Kids Klub Child Care Center

Mashpee Recreation

Parent Handbook



501 Great Neck Road North

Mashpee, Massachusetts 02649

508-539-9361

E-MAIL: acunha@mashpeema.gov



Dear Parents:

It is with great pride that we welcome you to the Kids Klub Preschool and Child Care Center. We are excited for a new school year to begin and to get to know you and your child.

The Mashpee Recreation Department provides a safe, educational environment that will allow your child to enjoy his/her preschool time in a semi-structured, supervised, and nurturing atmosphere. Through classroom activities, field trips, special projects and recreation time, your child will have the opportunity to be creative, challenged, form new friendships and learn social skills. We are accredited by the Commonwealth of Massachusetts Department of Early Education and Care.

The parent handbook was designed as a guide to policies and regulations that we follow. There may be situations that are not defined by this handbook, but can be addressed on a case-by-case basis. We hope this handbook provides you with information you need. If you have further questions, feel free to contact us.

Sincerely,

Ashley Cunha

Child Care Coordinator

Mary Bradbury

Mashpee Recreation Director

##### Kids Klub Child Care Center

501 Great Neck Road North

Mashpee, Massachusetts 02649

508-539-9361 or 508- 539-9819

508-539-8099 (fax)

acunha@mashpeema.gov

Child Care Coordinator: Ashley Cunha

**Town of Mashpee Recreation**

520 Main Street, Route 130

Mashpee, MA 02649

508-539-1416 Recreation Dept.

508-539-1417 Kids Klub Administrative Office

508-419-1161 (fax)

<http://www.mashpeerec.com>

Director: Mary Bradbury

**Health Care Consultant**

Mary Mahan, RN

### Emergency Health Care Facility/Hospital

Cape Cod Hospital

27 Park Street

Hyannis, MA 02601

508-771-1800

Falmouth Hospital

100 Ter Heun Dr.

508-548-5300

Fire - 911 or 508-477-1454

Police - 911 or 508-477-1480

Rescue/Ambulance - 911 or 508-477-1234

Poison Prevention Center - 800-682-9211

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**About Us**

The Kids Klub Childcare Center provides a safe, fun, affordable, not-for-profit preschool and daycare program for the benefit of the community. It is owned and operated by the Town of Mashpee /Recreation Department. We are accredited by the Commonwealth of Massachusetts Department of Early Education and Care (EEC). We follow EEC regulations. A copy of these regulations can be found at the childcare center or can be located online at the EEC homepage under Laws, Regulations and Policies - Family, Group and School Age Child Care Regulations.

The Department of Early Education and Care is located at 100 Myles Standish Boulevard, Suite 100, Taunton, MA 02780. The phone number is [(508) 828-5025](tel:5088285025).

Our philosophy embraces the “whole child” approach that emphasizes the social, emotional, physical, and cognitive development of each child. We feel learning is an interactive process in which children construct their own knowledge through active exploration of their environment and through child-directed, teacher-supported play. Children in our program engage in a variety of developmentally appropriate activities including fine and gross motor skills, dramatic play, art, science and music.

Goals of the Program

Our program strives to meet the various developmental needs of the child by:

Social Engagement

* providing an atmosphere which fosters interaction between the children
* encouraging the children to share through our interactive stations (writing table, arts and craft table, library corner, science center)
* encouraging independence in each child so that the transition to the next developmental stage is successful
* engaging the children in conversations and eating with the children during snack and lunch times

Emotional Development

* building confidence and self-worth through daily news, show and tell, songs and our sound program
* acknowledging the feelings of each child, emotions are validated
* providing opportunities through local field trips for the children to be exposed to new experiences and the world around them

Physical Activity

* providing outdoor playground activities and equipment and indoor classroom equipment to foster gross motor skills
* scheduling daily group activities to promote physical body awareness
* developing fine motor skills through the use of art supplies, scissors and manipulatives

Intellectual and Creative Development

* instilling a sense of curiosity about the world through exploration of their surroundings in daily outdoor nature activities, science, field trips, and cooking activities
* monthly visits from professionals and special guests in our community
* fostering reading readiness through our classroom library and monthly visits to our community Library
* exploring creative art activities such as painting, play dough, collages and other resources
* participating in activities such as music playing, instruments, drama, story time and role playing

Family Involvement

* allowing parents to observe and participate in our program at all times
* the development of our home-school connection program (class pet – stuffed animal)
* keeping the communication lines open between the staff and parent to ensure the children are successful

Community Resources

* developing a list of Human Services organizations available to the preschool children and their families
* referring children to necessary services when appropriate

