

PUCKIHUDDLE PRESCHOOL, INC.

# HEALTH & SAFETY POLICIES

Revised 9/1/2021

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## EMERGENCY INFORMATION

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Physical Address: 6 Main Street, Sutton, MA, 01590  
Phone Number: 508-476-2939

Emergency Numbers: Police, Fire, Ambulance: 911  
Poison Control Center: (800) 222-1222  
Health Care Consultant, Patricia Ahearn, R.N. (508) 808-3736  
UMASS Memorial Emergency Room (508) 334-3511

## ADMISSION REQUIREMENTS

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All children must have an up-to-date medical form on file as required by the Department of Early Education & Care. **This form is valid for one (1) year from the actual physician's examination; and this MUST BE renewed annually. The medical form must include evidence of a lead poisoning screening (this must have been completed since the child's third birthday).** Please note, the Department of Early Education and Care requires the lead poisoning screening be done annually starting between 9 and 12 months until age 3, so please have your doctor perform this test. **All children are required to have completed enrollment paperwork prior to the start of their school year.**

## HEALTH CARE CONSULTANT

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Puckihuddle Preschool's Health Care Consultant is Patricia Ahearn, R.N., B.S.N., C.M. She resides at 4 Main Blvd., Shrewsbury, MA 01545. Her contact phone numbers are (508) 842-6830 home, (508) 808-3736 cell.

## DEPARTMENT OF EARLY EDUCATION AND CARE (DEEC)

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Puckihuddle Preschool is licensed under the Massachusetts Department of Early Education and Care (EEC). A copy of the Early Education and Care Regulations is available on the web at <http://www.mass.gov/edu/docs/eec/regs-policies/20100122-606-cmr.pdf>. The Department of Early Education and Care can be contacted about Puckihuddle Preschool's regulatory compliance at any time.

Our licensing specialist is Yubdely Pelaez and her contact information is:

Yubdely Pelaez (Yudy)  
Yubdely.pelaez@mass.gov  
Department of Early Education and Care  
1441 Main Street, Suite 230  
Springfield, MA 01103  
Direct line: 413-881-1550  
Main Line: 413-788-8401  
Cell: 413-426-4500

## INJURY PREVENTION PLAN

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1. All Staff who give direct care to children will be First Aid and CPR trained within six (6) months of being hired.

2. Daily monitoring of the classroom and playground is done by all staff. Any potential hazards that could cause injury are reported to the director. Any items that are broken will be removed and repaired or discarded.
3. An Incident Log is maintained by Puckihuddle Preschool; this is kept in the office area in a three-ring binder labeled Incident Log. This Log will be referenced to determine patterns or consistently hazardous areas/equipment.
4. All toxic substances, first aid supplies, medications or any other substances that could be hazardous to children are kept in a secure place, out of the children's reach.

## FIRST AID AND EMERGENCY PROCEDURES

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1. Each classroom contains at least one First Aid Kit filled with bandages, gauze, gloves, cold packs, tweezers, thermometer, tape, CPR face shield, and alcohol wipes. The First Aid Kits are always stocked and up-to-date. The First Aid Kit is always brought onto the playground and on field trips. There are four First Aid Kits in the school – downstairs in the backpack hanging by the rear exit, downstairs on top of the white cabinet above the classroom sink, upstairs on the top shelf in the bathroom, and upstairs in the backpack hanging near the front exit.
2. Staff will discuss minor incidents with parent at dismissal, and ask for signature on the Injury Form.
3. In the case of an injury that requires more than basic First Aid, the parent will be contacted and informed of the problem. An example of such an instance is a cut that looks like it needs stitches. If the parents cannot be reached, then the emergency contact will be notified.
4. If a severe emergency occurs, 911 and parents will be contacted simultaneously. If it is necessary for the child to be transported to the hospital before the parent arrives at the school, the director or a teacher will go with the child to the hospital along with the child's Puckihuddle Preschool file. **It is for this reason that permission forms, medical examination forms and immunization records need to be kept up-to-date in the child's file.**

## MANAGING INFECTIOUS DISEASE

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Please have your child stay home if he seems too ill to participate in activities or if he may spread illness to classmates. If possible, please contact us by phone or email and let us know that he will be out.

