



The Little Bright Achievers Academy
108 Harrishof Street #3
Dorchester, Ma 02121
617.982.8929
Email: LBA.Academy37@gmail.com
Provider: Natasha Nettey

Parent Handbook

Mission Statement

The Little Bright Achievers Academy is a safe, secure, and nurturing environment. We provide quality care to fit each child's individual needs. Our teaching technique is based on the importance of physical, social, emotional, and cognitive learning. We encourage parent/teacher relationship to promote effective communication.

Dear Parent,

As a licensed Family Child Care Educator, I would like to congratulate you on choosing licensed Family Child Care. You have made an important childcare decision for you and your family. The Department of Early Education and Care (EEC) and I invite you to join in partnership with us to ensure a high-quality childcare environment. This parent handbook and enrollment packet outlines many of my policies and procedures that relate to the care of your child, as well as the information I am required to give to you when you enroll your child in my care. This handbook also acquaints you with some of the key EEC standards designed to ensure a safe, healthy and educational childcare experience. I encourage you to maintain an open dialogue with me, as communication between parents and Educators is the foundation for a solid working relationship, and a good childcare experience. Before filling out your childcare enrollment form, please read through the information contained in the Parent Handbook.



A Word from EEC

EEC is the agency that oversees the early education and care and afterschool services for families in Massachusetts. As the agency that licenses childcare, EEC has quality standards for all licensed programs to ensure high educational value, as well as health and safety. Having a license means that I have demonstrated that I meet the standards outlined in the EEC regulations.

To obtain your own copy of EEC Family Child Care Regulations, you may download them from the EEC website

at: http://www.mass.gov/Eeoe/docs/EEC/regs_policies/20090122_606_cmr.pdf

For information about my regulatory compliance history, you may contact our local EEC regional office, whose contact information is as follows: 1205 Hancock St. Suite 604 Quincy, Ma 02169

Use of Assistants

I may have an assistant to help care for the childcare children, provided they are approved by EEC. When I use an assistant, I will let you know ahead of time, and you will have the opportunity to meet the assistant that will be working in the program. I may also use volunteers from time to time, and although they will not be directly responsible for the care of children in the program, they will be on the premises and assisting me.

Program Hours / Closures (See Attachment A)

Attached to this handbook is a parent / educator agreement that outlines my policies regarding hours of care, late fees and termination. We will review this together and note any additional information that is specific to you and the care of your child(ren).

Sick Policy

- If your child is sick, they will not be able to attend school. This includes runny nose, fever, strep throat, vomiting, diarrhea, and pink eye.
- A child who has an undiagnosed rash or a rash attributable to a contagious illness or condition
- A child who has significant respiratory distress (a bad cough)
- A child who requires more care than the staff can provide without compromising the health and safety of the other children
- A child who exhibits a profusely runny nose with either green or clear mucus

If you're unsure whether your child can attend school, please contact myself.

If your child becomes sick while at school, a parent or guardian will be notified to pick up your child from school.

Children hands are washed throughout the day to help prevent the spread of germs.



Plan for Meeting Potential Emergencies

EEC regulations require that I have a plan for meeting potential emergencies that may occur either during childcare hours or at any time if they may affect the operation of the program. In the event of an evacuation emergency, I will contact the local authorities to determine whether to evacuate the program, or to remain sheltered at the program. The escape routes from each floor of the licensed childcare space are as follows: Everyone will proceed out the nearest exit. Walk down the stairs. Exit out the Main Entrance or Back door. Take a right out of the driveway gate, walk down Harrishof street until you get to the Trotter School Parking Lot Sidewalk on the corner of Harrishof street and Humbolt avenue.

If a child goes missing from the program, I will Call 911 and alert the parent/s.

Should the program need to be evacuated in the case of a fire, natural disaster, loss of power, heat or hot water, or any other emergency, we will meet at an alternate location. The designed meeting place outside of the program for emergencies are the Roxbury YMCA 285 Martin Luther King Blvd. Boston, Ma 02119 0.5 miles away. 617-427-5300

I will ensure that no child has been left at the program after an evacuation by making sure everyone is accounted for before exiting the program.

Children's Records

EEC regulations require me to maintain an individual written record for every child I have in care. These records include the information that parents complete at enrollment, as well as progress reports, incident reports and other documentation regarding your child's care.

Records are updated at least annually but may be updated as frequently as is needed.

As a parent, you have access to the record that I maintain for your child, and you have the right to add information or to request that information in your child's record be changed or deleted.

You also have a right to receive a copy of your child's record; however, I may charge a reasonable fee for that copy.

