



Community Recreation Association  
(413)684-0260 • [www.daltoncra.org](http://www.daltoncra.org)

## 2022-2023 DALTON CRA BEFORE AND AFTER SCHOOL PROGRAM POLICIES AND PROCEDURES

### Administration:

Dan McMahon	Director of Social Programing
Jon Yetto	Out of School Coordinator
Taylor Vreeland	Office Manager

### Our Purpose:

The “Kids Club” after school program being offered at Craneville, Kittredge and Becket-Washington Elementary Schools is a non-discriminatory (based on race, religion, cultural heritage, political beliefs, marital status, disability, sexual orientation, or natural origin) program run by the Community Recreation Association, Inc. (CRA) and serves children 5 years to 11 years of age.

It is our goal to provide families with a fun, educational and structured program for their children in a safe and welcoming environment. The program varies slightly from school to school, but each has a daily schedule consisting of snack, reading/homework, games, and arts & crafts. When the weather is nice, we make every effort to get outside for fresh air. During inclement weather, we use the school gyms in order to provide an opportunity to burn off energy and get some healthy exercise.

### Philosophy:

Our Kids Club philosophy at Craneville, Kittredge and Becket/Washington Schools is to encourage learning in a safe, warm and accepting environment. Our programs offer an atmosphere that will enable children to respect themselves and others, through creative experiences; we enhance the child’s ability to socialize with others, make creative use of time, and promote self-expression and foster cognitive development as the child shows interest. . We believe that children learn best from hands on experiences. This program is designed to provide children with many after school activity opportunities and staff directed activities while their parent or guardian is at work, training or school. Our Kids Club programs work closely with the school to keep consistency while in the school building and adhere to the schools’ policies. We encourage parental participation and encourage input and suggestions.

### Fee Schedule:

Before Care: 7:30 am – 8:25 am: \*\$9 a day or \$35.00 weekly if attending Monday-Friday (**CURRENTLY ONLY OFFERED AT CRANEVILLE**)

After Care: \$17.00 a day or \$15 if child is signed up Monday-Friday





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2<sup>nd</sup> child or more discount: \$15.00 a day

*We do reserve the right to charge for late pick-ups!*

### **Kids Club Closures:**

We do not offer the program when Central Berkshire School District is not in session (vacations, in-service, holidays, snow days, etc.). The CRA does offer camp at the Dalton Youth Center (DYC) during many of these closures.

The Kid's Club program will be closed for a staff Professional Development Day once a year during a regular run school day.

### **Registration/Intake Procedure:**

To attend Kid's Club, several forms must be completed for each child attending. This includes general information, as well as medical and emergency contact information required by the Department of Early Education and Care. A CRA membership, \$40 annually, is also required for each child signing up for Kid's Club. This is the same membership required to participate in sports programs and swimming lessons. When signing up, you will be presented with information on the program, a Parent Handbook, and asked to sign permission slips. When registering your child, please indicate what days your child will be regularly attending Kids Club. A *minimum of three days per week is required*. **By signing up, your child is GUARANTEED a slot in the afterschool program for the same days for the entire school year. Because this slot is guaranteed for your child, you must pay for that slot whether your child attends or not.** If the program is filled beyond capacity, your child will be placed on a waiting list, and you will be notified when an opening is available.

*Children will not be able to begin the Kids Club program until ALL paperwork in the packet is signed and dated!*

### **Payments:**

The CRA invoices monthly and payment is due prior to the service. For example, in August you will receive an invoice for September and payment will be due on September 1<sup>st</sup>. Payments plans can be arranged upon request, if you'd prefer to pay on a weekly basis. If you become delinquent in your payments, there is no late payment fee; however, your child's spot in Kids Club may be jeopardized.

We also offer the opportunity to pay electronically (EFT) for Kids Club. If you chose to do this, the month's payment will be automatically withdrawn from your account or charged to your credit card monthly on the 25<sup>th</sup> of each month. For example, the September bill will be electronically paid on September 25<sup>th</sup>. Setting up Electronic Fund Transfer (EFT) payments are easy and can be set up with your debit or credit card. This also can save you a trip to the CRA to pay in person.





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When Kids Club is unexpectedly closed for snow day or early closure, etc. you will not be charged. An account credit will be given when school is cancelled for the following month's bill.

