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MANSFIELD

PALS

A PLAY AND LEARN SCHOOL

est. 2022

Parent Handbook

Last Revised: March 2025

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Overview of Program

Statement of Purpose

At Mansfield PALS , we believe that it takes a village to raise a child. Quality childcare means offering a safe, and comfortable environment in which your child is free to learn, grow, and explore. We strive to create a comfortable, stimulating, safe learning environment where each child feels respected and supported both individually and as a part of a classroom setting. By creating a strong bond with both the child and their family, we're able to create a strong foundation for learning, making for a wonderful early childhood experience for all.

Mansfield PALS enrolls infants (as young as 6 weeks), toddlers (15 months-32 months) and children (33 months - 6 years). At every stage of development, we aim to create a learning environment where every child feels respected and supported. We provide a safe, nurturing, exciting, quality learning environment for all our students. Our love for children is the reason that Mansfield PALS was created. Committed to the families we serve, we strive to give parents/guardians the feeling that their child is in the care of the most loving, knowledgeable and thoughtful caregivers each day; the next best thing to your child's family. Children deserve to feel special, loved, adored, and cherished. They deserve to participate in experiences that will change their lives forever. At Mansfield PALS, we promise to provide an environment for all of this to happen.

Mansfield PALS strives to develop an environment where children flourish under the gentle guidance of intentional, developmentally appropriate teaching. Early Educators' first priority is to engage in a warm and caring environment that establishes trusting relationships between the child and educator. Educators engage children in meaningful experiences that are thoughtfully planned according to the teacher's observations of the child's interests. They teach with intentionality, enthusiasm, positive and creative energy while consistently engaging in conversations and asking thought provoking, open-ended questions. Their classroom environment is rich in photos of the children engaged in their work, children's families, and graphs/charts of ongoing classroom investigations. Mathematics and engineering are ripe with scientific inquiry and the arts are intertwined with curriculum in the form of music, singing, dramatic play and artistic creations. Children are encouraged and guided through thoughtful and interesting investigations that teach them not only about the world around them, but about themselves as well, and encourage autonomy and self-love.

Administration of Mansfield PALS will strive to support, encourage, and provide training resources for all educators to reach the center's visionary goals as well as educators striving to meet their own personal goals for professional development.

Description of Age Groups

Infants: Age 6 weeks-15 months

At Mansfield PALS, our Infant classroom is all about exploration. Infants are watching, learning and listening to the environment all around them. Our teachers are taking the infants for walks, painting with them, reading stories, singing songs, and so much more. The infant classroom schedule is based on each individual child. While one baby may be napping, another may be exploring science in the sensory table. Our little ones are growing and exploring each day and our teachers are there with many new, exciting ways to help them thrive.

Toddlers: Age 15 months-33 months

In the toddler classroom, we explore anything and everything! Toddlers love wandering around the classroom and do most of their learning through using their senses. Our toddlers have a daily schedule of both small and large group activities, as well as individual one-on-one time with their teachers. Our day includes circle time, outdoor play, meals and snacks, math, science, art, stories, naps, and everyone's favorite: outside play.

Socialization is very important to toddlers as they begin to share, use their manners, and learn to take turns. Getting outside, moving their bodies on the playground, exploring nature, and singing and dancing to music are just a few of the daily activities our toddlers engage in.

Pre-School: Ages 33 months-6 years

In this age group, we focus on social emotional growth as well as (eventual) kindergarten readiness. We learn how to work together and how to conquer objectives by ourselves. Preschooler's practice their letter and number recognition and eventually learn to write their own names. We also continue to explore phonics and letter recognition, so we may eventually turn that knowledge into the ability to read. Preschoolers count numbers, and work on learning the days of the week and months. We're busily engaging in science, art, math, and language activities as well as leaving time for meals, circle time and our favorite: outside/gross motor play!