EEC regulations require that I make children's records available to EEC at any time that EEC may request these records, such as during a licensing/monitoring visit, a complaint investigation, or a financial review of my program. Failure on my part to provide these records to EEC could result in EEC citing me for regulatory non-compliance or taking legal action against my license.

When EEC staff members review children's records in order ensure that I am in compliance with EEC regulations, at times they may copy and keep the information found in these records in order to review my compliance with all EEC regulations and policies applicable to my program.

This information will be kept in my EEC Licensing file or in EEC's financial monitoring file if the information involves issues related to subsidized care. EEC is required by law to keep

confidential any personally identifiable information found in children's records collected and maintained by EEC staff members. EEC has a Privacy Policy which discusses how EEC keeps such



information confidential. That policy can be found by going to the EEC website at http://www.eec.state.ma.us/docs1/20101124_eec_privacy_policy.pdf. Please let me know about any questions you have regarding your child's record.

Maintaining a Safe Environment

EEC has several licensing standards related to safety in a Family Child Care Home. Most of these standards outline common safety precautions such as making dangerous materials inaccessible to children, covering outlets, having a first aid kit, practicing evacuation drills, gating stairs, windows, or heating elements, posting emergency numbers, and maintaining a clean, hazard-free indoor space. Also, the outdoor space must be safe and hazard free and there should be no access to a busy street, water, construction materials, rusty or broken play materials, debris, glass, or peeling paint.

Lead Poisoning Prevention

All Family Child Care Educators are required by EEC to provide parents with information regarding the risks of Lead Poisoning. The following are some facts that all parents should know about lead and lead poisoning:

- Lead poisoning is caused by swallowing or breathing lead. Lead is poison when it gets into the body.
- Lead can stay in the body for a long time. Young children absorb lead more easily than adults. The harm done by lead may never go away. Lead in the body can:
 - o Hurt the brain, kidneys, and nervous system
 - o Slow down growth and development
 - o Make it hard to learn o Damage hearing and speech
 - o Cause behavior problems
- Most of the lead poisoning in Massachusetts comes from lead paint dust in older homes. Many homes built before 1978 have lead paint on the inside and outside of the building.
- When old paint peels and cracks, it creates lead paint chips and lead dust. Lead dust also comes from opening and closing old windows.
- Lead dust lands on the floor. Lead gets into children's bodies when they put their hands and toys in their mouths. Children can also breathe in lead dust. Children between the ages of 9 months and 6 years are most at risk.
- Important: Home repairs and renovations also create lead dust.
- Most children who have lead poisoning do not look or act sick. A lead test is the only way to know if your child has lead poisoning. Ask your doctor to test your child for lead.

Some children may have:

- o Upset stomach
- o Trouble eating or sleeping
- o Headache



o Trouble paying attention

As mentioned earlier, if your child is over nine (9) months of age, you need to provide documentation to me that your child has been screened for lead poisoning. Most children will be screened annually until either age three (3) or four (4), depending on where the child lives. Most children will be screened annually until either age three (3) or four (4), depending on where the child lives. I am required to disclose to you if I am aware of any known sources of lead in my home.

For more information on lead poisoning, you can visit <http://www.mass.gov/dph/clppp> or call the Childhood Lead Poisoning Prevention Program at (800) 532-9571.

Supervision

Supervision is critical to keeping children safe. I and any assistants in my program will always appropriately supervise children in order to ensure their health and safety. I will use good judgment and consider several factors in determining the appropriate level of supervision for children including age, developmental needs, behavioral characteristics, the nature of activities and the space we are using, as well as the number of caregivers present at any given time. If you have any questions about how I supervise the children in my program, feel free to ask me.

Safe Sleep

Supervision of children is equally important during the times that a child is sleeping at the program, particularly when that child is an infant. EEC has very specific regulations around safe sleep practices. All infants are placed on their backs to sleep, unless a child's physician orders otherwise (such an order must be given to me in writing). I check on children every 15 minutes during naptime. If your child is less than six months old, I will directly supervise them during naptime for the first six weeks they are in care. For more information regarding Safe Sleep, please feel free to review the 'Family Child Care Policies' section of www.eec.state.ma.us.

