

# Parent Handbook

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Boston College Children's Center-  
Brookline Campus

Boston College Children's Center  
Brookline Campus  
400 Heath Street  
Chestnut Hill, MA 02467 617 552-9570  
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## MISSION

Boston College Children's Center-Brookline Campus primary mission is to provide a high-quality education for preschoolers in Chestnut Hill and surrounding areas. This is accomplished by a professional team of educators who nurture and assess the children's needs and offer a comprehensive curriculum to promote each child's growth and development as an individual and as a member of the Boston College Children's Center community. The Center is owned and operated by Boston College and is part of the Human Resources division of the University.

### *Our Vision*

Boston College Children's Center-Brookline Campus formerly Pine Manor College Child Study Center, for preschool for children ages two years nine months up to kindergarten age, was established in 1974 with Pine Manor College. This program became Boston College Children's Center-Brookline Campus in January 2023. Boston College Children's Center-Brookline Campus is part of Boston College and is a non-profit educational facility that does not discriminate on providing services to children and families based on race, religion, sexual orientation, cultural heritage, political beliefs, marital status, disability or national origin. The center supports an anti-bias curriculum that encourages children to respect each other's individual differences and welcomes diversity. The Boston College Children's Center-Brookline Campus is committed to welcoming children and families.

The primary mission of Boston College Children's Center-Brookline Campus is to provide an exemplary early childhood program which is comprehensive in presenting curriculum in the areas of English Language Arts, Mathematics, Science and Technology, History and Social Science, Health Education, and Education in the Arts. The classrooms are designed with different learning centers for children to explore and learn at their own pace. These learning centers include a science area, an art room, a writing center, sensory tables, a quiet library, and a busy block and dramatic play area. Quality care means providing a safe, warm, nurturing environment as well as encouraging growth and development by offering a stimulating, enriched curriculum. The teachers constantly assess the children's needs and observe their progress. The curriculum is adapted to meet the needs of all of the children. One of the goals of the program is to foster social and emotional growth. Children learn to share with

others, take turns, respect and show concern for classmates. Other goals include developing fine motor, gross motor, and self-reliance, listening, and speaking skills. The children learn through discovery and materials are introduced with a hands-on approach. The curriculum is presented as a theme and is evident throughout the classroom.

## **ORGANIZATIONAL STRUCTURE**

Boston College Children's Center-Brookline Campus is staffed by licensed early childhood professionals including the director, lead teachers, teachers, and assistant teachers. The program is licensed by the MA Department of Education's Dept. of Early Education and Care (EEC). Our licenser from EEC is Lori O'Brien, LSW and she may be contacted at:

The Department of Early  
Education and Care Large Group  
and School Age Licenser

1250 Hancock Street,  
Suite 120-S Quincy, Ma  
02169

(Phone) 617-979-8628

(Fax) 617-472-2722

You may contact EEC for a licensing regulations compliance history. Boston College Children's Center-Brookline Campus follows the Massachusetts Board of Education's Early Childhood Program Guidelines as well as the National Association of Education of Young Children's Program Standards.

Boston College Children's Center-Brookline Campus maintains an appropriate staff-child ratio and group size throughout the day including outdoor time to

facilitate developmentally appropriate practice, to facilitate adult-child interaction and constructive activity among children. The teaching staff-child ratios include only paid employees. These ratios are maintained during all hours of operation including fieldtrips. The program is organized and staffed to minimize the number of transitions, and every attempt is made to maintain continuity of relationships between teaching staff and children and among groups of children.

The teacher to student ratio is 1 to 8 at Boston College Children's Center-Brookline Campus. The state's licensing requirement is 1: 10, but we prefer a smaller group size and more individualized attention for each child.

The Eagle Classroom is children 2.9 years- 4-years old, with two teachers and a maximum of 16 children. The Turtle Classroom is the oldest group of children who are 4-5 years old with two teachers and a maximum of 16 children. The Director of Boston College Children's Center-Brookline Campus is Davida Bloom.

Contact Information for Boston College Children's Center-

Brookline Campus

Davida Bloom

Director, Child Study  
Center 617 552-9570

[bloomdd@bc.edu](mailto:bloomdd@bc.edu)

## **INTAKE PROCEDURE**

Parents are encouraged to tour the program in person and meet with the Director to discuss the program's philosophy, goals, and needs of the family. A contract and a non-refundable advanced payment of one month's tuition is processed to hold the child's enrollment place in the classroom. If the family withdraws at any time before the 10-month agreement is completed, the total advance payment is forfeited. There is a rolling admission process, filling openings throughout the year as they arise. Applications are accepted on a first come first served basis. Priority is given to families currently enrolled, siblings of current students who are age eligible. Children are encouraged to visit their classroom and meet their teachers prior to starting. Upon enrollment, all enrollment forms must be submitted to the Director. The enrollment forms include a page with parent/guardian information, first aid and emergency medical care consent form, developmental history and background information, permission for publicity, observations, permission to be included in the family directory, and parent handbook policy agreement, emergency card information, off site activities permission, physical exam record including a lead screening, and a certificate of immunization. These enrollment forms will be maintained in the child's file by the director in the Boston College Children's Center-Brookline Campus office. Progress reports and teacher evaluations will also be stored in the child's file. The content of the file is confidential but is immediately available to the child's parents or legal guardian, and regulatory authorities on request.