Organization of Program

Mansfield PALS is a daycare center established in 2022 by Kevin and Amy McIsaac. As parents of three young children themselves, they are deeply passionate about the vision outlined above. Kevin has a background in corporate finance and oversees all finance and operations of the business, as well as the facilities. Amy has a background in public service and oversees enrollment and experience. They are accompanied by two half-time Directors: Jessica Beaudet who oversees the Preschool/Pre-K program and Molly Taylor who oversees the Infant/Toddler program. Together, they have decades of experience in the childcare industry and they oversee the administrative supervision of the program and the day-to-day operations of the center, including managing staff (recruiting, hiring, training, development) and students (curriculum, care, and development).

Each classroom will have one Lead Teacher and an Assistant Teacher, as capacity necessitates that support. The center will also employ substitute teachers and floating staff support to be a second line of available capacity to meet regulation requirements.

Teachers and Staff

Owners	Kevin McIsaac, Amy McIsaac
Director of Business and Administration	Kevin McIsaac
Director of Preschool/Pre-K Program + Lead Pre-K Teacher	Jessica Beaudet
Preschool Teacher	Cindi Murphy
Preschool Teacher	Alex Botta
Director of Infant/Toddler Program + Lead Toddler Teacher	Molly Taylor
Toddler Teacher	Marissa DeGirolamo
Toddler Teacher	Chrystal Campbell
Toddler Teacher	Morgan Brow
Toddler Teacher	Lisa Gamble
Infant Teacher	Emily Lamarre
Infant Teacher	Natasha Lawrence
Floating Teacher (part-time)	Wendy Puleo
Floating Assistant Teacher (part-time)	Baylie Menard

We follow the EEC guidelines for staff/child ratio. The preschool ratio is 1:10 and 2:20. Toddler ratio is 1:4 and 2:9. Infant ratio is 1:3 and 2:7.

All teachers hold EEC Teacher certification. All staff are CPR and First Aid certified, as well as certified for Medication Administration. Teachers complete professional development classes on a yearly basis, as required by the state as well as to keep all their certifications current every year. Every employee undergoes a Background Record Check through CORI, SORI, DCF as well as Nationwide Fingerprint Scan prior to hiring.

At Mansfield PALS, our team members work together to get to know each child within the center. We truly believe it takes a village to raise a child! So, while your child will have their primary classroom teacher(s), they will also be familiar with all the staff within the center.

Department of Early Education and Care

The Department of Early Education and Care is Mansfield PALS' licensing authority. The regional is located at 100 Myles Standish Blvd Suite 100 Taunton, MA 02780; phone number is 508-828-5025. Parents/guardians may contact EEC for information regarding the program's compliance history at any time.

Policies

Confidentiality Policy

All knowledge of children, families, and staff is confidential and may only be shared on a “need to know” basis.

Information concerning any child, currently or formerly enrolled at Mansfield PALS is privileged and confidential. No employee or family shall release information concerning children without the consent of the parent or guardian.

Conversations about any child or family issues with relevant parents/guardians, staff or other professionals shall take place at an appropriate time and place. Such conversations should not be had on the playground, or within the classrooms, where others may overhear.

The mention of children or families by name inside or outside the center to anyone other than a parent or guardian is breaking the confidentiality policy of Mansfield PALS.

Conflict of Interest Policy

To remain objective and treat all children and families that come to Mansfield PALS equally, employees are not to baby-sit or accept any care-giving jobs for children who attend or have attended this program within the past year. This compromises the relationship between the educator and the child/ child’s family.

Inclement Weather Policy

In the event of inclement weather, Mansfield PALS will be closed when Mansfield Public Schools are closed. If Mansfield Public Schools delay opening due to inclement weather, Mansfield PALS will open at our normal time of 7:30am.

In the event that a state of emergency is declared, Mansfield PALS will be closed.

In the event that the center is without power for an extended period of time and unable to maintain an indoor temperature of 65 degrees, Mansfield PALS will close. Should this event occur mid-day, parents/guardians will be notified immediately, and a pick-up plan will be made.

In the event of a mid-day weather event, Mansfield PALS reserves the right to close early. Should this take place, parents/guardians will be notified of an early closure and a pick-up plan will be made.