**NON-PAYMENT:** *If there is 3 weeks of no payment, you will receive a warning notice for your child. If payment is not made by the date your warning notice provides, you will receive a termination letter for your child. If your child is terminated from the program, your child's spot will no longer be held and can be potentially filled if there is a wait list. You will also have to reapply for care. If there is no payment made your child will not be able to re-attend kids club or any NYC camp programs until the balance is paid in full.*

### **Pickup Policy:**

When you arrive to pick up your child, you will need to sign them out with the Kids Club staff. On the transportation plan and authorization form, there is a place to indicate other people who can pick up your child. On this form, please list anyone that might pickup, including you, from Kids Club. **If you are unable to pick up your child, please make sure you only send people who are on that form. We will only release your child to people on your pickup list.** No child will be allowed to leave the program without being signed out by an adult. If we are not familiar with the person picking up we will ask for ID. We enforce this for safety and security reasons. If you need to add more names to the form, please let the Kids Club Director know.

### **Late Pick-up Policy:**

Kids Club closes sharply at 5:30pm. Children are expected to be picked up and have their belongings together before 5:30 PM. When an occasion arises, that pickup is going to be later than 5:29pm, the parent must notify the Site Director immediately to let us know what time they will be picking up their child. If the Site Director is unavailable, please contact the CRA.

In the event that the Dalton CRA does not receive a prior phone call from the parent, the following will take place:

- 1) Kids Club Site Coordinator will call the parent. If the parent cannot be reached, the Site Coordinator will call the emergency contact person to arrange pick up of the child.
- 2) If by 6:00pm, no contact has been with either the parent or the emergency contact person, a call will be placed to the CRA Executive Director and the Department of Children and Families. The Kids Club Director and Site Coordinator will follow instructions given by DCF.

All late pick-ups are documented at Craneville, Kittredge and Becket/Washington. Late pick-up is defined as picking up your child any time after 5:30 PM. If late pickup is on a consistent basis, there will be a daily \$10.00 late fee. If late pick-up continues to be on a consistent basis (multiple times in a 30-day period) after there is a





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daily fee added to your bill, your child will be terminated from the program.

### **Withdrawal Procedure**

Families wishing to withdraw a child from Kids Club or make any changes in a child's schedule are asked to give a two-week written notice to the Kids Club Director.

Re-enrollment is necessary to re-join Kids Club, which may or may not be immediately available as there sometimes is a waiting list for Kids Club.

### **Goal:**

The program goal is to provide school aged children with the opportunity to participate in recreational, educational and social programs which will allow for creativity and constructive use of their leisure time in a safe environment. We encourage parental participation and encourage your input and suggestions. We encourage you to come to the Dalton CRA Staff with any concerns regarding your child or our program. We are always looking to improve and appreciate your suggestions. Parent/Guardians are also welcome to visit the facility at any time and review the program.

### **Objectives:**

- Foster a positive self-concept
- Support multi-cultural appreciation
- Inspire learning and discovery
- Provide a warm accepting and safe environment

### **Characteristics of Children Served:**

The Dalton CRA After School Care program will serve Kindergarten through 5<sup>th</sup> grade at Craneville, Kittredge and Becket-Washington School. This program makes every effort to make a child successful in before and after care; however we do not provide 1 on 1 support for children.

### **Serving Children with Special Needs:**

Kids Club welcomes and accepts applications from all families. We believe that all children and families can benefit from the inclusion of children with varying abilities in the classroom. Children and families can and should learn about helping one another and developing an awareness and respect for human differences.

If you are applying for admission to Kids Club and your child is already receiving services from Early Intervention or the Public Schools or has an already identified disability for which accommodations may be necessary, you are required to contact the director during the enrollment process to discuss any such accommodations. The director will review the accommodations needed and decide whether Kids Club can meet your child's needs.





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### **Referral Services:**

Staff is required to notify their Site Coordinator and program director of concern for a child needing a referral. The Site Coordinator will then observe the child and document each day for several days documenting the need for a referral. The Site Coordinator and Out of School Program Director will call a meeting with the parents/guardians of the child to discuss the need for a referral. A list of referral resources will be provided to the family. Written notification to the Out of School Program Director for special education for a child with a disability is required. The Kid's Club program wants to make sure every child is successful however we do not provide 1 on 1 service for a child.

### **Progress Reports:**

Progress reports will be done on each child once a school year around the middle of the year. Parents are welcome to request a conference at any time. A copy will be provided to the parents as well as kept in the child's file at each site.

