Kids-A-Lot

Country Day School
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Dear Parents and Children:

Welcome to Kids-A-Lot and our **2026-2027** school year. We are looking forward to an exciting year filled with good friendships, creative ideas, and interesting, fun-filled days.

Enclosed you will find all the necessary forms and information you will need to start this year. Our handbook has been **revised** in a few areas this year to reflect a return back to pre-pandemic protocol. Any such revisions will be notified 30 days prior to the effective date. Therefore, we **STRONGLY** suggest you review its contents, paying attention to the fees and payment page, health policies, and **NEW RATE SHEET (enclosed separately)**. Keep the Parent Handbook in a convenient spot to refer to for any questions you may have.

Please return the following forms by August 14th, 2026

12 Month Contract	
The Face Sheet/Enrollment Form	Kids-A-Lot Emergency Information Form
DEEC First Aid & Emergency Form	Consent for Public School Transport (ages 5/6)
Developmental History Form	Doctor's Authorization for Non-Rx Meds
Universal Field Trip Form	Sunscreen/Insect Repellent Form
In-House E-Mail Permission Slip	Hand Sanitizer Consent Form
Individual Health Care Form	Physical and Immunizations
KAL Emergency Form	Lead Test date (not always on list of immunization)
Transportation Plan Form	Oral Health Waiver (if not participating in Toothbrushing) optional

Parent Signature _____ Date ____/____/____

Welcoming letters will soon be sent out to each child from their teacher. We look forward to greeting you and your child on **August 31,2026** as we start off our exciting new school year together.

Sincerely,

Jennifer Kydd – Director
Laura Correa- Assistant Director

MISSION STATEMENT

Kids-A-Lot was founded in 1987 on the principle of providing a nurturing and loving environment for young children ages 3 months to 7 years. Our goal is to work hand and hand with families to form a strong foundation for children that will enhance their positive self-esteem and love for lifelong learning. Support for families is ongoing as the best interest of the children is always the center focus. As the Program has grown and evolved, the original mission remains as our anchor to success. We embrace co-regulation strategies to support children through a variety of feelings and emotions throughout their day.

PHILOSOPHY

Kids-A-Lot believes childhood is a special time; a time of excitement and enjoyment, as well as learning and growing! We combine an atmosphere of interest and fun, to enhance early learning experience. Activities are available in all subject areas and highlight each child/age groups abilities and skills while challenging them with further growth and development. We provide children with a warm environment needed to encourage the development of a child's confidence, self-esteem and individuality. With our various programs we feel each child will have a solid foundation of belief in themselves and their abilities as well as positive relationships with their peers on which to build in future years.

ABOUT OUR HISTORY

Kids-A-Lot first opened at the Center School in September 1987. The program's goal is to provide a warm, loving and educational environment for young children. As the business grew, in 1994 we were fortunate enough to move to a spacious country style campus on Red Acre Road in Stow and eventually purchase the property in 1998. Kids-A-Lot is now a home away from home for an average of 100 children each year!

On May 31, 2016, Kids-A-Lot was purchased by Brookline Infant Toddler Center, Inc. This non-profit group includes Brookline Infant Toddler Center of Newton, Children's Center of Wakefield and Rainbow Kids Learning Center of Norton. This group is special needs inclusive.

GOALS AND OBJECTIVES

- To introduce each child into the "world of learning" in a fun, exciting way.
- To help each child develop to their full potential in the areas of physical, emotional, social and intellectual growth.
- To provide a warm, safe, loving environment, in which each child feels comfortable exploring his/her creative instincts.

PROGRAM

Our program focus is developmental, which means teaching your child some basic principles such as the enjoyment of co-operative play and sharing and caring about themselves and others. In addition, we emphasize the importance of self-expression through the channels of language, music, art, and creative movement. We provide a hands-on learning experience for all children where curriculum is both teacher and child directed based on classroom interest and developmental milestones. We share with each child the joy of their individual accomplishments and invite parents to build a partnership to meet each child's individual needs.

ENROLLMENT/ADMISSION

For your child to enroll at the center, both parent and child must first tour the facilities with the Director and plan together for enrollment into the program. This planning will include discussions of any special needs such as behavioral, academic, history of support services including Early Intervention, intergraded Special Education Support Services and best practices for your child.

An enrollment form and a nonrefundable $75.00 registration fee ($125.00 for infants) is then required to have your child added to the waitlist for potential enrollment. Registration fees are held until a space can be offered. Once you are offered a space and have confirmed acceptance into the program, an acceptance letter will be sent out and your registration fee will be cashed if a check or withdrawn if ACH. The fee is nonrefundable if you choose not to attend after accepting.

Upon acceptance into the program, parents are required to pay a nonrefundable month's tuition as a security deposit within 30 days of receiving the acceptance letter. This payment can be made via check or ACH. Notice of withdrawal from the program or change of schedule must be in writing and presented to the Director thirty (30) days prior to your child's schedule change or last day at Kids-A-Lot. A fee for a change of schedule may apply. No credit will be given if the signed contract is not fulfilled.

CHILDREN'S RECORDS

All children must have the following forms completed upon enrollment or re-enrollment in September at Kids-A-Lot:

1. 12 Month Parent Agreement (Full Year contract)
2. Coversheet/Enrollment Form
3. First Aid and Emergency Consent Form
4. KAL Emergency Form
5. Developmental History and Background Information Form
6. Doctor's Auth. for Medication/Med. Consent Form/Identification. Medication needs to be provided by the parents.(must be signed by doctor)
7. Immunization with lead test dates (9-12 month test, 1-2 year test and 3 year test date)
8. Physical Forms
9. In-House E-Mail Permission Form
10. Sunscreen/Insect Repellent/Diaper Ointment Permission Form
11. Oral Health Waiver, only sign if you don't want this service
12. Universal Field Trip Permission Form (ages 3 and up only)
13. Public School Bus Transport Form (ages 5 and up & living in Stow)
14. Class Directory (not mandatory) Separate Form handed out in September
15. Individual Health Care Form (only for children with chronic health care needs)
16. DEEC Transportation Plan Form
17. Hand Sanitizer Form
18. Rates ACH billing information
19. Signed rate contract

It is **essential** that all parents notify us in writing of any changes concerning information within their child's file. Any such changes will need to be accompanied by a parent's signature and date of the applied changes. We must be able to reach a parent/guardian in the event of an emergency. ***Please include mobile phone numbers in your child's forms***.

