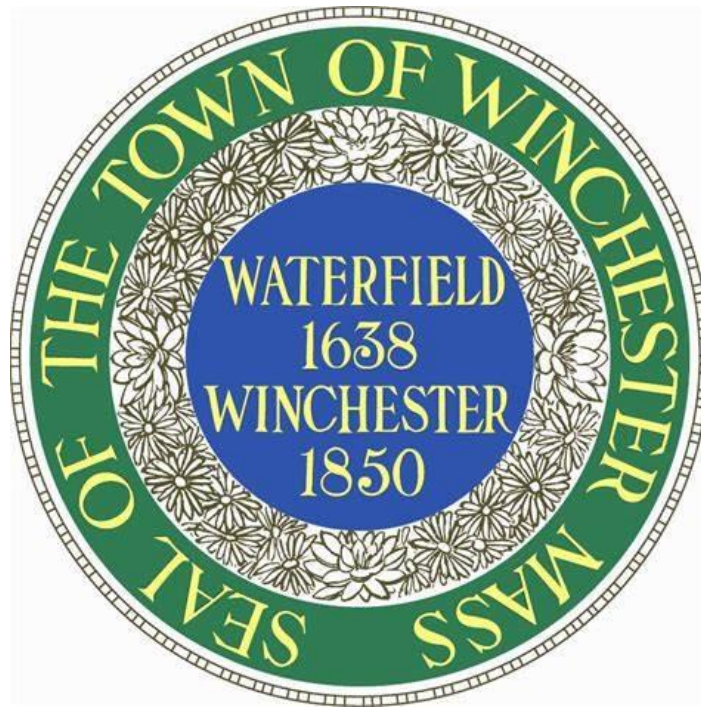


WINCHESTER RECREATION
WRAP AFTERSCHOOL PROGRAM
Parent Handbook
2024-2025



Winchester Recreation Department
263 Main Street
Winchester MA 01890

OFFICE PHONE: 781-721-7125

Registration Website: www.winrec.com

Town Recreation Webpage: <https://www.winchester.us/635/Recreation-Department>

Registration forms available for download on the town web page

Winchester Recreation After School Program Key Contacts

Program Name	Telephone Number	WRAP Director	E-mail
WRAP @ Mystic (K – Gr. 5)	781-721-7125	Carol McCollem	cmccollem@winchester.us
		Assist. Director	Email
		Lisa Paganis	Lpaganis@winchester.us

Recreation Director: Nick Cacciolfi ncacciolfi@winchester.us

Location

WRAP After School Program: 263 Main Street, Winchester, MA

Program Description and Mission

The Winchester Recreation Department After School Programs were created to provide quality, safe, constructive, and stimulating environments for Winchester Elementary Children during after school hours and early release days.

Our programs offer a wide variety of age-appropriate enrichment opportunities for participants such as sports and fitness, homework help, science, arts and crafts, music and theater games, as well as other activities that support and promote healthy social and emotional development in a fun environment.

Our staff members are fully trained and seasoned educators who maintain a dedicated and positive attitude toward learning and focus on developing meaningful relationships with our participants. Safety, along with positive youth development and caring dedicated staff is our recipe for success.

The Mission of the Winchester Recreation Department After School Program is to provide a safe, supportive, and constructive environment for children using daily activities that provide enrichment and recreational opportunities.

Program Goals/Objectives

- ❖ To meet the need of our families in providing quality and affordable after school programs.
- ❖ To provide well-trained, professional, caring and competent staff.
- ❖ To promote self-esteem and emphasize positive values children have with each other and adults.
- ❖ To encourage creativity by providing a variety of programs, learning opportunities and activities.
- ❖ To provide a safe, accepting and nurturing environment.
- ❖ To provide activities that encourage growth, socialization and learning.
- ❖ To effectively communicate with parents/guardians regarding the needs of their children.

Activities

Children choose from a variety of age-appropriate activities each day. Outdoor activities are offered daily, weather permitting. All activities will reflect the mission of the program, the developmental level of the children, and will meet the children’s needs for choice, recreation, and enrichment. Our multicultural activities provide children with information that fosters tolerance and teaches diversity. Each day’s activities promote physical, intellectual, and emotional growth, as well as social well-being and literacy. Also available at our programs are opportunities to participate in community service projects; work on homework, science, and math activities; and join in games that foster cooperation and conflict resolution. Each month’s activities are posted inside each classroom.

Sample School Year Schedule

1:50 pm – 2:40 pm	Arrival/ attendance/hand washing
2:40 pm – 3:00 pm	Group time in classroom – overview of the day’s activities
3:00 pm – 3:15 pm	Handwashing/snack/bathroom- <i>Nut-free Snack brought from home.</i>
3:15 pm – 4:15 pm	Activity time (art & crafts, gym time, science, games, homework)
4:15 pm – 4:20 pm	Clean-up
4:20 pm – 5:30 pm	Outdoor play/ sports, fitness and games
5:30 pm – 6:00 pm	Home base: choice-based activities/departure

Sample Summer Schedule

8:00 – 8:15 AM	Arrival/ attendance/hand washing
8:15 – 8:45 AM	Table Activities crafts
8:45 – 9:15 AM	Gym Games
9:15 – 10:00 AM	STEM activities
10:00 – 10:50 AM	Cooking/special activity
10:50 – 11:30 AM	Outside play
11:30 – 12:00 PM	Lunch
12:00 – 1:00 PM	Group games
1:00 – 2:00 PM	Special event/visitor
2:00 – 2:15 PM	Snack
2:15 – 2:45 PM	Choice based activity
2:45 – 3:00 PM	Clean up/dismissal

Children will always be supervised indoors and outdoors. Group activities will be posted on the parent bulletin monthly.

