



Carlisle Kids' House Preschool Program

(Preschool program consists of toddler, preschool and preK classes)

PARENTS' HANDBOOK 2018/2019

142 East Street, Carlisle, MA 01741

978-369-5558

Email:

Exec_director@carlislekidshouse.org

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GENERAL INFORMATION

FACILITIES / HOURS

The Carlisle Kids' House Preschool Program is housed at 142 East Street in a building owned and operated by the Carlisle Kids' House, Inc.. The classrooms provide age appropriate toys, supplies and equipment enabling us to provide a wide variety of developmentally stimulating activities for your child/ren. The Preschool Program has four classrooms, two toddler rooms, one preschool and one preK classroom.

Hours

M-F 7:30am to 6:00pm

Program Address

Carlisle Kids' House, Inc.
142 East Street
Carlisle, MA. 01741

Telephone Number

978-369-5546

Tax I.D. Number

042744181

STATEMENT OF OWNERSHIP

The Carlisle Kids House Preschool (CKHP) and Toddler program is run under the auspices of Carlisle Kids' House, Inc., (CKH) which is a non-profit, parent-owned corporation. The Officers of the Corporation are:

President: Jessica Moschella-Mead

Vice-President: Brian Waterson

Treasurer:

Secretary: Annmarie Martuscelli

The Board of Directors is composed of the Officers, the Program Director and several Members at Large.

LICENSING AGENCY

The MA Dept. of Early Education and Care license CKHP. CKH is under the jurisdiction of the Central Office, 10 Austin Street, Worcester, MA 01609

Licensors: Joyce Fulmer

STAFF

The CKHP staff members are highly qualified; meeting at minimum, all criteria established by the Massachusetts Department of Early Education and Care regulations. Teachers are selected based on their knowledge of children's development, their skill in applying that knowledge to the teaching of young children and an ability to display warmth, caring, and respect for the children.

PURPOSE

The Carlisle Kids' House Preschool program provides quality childcare and preschool education for children ages 1.6 months to pre-K. The preschool program consists of toddler, preS and PreK classrooms. The Program Director reports to the CKH Board of Director's and has authority to supervise and manage the staff and quality of the program. The Massachusetts Department of Early Education and Care is the licensing authority.

PHILOSOPHY

The Carlisle Kids' House Preschool program strives to provide excellence in care and programming within a safe and supportive environment. The director and staff create a stimulating environment for nurturing the developmental, cognitive and social needs of each child. Children are recognized as individuals and are also encouraged to participate as members of the group.

GOALS

- To help the child develop a positive self-concept
- To develop a respect for ideas, feelings and the uniqueness of others
- To foster a love of and excitement for learning
- To encourage independent problem solving and decision making through creative learning
- To develop habits of healthy living
- To provide opportunities for parental involvement
- To maximize each child's development as a caring responsible member of the group
- To further early literacy through participation in an evidenced-based curriculum

NON-DISCRIMINATION

The Carlisle Kids' House Preschool program does not discriminate in providing service to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability, marital status or sexual orientation. Children with special needs are considered for enrollment on an individual basis. An enrollment decision is based upon the recommendations of the child's teachers, social workers, psychiatrists, and upon an interview with both parents and child.

ENROLLMENT AND ATTENDANCE POLICIES

ADMISSION

Prospective children and their parents are invited to visit the program and meet the staff at any time. A telephone call is appreciated in order to guarantee that the staff will be available for questions.

Before admittance, it is strongly suggested the parents tour the facilities and visit in the classroom their child/ren will be attending. Upon enrollment, parents will be given a copy of the Parents' Handbook, which contains the Program's policies and procedures.

If a child is admitted mid-year, a parent and the child must visit CKHP to discuss the transition for the child into the Program.

ENROLLMENT

Registration and re-registration take place each spring for the following academic year. To enroll or re-enroll in the program, a registration packet must be completed and submitted, along with any required fees. All registration forms must be completed and returned before a child may attend the program.

