

PARENTS' HANDBOOK

ACADEMY PRE-SCHOOL
808 WEST STREET
STOUGHTON, MA 02072
781 344-4433
Email: academyps@verizon.net

The Academy Pre-School is providing you with this copy of our Parents' Handbook regarding parental rights and school policies as required by the Department of Early Education and Care. Included is a list of suggested guidelines for nutritious lunches. Please note that the state requires that all children have a medical form signed by a physician and a lead test screening prior to the start of school each year. The Academy Pre-School will send home a progress report for each child in January and June.

ORGANIZATIONAL INFORMATION

Dept. of Early Education & Care (licensing authority)

1 Washington Street

Taunton, MA 02780

508-828-5025

(Parents may contact EEC for information regarding
the program's compliance history.)

National Academy of Physical & Social Development Camp, Inc.

Avnish Gupta, Sanjeev Kumar Siwach, and Ashwani Rathor - Owners

Deepali Gupta, Neelam Siwach, and Meenakshi Rathore - Owners

Jessica Jobe Campbell - Director

Lead Teachers

Teachers

STATEMENT OF PURPOSE

Our mission is two-fold:

To provide a safe, stimulating and playful learning environment which encourages healthy developmental, social and emotional growth.

To offer a program which parents will find to be professional, flexible and reliable.

PARENT INFORMATION

The General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Education and Care the legal responsibility of promulgating and enforcing rules and regulations governing the operation of child care centers (including nursery schools), and school age child care programs.

These regulations, 102 CMR 7.00, establish minimum standards for operation of group child care and school age child care programs in the Commonwealth. The regulations require certain things of licensees (child care program owner) in regard to their work with parents. A summary of the required parent information, rights, and responsibilities follows.

Parental Input The licensee must appropriately involve parents of children in care in visiting the program, meeting with the staff and receiving reports of their children's progress. The program must have a procedure for allowing you to give input and make suggestions, but it is up to the program to decide whether or not they will be implemented. Parents are given a survey form to provide their input. A translation app on the computer will be used to communicate with parents whose primary language is not English.

Meeting with parents In group child care programs, the licensee shall assure that the administrator or his designee meets with the parent(s) prior to admitting a child to the program. The parents shall have an opportunity to visit the program's classrooms at the time of the meeting or prior to the enrollment of the child. In school age programs, the licensee shall provide an opportunity for the parent(s) and child to visit the program and meet the staff before the child's enrollment.

Parent Information. The licensee must provide to the parents upon admission of their child the program's written statement of purpose, including the program philosophy, goals and objectives, and the characteristics of children served; information on the administrative organization of the program, including lines of authority and supervision; the program's behavior management policy; the program's plan for referring parents to appropriate social, mental health, education and medical services for children; the termination and suspension policy; a list of nutritious foods to be sent for snacks or meals; the program's policy and procedures for identifying and reporting suspected child abuse or neglect; the procedures for emergency health care and the illness exclusion policy; the program's transportation plan; the procedure for administration of medication, and, upon request, a copy of the complete health care policy; a copy of the fee schedule, and in school age child care, the procedures for on-going parent communication. All of this information may be contained in a "Parent Handbook".

Parent Conferences The licensee must make staff available for individual conferences with parents at your request.

Progress Reports. At least every six (6) months the licensee should meet with you to

discuss your child's activities and participation in the program. -The licensee will prepare a written progress report for your child, will provide a copy to you, and will maintain a copy of the report in your child's file. If your child is an infant or a child with disabilities, you should receive a written progress report at least every three (3) months. Program staff must bring special problems or significant developments, particularly if they regard infants, to your attention as soon as they arise. Progress reports will address the development & growth of the child including but not limited to the domains of Cognitive, Social/Emotional, Language, Fine & Gross Motor and Life Skills

Parent Visits You have the right to visit the center and your child's room at any time while your child is present.

Children's Records Information contained in a child's record is privileged and confidential. Program staff may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without your written consent. You must be notified if your child's record is subpoenaed.

Access to your child's record You are entitled to have access to your child's record at reasonable times on request. You must have access to the record within two (2) business days of your request unless you consent to a longer time period. You must be allowed to view your child's entire record, even if it is maintained in more than one location. The center must have procedures governing access to, duplication of, and dissemination of children's record, and must maintain a permanent, written log in each child's record which identifies anyone who has had access to the record or who has received any information from the record. This log is available only to you and the people responsible for maintaining the center's records.

