

Parent Handbook

Pine Manor College Child Study Center

Pine Manor College Child Study Center
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MISSION

Mission Statement

The Pine Manor College Child Study Center's primary mission is to provide a high quality education for preschoolers in the Chestnut Hill area and to offer a unique laboratory learning experience for Pine Manor College Students, in a context that welcomes diversity and encourages respect for appreciation of individual differences. This is accomplished by a professional team of educators who nurture and assess the children's needs and offer a comprehensive curriculum to promote each child's growth and development as an individual and as a member of the Child Study Center community.

Our Vision

The Pine Manor College Child Study Center (CSC), a preschool for children ages two years nine months up to Kindergarten age, was established in 1974. Pine Manor College is a private four-year liberal arts college whose mission is to empower a diverse student body to become accomplished, reflective, and confident leaders in their workplaces, families, and communities. The Child Study Center is designed to allow students who are enrolled in the college's Education and Psychology programs to observe the preschool classrooms and apply what they are learning to their own studies. This quality preschool program serves as a model for college students. The student teachers have opportunities to learn from experienced early childhood professionals who directly supervise them at all times. The Pine Manor College Child Study Center was re-named in 1998 in honor of one of its Pine Manor College alumnae, Ann Pappajohn Vassiliou. Ann is the daughter of John and Mary Pappajohn who made a generous contribution to the Investing in Minds capital campaign. The Child Study Center is part of Pine Manor College and is a non-profit educational facility that does not discriminate on providing services to children and families on the basis of race, religion, sexual orientation, cultural heritage, political beliefs, marital status, disability or national origin. The center supports an anti-bias curriculum that encourages children to respect each other's individual differences and welcomes diversity. The CSC is committed to welcoming children and families.

The primary mission of the CSC is to provide an exemplary early childhood program which is comprehensive in presenting curriculum in the areas of English Language Arts, Mathematics, Science and Technology, History and Social Science, Health Education, and Education in the Arts. The classrooms are designed with different learning centers for children to explore and learn at their own pace. These learning centers include a science area, an art room, a writing center, sensory tables, a quiet library, and a busy block and dramatic play area. Quality care means providing a safe, warm, nurturing environment as well as encouraging growth and development by offering a stimulating, enriched curriculum. The teachers constantly assess the children's needs and observe their progress. The curriculum is adapted to meet the needs of all of the children. One of the goals of the program is to foster social and emotional growth. Children learn to share with others, take turns, respect and show concern for classmates. Other goals include developing fine motor, gross motor, and self-reliance, listening, and speaking skills. The children learn through discovery and materials are introduced with a hands-on approach. The curriculum is presented as a theme and is evident throughout the classroom.

ORGANIZATIONAL STRUCTURE

The Child Study Center is staffed by licensed early childhood professionals including the director, lead teachers, teachers, and assistant teachers. Work-study students, student interns and practicum students all work under the supervision of a lead teacher and the director. The program is licensed by the MA Department of Education's Dept. of Early Education and Care (EEC). Our licenser from EEC is Lori O'Brien, LSW and she may be contacted at:

The Department of Early Education and Care
Large Group and School Age Licenser
1250 Hancock Street, Suite 120-S
Quincy, Ma 02169
(Phone) 617-979-8628
(Fax) 617-472-2722

You may contact EEC for a licensing regulations compliance history. The Child Study Center follows the Massachusetts Board of Education's Early Childhood Program Guidelines as well as the National Association of Education of Young Children's Program Standards.

The CSC maintains an appropriate staff-child ratio and group size throughout the day including outdoor time to facilitate developmentally appropriate practice, to facilitate adult-child interaction and constructive activity among children. The teaching staff-child ratios include only paid employees and do not include college students or volunteers. These ratios are maintained during all hours of operation including fieldtrips. The program is organized and staffed to minimize the number of transitions and every attempt is made to maintain continuity of relationships between teaching staff and children and among groups of children.

The teacher to student ratio is 1 to 8 at the CSC. The state's licensing requirement is 1: 10, but we prefer a smaller group size and more individualized attention for each child. The youngest group of children ages 2 years, 9 months up to about 3 ½ yrs. has 16 children with 2 teachers. The next group is 3 ½ to age 4, with one teacher and a maximum of 8 children. The oldest group is 4-5 yr. olds with 16 students and 2 teachers. The Director of the Child Study Center is Davida Bloom. Davida Bloom's Supervisor is the Vice President of Academic Affairs, Robert Shea.

Contact Information for the Pine Manor College Child Study Center Employees:

Davida Bloom
Director, Child Study Center
617 731-7039
dbloom@pmc.edu

INTAKE PROCEDURE

Parents are encouraged to tour the facility and meet with the Director to discuss the program's philosophy, goals, and needs of the family. At this time, we are only having virtual tours with prospective families. An application is submitted by the parents, followed by an enrollment contract. There is a rolling admission process, filling openings throughout the year as they arise. Applications are accepted on a first come first served basis. Priority is given to families currently enrolled, siblings of current students who are age eligible, children of Pine Manor College faculty, staff, and students, and families seeking full time care. Parents must pay a \$500 deposit to secure their child's placement. This deposit is applied to the first tuition payment. Children are encouraged to a transition day to meet their teachers prior to starting. Upon enrollment, all enrollment forms must be submitted to the director of the Child Study Center. The enrollment forms include a page with parent/guardian information, first aid and emergency medical care consent form, developmental history and background information, permission for publicity, observations, permission to be included in the family directory, and parent handbook policy agreement, emergency card information, off site activities permission, transportation plan, physical exam record including a lead screening, and a certificate of immunization. These enrollment forms will be maintained in the child's file by the director in the CSC office. The files will be kept current by updating as needed, but at least quarterly. Progress reports and teacher's evaluations will also be stored in the child's file. The content of the file is confidential, but is immediately available to the child's parents or legal guardian, and regulatory authorities on request.