### **Fire Drills**

Fire drills are conducted and documented monthly to ensure the safety of the children.

### **Snow Days**

If CBRSD cancels for bad weather, Kids Club is cancelled.

If CBRSD closes afterschool programs due to inclement weather and Kids Club is forced to close, you will receive a phone call from a Kids Club staff member before 2:30pm that day. There are days when CBRSD after school programs are cancelled, but the school is still open. In these cases, we will do our best to offer our program.

The Dalton CRA does offer a Snowy Full Day camp at the DYC. Registration with full payment is required by 7:00am the day of the snow day. Advance signups are encouraged so we can accommodate all those in need with proper staffing. Sign-ups and payment occur at the Dalton CRA. After 7:00am, signups may not be accepted. By signing up your child for Snowy Day camp, you are making a commitment to use camp on those days when school is cancelled. If you do not send your child, you will still be charged for that day. No refunds will be provided. **Due to DYC camp not being an EEC program, vouchers are not accepted.**

### **Schedule:**

Kids Club operates Monday through Friday according to the school calendar. We will begin the school year in late August or early September and end in June. Our beginning and ending dates will be determined by





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administration, based upon the beginning and ending dates of the Central Berkshire Regional School District schedule and parents will be informed of these dates.

### After School – 2:55 PM – 5:30 PM – Sample schedule

2:55 – 3:10 Attendance taken

3:10 – 3:30 Snack break/Homework-Reading

3:30 – 4:30 Outdoor/Indoor recreation-games depending on weather

4:30 – 5:30 Arts & crafts/Clean up

This schedule is flexible and will be determined by children's attention spans and/or other activities or situations that may occur. Each Kid's Club program has a slightly different schedule.

### Weather

We attempt to go outside every day, regardless of the season. Please be sure to plan your child's attire accordingly with the weather. During the summer months, we will encourage drinking water and breaks while playing outside. During the winter months please send your child in with a coat and in layers so they may be safe, dry and comfortable while playing.

### Communication:

We encourage and expect you to communicate information to the teachers and director that can be helpful in caring for your child and supporting his or her learning throughout the day. If your child has been ill, if you are traveling, if there has been a change at home in the child's eating or sleeping behaviors, or if there is an event that is causing anxiety or stress at home, please let us know so that we may understand any change in the child's behavior that we observe and address it appropriately. Information may be communicated to us in a confidential manner via email to [jyetto@daltoncra.org](mailto:jyetto@daltoncra.org). Teachers will be made aware of any information on a need-to know basis.

Newsletters will be sent home monthly from each site. There is a survey emailed mid-school year as well as the end of the school year. Please complete the short surveys so we have feedback on how to continuously improve our programs. If you have questions regarding the day to day programs please speak with the Site Coordinator. If you have questions regarding enrollment or payments, concerns about the staffing or safety or positive feedback please reach out to the Out of School Program Director. Many of our Site Coordinators are in ratio so conversations are typically brief. If you would like to a sit down meeting please schedule one with your child's Site Coordinator.

### Homework/Literacy:





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At least four times a week, there will be time set aside during Kids Club for your child to work on their homework or read. There will be a staff member that is able to assist children with questions, although one-on-one tutoring is not available. We will be providing tablets to participate in the Epic Reading Program as well as paperback books.

### **Snack Time:**

An afternoon snack will be provided daily. If you have a food preference for your child, please provide them with an afternoon snack. Kid's Club will provide specific snacks for your child only with doctor's note or IHCP.

**\*\*All allergies must be noted on the child's enrollment form.\*\***

### **Behavioral Management Plan**

Kids Club has rules and expectations regarding children's behavior that are outlined in our Kids Club Handbook. If you have specific concerns regarding your child or have systems in place to modify behavior, please let the Kids Club Director know. We will keep you aware of any concerns we have and please let us know of any concerns that you may have. We do not tolerate verbal or physical abuse and expect children to listen and be respectful of others and staff. Bullying is not tolerated. We spend the first week of Kids Club getting to know each other and reviewing all rules with the children. While we hope to promote positive behavior and minimize behavioral problems, serious and/or chronic disciplinary problems may occur. In these cases, suspension may be necessary.

