

Magical Beginnings Family Handbook



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Note About Handbook

This handbook outlines Magical Beginnings policies and procedures as they exist under normal Department of Early Education and Care (EEC) regulations. EEC is our licensing body and as such dictates the minimum standards by which we must operate. Under certain circumstances, such as Gov. Baker's COVID-19 phased reopening plan, EEC may release temporary regulations which require Massachusetts child care providers, including Magical Beginnings, to make temporary or permanent changes to policies and procedures. Permanent changes to policies and procedures will be updated in the Family Handbook and an updated copy will be emailed to all families any time these changes are made. Temporary changes to policies and procedures will be outlined in a separate document which will be emailed to all families. Upon request paper copies can be provided to families.

Philosophy

At Magical Beginnings, we feel that each child is special in their own way. We are sensitive to their social, emotional, intellectual and physical needs. We encourage children to explore and express their creativity to help strengthen their positive self-image.

Play is an essential part of the learning process. Children will learn to interact with each other and learn to share, take turns and cooperate through play. Play and learning are inseparable companions.

Our goal is to provide a center where parents feel comfortable leaving their children and to encourage parents to be involved in their child's day. We welcome and encourage parents to visit as well as participate in all center activities.

At Magical Beginnings, we care about our staff and their families. For this reason, we are closed most major holidays. Our staff provides a warm, nurturing environment. We encourage and provide workshops to promote professional development and ongoing education which allows us to offer a high-quality child care center. We are a family-orientated program that cares about your family as well as the family of our staff.

Goals

- To provide high quality care
- To provide a variety of opportunities for social, emotional, physical, and intellectual development
- To encourage parent participation to make families feel welcome.

Equal Opportunity and Non-Discrimination

Magical Beginnings is an equal opportunity center. No child or family shall be excluded from enrollment because of race, religion, cultural heritage, political beliefs, marital status, disability, national origin or sexual orientation.

Services Provided

The following services and programs are provided at our Center:

- Infant Program 8 weeks-15 mos.
- Toddler Program 15 mos.-3 yrs.
- Pre-school Program 3 yrs. – 5 yrs.
- Full Day Program
- Open Year Round

Hours of Operation

All Magical Beginnings schools are open year round Monday through Friday, except on the holidays listed below. Tuition is due for all holidays, sick days and school closures. A school calendar is provided to families as part of the enrollment packet and an updated calendar is emailed to families each year. The following is a list of holidays that we are **closed**. This list is subject to change.

New Year's Day
Martin Luther King Day
Patriots' Day
Presidents' Day
Memorial Day
Independence Day
Staff Development Day – typically the Friday before Labor Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day/Day After
Christmas Holiday (2 days 24th & 25th or 25th & 26th subject to change)

Arrival and Departure

When arriving parents must accompany children to the classroom. Please let the classroom teacher know if your child was given any medication in the morning. We want your child to have a great day. To ensure this, when you bring your child to the center we encourage parents to stay for a few minutes to help the child adjust. This will help your child with the transition. Under no circumstances may a parent leave a child at the center: (1) prior to opening, (2) prior to the child's scheduled arrival time, without center approval, or (3) without ensuring that the teacher is aware the child has arrived.

You may also call in during the assigned call in time for your child's class to discuss their day. Infant parents can call in at any time during the day. Toddler call in times are between 12:00p and 1:00p. Preschool call in times are between 1:00pm and 2:00pm.

Children will only be able to leave with a parent or designated pick up person. A child will only be able to leave with a person who is on their emergency card. Anyone who is unfamiliar to staff, including authorized individuals, will be asked to show a photo I.D. at time of pick up. If a pick-up person does not have a photo I.D. your child **will not** be allowed to leave with them.

Parents may not give authorization for pick-up of children via telephone, email or fax. **Once the child is signed out, Magical Beginnings is no longer responsible for your child.**

If for any reason you are going to be late picking your child up please call us as soon as possible and contact your emergency pick-up person to make arrangements for timely pick-up of your child. A late fee is charged to your account for pick up after your scheduled departure time. These fees can be found in the tuition schedule.

No child should be left alone at any time in the building, the parking lot or in parked car. Please be cautious when pulling in and out of the parking spaces and the driveway as there are always small children nearby. Please help keep your children safe by holding hands at all times in the parking lot. Parking spaces are limited so please keep drop offs and pick-ups as quick as possible.