Staff Development

* supporting educational and professional training opportunities for staff
* maintaining a resource library with pertinent child care/preschool/educational information
* holding monthly staff meetings for planning purposes and open discussion

Cultural Diversity

* using equipment and materials in a non-gender specific manner
* planned cooking activities exposing the children to various foods
* reading a variety of age-appropriate, culturally diverse books and discussing themes
* embracing the cultural diversity and socio-economic differences of our community

Health, Safety and Nutrition

* encouraging independence through routine tasks such as toileting, hand washing, snack and fire drills
* encouraging a child’s self-help skills in a positive manner
* ongoing staff supervision and engagement at all times

**Administrative Organization**

### Kids Klub Preschool and Child Care Center

Co-Administrators:

Mary K. Bradbury- B.S. Physical Education, M.Ed., EEC Certified D/I, LT/P, LT/I/T

Ashley Cunha -B.A. Early Education, EEC Certified, D/II, LT/P, LT/I/T

Our Teaching staff consists of a variety of teachers with many backgrounds. This includes but is not limited to: A.S. Early Childhood Ed., B.S. Elementary Ed, B.A. Psychology, M.Ed, EEC Certified Teacher T/P/IT, EEC Certified Teacher T/P, EEC Certified Lead Teacher LT/P/IT/D/II, EEC Certified Lead Teacher LT/P/IT/D/II, EEC Certified Teacher T/IT

**Our Programs and Curriculum**

**Infant/Toddler daycare** (Ages 6 Weeks to 2.9 years) Hours: 8:00 a.m. - 5:00 p.m.

* This is a year-round, full day program. A minimum of two days is required.

**Full-day daycare** Hours: 8:00 a.m. - 5:00 p.m.

* Little Learners (2.9 years to 4 years old)
* Pre-K (4 –7 years)
* This is a year-round full day program. A minimum of two days is required.

\*Your child can begin the program once all required paperwork has been completed and returned along with payment. This includes the application, medical information (immunizations and a recent physical within the last 12 months), consent forms, photograph, and payment. If there are any changes to your address, phone numbers, permission to pick up, medications, or allergies, please inform us immediately.

Curriculum

Our curriculum is child-centered and includes components that are socially relevant, intellectually stimulating, and meaningful to the children. Each day the children engage in a variety of activities. During the course of the year, specialists are invited to work with the children and instruct them in different activities such as creative movement, science, music and literacy.

Our classrooms are made of “centers” that encourage social interaction, hands-on learning, critical thinking, conflict resolution, and dramatic play. The Kids Klub staff develops themes that consist of open-ended activities that are designed to focus on promoting creativity and self-esteem, and that are relevant and meaningful to children.

All of us here at Kids Klub feel a strong home-school partnership is vital to the success of each child. Our program provides a safe, nurturing environment that fosters self-esteem, a sense of security and belonging, feelings of autonomy and success, and a freedom of expression.

**Parental Involvement and Communication**

* We offer tours of the center so that parents (and their child) can see the physical environment, gather information, ask questions, discuss the curriculum and/or policies.
* Various event/activity notifications/calendars/newsletters are sent out through the year.
* A teacher conference or meeting is encouraged if there is an issue where parents disagree. If it is not resolved, the director will then meet with the parents to arrive at a viable solution.

**Pre-K/Little Learner Schedule** (2.9 years – 7 years)

**Full Day: 8:00 a.m. – 5:00 p.m.**

8:00 a.m. Childcare Center opens

Wash hands

Optional Breakfast (provided by parent at drop-off)

Arrival with quiet free play in Pre-K classroom

9:00 a.m. Circle time

Interactive stations and projects

Bathroom

10:00 a.m. Free play (during free play there may be other learning center programs available to the children.)

Painting, coloring, pasting and cutting are some of the areas that are worked on at this time. All children are encouraged to participate.

10:30 a.m. Snack

11:00 a.m. Second Circle

11:30 a.m. Outside play/indoor movement

12:30 p.m. Hand washing and lunch

1:00 p.m. Rest/nap time (minimum 45 minutes) As children wake, books, quiet projects

2:45 p.m. Hand washing and snack

3:15 p.m. Activities vary with indoor and outdoor play/movement.

4:45 p.m. Quiet free play while awaiting pick up

5:00 p.m. Child Care Center closes

**Infant/Toddler Schedule** (6 Weeks – 2.9 years)

8:00 a.m. Drop off until 9:00 a.m.

