Little Reggies
CHILDCARE



GREATER LAWRENCE TECHNICAL SCHOOL

LITTLE REGGIES FAMILY HANDBOOK

WELCOME TO OUR CHILDCARE CENTER

2026 / 2027

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WELCOME TO LITTLE REGGIES!

The Little Reggies childcare center is operated under the umbrella of the Greater Lawrence Technical School and is a Massachusetts Department of Early Education and Care licensed center.

We strive to ensure every child in our care develops a strong sense of self-worth and belonging. We do this by creating a safe and exciting learning environment that will inspire little minds and help them develop a genuine love of learning.

As part of our unique setting within a vocational-technical high school, Little Reggies also serves as a training site for students enrolled in the state-approved Chapter 74 Early Education and Care program. Under the supervision of licensed staff, our high school students rotate through the Infant, Toddler, and Preschool

classrooms to gain hands-on experience in the field of Early Childhood Education. This real-world learning opportunity allows students to build professional skills while supporting the daily care and instruction of our children.

Our philosophy is based on a responsive learning approach in which instruction is based on individual needs and abilities. We encourage each child's social, emotional, physical, and intellectual growth and development. Our philosophy at Little Reggies is to value early childhood as a time of joy, exploration, and discovery.

Jennifer-Ann Caruso
CHILDCARE DIRECTOR

WHERE & WHEN TO FIND US

MONDAY THROUGH FRIDAY: 7:00AM - 3:30PM

Little Reggies follows the Greater Lawrence Technical School calendar. Little Reggies does not operate during the summer or school breaks. The last drop-off time is 9:45 AM. Children are only accepted after that time if arrangements have been made with the Childcare Director.

LITTLE REGGIES EARLY CHILDHOOD PROGRAM

TELEPHONE NUMBER
978-686-0194

EXTENSIONS
Director: 1141
Infants: 1137
Toddlers: 1138
Preschool: 1140

LOCATION
Greater Lawrence Technical School
57 River Rd. Andover, MA 01810

E-MAIL
Jennifer-Ann Caruso
jcaruso@glts.net

PROGRAMS INFORMATION

The Little Reggies program is offered in conjunction with the Career and Technical Education program offered at Greater Lawrence Technical High School. Little Reggies offers high-quality, educational childcare programs while offering an opportunity for selected GLTS students to learn teaching skills in an early childhood classroom under the direct supervision of a GLTS instructor.

INFANTS: 6 WEEKS - 15 MONTHS

We know that learning starts at birth, so yes, we have a curriculum for babies! Brain development is in prime time as babies are starting to make connections between themselves and the people and things around them. Our infant program is designed just for these moments. Nurturing, responsive relationships between infants and caregivers supports the development of their sense of security, which empowers them to explore and learn at their own pace and have the freedom to try new things, explore new challenges, and build confidence based on their experiences.

PROGRAM FEATURES INCLUDE:

- Individual activity plans for each child
- Sleeping and eating based on your baby's needs and schedule.
- Safe sleep policies guided by the American Academy of Pediatrics.
- Group interaction to spark curiosity and socialization.
- A focus on cognitive and motor skill growth through playtime and activities.
- Whole-child development through age-appropriate materials and toys.

TODDLERS: 15 MONTHS - 2.9 YEARS

A whole new world opens to children when they take to their feet. They walk, talk, and begin to develop relationships with one another. Our toddler program is filled with sensory experiences that emphasize the importance of a toddler's environment and relationships. Using observation, our teachers gain an understanding of your child's needs in order to provide just the right balance between interaction and individual nurturing.

PROGRAM FEATURES INCLUDE:

- Daily community experiences promoting social skill development.
- A safe, challenging, and predictable environment.
- Uninterrupted time for play and the freedom for toddlers to explore their environment.
- Development of children's confidence, self-esteem, and love of learning.
- Exploration Stations focused on dramatic play, creative arts, language, and sensory exploration.
- A focus on cognitive and motor skill growth through playtime and activities.
- Whole-child development through age-appropriate materials and toys.

PRESCHOOL: 2.9 - 5 YEARS

A preschooler's world of learning really opens up as they become more agile, learn complex skills, and begin to mix and mingle more with peers. Our preschool program introduces language, math, science, and social skills in a fun and accessible way that encourages learning one step at a time. Your child will create science experiments and artwork and will be encouraged to explore and challenged to learn, all while making friends and developing self-confidence.

PROGRAM FEATURES INCLUDE:

- Portfolio collections that capture your child's work and unique creative expression.
- Engaging units that encourage curiosity, self-direction, and confidence.
- Fun activities to strengthen your child's executive functioning skills.
- Opportunities for hands-on experiences that combine creative expression with tactile exploration.
- Daily small group activities.

