



BOSTON'S BRIDGE TO EXCELLENCE  
*Children's Enrichment Programs*

# FAMILY HANDBOOK

## Table of Contents

<b>Welcome Letters</b>	<b>4</b>
CEO/Founder Welcome Letter	4
Early Education and Childcare Welcome Letter	5
<b>Who We Are</b>	<b>6</b>
Mission Statement	6
Program Offerings	6
Program Philosophy & Overview	6
Program Goals & Objectives	6
Administrative Oversight	7
Background Check and Fingerprinting Process	7
<b>Where We Are</b>	<b>8</b>
Locations & Hours of Operation	8
Capacity	9
<b>How to Be Part of BBTE</b>	<b>9</b>
Who Is Eligible	9
Enrollment	9
Late Fee	10
Withdrawal From The Program	10
Membership Records	10
Authorizations	10
Tuition Fees	10
Tuition Payment Schedule	11
ACH Procure Set Up	12
<b>How We Support Your Child</b>	<b>12</b>
Children with Disabilities	12
Referral Plan	13
Child Guidance	15
Behavioral Management Policy	17
<b>Health &amp; Safety</b>	<b>18</b>
Medical Information	18
Immunization Records	18
Oral Health	18
Care of An Injured Child	18
Medication Administration	19
Individual Health Care Plans	22

Prescription Medication	22
Emergency Contingency Plan	23
Fire Drill Evacuation Plan	24
Extended Evacuation Plan	24
Emergency Preparedness	25
Inclement Weather	27
Mandated Reporters	27
Identifying and Reporting Child Abuse/Neglect While in The Care of The School-Age Childcare Program	28
<b>Transportation Plan</b>	<b>28</b>
Transportation Plan	28
Arrival Transportation Options Before School Care	29
Departure transportation options Before School Care	29
Departure transportation options After School Care and Summer	29
Transportation For Field Trips	30
For Walking Trips	30
<b>Organizational Policies</b>	<b>31</b>
Parent Conferences & Involvement	31
Parental Conduct	31
Parent Involvement	31
Volunteers	32
Parent Notifications	32
Clothing	32
Toys & Accessories	32
Holiday Closings	33
Curriculum and Progress Reports	33
Before School Daily Schedule Example	33
After School Daily Schedule Example	34
Summer Program Daily Schedule Example	34

## Welcome Letters

### CEO/Founder Welcome Letter

Dear Parent(s) and/or Guardian(s),

Thank you for choosing one of our Boston's Bridge To Excellence (BBTE) programs as your youth development program provider. As a member of Boston's Bridge To Excellence programs, your child will participate in programs led by trained, dedicated, and caring Educators that will guide your child through our core program areas. These core programs consist of *character & leadership, education & career, health & life skills, sports, fitness & recreation, and creative arts*. These programs are offered to youth because we believe that "all students can build a bridge to excellence". BBTE believes in creating and facilitating a way for children to access that bridge.

The Boston's Bridge To Excellence programs operate with generous support from individuals, local businesses, foundations, corporate dues, volunteers, and government sources. The educators work with the BBTE Board of Directors, and the Chief Executive Officer, to oversee the operations of BBTE, and to provide the best quality, unique and exciting programs to youth. We are grateful to our many supporters; because of their generosity we can keep our parent fees affordable for you.

Our program looks forward to having your child become a participant of Boston's Bridge To Excellence. Please know your child is not joining a program, but a movement! We are dedicated to ensuring our community assists young people in authentic ways, especially those who are most in need of help, in order to have greater access to quality programs and services that provide promise, hope, and opportunities for a great future!

Sincerely,



Dejon Rice  
Founder/CEO

## Early Education and Childcare Welcome Letter

Dear Parent(s) and/or Guardian(s),

As a licensed Educator, I would like to congratulate you on choosing our Licensed Child Care Program. You have made an important child care decision for you and your family. The Department of Early Education and Care (EEC) and I invite you to join in a partnership with us to ensure a high quality child care environment exists for all children. This parent handbook and packet outlines many of the policies and procedures that relate to the care of your child, as well as the information required to enroll your child properly. This handbook will also acquaint you with some of the key EEC standards designed to ensure a safe, healthy, and educational child care experience.

We encourage you to maintain an open dialogue with us, as communication between parents and educators is the foundation for a solid working relationship and a good child care experience. Please note: before filling out your child care form, read through the information contained in the parent handbook thoroughly.

EEC is the agency that oversees the early education and care program, including before school, and after school services for families in Massachusetts. As the agency that licenses child care, EEC has quality standards for all licensed programs to ensure high educational value, as well as health and safety. Having a license means that our facility has demonstrated that we meet the standards outlined in the EEC regulations.

To obtain your own copy of EEC Regulations, you may download them from the EEC web site. For information about the Boston's Bridge to Excellence regulatory compliance history, you may contact our local EEC regional office:

*The Commonwealth of Massachusetts  
Department of Early Education and Care  
100 Hancock St, 4th Floor  
Quincy, MA 02171  
Phone: (617) 979-8600  
Fax: (617) 472-2722*

Thank you,

Department of Early Education and Care

## Who We Are

### Mission Statement

“The mission of Boston’s Bridge to Excellence, Inc. is to provide enrichment programming that empowers youth from economically distressed areas to become leaders of change in their communities. We help youth in grades K through 12 to build academic skills, develop leadership skills, and engage in experiential and service-learning opportunities so they have the tools needed to reach their full potential in a global society”

### Program Offerings

All Boston’s Bridge To Excellence programs are licensed by the Commonwealth of Massachusetts Department of Early Education and Care. The Boston’s Bridge To Excellence program provides year-round supervised quality child care programs for parents or guardians that are working or in a qualified training program. We shall not discriminate in providing services to children or their families on the basis of race, religion, sexual orientation, cultural heritage, political beliefs, national origin, toilet training, disability, or marital status. Boston’s Bridge To Excellence offers Before School, After School, School Vacation and Summer Programs. Currently Boston’s Bridge To Excellence programs are located inside 4 Boston Public Schools, and are continuously expanding.

### Program Philosophy & Overview

All BBTE programs are designed to provide services based on the child care needs for those parents who are working or in a training program. The programs are operated by trained educators who design and implement a wide range of activities, which encourage participation and recognition. The BBTE program is designed to provide child care during after school hours and at times during the year when children are not in school, and need supervised care the most. The hours of the program change during non-school periods. Children are exposed to a variety of activities and are given the opportunity to choose from a selection of teacher-facilitated activities as well as mandatory participation in activities designed for specific age groups. Children are not forced into programs that they cannot participate in due to physical or emotional impairments. A group’s maturity level and physical capabilities are used in program curriculums. Differentiation of instruction is regularly applied.

### Program Goals & Objectives

1. To provide school aged children with the opportunity to participate in a wide range of educational, recreational, and social programs that foster physical, mental, and social development.
2. To care for children whose parents are working or enrolled in training programs.
3. To provide supportive services for children at risk.
4. To encourage and provide supportive services for children at risk.