As regulated by the standards of the Office for Dept. of Early Education & Care, information contained within your child's folder is ***confidential***. If at any time, you as a parent would like

to view your child's record, a written request must be made to the Director. It is **your right** as a parent, when viewing your child's records, to amend or delete the information contained therein. Kids-A-Lot **will not** release any information from your child's folder without your written permission authorizing such release except when mandated by law.

STAFF

A center is only as good as the teachers it employs. Thus, we make great effort to seek EEC qualified or ECE degreed staff as well as professional individuals who understand children. We are committed to finding individuals who understand that children are constantly changing, developing and exploring and therefore are staff pride themselves on being patient and following best practice, yet creative in their philosophy of how to stimulate a child's interest in the world around them. We appreciate our staff and understand that families do too. We ask that all families honor our do not compete clause for care and education of individual children by not seeking out our staff for childcare services that conflict with business operation hours 7:30AM to 5:30PM Monday through Friday.

COMMUNICATION

The partnership between home and school is of extreme importance. Remember, we're working as a team to ensure your child's happiness therefore communication is essential to good childcare! It is important for us to know of any happenings/upcoming events or problems that may arise at home causing your child any anxiety or excitement. When we are informed, we can work together to support each child's individual needs and ease any worries or fear. Please report absences via phone call or email so that we can communicate that to your child's teachers as well as help guide any health care policy questions.

PARENT/TEACHER CONFERENCES

Conferences between teachers/parents will be held twice a year, once in November and again in May. These conferences will be held either in person or over the phone. It is important as professionals and parents to share and discuss their child's progress, success and at times, problem areas. For children with special needs and infants, progress reports will be completed and reviewed every 3 months to document progress and make plans for future goals and development. Parents with children receiving support services are to provide documents of IEP and behavioral support recommendations to ensure that all parties are following the same goals and objectives for the child.

ARRIVALS AND DEPARTURES

Security is very important here at Kids-A-Lot. As required by Massachusetts State Law to provide the safest atmosphere for your child, we require that you sign your child in and out each day with a full signature as well as the time of both arrival and departure. During drop-off and pick-up, no children shall be left unattended in vehicles. Children and their siblings must always be supervised both inside and outside the facility when on campus. ***Upon a parent signing their child out, the parent becomes fully liable for the children's welfare.***

The Center is a smoke free environment. Any person smoking in the Center's buildings or grounds will be subject to disciplinary action. This includes vaping and all types of electronic cigarettes.

TOYS AND OTHER ITEMS FROM HOME

Sharing of toys is encouraged during "**Show & Tell**" days ***only***. Please check with your child's individual classroom as to that day. Please limit your child to one item and label it with your child's name. The Center holds no responsibility for items lost when brought to the center.

Suggestions for sharing - Books, items fitting curriculum of the week/month such as airplanes, photographs, bugs or insects, dinosaurs, cars, trucks, etc. *Absolutely no war toys, guns, or knives allowed.

BIRTHDAYS

Birthdays are special for children and are treated so! We celebrate each child's birthday with songs and a birthday crown.

If parents would like to bring in a special snack for your child's birthday, please inform your child's classroom teacher. The staff will inform you of any classroom allergies and suggest safe items to bring. such as muffins, breads, fruits, cupcakes, ice cream cups, popsicles etc.

BOOK CLUBS

The Book Club flyers that your child's teacher will either be emailing home electronically, or sending home in your child's parent pouch are a wonderful, inexpensive way to build your child's personal library. If you wish to order books, the order form and payment will be done online and need to be completed by the assigned date.

PARENT PARTICIPATION

We strongly encourage our parents to become involved in our programs as there are many ways to do this. Some ways include:

- Sharing a particular hobby/occupation or interest with our children
- Volunteering for a day or a special event
- Assisting on a field trip
- Assist with any Special Center Projects
- Volunteer to coordinate and organize annual staff appreciation week (first week in June)

ABSENCES

It is important to phone or e-mail if your child is not going to be with us on any given day for any reason. **Also remember to call** if your child is in public school and rides the bus here **before/after public school** but will not be getting on/off the bus for any reason on a particular day (otherwise we may be waiting for a bus drop off/on when not necessary). Any communicable diseases that are reported to the Center will be posted or emailed to specific classrooms with the date of exposure, signs and symptoms, and follow up suggestions.

TRANSPORTATION

The Public School provides transportation to and from the school for our kindergarten-age students. Our responsibility is to walk the children out of the building and down the hill where they will remain supervised until their bus arrives to pick them up. Only after the children have boarded the bus safely, the staff member will return to the building. A staff

member waiting at the bus stop to pick-up children from the school bus then accompanies the children up the hill and into the building for program activities. In the event that a child is not received off of the bus on their scheduled day of attendance, the Center will call the child's guardian and report the nonattendance if not already made aware of such absence by the guardian.

Children are transported by rented school bus with seat belts to and from the facility for field trips. In emergencies, children are driven by ambulance to the appropriate hospital as stated on the emergency forms. In the event of a re-location emergency children will be moved to Center School in Stow by support from the Police and Fire Department. Parents would be asked to pick up at the re-location spot.

