

Learning Jungle Academy



Parent Handbook

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Learning Jungle Academy is a family-owned business with over 20 years of experience in early education. Our mission is to provide high quality, developmentally appropriate curriculum-based education for children up to the age of 5 with a focus on their social, cognitive, physical, emotional and intellectual growth.

As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner.

Please note that this Parent Handbook is not a legal binding document and is subject to change at any time per Learning Jungle Academy's discretion and Subject to change according to 606 CMR: Department of Early Education and Care.

OUR PHILOSOPHY

Learning Jungle Academy believes that every child has the right to the best early education which will serve as the building block to their future. Teachers play an important role in every child's life, that is why we show affection not forgetting discipline. Because every child learns different, we try different methods to make sure all our children are at the level they should be according to their age. Every child has a unique learning style, that is why we teach in every style to accommodate each learner. We teach

through playing, imagination, acting and peer to peer teaching. Yes, peer to peer, our little learners are teachers as well. Because of different personalities, some children learn from their peers. Each child has an equal value to our program, and actively work to support full inclusion of children with diverse abilities and disabilities, as well as those from all socio-economic, ethnic, and religious backgrounds.

GOALS AND OBJECTIVES

Our goal is for each child to be nurtured with a mixture of both play and academic learning. Learning Jungle Academy provides all children enrolled with a developmentally appropriate program that emphasizes the different areas of children’s development, which are physical, cognitive, emotional and social. Our classrooms provide opportunities for both self-directed and teacher directed activities, offering Spanish and STEM to every age group.

We believe in parents and teachers working together to help each child succeed. Parents and teachers need to work together to implement and reenforced good behavior and new information. Good communication between parents, teachers/staff should be maintained as we all have the same goal, happy and healthy children.

AGE GROUPS AND CLASSROOMS

Learning Jungle Academy accommodates children ages 3 months to 5 years. Children are grouped by age and are moved to different classrooms as they grow. Each classroom offers an environment rich in opportunity for sensory stimulation, social interaction, language, explorations. We believe that all children, no matter their age, also deserve to learn a new language, science, technology, engineering and mathematics. Depending on the age, STEM will be introduced/applied. Even our little infants have the capacity to absorb new information.

Infant Classroom

Ages 3 months – 15 months

Toddler Classroom

15 months – 2.9

Preschool Classroom

2.9 – 4 years

Pre-K Classroom

4 years – 5 years

SERVICES PROVIDED

Learning Jungle Academy provides care for children from 3 months to 5 years of age. We work with families to meet the needs of each child. If a teacher has any concerns about a child, the teacher will meet with the director to discuss the concern. Referrals are made to community resources, in response to individual child needs for assistance with social behavior, mental health, educational development, and medical services. Parents have the right to accept/decline a referral but is advised that the child follows up with his/her primary care provider and a letter from the primary care provider be handed to the director to keep in child's record stating that the child has been evaluated by the primary care provider and the concern has been addressed.

NON-DISCRIMINATORY AND HARASSMENT POLICY

Learning Jungle Academy does not discriminate on the basis of race, color, religion, age, sex, disability, sexual orientation, or national and ethnic origin in its educational programs, admissions policies, employment and general policies. Children do not have to be toilet trained in order to be eligible for enrollment.

We are committed to maintaining an environment that is free from unlawful discrimination and harassment. Learning Jungle Academy strictly prohibits and will not tolerate harassment by anyone, including any parent, family member, teacher, administrator, or service provider. We expect each and every member of the Learning Jungle Academy community to take responsibility for creating and maintaining a comfortable and constructive environment in which all children, teachers, family members and service providers are treated with respect and dignity. We will investigate all allegations of discrimination or harassment in a fair and expeditious manner and will take action up to and including termination against anyone in violation of our policies.

Harassment is defined as any verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of her/his race, color, ancestry, religion, gender, national or ethnic origin, sex, sexual orientation, marital status, age, disability, veteran status, or any other category protected by law that has the purpose or effect of creating an intimidating, hostile or offensive environment in which to work. Determination of whether particular conduct can be defined as harassment for the purpose of disciplinary action is made on an individual basis, in light of all the known facts and circumstances.

ORGANIZATIONAL INFORMATION

Parents should feel free to communicate with any of Learning Jungle Academy's staff member at any time. If you have a problem with the Center, please come and talk to us. Keeping a disagreement and not talking about will make it worse causing friction between you and the staff.

Learning Jungle Academy is licensed by Massachusetts Department of Early Education and Care (EEC). For more information and compliance history contact regional EEC office at 978-740-3060; 360 Merrimack St., Lawrence, MA 01843

Director/owner- Lizzy Nunez, supervise and lead staffs, design program plans, oversee daily activities.

Administrator/Owner/Nurse- Ana Melissa Rodriguez, Prepare budgets and annual reports. Handle tours and marketing.

Lead teacher, responsible for day-to-day management of the teaching staff, classrooms, playground and general supervision of the facility.

Teacher assistant, assists lead teacher in preparing and serving meals, writing daily reports, recording attendance, engaging in play, assisting to put children to sleep, and creating a safe environment.

PROFESSIONAL QUALIFICATIONS OF OUR TEACHERS

We choose our teachers very carefully based on their education, professional experience, and their demonstrated ability to work with children.

All staff meet the Department of Early Education and Care (EEC) requirements for formal education for their respective positions, have had experience working with young children and their families, and EEC approved certification in First Aid and CPR. Prior to working in the classroom, all complete Medication Administration Training, and if they work with infants, Prevention of SIDS Training. The staff enjoys and understands how young children learn and grow. They respond with sensitivity to each child's individual needs, desires, and interests.

In order to ensure that all staff or other persons regularly providing child care or support services with potential for unsupervised contact with children at Learning Jungle Academy are appropriate for serving in their positions, a Criminal Offender Record Information (CORI)/Background Record Check shall be performed on all candidates for positions before an offer of employment is confirmed. Further, a Criminal Offender Record Information (CORI/ Background Record Check shall be performed every three (3) years on all persons in such positions and/or any time the program receives information that may indicate that a new CORI/ Background Record Check review is appropriate. All teachers are hired initially for a 30-day orientation period when we continue to observe the teacher's work with the children before assigning the teacher to a classroom teaching team.

DAILY OPERATIONS

DROP-OFF AND PICK-UP

You are responsible for your child's safety in the parking lot and are expected to hold your child's hand when walking between the car and the school.

Upon entrance into the classroom, you must sign in your child on the sign-in/sign-out clipboard and inform the teachers of your arrival. The teachers are not responsible for your child until you sign in. As you arrive to pick up your child, you must sign your child out of the classroom and note the pick-up time.

The sign-in/sign-out sheet is a legal document that transfers responsibility for your child between you and the teachers. It is your responsibility to fill it out every day. We use the sign-in/sign-out sheet also to monitor attendance and for fire drill and evacuation purposes, so it must remain accurate.

For infants, make sure to fill out the “infant daily note” which lets the teacher know at what time your child woke up, last diaper change, last feed, when should he/she eat again and any additional information that would be helpful for the teacher to know.