Admission and Enrollment Procedures

Children who are between the ages of two months and seven years old are accepted into our program. Before your child is enrolled, we would like to welcome you and your child to spend some time visiting the center. This will allow you and your child the opportunity to meet the teachers and spend time in the classroom, and allow you a chance to discuss your family's needs and expectations with the director and classroom teachers. This will also give us the opportunity to get to know your family and your family's background.

To enroll your child at Magical Beginnings all enrollment forms, and the deposit, which is equal to two weeks tuition based on the tuition rates and schedule when you register, as well as the registration fee, are due before your child can start the program. All deposits are **non-refundable**. During the time of enrollment, parents will be given a contract stating the agreed upon hours of childcare and the tuition rates. Any requested changes in your child's schedule must be **submitted** in writing to the Director at least **two weeks in advance** by completing a Schedule Change Form. These forms are available in each classroom and the office. Schedule changes will be approved based on available space and staffing.

Please inform the Director of any change of address, phone number, cell phone carrier or email address.

Registration Fee

A non-refundable registration fee must be paid upon registering for enrollment. At this time, the tuition deposit equal to two weeks of tuition is also due. This deposit will hold your child's spot at Magical Beginnings until your planned started date and will also hold your child's spot through Magical Beginnings. If your child registers as an infant Magical Beginnings will hold a place for them in a toddler classroom and preschool classroom. If your child registers as a toddler a space will be reserved for them through preschool.

The deposit will be applied to your child's first week of tuition and, provided that at least **four weeks written notice** is given for your child's last day, the remainder of the deposit will be applied to your child's last week of care. **The registration fee and deposits are non-refundable.** Tuition is due for all scheduled days Magical Beginnings is closed due to weather, building emergencies, holidays or any unforeseen circumstances as well as days your child is scheduled to attend but does not attend. This also includes any unforeseen circumstance where the state, town/city, or any other agency, would mandate closure for any reason. **Each year tuition rates**

increase and an annual registration fee is due. Annual registration fees go towards purchasing supplies.

Absences

Please call or email the office as soon as you know your child will be absent or late for any reason. If your classroom teachers do not hear from you by 9:30am they will call to ensure everyone is alright.

Tuition

Tuition is based on 52 weeks a year, which includes holidays (see Annual Holiday Schedule) and school closures.

Magical Beginnings cannot refund tuition for days your child is absent. Tuition is due for all scheduled days Magical Beginnings is closed due to weather, building emergencies, holidays or any other unforeseen circumstance as well as days your child is scheduled to attend but does not attend. This also includes any unforeseen circumstance where the state, town/city, or any other agency, would mandate closure for any reason.

Tuition is due by close of business Friday, in advance of the week of care to be received.

A late fee of **\$5 per day** will be added to weekly tuition for any outstanding balance. Late fees will be charged for days that Magical Beginnings is not open due to holidays, weather or any other circumstances that may prevent the school from opening.

A deposit equal to two weeks of tuition, as well as the registration fee, must accompany all enrollments, **all parts of this deposit are non-refundable.** The deposit will be applied to your child's first week of tuition and, provided that at least **four weeks written notice** is given for your child's last day, the remainder of the deposit will be applied to your child's last week of care. If at least four weeks written notice of your child's last day is not provided the remainder of the deposit will not be applied to your child's last week and you will be responsible for full tuition for their last week.

Tuition payments can be made through Tuition Express or by placing a check in the Tuition Box inside the school or in the outside mailbox each week. Please include your child's name in the memo section of the check to ensure the payment is applied to the correct account. A service charge of **\$30.00** will be charged for any checks or Tuition Express payments returned by the bank for any reason. Returned checks will not be redeposited by the bank. A new check will need to be provided. If multiple checks are returned from one account Magical Beginnings may ask for an alternate form of payment. Late fees will be applied to balances from returned payments which are not resolved within one week of receiving the returned check.

Late Pick-ups and Early Drop-offs

Children must be dropped off and picked up within their scheduled times for Magical Beginnings to maintain state regulated teacher-child ratios.

We will be closing promptly at each center's closing time. If you are unable to pick up your child by their scheduled pick up time, alternate arrangements must be made to have someone on

your child's emergency card pick up. Children must be picked up by the center's closing time. A fee will be charged for all drop-offs before and pick-ups after a child's scheduled time. An additional late fee will be charged for late pick-ups after the center's closing time. These fees can be found on the tuition sheet for each school. When changes are made to the fees new fee sheets are sent to all families by email. Tuition sheets are also provided during initial tours, as part of the enrollment packet and are available outside each office.