ARRIVAL AND DEPARTURE

Pine Manor College Child Study Center hours of operation are 7:30 am-5 pm. Children are enrolled as follows-

Half Day Session-7:30 am-12 pm

Extended Day Session- 7:30 am-3 pm

Full Day Session-7:30 am-5 pm

Due to Covid-19, no families are allowed into the building. For morning drop off time procedures, parents drop off the children outside of CSC building and the Child Study Director or staff will bring the child to their classroom and let the teachers know the child arrived. For Pick up Time families either call or text the Child Study Director or ring the doorbell to let us know they are outside to pick up their child. The CSC Director or staff will bring the children outside the building to the family. Children are always accompanied by an adult and never left alone in the CSC.

LATE FEES

If you expect to be late picking up your child, please make every effort to notify the CSC.

If you are late in picking up your child, a late fee will be charged at the rate of \$10 for every 15-minute interval.

Morning Half Day- a late fee will be charged after 12:00 noon

Extended Day- a late fee will be charged after 3:00 P.M.

Full Day- a late fee will be charged after 5:00 P.M.

PARENT CONFERENCES

The staff will be available for individual conferences through Zoom Meeting with parents at parental request any time during the year. Parent conferences will be scheduled at least every six months to discuss the child's progress through Zoom Meetings. Conferences provide an opportunity for families to become involved in planning and they provide the opportunity to communicate assessment information.

PARENT-TEACHER COMMUNICATION

Parents and/or caregivers are encouraged to speak to the Child Study Director daily at drop off and pick up times. If a family has a question after leaving the CSC, they may email the Director or call the office. Parents are also encouraged to share ideas and suggestions with the Child Study Director and with the classroom teachers. The Director informs the families of any upcoming activities and any policy updates to all the families in the Child Study Center. Weekly curriculum is posted in the classrooms. Occasionally teachers will send personal notes home to give specific details about a particular class project. Injury reports are always given to families if a child is hurt or injured while at school. We strive to communicate daily with each family at drop off and pick up times and give as much information as possible to enhance the parent/child/teacher relationship.

ASSESSMENT

The CSC will prepare a written progress report at least every 6 months for each child in the center's program. This report will be maintained in the child's records in the CSC office. The center will provide a copy of each report to the parent(s) or guardians and will meet with them at least every six months to discuss their child's activities and participation. The Creative Curriculum for Preschoolers will be the assessment tool used by the CSC staff. Children will be observed in the classroom during the six-month period and checklists will be completed before writing each evaluation. The assessment will be used to guide the teachers with appropriate curriculum planning and to gauge the effectiveness of current practices. Each child will be assessed to target individual goals and recognize accomplishments and interests. Any developmental delays will be discussed with the parents or guardians as well as all the results from the assessment. Referrals for additional services will be made if the teachers identify significant delays. Results will be shared with the parents to involve families in planning and implementing the goals and strategies identified by the staff.

PARENT INPUT

The CSC encourages parents to participate in the development of the program and the classroom activities. Parents may voice their opinions to the Child Study Director or report any grievances to the Child Study Director. The CSC educators encourage all children and adults to have positive relationships to foster the child's sense of individual worth and belonging to the CSC community. If there are differences that arise in interactions between families and program staff, the Child Study Director will intervene. In some instances, parent complaints may be shared with the staff, and the Child Study Director will expect the staff member to correct or rectify the problem. In other situations, a conference will be scheduled with the Child Study Director, the staff member and the parent. In all situations, the Child Study Director will try to understand the problem and strive to negotiate differences to ensure the smooth operation of a quality program.

PARENT VISITS

Due to Covid-19, we are unable to have visits to the program. Sometimes the classrooms go for walks around the college campus. Each year parents are invited in December to visit the classroom and share a holiday tradition with their child's class. We are able to do this through Zoom Meeting. The parent may choose to tell a story, read a book about the holiday, do an activity, or show us some photos or articles of clothing pertinent to the holiday. We have a very diverse population at the CSC and we embrace all of the different cultures and traditions.

FIELDTRIPS

Due to Covid-19, we are unable to participate with field trips.

TRANSPORTATION PLAN

Due to Covid-19, we are not using any bus transportation for field trips.

TRANSITIONS

The first transition a child experiences at the CSC is the one from home to preschool. Due to Covid-19, families are encouraged to visit the program through Zoom Meeting to meet the teachers and prior to their child's first day to bring the child to CSC and meet on the playground with social distancing and to meet the teachers. The teachers will bring the child into the classroom and show them the classroom and where their cubby will be. The child will spend some time both in the classroom and out on the playground with the teacher. On the child's first day enrolled, the Child Study Director will bring the child into the classroom to see the teachers and children in the classroom. The Child study Director will let the family know how the child is doing at school. Some children will jump right into playing and others may feel quite anxious or cry at the first signs of the parent's departure. We recommend that you prepare your child for your exit by explaining that you will be leaving after 2 more pushes on the swing, for example, and be sure to tell them you will be back to pick them up (after rest time or maybe after playground time).

Transitions between activities occur throughout the day. A child may be greeted by his or her teachers on the playground, transition indoors to the cubby area to hang up coats, transition to the bathroom to wash hands, then on to snack, once again to circle time, and from there to a curriculum activity and free play. The staff will assist the children between activities and ensure they are safe, predictable, unhurried, and will be flexible if a transition needs to take more time than expected.