Acceptable behavior is praised and encouraged. Inappropriate behavior such as hitting, name-calling, or excluding others is approached in the following ways:

- 1) The inappropriate behavior is addressed, and the staff explains why it is unacceptable in words that the child will understand.
- 2) If at all possible, children are encouraged to talk out their frustrations with each other with the staff standing by to encourage negotiation.
- 3) If the staff intervenes, he/she will suggest a new "choice" be made or redirects the activity to discourage the inappropriate behavior.
- 4) Some types of behavior require a short period away from the activity for the child to calm down, refocus and then make a choice to rejoin the group and behave appropriately.
- 5) If a child cannot deescalate and/or becomes a danger to them self or others a call to the parent/guardian will be made and they will need to be picked up **immediately**.

\*If behavior continues we will ask to meet with parents to discuss options, assist the parents with the situation and develop a plan to correct the behavior.







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### Licensing:

Our licensing authority is the Region 1 Massachusetts Department of Early Education and Care (EEC), a division of the Massachusetts Department of Education (DOE). We maintain a copy of EEC's regulations and requirements in the office. Anyone who wishes to consult the regulations or the programs compliance history may do so by asking the director or by consulting [www.mass.gov/eec](http://www.mass.gov/eec).

Address: 1441 Main St., Suite 230, Springfield, MA 01103

Phone Number: 413-788-8401

### Staff Development:

Staff development includes opportunities for planning and for leadership. Staff members are encouraged to visit similar programs to observe teaching and care giving techniques. The site coordinator and qualified staff person will do classroom observation of staff at least every two months. The staff will be provided the opportunity to take classes and attend workshops. The staff will also attend a once a year professional development day training.

### Children's Records

Children's records will be at the Dalton Youth Center, as well as at their program site in a locked cabinet. The Site Coordinator is responsible for making sure the records are up to date and fully completed. We require new packets to be completed **EVERY** school year.

### Parent's Rights:

- 1) Right to Visit: You have the right to make unannounced visits to your child's room while your child is present.
- 2) Research and Experimentation: As an EEC licensee, we will not conduct research, experimentation, or unusual treatment involving children without written, informed consent of the affected child's parent/guardian.
- 3) Parents Input: It is your right as parents to visit freely and give input to our program. Your input lets us know what we are doing well and what we could be doing better.
- 4) Feedback: Any time there is a concern or a question, please feel free to talk to the staff, the director or call for a personal meeting. Staff will be made available for such individual meetings when given a few days' notice.
- 5) Your Child's Records: Information contained in your child's record is privileged and confidential. The program's staff may not distribute or release any information in your child's record to anyone not directly related to implementing the program plan for your child without written consent. You must be notified if your child's record is subpoenaed.







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- 6) Accessing a Record: Upon request, the program must provide parents access to their child's record within 2 business days. A log is kept in the child's file of who has accessed such information.
- 7) Amending a Record: As parents, you may add to your child's record at any time. You may also request a deletion of information in your child's file by making a request to meet with the director. You will receive an answer within 1 week stating the reason for the director's decision. If the decision is in your favor, steps will immediately be taken to put the decision into effect.
- 8) Charge for Copies: The program will not charge an unreasonable fee for copies of information contained in your child's record.
- 9) Transferring the Record: When your child is no longer in our care, you may request in writing the transfer of your child's record. The program will ask you to sign a form authorizing its release.

### **Staff Ratio:**

There will be a staff ratio of one (1) teacher to every thirteen (13) children.

\*\*\*It is very important to only send your child on days that you have selected in your child's packet. If your child comes into Kid's Club on a day that they are not scheduled to be there, the child will be sent to the school office due to staff to child ratio.\*\*\*

### **Transportation:**

Transportation to and from Dalton CRA Kids Club at Becket-Washington, Kittredge and Craneville is the responsibility of the child's parent(s). Parents are responsible for picking up their children at the school no later than 5:29pm. Kids Club is closed as of 5:30 PM. We do reserve the right to charge a fee if pick-up occurs after 5:30.

### **Emergency Transportation:**

If an emergency is life threatening and a child needs to go to the hospital for emergency care, an ambulance will be called for transportation. The Director or Head Teacher will accompany the child to the hospital in the ambulance and stay with the child until parent/guardian arrives. The child's file will be taken, including permission forms and pertinent insurance information. Parents will be responsible for any cost of transportation.

Non-threatening situation: Parents will be contacted and will pick up their child at Kids Club and seek medical treatment for their child. If parent cannot be reached, the Kids Club staff will contact a person designated by parent in the child's records. If a parent requires help with transporting the child to the hospital, a designated staff member from either Kids Club or the Dalton Recreation Association, Inc. will accompany them.