If your child exhibits symptoms while at school (rash, fever, excessive coughing, vomiting, diarrhea, outbreak of contagious disease, etc.), we will have the child rest and call you immediately. If we cannot reach you, then we will contact people on your emergency contact list.

If you suspect that your child may have or has been exposed to: COVID, herpes simplex (cold sores), impetigo, conjunctivitis or head lice, we request that you **DO NOT** send your child to school. If your child shows symptoms or illness during class, the director or teacher will contact you to make arrangements to have your child picked up early. Please refer to Health Check Policy & Procedures in our temporary amendments.

If your child has been in contact with any infectious diseases, please notify the school, so that we can warn other parents to be on the lookout for symptoms. Notification to the parents (without specific child's name) will be sent home in writing or via email.

If your child has been sick, we ask that you honor the following timetables for his/her return to school:

- Your child has been symptom-free of vomiting or diarrhea for **24 hours and can tolerate a typical diet**.
- Children should be **fever-free without fever-reducing medication** for 24 hours before returning to school.
- Ear infections, pneumonia, strep throat and conjunctivitis: your child can return to school 24 hours after medication has been started, as long as there is no fever.
- COVID illness or exposure requires a note from your child's physician or a negative test to return to school.

Children who become ill while at school will be made as comfortable as possible, and isolated from the other children, until a parent or emergency contact arrives to pick up the child.

Symptoms which require exclusion from the rest of the class are fever, chicken pox, lice and/or nits, impetigo, measles, mumps, rubella, vomiting, skin rash, diarrhea, scabies, pertussis, conjunctivitis, strep throat, tuberculosis, ringworm, excessive coughing, discharge from eyes, pinworm, meningitis, fifth disease, sores that are oozing, and mucosal secretions that are green in color indicating infection.

If a child has been evaluated by a medical source and is said to be of no serious health risk to others, that child shall be admitted back to school with written notification by the physician.

Please note that Puckihuddle has a NO NIT policy. A child who presents with lice and/or nits will be isolated from the other children together with his/her personal items and kept busy with an activity until a parent or emergency contact arrives to pick up the child. If lice and/or nits are discovered at home, please do not send your child back to school until your child has been treated and is nit free. Please notify the school immediately in order to alert other families as a precaution. All names will be kept confidential. Your child must be evaluated by the Director and/or a trained staff member upon his/her return.

## INFECTION CONTROL

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Handwashing is the most effective form of infection control. Frequent handwashing will reduce the likelihood of illness and spreading illness.

- Staff and children will use running water with liquid soap and friction. Hands are dried with individual paper towels.
- If running water is unavailable or impractical, alcohol-based hand sanitizer will be available as an alternative.
- Handwashing is required by staff when entering the school, before eating, preparing or serving food, after using the bathroom, before and after administering medication, after coming into contact with bodily fluids such as when wiping noses, and after performing cleaning duties including emptying trash.
- In addition to wearing gloves, handwashing is required by staff after each diaper change/toilet training, after cleaning up bodily fluids such as vomit, after taking care of cuts and whenever blood is involved.
- Children are required to wash hands when entering the school, before eating, after each diaper change/toileting, and after water play. All children will also be required to wash their hands AFTER eating lunch in an effort to reduce cross-contamination of food allergens.

- The following equipment will be washed and disinfected after each use: mops used for cleaning bodily fluids and thermometers. The following will be washed at least daily: toilets, sinks, faucets, water table, water play equipment, tables, smooth non-porous floors, and mops used for general cleaning. Due to COVID Puckihuddle will continue to intensify its routine cleaning, sanitizing and disinfecting practices, paying extra attention to frequently touched objects and surfaces.
- The disinfectant solution is an All-Purpose Cleaner with Bleach which has been approved by the Dept. of Early Education and Care.

