

21-22



Bristol-Plymouth Regional Technical School

Child Care Center

Family Handbook

Belonging

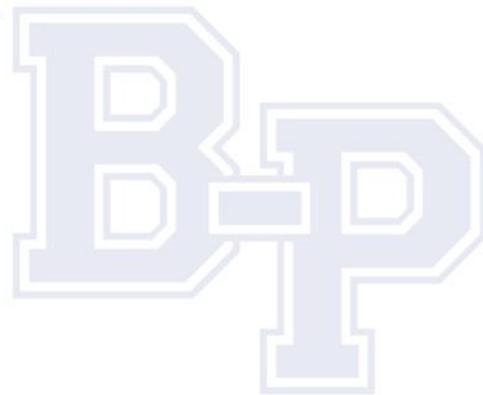
Persistence

Teamwork

Excellence

Creativity

Honor



Translation of Important Documents

For your convenience, a translation of this document, and all important school documents, is available in the language of your home. Please contact the Office of Career and Student Services to request a translated copy.

Portuguese

Para sua conveniência, uma tradução deste original, e os originais da mais alta importância da escola, estão disponíveis na língua falada em sua casa. Contatar por favor o escritório de serviços da carreira e do estudante para pedir uma cópia traduzida.

Spanish

Para su conveniencia, una traducción de este documento, y los documentos importantísimos de la escuela, está disponible en la lengua hablada en su hogar. Entrar en contacto por favor con la oficina de los servicios de la carrera y del estudiante para pedir una copia traducida.

French

Voici des renseignements importants. Si vous avez besoin de la traduction, contactez s'il vous plaît l'école de votre enfant.

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Non-Discrimination Policy

The Bristol-Plymouth School Committee is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect.

The Bristol-Plymouth Regional Technical School does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age, economic or homelessness status, or pregnancy or pregnancy-related condition in admission to, treatment or employment in its programs and activities. All students have equal access to the general education program and full range of any occupational/vocational education programs offered by the district. The following person has been designated to handle inquiries regarding non-discrimination policies: Melanie Shaw, Pupil Services Administrator, Bristol-Plymouth Regional Technical School, 207 Hart Street, Taunton, MA 02780; (508) 823-5151.

Inquiries concerning the application of non-discriminating policies may also be referred to the Office for Civil Rights, Boston Office, U. S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921.

If you have any questions concerning your rights and/or privileges stated in this handbook, please feel free to call your local student service center, Student Service Center, Massachusetts Department of Elementary and Secondary Education, 350 Main Street, Malden, MA 02148, 781-338-3000. Other numbers for information: MA Commission Against Discrimination—Boston 617-994-6000; Equal Opportunity Commission—Boston (800) 669-4000.

The center agrees to evaluate, on a case by case basis, and make reasonable accommodations for children with disabilities and will take necessary steps to ensure that child's disability-related care is integrated into the usual daily routine and program at Bristol-Plymouth Child Care Center to the greatest extent possible in accordance with federal and state laws.

Mission

The Child Care Center at Bristol-Plymouth Regional Technical School is a laboratory preschool setting for children 2.9 – 5 years of age. The mission is to provide technical training in early childhood education to high school students from our seven sending communities while offering families a safe, nurturing, developmentally appropriate setting for their children.

Philosophy and Statement of Purpose

We believe that every child is a unique and valuable being that deserves to be appreciated and respected as an individual. Children thrive when cared for in a safe, warm, nurturing environment by teachers knowledgeable in child growth and development and dedicated to helping each child reach their full potential. Children learn through active involvement with play and interaction with others. Our program promotes active, exploratory learning, encourages language, literacy, and expression while combining a balance of child-initiated and teacher-directed activities. Developmentally appropriate activities are provided in all developmental areas including, physical, social, emotional, and cognitive, that will foster growth of the whole child.

Program Goals:

- Foster positive self-esteem by treating each child with respect and providing opportunities and challenges that lead to successful experiences.
- Encourage curiosity and a desire to learn by providing hands-on opportunities to discover and explore.
- Create a learning environment that supports/ assists the child in developing respect for each person's similarities and differences.
- Support a lifetime of learning by providing plentiful opportunities to use and develop verbal and written language skills.
- Encourage independence and self-discipline by helping each child to be responsible for their actions.
- Promote proper health, safety, and nutritional practices.
- Foster open communication between home and school to support all aspects of a child's growth and happiness.