Children are transported to and from school by their parental designated guardian. When questions arise for authorized pick up of any child, staff refer to the release forms completed by parents on a yearly basis.

Please **DRIVE SLOW** through our parking lot when arriving to drop-off or pick-up your children. **Do not leave children in vehicles unattended**. If you have a sick child (sibling) with you, please call ahead to the office and we will be happy to stand by your car for a few minutes while you pick up that child's sibling.

FIELD TRIPS

At Kids-A-Lot, we consider field trips to be a part of our curriculum. We try to spread field trips out so that they fall on different days of the week, to allow most children a chance to participate. Parents will be asked to sign a permission slip for their child and informed about additional fees pertaining to that field trip. Field trip invitations start at age three (3). All participating children are supervised by our staff. If the programming for the day is a field trip and the child will not be going on the trip, parent drop-off shall be after the bus returns to the Center.

The Center contracts with DEE Bus for all our Preschool Classrooms monthly outings and follows a procedure that includes, ensuring all children are buckled safely into the seats, attendance before and after departure, and a complete walk through of the bus to ensure it has been properly vacated.

Walking trips are a regular part of the curriculum. We encourage our classroom teachers to use both our public and private hiking trails.

SNOW DAYS

During the winter months, it may be necessary because of a heavy snowstorm to delay or cancel our opening time to allow for some clearing of the parking lot and walkways or to close early for safer travel. Kids-A-Lot makes every attempt to remain open throughout stormy days. We consider forecasted weather, state advisories, and the safety of travel for parents, children, and staff.

In extreme cases such as blizzard conditions, the Center will be closed.

All the information regarding the opening or closing of the Center will be on the recording as early as 6:00AM. We will also post opening or closing procedures in an email the day of the event.

DIAPERING AND TOILET TRAINING PROCEDURES

Potty training will be followed through at school once an introduction to training has begun from home. We are supportive of children and their parents throughout this developmental stage. Children that are being trained will be brought to the bathroom every two hours or as needed in between. Supervision by staff will always take place. Positive rewards and praise are used to enable continued growth for each individual child. Potty chairs are emptied and immediately sanitized with a soap and water solution followed by a bleach and water solution after each use. Soiled clothing will be double bagged and sealed in a separate area. Proper hand washing will take place after each visit to the bathroom.

Diaper changes take place every two hours and are noted on the diaper changing logs by each changing table. All staff will keep a gentle hand on children throughout the diaper changing process. Children that are not in control of their bowels will not be changed in a standing position; they are required to be changed on the portable changing mat or changing table area.

Soiled disposable diapers will be placed in a waterproof bag and placed in barrels with tight fitting covers with plastic liners. The container is emptied, washed, and sanitized at least daily. Proper hand washing will take place after the use of each diaper change for staff and child. Sanitization of the diaper changing area will take place after each use and a barrier of exam paper is placed on the area before each use and disposed of after every child. The changing surface is then washed down with a soap and water solution and followed by a bleach and water solution to ensure minimal spread of infection.

Changes of clothing will be available for each child. Extra center-owned clothing will also be available for changing purposes in addition to the clothing that is brought from home by each child. Center owned clothing would be laundered after each use. Children will not be excluded from the Program due to issues related to potty training.

CLOTHING

We like to encourage our children to discover and grow through various channels and often will initiate activities that will be messy and may require a change of clothes. Each child must have a second complete set of clothing (including socks and underwear). All clothing should be labeled to avoid confusion. Center borrowed clothing please return (clean) within 48 hours.

Weather permitting, we have daily outside time. Please remember to check your daily weather forecast to know how to dress your child for comfort.

Suggestions:

- Winter: Snowpants, jackets, 2 sets of **waterproof mittens**, hats and boots
- Spring: Light jacket or sweater
- Summer: Bathing suit, towel, sunscreen, insect repellant

NAPS

Between the hours of 1:00-2:30/2:45 is Naptime/Rest Time at Kids-A-Lot. It can be an anxious time for some of our children, especially the little ones (15 months and up). To make this time more comfortable and secure, we ask that you bring your child's favorite blanket or stuffed animal along with them. This will ease their fear and make their quiet times more comfortable and home-like. We ask that you take all nap items home with you on a weekly

basis to be cleaned and returned at the start of the new week. Children that outgrow their nap will be provided with an age-appropriate alternative once napping children are settled. Infants nap according to their own personal schedule. Infants that are under six (6) months of age must nap in the same room as the caregivers for the first six (6) weeks of care. A specific napping area is in the main Infant Room to ensure younger infants are supervised while sleeping. Older infants are monitored in the adjacent nap room by sight and sound due to the open doorway between the two spaces. Staff also monitor the sleeping area every ten (10) minutes to ensure sleep-safe measures are followed. Infants that require specific sleep arrangements other than their cribs due to such issues as acid reflux require parents to provide a written order from the pediatrician to do so.

Infants will not be allowed to sleep in swings or other areas other than their assigned cribs. Sleeping infants will not be placed in cribs with blankets or soft toys. Sleep sacks should be provided by infant parents with arm free openings and no weight on the sleep sack.

Every child will have an afternoon rest period or nap as required by state law. Per EEC regulations, staff cannot keep children awake nor continuously try to wake a child if they independently fall asleep. Those children that do not require as much sleep will be placed in a more lighted area of the room and be provided with age appropriate quiet alternative activities on their mats after about 30 minutes of quiet time.

SOCIAL SERVICES REFERRAL PLAN

Whenever unusual behavior is noted in a child, the teacher will observe the child's behavior for a period. The teacher will then report the behavior to the administration. If deemed necessary, the Director will contact the Special Needs Coordinator of the Nashoba Regional School District for consultation and advice. The staff and/or administration will set up a meeting with the parents to discuss concerns and formulate a plan that will best enable the child.