Another type of transition occurs when a child moves from one classroom to another. We typically transition children in September, but occasionally a child may change classrooms mid-year depending on available openings and the child's developmental progress. If your child is being transitioned to another classroom, the teachers or director will meet with the parents, discuss the reasons for the move, the time frame for the transition, and will arrange a visit for the child in the new classroom. The child will be invited to join circle time and participate in snack and a curriculum activity.

With all transitions, the staff will attempt to assist the child in a way he or she can understand. The staff will also share information with the next program with parent's permission. Often times Kindergarten programs ask for written evaluations by the preschool teachers. The CSC staff will cooperate and complete these evaluations upon parental request. A few days prior to a child leaving the Child Study Center, the staff will prepare the child for termination. The teacher(s) will speak to the child and other children in the class and give simple reasons for the termination. For example, he/she is going to move or is going to another school. If a child's departure from the CSC is sudden, and there has not been an opportunity to say good-bye, a note will be written by the teacher or director to the family with an invitation for the child and parent to come to visit the CSC in the near future. We feel closure is very important for children. By speaking with them a few days prior to the transition, the staff answer questions and often help the children adjust by talking about feelings and help prepare them for what might be new or different at their next school or child care placement.

BEHAVIOR MANAGEMENT POLICY

Children who are disruptive to the classroom are reminded by their teachers of the classroom rules. Some examples of these rules are; no running inside, no hitting, kicking, or hurting another person, use inside voices in the classroom, and please take turns when there is only one of something. If a child is displaying difficulty in following the rules, a teacher will speak to the child and offer to re-direct the child to another area of the classroom. The teacher will follow through with removing the child from the situation if it is potentially harmful to the child, the other children, or the staff. For instance, if a child threatened to throw a wooden block, the teacher would intervene immediately with a warning and then remove the child from the block area if the child continued to threaten to throw blocks. Children are never physically restrained, but a supportive hold may be used if the child's safety is at risk, the safety of other children or adults is at risk, or the child demonstrates a sustained behavior that is highly disruptive and/or upsetting to other children. A supportive hold will only be used when all other possible interventions have been attempted. The teachers most often escort a child from one learning center area to another by taking the child's hand. The teachers speak calmly and explain to the child why they are being removed from an area, then state the expectation for returning to the desired learning center area. The CSC staff set reasonable expectations, offer choices and provide the opportunity for children to verbalize their feelings. Corporal punishment, severe punishment such as humiliation, verbal or physical abuse, or neglect would never be used to discipline a child. Children are never deprived of snacks or meals, nor are they ever force fed. A child is never scolded or disciplined for soiling, wetting, or not using the toilet, nor are they forced to remain in soiled clothing or forced to remain on the toilet. Children are simply changed when wet or soiled and teachers try to remind the children frequently to use the "potty." Praise is used to reinforce positive behavior. At the beginning of the school year children are encouraged to help participate in establishing the classroom rules. The teachers write the rules on a large tablet at circle time and review the rules during small group time.

CHILDREN WITH DISABILITIES

The Pine Manor College Child Study Center accepts applications from all children, including any child with a disability. A parental consent request form must be completed to share information with any local education agencies, early intervention programs, and health/service providers. The parents must meet with the Director prior to enrollment to develop a plan for the child. This plan will identify in writing accommodations that the center agrees to make for the child. These may include a change or modification in the child's participation, the size of the group to which the child is assigned and staff/child ratios may be modified, and any special equipment, materials, ramps, or aids should be identified. The center agrees to notify parents within (30) days of receipt of information if accommodations cause undue burden. This notice will include reasons for decision and the center will maintain a copy of such notice in the child's record. In making a determination regarding acceptance of a child with a disability, the center will consider the nature and cost, the ability to secure funding, financial resources, the number of persons employed, and the effect on expenses, resources and other areas impacted. With parental permission, the Lead Teacher assigned to the disabled child will participate in the development and review of the child's individual education plan. With parental permission, the Director will inform the administrator of the special education office in writing regarding the Child Study Center's ability to serve the child with special needs.

INDIVIDUAL HEALTH PLANS

The CSC will maintain as part of a child's record, an individual health care plan for each child with a chronic medical condition, which has been diagnosed by a licensed health care practitioner. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered. Our staff may administer routine, scheduled medication or treatment to the children with a chronic medical condition in accordance with written parental consent and licensed health care practitioner authorization. The staff member administering treatment must be trained by the child's health care practitioner, or with his/her written consent, given by the child's parent or the CSC's health consultant. If any unanticipated administration of medication is given or unanticipated treatment for a non-life-threatening condition is performed, the staff member or Director will try to contact the parent(s) prior to administering such unanticipated medication or treatment. All medication administration is documented by the staff and a written parental consent form must be completed.

REFERRAL SERVICES POLICY

The following procedures will be used by the Child Study Center staff to refer parents and guardians to the appropriate social, mental health, educational and medical services for their children:

- When any staff member has concerns about a child's behavior or development and believes that further evaluation is necessary, the staff member will discuss the issues with the Director.
- The child's teacher and the Director will observe and evaluate the child and will review the child's record prior to making a referral.
- A meeting will be scheduled with parents to discuss the concerns and to make the appropriate referral.
- At this meeting, the parent will be given a written statement; including the reason for recommending a referral for additional services, a summary of the staff's observations related to the referral, and efforts the Center may have to accommodate the child's needs.
- If needed, the Director will offer assistance to the child's parents in making the referral. With the parent's written permission, the Director will contact and follow up with the referral agency. If it is determined that the child is not in need or is ineligible to receive services from this agency, the Center will review the child's progress every three months to evaluate if another referral is necessary.