Enrollment Policy

Programs

PROGRAM	SCHEDULE	TUITION COST
Full Time Program	5 full days, 7 a.m. to 5 p.m.	\$220.00 Per Week
Part Time Program	*1 to 4 full days, 7 a.m. to 5p.m.	\$46.00 Per Day
Half Day Program	*1 to 5 half days, 7 a.m. to 12 p.m.	\$26.00 Per Day

* Days are determined by parents and center availability. Once a child is registered for specific days and times of attendance, changes can only be accommodated if there is an opening in another time slot.

Registration

PROGRAM	REGISTRATION DEPOSIT
Full Time Program	\$220.00
Part Time Program	\$100.00
Half Day Program	\$100.00

Registration is initially offered to the children of employees of Bristol-Plymouth Regional Technical School and returning families. Open registration and enrollment of new children is then announced and children are enrolled on a first come first served basis.

Registration must be accompanied by a non-refundable deposit that will be used as the final week's tuition payment for the school year. In the event that a registration and deposit is received and there are no longer openings, the deposit will be returned immediately to the sender. Current family tuition accounts must be up to date in order for new registration paperwork to be accepted and processed.

Tuition

Tuition is based on a 180 day school calendar. There is no tuition charge for snow days, scheduled holidays, and the school vacation weeks in December, February and April. **Tuition will be collected if your child is sick and unable to attend. Tuition will also be collected if you are on vacation.**

Weekly tuition payments for your child must be paid on the **first day of attendance of each week**, with the first week's payment due on your child's first day at the center. Prompt payment will ensure that your child will continue to attend as scheduled.

Delinquent tuition payments will be assessed a \$5.00 late fee per day. Accounts that are a week late will result in care being suspended until payment and the assessed late fee are paid in full. The child's slot will be held for two weeks during which tuition will be assessed. After two weeks, the child's time slot will be filled from the waitlist.

Checks should be made out to "Bristol-Plymouth Regional Technical School". To pay online go to: www.bptech.org and click on the "Community" tab and then "Preschool Center". Click on "Tuition & Fees" and follow the online payment link.

For extended illnesses, half tuition will be collected during the child's absence and the child's spot will not be relinquished.

Returned Check or Electronic Payment

The return of a check or electronic payment issued to Bristol-Plymouth Preschool will result in a \$10.00 returned payment fee being placed on the tuition account. Each account will be allowed two returned payments after which that payment type will not be accepted.

Families will be notified of the return payment. Returned payments not redeemed in a timely manner will accrue the late payment policy fees.

Hours of Operation

The Child Care Center is open daily at 7:00 a.m. and closes at 5:00 p.m. and follows the district school calendar. The first day of preschool will be Tuesday, September 7, 2021. The final day is determined when the last day of school is determined by the district; this date will be announced in the monthly newsletter. The center is open for a full day on all high school early release days. The exception to this is the Wednesday before Thanksgiving break, November 24th, when the Child Care Center will close at 1:00 p.m.

The Child Care Center will be closed if Bristol-Plymouth is closed due to weather emergencies or unforeseen circumstances. Please tune in to your local news station for school closures. If Bristol-Plymouth Regional Technical School does not have school, the center is also closed. In the event the school closes early due to weather or unsafe conditions, parents will be notified and are asked to pick up children within an hour of the school's closing, or as soon as is practical.

Drop Off and Pick Up From the Center

When dropping off or picking up your child(ren), park in the designated spaces located adjacent to the sidewalk (near the woods) of the Child Care Center building. Parking in the front on the roadway is not allowed. Escort your child through the main entrance into their designated classroom.

At pick up time, follow the same procedure. We understand that there may be a time when you are unable to pick up your child unexpectedly. If this occurs, please call someone from your "Allow to Release" list to pick up your child and also call the Center to advise us of the change. If someone on your "Allow to Release" list will be picking up your child, they will be required to present photo identification each time they pick up your child.