A registered child must have on file their current physical form with their immunization schedule that includes the dates for the required lead screenings. No student will be able to attend CKH until their registration papers and physical form with lead screening results are on file re EEC licensing guidelines. Current families are given priority over any new enrollees until a pre-determined cut-off date. Ample notice of this date is given in writing, and is also included in the re-registration packet mailed to each family. To secure your child's place for the following year, the enrollment form and registration fee must be submitted prior to the cut off date, otherwise your child will be considered along with new families on a first come first served basis

FEES

Deposit

A deposit of ½ month's tuition is due upon registration. This deposit will be applied to the first month your child is enrolled in the program.

Tuition

For the current academic year, see attached rate sheet or see director.

Billing

Tuition is due on or before the first day of each month. Invoices are placed in parent mailboxes one to two weeks before the upcoming month.

Payment, in the form of a check, money order or automatic bank payment may either be mailed to the program at 142 East Street, Carlisle, or deposited in the CKH correspondence boxes.

There are no reimbursements or adjustments made to monthly tuitions due to absences for reasons of sickness or vacation. Schedule changes need to be made 30 days in advance.

Late Fee

If full payment is not received by the fifth of the month, a \$30.00 late fee will be charged.

Returned Checks

Any charges incurred by the Program, as the result of a returned check will be billed to the family whose check was returned.

Arrears

Arrears are handled in the following manner:

1. Any family with a balance greater than 30 days will be brought to the attention of the program director and will receive a letter from the program director asking that payment be made or payment plan be established.
2. Any family with a balance greater than 60 days will be brought to the attention of the Board and will be given a letter from the Board giving the family 30 days from the date of the letter to pay their balance in full or establish a written payment plan signed by both parties. If payment is not received or payment plan is not established, the child/ren will not be allowed into the program.
3. If a payment plan has been established and payment is not received according to the plan, the Board will be notified, a letter from the director and Board will be sent out giving the family two weeks from the date of the letter to make the required payment. If payment is not received, the child/ren will not be allowed into the program.
4. Any family with an outstanding balance going into the new school year will not be able to register their children until the balance is paid in full.

Late pick-up fee

Children must be picked up promptly at the end of the time period chosen in order to maintain proper teacher/child ratios. After five minutes a fee of \$1.00 a minute is charged for the first three lateness's. After the third lateness, the fee goes up to \$5.00 a minute. *A continuing pattern of lateness at pick up time may be considered grounds for dismissal from the Program.*

Extra Hours

Requests for hours in addition to your child's regularly scheduled hours are granted on a space-available basis. A one to two day notice is requested. Rates for the current year are published above in the Tuition Section. Children cannot switch a registered day for a non-registered day. If space is available drop-in time will be offered for \$14 an hour.

FINANCIAL AID ASSISTANCE

CKH has several fundraising events throughout the year that is used for tuition assistance. Families who wish to be considered for tuition assistance can pick up an application in the business office. The completed application along with a copy of your last year's tax return will be reviewed by the financial aid committee. Decisions are made by the end of August year each and then reassessed again in January of the same school year. Tuition assistance is based on your monthly tuition; individual needs assessment by the committee and is offered for a short-term duration or half a year at a time.

DAILY SIGN-OUT/IN PROCEDURES

Please walk with your child into the classroom and check in with the teacher each day. For safety's sake, do not leave your child in a room or hallway where no staff member is present. The parent, guardian, or designee does not need to sign the child in/out; a staff member will do this by noting on the daily attendance register with their initials and the time of drop-off and pick-up.

Children are released only to a parent, guardian, or person designated on the Child Information Form on file. Any other changes in pick-up must be made in writing to the Director. A phone call or message from the parent or guardian may also serve as acceptable forms of consent. The staff member will make a note as to who picked the child up if it was someone different from the regular parent, guardian, or designee. The first time a designated adult picks up your child they will be asked for a picture ID re our licensing procedures if we have not been previously introduced to them.

A Special Note about Pick-ups

Please remember that your child is invested in his/her friendships and activities at CKHP. S/he may have difficulty leaving as soon as you arrive. Allowing them a few minutes to wind-up the day; i.e. finish the project, say good-bye to friends, and gather their belongings; can ease this transition tremendously. If you are having trouble getting your child to leave, please feel free to ask a teacher for assistance. If you have an appointment and must leave at a specific time, please call ahead, and we will make every attempt to have your child ready to go. If you know at drop-off time that you will be picking up your child earlier than usual we will so note this on the sign-in sheet and help to prepare your child in the dismissal transition.

