

Blackstone Valley Children's Place

Early Learning Centers

Parent Handbook

www.BVChildrensPlace.com

Blackstone Valley Children's Place is an affiliate
of the Whitin Community Center
60 Main Street, Whitinsville, MA 01588
www.WhitinCommunityCenter.com





Parent Handbook

Preschool, Kindergarten Prep & School Age

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Blackstone Valley Children's Place is licensed by the Department of Early Education and Care (EEC), the state agency committed to helping Massachusetts children and families reach their full potential. By providing and coordinating a range of services and assistance, EEC will continuously improve the quality, affordability, and accessibility of early education and care in the Commonwealth. In fulfilling this mission, EEC has developed specific regulations to be met by all providers of early care and education services in the Commonwealth, whether home, school or center-based. Copies of the State regulations are available in our Administrative Office.

To contact EEC directly:

MA Dept. of EEC
9 Liberty Street. Suite 1124
Springfield, MA 01103
413.788.8401
(Same for WCC & Douglas)

All fees and information in this handbook are periodically reviewed by the Whitin Community Center (WCC) Board of Trustees and, as such, are subject to change.

Blackstone Valley Children's Place

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Blackstone Valley Children's Place

Dear Families,

Welcome to Blackstone Valley Children's Place. The following is your copy of our parent's handbook, the most important document you will be receiving. So important, we are requiring you to fill out and sign the last page as an acknowledgement of its receipt. We welcome your input, as this is revised and distributed annually.

You have chosen to entrust us with your most precious gift – your child(ren). We, in turn, promise you a caring, nurturing, educational environment in which all children will grow and learn.

The staff at each of our locations is comprised of professionally trained directors, EEC qualified teachers, and nurturing teaching assistants. Our home base, the Whitin Community Center, is comprised of administrative professionals who support the day-to-day operations and curriculum development of our high-quality early learning centers.

All our employees are ready, willing and able to promote the well-being of the BVCP children, their families, and their colleagues. At all our locations, the Blackstone Valley Children's Place employees provide the TLC and learning support that help children grow.

Open and honest communication is the key to a successful child care experience. You will find that our Administrative staff is always ready to talk with you, during our scheduled work day, regarding any concerns and/or suggestions you may have. If our schedules don't mesh, please call ahead to arrange for one of us to stay until you can get here from work. Also, even though our classroom doors are now kept locked for security reasons.

Again, welcome! We are dedicated to making your child's experience with us a success.

BVCP Staff

BVCP - Whitinsville
60 Main Street, Whitinsville MA 01588
508.234.8184 ext 105

BVCP - Douglas
17 Gleason Court, Douglas MA 01516
508.234.8184 ext 104

Blackstone Valley Children's Place

Introduction

New beginnings are exciting for children, parents, and educators. Here at Blackstone Valley Children's Place (BVCP), we are committed to helping everyone make an easy and comfortable transition into our program by clearly communicating our policies, procedures, and philosophy. We hope this handbook helps you to feel that you already know us and that it continues to serve as a handy reference throughout your child's enrollment.

We know from experience that we cannot provide care and learning for children unless it takes place within the context of their family. To do so, we need your insights, your involvement, and to forge both a personal and professional relationship with you. Together, Blackstone Valley Children's Place and your family make an excellent team.

Blackstone Valley Children's Place prides itself in providing children and their families with quality care and education. We strive every day to address the needs of the children and families in our care. Our educators are dedicated to providing excellent programs and comfortable classrooms. We will endeavor to make you part of our family and us part of your family.



Blackstone Valley Children's Place

Enrollment

An enrollment packet or renewal papers need to be completed each year for every child enrolled in our centers, and must be completed by a parent/guardian (herein referred to as parent) and reviewed by an administrator at an intake meeting. Every annual intake meeting is an integral part of keeping your child's information accurate and current. Enrollment packets will not be accepted at the Member Services Desk or by classroom staff. Enrollment and renewal papers will be collected at intake meetings only.

Whitin Community Center Youth Membership

Children enrolled in PreSchool, Kindergarten Prep, and School Age programs will receive a free Youth Membership to the Whitin Community Center. New members will be given a membership card, existing members will have their membership extended for another year.

For more information please visit our website, www.WhitinCommunityCenter.com.

Payments/Fees

1. All payments are due in advance, defined as the Friday before the week your child attends for Preschool & Kindergarten Prep. Invoice reminds will be sent by email and balances are available online. School Age payments may be based on a calendar schedule. For School Age add-on days, payment is due at time of registration. If you are terminated for nonpayment or you end your contract with a balance due, your account will be turned over to our contracted collection agency.
2. A 5% discount is given to any sibling enrolled in a BVCP program of equal or lesser cost.
3. Collecting our fees is necessary if we are to provide the best possible staff and supplies for your child. A first missed payment will incur a \$25.00 billing fee. A second missed payment will result in a \$50.00 billing fee and a termination letter issued from the WCC Finance Department.
4. A service fee, starting at \$25.00, is added for any returned check and it increases \$5.00 with each additional returned check.
5. Our late pick up fee starts at \$5.00/15 minutes (or any part thereof) and increases by \$5.00/15 minutes every time your child is picked up late.
6. If there is an additional fee for a field trip, the fee will be clearly stated on the permission slip.
7. Payments can be made online at www.WhitinCommunityCenter.com, by credit card, at the Member Services Desk, by weekly auto draft or check.

Blackstone Valley Children's Place

Statement of Purpose Philosophy

Each child is viewed as an active participant in a playing - living - learning environment of materials, activities, social interaction, and experiences that foster success and independence. Each child is encouraged to freely explore through play who s/he is, what s/he is capable of doing well, and what interests him/her. Our curriculum is based on the Massachusetts 'Guidelines for PreSchool Experiences' and 'Standards for Elementary-aged Children' to insure a quality learning experience is provided by our consistent, warm, and understanding staff.

Goals

1. We strive to provide an environment of safekeeping and supervision that promotes physical, emotional, social, creative, and cognitive growth for all children.

We work diligently to assure that the developmental levels of all children are considered in the planning process for each classroom so that individual needs, as well as group needs, are met.

3. Our staff is encouraged and supported while pursuing higher education, allowing us to stay at the forefront of those who provide quality early childhood and school age experiences.

Early Learning Programs

PreSchool

A year-round PreSchool Program serving children from ages 2 years 9 months to 5 years, having not attended Kindergarten. We offer the flexibility to create a full time or a part-time contract. Full day is defined as 6:30am to 6:00pm, AM half day is defined as 6:30am to Noon, and PM half day is defined as Noon to 6:00pm. A minimum purchase of two half days or two full days is required.

Kindergarten Prep

A year-round Kindergarten Prep Program serving children that miss the September 1st cut-off date for entering Kindergarten. If your child will turn 5 years of age during the current year and will be eligible to start Kindergarten in the next school year, this program may be for them. This program also offers the flexibility to create a full time or part-time contract. Full day is defined as 6:30am to 6:00pm, AM half day is defined as 6:30am to Noon, and PM half day is defined as Noon to 6:00pm. A minimum purchase of 2 full days or 2 half days is required.

School Age

We have a School Age Program designed to meet your needs for the 180 school days. The Northbridge Public Schools will transport grades K – 4 to the Whitin Community Center and the BVCP Staff will pick up children grades K-8 and bring them to our location at the Douglas Primary School from the school your child is attending. For more specific information, please refer to the School Age section of this handbook.