Amending your child's record You have the right to add information, comments, data, or any other relevant materials to the child's record. You also have the right request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to a conference with the licensee to make your objections known. If you have a conference with the licensee, the licensee must inform you in writing within one week of his decision regarding your objections. If the licensee decides in your favor, he must immediately take the steps necessary to put the decision into effect.

Transfer of Records When your child is no longer in care, the licensee can give your child's record to you, or any other person you identify, upon your written request.

Charge for Copies The licensee shall not charge an unreasonable fee for copies of any information contained in your child's record.

PROGRAM RESPONSIBILITIES

Providing Information to the Department

The program must make available any information requested by the Department of Early Education and Care to determine compliance with any Department regulations governing the program, by providing access to its facilities, records, staff and references.

Reporting abuse or neglect

All center staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Social Services or to the licensee's program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment.

Notification of injury

The licensee must notify you immediately of any injury which requires emergency care. The licensee must also notify you, in writing, within 24 hours, if any first aid is administered to your child.

Availability of EEC Regulations

The program must maintain a copy of the regulations, *102 CMR 7.00: Standards for the Licensure or Approval of Group Day Care and School Age Child Care Programs*, on the premises of the center and must make them available to any person upon request. If you have a question about any of the regulations, ask the center to show them to you.

ACADEMY PRE-SCHOOL POLICIES AND PROCEDURES

BILLING AND LATE FEES

Tuition payments are based on a **40 week program** and billed in **ten equal payments** September through June. Therefore, the amount you need to pay for tuition will be the **same each month**, regardless of the number of weeks in that month as payment is based on our 40 week school year. **There is no tuition discount during months that have holidays or vacations. Days missed for illness, snow days, or personal reasons do not affect the tuition rate.**

Our payment policy is as follows: **Tuition is due on the first day of the month.** You have the option of paying monthly or weekly. A \$15 late fee will be assessed if your monthly payment has not been received by the 15th of the month.

Please note that Academy Pre-School closes daily at 6:00pm. There will be an automatic fee of \$10 plus \$1 per minute charged for pick up later than 6:00pm. You should make arrangements to always have your child picked up before 6:00pm to avoid this extra fee.

ENROLLMENT PROCEDURES

Parents & children are given the opportunity to visit our program and meet our educators before the child is enrolled.

To better provide for our students we seek information about each child's and families' interests and needs.

To support transitions and coordinate with services offered by other providers, we request

that parents share information about other therapeutic, educational, social support services received by the child.

We discuss each child's developmental history with parents at the time of enrollment. Developmental history must be updated annually and maintained in the child's record.

Academy Pre-School offers an Orientation Day to our program for children and parents in September. Families enrolling during the year are given the same opportunity.

STATEMENT OF NON-DISCRIMINATION

Academy Pre-School does not discriminate in providing services to children on the basis of race, religion, cultural heritage, national origin, political beliefs, marital status, sexual orientation, or disability. Toilet training status is not an eligibility requirement for enrollment.

TOILETING PLAN

One teacher stands in the bathroom to provide any necessary assistance with buttons, belts, etc. If a child should wet or soil clothing, a teacher will assist child putting on dry spare clothing. Wet clothing is sent home in a plastic bag. Each child will be reminded to wash hands before leaving the bathroom.

DIAPERING AND TOILET TRAINING PLAN

Youngsters in diapers or pull-ups will be changed by a teacher as necessary. Teachers will work with the parent of a child who is in the process of toilet-training to ensure continuity of the process. Children will be reminded and helped with toileting whenever necessary. Soiled diapers (or pull-ups) will be placed in a closed container to be emptied daily.

The diaper changing surface will be covered with a disposable cover and must be disinfected after each use.

TRANSPORTATION PLAN

We do not provide transportation to and/or from school. Parents/caregivers are responsible for transporting their children to and from school. In case of an emergency, we would call 911 and an ambulance would transport the child to Caritas/Good Samaritan Hospital.

TRANSITIONS

To best prepare a child's transition between classrooms and/or programs there will be a

collaboration and information sharing between the educators in each classroom or program, with parental permission.

