

EARLY EDUCATION AND TEACHING

CAREER PROGRAM



COLONIAL CHILDREN'S ACADEMY



TABLE OF CONTENTS

INTRODUCTION

STAFF	2
HAND SANITIZER PERMISSION FORM	3
WELCOME	4
PHILOSOPHY	5
GOALS	6

GENERAL INFORMATION

DAILY SCHEDULE	7
DAILY PROGRAM	8
CLOTHING	9
PARKING/ARRIVAL/PHOTOGRAPHS	10
ABSENCES	10
DEPARTURE	10
REST TIME	10
TOILET TRAINING	11
PRECAUTIONARY HEALTH MEASURES	12
FACE COVERINGS	13
HEALTH PROCEDURES	13-15
SNACK/LUNCH/BIRTHDAYS	16
NO SCHOOL - COMMUNICATIONS	17

PARENT INFORMATION

TUITION/FEES	18
POSITIVE GUIDANCE PROCEDURES	19
REFERRAL POLICY	20
TERMINATION POLICY	20
RECORDS TRANSFER/AMENDMENT	21
CHILD ABUSE OR NEGLECT (51A)	21

APPENDIX

HEALTH FORMS	22-25
--------------------	-------



COLONIAL CHILDREN'S ACADEMY STAFF

Many of the Colonial Children's Academy procedures have been modified due to COVID-19. These procedures reflect the Center of Disease Control and Department of Public Health and Early Education and Care of Massachusetts guidelines. As these guidelines change, you will be notified of procedure changes to provide a safe and healthy environment for your child. These procedures are reflective of Minuteman's August guidelines and are subject to change to align to CDC and Minuteman's as they update their guidelines.

<https://archive.cdc.gov/#/details?url=https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-childcare-guidance.html>

CONTACT LIST

Minuteman High School Career Technical Director

Kathleen Bouchard, M.Ed

Minuteman Early Education and Teaching Instructor
& Colonial Children's Academy Coordinator Lead

Anne-Marie Merrill, M.Ed.

Early Education and Teaching Instructor

Jamie McDonough, M.Ed.

Minuteman Colonial Children's Academy Teacher

Christie Primpas
[8:30-4:00]

Minuteman Colonial Children's Academy Teacher

Rosemary Hernon
[7:00-3:00]

Minuteman Colonial Children's Academy Teaching Assistant

TBD

CCA Direct Number

(781) 918-6752

Tuition and Registration Administrative Assistant

Melissa Gorbatov
mgorbatov@minuteman.org
(781) 274-1030

Minuteman Nurses

(781) 918-6755

PERMISSION FORM

This "Parent Handbook" has been developed and compiled to acquaint parents with the rules, regulations and provisions under which Colonial Children's Academy Laboratory Preschool at Minuteman High School operates. Parents are requested to complete and sign the form at the end of this booklet and return it before your child starts in the CCA Program.

Date: _____

Child's Name: _____

Street Address: _____ Town: _____

Telephone: _____

Parent Signature: _____

Parent Signature: _____

All forms in this handbook are available through the Director of Career and Technical Education office.

**Non compliance with CCA procedures in the handbook could jeopardize your child's enrollment in Colonial Children's Academy.*

WELCOME

Welcome to the Minuteman Regional Vocational Technical High School's Colonial Children's Academy. We look forward to working with your family throughout the year. In order for your family to feel more comfortable, this handbook has been written to familiarize you with the policies and regulations of our program. As situations arise, we will be referring to the policies in this handbook.

Due to the fact that we are working with the children all day, please feel free to contact us by email during the day (cca@minuteman.org) and we will get back to you as soon as we can. In cases of a change in your schedule or emergency, please call the center (781) 918-6752

We have three main expectations for the children, that they be themselves, be positive and have respect for others. What we expect of parents and guardians is that you read the operating procedures in this handbook, supplemental notes, e-mails, and newsletters that we may send you from time to time; and that you feel free to be a part of the school, offering suggestions, comments, and constructive criticism, as well as moral support.

NON-DISCRIMINATORY POLICY

Minuteman Regional Vocational Technical School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, or gender identity in its programs or activities, including its admissions and employment practices. The School District does not tolerate harassment or discrimination. An individual has been designated to coordinate compliance under Title IX and Section 504:

Dr. Amy Perreault
Title IX/Civil Rights Coordinator
758 Marrett Road
Lexington, MA 02421
T:781.861.6500
Email: aperreault@minuteman.org



PHILOSOPHY

Colonial Children's Academy provides a safe, nurturing and education-enriched environment.

