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PARENT HANDBOOK



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South Easton, MA 02375
508-335-0809
Heahps@gmail.com
HEAHPS.com

EEC Program #: 9031919
EEC License #: 173588
Tax ID #: 85-1483401



Dear Parent,

As a licensed Family Child Care Educator, I would like to congratulate you in choosing “*Happily Ever After Home Child Care & Preschool*” for your child. You have made an important childcare decision for you and your family. This parent handbook outlines many of our policies and procedures that relate to the care of your child, as well as the information I am required to give to you when you enroll your child into my program. This handbook will also acquaint you with some of the key EEC standards designed to ensure a safe, healthy, and educational childcare experience.

I encourage you to maintain an open dialogue with me, as communication between parents and educators is the foundation for a solid working relationship, and a good childcare experience. Before filling out your childcare enrollment, please read through the information contained in this parent handbook.

Sincerely,

Kimberly Crouch

Owner

Preschool Lead Teacher

Infant & Toddler Lead Teacher

Please feel free to reach out to me if you require assistance:
Kimberly Crouch (Owner) 508-335-0809 heahps@gmail.com



Our Mission & Philosophy

Our mission here at "***Happily Ever After Home Child Care & Preschool***" is to help every child reach his/her full potential and succeed. Our intention is to provide a high quality developmentally appropriate program that meets the needs of each individual child in an environment that is warm, safe, and nurturing.

Our program is based on the philosophy that children need time to be children and experience their childhood. Children gain the love for learning when learning is fun, and our program knows children will use the lessons they learn during childhood throughout their lives.

Our theme-based curriculum offers children a vast number of opportunities to explore through play. Learning centers throughout the indoor and outdoor classrooms give children a variety of opportunities to explore and create. We use music, art, dramatic play, storytelling, games, books, and experiments to bring our themes to life.

The first responsibility of our teachers is to maintain the well-being of each child. Secondly the teacher's role is to plan, guide and execute the program's theme-based curriculum's activities that will help each individual child grow naturally in all areas of development, including social-emotional, physical, language and cognitive development.

At "***Happily Ever After Home Child Care & Preschool***", we appreciate parents supporting our program overall. Parent and Family involvement helps to create a strong school community where children can thrive. Parental involvement in a child's education is important to a child's growth and development. Our program offers an open-door policy and invites parents and families throughout the year to a variety of events such as open houses. Parents and families are invited to share cultural background experiences with our teachers and children.

We strive to meet each child's individual needs, interests, ability levels and cultural diversity. Our program embrace's individual differences and encourages students to respect and embrace differences as well. Children at our program will experience interactions with their peers and the environment while given the opportunity to make choices in an atmosphere of warmth, support, and encouragement.

Ultimately, the goal at "***Happily Ever After Home Child Care and Preschool***" is to provide children with the experiences they need to help them reach his/her full potential and succeed.

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

Happily Ever After Home Child Care & Preschool is an equal opportunity provider & employer.



Licensing

Teachers and Assistants at "***Happily Ever After Home Child Care & Preschool***" are licensed by the Department of Early Education and Care. Parents may contact EEC at any time for information regarding "Happily Ever After Home Child Care & Preschools" regulatory compliance history.

Southeast and Cape Cod Regional Office,
1 Washington Street, Suite 20
Taunton, MA 02780 508-828-5025

"Happily Ever After Home Child Care & Preschool" welcomes student interns from local colleges and universities as well as students who study early childhood education at local vocational technical high schools. All interns are required to meet the "Minimum Hiring Requirements" as set forth by EEC including a background check.

Programs Offered

School Year Program

- Our school year program runs along the same timeline as Easton Public Schools and is aligned to start the same day teachers from EPS begin the school year through their last day in June.

