



Rogers-Pierce
CHILDREN'S CENTER

Parent Handbook

April, 2026

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Welcome

We are pleased to welcome you to Rogers-Pierce Children's Center. This handbook has been thoughtfully prepared to provide you with essential information about our program, policies, and daily operations. Our goal is to ensure that you feel informed, confident, and supported as part of our school community.

We view early childhood education as a collaborative partnership between families and educators. As you review this guide, we encourage you to consider ways you may wish to participate in your child's learning experience during these formative years.

Should you have any questions or concerns throughout the year, please feel free to reach out. The classroom teachers and director are always available to assist you—no question is too small.

Who We Are At Rogers-Pierce Children's Center

The Rogers-Pierce Children's Center (RPCC) is a non-profit, secular child-care center serving Arlington and neighboring communities in the Greater Boston area. Founded in 1969 as Creative Playmates, we have sought to bring together children and families from many different backgrounds with the common goal of high quality, educationally sound care in a secure and stimulating environment that helps all children reach their full potential.

Philosophy

We firmly uphold the notion that the formative early years of learning hold paramount significance. Children engage in a process of knowledge acquisition through active play, encompassing sensory experiences of touch, taste, smell, visual observation, auditory perception, critical thinking, and hands-on experimentation. Our curriculum is meticulously designed to foster decision-making, independence, and the cultivation of social competence.

The curriculum seamlessly integrates an array of enriching experiences, spanning the realms of music and movement, scientific exploration of the natural world, examination of diverse family structures and cultural diversity, artistic expression, and numerical comprehension, all interwoven into the daily learning environment. We encourage each child to embark on a journey of exploration and skill development, nurturing their abilities at a pace that aligns with their unique individual capacities.

Non-Discrimination Statement

Our agency serves children and their families without discriminating on the basis of sex, race, ethnicity, religion, cultural heritage, political beliefs, national origin, disability, sexual orientation, or marital status. Children ages 15 months through 6 years receive full and part-time education and care in our classes. Small groups staffed by experienced, caring teachers enable each child to be accepted as an individual and progress at their own rate. The curriculum is based on the Massachusetts Curriculum Frameworks and covers the areas of:

Mathematics, Science & Technology, Social and Emotional Learning.

The curriculum is designed to provide children with multicultural, non-sexist educational experiences that will teach them about the world around them and build upon a positive self-image as a basis for success in the future, school placements, and life in general. We work closely with the Arlington Public Schools and other area school systems to provide speech and language evaluations and cooperate with therapy given in our school when provided by the towns or early intervention programs.

The Massachusetts Department of Early Education and Care licenses the Center. We were the first Center in Arlington to be accredited by the National Academy of Early Childhood Programs. We also contract with Childcare Circuit to provide funding on a sliding fee scale for a maximum of three children a year. Tuition for the remaining children is paid privately.

Board of Directors

A cornerstone of RPCC is its Board of Directors, comprised of parent volunteers, community members, and RPCC's Director. The Board meets monthly to bi-monthly and serves to advise and oversee the operation and growth of the center. The Board is always seeking parents interested in participating. Parents may choose to become full board members or may simply volunteer their time and expertise for specific activities or projects at the school.

Upcoming Board Meetings will be advertised on the RPCC Calendar and are open to all families and staff to attend. RPCC Board will hold an open session once or twice a year for families and staff to join the first half of the meeting. We invite all parents to contact us with any comments, concerns, or suggestions that might help us as we work to continually improve our school and the development of our children.

Parent Information, Rights, and Responsibilities

Chapter 28, Section 10 of the General Laws of the Commonwealth of Massachusetts mandates the Department of Early Education and Care with the legal responsibility of promulgating rules and regulations governing the operation of child care centers (including nursery schools).

The licensee (child care center) is required to inform all parents of specific information about their rights and responsibilities at the time of admission of their child to the center. Section 7.04 of 102 CMR 7.00, the Regulations that Govern Childcare Centers, contains more information.

Parents may contact EEC regarding the program's regulatory compliance history at
360 Merrimack Street, Bldg 9, Lawrence, MA 01843
phone 978-681-9684

Parent's Rights

Right to Visit

You have a right to make unannounced visits to your child's room while your child is present. Parents are welcome to observe and visit the school. The most successful visits have been those in which the parents have involved themselves in classroom activities such as doing an art project or cooking or reading a story. There may be a way to incorporate an activity to coordinate with a unit that is being explored by the class. Please contact your child's teacher to make arrangements for your visit.

Parent Input

The program must have a procedure for allowing your input in the development of center policy and procedure. The program must allow you to make suggestions, *but it is up to the program to decide whether or not to implement any suggestions*. See the section on Parent/Guardian Input on page 16 for more information.

Conferences

You have the right to request an individual conference with the program's staff. The licensee has the responsibility to make the staff available.

Meeting Prior to Admittance

The licensee shall assure that the administrator or their designee meets with you prior to admitting your child to the center.

At the meeting, the licensee, in addition to the information contained in this fact sheet, must provide you with: the center's written statements of purposes; types of services provided; referral policy; child guidance policy; termination and suspension policy; a list of suggested nutritious foods you could send for snacks and meals, if it is your responsibility; the policy for identifying and reporting child abuse and neglect; the transportation plan; a copy of the health care policy (if you request it); the procedure for administration of medication; the procedures for providing emergency health care and the illness exclusion policy; and a copy of the fee schedule. All of this information may be contained in the *Parent Handbook*.

You should also be given the opportunity to visit the center's classrooms either at the time of the meeting or prior to the enrollment of your child.

Progress Reports

At least every six (6) months, you should either meet with the Center's staff to discuss your child's progress or receive a written progress report of your child's activities and participation in the center. This report must become part of your child's center's records. If your child has disabilities, you should receive a written progress report every three (3) months. Center staff must bring any special problems or significant developments to your attention as soon as they arise.

Your Child's Record

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

Access to the Record

You should be able to have access to your child's record. The Center must provide access within two business days, unless you give it permission to take longer. You must be allowed to view your child's entire record, even if it is stored in more than one location. The Center must have procedures regarding access, duplication, and dissemination of children's records. The Center must maintain a written log that identifies anyone who has had access or has received any information out of the record. This log is available only to you and the people responsible for maintaining the Center's records.

Amending the Record

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

1. If you are of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in your child's record, you have the right to have a conference with the licensee to make your objections known.
2. The licensee shall, within one (1) week after the conference, give you a decision in writing stating the reason or reasons for the decision. If their decision is in your favor, they shall immediately take steps as may be necessary to put the decision into effect.

Charges for Copies

The licensee shall not charge an unreasonable fee for copies of any information contained in your child's record.

Transfer of the Record

Upon your written request, when your child is no longer in care, the licensee can give you your child's record or transfer it to any other person that you identify. The center should ask you to sign a form verifying that you have received the record.

This is a notification of your rights. For more on our policy, see "Children's Records" (page 16).