Free play

Clean up

9:15 a.m. Change diapers, toilet, and wash up

Morning snack & wash up

Circle time and songs

Adult guided craft

10:45 a.m. Outside play

Inside dance/gross motor movement

11:15 a.m. Wash up/lunch

Change diapers/toilet wash-up

12:00 p.m. Naptime

2:30 p.m. Change diapers, toilet, and wash up

Snack and wash up

3:00 p.m. Outside play or inside movement

4:00 p.m. Quiet play

Story time and puppets

Change diapers, toilet, and wash up

5:00 p.m. Child Care Center closes

**What to expect at school**

**Arrival Time**

The center opens at 8:00 a.m. **It is our policy that** **all children arrive no later than 9:00 A.M. and be ready to begin the day. If you have an appointment and the child will be arriving late, please notify one of the staff. It is very disruptive to the teacher and the children when new arrivals are ongoing. The entire center goes on a 9 A.M. schedule. Please put forth your best effort to get to school by 9 A.M. the cut off time is 10:00 A.M.**

**Birthdays/Traditions**

We are delighted to help celebrate birthdays. Please speak with the teachers a week before your child’s birthday. You may bring in a healthy treat (ex. fruit salad, healthy muffin) for the children to enjoy. We prefer not to have cakes or cupcakes. If you plan to invite children to a birthday party outside the preschool, you may hand the invitations to the teacher and they will discreetly place them in folders. This keeps hurt feelings for the uninvited to a minimum.

Many holidays and special cultural events are celebrated at the center. It is not unusual for a visitor to arrive during the party (Santa, Great Pumpkin, and Easter Bunny). If any of these holidays create a problem or interfere with your beliefs, please bring this to the attention of the teachers. While it is not possible or developmentally appropriate to cover all the holidays, teachers will select holiday observances that are meaningful to the children. We do not endorse any religious practices. On those occasions, it is suggested that each parent sign up to bring in a pre-packaged snack. Snacks cannot be homemade. The ingredients of all the snacks must be printed on the package per state regulations.

**Clothing/Change of Clothes**

Please label all of your child’s clothing with his/her name. Coats, hats, mittens are some of the important items that normally require identification. We also require that you supply the school with a complete second set of clothing (to stay at the school) in the event an accident does occur. Please ensure that the extra clothing fit properly. Toddlers should bring two sets of weather appropriate clothing in your child’s backpack in case of a second accident. If necessary, the parents will be called to supply an additional set of clothing to the center.

**Cubbies/Mailbox**

Every child is assigned a cubby to store personal belongings and a red folder for parent communication. There is not a lot of space we ask that parents keep belongings to a minimum. We appreciate your cooperation with this matter.

# Dress Code

Please send your child in play clothes that can get dirty. When the children are busy creating a masterpiece, they are not concerned about their clothing and glue, paint and mud, etc. Clothing should be easy to put on and take off as we encourage the children to dress themselves after using the toilet. However, if problems arise, the teachers are always available for assistance. For safety reasons, please keep sandals, flip-flops or fancy dress shoes at home.

Occasionally the children go on field trips. Any field trip will be by chartered bus or a walking field trip. Permission slips are required. Parents will be notified in advance of any field trips by our newsletter/calendar and by verbal communication. In the event that there is a walking field trip, children will be escorted by at least two teachers. A count will be taken before leaving the school and upon arrival at the destination. Children will be counted before leaving the destination and upon arrival back at the preschool. See “Off-Site Plan” on page 24 of this handbook.

**Group Activities**

All children are encouraged to participate in group activities which may include the Pledge of Allegiance, songs and finger plays, show and tell, music and movement activities.

# Lunch/Snacks

Please pack a healthy lunch, 5 snacks and a refillable water bottle. At least two snacks are to be healthy. Please write your child’s name on their lunch box, thermos, and lid and any other containers they bring with them to school.

Below is a suggested list of snacks. Please remember this is a light snack, not lunch. We also request that chocolate, candy, gum, soda or sugar drinks remain at home. We ask that you provide utensils for those snacks that may need them (yogurt, applesauce, etc.) During school we will be teaching the children about proper eating habits and manners. This will include teaching about the differences in food and helping them make healthy choices.

* Fruit (grapes must be cut in half lengthwise)
* Vegetables
* Crackers and cheese
* Yogurt
* Pirates Booty

**Resting and Napping**

The Department of Early Education and Care (EEC) requires that children rest daily (a minimum of 45 minutes) when they are in the program for more than 4 hours per day. Send a “nap mat” for full day children and a small blanket and crib sheet for toddlers. For the children that remain awake during rest time, they will be given quiet activity on their mat. Children that fall into a deep sleep will not be permitted to sleep longer than 2 hours. Teachers will NOT withhold a nap from children by parent request.