## **ARRIVAL AND DEPARTURE**

Boston College Children's Center-Brookline Campus hours of operation are 7:30 am-5 pm. Children are enrolled as follows-

Half-Day Session-7:30 am-12:30 pm

Full Day Session-7:30 am-5 pm

We have drop off and pick up outside of the building at the front door. Families are allowed into the building at any time as we have an open-door policy. For morning drop off time procedures, parents drop off the children outside of Boston College Children's Center-Brookline Campus building and the Director or staff will bring the child to their classroom and let the teachers know the child arrived. For Pick up Time families ring the doorbell to let us know they are outside to pick up their child. The Director or staff will bring the children outside the building to the family. Children are always accompanied by an adult and never left alone at Boston College Children's Center-Brookline Campus.

## **LATE FEES**

If you expect to be late picking up your child, please make every effort to notify Boston College Children's Center-Brookline Campus

If you are late in picking up your child, a late fee will be charged at the rate of \$10 for every 15-minute interval.

Morning Half Day- a late fee will be charged after 12:00 noon  
Extended Day- a late fee will be charged after 3:00 P.M.

Full Day- a late fee will be charged after 5:00 P.M.



## **PARENT CONFERENCES**

The staff will be available for individual conferences through Zoom Meeting with parents at parental request any time during the year. Parent conferences will be scheduled at least every six months to discuss the child's progress through Zoom Meetings. Conferences provide an opportunity for families to become involved in planning and they provide the opportunity to communicate assessment information.

## **PARENT-TEACHER COMMUNICATION**

Parents and/or caregivers are encouraged to speak to the Director daily at drop-off and pick-up times. If a family has a question after dropping off their child at Boston College Children's Center-Brookline Campus, they may email the Director or call the office. Parents are also encouraged to share ideas and suggestions with the Director and with the classroom teachers. The Director informs the families of any upcoming activities and any policy updates to all the families enrolled in the program. Weekly curriculum is posted in the classrooms. Occasionally teachers will send personal notes home to give specific details about a particular class project. Injury reports are always given to families if a child is hurt or injured while at school. We strive to communicate daily with each family at drop off and pick up times and give as much information as possible to enhance the parent/child/teacher relationship.

## **ASSESSMENT**

The Boston College Children's Center-Brookline Campus will prepare a written progress report at least every 6 months for each child in the center's

program. This report will be maintained in the child's records in the Boston College Children's Center-Brookline Campus office. The center will provide a copy of each report to the parent(s) or guardians and will meet with them at least every six months to discuss their child's activities and participation. Children will be observed in the classroom and checklists will be completed before writing each evaluation. The assessment will be used to guide the teachers with appropriate curriculum planning and to gauge the effectiveness of current practices. Each child will be assessed to target individual goals and recognize accomplishments and interests. Any developmental delays will be discussed with the parents or guardians as well as all the results from the assessment. Referrals for additional services will be made if the teachers identify significant delays. Results will be shared with the parents to involve families in planning and implementing the goals and strategies identified by the staff.

## **PARENT VISITS**

Parents can come to visit the school at any time as we have an open-door policy. Sometimes the classrooms go for walks around the college campus. Each year parents are invited in December to share a holiday tradition with their child's class. We can do this in person. The parent may choose to tell a story, read a book about the holiday, do an activity, or show us some photos or articles of clothing pertinent to the holiday. We have a very diverse population at Boston College Children's Center-Brookline Campus, and we embrace all of the different cultures and traditions.

## **FIELDTRIPS**

Boston College Children's Center-Brookline Campus doesn't participate in any field trips.

## **TRANSPORTATION PLAN**

Boston College Children's Center-Brookline Campus doesn't participate in any field trips, and we don't use any transportation.

## TRANSITIONS

The first transition a child experiences at Boston College Children's Center-Brookline Campus is the one from home to preschool. Families are encouraged to visit the program either in person or through Zoom Meeting (if parent chooses) to meet the Director and the teachers and tour the classrooms. Prior to families enrolling their child at Boston College Children's Center-Brookline Campus, we ask that the families schedule a visit with their child(children) to see the classroom, playground, and meet the teachers. The child will spend some time both in the classroom and out on the playground with their parents and the classroom and the teachers. On the child's first day enrolled at Boston College Children's Center-Brookline Campus, the director or classroom teacher will bring the child into the classroom and help the child adjust and explore the classroom. The Director will let the family know how the child is doing at school. Some children will jump right into playing and others may feel quite anxious or cry at the first signs of the parent's departure. We recommend that you prepare your child for your exit by explaining that you will be leaving and be sure to tell them you will be back to pick them up (before lunch, after rest time or maybe after playground time).

Transitions between activities occur throughout the day. A child may be greeted by his or her teachers on the playground, transition indoors to the cubby area to hang up coats, transition to the bathroom to wash hands, then on to snack, once again to circle time, and from there to a curriculum activity and free play. The staff will assist the children between activities and ensure they are safe, predictable, unhurried, and will be flexible if a transition needs to take more time than expected.

Another type of transition occurs when a child moves from one classroom to another. We typically transition children in September, but occasionally a child may change classrooms mid-year depending on available openings and the child's developmental progress. If your child is being transitioned to another classroom, the teachers or director will meet with the parents, discuss the reasons for the move, the time frame for the transition, and will arrange a visit for the child in the new classroom. The child will be invited to join circle time and participate in snack and a curriculum activity.