AUTHORIZED PICK-UP LIST

The drop-off/pick-up authorization form is to enable you to provide us with names, contact information and photographs, if possible, for anyone you want to be able to drop-off or pick-up your child from the school. Anyone on the authorized list must be at least 18 years old and be able to supply documentation of identity. Under no circumstances will a child be released to anyone not on the list, to anyone showing obvious signs of being under the influence of drugs or alcohol, or to anyone with a known history of child abuse or neglect. Learning Jungle Academy has the right to contact the child’s emergency contacts in cases in which an unauthorized or ineligible person arrives for pick-up.

CHILD CUSTODY DOCUMENTATION

Under the laws of the Commonwealth of Massachusetts, both parents have the right to pick up their child unless a court document restricts that right. If an enrolling parent chooses not to include the child’s other parent on the authorized pick-up list, an official court document must be on file (e.g., current restraining order, sole custody decree, divorce decree stating sole custody).

HOURS OF OPERATION:

Monday through Friday from 7:30am to 5:30pm.

CENTER CLOSINGS:

New Year’s Day
President’s Day
Patriot’s Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year’s Day

SNOW DAY POLICY

Learning Jungle Academy follows the Lawrence Public Schools guidelines. The Center will open with a delay due to weather and will be closed due to weather in State of Emergency.

OTHER REASONS FOR CLOSURE

No electricity, no heat and/or no water due to problems with the building and/or power outage. Parents will be called, if no answer, we will move down the list to the emergency contact. It is important to keep your child's record up-to-date.

DAILY SCHEDULES

Learning Jungle Academy staff work together to prepare and post a daily schedule that outlines the sequence and time of each part of your child's day. The daily schedule includes time for snacks, lunch, nap or quiet time, morning and afternoon outdoor time, morning and afternoon structured curriculum time, morning and afternoon "free play time" and specials activities such as music, drama or what the teachers/children come up with. Teachers follow the classroom schedule regularly every day to provide the children with a sense of structure and predictability. Only on occasion, and with advanced notice to the children, the schedule may change due to special events or curriculum opportunities. Please consult the classroom daily schedule as you plan your drop-off and pick-up times each day. We ask that you drop off your child prior to the morning circle, when the activities of the day are introduced, classroom jobs are assigned, activities are modeled, and children are welcomed into the classroom for the day. We ask also that you maintain a regular pick-up time, or call us when you cannot do so, so we can help your child anticipate changes to their regular schedule. Children do notice when there is a change to their schedule and may become upset when they are not appropriately prepared for it. The following is a sample daily schedule for a toddler, preschool or pre-k classroom. Infants follow a more flexible schedule to enable teachers to respond to the children's more intensive daily physical needs. Please consult your transition packet and/or the parent information board in your child's classroom for the current daily schedule followed in that classroom.

7:30-8:30 am Arrival, Sign In, Activity Choice Time
8:30-9:00 Toileting, Hand Washing, Cold breakfast
9:00-9:30 Morning Circle Time
9:30-10:00 Structured Curriculum Activity
10:00-10:15 Snack, Clean Up, Prepare for Outside
10:15-11:00 Outdoor Time
11:00 am-12:15 pm Language or Music Class, Transition Circle
12:15-12:45 Lunch
12:45-1:00 Toileting, Hand Washing, Tooth Brushing, Prepare to Rest
1:00-3:00 Rest/Nap (with quiet music)
3:00-3:30 Wake Up, Clean Up, Toileting, Hand Washing, Snack
3:30-3:45 Afternoon Circle Time, Prepare for Outside
3:45-4:45 Outdoor Time
4:45-5:30 Activity Choice Time, Departures, Sign-Outs

CIRCLE TIME

Circle time is a group meeting of all of the children in the class when the teachers formally welcome them, communicate information about the activities for the day, allocate special jobs for the day, inform children about changes to the routine, provide instructions on how to use new materials, and provide children with opportunities to present work they have done. It's important that children arrive prior to morning circle time as children who miss morning circle often have difficulty transitioning into the classroom.

STRUCTURED CURRICULUM TIME

Each month, all staff gathers, discusses and prepares a formal curriculum calendar of activities organized around a common theme. Teachers plan the activities carefully to respond to children's interests and learning goals and to provide teacher-directed engagement with our six curriculum areas: Language and Early Literacy (Spanish is incorporated on a daily basis for children to pick up on the language), Early Mathematics, Science and Sensory Exploration, History and Social Science, Visual and Performing Arts, and Health and Physical Education and Technology according to child's age. Children engage in structured curriculum time twice a day (in the morning and in the afternoon).

FREE PLAY TIME

The daily schedule also includes time for children to play together in an informal manner in the many activity areas in the classroom. "free play time" is usually scheduled at the beginning and end of the day, when staggered drop-off and pick-up times necessitate flexibility and open-endedness. These times are very important to enable children to practice teamwork, leadership, creativity, sharing and small-group dynamics. Free play makes learning fun, natural, and self-driven.

OUTDOOR TIME

Outdoor time helps children develop their physical abilities, stay healthy, explore the natural world, practice important social skills and have fun. Our morning and afternoon outdoor times are an integral part of the children's day. Children in all of our classrooms play outside every day, unless weather conditions are too hazardous to allow it. In general, we consider air temperatures above 95 degrees or below 20 degrees Fahrenheit too hazardous for outside play. Classes do take short walks inside the building/outdoor play area to give the children a change of scenery and at the same time helps them explore.

We will not exclude a child from outdoor play unless we have medical documentation on file that indicates that the child is being treated for a specific condition that requires him or her to remain indoors. We recommend that you dress your child appropriately for outside weather every day. Layered clothing and comfortable walking shoes are generally recommended. In the spring and fall, a light outdoor jacket or sweater is recommended. In the winter, a warm coat, hat, mittens or gloves, and water-proof boots are recommended. In the summer, we ask that you provide your child with a swimsuit, water shoes, a sun hat, and a towel for water play.

OPEN DOOR POLICY AND COMMUNICATION

Parents may visit their children in our facilities any time they wish. We do ask parents who plan to visit their children frequently to follow the classroom routine, to avoid disturbing classroom schedules and activities. If you wish to meet with the Director or a staff member, please make an appointment so that arrangements can be made.

Learning Jungle Academy appreciates parents' valuable input on the care of their children, and encourages parent participation. Parents can visit as much or as little as their schedules (and children) will allow. We also invite grandparents to come and visit and read a story to the class. If you are going to have a grandparent visit us, please let your child's teacher know so that we can expect them.

A few suggestions on how parents can participate:

- Share your skills—play an instrument, tell a story, share your cultural traditions.
- Make an appointment to discuss your child. Childcare staff are happy to discuss your child, but pick-up & drop-off times are the busiest times for staff.
- Communicate with staff about any big changes in your child's life; changes in family circumstances, moving to a new house, death of grandparent etc.
- Donate and recycle materials for arts and crafts.
- Try to attend whatever celebrations, open-evenings, fundraisers etc. that are organized throughout the year.

(Subject to change according to 606 CMR: Department of Early Education and Care)

Keeping open lines of communication between parents and staff is essential to providing the best care to our children. By ensuring a clear communication, it makes it easier for parents and staff to support one another, manage child behaviors and support development. Parents are always welcome to contact us and let us know what's on their mind. Suggestions and participation are always welcomed.

Newsletters will be emailed or sent home with each child every month. Daily reports will be handed to parents for infants and toddlers. Verbal reports or messages will be done for preschoolers and kindergartners.