ENROLLMENT & ELIGIBILITY

ADMISSION

All Greater Lawrence Technical School employees are eligible for Childcare at Little Reggies. Once your child is enrolled, they will maintain their slot at Little Reggies for the full school year unless your family chooses to withdraw, or your child is no longer eligible due to age. Families must confirm enrollment for the 2027-2028 school year by May 3, 2027. The annual registration fee, along with updated forms, will be processed at that time to hold your child's spot for the next school year.

ENROLLMENT & REGISTRATION

Once you have been notified that your child has been accepted into Little Reggies, your family must complete the registration packet and submit it along with any required fees. Registration packets and fees must be received prior to your child's start date in the program. You must complete and sign all forms before your child can attend. Throughout your child's enrollment, please be sure to update emergency information as needed, including your address, telephone numbers, email address, your child's medical information, and individuals authorized to pick up your child.

An annual registration fee of $150.00 is due at the time of enrollment; the fee for each additional child is $125.00. This payment reserves your child's enrollment at Little Reggies, and the $150.00 registration fee will be credited towards the first month's tuition. Re-registration will take place each spring. At that time, available slots will be offered to current families and then opened to new applicants. Enrollment is not guaranteed until the registration fee is received. A new registration fee is due if your child is withdrawn from the program and subsequently re-enrolled.

WAITLIST

Depending on the number of applications received, families may be placed on a waitlist per order of applications received. Applications will be date and time stamped as they are received. If a slot becomes available, waitlisted families will be contacted first to fill the available slot. Faculty and staff with age-eligible grandchildren are also encouraged to apply. In the event that program spaces become available and there is no parent/guardian waitlist, the available spaces will be opened to grandchildren. If Little Reggies is at capacity, grandchildren will be placed on the waitlist.

BILLING & FEES

Tuition payments are due on the first day of the month. We accept online payments directly through our daycare app, Brightwheel, as well as checks or money orders payable to Greater Lawrence Technical School. **A $15.00 service charge will be added each week for late tuition payments. A fee of $25.00 will be charged for any charges incurred by the program as a result of a returned check.**

Please be advised that the program closes promptly at 3:30PM. We understand that at times parents have no control over last-minute emergencies, but please be prepared with a back-up plan to use in this situation. Late pick-ups will be charged $1 per minute.

NON-DISCRIMINATION

Little Reggies does not discriminate based on a person's religion, color, race, gender, sexual orientation, age, national origin, disability, veteran status, or other factors protected by law. We provide care for families of various backgrounds and beliefs. Translation services are available upon request for families whose first language is not English.



WHAT TO BRING

CLOTHING & SHOES

A full day at Little Reggies includes fun activities like singing, painting, playing both indoors and outside, dancing, and eating, so we recommend easy-fitting, washable clothes. Being comfortable lets kids focus on learning and having fun! Be sure shoes are rubber-soled and closed-toe with a closed heel or heel strap. To keep everyone safe, the center does not allow flip-flops, sandals, and shoes with wheels. Shoes are required for all walking children.

- Please provide two complete sets of extra clothes, including socks, for your child. It's always a good idea to keep an extra pair of shoes and a sweater or sweatshirt at Little Reggies, too. Clothing should be labeled with your child's first and last name and checked periodically to make sure it still fits.
- In hot weather, apply sunscreen to your child before arriving at the center and dress them with hats/visors and tightly woven clothing to help prevent sunburn during outdoor play. Please note: you will need to supply sunscreen and an authorization form if you would like us to apply sunscreen at the center.
- In cold weather, provide appropriately layered clothing to keep your child warm, including mittens or gloves, hoods or hats, sweaters or sweatshirts, socks, and warm waterproof outerwear and footwear.
- For safety reasons, we do not allow any shirts, jackets, sweatshirts, jewelry, or articles of clothing that tie around kids' necks or waists—except to accommodate specific personal or religious beliefs. Please remove all drawstrings.
- Sometimes learning and fun can get messy! The center isn't responsible for lost, stained, soiled, or torn clothing.

INFANT & TODDLER SUPPLIES

Bottles should be brought to the center each day already prepared unless state guidelines or formula directions require otherwise. Glass bottles and containers are not allowed. Center staff cannot mix formula bottles and cannot add cereal to bottles. Please do not leave bottles at Little Reggies overnight; their contents will be discarded. Due to the potential risk of tooth decay, bottles are not placed with children in cribs. Please provide your infant or toddler with two complete sets of clothing and label them with your child's first and last name. Additionally, unless otherwise stated in your enrollment materials, we ask that you provide bibs, disposable diapers, and wipes for your child.