Late fees will be billed to your account and are due by Friday of that week. It is not our purpose to profit through charging these fees, just to discourage parents from arriving late. Repeated late pickup is cause for termination. An account statement which shows all payments will be emailed at the end of each month.

Schedule Changes

All children must have a regular schedule kept on file for the Department of Early Education and Care and for billing and scheduling purposes. We require a **two-week** written notice of any schedule changes. If extra hours are needed, please speak with the director as soon as possible. The director will notify you if schedule changes can be accommodated. Schedule changes will not be accepted for legal holidays for which the center is closed.

While we do our very best to accommodate the scheduling needs of our families (i.e. teachers, maternity leave, grandparents visiting for extended periods) we must also ensure that we are able to continue to provide our teachers with steady schedules and benefits year-round. For these reasons all children must maintain a consistent year-round schedule.

School Delays and Closures

Unfortunately, there are circumstances beyond our control, such as power or water outages, etc., which may require us to delay opening, close early or prevent us from opening at all. If the center is going to be closed for the day or delay opening, we will email all families by 6:30am. We will also send out an alert via ProCare Text Messaging. Enrollment in text messaging is optional and does require completion of an enrollment form. Please complete a new form anytime your cell phone carrier or number changes as these changes will affect your ability to receive text notifications. We will also post school closures and delays on our Magical Beginnings Facebook page.

School delays and closures due to winter weather will also be posted on WHDH/Channel 7's list of closings available on their app and website. We will close for safety, severe cold, snow and icy conditions.

Please remember that tuition is still required for all school closure days and delays.

Clothing

The most appropriate clothing for your child are items they are comfortable playing in. Please do not send your child in any outfit you do not want them to get dirty. Make sure to **label** the inside tag of all your child's clothing. It is the responsibility of the parents to make sure their child has at least two sets of extra clothing to leave at the center at all times. If your child does not have extra clothes and needs to be changed during the day you will be called to bring clothes.

Extra clothes should be stored in a zippered bag and **labeled** with your **child's name**.

Summer: Please provide your child with shorts, short sleeve shirts, extra undergarments, socks, and a hat. Please apply sun block on your child in the morning. A permission form must be filled out before a staff member may apply sun block to your child. You may choose to provide your own sunblock or teachers will use the school supplied sunblock.

Winter: Please provide your child with long sleeve shirts, coat, sweatshirt, long pants, snow boots, hat, mittens, extra socks and undergarments. We go outside every day when weather permits. Please remember to label all winter items.

Supplies

Each child requires a variety of necessary supplies. Parents are responsible for the child's clothing and lunch and two snacks a day.

PARENT'S CHECKLIST OF ITEMS TO BRING

Infant/Toddler	Preschool
<ol style="list-style-type: none"> 1. Three complete sets of clothing 2. A pacifier, if needed 3. An adequate supply of diapers (labeled with child's initials) and wipes 4. Diaper cream 5. Meals & snacks 6. Gloves, mittens, hats and boots for rainy and snowy days 	<ol style="list-style-type: none"> 1. Two extra sets of clothing. 2. A nutritious lunch with a drink and two snacks a day. 3. Coat, gloves, mittens, hats, and boots for rainy and snowy days. 4. Diapers or pull-ups if needed 5. Diaper cream if needed

ALL ITEMS MUST BE LABELED WITH YOUR CHILD'S NAME!

Also, please send in some family pictures to put up around the classroom. Magical Beginnings is not responsible for supplying diapers, wipes, diaper rash cream, cereal, formula or baby food.

Infants

You are responsible for providing your child with all food needed throughout the day such as, bottles, baby foods, table foods, and cereals. Make sure to label bottles, covers, diapers, pacifiers and all containers with your child's name.

Toddlers / Preschoolers

Teachers will sit at all times during meal times. Children are responsible for bringing their own lunch with a drink as well as proper utensils and a napkin. Lunchboxes must contain an icepack to keep lunches cold. Please keep in mind to send in healthy meals, nothing high in sugar, and to *cut all foods into small bite sized pieces*. All parts of your child's lunch must be labeled with their name including containers, ice packs, utensils, cup and snacks. Please let the director and the teachers know of any food allergies your child may have.