Registration Process

School Year Enrollment: Enroll by calling 781-721-7125. Once enrolled, parents must complete additional required enrollment forms before your child can attend. Forms can be downloaded at <https://www.winchester.us/635/Recreation-Department>

Summer Program Enrollment: Registration for individual weeks during the summer can be done online at www.winrec.com or by calling 781-721-7125. New to WRAP enrollee’s must complete additional registration forms to attend.

Documents Needed

1. Enrollment Form
2. First Aid and Emergency Medical Care Consent Form
3. Individual Health Care Plan Form (if applicable)
4. Authorization/Permissions Form
5. Transportation Plan and Authorization Form
6. Consent to Leave Form (applicable for ages 9 years and older)
7. Payment Authorization Form
8. Child Care Policy Receipt Form

Registration Fee & Due Dates

All registration forms must be completed before your child may participate in any Winchester Recreation After School Program. For school year: An annual \$50 non-refundable registration fee is required to start the registration process. Monthly payments are made one month in advance and are automatically deducted on the first of each month for the following month’s registration. We accept credit card payment only. The first month’s payment is made in June for September, then each payment is made a month in advance of each month. EX- September payment is for October tuition. The last payment for the school year is made on May 1 and covers the June tuition.

2024-2025 Year Fee Schedule

Tuition rates are charged monthly in advance.

PRICING/FEE STRUCTURE

5 days/wk \$565/month

4 days/wk \$505/month

3 days/wk \$405/month

2 days/wk \$275/month

*Select specific 2-5 days during the week, each day is subject to availability

**Programs begin at school dismissal and end at 6:00 PM

- Programs will begin on the first official day of school. We open early for **Kindergarten only** early release days (ERK).
- Programs mirror the Winchester Public Schools calendar.
- Classes will have other students in the same grade or similar grade level.
- Staffing for each classroom is based on the number of children enrolled.

2024 Summer Fee Schedule

Tuition is paid weekly for the dates the child will be attending the program.

<u>Date</u>	<u>Fee</u>
July 1 – July 3 (3 days only)	\$230
July 8 – July 12	\$385
July 15 – July 19	\$385
July 22 – July 26	\$385
July 29 – August 2	\$385
August 5 – August 9	\$385

Program begins at 8:00AM and ends at 3:00 PM

Program Withdrawal

Participants that withdraw from the program during the school year must give 30 days’ notice or they will forfeit **one-month advanced payment**. When registering, you are committing to the entire year.

Program Transfers

Participants that change days within the program or change the amount of days will be charges a \$10 transfer fee.

No Call Fee/Absences/Late Arrival

There are no refunds, credits, or substitution of days for your child’s planned or unplanned absence. Even if your child does not attend all registered days, you are still responsible for those daily fees.

If your child will be absent or late to the program on a scheduled day, you must notify the Recreation Department by noon on a regular school day or 10 AM on an early release day as that is when daily messages and information are relayed from our office to After School Program Directors. The Main Office voice mail is available twenty-four hours per day, seven days per week to notify us of absences. If we are not notified, you will be charged a \$10 finder's fee as we must call students contacts when they are not present in a program. Fees will be charged to your card on file.

Please note that Winchester Schools do not forward notes/messages to Winchester Recreation regarding absences, it is critical that you alert the Recreation Department when your child will be absent. The Director receives a list of absentees and must determine the whereabouts of each child if we are not contacted about being absent. It is very stressful and time consuming for staff to locate a child who does not show up to the program. Directors will call parents/emergency contacts to determine the location of children who are absent unexpectedly.

The steps the directors have to take to locate a child who is unexpectedly absent from the program is to call parent/guardians first and will work down the list of emergency contacts until they locate the whereabouts of the child.

Late Pick-up Fee

The late pick-up fee is \$10.00 for pick up between 6:01 – 6:10 PM. After 6:10 PM, an additional \$1.00 per minute will be added to the fee until a parent or authorized pick-up person arrives. Late pick-up fees are billed monthly and must be paid with tuition.

Daily Procedures (sign-in/sign-out)

Arrival Procedures

Children will be checked in the building before being sent to their prospective classroom/home base.

- ❖ Bus drop off takes place in the front of the Mystic Building on Main street. A WRAP staff member will be at the entrance to greet and check in your child and direct them to their teacher's location. On the first day your child attends, it's a good idea to attach a program card with your child's name, grade and the program they are attending. There are two programs at the building, one administered by the Recreation Department and one a private organization that resides in the building's first floor. Being able to quickly identify what program the child attends will help the new transition for the student and insures they are sent to the correct location on the first day.
 - Parents/caregivers who drop off are asked to park on Madison Ave and walk their child into the main entrance to check them in with the office staff. Building doors are locked, please ring the bell to be buzzed into the building.