In order to add a name to your "Allow to Release" form you must provide the Center with a 24-hour written notice of the change. Families **will not** be allowed to add a name over the phone.

Late Pick Up

If you, or a designee, are late picking up your child, you will be charged a \$10.00 late fee for every 15 minutes you are late. This charge must be paid on the following week when the regular weekly tuition is due. If the parent or designee is more than 30-minutes late when picking up for the 12:00 p.m. half day program, the full day charge of \$46.00 will apply.

Office Hours/Contact Information

In order to meet the individual needs of all children and families, the program director is available each afternoon from 2:30 - 5:00 p.m. and by email at aabott@bptech.org . Parents/guardians may also call to speak with the director during these designated hours. If you need to speak to someone during the day, contact your child's classroom at 508-823-5151 to speak directly to a preschool teacher:

Preschool 1 - Ext. 493

Preschool 2 - Ext. 494

Pre-K - Ext. 495

Curriculum

In very simple terms, curriculum is defined as what information and strategies teachers use to teach children in the classroom. The curriculum at the Child Care Center at Bristol-Plymouth Regional Technical School is aligned with the *Massachusetts Department of Education's Guidelines for Preschool Learning Experiences*. We believe curriculum activities need to be flexible to meet the individual developmental needs and the interests of the children. Please note that monthly calendars are sent home as a guide and daily events are sometimes not completed due to unforeseen circumstances. Our curriculum is planned to stimulate learning in all developmental areas including social, emotional, intellectual, and physical domains.

Field Trip Policy

The preschool curriculum is enhanced with well-planned field trip experiences. Families will be given advance notice of a field-trip date and time so adequate planning can take place. Permission slips must be completed in order for your child to attend a field trip. Students will be transported by a Bristol-Plymouth bus to and from the field trip destination. Due to the extra assistance that our high school students provide, parent chaperones are not required for field trips.

When being transported by a Bristol-Plymouth bus, teachers will count children prior to boarding the bus, once they are on the bus, and immediately after exiting the bus. Bristol-Plymouth staff will ensure that the red emergency bag is taken on all field trips and prescription medication is included.

Nutrition

Dietary Restrictions

A child begins lifelong eating habits early in life. Therefore, they should be given a variety of dairy products, proteins, fruits/vegetables and whole grains. Foods high in sugar and fat content are discouraged. Packing a healthy lunch for your child is recommended. Healthy

snacks and meals should include a variety of nutritious foods and follow your pediatrician's recommendations as well as incorporate your child's eating habits and preferences.

Please inform a preschool teacher or the director of any dietary restrictions, so that all staff will be made aware of your child's restrictions. The children will be assisted and encouraged to eat, but never forced to eat.

Snack & Lunch

The Center will provide all morning and afternoon snacks and a drink. Parents of children attending a full day program are responsible for sending lunch or have the option to purchase a school lunch. The cost of a school lunch is \$2.50 per day. Your child will receive a meal that includes milk, fruit, and an entrée that is nutritious and guaranteed to be peanut free.

Please inform your child's teacher if you are ordering lunch. Lunch must be ordered by 9:30 a.m. for your child to receive lunch on that day. Lunches can also be pre-ordered up to a week in advance. The Bristol-Plymouth school cafeteria is catered by Chartwells, who provide a nationwide network of expert chefs and registered dietitians that ensure quality and nutrition, meeting or exceeding USDA standards.

If your child is scheduled for a full day of care and a lunch is not sent with your child, a cafeteria lunch will be purchased, and the family account will be charged \$2.50.

The Child Care Center staff are not allowed to heat up children's lunches or place lunches in a refrigerator. We encourage the use of a Thermos for keeping foods warm or cool. If heated at home (very hot) in the morning and packed in a thermos, the food will stay warm until lunch. In addition if you are packing cold food items, please use an ice pack in your child's lunch box. Drinking water is always available to the children throughout the day.

Birthday Celebrations

Parents frequently ask if they can send in a special snack when their child is celebrating a birthday. Due to food allergies, **no home baked goods** can be brought into the Center. **There are no exceptions.** Parents may send in store prepared items in the original wrapping with the ingredient list intact.