### **Termination and Suspension Policy**





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Termination may occur if the center is unable to meet the child's social, emotional or physical needs. The Out of School Director will meet with the parents to advise them of her concerns and notify them of her recommendations for termination. The Director will also report her concerns to the Director of Social Programs of the Community Recreation Association, Inc. The parent(s) will also be provided with a written statement outlining the reason for termination from the center and can be given information for referral to other services. The Out of School Program Director will assist parents with pursuing options for supportive services.

Examples of reasons for termination:

- A child needing 1:1 support
- A child continuously making a dangerous environment for other children (running away, throwing furniture, theft or damage to school property, etc.)
- Non-payment

Prior to suspension or termination, the director will provide written notification to the family giving reason along with information about referral services.

Kids Club staff will work with the child and their family to the best of our ability. Should a child display behavior that threatens their own safety or the safety of other children or staff members the child will be suspended from the program. If the child is suspended from the program, Kids Club will not be responsible for refunding the fees for the suspended days.

### **Attendance Procedures**

Kids Club will mark a child in the attendance book as soon as they enter the classroom in the morning/afternoon and parents will sign-out a child when they leave the program at the end of the day. At the time of an emergency, evacuation of any kind, outdoor play, walks, etc., the staff will carry a copy of the attendance with them so at all times the staff will know which children are present. The staff will be made aware of the location of the attendance book. **It is the parent/guardian's responsibility to contact the Out of School Program Director to report their child's absence.**

### **Confidentiality and Distribution of Records Policy:**

The Kids Club will not distribute or release information in a child's record to anyone unless they are directly related to the program plan for the child without written consent of the child's parent(s). Kids Club will notify the parent(s) if a child's record is subpoenaed.

The child's parent(s) shall upon request have access to his/her child's record at reasonable times. In no event shall such access be delayed more than two (2) business days after the initial request without the consent of the child's parent(s). Kids Club will keep a written log in each child's record indicating any persons to whom information, contained in a child's record, had been released. Staff, who release information, will record the



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date, sign their name, their position, identification of the person to whom the record was released to, the purpose of the release and the signature of the person to whom the information was released to. The log will be kept confidential and available only to the parents and staff member responsible for the record maintenance.

### **Amending the Child's Records 7.05 (21):**

1. A child's parent(s) have the right to add information, comments, data and any other relevant materials to the child's record.
2. A child's parent(s) have the right to request deletion or amendment of any information contained in the child's record. Such request shall be made in accordance with the procedure below:
  - If such parent(s) is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in child's records, he/she shall have the right to have a conference with the Licensee to make his/her objections known.
  - The Licensee shall within one week after the conference; render to such parent(s) a decision in writing stating the reason or reasons for the decision. If the decision is in favor of the parent(s), he/she shall immediately take the steps as may be necessary to put the decision into effect.

### **Health Care Policy:**

#### Infection Control Measure

All staff and children are to wash their hands with liquid soap and running water using friction. Paper towels are available for drying hands next to sink. Hands are washed after appropriate times as follows:

- A. Before eating and handling food
- B. After toileting
- C. After coming into contact with bodily fluids and discharges
- D. After cleaning

All specified equipment items or surfaces shall be washed with soap and water and disinfected using the following schedule.

Daily: toilets and toilet seats; sink faucets; drinking fountains; tables.

Disposable non latex rubber gloves, stored in First Aid Kit, are used to clean up blood spills. Affected area is immediately disinfected-gloves are thrown in a lined covered container-staff is required to wash hands thoroughly with soap and water after cleaning up the bloodied area. Gloves should never be reused and should be changed between children being handled.

Proper disposal of infectious materials required. Any disposable materials that contain liquid, semi-liquid, or dry, caked blood will need to be disposed of in the secured trash receptacle located in the janitor's closet and marked "Biohazardous Waste". The bags should be removed and securely tied each time the receptacle is emptied.



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Cloth items that come into contact with blood or bodily fluids will be double bagged and sent home. Each staff member will be trained in the above Infection Control Procedures upon employment.

**No child with contagious disease, severe illness or severe injury shall be allowed to access the program until written approval from Board of Health or physician has been provided. Furthermore, any child suspected of the above must be sent home with a parent. If the child is ill we request you keep him/her home in an effort to stop the spread of illness.**

### Plan for managing infectious disease

Staff will take extra special precautions when children who are ill are diagnosed at the program and when children who are mildly ill remain at the program.