With all transitions, the staff will attempt to assist the child in a way he or she can understand. The staff will also share information with the next program with parent's permission. Often Kindergarten programs ask for written evaluations by the preschool teachers. The Boston College Children's Center-Brookline Campus staff will cooperate and complete these evaluations upon parental request. A few days prior to a child leaving the Boston College Children's Center-Brookline Campus, the staff will prepare the child for termination. The teacher(s) will speak to the child and other children in the class and give simple reasons for the termination. For example, he/she is going to move or is going to another school. If a child's departure from Boston College Children's Center-Brookline Campus is sudden, and there has not been an opportunity to say good-bye, a note will be written by the teacher or director to the family with an invitation for the child and parent to come to visit Boston College Children's Center-Brookline Campus soon. We feel closure is very important for children. By speaking with them a few days prior to the transition, the staff answer questions and often help the children adjust by talking about feelings and help prepare them for what might be new or different at their next school or childcare placement.

## **BEHAVIOR MANAGEMENT POLICY**

Children who are disruptive to the classroom are reminded by their teachers of the classroom rules. Some examples of these rules are no running inside, no hitting, kicking, or hurting another person, use inside voices in the classroom, and please take turns when there is only one of something. If a child is displaying difficulty in following the rules, a teacher will speak to the child and offer to re-direct the child to another area of the classroom. The teacher will follow through with removing the child from the situation if it is potentially harmful to the child, the other children, or the staff. For instance, if a child threatened to throw a wooden block, the teacher would intervene immediately with a warning and then remove the child from the block area if the child continued to threaten to throw blocks. Children are never physically restrained, but a supportive hold may be used if the child's safety is at risk, the safety of other children or adults is at risk, or the child demonstrates a sustained behavior that is highly disruptive and/or upsetting to other children. A supportive hold will only be used when all other possible interventions have been attempted. The teachers most often escort a child from one learning center area to another by taking the child's hand. The teachers speak calmly and explain to the child why they are being removed from an area, then state the expectation for returning to the desired learning center area. The Boston College Children's Center-Brookline Campus staff set reasonable expectations, offer choices and provide the opportunity for children to verbalize their feelings. Corporal punishment, severe punishment such as humiliation, verbal or physical abuse, or neglect would never be used to discipline a child. Children are never deprived of snacks or meals, nor are they ever force fed. A child is never scolded or disciplined for soiling, wetting, or not using the toilet, nor are they forced to remain in soiled clothing or forced to remain on the toilet. Children are simply changed when wet or soiled and teachers try to remind the children frequently to use the "potty." Praise is used to reinforce positive behavior. At the beginning of the school year children are encouraged to help participate in establishing the classroom rules. The teachers write the rules on a large tablet at circle time and review the rules during small group time.

## **CHILDREN WITH DISABILITIES**

Boston College Children's Center-Brookline Campus accepts applications from all children, including any child with a disability. A parental consent request form must be completed to share information with any local education agencies, early intervention programs, and health/service providers. The parents must

meet with the Director prior to enrollment to develop a plan for the child. This plan will identify in writing accommodations that the center agrees to make for the child. These may include a change or modification in the child's participation, the size of the group to which the child is assigned, and staff/child ratios may be modified, and any special equipment, materials, ramps, or aids should be identified. The center agrees to notify parents within (30) days of receipt of information if accommodation causes undue burden. This notice will include reasons for the decision and the center will maintain a copy of such notice in the child's record. In making a determination regarding acceptance of a child with a disability, the center will consider the nature and cost, the ability to secure funding, financial resources, the number of persons employed, and the effect on expenses, resources and other areas impacted. With parental permission, the Lead Teacher assigned to the disabled child will participate in the development and review of the child's individual education plan. With parental permission, the Director will inform the administrator of the special education office in writing regarding Boston College Children's Center-Brookline Campus ability to serve a child with special needs.

## **INDIVIDUAL HEALTH PLANS**

The Boston College Children's Center-Brookline Campus will maintain as part of a child's record an individual health care plan for each child with a chronic medical condition, which has been diagnosed by a licensed health care practitioner. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered. Our staff may administer routine, scheduled medication or treatment to children with a chronic medical condition in accordance with written parental consent and licensed health care practitioner authorization. The staff member administering treatment must be trained by the child's health care practitioner, or with his/her written consent, given by the child's parent or the Boston College Children's Center-Brookline Campus health consultant. If any unanticipated administration of medication is given or unanticipated treatment for a non-life-

threatening condition is performed, the staff member or Director will try to contact the parent(s) prior to administering such unanticipated medication or treatment. All medication administration is documented by the staff and a written parental consent form must be completed.

### **REFERRAL SERVICES POLICY**

The following procedures will be used by the Boston College Children's Center-Brookline Campus staff to refer parents and guardians to the appropriate social, mental health, educational and medical services for their children:

- When any staff member has concerns about a child's behavior or development and believes that further evaluation is necessary, the staff member will discuss the issues with the Director.
- The child's teacher and the Director will observe and evaluate the child and will review the child's record prior to making a referral.
- A meeting will be scheduled with parents to discuss the concerns and to make the appropriate referral.
- At this meeting, the parent will be given a written statement, including the reason for

recommending a referral for additional services, a summary of the staff's observations related to the referral, and efforts the Center may have to accommodate the child's needs.