Dismissal Procedures

- ❖ Parents/caregivers will check in with staff at the check in area through the main Recreation Department door on Madison Avenue side of building. Staff will radio to groups to notify staff that the child is being picked up. Parents/caregivers can walk to the child's classroom once they check in with front desk staff or choose to wait for the child to come down to the checkout desk once they are released from their program.

*If you need to park and speak to an administrator at pick up, please let the staff at checkout know.

Release

You or a designated person must sign your child out of their childcare programs every day. Children are released only to parents, guardians, or persons designated on the child's authorization form on file. Any

changes to this information must be made in writing to the WRAP Director. In case of emergency, authorization via telephone, email or fax will be accepted. In all cases, you must include the person's name, address, phone numbers, and relationship to your child. Please indicate if this is to be a permanent addition to the file or a one-time authorization. We will request proof of identification from any person sent to pick up your child.

Transportation

Winchester Recreation does not provide transportation to the afterschool programs, however, buses have been made available by the Winchester School Department to the Recreation Department. Parents are responsible for purchasing their own bus passes through the Winchester School Dept. for an additional fee.

In emergencies, Winchester EMS will transport injured children to the nearest medical facility.

Field Trips

Parents will be notified of all field trips in advance. Field trip permission slips will be distributed and must be completed and returned to the program prior to the child attending the trip. Transportation is contracted through various bus charter services. Parents can contact the Recreation Department in the event they need to speak to their child while he/she is on a field trip. While in transport to or from the programs, the staff will accompany the children, monitor the group for safety, and handle all medical emergencies. The children will return to program sites before 6:00 PM for school year and by 3:00PM for summer programs. Summer Field trips are taken every Thursday with Friday reserved as a rain date.

Line of Authority

The Winchester Recreation Department After School Programs line of authority is as follows: Recreation Director-Program Director- Assistant Director- Group Leaders- Assistant Leads. WRAP is administered by the Town of Winchester Recreation Department and licensed by the Massachusetts Department of Early Education and Care (EEC). Parents may contact the EEC regarding regulatory compliance history. The regional EEC Office for school age care in Winchester is the Northeast office, located in Lawrence, MA, (978) 681-9684. The Winchester Recreation EEC Licenser is Michelle Haines.

Non-discrimination and inclusion

Winchester Recreation Department After School Programs do not discriminate in providing service to children and their families on the basis of race, religion, cultural heritage, political beliefs, disability, marital status, sexual orientation, gender, or national origin. The program directors will make every effort to accommodate disabled children. Children are admitted, provided that there is no undue financial burden on the program and that the nature of the program will not be altered. Placement decisions will be made in consultation with parents and provided to parents in writing.

Financial Aid

Financial aid request forms can be found on the town's recreation department web page or parents can request a copy to be emailed/mailed to them by contacting the office.

Staff

Staff members meet, at a minimum, all criteria established by the Massachusetts Department of Early Education and Care (EEC) School Age Child Care Regulations. A list of staff and their group assignments is available at the beginning of the school year. Staff members receive bi-monthly observations by their supervisors.

Staff/Child Ratios

The Winchester Recreation Childcare Programs strive to maintain an overall staff/child ratio of 1/10, and will never exceed the state mandated ratio of 1/13. Ratios may fluctuate between activities and rooms depending upon safety considerations and the number of children participating.

Parent participation, communication & progress reports

Parent(s)/Guardian(s) and their child(ren) are encouraged to meet with the director. We will answer any questions, give a tour of the facility, and provide you with information to enroll your child into our programs. A conference or written report may be scheduled at any time upon request of the parents or the staff. Parents are welcome at any time to contact the program director or the program administrator. Ongoing communication between parents and staff is important and is available on a daily basis. As the staff's primary function is the care of the children, lengthy conversations may not always be possible at drop-off or pick-up time. If possible, discussions that will require more than a few moments can be scheduled in advance so that we may have the time to give you our fullest attention. Suggestions and comments regarding the program and its policies are always welcome. You may speak with the program director or email your suggestions to us.

Cell phone/IPOD/IPAD/Smart Watches/Electronics policy for children

For reasons of privacy and for the safety of all attending our programs, the use of personal cell phones by any child for calls, texting, social networking, photos, video/audio recording, apps, or any other feature is not allowed while in our care. Children who bring cell phones are expected to store them in a backpack, book bag, or cubby. If a child wishes to call their parent from their cell phone, they must do so with staff permission and from the main office. Children who do not adhere to this policy will have their cell phone confiscated by staff and returned to a parent upon their arrival at the end of the day. Parents needing to speak to their child(ren) during operational hours are asked to call the office at (781) 721-7125 to be put in touch with their child. As always, any child that wishes to speak to his/her parent is welcome to ask permission from a staff member who will ensure that they are allowed to call their parent from the office. IPADS, IPODS, Smart Watches, and any other personal electronics not listed are not permitted to be used during program hours without specific permission by the staff.