BIRTHDAYS AND SPECIAL EVENTS

We do not celebrate each child's birthday, but we do recognize their special day. On their birthday, they get to choose if they want to wear a crown or something special. We could have his/her picture on the special board and we will sing happy birthday during circle time. If due to religion or other reasons you do not want us to do this for your child, please let us know ahead of time.

Parents are welcomed to bring cake or cupcakes, snacks (approved in advance by the director). No food brought into the school may contain nuts or any other ingredient to which a child in the classroom is

allergic. Please ask about any allergies in the classroom. We recommend 100% fruit juice popsicles, fruit salads, frozen yogurt or other natural treats.

Balloons are not permitted in the school at any time because of the dangers of choking and latex allergies. Foil balloons are allowed. Regular birthday candles are allowed. Parents may decorate the classroom with streamers or bring party hats or noise-makers. Goody bags are permitted as long as contents are age appropriate and not candy. Please speak with the director for guidance.

ENROLLMENT AND DOCUMENTATION

ENROLLMENT PROCEDURES

We encourage all families who are interested in our school to take a tour of the classrooms, meet the teachers, and meet with the director for basic information about our center. When you decide that Learning Jungle Academy is the right place for you and your child, submit the application.

If there is a waiting list, whenever a space becomes available, we call families on the waiting list in the order in which we received the application. When you are offered a space, you may secure it with a security deposit. Without a deposit, we will continue to offer the space to other families. When a family secures the space, we send the parents an enrollment package that consists of a Developmental History form, a Drop-Off and Pick-Up Authorization/Transportation Plan, a First Aid and Emergency Medical Consent Form, a Permissions Form, a Medical Health Record form to be completed by a licensed pediatrician, and a Family Participation Preferences Form.

With your enrollment materials and the non-refundable security deposit, we schedule an orientation meeting, at that time, we review the enrollment materials, agree on a start date, and provide you with further information about the classroom, the teachers, the curriculum, and a list of materials to bring to the center.

REQUIRED DOCUMENTATION

By law, we are required to keep on file the following documents for all children enrolled in the center: Application Form, Developmental History, First Aid/Emergency Medical Care Consent Form, Massachusetts School Health Record/Physician's Examination (valid within 1 year of the exam), Immunization History, Lead Screening, Drop-Off and Pick-Up Authorization Form, Transportation Plan, a Permissions Form for sunscreen, field trips, photographs, a Signed Parent Handbook Acknowledgement and Agreement (last page of handbook), and a Family Participation Form.

The following forms must be updated annually: Application (for parent contact information), Developmental History form, Emergency Contacts form, the medical exam, the immunization report, the lead test, any allergy information, any Individual Health Care plans that have been submitted, and the permissions form.

Your cooperation in keeping your child's file up to date is very important. Please submit any new information whenever you receive it and by responding promptly to requests for updates. S child will

not be allowed in the center without required documentation to attend the school. Enrollment will be suspended until required forms are returned to us.

TUITION, FEES AND PAYMENT POLICIES

TUITION

Tuition is due every Friday or the last day of the week that your child attends the center. Tuition may be handed to the director or manager. Tuition payments are never to be given directly to classroom teachers or left in your child's mailbox or backpack. Forms of payment accepted are cash and checks. A receipt will be emailed but can be printed upon request. We do not reduce the tuition fee due to holidays or closure related to weather or other emergencies. Same applies if the child does not attend the days that he/she is scheduled for, no matter the reason (e.g., sickness, vacation, etc.,). We do not provide make-up days and no unpaid vacation weeks. If a child is absent for more than a week without notice to the administrator/director their spot is considered vacant, same goes for when the child is on vacation and their tuition is not paid. Please take notice that if you take your child out for any reason including summer vacation, you are at risk of losing your child's spot. Waiting lists fluctuate, there might be no one on the waiting list when you pull your child out but when you come back there might be a waiting list.

SECURITY DEPOSIT

The security deposit consists of a payment of one month of tuition that secures a space within the school. The security deposit also serves as the last month of tuition for the child. We ask that you provide us with a 30-day advanced notice if withdrawing from the program. With such notice, we credit the security deposit as the last month's tuition payment. For children who are graduating from the pre-k classroom into kindergarten, we ask for a 30-day advanced notice of the child's last day, or longer if possible, so we may plan for our August/September enrollments.

TRANSITION POLICY

Transitions can cause a mix of emotions from excitement to anxiety, especially when they start at a new center. It is important to provide time for everyone involved in the transition, including the parents, the child, the teachers and the other children in the classroom, to adjust emotionally to the new situation and welcome the change. When you meet with the director to enroll your child, the director will ask for your input in preparing a transition schedule. You know your child best, if you think that starting a couple of days a week, or everyday half a day is better until he/she gets settled. Talk to the teachers about your child's personality, likes and dislikes.

When transitioning to a new classroom the child will start by spending an hour in the classroom to help him/her adapt to the new teachers and new friends. Depending on how the child adapts, the amount of hour increases.

Please note that the market price of Learning Jungle Academy tuition is subject to change. (e.g., changing market demand, etc.). This is revised every year and goes according with the market. Tuition rates vary within age groups or classroom. Parents will be notified 1-2 weeks prior to change.

Infant Classrooms: 8 weeks to 15 months

Toddler Classrooms: 15 months to 2 years 9 months

Preschool Classroom: 2 years 9 months to 4 years

Pre-K Classroom: 4 years to 5 years

LATE PICKUP POLICY

Children have a schedule and they are aware when it's time to go home, they get impatient and cranky. Our staff also have a family to go to, please be on time. A late fee of \$1 for every late minute a child is picked up after their picked-up time. [606 CMR 7.08 (6)(g)].

LATE PAYMENT POLICY AND FEES

Families will be terminated for non-payment at our discretion. 1st offence is a verbal notice, 2nd offence is a written notice and the 3rd offence will result in termination of the program. Termination will occur if the balance is not brought up-to-date within a week. A \$10 charge will occur for each late payment. (These fees do not apply to MA state subsidies.)

Fees for returned and/or insufficient funds will be \$35. Your bank may also charge you a fee.

FIELD TRIPS POLICY

Field trips enrich and expand the curriculum, strengthen observation skills by immersing children into sensory activities, increase children's knowledge in a particular subject area and expand children's awareness of their own community. We carefully choose and plan field trips, we only take preschoolers and kindergartners to field trips as they are older and able to follow directions better. Parents are more than welcome to chaperone. We follow child-teacher ratio on the field trips as well as in the Center. If your child does not attend a field trip, you will have to find other arrangements as we do not have extra staff to stay behind at the center. Depending on the field trip we will ask for a fee to assist with the transportation and/or activity. Parents will be notified beforehand.

SERVING CHILDREN WITH SPECIAL NEEDS

We welcome and accepts applications from all families. We believe that all children and families can benefit from the inclusion of children with varying abilities in the classroom. Children and families can and should learn about helping one another and developing an awareness and respect for human differences.

If you are applying for admission to Learning Jungle Academy and your child is already receiving services from Early Intervention or the Public Schools or has an already identified disability for which accommodations may be necessary, you are required to contact the director during the enrollment process to discuss any such accommodations. The director will review the accommodations needed and decide whether Learning Jungle Academy can meet your child's needs. The director will inform you in writing within 30 days of receipt of the information as to Learning Jungle Academy's decision regarding enrollment and the reasons for the decision.