Responsibilities of the Program

Providing Information to the MA Department of Early Education and Care

The licensee must make available to the Department of Early Education and Care any information required to be kept and maintained under these regulations and any other information reasonably related to the requirements of these regulations. This includes information in your child's records. Authorized employees of the Office are not to remove identifying case materials from the Center's premises and are required to maintain the confidentiality of individual records.

Reporting Abuse or Neglect

All Center staff are mandated reporters—they are required by law to report suspected abuse and neglect to either the Department of Children and Families or to the licensee's program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment. See written policy under "Suspected Abuse or Neglect" (page 16).

Notification of Injury

The licensee must notify you immediately of any injury that requires emergency care. They must also notify you in writing within 24 hours if any first aid is administered to your child.

Availability of Regulations

The Center must have a copy of CMR 102 7.00, Standards for the Licensure or Approval of Group Day Care and School Age Child Care Programs, on the premises, available to any person upon request. If you have questions about any of the regulations, ask your center to show them to you.

Daily Life at RPCC

Classroom Goals

The school is divided into five classrooms in which children are grouped according to age and developmental level. Each teacher has formulated age-appropriate goals for the children in the group. In general, the youngest classes focus on developing social skills and sensory awareness. As the children grow older there is a continued emphasis on social skills and the senses and they are also exposed to letters, numbers, colors, shapes, and science and math concepts when appropriate. Our philosophy is to avoid pushing children to deal with material beyond their developmental level and abilities. Please feel free to discuss curriculum goals with your child's teacher.

Daily Program

A typical day at RPCC provides children with a balance of active and quiet times that emphasize social, emotional, physical, and intellectual development. Classroom activities may

include block play, manipulative play, cooking, sand and water play, music, stories, and age-appropriate pre-reading activities. Outdoor play always adds to a well-rounded day, weather permitting; otherwise, gross motor activities are planned for in our indoor gym.

Morning and afternoon snacks are provided and include milk. Lunch is provided by families and brought from home. Nap and rest time are taken on individual mats following lunch. Our classes frequently take field trips to parks and various community businesses to broaden the children’s awareness of the world around them.

A daily schedule is posted in each classroom, for example:

7:45 a.m.	Opening
7:45–9:00 a.m.	Free choice/ Free play/
9:00–10:00 a.m.	Bathroom/Snack
10:00–10:15 a.m.	Meeting, calendar, and activity time
10:15–11:00 a.m.	Outdoor play or indoor large motor play
11:30–12:15 p.m.	Lunch and story time
12:15–2:00 p.m.	Nap and rest time
2:00–3:00 p.m.	Snack and free play
3:00–5:30 p.m.	Afternoon groups; outdoor and indoor play
5:30 p.m.	Closing

What to Bring to School

Your child should come to school dressed in comfortable, sturdy, easy-to-laundry play clothes. A complete change of clothing, including socks and underwear, needs to be kept at the Center (two sets of clothes for toddlers). When children spill juice or paint or have a bathroom accident, this allows us to change them easily without inconvenience or embarrassment. Soiled clothes are bagged and put in your child’s cubby. Please refer to the latest health & safety/COVID policy for guidance on mask wearing. All children ages 2 and older should have two clean masks as backup.

PLEASE LABEL ALL CLOTHING CLEARLY WITH YOUR CHILD’S NAME.

Since we believe that fresh air is important for raising healthy young children, we go outside at least once daily except when weather conditions are severe. You must ensure that your child’s clothing is appropriate for the season and weather conditions of the day. If even one child does not have the appropriate outdoor clothing, that child’s entire class is unable to go outside that day. Hats and mittens are often necessary from mid-fall through spring; boots and snowsuits are required in the winter, even when there is no snow on the ground.

During the late spring, summer, and early fall months, our children are vulnerable to insect bites and sun exposure. To prevent that, RPCC has parents sign permission forms authorizing RPCC to use bug spray and sunscreen. In addition, RPCC asks parents to apply bug spray and sunscreen in the morning before dropping off their child. You will see notices to this effect outside of classrooms when the appropriate time of the year arrives. Summer means daily water-play time. Children wear a bathing suit to school and bring water shoes and a towel.

Please send a crib-sized blanket and sheet for your child to use at naptime. These items need to be clearly labeled and brought home weekly to be laundered. Stuffed animals for naptime and books (everything labeled) are always welcome at school. Please leave violent toys (swords, guns) at home. Please also leave candy and gum.

To avoid lost or broken parts, favoritism, and conflicts, we ask that toys from home be kept at home or in the car unless requested for a special activity or event, as small pieces can be lost, favorite items may get damaged, children may have difficulty sharing, toys can cause comparisons or disagreements, and they may distract from classroom learning.

Due to the severe health hazards they present, we prohibit balloons at school.

Lunch

All children bring lunch to school with an ice pack and water bottle. Please clearly label the lunchbox, containers and bottle. In an effort to help teach children about nutrition, we ask that items such as candy and soda be excluded from lunchboxes. As the possibility of choking is always of concern, please remember to cut round foods such as grapes and hot dogs in half lengthwise, and **do not send nuts**.

Please note that the Center is a **nut safe environment**. This means that **lunches and snacks may not contain nuts of any kind (not just peanuts)**. Many food labels indicate that the food product may contain traces of peanuts or peanut oil even though the food product does not actually contain nuts. In many cases, these kinds of food products are permitted at the Center. **Soynut or sun butter is an approved alternative choice, however, we ask that you send this item labeled to avoid any questions regarding its contents.** If you have any question about whether a particular food item is appropriate, please ask your child's teachers or the Director. You will be advised of food allergies in your child's classroom, which may further affect the lunches you send to school to ensure the safety of any children with allergies.

Snacks

We serve nutritious snacks at mid-morning and following afternoon rest. We provide milk at snack times accompanied by a wide variety of healthy foods such as fruits, cheeses, yogurts, cereals, breads, and crackers. A snack menu is posted outside the office and also online in the Lillio App.

Building Safety Procedures

To ensure the safety and security of all children, families, and staff, RPCC has established the following protocols for building access and daily drop-off/pick-up:

Entry Code & Building Safety

Each classroom is assigned a secure group entry code, which is updated annually or when a family leaves the program.

- Do not share your code with anyone—including babysitters, nannies, or extended family.
- If someone without a code needs to enter, they must ring the doorbell, and a teacher or staff will assist them.
- Do not prop the door open at any time—even if you recognize someone approaching.
- Do not hold the door for others, even other RPCC families. While this may feel unwelcoming, it is a necessary security measure to ensure only authorized individuals are allowed inside.
- Please remember that the church building is shared with other groups, so we must remain vigilant about who is entering our program areas.

Drop-Off Procedures

- Upon arrival, please escort your child to their classroom and notify the teacher that your child has arrived. This helps ensure your child's safety and allows for a quick exchange of any important information.
- If your child exhibited any symptoms of illness the previous night or morning—or received medication that morning—please inform the teacher immediately.
- RPCC reserves the right to send a child home if they appear unwell upon arrival. In such cases, a written note from your child's healthcare provider may be required for returning.