## INDIVIDUAL HEALTH CARE PLANS

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In accordance with EEC regulation 7.11 (3), every child with a diagnosed chronic condition (ex. asthma, allergies or any medical diagnosis requiring regular medication or reactive medication) must have an Individual Health Care Plan on file that includes the following: diagnosis, symptoms, medical treatment plan, potential side effects and potential consequences to the child's health if the treatment is not administered. If your child has a chronic condition, please complete an Individual Health Care Plan for him/her. When necessary, a parent, under their physician's authorization, will provide training to necessary staff on the implementation of their child's health care plan (ex. use of inhaler, epi-pen or insulin injections).

## ALLERGIES

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Allergies will be identified by parents. An allergy list is posted in view where the children eat their snacks and lunches and in the children's file. All staff are made aware of allergies.

Children are not given foods that they are allergic to, are kept from chemicals that cause allergic reactions and from other materials to which they are allergic.

## MEDICATION

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If your child requires medication, **it must be handed directly to the director** and will be stored in a secure location. **Prescription and non-prescription medication may only be administered to a child with the written or electronic order of a physician and parental authorization.** You may request an Authorization Form from the director if needed. If a child requires medication, we prefer that the parents administer it prior to the beginning of the school day. If that is not possible, certain designated staff members can administer the medication if the following guidelines are met:

- **No medication will be administered without a physician's authorization.**
- Please note: Puckihuddle Preschool staff **CAN NOT** administer the first dose of any NEW medication to a child except under extraordinary, life-saving circumstances.
- The medication (both prescription and non-prescription) must be accompanied by an Authorization for Medication Form. This authorization will be valid for no more than a year from the date it was signed.
- The medication **must be in its original container.** Prescription medication must have the prescription label attached with the name of the medication, the child's name, dosage, expiration date, and the name of the physician.
- No medication will be administered beyond its expiration date.

- Parents are responsible for informing Puckihuddle Preschool if the medication needs to be refrigerated.
- ALL medication must be stored out of children's reach. **Please do not put medication in your child's bag, lunch box or cubby. Medication must be handed to the director with the appropriate paperwork.**
- Topical, non-prescription medications such as ointments or lotions do not require a physician's authorization, as long as applied in accordance with the label's instructions.
- Parents will be notified in writing each time medication is administered to your child, with the exception of topical, non-prescription medication which will be communicated verbally.
- If your child is on medication that does not require dosage at school, we ask that you still inform your child's teacher. Some medications may affect your child's behavior and general health or may require special care. For example, amoxicillin can cause an upset stomach and loose stools; Bactrim or other sulfur drugs can cause children to be sensitive to the sun.
- Parents will be responsible for disposing of completed or expired medication.
- All staff will be trained in "The 5 Rights of Medication Training." Staff will be evaluated annually of the ability to administer medication and will be trained in identifying potential medication side effects.

## GENERAL SECURITY MEASURES

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The following measures will be taken every day:

1. All doors will remain locked whenever children are in the building.
2. Staff will have keys to the building with them at all times.
3. Staff will keep their personal cell phones with them if possible (on silent or vibrate).
4. All cordless phones will be kept on or near their chargers so they are easy to locate in the event of an emergency.
5. Staff will only open the doors for an expected visitor or parent. A sign is posted at each entrance directing unexpected visitors to call into the school to speak with a staff member regarding the purpose of their visit.

## SAFETY DRILLS

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Evacuation drills will be held at least every month and will be recorded in an Evacuation Drill Log. The date, time, exit route, number of children and effectiveness of the drill will be noted. These drills will be held at different times of day and will use alternate escape routes in order to ensure readiness. A copy of each classroom's Evacuation Plan is posted by all doorways in each classroom. One teacher from each class is responsible for taking the daily attendance sheet, First Aid Kit and the children's information sheets and emergency contact phone numbers.

We will also hold "shelter-in-place" practice at least once per year with each class. These practices will be done in a very calm, nonthreatening way just to insure the children are familiar with the procedures and the terminology we would use in case of a breach of security.

Puckihuddle Preschool recognizes the importance of being prepared in case of an emergency. In addition to site-related emergencies, the school will rely on the local police department or fire department to notify us if there becomes a need to evacuate for our own safety. In the case of a true emergency requiring the

evacuation of the building, the children will walk to the Manchaug Mills building across the street and parents will be called.