Any changes to regular operational hours due to a weather event will be sent via email to parents/guardians through the Brightwheel app by 6:00am.

Kindness and Respect Policy

Mansfield PALS operates with kindness and respect for every person that enters its space or comes in contact with its business, and it expects kindness and respect in return. Under no circumstances will Mansfield PALS tolerate inappropriate or unacceptable behavior–defined as negative and even aggressive acts aimed at one or more individuals and causing them to feel hurt, embarrassed, incompetent, discomforted, and/or disrespected. Examples include, but are not limited to:

- Excessive yelling; repeated emotional outbursts
- Berating others; using a harsh tone of voice
- Gossiping or spreading rumors
- Acting “out to get” others
- Making threats; using intimidating tactics
- Disrespecting the rules of the community (e.g. the Illness Policy designed to keep everyone healthy)
- Any malicious behavior a reasonable person would find unprofessional, disturbing and harmful to their psychological health

Any child, parent/guardian, staff, or other person demonstrating this inappropriate behavior is on grounds for discharge and/or termination from Mansfield PALS.

Non-Discrimination Policy

It is the policy of Mansfield PALS to conduct all activities in a manner which is free from discrimination based on race, color, sex, religion, political affiliation or beliefs, cultural heritage, marital status, disability, sexual orientation, national origin, age, handicap, or ability status, including toilet training status. It has a statutory mandate under the law to guarantee equal treatment for all who seek access to its services or opportunities for employment and advancement.

Mansfield PALS will meet its legal, moral, social, and economic responsibilities for Equal Employment Opportunity/Affirmative Action, as authorized and required by all pertinent state and federal legislation.

We ensure that all families and children are treated with fair respect and accommodations. In our continued efforts of providing the best service possible for all families, we encourage open communication to address questions or concerns and resolve matters at hand in the most professional manner. All families are welcome to visit the classroom and meet with the teachers. All staff at Mansfield PALS play an important role in providing the best care and service to children and families. For that reason, they must be treated with respect and appreciation. We ensure that all children who enroll in the program are learning the basic life lesson of balancing needs and rights through role modeling and positive guidance. It must be a collaborative effort between staff and families to ensure that all components of non-discrimination and affirmative action policy are being followed.

Nut Policy

Mansfield PALS operates a nut-free daycare center. Please do not bring any food items to be consumed in the center that contains peanuts, nuts, peanut butter, nut butters, or peanut products (nut-butter substitutes like sunflower butter are ok). This includes almonds, filberts, Brazil nuts, cashews, hazelnuts, macadamia nut, pecans, pine nuts, pistachios, and walnuts. Read labels carefully to make sure the products are nut free. This includes labels that read “May contain traces of peanuts/nuts” or “processed in a facility that processes products that contain peanuts/nuts.” Food labels and ingredients change over time, so always read the label each time before purchasing snacks. Any homemade treats brought into the classroom must also be nut-free.

Social Media Policy

Mansfield PALS has its own social media page on Facebook. Upon enrollment, parents/guardians will receive a “social media” consent form. Should you agree, your child’s pictures may be posted on such a platform. These postings will be used to share information with families (such as special visitors, or guest readers). The center Director and teachers are not permitted to post pictures of enrolled students on their personal social media accounts under any circumstances.

We encourage families to “friend” or connect with other families at Mansfield PALS. Please note, however, that we discourage staff from being connected with families presently enrolled at Mansfield PALS on social media. If you are connected to a staff member, please know that social media in that context is considered a work environment for him/her, and the professional conduct expectations outlined in the staff handbook apply.

Smoking, Drugs, and Alcohol Policy

Marijuana, cigarettes, and other tobacco/drugs are not permitted at Mansfield PALS, or on its property. Parents/guardians who smoke are asked not to do so prior to picking up their child from school, as smoke lingers on clothing and hair. All parents/guardians must wash their hands after smoking, prior to arrival at school.