**Outdoor Play**

Weather permitting the teachers try to get the children outdoors each day. Parents are asked to ensure their child is dressed appropriately for the season. The suggested length of time for daily outdoor play is 60 minutes for full day students.

**Progress Reports**

Twice a year formal Progress Reports are sent home to the parents. Conferences are suggested whenever the teachers deem necessary, or the parents request a conference. Conferences are also suggested when the progress reports are given out (November and May), with a strong emphasis on the children going on to kindergarten in the fall.

**Toileting/Restroom**

Prior to admittance into the Pre-K room, the child must be toilet trained. For children who are preschool-aged, who are not toilet trained, we will train at the request of the parents and consistent with the child’s physical and emotional abilities. For children in the Toddler and Little Learners’ room who are not trained, please provide disposable diapers, wipes and ointment (if needed, an ointment/medical dispensing form must be completed).

**Toys**

Our goal is to have the children use the classroom toys. **Toys from home are not** **allowed.**  The parent will be told to take the toy home. This keeps their favorite toys from getting lost or broken.

**General School Information**

**Hours and Schedule**

The Kids Klub Child Care Center opens at 8:00 a.m. and closes at 5:00 p.m. Monday through Friday.

**Drop off and Pick up**

Children may be dropped off as early as 8:00 a.m. All children should arrive no later than 9:00 a.m. Children must be picked up by 5:00 p.m. If you are going to arrive late for pick up, please let us know in advance for the well-being of your child. There is a late fee of $10.00 up to the first 5 minutes and $1.00 for every minute thereafter. After 30 minutes we are required to notify the Mashpee Police Department for assistance.

**Cell Phone Use**

We respectfully ask that all parents/guardians **DO NOT use their cell phone** when dropping off or picking up their child. It is both distracting and disrespectful to both the child and their teachers who have valuable information about your child’s day. We also ask that your child does not bring in a cell phone to school.

**Parking**

When picking up or dropping off your child, please do not leave motor vehicles running or siblings alone in a vehicle. Please park in an approved parking space, not in the handicapped space or in the fire lane.

**Security**

Safety is our primary concern at the center. There is a video security system in place at our front door. All persons must be identified before being permitted into the building. The first time a parent/guardian/authorized person picks up a child, they must present picture identification.

Each child must be signed in and out of the program by the parent. If someone other than yourself is picking up your child, please inform the teachers. **No child will be released if the center has not been notified prior to departure.** Please remind the person picking up the child they will need to provide picture identification. This is for your child’s protection.

**Holidays and School Vacations**

Kids Klub Child Care Center follows the Mashpee Public School System for snow days, delayed openings and electrical power outages. If Mashpee Public School is closed, Kids Klub is closed.

**Holiday Schedule**

The Kids Klub Child Care Center will be closed on the following holidays. Parents are responsible for payment on these days:

New Year’s Day

Martin Luther King Day

President’s Day

Patriot’s Day

Memorial Day

Independence Day (4th of July)

Labor Day

Columbus Day (Indigenous People’s Day)

Veteran’s Day

Thanksgiving Day and day after

Christmas Eve Day

Christmas Day

August – The center is closed for annual cleaning/repairs at the end of August (Date TBD) No tuition is due this week.

Kids Klub Child Care Center will be open usual hours during school vacation weeks.

State regulations state that centers will be closed for professional training 1-2 business days per year. Dates to be announced.

**Community Referral Services**

The Kids Klub program has established a referral program to assist parents in finding and obtaining additional programs or assistance should this be needed. In no way does the Kids Klub program, nor the Town of Mashpee, endorse the referred agency or program – but these referral agencies are given as a community resource. Please contact the center director for more information and/or a list of community resources available.