Pick-Up Procedures

- At the end of the day, please inform the teacher that you are picking up your child before leaving the classroom or playground.
- Anyone picking up a child other than the parent/guardian must:
 - Be listed on the child's pick-up and consent form, and
 - Present a valid photo I.D. for verification if it is the first time.
- Even if someone is listed on your child's forms, we ask that you notify us in writing/texting us in advance if someone else will be picking up your child that day.
- Teachers will request identification from any parent/guardian they have not met before releasing a child.
- Please note: We cannot prevent a listed parent or legal guardian from picking up a child unless a court order is on file with RPCC that specifically prohibits it.

Transitions

Children are not asked to wait for long periods of time when transitioning between activities. Age appropriate explanations are provided as well as transition to activities such as timers, clean up songs, finger plays and chants.

Transitions for moving up from Toddler to T/PS or Pre-K are gradual; a short visit after snack, morning until after lunch, after rest etc. until the child is ready for a full time switch. With parent permission, teachers share pertinent information regarding health, special interests and any areas of concern. PK2 teachers may complete public/private school readiness questionnaires on individual children as requested, with parent's authorization.

Center Policies & Procedures

Attendance

We provide a full staff and all other services each day whether your child is present or not. Therefore, no reduction in tuition or credits can be made for absences. We are also unable to substitute a day if your child will be absent on a regularly scheduled day, although an extra day may be arranged with additional payment. Regular tuition during the academic year must be paid even if your child is absent for a vacation, regardless of the duration of that vacation. One month each year, however, you may withdraw your child and hold your spot by paying 30% of your regular tuition. During July and August, families may choose to reduce attendance to a minimum of two days per week. After August, children will return to their regular full schedule.

Important: Summer discounts cannot be combined with the 30% tuition option for withdrawals. For example, you cannot reduce days and also take a full-month vacation (30% only limit to your original tuition rate). Only one summer option may be applied per month.

Tuition and Billing

Tuition rates are published on the Center's website, <http://www.rogerspierce.org/>, under Enrollment. Rates change once a year on September 1st to coincide with our fiscal year. Tuition bills are issued monthly on or around the 1st (via the HiMama/ Lillio app) and payment is due in full by the 15th of each month. If tuition is not remitted, reminders are issued the last week of the month. Chronic late payments may result in late payment fees of \$20 per day late, refusal of service to your child until payment is made, or termination of services.

Hours of Operation

Rogers-Pierce Children's Center is open from 7:45 a.m. to 5:30 p.m. Our staffing is planned in accordance with the hours for which families contract at enrollment. If a child is not picked up regularly at the scheduled time, the Director will adjust the Hour and Fee Agreement. Please notify the school if your child will be picked up earlier or later than the usual time. This helps us prepare your child for what they should expect and smooths the transition from school to home. Although it is not a regulation, we feel that it may be difficult for a child to be at the Center for more than ten hours a day.

***** PLEASE CALL THE SCHOOL OR NOTIFY THE CLASSROOM VIA TEXT IF YOUR CHILD WILL BE ABSENT *****

The doors to the center open at 7:45 a.m. Children may begin to arrive at Rogers Pierce after this time. All children must be at school by 9:00 a.m. when our developmental program begins. A late arrival risks missing the initial excitement and bonding of the group and this may create a more difficult transition for the child. Pleasant transitions are an important goal of the teachers. The smoother the transition, the more successful the experience is for the child and the classroom. Late arrivals disrupt the experience for all of the children and teachers and so frequent late arrivals may be addressed by the Director.

Acknowledging there may be times in which your child will need to arrive late due to an appointment, contacting the school is required. If, upon arrival, your child's class has left the premises, you are responsible for bringing your child to the destination after first signing in at school.

Late Pickup Policy

All children must be picked up promptly at the end of their program (either the 3:30 PM or the 5:30 PM pickup). Prompt pick-up assures the child s/he has not been forgotten or abandoned. Parents will be charged a late pickup fee if they arrive past their scheduled pick up time. The policy is as follows:

- First Offense – will be forgiven
- Second Offense – the parent will be charged \$20 for each 10 minute increment that they are late
- Third Offense – the parent will be charged \$50 for each 10 minutes increment that they are late
- Fourth Offense – the child will not be able to attend school on their next regularly scheduled day
- Fifth Offense or any thereafter – the Director will bring the information to the school's board to determine the next appropriate action.

The number of times a parent is late is counted within a six month period and resets on July 1st and December 31st.

Storm and Emergency Closings

We will make every reasonable effort to remain open on stormy days. The safety of the children and staff is always our first consideration.

- In the event of a major snowstorm or other extreme weather condition, we will follow the Arlington Public School (APS) closure.
- If the Arlington Public Schools are Closed; RPCC is Closed. When the Arlington Public Schools have a delayed opening due to weather conditions, the Center opens at 9:30 a.m.
- On days when APS are closed but the Center is open, such as during February vacation, among others, the Director will decide whether or not the Center will close. An email will be sent announcing the closing and the answering machine message will be changed to

- announce the status for the day.
- Additionally, the school may close early in the case of a storm that develops during the day; please keep work and emergency numbers current so we can contact you.
 - When the town of Arlington has a parking ban, RPCC will also be closed. Please check local announcements for updates during severe weather events.

 - In the event of a power outage, if the center remains without power for over an hour, we will start contacting families to arrange for child pick-up. Once we reach out to you, please ensure you pick up your child/children within the following hour. This policy also applies if we lose running water or heating (during winter months) at the center.

All parents are responsible for ensuring the school has a telephone number where you can be reached during working hours.

For storm or other emergency closings, no refund or credit in tuition will be applied.

Holidays & Staff Days

The Center has an established calendar for holiday and other closures. In exceptional situations, the Director may decide to close on days other than those on the schedule. We will provide as much notice as possible when we must close for dates not included on the calendar. A yearly calendar with scheduled closings is published for your information, and a copy is kept posted on the hallway bulletin board.

Visitor Policy

All visitors to RPCC are greeted at the secure front door. Picture identification is required from all unfamiliar visitors. A visitor listed as an authorized person to pick up a child must still show picture identification if the director and/or staff does not know them.

Safe Sleep Policy

RPCC does not offer childcare for infants; as such, children are not at risk for SIDS.

The children at RPCC sleep on mats and enough light is provided to assure that we can see the children. Music is kept at a low volume to assure that we can hear the children. Throughout the rest period, RPCC teachers/staff will periodically check on the children.

Transportation

No transportation is provided to/from school. Occasionally, the older classrooms may take field trips involving public transportation, such as to the Thompson School splash pad in the summer. For such events, the Lead Teacher will serve as transportation coordinator for their classroom; the classroom cell phone number used as contact information. Behavior management and medical emergencies will be the teacher's responsibilities, handled in accordance with RPCC policies.