- Our school year program is broken down into two groups according to age.
 - Caterpillar's: Infants & Young Toddlers
 - Butterfly's: Toddlers & Preschoolers

- We have added a before and after school care for your convenience. Our day is broken down into three phases and each is priced separately. See following page for most up to date tuition Fees
 - **Breakfast Club:** 7:00 a.m.-9:00 a.m. (breakfast brought from home)
 - **Preschool:** 9:00 a.m.-1:00 p.m.
 - **Extended Day:** 1:00 p.m.-4:00 p.m.

Summer & School Vacation Camps

Summer & school vacation camps have separate fees and are not included in the school year program. Information for these camps will be made available on our website.

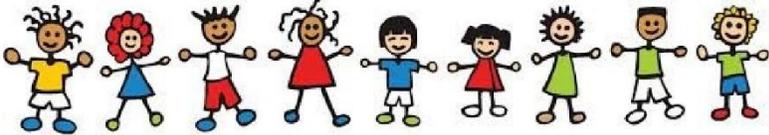


2022-2023 School Year Fee Schedule

Breakfast Club (7am - 9am)		
# of Days	Annual	Installment
5 Days	\$1,680.00	\$168.00
4 Days	\$1,394.00	\$139.40
3 Days	\$1,107.00	\$110.70
2 Days	\$779.00	\$77.90
1 Days	\$410.00	\$41.00

Preschool (9am - 1pm)		
# of Days	Annual	Installment
5 Days	\$6,752.00	\$675.20
4 Days	\$5,330.00	\$533.00
3 Days	\$4,059.00	\$405.90
2 Days	\$2,747.00	\$274.70
1 Days	\$1,394.00	\$139.40

Extended Day (1pm-4pm)		
# of Days	Annual	Installment
5 Days	\$4,200.00	\$420.00
4 Days	\$3,362.00	\$336.20
3 Days	\$2,583.00	\$258.30
2 Days	\$1,763.00	\$176.30
1 Days	\$902.00	\$90.22





Fees

- **Registration:** A non-refundable registration fee of \$75.00 is due upon registration along with registration form.
- **Deposit:** A non-refundable \$225.00 deposit is required at the time of registration to hold your child's spot. The \$225.00 deposit will go towards your child's first month's tuition installment for the program.
- **Monthly Tuition Fees:** Tuition for Breakfast Club, Preschool & Extended Day are all priced separately taking into consideration five-week months, holidays, and vacations. Each tuition fee is divided into 10 equal installments. The first installment is due September 1ST, and the last installment will be due June 1ST.
- **Sibling Discounts:** A Sibling discount in the amount of \$500. is available for siblings when they are both enrolled in the preschool program for 5 days per week. A sibling discount is also available in the amount of \$1000.00 when siblings are enrolled in breakfast club, the preschool program and extended day for 5 days per week. The discounts will be divided equally over the ten-month billing cycle.
- **Summer & School Vacation Camp** fees are not part of the school year tuition and are billed at the beginning of the summer program or prior to school vacations.
- **Late Payments:** If there are extenuating circumstances warranting late payment, please be sure to contact us. There is a \$25 late fee for each child when tuition payments are received after the 7th of the month in which they are due. (Example: If you have three children, you will be billed \$75.00). If payment for late fees is not paid within 30 days of the invoice date, your child's enrollment will be suspended until payment is made.
- **Late pick up fee:** If an emergency arises and a parent is late to pick up a child, it is very important that we are notified promptly of the situation. Our policy is to charge a late pick-up fee of \$1.00 for every minute late from your **SCHEDULED** pick-up time. In an instance where a child is not picked up by the time the program closes and attempts to reach the parents and the emergency contacts have failed, the Easton Police Department and the Department of Children and Families will be contacted.