A second option is to bring in a boxed cake mix and frosting (ingredients list must be intact) and the Center staff, along with the children, will bake the cake/cupcakes and serve the birthday treat to the class. The packaged items cannot contain peanuts or other nuts and cannot be processed in a facility that produces nut products.

Behavior Management Policy

Staff members use positive guidance and various communication techniques to facilitate the development of self-control and self-esteem in children. Our goal is to help children behave in acceptable ways to prevent discipline situations whenever possible. Children are invited to participate in determining rules and consequences for some activities. Whenever possible children will be encouraged to work out minor disputes by themselves.

Parents will be made aware of any unacceptable behaviors in their children. A parent conference with the teacher and director will be scheduled if a child repeatedly exhibits unacceptable behavior, or if teacher interventions have been unsuccessful. The purpose of the conference is to develop an appropriate behavior management plan to promote consistency at home and in the Center. If a parent refuses to schedule and/or attend conferences, the child's enrollment in the program may be terminated.

Termination from the program may also take place if the child's behavior interferes with the rights and safety of other children or staff. Examples of inappropriate behavior include but are not limited to: repeated episodes of hitting, biting, or inappropriate touching of another child, swearing or unacceptable or threatening language, and disrespect of staff members, the high school students, and/or other children.

Staff will:

- serve as positive role models
- use positive methods of guidance
- offer choices when feasible
- set reasonable and consistent limits
- redirect children to use words to express feelings

The following strategies will not be used:

- corporal punishment (including spanking)
- cruel or severe punishment
- neglect or abusive treatment
- humiliation or verbal abuse
- denial of food as punishment
- punishment for soiling or wetting pants
- requiring a child to remain on the toilet

Referral Services Plan

Staff will observe and record all relevant information regarding any child that they have a specific concern in terms of physical development, emotional development, language development, and social behaviors.

Preschool teachers will meet with the director to review the child assessment sheets and to discuss these concerns. If the director feels there is sufficient reason for a referral, a conference will be set up with the child's parents/guardians. Meetings will provide written documentation including a reason for the referral recommendation. If the child is under the age of 3, the parents will be informed of the availability of services provided by Early Intervention. If the child is older than 3, the parents will be given information on the availability of services within their community. A copy of all written documentation will be kept in the child's file. Records are kept per MA state requirements.

Termination / Suspension Policy

The Child Care Center at Bristol-Plymouth Regional Technical School may terminate or suspend a child from the Center if:

The health and safety of the child cannot be ensured, the health and safety of other children at the center are at risk, tuition is delinquent/not paid, or if the childcare staff agrees the child's developmental needs are not being met at the Center.

Parents will be notified both verbally and in writing of any concerns. Documentation of attempts at resolution of the issue are kept in the child's file. If parents are seeking resources recommended by the Center, efforts will be made to help resolve the issue and prevent suspension and/or termination.

If suspension/termination becomes necessary, parents will be given a two-week notice unless the situation would be unsafe for the child or his/her peers at the Center. The Americans with Disabilities Act requirements will not be violated at any time. The child will be prepared for the termination/suspension in a manner consistent with his/her ability to understand.

Bristol-Plymouth Regional Technical School reserves the right to terminate a child's enrollment if we are unable to meet the child's individual needs after making reasonable accommodations.

Toy & Electronic Policy

Due to the possibility of lost and unsafe toys, please **do not bring toys from home** to the Child Care Center. We have a variety of engaging and educational toys and activities for your child. Show-and-Share weeks will always be announced ahead of time and on the monthly calendar. The staff is not responsible for any toy that is lost or broken while at the Center. Please check your child's bag before drop off and remind them of this rule. Thank you for your understanding and cooperation in making your child's safety and happiness our first priority.

Nap / Rest Time

Nap/rest time is from 12:00 p.m. – 2:00 p.m. daily. Children are welcome to bring in a special, soft “lovey” toy to comfort them during this time. Parents should provide a sheet and a small, lightweight blanket for this time of day. Please label all rest time supplies with your child’s name. On the child’s last day of each week, the linens will be sent home for washing or on an as needed basis.

Procedures for a Contagious Illness / Illness

If the child will be absent due to a contagious illness, please call the Center and inform a staff member. In an attempt to prevent or contain the spread of a contagious illness, other parents will be notified in writing; however, the child’s identity will not be revealed. If a communicable illness has been introduced at the Center, a notification will be posted on the parent board.