Babysitting Policy

Staff may not babysit children who are currently in their classrooms. All babysitting must occur outside of work hours, off center premises, and cannot conflict with professional duties or center operating hours (7:45–5:30). Staff must not discuss or share any babysitting arrangements or information at the center. RPCC is not responsible for any incidents or behavior related to babysitting outside of work. If a teacher’s employment is terminated by RPCC, they will no longer have access to the building and are not permitted on school premises. Please ensure you have a backup plan in place for childcare drop-off or pick-up arrangements.

Toilet Training at RPCC

At RPCC, we understand that every child has individual toilet training readiness. We are committed to supporting each child through this important developmental milestone with patience, encouragement, and consistency. Our experienced teachers partner closely with families to create a positive and individualized toilet training experience that respects each child’s readiness and developmental pace.

- Toilet training is not required for enrollment. We welcome children at all stages of development.
- Families are asked to provide diapers and wipes for children who are not yet toilet-trained.
- RPCC does **not** use potty chairs in any classroom due to hygiene, safety, and storage concerns.
- Our diapering and toileting procedures are clearly posted in all bathroom areas and are followed by trained teachers.

Cloth Diaper Policy

If parents choose to use cloth diapers and wipes for their child, they are responsible for providing a daily supply of clean and fresh cloth diapers and wipes. For sanitary reasons, RPCC teachers will not rinse or dump feces from soiled diapers. Instead, teachers will place the soiled cloth diaper in a sealed plastic bag to help contain odors and prevent leakage.

Parents are required to take home all used cloth diapers and wipes each day for proper washing and must return with a clean supply the following day.

At RPCC, there are no restrooms inside the classrooms. Teachers establish consistent toileting routines throughout the day while maintaining proper teacher-to-child ratios. Teachers accompany children to the bathroom and provide support as needed to ensure their safety, comfort, and independence.

Parent/Guardian Input

You are encouraged to make suggestions and provide feedback regarding Center policies and programs. You can always provide feedback to teachers directly or to the Director via phone, email, or in person. In addition, you can provide feedback to the parent Board of Directors via email, in person, or during scheduled board meetings. The Director has a list of current Board members and will circulate it during the year. You can provide feedback at a Board Meeting in one of three ways:

- You can ask to appear at the meeting to make suggestions verbally
- You can ask a Board Member to present the suggestion on your behalf
- You can submit suggestions in writing to any Board Member to read at the Board Meeting.

Parent/Guardian Conferences

Twice a year, teachers arrange to meet individually with each parent/guardian to discuss the child's progress and present a written report. If your child has a disability, we will provide progress reports every three months. You may request additional conferences at any time to discuss questions or concerns, or you may call during the day to talk with teachers or convey a message through the Director.

Social Services

The Director is trained in child development and is glad to consult with you concerning any of your child's needs. Please feel free to call upon the Director at any time. The Center also consults with a licensed social worker (LCSW) regarding children and/or classroom issues (please ask the Director for more information).

Referrals for Additional Services

If the RPCC staff feels your child may need additional services, they will inform the Director of their concerns, observe and record your child's behavior, and review any records. The staff will then ask to meet with you to discuss the situation. Teachers may recommend that children be referred for vision or hearing screening, speech and language assessment, neurological evaluations, physical therapy, or counseling. If necessary, the Center staff will help you to find specialists to support your child's development.

When appropriate, the staff may also recommend to parents/guardians that the child be evaluated by the public school system. If teachers recommend such an evaluation, you will receive a written statement explaining the reason for the referral, a summary of our observations, and efforts that have been made to meet your child's needs. We will refer you to the Early Intervention Coordinator (if your child is under 3 years of age) or the preschool coordinator in your town of residence, and we will ensure that you are informed of your rights to services for your child (including appealing under Chapter 766, the Massachusetts special education law). Any referrals for additional services are made only with permission by parent or guardian.

We will follow up any referrals, with parental permission, by contacting the agency or service provider. If it is determined that the child does not need services, we will review the child's progress every three months to determine if another referral is necessary.

The following resources are always available to staff and parents:

Dept. of Children and Families:	(781) 641-8200
Arlington Public Schools: Early Childhood Coordinator: Joyce Schlenger	(781) 316-3698
Child Care Circuit	(978) 686-4288
Dr. Sarah B. Sheldon - Center Health Consultant, Purple Crayon Pediatrics	(781) 867-9220
Early Intervention (birth-3)	(800)-905-8437

Suspected Abuse or Neglect

In Massachusetts, child care providers are “mandated reporters” which means that they are legally required to report any suspected indications of child abuse or neglect to the Massachusetts Department of Children and Families. Prior to filing a report, the Director or designated teacher will, if appropriate, call the parents/guardian to inform them of the allegations. The staff in the Center is available to assist families in cooperating with the Department and scheduling any necessary services from Department referrals. We are also experienced at helping children deal with any issues they may have.

Children’s Records

Forms and records that are on file at our office are treated confidentially and will not be released without parent/guardian permission to anyone except our own staff, Department of Early Education and Care, or if subpoenaed. These records are available to you at your request. You have the right to discuss the material in your child’s file and to meet with the staff members to discuss the records.

We maintain records that are legible, dated, and signed by the individual making the entry. We continually update all information in the child’s records. These records will be maintained for a period of five years after the child has left the school, unless the record has been transferred to the parent/guardian as provided for in State Law 102CRM 7.05(22). See the attached Parental Rights as required by the Department of Education and Care (this document is also posted on the bulletin board in the hall).

Availability of Regulations

The Rogers-Pierce Children’s Center has a copy of the Department of Early Education and Care Regulations, which is available for parents/guardians to review upon request. The regulations are also available online at:

<https://www.mass.gov/lists/department-of-early-education-and-care-eec-laws-and-regulations>

Positive Guidance and Discipline

Our Guidance and Discipline Policy supports the goals and philosophy of the program which is to guide the children to develop into independent, thoughtful and sensitive individuals, maximizing awareness of self and awareness of others without compromising positive feelings

of self-esteem. Our approach is based on an understanding of the individual needs and development of young children and aims to protect the group and the individuals within it. We use discipline techniques to help children change inappropriate and unsafe behavior. Positive Guidance is used in a consistent, reasonable, and appropriate manner.

RPCC is an enriched and nurturing environment, one that provides each child with the resources and materials in a safe setting in which to develop socially and developmentally appropriate behavior. We see ourselves as facilitators in this setting.

We familiarize the children with the routines, expectations and limitations of our program and help guide them through it. Our aim is self-control and self-discipline. We encourage the children to “use words” to express themselves to us and to their peers. We offer choices and guidelines to acceptable behavior. We offer understanding, warmth, and comfort to neutralize anger and frustration. Our efforts are aimed at focusing or redirecting energy as a means of modifying behavior. Our goal is to instill healthy self-images and self-esteem and confidence in handling school and peer relationships. We emphasize positive reinforcement.