Tuition & Refund Policies

- Tuition payments are due by the first of each month. Payment is applied to the upcoming month and is due regardless of missed days due to illness or vacation and/or planned or unplanned program closings.
- Invoices and statements will be distributed through our programs childcare management system. ("Britewheel"). Payments are required to be made through the "Britewheel" using a credit card or through your bank account.
- If a parent chooses to withdraw from enrollment, the request must be sent in writing one month prior to the child's last expected day of attendance. Once a new month begins and a written notice of withdrawal has not been received by "**Happily Ever After Home Child Care & Preschool**", no tuition refund will be given for that month.
- Attendance may be suspended for overdue balances.
- "**Happily Ever After Home Child Care & Preschool**" will provide a full refund for any day it closes due to not having enough staff to cover the proper student/teacher ratios.
- There is no refund for any day the program closes due to inclement weather or loss of power.
- Snow days will be added to the end of the year at no extra charge.



Policies and Procedures

Termination/ Suspension Policy

A child may be terminated for any of the following reasons:

- The health and safety of the child at “**Happily Ever After Home Child Care & Preschool**” cannot be assured.
- The child is a danger to himself or the well-being of other children
- The child’s developmental needs are not being met at “**Happily Ever After Home Child Care & Preschool**”.
- Non-payment of fees
- The family does not adhere to the Policies and Procedures set forth *by “Happily Ever After Home Child Care & Preschool”* and its contract.
- Parents inappropriate behavior in our childcare/preschool setting which cause undue stress.
- If the accommodations needed to serve a child would cause undue burden to the program.
- Miss Kim may terminate any child at any time without any notice if the safety of the other children or staff members is at risk due to behavior issues.

The following Procedures will be followed before, during and termination:

- Parents will be notified in writing of problems and asked to have a meeting with Miss Kim.
- The situation will be explained to the parent. Parents will be asked to make a team effort to resolve the issue at hand. During the meeting, a written plan will be implemented and given a time frame of up to 30 days for correction. (Except in the case of non- or late payment) All parties involved will sign the plan and a copy will be given to the parent and a signed copy will be placed in the child’s file.
- In the case of late or non- payment, the parent will be given an opportunity to pay the amount owed. If payment is not made within the timeframe given by the Miss Kim, termination is immediate.
- To avoid suspension of termination, we will pursue options to support your child’s needs in our program. Professional referrals may be made at this time.
- Following this meeting and prior to termination a written warning will be given to the parents to let them know that the problem persists beyond a reasonable time. If no improvement is made, a written suspension notice will be given to the parents. Suspension will be for no less than 3 days after which the child may return to the program with the chance to improve. After this suspension, if problems persist with no resolution to the situation, the child will be terminated.
- In the event you wish to withdraw your child from our program, a 30-day notice is required.



Meals

We provide two nutritious snacks for the children, one during the morning and during extended day. These snacks will include a variety of fruits, crackers, applesauce, vanilla wafers, saltines, raisins, etc. We will provide milk and water with snacks.

Parents are to provide a nutritional breakfast and/or lunch. Please label all your child's lunch boxes and any non-disposable packaging. All non-disposable packaging will be placed back inside the lunch boxes when the children are done eating to go home daily. Any uneaten food will also be sent home.

Please do not send in candy, gum, cans, or soda. Please cut up anything that needs to be cut up. Meals should be precooked at home, warmed, and cut up if needed. We suggest using Bento boxes.

Inclement Weather and Loss of Power, Heat, & Water Policy

Inclement Weather- If the town of Easton Public schools cancels in person learning due to inclement weather, our program will close for the day. If Easton Public Schools has a delayed opening due to inclement weather, we will open at 9:00 a.m. and there will be no breakfast club.

Power Outage - Based on the assessment of Miss Kim and the projected power restoration by the town and electrical company we may need to delay opening, close for the day or close early.

Loss of heat/water- "Happily Ever After Home Child Care & Preschool" will close due to inadequate resources

Parents will be notified through the Britewheel system via email and text.

Birthdays

Birthdays are an important time for children, and the staff here at "*Happily Ever After Home Child Care & Preschool*". We want to celebrate the Birthday with your child. The birthday child may bring in a treat to share with his/her friends.

Rest Time

Children who are scheduled to stay past 1:00 are required to have rest time per EEC regulations. Rest time is 12:30–2:30 for our youngest children and our older children will have a one-hour rest period. Older children are allowed to take a book to their rest area. After one half hour of rest time, they can bring a quiet activity to their rest area for the duration of rest time.