Considerations include but are not limited to the nature and cost of the accommodations, the ability to secure funding or services from other sources, the school's overall financial resources, the number of employees, the size of the classroom, the effect on expenses, and any other impacts on the school.

If the director determines that the accommodations required to serve your child would cause an undue burden on the school, the director will inform you of other resources available for your child as well as your right to contact the Department of Early Education and Care for a review.

If the director determines that the accommodations do not present an undue burden on the school, an appropriate Individual Education Plan (for children three years of age or older) or Individual Family Service Plan (for children three years of age or younger) will be developed. The director will name a liaison for the child, who is usually one of the child's classroom teachers, who will be responsible for coordinating all communications regarding the child's accommodations and who will continue to assess the child's progress. The liaison and the classroom teaching team will assess the child through weekly assessment discussions, written development reports prepared every three months, and other documents as may be deemed appropriate. The child's service providers may contribute to the school's documentation in the form of Individual Service Provider memos and addenda attached to the development reports. The liaison and the director meet with the parents every three (3) months to discuss the assessments and the potential to continue serving the child.

REFERRAL SERVICES

After your child is already enrolled, you or your child's teachers may believe your child could benefit from evaluation and assistance with physical, emotional, behavioral or medical issues. Learning Jungle Academy administrators will work with you and your child's teachers to assess whether and when such services would be beneficial and what role Learning Jungle Academy can or should play in the intervention.

You have a right to early intervention services under M.G.L. 71B, as provided by the Commonwealth of Massachusetts through the public school system, and under Part C of IDEA, as provided by the Federal Government.

BEHAVIOR

DISCIPLINING OUR CHILDREN

Positive and consistent reinforcement is used to discipline our children. The age and needs of each child are taken into consideration when it comes to disciplining them. We understand that children get tired and act due to it. We give them time "alone" (reading a book, taking a walk). Physical force (hitting,

slapping, spanking) is never used. Humiliating, threatening, teasing, ridiculing or embarrassing is not permitted. We do not take their rights away as punishments (taking/withholding food from them, etc.,). They are always treated with respect.

MISBEHAVIOR

Every child expresses their feelings differently. Some withdraw themselves, some cry, others hit/bite. When a child hits, bites, screams and/or throws a tantrum, he/she will be pulled aside to prevent the distraction of other children and to help the child calm down. He/she will be given time to calm down, a teacher/assistant will spend time 1:1 until the child calms down, he/she might be hungry, tired or overstimulated. The teacher/assistant will teach this child the best way to express himself/herself. If hitting or biting happens, an injury report will be written and both families will be notified. The name of the child who hit/bit will not be released, it will remain confidential to prevent the child to be pointed at.

The teacher documents any development and behavior concerns in the child's record. Meetings with the parents will be made to discuss the issue and how it can be corrected. If the behavior is not corrected and the staff determines that the child is becoming a danger to the other children or staff, Learning Jungle Academy reserves the right to terminate the child from the center. Parents will be given a written notice of termination. Depending on the severity of the problem, the termination could be in effect immediately.

RESPECT

We ask all parents to help us maintain a school environment respectful of children. Use of profanity or other forms of derogatory language is prohibited in the classrooms or at any time children are present and can be grounds for suspension or termination from the school.

We ask for your support in honoring the children's and the teacher's work. Children are very sensitive, if they notice that you left their work behind or threw it away, their feeling will be hurt. Please respect the teachers and the classroom by not interrupting an activity. If you need to pick up your child in the middle of an activity, please try to schedule it before or after as you will disrupt the whole class.

PERSONAL BELONGINGS

It is hard to keep track of the belongings of each child, please help us by labeling your child's belongings. We are not responsible for loss of damage to your child's items. Please have your child keep their toys at home. They are welcomed to bring their nap time stuffed animal or security blanket as this helps them fall asleep.

Each child will have an assigned cubby, located near the front door of their classroom. Parents should check their child's cubby each preschool day. Written communication, art papers, etc. will be placed there before the end of class. A backpack, bag or sack is helpful when getting ready to go home, don't forget to label the backpack as well.

Here is a guide to help you pack for your child according to their age:

Infants: prepared formula and/or breast milk in bottles, a container of formula powder, food for lunch and snacks, diapers and wipes, any topical creams or lotions, sunscreen, a pacifier (if needed), two complete sets of extra clothing, and seasonal outdoor clothing.

Toddlers: diapers and wipes, two complete sets of extra clothing including socks and underwear, seasonal outdoor clothing, nap items (blanket, stuffed animal), any topical creams or lotions, sunscreen, non-fluoride toothpaste, and two sippy cups (for younger toddlers only).

Preschoolers and pre-kindergarteners: two complete sets of extra clothing including socks and underwear, seasonal outdoor clothing, nap items, one tube of fluoride toothpaste, any topical creams or lotions, and sunscreen.

Seasonal outdoor clothing for summer includes a swim suit, towel, sun hat, and water shoes; for winter, a warm coat, hat, gloves, and boots; for fall and spring, a sweater or light jacket. Please consult your child's teachers for recommendations of appropriate clothing that will enable your child to participate comfortably in all activities.

CHILD RECORDS

Learning Jungle Academy maintains an individual written record for each child, as required by EEC. Children's records are updated yearly and when any changes occur. Only parents, teachers, the director, and Department of Early Education and Care (EEC) may view the contents of a child's file, unless parents provide written permission for the release of the records to another party. You may request copies of your child's file for your own use by requesting it in writing to the director. Whenever anyone views or copies information from a child's file, a record is kept of the disclosure in the "File Access Log". We keep all children's records for five years after they have left the school. After that time, they are no longer available. Parents have the right to add and request deletion or amendment of any information, comments, data or any other relevant materials to the child's record as per EEC regulation 606 CMR 7.04 (7)-(10).

PROGRESS REPORTS

Teachers observe and document on the children's strengths, challenges, interests and interactions. Progress reports are done every three months for infants and children with special needs and every six months for all other children. A copy is kept in the child's record and another copy is given to the parents during a parent-teacher conference.

PORTFOLIOS

Teachers in all classrooms also collect samples of children's work throughout the year and assemble them in a portfolio. You have the right to view the contents of your child's portfolio at any time. The portfolio is kept in the classroom, reviewed at conferences, and presented to you when your child graduates from the program.

CHILD ABUSE AND NEGLECT

All staff at Learning Jungle Academy is a mandated reporter and will report suspected child abuse or neglect to the director and to the Department of Children and Family Services (DCF) in the form of a 51A report. The director will notify the Department of Early Education and Care immediately after filing a 51A report or learning that a 51A report has been filed.

Abuse: non-accidental commission of any act upon a child, which causes or creates a substantial risk of serious physical or emotional injury or constitutes a sexual offense under the laws of the Commonwealth of Massachusetts.

Neglect: failure, either deliberately or through negligence and inability, to adequately care for, protect or supervise children.

We take very seriously what children say. If a child says something of concern, we are mandated to report what the child says.

INCIDENT REPORTS

The use of incident reports is to remind parents and children of the expectation that Learning Jungle Academy has. The incident is documented, we meet with the parent(s) to discuss the behavior and how it can be prevented in the future. Incident reports are also documented in the child's record and reported to EEC.