ABSENCES

When your child will be absent from the program for any reason, please call us at 978-369-5558. This message assures the staff that your child is safe and allows them to plan the day more efficiently. **There is no refund for absence and sickness.**

SCHEDULE CHANGES

Permanent Schedule Changes

All changes take effect on the first day of any given month. The program needs thirty days notice or you will be held responsible for the next month's tuition.

Dropping Hours

If a permanent drop in scheduled hours is required, the Program must be notified in writing by the 1st of the month prior to the scheduled change. Failure to do so will mean you are responsible for your original payment until the Program is so notified. A \$30 change of schedule fee will be applied for changing days without a 30 day notice.

Adding Hours

To add hours to your child's schedule on a permanent basis, the Program must be notified in writing within 30 days.

Temporary Schedule Changes

Temporary schedule changes are not permitted due to fixed expenses and staffing levels. If you have a specific situation you may discuss it with the Director or a member of the Board of Directors, who will refer it to the Board for consideration.

PRESCHOOL TRANSPORTATION PLAN

CKH does not provide transportation for toddlers and preschoolers to or from the program.

Parents or their designees are responsible for bringing children to the program.

(See Daily Sign-In/Out Procedures) Parents or their designees are to walk children into their classroom and make sure a teacher is aware the child has arrived.

If your child will be absent from the program for any reason, please call at 978-369-5558 or email the Administration at exec_director@carlislekidshouse.org.

Field Trips –

Most preschool field trips will be done by commercial bus. Two CKH staff members will be responsible for taking attendance when children first board the bus from the school and returning from the venue. At the venue the lead teacher will check the bus to make sure all children are off the bus. Individual children are assigned to specific staff and that staff will take attendance throughout the field trip.

(Emergency forms; first aid kit and any emergency medications for individual children are taken every time students leave the CKH premises.)

HOLIDAYS AND CLOSURES

Holidays

TODDLER PROGRAM

The CKH Toddler program follows the Carlisle Public School calendar. The Toddler program is closed on snow days (when CPS is closed due to snow); Monday holidays and Federal holidays. The toddler program is closed the week between the Christmas and New Year's holiday. During the summer months a five-day week will be offered to those parents interested. If there are no toddlers enrolled on a specific day then the toddler class is closed for that day.

PRESCHOOL PROGRAM

The Carlisle Kids' House Preschool is closed on Monday holidays as well.) CKHP will be closed between the Christmas and New Year's Holiday. However, we are open for the Public School vacation weeks in February and April.

CKH PRESCHOOL PROGRAM is closed due to inclement weather when the Carlisle Public School is closed. If the Carlisle public schools have a delayed opening we will open at 8am. If the Carlisle Public School has an Early Dismissal due to inclement weather then CKH will close as well at the same time. For example: if the public school closes at 12:30pm, then CKH will close at 12:30pm as well.

Planned Closures

The program will be closed for staff development and routine maintenance for two days at the end of the summer/beginning of the next academic school year. These closures will be determined yearly and parents will be notified as soon as they are finalized.

Transition Between Toddler – Preschool Program

Toddler parents and the toddler teacher will communicate about the timing for an individual child's move up to the preschool classroom. A child who turns 2.9 mid-year will have a space in the preschool classroom. Several weeks before the child moves they will be offered several "visiting" times so they may become familiar with their preschool teachers and the preschool classroom. Visiting times will take place at different times of day, the

free choice time at the beginning of the day, snack and circle time, gross motor times and/or lunch times. Once the toddler is comfortable and ready to move a day will be set for the final transition to the preschool class. New preschoolers will always be allowed to visit their toddler teacher and classroom. A toddler teacher will accompany the toddler during these visits.

If a toddler is age appropriate for the preschool classroom but is not quite ready to make the transition they will be allowed to stay in the toddler classroom for a specific amount of time to be determined by a combination of the parents, lead toddler teacher and Director.

PARENT PARTICIPATION

Parent Involvement

As part of Carlisle Kids' House, Inc. the preschool and school age programs are a non-profit, parent-owned corporation. The director and staff are responsible for program development and direct care of the children. The operation of the entire organization requires the involvement and participation of all program parents. Volunteering as part of the organization provides an opportunity to meet other parents, and to participate in the success of the Program.