5. Maintain a healthy, safe, and learning environment for children.
6. To allow parents to keep or find employment.
7. To encourage and foster an awareness of the rights of others as well as understanding differences.

### **Administrative Oversight**

BBTE is governed by a Board of Directors, who works closely with the CEO of the organization. The CEO is responsible for the oversight of the organization and the strategic plan for programming and expansion. The Operation Manager reports to the CEO and is responsible for overseeing the daily operations of all programs to ensure BBTE is running effective programs and developing positive relationships with partners and families. Program Administrators report to the Operations Manager and are responsible for the oversight of at least 3 BBTE programs each. Their key responsibility is to ensure each program is in consistent compliance with the state regulations and offering the children and families a strong effective BBTE program. Each BBTE program is led by a Site Director who reports to the Program Administrator. The Site Directors are responsible for the administration of the program and are responsible for implementing program activities, curriculum and overseeing the safety for all. Based on the size and capacity of the BBTE program there is a variety of school age teachers and preschool teachers at each BBTE program. All teachers report directly to the Site Director. All teachers are responsible for the implementation of the daily curriculum and ensuring the culture of BBTE is visible and apparent at their program site.

### **Background Check and Fingerprinting Process**

All employees who have the potential for unmonitored contact will authorize the Program to conduct a background check for the purpose of determining any prior criminal and/or child abuse related convictions. Although a prior non-child abuse-related criminal conviction will not, by itself, constitute an event that would preclude employment, it is necessary for the Program Administrator and the whoever is cleared reviewer for BRC info to be aware of such a history. Applicants will undergo the BRC process including a CORI/SORI/DCF and Fingerprinting process to be considered as a licensed educator. The results of any background check and fingerprinting shall be kept strictly confidential.

Priority will be given to qualified BBTE staff and family members interested in teaching in the After School Program. There will be a hiring committee of the After School Program that will be composed of the Principal, After School Director, and a member of the Board.

For new candidates, their SORI must be approved and they must have gone for fingerprinting (fingers to glass). In addition, the employee must submit the Identigo receipt to the program's administration for documentation and compliance purposes. Once this occurs, the licensee will get a provisional letter. This provisional letter allows the employee

to begin working at the program provisionally. They may be in a classroom as long as they are never unsupervised with children and are always supervised by a group leader or Site Coordinator who have overall disposition of suitability. Once all of the remaining BRC components are approved, then the licensee will receive an overall disposition suitability letter which allows the employee (as long as they are at least GL qualified) to be alone with children unsupervised. This letter also allows the employee to be permanently hired.

## Where We Are

### Locations & Hours of Operation

Boston's Bridge To Excellence has been in existence since 2011 offering programs and services to youth. As of 2024, BBTE is located in the following schools for the following hours of operation. Please note, additional locations may be added and timeframes may vary based on public school schedules. Be sure to follow up with your child's specific BBTE Site Director for details.

#### ***BBTE @ Holmes Innovation School***

40 School St. Dorchester, MA

*Before School Hours:*

- 7:30am-9:10am
- *After School Hours:*
  - M/T/W/F 4:10pm-6:00pm
  - Thurs hours 12:20pm-6:00pm

#### ***BBTE @ Blackstone Innovation School***

380 Shawmut Ave. Boston, MA

*Before School Hours:*

- 7:30am-8:30am

*After School Hours:*

- 3:00pm-6:00pm

*Summer Program Hours*

- 8:00am-6:00pm

#### ***BBTE @ Match Community Day***

100 Poydras St, Hyde Park, MA 02136

*After School Hours:*

- 2:00pm-7:00pm

*Vacation Week Hours:*

- 8:00am-6:00pm

*Summer Program Hours*

- 8:00am-6:00pm



### ***BBTE @ Mattahunt Elementary***

100 Hebron St, Mattapan, MA 02126

*After School Hours:*

- 2:00pm-7:00pm

*Summer Program Hours*

- 8:00am-6:00pm

## **Capacity**

All BBTE programs vary in capacity size. All programs are licensed by the Commonwealth of Massachusetts Department of Early Education and Care who ensure all programs are licensed to the proper capacity size. Please see your specific BBTE program Site Coordinator for specific site capacity.

## **How to Be Part of BBTE**

### **Who Is Eligible**

We serve youth between the ages of 5 through 13. Parents/guardians must be working or enrolled in a qualified training program. Department of Social Services eligibility requirements are used to determine program eligibility. There is also income eligibility for the program, and financial assistance through outside partner agencies for income-eligible families.

### **Enrollment**

To enroll in Boston's Bridge To Excellence, you must complete an enrollment application. You may enroll your child for either 2, 3 or 5 days a week. Please note that the specific number and particular days you pick must be consistent week over week. The enrollment application allows us the opportunity to document emergency contact information for your child, as well as collect information critical to remaining in compliance with many of our funders. Your information is confidential, and is used for research purposes only. This research helps provide, and plan for capacity-building. **Please note that your child will not be able to attend the program until the application is completed and all necessary documentation is provided.** Please be sure to provide our program with the correct documentation at the time of registration, as your child will not be enrolled into the program until his/her application is considered complete. The Site Director will be able to answer and assist you with any questions you may have. The application, and supporting documents will be kept with your child's folder in a secured office, only to be opened by a certified auditor, if required.

## Late Fee

It is important that parents make every effort to pick their child up from the programs on time. If you are going to be late please call the program and notify us of your estimated arrival time. **A late fee of \$3.00 for every minute will be charged in the event a parent is late per child.** If this late fee is not paid within the week and additional \$3.00 late fee will be added to your balance.

## Withdrawal From The Program

We hate to see you leave our programs, but we understand there are times this may occur. Parents must provide The Site Director with a written notice to withdraw their child from the program. The notice must be received two weeks prior to the child's last day in the program.

## Membership Records

EEC regulations require our organization to maintain an individual written record for every child we have in our care. These records include the information that parents complete at , 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 needed. As a parent, you have access to the records of your child that our membership office obtains for your child and you have the right to add information or to request the information in your child's record at any time. Also, you have a right to receive a copy of the record; however, our organization may charge a reasonable fee for copies per page. Please let the Site Director know about any questions you have regarding your child's record.

## Authorizations

Parents are asked to provide BBTE with the proper authorization forms concerning first aid and CPR consent forms, field trip forms, and use of photographs in promotional materials for BBTE. Parents are also expected to provide BBTE with a list of any person who **DOES** and **DOES NOT** have the authorization to pick-up their child from our program Children will only be released to the parents/guardians or Emergency Contacts. In the event that someone else will be picking a child up the parent/guardian **must supply a written note to Site Director For the protection of all children in the program parents/guardians and emergency contacts will be asked to show an ID when picking up a child.**

## Tuition Fees

Tuition fees are based upon the number of days and type of school (public or charter) your child attends the program. BBTE accepts state funded vouchers along with offers families a private tuition rate if they are not eligible for the state voucher.