PERSONAL BELONGINGS

Your child will be provided with stimulating, educational toys every day. Special objects such as a blanket, soft toy, or a stuffed animal are okay for rest time. Please leave other toys and belongings at home, as bringing a treasured object to Little Reggies can create tension between children and stress for children and staff if an item is lost or misplaced. Toy weapons (guns, water pistols, swords, shields, or other items that resemble weapons) are not permitted at Little Reggies. All electronics brought to the center must be stored in the "off" position in the child's cubby. Use of personal electronics is not permitted in the classroom. We cannot assume responsibility for lost or damaged personal belongings.

BEHAVIOR, SUSPENSION, & EXPULSION

POSITIVE GUIDANCE

Part of what children are learning in their early years is how to get along with others and what behaviors are appropriate in different situations. We take a proactive and preventive approach to guidance that reinforces appropriate behaviors rather than highlights inappropriate behaviors. To do this, our teachers are trained to use various techniques including redirection, praise, and distraction. In this positive guidance atmosphere, most inappropriate behaviors are prevented.

We welcome families as partners in teaching children about socially appropriate behaviors. Because you are your child's most influential teachers, we may occasionally ask for your help working out solutions to inappropriate behaviors happening at the center. In accordance with our policy and licensing regulations, our staff never uses corporal punishment. We also ask that while on our grounds, you refrain from using any form of guidance that is not consistent with our center's positive guidance approach or licensing regulations.

SUSPENSION & EXPULSION

We believe children and families deserve to be full members of their communities and to experience a sense of belonging. We know that suspensions and expulsions from early childhood programs can have a significant negative impact on children and families. We take suspension and expulsion decisions seriously, consider the impacts carefully, and keep children enrolled whenever possible. We work closely with families to set children on positive paths.

TO PREVENT SUSPENSION AND EXPULSION, WE:

- Create learning environments in which every child feels good about being there.
- Focus on teaching children what to do, specifically by teaching expectations and routines as well as skills children can use in place of challenging behaviors.
- Talk to families about issues as they arise.
- Design a learning environment that promotes children's engagement.
- Provide Incident Reports, ABC Charts, and Behavior Plans when appropriate and partner with the family to identify the best ways to teach positive replacement behaviors.

Suspension and expulsion are a last resort, used only when other steps taken to resolve an issue have been unsuccessful. Even after the difficult decision to end care has been made, we will do our best to help make the transition as smooth as possible for the child and family.

We do this by giving families reasonable notice, generally at least one week, prior to ending care, unless it is necessary to immediately discontinue services. Help families find alternate care by connecting them with community based Childcare resources and referral agencies.

WE RESERVE THE RIGHT TO CANCEL ENROLLMENT FOR THE FOLLOWING REASONS:

- Non-payment of tuition.
- Failure to adhere to policies.
- The child's needs exceed the capabilities of our center.
- A child or family member's behavior or actions threaten or endanger the safety and well-being of other children or staff.

BITING

Biting is common among young children. During early childhood, children are sensory learners and often explore orally. Impulse control can lead children to bite as a way of making their needs known, especially before their language skills are fully developed. We realize that biting can be a big concern, and we do everything we can to minimize the behavior. Our teachers and staff are trained to recognize triggers for biting and how to prevent and decrease incidents. If your child bites or is bitten, you and the family of the other child involved will receive an Incident / Accident report that keeps the identity of both children confidential. If you have any concerns regarding a biting incident, please talk to your child's teacher or the Childcare Director.

ATTENDANCE & SCHEDULING

WITHDRAWAL NOTICE

Two weeks written notice shall be given to the Childcare Director to withdraw from the program. If you do not provide notice within the specified time frame, you will be expected to pay the following month's tuition.

SCHEDULING & SICK DAYS

Upon enrollment, you agree to be responsible for your child's full tuition including sick days, snow days, and any holidays the classroom is closed. Tuition is not discounted if there is a snow delay or closing due to weather.

MEALS & NUTRITION

ALLERGY AWARENESS

Due to severe nut allergies, we ask that you refrain from bringing items containing nuts to the center. If your child has severe allergies that may require a medical response (such as the use of an EpiPen), please let the center director know, so we can take care of any paperwork and training that might be needed.

Little Reggies requires all parents who have a child with any type of allergy to provide a completed allergy action plan that has been approved by your child's pediatrician prior to your child's first day of school. Children requiring an antihistamine or an EpiPen must provide the school with both items along with a note from the physician about when to administer such medications. At Little Reggies, your child's safety and well-being are ALWAYS our priority, which is why if your child has an allergic reaction that requires an antihistamine being administered onsite, you will be contacted and asked to pick up your child. This allows your child to have one on one supervision so that you can seek medical attention if necessary.

If your child requires the use of an EpiPen, we will call 911 immediately after the EpiPen has been administered and contact you or your emergency contact. It is at the discretion of the Childcare Director to request a doctor's note prior to your child returning to school.

