

Center for Early Education
Parent Handbook 2019-2020



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THE CENTER FOR EARLY EDUCATION



**55 Atlantic Avenue
Swampscott, MA 01907
781-598-3311**

Congregation Shirat Hayam Contact Information
Synagogue main phone number: 781-599-8005

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OUR PHILOSOPHY

The Shirat Hayam Center for Early Education believes that children learn best through play. It is our goal to create a developmentally appropriate environment which fosters an appreciation for enrichment and discovery. It is our belief that nurturing the “whole” child through hands-on early learning experiences will create a lifelong love for learning. Inclusion, family connections, and a commitment to developmentally appropriate learning are fundamental aspects which enkindle our diverse Shirat Hayam Family.

NON-DISCRIMINATORY POLICY

The Center for Early Education at Congregation Shirat Hayam does not discriminate in providing services to children and their families based on race, sexual preference, religion, cultural heritage, political belief, marital status, national origin or disability. Toilet training status is not an eligibility requirement for enrollment.

LICENSING AGENCY

The CEE program is licensed by the Massachusetts Department of Early Education and Care, located at 360 Merrimack Street, Building #9, Lawrence, MA, 01843. They can be reached at 978-681-9684. The CEE upholds all the regulations set forth by the state for Early Education. A copy of the regulations is maintained in our office and can also be obtained on-line.

HOURS OF OPERATION

Our center is open daily from 7:30 a.m. to 6:00 p.m. with multiple pick-up options on the hour beginning at 3:00 PM.

CEE Calendar

To provide flexibility for our families we currently offer either a school year schedule or a full year calendar, chosen at the time of registration. Our school year calendar follows the Swampscott Public School schedule. School year families will be able to purchase extra days, not included in their plan, should they need care during public school vacations/summer. Our full year calendar runs year-round with two weeks of vacation built in.

Inclement Weather Policy

The CEE will make the determination to close or delay the opening of the center due to weather conditions based on the severity of a storm and/or State-of-Emergency. School closings and/or delays are made to assure the safety of our children and our staff. The Director will send an email blast and/or a school-wide Seesaw* message to all families to keep you informed of the decisions.

- Seesaw is an app available to parents of the CEE. You will be given specific login instructions.

PROGRAMS

INFANT PROGRAM

Our infant program offers care for children from three (3) months to fourteen (14) months of age. We pride ourselves in offering the highest quality of care for our infants in a clean, bright, appropriately equipped classroom with experienced and knowledgeable staff. The infant ratio is seven infants to two teachers. We enrich our infant program with a weekly music class, art activities, tummy time, and multiple walks throughout the day. Weather permitting we take our infants out to walk the grounds or spend time in our outdoor classroom.

TODDLER PROGRAM

Our toddler program is for children from fifteen (15) months to thirty-three (33) months of age.

A toddler morning consists of exploratory play in the classroom, group time, open ended art activities, gross motor activities and school-wide enrichment programs. Snack brought from home is served mid-morning.

After lunch, all toddlers nap on mats with sheets and blankets brought from home. Rooms are darkened, quiet music is played, and all backs are rubbed. Afternoon snack, stories, movement and gross motor activities fill the afternoon hours.

PRESCHOOL PROGRAM

Our Preschool Program is for children from 2.9 years of age through 5 years of age. We offer hands-on developmentally appropriate learning experiences throughout the day. Our preschool classes participate in daily enrichment and ample opportunity to explore outdoors. The program runs from 8:30 a.m. until 12:00 noon every day, with a variety options for early drop-off and extended day until 6:00 PM.

ENRICHMENT PROGRAMS

Our students participate in morning enrichment programs. Music, Hebrew, Spanish and Yoga are taught by qualified instructors that come to our center on a weekly basis. We also hold a schoolwide singalong each Friday to welcome in Shabbat.

Gross Motor Gains

Our outdoor playgrounds are brand new as of 2018 and provide an abundance of space for both toddlers and preschoolers alike to participate in gross motor play. We have three separate playgrounds to accommodate multiple classrooms simultaneously which allows for extended outdoor access each day.

We have two indoor gross motor rooms equipped to meet the needs of both toddlers and preschool age children. All classrooms have multiple opportunities each day to partake in gross motor activities. The gross motor rooms provide space for the children to exercise their muscles during the long winter months and provide a cool space for relaxing after a fun day in the summer sun.