### TOOTHBRUSHING – Due to COVID this has been temporality prohibited

In accordance with EEC regulation 7.11 (11) (d), children in childcare will be provided the opportunity to brush their teeth if in care more than 4 hours or if they consume a meal. We will provide toothbrushes and fluoridated toothpaste and the teachers will guide the children through a positive toothbrushing process. The toothbrushes will be labeled with the child’s name and stored in a sanitary and hygienic manner. The toothbrushes will be replaced every three months, or if a child has been sick.

### REQUIREMENTS FOR CHILDREN WITH DISABILITIES

If a child with disabilities enrolls in the program, Puckihuddle Preschool will meet with the parents, health care consultant and, if necessary, the child’s physician to create an appropriate plan for care. This plan will require that all appropriate measures be taken to ensure the necessary health requirements for this child.

### TRANSPORTATION AND FIELD TRIPS

Puckihuddle offers no transportation for your child. Care of your child is your responsibility from the time you get your child out of your vehicle until you or a teacher escorts your child into the building. Your child is also your responsibility when a teacher dismisses your child back to you. For safety reasons, no child should be left unattended in your vehicle unless you are standing outside your car in the drive-through lane. **Please hold your child’s hand in the parking lot at all times.**

We take 2 – 3 field trips during the year that require participation from the parents. Parents are asked to bring your child to and from the destination and remain present for the duration of the field trip. When field trips are scheduled, sometimes the time and duration of the field trip will be different than your child’s regular class time. Permission slips will be sent home well in advance to inform you of dates, times and destinations so you can best determine if you are able to participate. Most field trips allow younger siblings. Please note that there is no school on field trip days.

### DIAPERING

1. Teachers will place a disposable paper cover on the diapering surface and will wear disposable gloves.
2. The teacher will lay child on diapering surface. The child should never be left unattended.
3. The teacher will remove the soiled diaper and put the soiled diaper in the diaper pail. Soiled clothes will be double-wrapped in plastic bags and handed to the parent at dismissal.
4. The teacher will clean the child with a moist disposable wipe. She will wipe front to back using the wipe only once and repeat with fresh wipes as needed. The teacher will dispose of wipes in the diaper pail.
5. The teacher will remove gloves and dispose of in diaper pail.
6. The teacher will diaper and dress the child.
7. The teacher will assist child in washing her hands with liquid soap and disposable towels.
8. The teacher will remove the diaper covering and dispose in the diaper pail.
9. The teacher will wash the diapering area with soap and water and then with sanitizing solution.



10. The teacher will wash her hands with liquid soap and running water and dry with disposable paper towels.
11. Preschool children may be changed while standing up in the bathroom. The teacher will wear gloves and assist the child in hand washing after the changing is complete.

## TOILETING

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Children are allowed to use the bathroom whenever they need to and will wash their hands afterwards with soap and running water, using individual paper towels to dry their hands. We find it very helpful if you encourage your child to use the bathroom when you first arrive at school in the morning.

According to the DEEC guidelines, no child will be punished or humiliated for soiling, wetting, or not using the toilet. If a child does have an accident, we make as little fuss as possible, and if needed, help the child change into clean dry clothes (a change of clothes should always be available in the child's backpack). Soiled clothes will be double-wrapped in plastic bags and sent home.

Puckihuddle Preschool realizes that not every child will be completely toilet-trained and we do have accommodations for assisting your child with accidents. Parents will need to supply pull-ups or many changes of underwear and extra clothing. If your child is in the process of being toilet-trained, we will work with you and your child to achieve that goal by:

- Having the child wear pull-ups or underwear that is easily pulled up and down independently
- Encouraging the child to use the toilet independently
- Encouraging your child to redress him/herself
- Assisting in any way necessary

## TRANSITIONS

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Puckihuddle Preschool assists children and families in their transition to kindergarten (or next year of preschool) by performing two assessments, conducting one parent/teacher conference, releasing program information (with parent's written permission) to the child's new school or teacher, and/or meeting with the principal of the new school to discuss individual children's strengths, weaknesses and social relationships. By sharing this information, Puckihuddle Preschool can assist families by providing opportunities to ask and answer questions, providing important feedback and creating individual transition plans, when necessary. In addition, these strategies assist the new educators in getting to know the child faster and help prepare them to meet the child's individual needs.