The program features STEM activities, outdoor and indoor recreation, music, literacy and cooperative play all within their daily schedule. Our emergent curriculum is developed from the children's current interests and skill levels. Using the theory of "loose parts" children use their imagination to guide their learning and explore their environments. Minuteman's High School setting allows the preschool students to explore many of the school's career and readiness programs and use facilities such as their large indoor gym.

Student to teacher ratios (including interns) far exceed the state standards providing additional guidance and support throughout the day.

MISSION STATEMENT: Early Education and Teaching Program

Students in the Early Education and Teaching program study the fundamentals of human development up to age eight, with the primary focus on children under five. They experience daily hands-on interaction with young children in addition to learning about human growth and development. The curriculum is enriched with multiple human service fields including close involvement with community work and various field trip offerings. Students' training follows the National Early Childhood Education Guidelines and exceeds the State Curriculum Standards found in the MA Frameworks for Early Education and Care. Students' preparation includes, among other topics, following health and safety practices, using positive guidance, child-centered career exploration as well as promoting diversity when working with children and families.

Articulation agreements are available for eligible students to earn entry-level credits at specific colleges throughout the state. This is a rigorous, college preparatory program for academically talented, technically oriented students who plan to matriculate to a competitive technical college, institute or career upon graduation from high school. The program also offers possible additional certifications including the American Red Cross First Aid/CPR/AED for Pediatrics and Adults and the Massachusetts Department of Early Education and Care Infant/Toddler and Preschool Teacher. All learners are challenged to meet high standards and high expectations while receiving the necessary supports for success.



GOALS

The following are the primary goals of the Minuteman's Early Education and Teaching Program:

FOR THE CHILD:

- To provide a safe environment for children to play and learn.
- To provide learning activities based on the individual child's developmental abilities and interests.
- To provide a nurturing environment where children can feel welcome, secure and loved.
- To provide an environment where children can play with other children, gaining social skills within a peer group.

FOR THE PARENTS:

- To provide a setting where parents can leave their child/children to pursue other activities (work, school, etc.), knowing their child/children is/are safe, well-cared for and happy.
- To provide information regarding early childhood development in a formal or informal manner.
- To provide support information and referrals for families in need of such resources.
- Parent are encouraged be involved in our classroom by being a guest speaker on a skill you have, being a reader, end of year celebration

FOR THE STUDENT INTERN:

- To provide an early childhood program as a training site for students to learn principles of Early Childhood Education.
- To help the student develop a work ethic in order to succeed in any future job setting.
- Daily journals/observations.

CCA VISION STATEMENT

Colonial Children's Academy is a nurturing diverse community that provides a safe, education-enriched environment for children, families, students, and staff. Our emergent curriculum is developed from the children's interests and skill levels to promote independence and build self-confidence. We support interactions that encourage, enrich, and empower all to reach their full potential.

DAILY SCHEDULE

7:00-9:00

Daily check-in in with Tadpoles is required before you child enters the classroom.

If there is a change in who is picking up your child,
a written note (can be email) need to be completed.

CHILDREN SHOULD ARRIVE BY 9:00

9:00-9:20

Literacy activities

9:20-10:00

Morning snack

10:00-11:00

Circle time & curriculum centers

11:00-11:15

Bathroom check and prepare to go outside

11:15-12:15

Gym/outside time*

12:15-12:45

Lunch: student interns depart for lunch*

12:45-1:00

Bathroom check/Book looks

1:00-2:30

Rest time/manipulatives on mats

2:30-3:00

Journals (as children wake up)

3:00-3:45

Afternoon snack time*
Classroom exploration

3:45-4:00

Clean-up/Room is closed

**Hand washing/Toileting*

Of course there is a variation from day to day, but this is the basic schedule. All children need a certain amount of structure as well as unstructured time during the day and week.



THE DAILY PROGRAM

When the children enter the classroom in the morning they are greeted by a teacher, asked to wash their hands and then encouraged to get involved in various activities which have been set up to allow for easy transitioning. During classroom exploration morning snack will be open for children. After meeting time and a nutritious snack, the children are given the freedom to explore the various learning activities and interest centers that have been prepared for them by the teachers and students in the high school's Early Education & Teaching Program. These centers are changed from week to week, day to day and sometimes hour to hour. Manipulative, collage materials, blocks and books are some of the activities open during classroom exploration. Morning meeting will be our formal start of the day where themes will be expanded upon. During center time, numerous centers and activities are offered to allow children the opportunity to choose what interests them. This time also allows for integration projects to take place with various departments and programs within the high school. A teacher is always nearby to expand learning by asking questions, offering challenging statements or making suggestions in keeping with each particular child's current level of achievement, interest, ability and needs. There are periods of quiet and relaxation, during rest time.