- If needed, the Director will help the child's parents in making the referral. With the parents' written permission, the Director will contact and follow up with the referral agency. If it is determined that the child is not in need or is ineligible to receive services from this agency, the Center will review the child's progress every three months to evaluate if another referral is necessary.



## **TERMINATION AND SUSPENSION POLICY**

The Boston College Children's Center-Brookline Campus will make every effort to work with families to avoid suspension or termination, where appropriate. When a child is terminated from the program, whether at the initiative of the Boston College Children's Center-Brookline Campus or the parents. Boston College Children's Center-Brookline Campus will make every effort to prepare the child for departure in a manner that is developmentally appropriate.

A child may be suspended or terminated from the Boston College Children's Center-Brookline Campus for several different reasons. Failure by parents to cooperate with Boston College Children's Center-Brookline Campus policies and requirements is grounds for termination. A child may be terminated if the parent or guardian fails to pay tuition.

If a parent or guardian does not abide by the Department of Early Education and Care requirements and fails to have their child properly immunized, screened for lead poisoning, or fails to bring their child to the doctor for an annual physical exam, the child may be suspended until such requirement is fulfilled. A child may be suspended after two notices of delinquency in keeping their child's health records up to date. If a child has not had a physical exam in over a year, the Director will notify the parent in writing. If the parent fails to schedule an appointment with the child's doctor, a second notice will be sent. If the parent fails to respond to the second notice, the Director may choose to suspend the child until the physical exam is completed and the record is brought to the Boston College Children's Center-Brookline Campus office. The same policy applies for certain delinquent immunization and lead screenings. The Health Care Consultant may recommend that the Director suspend a child immediately in cases where the child may pose a health or safety risk to others or to him or herself by being around other children while improperly immunized.

A child may also be terminated when the Boston College Children's Center-Brookline Campus is unable to safely meet the needs of the child and/or the parent. All efforts will be made to avoid suspension and/or termination of children whenever possible. To avoid suspension and termination of children due to challenging behavior, the Director and the child's teacher will meet with the parent(s) or guardian(s) to try to identify and resolve the problem(s) and to discuss options other than suspension or termination. The staff will develop a behavioral intervention plan to be implemented at home and at the Boston College Children's Center-Brookline Campus. Referrals for further evaluation, diagnostic, and/or therapeutic services will be provided by the Director. If the parent does not follow through on the referral or if the problems continue to disrupt the child's class, termination may be necessary. A date and time will be arranged for a second parent conference to review the progress. The Boston College Children's Center-Brookline Campus will pursue consultation and training for the staff. Every effort will be made by the staff to accommodate the families' needs and to prevent termination. Decisions to terminate will be at the sole discretion of the Director.

The Director will inform the parents of the availability of information and referral for other childcare services through the Child Care Resource Center in Cambridge, MA. A current list of referral resources in the Chestnut Hill area will be maintained in the Boston College Children's Center-Brookline Campus office

## **NUTRITION**

### **Nut Free Environment**

Families provide morning and/or afternoon snacks to their child to be to the Boston College Children's Center-Brookline Campus each day. Snacks are served at approximately 9:45 a.m. and 3:45 p.m. Lunch is brought by any child staying after 12:00 noon. The U.S. Department of Agriculture (USDA) recommends that

children receive milk, a food from the bread group, at least two fruits or vegetables, and some protein for lunch. Some children will eat sandwiches; others prefer their meats and cheeses separate from their bread. Hard boiled eggs, fresh fruit, yogurt, and string cheese are among the favorite foods of preschoolers. Try packing a little salad or fresh veggie sticks instead of other less nutritious side dishes. We encourage children to try all their lunch and pack up the remains to be discarded at home, so parents know what they did not eat. Water is always available from a water cooler in the classroom. If you forget to pack lunch, the teachers will notify you as soon as possible. All foods and beverages brought from home must be labeled with the child's name and the date. The Boston College Children's Center-Brookline Campus is a nut free environment. Please do not send in any food items with nuts or foods processed in a factory with nuts. Just the smell of peanut butter can cause an allergic reaction for some students. Staff members do not serve nuts or peanut butter to any of the children in the Boston College Children's Center-Brookline Campus.

### **SMOKE FREE ENVIROMENT**

The Boston College Children's Center-Brookline Campus, the playground, and the grounds surrounding the building are entirely smoke free. No smoking is permitted in the presence of children.

### **PROTECTION FROM ENVIROMENTAL HAZARDS**

The Boston College Children's Center-Brookline Campus has been inspected for both lead and asbestos and follows MA General Laws, Chapter III, Section 197, and the regulations for Lead Poisoning Prevention and Control. In the event of any possible pollutants in the outside air, the Boston College Children's Center-Brookline Campus staff would evacuate the playground and keep the children indoors until the parents could be notified and prepare their children for departure. In the case of pollutants indoors, the Boston College Children's Center-Brookline Campus would evacuate the building and follow the procedures for an emergency evacuation.

## **PREVENTION OF ABUSE AND NEGLECT**

The Boston College Children's Center-Brookline Campus children from abuse and neglect while in the program's care and custody. All staff members are mandated reporters and shall report suspected child abuse or neglect. The Director will train the staff in a workshop, teaching them how to recognize the signs of abuse and neglect and how to document any concerns. The staff shall report to the Director who will file 51 A report with the Department of Social Services. The Director will notify the Department of Early Education and Care (EEC) and the Director of Human Resources of Boston College immediately after filing a 51A report or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of the program or during a program related activity. The Director, after consultation with Human Resources, will immediately suspend any staff member suspected of abuse or neglect until a complete investigation has been conducted. The staff members will not be allowed to work directly with children until the Department of Social Services investigation is completed and the EEC office notifies the Director that the staff member may return to work.