Clothing

Please send your child dressed appropriately for play and activities at the programs. If the weather permits, our program is required to offer children 30-60 minutes of outdoor play every day. Open-toed shoes, sandals, and "crocs" are strongly discouraged for the safety and comfort of your child(ren).

Winter - Children need boots, hats, mittens (extras are suggested), snow pants or extra pants, and warm coats. The children's clothing layers do become quite wet at times during outdoor play.

Approach to Transitions

Whenever children are preparing to transition to a new classroom or setting, staff will share information with the participants and assist the children with the transition in a manner that is consistent with their ability to understand.

Nutrition

On days when lunch is not served at school, or during the summer program, children bring their lunch from home. Please do not send food that needs to be reheated, as we are not able to provide this service for all the children. Parents should provide a snack each day for their child. Some suggestions for a nutritional snack would include the following: crackers, cheese, raw vegetables, popcorn, carrot

sticks, fruit juice and/or milk, etc. **No products with peanuts or tree nuts will be allowed in programs.** If your child brings peanut butter or tree nut products he/ she will not be allowed to eat them.

Every effort will be made to encourage the children to eat their entire snack or lunch. However, children's appetites vary, and it is not the center's responsibility to be certain every bite is eaten. Children will not be forced fed. The emphasis is on eating in a relaxed, quiet, and friendly manner. When packing your child's snack or lunch please include two napkins. All staff and children must wash their hands before having a snack and leaving the bathroom. If your child has allergies to certain foods, please notify the Childcare Director and fill out the appropriate medical forms during registration. The staff will take every precaution to keep the children safe from allergic reactions during lunch snack and throughout the day.

Children's Records and Files

Each child enrolled in the program has a file containing forms completed by the parent, any reports written by staff, and any notes from the parent that are sent into the programs. Information contained in a child's record is privileged and confidential. Records are distributed or released to:

- ❖ Persons directly related to the implementation of the program plan for the child, and only with written consent of the child's parent/guardian
- ❖ The EEC and any person or agency they may specify as necessary to an investigation of allegations and protection of a child

If records are subpoenaed, the director will notify the parents.

Parents may have access to their child's records upon request. Parents may request a copy of the records at any time. Copies will be provided in a timely fashion at no charge. Parents have the right to add information, comments, data, or any other relevant material to the child's records. Parents have the right to a conference if they object to any file information or feel any file material is not clear or correct. Within one week of this conference, parents will receive, in writing, a decision regarding their objection(s) and the reason for the decision. If the decision is in agreement with the parents, steps will be taken to implement the decision immediately.

Transfer of Records

When a child is no longer in our care, we can transfer the records to the parent or any other person the parents identify, upon written request of the parents. Records not claimed by a parent/guardian at this time will be held in a locked file for five years and then destroyed.

Child guidance and behavior management

Winchester Recreation After School Programs provide positive and consistent guidance to children based on their individual needs and development. Staff members learn about all the children and how they interact with each other. We gain understanding of each child through observation and interaction. Staff meet regularly and discuss the needs of children in the program to ensure consistency in care.

Programs have basic expectations of children, which include keeping their hands and body parts to themselves, walking when indoors, respecting others, and using equipment the way it was intended. We acknowledge and praise children meeting expectations and displaying positive behavior. At times we award special responsibilities or privileges or give a small tangible reward. By encouraging and publicizing positive behavior, we build a supportive community.

Staff members facilitate conflict resolution between children. Staff help children develop appropriate skills to promote discussion, compromise, and cooperation.

Children who do not follow program rules and fulfill expectations will be asked a reasonable number of times to improve their behavior. Positive behaviors are encouraged through redirection of negative behavior. Staff will ensure that children understand what expectation they did not follow and what positive choices they can make to improve their behavior.

E.E.C. Regulation: No child shall be subjected to abuse or neglect, cruel, unusual, severe or corporal punishment including: any type of physical hitting inflicted in any manner upon the body; punishments which subject a child to verbal abuse, ridicule or humiliation; denial of food, rest, or bathroom facilities; punishment for soiling, wetting or not using the toilet; or punishment related to eating or not eating food.

The rules, policies, and procedures for behavior management of the children uphold the standards of being consistent, reasonable, and appropriate to the age and understanding of the children.

If negative behavior does not improve, the following measures may be used:

- ❖ Redirection from an activity or from peers
- ❖ A “time out” of no more than 5 minutes
- ❖ The completion of an Incident Report in order to keep parent/guardians informed
- ❖ Removal of certain privileges

In instances when a behavior issue becomes a safety issue for a child and his or her peers, staff may immediately separate the child from the group and work to de-escalate the behavior. If the director determines that a child’s behavior is endangering him/herself or others, parents will be called immediately, and the child will not be permitted to return until a conference has been held. Documentation of this conference will be maintained in the child’s file. A copy will be given to the parent.

Staff members make every effort to keep parents informed about positive and negative behaviors. Parents will receive written notification of behavior problems or concerns in the form of an Incident Report. Parents are asked to sign a copy of the report to be kept on file with the program, and they are given a copy as well.

If negative behavior continues to cause concern and persists, the director will discuss it with the parents. Documentation of all discussions will be placed in the child’s file, and parents will receive a copy. A suspension from the program of up to three days may then be implemented if the behavior does not improve.