Safe Sleep

Supervision of children is equally important during times that a child is sleeping at the program, particularly when the child is an infant. EEC has very specific regulations around safe sleep practices. All infants are placed on their backs to sleep, unless the child's physician orders otherwise, in writing. Children are checked on every 15 minutes during naptime. If your child is less than six months old, they will be directly supervised during naptime for the first six weeks that they are in care.

Sun Lotion and Bug Spray

Children should come to school ready for their day. Please apply sun lotion and bug spray before they arrive. We spend a lot of time outdoors and they will need it.



Personal Items

Please do not allow your child to bring toys from home. Children become upset when they bring in toys from home and when they are lost or broken. Our program is equipped with toys for children of all ages to share. We believe that sharing is important in the learning process. Toys brought from home will stay in your child's cubby until pick up time. **"Happily Ever After Home Child Care & Preschool"** not responsible for any lost, stolen and/or broken personal items.

Child Guidance

When it comes to interactions and guiding of children's behavior, the goal of all educators is to maximize growth and development of children, as well as keep them safe. Our child guidance policy is as follows. Positive behavior is recognized. Children are redirected to positive situations. Occasionally time outs are used. "Talking it over or thinking time" provides the child an opportunity to think about appropriate behavior. At no time is corporal/physical punishment used. Discipline of the children will be the responsibility of staff members only.

Sick Policy

"Happily Ever After Home Child Care & Preschool" is a well-child care facility". At no time, do we provide sick childcare. for the health, well-being, and safety of all concerned the following illness policies will be strictly enforced,

Sick Child Policy:

- If your child is going to be absent, please call no later than 8am on that day to let us know about the absence.
- Under no circumstance may a parent bring a sick child to care.
- If the child shows any signs of illness (see symptoms requiring removal of child from childcare) or is unable to participate in the normal routine and regular care program, they need to stay home, or will otherwise, be sent home.
- Children will be visually screened when they arrive in the morning.
- In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes).
- If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick up the child.
- For the benefit of our staff and other children in our care, a sick child will not be permitted to return to care until the child is symptom free for 24 hours, without the assistance of medication.
- The child may return 24-48 hours (depending upon the illness) after they have received the first dose of an antibiotic.
- If you aren't sure about whether to bring your child to care, please call to discuss it.
- Allergy related symptoms and non-communicable illnesses do not require exclusion if you have a note from your doctor.

Symptoms Requiring Removal of a Child from Care:

- Fever of 100 degrees



- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within the last 2 hours.
- Vomiting: Please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Frequent scratching of the body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety, or well-being of the other children in our care.

Plans for Potential Emergencies

In any of the **following** major emergency events, we will call the towns emergency line, 911, and request guidance and/or assistance.

Evacuate the program property - At any time we are forced to evacuate the programs property, we will relocate to 60 Peterson Road, South Easton. You will be notified to pick up your child immediately.

Shelter in Place-In certain circumstances it is safest to stay inside until the crisis has passed. Parents will be notified immediately.

Widespread Evacuation - If a situation arises, we will call 911 & You will be notified ASAP as to our location and status. In the event we have no means of communications we will plan to make our way to "Golf Country", 530 Turnpike St. South Easton. Parents should go straight to Golf Country.

Hopefully none of these plans will ever be needed, but in these times, it is best to be prepared. I want to assure you that under any scenario, I will care and protect your child(ren) to the best of my ability as if they are my own.

Children's Records

As a parent you have access to the record that I maintain for your child, and you have the right to add information or to request that information in your child's record be changed or deleted. You also have the right to receive a copy of your child's record; however, I may charge a reasonable fee for that copy.