- Time to Play • Time to Explore • Time to Discover • Time to Grow • Time to be a Child •



CLOTHING

WHAT TO WEAR TO SCHOOL

Think of your child's comfort - provide simple clothing that is free of complicated fasteners. Appropriate clothing for running and playing. For safety reasons, sneakers or rubber soled shoes must be worn. No party shoes, crocs, sandals, or open-toed shoes, please. (Dirt, gravel, granite, sand, stubbed toes.)

Think of messy art materials and other messy activities - provide clothing that is washable. The main aim of our school is for the children to learn through exploration. We paint, glue, color, crawl around, etc. Although smocks are used for all “messy” activities, little ones can get paint, etc. on more things than we can imagine. Please send children in clothing, which will not be “ruined” with an additional color on the sleeve! Shoes need to have backs and shorts under dresses.

Think of our playground - provide clothing that is sturdy.

Think of the changing weather - dress your child appropriately (it might be sunny and warm in the morning and cool and cloudy in the afternoon or vice versa). Provide sweaters and jackets as it is much easier to remove an unneeded item than to put on something you don't have.

Think snow - winter always comes and everyone asks if we go outside to play in the cold weather. The answer to this question is Yes. If it is raining, snowing, or cold, outside play is still available. Therefore, we ask that you dress your child accordingly. A hat, mittens, a warm coat, boots, snow pants etc. are important in keeping a child warm and able to play. Shoes need to be close toe. They also need to be a style that your child can manage independently. Shoe laces are not suggested as children of these ages can not do them independently. No one has fun if he/she is cold.

PLEASE LABEL ALL OF YOUR CHILDREN'S CLOTHING. It is not unusual for our classroom to have 5 pairs of black snow-pants.

Items to be kept at school:

- 2 shirts
- 2 pants
- 2 pairs of socks
- 2 pairs of underwear
- 1 sweatshirt/sweater
- 1 snow-pants (winter)
- 1 snowboots (winter)
- 1 rainboots (spring/fall)

We will launder them throughout the year.



GENERAL INFORMATION

The Colonial Children's Academy is open from 7:00 am to 4:00 pm, Monday through Friday, following Minuteman High School's calendar. **PLAYGROUND CLOSSES AT 4:00 pm WHEN OUR PROGRAM CLOSSES.**

PARKING

You can park in the designated parking area in front of CCA **for drop off and pick up only**. Parents that are Minuteman employees must park in the Minuteman lots. Children are to be within arms reach of their parent during drop off and pick up for safety reasons. Please keep children out of marsh area.

ARRIVAL PROCEDURE

Please apply sunscreen prior to arrival at the program.

Be mindful to limit number of families in foyer during arrival time to limit exposure. CCA staff will admit you into the building or playground. Please have your wellness screening for your child done before arriving. You will then sign child into the room using Tadpoles app on the IPAD in the foyer. The parent will use sanitizer on the child's hands.

See health procedures for wellness screening that is done through the Tadpoles app.

PHOTOGRAPHS

All pictures sent through Tadpoles are not allowed to be posted on any social media site. If you have your own photos taken at the CCA or from CCA events, they are not allowed to be posted with any students other than your own child.

ABSENCES

Please call or email cca@minuteman.org if your child will be absent from the program and for what reason. Please provide a phone number to contact for more information if needed. We use Tadpoles software to keep attendance. Please sign your child in on the iPad in the foyer.

DEPARTURE

Pickup by 4:00pm. Siblings are not allowed on the playground for liability reasons during dismissal. If you are running late, please email/call to let staff know. We will need to charge a late fee. Please respect our staff's time and depart by 4:00.

REST TIME

In keeping with state regulations, all children must rest for at least 45 minutes. Most of the children sleep for an hour or so, or rest and arise renewed for afternoon activities. Please, no pillows according to State regulation.

Children will be resting on their assigned mat. Your child will need rest time supplies of a fitted crib sheet and blanket. These will stay in the classroom throughout the year and be washed by CCA staff weekly.

