



Welcome to the Play + Learn at Little Milestones Summer Care!

Absent Child

Please contact the program if your child will be absent so we can confirm their whereabouts. If the program is closed (for any reason) or your child is absent from school, tuition is still owed. Summer care tuition is 100% non refundable.

Nondiscrimination Policy

Little Milestones does not discriminate with regards of race, color, religious creed, disability, ancestry, national origin, toileting ability, age or sex as stated.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically methods available provided by the program.

Drop off /Pick up

You may drop off anytime after 9am for the day. Picking is required by 3pm. Pick up that occurs after 3pm will results in a \$20 late fee (charged if 1, 2, 3, 4 or 5 minutes late). For every minute after that, there is a fee of \$5 per minute. Pick up is considered when you have physically assumed responsibility of your child. Be sure that any person picking up (including the parent or guardian) have their photo ID in hand.

Smoking + Scents

The grounds surrounding the building are entirely smoke free. No smoking is permitted in the presence of children. Children's belongings cannot maintain a smoke odor, marijuana, cologne, perfume for the safety of all children. Severe allergic and health reactions can occur with small children in this regard. If your child's belongings have any strong scents, the director will discuss with you in order to rectify the problem.

Bug Spray

Bug Spray is not permitted for children within care. Please be sure that your sunscreens do not contain bug spray.

Cameras

Please be aware that there are exterior cameras (outside of the school) that record both audio and visual at the entrance doors for added security.

Meals + Snacks + Water-bottles

Families provide meals and snacks for their children. Lunch boxes, plastic thermoses and containers are recommended. All parts of the lunch box and all containers and container lids should be labeled. Food must be sent in prepared and cut the way your child will eat it. Example would include an orange peeled if the child cannot peel on their own. We keep uneaten food in lunch boxes so you are aware of what your child has eaten.

Nut Free + Peanut Free (this includes coconut)

Our program is a nut free environment. Please do not send in any foods with nuts. Read all labels.

Medical Emergencies

In the case of a life-threatening emergency, 911 will be called and the child is taken to Falmouth or Cape Cod Hospital. For all other medical emergencies, the child's families are called so they may take the child to see the family's pediatrician.

Medical Information

Medical information about your child must be provided before your child begins care.

- A statement from a physician or health care professional that says that your child received a physical exam within the past year;
 - Evidence that your child has been immunized as recommended by the Department of Public Health;
 - If your child is nine (9) months of age or older, a statement from a physician or health care professional which says that your child has been screened for lead poisoning.
- Please note - if your child's forms expire while they are within our care, it is the responsibility of the parent to update that or the child cannot attend and payment will still be required.
- Your child may not attend if any of these forms are expired.

Behavior Management Policy

Behavior management at Little Milestones consists of a broad range of supports that help children develop self-management skills. Our goal is to foster the skills needed to prevent conflicts whenever possible and to resolve those which do

arise. Our approaches to guidance, behavior management, and conflict resolution fall into two

categories: proactive (preventative) and reactive (responding to an event).

Ideally, adult efforts focus predominantly on the preventative side. This balance, perhaps 80% preventative to 20% responsive, minimizes conflicts and maximizes opportunities for children to successfully learn and use self-management and conflict-resolution skills.

- Corporal punishment shall not be used, including spanking
- No child shall be subjected to cruel or severe punishment, including humiliation, verbal or physical abuse, neglect or abusive treatment
- No child shall be denied food nor forcefully fed as a form of punishment
- No child shall be punished for any toilet-learning accident, or for not using the toilet.

Termination + Suspension

Little Milestones will make every effort to work with families to avoid suspension or termination, where appropriate. We reserve the right to terminate in the event of violence from the child or any adult involved in the direct care of the child (a parent, caregiver or authorized pick up).

The director at Little Milestones reserves the right to cancel the enrollment of a child at their discretion, or for the following possible reasons:

- Not observing the policies of the center as outlined in the family handbook.
- Child special needs that we cannot adequately meet with our current staffing patterns.
- Physical and/or verbal abuse of staff or children by parent or child.
- Expired immunizations and/or physical.
- Unable to safely meet the needs of the child and/or the parent.

Every effort will be made to prevent termination.

Prevention of Abuse + Neglect

Little Milestones will protect children from abuse and neglect while in the program's care. All staff members are mandated reporters and shall report suspected child abuse or neglect. Little Milestones Director will immediately suspend any staff member suspected of abuse or neglect until a complete investigation has been conducted.

Mandated Reporting

Little Milestones must operate the program in a way that protects children from abuse and neglect. As such, mandated reporter (under M.G.L. c.119 s51A) and must make a report to the

Department of Children and Families (DCF) when Little Milestones has 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

Emergency Procedures

In a medical emergency, the staff will call an ambulance by dialing 911, where the child will be transported to Falmouth or Cape Cod Hospital. The child's staff will accompany him or her to the hospital and the Director will try to contact the family or guardians by phone to have them meet the ambulance at the hospital. The teacher will take a copy of the authorization and consent form to the hospital. If the parent cannot be reached, the emergency contacts listed on the child's first aid and emergency medical care consent form will be contacted. If none of those emergency contacts are available, the Director will take appropriate action as recommended by the hospital, police, E.M.T., or consulting medical staff.

Emergency Preparedness

In the case of a fire, natural disaster, or dangerous situation (chemical spills, bomb threats, etc.), teachers will follow specific evacuation procedures, which are posted in program. The Director will be in charge. When the Director must be out of the center, the Lead Teacher will be asked to be in charge.

Treasures + Possessions

All toys must be left at home.