We are **Nut Free**, so please do not send in any foods which may contain nuts, may have been processed with nuts or shared equipment with **any nuts**. Your child will not be able to eat these items at school and they will be sent home.

Birthdays

Children always seem to enjoy celebrating their birthdays at school. We try to make it a special time for the “birthday child”. Parents are welcome to join us for their child’s party. If you wish to send in a special treat you may arrange it with the classroom teachers. All items sent into school, including those sent in for birthday treats, must be **nut-free**.

If you are having a party at home and want to invite the children from the center, please try to invite everyone so that no one feels left out. Please ask the classroom teacher for the children’s names.

Parent--Teacher Communication

Open communication is important for parents and teachers to be informed about their child’s day and the progress they are making.

- **Parent Logs (infant):** parents include information about the child’s morning at home; teachers include when your child ate, diapers were changed, and nap time. A brief summary about activities is also written.
- **Parent Logs (toddlers):** lets parents know when a child ate, diapers were changed, and nap time. A brief summary about activities is also written.
- **Class Day Sheet (for preschoolers):** A brief summary about activities and how your child’s day will be posted on the parent board.
- **Monthly Newsletters:** explain what curriculum your child is learning and activities that will be happening at the center. Newsletters will be sent out by email and posted on the parent boards.
- **Developmental Assessments:** Developmental assessments are conducted every three months in Infant classrooms. In Toddler and Preschool classrooms developmental assessments are completed in winter and spring.
- **Conferences:** parent conferences are held annually for Preschool students. At any time, parents may request individual conferences about any concerns they might have. Please speak with the director to set up a time.

Confidentiality

Any information in your child’s file will remain confidential. **All student files are kept in locked cabinets. The Department of EEC requires that all student files be kept for five years after which time all student files are shredded.** A parent must write a letter allowing the authorization to release a child’s record to another individual. Parents shall have access to their child’s file at all times. Magical Beginnings shall keep a written log in each child’s file any time the file has been released and to whom it was released to.

When your child is no longer enrolled at Magical Beginnings, upon written request from the parent’s, the Director shall transfer the child’s file to the parent’s. Magical Beginnings will not charge a parent for copies of their child’s file.

Withdrawal / Termination

Magical Beginnings requires **four weeks** advanced written notice of your child's withdrawal to the Director. This allows us time to let other parents know of upcoming openings.

Magical Beginnings reserves the right to terminate a family due to the following conditions at any time:

1. Continuous late payments or outstanding tuition balance – Magical Beginnings will not allow a family to carry an account balance greater than two weeks' tuition.
2. Child or family having difficulties adjusting to the center.
3. Continuous acts of aggression by a child towards other children or staff.
4. Any act of aggression or intimidation by a parent towards a staff, other parent or child.
5. Failure to comply with center policies.

If for any reason the center or the parent chooses to terminate care, phone numbers of child care resources will be given.

Security System

When entering in the foyer all parents will have a pin number or finger print to trigger the door for greater security. All other visitors must use the intercom to be let into the center. When arriving or leaving, **do not let anyone in the building without permission from the Director or a teacher.** All parents must punch in their individual code or use their fingerprint before bringing their children to their classroom. This system is linked to the office computer and keeps track of attendance for billing. Anyone who lets someone into the building without them using the keypad could be grounds for **termination.** Remember if a child is seen using the keypad this also could be grounds for **termination. Only use the keypad to drop off and pick up a child otherwise please use the doorbell or intercom.**

Staff Qualifications

At Magical Beginnings, we feel it is important for our staff to go beyond the required standards set by the Early Education and Care. All employees are required to submit a Cori, DSS and SORI background check and have a physician's health record on file. All of our teachers are required to have CPR and First Aid training. Teachers and aide's complete annual professional development hours through face to face workshops and online trainings. Magical Beginnings also provides Early Childhood Education college courses through Penn Foster to help aides become teachers and to help teachers further their teaching certifications.

Holidays

Most children enjoy celebrating the holidays at school. We try to do our best to include all the holidays and religions. If there is a special holiday that your family celebrates please let us know. We would love to be part of this special event. Parents are welcome to come in or send in anything that might help us learn and celebrate a certain holiday or culture. If you have any concerns please feel free to talk to the director.