## **EMERGENCY CONTINGENCY PLANS**

### ***EMERGENCY PROCEDURES***

In a medical emergency, the Director or Lead Teacher on duty will call an ambulance by dialing 9-911. The child will be transported to Children's Hospital in Boston on Longwood Avenue. The child's teacher will accompany him or her to the hospital and the Director will try to contact the parents or guardians by phone to have them meet the ambulance at the hospital. The teacher will take a copy of the authorization and consent form to the hospital. In a dental emergency, the teacher will call the

student's parents to request the child be taken to his or her dentist for treatment.

If the parent cannot be reached, the three emergency contacts listed on the child's first aid and emergency medical care consent form will be contacted. If none of those emergency contacts are available, the Director will take appropriate action as recommended by the hospital, police, E.M.T., or consulting medical staff.

### ***Emergency Preparedness***

#### **Evacuation**

In case of fire, all children will be evacuated from the building and will meet next to the fire box on the grassy area across the street from the main entrance of the Boston College Children's Center-Brookline Campus. If fire fighters evacuate the building, all children will remain inside the Boston College Children's Center-Brookline Campus gym located next to Ellsworth Hall. The teachers will walk with the children to the gym. Emergency forms and the attendance records will be brought to the gym by the teachers and parents will be notified via telephone by the teachers and Director. Teachers will take attendance upon leaving the Boston College Children's Center-Brookline Campus. Attendance will be taken at the meeting spot and again once they have arrived at the gym and will continue to check children out as they leave the campus with their authorized emergency contact person. Campus Safety will be contacted to assist in the

children's departure and with meeting the children's needs for food. Food from the dining hall will be brought to the gym if necessary. Medications would require a fire department official bringing the medications from the classroom to the Director or one of the teachers. Emergency medications such as an Epi Pen and first aid supplies are stored in the classroom back packs and are taken along with the class during all evacuations. Boston College Children's Center-Brookline Campus has a closet full of toys and equipment in the gym that can be used for activities in the event of an evacuation to the gym. The Boston College Children's Center-Brookline Campus staff conduct monthly practice fire drills with the children. The teaching staff will practice other kinds of emergency evacuations yearly.

The fire department is alerted the moment the smoke detectors are activated. The fire department can be contacted by pulling the fire alarm box handle located outside the Boston College Children's Center-Brookline Campus. Or, if the Director or Lead teacher on duty wishes to call the fire department on a cell phone, this is also acceptable.

In the event of a natural disaster or other evacuation from the campus, Campus Safety will supervise the opening of the Woodland Road gate. Parents will be instructed to approach the Boston College Children's Center-Brookline Campus via Woodland Rd. and to park alongside the playground.

## **Sheltering in Place**

In the event of evacuation of a specific area within the city, Boston College is one of the designated evacuation sites due to the availability of dining and overnight facilities. If children must remain on campus for an extended period, appropriate arrangements will be made for children to remain either at the Boston College Children's Center-Brookline Campus or another appropriate site on campus with familiar staff until parents can reach them. Campus safety will arrange emergency transport and escort from the Boston College Children's Center-Brookline Campus to other campus buildings via the college's van if conditions prevent the staff from walking with the children.

If a child is lost or missing, the teacher will immediately notify the director and his or her cooperating teacher. The director will call 911 and campus safety to

alert them of the emergency. In the absence of the director, the lead teacher on duty in the child's classroom will call 911 and campus safety. The parents will be notified following the calls to emergency personnel.

If there is a security threat within the area of the Boston College Children's Center-Brookline Campus, the campus safety will be alerted immediately, and the teaching staff will escort the students to a safe, secure area of the Boston College Children's Center-Brookline Campus building. Parents will be notified via email and by telephone to arrive at the Boston College Children's Center-Brookline Campus at a particular entrance where campus safety will be on duty to assist the departure.

When there is loss of power or electricity, the Boston College Children's Center-Brookline Campus will remain open during daylight hours. If the power cannot be restored when it becomes dark, the program will need to close. If there is loss of heat to the building, the staff will monitor the temperature in the building and if it falls below 68 degrees, the director will notify the parents of an early dismissal. The campus safety officers monitor the furnace each evening to ensure there is sufficient heat to keep the classrooms at a safe temperature. If there is loss of water or contamination to the water supply, the Boston College Children's Center-Brookline Campus staff will serve spring water at snack and use a hand sanitizer until the water issue can be resolved. The director will consult with the college maintenance staff to determine if there is a need to close the program depending on the status of the water problem.

## **Lock-Down**

In the event of a potential threat from an intruder inside or outside the program, the Director or any educator will immediately dial 617-552-4444 or 2-4444 on the classroom or office phone. This will alert the Boston College Police Emergency Communication office of an emergency at the Boston College Children's Center-Brookline Campus. The Director will be advised by the Safety Officers as

to how to proceed, either in a lock down, stay-in-place situation, or an evacuation procedure.