Outdoor Classroom

At Shirat Hayam we strive to provide our children with exceptional learning experiences both indoors and out. Our outdoor classroom is a family funded natural learning space which provides our children with the opportunity to explore the world around them. Through generous donations and DIY materials our families have designed and implemented a spectacular learning environment. The focus of the outdoor classroom is to encourage exploration and discovery while utilizing the natural elements around us. This amazing space is dedicated in honor of Cheryl Schwartz. Cheryl has been an integral part of our learning community both as an educator and a former CEE Director. We are infinitely grateful for the loving care and support she has provided for the Shirat Hayam Center for Early Education. We thank Cheryl for the decades of learning experiences which have fostered a love for learning, and we appreciate her longstanding commitment to the field of Early Childhood Education.

ENROLLMENT DOCUMENTS

Parents are required to complete an online Enrollment Packet prior to the child's start at the center. Per EEC regulations, this paperwork is valid for one year only. Our center requires updated paperwork in January/August. In addition, a current physical and immunization form must be on file. **This packet must be filled out online via the EZ-Care* Parent Portal and through our online registration process.**

Included in this online packet:

- Parent contact information
- Developmental history and background information
- Emergency contact information
- Individual health plan (for allergy and/or medical conditions)

https://shirathayam.org/sites/default/files/uploaded_files/cee_individual_health_care_plan_form.pdf

- Oral health information
- Immunization and physical forms
- Permission form as needed for prescription and over the counter medication

https://shirathayam.org/sites/default/files/uploaded_files/cee_medication_consent_form.pdf

https://shirathayam.org/sites/default/files/uploaded_files/cee_individual_health_careplan_for_m.pdf (Required only if medical condition or allergy is present)

- Payment Information

- EZ-Care is software used by CEE for online registration, billing and payments.

FOOD

Breakfast

If your child is signed up for early morning (7:30 a.m. arrival), you may send breakfast for your child to enjoy with his/her friends.

Snacks

Every child needs a water bottle, labeled with his/her name, and a morning snack. For those staying past 3:00 p.m., an afternoon snack is also required.

Healthy Lunches

Please send your child's lunch in a labeled insulated bag, with an icepack if needed. Lunches can either be dairy, vegetarian, or meat (poultry and beef only). **We also request all food to be NUT FREE. Kindly do not send in any peanut butter or any nut product of any type. Any food allergies must be reported to the staff and clearly written on your child's forms.** Water bottles are refilled with filtered water, and used all day long, including lunch and all snack times. We can microwave lunch items that are sent in microwavable-safe containers.

Because we are housed in a conservative synagogue, we ask that you **refrain from sending** in any **pork** or **shellfish** products. Some snack and lunch suggestions:

- ✓ Pretzels
- ✓ Crackers
- ✓ Mini-bagels
- ✓ Graham crackers
- ✓ Rice cakes
- ✓ Mini-muffins
- ✓ Fruits of all kinds (fresh, frozen or canned)
- ✓ Vegetables of all kinds
- ✓ Cheese sticks or cubes
- ✓ Tuna fish
- ✓ Boiled eggs
- ✓ Chicken/Turkey
- ✓ Beef
- ✓ Pasta
- ✓ Yogurt
- ✓ Egg salad
- ✓ Soups
- ✓ Macaroni and cheese
- ✓ Cottage cheese
- ✓ Pizza
- ✓ Salads
- ✓ Quiche
- ✓ Soy nuggets
- ✓ Hummus
- ✓ Spinach patties

Birthday Celebration Policy

We love to celebrate birthdays! When sending in classroom birthday treats, please consider celebrating with healthier options. Fruit or popsicles are the center preferred choices. **A consult with the classroom teacher prior to sending any food items for the class is required to consider allergy restrictions.** Food must be store bought and in the original packaging. **Please do not distribute birthday party invitations in the CEE unless you are inviting the entire classroom.** Thank you!

INFANT-TODDLER POLICIES

In accordance with the EEC regulations, and in order to protect the health and welfare of the children, **every infant 15 months and younger in our care, must be placed on his/her back for sleeping.** In addition, **no child shall be napped in a crib, bassinet, port-a-crib or playpen containing pillows, comforters, blankets, stuffed animals, wubbanubs or other soft, padded materials.** Due to licensing restrictions we are not able to swaddle our infants. Please send in a sleep sack for naps.

Daily Infant Supplies Needed: Several bottles, formula or breast milk, all food that is needed for the day (or two), bibs, 2 crib sheets, pacifiers, sleep sack, diapers, diaper cream, at least 2 extra outfits, outerwear appropriate for the weather. Refrigeration is available for all infant food and milk.