## ACCESS TO RECORDS

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You have access to your child's records. The center must provide access within two (2) business days, unless we have your permission to take longer. You have the right to add information, comment on data, or add any other relevant materials to your child's records; you also have the right to request deletion or amendments of any information contained in your child's records. Such requests shall be made in accordance with the procedures described below:

1. If you are of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in your child's records, you have the right to have a conference with the licensee to make your objections known.

2. The licensee shall, within one (1) week after the conference, give you a decision, in writing, stating the reason or reasons for the decision. If the decision is in your favor, he/she shall immediately take steps, as necessary, to put the decision into effect.

Upon your written request, when your child is no longer in care, the licensee can give you your child's records or transfer them to any other person that you identify. Puckihuddle Preschool will ask you to sign a form verifying that you have received the records.

## OBSERVATIONS FROM EDUCATIONAL SPECIALISTS

Although our staff is trained in early childhood development, sometimes it is necessary to consult with other specialists about concerns we may have about a student. We are fortunate to have an excellent working relationship with the Sutton Public School System, and other surrounding towns. If a teacher has concerns about a particular student, we will ask the parent to sign a Consent Form allowing a specialist (speech, occupational therapist, physical therapist, etc.) to come to our school to specifically observe that child. If at any time you suspect your child is having difficulty in any developmental area, please share that information with us and we will help you contact the appropriate resources.

## PARENT NOTIFICATION

Puckihuddle Preschool will inform parents of the following situations:

- Immediately of any injury which requires medical care beyond basic first aid or of any emergency administration of medication
- Immediately of any allegation of abuse or neglect involving their child while in the care of Puckihuddle Preschool
- Prior to or as soon as possible following the change of educators
- At the end of the day regarding any minor first aid administered; and in writing, within 48 hours of any incident involving their child
- Whenever special problems and significant developments arise
- Whenever a communicable disease or condition has been identified in the program
- In writing, 7 days prior to the implementation of any change in program or policy or procedures
- Prior to the introduction of any pets to the program
- Prior to the use of any pesticides

## CHILD GUIDANCE

Puckihuddle Preschool is committed to using positive behavioral strategies when teaching young children how to manage their own behavior. Our child guidance and classroom management techniques will provide a safe class environment, help promote positive social skills, facilitate communication between peers, foster mutual respect, provide opportunities for children to express needs and feelings, strengthen self-esteem and help children learn self-control.

These positive behavioral strategies will typically include the following:

- Teachers will use praise, encouragement and other means of recognizing appropriate behavior. Children will always be treated in a respectful and courteous manner.
- Teachers will clearly state expectations for appropriate behavior in a neutral, non-judgmental voice.

- Teachers will teach positive social skills through a positive attitude, direct teaching, modeling and practicing with peers.
- Teachers will be proactive in situations and help provide alternate choices and redirection away from inappropriate behavior and avoid power struggles with children whenever possible.
- Teachers will help the child to verbalize feelings and needs and help the child to understand the effect on others, i.e. “It makes John sad when you knock down his building,” and “Ask John if he would like help building it again.”
- Teachers will create consistent routines and plan ways for smooth transitions enabling children’s wait time to be productive.
- Teachers will create class rules that are clear, reasonable, and consistent. These rules will be introduced at the beginning of the school year and introduced to new students as they enroll. Children will be included in the creation of classroom rules and the rules will be phrased positively, ex. “use gentle touches with friends” instead of “no hitting.”
- Teachers will understand how individual children respond to different cues and understand that no single technique works for all situations.
- Teachers will work as a teaching team to communicate with each other and ask for help if they feel they are becoming too emotionally involved in the situation.