Curriculum and Progress Reports

All Family Child Care Educators must carry out a routine that is flexible and responds to the needs and interests of children in care. The routine must include things such as; meeting the physical needs of children in care, sixty minutes of physical activity every day, child-initiated and Educator-initiated activities and daily outdoor play, weather permitting. Additionally, the Educator must develop a curriculum that engages children in developmentally appropriate activities by planning specific learning experiences. The curriculum must include things such as; learning self-help skills that foster independence, opportunities to gain problem solving and decision-making competencies and leadership skills and opportunities to learn about proper nutrition, good health and personal safety. I am also responsible for providing an environment that promotes cultural, social and individual diversity. In addition, progress reports must be completed periodically for all children in care. For infants and children with identified special needs, I will be completing progress reports every three months. For toddlers and preschoolers, those reports



are completed every six months, and school age children will have a yearly progress report completed for them. I will be sharing your child's progress reports with you, as well as offering an opportunity to meet and discuss your child's progress. Feel free to ask me about curriculum and progress reports and how they are implemented in my program.

Toileting and Diapering

At The Little Bright Achievers Academy, I believe each child is unique and learns differently. I believe a child should begin toilet training when they are physically and psychologically ready. The parent and I will work together to make the process as easy and comfortable as possible. I will start toilet training a child when the child is displaying the following:

- *showing interest in using the bathroom
 - *has a pattern of using the bathroom
 - *can pull their bottoms down and pull them back up
 - *understand what using the bathroom means
- Parents, during this process, please provide the me with extra clothing that is easy to take off and put on.

Meals

Nutritional meals are served daily. Outside food is not permitted unless the parent is providing food for the entire class. In this case, please notify me ahead of time to ensure the food is under the food safety guidelines.

Child Guidance

When it comes to interactions and the guiding of children's behavior, the goal of all Educators is to maximize the growth and development of children, as well as keep them safe. My Child Guidance Policy is as follows: We will work with the parent to ensure the best approach for children that's having difficulties with behavior. If the behavior continues, the parent will be called to pick up the child to ensure the safety of all children. If the behavior continues, I am allowed to disenroll the child.

*Corporal punishment is not allowed.

Medication Administration

EEC has regulations requiring Educators to have a policy regarding the administration of medication to children in care. As a licensed Family Child Care Educator, I am also required to take medication administration training. The following guidelines are common to all programs that are licensed by EEC:

Prescription Medication

- Prescription medication must be brought to the program in its original container and include the child's name, the name of the medication, the dosage, the number of



times per day and the number of days the medication is to be administered. This prescription label will be accepted as the written authorization of the physician.

- The program will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.
- The parent must fill out the Authorization for Medication Form before the medication can be administered.

Non-prescription Medication

- The program needs written parental authorization to administer oral non-prescription medication. The parent must fill out the Authorization for Medication form, which allows the Educator to administer the non-prescription medication. The statement must be renewed on a weekly basis.
- In the case of unanticipated non-prescription medication that is used to treat mild symptoms (e.g., acetaminophen, ibuprofen), the program must still have written parental authorization, however it must be reviewed annually.
- The Educator will make every attempt to contact the parent prior to the child receiving the non-prescription medication unless the child needs medication urgently or when contacting the parent will delay appropriate care unreasonably.

Topical Ointments and Sprays

- Topical ointments and sprays such as petroleum jelly, sunscreen, diaper rash ointment and insect repellent will be administered to the child with written parental permission. The signed statement from the parent will be valid for one year and include a list of topical non-prescription medication.
- When topical ointments and sprays are applied to wounds, rashes, or broken skin, the Educator will follow the written procedure for non-prescription medication which includes the written order of the physician, which is valid for a year, and the Authorization for Medication form signed by the parent.

All Medications

- The first dose must be administered by the parent at home in case of an allergic reaction.
- All medications must be given to the Educator directly by the parent.
- All medications will be stored out of the reach of children. All medications that are considered controlled substances must be locked and kept out of reach of children.
- The Educator will be responsible for the administration of medication. In his/her absence, the designated person will be

• The program will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to unbroken skin) which will include the child's name, the time and date of each administration, the dose, and the name of the person administering the medication. This completed record will become part of the child's file.



- All unused medication will be returned to the parent if possible or disposed of in accordance with Department of Public Health guidelines.

Oral Health

Proper oral health begins at home, and I will be reinforcing good oral health practices with your child each day. If your child is in care for more than 4 hours per day, or he/she will be receiving at least one meal while in care, I am required to assist your child with tooth brushing at the program. I will provide toothbrush materials at the program.

Parent Notifications

I am required by EEC regulations to notify you of certain information about my family childcare home. These notifications include, but are not limited to:

- an injury to your child;
- allegations of abuse or neglect regarding your child;
- if another educator will be caring for your child;
- the administering of first aid to your child;
- whenever a communicable disease has been identified in the program;
- children being taken off the childcare premises;
- the existence of firearms in my home;
- if there are any changes in my household composition,
- prior to any pets being introduced into the program;
- whenever special problems or significant developments arise.