Blackstone Valley Children's Place

Enrichment Programs

WCC Red Cross Swim Lessons

A half hour weekly swim class, will be taught by WCC Certified Red Cross Instructors is an integral part of the program. **Children will need a swimsuit, a towel, and footwear that can get wet.** The time for each swim lesson will be set by the Aquatics Dept.

Apple Tree Arts*

Our half hour weekly music and movement class brings an educational experience to create a strong desire to make music and give your child the tools to joyfully speak the language of music. Apple Tree faculty are trained in the internationally renowned Musikgarten curriculum, an intentional rhythmic and aural experience beautifully masked in play. Children will be exposed to percussive instruments, hand drums, pitched percussion and/or world instruments. ***NOTE: Due to COVID-19 health and safety guidelines this program is temporarily suspended.**

Sign Language

As part of our daily routine, we will teach your child to communicate with the expressive use of their hands as well as verbal language.

Classroom Staff

Children thrive when their teachers are deeply interested and committed to each of them. Our teachers enjoy working with children and parents to create a warm and consistent environment. The teachers act as facilitators of learning and respect the idea that each child participates in the process of learning in their own unique way.

We have carefully selected our team of staff, not only because of their knowledge and experience in the field of early childhood education, but also because their personal educational philosophy and teaching style is compatible with the BVCP approach. Each staff member meets or exceeds the qualifications set by state laws and completes a full orientation program when hired.

The BVCP also recognizes that learning is a life-long process for children, as well as adults. Our teachers are offered continual opportunities throughout their employment to further their education and improve their teaching skills.

Equal Opportunity & Non-Discrimination

We are firmly committed to the concepts and practices of equal opportunity and non-discrimination. We administer our programs for children and our employment practices without regard to race, gender, religion, age, cultural heritage, marital status, sexual orientation, political belief, veteran status, national origin, disability, toilet training status, or any other characteristic protected by Federal, State or local law.

Blackstone Valley Children's Place

Visiting our Programs*

Blackstone Valley Children's Place welcomes parents and visitors to visit any of our facilities; appointments are required, however, we recommend that visiting between 9:00-11:30am or 2:30-5:00pm will give you the best picture of how our early learning programs function. The best visiting time for our School Age Programs, at either location, is 3:30-5:30pm on a school day. On a non-school day, only at WCC, anytime except noon - 1:00pm is recommended. ***NOTE: Due to COVID-19 health and safety guidelines we currently cannot have any visitors at this time.**

Authorization for Child's Release

Each enrollment form has a section for parents to list the people authorized to pick up their child from our program. THIS LIST IS STRICTLY ADHERED TO WITHOUT EXCEPTION.

Additions, deletions, and/or changes to the release form must be made in writing by the parent.

Special instructions regarding parental rights must be accompanied by legal documentation.

The mobile card included in your packet will be taken by the staff whenever the children leave the classroom. It is important that you list the same names already stated on the enrollment forms, this is not an opportunity to list additional names.

PLEASE KEEP YOUR INFORMATION CURRENT, IT IS VITAL THAT WE BE ABLE TO REACH YOU WHILE YOUR CHILD IS IN OUR CARE.

Parent/Staff/Center Communication

Parents will be invited to join "Remind" which can be used for instant updates & reminders.

Parents are urged to establish ongoing communication with the staff, especially at drop off and pick up. We are confident that you will find our staff to be both receptive and accommodating.

Progress reports in our early learning programs, serving children ages 2 years 9 months to 5 years, will be given to parents twice a year; the first will be Dec/Jan, the second will be May/June.

School Age children will receive one annual progress report. Children, attending during the school year, will receive a progress report in January. Children, attending the summer program only, will receive a progress report during the last week in July/the first week in August.

All progress reports are printed for parents. A parent signature is required after review. You also have the option to meet with a staff member to discuss any concerns or questions you may have.

Confidentiality

All records are considered confidential. Written consent is necessary for any release of information from our files. Consent forms are available from Administration.

Records are updated every year; however additions, deletions, and/or changes can be made at any time. A written note should include the new information, the date it takes effect, a parent signature, and the date it is submitted.

Be advised that every folder must be made available to the Department of Early Education and Care upon request. They will verify that our record keeping is up-to-date and in compliance; copies are never made and the folders never leave the premises.

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Children enrolled in our Douglas program may, at times, be attending the Whitinsville location, as well. To comply with the regulation that folders never leave the premises, we maintain the original folders in Douglas and a copy of each folder in Whitinsville. Douglas parents must sign a letter indicating their acceptance of this arrangement; children without a folder copy and a signed letter are not able to attend BVCP programs at our Whitinsville location.

Children with Disabilities

In determining if our resources will meet the needs of a child with a disability, Blackstone Valley Children's Place will secure the parents consent to request information related to the child's participation in our program from the Local Education Agency, Early Intervention Program, or any other health/service provider deemed necessary.

Based upon this information the, BVCP Director will, along with the parents, identify in writing the specific accommodations, if any, to be made to insure the child's success while enrolled in our program. These might include, but are not limited to:

1. Any change or modifications in the child's participation in regular center activities;
2. The size of the group to which the child may be assigned and the appropriate staff/child ratio; and
3. Any special equipment, materials, ramps or aids.

If your child has an identified special need, the BVCP Director may request that you provide additional information for the responsible school district, Early Intervention program or health service provider that has already worked with your child. The BVCP Director will then meet with you to review the information and identify any necessary program accommodations. She must then consider the nature and cost of these accommodations, whether suitable funding is available, the effect of the accommodations on the center's resources and any other impact on the center. If the accommodations are determined to be reasonable, your child will be accepted and the center will work with your family and any other service providers involved to develop an individualized plan that incorporates the center's services. If the accommodations represent an undue burden to the center, your child will not be enrolled. You will receive a detailed written explanation that includes the appeals process.

If the child is to attend our Center, BVCP will require parental permission to participate in the development and review of the child's program plan in cooperation with the LEA, Early Intervention Program, and/or any other health/service provider. BVCP will also obtain parental permission in writing to inform the appropriate public school administrator of special education, that we are serving a child with a disability.

Each child served will be assigned a staff liaison. The Liaison will be a certified Teacher or certified Lead Teacher so s/he can assume responsibility for coordinating the care given at our Center, the care provided by outside services, and for the communication with parents, providers, and other staff members.

Blackstone Valley Children's Place

Managing Children's Behavior

The basic underlying tenets of our discipline procedures are:

1. Hiring staff that are characterized as caring people who respect and accept each child as an individual. Providing an environment where staff and children can talk and listen with understanding.
3. Developing the child's inner awareness that s/he is doing well and the s/he is succeeding.
4. Helping the child to feel good about oneself and about the staff so that learning will be a positive experience.

Children should be allowed to learn many things through the natural consequences of their own actions. Because children do not always connect consequences to actions, it is important that staff verbally articulate the natural consequences of their behaviors.

Praise and encouragement are at the center of our interaction with children. Positive behavior is always noted. Negative behavior is corrected in a positive manner.

Members of our staff are expected to:

1. Treat each child with dignity and respect.
2. Recognize developmental needs and characteristics.
3. Acknowledge and accept individual differences.
4. Manage children in a fair and consistent manner.
5. Be aware that children coping with negative experiences in their life require extra care and patience.
6. Acknowledge and reinforce positive behavior.

Children enrolled in our program are expected to:

1. Respect the rights, needs, and property of other children.
2. Respect the authority of the staff.
3. Respect the property of the BVCP and WCC.
4. Avoid the use of inappropriate language and body gestures.
5. Keep their hands and feet to themselves at all times.