**Abuse of Children**

Department of Children & Family Services

<http://www.mass.gov>

508-760-0220

Parents Anonymous

800-882-1250

**Childcare, early education, developmental intervention and family support services**

Cape Cod Child Development

<http://www.cccdp.org/>

508-775-6240

Kennedy Donovan Center

<https://www.kdc.org/>

508-418-5540

Department of Early Education & Care

<http://www.mass.gov>

617-988-6600

**Department of Mental Health**

Crisis Intervention Team  
800-322-1356

**Financial Assistance**

Child Care Network of the Cape and Islands

<http://www.childcarenetwork.cc/>

(888) 530-2430

**Hospital/Health Services**

Cape Cod Hospital - 508-771-1800

Falmouth Hospital - 508-548-5300

**Insurance - Health**

MassHealth Customer Service Center

<http://www.mass.gov>

1-800-841-2900

**Mental Health**

Cape Cod center for behavioral health

<http://www.capecodhealth.org/services/behavioral-health>

508-862-5566

**Outreach Coordinator**

Mashpee Public Schools – Consuelo Carroll

<http://www.mashpee.k12.ma.us/>

508-419-1672

[**Parental Stress Line**](http://www.parentshelpingparents.org/index.php?option=com_content&task=view&id=21&Itemid=298)

800-632-8188

**Poison Control**

800-682-9211

**Shelter/Emergency Housing**

Housing Assistance Corporation of Cape Cod

<http://www.haconcapecod.org/>

508-771-5400

**Special Needs**

Mashpee Public Schools - Special Needs Director (Jaime Curley)

<http://www.mashpee.k12.ma.us/>

508-539-3600 ext. 1505

A listing of additional community resources is available in the Mashpee Information Handbook available at the Town Hall.

**Center Policies**

### Allergies

The center is committed to providing a safe food environment for all children. Please notify the child’s teacher immediately if your child has allergies or food restrictions. Kids Klub will make accommodations for any and all children when necessary. We do not restrict certain foods such as peanuts as a general rule; however, we will provide a “peanut free” table in the classroom. Children who sit at the table will have peanut free snacks. This is done on a voluntary basis. We ask that parents to please be considerate of such accommodations. The table will be washed before and after use.

**Animal and Pet Policy**

Animals and pets are not allowed at Kids Klub.

**Attendance**

The center plans its staffing based on the days the children are registered to attend. Please call the center at 508-539-9361 to report an absence (illness, time off, etc.). Payment is still expected for the absent day. If the child has a serious illness or a communicable disease (ex. chicken pox, lice, scabies, etc.), please notify the center immediately. The staff will never reveal the child’s name or room, but must inform other parents. All requests for changes in schedule must be received in writing at least 2 weeks prior. Requests are on a first come, first serve basis and based on availability in the classroom.

**Behavior Issues/Child Guidance**

The most effective means of enforcing positive behaviors are praise, respect, re-direction, and positive reinforcement and strategies to engage children in their own problem solving when appropriate. The center will actively work with parents to resolve any ongoing behavioral issues at school. Discipline and guidance will be consistent and based on an understanding of the individual needs and development of a child. The staff shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group of individuals within it.

* Corporal punishment shall not be used, including spanking.
* No child shall be subject to cruel or severe punishment, humiliation or verbal abuse.
* No child shall be denied food as a form of punishment.
* No child shall be force-fed.
* No child shall be punished for soiling, wetting or not using the toilet.

At pick-up time, arrangements will be made to further discuss and address any issues. We do not tolerate any behavior resulting in physical harm to anyone. Safety is our priority. Termination of services is considered as a last resort of an action plan. (See Termination Policy on p. 23.)

#### Physical Aggression –Teachers must state the rules. “I cannot let you hit people. I know how you feel, but you must use words. I cannot let you hurt people and I cannot let them hurt you.” A child may be sent home in the event that he/she is very aggressive or defiant.

#### Storms of Anger or Upset – Some children may have to be held or carried to “act out” in a safe place in a room away from other children. In the event the child is very upset, the teacher will calmly reassure the child they are there to keep them safe.

#### Offensive Language – Foul or abusive language will not be tolerated in our classrooms. Teachers will help children understand that words can hurt people. Children will also learn to respect themselves and others by using language in an inoffensive manner.

**Biting** -Biting is a typical behavior of very young children, especially toddlers. The staff works very hard to anticipate this common behavior and works with the children. There are many reasons a child bites, frustration, lack of communication, and control. In the event the children do bite, we will work with the child and the parent. We will not divulge the name of the child to anyone other than the child’s parents.

**Candy Policy**

Please do not send candy with your child to school. On occasion, the center may distribute a treat as part of a special celebration or holiday.

**Children’s Records**

A folder with all required information is kept on each child. This is available at all times to the Health Department, EEC, and the child’s parent/guardian. Information is not given out without the parent’s consent. Our staff collaborates with local elementary school teachers, as necessary, when information is requested.

**Closures (Snow Days)**

Remaining open is the intended goal whenever possible; however we do reserve the right to close or delay the opening/closing. The Kids Klub Preschool will follow the Mashpee Public School policy regarding snow day closures, delays and early dismissal. For early dismissals due to weather conditions, parents will be notified and the children should be picked at the earliest possible time.