Mandated Reporting

As a licensed Educator in Massachusetts, I must operate my program in a way that protects children from abuse and neglect. As such, I am a mandated reporter (under M.G.L. c.119 s51A) and must make a report to the Department of Children and Families (DCF) whenever I have reasonable cause to believe a child in the program is suffering from a serious physical or emotional injury resulting from abuse inflicted upon the child, or from neglect, no matter where the abuse or neglect may have occurred or by whom it was inflicted.

What I Need from You

The first day your child attends childcare, I need a copy of the attached Family Child Care Enrollment Packet. Without these completed documents, which must be updated annually, I cannot care for your child. The reason for this is so I have all the important information and phone numbers I will need in order to provide the best possible care for your child.

Medical Information

Medical information about your child must be given to me within one (1) month from the day your child begins care. There are three (3) pieces of medical information I will need:



1. A statement from a physician or health care professional that says that your child received a physical exam within the past year;
2. Evidence that your child has been immunized as recommended by the Department of Public Health;
3. If your child is nine (9) months of age or older, a statement from a physician or health care professional which says that your child has been screened for lead poisoning.

Please note: Your child's immunization record must be updated and given to me in accordance with the Department of Public Health's immunization schedule. Also, your child's lead screening report must be updated as required by Department of Public Health Regulations. This report must also be given to me. If your child is school age, I can accept a written statement that the required information is on file with the child's school.

Communication and Staying Involved

It is important to keep an open dialogue with me as your child's Educator, and to maintain an active role in your child's care. Please also make sure to follow-up with me if you have any questions about the program or your child's care.

You may have a brief conversation with myself during drop-off and dismissal, however, for longer discussion please schedule an appointment. Parents please refrain from using your cellphone during drop-off and dismissal to ensure proper communication.

During drop-off and dismissal, please make the visit short as it may upset the child because they may be expecting that you are staying.

During drop-off and dismissal, please make sure you sign in and out on the attendance sheet. Parents you are welcome to send in treats for the entire class for your child's birthday. Inform me on what you will bring based on food allergies.

I look forward to working with your family and providing a great experience for your child(ren)!



ATTACHMENT A---PARENT / EDUCATOR AGREEMENT

Little Bright Achievers Academy

Name of Child(ren): _____

108 Harrishof Street #3

Dorchester, Ma 02121

Program Hours / Closures

My normal hours of operation:

Monday 7:00am-5:00pm

Tuesday 7:00am-5:00pm

Wednesday 7:00am-5:00pm

Thursday 7:00am- 5:00pm

Friday 7:00am-5:00pm

The hours your child will be receiving care are as follows:

Please make sure you bring your child no later than 9 am.

*****\$5 a minute late fee after 5:00 pm.**

If for any reason the program will be closed, I will notify you by: Telephone or text message. Additional schedule information (holidays, training days, vacation, etc.) is as follows: We will follow the Boston Public School schedule for snow closures. We will be open during February and April vacation. Please see attached holiday schedule.

Tuition & Enrollment

Documents need to be fully completed before the child is enrolled.

\$50 registration fee is due once the child has a start date.

Tuition is due every Monday. If your child is absent, tuition is still due on that day unless you have spoken to me for arrangements.

\$10 late fee per day after Monday

Full tuition is due anytime the child is absent from school.

We accept the following forms of payments:



- Cash
- Money order
- Zelle

We do not except personal checks.

\$10 per week discount for siblings.

*****\$5 a minute late fee after 5:00 pm.**

Infants (3 months – 14 months) \$_____ weekly

Toddlers (15 months – and older) \$_____ weekly

By signing this, you are documenting that we are in an agreement about the hours your child will receive care, and the rates you will be paying for that care. You are also stating that you understand my policies regarding late fees, termination, and any other issues documented above.

Parent Signature

Date

Provider Signature

Date



Holiday Schedule 2022-2023

2022

September

2nd Professional Development Day - Closed

5th Labor Day – Closed

October

7th Professional Development Day - Closed

10th Columbus Day - Closed

November

11th Veterans Day – Closed

24th and 25th Thanksgiving recess – Closed

December

26th Christmas Day (Observed)– Closed

2023

January

2nd New Year’s Day - Closed

16th MLK Jr. Day – Closed

February

20th President’s Day

March

17th St. Patrick’s Day – Professional Development Day

April

17th Patriots Day – Closed

May

29th Memorial Day – Closed

June

16th Bunker Hill Day - Closed

19th Juneteenth – Closed

July

4th Independence Day – Closed

August

TBD