A staff member will direct discipline measures when a child's behavior is deemed inappropriate and record them on a BVCP incident report. A first offense requires that the child be reminded why the behavior is inappropriate. A second offense requires that the child be redirected to a different activity with different children. A third offense will warrant a time out, 1 minute per year of age, in a chair positioned apart from the activities of the classroom, but close to a staff member. These reports are turned over to the BVCP Director and filed for two purposes; the possibility of establishing patterns that can be eliminated by changing the classrooms' procedures or physical set up and to provide documentation should the behavior become aggressive enough to result in termination from the program.

When a fourth incident occurs, the child is removed from the classroom and given the time s/he needs to gain self control before returning to the room. The staff person overseeing this process records the beginning and ending times, adds any other necessary comments on the incident report, and then makes two copies. The original is filed in the child's folder, one copy is given to the parent, and one copy is given to the Administration.

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Children can and will be terminated if their behavior is abusive, either physically or verbally, to him/herself; to other children enrolled at the Center; or to our staff members. Children cannot and will not be physically restrained. This is addressed in more detail in this handbook under the section entitled Termination for Behavior.

Although negative measures are not used by our staff when correcting inappropriate behavior, the Department of Early Education and Care requires that the following prohibitions be stated thusly:

1. No spanking or other corporal punishment of children;
2. No child shall be subjected to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks;
3. No child shall be denied outdoor time, meals or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence is prohibited;
4. No child shall be punished 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 are prohibited;
5. No confining a child to a swing, high chair, crib, playpen, or any other piece of equipment for an extended period of time in lieu of supervision; and
6. No excessive time-out. Time-out may not exceed one minute for each year of the child's age and must take place within an educator's view.

Referral Services

It is our obligation to keep parents informed of emerging patterns that cause us concern about the child's developmental growth. To this end, our staff is provided with 'incident reports' on which they can record their observations periodically. A copy of any filed report is provided to the parent. If a pattern emerges, we believe needs to be addressed, parents will be called upon to help us do so.

If outside services are deemed necessary, we will help in any way possible. This may include, but not be limited to, providing a written statement of our reasons and recommendations, copies of our observations, and efforts already made to accommodate the child's needs. Parents must provide written consent before any referral is made.

Children in our program, all at least 2.9 years of age, are entitled to the services and rights, including the right to appeal the public schools decision, granted under Chapter 766. Children, under the age of 3 years, are also entitled to the services provided by the Early Intervention Programs.

It is BVCP responsibility to obtain parental permission to follow-up the referral and to contact the agency/service provider for assistance in meeting the child's needs while enrolled at BVCP.

If it is determined that the child is not in need of services, or is ineligible to receive services, the center will review the child's progress at least every three months to determine if another referral is necessary.

A written record of referrals, parent conferences and the results will be maintained in the child's folder.

Blackstone Valley Children's Place

Suspected Institutional Child Abuse and Neglect

A staff member, who has had an allegation of abuse or neglect of a child filed against them, will not work directly with children until the DCF/EEC investigation is completed and for such further time as the Department of Early Education and Care requires. All staff members are instructed to fully cooperate with the investigation. In the event, we have to file against an employee, the Department of Children and Families will be notified immediately and also in writing within 48 hours. Parents and staff members have a responsibility to bring their concerns to the attention of the BVCP Director. Reporting to the DCF and the DEEC is the responsibility of the BVCP Director.

The circumstances of the allegations will be considered by the WCC Executive Team in determining the outcome for the employee based upon the investigation results.

Suspected Home Child Abuse and Neglect

Staff members will report to the BVCP Director, any suspected child abuse or neglect. The BVCP Director will assist the staff member in immediately notifying the Department of Children and Families and with filing the 51A report. ALL BVCP AND WCC EMPLOYEES ARE MANDATED REPORTERS.

A Child Remaining After Hours

If the parent(s) and the person(s) listed on the child's release form cannot be contacted by 7:00pm, the local Police Department will be notified so the Dept. of Children and Families can be contacted to make arrangements for the care of the child. A reminder that late pick up fees will be charged.

Termination and Suspensions

If initiated by the parent, two weeks notice is required. If initiated by BVCP, it will be for nonpayment or for other reasons stated below.

Termination for Nonpayment

A contract, detailing all payment information, will be reviewed and signed at the intake meeting. Once signed, timely payments become the responsibility of every parent. The first time you miss a payment you will be charged a \$25.00 billing fee. If a second payment is missed, you will be charged a \$50.00 billing fee and issued a letter of termination. Termination will be effective immediately. When you pay your past due balance, if a space is still available in the program, your new contract will require a security deposit of 2 times your weekly cost.

Let us help you keep your account in good standing, sign up for credit card draft payments. Complete an agreement form using a credit card or a debit card (must have a credit card logo on it) and the WCC Finance Dept. will run your draft every Friday.

Blackstone Valley Children's Place

Termination for Behavior

Because the responsibility for the care, safety, and well-being of every child is of paramount importance to our administration and staff, it is our policy to terminate a child if s/he is a threat to maintaining that safety. This type of behavior may be characterized by, but not limited to, physical assaults, verbal abuse, property damage, and uncontrollable anger.

When a child's behavior involves physical contact or property destruction, we will provide the parent with an INCIDENT ACTION PLAN. This tool begins the process of working with the child and the parents to identify concerns and offer solutions to assist the child in integrating successfully into the program, and, when appropriate, offering referrals. We will work together to find solutions, provide consistency, and seek outside help, if necessary. We will provide the needed observations as you move through the referral processes for evaluation, diagnosis, and eventually therapeutic services.

We must put the safety of our children and staff first. If a child cannot safely be approached and cared for by 1 staff person, our staff has been instructed to phone the parent to come pick up the child.

The first pick up will provide you with a complete written account of what occurred and a suspension for the next day. We recommend that the parent use that day to arrange for their child to be screened (public schools are responsible for this starting at age 3) and to enlist your pediatrician as a partner in the process of determining a diagnosis and a treatment plan.

The second pick up will include a complete written account of what occurred and a suspension until the parent provides a letter from the child's pediatrician that outlines the steps to be taken to obtain a diagnosis and treatment plan.

The third pick up will include a complete written account of what occurred and the child will be terminated from our program.

Suspension for Outdated or Incomplete Paperwork

A State mandated annual enrollment packet for every child in every program, is completed and reviewed before a child can attend. Please call the BVCP Director or the Douglas Administrator for an intake appointment at least 10 days before your child will attend.

Every year, prior to your child's anniversary date, you will receive a renewal packet. We cannot stress enough just how important it is that your child's information be kept current. As an incentive to complete the renewal in a timely manner, we will waive the \$30.00 renewal fee if this process (including the intake meeting) is completed within 7 business days.

At enrollment; every child, not yet attending Kindergarten, must provide a current physical (defined as the physical being done less than a year ago) AND a complete up-to-date immunization record, AND the dates of a lead screening at ages 1,2, and 3. Children enrolled in our program are required to have a physical every year. If you can't leave the doctor's office with your child's physical in hand, please arrange for it to be mailed directly to you or arrange for you to be able to pick it up within a week. Please do not have it faxed directly to us.

For us, suspension is a last resort. Please make it a priority to respond promptly when your updates are requested.