SUSPENSION AND TERMINATIONS

Learning Jungle Academy will work with the child and the parents to remedy the situation before considering suspension or termination. We believe that parent/family involvement is crucial to the success of any strategic interventions to modify behaviors.

CRITERIA FOR SUSPENSION AND TERMINATION

- When a child engages in continued, regular incidences of unsafe and inappropriate behaviors.
- When a parent, for whatever reason, fails to attend either the team meeting or the feedback meeting during the referral process.
- When a parent refuses to follow through with referrals under the recommendation of the Director.
- When, at the completion of the referral process, the Director determines that the child's behavior cannot be managed safely and effectively given the Center's in-house resources.
- When an evaluator from an outside agency determines that CCC cannot meet the needs of a child.
- When tuition is frequently paid late (see "Late Payment" section).
- When a child is frequently picked up late (see "Late Pick-up" section).
- When a parent engages in inappropriate treatment of a child, parent, employee, or visitor of the Center.
- When a parent repeatedly fails to follow policies and procedures of the Learning Jungle Academy Parent Handbook.

Learning Jungle Academy will communicate openly with the parents in an attempt to resolve the situation before terminating enrollment. Referrals, consultation and training will be made in an attempt to remedy the situation.

TERMINATION

Learning Jungle Academy will make the decision to terminate enrollment immediately in extreme situations, including, but not limited to the following:

- When a child or parent engages in extreme behavior that jeopardizes the safety of a child, parent, employee, or visitor of the Center.
- When a child or parent physically, verbally, or emotionally abuses or threatens harm to a child, parent, employee, or visitor of the Center.
- When a child or parent engages in illegal activity in the Center building.

TERMINATION PROCEDURE

- 1) Parents will be notified in writing of the reasons for termination. In the case of immediate termination, this notice may be given after the child is permanently removed from the Center. A copy of this letter will be kept in the child's main file.
- 2) In accordance with EEC regulations, the Director will inform parents about other services provided by neighborhood or private agencies.
- 3) When any child's enrollment in the Center is terminated, whether initiated by the Center or the child's parents/guardians, the child's teachers will help to provide closure for the child and their classmates in a manner consistent with the child's ability to understand to the extent feasible given the circumstances of the termination.
- 4) The Center reserves the right to keep the initial 4-week security deposit given prior to enrollment in order to have sufficient time to fill the child's enrollment slot.

HEALTH AND SAFETY

TRAINING

All educators are trained in the program's emergency and evacuation procedures, in standard precautions and in medication administration procedures.

HEALTH REQUIREMENTS

All children have up to date immunizations. We **MUST** have your child's immunization records prior to the first day of child care. Physical examination forms are required within 2 weeks of child's attendance at the school. Yearly physicals are required by law. We will accept any physical form your child's pediatrician uses as long as it has your child's name, the date of the last physical and the health care provider's signature.

DENTAL HEALTH

The staff will assist children in brushing their teeth whenever they are in care for more than four hours or whenever they consume a meal while in care. Individually labeled pediatric tooth brushes should be provided by the parents. Toothpaste is provided by the center.

NUTRITION

We provide nutritious breakfast and snacks. Parents are responsible for their child's lunch. If you want your child's lunch to be served warm you must pack it in a thermos as we do not heat food in the microwave due to safety. Please read our allergy section before you pack your child's lunch.

We do not allow candy, gum or sweet treats.

If your child has many allergies or is allergic to milk and/or other allergens please send snacks for your child. We will try to purchase snacks for your child as well.

The following are just a few ideas of healthy, easy lunches:

- Rice cakes with toppings
- Yogurt/Cottage Cheese
- Soy Butter and Jelly Sandwich
- Egg Salad or Tuna Sandwich
- Bagel with toppings
- Beans
- Pastas
- Cereals
- Fruit -Cheese
- Tofu
- Vegetables
- Turkey/Tuna wraps
- Meat in bite size portions
- Jell-O/pudding
- Soups
- Leftovers: pizza, casseroles, spaghetti, chicken, etc.

The following are NOT permitted:

- Candy
- Mints
- Soda/sugary drinks
- Lollipops
- Gum
- Chips
- Nut products

Children under 4 years of age are not to be offered the following foods:

- hot dogs (whole or cut into rounds)

- hard pretzels
- whole grapes
- meat larger than can be swallowed whole
- raw peas
- chunks of raw carrots
- popcorn

FIRST AID AND CPR

Learning Jungle Academy staff maintains up-to-date training and certification in Pediatric First Aid as well as Infant/Child CPR, which is renewed annually.

The staff, most likely the teacher, treats all minor injuries (cuts, abrasions, bumps) by cleaning any wounds with soap and water applies an ice pack if there is swelling and covers the area with a band aid. Teachers then notify you at pick-up time unless the injury is to the head or face when we will call you in advance to report the injury.

In the event of a serious accident or injury, one teacher calls 911, then the school director, then the child's parents, while another teacher stays with the child to provide immediate and appropriate first-aid. If parents cannot be reached, teachers call the emergency contacts in the order listed on the emergency contact form. If necessary, the child is transported to the nearest hospital or the hospital of your choice via ambulance with a teacher and/or the child's parents, guardians, or emergency contacts.

MEDICATION ADMINISTRATION

Any staff who administers medication shall have completed the 5 rights of medication annually. At least one person who is trained in medication administration will be on the premises at all times when children are present. Any person who administers any medication, other than oral or topical medications and epinephrine auto injectors, must be trained by a licensed health care practitioner and must demonstrate annually to the satisfaction of the trainer, competency in the administration of such medications. All educators will be trained in recognizing common side effects and adverse interactions among various medications, and potential side effects of specific medications being administered in the program.

- All medication administered to a child, including but not limited to oral and topical medication of any kind, either prescription or non-prescription, must be provided by the child's parent.
- All prescription medications must be in the containers in which they were originally dispensed and with their original labels affixed. Over the counter medications must be in the original manufacturer's packaging. The educator must not administer any medication contrary to the directions on the originally dispensed container with the original label(s) affixed. The educator must not administer any medication contrary to the directions on the original container, unless so authorized in writing by the child's licensed healthcare provider.
- Any medications without clear instructions on the container must be administered in accordance with a written physician or pharmacist's descriptive order in a child's individual health care plan.

- The educator must store all medications out of the reach of children and under proper conditions for sanitation, preservation, security and safety during the time your child is in our care and during the transportation of your child.
- Those medications found in United States Drug Enforcement Administration (DEA) Schedules II-V must be kept in a secured and locked place at all times when not being accessed by an authorized individual.
- Prescription medications requiring refrigeration shall be stored in a way that is inaccessible to children in a refrigerator. Notwithstanding the provisions of 606 CMR 7.11 (2) (e), above, emergency medications such as epinephrine auto injectors must be immediately available for use as needed.
- All unused, discontinued or expired prescription medications shall be returned to the parent and such return will be documented in the child's record. When return to the parent is not possible or practical, such prescription medication must be destroyed and the destruction recorded by a director in accordance with policies of the center and the Department of Public Health, Drug control Program.
- No educator shall administer the first dose of any medication to child, except under extraordinary circumstances and with parental consent Each time a medication is administered, the educator will document in the child's record the name of the medication.
- When topical medication is applied to a diaper rash educator must inform parents at the end of each day.
- All medication must be administered in accordance with the consent and documentation requirements specified in the following page. Parents must fill out the entire medication form.
- In case of an emergency, the child's teacher or Director shall attempt to contact the parent before (acetaminophen, ibuprofen, antihistamines) medication is given, unless a child needs the medication urgently or when contacting the parent will delay appropriate care unreasonably.
- If a child becomes ill, his/her parents will be notified immediately and asked to pick up their child.