If disruptive behavior continues, the child will be asked to leave the program for the remainder of the school year. Re-admittance for the following year will be conditional and must be discussed with the director at time of enrollment. In the event of termination from the program, the child shall be prepared in a manner consistent with the child’s ability to understand. If needed, the program will offer referrals to parents for evaluation, diagnostic, or therapeutic services. The Winchester Recreation Department will also pursue options for supportive services to the program, including consultation and educator training if needed.

Any of the following may result in a suspension of services:

- ❖ Continued aggressive behavior of a child.
- ❖ Bullying, both emotional and physical - What is bullying? Repeated hitting, name-calling, exclusion or other behavior that is intended to hurt another person.
- ❖ Continued use of inappropriate language.
- ❖ Bringing any type of weapon to the program.
- ❖ Continued lack of respect – not meeting the programs behavioral expectations.
- ❖ Destruction of property.
- ❖ Any situation that, at the director’s discretion, is deemed inappropriate.

PROGRAM RESPONSIBILITIES

Providing Information to EEC

The program must make available any information requested by the office to determine compliance with any office regulations governing the program, by providing access to its facilities, records, staff and references.

Reporting Abuse or Neglect

All center staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Social Services or to the Licensee’s program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment.

Notification of Injury

The licensee must notify you immediately of any injury that requires emergency care. The licensee must also notify you, in writing, within 24 hours, if any first aid is administered to your child.

Availability of EEC Regulations

The program must maintain a copy of the regulations, 102CMR 7.00: Standards for the Licensure or approval of Group Day Care and School Age Child Care Programs, on the premises of the center and must make them available to any person upon request. If you have a question about any of the regulations, ask the center to show them to you.

Custody, Visitation, Support, Care and Related Issues

Winchester Recreation Child Care Programs recognize that the parents or legal guardians of enrolled children may be subject to court orders, stipulations or other agreements which govern custody, visitation, support, care, and related issues. Our programs desire to promote the parent-child relationship, to nurture child development, to minimize potential conflicts and problems, and to promote an environment best suited for the provision of quality childcare, enrichment, and education. To promote these interests, we have adopted the following policies:

Unless our program is provided with a certified copy of an order from a court of competent jurisdiction which expressly states otherwise, either natural or adoptive parent or legal guardian may visit the enrolled child or children on an unrestricted basis during the normal hours of operation during the day. It shall be the parent or legal guardian’s responsibility to provide our programs with the certified copy of the order. If the certified copy of the order expressly states that either a natural or adoptive parent or legal guardian shall not have any contact with the child or children, we shall first notify the local police department, and then attempt to notify the custodial parent or legal guardian.

Unless otherwise notified, the programs will assume that all natural or adoptive parents or legal guardians of the enrolled child or children shall have equal access to the records kept by the Winchester Recreation Department regarding the enrolled child or children, subject to state law governing disclosure of such records.

In the event a parent seeks to have an administrator or staff member of our programs testify at deposition or in court, during normal business hours, a subpoena shall be required in accordance to state law. Neither administrators nor staff of Winchester Recreation shall be permitted, during working hours, to take time from their regular duties to provide testimony, affidavits, or otherwise act as witnesses on behalf of a natural or adoptive parent or legal guardian involving matters such as custody, care support, visitation or control of the enrolled child or children without service of a subpoena

Prevention of Abuse and Neglect

Mandated by the Massachusetts Department of Early Education and Care (EEC) all children in the care and custody of the program shall be protected from abuse and neglect. If a staff member should suspect child abuse or neglect, the program director must be immediately notified in writing. The report must be dated and signed and true to the best of his or her knowledge.

The Department of Children and Families is then contacted. If a case of suspected abuse has allegedly occurred while the child was under the care of the program, the director will immediately notify the program administrator who will then immediately notify the Department of Children and Families and the Department of Early Education and Care. Winchester Recreation will cooperate in all investigations of abuse and neglect. Cooperation will include identifying parents, disclosing information to the Department of Children and Families and other persons or agencies specified by the Department as necessary to prompt an investigation of the allegations and protect the child.

Any staff member who is under investigation will be immediately removed from direct contact with all children in the program until the Department of Children and Families investigation is complete, and for such further time as the Department requires.

PROCEDURE FOR IDENTIFYING AND REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

All staff members are mandated reporters according to Massachusetts General Law C119, Section 51A. This means that if a staff member has a reasonable suspicion of abuse or neglect of a child he/she must file a report with the Department of Children and Families..

The following procedure will be followed:

- ❖ A staff member who suspects abuse or neglect must document her observations including the child's name, date, time, child's injuries, child's behavior, and any other pertinent information. The staff member will discuss this information with the Program Director.
- ❖ The Program Director or the staff member with the assistance of the Program Director will make a verbal report to DCF, to be followed by a required written report 51A within 48 hours.
- ❖ If a staff member feels that an incident should be reported to DCF, and the Program Director disagrees, the staff member may report to DCF directly.
- ❖ All concerns of suspected abuse and neglect that are reported to DCF will be communicated to the parents by the Program Director unless such a report is contra-indicated.