GENERAL INFORMATION

CONTINUED

TOILET TRAINING PROCEDURE

- Please let the CCA teacher know of your child's stage of toilet training. Staff will follow your request for assisting in toilet training your child.
- No child is EVER punished for soiling, wetting or not using the toilet. Children are supervised during toileting.
- Children must wash their hands with soap and running water after using the toilet.
- A change of clothing is available for each child. Extra, center-owned clothing is available for changing in addition to clothing brought from home. Center-owned clothing is kept in the cabinet under the changing table and is laundered after being worn.



PRECAUTIONARY HEALTH MEASURES

HANDWASHING FOR STAFF AND CHILDREN

When to Wash Hands: Children and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers). Reinforce to staff and children that they must be regularly washing their hands with soap and water for at least 20 seconds and should wash hands whenever the following criteria are met:

- Upon entry into and exit from program space.
- When coming into the program space from outside activities.
- Before and after eating.
- After sneezing, coughing or nose blowing.
- After toileting and diapering.
- Before handling food.
- After touching or cleaning surfaces that may be contaminated.
- After using any shared equipment like toys, computer keyboards, mouse, climbing walls.
- After assisting children with hand-washing.
- Before and after administration of medication. **STAFF**
- Before entering vehicles used for transportation of children.
- After contact with face-mask or cloth face covering.
- Before and after changes of gloves. **STAFF**

When soap and water is not available, hand sanitizer will be used.

FACE MASKS / COVERINGS

Minuteman's has a mask optional / per-parent request face mask procedure.

HEALTH PROCEDURES

Minuteman School Nurses are available during high school hour (7:40-2:30, Monday-Friday) to consult or provide medical care when deemed necessary by the CCA staff.

By Massachusetts State Law, every child must have a yearly physical exam and a list of immunization(s) completed by a physician on file here at school.

You will be notified of any accident involving your child, even if it is minor. You will be informed by the CCA staff and/or Minuteman school nurse explaining the injury, how it happened, and what treatment was needed.

DISMISSAL:

When a student is deemed unfit for any of these reasons below they must be picked up ASAP*. Per CCA procedures, students need to be picked-up within 45 minutes.

**Minuteman Staff, please let us know if you are not going to be in the building*

REASONS FOR DISMISSAL:**

- Temperature over 100 degrees F
- Disruptive cough or cough with fever greater than 100 degrees F
- Suspected infection of eye, ears, nose, throat, skin, scalp
- Severe abdominal pain or headache
- Suspected communicable disease, including COVID-19
- Untreated pediculosis (head lice)
- Suspected fractures or any severe or disabling injury including burns
- Questionable need for sutures
- Vomiting or diarrhea/loose stool**
- Head injury or suspected concussion
- Inability to participate in play due to symptoms**

***Nursing staff may be consulted to determine severity*

We do not have the facilities or staff to care for sick children for an entire school day.

Therefore, we must ask that you do not send your child to school if they have:

- Fever over 100 degrees F
- Severe cold, cough, sore throat
- Vomiting, diarrhea/loose stool, upset stomach
- Any other apparent infection/illness or is too sick to play

If your child is sick the night before but appears fine in the morning, please contact the CCA to discuss before sending your child to school. Please do not send your child to school until you hear from us.

HEALTH PROCEDURES

CONTINUED

GUIDELINES FOR RETURNING TO SCHOOL

- Children should not return to school after an illness accompanied by fever until their temperature has been within normal limits for 24 hours without fever reducing medication.
- Diarrhea, vomiting, rashes, fever of 100 degrees (or higher) can return after being clear of symptoms for 24 hours and may return the following school day.
- COVID-19 guidelines need to be followed in accordance with CDC (Center of Disease Control), DPH (Department of Public Health), and DESE (Department of Elementary and Secondary Education) protocols.
- Children who are taking antibiotics due to illness may return to school after 24 hours of antibiotic treatment if they are well enough to participate in school activities.
- If a child requires medication during school hours, parent/guardian must follow the medication protocol of the CCA.
- For more serious, highly contagious illnesses such as chicken pox, conjunctivitis, strep throat, etc., **we require a doctor's note for readmission.**
- The CCA staff can require a doctor's note for readmission at their discretion.
- If your child is sent home for illness, you will receive a return to school form to complete.

HEALTH PROCEDURES

CONTINUED

MEDICATION PROTOCOL

There may be times during the year that your child may need to receive medication during the school day. The Minuteman school nurses will review all prescription and nonprescription medication orders with the CCA Director and determine administration person and location of medication storage.