SEVERE ALLERGY LIST

At the beginning of the year, the Childcare Director will create a list of the severe food allergies presented in the classrooms and share it with the entire Little Reggies staff.

BREASTFEEDING

We're here to support you! We'll provide you with a comfortable and nurturing environment while you're nursing. We also support your decision to breastfeed past infancy. Weaning your child is not a requirement for moving into the next classroom or age level. In addition, our center is equipped to handle your expressed breast milk. Milk must be bottled in liquid form, not frozen. Please discuss your needs with the Childcare Director, so we can ensure we provide the right support for you and your child.

MEALS

Morning snack and afternoon snack will be provided daily for age appropriate children. Water and milk will be available as well. A monthly menu will be posted. You will need to provide lunch for your child each day. Nutritious food item suggestions can be found here: https://www.myplate.gov/.

Please pre-cut all food that is sent in for your child to bite-size pieces. We do not heat food, so please send in a cold lunch or something that will stay warm in a thermos. We also do not allow any glass containers.

HEALTH & SAFETY

REST TIME & SAFE SLEEP

For healthy growth and development, it's essential for children of all ages to have time to rest or enjoy quiet activities during the day. At Little Reggies, your child will rest in the afternoons for one to two hours or longer, depending on their needs and licensing regulations. Children who don't sleep are encouraged to read a book, play with puzzles, or participate in other quiet rest-area activities. Depending on your child's age, we provide cribs or mats for rest time. Please send in a crib sheet and small blanket.

Infants sleep according to their needs and the individual plans prepared by you, in cooperation with your child's teachers. The Childcare Director will let you know about the required bedding linens. All linens will be sent home at the end of each week for washing unless soiled during the week. In keeping with the recommendations of the American Academy of Pediatrics, all infants will be placed on their backs to sleep unless a documented medical condition requires alternate sleeping positions. Little Reggies uses a safe sleep environment which includes the use of individual cribs that are certified U16 CFR 1220 non-full size cribs that have properly fitted firm mattresses with clean coverings and the slats of the crib are no more than 2-⅜ inches apart. We do not allow any items to be placed in the crib except for a pacifier and any required medical devices. Children will always be supervised during nap and rest times, and lighting in the room will be kept at a level that ensures teachers can always clearly see a child's face. Children 12 months and older may use blankets and will be supervised during rest time to ensure their faces are not covered by the blanket. All staff working with infants have taken SIDS (Sudden infant death syndrome) training.

OUTDOOR ACTIVITIES & WATER PLAY

We play outside every day that weather permits. When the weather keeps us inside, we find safe and fun ways to get active indoors. Our play grounds include outdoor spaces and equipment designed for the active play and exploration that keep kids learning while getting exercise and fresh air. You're welcome to provide a helmet for your child to use when playing on outdoor riding toys. During warmer months, children participate in water activities, including but not limited to outdoor water play on the center's premises.

CONSISTENT CARE

Consistency helps kids feel secure and ready to learn. Building long-term relationships with teachers and classmates is an important part

of that, which is why our center and curriculum are structured by age group. We do our best to maintain this structure, but sometimes we may need to combine age groups. The most common reasons for this are staff being out sick, or at the beginning or end of the day when there are fewer children in the center.

DIAPERING & TOILET LEARNING

High collaboration between you, your child, and your child's teachers makes for more successful toilet learning. Children learn toileting skills through consistent, positive encouragement from all the adults who care for them. When your child shows an interest, you and your child's teachers will discuss how to work together to encourage toilet learning. We're committed to working with your child consistently, so toilet learning can be accomplished in a developmentally appropriate manner with minimum stress for you and your child. Every child begins toilet learning at a different age and progresses at a different rate. We're always available as a resource to answer any questions about your child's progress.

Several complete changes of clothes and two pairs of shoes should be kept at the center during toilet learning. Until your child shows an interest in toilet learning, we'll provide diaper changes on an as-needed basis. Diaper-changing procedures are posted in each room, and the specific times of each diaper change will be listed on your child's daily report on Brightwheel.

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HEALTH & SAFETY

ILLNESS & CARING FOR SICK CHILDREN

Little Reggies understands that it is challenging for a parent/guardian to leave or miss work. Therefore, it is suggested that alternate arrangements be made for occasions when your children must remain at home or be picked up due to illness. Exclusion from Little Reggies is sometimes necessary to reduce the transmission of illness.

If your child shows signs of symptoms of illness prior to the start of the day, and you choose to keep them at home, please notify the center by 7:00 AM Should your child become ill during their time at the center, they will be kept in an area where there will be no direct contact between them and other children. You will be contacted to pick up your ill child from the center. We require pick up to be within one hour of notification. Your enrollment agreement provides a record of names, addresses, and phone numbers of the people you have authorized to pick up your child. We ask you to keep this information current and also to supply names and phone numbers for your child's doctor and preferred hospital.