All families who have children in diapers are required to pay a wipe fee of \$11.00 per month.

We will follow your child's schedule (naps, feeding) to the best of our ability.

Daily Toddler Supplies Needed: Toddlers need snacks, lunches (in a lunchbox with an ice pack), bottles/and sippy cup, diapers, extra clothes, a crib sheet (for the nap mats), and any loveys or blankets that they need for comfort at nap time.

ALL personal items must be labeled including food containers/breast milk.

Diapering for infants and toddlers

Infants and toddlers have diaper checks every two hours or more often if needed. Children will not remain in soiled or wet diapers. The following guidelines are utilized during diapering:

- Staff member washes hands before and after diaper changes
- Child washes hands after diaper change
- Staff member wears vinyl, latex free gloves that are changed between each child.

- The Changing mat is covered with protective paper and is wiped with disinfectant after each use.
- Soiled diapers, along with gloves and protective paper are placed in a plastic lined, covered container specifically for diapers.

All infant and toddler families will be provided with information at the end of each day. This information includes, but is not limited to, information regarding diaper changes, naps and foods eaten. The information may be received electronically via the Seesaw app/email or in paper form.

Toilet Training Policy

Children are not forced into toilet training

No toilet training will take place the first 2 weeks of the program or till teachers feels that the child has settled well into the center routine

Toilet training begins once the parent and teacher are both in agreement that the child is ready, and a plan is developed between the parents and all classroom teachers

Parent will provide at least 3 sets of extra clothing while toilet training is ongoing

Staff to take child to the toilet at least every hour or as discussed with the parent, even without cue from the child

Toilet training to be put on hold if teacher or parent feels the child is not ready or is not happy with the toilet training

Toileting Procedure

Staff will remain in ratio while toileting children

Staff respond as quickly as possible to the child's cues and be sensitive to individual children's needs

Only one child per toilet cubicle at any given time

Staff help children with toileting needs while keeping the bathroom door open

Child and staff wash hands after toileting following the proper handwashing procedures posted in each bathroom

Staff help children dry hands on the interfold towels and dispose of them properly

Staff walk the children back to the class

Transitioning infants and toddlers

All children are placed in age-appropriate classroom groupings in June and August. The CEE staff goes through a very thoughtful process for each child's placement, looking both at the interest of the individual and the class. Some of the many factors that go into forming the classes are: chronological and developmental ages, recommendations from current staff, and friendships. We care about each child and work to find the best possible placement for everyone.

Transitions are done for our infants when they reach 12- 15 months of age. Parents will be notified prior to a transition and we will maintain continuous communication with families to insure a smooth transition between classrooms. Transitioning will be done on a gradual basis. The children will spend time in their new classroom for a short time each day, and they will be accompanied by one of their current teachers for comfort as they adjust. Toddlers will transition to an older toddler group as developmentally necessary during the school year. This is done to ensure your child is provided with a developmentally appropriate environment which sparks curiosity and challenges your child's innate desire to learn.

Children grow and develop as individuals, so each transition is unique. Below are a few things you can expect to see during your child's transition.

1. Your child's nap schedule will begin to change. They will move from two + naps to one consolidated nap. Toddler nap time begins after lunch and they are woken up at 3:00. If your child still needs two naps, we do accommodate this at the beginning of the transition. By 15 months your child will be down to one nap.
2. Your child will need a lunch box with an icepack. There is a refrigerator in the classroom which can hold ½ gallon sized cartons of milk. Please continue to bring a sippy cup, two to three snacks, and a lunch each day.
3. Your child will get a new cubbie! The toddler cubbies are in the hall across from Room six. Please unpack your child's belongings in the hall cubbie just as you would in the infant room. Extra clothes and diapers go in the fabric draws located at the bottom of the cubbie. Please provide the toddler room with a labeled sleeve of diapers so they can store them in the classroom. If you are not charged for wipes please bring in a case of wipes for the Toddler room every 1-2 months..... Toddlers poop a lot!
4. You can email your child's teacher at ipads@shirathayam.org . Please put your child's name in the subject line.
5. Your child will get a new Seesaw journal. Please scan the new Seesaw code into your existing app and watch as your child explores Toddlerville!

6. Your infant rate will change to the toddler rate, which is slightly less expensive, once your child is 15 months. This will occur at the beginning of the next billing cycle once your child is 100% transitioned. The new rate will be available on your ledger on the 15th of the month and it will be labeled as toddler tuition.