TERMINATION & SUSPENSION POLICY

The CSC will make every effort to work with families to avoid suspension or termination, where appropriate. When a child is terminated from the CSC, whether at the initiative of the CSC or the parents, the CSC will make every effort to prepare the child for departure in a manner that is developmentally appropriate.

A child may be suspended or terminated from the Child Study Center ("CSC") for several different reasons. Failure by parents to cooperate with CSC policies and requirements is grounds for termination. A child may be terminated if the parent or guardian fails to pay tuition.

If a parent or guardian does not abide by the Department of Early Education and Care requirements and fails to have their child properly immunized, screened for lead poisoning, or fails to bring their child to the doctor for an annual physical exam, the child may be suspended until such requirement is fulfilled. A child may be suspended after two notices of delinquency in keeping their child's health records up to date. If a child has not had a physical exam in over a year, the Director will notify the parent in writing. If the parent fails to schedule an appointment with the child's doctor, a second notice will be sent. If the parent fails to respond to the second notice, the Director may choose to suspend the child until the physical exam is completed and the record is brought to the CSC office. The same policy applies for certain delinquent immunization and lead screenings. The Health Care Consultant may recommend

that the Director suspend a child immediately in cases where the child may pose a health or safety risk to others or to him or herself by being around other children while improperly immunized.

A child may also be terminated when the CSC is unable to safely meet the needs of the child and/or the parent. All efforts will be made to avoid suspension and/or termination of children whenever possible. To avoid suspension and termination of children due to challenging behavior, the Director and the child's teacher will meet with the parent(s) or guardian(s) to try to identify and resolve the problem(s) and to discuss options other than suspension or termination. The staff will develop a behavioral intervention plan to be implemented at home and at the CSC. Referrals for further evaluation, diagnostic, and/or therapeutic services will be provided by the Director. If the parent does not follow through on the referral or if the problems continue to disrupt the child's class, termination may be necessary. A date and time will be arranged for a second parent conference to review the progress. The CSC will pursue consultation and training for the staff. Every effort will be made by the staff to accommodate the families' needs and to prevent termination. Decisions to terminate will be at the sole discretion of the Director.

The Director will inform the parent of the availability of information and referral for other child care services through the Child Care Resource Center in Cambridge, MA. A current list of referral resources in the Chestnut Hill area will be maintained in the Child Study Center office.

NUTRITION

Nut Free Environment

Families provide morning and/or afternoon snack to their child to be to the Child Study Center each day. Snacks are served at approximately 9:45 a.m. and 3:15 p.m. Lunch is brought by any child staying after 12:00 noon. The U.S. Department of Agriculture (USDA) recommends that children receive milk, a food from the bread group, at least two fruits or vegetables, and some protein for lunch. Some children will eat sandwiches; others prefer their meats and cheeses separate from their bread. Hard boiled eggs, fresh fruit, yogurt, and string cheese are among the favorite foods of preschoolers. Try packing a little salad or fresh veggie sticks instead of other less nutritious side dishes. We encourage children to try all of their lunch and pack up the remains to be discarded at home so parents know what they did not eat. Water is available from a cooler in the classroom at all times. If you forget to pack a lunch, the teachers will notify you as soon as possible. All foods and beverages brought from home must be labeled with the child's name and the date. The CSC is a nut free environment. Please do not send in any foods with nuts or foods processed in a factory with nuts. Just the smell of peanut butter can cause an allergic reaction for some students. Staff members do not serve nuts or peanut butter to any of the children in the CSC.

SMOKE FREE ENVIRONMENT

The Child Study Center, the playground, and the grounds surrounding the building are entirely smoke free. No smoking is permitted in the presence of children.

PROTECTION FROM ENVIROMENTAL HAZARDS

The CSC has been inspected for both lead and asbestos and is in compliance with MA General Laws, Chapter III. Section 197, and the regulations for Lead Poisoning Prevention and Control. In the event of any possible pollutants in the outside air, the CSC staff would evacuate the playground and keep the children indoors until the parents could be notified and prepare their children for departure. In the case of pollutants indoors, the CSC would evacuate the building and follow the procedures for an emergency evacuation.

PREVENTION OF ABUSE AND NEGLECT

The Child Study Center protects children from abuse and neglect while in the program's care and custody. All staff members are mandated reporters and shall report suspected child abuse or neglect. The Director will train the staff in a workshop, teaching them how to recognize the signs of abuse and neglect and how to document any concerns. The staff shall report to the Director who will file a 51 A report with the Department of Social Services. The Director will notify the Department of Early Education and Care (EEC) and the Director of Human Resources of Pine Manor College immediately after filing a 51A report or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of the program or during a program related activity. The CSC Director after consultation with Human Resources will immediately suspend any staff member suspected of abuse or neglect until a complete investigation has been conducted. The staff member will not be allowed to work directly with children until the Department of Social Services investigation is completed and the EEC office notifies the Director that the staff member may return to work.

RESEARCH

The Pine Manor College Child Study Center is considered a Lab School. This means that Pine Manor College students may observe the children and discuss their observations in their college classes related to the CSC, in Psychology or Education courses. Parents give written permission upon enrolling for the Pine Manor College students to observe for educational purposes. None of this research is published or used outside of the college environment.

EMERGENCY CONTINGENCY PLANS

EMERGENCY PROCEDURES

In a medical emergency, the Director or Lead Teacher on duty will call an ambulance by dialing 9-911. The child will be transported to Children's Hospital in Boston on Longwood Avenue. The child's teacher will accompany him or her to the hospital and the Director will try to contact the parents or guardians by phone to have them meet the ambulance at the hospital. The teacher will take a copy of the authorization and consent form to the hospital. In a dental emergency, the teacher will call the student's parents to request the child be taken to his or her dentist for treatment.