Children may “act out” in disruptive ways for a variety of reasons, many of which are, in fact, developmentally appropriate. Teachers will respond to the disruptive behavior with the goal of always providing the child support and teaching self-control in a calm, nurturing way. “Discipline” does not mean punishment, rather an opportunity to provide a learning experience for the individual and the group.

Strategies to help resolve disruptive behavior may typically include:

- Teachers should assist in resolving problems as they occur and remind children of the rules as a problem occurs.
- Teachers should recognize children’s feelings when discussing their inappropriate behavior with them. “I understand that you are angry, but we don’t hurt someone else because we are angry.”
- Teachers will assist children with coping mechanisms such as “taking a break” or “choosing another activity.”
- Teachers will use natural consequences as they appeal to a child’s sense of logic. Typically, this strategy links the inappropriate behavior to a loss of privilege. For example, teachers may explain that “when you hit someone, they may not want to play with you.”
- Teachers realize that sometimes children need a “break” from the situation to have an opportunity to get his/her emotions together. If this is needed, the child will sit in a quiet spot in the classroom and not be separated from the group. Teachers will calm the child, review what happened, “brainstorm” with the child about how to handle a similar situation in the future and plan how the child will re-enter the play environment.

The following practices are prohibited:

- Spanking or corporal punishment; cruel or severe punishment, including humiliation; verbal or physical abuse; neglect or abusive treatment; physical restraining; denial of food; force feeding; disciplining a child for soiling, wetting, or for not using the toilet. Excessive time-out is prohibited.

## TERMINATION / SUSPENSION

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Circumstances for termination and/or suspension:

1. Non-payment of tuition or in arrears **more than 30 days**.
2. Failure to have up to date immunizations and/or health form, except for medical or religious exemptions.
3. Behavior that puts other children or staff at risk or which is unreasonably disruptive
4. A change in a child's needs to the point that the program is no longer appropriate.
5. Parents or family members act in a disruptive manner regarding staff, program or other children.
6. Parents do not follow scheduled arrival and/or departure time.

Notification:

1. Puckihuddle Preschool will notify the parents in writing stating the specific reasons why the child may be suspended or terminated.
2. Puckihuddle Preschool will meet with the parents to discuss the problem, the possibility of termination and/or suspension and discuss the Support Plan.
3. Puckihuddle Preschool will determine if the circumstances warrant a suspension or termination. There will be a written plan regarding steps necessary to avoid the suspension or termination, and the steps necessary to be reinstated after a suspension.
4. The teacher or director will write a letter of suspension or termination with referral, if appropriate and help prepare child for suspension or termination according to his/her ability to understand.

### Plan to Avoid Suspension and Termination

Puckihuddle Preschool aims to support the social and emotional well-being of each child. When disruptive behaviors become prevalent within the classroom, resulting in disruptions to the classroom and safety concerns for all within the classroom, the staff is required to follow Puckihuddle Preschool's Support Plan. The Support Plan assists the staff in identifying the causes of problems, helps to develop an individual support plan and works with the family to assist the child in learning more positive adaptive behaviors in order to succeed within the classroom and at home. If Puckihuddle Preschool has been working with the parents, the child, and the staff on addressing the needs of the child and mitigating specific behaviors, then Puckihuddle Preschool expects full cooperation from the child's family both inside and outside of school to help ensure the success of the Support Plan.

### Puckihuddle Preschool Support Plan

1. Puckihuddle Preschool will provide an opportunity to meet with parents to discuss options other than suspension or termination from the program.
2. Puckihuddle Preschool will pursue and offer referrals to parents for evaluation, diagnostic or therapeutic services to assist the child and family.
3. Puckihuddle Preschool will pursue options for supportive services to the program, including consultation and educator training.
4. Puckihuddle Preschool will assist in developing a plan for behavioral intervention at home and in the program.

Puckihuddle Preschool recognizes that some children have individual needs that require adaptations on our part for success. We will support the implementation of any accommodations that are reasonable for our school setting. However, termination will be a realistic option if we feel that through all of our efforts, we cannot support the unique needs of a child. Ultimately, it is our mission for all children to achieve their full potential.