EEC regulations require that I make children's records available to EEC at any time they request these records, such as during a licensing/monitoring visit, a complaint investigation, or a financial review of my program. Failure on my part to provide these records to EEC could result in EEC citing me for regulatory non-compliance with EEC regulations and policies applicable to my program. This information will be kept in my EEC Licensing file or in EEC's financial monitoring file if the information involves issues related to subsidized care. EEC is required by law to keep any personally identifiable information found in children's records collected and maintained by EEC staff members confidential. That policy can be found by going to the EEC website.



Lead Poisoning Prevention

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

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

As mentioned above, if your child is over nine months of age, you will need to provide documentation that your child has been screened for lead poisoning. Most children will be screened annually until three or four-year-old, depending on where the child lives. I am unaware of any lead within my own home.

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

Curriculum & Progress Reports

Our theme-based curriculum offers children a vast number of opportunities to explore through play. Our teacher's role is to plan, guide and execute the program's theme-based curriculum's activities that will help each individual child grow naturally in all areas of development, including social-emotional, physical, language and cognitive development.

Progress reports will be completed twice every school year for our toddlers and preschoolers. Infant progress reports will be completed three to four times throughout the school year. Parents may request to meet with teachers to discuss their child's progress.



Medication Administration

EEC has regulations requiring educators to have a policy regarding the administration of medication to children in care. As a licensed family childcare educator, I am also required to take medication administration training. The following guidelines are common to all programs 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 number of days the medication is to be administered. This prescription label will be accepted as written authorization of the physician.
- The program will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.
 - The parent must fill out the Authorization for Medication Form before the medication can be administered.

Non-Prescription Medication

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

Topical Ointments and Sprays

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

All Medications

- The first dose MUST be administered by the parent at home in case of an allergic reaction.
- All medications must be given to the educator directly by the parent.
- All medications will be stored out of reach of the children. All medications that are considered controlled substances must be locked and kept out of reach of children.
- The educator Kimberly Crouch will be responsible for the administration of medication.
- The program will maintain a written record of the administration of any medication.
- All unused medication will be returned to the parent if possible or disposed in accordance with the Department of

Public Health Guidelines. ***Parents are to supply all over the counter medications, creams, and lotions.***



Oral Health

Proper oral health begins at home, and I will be reinforcing good oral health practices with your child each day. If your child is in care for more than four hours per day, he/she will be receiving at least one meal while in care. I am required to assist your child with tooth brushing after their meals.

- We supply toothbrushes and toothpaste
- Parents may write a note to opt out of having their children brush their teeth during their time at school/childcare.

Parent Notifications

I am required by EEC regulations to notify you of certain information regarding my program. These notifications include but are not limited to:

- an injury to your child
- allegations of abuse or neglect regarding your child
- changes in staff
- whenever a communicable disease has been identified in the program
- children being taken off the premises
- the existence of firearms in the home
- if there are any changes in my household composition
- prior to any pets being introduced to the program
- whenever special problems or significant developments arise

Mandated Reporting

Licensed Educators in Massachusetts are mandated reporters and must make a report to the Department of Children and Families and EEC whenever they have reasonable cause to believe a child in the program is suffering from a serious physical or emotional injury resulting from abuse inflicted upon the child, or from neglect, no matter where the abuse or neglect may have occurred or by whom it was inflicted.



What your child needs at childcare/preschool

Infants

- Diapers and Wipes (weekly as needed)
- 2 Pacifiers to be left in child's cubby
- Diaper bag daily with:
 1. Two changes of clothes
 2. bottles filled with breast milk or formula for the day
 3. Breakfast (if attends breakfast club)
 4. Lunch
- Spare formula or frozen breast milk to be left at childcare.
- Sleep Sack

Toddlers & Preschoolers

- 2 complete changes of clothes to left in cubby
- Diapers, pull ups, wipes (weekly as needed)
- Backpack. (Siblings need their own backpacks)

All Children will need (and it is highly recommended that it is left at school)

- Winter gear during the cold months - snow pants, winter coat, hats, warm winter boots.
- Rain boots. (Miss Kim will supply each child with rain pants and rain pants.)