All medication is stored in a closed cabinet or refrigerator out of the reach of children and under proper conditions for sanitation, preservation, security and safety. All unused medication is disposed of or returned to the parents when no longer needed.

HAND WASHING POLICY

Hand washing is the most effective means available to prevent the spread of illness. All staff, wash their hands with liquid soap and running water upon arrival for the day, after diapering or toileting, after handling bodily fluids, before and after handling any food, before and after administering medication, before and after using the water table, after handling garbage, dirt, or other potentially contaminated materials, and when moving from one group of children to another.

Staff help children learn proper hand washing technique and help children wash their hands until they can do it properly themselves. Children are required to wash their hands with liquid soap and running water upon arrival for the day, after diapering or toileting, before and after meals and snacks, before and after using the water table, and after handling any potentially contaminated materials. We welcome

your assistance in reminding your child to wash his or her hands regularly and in teaching proper hand washing techniques.

Allergies

All allergies (and dietary concerns) will be clearly posted in each room, on the refrigerator and written on the child's emergency info/consent cards. Please note that we are a PEANUT and SHELLFISH FREE facility. If you send any food with your child, or donate any food to any functions held at the daycare please ensure that these foods are PEANUT AND SHELLFISH FREE. If they do not have the appropriate symbols or ingredients list then they will not be served to anyone for safety reasons, and will have to be returned home, or discarded.

Learning Jungle Academy has the following preventive measures:

- posting food allergies prominently in the classrooms and on the eating tables;
- training our Teaching Staff to teach the children to not share food at mealtimes;
- ensuring that the children wash their hands and faces after eating; and
- training all teachers how to administer an Epi-Pen

Parents can help by refraining from bringing food products commonly known to contain nuts of any kind. This will minimize the risk and exposure to children who have a severe nut allergy. If your child had any meals containing allergens, please make sure to wash their hands upon entering the classroom.

TOPICAL MEDICATIONS AND CREAMS

On your permissions forms, you can provide us with written authorization for non-prescription topical medications to be administered to your child, such as petroleum jelly, diaper rash ointments, or anti-bacterial ointments for wounds, rashes or broken skin. The authorization is valid for one year from the date it is signed and includes the child's name, medication, and procedures for administration. All topical medications must be stored in their original containers, labeled with the child's name. Teachers and staff can administer only the medications that parents provide and will not under any circumstances apply one child's medication or cream on another child.

COVID-19 RESPONSE

If a child develops a fever of 100.0 or other COVID-19 related symptoms, they will be removed from the classroom immediately and will be kept in a designated space for sick children and adults. Teachers will inform the parents to pick up their child immediately. The child will remain in the designated space with a First Aid and CPR certified staff member with the door closed. The child (if age 2+) and the staff member will wear PPEs. The director and the administrator will call the other parents who have a child in that room so that they may pick up their child and begin the monitoring process. When the parent arrives, the child will be escorted through the side exit. The designated sick area will be disinfected and remained closed for 24hrs.

If a child or staff member appears to have severe symptoms (extreme difficulty breathing, bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizures or seizures that won't stop) 911 emergency services will be called immediately and will be informed that the child or staff member is suspected to have COVID-19. The Department of Public Health and our EEC licenser will be notified.

As stated in the Massachusetts Child and Youth Serving Programs Reopen Approach: Minimum Requirements for Health and Safety (updated June 8, 2020):

5.(D) If a Child or Staff Contracts COVID-19: Sick children or employees who are COVID-19 positive or symptomatic or presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. 1. If the individual test positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 10 days have passed from the date of the positive test, as long as the individual remains asymptomatic.

(F) Self-Isolating Following Exposure or Potential Exposure: In the event that a staff member or a child is exposed to a sick or symptomatic person, the following protocols must be followed:

1. If a child or staff member has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the child or staff member must not be permitted to enter the program space and must be sent home. Exposed individuals must be directed to stay home for at least 14 days after the last day of contact with the person who is sick. The program must consult the local board of health for guidance on quarantine for other children and staff and what additional precautions will be needed to ensure the program space is safe for continued child care services.
2. If an exposed child or staff subsequently test positive or their doctor says they have confirmed or probable COVID-19, they must be directed to stay home for a minimum of 10 days from the first day of symptoms appearing AND be fever-free for 72 hours without fever-reducing medications AND experience significant improvements in symptoms. Release from isolation is under the jurisdiction of the local board of health where the individual resides.
3. If a child's household member or staff's household member tests positive for COVID-19, the child or staff must self-quarantine for 14 days after the last time they could have been exposed.

(G) If an Exposed Child or Staff Remains Asymptomatic and/or Tests Negative for COVID-19: If the exposed individual remains asymptomatic and/or tests negative for COVID-19, they must remain in quarantine and continue to monitor for the full 14 days.

Close contact is defined as within 6 feet of an individual who has tested positive for COVID-19 for more than 15 minutes while that person was symptomatic, starting 48 hours before their symptoms began until their isolation period ends.

As stated in the Massachusetts Child and Youth Serving Programs Reopen Approach: Minimum Requirements for Health and Safety (updated June 15, 2020):

Symptoms and COVID-19 exposure = report to Local Board of Health: If the child care provider is told that the child has been exposed to an individual who is COVID-19 positive or presumed to be COVID-19 positive, the child care provider must report the case to the Local Board of Health.

Symptoms but no COVID-19 exposure = no report yet. If the child care provider is told that the child has not been exposed to an individual who is COVID-19 positive or presumed to be COVID-19 positive, the child care provider does not have to report to the Local Board of Health unless or until the family reports that the information has changed.

DO SICK CHILDREN ALWAYS HAVE TO STAY OUT OF CHILD CARE FOR 14 DAYS?

No. A child who has COVID-19-like symptoms should see a clinician who may order a test.

A positive COVID-19 test will require coordination with the Local Board of Health to determine the necessary isolation period before the child may return to care.

If the clinician determines that the child does not have an illness compatible with COVID-19 or other infectious disease that would require isolation, the child may return to care. Protocols for children returning to care should be in line with provider policies, in consultation with families.

Who will the staff contact if they have questions about COVID-19 or a possible exposure? Staff may contact the state's designated child care epidemiologist, Dr. Katherine Hsu, as well as our health care consultant, Dr. Jorge E. Finke. Dr. Hsu can be reached at Katherine.Hsu@massmail.state.ma.us or 617-983-6948.

How will the Center keep track of symptoms, illnesses, and possible exposure to COVID-19? As now required by EEC, Learning Jungle Academy has prepared an internal spreadsheet to track absenteeism in children and staff due to illness

HEALTH CARE CONSULTANT

The Director and Staff at the Center consult regularly with our health care consultant, Dr. Jorge E. Finke, regarding general issues and issues pertaining to specific children at the Center. Such consultations will be handled with the strictest confidence.

