



575 & 581 Church Street
New Bedford, MA 02745
508-998-9567

Hours of operation 6:30am-5:30pm Monday-Friday
(refer to closure schedule)

Director: Darcy Leiriao

Last reviewed on 6/18/

STATEMENT OF PURPOSE

Welcome to Days of Discovery Child Care Center. Days of Discovery is a facility committed to meeting the specific needs of the children and families we serve. The most important goal at Days of Discovery is building readiness skills so that your child is confident, social, independent and happy. We feel in working toward this, it is essential to have a strong working relationship between home and school.

Our goal at the center is for children to learn through a multi sensory approach. All children will participate in a variety of activities focused on stimulating growth and development. The lesson plans and "Learning Centers" are designed to enhance cooperation, curiosity, math and science skills as well as foster independence and creativity.

ENROLLMENT PROCEDURES

Enrollment is on a first come first serve basis. If a classroom is full, a child's name will be placed on a waiting list and vacancies will be filled as they open. A meeting with the administrative team and a tour of the center is required upon enrollment. Parents are encouraged to spend time with their child in the child's potential classroom, meeting the teacher and determining whether or not the program meets their child's needs. If the guardian chooses to follow through with enrolment process they are required to provide health records. This includes an updated physical examination, a record of up-to-date immunizations and the signature of the child's source of medical care. Children between the ages of 2- years and 6-years are required to be tested for lead poisoning annually. If your child's health record summary is not completed at the time of enrollment this will result in exclusion from the program.

NON-DISCRIMINATION POLICY

Days of Discovery does not discriminate on the basis of race, religion, cultural heritage, political beliefs, marital status, national origin, disability or sexual orientation.

POLICY FOR ILL AND MILDLY ILL CHILDREN - health information

Children are expected to be able to fully participate in all activities, including outdoor play. If a child is noticeably ill upon arrival with a rash or fever, the child will not be admitted for that day. Should a child become ill during the day, she/he will be kept in a quiet, supervised area and special care and monitoring will be provided by staff while the child's parents or caregiver are notified to come to the center and pick up the child. The child will be kept in a quiet supervised area where play materials will be made available and a rest mat/cot if the child wishes to lie down. Parents are encouraged to pick up their child within 30-45 minutes of notification. If a parent or guardian cannot be contacted, and no one on the list for emergency contacts can be reached, the child will be kept comfortable until contact can be made. If the child is very ill the child's physician may be contacted, paramedics may be called or whatever other steps the staff or Director may feel are necessary for the child's well being. The staff will possess the permission slip the parent or guardian has already signed.

Days of Discovery will use discretion to provide appropriate care – symptom concerns include...

- A fever of 101°F or above
- A fever of 100°F-100.9°F if combined with another sign of illness
- A skin rash that has not been identified by a letter from a physician who has seen the rash
- Excessive diarrhea and/or vomiting
- Evidence of head lice or other parasites
- Severe coughing
- Rapid or difficult breathing
- Yellowish skin or eyes
- Conjunctivitis
- Sore throat or difficulty swallowing
- Stiff neck
- Infected skin patches
- Pain of which the child complains and interferes with normal activity
- Evidence of infection
- Excessive fatigue

CHILDREN MAY BE READMITTED WHEN:

•When there is a letter from the physician that the child is free from communicable disease and returning poses no risk to other children or staff members **OR** if the child is visibly free from communicable disease, fever free without benefit of fever reducing medication for 24 hours, free from vomiting/diarrhea for 24 hours while on a normal diet.

MEDICATION POLICY

No medication, prescription or non-prescription, is to be administered without written authorization from the child's physician. The center must also have written parental permission for any topical medication such as sunscreen or diaper rash ointments. Days of Discovery will accept a signed authorization statement by the child's physician authorizing the center to administer non-prescription medication and this statement of authorization will be kept on file for one year. Parents will be notified if non-prescription medication needs to be administered beforehand, unless the child needs the medication urgently or when contacting the parent will delay appropriate care. Parents will also be notified in writing each time a non-prescription medication is administered to the child. Medication must be in its original container and labeled with the child's name. Prescription medication label must contain the child's name, physician's name, pharmacist, medication dosage, frequency, starting date, and expiration date. Medications having a specific expiration date are not used after the date of expiration.