Feel free to reach out should you have any further questions. Happy toddling!

PRESCHOOL POLICIES

Toys from home

The staff of the CEE works with the children each day on social skill development, which involves sharing, taking turns and working together. We equip each classroom with a large variety of toys. When toys from home are mixed into the classroom, it presents many issues for the children and the teachers. We ask that you leave your child's toys at home or in the car. **Loveys needed for comfort or transitions are always welcome!**

Backpacks

We ask that each child have a backpack or tote bag large enough for lunch boxes, artwork, soiled clothes, water bottles, notices, etc. **Please do not leave any sunblock, diaper creams, or medications in your child's backpack or cubbie. All medications and creams must be handed directly to a teacher to be placed out of reach.**

Outdoor Time

Students at the CEE play outdoors every day. We ask that all children come in rubber-soled shoes (sneakers are best) and to always have appropriate outerwear in their cubbies. When the weather is inclement, the director will make the final decision on outdoor play. Children will be able to go outdoors in cold weather or in snow, as long as the temperature is reasonable and they have the appropriate clothing, i.e.: jackets, boots, hats, snow pants and mittens. Please send in appropriate attire daily or leave weather gear in school so your child can participate in all activities.

Naps and Rest-time

All infants nap as per their individual schedule in individual cribs. All toddlers nap after lunch on rest mats for approximately 2 hours. Preschoolers who stay past 12:00 p.m. will be given a rest

period, and they often will take a short nap. No child will be forced to sleep or be expected to rest for an inappropriate amount of time.

Toilet Training Policy Preschool

Children are not forced into toilet training

No toilet training will take place the first 2 weeks of the program or till teachers feels that the child has settled well into the center routine

Toilet training begins once the parent and teacher are both in agreement that the child is ready, and a plan is developed between the parents and all classroom teachers

Parent will provide at least 3 sets of extra clothing while toilet training is ongoing

Staff to take child to the toilet at least every hour or as discussed with the parent, even without cue from the child

Toilet training to be put on hold if teacher or parent feels the child is not ready or is not happy with the toilet training

Toileting Procedure

Staff will remain in ratio while toileting children

Staff respond as quickly as possible to the child's cues and be sensitive to individual children's needs

Only one child per toilet cubicle at any given time

Staff help children with toileting needs while keeping the bathroom door open

Child and staff wash hands after toileting following the proper handwashing procedures posted in each bathroom

Staff help children dry hands on the interfold towels and dispose of them properly

Staff walk the children back to the class

HEALTH CARE POLICIES

Illness

The CEE has four concerns regarding an ill child: the health of that child, the health of the children in the group, the health of the teachers and the parents' needs.

There are illnesses for which children need to be excluded from the program due to the health risk they pose for other children and staff. **IF** the child has had a contagious illness, he/she may return to childcare after 24 hours on an antibiotic and is symptom free. If an illness prevents the child from participating comfortably in activities or creates a greater need for care than the teachers can provide, we will contact you to take them home to rest.

A child will be excluded from coming to the center when too ill to participate in his/her usual activities, has head lice/nits and/or has signs or symptoms of infectious disease including:

- Skin rash
- **Fever of 100.6 degrees or higher**
- Conjunctivitis
- Vomiting
- Measles, mumps, chicken pox, rubella
- Persistent uncontrollable cough
- Diarrhea
- Pinworms
- Hepatitis
- Positive flu test (Mandatory 3-5 days at home even if symptom free)

In accordance with Massachusetts EEC licensing, if a child has any of the above symptoms or is sent home after becoming ill at the center, they must remain home for AT LEAST 24 HOURS or longer until they are symptom free and fever free without the aid of a fever reducer such as Tylenol or Motrin. We ask all families to respect the health of the children in our center by adhering to this policy.

Medication Policy

All medication must be brought into the program in the original container/box, clearly stating the physician's name, the child's name, a current date, the dosage and the precise directions for its administration. A parental consent form must be signed by the parent or person responsible for the child that day. **Non-prescription medicine, such as Tylenol, Benadryl, etc.**

must have a note from your physician. See form in the link below:

https://shirathayam.org/sites/default/files/uploaded_files/cee_medication_consent_form.pdf

We are not allowed to administer any medication, prescription or otherwise, for more than two weeks, unless it is accompanied by a supplemental note from the child's physician. **We require the first dose of any medication to be given at home.**

The person designated as responsible for the child must fill out an authorization form and along with the medication give it to the child's teacher. At the end of each day, it is the responsibility of the designated caregiver for the child to claim the medication. **Medicine will not be placed in a child's backpack, lunch bag or basket.**

Medication at our center must be stored in their original containers (box included please) and labeled with the child's name, the name of the drug and the directions for its administration and storage. All medications, including epi-pens and inhalers are secured out of reach of children and under proper conditions for sanitation, preservation and security in the classroom backpacks. All expired medicine will be returned to parents to be disposed of properly.