An appropriate referral service will be recommended which may include referrals for behavioral supports through Empower Mental Health Services, Early Intervention, Integrated Public-School Services, Alex Speech Therapy LLC and Occupational Therapy of New England. Please see your child's pediatrician to make the proper referral for dental vision or hearing checkups.

Some of the agencies used are as follows:

Nashoba Regional School District: Special Needs Dept.	978-897-5775
Integrated Preschool Stow/Bolton:	978-779-0204
Boundaries	978-263-4878
Hillside Medical Associates, Pediatrician: Dr. Jenkins	978-360-3030
Behavior Management, Concord Family Services:	978-264-0314
Minuteman Early Intervention	978-369-3524
Behavior Management, Empower Behavioral Health Services: Kim Baldasaro	978-430-9870
The Department of Early Education and Care: Licensor, Marisol Webster	508-461-1455
Alex Speech Therapy LLC	732-829-9030
Occupational Therapy of New England	603-731-8752

TRANSITION PLAN

Kids-A-Lot puts much thought and effort into planned transitions for each child. When children are transitioning into their new classrooms the current and on coming teachers collaborate on a transition schedule and present a welcome packet to the family for their new classroom. Children that are new to the Program are invited to take place in a transitional visit. All transitions are paced on an individual child's readiness with parent and teacher collaboration.

When classrooms are transitioning from one activity to another such as morning snack to activity time, the staff use a variety of techniques to eliminate wait time. Some strategies include finger plays, music and movement, stories, I Spy, and any other games that are interactive such as marching, frog hops, washer machine twists, etc.

PREVENTION OF TERMINATION:

Our goal is to make each child successful and build a bridge between home and school. When questions arise about a child's development, staff members often request observations from the administration. Once observations have been conducted, the team meets to create a plan that is individualized. This may include but is not limited to referrals to outside resources that may aid in a child's development. If behaviors or concerns continue after a duration of time and brainstorming, the teaching and administrative team will meet with the parent/guardian to discuss goals and outcomes along with a variety of strategies. Check points will be set and follow up meetings will occur for as long as need. Our goal is to enable each child while connecting them with additional supportive services.

TERMINATION POLICY

Kids-A-Lot avoids termination at all costs. We seek to meet the individual needs of each child. On occasion, due to a variety of reasons, placement does not always work for the child, family or Center. Therefore, we have implemented a termination policy that follows specific steps if difficulty should arise in any specific area. Outlined below are some reasons for termination:

- Inability of the child to adapt to program
- Family's refusal to follow Center's Policies and Procedures as outlined in the Handbook
- Inability to partner with staff to support their individual child's needs
- Non-payment of tuition
- Chronic lateness (parent arriving after 5:30PM)
- Use of classroom photos posted on social media platforms other than pictures of your own individual child
- Violation of staff member or a child's right to a safe and respectful environment at the Center

If a difficult situation should arise concerning a child, family, etc., the following steps will be followed:

1. Parents will be notified by phone or in writing regarding the need to establish a conference time to discuss specific issues.
2. At the conference, parents will be presented with written documentation outlining specifics of the problem, (e.g child's behavior and specific situations that have proven difficult).
3. Alternate methods will be discussed. Goals and objectives will be established.
4. A date and time to meet again will be set to review the situation.

5. If the situation has not improved, two weeks' notice will be given pending termination from the program. References and other resources will be provided to the family so that alternative care can be found.

Kids-A-Lot reserves the right to exercise immediate Termination of Services when the safety of our children, parents, and staff are at risk.

SNACKS & LUNCH

Parents are responsible for bringing in their child's lunch and two (2) snacks daily. Meal preparation should be done at home (cutting, peeling, chopping, etc.) so meals are ready to eat. We have a microwave to heat food and refrigerators to keep all items cool. All food containers and lunch bags must be labeled with the child's full name.

Snacks: A mid-morning and afternoon snack for every child should be nutritionally based for all age groups (i.e. fruit, veggies, muffins, crackers, raisins, yogurt, etc.)

Lunch: Small containers of finger foods with multiple food options (i.e. sandwich, fruit, thermos of milk, cookies, etc.)

Suggested foods for lunch:

- Sandwiches – thin, simple, small cut
    - peanut butter, cream cheese, toasted cheese, fried egg, tuna or cold cuts
- Small Containers/Baggies
    - breads, muffins, biscuits, crackers, pretzels, popcorn (older toddlers), nuts, raisins, dry cereal, baked goods, berries, fruit bites

Families are required to send in all food for their child. We ask families to send in a morning and afternoon snack as well as a main meal for lunch. If a child refuses to eat a food option that is sent in, educators are required to offer additional options of food choices that are provided by parents. In accordance with the Department of Early Education and Care Policy, we cannot withhold any food options that are send in by families for a child to eat while in direct care.

Educators can gently encourage eating main dishes first, and health food options over treat options but we cannot withhold food options that are sent in to the Center. If a parent has a specific requirement for wanting their child to eat food in a certain order, staff will do their best to support that but cannot withhold a child any food as an option if they refuse the preferred meal or request additional options that have been sent in from home. If a family wants the sweet treat given only if the main dish or healthy food is first consumed, they are recommended by the Center and Department of Early Education and Care to serve the reward food item at home verses sending into the Center to allow Educators to be in compliance with the no- food withholding policy expected to be followed by the Department of Early Education and Care.

HEALTH

We have designed and implemented our health policies in conjunction with our consulting pediatrician, Dr. Steven Jenkins, of Concord Hillside Medical Associates, and EEC regulations. Covid related concerns will be advised by Tamara Bedard: Local Board of Health Nurse for Nashoba Valley

State law ***does not*** allow us to medicate your child unless it is by written order of a physician and signed parental consent. While you as a parent may use over-the-counter medication at home, we are ***prohibited*** from doing so without signed consent. Non-prescription medication may be given to your child only if accompanied by a note or form signed by your pediatrician and you as well as providing the original container. Please see the ***Dr.'s Authorization for Medication form*** for this. Bring bottle of medication with you as well. Parents must supply all prescription and non-prescription medicines. No expired medication will be given to any child.