Children who exhibit symptoms for the following types of infectious diseases, such as gastro-intestinal, respiratory, and skin or direct contact infections, will be send home immediately from the program if it is determined that any of the following exist:

- 1) The illness prevents the child from participating in the program.
- 2) The illness results in greater care need that the child care staff can provide without compromising the health and safety of the other children.
- 3) The child has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness.
- 4) A fever over 100.5 degrees- Can only return to program after 24 hours with no symptoms.
- 5) Diarrhea- Can only return to program after 24 hours with no symptoms.
- 6) Vomiting- Can only return to program after 24 hours with no symptoms.
- 7) Mouth sores, unless the physician states that the child is non-infectious.
- 8) Rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease.
- 9) Purulent Conjunctivitis (defined as pink or red conductive with white or yellow discharge, often with matted eyelids) until examined by a physician and approved for re-admission, with or without treatment.
- 10) Tuberculosis, until the child is non-infectious.
- 11) Impetigo, until 24 hours after treatment has started or all sores are covered.
- 12) Head lice, free of all nits or scabies and free of all mites.
- 13) Strep infection, until 24 hours after treatment and the child has been without fever for 24 hours.
- 14) Hepatitis A, unless treated with rafampin for 2 days.
- 15) Chickenpox, until last blister has healed over.

A child who has been sent home for day may return after being evaluated by a physician, physician's assistant, or nurse practitioner, and it has been determined that he/she is considered to pose no serious health risk to



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himself or herself or to the other children. Nevertheless, the program may make the final decision concerning the inclusion or exclusion of the child.

If a child has already been admitted to the program and shows signs of illness (for example: a rash, reduced activity level, stomachache, etc.), he/she will be offered a comfortable spot in which to lie down. If the child manifests any of the symptoms requiring exclusion (as listed above) or it is determined that is in the best interests of the child that he/she be taken home, his/her parent will be contacted immediately and asked to pick the child up as soon as possible.

When a communicable disease has been introduced into the program, parents will be notified immediately, and in writing by the Program Director. Whenever possible, information regarding the communicable disease shall be made available to parents. Program Directors shall consult the Day Care Health Manual for such information.

### **Policy for Administrating Medication:**

#### **Prescription Medication**

The Dalton CRA staff will not dispense any medication with the exception of an EpiPen. With written request of a parent/guardian (kept in the child's folder), and medication consent forms signed, children will be allowed to self-administer medication under staff supervision. Children who have asthma are allowed also, with written parental consent, and medication consent forms signed, and authorization of the physician to carry their own inhalers and use them as needed.

- 1) All medications shall be labeled in its original container with the child's name, the name of the drug, and the directions for its administration and storage. All medications must be given to the teacher directly by the parent.
- 2) All medications will be stored out of the reach of any children.
  - a. The program will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to normal skin) which will include the child's name, the time and date of each administration, the dosage, and the name of the staff member administering the medication. This completed record will become part of the child's file.
- 3) All unused medication will be returned to the parent.

#### **Non-Prescription Medication**

- 1) Non-prescription medication will be given only with written consent of the child's physician and completed medication forms. The program, will accept a signed statement from the physician listing the medication(s), the dosage and criteria for its administration with the medication form. This statement will be valid for one year from the date that it was signed.
- 2) Along with the written consent of the physician, the program will also need written parental authorization. The parent must fill out the Authorization for Medication form, which allows the Center



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to administer the nonprescription medication in accordance with the written order of the physician. The statement will be valid for one year from the date it was signed.

### Procedures for topical ointments and sprays

- 1) Topical ointments and sprays such as petroleum jelly, sunscreen, bug spray, etc. 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.
- 2) When topical ointments and sprays are applied to wounds, rashes, or broken skin, the program will follow its 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.

### First Aid:

The Out of School Director and staff will have Child First Aid training and CPR current certificate.

In case of an accident, First Aid will be administered as appropriate by the staff; notification of parent/guardian follows. If transportation to the hospital is needed and the parent/guardian cannot be reached or time is an issue, an ambulance transport and parent/guardian will be responsible for any fees.

*(Kid's Club staff is not allowed to remove ticks off of a child) if a situation ever arises where a tick is found on/in a child a call to the parent/guardian will be made immediately!*

The program will immediately report to the Office of Child Care Services any injury to or illness of, any child, occurs during the hours while the child, is enrolled in care and requiring hospitalization or emergency medical treatment.