If at any time a parent/guardian or authorized pick-up person is under the influence of drugs/alcohol or is otherwise intoxicated, Mansfield PALS may refuse release of that child. Should this take place, Mansfield PALS will contact another authorized pick-up person from the child’s emergency contact list to pick the child up. In some instances, an incident of this nature could lead to police/social services involvement, if necessary.

Surveillance Policy

Mansfield PALS has video and audio recording cameras in all classrooms, entrances, hallways, and outdoor play areas. No cameras record bathroom or kitchen activity. Recordings are kept on a private, secure server for 30 days. Recordings are meant to provide footage should an occurrence or complaint arise at the center. To ensure the safety and confidentiality of children

and staff, we do not provide access to the recordings to outside parties or permit live-streaming to families. As part of the enrollment process, parents/guardians must complete a recording consent form.

Program Administration

Admissions and Enrollment

Mansfield PALS enrolls children between the ages of 6 weeks and 6 years of age.
Prior to enrollment, parent/guardian and child will visit with the Director for an orientation to the program. This will include visiting the child's classroom, meeting his/her teacher and classmates, and discussing any special requirements that the child or child's family may have.

Infants through preschool aged children require a developmental history to be completed and updated annually, as required by the Department of Early Education and Care.

At this time, the parent/guardian will be provided with the center's mission statement, policies and procedures and all other required information. All enrollment forms must be completed prior to admission of the child/ren to the center.

All enrolled children must have a record of the most recent physical (within a year) and up-to-date immunizations, including lead screening.

Program Calendar

Mansfield PALS will be open between 7:30am and 5:30pm Monday through Friday.

Pick up and Drop off times are flexible and require no additional fees. However, a consistent schedule must be followed for a smooth operation of the program.

The center will be closed in observation of federal and state holidays. In addition, we take on-going professional development of our staff and upkeep of our facility seriously. As such, Mansfield PALS will be closed one day per quarter for "professional days." Below is the upcoming closure schedule for Mansfield PALS.

2025-2026 Closure Schedule

- Monday, October 13: Columbus Day/Indigenous People's Day
- Tuesday, November 11: Veterans Day
- Wednesday, November 26: Half Day - pick up by 1pm
- Thursday, November 27: Thanksgiving Day
- Friday, November 28: Native American Heritage Day
- Wednesday, December 24: Half Day - pick up by 1pm
- Thursday, December 25: Christmas Day
- Friday, December 26: Quarterly Professional Development Day

- Wednesday, December 31: Half Day - pick up by 1pm
- Thursday, January 1: New Year's Day
- Monday, January 19: Martin Luther King Jr. Day
- Monday, February 16: Presidents' Day
- Friday, April 3: Quarterly Professional Development Day
- Monday, April 20: Patriots' Day
- Monday, May 25: Memorial Day
- Friday, June 19: Juneteenth
- Friday, July 3: Independence Day
- Friday, July 24: Quarterly Professional Development Day
- Monday, September 7: Labor Day
- Friday, September 25: Quarterly Professional Development Day
- Monday, October 12: Columbus Day/Indigenous People's Day
- Wednesday, November 11: Veterans Day
- Wednesday, November 25: Half Day - pick up by 1pm
- Thursday, November 26: Thanksgiving Day
- Friday, November 27: Native American Heritage Day
- Thursday, December 24: Half Day - pick up by 1pm
- Friday, December 25: Christmas Day
- Thursday, December 31: Quarterly Professional Development Day

Special Events

Mansfield PALS will host special events from time to time. When special events are planned, families will be notified via email at least 2 weeks prior to the event to ensure everyone has enough time for scheduling. These events help to get our families and staff to know each other a little better and help to grow our sense of community, which Mansfield PALS strives for. We encourage all of our families to attend such events, if possible; it takes a village to raise our children and this is a perfect time to get to know the other villagers!

Please note, alcohol and smoking of any kind are prohibited during school functions.

Birthday Celebrations

While there is *no* obligation to celebrate your child's birthday at Mansfield PALS, many families enjoy having their child celebrate with their PALS friends. We aim to make that as easy as possible for you.