Being sick is not fun. We understand that it is difficult for parents to take time off from work to be with their child at home. We do not have the facilities or the staff to care for sick children. Children who are ill require the care and attention that can only be given at home.

We want to create a safe environment for children and do not feel it is fair to have a sick staff member or child at school that will meet other children and staff. We do not feel that it is fair for teachers and for other children to interrupt the normal functioning of the daily routine at school for a sick child. These policies help us protect the other children involved in our program from illness or contagious disease. If your child has had a contagious disease, we ask you to provide us with a note from your doctor stating the child is well enough to return to the program. Your child must be 48 hours fever free (without the help of over-the-counter medicine) before they can return to the program.

If your child ***is not well enough to play outside***, please do not bring them to school.

If your child becomes sick at school, a staff member will call you and we will ask you to take them home...we request that you do so ***promptly and follow any sick policy that may apply.***

With the increase in cold and flu season related illnesses, we have updated our policy around temperature taking, illness and attendance.

The Center will be decommissioning the use of rectal temperatures within the infant classroom. The classroom will be transitioned into the same format as all other classrooms within the Center by conducting temperature taking with the nurse's grade thermometer by an under-arm reading. When instances arise where educators or parents have a concern for the accuracy of the under-arm temperature reading, the educators will complete a secondary temperature check using a temporal thermometer.

When illness is suspected, temperature taking frequency will be conducted based off the assessment of educators as well as based off the initial thermometer reading. Educators ensure temperature taking will be outside of sleeping times for all children. When a health concern is observed such as but not limited to, non-participation in daily activities, non-typical temperament patterns for the specific child, refusal to eat or drink causing a child to be uncomfortable within the environment, instances of vomiting and diarrhea, or exposure to recent illness then an educator will take the child's temperature. Temperature checks and monitoring will occur with a previous noted indicator and or any other indicator that an educator has observed or is concerned for such as but not limited to pulling at ears and displaying cold like symptoms or labored breathing, excessive coughing.
When parents suspect potential illness of their child that warrants a sick visit to the pediatrician, children cannot attend within the Program on the same day of the sick visit until they have been cleared for safe return. We ask that parents hold off on attendance until after the sick visit assessment is completed and the child is cleared for attendance.

All current health care plans and illness exclusions remain in place as noted in the parent handbook.

FIRST AID CABINET
The first aid kit is kept in the Main Preschool Building outside of the storage room in a locked cabinet. It is checked weekly by assigned staff to always assure familiarity with the contents with both prescription and non-prescription medications. These checks will also provide screening for expiration dates of the contents as well as the need for replacement of items after use. First Aid Bags are located within each classroom and contain basic first aid materials, epi-pens, and inhalers. They are stored out of the reach of children and are readily available for use at outdoor times, hikes, and field trips. These bags are located by each classroom's allergy list and are hung on the outside of cabinets out of reach for quick access.

TOOTHBRUSHING REGULATION
In January 2010, EEC issued regulations for childcare programs that include a requirement that educators assist children with brushing their teeth if children are in care for more than 4 hours or if children have a meal while in care. Parents reserve the right to opt out of this requirement by signing a waiver form for the childcare provider. Kids-A-Lot accepts the regulation and has included it within the daily schedule. The center provides all other materials for toothbrushing and storage.

LEAD SCREENING
As required by the DPH (Department of Public Health) children are required to update their lead screenings on a yearly basis and are good for one year to the date of testing. All lead screenings need to be completed for children that are 1, 2, and 3 years of age with corresponding testing unless a doctor's note with exemptions is provided.

FEVER
A child with a fever of 100.4 degrees or above must be taken home and cannot return to the Center until free of a fever without medication for 24 hours. A doctor's note may be required.

EAR INFECTION
A child diagnosed with an ear infection must be fever free and on medication for a minimum of 24 hours before returning to school as ear infections are not contagious but the virus that caused the ear infection is. The child must be able to join the group and not require one on one care to keep the child comfortable. Inconsolable, uncomfortable children in pain should stay home with a parent or personal caregiver.

DIARRHEA
Infection and bacteria are often spread through diarrhea. Our policy stands that if there are gastro-intestinal issues; the child is sick, feeling uncomfortable, and needs to be home. We will call you and ask you to pick up your child after they had three episodes of diarrhea within 24 hours of the first episode. Children sent home need to be out 24 hours from last episode and are symptom free before returning to the Center. A doctor's note may be required.

VOMITING
A child must stay home or go home if they are-vomiting. The child must be out for at least 24 hours and is symptom free. Upon returning the child should be able to participate in the daily routine.

COLD/COUGH
Colds are hard to keep away from throughout the winter. A child may attend school if they have clear discharge coming from a runny nose and can participate in the normal daily routine of school. If the child has a thick, yellowish/greenish discharge coming from their

nose, they may have a more serious infection that might be requested to be checked by a doctor. Children that have a continuous cough making it hard for them to participate in the daily routine may be sent home. Doctor's note may be required for return.

CONJUNCTIVITIS
This is an infection of the eye that is very contagious. We will ask you to have your child checked by a doctor if your child has such an infection characterized by a yellow discharge and tearing. Your child must be on antibiotics for 24 hours and be free of the yellow discharge upon returning to school. If your physician has determined that your child has discharge due to a cold, they may return before 24 hours with a physician's note.