*****If your child has a health condition or an allergy which requires us to keep medication on the premises, additional paperwork is required. Please provide the following documents to your healthcare provider for completion. The forms require a parent signature.**

https://shirathayam.org/sites/default/files/uploaded_files/cee_medication_consent_form.pdf

https://shirathayam.org/sites/default/files/uploaded_files/cee_individual_health_care_plan_form.pdf

TUITION

Our operating budget is based on tuition. For us to pay our bills and salaries, it is essential that we are strict about keeping up with monthly payments. If problems occur that make it difficult to keep this schedule, arrangements should be made with the Director. Monthly tuition is based on pre-registered contracted fees. Refunds/credits are **NOT** given for: days when the program must remain closed due to the weather or must close early to insure the safety of the staff and children; when the program is closed to celebrate a legal holiday (i.e. Memorial Day) and your child would normally be scheduled to attend that day; or when your child will be absent from the program due to illness or family vacation.

We request that you notify the center office any day that your child does not/cannot attend the program due to illness or vacation. We may contact you out of concern should we not hear from you. **The center requires 30 days' notice for a change in your child's schedule. All schedule changes must be requested by the 15th of the month prior to the change.**

The CEE program is open from 7:30 a.m. to 6:00 p.m. Families are expected to pick up their child by the designated time stated on their specific contract in order to maintain compliance with EEC licensing and to respect the schedules of our staff and the welfare of the children placed in our care. If a parent or person responsible for picking up a child arrives after their designated time, the staff member in charge of staying with your child will verify and document the time of your arrival. **You will be charged the extra hour's rate which will be posted to your bill. Those parents arriving after 6:00 p.m. will be charged \$1.00/minute for the first 15 minutes, and then \$2.00/minute after 6:15 p.m.**

No refunds or credits will be given for withdrawal from the program unless it is for medical reasons that are verified by a physician's certificate or a family needs to relocate.

CURRICULUM

Our experienced, certified educators use a variety of resources to develop programs for our children, including the Massachusetts guidelines for Common Core Curriculum and the QRIS standards distributed by the Department of Early Education and Care. Teachers work in teams (Infants, toddlers, preschool) to prepare curriculum. They are supported by colleagues here and at other early childhood centers, the CEE director, teacher-training workshops and conferences. We offer environments that are caring and encourage social interaction. Children are introduced to language arts, science, math, social studies, music and creative movement. Specialists for Hebrew, Spanish, Yoga and Music are regular additions to our program.

For those preschool children who stay past 12:00 p.m. a rest period will be offered. Quiet music is played, the rooms are darkened, and children have quiet activities to use at tables or on their mats. After rest time, snack is served, and developmentally appropriate activities are available. Outdoor time or gross motor room activities are a favorite part of the afternoon.

When ratios permit at 5:00p.m. all toddlers and preschool-age children are combined into one classroom.

COMMUNICATION

The CEE is fortunate to have the SeeSaw app to communicate with parents. Pictures and notes are sent home on a regular basis to keep parents up to date on classroom happenings. Important information from the CEE office is posted in this app. We also may provide information via email or in hard copy.

Infant and toddler families will receive a daily sheet which will provide a glimpse into their child's day. This may be done in hard copy or via the Seesaw app.

If you have any CEE related questions please email andrea@shirathayam.org, and Kim at preschoolers@shirathayam.org. If the matter is time sensitive, please call the CEE office at 781-598-3311. All billing inquired should be sent to andrea@shirathayam.org.

ASSESSMENTS AND PARENT-TEACHER CONFERENCES

Progress reports for toddlers and preschool age children are conducted twice a year; in January and May/June. This is a written report, of which one copy is given to the parents and one copy placed in the child's school file in the Director's office. We require a signature to acknowledge that you received a progress report for your child. **You can request/schedule a meeting with your child's teacher any time during the school year.** Written reports are done every 3 months for those children under 15 months of age. All reports are kept confidential and are in the child's file in the Director's office.