INJURY PREVENTION

All teachers and administrative staff check the school daily for any safety hazards, including but not limited to obstructed exits, outlets without safety plugs, sharp objects or cleaning materials not secured in a locked cabinet. Any hazards are removed or repaired immediately. We do not allow any toxic substances, poisonous plants, sharp objects, matches or other hazardous objects in the school. Medications are kept in a secure place, out of the reach of children.

INFECTION CONTROL

The teachers are trained in infection control procedures and regularly wash and decontaminate the play surfaces and materials throughout the day. Materials and equipment that are disinfected after each use include cutting boards and other surfaces used for food preparation, tables used to serve food to children, toys that have been in children's mouths, thermometers, changing tables, and any mop or cloth used to clean up bodily fluids. Materials and equipment that are disinfected daily including toilet seats, trash cans that hold soiled diapers, sinks and faucets, drinking fountains, water tables and water play equipment, play tables, smooth surfaced floors, mops and any washcloths or towels.

Precautions are taken to ensure that communal water play does not spread infectious disease. No child drinks the water. Children with sores on their hands are not permitted to participate in communal water play. Fresh potable water is used, and the water is changed before each new group of children participates in water play. Water tables are completely drained, dried and disinfected with bleach solution at the end of each day.

- Rashes - Skin rashes may have a variety of causes and can appear on any part of the body and face. Any child with an undiagnosed rash cannot attend the Center.
- Sore Throat/Strep - The symptoms of this are usually: a fever, swollen neck glands, and a red, very sore throat. Your child can return to the Center after being on an antibiotic for at least twenty-four (24) hours.
- A.I.D.S./H.I.V. - Commonwealth Children's Center follows the Massachusetts medical policy for children with A.I.D.S./H.I.V. 22
- Allergies - If your child has some type of allergy, no matter how mild, please let the Center know as soon as possible.
- Colds & Coughs - If your child has a fever and/or a congested productive cough, please keep your child at home until s/he feels better and symptoms are gone.
- Conjunctivitis - This illness is extremely contagious and can spread within the Center very quickly, if not caught on time. The symptoms are often red, scratchy, watery eyes and a yellowish discharge coming out of the eye. A child can return to the Center twenty-four (24) hours after the first application of the antibiotic.
- Chicken Pox/Mumps/Measles - These are all very contagious illnesses. If you think that your child was exposed outside of the Center, let us know so that we can watch for signs. Please do not return your child(ren) to the Center with these illnesses unless they are past the contagious stage and are feeling okay.
- Ear Infections - If your child suffers from ear infections or has a tube in his/her ear, please let the Center know. If your child does come down with an ear infection, please keep your child at home until s/he is feeling better and is able to return to the Center.
- Influenza - The symptoms are: listlessness, rubbing eyes, poor appetite, trouble sleeping, fever, aches and upper respiratory congestion. Children with influenza should not be brought into the Center because it is a highly contagious illness.
- Head Lice - A child with head lice may return to the Center when free of all nits or scabies and free of all mites. Children with head lice should not be brought into the Center because it is highly contagious. The child may return after being evaluated by a physician, physician's assistant or nurse practitioner, and it has been determined that he/she is considered to pose no risk to the other children. Nevertheless, the Center may make the final decision concerning the inclusion or exclusion of the child.

In case of COVID-19 related cases, the administration will use sample letters from the Department of Public Health and Child Care Book as a guide when notifying parents. The Center will ask a parent who

calls in sick for their child if there is a possibility that the child could have a case of the disease in question. We will request that parents notify their pediatrician of the child's sickness and may ask for a note from the pediatrician before the child returns to the Center.

CARE OF MILDLY ILL CHILDREN

If your child shows symptoms of any mild illness, such as fatigue or a stomachache, we will remove your child from group activities and allow him or her to rest quietly on a mat. We will determine the nature of the child's illness to the best of our ability and call you with our concerns. If your child develops a fever, we will call you to pick-up your child. A child sent home with a fever is not allowed to return to the school for a minimum of 24 hours.

CLEANING SOLUTIONS

The following guidelines are used for cleaning, which involve mixing our own bleach and water solutions on a daily basis. The formulas are as follows:

- I. For dishes, baby toys, and thermometers: 1/8 teaspoon bleach to 1-quart warm water
- II. For tables, countertops, and sleep mats: 1/4 teaspoon bleach to 1-quart warm water
- III. For sinks, toilets, diaper tables, and pails: 1/4 teaspoon bleach to 1-gallon warm water
- IV. For blood spills: 1 part bleach to 10 parts warm water

SUNSCREEN

From May to October, all children older than six months wear sunscreen during outdoor time, with written parental permission. We ask that you bring in your preferred sunscreen, labeled with your child's name. Please bring your child to school with a layer of sunscreen already applied for the morning outing. The teachers apply a second layer after nap for the afternoon outing.

INSECT REPELLENT

The children do not generally go anywhere that would require insect repellent. Should public health authorities recommend insect repellent at any time, we will ask that you bring in a repellent containing DEET, labeled with your child's name. Teachers will apply insect repellent no more than once a day and only with written parental permission.

EMERGENCY AND EVACUATION CONTINGENCY PLANS

Emergency Evacuation Plans will be posted at all exits.

During an emergency evacuation the Lead Teacher will be responsible for taking the attendance information and for leading the children out of the building. Assistant teachers and other staff will assist in the evacuation and check for stragglers.

Infants and non-mobile toddlers will be placed in the evacuation crib(s) (The crib with the red band on the leg) and/or carried by staff. Other available staff will assist with the evacuation of the Infant Room.

The Program Director will make a visual inspection of each classroom before exiting the building.

All classrooms, once evacuated, will meet by the back fence and wait for the go ahead by the Program Director before reentering the building.

The Center will maintain a daily attendance list that is current. Staffs are responsible for signing children in and out of the center by arrival and departure times. The attendance list will be kept on the top of the cubbies and be readily accessible in case of an emergency evacuation. The lead teacher will be responsible for taking the attendance list and for accounting for all of the children in the class once they are safely out of the building.

Emergency evacuation drills are conducted every other month at different times of the program day as determined by the Program Director.

Children and staff should practice using different evacuation routes so that the children and staff will be familiar with them.

The Program Director will maintain documentation of the date, time, and effectiveness of each drill in the Fire Drill Log. This documentation will be maintained for five years.

SHELTER IN-PLACE EMERGENCY

Parents will be notified via telephone and e-mail in case of a hazardous situation nearby or a dangerous storm. Staff and children remain inside the school while the director notifies parents.

LOCK-DOWN

In case of a dangerous situation outside that requires securing the school, there will be no one leaving/entering the school. The children will be entertained and parents will be able to pick up the children when Public Safety Officials clear the area. Parents will be notified via e-mail and telephone.

IMMEDIATE AREA EVACUATION

If for any reason it becomes necessary to leave the school to ensure the safety of the children (e.g., fire, loss of heat or electricity, gas leak), staff vacate the children in an orderly manner and meet at Greater Lawrence Family Health Center on Plaza 114, where teachers will contact parents via cell phone to arrange for pick up.

NEIGHBORHOOD EVACUATION

If it is necessary to Evacuate Lawrence, local and state emergency personnel will designate shelters. Learning Jungle Academy staff will remain with the children at all times until they can be handed over to parents. Staff and children evacuate the area by walking, trolley or by buses and gather at the designated shelters. Parents will be notified immediately via email and telephone.