Parent Involvement

Parent participation is an important part of our center. We encourage your participation to strengthen our center. If you have any unique talents or hobbies that you would like to share we would love to hear about it. Magical Beginnings has an open door policy. Parents are always welcome to come and observe their child. There will be occasion for you to sign up for class participation. Your input is extremely valuable to us. Please keep the teachers informed of any changes that have occurred at home. It is very important for the families to feel comfortable and feel at home. Please remember that all information is kept confidential.

Health / Safety

There is no smoking in or on the premises of the center. Also, we do not allow children to eat candy or chew bubble gum on the premises. Please do not allow your child to bring in money or coins for it can be a choking hazard to the children.

Toys

To avoid problems please do not send in a toy from home. We do not mind if your child wants to bring in a stuffed animal, soft toy or a special book to read. We find that sometimes it hard for the child to share their special toy and sometimes it can get broken. If a child brings in a toy from home the teacher will put it in their cubby. If the toy is too big for the cubby than the teacher will ask the parent to bring it home. Remember we have limited space.

Babysitting

All staff members at Magical Beginnings are prohibited from babysitting for any family in the school. We must maintain confidentiality and professionalism at all times.

It is important that parents understand that asking staff to babysit puts both the staff and the family in a difficult position and may result in families being asked to leave the center.

Toilet Training and Diapering

Children who are already toilet trained are allowed to make frequent visits to the bathroom. Soiled or wet clothing will be placed in a bag and sent home at the end of the day. Please remember to send in two extra changes of clothing in case of accidents.

Toilet Training will begin when the family has had success with the process at home. Children should be able to communicate their need to use the bathroom and be able to pull down their pants with minimal assistance. While your child is toilet training please send multiple full changes of clothing, including shoes, to school with them. Please also be mindful of the type of clothing that they are wearing. It should be items they are able to easily pull down and up on their own to help them build their independence. Shoes that are easily washable, like Crocs or Native sneakers, are good to have as back up shoes.

Please understand that we are not able to use food as a reinforcer/reward for toilet training.

Each diaper will be changed when wet or soiled and placed in the diaper genie and emptied at the end of each day. Parents are responsible to supply diapers, wipes and ointment if necessary.

After each changing the child's hands and the teacher's will be washed with liquid soap and running water. Hands will be dried with disposable towels. The changing table will then be sprayed with disinfectant.

Children must wear underwear or a diaper/pullup at all time while at school. This includes while they are potty training.

If a child should soil their clothing and an extra set is not provided, you will be called and expected to bring a change of clothing for your child. An extra change must always be left in case of an accident. While we wait for you to bring in an extra set of clothing we will use the center's spare clothing that has been donated by a staff member. If your child is in underwear and they have soiled all of their extra underwear, for sanitary purposes, we will need to put a pull-up on your child.

Discipline

At Magical Beginnings we believe in positive redirection to another activity and sometimes it may be a good idea to ignore some behavior. We protect the group and individuals within the program. We encourage the children to work out their problems on their own before our involvement. Sometimes it may be necessary to remove the child from the situation and have them sit quietly and then redirect them to another activity. Parents will be informed of children's behavior. Children participate in the development of rules whenever possible.

Prohibitions:

- Corporal punishment shall not be used, including spanking.
- No child shall be subjected to cruel or severe punishment, humiliation, or verbal abuse.
- No child shall be denied food or force fed as punishment.
- No child shall be punished for soiling, wetting, or not using the toilet.

Resting

The Department of Early Education and Care requires rest period for all children in care for more than four hours [7.11.13 (d)]. Rest periods will begin after lunch and will last from 1 to 2 hours. Children are not required to sleep but must rest quietly. Magical Beginnings will provide the mats for toddlers and preschool children. Families may bring a crib sheet or king sized pillow case to cover the mat. Each child has their own labeled mat which is cleaned minimally weekly and more as needed throughout the week. Minimally all sheets must be taken home to be washed at least weekly.

Infants rest on their own schedule in a crib. Each infant is assigned a crib and cribs are not shared during the day. Magical Beginnings provides crib sheets for infant cribs. All crib sheets are washed daily and mattresses are disinfected daily.

Health Care Policy

Children should only be sent to the center in good health. When a child becomes sick during the day, parents will be called and will be expected to pick up their child in a timely manner. The teacher will maintain a quiet area where the children can rest on a special mat and be made comfortable. A teacher will remain with your child at all times. Quiet toys will be made available. Please do not ask to keep a child inside because of cold or other illness. A child who is too sick to go outside is usually too sick to be in school with other children. Parents must be aware due to the new social settings there is always a higher risk of illness. Parents should be able to make alternative arrangements when their child is sick. Please keep your child home if he/she has the following:

***Fever:** of 100 degrees or above as taken by an infrared forehead thermometer or by a traditional digital thermometer under the child's arm. Children are allowed to return when they have been fever free without any medication for at least 24 hours.