### **State Funded Vouchers**

BBTE has a contract with Child Choices of Boston if eligible for a voucher. If you are

interested to see if you are eligible for a state voucher, please contact Child Choices of Boston at (617) 542-5437 located at 105 Chauncy St, Boston, MA 02111. Please note parents are responsible for paying weekly parent fees based upon the state voucher.

***Private Rates***

BBTE also accepts private pay fees for families as well. As noted fees are based upon the school and number of days your child is enrolled in the program. Below is an estimated rate of private tuition. Note, BBTE has the right to increase rates yearly and parents are given at least 4 weeks notice of an increase.

*Boston Public School Daily Rates*

<u>Pre-School Private Pay Fees</u>	<u>School Age Private Pay Fees Separate Days</u>
<b><i>Ages 3-5 years old</i></b>	<b><i>Ages 6+</i></b>
Before School Fee: \$16	Before School Fee: \$14
After School Fee: \$47	After School Fee: \$28
Combined Rate: \$63	Combined Rate: \$42
Full Day Fee: \$81	Full Day Fee: \$53

*All Charter Schools*

- \$269 weekly for After School PreSchool (Ages 3-5)
- \$140 weekly for After School (Ages 6+)
- \$405 weekly for Vacation & Summer PreSchool (Ages 3-5)
- \$265 School Age Vacation & Summer School (Ages 6+)

**Tuition Payment Schedule**

Tuition payments are required to be paid either on a weekly, bi weekly, or monthly basis. At the time of enrollment you are able to choose which option best fits your needs. BBTE offers families a variety of ways that payments can be made to help support all families.

Tuition payments can be accepted by:

- ACH online through ProCare
- Check
- Money order

NOTE: No Cash will be accepted in any circumstance

No Refunds or Credits for any missed days or under any circumstance. All payments will be made out to Boston's Bridge To Excellence. Late fees will be a separate payment due on the

Friday of the week the child was picked up late. If a Friday payment is late a \$20 fee is charged every week late.

### **ACH Procure Set Up**

BBTE is happy to offer an easy way for you to not only pay your tuition, but also be able to receive receipts and tax statements at your own leisure. It also allows families the ability to update your contact information and payment information at your will. Procure is a software system that allows every individual family their own unique log in to access their account at any time. Please fill out the Procure Authorization form and send back to [enroll@bostonsbridgetoexcellence.com](mailto:enroll@bostonsbridgetoexcellence.com) ASAP to ensure there is no disruption to your youths enrollment. NOTE, this form will be needed prior to your youth starting the program. For additional information regarding Tuition Express please see the Family FAQ Sheet that your Site Director will have access to.

### **Non Payment Policy**

If there is a non-payment of fees a letter will be sent home to the parent in the form of a collection letter. All attempts to collect fees for programming will be made to parents. If there is no attempt by the parent to pay off fees by the next payment period the child will be suspended from the program until fees are paid in full and current. If there is a current state voucher in place, BBTE is required to inform the voucher agency of non-payment immediately as well.

## **How We Support Your Child**

### **Children with Disabilities**

BBTE Licensed Child Care Program will accept applications for any child with a disability. In determining whether to accept or serve a child with a disability, The Site Director, with parental consent and as appropriate, requests information related to the child's participation in the program from The Local Education Agency, Early Intervention Program or other health or service providers. The Site Director will also request that the parent set up a meeting to discuss the disability. At this meeting based upon available information The Site Director shall, with the parent's input, identify in writing the specific accommodations, if any, required to meet the needs of the child at the program, including, but not limited to:

1. any changes or modifications in the child's participation in regular program activities.
2. the size of the group to which the child may be assigned and the appropriate staff/child ratio; and
3. any special equipment, materials, ramps or aids.
4. BBTE will provide written notification to the parent within 30 days of the receipt of the authorized and requested information if, in the judgment of The Site Director and Executive Director, the accommodations requested by the parent would cause

an undue burden to the program. The Site Director and Executive Director will supply the reasons for the decision in writing. In addition, the notification shall inform the parents that they may contact EEC and request that they determine if the program is in compliance with 102 CMR 1.03(1) and 7.10(2).

In determining whether the accommodations requested are reasonable or would cause an undue burden to the program The School-Age Childcare Program shall consider the following factors, which include but are not limited to:

1. the nature and cost of the accommodations needed to provide care for the child at the program;
2. ability to secure funding or services from other sources;
3. the overall financial resources of the program;
4. the number of persons employed by the program;
5. the effect on expenses and resources, or the impact otherwise of such action upon the program.

The accommodations related to the toileting needs of a child with a disability who is not toilet trained shall not be considered an undue burden. The program shall, with parental permission, participate in the development and review of the child's program plan in cooperation with the Local Education Agency, Early Intervention Program and/or other health and service providers. The program shall, with parental permission, inform the appropriate administrator of special education, in writing, that the program is serving a child with a disability. Parents of children with disabilities who have already successfully participated in the Program will not be required to meet with the Site Director before re-enrolling.

## **Referral Plan**

When in the opinion of a member of the staff a child demonstrates behavior or symptoms that warrant concern or attention the following procedures will be followed:

- A. Staff will contact the parent with their concerns (via text/phone call) as regularly as possible, as well as consult with the program administrator, who will also consult with the parent on a more appropriate option for the child.
- B. Parents will be given a list of places where services can be obtained or with appropriate or advisable suggestions on what can be done to assist with the child successfully completing the program.
- C. After a reasonable time, staff will contact the parent to determine their progress in obtaining assistance to meet the needs of the child and determine if additional assistance or intervention will be necessary.
- D. Any referrals made by the BBTE staff will be documented in the child's records.
- E. A record of any referrals made, as required by 606 CMR 7.06(5)(b);

Notwithstanding 606 CMR 7.06(3)(a) above, special problems and significant developments must be documented and brought to the parent's attention as soon as they

arise. THE EEC Incident/Behavior Report Form will be used to guide the discussion and, or referral.

(a) The licensee must offer information to parents regarding health and educational resources for the child and family.

(b) The licensee must obtain written parental consent prior to contacting any outside social, educational or health care resource or service provider on behalf of an individual child. If such direct contacts are made by the program, the licensee must maintain a written record of such contacts and the results of such contacts.

(1) Educators must be responsive to children's individual needs and support the development of self-esteem, self-expression, autonomy, social competence, and school readiness.

(2) Educators must be nurturing and responsive to children by:

(a) frequently expressing warmth to individual children through behaviors such as holding babies, social conversations (including response to babies' vocalizations), joint laughter, eye contact, and smiles, and communicating at children's eye level;

(b) providing attentive, consistent, comforting, and culturally sensitive care;

(c) being consistent and predictable in their physical and emotional care of children, and when implementing program rules and expectations;

(d) recognizing signs of stress in children's behavior and responding with appropriate stress-reducing activities.

(3) Educators must support children in the development of self-esteem, independence, and self-regulation by:

(a) Demonstrating courtesy and respect when interacting with children and adults;

(b) encouraging appropriate expression of emotions, both positive (e.g. joy, pleasure, excitement) and negative (e.g., anger, frustration and sadness);

(c) providing opportunities for children to develop self-help skills as they are ready; encouraging children's efforts, work and accomplishments;

(d) assuring that all children have equal opportunities to take part in all activities and use all materials;

(e) offering opportunities for children to make choices and decisions.