In situations such as a weather alert/electrical-power outage/or other emergency situation, the program staff will contact the parents/guardians and the children should be picked up within half hour of notification. Staff will stay with the children until all are picked up.

**\*Payment is due regardless of closure**

Evacuation Plan

In the event of an emergency due to a fire, natural disaster, or other emergency situation, the children will be evacuated from the building and parents will be notified. The children will be brought to the designated town shelter (Quashnet Elementary School or Mashpee Middle/High School) by town van or bus and parents will be asked to pick up their child immediately. A complete evacuation plan is listed at the end of this handbook under “Off-Site Plan/Emergency Plan” on page 24-26.

**Hand Washing Policy**

Children and staff frequently wash their hands during the day and especially after toileting, messy projects or activities, cleaning, before and after eating.

**Illness and Emergency Care**

**Illness-** Children should be kept home unless well enough to participate in the day’s activities. If the child cannot fully participate in the day’s activities they will not be allowed to stay. Parents will be notified to pick up their child if the child is unable to participate in scheduled activities due to illness. Children are to be picked up within half an hour of being notified.

If the child has a serious illness or shows symptoms or has a communicable disease (ex. chicken pox, mumps, measles, lice, scabies, etc.), please notify the center immediately. The staff will never reveal the child’s name or room, but must inform other parents. The child will not be allowed to stay at the center while infectious.

Any of the following symptoms may suggest possible severe illness: fever, lethargy, irritability, persistent crying, difficulty breathing, or other manifestations of possible illness.

* Fever: (100 degrees or higher) child needs to be fever free for 24 hours without the aid of medication
* Antibiotics: If your pediatrician prescribes antibiotics, the child must be on antibiotics for 24 hours before returning to school.
* Diarrhea: child must be symptom free for 24 hours without aid of medication
* Vomiting: child must be symptom free for 24 hours without aid of medication

(If your child vomits while they are at school they will be sent home and asked to stay home the next day)

* Cold: yellow/green nasal discharge with/without runny nose, fever or persistent cough
* Rash: check with doctor
* Lice: can return 24 hours after treatment and after checked by a medical professional

Communicable Diseases – child may return after contagious period is passed and well enough to return to regularly scheduled activities.

**COVID-19 Policy**

Here at Kids Klub, we follow the EEC guidelines,[[1]](#footnote-1) which are closely aligned with the CDC, DPH and Local Board of Health. If your child has been in close contact with someone who has tested positive for COVID-19, he or she should complete a full quarantine period at home, which typically lasts 10 days.

**When a student becomes ill:**

If a child shows COVID-19 symptoms at school they will be removed from the class immediately and will wait in “COVID-19 waiting room”. A teacher will stand outside the room with PPE. A parent will be called to pick up the child. Your child should be picked up within half an hour. Please update any contact information on your child’s emergency pick up list.

Students and staff with a temperature above 100.4 degrees cannot attend school for at least 24 hours after they no longer have a fever (temperature of 100.4 or higher) or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine (e.g., acetaminophen or ibuprofen).

**Emergency Care-** In the event of an emergency, the parent/guardian will be notified immediately. All Emergency telephone numbers ***must*** be local to facilitate quick response for the child’s benefit. If the parents/guardian cannot be reached, the emergency name and number listed will be notified of the incident/illness. It is expected that either the parent/guardian or emergency person listed will respond as quickly as possible in accordance with the teacher’s instructions. This will greatly enhance the well-being of all the children in the program. Please ensure the emergency contact information is correct and updated as required.

The Mashpee Rescue and/or Police, who shall be called whenever there is a life-threatening situation, will provide transportation to medical/first aid facilities. In non-life threatening situations where transportation is needed to a medical facility, Mashpee Rescue will be called to transport. Staff are certified in CPR and basic First Aid. A complete plan is listed at the end of this handbook under “Off-Site Plan/Emergency Plan” on page 24-26.

**Medications**

If your child is on antibiotics, he/she continues to be contagious for the 24 hours after the first dose of medication and cannot return to the center until this time period has passed. Childcare regulations prohibit us from giving any medication (including over-the-counter remedies) to a child unless a permission slip to administer medication is signed by the pediatrician and parent. All medication must come in the original, labeled container with appropriate dosing instructions. Teachers cannot make any medical determinations.