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Health and Wellness

Parents must keep children at home:

- UNTIL the child has been fever free for 24 hours, without using medicine.
- UNTIL the child has not vomited or had diarrhea for 24 hours, without using medicine.
- IF an unidentified rash is visible.
- AS instructed by a physician.
- **The child is NOT CLEARED during a COVID-19 Daily Screening.**

When a child becomes ill after arriving at BVCP, the parent will be called to pick up the child as soon as possible. If the child can be kept comfortable and be cared for, without disrupting the class schedule, s/he will remain in the room on his/her cot. If staying in the room is not an option, the child will be brought to the BVCP Director or the Director Designee, or Infirmary so s/he can be cared for and kept comfortable until picked up.

When parents cannot be reached, the people listed on your release form will be contacted in hopes of finding someone available to pick up your child.

When your child is sent home because of a fever, vomiting, or diarrhea; s/he must be kept home the next day to comply with our 24 hour rule. If your child is sent home because of a rash, a note from the doctor identifying the rash and the treatment must be provided when you bring the child back to BVCP.

Staff must be notified when an absence is due to a contagious disease so we can post it at the parent communication area. This would include, but is not limited to, chicken pox, strep throat or conjunctivitis. When diagnosed by a physician, please ask if it is contagious. For your convenience; a list of diseases/conditions that we must report to the Dept. of Public Health, in addition to posting at the parent communication area, is included on the next page.

NOTE: If your child is being send home due to COVID-19 symptoms, they will be required to have a doctor's note to return.

MEDICATIONS, whether prescription or non-prescription, will not be administered without written parental consent AND the written order of a physician (for prescriptions only, the label is sufficient). A sample of our authorization form is provided at the back of this handbook, additional copies can be obtained from any staff member. Staff cannot administer the first dose of any medication to a child.

All prescription medications must be in the containers in which they were originally dispensed and have the original labels affixed. Over-the-counter medications must be in the original manufacturer's packaging.

ALL MEDICATIONS, must be in the original container, labeled with the child's name, name of medicine, directions for use, and directions for storage.

- The 1st dose cannot be given at BVCP.
- Staff must complete Medication Administration training to dispense any and all medications.
- Medicines will be stored as directed, on the container, unless otherwise specified in a child's individual health care plan.
- Emergency medications, i.e. epipen, will be stored in the classroom's first aid bag so it is accessible indoors, outdoors, and on field trips.

Blackstone Valley Children's Place

This list contains the diseases that must be reported to our local Department of Public Health when they are reported to us:

Amebiasis

Animal Bite

Anthrax

Babesiosis

Brucellosis (Undulant Fever)

Chicken Pox (Varicella)

Cholera

COVID-19

Diphtheria

Encephalitis (specify type, if known)

Foodborne Intoxications :

Botulism

Mushrooms and other
poisonous vegetables
or animal products

Mineral or inorganic
poisons such as Lead,
Arsenic – etc

Staphylococcal

Paralytic shellfish

Poisoning

Flu Vaccine

Giardiasis

Haemophilus influenzae

Systematic infection
(w/o meningitis)

Hepatitis, Viral

Type A

Type B

Type Non-A

Type Non-B

Undetermined

Kawasaki Disease

Leprosy

Leptospirosis

Listeriosis

Lyme Disease

Malaria

Measles (Rubeola)

Meningitis

Bacterial

Viral

Systematic infection
(w/o meningitis)

Meningococcal Infection
(w/o Meningitis)

Mumps

Pertussis

Plague

Poliomyelitis

Rabies

Human

Animal

Reye's Syndrome

Rickettsial Disease

Rickettsialpox

Typhus

Rocky Mountain Spotted Fever

Other

Rubella/German Measles

Congenital

Non-Congenital

Salmonellosis (Typhoid
and Paratyphoid Fever)

Shigellosis (Bacillary
Dysentery)

Tetanus

Toxic Shock Syndrome

Toxoplasmosis

Trichinosis

Tuberculosis

Tularemia

Yersiniosis

Blackstone Valley Children's Place

Children with chronic medical conditions must have an Individual Health Care Plan (IHCP). The plan must describe the condition, its symptoms, any medical treatment that may be necessary while the child is in our care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered. Chronic health problems would include, are not be limited to, issues like asthma, seizures, disorders or severe allergic reactions requiring an epipen. Your child's physician will work with you in creating the plan and designating someone to provide us with any necessary training. When we receive the IHCP, we will determine its feasibility and either accept it or request needed changes. A sample of the form, created by the Dept. of EEC, is listed in the back of this handbook. Please request one as needed. PLEASE, remember that we will only have the information you provide to us. Everyone hopes a worst case scenario never happens, however, if we are accompanying your child on an ambulance ride to the nearest hospital, the paperwork you provide to us must tell the doctors everything you need them to know to insure proper treatment. It is possible your child will not be able to answer a simple question like 'What medicine have you taken in the last 24 hours?', so we will ask you every morning when we greet you. You are within your rights to tell us only what you want, however, PLEASE think about what an ER Doctor needs to know, ESPECIALLY IF WE CANNOT REACH YOU.

Over-the-counter medication, is divided into 2 categories and requires a written order from the physician. This must include the name of the medicine, the dosage, and the criteria for its administration. CATEGORY 1: An over-the-counter oral medication ordered by your physician that includes a start date and an end date requires the parent to sign a consent form weekly. CATEGORY 2: An over-the-counter oral or topical medication ordered by your physician that can be given as needed for a period of one year requires the parent to sign an annual consent form.

PLEASE keep your contact information up-to-date and make the paperwork you provide speak for your child.

Staff members must check children's clothing to ensure that it is free from strings, laces or jewelry that could become entangled or wedged in playground equipment and present a strangulation hazard.

SUNSCREEN & VASELINE, to provide protection against ULTRAVIOLET RAYS, must be applied daily; your signature on a consent form is sufficient. If sunscreen needs to be applied to an open wound, including an existing sunburn, a written note from your physician is required and each application will be documented. Sunscreen can be provided by you or by us (\$5.00 annual fee). Staff will ask you to complete the appropriate consent form. Forms are valid for one year and must be completed annually.

BUGSPRAY is entirely your decision. You must complete the required consent form and provide the container clearly marked with the child's name. If bug spray needs to be applied to an open wound, including an existing sunburn, a written note from your physician is required and each application will be documented. Forms are valid for one year and must be completed annually.

HEAD LICE is a problem that can be hard to eliminate. The Dept. of Public Health has determined that because nits are eggs that will not move from one child to another, children with nits do not need to be excluded from participating in our program. Knowing that the 2nd chemical treatment on a child can only be done 2 weeks after the initial treatment, we will not exclude children from attending when only nits are visible. WE WILL EXCLUDE CHILDREN WHEN THE LICE BUGS ARE VISIBLE.

It is our expectation that any parent informed of the discovery of nits or bugs will apply the treatment that evening and thoroughly follow the instructions. If the problem persists or reoccurs, please consult your pediatrician about the prescription strength treatment.

Blackstone Valley Children's Place

EMERGENCIES, if possible, will be treated by staff members certified in first aid. If further treatment is needed, the parent will be contacted. When a parent or the designated emergency persons cannot be reached, a BVCP Administrator will call an Ambulance Service and a staff member will accompany the child to the hospital. **The staff member will bring your child's folder so the medical authorities will have all the required information. Please be sure all your child's information is current.**

All our staff are supplied with a "Health and Wellness Manual" that explains our health-related information in greater detail. If you are interested, please request a copy.

FIRE DRILLS are held every month at different times of the day.