(4) Educators must support children in the development of social competence by:

(a) promoting interaction and language use among children and between children and adults by talking to and with children frequently;

(b) encouraging children to share experiences and ideas;

(c) modeling cooperation, problem-solving strategies and responsible behavior for children;

(d) assisting children in learning social skills such as sharing, taking turns, and working together;

(e) encouraging children to listen to, help, and support each other;

(f) providing guidance to assist children in resolving conflicts, finding solutions to problems, and making decisions.

(g) helping children to understand and respect people different from themselves;

(h) helping children learn to respect each other's possessions and work;

(i) helping children to learn effective ways to deal with bullying, teasing, or other

forms of intolerance.

- (5) Educators must provide guidance to children in a positive and consistent way based on an understanding of the individual needs and development of children by:
- (a) encouraging self-control and using positive child guidance techniques such as recognizing and reinforcing children's appropriate behaviors, having reasonable and positive expectations, setting clear and consistent limits, and redirecting;
  - (b) helping children learn social, communication, and emotional regulation skills they can use in place of challenging behaviors;
  - (c) using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to encourage appropriate behavior and prevent challenging behaviors;
  - (d) intervening quickly when children are physically aggressive with one another and helping them develop more positive strategies for resolving conflict;
  - (e) explaining rules and procedures and the reasons for them to children, and where appropriate and feasible, allowing children to participate in the establishment of program rules, policies and procedures;
  - (f) discussing behavior management techniques among staff to promote consistency.
- (6) Educators must have a method of communicating effectively with each child.

### **Child Guidance**

1. It is the policy of Boston's Bridge To Excellence at Mildred Ave. K-8 School is to provide guidance and discipline in a fair and consistent manner. Guidance and discipline is learning. Good discipline involves compassion, caring, sensitivity, respect for the child and helping the child to understand that mistakes are a natural part of growing up. We believe that praise and encouragement are far more effective in promoting desirable behavior than a negative or punitive approach. It is our goal to provide our children with a supportive social and emotional environment where our children are given many opportunities for success through our varied activities. All our program staff shall direct discipline to the goal of maximizing the growth and development of our children and for protecting the group and individuals within it.
  - A. Corporal punishment shall not be used.
  - B. No child shall be subjected to cruel or severe punishment, humiliation or verbal abuse.
  - C. No child shall be denied food as a form of punishment.
  - D. No child shall be punished for soiling, wetting, or not using the toilet.
2. A step-by-step procedure should be taken in warning a child about inappropriate behavior and the consequences that will follow:
  - A. Verbal warning. Do not yell across the room.
  - B. Walk over to the child who is misbehaving.

- C. Tell the child what he is doing wrong and ask him to stop.
- D. If the child does not stop, give him/her a short time out.
- E. If behavior still does not improve, take the child to the Professional Staff person who is in charge.

3. It is strictly against Boston's Bridge To Excellence at Mildred Ave. K-8 School 's policy to resort to physical punishment of any sort when dealing with discipline matters. Striking a child shall be considered cause for discharge. Staff have a right to protect themselves if attacked and shall be expected to take action to the degree necessary to stop children who are fighting each other. Protecting oneself or stopping a fight should not require striking a child. In the event of a parental complaint or child complaint, the Site Director will determine action on the individual circumstances of each incident.

4. If a disciplinary action has to be taken in a certain area such as the game room, gym, middle school room, or pool, a child may not be able to participate in that particular program area for an extended period of time. Such action must be cleared through the immediate supervisor.

Every effort will be made to place every child in an appropriate class that works for that child, the other children and the teacher. The Director will work with the child and the teacher and will reach out to the family, if necessary. The after school program will use the Department of Early Education and Care policies as a guide for behavioral problems.

- Educators refer all behavioral problems to the Program Administrator once she/he determines that the child is disrupting the whole class and efforts such as "time out or restricted playtime" have been deemed ineffective.
- A child who is disrupting a program class will be sent to the Program Administrator.
- The Program Administrator will contact the child's family and report the problem.
- If the Program Administrator develops a plan with the family, the child will again be allowed to attend the activity.

If the behavioral problem continues, the teacher will again follow the procedure described above, but the child will not be allowed to return to that class.

The procedures to avoid suspension and termination includes:

1. Providing an opportunity to meet with parents to discuss options other than suspension or termination;
2. Offering referrals to parents for evaluation, diagnostic or therapeutic services;
3. Pursuing options for supportive services to the program, including consultation and educator training;
4. Developing a plan for behavioral intervention at home and in the program.

Educators must provide guidance to children in a positive and consistent way based on an understanding of the individual needs and development of children by:

- A. encouraging self-control and using positive child guidance techniques such as recognizing and reinforcing children's appropriate behaviors, having reasonable and



- positive expectations, setting clear and consistent limits, and redirecting;
- B. helping children learn social, communication, and emotional regulation skills they can use in place of challenging behaviors;
  - C. using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to encourage appropriate behavior and prevent challenging behaviors;
  - D. intervening quickly when children are physically aggressive with one another and helping them develop more positive strategies for resolving conflict;
  - E. explaining rules and procedures and the reasons for them to children, and where appropriate and feasible, allowing children to participate in the establishment of program rules, policies and procedures;
  - F. discussing behavior management techniques among staff to promote consistency.

### **Behavioral Management Policy**

The focus of BBTE'S programs is to provide each child a reasonable degree of conformity to assist him/her to develop self-control, self-direction, self-esteem and a conscious guide to his/her actions. In order to accomplish this, the BBTE will employ three basic principles:

1. **Rules:** Standards of acceptable conduct and modifying undesirable behavior
2. **Consistency:** Providing the children with the rules of the BBTE and particular program areas, and supplying staff that reinforce those rules fairly and regularly.
3. **Rewards:** Reinforce desirable behaviors

The following policies will be adhered to at all times.

1. Staff will use discussion, explanation and reasoning to help children understand what is acceptable and non-acceptable behavior.
2. Staff will emphasize the educational rather than the punitive benefits of acting in the approved and appropriate manner.
3. Any child acting in a disruptive manner will be talked to by the staff member and reminded of the rules and acceptable behavior. Disciplinary action such as time outs will be employed if necessary.
4. Any child who persists in acting in a disruptive manner will be reported to the Site Director who will follow through by:
  - A. Speaking to the particular child to determine the reasons for their actions and if actions can be corrected by the child.
  - B. If disruptions persist the Site Director will notify parents to schedule an appointment to discuss and try to correct the disruptive behavior.
  - C. The group leader supervising the particular child will note specific behaviors. A report will be made describing the extent of the incident, the date and time, and any actions taken to correct the behavior.
  - D. A copy of the incident report will be placed in the child's individual folder, a copy will be given to his/her parent or guardian and the original will be

placed in a binder located in the Site Director's office.