If the parent cannot be reached, the three emergency contacts listed on the child's first aid and emergency medical care consent form will be contacted. If none of those emergency contacts are available, the Director will take appropriate action as recommended by the hospital, police, E.M.T., or consulting medical staff.

Procedure for an off-site emergency is the same as on-site emergency except that 911 will be called from the town in which the field trip is taking place. The child will be transported via ambulance to the nearest hospital and will be accompanied by his or her teacher. The field trip permissions slips will designate the hospital to be used in the event of an off-site emergency. The emergency cared information form will designate appropriate emergency contact people to be called.

Emergency Preparedness

Evacuation

In case of fire, all children will be evacuated from the building and will meet next to the fire box on the grassy area across the street from the main entrance of the Child Study Center. If fire fighters evacuate the building, all children will remain inside the Pine Manor College gym located next to Ellsworth Hall. The teachers will walk with the children to the gym. Emergency forms and the attendance records will be brought to the gym by the teachers and parents will be notified via telephone by the teachers and Director. Teachers will take attendance upon leaving the CSC once they are at the meeting spot, again once they have arrived to the gym, and will continue to check children out as they leave the campus with their authorized emergency contact person. Campus Safety will be contacted to assist in the children's departure and also with meeting the children's needs for food. Food from the dining hall will be brought to the gym if necessary. Medications would require a fire department official bringing the medications from the classroom to the Director or one of the teachers. Emergency medications such as an Epi Pen and first aid supplies are stored in the classroom back packs and are taken along with the class during all evacuations. The CSC has a closet full of toys and equipment in the gym that can be used for activities in the event of an evacuation to the gym. The CSC staff conduct monthly practice fire drills with the children. The teaching staff will practice other kinds of emergency evacuations yearly.

The fire department is alerted the moment the smoke detectors are activated. The fire department can be contacted by pulling the fire alarm box handle located outside the CSC. Or, if the Director or Lead teacher on duty wishes to call the fire department on a cell phone, this is also acceptable.

In the event of a natural disaster or other evacuation from the campus, Campus Safety will supervise the opening of the Woodland Road gate. Parents will be instructed to approach the CSC via Woodland Rd. and to park alongside the playground.

Sheltering in Place

In the event of evacuation of a specific area within the city, PMC is one of the designated evacuation sites due to the availability of dining and overnight facilities. In the event that children must remain on campus for an extended period, appropriate arrangements will be made for children to remain either at the CSC or another appropriate site on campus with familiar staff until parents can reach them. Campus safety will arrange emergency transport and escort from the CSC to other campus buildings via the college's van if conditions prevent the staff from walking with the children.

If a child is lost or missing, the teacher will immediately notify the director and his or her cooperating teacher. The director will call 911 and campus safety to alert them of the emergency. In the absence of the director, the lead teacher on duty in the child's classroom will call 911 and campus safety. The parents will be notified following the calls to emergency personnel.

If there is a security threat within the area of the CSC, the campus safety will be alerted immediately and the teaching staff will escort the students to a safe, secure area of the CSC building. Parents will be notified via email and by telephone to arrive at the CSC at a particular entrance where campus safety will be on duty to assist the departure.

When there is loss of power or electricity, the CSC will remain open during daylight hours. If the power cannot be restored when it becomes dark, the program will need to close. If there is loss of heat to the building, the staff will monitor the temperature in the building and if it falls below 68 degrees, the director will notify the parents of an early dismissal. The campus safety officers monitor the furnace each evening to ensure there is sufficient heat to keep the classrooms a safe temperature. If there is loss of water or contamination to the water supply, the CSC staff will serve juice at snack and use a hand sanitizer until the water issue can be resolved. The director will consult with the college maintenance staff to determine if there is a need to close the program depending on the status of the water problem.

Lock-Down

In the event of a potential threat from an intruder inside or outside the program, the Director or any educator will immediately dial 7777 on the classroom or office phone. This will alert the Campus Safety office of an emergency at the Child Study Center. The Director will be advised by the Campus Safety officers as to how to proceed, either in a lock down, stay in place situation, or an evacuation procedure.

All exterior doors are always locked with the exception of the playground door. In a lock down, this door would be locked and all lights would be turned off. The Director of Campus Safety is the person responsible for calling for lock-down or evacuation. If the Director is not available, the next officer in command would advise the Director of the Child Study Center. Because the college has security

cameras on several areas of the Child Study Center, the facility would be monitored by the Campus Safety Department. The staff would be notified by the Director of the Child Study Center of a lock down the same as with a fire drill. She would enter each classroom and alert the teachers verbally. One

Teacher on the first floor would be responsible for locking the playground door, whoever was closest, while the other teacher was gathering the attendance records. All students would be escorted upstairs and would gather in the upstairs classroom. Children would be instructed to sit on the floor in the carpeted areas and remain quiet, out of sight lines from the windows and doors. A cell phone and land-line would be available in this classroom. The upstairs classroom would serve as the meeting place until further notice. The teachers and Director would lead the children from the Child Study Center down the staircase to the back deck at the end of the lock down. The Director or Lead Teacher on duty would notify the police and Campus Safety. The teachers and the Director would call families by way of cell phones, classroom phones, and the office phone. The program will ensure that all children are accounted for before, during and after the emergency by taking attendance at each step. Teachers will always carry their attendance and emergency forms on a clip board during lock down procedures and evacuations. If the emergency extends for more than a few minutes, the program will still have access to food and water in the upstairs classroom as well as access to first aid supplies and diapers.