Contingency Plans for Emergency Situations

IN THE CASE OF A FIRE, NATURAL DISASTER, OR SITUATION NECESSITATING EVACUATION OF THE BUILDING:

In Whitinsville, we have arranged to use the Village Congregational Church on Church St., across from the Town Common. Radio announcements will be made on WSRS 96.1 FM and phone calls to individual parents will be made once we have settled in the children. Should you not hear the announcement or receive the phone call, just know that you will find us at the Village Congregational Church.

In Douglas, we have arranged to use the United Methodist Church on Main Street, next to the Post Office. Radio announcements will be made on WSRS 96.1 FM and phone calls to individual parents will be made once we have settled in the children. Should you not hear the announcement or receive the phone call, just know that you will find us at the United Methodist Church.

For all locations: the local Police and Fire Departments will be notified. When allowed, a program administrator will remain at our location to be reachable to all of you. Fire drill protocol will be followed to assure that no child is left behind and that a route, familiar to the children, is used to exit the building.

IN THE CASE OF A POWER OUTAGE: In Whitinsville, we will contact National Grid. If at all possible, we will finish out the day and post a notice of closing for the remaining days we will be without power.

In Douglas, we will contact the Maintenance Dept. If at all possible, we will finish out the day and post a notice of closing for the remaining days we will be without power.

IN THE CASE OF A LOSS OF HEAT: In Whitinsville, if the minimum temperature regulation of 65 degrees can be maintained until the end of the day, our classrooms will remain open. A short term solution will be to move the children to the conference room or the Multi-purpose (MP) room, both are on a different heating system than the classroom's. Look for signs directing you to the correct location. Classrooms will not reopen until heat has been restored.

In Douglas, we will contact the Maintenance Dept. We will make every effort to finish out the day, however, we will have to close until the heat has been restored.

Blackstone Valley Children's Place

IN THE CASE OF A LOSS OF WATER: In Whitinsville, we will contact the Whitinsville Water Co. to establish a time frame for reinstatement. An estimate of more than 2 hours will necessitate closing the program. This will be accomplished by calling parents to arrange pick up as soon as possible. Classrooms will not reopen until water is restored

In Douglas, we will contact the Maintenance Dept. Any estimate of more than 2 hours will necessitate closing the classrooms. This will be accomplished by calling parents to arrange pick up as soon as possible. Classrooms will not reopen until water is restored.

IN THE CASE OF A HURRICANE OR TORNADO: In Whitinsville, all classrooms will be taken to the shower area in the ladies locker room. It is the lowest level spot in the building, has no windows, and has no furniture. In Douglas, we will relocate to the Teacher's room. It is an interior room with supporting walls and no windows.

Holiday Closing

Blackstone Valley Children's Place and Whitin Community Center will be closed for the following holidays:

Sept. - Labor Day

Jan. - New Year's Day

NOTE:

Nov. - Thanksgiving Day

May - Memorial Day

Dec 24 - Christmas Eve Closing at 12pm

Dec. - Christmas Day

July - Independence Day

Dec 31 - New Years Eve Closing at 12pm

When a holiday falls on a Saturday/or Sunday, the Center will be closed only on the Saturday or Sunday. As a facility that operates 7 days a week, we are able to close for the actual holiday no matter what day it occurs. BVCP will not be affected by a weekend holiday, we do not close on a Friday or a Monday.

Additional holiday information is provided in the PreSchool, Kindergarten Prep, and School Age sections.



Blackstone Valley Children's Place

Curriculum

The objectives of our program focus on five major areas:

1. **COGNITIVE:** Cognitive goals include the promotion of curiosity, the growth of language, and the foundation for a lifetime of learning.
2. **EMOTIONAL:** Emotional goals include a positive sense of security, self respect, and independence.
SOCIAL: Social goals include the development of empathy and sympathy, an awareness and acceptance of others. The child will be given a world outside of "me". S/he will learn that s/he can contribute to that world and, that in that world, s/he has rights that are to be respected.
4. **PHYSICAL:** Physical goals include the development of gross and fine motor skills, proper health habits, and good nutrition.
5. **CREATIVE:** Enhancing the creative skills and innate abilities of children using the vast and varied resources available to us.

We will accomplish these goals in an environment that is secure, compassionate, and challenging. Our PreSchool and Kindergarten Prep programs follow the MA PreSchool Guidelines. Our School Age Program follows the MA Guidelines within an Out-of-School Time framework. There will be both structured and unstructured time in our day.

Daily activities will include free time in our classroom center exploration i.e., blocks, manipulatives, and dramatic play. Everyday will include structured times i.e., storytime, projects, and music. There will be time every day to develop gross motor skills, using the gym during inclement weather and outdoors at all other times.

Toileting

In accordance with EEC regulations, Blackstone Valley Children's Place recognizes that every child develops at their own pace. The toilet training status of children is not an eligibility requirement for enrollment. Working together, (parents, child, and staff), we will guide your child through the stages of toilet training.

We do follow, and keep posted in each bathroom, the procedures stated below:

1. No child shall be punished, verbally abused, or humiliated for soiling, wetting, or not using the toilet.
2. Children shall wash their hands with soap and running water whenever they enter the classroom, after toileting, before and after using the water table, and before every snack, meal, or food activity. Staff members will also wash their hands with soap and running water on these occasions and after assisting children with toileting. Individual disposable towels will be used to dry hands.
3. Clothing soiled by feces, urine, vomit or blood shall be double bagged in sealed plastic bags and stored apart from other items. PLEASE REMEMBER TO TAKE YOUR CHILD'S SOILED CLOTHES HOME AT THE END OF THE DAY. Any unclaimed bags will be discarded at 6:00pm each and every day.
4. Center owned clothing must be washed and returned after being worn home by the child. Every returned item saves us the cost of purchasing it again.
5. Children are supervised, from outside the door for privacy, when using the bathroom area.

Meals and Snacks

We offer a breakfast of cereal, milk, and juice from 6:40am to 7:45am. Please do not send your child with breakfast unless it is medically required.

We offer a morning and an afternoon snack; monthly menus are posted in each classroom. Don't worry if your child doesn't like our selection, there are always other choices.

Any child, staying for a full day, must bring a lunch. Guidelines to help you provide a nutritional lunch are provided below. Each room is equipped with a microwave for warmings. Our refrigerators do not allow for space to refrigerate lunches, please use ice packs to keep your child's lunch at optimum temperature. Please take note, we cannot cook a meal (example: easy mac, soup, frozen dinners, raw hot dogs).

Breakfast, lunch, and snack are viewed as opportunities to encourage independence and social interaction.

The licensee must design and implement a nutrition program that meets the USDA guidelines for the nutritional and dietary needs and feeding requirements of each child, including those of children with disabilities. WE ARE eliminating 'unhealthy' foods as much as possible. Birthday celebrations will be muffins, instead of cupcakes or fruit, instead of cake, YOU MUST get approval from the staff before bringing anything in to be shared with the children to insure there are no children with food allergy restrictions.

All staff members must receive basic training in:

USDA recognized nutrition requirements for the healthy growth and development of children and in food choking hazards. WE NOW have an obligation to keep you informed of healthier and safer choices that can be part of your child's lunch. Together, we have a chance to raise a generation that will want to make healthier choices.



Some Tips To Help You Provide A Nutritious Lunch

- DRINKS should be water, milk or 100% juice. This includes Juicy Juice, Motts, and Adam & Eve.
- 1.5 ounces of meat, other protein choice, or 2 tablespoons of Peanut Butter. When we must be peanut free; we suggest Sun Butter or Wow Butter.
- 1/2 slice of enriched or whole grain bread or 1/2 cup of cooked pasta.
- 2 or more 1/2 cups servings of vegetable and/or fruit (100% juice counts as one of them)
- 1 **small** sweet snack, if necessary, limited to 1 pre-packaged sweet snack or 2 cookies.