## Health & Safety

### Medical Information

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

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. Documentation of any known allergies and/or medications that your child will need to take during program hours

**Please note:** Your child's immunization record must be updated and given in accordance with the Department of Public Health's immunization schedule. Also, your child's lead screening report must be updated as required by the Department of Public Health Regulations. NOTE: we can accept a written statement with the required medical information if it is on file with the child's school.

### Immunization Records

Parents must submit a copy of their child's immunization records on file to the Site Coordinator at the BBTE program enrolled in.. Records must be kept up to date and include lead testing. Children will not be allowed into the program unless a record of immunization is present at the school or at BBTE.

### Oral Health

#### (Full-Day Programming Only- Summer Programming)

Proper oral health begins at home, and we 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, our organization requires assisting your child with tooth brushing at the program.

- I would appreciate it if you would provide a toothbrush and toothpaste for my child, which will be stored in a safe and sanitary manner at the program.
- I will be providing tooth brushing materials for the program to be kept during the program.

### Care of An Injured Child

If a child is to become injured the following steps will be taken:

1. First-aid will be administered by a First Aid Certified Staff.
2. An injury report must be filled out as soon as possible and placed in the bin in the membership office.

3. If the injury is serious the Site Director should be notified immediately. If the child requires medical attention a Staff person must accompany the child to the hospital in the absence of a parent. The professional Staff person will bring emergency information with them.
4. The Site Director will notify the parents of any first-aid that was performed at the time of pick up. A copy of the injury report will be given to the parent/guardian within 48 hours, a copy will be put in the child's file, and a copy will be placed in the injury binder.
5. The Site Director will record the injury in the injury log.
6. The Site Director will notify EEC if the injury required emergency medical care.

### **Medication Administration**

EEC has regulations requiring staff to have a policy regarding the administration of medication to children in care. As a licensed provider, we are required to take medication administration training.

Each person who administers prescription or non-prescription medication to a child must be trained to verify, and to document that the right child receives the proper dosage of the correct medication designated for that particular child and given at the correct time(s), and by the proper method. Each person who administers medication (other than topical medication) must demonstrate competency in the administration of medication before being authorized by the licensee to administer any medication.

1. The licensee must ensure that at least one educator with training in medication administration is present at any and all times when children are in care.
2. Each person who administers any medication, other than oral or topical medications and epinephrine auto-injectors, must be trained by a licensed health care practitioner and must demonstrate annually to the satisfaction of the trainer, competency in the administration of such medications. An alternative method of training approved by the Massachusetts Department of Public Health (MDPH) can be substituted with approval from MDPH.
3. The licensee must ensure that each educator, including those educators who do not administer medication, receives training in recognizing common side effects and adverse interactions among various medications, and potential side effects of specific medications being administered in the program.
  - (a) The licensee must have a written policy regarding administration of prescription and non-prescription medication. The policy must provide for the administration of medications ordered by a child's health care practitioner.
  - (b) All medication administered to a child, including but not limited to oral

and topical medications of any kind, either prescription or non-prescription, must be provided by the child's parent, unless noted in section (l), below.

(c) All prescription medications must be in the containers in which they were originally dispensed and with their original labels affixed. Over-the-counter medications must be in the original manufacturer's packaging.

(d) The educator must not administer any medication contrary to the directions on the original container, unless so authorized in writing by the child's licensed health care practitioner. Any medications without clear instructions on the container must be administered in accordance with a written physician or pharmacist's descriptive order.

(e) Unless otherwise specified in a child's individual health care plan, the educator must store all medications out of the reach of children and under proper conditions for sanitation, preservation, security and safety during the time the children are in the care of BBTE, and during the transportation of children.

1. Those medications found in United States Drug Enforcement Administration (DEA) Schedules II-V must be kept securely in a locked location at all times when not being accessed by an authorized individual.
2. Prescription medications requiring refrigeration shall be stored in a way that is inaccessible to children in a refrigerator maintained at temperatures between 38° F and 42 ° F.

(f) Notwithstanding the provisions of 606 CMR 7.11(2)(e), above, emergency medications such as epinephrine auto-injectors must be immediately available for use as needed.

(g) Each licensee shall have a written policy on medication disposal.

(h) When possible, all unused, discontinued or outdated prescription medications shall be returned to the parent and such return shall be documented in the child's record. When return to the parent is not possible or practical, such prescription medications must be destroyed and the destruction recorded by a manager or supervisor in accordance with the policies of the licensee and the Department of Public Health, Drug Control Program.

(i) No educator shall administer the first dose of any medication to a child, except under extraordinary circumstances and with parental consent.

(j) Each time a medication is administered, the educator must document in the child's record the name of the medication, the dosage, the time and the method of administration, and who administered the medication, except as noted in (k) below.

(k) The educator must inform the child's parent(s) at the end of each day whenever a topical medication is applied to a diaper rash.

(l) All medications must be administered in accordance with the consent and documentation requirements specified below:

<b>Regulation Number and Type of Medication</b>	<b>Written Parental Consent Required</b>	<b>Health Care Practitioner Authorization</b>	<b>Logging Required</b>
---	--	---	-------------------------

		<b>Required</b>	
7.11(2)(l)1 All Prescription	Yes	Yes. Must be in original containers with the original label containing the name of the child affixed.	Yes, including name of child, dosage, date, time, & staff signature. Missed doses must also be noted along with the reason(s) why the dose was missed.
7.11(2)(l)2 Oral Non-Prescription	Yes, renewed weekly with dosage, times, days and purpose	No in FCC Yes in Large and Small Group Must be in original containers with original labels containing the name of the child affixed	Yes, including name of child, dosage, date, time, & staff signature. Missed doses must also be noted along with the reason(s) why the dose was missed.
7.11(2)(l)3 Unanticipated Non-Prescription for Mild Symptoms (e.g., acetaminophen, ibuprofen, antihistamines)	Yes, renewed annually	No in FCC Yes in Large and Small Group Must be in original containers with original label containing the name of the child affixed	Yes, including name of child, dosage, date, time, & staff signature
7.11(2)(l)4 Topical, non-Prescription (when applied to open wounds or broken skin)	Yes, renewed annually	No in FCC Yes in Large and Small Group Must be in original containers with original labels containing the name of the child affixed	Yes, including name of child, dosage, date, time, & staff signature
7.11(2)(l)5 Topical, non-Prescription (not applied to open wounds or broken skin)	Yes, renewed annually	No. Items not applied to open wounds or broken skin may be supplied by program with notification to parents of such, or parents may send in preferred brands of such items for their own child(ren)'s use.	No for items not applied to open wounds or broken skin.

## Individual Health Care Plans

The licensee must maintain as part of a child's record, an individual health care plan for each child with a chronic medical condition, which has been diagnosed by a licensed health care practitioner. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered.