If a child consistently exhibits unacceptable and troubling behaviors, we meet with parents/guardians to discuss the situation and agree upon a plan of action. The plan may involve consultation with outside specialists, including screening by the Town School Department.

While we always try to work towards a positive resolution of any behavior issue, it is our primary responsibility to ensure the safety of everyone at the Center at all times. Therefore, if a child’s behavior threatens their own safety or that of other children or staff, the parent/guardian will be required to come immediately to the Center to discuss the situation and remove the child for the remainder of the day. Under such circumstances, we prepare the child consistent with their ability to understand. Suspension of more than one day, if necessary, will be at the discretion of the teacher(s) and the Director and is not used as a form of punishment, not intended to circumvent referrals, and not used in violation of the Americans with Disabilities Act (ADA).

In compliance with the Department of Education and Care Regulation 7.05(6), the following practices are strictly prohibited:

1. Spanking or other corporal punishment is never used.
2. No child is ever subjected to cruel and severe punishment, shaking, threats, humiliation, or verbal abuse.
3. No child is denied outdoor time or food as a form of punishment. No child is force fed or made to eat against their will; in no way is food used as a consequence.
4. No child is punished for soiling, wetting, or not using the toilet, or forced to remain in soiled clothes or on the toilet.
5. No child shall be confined to a swing, high chair, playpen or any other piece of equipment for an extended period of time in lieu of supervision.
6. Time-out is not a disciplinary method used at Rogers-Pierce Children’s Center. Instead, educators are expected to use positive guidance strategies, including redirection, problem-solving, and supportive communication to help children manage their emotions

and behavior.

Termination and Suspension Policy (children with challenging behavior)

The Rogers-Pierce Children's Center Director and staff will make every effort to work cooperatively with parents when their child presents challenging behaviors.

Steps to work with the family will include:

1. Meeting with the parents to discuss options that would allow the child to stay at RPCC.
2. RPCC will provide referrals for evaluation, diagnostic or therapeutic services.
3. RPCC will pursue consultation and educator training for the program staff as appropriate
4. Develop a behavioral intervention plan at home and in the program.

If plan to avoid suspension or termination fails, program must inform parents in writing:

1. Specific Reasons
2. Conditions for return, if any

Either the parent or the Center may initiate termination of services. For example, the Center may require termination for non-payment of tuition fees. Other issues determining termination would include inability of the Center to meet the child's individual needs and failure of parent/guardian to seek out services/resources for the child at the request of the Center. Since the safety and well-being of the entire school body must always be our main consideration, the enrollment of a child whose behavior poses a danger to his/herself and/or others will be terminated.

Parents/guardians will be notified of the reasons for termination in writing and, if possible, at a face-to-face meeting. A copy of the letter will be kept in the child's file. The Director will inform the parent/guardian of the availability of information as required by the Department of Early Education and Care and will offer referrals for other services through the Child Care Resource Center or through other resources as necessary. The child will be prepared for termination by the Center in a manner consistent with their ability to understand.

Parents terminating services are required to give the Center at least 30 days' notice. Giving notice of less than 30 days may result in the application of tuition deposits to that period.

Parent/Guardian Code of Conduct & Behavior Expectations

Respectful, solution-focused communication leads to better outcomes for all. To maintain a safe, respectful, and supportive environment for children, families, teachers, all members of the RPCC community - including parents/guardians, teachers, vendors, guests, and the center as a whole - must be treated with respect at all times, both on and off RPCC property. Violation of these policies may result in immediate removal and/or termination of enrollment:

Conduct & Communication

- Engaging in aggressive, threatening, hostile, or disrespectful behavior toward the RPCC community - spoken, written, or online is prohibited.

- Making discriminatory or harmful remarks, such as those related to race, gender, religion, and identity, will not be tolerated.
- All concerns related to the classroom experience should be discussed with the child's teacher. If unresolved, the Director should be brought in for further support.
- Questions about Center policies should be raised with the Director, rather than classroom teachers.
- Sensitive or adult conversations should take place in private spaces (e.g., the office), not in classrooms or public areas.

If an issue cannot be resolved with the Director, families may bring it to the attention of the Board of Directors.

Constructive Problem Solving:

- We welcome open dialogue and feedback.
- When possible, difficult conversations should be scheduled rather than addressed during classroom times.

Safety and Prohibited Items

- Weapons of any kind—including legally owned or concealed—are strictly prohibited on all RPCC property, including parking lots and personal bags.
- Possession of a weapon or threatening behavior will result in immediate removal, a permanent ban, and/or termination of enrollment, with legal action if needed.

Social Media & Online Conduct

- Enrolled families who post false, harmful, or disparaging content in order to intentionally damage the reputation or mislead others about the RPCC Center, its teachers, or its community on social media may face immediate termination of enrollment. We understand that concerns may arise regarding your child's experience, but it is important to ensure that the information shared is accurate, complete, and truthful. Posts can cause significant harm to the community.
- We strongly encourage parents to first engage in written correspondence with the center's teachers and director. This allows for direct dialogue to address any concerns in a professional and constructive manner. We believe that addressing issues directly will help resolve matters more effectively and prevent unnecessary misunderstandings.
- Per the conduct and communication policy above, all communication, including email or phone calls, must remain respectful. Threatening or aggressive communication may result in RPCC determining the relationship with the family is not sustainable.

Any family that has been formally terminated from RPCC will no longer be permitted to enter the school building or be present on school premises. Additionally, families who have been terminated will not be eligible for re-enrollment at our center.

Release of Children to Impaired Adults

At RPCC, the safety and well-being of every child is our top priority. Children will not be released to anyone who appears to be impaired. If a parent or guardian appears to be under the

influence of alcohol or drugs at the time of pick-up, RPCC staff reserve the right to refuse the release of the child.

If a parent appears to be impaired, teachers will immediately contact an authorized emergency contact to arrange for someone else to pick up the child. If no safe alternative is available, or if the situation presents a risk, RPCC will contact local law enforcement for support.

Evacuation Plans & Procedures in the event of an Emergency

7.24 (2)(C)

1. Evacuation plans are posted at each classroom door and at each exit door.
2. School attendance is kept daily. The attendance log is taken by each classroom teacher when evacuating. A list of emergency telephone numbers is also taken when evacuating. Attendance will be taken before and after evacuation, along the route and upon arriving at the temporary destination.
3. Evacuation drills are conducted monthly. Drills will be held at different times of the day and use alternative exits. Classes will meet on Maple St. near the park entrance along the Verizon parking lot fence. The Director will document date, time, route, number of children and effectiveness.
4. In the event of loss of power, heat, or water, the school will contact the local or state authorities to determine when service will be restored. If the lost utility cannot be restored within the hour, the Center will close.
5. In case of a natural disaster, the school will follow the procedure recommended by national or local civil authorities. The school will keep the children in a safe location within the building and will call parents or person(s) authorized by parents to pick up their child(ren) as soon as possible. If staying in the building is unsafe, students and staff will seek shelter at the Robbins Library or Little Sprout Child Care Center (118 pleasant street). When leaving the premises, a cell phone will be brought with each group of children for communication with the director, local authorities, fire departments and parents. When possible, an email will be sent, as well as a change of voice mail message, indicating our current location and any instructions, followed by calling individual families. EEC will be notified about any emergency relocation.