If you believe your child needs more; please add fruits, vegetables, whole grains, or low sugar yogurt. Remember, your child's stomach is the size of their fist.

Candy will be sent home, replaced by fruit. Soda will be sent home, replaced by milk or water.

Toothbrushing*

Research has proven, beyond any doubt, that gum disease and/or unhealthy teeth will cause developmental delays, are symptoms of physical illnesses, and can ultimately be a cause of death. As a preventative measure; the Commonwealth of Massachusetts has instituted a regulation that children, in a full day program, brush their teeth daily. If, at parent pick up, your child has consistently refused to brush, we will ask that you try to have them brush before you sign out.

Our toothbrushes are generously being provided by the dental office of Dr. Carrie Webb and, regardless of age, we use toddler toothpaste without fluoride. You are welcome to provide your own brush and/or toothpaste that are clearly marked with the child's name. Brushes must be replaced every three (3) months.

***NOTE: Due to COVID-19 health and safety guidelines this program is temporarily suspended.**



Blackstone Valley Children's Place

Toys

PLEASE KEEP THEM AT HOME where they are safe. If your child does bring a toy item, for show and tell or special events, please mark their name somewhere on the item. Play involving weapons, even imaginative ones, is not allowed at BVCP. Our Staff will not be held responsible for items brought from home. We need your support in this.

Transportation

The BVCP does not provide transportation to or from either of our locations. Staff will not assume responsibility for a child until the child has been signed in. Staff will not release a child until the child has been signed out. Classes will, at times, walk to local attractions. Every child must have a signed permission slip to participate. Each form will contain all the information you need to know about the trip, consent for your child's medical care, and a WCC insurance release statement. If applicable, bus transportation information will also be provided on the permission slip.

Clothing

Children should be dressed in comfortable play clothes; participation and enjoyment are more easily achieved without the worry of ruining a new outfit. Sneakers are the shoes we suggest; they are best for outdoor play and we will go outside every day the weather allows. Please no flip flops or sandals. Shoes must strap on feet. Clothing that will be removed during the course of the day i.e., coats, sweaters, boots etc., need to be labeled with the child's name.

We plan to spend part of each day outside; please be sure your child is dressed accordingly. An extra set of clothing (including underwear) bagged, labeled, and stored in your child's backpack is required.

WCC Center Activities*

Your child's Youth Membership gives your child the opportunity to attend several WCC programs offered by our Aerobic, Athletic, and Aquatic Departments. There will be a Fall, Winter, and Spring activity sheet requiring your signature. Activities listed with a member fee require you to sign up at the Member Services desk.

***NOTE: Due to COVID-19 health and safety guidelines some activities may be restricted.**

BVCP will provide the Fall, Winter, and Spring activity forms to be filled out, signed and returned to us before we can escort your child to any activity. Attaching your receipt from the Member Services Desk to the activity form is the quickest way to get them onto the master sheet; the receipt will be returned to you. Not attaching the receipt could be the reason your child will miss the first class. ***NOTE: Due to COVID-19 health and safety guidelines children in BVCP cannot attend public WCC programs (i.e. After School Gym Activities) while signed into our program at this time.**

On school days, the children enrolled at our Douglas location cannot participate in these activities, however, they may participate in an Open Rec. Swim when attending our Whitinsville location on non-school days.

Blackstone Valley Children's Place

Whitin Community Center's Organization

Executive Director: Heather Elster

BVCP Director: Ginny Alicea

School Age Administrator: Michelle Benoit

The Executive Director is responsible for the day-to-day operations of the WCC Center. She reports to the Board of Trustees.

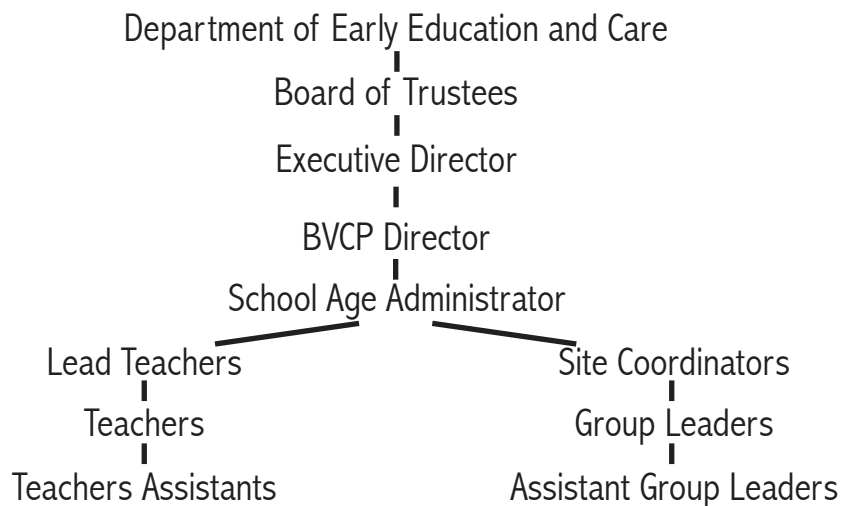
The BVCP Director is responsible for the ELC; she is the licensee's agent and directly communicates with the Massachusetts Dept. of Early Education and Care. She reports to the Executive Director.

The School Age Administrator is responsible for enrolling new clients, hiring/training staff, compliance with all State regulations, and the curriculum. She reports to the BVCP Director.

Lead Teachers and Site Coordinators are responsible for the curriculum and the classroom environment. In Whitinsville, they report to the BVCP Director; in Douglas, they report to the School Age Administrator.

Teachers, Group Leaders, and assistants are expected to assist with the curriculum and the classroom environment. They report to the Lead Teachers or Site Coordinators.

WCC/BVCP Organizational Chart



Blackstone Valley Children's Place

Full Time PreSchool & Kindergarten Prep Information

A full time, year-round program with the flexibility of enrolling for a full day or half day contract.

We have two classrooms, Rooms 3 and 4, of mixed ages from 2 years 9 months to age 5, having not gone to Kindergarten.

Room 1 is a Kindergarten Prep class for children that missed the Kindergarten September 1st cut off.

Hours of Operation

Our program operates Monday thru Friday from 6:30am to 6:00pm for 52 weeks a year.

Spaces can be purchased as full day (6:30am – 6:00pm), mornings (6:30am – 12:00pm), or Afternoons (12:00pm – 6:00pm).

Spaces are sold and carefully monitored to ensure that there are never more than 20 children, at any given time, in a classroom. If you arrive early, please wait outside the classroom as anyone signing in before noon will be charged the current full day rate. If you pick up your child late, you will be charged a late fee for each 15 minutes or any part thereof. We accept that bad weather is beyond your control, however, you are expected to make every effort possible not to be late.

***NOTE: Due to COVID-19 health and safety guidelines classrooms will not merge at this time.**

Tuition

In our efforts to provide the highest quality of care for your child, we are continually improving our programs. Part of this process involved reviewing tuition rates. Tuition may be subject to change; parents will receive a with a 30 day notice.

A two week written notice is required to initiate a change to your contract or to withdraw from the program. Staff can provide you with a form to submit to the BVCP Director.

Parents are responsible for payment of contracted spaces, regardless of attendance.

Blackstone Valley Children's Place

Arrival/Departure

Upon arrival at WCC, please proceed to the right of the Main Entrance through the gate where you will be greeted by BVCP Staff. If no BVCP Staff is available to greet you, please call your classrooms number located on the door, and a BVCP Staff member will come to assist you. Departure is the same process.