A child who becomes ill at the Center will be made comfortable and separated as best as possible from the other children. The parent or guardian will be notified of the child’s symptoms. Precautions will be followed to prevent the spread of any gastrointestinal or respiratory illness by the following methods:

- careful hand washing techniques at all times
- disposal of contaminated articles in a double plastic bag
- child’s personal property will be placed in a double plastic bag and sent home with the child
- property that was contaminated will be disinfected with an appropriate bleach solution

A child must be picked up within two hours after receiving notice that their child is sick by a parent or designated person cited on the “Allow to Release” form if the following conditions or symptoms occur:

- vomiting
- diarrhea
- fever of 100 degrees or higher
- any rash suspicious of a contagious childhood disease
- any skin rash, lesion, or wound with bleeding, oozing of fluid
- scabies or head lice
- severe cold with fever
- contagious disease including but not limited to chicken pox, impetigo, flu or flu like symptoms, ringworm, strep, conjunctivitis (with discharge)
- child’s pain or discomfort which cannot be relieved

When a child is absent due to a contagious illness, the following conditions must be met **before** the child may return:

- Absence of fever, vomiting, and diarrhea for a **full 24 hours**
- If an antibiotic is prescribed, the child must be on the medication for a **full 24 hours** before returning
- A child must be able to fully participate in all usual program activities
- A child excluded because of scabies, lice, or other infestations may return 24 hours after appropriate treatment has begun with a note from a doctor stating that the child is larvae/nit free or the Bristol-Plymouth school nurse has assessed the child to ensure that the child is larvae/nit free
- If a child needs to be out for an extended amount of time due to a contagious illness, surgery or injury, documentation from a physician must be provided to return to the Center. A contagious illness also requires a physician or health care provider's note to return.

Medication Policy

The following policies include medications or accommodations required by a child for the management of diabetes, seizures, a life threatening allergy, or any other medical or health care issue identified by a child's medical provider which requires medication administration or accommodation during the program day. An Individual Health Care Plan (IHCP) which defines the roles and obligations of parents, providers, and staff will be developed within a reasonable time after the program director is notified that a child requires ongoing medication or accommodations, rather than short-term medications or accommodations. The health plan will be developed in conjunction with the child's healthcare provider(s). Program staff will receive training necessary to implement the health plan in the preschool setting.

Staff at the Center will dispense prescription, non-prescription, and topical medication to children. Our Center utilizes an Authorization for Medication Form provided by Early Education and Care.

Prescription Medication: must be in the pharmacy container with the original prescription label and instructions attached. The child's name, dosage amount, frequency of dosage, number of days to be taken and current date must all be visible on the label. The child must be on the prescribed medication for a **full 24 hours** before returning to the Center.

Non-Prescription Medication: must be provided in the original container and not have reached its expiration date. Both physician and parental instructions must state the dosage amount, frequency of dosage, and times and dates to be given. The staff cannot judge when a child needs medication; therefore, the time the medication is to be given must be included.

Topical Medications/Ointments: (Vaseline, diaper cream, etc.) will only be administered with a parental permission slip stating how and when it is to be applied. Permission slips are valid for one year and must be resubmitted if a child enrolls the following year.

In the event a child refuses to take medication, the parent will be called immediately. The child's lead teacher will return the leftover medication to the parent. All medications given will be logged and placed in the child's file. Medications will be kept in the office area or refrigerator, out of reach of children.

Sunscreen: Sunscreen should be applied at home in the morning. Please provide sunscreen if you would like it re-applied in the afternoon.

Health Care Issues and Allergies

Food allergies and pertinent health care needs must be reported to the program director or the classroom teacher, and also stated on emergency cards and enrollment paperwork. As an added precaution parents are required to discuss their child's food allergies, special dietary requirements, and specific health care needs with the teacher or director during parent orientation or as a situation develops. The childcare staff will then be notified of all changes in a child's health needs. Food allergies, special dietary requirements, and specific health care needs will be posted in your child's classroom. Due to the severity of peanut allergies, **classrooms will be designated as a peanut-free room if a peanut allergy is identified** to protect the health of children with peanut allergies.