- A. The educator may administer routine, scheduled medication or treatment to the child with a chronic medical condition in accordance with written parental consent and licensed health care practitioner authorization.
  1. Notwithstanding the provisions of 606 CMR 7.11(1)(b)2, above, the educator must have successfully completed training, given by the child's health care practitioner, or, with his/her written consent, given by the child's parent or the program's health consultant, that specifically addresses the child's medical condition, medication and other treatment needs.
  2. In addition to the requirements for the routine, scheduled administration of medication or treatment set forth in section (3)(a), above, any unanticipated administration of medication or unanticipated treatment for a non-life-threatening condition requires that the educator must make a reasonable attempt to contact the parent(s) prior to administering such unanticipated medication or beginning such unanticipated treatment, or, if the parent(s) cannot be reached in advance, as soon as possible after such medication or treatment is given.
  3. The educator must document all medication or treatment administration, whether scheduled or unanticipated, in the child's medication and treatment log.
  4. The written parental consent and the licensed health care practitioner authorization shall be valid for one year, unless withdrawn sooner. Such consent and authorization must be renewed annually for administration of medication and/or treatment to continue.
- B. Educators may, with written parental consent and authorization of a licensed health care practitioner, develop and implement an individual health care plan that permits older school age children to carry their own inhalers and epinephrine auto-injectors and use them as needed, without the direct supervision of an educator. All educators must be aware of the contents and requirements of the child's individual health care plan specifying how the inhaler or epinephrine auto-injector will be kept secure from access by other children in the program.
- C. Whenever an individual health care plan provides for a child to carry his or her own medication, the licensee must maintain on-site a back-up supply of the medication for use as needed. 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. All prescription medication will be secure in the membership office.

- The program will not administer any medication contrary to the directions on the label unless it is 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 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 for the child.

### **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 **authorized personnel**.
- 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.

## **Emergency Contingency Plan**

### **FIRE DRILL/FIRE**

1. Program staff are to escort members from their direct care area out of the building immediately (using the closest and safest exit).
  - 1a. Contact the Executive Director if not already present in the facility
2. Contact local utilities companies for the related problem If the problem is not

corrected, then parents/guardians will be notified for pick up.

1b. Emergency Evacuation meeting will be across the street away from the building alongside the fence to the left of the building. In case of snow and rain it will be along the fence across the street away from the school to the left of the building.

1c. contact custodial staff and principal within 30 minutes.

3. The Executive Director or Site Director is responsible for securing the clearance of all areas of the building. (In the absence of the Executive Director, the designated staff person will be responsible for securing the building.
4. In case of a fire or injury contact the Boston Fire/Rescue Department and the Boston Police Department will be notified.
5. In case of emergency all members and staff will meet in the back of the school at the back field. Once outside take a headcount, check for any injuries. THE ATTENDANCE SHEETS IN THE OFFICE MUST BE TAKEN. EEC ROOM: Program Administrator or assistant staff person will be in charge. PROGRAM OFFICE: Staff person will be in charge.
6. Once the building is cleared, for a false alarm or fire drill, personnel and members may re-enter the building.

### **Fire Drill Evacuation Plan**

- Immediately STOP what you are doing
- Line up the door
- Take head Count
- Bring Cluster Binder with you
- Walk silently to exit out of the main entrance
- Walk directly to imitate left to the corner of Babson Street
- Continue to Babson Street and Enter the Parking lot at Mildred ave then enter the school at KIPP Academy Boston
- Line up in cluster and take head count
- Wait for further directions in

### **Extended Evacuation Plan**

***NOTE: Every BBTE program has their own specific Evacuation plan, based on location of the program. Please see the Site Director for a specific copy of the plan.***

An emergency requiring evacuation from the building will be carried out as follows:

- youth and staff will evacuate the building according to the emergency evacuation plans posted in each cluster's area.
- The Program Administrator will take an emergency bag, binder with parent emergency contact information, First Aid, emergency consent documents, student medications and cell phone before leaving the building. In the Program Administrator's absence or in case of his/her incapacity to perform this task, the head educator will gather these items before leaving the building.



- All youth and Staff will meet at the ***Site Specific Location***.
- The site binder's attendance/pick up lists will be compared against cluster attendance. The program will not depart until all children and Staff whereabouts have been determined.
- The Program Administrator will post a sign for parents directing them to the program's evacuation location.
- Clusters will line up with the Program Administrator at the head of the line and the Lead Educator in the rear of the line.
- Each Cluster leader will lead their cluster, walking two by two with a buddy to the extended evacuation site according to the following directions:

#### ***Site Specific Location***

- **Walk out to *Site Specific Location***
- File all children in a straight line along the sidewalk on ***Site Specific Location*** in front of the Main Entrance of the School.
- Stay on the side of the street at the ***Site Specific Location***
- Walk up to the corner of ***Site Specific Location***
- Once all youth and Staff are safe at the emergency site, 2 Staff members will be assigned to call parents to notify them of the program's evacuation location and request for immediate pick up.

#### **Loss of Power/Heat/Hot Water**

- Contact the Executive Director if not already present in the facility.
- Contact local utilities companies for the related problem. If the problem is not corrected, then parents/guardians will be notified for pick up.

### **Emergency Preparedness**

Boston's Bridge To Excellence does everything we can to avoid any type of accident or injury. When an accident or an injury does occur to a child, please contact the closest staff member immediately and give as much detail about the incident as possible. The staff member will then take the appropriate steps to resolve the incident and contact parents/medical professionals if necessary.

When an accident or an injury occurs to a volunteer or participant of the program, they must contact staff, including the executive director, immediately and decide what action—if any—is the best to take. It is important for the injured individual to receive proper medical treatment in a timely manner. If major medical attention is required, the injured volunteer must give a full report to the executive director before they leave the premises (if possible). If not, they must contact the Executive Director as soon as possible. Volunteers who are

injured on the job are encouraged to use the nearest hospital or their own medical provider to receive medical treatment.

- The educator must handle all emergency situations in an appropriate manner.
- The educator must be able to communicate basic emergency information to emergency personnel.
- The licensee must provide to educators a working telephone for the purpose of making and receiving phone calls during all hours of program operation, whether on or off the premises, whenever they are responsible for supervising children.
- When considering evacuation or sheltering in place, the educator must follow the directions of the local emergency management authorities.
- Exit signs must be posted in rooms that have direct access to the outdoors.
- The licensee must have a written plan detailing procedures for meeting

### **In case of emergency**

- Boston Police Department: (617) 343-4270
- Boston Fire Department: (617) 343-2880
- Poison Control: 1-800-222-1222
- Health Care Consultant Contact: Dr. Linda Grant, Medical Services Director
- Address: specified per school location

### **MEDICAL EMERGENCY**

1. Call 911.
2. The first staff person to respond to the injury should stay with the injured party and send the closest person for more help.
3. Contact emergency medical personnel immediately.
4. Keep the injured party calm, and comfortable as possible.
5. Check registration forms for other medical information.
6. Contact parents/guardians or emergency persons listed.
7. Notify the Executive Director or Site Director in the facility at that time.