Illness Policy

Parents will be contacted to pick up their child if any of the following conditions exist:

- ❖ Fever (temperature of one hundred [100° F] or above)
- ❖ Abdominal pain, breathing difficulty, or other pain which is persistent, lasting thirty minutes
- ❖ Indication of contagious disease (e.g., chicken pox, conjunctivitis)
- ❖ Other symptoms (such as vomiting, diarrhea, rash) which the staff feel warrant such action

Children with these symptoms must be picked up as soon as possible to reduce the spread of illness. Children will be made as comfortable as possible until an authorized adult arrives.

The Winchester Recreation Department must be notified if a child is diagnosed with a contagious disease so that the other parents may be notified as soon as possible. Parents are notified via email. Notification of outbreaks of head lice will also be posted in this manner.

Plan for Infection Control

The program director shall ensure that staff and children wash their hands with liquid soap and running water using friction. Hands shall be dried with individual or disposable towels. Staff and children shall wash their hands minimally at the following times:

1. Before eating or handling food;
 - a. After toileting;
 - b. After coming into contact with bodily fluids and discharges;
 - c. After handling center animals or their equipment; and
 - d. After cleaning.

The program director or lead teacher shall ensure that the specific equipment, items or surfaces are washed with soap and water and disinfected with a fresh, standard bleach solution (1/4 teaspoon per 1 qt.) or disinfectant using the following schedule:

1. After each use:
 - a. Sinks and faucets used for hand washing after the sink is used for rinsing a toilet training chair;
 - b. Toys mouthed by children;
 - c. Mops used for cleaning bodily fluids; and
 - d. Thermometers
2. The custodial staff will clean the following daily:
 - a. Toilets and toilet seats;
 - b. Sinks and sink faucets;
 - c. Drinking fountains;
 - d. Smooth surfaced non-porous floors;
 - e. Mop used for cleaning;
3. Lead teachers are responsible for cleaning the following daily:
 - a. Water table and water play equipment;
 - b. Play tables;
 - c. Cloth washcloths and towels.
4. At least monthly or more frequently as needed to maintain cleanliness, when wet or soiled, and before use by another child:

- e. Cots, mats or other approved sleeping equipment;
- f. Sheets, blankets or other coverings; and
- g. Machine washable fabric toys.

All staff should wear non-latex gloves when they come into contact with blood or body fluids. Specifically, gloves should be worn during diapering, toileting, when administering first aid for a cut, bleeding wound, or a bloody nose.

Gloves should never be reused and should be changed between children being handled.

Proper disposal of infectious materials is required. Any disposable materials that contain liquid, semi-liquid, or dry, caked blood will need to be disposed of in the secured trash receptacle located in the janitor's closet. The bags should be removed and securely tied each time the receptacle is emptied.

Cloth items that come into contact with blood or bodily fluids will be double bagged and sent home.

Each staff member will be trained in the above Infection Control Procedures upon employment and before working with the children and then annually.

Plan for managing infectious disease

Staff will take extra special precautions when children who are ill are diagnosed at the Center and when children who are mildly ill remain at the Center.

Children who exhibit symptoms of the following types of infectious diseases, such as gastro-intestinal, respiratory and skin or direct contact infections, may be excluded from the Center if it is determined that any of the following exist:

1. the illness prevents the child from participating in the program activities or from resting comfortably.
2. the illness results in greater care need that the childcare staff can provide without compromising the health and safety of the other children.
3. the child has any of the following conditions:
 - a. fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness;
 - b. diarrhea;
 - c. vomiting two or more times in the previous 24 hours at home or once at the center;
 - d. mouth sores, unless the physician states that the child is non-infectious;
 - e. rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease;
 - f. purulent conjunctivitis (defined as pink or red conductive with white or yellow discharge, often with matted eyelids) until examined by a physician and approved for re-admission, with or without treatment;
 - g. tuberculosis, until the child is non-infectious;
 - h. impetigo, until 24 hours after treatment has started or all the sores are covered;
 - i. head lice, free of all nits or scabies and free of all mites;
 - j. strep infection, until 24 hours after treatment and the child has been without fever for 24 hours;

- k. many types of hepatitis are caused by viruses. The symptoms are so alike that blood tests are needed to tell them apart. In the U.S. the most common types of hepatitis are A, B, and C. Types B and C are spread through blood and other body fluids. Type A is spread through contaminated food and water or stool (feces). Fact sheets are available from the state Department of Public health. www.state.ma.us/dph
- l. chicken pox, until last blister has healed over.

A child who has been excluded from childcare 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 serious health risk to him or her or to the other children. Nevertheless, the day care center may make the final decision concerning the inclusion or exclusion of the child.

If a child has already been admitted to the Center and shows signs of illness (for example: a fever equal to or greater than 100.5 degrees by the oral or auxiliary route, a rash, reduced activity level, diarrhea, etc.), he/she will be offered their mat, cot, or other comfortable spot in which to lie down. If the child manifests any of the symptoms requiring exclusion (as listed above) or it is determined that it is in the best interests of the child that he/she be taken home, his/her parent will be contacted immediately and asked to pick the child up as soon as possible.