A "Parent Involvement" form is included in your enrollment package. There are many opportunities to become involved, with options to fit different styles. Choose what works best for you and please note involvement is strictly voluntary. Working together will make the load lighter for all and you may even have fun.

Parent Communication

On-going communications between parents and staff is available on a daily basis by telephone, email, or at pick-up time. As the staffs' primary function is the care of your children, lengthy conversations are held by telephone or in conference, and not at pick-up. All parents are encouraged to visit the Program and to observe the routine activities.

The staff or Director will be available for individual conferences upon request. In turn, the staff may request that the parents come for a conference to discuss a particular issue or concern. This meeting will take place at the convenience of the involved persons.

CKH staff will meet with parents to discuss their child's progress in January and May of each year. A written report of your child's activities and participation in the center will be issued to you twice a year, in January and June. A copy will be maintained in the child's file.

Suggestions and comments regarding the Program and its policies are always welcome. They may be given in either written or verbal form to the Director or any Board member. Written input may also be sent along with your monthly tuition, and will be forwarded to the President.

The Board of Directors is available to discuss any specific concerns you may have with the Program. The Board meets monthly. All parents in the Program are welcome to attend Board Meetings. A notice of meetings is posted at the Program. Copies of the minutes are available upon request. Newsletters are sent home monthly via mail or your parent mailbox. Included are classroom activities and other information on the program. Financial statements are available upon request. Lastly, a daily note is written and posted right outside the door of the classroom giving you the parent a quick overview of the day's events and happenings.

PROGRAM PLAN

The Carlisle Kids' House Preschool Program provides activities and experiences to promote the individual child's physical, mental and social well-being and growth. To meet the needs of all the children, the program uses a multiple intelligence approach to curriculum planning. This is based on the theory by Howard Gardner that there are at least 7 different ways to demonstrate intellectual ability. Learning centers set up throughout the room providing hands-on experience in science, math, art, music, language and dramatic play. Open-ended activities encourage creativity and allow each child to manipulate the materials at their own level of development. Curriculum calendars are handed out at the beginning of each month to show parents what the children will be working on in a given month. Early literacy is fostered through the Harcourt Trophy series and the Handwriting Without Tears program.

Detailed information on the program's activities is available upon request.

BEHAVIOR MANAGEMENT

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

No child shall be subjected to abuse or neglect; cruel, unusual, severe, or corporal punishment including: spanking or any type of physical hitting inflicted in any manner upon the body; punishments which subject a child to verbal abuse, ridicule, or humiliation; denial of food, rest or bathroom facilities; punishments for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet, or using any other unusual or excessive practices for toileting; or punishment related to eating or not eating.

For positive behavior, children are given verbal praise, special responsibilities or privileges, or a small tangible reward such as a sticker. Staff will make every effort to give parents positive, as well as negative feedback regarding their child. If a child is not conducting himself/herself according to the established rules, he/she will be given a reasonable number of times to change his behavior and/or redirected to another activity. If the action is not corrected, s/he will be requested to discuss the situation with the other child/ren, under the guidance and supervision of the teacher.

If the behavior is not improved, the child will be separated from the rest of the children in order to assist in bringing the behavior under control. Under normal conditions, this “time out” will be adequate discipline and the child may rejoin the activity. “Time outs” will be limited to one minute per each year of a child’s age. At the end of the “time out” period, the teacher will go back and discuss the situation with the child. If the child is not yet ready to return to the activity, s/he will be directed to another activity or will be asked to play alone until ready to rejoin the group.

Inappropriate behavior must be corrected in order to protect the welfare of all the children. Teachers will inform parents of on-going issues of concern and will document the associated behaviors. If this behavior continues to cause concern and is consistent, the Director will request a conference with the parents. At this time, the Director may refer the parents to an outside agency on behalf of the child. If the situation warrants, a behavioral contract between parents, staff and child may be put into place as a tool to correct the inappropriate behavior.

If a child’s behavior is of extreme hazard or may endanger him/her or the other children, s/he will be immediately asked to leave the Program until the parents and staff can implement a plan of action.

If excessive property damage is incurred during the program hours, the families of any children involved will be held responsible.

ANTI-BULLYING POLICY – follows the policy established by the Carlisle Public Schools as it applies to CKH attendance.