Each classroom will be equipped with an emergency evacuation kit which will include, at a minimum, the following:

- diapering necessities (diapers, changing pads, wet wipes, latex gloves, Ziploc bags)
- first aid supplies
- a list of children with allergies (and the specifics) and Epipens/meds as indicated
- flashlight/batteries
- water/cups/books

Should it be necessary to evacuate RPCC, emergency phone lists and attendance books will be taken along. RPCC will cross-reference the number of children to the classroom attendance (name to face) on the Lillio app or sheet to ensure that all children are accounted for. Should a child be discovered missing, we will first call 911 and then the parents (see missing children's policy below)

1. Office and "extra" staff will provide added support to the toddler classrooms and if applicable to any handicapped children
2. Children with disabilities will be assisted by whatever means necessary

** Please note that in all emergency situations the primary concern will be keeping the children safe. The RPCC Director and or Designee (leadership in charge) will make every effort to notify the families of the situation in an effective and timely manner.

Missing Children

If a child is found to be missing, one teacher will begin the search and one teacher will stay with the children and continue with activities. The search will begin in the classroom and continue through the hallway, other classrooms, storage areas and bathrooms. Accessible areas within the church would next be searched. The Director and assistants will join in the search as available.

After an initial search, if we confirm a child is missing at RPCC, the RPCC Director or Designee would first call 911 and then the parents. If a child is missing during off-site activities, the above procedure would be implemented taking into account available staff, supervision of remaining children and surroundings. We will have a copy of the child's file available for the emergency personnel and will provide photographs if available. EEC will be notified.

Sheltering in Place

Lockdown is a protective action employed to safeguard people when there is an armed perpetrator or a natural disaster approaching the school, on the school grounds, or inside the building. There are two major types of lockdown: one where the threat is INSIDE the building, the other where the threat is OUTSIDE the building. In light of not having an intercom system, a repeated series of five short whistle blasts will be our warning to initiate lockdown.

Events that may require lockdown: armed intruder, police activity in proximity to school (e.g. chasing a suspect), violent incident occurred, natural disaster, or imminent act of violence.

The Director will establish contact and communication with Police and Fire. If an intruder is believed to be inside the school, the Director will instruct anyone outside to go to another school or the library. If an intruder is outside, she will instruct everyone to go inside to the nearest safe school or shelter.

Teachers will close and lock or secure all doors and windows, close shades, turn off lights, and silence cell phones. All cell phones and computers will remain off unless otherwise instructed. Staff will take attendance and account for all children and staff. Children will be directed to

sit/play quietly on the floor away from windows and doors. Teachers will maintain calm in the classroom and—in a manner consistent with their ability to understand—explain to students that this is a procedure to keep everyone safe. Once accounted for and secured, no student will leave the room.

If the threat remains outside the building, no staff or students will leave the building. Perimeter doors will remain locked and secured. Children will be escorted to the bathroom as needed, and activities will continue while remaining safely in your classrooms. Rest mats, blankets, lunch boxes, flashlights, food and water, clothing, diapers and other necessities will be available on site. If, during the shelter in place, the Fire Alarm sounds:

- Evacuate only if there are visible signs of fire.
- Await instructions if no sign of fire.

Once everyone is safe inside the building and power and service are available, the Director or Designee will send an email to parents with an update. Parents will be updated hourly if possible. Once police have given the “All Clear”, parents will be notified to pick up students. RPCC will remain in lockdown and will not communicate with anyone outside the Center before receiving official instructions from the Town Administration or Police.

** Please note that in all emergency situations, the primary concern will be keeping the children safe. The RPCC Director will make every effort to notify the families of the situation in an effective and timely manner.

Enrollment

Admissions Requirements and Intake

Families are encouraged to attend an Open House or schedule a private tour when in the decision-making process. The Director is happy to provide tours of the facility, explain our philosophy and policies, and let you observe the classrooms. Families wishing to enroll are then asked to complete an Application for Enrollment. The family will be contacted by the Director if a spot for the desired program is available. In order to hold a spot once it is offered, families must submit the following:

- \$100 registration fee and \$500 tuition deposit (to serve as payment for the last week a child attends school). Both these fees are non-refundable. (see Tuition and Fee Schedule for additional fees)
- Registration forms, including emergency release and pick-up names and developmental history
- Health form completed by a physician, including all state-required immunizations and tests (such as chicken pox vaccine, lead test)
- Tuition contract

The Department of Early Education and Care requires that all forms including the medical form be completed and returned to the Center before a child attends. Forms must be updated annually.

Open Enrollment

Open enrollment is held each winter for the following fall. Current families wishing to continue enrollment are asked to submit a request for their child's anticipated summer and fall schedule. New families are then invited to fill remaining slots. Slots also become available throughout the year, so families are encouraged to be in touch with the Director about availability. RPCC maintains an active wait list if your child is interested in attending and no spots are currently available.

Health Care Policy

Procedures in case of illness

Unfortunately, despite our best efforts at prevention, illnesses can spread rapidly among groups of young children. We recognize the difficulty faced by working parents/guardians whose children become sick, but we do not have facilities or staff to care for sick children at school. Children who are ill must remain out of school to recuperate and to prevent further spread of infection. When your child is sick, please call the Center to inform us of the nature of the illness so that we can advise other families to watch for symptoms.

To avoid confusion about whether your child is too sick to attend school, we have developed the following policy: *If your child is too ill to participate fully in a daily curriculum and/or falling asleep during activity times (including active outside play) they should not come to school.*

Thus, if your child is sent home from school with a fever, for example, they cannot return to school the next day as 24 hours will not yet have elapsed since the fever was present.

Please feel free to consult the Health Care Policy in the Center office for policies regarding chicken pox and other specific illnesses.

If your child is being treated for an illness with antibiotics, they must have had 24 hours of medication before returning to the Center.

In all cases, the Director or teacher in charge makes the final decision about whether a child may attend the Center. Should the Director feel that a child is being repeatedly brought to school when they should not be in the school due to illness, the Director may require the child to remain absent from school for a longer period and/or require a doctor's note before the child can return to school.

COVID Policy

RPCC continuously reviews the latest guidance from public health experts and the Massachusetts Department of Early Education and Care (EEC) and updates its COVID policies accordingly. These policies are subject to change as the virus and guidance evolves.

Procedures for Identifying and Protecting Children with Allergies

Before a child's first day of school, teachers review each child's medical record to identify

allergies and/or emergency medical information. The needs of each child are discussed with school personnel.