As a first step, reach out to Jessica Beaudet (Jessica@MansfieldPALS.com) or Molly Taylor (Molly@MansfieldPALS.com) to get the conversation started. Usually 1-2 weeks before the birthday is a good time to reach out initially.

In the past, families have done one or more of the following:

- Provided pizza or kid-friendly lunch for their child's classroom, multiple classrooms, or the full center (whatever you want to do)

- Provided cupcakes or frozen treats
- Sent in “goodie bags” of their child’s favorite items for students in their child’s classroom
- Sent in decorations to make lunch or snack-time their child’s favorite theme
- Sent in a special or favorite book for circle time on that day

No matter what a family does to celebrate a student, teachers always make a crown for the birthday boy/girl and sing happy birthday to the student during lunch time.

Program Fees

At Mansfield PALS, we work hard to keep prices as affordable for families while still balancing cost with quality. The prices below reflect a little below the market rates for quality daycares in the Mansfield area.

Full-Time Tuition Fees (5 days/week)	
	Tuition Fee
Infants (6 weeks - 14 months)	$550/week
Toddlers A and B (15 months - 33 months)	$525/week
Preschool and Pre-K (33 months - 6 years)	$495/week

*As of March 1, 2025

Tuition fees cover full-time care between the hours of 7:30am-5:30pm Monday through Friday and all program materials.

Payments are due on a weekly basis. Tuition charges will be posted on accounts on Friday before the week of care and are due by 7:30am ET on Monday of the week of care. For example, if your child was starting on Monday, December 5, 2022, a charge would be posted on the account on Friday, December 2nd and payment for the week would be due by 7:30am ET on Monday, December 5, which would cover care for the following five days.

Any absences or holiday closures do not impact weekly payments.

If a parent/guardian is late with their payment, a 24 hour grace period is granted and reminders will be sent. After the first 24 hours, a fee of $20.00 per day may be charged until the balance is paid. If payment is late due to financial duress, it is the responsibility of the parent/guardian to communicate that to the Leadership Team with as much notice as possible. It is the discretion of the Leadership Team to waive these fees for special circumstances. Missed payments of two or

more weeks may result in termination of the child from the program; this is also at the discretion of the Leadership Team.

Other Fees & Discounts	
One-time enrollment fee (non-refundable)	$200/child (non-refundable) One week of tuition (applied to first week)
Sibling discount	$40 off per week for oldestchild ($2000/year savings)
Late pick-up fee (after 5:30pm)	$5/child for the first 15 minutes $1/minute/child after first 15 minutes

Accumulated fees for late pick up will be posted on your account and are expected to be paid immediately. It is the discretion of the Leadership Team to waive these fees for special circumstances.

We encourage parents/guardians to make payments directly through the Brightwheel app. If a check is preferred, they can make checks out to ***Mansfield PALS***.

Record Maintenance

Parents/guardians and teachers work together to keep accurate daily records of:

- Children's daily attendance with time-in and time-out checks.
- Medication Administration logs

Children's files are strictly confidential, and no educator or administrator can give out copies for any reason. Files are kept in a locked file cabinet on the center's premises for a minimum of 7 years after children leave the center.

Requests of parents/guardians for classroom-specific supplies will be submitted in writing.

Injury and incident reports are required to be documented and logged. A copy goes to the parent and a signed copy goes to the Director for the child's file. All serious injuries must be reported to the Director right away to initiate emergency procedures.

Copies of notes, assessments or notices sent to parents/guardians are to be copied and placed in the child's file.

Withdrawal and Discharge

Withdrawal Policy

Should a family choose to withdraw their child/ren from the center, written notice is required two weeks in advance.

Discharge Policy

While considered a “last resort” option, Mansfield PALS reserves the right to terminate a child’s enrollment under specific circumstances. These circumstances include any child who, after many attempts, does not progress in their behavior and/or whose behavior is affecting the large group. Many attempts will be made prior to termination to help the child thrive at Mansfield PALS; as mentioned, termination is always a last resort. These attempts include, but are not limited to, observation notes, therapy referrals and (appropriate) tactics used at home and implemented at school.