Missing Child

1. If a teacher suspects a child to be missing she or he needs to alert the other teachers and the Director immediately.
2. One teacher needs to remain with the class and the other teacher will search the following areas immediately-
 - Bathrooms
 - Classroom areas including the library, block, and art areas downstairs, as well as the first floor classroom in the front of the building
 - Classroom upstairs including the bathroom, hallway outside the office, resource room, staff room, stairwell leading to the playground, and stairwell leading to the first floor classrooms.

The Director will search the playground and the immediate vicinity of the Child Study Center. If the child is not found, Campus Safety will be alerted by the Director of the CSC by calling 7777 and the Police will be called at 911. The family will be called as soon as it is possible after alerting the emergency personnel.

If a child is missing during a fieldtrip, the chaperone responsible for that child will telephone the Director or fieldtrip Coordinator if the Director is absent. The Coordinator will notify the agency that is hosting the fieldtrip and a search will be done of the premises including the buses.

ILLNESS EXCLUSION POLICY

Immunizations

All children in the program must be immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, and HIB and Hepatitis B. Children with asthma or those who are immune suppressed should receive influenza vaccine every year. One dose of varicella vaccine, or a physician-certified reliable history of chicken pox, will be required for all children attending the CSC.

CHILDREN WHO ARE NOT PROPERLY IMMUNIZED WILL BE EXCLUDED FROM THE PINE MANOR COLLEGE CHILD STUDY CENTER.

Criteria for excluding an ill or infected child from an early childhood program: (adapted from the American Academy of Pediatrics committee on Infectious Diseases, Report of the Committee on Infectious Diseases Red Book)

Chicken pox, for five days after the onset of the rash or when all lesions have dried and crusted whichever is later.

Diarrhea (more than the child's normal number of stools, with increased stool water or decrease form) that is not contained by diapers or controlled by toilet use, or stools that contain blood and /or mucus.

Fever, if the child's temperature reaches 100 degrees Fahrenheit or higher. Child needs to be fever free for 3 days .

Head lice, upon discovering that a child has head lice, the child may finish the school day and return after treatment has started.

Hepatitis A virus infection, for 1 week after onset of illness and jaundice, if any, has disappeared or until immune serum globulin has been administered to appropriate children and staff in the program within two weeks of exposure, as directed by the health department.

Impetigo, for 24 hours after treatment is begun.

Measles, for 4 days after the rash appears.

Mouth sores in a child who cannot control his or her saliva, unless the child's physician or local health department states the child is non-infectious.

Mumps, for 9 days after onset of gland swelling.

Pertussis, until 5 days of appropriate antibiotic therapy has been completed.

Pinworm infection, for 24 hours after treatment was begun.

Purulent conjunctivitis (pink or red conjunctiva with yellow eye discharge, often with matted eyelids after sleep, and eye pain or redness of the eyelids or skin surrounding the eye), for 24 hours after treatment was begun.

Rash with fever or behavior change, until a physician has determined that the illness is not a communicable disease.

Ringworm infection, until after treatment is begun.

Rubella, for 7 days after the rash appears.

Scabies, until after treatment has been completed.

Strep throat, for 24 hours after treatment is begun and the child has had a normal temperature for 24 hours.

Tuberculosis, until the child's physician or local health department authority states the child is non-infectious.

Vomiting twice or more in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.

Minor Illnesses

Children need to be excluded for minor illnesses when they are too sick to participate comfortably in program activities; they need more care than the staffing level allows or they have unusual lethargy, irritability, persistent crying, or difficulty breathing. Parents or guardians should notify the CSC staff when their child will be absent from school. They may call the classroom directly. If a child becomes ill while at school, they will be excluded from the rest of the group of children. They will be given the opportunity to rest on a mat, be given water, and a staff member will monitor them while waiting for the parent or guardian or emergency contact person to arrive. The Director or Teacher will notify the parents as soon as possible once the child has been identified as having a fever of 100 or above or notes that the child is not feeling well enough to participate in school activities.

Health Care Policy Request

Upon request, a copy of the full health care policy will be issued to parents. A copy of this policy is posted in the office for all staff and parents to refer to at any time.

NAP TIME

Nap time at the CSC is between 12:45 and 1:45 p.m. Children who stay for an extended day or a full day will eat lunch, brush their teeth, and transition to a mat provided by the CSC. Families are asked to provide a crib sheet to cover the mats and also a pillow and a blanket. These should be labeled with the child's name. These linens are sent home weekly to be laundered. The upstairs and downstairs classes are combined during nap time and all mats are arranged on the first floor in the block area, the sensory table area, the library, and if necessary in the front room where the mats are stored. All children are expected to rest for a minimum of 45 minutes with non-sleepers given the opportunity to listen to quiet music and read books. If children are asleep, they will not be disturbed unless a parent requests a particular wake up time. Mats are spaced at least two feet apart and the children's faces are at least three feet apart. Children who awaken early or do not sleep may use the Library area of the classroom for quiet activities. A rest period is also offered during free play times for those children who are in attendance for four hours or less. The loft, reading areas, and the library area are places that children may retreat to for quiet play.