First Aid kits are located in several key areas throughout the building. In our program area, the first aid kit is kept in our cabinets. Also, for outdoor play and/or field trips, the first aid kit is kept in an outdoor bag. The Director of Kids Club will be in charge of maintaining these kits.

Contents: Band- Aids  
gauze pads  
adhesive tape  
tweezers,  
compress,

scissors  
disposable non latex gloves  
gauze roller bandage  
instant cold pack  
thermometer

### Policy for Mildly Ill Children:





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A mildly ill child will be provided with rest and quiet and the parent/guardian will be called to pick up child. Conditions that necessitate an ill child to be picked up early from the program will be fever, diarrhea, vomiting, lethargy, persistent crying, difficulty breathing or other evidence of disease including suspicious rashes. Children will be allowed to return to the program when they are free of the above symptoms for a 24 hour period, or with written approval of their physician. The Program Director may request a written note from the physician if there is a concern of the child or other children in the program. The Kids Club staff will notify the parent/guardian of symptoms that might indicate allergy, respiratory, skin or digestive distress. Parents will be encouraged to take the child to his/her physician to be examined. The Director of Kids Club will evaluate the child, review the physician's note and make the final decision.

### **Plan for meeting individual children's specific health needs**

During intake, parents will be asked to record any known allergies on the face sheet. The packet will be updated yearly. All allergies must have a completed Individual Health Care Plan.

All allergies will be posted in each classroom, on the refrigerator in the kitchen, and on the snack storage cabinet. Allergy lists will be updated as necessary – new children enroll, unknown allergies become known.

All staff members and substitutes will be kept informed by the Program Director so that children can be protected from exposure to foods, chemicals, pets or other materials to which they are allergic.

The names of children with allergies that may be life threatening will be posted in conspicuous locations with specific instructions if an occurrence were to happen. The Program Director will be responsible for making sure that staff members receive appropriate training to handle emergency allergic reactions.

### **Procedures for Emergencies and Illnesses**

In the case of an emergency or illness (such as a seizure, a serious fall or serious cut), the person in charge will begin administration or emergency first aid while the assistant or group leader takes the other children to another area or room. Both staff members should respond in a calm and reasonable manner. Other staff will be alerted to send for assistance, be it the Program Director or another person in the building. One of the supervisory staff will contact a parent to come and pick up the child or if response time is a factor, to have the parent meet the child and accompanying staff at the emergency room of the hospital utilized in emergencies.

In the event a situation arises that life is threatening, or the child cannot be comfortably restrained in a car, an ambulance will be called immediately. The parent will be called to meet the child and staff member at the hospital. The teacher or the other designated staff will go with the child in the ambulance. The child's file will be taken, including Permission Forms and pertinent insurance information, if the center has it. If the emergency is non-life threatening, the child's parent will be notified to pick the child up from the center and the parent will seek medical treatment for their child. If a parent cannot be reached, the Kids Club staff will contact the person





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designated by the parent(s) in the child's record. If the parent comes to pick up the child and needs assistance, a designated staff member from the Dalton CRA Kids Club or Community Recreational Association will accompany them. When parent cannot be reached, those listed as emergency contacts will be called as a further attempt to reach parents.

**The program will immediately report to the Early Education and Care office of any injury to, or illness of, any child which occurs during the hours while the child is enrolled in care and which requires hospitalization or emergency medical treatment. Staff will send a written report within 48 hours of hospitalization.**

### Plan for injury prevention

- 1) To prevent injury and to ensure a safe environment, the staff member who opens each classroom is responsible for that class room. The Program Director and Site Coordinator will monitor the outdoor playground and remove any hazards prior to any children using the space.
- 2) No smoking is allowed on the premises.
- 3) Toxic substances, sharp objects matches and other hazardous objects will be stored out of reach of children.
- 4) An injury report for any incident which requires first aid or emergency care will be maintained in the child's file. The injury report includes the name of the child, date, time and location of accident or injury, description of injury and how it occurred, name(s) of witnesses, name(s) of person(s) who administered first aid and first aid required. Staff should use the Accident/Injury Report Form to record the above information. Staff should submit the completed form to the Program Director for review.

Once the Program Director has reviewed the Accident/Injury Report Form and has signed it, it should be given to the parent. The parent should be allowed to review it, sign it, and then be given a copy. The staff member should then log the report in the Central Log of Injuries and then file the report in the Child's file.