Procedure for Allergic Reaction:

All children with known allergies will have an Individual Health Care Plan (IHCP) developed and signed to ensure proper procedures are followed. A copy of the IHCP will be shared with the classroom teacher and kept in the student's file. Allergies will be posted confidentially in each classroom for reference. In the event an allergy is unknown, procedure for emergency and illness will be followed.

Peanut Safe Policy

The Child Care Center is a peanut safe environment. In the event we have a child with a peanut or tree nut allergy, accommodations will be made in that classroom in accordance with the child's Individual Health Plan.

In the case of a peanut allergy in your child's classroom, all foods or snacks that contain peanuts and/or tree nuts and their derivatives are unsafe and cannot be sent to the Center. In addition, any products with labels stating, "may contain traces of peanuts or tree nuts" or "processed in a plant that processes peanuts or tree nuts" are considered unsafe and cannot be sent to the Center. Families will be notified if a child with a food allergy is enrolled in your child's classroom.

The following are great resources for food allergy awareness and offer suggestions to help with packing a peanut-free lunch:

[Snack Safely](#)

[Kids with Food Allergies](#)

[Food Allergy Research & Education](#)

Massachusetts School Immunization Requirements

Requirements listed in the table below apply to all attendees ≥ 2 years. These requirements also apply to children in preschool classes called K0 or K1.*

Hib	1-4 doses; the number of doses is determined by vaccine product and age the series begins
DTaP	4 doses
Polio	3 doses
Hepatitis B	3 doses; laboratory evidence of immunity acceptable
MMR	1 dose; must be given on or after the 1 st birthday; laboratory evidence of immunity acceptable
Varicella	1 dose; must be given on or after the 1 st birthday; a reliable history of chickenpox** or laboratory evidence of immunity acceptable

*Referenced from Mass.gov May, 26 2021 **A reliable history of chickenpox includes a diagnosis of chickenpox, or interpretation of parent/guardian description of chickenpox, by a physician, nurse practitioner, physician assistant, or designee.

Infection Control

Hand Washing: Hand washing is the first line of defense against the spread of germs and disease. All staff and children must wash their hands with liquid soap and warm running water, move their hands back and forth causing friction for a minimum of twenty seconds, and dry using disposable paper towels.

Hands must be washed before eating or handling food, after toileting, after coming in contact with bodily fluids, after outside play, and after general cleaning.

Disposable Gloves: Staff members will use disposable gloves to clean a child or area that comes in contact with bodily fluids. The affected area will be disinfected following Early Education and Care regulations. Bloody or soiled clothing will be sealed in a plastic bag, labeled with the child's name, and returned to parents at the end of the day. Used gloves are thrown away in a lined, covered container. The staff member or high school student will follow proper hand washing procedure.

Sinks: Sinks that are used for food preparation and food service shall be separate from sinks used for hand washing after toileting.

Sanitizing: The Center shall ensure that all equipment, tabletops, and toys are washed with warm soap and water and disinfected daily. The disinfectant solution shall be a bleach solution made by following established guidelines or purchased. All cleaning supplies and disinfectants are stored in a secure place, labeled and out of reach of the children. All staff are trained in infection control procedures. Safety Data Sheets (SDS) are available and all staff are trained and knowledgeable regarding SDS location and use.

Policy for Toileting and Diapering

Diapering: If a child is enrolled in the preschool center and is still in diapers, the family is responsible for providing diapers and wipes. Families will be notified by a classroom teacher when diapering supplies are needed at school.

Toileting: All the preschool children are allowed to use the bathroom when needed. Teachers will encourage frequent and regular use of the bathroom. Children will be supervised during toileting but allowed as much privacy as is appropriate. Toileting will be encouraged based on the child's physical and emotional abilities. If a child is toilet training, they must be wearing clothing that is easily pulled on and off by themselves.