The Minuteman health office has standing order for Tylenol, Ibuprofen, calamine lotion, insect repellent, sunscreen, Vaseline. If it is necessary for a student to take a prescription medication during the school day, or have emergency medication available (EpiPen, inhaler, insulin), the following are required:

- CCA Medication permission form filled out by the child's doctor and parent/guardian.
- Medication must be supplied in a prescription bottle or original container, properly labeled (name of child, medication, and instructions) and given to the CCA staff.
- Scheduled medications may be given up to 1 hour before or after scheduled administration time.
- The above will not apply if the parent/guardian visits the school and administers the medication themselves. Parents/guardians are expected to inform CCA staff of any medications administered before or during school hours.
- Antibiotics can be given after the child has been confined to home for 24 hours (usually the time considered necessary for the medication to begin to work).
- Non-Prescription Topical Medications - You may sign an Authorization to Administer Topical Medication for the duration of the school year. Nonprescription topical medications are petroleum jelly, diaper rash ointments, antibacterial soap, etc.



SNACK/LUNCH

Minuteman is a nut free school. Please keep this in mind when you are packing your child's lunch. Alert the lead teacher of any allergies or dietary restriction.

As new known allergies enter the CCA, families will need to adhere to allergy limitations.

These are the typical snacks we supply for morning and afternoon snack:

- **Breads/Grains:** Cheerios (w/milk), goldfish, pretzels, graham crackers, round crackers, square crackers, vegetable sticks, bagels, English muffins. Jelly, Sun butter, cream cheese and ranch dressing may be offered with some items.
- **Fruit/Vegetables:** Apples, bananas, cantaloupe, oranges, melon, carrots, cucumbers, pears, peaches
- We provide whole milk at lunch should your child choose to have it.

Families are responsible to provide a full water bottle daily. We recommend a closing water bottle.

Lunch containers with your child's name on it are required. We do not have availability to refrigerate or reheat lunches. Food should be ready for your child to eat.

BIRTHDAYS

If you wish for your child to celebrate his/her birthday at school, you may send in a special snack. The snack will be shared during afternoon snack time. The item must be store bought and in the original container with the label.

Reminder - it must be nut free.



NO SCHOOL

UNSCHEDULED DAYS

For those days most commonly known in New England as “Snow Days”, announcements will be made on:

TV: Channels 4, 5, 7, 25, 38, 56

Radio: WBZ - 1030 AM and WRKO - 680 AM

You will also receive a call from the school’s automated Alert Now System. This is a recorded message, available between 6:00 a.m. and 7:00 a.m. at 781-861-6500, which will state if school is or is not in session. Please do not listen for individual town closings.

If Minuteman High School is open, closed, or delayed, we are open, closed, or delayed accordingly. For example: if there is a two (2) hour delay, we open at 9:00 a.m. rather than 7:00 a.m.

If Minuteman has an unscheduled dismissal, CCA will close one hour after Minuteman High School closes.

Reminder: There is no tuition credit given for SNOW DAYS. If any other emergency occurs, school may be closed or we may need to release the children early. Please be sure that a parent or other trusted adult can be contacted at all times in case of unforeseen circumstances.

COMMUNICATION

We use Tadpoles software to communicate with parents. Each week you will receive a curriculum sheet through Tadpoles of the themes and activities we plan on doing. You will also get a monthly newsletter and calendar.

Please understand we can not have long conversation at the door due to supervision of CCA.

EMERGENCY PROCEDURES

Minuteman High School follows fire drills and emergency procedure regulated by the state. We follow the same system as the high school. Parents will be notified that day if we have had a drill.



TUITION AND FEES

Non-refundable year enrollment fee is per school year regardless of when you register your child.

Tuition is calculated on a yearly basis and then divided into ten equal payments. Thus, the same amount is paid each payment, even if there is a holiday or a vacation during that payment. This arrangement helps families plan personal budgets.

Tuition is due on the first of the month for the upcoming month. Example September's payment is due **August 1st**. The last payment will be **May 1st** for the school year.

Tuition rebates are given for **NO** reason, including snow days, absences, or for any unforeseen circumstances. We reserve the right to ask you to withdraw your child if we have not received the child's tuition 14 (fourteen) days after the date it is due. The balance of the tuition will be due even if your child withdraws due to the school's request. If an individual's check is returned due to insufficient funds twice, subsequent tuition payment must be made in cash or a bank check. The bank fee will be charged for bounced checks. A \$15 charge for tuition received one week after the due date.