Bullying is defined as follows:

Bullying is the act of one or more individuals intimidating or harassing one or more persons through verbal, physical, mental, written or electronic interactions. Bullying can take many forms and occur in virtually any setting. It can create unnecessary and unwarranted attention and anxiety that may affect student self-esteem as well as their attendance at CKH. Bullying can occur in hallways, on the playground, and/or riding on the bus to and from CKH every day.

Every child attending CKH has the right to feel safe while they are at CKH. All staff and administrators must and will take action to ensure that bullying in any form will not be tolerated and will be grounds for disciplinary action up to and including partial suspension or permanent expulsion for school age students and termination for employees. Staffs who observe bullying will address the behavior and give consequences and the director will notify parents. The director will seriously respond to all such complaints and provide appropriate redirection and education to the child who has been observed bullying as well as help the child who was being bullied. In addition staff and administrators will work with all students to encourage them to report all incidents of bullying they observe as bystanders.

Bullying behavior is not tolerated in the preschool age child at CKHP either, though because of their age the behavior is not identified as such and children are guided in age appropriate behaviors towards their friends. Social skills’ training is done on a daily basis in the preschool to help children learn socially acceptable behaviors for dealing with conflict and frustration while dealing with peers.

NUTRITION – Preschool and Toddler programs

Lunch

Lunch is scheduled between 12:00 - 12:30 daily. Each child brings his own lunch and drink from home.

THE PRESCHOOL AND SCHOOL AGE PROGRAMS ARE NUT FREE! If you have any questions please see the Director.

To foster good nutrition for your child, the lunch should contain something from each of the four basic food groups. Some suggestions are:

Protein: eggs, beans, cheese, fish, meat

Fruit/Vegetables: carrot sticks, celery, fruit, pickles

Dairy: milk, cheese, yogurt, cottage cheese

Grains: bread, cereal, crackers

Please limit sugary foods such as gummies, cookies, cakes, puddings, etc.

The USDA Choose My Plate. is an excellent site for nutritional information for toddlers and preschoolers.
www.choosemyplate.gov

Snack - Toddlers provide their own snacks, drinks, and lunches.

PRESCHOOL

The program will hold a morning and afternoon snack time. We provide a group snack for everyone and foster a family style, social snack time. Snacks usually consist of one type of carbohydrate a day such as crackers, pretzels, breadsticks, etc., and fruit. We provide child size pitchers of water for children to serve themselves cups of water. We do have special snacks occasionally and will usually announce these on the curriculum calendar sent home monthly. Parents are allowed to bring in something special to celebrate a birthday. Please let the director or teacher know ahead of time if possible that this will happen.

Tooth brushing Regulation –

Students who stay for the whole day, preschoolers who stay for rest time, and all students who stay for the whole day on Professional days/holidays/vacation week days will have an opportunity to brush their teeth using a pre-pasted disposable toothbrush, re EEC regulations to promote oral health. If you do not want your child to participate in such you must hand in a written note requesting that your child be exempt from the tooth brushing regulation.

CLOTHING

Please send your child to CKH dressed appropriately for the weather. We go outside daily unless the weather is prohibitive, and all children are expected to participate in outdoor play.

For winter, the children will need boots, hat, mittens (extra ones suggested), snow pants/extra pants, and a warm coat. Children without snow pants/extra pants and boots will not be allowed to play in the snow, as they are then wet and cold for the remainder of the day.

For summer, the children should have a swimsuit, towel, and shoes suitable for getting wet everyday they come to school as we often use our pools and sprinklers on warm days.

We require that a complete change of clothing be kept in your child's cubby box. This change of clothing should be appropriate to the season. Labeling these items will help everyone keep track of them.

HEALTH AND SAFETY

ILLNESS

Children who become mildly ill at CKH will be provided with a quiet place to rest. The staff may contact the parent if they access the student is unwell enough to be in distress.

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

- (1) Temperature; taken 2 times, ½ hour apart; of 99 degrees or higher
- (2) Abdominal pain, breathing difficulty, or other pain, which is persistent, lasting 30 minutes
- (3) Indication of contagious disease
- (4) Other symptoms (i.e. vomiting, diarrhea, and rash) which the staff feels warrant such action.