Staffing

Each room has spaces for 20 children. We make every effort to maintain a ratio of 1/8, however, be assured that we will never have a ratio less than the 1/10 mandated by the state. All staff members must meet the requirements established by the Dept. of Early Education and Care.

Parent/Teacher Conferences

Progress reports are prepared every Dec/Jan and May/June. You may choose to just receive the written report or you may schedule a conference with the Lead Teacher. The written report becomes part of your child's folder. Should you have questions or concerns, we urge you to talk to us as they come up; it isn't necessary to wait for a scheduled meeting. You must sign progress report & signature page.

Cancellations/Inclement Weather

The decision to cancel the programs at our Whitinsville location will be made by the WCC Executive Director. BVCP announcements will be made on WSRS 96.1 FM. If we have opened, and an early closure is necessary, we will notify all parents.

Typical Schedule

6:30 – 8:00am	All rooms open for breakfast and free play.
8:00 – 8:15am	Children are formally welcomed at a circle time activity.
8:15 – 12:00pm	Center exploration*, a daily project, mid-morning snack time, outdoor/gym time and a curriculum circle time.
12:00 – 12:30pm	Lunchtime. Children will be encouraged to eat half of the nutritious 'entrée' you packed before they are allowed to eat their dessert. Each room is equipped with a refrigerator and a microwave (for warming only; please don't send food that needs to be cooked). NOTE: Due to COVID-19 health & safety guidelines we ask that you send a thermos as we are limiting microwave use.
12:30 – 12:45pm	Children ready their cot and use the bathroom before the lights are turned off.
12:45 – 1:30pm	Children know this is the time to rest their body. Some will sleep, some will be given quiet activities to keep them occupied on their cot or at a table.
1:30 – 4:30pm	Center exploration*, a daily project, snack time, outdoor/gym time, and a curriculum circle time.
4:30 – 5:00pm	Final clean up and late afternoon snack.
5:00 – 6:00pm	Center exploration* and table activities are available.

*Center exploration may include, but is not limited to, easel, snack table, project table, manipulatives, drama center, block center, science table, library, & sand or water table. **NOTE: Sand & water tables are temporarily suspended due to COVID-19 health & safety guidelines.**

Blackstone Valley Children's Place

Quiet Time

Our schedule provides time for naps or quiet time. Children who no longer nap are given quiet activities while resting their bodies on a cot or sitting quietly at a table. After 45 minutes, children are able to become more active while our sleepers are gently awakened. We will provide the cot; you provide the blanket; a beach towel is the perfect size. We also suggest that children bring a quiet time friend to comfort them, any stuffed animal or doll that fits in their cubby is okay.

Our Kindergarten Prep class will be equipped with a cot assigned to each child, in case s/he chooses to use one. Since our expectation is that these children are past the napping stage, the curriculum will include quiet time activities like educational videos, listening to a story, and introducing relaxation techniques such as stretching and breathing exercises.

All quiet time materials must be clearly marked with the child's name, if you do not mark the items, our staff will need to mark them using permanent marker. Materials must be taken home weekly to be laundered. Once a week, cubbies and cots are washed and sanitized. Cots are sanitized daily.

Although we do not accept infants and toddlers, it is mandated that we state we would follow the SIDS protocol of keeping infants/toddlers on their backs during a nap.

Unless required for medical reasons, we respectfully request you do not send a pillow.

School Age Information

Tuition

In our efforts to provide the highest quality of care for your child, we are continually improving our programs. Part of this process involves reviewing tuition rates. Tuition may be subject to change; parents will receive a 30 day notice.

The School Year Components

BEFORE SCHOOL, in Whitinsville we offer care from 6:30am until the bus arrives. In Douglas, care is offered from 6:30am until the children attending the Primary School are delivered to their classroom. Intermediate Elementary students will be escorted to the school office entrance. A breakfast of cereal, milk, and juice is offered from 6:40 to 8:00am. Please do not send food, unless there are medical reasons (accompanied by a physician letter).

Northbridge schools will pick up grades K – 4 for transport to Balmer or Northbridge Elementary School. BVCP Staff are only responsible for children enrolled in our program. Parents putting children on the bus must remain until the bus arrives.

If Northbridge announces a 1 or 2 hour delay, staff will be provided the entire time at no additional cost to you.

Blackstone Valley Children's Place

If Douglas announces a 1 or 2 hour delay, staff will follow the delayed opening as well.

- 1 hour delay BVCP will open at 7:30am
- 2 hour delay BVCP will open at 8:30am

Children enrolled in this program are entitled to attend a full day, at Whitinsville BVCP, when Northbridge schools are closed due to bad weather, if both Northbridge & Douglas schools are closed, full day care will be available in Whitinsville. If Douglas schools are closed, Douglas BVCP is closed. Families using this service will be charged the full non-school day rate. Registration for these days are available online on a first come, first serve basis. Payment is due at time of registration.

Children enrolled in the before school program cannot be signed into our after school program when school is released early.

AFTER SCHOOL, in Whitinsville and in Douglas, is offered at the end of the school day until 6:00pm. Snack is served daily. In Whitinsville, our staff at the bus stop is only responsible for the children enrolled in our program. Parents meeting their child after school need to arrive before the bus, children without parents will be encouraged to follow us down the path to the BVCP lobby, however, staff will not be responsible for them.

In Douglas, the Intermediate Elementary and Elementary School children will be, met by our BVCP Staff and walked to their classroom at the Primary School.

BEFORE AND AFTER SCHOOL is a discounted option that provides you with an inclusive package for the 180 days school will be in session. It gives you the added benefits of coverage for the morning delays, and coverage for the afternoon early releases.

Packets will be distributed to current accounts (defined as having a zero past due balance). This registration period also includes the children moving on to Kindergarten and currently enrolled in our PreSchool and Kindergarten Prep programs. There is a real possibility that some children will end up on a waiting list, so please return your registration form and make payment online at www.WhitinCommunityCenter.com or at the Member Services Desk as soon as possible.

FULL DAYS defined as 6:30am to 6:00pm, are available for the scheduled non-school days listed on your school calendar. A reminder that Douglas children will be registering to attend our Whitinsville location on that day. Breakfast is served, morning and afternoon snack is provided, and you will need to send a lunch. Space is limited to 35 children, and available on a first come, first serve basis. To be processed and confirmed, registration must be paid in full online at www.WhitinCommunityCenter.com or at the Member Services Desk.

SCHOOL VACATIONS are viewed as non-contracted weeks and, as such, are open to anyone. A reminder that Douglas children will be registering to attend our Whitinsville location. Families with school year contracts will be given notice 2 weeks prior to each of the 3 school vacations. Four weeks before each vacation, any remaining slots will be offered to the public. Space is limited to 35 children, and available on a first come first, serve basis. To be processed and confirmed, space must be paid in full online at www.WhitinCommunityCenter.com or at the Member Services Desk.

Blackstone Valley Children's Place

SUMMER INFORMATION will be distributed to current attendees in April. Registration for the Summer Program can be completed online at www.WhitinCommunityCenter.com or in person at the Member Services Desk. A deposit of \$50 per week is required to complete registration. Balances are due 10 days prior to the start of each week.