### **Loss of Power/Heat/Hot Water**

Contact the Executive Director if not already present in the facility Contact local utilities companies for the related problem If problem is not corrected, then parents/guardians will be notified for pick up

### **Non-Life Threatening Emergencies**

1. Keep the injured party comfortable.
2. Give necessary first aid treatment – ice, Band-Aid, etc.
3. Contact parents, if injury needs medical attention that is not life threatening if parents cannot contact the emergency person listed.
4. If injury is a BEE STING, staff must have the office check medical information immediately for allergic reaction- if not allergic or stung for the first time monitor for any reaction.
5. Notify Site Director -staff person in charge in the absence of the Site Director of you

must notify the Executive Director

### **Local Emergency Contact Information:**

- Boston Police Department: (617) 343-4270
- Boston Fire Department: (617) 343-2880
- Poison Control: 1-800-222-1222
- Health Care Consultant Contact: ((Dr. Linda Grant, Medical Services Director
- Address: specific per school

### **INCLEMENT WEATHER POLICY NO SCHOOL**

If school is closed due to inclement weather, Boston's Bridge to Excellence will be closed during the school year because the location will be in a school.

### **Inclement Weather**

If BBTE is already open and the weather changes, making it necessary to close early or if the weather makes opening BBTE not possible the following procedure will be implemented:

- **Early dismissal or closings will be announced on NEWS, CHANNEL 4, CHANNEL 5, and CHANNEL 7.**

**NOTE:** No refunds/adjustments in fees can be made for days missed because of inclement weather.

If school is closed due to inclement weather, Boston's Bridge to Excellence will be closed during the school year because the location will be in a school.

### **Mandated Reporters**

#### **Procedures For Identifying and Reporting Suspected Child Abuse and Neglect**

All staff members are mandated reporters according to Massachusetts General Law C119, Section 51A. This means that if a staff member has a reasonable suspicion of abuse of a child he/she must file a report with the Department of Children and Families. The following procedures will be followed:

1. A staff member who suspects abuse or neglect will notify the Site Director's. The staff member will also document his/her observations, including the child's name, date, time, child's injuries, child's behavior and any other pertinent information.
2. The Site Director will make a verbal report to DCF, to be followed by a required written report 51A within 48 hours. The Department of Children and Families phone number is (617) 748-2000.
3. If a staff member feels that an incident should be reported to DCF and the Site Director disagrees then the staff member may report the incident to DCF directly.
4. The Site Director may or may not choose to communicate with the parents any of the concerns of suspected abuse and neglect that is reported to DCF.

## Identifying and Reporting Child Abuse/Neglect While in The Care of The School-Age Childcare Program

It is BBTE's commitment to protect all children in their care from abuse and neglect. The following are procedures for reporting suspected child abuse/neglect while the child is in the program.

Any report of suspected abuse or neglect of a child will be immediately reported to the Department of Children and Families and The Department of Early Education and Care. A meeting will be held with the staff member in question to inform him/her of the file report. The staff member in question will be immediately suspended from the program without pay pending the outcome of the DCF and EEC investigations. If the report is screened out by DCF, the Executive Director has the option of having the staff member remain on suspension pending the EEC investigation or allowing the staff member to return to the program.

The decision will be made by the Executive Director and will be based on the seriousness of the allegations and the facts available. If the allegations of abuse and neglect are substantiated, it will be the decision of the Executive Director whether or not the staff member will be reinstated with back pay.

All staff will cooperate fully with all investigations. ***WE ARE MANDATED TO REPORT ALL SUSPECTED ABUSE AND NEGLECT CONCERNS TO DEPARTMENT OF CHILDREN AND FAMILIES (DCF) UNDER ALL CONDITIONS.***

## Transportation Plan

### Transportation Plan

Parents, family members, or designated adults are responsible for transporting their children to and from Boston's Bridge To Excellence Year Round Program each day. All parents will be required to sign a permission slip for specific out of building field trips as needed and for a walking trip at the beginning of the year. All adults who drop off and pick up the children must be on the approved authorization form. BBTE starts responsibility and care of children once parents sign in their child and BBTE staff end responsibility once parent signs child out and starts their responsibility of care of their child. Transportation plan sheet must be completed, which is included in the Boston's Bridge To Excellence Year Round Program packet. Any person picking up children should have a valid picture ID on them, as to identify themselves for the staff.

## **Arrival Transportation Options Before School Care**

Parent drop off - Parents will walk the children into the program site. The parent will sign the child into the program. Once the child is signed in, the program assumes responsibility for the child.

Unsupervised walk: Children will walk to the program unsupervised. During the walk, the parent is responsible for the child. Once the child arrives at the program and signs in, the program assumes responsibility for the child.

## **Departure transportation options Before School Care**

*Supervised walk to classroom by program staff (K-5)*

Staff will walk children to their classrooms. Once the child is in the classroom and signed out by teacher and staff the teacher assumes responsibility for the child.

*Unsupervised walk to classroom 6-8*

Children ages 9+ can sign out and can be released from the program to walk unsupervised to their classrooms where the school will take responsibility for the child.

## **Arrival transportation options After School Care, Summer, and Full Day**

### **Programming:**

- Staff will meet in the auditorium after school ends and teachers will release children into staff care and sign in children into programs where staff will assume responsibility for the children.
- Parent Drop off children sign them into a summer program where staff will assume responsibility for the child.

## **Departure transportation options After School Care and Summer**

*Parent pick up*

Parents will pick up children and sign them out. Once signed out parents assume responsibility for their children.

*Unsupervised walk 9+*

Children ages 9+ can sign out and can be released from the program to walk unsupervised home with a signed permission to leave the program form. When the child leaves the program the parent assumes responsibility for the child.

Missing Child

Prompt notification of the police should be made once initial search of the facility is made, or attempts to confirm location such as confirmed pick up by family etc. Conduct search of

all areas of the facility and immediate surrounding area. Gather all children and teachers together. Try to establish where the child was last seen. If a child cannot be located in the first 10 minutes of the search, notify parents of the missing child. Next notify police so that a perimeter can be established for search where the child was last seen. Make all other required notifications.

### **Transportation For Field Trips**

Boston's Bridge To Excellence Year Round Program will use a yellow school bus or van. The bus/van will be equipped with seatbelts that will be used. Parents may provide their own car/booster seat.

1. No staff member will transport children or college students in their cars. (FOR ANY REASON)
2. Parents may transport their own children if they attend a field trip on a day that is not their
3. regular day of attendance or they can ride on the school bus. Children will leave with their parents afterwards.
4. Parents will not be allowed to transport another person's child, who is in attendance at the Boston's Bridge To Excellence Year Round Program the day of the trip, without giving the Boston's Bridge To Excellence Year Round Program written consent. Both parents must provide written consent.
5. Parents will be informed in advance and asked to fill out the necessary paperwork.
6. Parents will be asked to pay the entrance fee. If this is a hardship, please see the School Aged Child Care Program Director.
7. Boston's Bridge To Excellence Year Round Program will use a yellow school bus or van. The bus/van will be equipped with seatbelts that will be used.
8. Field trip lunches must be in coolers.
9. Parents need to submit adequate insurance required in EEC regulations and current drivers license.
10. Staff members with BRC compliance must travel in care of children in the care of children, other than parents' own.
11. Staff will take public transportation with students to locations able by transit. Staff will administer a head count and assign the students to the buddy system where students are grouped by twos. Before and after getting off and on busses and trains staff will double check the head counts to account for every child. Parents will be notified by permission slip if their child will be using public transit or getting on a school bus or other contracted transportation.