Parents will be requested to keep their child out of the program if any of the following conditions exist:

- (1) Any of the above

Children may return to the Program under the following conditions:

- (1) Temperature is normal for 24 hours
- (2) Results of a throat culture are known
- (3) Antibiotic treatment for strep throat has been given for 24 hours
- (4) Lesions (Chicken Pox) have dried and crusted
- (5) Minimum Period of isolation for contagious diseases according to Massachusetts Public Health regulations, has been met
- (6) Child able to participate in regular program activities

A notice will be posted to alert parents in case of any communicable disease, such as mumps, measles, or chicken pox. Please notify the Director if your child has a contagious disease, so we may notify the other parents as soon as possible.

CHILDCARE WEATHER WATCH

Below is a link to the weather watch "chart" MA Dept. of EEC licensed childcares are required to use to determine if it is safe to play outside. Within the "yellow" zones schools have leeway to determine the safety for the maturity of their children based on ages and environment. If the weather is in the red zone we are required to keep children inside. As you will see this applies both to extreme cold weather during the winter as well as the heat index during the summer time.

www.c-uphd.org/documents/wellness/weatherwatch.pdf

EMERGENCIES

In the event of an injury or sudden illness requiring emergency care beyond ordinary first aid, the staff immediately contacts the parent. If appropriate, trained staff promptly administers first aid. If the injury or illness in any way appears to impair the child's breathing or circulation, the Carlisle ambulance is called for transport to Emerson Hospital. Otherwise, the staff immediately contacts the child's physician, or Pediatric & Adolescent Health Associates (PAHA); and follows the doctor's instructions.

In the event a child must be transported by ambulance, a staff member will accompany the child providing appropriate staff/child ratios may be maintained in the group. If a staff member cannot go with the child, the proper emergency information will be sent with the child to the hospital. The parent will be contacted as above and every effort will be made to secure additional coverage so a staff member can meet the child at the hospital.

If you cannot be located, staff will follow the above procedures calling the emergency contacts listed on your child's registration forms.

Emergency information must be kept up-to-date in order for the Program to be able to contact you. Please notify the Director in writing, if changes occur.

MEDICATION

Only staff members who have completed the annual EEC Medical Training are able to give children medicine. The staff must have written parental authorization to administer medication, whether prescription or non-prescription. If your child needs nonprescription medication while s/he is at the program, both the child's doctor and the parent must sign a permission slip. Any prescription medication shall be administered only with the written order of a physician, (which must include the label on the medication). All medication must be in the original pharmacy container, labeled with child's name, the name of the drug, and directions for its administration and storage. Medication may not be administered contrary to the directions on the original container unless so authorized by a written order of the physician. **THE FIRST DOSE OF ANY MEDICINE IS NOT TO BE GIVEN AT CKHP.** The parent must deliver medication to the program and sign a permission form with dates and directions for use. Please do not send medication to school with your child in their backpack.

Each time the staff gives medication; it makes a record, which becomes part of the child's file. The record includes the child's name, medication, date, time, amount of dosage, and name of the staff member giving the dose.

The staff stores all medications under proper conditions for sanitation, preservation, security and safety, and disposes of all unused medication or returns it to the parent.

All medications, including epi-pens must be current. An expired medication or epi-pen will be given back to the parent, as staff will not be allowed to administer an expired medication re EEC regulations.

Children who have epi-pens are considered to have a chronic health condition and must have an Individual Health Care Plan from their physician's office on file along with the Medical administration permission form. These forms must be on file for the child's first day of attendance.

EVACUATION/EMERGENCY CONTINGENCY PLAN

In the event of an emergency situation that requires an evacuation of CKH, 142 East Street, Carlisle, MA, 978-369-5558, the following plan shall be implemented. The caregiver/staff members in charge when evacuation shall take:

- *An accurate attendance list – the sign-in/out clipboard**
- * Bring emergency bag that holds all children's emergency records/first aid kit and medicines if applicable**
- A cellular phone if available for emergency notifications**

If the emergency is confined to the immediate area of CKHP and the children cannot remain on the premises at the designated meeting place (far corner of parking lot) the following steps will be taken.