TOILETING AND DIAPERING

Children who wear diapers will be changed on a regular basis, before going outside, before rest time, and after rest time upon awakening. Children who wear diapers or pull-ups are checked at least every 2 hours for signs of wetness or a soiled diaper or pull-up. The frequency and amount of diaper changes will depend on the number of hours the child is in our care, but certainly whenever the diaper is soiled or wet or if the child requests to be changed. Parents should keep a supply of diapers or pull-ups and a supply of wipes in a plastic container clearly labeled with the child's name at the CSC. Children who are being toilet trained should have plenty of extra clothes in their cubbies. All children who are 4 years and older need to be fully toilet trained to attend CSC. Parents are encouraged to speak to their child's teacher before beginning toilet training so we can coordinate when to start training at the CSC. Children who use the toilet will be reminded before nap and before they go outside to use the bathroom. Children who have just started using the toilet may be reminded more frequently. We encourage independence with toileting issues and teach the children to wipe, flush, dress, and wash by themselves. Teachers supervise the bathroom and help the children if they are having difficulty. Overalls, snaps, belt buckles, and tights can be cumbersome for children learning to dress by themselves. We suggest pants with elastic waist bands for the new potty user. Teachers use disposable gloves whenever changing a child. After removing the gloves, teachers wash their hands. Paper is used on top of a mat to change each child. This paper is disposed of and new paper is added for each change. At all times, staff will have a hand on a child when the child is being changed on an elevated surface. Some children may be changed while standing. All children will be changed in the classroom bathrooms on or next to the changing table. The changing area is separated by a wall at least three feet from other areas that children use and is used exclusively for one designated group of children.

MEDICAL APPOINTMENTS

Children who have doctor appointments cannot return to CSC after their appointments per our Health and Safety Guidelines.

MEDICATION PROCEDURES

PRESCRIPTION

Child Study Center Staff are permitted to administer prescription medication to a child if:

- Written parental authorization is given indicating that the medication is for the specified child.
- The signed parental consent form must be dated and the parent must indicate what time of day the medication is to be given, the amount of medication, and the number of days.
- For prescription medication, a physician's written order is required. The original label on the medication must indicate that the medicine is for the specified child, with the child's first and last name, name of clinician, name and strength of the medication, expiration date, and details on administering and storing.
- The CSC staff will not administer the first dose of a medication except under extraordinary circumstances and only with parental permission.
- If a child refuses a prescribed medication, the parent will be notified immediately and ask that the physician be contacted to advise the proper follow up treatment.
- The CSC staff will not administer any medication contrary to the directions on the original container unless so authorized by a written order of the child's physician.
- All medication on the CSC premises will be stored in the original container with the child's name on the label, name of drug, and directions for its administration and storage.
- The CSC will maintain a written record of the administration of any medication, prescription or non-prescription, to each child which includes the time and date of each administration, the dosage, the name of staff member administering the medication and the name of the child. The completed record shall be made part of the child's file. This does not apply to topical non-prescription medications, which are not applied to open wounds, rashes, or broken skin.
- All medications shall be kept out of reach of children and under proper conditions for sanitation, preservation, security and safety. In our center, medications will be stored in the kitchen

refrigerator if refrigeration is required. Otherwise, they will be stored in a box labeled, medication, in the kitchen cupboard for the downstairs classroom. The upstairs classroom will store medication in a box in the locked hall closet.

- Unused and expired medications will be returned to parents. If a child leaves the program, all of his or her medications will be given to his or her parents on the last day of attendance. Any medication left at the program will be discarded in accordance with the Brookline Health Department recommendations and the Dept. of Public Health Drug Control Program.

NON-PRESCRIPTION

The staff will not administer non-prescription medication without a written order from a physician. The physician may give a standing order listing the medication(s), dosage and criteria for administration. This order will be valid for no more than one year from the date it was signed.

The CSC may accept a written parent authorization for specific non-prescription topical medications to be administered and the criteria for administration. This statement shall be valid for no more than one year from the date it was signed.

Topical medications such as petroleum jelly, antibacterial ointments, and diaper rash ointments which are applied to wounds, rashes, or broken skin must be stored in the original container, labeled with the child's name, and used only for an individual child.

Topical medications such as sunscreen, insect repellent, and other ointments which are not applied to open wounds, rashes, or broken skin may be generally administered to children with parental authorization. Gloves will be used to apply any topical medication.

Parents are encouraged to apply sunscreen with UVB and UVA protection with an SPF of 15 or higher before bringing them to the CSC. Staff will re-apply the sunscreen if asked to do so with written permission. Insect repellent will only be applied once per day by staff and only repellent's containing DEET should be used. The use of insect repellent also requires written parental permission

CONFIDENTIALITY AND DISTRIBUTION OF RECORDS

Information contained in a child's record shall be privileged and confidential.

- All children's files will be stored in the office of the CSC. The office will be locked when the Director is not present. All material in each child's file will be kept confidential and the only authorized personnel who have access to the files are the CSC teachers and Director. The center shall not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without the written consent of the child's parent(s). The staff shall notify the parent(s) if a child's record is subpoenaed.
- The child's parent(s) shall, upon request, have access to his child's record at reasonable times. In no event shall such access be delayed more than two business days after the initial request without the consent of the child's parent(s). Upon such request for access, the child's entire record shall be made available, regardless of the physical location of its parts.
- The Director shall upon written parental request, duplicate information from the specific child's record. A permanent written log in each child's record shall be maintained indicating any time a child's record has been released.
 - a. Each time information is released or distributed from a child's record the following information shall be recorded: the name, signature, and position of the person releasing or distributing the information; the date; the portions of the record which were distributed or released; the purpose of such distribution or release; the signature of the person to whom the information is distributed or released.
 - b. Such log shall be available only to the child's parent(s) and program personnel responsible for record maintenance.