Children will not be able to return to Little Reggies until either a doctor's note approves readmittance, or the child has been symptom-free for up to 24 hours without the use of medication. In the event of a serious accident or illness, we will call an ambulance. If any of the symptoms or behaviors listed below occur, we ask families to keep children home. For your child's comfort and to reduce the risk of infection.

SYMPTOMS AND BEHAVIORS THAT ARE GROUNDS FOR DISMISSAL OR A TEMPORARY PROGRAM EXCLUSION MAY INCLUDE BUT ARE NOT LIMITED TO:

- Illness that prevents the child from participating comfortably in program activities.
- Illness that results in greater need for care than our educators can provide without compromising the health and safety of other children.
- Fever equal to or higher than 100.4 °F.
- Diarrhea, stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in underwear or toilet.
- Vomiting within 24 hours of the school day or once in school.
- Mouth sores.
- Rash or fever or behavior changes, unless a physician has determined they are not symptoms of a communicable disease.
- Conjunctivitis (pink eye with discharge) unless your child has been on antibiotics for 24 hours, Impetigo until 24 hours after treatment, Strep throat until 24 hours after treatment.
- Head lice until there are no nits in the hair.
- Chickenpox until all lesions have dried and crusted.
- Consistent cough.

CHILDREN MAY RETURN TO SCHOOL WHEN:

- They are free of fever, vomiting, and diarrhea for a full 24 hours without medication.
- They have been treated with an antibiotic for a full 24 hours.
- They can participate comfortably in all usual program activities, including outdoor time.
- They are free of open, oozing skin conditions.

Families will receive a copy of the center's health care policy.

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HEALTH & SAFETY

COVID-19 POLICIES

Quarantine is no longer required nor recommended for children or staff who have been exposed to the COVID-19 virus, regardless of vaccination status or where the exposure occurred.

All exposed individuals may continue to attend programming as long as they remain asymptomatic. Those who can mask should do so until Day 10, and it is recommended that they test on Day 6 of exposure. If symptoms develop, follow the guidance for symptomatic individuals below.

Children and staff who test positive must be isolated for at least 5 days. If they are asymptomatic or symptoms are resolving and they have been fever free without the use of fever-reducing medicine for 24 hours, they may return to programming after Day 5 and should wear a high-quality mask through Day 10.

IF THE INDIVIDUAL IS ABLE TO MASK, THEY MUST DO SO THROUGH DAY 10.

- If the individual has a negative test on Day 5 or later, they do not need to mask.
- Symptoms remain mild and they test negative.
- If the individual is unable to mask, they may return to programming with a negative test on Day 5 or later.

Symptomatic individuals can remain in their school or program if they have mild symptoms, are tested immediately onsite, and have a negative test result. Best practice would also include wearing a mask, if possible, until symptoms are fully resolved. For symptomatic individuals, DPH recommends a second test within 48 hours if the initial test is negative. If the symptomatic individual cannot be tested immediately, they should be sent home and allowed to return to their program or school if:

- Symptoms remain mild and they test negative.
- They have been fever-free for 24 hours without the use of fever-reducing medication and their symptoms are resolving.
- A medical professional makes an alternative diagnosis.

Note: At this time, the US Food and Drug Administration (FDA) has not approved or authorized any at-home rapid antigen test for use in children under 2 years of age. However, at-home rapid antigen tests may be used off-label in children under 2 years of age for purposes of post-exposure, isolation, and symptomatic testing.

It is recommended that parents or guardians deciding to test children under 2 years of age administer the at-home rapid antigen test themselves.

COVID-19 SYMPTOMS

COVID-19 SYMPTOMS FOR CHILDCARE, K-12:

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills.
- Difficulty breathing or shortness of breath.
- New loss of taste or smell.
- Muscle aches or body aches.
- Cough (not due to other known causes, such as chronic cough).
- Sore throat, when in combination with other symptoms.
- Nausea and vomiting, when in combination with other symptoms.
- Headache, when in combination with other symptoms.
- Fatigue, when in combination with other symptoms.
- Nasal congestion or runny nose (not due to other known causes such as allergies), when in combination with other symptoms.

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HEALTH & SAFETY

CONTAGIOUS DISEASES & HEALTH CARE PROVIDER CLEARANCE

We value your child's health and recognize that preventing the spread of infectious diseases is a very important part of quality Childcare. We actively monitor the health and well-being of all children in our care. If a child has certain communicable diseases, it may be that state law, Childcare licensing regulations, and/or our health and safety policies that could require:

- Sending the child home.
- Documented evaluation and treatment by your child's health care provider.
- Notification of the families of other children in our center and staff members.
- Notification of local health authorities (e.g. Health Department).