- 1. Lead teacher will take attendance to make sure all children and staff is present.**
- 2. Children will be re-located to St. Irene's Church at 181 East St., Carlisle, MA, across the street. Children will walk on foot up the CKH driveway and cross the street to St. Irene's accompanied by staff.**
- 3. Children will remain at this location accompanied by staff while parents/emergency contacts are notified and arrangements are made for transport home. All staff will stay until last child is picked up.**
- 4. If possible and/or needed staff will call for other staff members or CKH BOD members to come and help with supervision until all children are picked up by a parent or guardian.**

REFERRAL PLAN

If a staff member is concerned about the medical services, including but not limited to dental check-up, vision or hearing screening; social or mental health; or educational needs of a child in the Program, it is his obligation to so notify the Director.

The Director, with input from the staff, must note the observations and concerns in the child's file. For a maximum of the next seven days that the child attends the Program, the senior staff or Director must make a notation in the file to support or deny the observation.

A meeting is then held between the Director and the appropriate staff member to compile the observations into a written statement to be presented to the parents. The statement will include the reason for recommending the referral, a brief summary of the Program's observations related to the referral and any efforts the Program may have made to accommodate the child's needs. A written record of the referral, the parent conference and the results is maintained in the child's file.

The Director must then arrange to meet with the child's parents to discuss the observations and to offer help in making the referral. The prepared statement is given to the parents at that time. Written parental consent is required before the referral can be made.

The following services are available for referrals:

Social Needs	Concord Family Services or child's doctor	978-369-4909
Mental Health	Concord Family Services or child's doctor	978-369-4909
Medical Needs	Pediatric & Adolescent Health Associates or child's doctor	978-369-6970
Educational Needs	Carlisle Public Schools	978-369-6550

PREVENTION OF ABUSE AND NEGLECT

All children in the care and custody of the Carlisle Kids' House shall be protected from abuse and neglect. If a staff member should suspect child abuse or neglect, the Program Director or board President must be immediately notified. The Department of Social Services (DSS) is then contacted. *All members of the staff are mandated reporters of suspected abuse or neglect.*

If a case of suspected abuse has allegedly occurred while the child was under the care of the Program, the Director will immediately notify the Department of Social Services and the EEC department.

CKH will cooperate in all investigations of abuse and neglect. Cooperation will include identifying parents of children currently or previously enrolled in the Program, disclosing information to EEC Department and others persons or agencies specified by the EEC as being necessary to the prompt investigation of allegations and the protection of the child.

Any staff member that is under investigation will immediately be removed from direct contact with children until the investigation is deemed complete under the requirements of DSS and the Program, and for such further time as the EEC requires.

CONFIDENTIALITY AND DISTRIBUTION OF RECORDS

Access to the record

Information contained in your child's record is privileged and confidential. CKH will not distribute or release information in your child's record to anyone not directly related to implementing the program plan for your child without your written consent. You will be notified if your child's record is subpoenaed.

Upon request, you will be provided access to your child's record at reasonable times. In no event will this access be delayed more than two business days after the initial request without your consent. The entire record will be made available for your review, even if parts of it are in more than one location.

Each time information is released or distributed from a child's record the following information will be recorded:

- ž Name, signature, and position of the person releasing or distributing the information
- ž Date, portions of the record which were distributed or released, purpose of distribution or release
- ž Signature of person to whom the information is distributed or released

Above log will be available only to you and program personnel responsible for maintenance.

Amending the record

You have the right to add information, comments, data or any other relevant materials to your child's record. You also have the right to request deletion or amendments of any information contained in your child's record. Such request must be made in accordance with the procedures below:

1. If you are of the opinion that adding information is not sufficient to explain clarify or correct objectionable material in your child's record, you have the right to have a conference with the Director to make your objections know.
2. Within one week after the conference the Director will give you a decision in writing stating the reason or reasons for the decision. If the decision is in your favor, immediate steps will be taken to put the decision into effect.

Transfer of the Record

Upon your written request, when your child is no longer in care, CKHP can give you your child's record or transfer them to any other person that you identify. You will be asked to sign a form verifying that you have received the record.

NOTE: The contents of this handbook are presented as a matter of information only. Carlisle Kids' House Preschool reserves the right to modify, suspend or terminate any or all plans, policies, or procedures described herein, in whole or in part, at any time, with or without notice. The language used in this handbook is not intended to create, nor is it to be construed to constitute, a contract between Carlisle Kids' House Preschool and any other party.

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