ALLERGIES
Please let us know about ***any*** known allergies. Parents are asked to include all pertinent information as to allergies that their child may have on the Center's forms. These forms are updated annually or sooner if deemed necessary. An allergy list is then posted in each room that teachers are responsible for reviewing on a regular basis. Symptoms and suggested treatment will also be listed within each corresponding child's IHCP (Individual Health Care Plan). This plan is reviewed on a regular basis and signed off by each child's Health Care Consultant. Staff members are trained per each individual child's needs. These forms pertain to all allergies including medication that is not being administered but they are allergic to, i.e. amoxicillin.

CHICKEN POX, MEASLES, MUMPS...etc.
We would like to keep all parents posted in the classrooms that have contacted these diseases. If your child has been in contact with these diseases outside of school, please tell your child's teacher so that an anonymous note may be posted to alert other parents. If your child is sick with the above, they may return when all symptoms have resolved. General timing is usually 4-7 days after infection has begun. Please request a note from your physician stating your child is disease-free upon their return to Kids-A-Lot.

LICE
Lice can be easily treated and is NOT a sign of a dirty, unhealthy environment. Please tell us if your child has head lice or if a sibling or close playmate has it. The office will provide you with information that will enable you to treat your child. Children cannot return to school until after a treatment has been given and nit removal is being monitored over the next 2 to 3-week period. Combing each night (with a lice comb) for two complete weeks is the best way to prevent re-occurrence as well as a follow up treatment on day 7.

COXSAKIE VIRUS
Also referred to as hand, foot and mouth disease. Incubation period is 3 to 6 days. Child must be out for 24 hours from last occurrence of fever without medication. A doctor's note may be required.

- **Symptoms**: fever, mouth ulcers, rash on palms and soles, lasting 7 to 10 days. Mouth may be sore from ulcers causing child to refuse to drink therefore need to watch for dehydration.
- **Treatment**: fluids, Tylenol and avoid salty acidic foods.

IMPETIGO
Impetigo, a bacterial infection of the skin, which often follows an insect bite, cut or break in the skin, can be found on any part of the skin but is seen usually around the nose and mouth. It first appears as a small path of water blisters that break to expose a moist patch of pink/red skin. This area then crusts over with a fine honey colored scab. Impetigo is very contagious and can spread easily especially in Day Care Centers. Child must be out for 24 hours with

improving symptoms and 3 doses of medication administered. A doctor's note may be required.

STREP
Strep most often causes tonsillitis. The child may be irritable, have a runny nose, may have a fever with complaints of throat, ear or stomach pain. Children cannot return until they are on antibiotics for 24 hours. A doctor's note may be required.

ROTAVIRUS
Rotavirus is the most common cause of diarrhea. Rotavirus may be accompanied by fever, vomiting, cramps and diarrhea. Children cannot return until diarrhea stops and have been without fever for 24 hours.

MOLESCUM
Molescum is a skin infection that is most associated with clear or while blisters on the skin. The blisters can be itchy. The infected area needs to be covered with bandage or liquid bandage.

PINWORM
If the child has worms in their stool or diaper, they should be immediately removed from childcare and seek treatment by a physician. A doctor's note is required for return to the program.

FLU
Children diagnosed with the flu must remain absent from the program for 5 days from onset of symptoms/diagnosis. The 5 days can include weekend days. Upon return, children need to be able to participate in regular programming both indoors and outdoors and be free from fever reducing medication. A doctor's note may be required.

COVID-19
Children that test positive for Covid-19 are to follow the below protocols:

- Asymptomatic (no symptoms) - no quarantine needed if over 2 and feeling well, mask until negative test is produced.
- Mild symptoms - no quarantine needed, and masking required if over the age of 2 until there is a negative test and past the 5-day window of contraction.
- Symptoms with fever - quarantine needed until 24 hours fever free and masking required if over the age of 2 until there is a negative test and past the 5-day window of contraction.
- Anyone with symptoms needs at least a 24-hour window of fever free and IMPROVED symptoms to return and wear a mask until testing negative
- Under the age of 2 years/any child that is not able to reliably wear a mask: asymptomatic, mild symptoms or fever/ cold symptoms must quarantine for 5 days, test negative to return

The Nashoba Valley Board of Nurses will dictate any course of action when a child becomes sick in regard to Covid-19, including but not limited to isolation and masking procedures.

Regarding any of these illnesses, parents may be asked to obtain a written note from a doctor assuring your child is safe to return to childcare.

EMERGENCY PROCEDURES

Loss of Heat/Water for extended time or Natural Disaster
In the event that the Center should lose heat or water for an extended amount of time, or a natural disaster should occur, the administrator will notify the proper authorities and agencies and begin notifying the parents for emergency closure and emergency transport location. Classrooms have emergency contact forms that would be taken to a separate designated location if the Center should need to relocate. Our designated secure location will be the Hale Middle School in Stow as declared by the town and DPH. If transportation of the children is needed the administrator will notify the parents or emergency contact person and transportation will be throughout the use of staff vehicles or designated bussing company for all children and staff when deemed necessary.

Missing Child
In the event that a child goes missing while in the care of the Center the administrator will be notified immediately. One staff member will be assigned to the children while the other begins searching for the room or playground. External perimeters will be checked, and parents will be notified along with proper agencies such as police. When the child is found the Center will conduct a full report to investigate the incident, interview staff and children as well as notify EEC and DCF.

If a child goes missing while on a field trip the Lead Teacher will notify the Center administrator immediately, notify the facility personnel, and parents. A search for the child will be underway while the staff divides up tasks of monitoring the other children. When the child is found the Center will conduct a full report to investigate the incident, interview staff and children as well as notify EEC and DCF.

Lock Down Plan
If an imminent threat is posed to the children and the Center, the Director or Assistant Director will call the rooms to go into "lock down" mode. The staff will lock all access doors, close their blinds and shades and gather the children in a confined area of the classroom. The children should be provided with materials and quiet activities to sustain their interest until further notice by an administrator. These drills should be practiced regularly.