Parents will inform the center within 24 hours or the next business day after a child or any member of their immediate household has developed any reportable communicable disease, as defined by the state board of health, except for life-threatening diseases, which must be reported immediately. We will keep you informed of any instances of contagious diseases affecting children who may have had direct exposure at the center and will immediately report such diseases to the local health authorities where required by law. Written health care provider clearance is required for return to Little Reggies. Additionally, we may distribute educational literature about children's health issues.

MEDICAL RECORDS

Medical examinations and immunization records must be provided upon enrollment and kept current. We cannot permit attendance unless immunization records on file meet our local Childcare licensing regulations. If you wish to request a religious, personal, or medical exemption to our practice of securing necessary medical documents or immunization records, please contact the Childcare Director.

MEDICATIONS

Whenever possible, we recommend that you administer medications at home. To help with medication scheduling, you may consider asking your health care provider for prescriptions with 12-hour dosages. At Little Reggies, medications will be administered in accordance with local Childcare licensing regulations and the policies described below. In the event that licensing regulations differ from our policies, the more stringent guidelines always apply.

GUIDELINES FOR PRESCRIPTION AND OVER-THE-COUNTER MEDICATION:

- In order for a staff member to administer any medication to your child, you must complete all required paperwork provided by the Childcare Director.
- Bring medication in its original container in a clear bag. Clearly label the container and bag with your child's first and last name.
- Prescription medication must include a prescription label with your child's name, specific dispensing instructions, a current date, and printed information about any possible side effects.
- For nonprescription medications, we must follow the manufacturer's directions on the label unless you provide written instructions from a physician that say otherwise.
- In order for us to administer topical nonprescription medications, including sunscreen, you'll need to complete a Topical Ointment Authorization Form.
- If your child is under the age of two, we require written instructions from a physician before we can give your child any nonprescription medication.
- Do not store medication in diaper bags, lunch bags, backpacks, or any other personal belongings.
- We do not mix medication with food, formula, or juice, nor will we dispense any medication in a bottle or cup.
- Unused medications must be taken home every Friday or on the child's last day of attendance each week. With the exception of emergency medication, our center cannot store medications over the weekend.
- Our center staff are trained in CPR and emergency first aid. We are not licensed to provide medical care, and our employees are not trained to provide medical care.

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HEALTH & SAFETY

CONFIDENTIALITY & CHILDREN'S RECORDS

All information contained in your child's records, including your personal information, is confidential. Anyone who is not directly involved in the care of your child or affiliated with Childcare licensing, protective services, or other government agencies will not have access to the records without your written authorization or a court order.

As a parent or guardian, you can request access to your child's records. We are happy to provide access at reasonable times to records kept at the center, including the Enrollment Agreement, Incident/ Accident Reports, Family Communication sheets, or progress notes. For information about the process needed to access other documents that may be included in your child's records, please contact the Childcare Director. As a primary parent or legal guardian, you have the right to add and update information, comments, data, or other relevant materials to your child's records. If you withdraw your child from Little Reggies, we will maintain your child's records for the minimum period of five years.

Lastly, out of respect for other children and families, please do not post photos or videos that contain images of children other than your own on the Internet.

MANDATED REPORTING REQUIREMENTS

It's our mission to ensure all children in Little Reggies are safe and well cared for, not only while they are at our center, but at all times.

The law requires everyone who works directly with children to report suspicions or evidence of child neglect or abuse to local state Childcare licensing agencies or law enforcement agencies. Our staff are trained to look for and recognize signs of possible abuse or neglect. The Childcare Director can provide details about the mandated reporting rules that apply to the center.

Mandated reporting also applies if a staff member uses an inappropriate discipline method or behaves in a way that puts children at risk. If this happens, the Childcare Director will communicate with parents, report to licensing and accrediting agencies as needed, and work with the staff member and Human Resources to determine the best course of action for their employment. Those who fail to report according to local Childcare licensing regulations can be held accountable under the law. The law prohibits interference with an individual's attempt to report child abuse or neglect.

CUSTODY & VISITATION

Some families have legal custodial orders that address who is permitted to pick up or visit a child. If there are custody orders relating to your child, a copy must be provided to the Childcare Director for your child's file. This information is confidential and solely for the safety and well-being of your child. Families must update the Childcare Director when custody orders change or expire. Please note that employees cannot be responsible for supervising parenting time (visitation), and, as a result, visitation for non-custodial parents is not permitted in Little Reggies. If an individual has court-ordered legal custody, employees must release the child to that legal custodian regardless of visitation schedules. Please discuss questions about custody arrangements with the Childcare Director.