Policy for Soiled and Wet Clothing

A complete set of clothing (including socks and underwear) must be supplied to the Center on the child's first day of attendance. In the event that extra clothes are utilized, another set must be provided on the child's next day of attendance. If no extra clothes are provided, staff will take every measure to make the child comfortable and the parent/guardian will be notified to bring a change of clothes. If a child soils his/her clothes due to illness or bathroom accident the following steps will be taken:

- The child is immediately changed into clean clothing
- Staff will use gloves when touching soiled clothing
- Soiled clothing will be stored in a plastic bag, placed in cubbie, and sent home

Emergency Situations and Evacuation Plan

First Aid Materials: The Center Director shall ensure that each first-aid station is clearly visible and is replenished by the staff on an as-needed basis. First-Aid kits are located in every preschool classroom. An additional backpack First Aid kit accompanies teachers during outside playtime.

First Aid will be administered by the director, a preschool teacher, or a school nurse. All staff have current First Aid and CPR training on file. Parents will be provided an injury report

whenever basic first aid is administered to their child. The staff person who authored the report will include the director's signature and a copy will be placed in the child's file.

Procedure for Assessing the Injury or Illness: During high school hours (7:30 a.m. - 2:30 p.m.), the school nurse is available to assess a sick or injured child or in the case of an emergency. The director or designated teacher will assess the severity of the injury/illness to determine if the school nurse or parent/guardian needs to be notified.

Procedure for Emergencies: During high school hours (7:30 a.m. - 2:30 p.m.), a school nurse is available to assess the child's needs. After school hours, the director or designated teacher will call 911 and then call the parents. If a parent/guardian cannot be reached, the director/teacher will call the designated emergency contact(s) listed on the emergency card. The director/teacher will accompany the child in the ambulance and will remain with the child until a parent or legal guardian arrives.

Evacuation Procedures: Each classroom and exit door contains posted directions for building evacuation. Teachers are required to bring the classroom attendance roster, emergency contact list, and green/red cards with them during the evacuation. He/she shall be responsible for counting the children before leaving the classroom and upon arrival at their designated safe area. Children will be escorted from the building by the childcare staff. If high school students are working in the Child Care Center at the time of the evacuation, they will assist in the evacuation under the direction of the staff. The director or a designated teacher will make a sweep through the Child Care Center as an added precaution to ensure no one has been left behind. The designated teacher will be responsible for verifying that all children are accounted for and the number of children evacuated from the building coincides with the children in attendance. Bristol-Plymouth Preschool will follow Bristol-Plymouth Regional Technical School evacuation procedures if a school wide evacuation is necessary. The center director or staff members will notify parents as soon as possible if children are transported to an alternate safe site.

Evacuation Procedures for Children with Disabilities: The director will develop specific procedures to be followed for evacuating any child with a disability when such child is enrolled.

Evacuation Drills: The director shall hold evacuation drills at different times of the day at least every other month utilizing the procedures outlined above. The director will maintain a fire drill log which includes:

- date and time of day of the drill
- effectiveness of the drill
- special concerns that need to be addressed

Injury Prevention Plan

All preschool teachers are responsible for checking their designated areas for safety concerns including the condition of equipment, the outside play area, and will report any safety issues to the director for correction.

All medications, sharp or hazardous objects, and cleaning supplies are maintained in appropriate containers and stored out of the reach of the children.

Smoking/Vaping Policy

Bristol-Plymouth Regional Technical School is smoke free. This applies to the school building, the school grounds and the school buses. The use of smokeless tobacco and liquid nicotine is also prohibited as is the use of electronic cigarettes/vapes. This restriction applies to ALL smoking materials including but not limited to cigarettes, cigars, smokeless tobacco and electronic cigarettes/vapes.

Disclaimer

The laws, school committee policies, and school rules stated in this handbook are intended to ensure the safe, orderly, and educationally sound operation of Bristol-Plymouth Regional Technical School. In addition to these written provisions, there may be times where, to further ensure the safe, orderly, and educationally sound operation of the school, the school administration may enforce a standard of conduct upon students that furthers this end. Furthermore, the school administration has the right to enforce any laws, ordinance, or school committee policy not written in this handbook. If a new law, ordinance, or policy is passed, it will supersede current rules.

Please sign and return this page

Student's Name: _____

I _____ have read the 2021-2022 Family Handbook in its entirety. I understand and will abide by the regulations and policies of the Bristol-Plymouth Child Care Center.

Parent/Guardian signature

Date