If, at any time, you have special concerns, please feel free to contact your child's teacher- - send a note, speak with her briefly at drop-off or pick-up to arrange a time, or leave a message at the CEE office. If you have a message for a teacher during school hours, please call or email the office. **Teachers cannot use their cell phones for calls or texting during school hours.**

Parents and teachers are encouraged to discuss any concerns they may have about their child. Parents will be provided with a written report summarizing any observations related to the concern and will be briefed on staff efforts that have been made to accommodate the child's needs. If it is determined at the parent/staff meeting that among the group we do not have the resources to provide the child with the services he may need, parents and staff shall work together to secure services from available community resources.

BEHAVIOR MANAGEMENT

Our professional teachers use positive techniques of guidance, redirection, and proactive elimination of potential issues rather than competition, comparison or criticism. Consistent, clear rules are developed in conjunction with the children and are discussed on a regular basis to help the children understand what is expected. Intentional praise for positive choices is encouraged center wide.

Guidance techniques are non-punitive and are accompanied by rational explanations of expectations. Limits are set for children, but the environment is arranged so that a minimal number of “no’s” are necessary.

Sometimes, despite educator interventions, a pattern of behavior is noted which threatens the emotional or physical safety of a child or his classmates. In that case, staff will address the concern with parents and create a proactive plan to help the child. If the behavior concern continues after implementation of the plan, a child may be asked to leave the program for a short period of time (1-5 days). If the problem is not resolved, the child may be removed from the program. It is our intent to work together with families to promote a positive experience for their child. However, we do realize that there may be circumstances that keep a child from being capable of fully participating in a certain group and recognize that the program may not be equipped to deal with all circumstances underlying certain behavioral issues. If needed, we will assist parents in pursuing referrals to outside supportive services such as Early Intervention, a town’s public-school services, or counseling services, as well as the child’s pediatrician.

IF, despite every effort of accommodation and individualization for the child, concerns for the safety or education of that child or others in the program continue, the parents and/or the center director may conclude that the CEE program is not an appropriate setting for the child. In that situation, staff will help the parents find an alternative placement.

The Shirat Hayam Center for Early Education shall prohibit: spanking or other corporal punishment of children; verbal or physical abuse; neglect or abusive treatment, depriving children of meals or snacks; force feeding children; forcing a child to remain in soiled clothing; disciplining a child for soiling, wetting or not using the toilet; or using any other unusual or excessive practices for toileting.

ABUSE AND NEGLECT

The Shirat Hayam Center for Early Education shall protect children from abuse and neglect while in our care. All staff members are mandated reporters of child abuse and shall report suspected abuse or neglect to the Department of Children and Families.

STAFF QUALIFICATIONS

All staff members have undergone Massachusetts Background Record checks, statewide Applicant Fingerprint Identification, and are all certified by the Massachusetts Department of Early Education and Care. All staff has taken the required state trainings: “Look Before You Lock”; “Reducing the Risk of SUIDS in Child Care”; “Medication Administration; The Five Rights”; Transportation Safety Training; training on USDA nutrition requirements; and training in recognizing common side effects and adverse reactions of medications. All staff members are current in CPR and First Aid. Staff bios are posted outside of each classroom.

Babysitting

Often our teachers are asked to babysit outside of the CEE in the child’s home when the center is closed. This is done on a private basis, and the CEE assumes no responsibility for this.

VOLUNTEER OPPORTUNITIES

The Center for Early Education encourages parents to become involved in the school. Teachers regularly include parents in special celebrations and welcome parents and extended family to share special talents with the children. Parents are welcome at any time to read a story, assist as classroom helpers, or just spend some time in the classroom.

Parents are invited to join our Parent Advisory Committee. We welcome your input-on CEE policies, family programming, program development and fundraising.

EMERGENCY AND EVACUATION PLAN

Fire/Emergency Evacuation Plans are posted in each classroom and throughout the building. Fire drills are done on a monthly basis.

If the synagogue needs to evacuate for any reason, and the children cannot stay on the premises, the children, with police escort, will be walked to a safe point away from the building. At that point, all parents will be notified by text message and/or phone call from a CEE staff member as to where to pick up the children.

PLEASE KEEP YOUR INFORMATION UP TO DATE VIA THE PARENT PORTAL THROUGHOUT THE SCHOOL YEAR. All staff will always remain with the children. Complete emergency contingency plans are available in the CEE office.