The plan for meeting the specific health care needs of each child includes:

1. Identification of the child and the specific allergy
2. Identification of areas where potential exposures may occur
3. Education of teachers
4. An action plan for treating potential allergic emergencies
5. Having appropriate emergency medications readily available
6. Education regarding proper techniques for administration of meds

Children do not need to be excluded for other minor illnesses unless:

- They need more care than the staffing level allows
- They have unusual irritability, persistent crying, difficulty breathing or other signs of possible severe illness
- They are not able to participate in program activities

An ill child who has been excluded from the center needs to remain home for 24 hours without symptoms before returning to the program. This means that the child needs to remain out of the center for the remainder of the day they are sent home and the following day, unless the center receives a note from the child's doctor stating that the child is not contagious and may return to the center. In case of a suspected contagious disease, rash, or continuing symptoms, a note from the child's medical provider may be required before the child is permitted to return.

*Any child with a fever of 104 degrees will be excluded from the center and should receive medical attention as soon as possible. Any infant younger than 2 months with a fever should get urgent medical attention.

Children who have been excluded may return when:

- They are free of fever, vomiting and diarrhea for a full 24 hours – that means when the child's stool is contained by their diaper or when toilet-trained children do not have toileting "accidents"
- They have been treated with antibiotics for a full 24 hours
- They are able to participate comfortably with program activities, including outdoor time
- They are free of open, oozing skin conditions (bandages show no drainage) or a doctor's note states that the child's condition is not contagious.

If a child is excluded because of a reportable communicable disease, a form from the child's medical provider stating that the child is no longer contagious and may return to the center is required.

Medication Policy

Medication, whether prescription or non-prescription, may be administered to a child only with written parental authorization and a written order from a physician. For prescription medication, the label on the medication container is acceptable as a physician's order. Families are informed of this policy before enrollment, and all authorization forms are kept in the child's file. All authorizations and physician statements are valid for no more than one year from the date they are signed.

Prescription Medication

A written order from the physician is required. This may include a signed statement listing the medication, dosage, and criteria for administration, or the pharmacy label on the original medication box with the doctor's name.

Parents must provide the medication in its original packaging with the pharmacy label attached.

The information on the medication form must match the information on the medication packaging. If they do not match, a new form must be submitted. (For example, if your doctor prescribes the brand *Tylenol*, you must provide tylenol brand medication. If your doctor prescribes the medication by its generic name, such as acetaminophen, you may provide any brand that contains acetaminophen.)

Children who begin a new prescription medication may not return to the center until they have been on the medication for at least 24 hours or three doses, whichever is longer.

Non-Prescription Medication

A written order from a physician listing the specific medication, dosage, and criteria for administration is required and valid for one year.

Written parental authorization is also required and must match the physician's instructions.

Medication will not be administered contrary to label instructions unless a physician provides written authorization.

Topical Non-Prescription Medication

Topical items such as sunscreen, petroleum jelly, diaper rash ointment, bug spray, and similar products may be administered only with written parental authorization.

This authorization must list the specific product and the criteria for its use and is valid for up to one year.

If parental instructions differ from the manufacturer's label, written physician authorization is required.

Documentation is not required for sunscreen, bug spray, or diaper creams used only for prevention and not applied to broken skin, open wounds, or rashes.

Medication Storage

All medications must be provided in their original containers, labeled with:

- The child's name
- The name of the medication
- Dosage and administration instructions
- Storage requirements

All medication is stored safely in a safety bag, out of children's reach, and under proper sanitary and preservation conditions. Refrigerated medications are stored in the Director's office in the school refrigerator in a bag. Unused or expired medication will be returned to the parent.

Administration Procedures

A medication form signed by both the physician and parent must be submitted to the Director. The Director reviews and approves the form before the teacher may administer medication.

A written log is kept for all medications that are administered, including prescription, non-prescription, and topical items. The log must include:

- Date and time the medication was given
- Dosage and the correct route (for example, by mouth)
- Name of the staff member who administered the medication
- Child's name

Parents will be notified daily when medication has been given.

No first dose of any medication may be administered at the center, per EEC regulation 7.11(2)(i).

When a Child Becomes Ill at the Center

Children in a childcare setting are often exposed to one another's germs, especially during cold and flu season. If a child becomes ill while at the center, a teacher will take their temperature under the arm, separate them from the group if needed, and notify the parents. If the child has a fever of 100°F (underarm), shows signs of discomfort, refuses to participate in activities, or has symptoms of a contagious condition, parents will be called to pick up their child within 1 ½ hours. Until then, the child will be kept comfortable and monitored for any changes.

Procedures in case of Illness

If your child is prescribed an antibiotic, they may return to school after 24 hours of starting the medication.

Additional information to help you understand the procedure when your child is ill:

Abdominal pain	A child must be picked up when this continues for more than two hours or intermittent abdominal pain is associated with fever, dehydration, or other signs of illness.
Chicken pox	A child with a rash may return to the center only after all lesions have dried or developed a crust, which typically happens around six days after the rash begins.
Diarrhea	<p>If a child has watery stools more than once in a day, or stools that cannot be contained by a diaper, they will be sent home. The child may return once the diarrhea is under control. Please inform staff if your child has a medical condition or allergy that regularly causes diarrhea.</p> <p>Children who experience diarrhea or vomiting must remain at home for at least 24 hours after symptoms have stopped.</p>
Ear infection	<p>Ear infections are not contagious. They often develop a few days after a cold and are most common in children between one month and six years, especially under age three. A child may return to the center once treatment has begun at home or when they are feeling better, provided they have been fever-free (under 100°F underarm) for at least 24 hours.</p> <p>A child prescribed antibiotics for a bacterial infection may return to the center 24 hours after starting the medication, as long as they are well enough to participate in activities.</p>
Fever	A child will be sent home if their underarm temperature reaches 100°F or higher. They must remain at home for at least 24 hours after the fever has resolved, without the use of fever-reducing medication. Please also consider your child's activity level, mood, and appetite before returning them to the center.
Covid 19, Flu, RSV	<p>If your child experiences any of these illnesses, please consult your doctor. Your child may not return to the center until a doctor's note is provided approving their return to school. Children must be well enough to fully participate in all center activities.</p> <p>If your child has a fever, please be sure to follow our center's fever policy.</p>
Hepatitis A virus	An affected child may not return to the center until one week after onset of