Non-Discrimination Policy (Town of Mashpee)

The Kids Klub Preschool and Child Care Center provides equal service to all children and their families and will not discriminate on the basis on race, religion, cultural heritage, political belief, national origin, disability, marital status or sexual orientation.

Open Door Policy

Kids Klub Child Care Center has an Open Door policy where parents may visit unannounced during the day, while your child is present. (We ask that you make an appointment, due to COVID Guidelines) We also ask that no parent visit during lunch and nap time hours. Confidentiality is of utmost importance while visiting the classroom. We encourage any input you may have to better our school.

**Release Forms**

As part of the registration process, parents will be required to sign release forms (transportation, photographs/video, field trips and movie viewing), video monitoring, tooth brushing and sunscreen applications. Photo releases allow the teachers to photograph and document the child’s learning and school experience. If you do not want your child to be photographed, please make sure that you clearly mark this on the form.

**Reporting Child Abuse or Neglect**

Per state law, the Director will notify the Department of Child and Family Services and the Department of Early Education and Care if child abuse or neglect is suspected.

**Substance Abuse Policy - No Smoking**

Smoking is prohibited in all areas of the childcare center during program hours or while children are present. The Kids Klub Child Care Center is concerned about the safety and well-being of the children who attend our program as well as their families. It is with this in mind that the staff that observes a parent or other individual who appears to be unfit to safely drive a child home due to intoxication from any source or for any other apparent reason will approach that individual. That staff person will inform the parent that his/her condition prohibits release of the child for reasons of safety and well-being of the child and parent as well as for reasons of law and liability. In this situation, we reserve the right to:

* Call a taxi
* Call the emergency number of a family member or friend
* Call the Department of Children and Families
* Call the Police Department if the parent insists on taking the child

**Termination Policy**

Termination and/or suspension is always considered as a last resort. In the event there is a child with very challenging behaviors, the teacher will inform the director. The director will observe the child and offer suggestions to the educator as well as intervening to stop the behavior. A meeting with the parents will be scheduled to discuss strategies and options (other than suspension/termination). The director will offer referrals to the parents for evaluation, diagnostic or therapeutic services available. A plan for behavioral intervention for school as well as at home will be implemented. If the program chooses to suspend/terminate a child for any reason, the program will provide written documentation to the parents with specific reasons and the circumstances under which the child may return, if any. Additionally, if any parent/guardian interferes with the operation of the program, harasses, intimidates or otherwise abuses any staff member (mentally, physically or verbally) it may result in the termination of the child from the program at the discretion of the director.

**Off-Site Plan**

At times, off-site Field Trips will be taken which will expose the children to various events or activities. These visits may include trips to the Stop & Shop, bank, or the public library. We will normally charter a bus or inform the parent of drop off and pick up location. An authorized consent form will be given to parents for their signature. At all times, the teachers will be mindful of the children’s’ safety and injury prevention. There will always be sufficient staff coverage to ensure the safety of the children. On each trip, the staff will take the children’s files, a first aid kit and a cell phone.

**Emergency Procedures when off the premises**

In cases of student injury or a medical emergency when the children/staff are off premises, the following procedures will apply:

1. Before the scheduled field trip, the Lead Teacher or designee will have pertinent information readily available in regards to emergency response teams near the visiting areas.
2. The Lead Teacher or designee will have available all emergency forms for each child indicating the means of contacting the parent, guardian or emergency person.
3. The Lead Teacher will have phone numbers to contact the Director so that the Director can contact the parent or guardian.
4. If an emergency occurs, the Lead Teacher/designee will accompany the child to the emergency medical facility with the emergency treatment forms and will stay with the child until the parent or guardian arrives.

**Life Threatening:**

Notify Rescue/Ambulance

Administer CPR

Non-Stop Bleeding

Call Parent/Guardian

**Non-Life Threatening**

Administer First Aid

Notify Parent/Guardian

**Emergency Procedures if parents cannot be contacted:**

In case of a student injury or medical emergency, the staff person in charge will:

1. If unable to reach parent/guardian, the staff person will contact the person listed as the emergency contact in the child’s file.
2. If emergency treatment is needed, the staff person will call 911 for transportation. If an ambulance is not available, the staff person will transport the child to the hospital emergency room listed on the child’s form. The staff person will always use the best possible means of transportation for the child.

**Emergency Plan**

In the event of an emergency at the center due to a loss of power, heat, hot water, or other emergency situation (weather), the director and staff will immediately notify the parent by phone and e-mail that the center is closing and their child must be picked up as soon as possible.