Only staff that have completed the First Aid Training will be allowed to administer first aid no matter how minor the injury.

### Procedures for Abuse & Neglect:

The Dalton CRA Kids Club follows the written procedures for the report of any suspected incident of child abuse and neglect. They include among other things:

- 1) All staff will be responsible to see that the children enrolled in the program are protected from abuse and neglect while in their custody.
- 2) If any staff person suspects an incident of child abuse or neglect he/she will follow the procedures listed below:





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- a. Report any suspicion to the Director who will in turn report to the Executive Director of the Dalton CRA who will make a referral to a proper social agency.
- b. If in the judgment of the staff and the Director there is a suspicion of abuse or neglect then a 51 A shall be filed pursuant to Massachusetts General Law S119, S51A with the Department of Children and Families by the Director.
- c. The Director will immediately notify EEC after filing or learning that a 51 A has been filed on a child in the care of the school aged child during a program related activity.

The Dalton CRA Kids Club staff will cooperate fully with any investigation of child abuse and neglect done by the Department of Social Services, the Massachusetts Office of Child Care Services or the police. Parents will be notified of allegations of abuse and neglect involving their child while in the care of the program unless concerns for safety of the child exist.

**The Dalton CRA Kids Club staff at Becket-Washington, Kittredge and Craneville School are mandated reporters and are required to notify the Department of Children and Families upon concern of abuse or neglect.**

**The program will cooperate in all investigations of abuse and neglect.**

**Any staff member suspected of child abuse will be placed on immediate probation or suspension pending outcome of investigation; if the case substantiated the persons employment will be terminated.**

**A verbal report will be made followed by a written report, 51A follows within 48 hours. A report will also be filed with EEC.**

**DCF 1-413-236-1800**

**EEC 1-413-788-8401**

### **Prepare for Emergencies**

- 1) Keep up-to-date emergency information for children and staff. This will be on hand for emergencies, trips ) and evacuations. Designate a person and an alternate to maintain and update emergency contact information and verify periodically.
- 2) Record daily attendance of STAFF and CHILDREN. Designate a staff person to the list out of the building so that a complete evaluation is assured.
- 3) Post emergency telephone numbers (police, fire, rescue, or Central Emergency Code, and Poison Control by EVERY PHONE. ALL STAFF MEMBERS MUST be familiar with these numbers and procedures to be used in and emergency.
- 1) Plan 2 exit routes from every area of the building. Post emergency exit instructions in every room by the door where they can be seen easily (diagram and procedure). Mark exits clearly and DO NOT BLOCK THEM IN ANY WAY. If a door is not to be used as an exit, mark it "NOT AN EXIT".





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- 2) Have unannounced evacuation drills every month (or at least every other month). Designate a staff member or members responsible to maintain a schedule and to facilitate the drills. Vary the time of day.
- 3) If the fire alarm system is connected to the fire department or private fire communication system, call them first to schedule the drill.
- 4) Do some practice evacuations throughout the school year.
- 5) Use the fire alarm so children will recognize the sound of it.
- 6) Maintain accurate logs of evacuation drills.

### Evacuation Plan

- 1) Sound Alarm – Notify everyone in the building
- 2) Evacuate – Use exit routes or secondary routes previously marked and practiced in drills; proceed to designated meeting area outside of the building
- 3) Take Daily Attendance Sheet, check for stragglers to assure complete evacuation
- 4) Take Head Count – Make sure everyone is safely out of the building
- 5) Shut doors/windows and shut off electrical appliances as you leave
- 6) Call Fire Department AFTER leaving the building from nearest alarm box or phone if building alarm is not connected to the fire department.

### Contingency Plans for Emergency Situations

- 1) In the case of a FIRE, natural disaster or situation necessitating permanent evacuation of the building, children will be taken to the front playground area at Kittredge, Becket/Washington or Craneville School by the Kids Club Staff and the parent will be notified by phone and/or radio as soon as possible.
- 2) In the case of a power outage, loss of heat, loss of water, parents will be notified by phone and/or radio as soon as possible and will be recommended to pick their child/children up early. Children will walk to the front playground area at Craneville, Becket/Washington or Kittredge School. If the power/heat/water does not return on within thirty minutes the program will close early. Parents will be called again to be information of the early closure. *(At least a 30-minute notice of closure)*