Any medication container having a detached excessively soiled or damaged label is returned to the parent for re-labeling by the pharmacist. Any contents of the container without a label or with an illegible label are destroyed immediately. Any unused dosages of prescription medications are returned to the parent. Parents must complete a written **Medication Consent Form** from the office. The Director or staff member in the office will inform the appropriate staff member of the child's need for medication. If this is a chronic condition an **Individual Health Care plan** must be completed. Before the medication is administered, the staff member must be able to answer, "yes" to all of the questions on the **Medication Administration Record**. After the medicine is administered to the child, the staff member is to record the appropriate information on the **Medication Authorization Record** and the form is filed in the child's folder. All medication is to be stored away from the children in a designated area. The parent will be informed when any medication is given.

BEHAVIOR MANAGEMENT

Staff utilizes education and training to motivate positive change and appropriate behavior. Never at any time shall a staff member negatively affect a child's self-esteem or self-identity. Staff works to implement positively focused behavioral interventions. During times where a child exhibits uncontrollable behaviors or safety concerns to the group, time out will be used as a last resort with intent to relax and reflect on what he/she has done. Children will be encouraged to verbalize conflicts and the role of the staff will be as a helper to aid children in positive problem solving skills. Our staff members shall guide children who are experiencing problematic behavior rather than punish them.

Days of Discovery strictly prohibits:

- Corporal punishment, including spanking
- Cruel or severe punishment, such as verbal abuse or humiliation
- There will be no denial of food as punishment
- Force feeding children
- A child shall not be punished or verbally reprimanded for soiling, wetting or not using the toilet.

ARRIVAL AND DEPARTURE

Parents must closely supervise their children when arriving and departing the center. Please do not allow your child to run. Holding hands is a reasonable safety request. Children must always be left in the care of an adult, without exception. Children must be signed in and out everyday in their classroom. Children will be released only to persons from whom the center has written authorization from the parents. If a parent wishes for someone, who is not listed as a parent or guardian, to pick up their child, we must have written and dated authorization from the parent. The staff will also need to see proper identification. Parents are also required to notify the center when they will be late either dropping off or picking up their children.

WITHDRAWAL

Two weeks written notice is required upon withdrawal of a child. This notice must be given two weeks prior to the last day of service. If a caregiver/payee does not wish to give prior notice of termination, then two weeks' rates must be paid in full. Services shall be terminated if payment is not received in full by five days after payment is due. Late fees will continue to be added until payment is received.

TERMINATION AND SUSPENSION

Days of Discovery reserves the right to terminate a child from the center if necessary. If this situation occurs, the center will give the caregivers/guardians two weeks notice so that alternative arrangements can be made. Termination or suspension decisions may be based upon excessive late pick-ups, late tuition payments or unmanageable behavior towards teachers and/or other children (e.g. hitting, kicking, spitting etc.). Biting can be considered an unmanageable behavior and may be cause for termination.

MANDATED REPORTING

All Days of Discover staff and employees are mandated reporters. Massachusetts law requires professionals whose work brings them in contact with children to notify the Department of Children and Families (DCF) if they suspect that a child is being abused, neglected, or both. Staff will follow procedures and protocol outlined by 51A. Additional information can be obtained through <https://www.mass.gov/service-details/reporting-alleged-child-abuse-or-neglect-filing-a-51a-report>.

WHAT TO BRING FROM HOME

PRESCHOOLERS and Toddlers

-Blanket, labeled (for toddlers and PreK **ONLY**)

ABSOLUTELY NO BLANKETS / BINKY STRAPS FOR INFANTS

-Change of clothing, labeled

-Diapers

-Extra sweater or jacket

WHAT NOT TO BRING FROM HOME (PLEASE CHECK WITH THE CLASSROOM STAFF AS WELL)

-ABSOLUTELY NO BLANKETS / BINKY STRAPS FOR INFANTS

-Food or drinks

-Toys

-Candy / Chewing gum

-Electronic devices

NAPTIME or QUIET TIME

All children who are enrolled at the center are required to rest. This rest period is after the children eat lunch and lasts approximately 1 1/2 hours- 2 hours.