As of May 2013, the Center will use a lock down method between the hours of 9AM and 3PM. All access doors on the premises will be locked and accessed by staff members using a key. Prior to 9AM and after 3PM daily, doors will be open for drop-offs & pick-ups. Any parents and staff that enter the premises between the hours of 9AM and 3PM must call the office and plan to gain access to each building. Our goal is to find a balance of a nurturing and loving environment while recognizing the growing need to implement further safety measures. Instructions on phone numbers to call to access each building will be located by the entry way.

Reverse Lock Down Plan
This lock down drill is used when the children are outdoors on the playground area and a threat is posed on the premise. Staff will quickly gather all the children in the front area of the playground by the gated exit. The staff will complete a head to face attendance call and then usher the children back towards the building. When necessary, the groups will travel between the office and wooded area for needed protection. If access to the classrooms is not possible the children will gather in the office area, draw the shades and follow the same routine as a lock down drill. If it is not possible to gain access to the office and it is deemed safer to stay on the playground, the staff and children will gather in the castle structure and wait for further direction from the Administration.

Plan for ICE on Campus:
If the ICE agency comes to the property, the Center will follow the procedure for our Hazard/ Emergency Shelter in Place Protocol.

Scenario for Indoor Shelter in place: Classroom Educators and children would follow the lock-down/ shelter in place training and remain indoors with doors, windows locked and blinds drawn. This plan includes multi head count and name to face verification when heading into the shelter in place procedure while inside the building. The classrooms will remain in place until the Administration or Center designated person or Stow Police Department has released the classroom from the Shelter in place. In this scenario staff can maintain regular classroom activities except for outdoor play until authorized to do so. Parents will not be permitted to enter classroom buildings to pick up during the shelter in place procedure until authorized to do so by Stow Police or Kids A Lot Administration or Center designated person. Families are instructed to call or email the Center for a status update on their specific child. A Center wide notification will be emailed to all families as soon as the classrooms have been secured into their shelter mode. Stow Police will be called to mitigate orderly conduct and maintain safety for all staff, students and people on campus at that moment in time. ICE officers will need to provide identification when on property, a list of people they are looking for and reason for the search/ detainment. Stow Police has confirmed that they have spoken to ICE and school zones have been off limits for a designated detainment location thus insinuating that a shelter in place scenario would most likely not arise, but we have created a clear plan proactively.

Scenario for Outdoor Shelter in place:
If classrooms are outside on the playgrounds or on hikes, they would be notified by an administrator or designated person to gather and proceed indoors quickly. This plan includes multi head count and name to face verification when transitioning off the playground as well as inside the building. Classroom Educators and children would follow the lock-down/ shelter in place training and remain indoors with doors, windows locked and blinds drawn. The classrooms will remain in place until the Administration or designated person or Stow Police Department has released the classroom from the Shelter in place. In this scenario staff can maintain regular classroom activities except for outdoor play until authorized to do so. Parents will not be permitted to enter classroom buildings to pick up during the shelter in place procedure until authorized to do so by Stow Police or Kids A Lot Administration or Center designated person. Families are instructed to call or email the Center for a status update on their specific child. A Center wide notification will be emailed to all families as soon as the classrooms have been secured into their shelter mode. Stow Police will be called to mitigate orderly conduct and maintain safety for all staff, students and people on campus at that moment in time. ICE officers will need to provide identification when on property, a list of people they are looking for and reason for the search/ detainment. Stow Police has confirmed that they have spoken to ICE and school zones have been off limits for a designated detainment location this confirming that a shelter in place scenario would most likely not arise, but we have created a clear plan proactively.

Scenario for Attending child/pick for family's effect by ICE
Families are asked to complete annual emergency contact forms and designated authorization for pick up forms. These forms should be updated and revised on an on-going basis as needed. Parents and Guardians are asked to appoint several authorized people for contact and pick up including but not limited to family, extended relative, babysitters/ nanny, friends and neighbors. We are unable to release a child if they are not noted on a child's emergency forms for contact and pick up authorization. Stow Police will assist in ensuring a child is in safe custody at the end of business day.

LICENSING INFORMATION

EEC (Department of Early Education and Care) is our designated licensing authority. Please feel free to contact the Department at any time for a licensing history. EEC can be contacted at:

Department of Early Education and Care:
Marisol Webster, Large Group and School Age Licensor
324 R Clark Street
Worcester, Ma 01606
508-461-1464

OUR PROGRAMS CHILD ESSENTIALS

All clothing, toys and individual possessions should be labeled.

Infants (3 months & up)
Our Infant Program is licensed for 7 babies and is staffed by 3 fulltime teachers.

Bedding, bibs and wipes are provided. Listed below are items you will need to bring for your child labeled with child's full name:

- Diapers
- Formula or breast milk (all formula should be bottled and premixed)
- Bottles (all bottles and caps should be labeled with your child's name)
- Baby food (all jars of baby food should be labeled)
- Non-weighted, arms free Sleep Sac
- Finger Foods, when ready, in labeled containers for lunch and two (2) snacks

Toddler Classrooms (15 months – 2 years)
Our Toddler Programs are licensed for 13 toddlers in each group (older & younger). Within each classroom the group size will consist of a group of 6 children with 2 staff members and a group of 7 children with 2 staff members.

Bibs, silverware, and wipes are provided. Listed below are items you will need to bring for your child labeled with child's full name:

- Diapers
- Lunch (including beverage)/ 2-3 snacks
- Favorite security toy or blanket
- Pacifier for naptime (if used)
- Extra set of clothes
- Appropriate seasonal clothing
    - Summer: Bathing Suit, towel, sunscreen
    - Winter: Hats, two sets of **waterproof mittens**, boots, snow pants
    - Spring: Light jacket or sweater

Older Toddlers (2-3 years)
The number of children involved in this program now increases to 13 children total. The child to teacher ratio is 1 adult to 4 children or 2 adults to 9 children. Our Toddler Programs are licensed for 13 toddlers in each group (older & younger). Within each classroom the group size will consist of a group of 4 children with 1 staff member and a group of 9 children with 2 staff members and an additional staff member for added support for all children.