Amending the Child's Record

- A child's parent(s) shall have the right to add information, comments, data or any other relevant materials to the child's record.
 - a. If the parent is of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in the child's record, the parent shall have the right to have a conference with the Director to make his objections known;
 - b. The Director shall, within one week after the conference, render to the parent(s)

a decision in writing stating the reasons for the decision. If the decision is in favor of the parent(s), steps shall be taken immediately to put the decision into effect.

SCHOOL CANCELLATION POLICY

The Child Study Center will be closed due to snow closure or other emergencies and follow the Brookline Public Schools for school closings. The Child Study Director will communicate this to you through email.

You will be notified by email if the Child Study Center has a delayed school opening.

The Child Study Center school closures, other emergencies or delayed openings will be made by Pine Manor College Child Study Director-Davida Bloom.



Pine Manor College child study center

TUITION POLICY

A non-refundable deposit of \$500 secures placement during the admission process. This deposit is applied to the first tuition payment. On-line payments may be made at www.pmc.edu/csc-onlinepayment

Checks should be made payable to Pine Manor College and mailed to the Business Office, Pine Manor College, 400 Heath Street, Chestnut Hill, MA 02467-2332.

Tuition Plan

Tuition is paid in two installments. One-half the annual tuition is due no later than June 1st prior to the fall semester and the balance is due by January 15th for the spring semester.

Late Fees

Failure to pay bills on time will result in late fees. After the 15th, a \$100 fee will be charged to the account. After 30 days, if fees have not been paid appropriately, child care services will be terminated and outstanding charges will be turned over to a collection agency.

Financial Need Payment Plan

If a family is having difficulty meeting the payment deadlines, the parent or guardian may meet with the Director of the Child Study Center. Payment plan decisions are at the discretion of the Director and may be extended to include between 2-5 payments per semester. The fee for requesting a payment plan is \$25.

Withdrawal and Refunds

The Child Study Center requires a 30-day withdrawal notification. Refunds on tuition will be pro-rated based on the number of weeks remaining in the semester. No refunds will be given unless a 30-day notice of withdrawal is given to the Director of the Child Study Center.

Discounts

The Child Study Center doesn't offer any tuition discount.

Parent Signature _____

Date _____

Revised 1/21



Pine Manor College child study center

Monthly Tuition Rates Effective June 20, 2022-June 16, 2023

Half-Day Session

7:30 am-12pm

2 days- \$555.00

3 days- \$875.00

4 days- \$1107.00

5 days- \$1314.00

Extended Day Session

7:30 am-3 pm

2 days- \$796.00

3 days- \$1195.00

4 days- \$1592.00

5 days- \$1972.00

Full Day Tuition

7:30 am-5 pm

2 days- \$973.00

3 days- \$1452.00

4 days- \$1935.00

5 days- \$2313.00

Tuition is paid in two installments. One-half of the annual tuition is due no later than **September 2, 2022**, and the balance is due by **January 13, 2023**. Alternative payment schedules are described in the Child Study Center Tuition Policy.



Pine Manor College child study center

Child Study Center Academic Calendar 2022-2023

Monday, September 5, 2022
Tuesday, September 6, 2022
Wednesday, September 7, 2022

Labor Day
Open House 9:30 am-11:30 am
Classes begin at CSC

School is closed for the following holidays:

Monday, October 10, 2022
Wednesday, November 23, 2022-Half Day
Thurs. and Fri., November 24, 2022 and November 25, 2022
Friday, December 16, 2022-Half Day
Monday, December 19, 2022-December 30, 2022
Monday, January 2, 2023
Monday, January 16, 2023
Monday, February 20, 2023
Monday, April 17, 2023
Monday, May 29, 2023
Friday, June 16, 2023

Columbus Day
Center closes at 12:00 noon
Thanksgiving Holidays
Center Closes at Noon
Winter Recess
Classes Resume
Martin Luther King Day
President's Day
Patriot's Day
Memorial Day
Center Closes at Noon-Last Day
of School Year
Juneteenth Holiday
Summer Session Begins
Independence Day
Summer Session Ends

Monday, June 19, 2023
Tuesday, June 20, 2023
Tuesday, July 4, 2023
Friday, August, 25, 2023

CLASSROOM DAILY SCHEDULE

7:30 - 8:30	Children begin to arrive. Free Play-choice of sand table, water table, play dough, writing center, science center, books, puzzles, table toys, blocks, loft, or dramatic play
8:30 - 8:45	Clean up and get ready to go outside
8:45 - 9:25	Outside Play (weather permitting) or extended indoor choice time
9:25 - 9:30	Wash hands and prepare for snack
9:30 - 9:50	Snack Time. Parents provide a nut-free snack monthly for the class.
9:50 - 10:00	Clean up time. Transition to Circle Time.
10:00 - 10:25	Circle Time-a large group meeting with announcements, attendance, and discussion. Stories, finger plays, and music and movement.
10:25 - 10:55	Special Activities- theme related projects are offered at this time
10:55 - 11:00	Clean up and prepare to go outside.
11:00 - 12:00	Outside Play-children use the playground daily. In the event of inclement weather, indoor gross motor activities are offered in the CSC
12:00 - 12:30	Wash Hands and Eat Lunch
12:30 - 12:45	Children use the bathroom and transition to mats
12:45 - 1:45	Rest Time, quiet music, books for children who are awake
1:45 - 2:15	For children who are awake, they may fold up their mats and transition to the classroom.
2:15 - 3:15	Choice of indoor or outdoor play, weather permitting.
3:30 - 4:00	Snack Time
4:00 - 4:30	Special Activities or theme related projects are offered at this time
4:30 - 5:00	Quiet activities. CSC closes at 5:00 p.m.

By signing below, you acknowledged you have read the Parent Handbook.

Signature_____

Date_____