WITHDRAWAL - PAYMENT IN CASE OF WITHDRAWAL FROM PROGRAM

Each child is enrolled for the entire school year or the balance of the school year. One month prior written notice, or one month tuition, is payable upon a child's withdrawal from the program before April 1.

No refund of tuition can be made after April 1st for a child enrolled in the 10-month program who wishes to withdraw prior to June. Any child in school as of April 1st will be charged tuition through the close of school in June.

LATE CHARGES

The CCA closes promptly at 4:00 pm. No teachers are scheduled to care for children after that time. Any time you are later than scheduled, you will be assessed a late charge. The fees per child are as follows:

Late fee will start at 4:01. This will be tracked in Tadpoles. Starting at 4:01, \$5.00 per child. Every additional 5 minutes increments will be a \$15 fee. Example 4:06 late = \$15, 4:12 late = \$30.00. After 3 late pick-ups, a meeting will be set up and potentially removal from program.

Please contact us if you anticipate being late and let us know when you can be expected to arrive. If you incur a late fee, you will be given a written notice within two school days. Late fee payments are payable before your child can return to school. This is a difficult, but necessary policy. Your consideration will reduce our need to use it.

ADDITIONAL FEES

If we need to provide your child with extra clothing, diapers, or lunch repeatedly, you will be charged a \$5⁰⁰ fee after 2 warnings are given.

POSITIVE GUIDANCE PROCEDURES

Limits for young children is an integral part of normal, social development. Teachers aid in this development. In any preschool setting, each child brings behaviors that are unique, resulting in a wide range of behaviors. In the process of learning and growing, a child will test the limits of social expectations and will find that although most behaviors are considered socially appropriate, some are not. Inappropriate behaviors are defined as those which could prove harmful to oneself, another person or the environment. For example, unsafe play, physical (hitting, biting, throwing objects) or verbal aggression or destructive acts are a few such behaviors. The child needs guidance from an adult to help define and clarify why such acts are not acceptable and to seek alternative means to meeting his/her needs. There are many ways in which the teacher can assist the child in the process.

- Teachers serve as role models for young children by ensuring safety, respecting the rights of others and using materials and equipment appropriately.
- Rules of the room are discussed early on in the school year with input from the children and clarification as to why each rule is necessary.
- Specific problem areas are reviewed both individually and as a group to ensure that they have been understood, especially when relevant situations occur.
- Teachers should handle inappropriate behavior in a calm, clear and consistent manner based on the developmental level of each child.
- This includes teaching alternative, positive social behaviors, gentle reminders, redirection, encouragement, support, and positive reinforcement. A renewal time can be helpful when a child is upset and unable to respond to positive guidance.
- Solutions to problems are not automatically supplied to children but rather children should be encouraged to discuss what happened, verbalize feelings and seek solutions.
- Teachers explain that the child's feelings are valid but they need to be released in an appropriate way.

Corporal punishment, verbal abuse or denial of food are
NEVER acceptable forms of discipline.

CCA PROCEDURES

REFERRAL PROCEDURE

Colonial Children's Academy works closely with parents to support referrals for Early Intervention or Referrals to town of residence special education departments. If the CCA staff feel that your child could benefit from additional services we will schedule a time to talk to you privately about our concerns. Often times your child will be able to continue to be enrolled in the CCA. If the situation is to the point that we are concerned about the safety of your child or the safety of others at the CCA will discuss a plan to that could include additional interventions up to and including being unenrolled in the CCA. The CCA is not equipped or staffed to be able to provide intensive supports to students.

1. All staff will be aware of children's needs at all times. Any concerns regarding a child will be discussed by the teaching team.
2. Teachers will review the child's specific behaviors and record any situation that appears to create the behavior or concern.
3. The concerns are shared with the coordinator. If the issue can be met through current staff's expertise, a plan is created by the teaching team and coordinator.
4. The team will then discuss the concern and proposed plan of action with the parent(s)/ guardian(s). Recommendations may include a screening and/or evaluation referral. If the parent has brought the concerns to the staff, the team will discuss the issue and develop a plan of action including the parent's input.
5. The teacher of record will follow up to obtain results of any screening and/or evaluation carried out, as well as any treatment or services to be given.
6. If the child's behavior proves to be harmful to others in the classroom, the teachers and the coordinator will discuss various options, up to and including termination of the child's enrollment.