### **For Walking Trips**

Safe walking rules are reviewed with the children prior to each walk. Teachers are placed in the front, middle (if staffing allows), and rear of the line. Children requiring additional assistance may hold a teacher's hand. At crossings, one teacher will stop traffic before we cross the street, and join the group on the other side of the street after all children have

crossed and are safely on the sidewalk or designated area.

A first aid kit, children's emergency information and a cellular phone will always be brought on field trips. In the case of illness or emergency, emergency services (emergency contact if parents cannot be reached or ambulance) will be contacted if necessary. The director will contact a parent or guardian. The director will remain with the child at all times.

## **Organizational Policies**

### **Parent Conferences & Involvement**

The Site Director will be available Monday – Friday between the hours of 8:30 a.m. and 5:30 p.m. to discuss any problems or concerns a parent may have with the individual programs. Special arrangements may be made with the Site Director if these hours are not conducive to an individual schedule.

BBTE encourages and welcomes parent involvement and input. Parents may request, at any time, to set up a conference with The Site Director. Parents are welcome and encouraged to visit each of the programs at any time, and view program activities in action.

### **Parental Conduct**

While in the building parents are expected to act in a respectable and professional manner. Any concerns that they may have regarding their child, the staff, program, or other children shall be addressed with The Site Director. If a concern arises regarding The Site Director, parents may contact the Executive Director. Any parent who displays negative, abusive or belligerent behavior, or conducts themselves in a manner that is detrimental to the program, students' emotional wellbeing, or organization, may have their child terminated from the program (see termination & suspension policy).

### **Parent Involvement**

Parents are welcome to visit the program unannounced at any time while their child is present; and that input from and communication with parents is encouraged. There will be a monthly progress report that will be sent out to parents that will track the student's activity in the program and in school. The transportation plan for every child will be attached to its file on site. There will be a program calendar noting closed days and hours of operation. The program's fee schedule, including any fees for late payment, late pick-up, field trips, special materials, etc. will be on site and presented to parents upon request. BBTE Child Guidance Policy plans to provide positive and consistent guidance to children based on their individual needs and development. BBTE's criteria for excluding children

from care due to serious illnesses, contagious diseases and reportable diseases in conformance with regulations and recommendations set by the Division of Communicable Disease Control, Department of Public Health. The procedures relating to children's records as in 606 CMR 7.04(7) through (10); notice that child educators are mandated reporters and must, by law, report suspected child abuse or neglect to the Department of Children and Families notice that the program is licensed by EEC, including the telephone number and address of the EEC regional office responsible for the program a statement that parents may contact EEC for information regarding the program's regulatory compliance history.

## **Volunteers**

The program will and does use volunteers in daily programs and special events. It is important to note that BBTE does not consider the volunteers in their student to teacher ratio. Volunteers can be drawn from our core of parents, part time staff or high school and college students looking for the experience necessary in entering the child care profession.

## **Parent Notifications**

The following is a list of requirements that will result in parent/guardian notifications:

- An injury to your child
- Allegations of abuse or neglect regarding your child
- If another educator will be caring for your child
- Administering first aid for your child
- Communicable disease has been identified in the program
- Children being taken off the child care premises
- Existence of firearms in the home
- If there are any changes in household composition
- Prior to any pets being introduced into the program
- Special problems or significant developments arise

## **Clothing**

Please remember this is a program that conducts recreational activities. Children must dress for play. Pants or shorts and sneakers and socks are required to play in the gym. Since children will use the play spaces most days please have them wear or bring sneakers and socks every day. Please be aware that children will often participate in art projects at BBTE. Although most of the products BBTE uses are washable and smocks will be provided, accidents can happen and art is messy. For this reason BBTE asks that children wear clothes that can get messy.

## **Toys & Accessories**

Children are not allowed to bring handheld electronic games, iPods, radios, toys, jewelry, cell phones, excessive money or trading cards to BBTE. These items are easily misplaced, stolen, or broken so please inform your children that these items should be left at home. BBTE and staff are not responsible for lost, broken, or stolen items.



## Holiday Closings

The following are paid holidays were BBTE will be closed:

1. Labor Day
2. Columbus Day
3. Thanksgiving Day
4. Day After Thanksgiving Day
5. Christmas Day
6. New Years Day
7. Martin Luther King Jr. Day
8. Good Friday
9. Patriots Day
10. Memorial Day
11. Independence Day
12. Veteran's Day

\*Other closures and PD Closure dates may apply and parents will be notified.

## Curriculum and Progress Reports

The licensed program will be conducting progress reports on all of the children who participate in our before and after-school programs. These reports will be used to maintain communication with families, to track the progress of how children adapt to our program, and to help facilitate transitions into other programs. The reports will be based on observations of the children.

For school age children, the progress report must be prepared at least annually, at the midpoint of the child's program year. For school age children, the progress report must address the child's growth and development within the parameters of the program's statement of purpose. All Educators, specialists and consultants working with the child in the program must be offered an opportunity to contribute to the progress report of the child.

## Before School Daily Schedule Example

7:00 a.m. to 7:30 a.m.	Arrival & Open Play
7:30 a.m. to 8:00 a.m.	Temperature Talk and Ice Breaker activities
8:00 a.m. to 8:30 a.m.	Movement and sensory activities
8:30 a.m. to 9:00 a.m.	Breakfast & Dismissal

## After School Daily Schedule Example

2:00 p.m. to 3:00 p.m.	Arrival & Gym Time
3:00 p.m. to 4:00 p.m.	Snack and Homework Group Activities
4:00 p.m. to 5:00 p.m.	Group Activities may include visual arts and creative design, arts & crafts, no-bake cooking,
5:00 p.m. to 5:45 p.m.	Physical activity and intramural Sports
5:45 p.m. to 6:00 p.m.	Pick up

## Summer Program Daily Schedule Example

8:00 a.m. to 9:30 a.m.	Arrival,, Breakfast, Free play
9:30 a.m. to 10:20 a.m.	Individual Group Activity
10:20 a.m. to 11:10 a.m.	Program Special event/Organized Activity
11:10 a.m. to 12:00p.m.	Physical Activities
12:00 to 12:30 p.m.	Lunch
12:30 p.m. to 1:50 p.m.	Arts & Crafts/ Free Period
1:50 p.m. to 2:30 p.m.	Physical Activities
2:30 p.m. to 3:30 p.m.	Games Room & Snack Time
3:30 p.m. to 3:50 p.m.	Individual Group Clean-up
3:50 p.m. to 4:00 p.m.	Afternoon Assembly
4:00 p.m. to 5:30 p.m.	Workshops/Event Planning
5:30 p.m. to 6:00 p.m.	Dismissal

*\*FIELD TRIPS WILL BE SCHEDULED AND PLANNED INTO SCHEDULE*