Typical School Age Schedule

6:30 – 8:00am	Room 2 & Multi Purpose room opens for breakfast and center exploration
8:00 – 11:30am	center exploration, open art, and morning projects
9:00 – 9:30am	30 minutes outside, weather permitting
9:30 – 10:15am	snack offered
11:30 – 12:30pm	clean up and lunch
12:30 – 5:00pm	center exploration, open art, and afternoon projects
2:30 – 3:00pm	30 minutes outside, weather permitting
3:00 – 3:45pm	snack offered
5:00 – 6:00pm	finishing up and cleaning up

The times listed are approximate and flexible. Our program works best when the children are given the time they need.

School delays, usually called for 1 or 2 hours, do not affect the Whitinsville location; our program will still open at 6:30am. Douglas will open at 7:30am if there is a 1 hour delay or 8:30am if there is a 2 hour delay.

NOTE: During remote learning 8:30am-2:40pm will follow the public school schedule for your individual student.

Blackstone Valley Children's Place

Toothbrushing*

SCHOOL YEAR: every child that chooses to have breakfast with us will be given the opportunity to brush their teeth.

NON SCHOOL DAYS: children will be given the opportunity to brush their teeth after breakfast and lunch.

EARLY RELEASE DAYS: children will be given the opportunity to brush after lunch or afternoon snack.

VACATION DAYS: children will be given the opportunity to brush their teeth after breakfast, morning snack, lunch or afternoon snack.

SUMMER SCHOOL AGE: children will be given the opportunity to brush their teeth after breakfast, morning snack, lunch or afternoon snack.

***NOTE: Due to COVID-19 health and safety guidelines this program is temporarily suspended.**



Blackstone Valley Children's Place

Helpful Agencies

Mass. Dept. of Children and Families
185 Church St. Whitinsville 01588
(508) 929-1000

Massachusetts Department of Public Health (DPH)
250 Washington Street, Boston, MA 02108
(617) 624-6000

Mass. Dept. of Early Education and Care
Northbridge / Worcester Office
95 Liberty St. Suite 1124
Springfield, MA 01103
(413) 788 – 8401

Town of Northbridge Board of Health
7 Hill Street, Whitinsville MA 01588
508.234.2095

CDC (Centers for Disease Control and Prevention)
(800) 232-4636

Douglas / Springfield Office

95 Liberty St. Suite 1124
Springfield, MA 01103
(413) 788 – 8401

Public Schools

Northbridge

Superintendent (508) 234 – 8156
Balmer (508) 234 – 8161
Elementary (508) 234 – 6346
Middle School (508) 234 – 8718
Special Education (508) 234 – 8701

Douglas

Superintendent (508) 476 - 7901
Early Childhood Ctr (508) 476 - 4034
Elementary (508) 476 - 2154
Elem/Intermediate (508) 476 - 3332
Special Education (508) 476 - 4035

Health Care (FREE)
39 Dean St. Worcester 01609
(508) 234 – 9356

Visiting Nurse Assoc. of Greater Milford-Northbridge
37 Birch St. Milford, MA 01757
(508) 643 – 3987

Criterion-Valley Early Intervention Program
68 Church St. Whitinsville, MA 01588
(508) 234 - 1332

If none of the agencies listed can be of help to you, please let us know. We have resource books that lists many agencies ready to help.

Women, Infants & Children
84 Church St. Whitinsville, MA 01588 (only open M/Tu/Th)
(508) 234 - 5687

Beginning Bridges
9 North Main Street, Uxbridge, MA 01569 (lower left office)
(508) 234 – 5110

Blackstone Valley Children's Place

Fundraising Efforts

Watch your mail pockets for opportunities to help us fundraise. You will always receive an explanation of the selected fundraiser. The money raised from these projects is used to purchase items requested by our staff. Samples of purchases made with money from past fundraisers include a listening center and a music system for each classroom. This money is also used to provide additional family programming at no charge and supplements any field trips to keep your cost as low as possible. Any type of fundraiser will require us to provide you with a permission slip, to participate or opt out, prior to the start of any project. When the opportunity arises, we hope everyone will choose to pitch in and support our efforts on behalf of your child.

Click the "Donate" button in the upper right corner of our website www.WhitinCommunityCenter.com.

When shopping on Amazon, choose George Marston Whitin Memorial Community Association (WCC) as your charity through Smile.Amazon.com. 0.5% of your purchase will be donated to WCC!

Annual Fundraisers

Our recycling efforts focus on, ink cartridges, and toner. There are clearly marked collection containers located in the WCC lobby. We currently average \$800 per year. With your help, we're aiming to double that amount this year. If you let us know that a collection box can be set up at your workplace, we would be happy to create one just for you.

How you Can Help us Everyday

- **EMPTY YOUR MAIL POCKET EVERYDAY;** materials are generally time sensitive.
- **TURN IN REGISTRATION FORMS PROMPTLY;** it really helps with scheduling.
- **MAKE YOUR PAYMENTS ON TIME EVERY FRIDAY;** remember, we have draft payments and online payment options.
- **DRESS YOUR CHILD FOR OUTSIDE PLAY EVERYDAY;** we enjoy going out even if it is just for a 5 to 10 minute walk
- **WORD OF MOUTH IS OUR BEST ADVERTISING;** remember, referral reward forms (\$150.00 credited to your account) are available. Please, feel free to start with the one at the back of this handbook.
- **PROVIDE YOUR EMAIL ADDRESS;** the more parents we can reach electronically, the less paper we need to use.

Blackstone Valley Children's Place

Parent Referral Reward

It has been our experience that satisfied parents are our best advertisers. **This \$150.00 reward is our way of recognizing your efforts on our behalf.**

Just fill in the required information, tear off the top portion, and give this to the family you are sending to visit us. They will submit it as part of their enrollment packet and you will receive the bottom portion when the reward is posted to your account.



_____ Date

_____ and
Please print full name of parent

_____ would like to
Please print full name of the child

introduce the _____ Family. They are aware that I will be receiving a reward of \$150.00 if they enroll and maintain a contract for a minimum of three (3) months.

Office Use Only

Referring family _____
Family referred _____ Start date _____

Date filed _____ Authorized by _____

Issued to : _____

The _____ Family began their contract on _____ and has now met the 3 month requirement. The \$150.00 has been posted to your account, please deduct this amount from your next payment. Thank you for helping us make the public aware of the quality programs we provide. Satisfied parents are our best advertisement.

Blackstone Valley Children's Place

Taxes

When filing your tax claim, you will find that the receipts we have provided throughout the year are sufficient. **The ID number you need is 04 – 6087769.**

If you need us to provide a total accounting of your payments, please tear off the bottom of this sheet and return it between January 15th and March 15th to ensure a timely response.



Return this portion by March 15th

_____ is requesting a total of my child care payments for
your name

January thru December _____ .
year

My children enrolled at the Center: (please print)

_____ My past due balance of \$ _____ is attached.

_____ At least 1 adult social security number was not provided on the enrollment form:

_____ - _____ - _____ Adult's name _____

Office Use Only

_____ We cannot fill your request: attach past due balance of \$ _____ and resubmit

_____ Please fill in 1 adult social security number and resubmit

Date requested: _____ Date of response: _____ \$ _____
Resubmitted: _____ Response: _____ \$ _____

Blackstone Valley Children's Place



Please fill out this form to create a receipt for the Blackstone Valley Children's Place parent handbook.

Print child(ren)'s name(s): _____

Print parent / guardian name: _____

Please take a few minutes to write your comments, your input can help improve this handbook each time it is revised.

1. Is there any area you found difficult to understand?

2. Is there anything else you would like us to include next time?

As mandated by the Dept. Of Early Education and Care, I have read this handbook.

Signature of parent/guardian _____

Date _____