TERMINATION OF PROGRAM PROCEDURE FOR STUDENTS

Termination is always a last resort action which is carried out only when the coordinator and teachers feel that such action is in the best interest of the child or the other children enrolled. If the preschool is unable to meet the needs of the child and/or family, every effort will be made to refer the parent to a more appropriate program for their child. A child may be terminated from the program under the following circumstances:

- The child's health and safety at the preschool cannot be assured
- The child's developmental needs are not being met at the preschool
- The families failure to follow CCA rules of operations.
- The family's failure to meet financial responsibilities

CCA PROCEDURES

CONTINUED

TRANSFER OF RECORDS

Upon written request of the parent(s)/guardian(s) the center shall transfer the child's records to the parent(s)/guardian(s), or any other person the parent(s)/guardian(s) identifies, when the child is no longer in care.

AMENDING THE CHILD'S RECORD

A child's parent(s)/guardian(s) has (have) the right to add information, comments, data or any other relevant materials to the child's record as well as:

- If such parent(s) is (are) of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in the child's record, they shall have the right to have a conference with the child's teacher to make their objectives known:
- The teacher shall, within one (1) week after the conference, render to such parent(s) a decision in writing stating the reason or reasons for the decision. If the decision is in favor of the parent(s), immediate steps shall take place as may be necessary to put the decision into effect.

RECOGNIZING AND REPORTING CHILD ABUSE OR NEGLECT (FILING A 51A)

Massachusetts law requires certain professionals to file a report with the Department of Children and Families (DCF) whenever they have "reasonable cause to believe" that a child has been abused or neglected. These professionals who are required to report are called mandated reporters. In addition, any other person may report suspected abuse or neglect. A report of abuse or neglect is called a 51A. It is named for the section of Massachusetts General Laws chapter 119 which defines reports of abuse and neglect of children. Mandated reporters include school officials, teachers, day care workers, health care professionals, social workers, counselors, probation officers, foster parents and police officers. If such a professional, in the course of their work, reasonably believes that a child under the age of 18 is suffering serious physical or emotional injury resulting from abuse or neglect that professional must immediately file a report with DCF.



MINUTEMAN CCA CHILD SYMPTOM WHILE IN CHILD CARE RECORD

Child's Name:		Date:	Time	
Main Symptom:				
When it began:		Duration:		
Other Symptoms/Complaints:				
Symptoms: Breathing:	Wheezing <input type="checkbox"/>	Persistent Coughing <input type="checkbox"/>		
Change in Behavior:	Lethargic <input type="checkbox"/>	Unusual <input type="checkbox"/> behavior	Unable to participate in classroom activities <input type="checkbox"/>	
Skin:	Pale <input type="checkbox"/>	Flushed <input type="checkbox"/>	Rash <input type="checkbox"/>	Sores <input type="checkbox"/>
Swelling <input type="checkbox"/>	Bruises <input type="checkbox"/>	Itchiness <input type="checkbox"/>	Other:	
Vomiting (#times)		Diarrhea (#times)		
Eyes:	Pink/Red <input type="checkbox"/>	Watery Discharge (yellow/green) <input type="checkbox"/>		
Crusty <input type="checkbox"/>	Swollen <input type="checkbox"/>	Other:		
Mouth:	Sores <input type="checkbox"/>	Droling <input type="checkbox"/>	Difficulty Swallowing <input type="checkbox"/>	
Temperature/Other:				
Liquids: (Name amount)		Food:		
Sleep:				
Medications:				
Emergency Measures:				
Comments:				
Name of staff completing form:				
<u>Attention:</u> * original to parent * copy for center's files				
<input type="checkbox"/> Please monitor at home				
<input type="checkbox"/> IT IS SUGGESTED – That you follow-up with your healthcare provider regarding the symptoms listed above.				
<input type="checkbox"/> IT IS REQUIRED – That you follow-up with your healthcare provider regarding the symptoms listed above. A note, with instructions from your healthcare provider is necessary before your child may return to the CCA. Please attached Dr. Note if seen in Dr. Office.				
<u>Staff Signature:</u>				
<u>Parent Signature:</u>				

Colonial Children's Academy Medication Permission Form

Child Name: _____ Age: _____ Date of Birth: _____ Gender: _____

Physical Exams and Immunizations

Massachusetts Law mandates that all children have a current physical examination along with documentation of immunizations on file. For new students, list of current physical exam and list of immunizations must be submitted prior to the first day of school to prevent delays in admission.