All exterior doors are always locked except for the playground door. In a lock down, this door would be locked, and all lights would be turned off. The Director of Campus Safety is the person responsible for calling for lock-down or evacuation. If the Director is not available, the next officer in command would advise the Director of the Boston College Children's Center-Brookline Campus. Because the college has security cameras on several areas of the Boston College Children's Center-Brookline Campus, the facility would be monitored by the Campus Safety Department. The staff would be notified by the Director of the Boston College Children's Center-Brookline Campus of a lock down the same as with a fire drill. She would enter each classroom and alert the teachers verbally.

One teacher will gather the attendance records. All students would be escorted upstairs and would gather in the upstairs classroom. Children would be instructed to sit on the floor in the carpeted areas and remain quiet, out of sight lines from the windows and doors. A cell phone would be available in this classroom. The upstairs classroom would serve as the meeting place until further notice. The teachers and Director would lead the children from the Boston College Children's Center-Brookline Campus down the staircase to the back deck at the end of the lock down. The teachers and Director would call families by way of cell phones, classroom phones, and the office phone. The program will ensure that all children are accounted for before, during and after the emergency by taking attendance at each step. Teachers will always carry their attendance and emergency forms on a clip board during lock down procedures and evacuations. If the emergency extends for more than a few minutes, the program will still have access to food and water in the upstairs classroom as well as access to first aid supplies and diapers.

### **MISSING CHILD**

1. If a teacher suspects a child to be missing, she or he needs to alert the other teachers and the Director immediately.
2. One teacher needs to remain with the class and the other teacher will search the following areas immediately-
  - Bathrooms
  - Classroom areas including the library, block, and art areas downstairs, as well as the first-floor classroom in the front of the building



- Classroom upstairs includes the bathroom, hallway outside the office, resource room, staff room, stairwell leading to the playground, and stairwell leading to the first-floor classrooms.

The Director will search the playground and the immediate vicinity of the Boston College Children's Center-Brookline Campus. If the child is not found, Campus Safety will be alerted by the Director calling Boston College Police Emergency at 617-552-4444 or 2-4444 and the Police will be called at 911. The family will be called as soon as it is possible after alerting the emergency personnel.

## **ILLNESS EXCLUSION POLICY**

### *Immunizations*

All children in the program must be immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, and HIB and Hepatitis B. Children with asthma or those who are immune suppressed should receive influenza vaccine every year. One dose of varicella vaccine, or a physician-certified reliable history of chicken pox, will be required for all children attending the Boston College Children's Center-Brookline Campus

**CHILDREN WHO ARE NOT PROPERLY IMMUNIZED WILL BE EXCLUDED FROM  
THE Boston College Children's Center-Brookline Campus**

Criteria for excluding an ill or infected child from an early childhood program: (adapted from the American Academy of Pediatrics committee on Infectious Diseases, Report of the Committee on Infectious Diseases Red Book)

**Chicken pox**, for five days after the onset of the rash or when all lesions have dried and crusted, whichever is later.

**Diarrhea** (more than the child's normal number of stools, with increased stool water or decrease form) that is not contained by diapers or controlled by toilet use, or stools that contain blood and /or mucus.

**Fever**, if the child's temperature reaches 100 degrees Fahrenheit or higher. Child needs to be fever free for 24 hours.

**Head lice**, upon discovering that a child has head lice, the child may finish the school day and return after treatment has started.

**Hepatitis A** virus infection, for 1 week after onset of illness and jaundice, if any, has disappeared or until immune serum globulin has been administered to appropriate children and staff in the program within two weeks of exposure, as directed by the health department.

**Impetigo**, for 24 hours after treatment is begun.

**Measles**, for 4 days after the rash appears.

**Mouth sores** in a child who cannot control his or her saliva, unless the child's physician or local health department states the child is non-infectious.

**Mumps**, for 9 days after onset of gland swelling.

**Pertussis**, until 5 days of appropriate antibiotic therapy has been completed.

**Pinworm** infection, for 24 hours after treatment was begun.

**Purulent conjunctivitis** (pink or red conjunctiva with yellow eye discharge, often with matted eyelids after sleep, and eye pain or redness of the eyelids or skin surrounding the eye), for 24 hours after treatment was begun.

**Rash** with fever or behavior change, until a physician has determined that the illness is not a communicable disease.

**Ringworm** infection, until after treatment is begun.

**Rubella**, for 7 days after the rash appears.

**Scabies**, until after treatment has been completed.

**Strep throat**, for 24 hours after treatment is begun and the child has had a normal temperature for 24 hours.

**Tuberculosis**, until the child's physician or local health department authority states the child is non-infectious.

**Vomiting** twice or more in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.

### **Minor Illnesses**

Children need to be excluded for minor illnesses when they are too sick to participate comfortably in program activities; they need more care than the staffing level allows, or they have unusual lethargy, irritability, persistent crying, or difficulty breathing. Parents or guardians should notify the Boston College Children's Center-Brookline Campus staff when their child will be absent from school. If a child becomes ill while at school, they will be excluded from the rest of the group of children. They will be given the opportunity to rest on a mat, be given water, and a staff member will monitor them while waiting for the parent or guardian or emergency contact person to arrive. The Director or Teacher will notify the parents as soon as possible once the child has been identified as having a fever of 100 or above or notes that the child is not feeling well enough to participate in school activities.

### **Health Care Policy Request**

Upon request, a copy of the full health care policy will be issued to parents. A copy of this policy is posted in the office for all staff and parents to refer to at any time.