MEALS & SNACKS

A nutritious breakfast, lunch & snack will be provided by Days of Discovery. A menu will be posted. Please inform the Director or appropriate staff of any allergies or any special diet your child may follow. The center would like to request that parents do not allow children to bring candy, gum or an excessive amount of sweets. Thank you.

PROGRESS REPORTS

Written progress reports and individual goals will be prepared every six months for your child. These reports will be reviewed with the caregiver and kept in the child's. Parents and/or caregivers are able to visit the program unannounced anytime the child is present. We will do all possible to have an interpreter to meet needs. Parents may also request a meeting with staff to discuss concerns.

CONFIDENTIALITY OF RECORDS

Records are accessible by the child's teachers, program director, an authorized employee of the licensing agency and the child's parent or legal guardian. The child's guardian shall have the right to add information, comments, data or any other relevant materials for the child's record. Guardians also have the right to delete or amend any information in the child's record.

TRANSFER OF RECORDS

Upon written request of a guardian, Days of Discovery shall transfer the child's record to the parent or legal guardian when the child is no longer in care.

TRANSPORTATION

Days of Discovery does provide transportation to and from the center. Transportation is supplied through Peter's Bus Company, (508)994-6736. Days of Discovery staff members will assist arranging transportation. You must allow at least twenty-four hours notice in order to receive transportation. Weekly Rate: \$36.00

Field trips taken by the center will supply transportation through a van or a bus provided by Peter's Bus Company.

REFERRAL POLICY

In the event that a staff member feels a child is not developing to his/her age appropriate developmental abilities, staff will notify the director of his/her concerns. The child will be observed and information will be reviewed. A meeting will be set-up with the child's caregivers. During this meeting pertinent staff will explain the specific concerns regarding the child. Progress reports will be reviewed and staff and the caregiver will decide what positive steps can be taken to help the child excel to his/her full potential. If necessary, a referral list will be given to the child's guardian to further assist them in seeking help for their child.

Requirements for referrals under EEC regulations are as follows:

- a. The licensee shall provide the parent a written statement including the reason for recommending a referral for additional services, a brief summary of the center's observation related to the referral and anything the center may have to accommodate the child's needs.
- b. The licensee shall offer assistance to the child's parents in making the referral. The licensee shall have written parental consent before any referrals are made.
- c. If a child is at least two and one half years of age, the licensee shall inform the child's parents of the availability of services and their rights, including their right to appeal under chapter 766.
- d. If a child is under the age of three, the licensee shall inform the child's parents of the availability of services provided by Early Intervention Programs.
- e. The licensee shall follow up the referral with parental permission; contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the center. If it is determined that the child is not in need of services from the agency, or is ineligible to receive services, the center shall review the child's progress at the center every three months to determine if another referral is necessary. The licensee shall maintain a written record of any referral, including the parent conference and results.



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	Infant	Toddler	Pre-School	School Age
1-Day	\$61.02	\$57.25	\$41.32	\$37.99
1.5 Days	\$54.47	\$50.70	\$34.77	Hourly 8.98
2-Days	\$122.04	\$114.50	\$82.64	\$75.98
2.5-Days	\$115.49	\$107.95	\$76.09	\$69.43
3-Days	\$183.06	\$171.75	\$123.96	\$113.98
3.5-Days	\$176.51	\$165.20	\$117.41	\$107.43
4-Days	\$244.08	\$229	\$165.28	\$151.96
4.5-Days	\$237.53	\$222.45	\$158.73	\$145.41
5-Days	\$305.10	\$286.25	\$206.60	\$189.95
5.5-Days	\$298.55	\$279.70	\$200.05	\$183.40

Note:

- A full day consists of more than 6-hours and cannot exceed 9-hours.
- Half day hours are up to 6-hours.

Payments

- Tuition payments are due at the beginning of each week.
- **Payments are due regardless whether your child is absent during any part of the week.**
- Acceptable forms of payments are cash, checks, and money orders. There is a \$20.00 penalty for returned check.
- There is a \$5.00 a day charge for late tuition payments.
- You will be charged \$5.00 for every 5-minutes you are late for pickup. Center closes promptly at 5:30pm.
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Days of Discovery Child Care Center reserves the right to change or modify the above policies and tuition. Any modifications and/or changes will be made in writing with a minimum of two weeks notice.