Evacuation plans are posted in each classroom. In the event of an emergency, the director calls 911 and remains in the building until all children are accounted for. Teachers are responsible for evacuating their own classrooms. All classes exit by the nearest door, unless it is blocked or unsafe, when they exit through their designated back-up route. When exiting via the front door, children proceed into the parking lot where we take attendance and then await further instructions, such as a designated emergency site. When exiting via the rear door, children turn right, walk towards the elevator and walk to the parking lot about 500 yards away from the school.

Teachers evacuate their classes in an orderly manner, take attendance at the designated pick-up area, stay with the children until all of them have been picked up, bring first-aid kits for treating minor injuries, and bring cell phones for contacting parents.

The director ensures that all procedures are followed correctly and that evacuation drills are held at least once a month, at different times of the day, and are practiced with all groups of children and staff. The director documents the date, time and effectiveness of each drill and keeps all documentation on file in our Fire Drill log. If the director is out of the building for any reason, the designated administrator assumes the director responsibilities in an emergency.

FIRST AID AND TRANSPORTATION TO THE HOSPITAL

Location of first aid kit - Each classroom will have a first aid kit. Its location will be marked by a red cross contacted on the front of the container. The first aid kits are stored out of the reach of children but easily accessible in case of emergency.

Portable first aid kits used on field trips will include: first aid supplies, children's emergency contacts and telephone numbers, and change for a pay telephone.

Who maintains the first aid kit? - the first aid kit is kept supplied by the program director. First aid kits will be inspected monthly but supplies will be replaced as needed. Staff should report missing items to the program director.

Staff certified in first aid and in accordance with recommended procedures will use all first aid supplies and/or equipment. All staff must be first aid certified within six (6) months of employment. One staff member certified in CPR must be on the premises during all hours of operation.

Contents of first aid kit:

- Band-Aids
- Disposable non-latex gloves

- Gauze Pads
- Gauze Roller Bandage
- Adhesive Tape
- Instant Cold Pack
- Tweezers
- Thermometer
- Compress
- Scissors

(1) In the case of an emergency or illness (such as a seizure, a serious fall or serious cut), the teacher in charge will begin administration of emergency first aid while the assistant teacher or second teacher takes other children to another area or room. Both staff members should respond in a calm and reasonable manner.

(2) Other staff will be alerted to send for assistance, be it the Program Director, social worker, or another person in the center.

(3) One of the supervisory staff will contact the parent to come and pick up child or, if response time is a factor, to have the parent meet the child and accompanying staff at the emergency room of the hospital utilized in emergencies.

(4) In the event a situation arises that is life threatening or the child cannot be comfortably restrained in a car, an ambulance will be called immediately. The parent will be called to meet the child and staff at the hospital. The teacher or other designated staff will go with the child in the ambulance. The child's file will be taken, including permission forms and pertinent insurance information if the center has it.

(5) If the emergency is non-life threatening and the child is transported to the hospital by the Center, one of the staff will drive and another staff will be accompanying the child for comfort. The child will be properly restrained in a car seat and in a seat belt. The child will not be carried on the staff member's lap

(6) If the parent comes to pick up the child and needs assistance, the teacher or program director may offer to drive to the hospital or to accompany the child

(7) When parents cannot be reached, those listed, as emergency contacts will be called as a further attempt to reach parents. In the event a parent cannot be reached immediately, a designated staff person will continue to attempt to reach parents. If necessary, the child will be transported to the hospital by two designated staff members (or by ambulance) and the child's whole file will be taken, including permission forms.

The Program Director or the Program Administrator will immediately report to the Department of Early Education and Care any injury to, or illness of, any child which occurs during the hours while the child is enrolled in care and which requires hospitalization or emergency medical treatment.

Emergencies While on a Field Trip

If an accident or acute illness occurs while on a field trip, the lead teacher will take charge of the emergency, assess the situation, and give first aid as needed. The method and urgency of transportation for the child to

receive medical treatment will be determined by the lead teacher based on the severity of the emergency or illness. If necessary, an ambulance will be called.

The program director, or other designated adult, will be contacted by the Lead Teacher as soon as possible and informed of the nature and extent of the injury and the proposed plan of action.

As a preventive measure, prior to departure from the center, the program director and. or lead teacher will determine appropriate guidelines to be followed during the field trip to ensure continuity and safety of the children including:

- (1) A first aid kit will be taken in all vehicles on all field trips.
- (2) Emergency information, including contacts and telephone numbers, will be taken on all field trips.
- (3) On a field trip, staff must know the location of a telephone and have appropriate change to be able to use it or have a working cell phone available.

Plan for Injury Prevention

A. To prevent injury and to ensure a safe environment, the staff member who opens each classroom is responsible upon arrival each day for monitoring the environment and for the removal of any hazards. Any needed repairs or unsafe conditions should be reported to the Program Director. The Program Director will monitor the outdoor playground and remove any hazards prior to any children using the space.

B. No smoking is allowed on the premises.

C. Toxic substances, sharp objects, matches, and other hazardous objects will be stored out of the reach of children.

D. A first aid kit and emergency contacts and telephone numbers for the children will be taken on all field trips.

E. An injury report for any incident which requires first aid or emergency care will be maintained in the child's file. The injury report includes the name of the child, date, time and location of accident or injury, description of injury and how it occurred, name(s) of witnesses, name(s) of person(s) who administered first aid and first aid required. Staff should use the Accident/Injury Report Form to record the above information. Staff should submit the completed form to the Program Director for review.

Once the Program Director has reviewed the Accident/Injury Report form and has signed it, it should be given to the parent.

The parent should be allowed to review it, sign it, and then be given a copy. The staff member should then log the report in the Central Log of Injuries and then file the report in the Child's file.

Only staff who have a current First Aid will be allowed to administer first aid no matter how minor the injury.

Assessing Injuries to Children in Care.

When a child is injured, the staff needs to fully assess the child's injury and make sure they are following their first aid procedures. In addition to following proper first aid protocols the staff will follow these additional procedures be followed when a child needs first aid. When an injury occurs, the staff trained in first aid will ask the child questions and observe to make sure the child is okay. Monitor the child throughout the day. Continue to assess the child's injury to make sure what was first observed and treated is still the appropriate course of action.

Anytime you believe the child's life may be at risk, or you believe there is a risk of permanent injury, seek immediate medical treatment.

After first aid is administered and the child is calm, the Program Director or lead teacher should survey the scene and gather additional information.

- What was the child doing?
- What equipment was involved?
- Was another child involved?
- Were any hazards involved?
- Were there any witnesses?
- What did they see?

Procedure that must be followed by the staff providing first aid:

- Complete an injury report.
- Provide timely, full, and accurate verbal notification to parent/guardian regarding injury
- Do not perform first aid or CPR without having completed current training.
- Regularly review program's health care policy with staff.
- Program staff must share all pertinent information with program administrator and any teacher taking over care. Sharing the child's status with the parent/guardian at pick up time.
- Make sure the location of the child's medical information is complete and accessible to staff.

Parent Handbook Acknowledgment and Agreement

I have received Learning Jungle’s Academy Parent Handbook. I have read it and understand all policies, procedures and requirements.

I agree to adhere to the policies, procedures and requirements as stated in the handbook.

Parent/Guardian Signature _____ Date _____ Print
Name _____

Parent/Guardian Signature (2) _____ Date _____
Print Name (2) _____