When a communicable disease has been introduced into the Center, parents will be notified immediately, and in writing by the Program Director. Whenever possible, information regarding the communicable disease shall be made available to parents. DPH will be contacted when there is a reportable communicable disease in the program.

Plan For Meeting Individual Children's Specific Health Needs

During intake, parents will be asked to record any known allergies on the face sheet. The face sheet will be updated yearly.

All allergies or other important medical information will be posted in each classroom and on the snack storage cabinet. Allergies list will be updated as necessary - new children enroll, unknown allergies become known.

All staff and substitutes will be kept informed by the Program Director so that children can be protected from exposure to foods, chemicals, pets or other materials to which they are allergic.

The names of children with allergies that may be life threatening (ie - bee stings) will be posted in conspicuous locations with specific instructions if an occurrence were to happen. The Program Director will be responsible for making sure that staff receives appropriate training to handle emergency allergic reactions.

Medication

Parental authorization is required to administer medication. Parents must administer the first dose of any child's medication. No medication(s) will be administered without the state required **Individual Health Care Plan Form (IHCP)**, which can be printed from our website or found at the program reception area. This form is required for **prescription and non-prescription medications**. Children may not self-administer medication. Parents, with written permission from the child's health care

practitioner may train staff in implementation of their child’s individual health care plan. All permissions are found on the IHCP form.

- ❖ **Prescription medicine** must be in the **original** pharmacy container, labeled with the child’s name, name of the drug, and directions for its administration and storage. If necessary, ask the pharmacist for a second labeled bottle. This is a common request at pharmacies.
- ❖ **Non-prescription medication may not be administered without a written order from the child’s doctor.** (Ex.: Tylenol, cough medicine, cough drops, and antiseptic cream such as Neosporin). **An Individual Health Care Plan Form (IHCP)** must be completed and signed by a doctor, specifying the child’s name, name of the non-prescription medication, dosage, and under what conditions the medication may be administered. The medication must be in the original container. The IHCP may provide blanket permission for the program year or should specify start and end dates. Programs will allow parents, with written permission from their child’s health care practitioner, to train staff in implementation of their child’s individual health care plan. Programs will ensure that all appropriate, specific measures are taken to ensure that the health requirements of children with disabilities are met.

First Aid

Program staff will administer routine first aid for minor scrapes and bruises. Our staff is CPR and First Aid certified. If a child should require immediate emergency medical attention, the child will be taken to Winchester Hospital by ambulance. The coordinator will contact the parent/guardian immediately. If a parent/guardian cannot be reached, the Emergency Medical Authorization Form signed by the parent/guardian would allow for care to be administered.

Any injury requiring first aid attention will be documented in each child’s file. Program Director /Coordinator is responsible for maintaining a central injury log and informing EEC of serious injury, or inpatient hospitalization immediately.

First Aid kits are in each classroom and are mobile and can be transported by staff to each area the group is in. First aid bags must be always taken when leaving the building. Director will maintain first aid equipment and ensure that it is adequately supplied.

Contents of first aid kit

Band-Aids	Gauze Roller Bandage	Tweezers
Disposable non-latex gloves	Adhesive Tape	Thermometer Compress
Gauze Pads	Instant Cold Pack	Scissors

Plan for Injury Prevention

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 Director.

- ❖ The Program Director will monitor the outdoor playground and remove any hazards prior to any children using the space.
- ❖ No smoking is allowed on the premises.
- ❖ Toxic substances, sharp objects, matches, and other hazardous objects will be stored out of the reach of children.
- ❖ A first aid kit and emergency contacts and telephone numbers for the children will be taken on all field trips.

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 will 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.

Medical Emergencies

It is the parent's responsibility to keep emergency information up to date. Staff must be able to contact parents in the event of an emergency. If any changes occur in addresses, home phone numbers, cell phone numbers, work phone numbers, doctor's, or health insurance information, please notify the program director in writing.

In the event of a medical emergency:

1. 911 is called.
2. Parents/Guardians are called.
3. If parents cannot be reached, an emergency contact will also be called. Depending upon the urgency of the situation, parents may be contacted prior to initiation of EMS (911). Unless parents make other arrangements, children will be transported via ambulance to the nearest appropriate hospital, at the expense of the parent. If serious illness or injury is suspected, children will be given emergency treatment immediately. Program will contact EEC to report that emergency personnel has been called and/or if a child receives services at a hospital.

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 head 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:

- ❖ All groups will have a first aid backpack that includes all first aid supplies necessary any emergency medication for the children in their care for the duration of the field trip.
- ❖ Emergency information, including contacts and telephone numbers, will be taken on all field trips.
- ❖ On a field trip, staff must know the location of a telephone or have a working cell phone available.

Use of sunscreen or insect repellent

Parental permission to apply sunscreen/insect repellent can be indicated in the Forms Packet. Parents/Guardians provide the product and children apply their own sunscreen/insect repellent. Staff can assist and remind the children to reapply when necessary; however, staff will not apply sunscreen to your child. Parents should familiarize their child(ren) with product application. Due to allergies and sensitivity to products, children may not share sunscreen/insect repellent. All such items MUST be labeled with your child's name.