In the event of an emergency due to a fire, the children will be evacuated from the building and the parents will immediately be notified. In the event of a natural disaster or other situation, the director will contact the Fire Chief /Police Chief for advisement of whether or not to evacuate the building.

In the event the building must be evacuated, the local authorities will advise where to shelter the children. The children will be transported by bus or van. The designated town shelters are Quashnet Elementary School and/or the Mashpee Middle/High School. Staff will inform parents of the evacuation location and ask that the child be picked up as soon as possible.

Posted by the door in each room, there are EEC approved evacuation routes for each classroom. Each classroom has a designated area outside at which to meet after the evacuation. After the building has been evacuated, the director will notify the Fire Department by cell phone alerting them to the emergency.

The teacher in each room will check the entire room (including bathrooms) to ensure every child and staff person has left the building. All attendance sheets will be brought outside with the teacher so that all children can be accounted.

The director will check all the offices and bathrooms not in the classroom to ensure all staff and children have left the building. In the event there are children with disabilities, a staff person (or director) will assist that child during evacuation to ensure safety.

Fire drills are practiced on a monthly basis at different times of the day as well as using alternative exits. In the event of an emergency and the phones at Kids Klub are not in working order, our cell phone number is 508-648-4571.

# Missing Child

* Attendance records are always with the teachers whether inside or outside.
* Teachers are responsible for keeping every child within sight (sight and sound for toddlers) while they are in the care of the program.
* All children are accounted for before they go out on the playground, or on a field trip. The teacher will take attendance before leaving the building, and before reentering the building.
* The teacher will at all times know the exact number of children in her care.
* The teacher will count the number of children present in the classroom, on the playground, going on a field trip, and boarding and exiting the bus, or any other time they are with children.
* In the event that a child is found missing, the director (or staff person in charge) will alert all present staff as to the disappearance of the child.
* The available staff will conduct a search for the child.
* All pertinent parties (police, parents, Recreation Director) will be notified of the missing child and staff and others will look for the child until he/she is found.

**Tuition, Fees and Payment Policies**

**Effective 8/28/23**

**Little learner/Pre-K Program - Paid weekly 8:00 a.m. - 5:00 p.m.**

Full-time student tuition is due weekly at the beginning of each week.

($53 per day, 2 day minimum)

* 2 days a week: $106.00 a week
* 3 days a week: $159.00 a week
* 4 days a week: $212.00 a week
* 5 days a week: $265.00 a week
* Registration fee: $75 non-refundable (includes field trips and/or special events)

**Toddler Program**

Full-time student tuition is due weekly at the beginning of each week.

($63 per day, 2 day minimum)

* 2 days a week: $126.00 a week
* 3 days a week: $189.00 a week
* 4 days a week: $252.00 a week
* 5 days a week: $315.00 a week
* Registration fee: $75 non-refundable (includes field trips and/or special events)

**Late pick-up fee:** A fee will be assessed of $10.00 up to the first 5 minutes and $1.00 for every minute thereafter.

**Payment Policy**

* Full Time student tuition is due weekly at the beginning of each week.
* There are no monetary adjustments made for missed classes, vacations, holidays, snow days, power outages, or other unforeseen circumstances.(\*Extended absences from school i.e. family vacation/trip, out of country for 6 weeks)
* All requests for changes in schedule must be received in writing at least 2 weeks prior (days attending, dropping from program, etc.). If a two-week notice is not given in writing, you will be billed for the next billing cycle.
* In the event of long-term absence due to hardship (family death, catastrophic illness, etc.), the center will consider make-up days for the time missed, and will be contingent on the circumstances. The decision will be made on a case-by-case basis.
* If payments are two weeks past due, a **$25** **late fee** will be assessed. After 2 weeks of no payments, the child will be dropped from the program and not allowed to return until the account is up to date. Any exception to this requires the Recreation Director’s approval and will be made on a case-by-case basis.
* Mashpee Recreation reserves the right to suspend an overdue account and you/your child will not be allowed to enroll in any further town-sponsored programming. Seriously overdue accounts will be sent to collections.
* The Town of Mashpee does not offer any refunds upon withdrawal from the program. The only exception is with written documentation from your child’s pediatrician.
* Accepted forms of payment include:
  + Automatic withdrawals from your checking account or Visa/Mastercard can be arranged through the Town of Mashpee Recreation Department/ Procare
  + Checks made payable to the Town of Mashpee can be dropped off in the tuition box at the Kids Klub or put in your child’s red folder.

Updated 8/28/23

1. <https://eeclead.force.com/resource/1598635047000/ChildCarePlaybook> [↑](#footnote-ref-1)