***Diarrhea:** 2 or more instances close together may be assumed to be contagious unless determined by a doctor not to be. Your child may return 24 hours after symptoms have subsided without medication.

***Vomiting:** Your child may return 24 hours after symptoms have subsided without medication.

***Persistent coughing:** unless determined not contagious by a doctor's note.

***A contagious condition:** including but not limited to strep throat, flu, respiratory infection, conjunctivitis, infectious rash, hepatitis, chicken pox, measles, mumps, scabies, lice, etc., unless accompanied by a physician's note indicating that the child is no longer contagious and is able to return to school.

If a child develops any of these conditions throughout the day, the child must go home. The person picking up the child will need to sign our sick policy form, which states the conditions under which the child can return to the program.

Under special circumstances, such as a Health Emergency, the state or local Health Dept and/or the Center for Disease Control may provide additional health guidelines which may be stricter than Magical Beginnings' Health Care Policy. Magical Beginnings will abide by which every guidelines are stricter to ensure the health and wellbeing of our students, staff and families. Changes to the Health Care Policy, whether temporary or permanent, will be communicated to families via email as soon as Magical Beginnings becomes aware of them.

All children are required to have in their file a current physical and immunization form, which is consistently updated as immunizations are received. Annual physicals and lead tests are required by the Department of Early Education and Care. It is important to keep your records updated and to inform the Director of any changes in your phone numbers, home address, or emergency contacts. Please inform the center whenever your child has a contagious illness so we can inform the other parents. We will post a notice on classroom doors of any illness going around the center. We will not state who has the illness, as it is confidential.

Medications

Parents must let teachers know if their child has been given medication prior to drop off. We always need to know if a child has been given medication in case there is an emergency and they need medical treatment. It is the policy of Magical Beginnings', as well as Department of Early Education and Care, not to administer any form of medication without written permission from a parent/guardian as well as an order from a physician. The first dose of a new medication must be given at home. We suggest that parents start all medications at home, when the child will be at home, in case of allergic reactions. The parents will be required to fill out a medication authorization form before medication can be given. Only the director or classroom teachers will be allowed to administer medications to your child. A record of the date, time, dosage, and teacher administering the medicine will be completed. Parents are responsible for providing all of their child's medications. All non-prescription medications must be accompanied by a doctor's note stating your child's name, the type of medication, the dosage, the duration of treatment and the symptoms being treated. The type of medication on the note must match exactly to the medication which is brought to school. For example, if the doctor's note lists Benadryl and a parent brings in the generic/store brand (diphenhydramine) we will not be able to administer it because it does not match the doctor's note. The doctor's note can be faxed or emailed directly to the school. All medication must come to the center in its original bottle labeled with the child's name with a measuring instrument which can measure the required dosage. If the dosage is 2.5 ml and the measuring spoon markings start at 3 ml we will not be able to administer the medication because we are not able to accurately measure the dosage. Please give all medication to your child's teacher. The center is not responsible for replacement of spilled medication or for medication left beyond the expiration date. Unused medications will be returned to the parent. All medications will be stored out of reach of children or stored in a locked cabinet. It is the responsibility of the parent or pickup person to ensure that all medication goes home at the end of the day.

Parents who wish to have sunscreen, diaper cream, and insect repellents applied must sign a permission form. This permission form shall be valid for no more than one year from the date it is signed and will need to be renewed at least annually. Sunscreen should first be applied in the morning by the parent and the teacher will reapply in the afternoon.

Accidents and Emergencies

All teachers and directors are certified in First Aid and CPR for infants and children. All incidents and injuries will be reported to parents on an Incident /Accident Report form within 24 hours. Minor accidents such as cuts and scrapes will be treated with soap and water; bruises and bumps will be treated with ice. If such a case should arise that further treatment would be necessary the parent will be notified immediately. If the parents cannot be reached then we will notify the emergency contact. We will also call an ambulance if necessary (in this case a staff member will accompany the child). Parents will be responsible for any expenses that occur.