## **NAP TIME**

Nap time at the Boston College Children's Center-Brookline Campus is between 12:45 and 2:30 p.m. Children who stay for an extended day or a full day will eat lunch, and transition to a mat provided by the Boston College Children's Center-Brookline Campus. Families are asked to provide a crib sheet to cover the mats and a blanket. These should be labeled with the child's name. These linens are sent home weekly to be laundered. All children are expected to rest for a minimum of 20-30 minutes with non-sleepers given the opportunity to listen to quiet music and read books. If children are asleep, they will not be disturbed unless a parent requests a particular wake up time. Mats are spaced at least two feet apart and the children's faces are at least three feet apart. Children who awaken early or do not sleep may use the library area or an area of the classroom for quiet activities. The loft, reading areas, and the library area are places that children may retreat to for quiet play.

## **TOILETING AND DIAPERING**

Children who wear diapers will be changed on a regular basis, before going outside, before rest time, and after rest time upon awakening. Children who wear diapers or pull-ups are checked at least every 2 hours for signs of wetness or a soiled diaper or pull-up. The frequency and amount of diaper changes will depend on the number of hours the child is in our care, but certainly whenever the diaper is soiled or wet or if the child requests to be changed. Parents should keep a supply of diapers or pull-ups and a supply of wipes in a plastic container clearly labeled with the child's name at the Boston College Children's Center-Brookline Campus. Children who are being toilet trained should have plenty of extra clothes in their cubbies. Parents are encouraged to speak to their child's teacher before beginning toilet training so we can coordinate when to start training at the Boston College Children's Center-Brookline Campus. Children who use the toilet will be reminded before nap and before they go outside to use the bathroom. Children who have just started using the toilet may be reminded more frequently. We encourage independence with toileting issues and teach the children to wipe, flush, dress, and wash by themselves. Teachers supervise the bathroom and help the children if they are having difficulty. Overalls, snaps, belt buckles, and tights can be cumbersome for children

learning to dress by themselves. We suggest pants with elastic waist bands for the new potty user. Teachers use disposable gloves whenever changing a child. After removing the gloves, teachers wash their hands. Paper is used on top of a mat to change each child. This paper is disposed of, and new paper is added for each change. At all times, staff will have a hand on a child when the child is being changed on an elevated surface. Some children may be changed while standing. All children will be changed in the classroom bathrooms on or next to the changing table. The changing area is separated by a wall at least three feet from other areas that children use and is used exclusively for one designated group of children.

## MEDICATION PROCEDURES

### PRESCRIPTION

Boston College Children's Center-Brookline Campus Staff are permitted to administer prescription medication to a child if:

- Written parental authorization is given indicating that the medication is for the specified child.
- The signed parental consent form must be dated, and the parent must indicate what time of day the medication is to be given, the amount of medication, and the number of days.
- For prescription medication, a physician's written order is required. The original label on the medication must indicate that the medicine is for the specified child, with the child's first and last name, name of clinician, name and strength of the medication, expiration date, and details on administering and storing.
- The Boston College Children's Center-Brookline Campus staff will not administer the first dose of a medication except under extraordinary circumstances and only with parental permission.
- If a child refuses a prescribed medication, the parent will be notified immediately and ask that the physician be contacted to advise the proper follow up treatment.
- The Boston College Children's Center-Brookline Campus staff will not administer any medication contrary to the directions on the original container unless authorized by a written order of the child's physician.
- All medication on the Boston College Children's Center-Brookline Campus premises will be stored in the original container with the child's

name on the label, name of drug, and directions for its administration and storage.

- The Boston College Children's Center-Brookline Campus will maintain a written record of the administration of any medication, prescription or non-prescription, to each child which includes the time and date of each administration, the dosage, the name of staff member administering the medication and the name of the child. The completed record shall be made part of the child's file. This does not apply to topical non-prescription medications, which are not applied to open wounds, rashes, or broken skin.
- All medications shall be kept out of reach of children and under proper conditions for sanitation, preservation, security and safety. In our center, medications will be stored in the kitchen refrigerator if refrigeration is required. Otherwise, they will be stored in a box labelled medication, in the kitchen cupboard for the downstairs classroom. The upstairs classroom will store medication in a box in the locked hall closet.
- Unused and expired medications will be returned to parents. If a child leaves the program, all his or her medications will be given to his or her parents on the last day of attendance. Any medication left at the program will be discarded in accordance with the Brookline Health Department recommendations and the Dept. of Public Health Drug Control Program.



## **NON-PRESCRIPTION**

The staff will not administer non-prescription medication without a written order from a physician. The physician may give a standing order listing the medication(s), dosage and criteria for administration. This order will be valid for no more than one year from the date it was signed.

The Boston College Children's Center-Brookline Campus may accept a written parent authorization for specific non-prescription topical medications to be administered and the criteria for administration. This statement shall be valid for no more than one year from the date it was signed.

Topical medications such as petroleum jelly, antibacterial ointments, and diaper rash ointments which are applied to wounds, rashes, or broken skin must be stored in the original container, labeled with the child's name, and used only for an individual child.

Topical medications such as sunscreen, insect repellent, and other ointments which are not applied to open wounds, rashes, or broken skin may be generally administered to children with parental authorization. Gloves will be used to apply any topical medication.

Parents are encouraged to apply sunscreen with UVB and UVA protection with an SPF of 15 or higher before bringing them to the Boston College Children's Center-Brookline Campus. Staff will re-apply the sunscreen if asked to do so with written permission.