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HEALTH & SAFETY

EMERGENCY SITUATIONS & EVACUATION PLANS

We make every effort to be prepared for potential emergency situations. We regularly schedule and practice emergency evacuations as required by local Childcare licensing regulations, and we participate in all building-wide drills and evacuations. In addition, an emergency plan and list of procedures are posted in each classroom. Please be aware of the procedures and evacuation location in the event of an emergency evacuation. If an emergency requires evacuation, we'll notify you as soon as the children have been relocated to a safe area. If you need information regarding an emergency affecting Little Reggies and are unable to reach the center directly, please contact the Greater Lawrence Technical School main number, 978-686-0194, for additional information.

EMERGENCY EVACUATION PLANS ARE POSTED AT ALL EXITS.

During an emergency evacuation, the Lead Teacher will take attendance information and lead the children out of the building. Assistant teachers and other staff will assist in the evacuation and check for stragglers.

Infants and non-mobile toddlers will be placed in the evacuation crib(s) (evacuation cribs are labeled with a red label on all sides) or carried by staff. Other available staff will assist with the evacuation of the infant room. Walking children will be assisted by staff with a walking rope.

The Director will visually inspect each classroom before exiting the building.

In the event of an extended evacuation and or lockdown of the building, the children can take shelter at Koopman Lumber directly next to the school. If Koopman Lumber is closed, the transportation department will provide a sheltered bus until parents can pick up their children.

The Director will take the emergency bag, a red duffle bag located by the Preschool Playground door for all evacuations, which will contain blankets, water, snacks, infant formula, diapers, wipes, a first aid kit, and activity items. Classroom teachers will take their first aid kits and medications for children.

In the event of a lockdown or emergency, the program will be notified through the Greater Lawrence Technical School's PA system and follow the guidance of the onsite police. In the event of a center emergency situation, the Director will notify the onsite police.

Parents and guardians will be notified through the phone and text as soon as the children have been relocated to a safe area.

In the event of loss of power, heat, or water, the Director will contact families to pick up children.

Once evacuated through the nearest exit, all classrooms will meet at the front grass area and wait for the Director's approval before reentering the building.

The center will maintain a daily attendance list that is current. Staff is responsible for signing children in and out of the center by arrival and departure times. The attendance list will be kept on the side of the cubbies and be readily accessible in case of an emergency evacuation. The Lead Teacher will take the attendance list and account for all the children in the class once they are safely out of the building.

Emergency evacuation drills are conducted every month at different times of the program day as determined by the Director.

Children and staff will practice using different evacuation routes so that the children and staff will be familiar with them.

The Director will maintain documentation of the date, time, exit route used, number of children evacuated, and effectiveness of each drill in the Fire Drill Log. This documentation will be maintained for five years.

(CONTINUED)

HEALTH & SAFETY

MISSING CHILD PLAN

Keeping children physically and emotionally safe while in our care is a top priority.

IF WE DISCOVER A CHILD HAS GONE MISSING

- Immediately make a search of the surrounding area.
- Request help from the Director and staff who are present.
- Ensure the rest of the children in care are safe and accounted for.
- Check the sign-in and sign-out log to see if a parent/guardian picked up the child.
- Review the child's daily sheet log to determine when and where the child was last seen.
- Notify the family after the child has been found.

ADDITIONAL STEPS IF THE CHILD CANNOT BE LOCATED

- Notify the parent/guardian immediately.
- Notify the local police to report a lost child.
- Notify the licensing agency.

WHEN A CHILD IS MISSING DURING AN EMERGENCY

- When sheltering in place, the Director will search the surrounding location.
- When in lockdown, the Director will notify the police to help search outdoors if it is not safe for anyone to search outside.
- If evacuated and the child is missing, the Director will search the perimeter and have staff return to the center if it is safe. Otherwise, the Director will notify the police to search inside.

COMMUNICATION WITH FAMILIES

FAMILY COMMUNICATION

Little Reggies uses the Brightwheel app for most forms of communication. Once your account is created, you can see your child's daily activities logged there as well as documents and policies.

FAMILY CONFERENCES

It should be easy for you to be a part of your child's education. We schedule regular check-ins for you to sit down with your child's teacher and have a one-on-one conversation about their progress. Progress reports are done every six months for toddlers and preschool children. Infants and children with identified special needs will have progress reports done every three months. You will receive a copy of the progress report, and one will be kept in your child's file.

CELEBRATIONS & BIRTHDAYS

Celebrations and birthdays are special days for kids, and we want to share in the fun! If you'd like to provide food for the celebration, we ask that all items are nut-free and commercially packaged with ingredient statements, so we can be sure we're accommodating any allergies or dietary restrictions. Healthy snack options such as whole-grain items, vegetables with dip, or fresh fruit platters are always a great choice. Please be sure to provide enough for everyone in your child's classroom and check in with your child's teacher and the Childcare Director before the special day, so they can share any tips and plan ahead.