To assist a child with transition in a manner consistent with the child's ability to understand, the child may visit and participate in the other classroom/program with parents.

SUSPENSION PROCEDURES

1. Failure to pay tuition for more than one month will result in suspension until fees are paid.
2. Failure to present current health form (within 30 days of enrollment) or to present any forms deemed necessary by the school (as required by the Department of Early Education and Care) will result in suspension until the required forms are brought in and are up to date.
3. Suspension may result if a child intentionally causes serious injury to himself or to another child. The child may return to school after a meeting with parents which will set up guidelines mutually agreed upon by the director and parent for the well-being of all of the children in the school.
4. The school will notify parents in writing of the reason for suspension prior to the actual suspension.
5. The director will keep a record of any suspension and reason in the child's folder.

TERMINATION PROCEDURES

Reasons for terminating a child from the center:

- A. Continued behavior that could cause bodily harm or injury to the child or other children.
- B. If our program is unable to be adapted so as to be beneficial to a child's needs.
- C. Non-payment of tuition or unacceptable behavior by a parent including but not limited to verbal abuse of staff, refusal to meet with teacher/director when requested, refusal to adhere to school policies.

1. Parents to be notified in writing of termination and reasons and also at a face-to-face meeting to discuss reasons for termination and how center has tried to deal with the situation.
2. Director to inform parents of the availability of information and referral services (and provide referral service if requested by parents).
3. Keep a copy of the termination letter and reasons in the child's records.
4. When any child is terminated from the center (whether initiated by parent or school), the lead teacher will prepare the child for leaving in terms the child can understand. The teacher will talk to the departing child and the other children and explain simple reasons for leaving. Children can make pictures of themselves for the departing child to take with him/her as a remembrance of his/her school friends.

PROCEDURES FOR AVOIDING SUSPENSION/TERMINATION

The Director will provide an opportunity to meet with parents to discuss options other than suspension or termination.

Referrals will be offered to parents for evaluation, diagnostic or therapeutic services.

The Director will pursue options for supportive services, including consultation & educator training.

A plan for behavioral intervention at home and in the program will be developed.

CHANGE OF POLICY

The Academy Preschool reserves the right to change our policies at any time. We will notify parents in writing if any policy change is made.

ACADEMY PRESCHOOL CHILD GUIDANCE PLAN

1. Teachers will establish simple rules with children at beginning of school year and review each month.
 - *obey and listen to your teachers
 - *do not do anything that might hurt yourself or other children (hitting, pushing, kicking, running).
 - *try not doing anything that might make other children sad (including name calling, not sharing)
 - *we want to everyone to be friends at school and have fun
2. Teachers will speak to child privately if he/she is breaking a rule or creating a problem or distraction.
 - *try to find out why a child is acting a certain way *redirect child to find amore suitable activity
3. Teachers will direct a child to a “thinking chair” for 3-4 minutes:
 - *if child refuses to listen to teacher and has been spoken to several times
 - *if a child hurts someone physically on purpose

- *allow child to return to school activities after a few minutes in the chair, if child agrees to try to use appropriate behavior
 - *remember to be firm but kind and consistent
4. Teachers understand that the following are prohibited discipline methods
- * Corporal punishment shall not be used, including spanking
 - *no child shall be subject to cruel or severe punishment, physical abuse, neglect, abusive treatment, humiliation or verbal abuse
 - *no child shall be denied food as a form of punishment or be force-fed
 - *no child shall be punished for soiling, wetting or not using the toilet

At beginning of each school year the teachers will sit down with the class to discuss rules; encourage the children to suggest the necessary basic rules and procedures for the safety and well-being of all children at the school.

ACADEMY PRE-SCHOOL REFERRAL PROCEDURES

(For referring parents to appropriate social, mental health, educational, and medical services for their child if such services would seem necessary and beneficial.)

1. Staff to keep a brief written record of observations that may indicate need for referral and record of what the school has done to try to accommodate the child's needs.
2. Director to meet with parents to share the observation report and give parents a written statement of reasons for recommending referral.
3. Obtain written parental consent for referral and follow-up. Inform parents of their rights and of services available under Chapter 766 and Early Intervention Programs (and other referral resources in community).
4. Director to help parent contact the appropriate agency or person who evaluates the child. Then ask for assistance in adapting our program to meet the child's needs if necessary.
5. Director reviews the child's progress at our school every 3 months and/or meets with parents to determine if any other referrals or services are suggested.
6. Director to keep a written record of any referrals including the results of such referrals and make them part of the child's record.