Allergies

Is your child allergic to food, medication, insect, etc.? Yes () No ()
If yes, is an EpiPen/Auvi-Q required for allergy? Yes () No ()
If yes to either of the above, please list allergen(s): _____

Medications

Does your child take any medication on a regular basis at home? Yes () No ()
If yes, please specify name of medication(s) and reason(s): _____

Will this medication need to be administered during the school day? Yes () No ()
If yes, please contact the health office at nurse@minuteman.org and CCA@minuteman.org

Health Information

Physician's Name: _____ Phone: _____
Health Insurance: Yes () No () Provider: _____ ID: _____
Does your child have diabetes? Yes () No ()
Does your child have a seizure disorder or history of seizure(s)? Yes () No ()
Does your child have asthma? Yes () No ()
If yes, is an inhaler required? Yes () No ()
Has your child ever had surgery? Yes () No ()

If yes, please describe and include date(s), diagnosis, outcomes, and any other pertinent information:

Does your child have any physical condition that would interfere with routine physical activities at school? If yes, a note from your child's physician will be required. Yes () No ()

Please add any further information regarding physical or emotional needs that you feel are necessary for the staff to facilitate the health and well-being of your child: _____

If your child has a life-threatening allergy (LTA), asthma, diabetes, or seizure disorder an action/care plan will need to be submitted and signed by the child's physician and parent/guardian. These documents can be downloaded from our website at minuteman.org.

Medication Permission for Standing Orders

The Minuteman school nurses have Tylenol and Motrin available for administration during high school hours if needed. The CCA staff can apply sunscreen and bug repellent as needed for outdoor activities with your permission below. Please check yes or no for the medications listed below to be administered per school physician orders:

- | | | |
|---------------------------|------------|-----------|
| • Acetaminophen (Tylenol) | Yes () | No () |
| • Ibuprofen (Motrin) | Yes () | No () |
| • Sunscreen | Yes () | No () |
| • Bug Repellent | Yes () | No () |
| • Hand Sanitizer | Yes () | No () |

Release of Information

There may be times that the nurses or CCA staff need to obtain information such as immunizations or physical exams from your child's physician or previous school. Your signature below will serve as consent for your child's physician or previous school to email, mail, or fax this information.

By signing below, I acknowledge that the information I have provided is accurate.

Parent/Guardian Signature: _____ **Date:** _____

Minuteman Nurses

Sarah Bolduc, RN and Annie Quill, RN

T: 781-918-6755

F: 781-861-3421

E: nurse@minuteman.org

Child Name: _____ **Age:** _____ **Date of Birth:** _____

Completion of this form by the child's medical provider **and** parent/guardian is required for any medications. We must have a medication order from a physician, dentist, nurse practitioner, or physician's assistant to administer any medication, whether it is a prescription drug or over-the-counter medication. All prescribed medications must be delivered to the CCA in the original pharmacy labeled container. Any over-the-counter medications must be in their original packaging. **The first dose of a medication must be administered by the parent/guardian at home in case of an adverse reaction.**

Parent/Guardian:

By signing below, I give permission for the CCA staff and/or school nurse to contact the provider completing this form if further information or clarification is needed regarding the care of my child. By signing below, I also give permission to the CCA staff and/or school nurse to administer to or to supervise my child in taking the above medication. I understand that the school personnel are not responsible for any problems arising from the taking of this medication, its side effects (if any), or for the omission of medication. I further agree to indemnify and hold harmless the CCA and its agents and servants against all claims because of any or all acts performed under this authority.

Physician:

Physician Name: _____ Telephone: _____

Please complete and sign this form if the above-named child must take prescribed medication during school hours and it **cannot** be given at home:

Diagnosis: _____ Allergies: _____

Medication: _____ Dosage Prescribed: _____

Route: _____ PRN: Yes () No () Administration Time: _____

**This form will be valid for the school year in which it is dated unless specific dates are required.*

Date medication to begin: _____ Date medication to be discontinued: _____ N/A ()

Special Instructions (if any): _____ Possible Side Effects (if any): _____

Required Signatures:

Physician: _____ **Date:** _____

Parent/Guardian: _____ **Date:** _____

For Office Use Only:

Medication will be routinely administered by: CCA Staff () Minuteman Nurse ()

Medication will be routinely stored: CCA Office () Minuteman Health Office ()

CCA Director: _____ Date: _____

Minuteman School Nurse: _____ Date: _____



COLONIAL CHILDREN'S ACADEMY

Parent Handbook 2024-2025

UPDATED 8.24.2023



MINUTEMAN

www.minuteman.org