Listed below are items you will need to bring for your child labeled with child's full name:

- Appropriate seasonal clothing
    - Summer: Bathing Suit, towel, sunscreen

- Winter: Hats, two sets of **waterproof mittens**, boots, snow pants
- Spring: Light jacket or sweater

Preschool (3 & 4 years)
Our preschool program is designed to include part-time (9:00AM – 3:00PM) as well as full-time care for children. Our child/teacher ratio increases to 7:1.

Pre-K 1 & Pre-K 2 (older 4 & 5 years)
Older 4's and younger 5's (that have missed the public Kindergarten cut-off date) can enjoy a full day with Kids-A-Lot that will prepare them for public Kindergarten. Child/teacher ratio of 7-10 children to 1 teacher for this program.

Pre-Kindergarten Slots are:
- Full-time (7:30AM – 5:30PM)
- Full-time minus 3 hours at Public Kindergarten (Stow Public School)
- Part-time: 3 Hours
  - 9AM-12PM
  - 12PM-3PM
  - 3PM-5:30PM
- Part-time: 6 Hours
  - 9AM-3PM
  - 12PM-5:30PM

HOLIDAYS & CLOSURES

- Labor Day
- Columbus Day/Indigenous People's Day
- Veteran's Day (November 11th)
- Thanksgiving Day and the Friday after Thanksgiving
- Day before Christmas and Christmas Day
- ****Christmas Week: December 26th – December 31st**
- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Patriots Day
- ***Professional Development Day (Friday before Mother's Day)**
- Memorial Day
- Juneteenth (June 19th)
- Independence Day (July 4th)
- ****Last Full Week of August**

We reserve the option to close on a consecutive day if a holiday falls on a Tuesday (Monday & Tuesday) or a Thursday (Thursday & Friday). Advance notice would be given.

***Professional Development Day**
In addition to our weekly classroom team meetings and weekly/monthly staff meetings, the teachers meet several times during the year for long-range planning and curriculum development. A **Professional Development Day** in May allows staff members to participate in professional onsite conferences with specialists in various areas of Child Growth and Development.

****Note:** The Center is closed a full week during **Christmas Week** (coincides with December school break). The Center will also be closed the **last full week of August**. Any student not

registered to the program for the following September will not be able to attend at the start of a new school year regardless of if it falls on the last couple of days of August.
FOR EXAMPLE: If we are closed August 24th to August 28th re-opening for our new school year August 31st, any children who have left the program for kindergarten (public school) are not eligible to attend Kids-A-Lot on August 31st

FEES AND PAYMENTS

Annual Registration Fee
Kids-A Lot's nonrefundable $75.00 registration fee ($125.00 for our infant program) is due upon enrollment into the program. **There is a $25.00 discount for each additional child registered with the same family.** This registration fee will occur annually in January.

Security Deposit
A nonrefundable security deposit equal to one (1) month tuition is due prior to enrollment. This payment is due 30-day after you receive your acceptance letter into the program or before enrollment date, whichever comes first. Although this security deposit is nonrefundable it is credited towards your child's last month of enrollment at Kids-A-Lot provided we receive a **30-day written notice** so that we may fill your child's slot. If a 30-day written notice is not provided, the security deposit will not be credited to your child's last month's tuition and considered forfeited.

During the registration process, if you accept an enrollment space and have paid the nonrefundable security deposit to hold the space and decide not to attend, the deposit is considered forfeited.

Tuition
Tuition is billed monthly and is due on the first of the month. Tuition is the same monthly regardless of the number of days the Center is open that month. A late fee of $25.00 per week will be added to overdue accounts. There will be a $25.00 insufficient funds fee applied on all returned ACH and checks. If your child is transitioning to a new classroom or you are making a permanent schedule change the tuition may change. If you choose to withdraw your child out of the program for the summer months, our obligation to hold a spot for your child for September is **null and void**.

If your child is ill over an extended period and you wish to hold their spot in the program, we must be notified in writing, and please be advised that your financial responsibility concerning tuition payments must be met.

Switching days is something we highly discourage. Please limit your requests to emergencies. You will be charged an extra day.

Discounts
If more than one child per family is enrolled full time, there will be a 10% discount off the older child. This is applied only when payments are on time.

Long-term Schedule Changes
Long-term schedule changes must be requested in writing and approved in advance. Such change will require a $25 fee per schedule change (refer to rate sheet) as well as any variance in tuition rates.

Absences
There will be **NO REDUCTIONS** on tuition for absences, early departure, school vacation, holidays, snow closures or set closure weeks, etc. The program time slots have been allocated for your child whether present or not and parents are required to pay the full tuition amount each month.

Late Pickup Fee
Please arrive at least 10 minutes prior to our closing time to allow time to gather your child and their belongings before we close at 5:30PM.

A **late pickup fee** per child of $25.00 for the first ten minutes and $1.00 for each additional minute thereafter will be charged if neglected to pick up my child by their scheduled departure time. The fee will be withdrawn through ACH the next business day. If paying via check, the fee is to be payable to Kids-A-Lot when the child next attends.

Variation schedules (9-3) must be adhered to. No early drop-offs or late pick-ups unless pre-arranged (for a fee).

Withdrawal
We require a 30-day **written** notice upon your child's departure from our program so that we can fill your child's spot. If written notice is not received within the designated time period, we reserve the right to keep your security deposit to recoup lost funds.