COMMUNITY RESOURCES FOR REFERRALS

Stoughton Public Schools

Dept of Special Services 781-344-7003

Early Childhood Specialist : Rita Abourjaily

Edwin A. Jones School

137 Walnut St., Stoughton, MA 02072

Canton Public Schools

Director of Student Services Office 781-821-5060 x1135
Early Childhood Specialist: Donna Kilday 781-821-5060 x1505

Sharon Public Schools

Early Childhood Specialist: Amy Steinberg 781-784-1594

Stoughton Youth Commission 781 -34 1-2252

Home Health & Child Care, Brockton 508-588-6070

Self-Help, Avon (Federally Funded) 508-587-1716

Brockton Dept. of Children and Family 508-894-3700

The Family Counseling Center 508-586-3290

130 Liberty St. Brockton, MA

(mental health counseling for children & families)

Referrals for Parents

Mass. Dental Society 1-800-342-8747

Lists dentists available in various areas: also provides referrals for children with special health care needs

Morton Hospital 508-823-3050

Taunton, MA Speech, Hearing & Language Ctr.

Mass. Dept. of Public Health 617-624-6000
Vision & Hearing Screening Program

HEALTH CARE POLICY AND PROCEDURES

Emergency Procedures

Teachers to administer temporary first aid if necessary (teachers have current Red Cross First Aid and CPR certificates). One teacher calls EMTs (911) if necessary. Other teacher calls parent or emergency contact.

Emergency Procedures if Parent Cannot be Contacted

Check child's folder for emergency names and numbers to be contacted. A teacher

stays with child until parent or designated person arrives. The emergency contact must be able to pick up the child in case of illness in a timely manner (within the hour).

Plan for Dispensing Medication

Medication (prescription and non-prescription) may be administered only with written parental authorization and written order of physician. The Individual Health Plan form must be filled out and signed by both the physician and the parent. Prescription medication must be in its original container with prescription from doctor (date, dosage, etc.) on it. School shall maintain a written log- for recording medication and make it part of a child's file. Parent must fill out consent form. School will notify parent before administering any non-prescription medication. Any unused medication is sent home.

If your physician has prescribed an Epi-Pen or inhaler for your child, there must be one kept at school permanently (as you may never know when it may be needed).

Unless otherwise specified in a child's IHP, all medications will be stored out of reach of children and under proper conditions for sanitation, preservation, security and safety during the time the children are in care and during the transportation of children.

Medications found in USDEA Schedules II-V will be kept in a secured & locked place at all times when not being accessed by an authorized individual.

Prescription medications requiring refrigeration shall be stored in a way inaccessible to children in a refrigerator maintained at temps between 38 & 42 degrees.

Emergency needs such as epinephrine auto-injectors (epi pens) are stored in classroom first aid stations for immediate availability.

Any unused medication and/or containers shall be returned to a parent and such return will be documented in the child's record. If return to parent is not possible or practical, prescription meds will be destroyed and the destruction will be recorded by Director or supervisor in accordance with policies of DPH Drug Control Program.

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

Each time a medication is administered, the educator must document in the child's record the name of med, the dosage, time and method of administration and who administered the medication

Plan for Mildly Ill Children

Child will rest on mat at rear of classroom. Child may have books or puzzles if he/she wants. Child will be provided with food and drink if he/she desires. Parent will be contacted if the child seems too uncomfortable to remain at school. Mildly ill symptoms may include runny nose and intermittent coughing, complaint of stomach ache, sore throat, or headache.

Plan for Infection Control (A)

- a) All staff must wash hands before handling food, after handling bodily secretions, after cleaning, after toileting and after handling animals.
- b) Staff monitors hand washing of children before they eat and after use of bathrooms.