## **CONFIDENTIALITY AND DISTRIBUTION OF RECORDS**

Information contained in a child's record shall be privileged and confidential.

- All children's files will be stored in the office of the Boston College Children's Center-Brookline Campus. The office will be locked when the Director is not present. All material in each child's file will be kept confidential and the only authorized personnel who have access to the files are the Boston College Children's Center-Brookline Campus teachers and Director. The center shall not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without the written consent of the child's parent(s). The staff shall notify the parent(s) if a child's record is subpoenaed.
  
- The child's parent(s) shall, upon request, have access to his child's record at reasonable times. In no event shall such access be delayed more than two business days after the initial request without the consent of the child's parent(s). Upon such request for access, the child's entire record shall be made available, regardless of the physical location of its parts.
  
- The Director shall, upon written parental request, duplicate information from the specific child's record. A permanent written log in each child's record shall be maintained indicating any time a child's record has been released.
  - a. Each time information is released or distributed from a child's record the following information shall be recorded: the name, signature, and position of the person releasing or distributing the information; the date; the portions of the record which were distributed or released; the purpose of such distribution or release; the signature of the person to whom the information is distributed or released.

- b. Such log shall be available only to the child's parent(s) and program personnel responsible for record maintenance.

### **Amending the Child's Record**

- A child's parent(s) shall have the right to add information, comments, data or any other relevant materials to the child's record.
  - a. If the parent is of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in the child's record, the parent shall have the right to have a conference with the Director to make his objections known.
  - b. The Director shall, within one week after the conference, render to the parent(s) a decision in writing stating the reasons for the decision. If the decision is in favor of the parent(s), steps shall be taken immediately to put the decision into effect.

### **SCHOOL CANCELLATION POLICY**

The Boston College Children's Center-Brookline Campus will be closed due to snow closure or other emergencies and follow the Brookline Public Schools for school closings. The Boston College Children's Center-Brookline Campus will communicate this to you through email.

You will be notified by email if the Boston College Children's Center-Brookline Campus has a delayed school opening.

**Boston College Children's Center**

**Brookline Campus**

**Monthly Tuition Rates**

Full day monthly tuition- Community Rate 7:30 am-5:00 pm

5 days	2550	
4 days	2219	
3 days	1709	
2 days	1148	

Half day monthly tuition- Community Rate 7: 30 am-12:30 pm

5 half days	1709	
4 half days	1530	
3 half days	1148	
2 half days	765	

July 1, 2024-June 27, 2025

Tuition is paid monthly. ACH Transactions are deducted on the 10<sup>th</sup> of each month.

## Academic Calendar 2024-2025

### Boston College Children's Center-Brookline Campus

Friday, August 23, 2024 Open House 9:30-11:30

Monday, August 26, 2024 Classes Begin

School is closed for the following holidays:

Monday, September 2, 2024 Labor Day

Monday, October 14, 2024 Columbus Day

Friday, November 22, 2024 Staff Professional Development Day

Thurs. and Fri. Nov. 28, 2024, and Nov. 29, 2024 Thanksgiving Holidays

Monday, December 23, 2024-December 27, 2024 Winter Recess

Wednesday, January 1, 2025 New Year's Day

Friday, January 17, 2025 Staff Professional Development Day

Monday, January 20, 2025	Martin Luther King Day
Friday, March 14, 2025	Staff Professional Development Day
Friday, April 18, 2025	Good Friday
Monday, April 21, 2025	Patriot's Day
Monday, May 26, 2025	Memorial Day
Thursday, June 19, 2025	Juneteenth Holiday
Friday, June 27, 2025	Summer Program Prep
Monday, June 30, 2025	Summer Program Begins
Friday, July 4, 2025	Independence Day
Friday, August, 15, 2025	Summer Program Ends

\*\* Please note-BC will sometimes give an early closing the day before a holiday and possibly if there is a televised home football game. On these days, the University closes at 3PM and the Center closes at 3:30 pm. Families will be notified of these early closings.

## CLASSROOM DAILY SCHEDULE

7:30-8:30	Children begin to arrive. Free Play-choice of sand table, water table, play dough, writing center, science center, books, puzzles, table toys, blocks, loft, or dramatic play
8:30-8:45	Clean up and get ready to go outside (weather permitting)
8:45-9:25	Outside Play (weather permitting) or extended indoor choice time
9:25- 9:30	Wash hands and prepare for snack
9:30 -9:50	Snack Time
9:50-10:00	Clean up time. Transition to Circle Time
10:00-10:25	Circle Time-a large group meeting with announcements, attendance, and discussion. Stories, finger plays, music and movement
10:25-10:55	Special Activities- theme related projects are offered
10:55-11:00	Clean up and prepare to go outside
11:00-12:00	Outside Play-children use the playground daily. In the event of inclement weather, indoor gross motor activities are offered
12:00-12:30	Wash Hands and Eat Lunch
12:30-12:45	Children use the bathroom and transition to mats
12:45-2:15	Rest Time



2:15-3:15            Choice of indoor or outdoor play, weather permitting.

3:30 - 4:00            Snack Time

4:00 - 4:30            Special Activities or theme related projects are offered

4:30- 5:00            Quiet activities

BCCC-Brookline Campus closes at 5:00

By signing below, you acknowledged you have read the Parent Handbook.

Signature \_\_\_\_\_  
Date\_\_\_\_\_