	illness or jaundice or as directed by the health department (if the child's symptoms are mild).
Head lice	A child with head lice must be treated using an appropriate lice-removal shampoo. Please consult your pediatrician for safe treatment options. The child may return to the center only after all lice and nits have been completely removed. Once a case is reported, all children in the classroom will be checked before resuming regular activities.
Impetigo	A child should be on medication for 24 hours before returning to the center.
Conjunctivitis (Pink Eye)	Conjunctivitis is an eye infection that can be contagious and is often identified by white or yellow discharge and excessive tearing. The eyes may appear crusty, especially in the morning or after sleep. A child may return to the center once they have been on antibiotics for at least 24 hours.
Rash	If your child shows any rash on their body, they must be checked by a doctor. A doctor's note is required for your child to return and continue participating in the program.
Rubella	A child diagnosed with rubella may not return to the center until 7 days after the rash appears and must be well enough to participate in the program.
Measles	A child diagnosed with measles may not return to the center until 4 days after the rash appears and must be well enough to participate in the program.
Mouth sores	In a child who cannot control their saliva, the child may not return to the center until the child's physician or local health department states that the child is noninfectious.
Mumps	A child diagnosed with mumps may not return to the center until 5 days after gland swelling begins, in accordance with CDC guidelines. The child must also be well enough to participate in the program.
Mononucleosis	Based on guidance from pediatric and health organizations, a child with mononucleosis can generally return to school once they no longer have a fever and can swallow normally
Strep-throat/scarlet fever	Strep throat is often indicated by a fever combined with a sore throat. Scarlet fever is indicated by a rash in addition to the high temperature and sore throat. These conditions require antibiotics, and your child should not return to the center until they have been on medication for 24 hours.
Pertussis	An affected child may not return to the center until 5 days of appropriate antibiotic therapy has been completed.
Pinworm infection	An affected child may not return to the center until 24 hours after treatment has begun.

Ringworm infection	According to CDC guidance, a child with ringworm may return to the center after treatment has begun. For added safety, the child must remain at home for 24 hours after starting treatment before returning.
Scabies	An affected child can return to childcare, the day after treatment has begun and 24 hours have passed
Vomiting	If a child vomits one or two times in a day or is unable to participate in classroom activities, they will be sent home. The child must remain at home for at least 24 hours after vomiting has stopped before returning to the center.
Yeast infection	Children may return to the center once treatment has begun and 24 hours have passed.
Seizure	If a child appears to have a seizure, 911 will be called immediately. The child may return with a doctor's note detailing how to treat a seizure: http://www.ucsfchildcarehealth.org/pdfs/forms/SeizureCarePlan.pdf

Staff Training

All staff authorized to administer medication complete training and an annual evaluation on the EEC Strong start medication administration.

With written permission from the child's healthcare practitioner, parents may train staff on a child's individualized healthcare plan (e.g., inhalers, EpiPens, feeding tubes..etc).

Allergy and Food Policy:

If your child has an allergy to foods, animals, medications, or any other substances, it is the parent's responsibility to inform the center director and the child's teacher so appropriate care can be provided. All listed allergies must be supported by a doctor's statement.

The director and teachers will carefully review all health and intake forms. An up-to-date list of children and their allergies is maintained and posted in every classroom.

If a child's forms indicate an allergy, parents/guardians will be asked to complete additional forms, including the Individual Health Care Plan (IHCP) and the Allergy Medication Policy, to assist staff in properly caring for the child.

For allergies requiring medication at school, such as Epinephrine (EpiPen) or antihistamines (Benadryl), all medications must be provided to the center before the child can attend. Medications must be in their original container, clearly labeled with the child's name and expiration date. Teachers will store these items securely and out of reach of children when not in

use.

If a child is reported to have a food intolerance without a doctor's note, the center will consider this as a parental food preference rather than a medical allergy.

Accidents

The safety of your child is of primary importance to us. Therefore, we make every effort to see that accidents do not occur. However, young children are active and occasionally accidents do occur.

If your child has more than a minor bump or scrape, or any injury on the head or facial area, we will telephone or text you immediately and take appropriate actions. We will document the injury on an accident report from EEC.

It is your responsibility to keep an emergency card updated with your current address, home phone, cell phone and work phone numbers as well as your child's doctor's name, address and telephone number. All parents are responsible for having a working telephone number. No child may be admitted to the center without a way of communicating with the child's parent on a daily basis.

Staff members have been trained in first aid. In all cases of injury, an accident report is written up and must be signed by the parent or guardian. If your child sustains a minor injury at school, the wound will be treated and you will be notified either at that time or at pick-up. For more serious accidents that may require medical attention (such as stitches), you or the emergency contact person will be called to take the child for medical attention. For very serious injuries that require immediate medical attention, we will take the child via ambulance to the nearest hospital. You will be called at once and directed to meet your child and accompanying staff member at the hospital.

Enrollment in the Subsidy/Voucher Program

RPCC can offer a maximum of three enrollment spots for families using a voucher or subsidy. Availability depends on classroom capacity and current enrollment. Final approval is determined by the Director.

Enrollment Process:

1. Availability Check:

The Director will first determine if space is available in the appropriate classroom. Please note that RPCC does not hold spots. Placement is offered on a first-come, first-served basis.

2. **Initial Documentation:**
To be considered for enrollment, parents must provide the Director with written confirmation from the voucher or subsidy agency indicating eligibility for funding.
3. **Voucher Submission:**
Once eligibility is confirmed and space is available, the parent must submit all necessary paperwork to their voucher agency to begin the approval process.
4. **Official Start:**
The child may begin attending only after RPCC receives or the parent provides an official voucher confirmation letter from the voucher agency. Children cannot start until this letter is received.

Important Reminders:

- The voucher confirmation letter includes an expiration date.
- Parents are responsible for renewing or extending their voucher through their voucher agency before it expires.

If a voucher expires and updated paperwork is not provided, the child's placement will end on the expiration date.

Parents must stay in communication with the Director regarding their voucher status and submit updated documents before expiration to maintain uninterrupted care.

Subsidy/Voucher Program Attendance Policy

Regular attendance is essential to maintain your child's placement and to support their growth in a consistent, engaging learning environment.

Children enrolled in the voucher or subsidy program are allowed up to 45 absent days per calendar year, in alignment with EEC guidelines. This total includes both excused (explained) and unexcused (unexplained) absences.

If a child exceeds the 45-day limit, RPCC will issue a notice on the 46th day to end the child's placement in the program. Families will be provided with a two-week notice, which begins on the 46th day. That day will count toward the two-week notice period. RPCC will also notify the Subsidy Program and report the child's last day of Placement, using the form "End of Child Care Placement).

Reduced Tuition/Co-Payment

Families who receive a voucher or participate in a subsidized childcare program may be eligible for reduced or free tuition(State funding) based on their income. In many cases, these programs are income-driven and require families to pay a portion of the childcare costs, also known as a parent co-pay.

It is the responsibility of the parent or guardian to make these co-payments on time. Failure to pay the required tuition or co-payment on-time may result in termination of enrollment at RPCC.

Families participating in the Subsidy/Voucher Program must follow and respect all RPCC policies and the RPCC parent code of conduct in order to maintain their child's placement. Violation of any of these policies may result in termination of enrollment, as determined by the Director.

*****Families are welcome to continue with the program. If a family chooses to keep their child enrolled, full tuition for the first month, along with a non-refundable application fee of \$100 and a security deposit of \$500, must be paid in advance.****

RPCC Calendar for School Closings

A calendar of school closings is issued annually and is available on our website at <http://www.rogerspierce.org/>.