- c) Use Clorox Clean-Up Disinfectant for washing tables, equipment, rest mats, etc.
- d) Use a stronger solution (1 part bleach to 10 parts water) for cleaning blood/vomit.
- e) Keep disposable gloves handy.
- f) Keep handy the phone # for the State Dept. of Public Health/Division of Communicable Diseases (617-727-2686 ext 420)

Plan for Infection Control (B)

Staff to make sure the following are cleaned with soap and water and disinfectant:

- 1) After each use-thermometers, mops used for cleaning bodily fluids
- 2) Daily-toilets and toilet seats, sinks, faucets, drinking fountains, play tables smooth surfaced non-porous floors, mops used for cleaning
- 3) At least monthly (more often as needed)-rest mats, blankets, washable fabric toys

Plan for Managing Infectious Disease (A)

- a) To minimize the spread of infectious diseases:
 - Keep environment clean and disinfected
 - Follow hand washing rules
 - Use disposable paper goods
 - Require the basic immunizations as set forth by the Dept. of Public Health
- b) Report any outbreak of suspected infection to local board of health
- c) Notify parent if a child exhibits symptoms of any communicable disease (check signs and symptoms in Health in Day Care Manual)
- d) Send a letter to all parents informing them of any outbreak of any communicable diseases and signs to watch for. Check with health care consultant as to which diseases require a doctor's note to return to school.

Plan for Managing Infectious Disease (B)

Signs or symptoms of illness which would require exclusion of a child from the center include:

- 1) fever or diarrhea or vomiting (child may return to center after 24 hours symptom free)
- 2) rashes (with a fever) (child may return with a doctor's note stating the illness is not a communicable disease or if it is a communicable disease (See 3)
- 3) Communicable diseases such as measles, mumps, rubella, chicken pox- check manual "Health and Safety in Child Care" p330 lists criteria for returning to school after communicable diseases. Check with health care consultant if any questions.

Procedure for Identifying and Protecting Children with Allergies

Parent lists allergies on registration form-check this against info on medical forms. Compile and post a confidential list. Check list regularly

Procedure for Using Insect Repellant

- 1) Written parental permission must be obtained
- 2) The repellant must be supplied by the parent
- 3) All label instructions must be followed

Procedures for Reporting Suspected Child Abuse or Neglect to the Dept. of Children and Families Services Including Phone Numbers

Fill out forms in office from DCF 143 Main St Brockton- call and get further instruction from DCF 508-894-3700 Keep a log to document suspected abuse with dates and description of signs.

Location for the Storage of:

Toxic substances: High out of reach shelves and/or locked closet.

Medication: High out of reach shelf in office or refrigerator

Hazardous items: High out of reach shelf in office and/or locked closet

Injury Prevention Plan

- a) Head teacher walks around inside/outside of building daily to check for hazards.
- b) Notify maintenance person of any necessary repairs to maintain a safe environment

- c) Maintain a central injury log-use attached form for injury, give copy to parent to sign and file a copy in child's folder
- d) Notify EEC (fill out their injury form) of any serious injury within 3 days

Prevention of Abuse and Neglect

- a) All staff to report suspected abuse to DCF (508-894-3700) and to cooperate in any investigation
- b) Director to take following -steps If a staff member should be accused of abuse or neglect
 1. Notify DCF and EEC
 2. Remove the staff member from any contact with children
 3. Cooperate with any investigation

Abuse and Neglect 7.11(4), 7.11(18)(a) – Commonwealth of Mass Code

Any form of abuse or neglect of children while in care is strictly prohibited

The Licensee and all educators must operate the program in ways that protect children from abuse or neglect.

Educators are responsible for abuse and neglect if:

- the educator admits to causing the abuse or neglect, or
 - the educator is convicted of the abuse or neglect in a criminal proceeding, or
 - the Department of Early Education and Care determines, based upon its own investigation or an investigation conducted by the Department of Children and Families subsequent to a report filed under M.G.L. c. 119, §§ 51A and 51B, that there is reasonable cause to believe that the educator or any other person caused the abuse or neglect while children were in care.
- Every educator is a mandated reporter under M.G.L. c. 119, § 51A and must make a report to the Department of Children and Families whenever he/she has reasonable cause to believe a child in the program is suffering from serious physical or emotional injury resulting from abuse inflicted upon the child, including but not limited to sexual abuse, or from neglect, including but not limited to malnutrition, no matter where the abuse or neglect may have occurred and by whom it was inflicted
 - The licensee must notify the Department of Early Education and Care immediately after filing or learning that a 51A report has been filed alleging abuse or neglect of a child while in the care of the program or during a program-related activity.
 - The licensee must notify the Department of Early Education and Care immediately upon learning that a report has been filed naming an educator or person

regularly on the child care premises (including household members in family child care) an alleged perpetrator of abuse or neglect of any child.