Mandated Reporters

At Magical Beginnings our first priority is your child's wellbeing. As childcare providers all Magical Beginnings staff are mandated reports under state law. If there is a suspected case of child abuse or neglect staff will bring their concern to the director. Together they will assess the facts and make a decision about filing a 51A report. Family confidentiality is of the utmost importance at Magical Beginnings. Only those staff directly involved with the situation will be aware. A decision will also be made about notifying the parent or guardian based on the safety of the child involved.

Magical Beginnings staff shall cooperate in all investigations of suspected abuse or neglect. These procedures include but are not limited to insuring that an allegedly abusive or neglectful staff member does not work directly with children until an investigation has been completed by Magical Beginnings and the state agency, providing DCF workers with requested information and being available for interviews to answer questions for DCF.

Referral Process

Each child learns in their own unique way and at their own speed. As early childhood education teachers Magical Beginnings teachers are trained in developmentally appropriate milestones and scaffolding activities to help our multiage classrooms reach their full potential. However, Magical Beginnings is a large group setting and our teachers are not primarily trained in special education.

If an infant or toddler teacher feels that a child may need some extra help reaching their next developmental milestone, they will first have discussions with the Director and then the family. Depending on the situation a referral may be made to the child's pediatrician or to Early Intervention. Magical Beginnings works closely with a number of Early Intervention therapists and is always happy to collaborate with EI to develop activities, tools and accommodations to help children thrive at school and at home.

Early Intervention service are available to anyone from birth to 3 years who screens in. This is a wonderful program that can provide additional one on one in a variety of developmental areas.

If a preschool teacher feels a child may need some extra help reaching their next developmental milestones, they will first have discussions with the Director and then the family. Depending on the situation a meeting may be set up with the family, teachers and Director to develop a plan. The teachers may also reach out to the child's public-school system for a further assessment.

Termination of Enrollment

There may be times when termination of a child's enrollment at Magical Beginnings is necessary. Although every effort will be made to avoid taking these steps, the following situations may necessitate discontinued enrollment:

1. Excessive biting.
2. Parent's refusal to seek professional help.
3. Physical or emotional problems that require constant one-on-one attention.
4. Severe behavioral problems which cannot be controlled and may endanger the child, other children or staff.
5. Physical or emotional impairment which the center cannot reasonably accommodate.
6. Failure to pay tuition for two consecutive weeks or chronic delinquency.
7. Failure to provide health forms and other paperwork required for enrollment.
8. Failure to cooperate with the center's policies.
9. Parent's disrespectful behavior toward other parents, children, teachers or any Magical Beginnings staff, which contributes to the creation of a hostile environment.
10. Repeated misuse of the Keypad entry system.

Before a decision to terminate enrollment is made the following steps will be taken:

1. Documentation will be prepared by the teachers and Director to be shared with the parents.
2. A meeting will be set up with the Director, parent and teachers involved to discuss a plan of action for the child
3. If parents have sought outside help and the child's behavior has not improved, the parents will be given a list of other centers or programs in the area, with two weeks to find alternative care. The child's separation from the center will be treated in the same manner as a child who is moving; i.e., a party, good-bye card, etc.
4. If the Director is having issues with a parent regarding school policies more than once the director will have the right to terminate a child/children immediately without any prior notice given.

Magical Beginnings reserves the right to update or change policies at any time. When policy changes are made notice will be given, via email, within 7 days.

ACKNOWLEDGEMENT FORM

After you have thoroughly read and understood the Parent Handbook please sign and return, only this page, to the office with your enrollment paperwork.

Handbook Acknowledgement

I have read and fully understand the policies and procedures put forth in the Magical Beginnings Parent Handbook. I have had the opportunity to ask any questions I may have about the information contained within the Parent Handbook and I agree to abide by the guidelines set forth within the Parent Handbook. I have a copy of the Parent Handbook to keep for my records.

Phased Reopening June 2020

I have read and understand the temporary policy and procedure changes which are necessary to align with EECs temporary regulations to reopen as part of Governor Baker's phased reopening plan for Massachusetts. EEC continues to modify these regulations as the public health situation evolves. I understand that these temporary policies and procedures may continue to change as EEC continues to modify their regulations and that Magical Beginnings will inform all families of policy and procedure changes through email as they are needed.

Child's Name

Parent/Guardian Name #1

Signature of Parent/Guardian

Date

Parent/Guardian Name #2

Signature of Parent/Guardian

Date