Oral Health/ Non-Participation Form

In January 2010, EEC issued new regulations for childcare programs that include a requirement that educators assist children with brushing their teeth if children are in care for more than four hours or if children have a meal while in care [606 CMR 7.11(11)(d)].

Programs will:

- ❖ Help children learn about the importance of good oral health
- ❖ Provide information and resources regarding good oral health to childcare programs and families
- ❖ Help address the high incidence of tooth decay among young children in Massachusetts, which is associated with numerous health risks.

Parents have a choice if they want their child(ren) to participate in tooth brushing while present at the childcare program. There is a waiver of tooth brushing in your application packet. Please fill this out if you do not want your child to participate in on site tooth brushing.

You do not need to fill out this form to have your child(ren) participate in tooth brushing while they are in childcare. A separate form must be filled out for each child in care. This form must be renewed annually and will be kept in your child's record at the program. Should you change your mind and wish for your child to participate in tooth brushing, this form may be withdrawn at any time by requesting in writing that it be removed from your child's file.

Handwashing

Upon arrival from school each day, the children sign-in, stow their belongings in designated areas, and immediately wash their hands before snacking or playing.

Referral Policy

If a staff member suspects a social, mental health, medical, dental, vision, hearing, or educational problem, she or he will notify the program director. Written observations and concerns will be noted in children's files. Parents will be contacted and given, in writing, a brief summary of the observations related to the referral and any efforts the program may have made to accommodate the child's needs.

Support Resources

A complete booklet of resources and contacts can be found on our website or can be furnished for you by emailing or calling the Recreation Department.

Emergency Plan

In the event of an emergency that requires an evacuation, one of the following plans shall be implemented. In all situations the staff member in charge will take:

1. An accurate attendance list.
2. Account for all children and staff once they exit the building and again at designated location.
3. Bring any necessary medication/supplies and emergency records.

If the environmental emergency is confined to the immediate area of the childcare facility and the children cannot stay on the premises, the children will be walked to the nearest safe area. For WRAP at Mystic the designated safe area is Ginn Field.

If an emergency indoor location is needed, the program attendees would be transported to Town Hall in a safe orderly manner by calling emergency bus services. Parent/Guardian or emergency contacts will be notified of the situation and arrangements will be made for either the transportation home or permission for care for the remainder of the day.

- ❖ In the event of exposure to toxic materials or gases and a physical examination is recommended, children will be transported to the Winchester Hospital where they will be examined and parent/guardian/emergency contact will be notified.
- ❖ If the environmental emergency is more widespread and encompasses a large area, a neighborhood or several homes, the children will be brought to Winchester High School. Children will remain at the facility, accompanied by a staff member, while parent/guardian/ emergency contacts are notified.
- ❖ In the event of major environmental hazard that necessitates a larger area evacuation, children will be transported to Woburn City Hall. Children will remain there while parent/guardian/emergency contacts are notified.

Director is responsible for practicing monthly evacuation drills with all groups of children attending. He/she will maintain appropriate documentation of drills including date, time, and effectiveness of each drill.

Missing Children

The most common cases of missing children are when children do not arrive to our programs for after school. In these cases, the directors call the schools, parents, the Bus Company, and emergency contacts until it is positively known the child is safe. The police are contacted if the people listed above cannot determine the child's whereabouts. The staff handbook has more detailed protocols for children who unexpectedly do not arrive to the program (see No Call Fee/Absences/Late Arrival section on page 4) . If a child becomes missing on premises or in the outdoor areas adjacent to programs, the director will be immediately notified. Staff will check attendance lists and the sign-out list to see if the child has been signed out of the program. The director and other designated staff will do a thorough search for the child. If the child is not found during the initial search, the police will be called for assistance. Parents will also be called to inform them of the situation and to confirm that the child is not with them. On field trips, staff members are assigned a specific group of children to care for, and head counts are taken frequently. In addition, the site coordinator in charge of the trip keeps an accurate count of all children and takes attendance before departing a field trip location. If a child becomes missing, the staff in charge of the missing child and the site coordinator will attempt to locate the child. The site coordinator will also request help from the staff employed at the field trip location. If a child is missing for more than ten minutes, local police will be called to assist. Each child's weight, height, eye color, hair color, and identifying marks, as provided by their parent(s) and listed in their file, will be provided to the police when a child is missing. If a photo of the child is on file, it will also be provided to police. When children are offsite, the director, department assistant, or an employee of the Recreation Department will gather information from the child's file to share with police whenever necessary.

Health Care Consultant

Name: Barbara Walsh, MD

Telephone Number: 781-382-8544

Emergency Telephone Numbers (to be posted by all telephones)

Fire Department: 781-729-1801

Police Department: 781-729-1212

Poison Control: (800) 222-1222

Ambulance: 781-729-1801

DSS/Child Abuse: (800) 792-5200

Winchester Public Health Dept.: 781-721-7121

Hospital(s) Utilized for Emergencies

Winchester Hospital

41 Highland Ave

Winchester MA 0180

781-729-9000

Information to Give in an Emergency

Your Name

The Nature for the Emergency

The Center's Telephone Number: 781-721-7129

The Center's Address: WRAP/KC263 Main Street, Winchester MA

The Center's Location in the Building: WRAP/KC Main Entrance on Madison Ave.