HEALTH CARE POLICY

HEALTH CARE CONSULTANT: Jennifer Fehser, MD
ADDRESS: 1 Lyons Street, Dedham TEL: 781-329-1400

EMERGENCY TELEPHONE
NUMBERS: DIAL 911
FIRE DEPT. 781-344-3131
POLICE DEPT. 781-344-2424
RESCUE 781-344-3131
POISON PREVENTION CTR 1-800-222-1222

HOSPITAL UTILIZED FOR EMERGENCIES
CARITAS/GOOD SAMARITAN HOSPITAL 235 N. PEARL ST.
BROCKTON, MA 02401 508-427-3000

Early and Late Day Emergency Contact People:
Steve Kramer (AM): 617-827-4153
Linda Gay (PM): 781-316-5363
Jodi Ward (PM): 781-344-0200

PROCEDURES FOR UTILIZING FIRST AID EQUIPMENT

1. Location of First Aid Kits: In classrooms on top shelf of child-proof cabinet
2. Location of First Aid Manual: In file cabinet in. office
3. First Aid is administered by: Teachers certified in 1st Aid or EMTs for serious injury off school grounds-take travel first aid kit and students' emergency contact numbers
3. First Aid Kits are maintained by Director
5. Contents of First Aid Kit (7.07 16(b))
Band aids instant ice packs Vaseline cotton balls tweezers disposable gloves gauze & pads cinder suds for cleaning thermometer adhesive tape

EMERGENCY SAFETY PROCEDURES

The Academy Pre-School has developed a set of procedures to be followed in the event of any of a variety of emergency situations. These procedures are practiced periodically. As always, the children's emotional safety is equally important to their physical well-being; therefore, all drills are handled in a developmentally appropriate fashion.

EMERGENCY PLAN FOR EVACUATION OF THE CENTER

Separate evacuation plans are posted for each classroom by doors
Teacher and/or head teacher leads children out of building
Director checks for stragglers
Head Teacher checks number & names of safely evacuated children against daily attendance Number and names
Children with disabilities will be assisted by a teacher to vacate the building

FIRE AND EVACUATION DRILLS Fire and evacuation drills are conducted and documented monthly

CONTINGENCY PLAN FOR EMERGENCY SITUATIONS

In case of fire, natural disaster or most situations necessitating the evacuation of our building

Teachers will direct children to walk calmly to the gym building across the parking lot. Director will take attendance list and children's files with medical information and emergency numbers, first aid kit and cell phone to the gym building across the parking lot. A note will be posted on the school door telling where we are. Once the children are situated and accounted for, Director/Teachers will call parents/emergency contact people for immediate pick up.

In case of power outage

We would determine if the power outage was confined to our building or the general area. If only our building was affected an electrician would be called to assess/fix the problem. Emergency lighting and cell phones would allow us to stay in the building short term (our water would not be affected). If the situation could not be fixed in quick order or the weather was cold we would take the children to the gym building (see above). If loss of power was widespread and of long duration, Teachers/Director would call parents/emergency contacts for immediate pickup.

In case of loss of heat in cold weather Teachers/Director would take children to the gym building (see above). A service technician would be called.

In case of loss of water

We would call DPW to see if the problem was on the street and if told no we would call a plumber to see how quickly the problem could be fixed. If the problem could not be fixed in short order, Teachers/Director would call parents/emergency contacts for

immediate pick up.

In case of emergency evacuation from the entire school grounds

- 1) Call 911. The emergency management personnel (fire chief Mark Doloff) would arrange for bus transportation for the children and their teachers to either the Gibbons or Hansen Elementary School. (If immediate evacuation is necessary, teachers would walk the children to either Everett Circle or Kwedar Avenue to wait for the bus.)
- 2) Teachers would take attendance books with parental emergency contact information with them. Parents would be contacted once everyone has safely arrived at the designated school. EEC would also be notified.