REFERRAL & SUPPORT SERVICES

REFERRAL POLICY

At Little Reggies, we are committed to providing all children and families with additional referral services for appropriate social, mental health, education and medical services, including but not limited to dental check-up, vision or hearing screening for their child. If we feel that an assessment for such additional services would benefit a child then the leadership team and teachers will begin to partner with the family and we will develop a written plan including, but not limited to the following:

- Staff responsibilities for informing the licensee of their concern.
- Procedures for observing and recording the child's behavior and reviewing the child's record prior to making a referral.
- Procedures for meeting with parents to notify them of the center's concern.
- A current list of referral resources in the community for children in need of social, mental health, educational or medical services. This list shall include the contact person for St. 1972 c.766 and Early Intervention Program referral.
- Written notice to the appropriate administrator of special education that the licensee is serving a child with a disability, if the child is two years and nine months old or older.
- Written notice to the administrator of the DPH Early Intervention program if the licensee is serving a child with a disability who is younger than two years and nine months old.

CHILDCARE REFERRAL SERVICES COMMONWEALTH OF MASSACHUSETTS

For children age 2.5 and older, additional educational services may be available through the Department of Education under St.1972, c.766. **www.doe.ma.edu/sped/**
Main Office (Malden): (781)-338-3000

FOR CHILDREN BIRTH THROUGH AGE 3

additional services may be available through Early Intervention programs.

Main Office: (800)-905-8437

In the Commonwealth of Massachusetts residents can dial 2-1-1 for information and referrals for local health and human services. Or visit their website at **www.mass211help.org**

MASSACHUSETTS DEPARTMENT OF HEALTH AND HUMAN SERVICES WEBSITE

www.ma.gov.
MassHealth: (800)-841-2900

MASSACHUSETTS CHILDCARE RESOURCE AND REFERRAL AGENCIES

Main Office: (800)-345-0131

PEDIATRICIAN REFERRAL SERVICES:

www.aap.org/referral

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REFERRAL & SUPPORT SERVICES

The Little Reggies staff is responsible for continually monitoring the well-being and development of the children in their care. If a staff member develops concerns or questions regarding a child's behavior, social, physical, or cognitive development, they are required to bring these immediately to the attention of the Childcare Director. The Little Reggies staff is encouraged to observe and document such behaviors.

The Childcare Director will then request a meeting with the child's parents/guardians to discuss the concerns.

If the Little Reggies staff feels the child would benefit from seeking outside resources or referrals, the Childcare Director will provide the parent/guardian a written statement including the reason for recommending a referral for additional services, a summary of the center's observations related to the referral and any efforts the center may have made to accommodate the child's needs. The Childcare Director will offer assistance with making a referral and must have written parental consent before a referral is made. A written record of all parent conferences and referrals will be maintained in the child's file.

The Childcare Director will follow up with the referral, with written parental consent, and contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at Little Reggies. A child's progress will be reviewed a minimum of every three months by the Little Reggies staff if it is determined that the child does not qualify for services at the time of the referral. Additional referrals will be made as needed.

It is not common practice that our center suspends children. However, if a child's behavior puts the child, other children, or our center staff at risk, termination may result. Parents will be notified in writing, providing adequate time for the child to transition from Little Reggies.

2026/2027 RATES

PRESCHOOL: 2.9 - 5 YEARS

SCHEDULE	MONTHLY
5 DAYS	$990.86
4 DAYS	$792.68
3 DAYS	$594.51
2 DAYS	$396.34

TODDLERS: 15 MONTHS - 2.9 YEARS

SCHEDULE	MONTHLY
5 DAYS	$1,248.10
4 DAYS	$998.48
3 DAYS	$748.92
2 DAYS	$499.28

6 WEEKS - 15 MONTHS

SCHEDULE	MONTHLY
5 DAYS	$1,610.15
4 DAYS	$1,288.10
3 DAYS	$966.09
2 DAYS	$644.60

Tuition is annualized and divided into 10 equal payments that are due the first of each month. Families will receive a 10% discount for each additional child of the lesser tuition rate.

THIS PROGRAM IS LICENSED UNDER

MASSACHUSETTS
Department of Early Education and Care

978-681-9684 | 360 Merrimack Street, Building 9, 3rd Floor, Lawrence MA, 01843

Families may reach out to the Department of Early Education and Care at any time regarding the program's regulatory compliance history.

ACKNOWLEDGMENT PAGE

Please sign that you have read the family handbook and understand the policies described in it.
This page must be returned to the director before enrollment.

PLEASE SIGN

DATE

CHILD NAME PRINTED

GLTS

Greater Lawrence Technical School