
4) Conference with Falmouth's Public School Psychologist	Teacher and /or Director
5) Referral at appropriate support agency	Director and / or Teacher

Including but not limited to:

- Social Services
- Mental Health
- Coalition for Children  
    Contact: Tina Toren (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  
    Contact: Barbara Prindle-Eaton (800) 974-8860

**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. Parents 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 day care personal 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**

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

**Closing Comments:**

This program is entirely devoted to your children. If there is anything that you can offer to make this 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

### Calendar

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 2018-2019 school year on Tuesday, September 4, 2018. The following holidays the center will be closed:

2018

Move	Mon-Fri	Aug.27 - Aug 31
Labor Day	Mon	Sept. 3, 2018
First Day of winter program	Tues	Sept. 4
Columbus Day	Mon.	Oct. 8
Veterans Day	Mon.	Nov. 12
$\frac{1}{2}$ day before Thanksgiving	Wed	Nov 21
Thanksgiving Day	Thurs.	Nov. 22
Thanksgiving (day after)	Fri.	Nov. 23
Holiday closure begins	Mon.	Dec. 24

2019

School reopens	Wed.	Jan 2, 2019
Martin Luther King Day	Mon.	Jan 21
President's Day	Mon.	Feb. 18
Patriot's Day	Mon.	April 15
Memorial Day	Mon.	May 27

The following is subject to change:

Last day of winter program	Fri	June 14
Closed for move	Mon - Fri	June 17-21
Open summer camp	Mon	June 24
Independence Day	Thurs	July 4
Street Fair	Wed	July 10
Last Day of summer camp	Fri	Aug 23
Closed for move	Mon - Fri	Aug 26 - Aug 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 1:00 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 3:00. During public school vacation weeks and summer break: we defer to the Marine Biological Laboratories (MBL). In a MBL delayed opening, the day care will be closed.

Parent 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

### Sessions 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. Rates are calculated individually by the Billing Treasurer.

### Toddler/Preschool Program

	<u>Hours</u>	<u>Daily Rate(\$)</u>
Full Day	8:30 - 5:00 (8.5)	57.38
Mornings	8:30 - 1:00 (4.5)	30.38

<u>Full Days:</u>	<u>Monthly Rate(\$)</u>	<u>Academic Year Expenses ( Sept-June \$)</u>
Mondays	195.08	1950.75
Tuesdays	229.50	2295.00
Wednesdays	229.50	2295.00
Thursdays	223.77	2237.63
Fridays	218.03	2180.25
Total	1095.87	10958.63

<u>Mornings:</u>	<u>Monthly Rate(\$)</u>	<u>Academic Year Expenses ( Sept-June \$)</u>
Mondays	103.28	1032.75
Tuesdays	121.50	1215.00
Wednesdays	121.50	1215.00
Thursdays	118.46	1184.62
Fridays	115.42	1154.25
Total	580.16	5801.63

**\*billable day counts based on 2018/2019 academic year**

These numbers are based on an hourly rate of **\$6.75**

During the academic year (the Tuesday after Labor Day through mid-June), a child's monthly tuition is based on the number of hours they are scheduled to attend school for the academic year (excluding holiday closures), divided into ten equal payment (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 for the session, divided into two equal payments. Each year, there is a \$25/child registration fee and a \$100/child materials fee. The registration fee is collected (along with a \$200 tuition deposit) in advance of enrollment to reserve a child's space. For the \$100 materials fee, we bill \$50 of this along with September tuition and \$50 along with the January tuition.

Extra Hours will be charged at the regular hourly rate and will be billed separately during the month following their accrual. If you have a balance that is more than 30 days past due, your child will not be eligible for extra hours until your account is in good standing.

**Sibling discount is as follows:**

- Full payment for the first child
- 2<sup>nd</sup> child - 10% discount
- 3<sup>rd</sup> child - 20% discount (deepest discount applying to the child with the shortest hours)

Any family who has a balance more than 60 days past due will be subject to review by the Board of Directors and will risk dismissal.

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

## 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 parents interested in being involved in their child's day care program. The center is a very warm and inviting place to be for children, parents and teachers alike. We welcome you to our group and look forward to working with you.

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

**1. 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)

- 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) (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**

**Other Responsibilities:**

- **Move** - Under the guidance of the move director, assist in **one move per year**  
 Spring move - mid **June 2019**,  Fall move - late **August 2019**.  
 Please think about which will be best for your family. You will be asked to **sign up in the spring 2019**.
- **Other chores** - Beyond the move you may be asked to help with some of the following events:
- 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 parental help in a cooperative spirit. I agree to carry out the selections above during the school year 2018-2019. If I cannot full fill my obligations I understand there will be a penalty charge on my bill.

**PARENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_