In case of missing child

- 1) The director will begin a search of the building and/or the grounds (if child is missing from the playground area).
- 2) Check with teachers to determine who last saw the child, where the child was last seen, and what the child was wearing.
- 3) Try to determine if anyone else was present around the area where the child was last seen.
- 4) Notify the police, the parent/guardian, and the EEC.
- 5) Continue to assist with the search until the child is located.

In case of an intruder

AN INTRUDER IS DEFINED AS ANYONE ON THE GROUNDS WHO REFUSES TO COOPERATE WITH THE STAFF OR APPEARS TO POSE A POTENTIAL SAFETY THREAT

THE PERSON WHO IDENTIFIES AN INTRUDER WILL:

Call 911 immediately

If it can be done safely, monitor the direction the intruder is heading

Go to the Director to report the direction the intruder was heading and receive instructions as to what to do next

THE DIRECTOR WILL:

Call 911 if not already done so by a teacher

Instruct the teachers in the building to do one of the following with their students:

Stay where they are

Evacuate the building and head to a safe refuge such as the woods at the rear of the property or into neighbors' backyards

Have the teachers and students go to the bathrooms and lock the doors

Teachers should take their cell phones and attendance books with them

Call to the gym building to have whoever is in the office instruct the teachers in the gym building or outside on the playground what to do with their students

Go to a safe place and wait for the police to arrive

Notify parents as soon as possible

United States Department of Agriculture Meal Components

Breakfast (three meal pattern components are required: Fluid Milk - one serving, grains/breads - one serving, vegetable/fruit - one serving)

Lunch or Supper (four meal pattern components/five food items are required: Fluid Milk - one serving,

Grains/Breads - one serving, Meat/Meat Alternative - one serving, Vegetable/Fruit - two servings of different vegetables and/or fruit)

Snack (two of the four meal pattern components are required.)

Food Serving Amounts

	Age 1 and 2 years	3 through 5 years	6 through 12 years
BREAKFAST			
Fluid Milk	% cup	%cup	1cup
100% juice** or fruit or vegetable	% cup	X cup	Xcup
Bread or bread alternate	X slice *	X slice *	1 slice *
Or cold dry cereal	% cup (or 1/3 oz.)	1/3 cup (or X oz.)	%cup (or 1 oz.)
Or cooked cereal	X cup	Xcup	X cup
SNACK			
Fluid Milk	X CUP	X cup	1cup
100% Juice**or fruit or vegetable	X CUP	X cup	% cup
Meat or meat alternate	X ounce	X ounce	1 ounce
Bread, bread alternate, or cereal	'A slice *	X slice*	1 slice *
LUNCH/SUPPER			
Fluid Milk	X cup	% cup	1 cup
Meat or poultry or fish or cheese	1 ounce	1 'A ounces	2 ounces
or cottage cheese, cheese food, or cheese spread	2 ounces) 1/4 cup)	3 ounces (3/8 cup)	4 ounces (1/2 cup)
Or peanut butter, soy nuts butter, or nut or seed butters	2tbs	3tbs	4tbs
Or yogurt	'A cup (4oz.)	% cup(6oz.)	1cup (8oz.)
Or egg	L egg	1egg	1egg
Or cooked dry beans or peas ***	X cup	3/8 cup	Xcup
Vegetables &/or fruits (2 or more)	Xcup	X cup	%cup
Bread or bread alternate	X slice*	X slice *	1 slice *

<ul style="list-style-type: none"> • Or an equivalent serving of an acceptable bread alternate such as corn bread, biscuits, rolls muffins, etc., made of whole-grain or enriched meal or flour, or a serving of cooked enriched or whole-grain rice or macaroni or other pasta products. 	<p>**for snack, juice may not be served when milk is served as the only other component.</p>	<p>*** Or any equivalent quantity of any combination of the above meat/meat alternates.</p>	
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SUGGESTED NUTRITIOUS BAG OR BOX LUNCHES

SANDWICHES: Tuna salad, chicken salad, meats

POSSIBLE SANDWICH SUBSTITUTES: Cheese and crackers, thermos of soup or stew, yogurt, turkey or meat slices

SNACKS: carrot and celery sticks, fruit, granola bars, rice cakes, blueberry or corn muffin

BEVERAGES: Milk, Apple juice, orange juice