The following measures will be taken prior to the child’s potential termination:

1. The child’s teacher will document the student’s behavior by providing detailed notes with dates and other insights into why the situation/behavior occurred and what happened.
2. The Director, parents/guardians, and teachers will meet to discuss behavior concerns.
3. A signed Behavior Management Plan will be created by center administration, staff, and parents/guardians for the individual child. Behavior therapists and consultants may also be used to support the staff while working with the child and referrals to supportive services may be made to parents/guardians, if needed.
4. Staff and parents/guardians will have frequent communication to evaluate the success of the child on the behavior plan and its effectiveness to remedy the situation.

When all other efforts to bring about changing behaviors have been exhausted, parents/guardians, the Director, and the Owners will meet to determine the next appropriate course of action, including termination. The school and staff reserve the right to determine any disputed factual matters regarding termination of enrollment.

Parent Visitation and Communication

Communication with parents/guardians is an integral part of the program. In addition to frequent updates via the Brightwheel app, weekly emails and monthly newsletters are minimum standards of communication. In addition to our “open door policy” for parents/guardians, they are often invited for participation in classroom events at various times throughout the year.

Parent/Teacher Conferences

Parent-teacher conferences will be offered at various times throughout the year and are available by request with every assessment that is completed of their child/children. These meetings help both parent and teacher to provide seamless home/school care. They are excellent times to discuss any concerns that the parent or teacher may have, or to discuss a child’s individual needs/goals.

Feedback to Mansfield PALS

The center may ask parents/guardians to share center-wide evaluations, when necessary, to determine how to best meet the needs of their child/children. This information will help us to provide the best possible care for your child's unique developmental growth and needs.

At any time, parents/guardians may request a meeting to share feedback with the center Director and/or owners.

English as a Second Language

For parents/guardians whose primary language is not English, center staff and educators will use a translator app to communicate verbally in their native language. Any written communication will be translated into their native language, as well.

Classroom and Curriculum

Plan for Child Guidance

Developmentally Appropriate Curriculum

At Mansfield PALS, we provide our students with a developmentally appropriate curriculum that is based on Massachusetts' EEC standards for learning. NAEYC (National Association for the Education of Young Children) defines a developmentally appropriate curriculum as follows: *"methods that promote each child's optimal development and learning through a strengths-based, play-based approach to joyful, engaged learning."*

At Mansfield PALS, we believe this to be the heart of our curriculum. Our teachers develop a weekly lesson plan based on our children's interest and what captures their attention. When a child is engaged and excited about what is being taught to them, they will engage and help to progress their natural cognitive development. Teachers give careful thought into their curriculum planning, being cognizant of children's individual need and developmental level, and we work to encourage all children to participate in all offered activities. Teachers also strive to create an environment where children have ownership of the classroom and "help" the teacher set classroom rules and expectations. The Director ensures consistency in these practices across all classrooms.

Mansfield PALS reserves the right to conduct developmental assessments with intent of recording a child's growth and progress to determine appropriate placement within the center.

Disciplinary Policy

Mansfield PALS uses praise and positive reinforcement as effective forms of behavior management. No corporal punishment shall ever be used. When children receive positive reinforcement and feedback from their actions, they develop stronger problem-solving skills, self-regulatory strategies, and a stronger sense of self-love.

Mansfield PALS does recognize, however, that occasionally more serious disciplinary actions do need to be put into place when our first course of action is not working. In the instance that a child is hurting themselves or someone else, a teacher will intervene and (if needed) the child will be removed from the situation and given a safe space to relax their body. The child may be seated with books or a quiet activity until they are ready to speak with the teacher about such actions that have taken place. If the child cannot self-regulate, or is continuing to be disruptive, they will be asked to join the Director in the office and removed from the classroom until the child is calm enough to proceed.

Should a child have a pattern of disciplinary behaviors, teachers will document such events as needed (incident/accident reports, disciplinary notes, etc.). In this instance, the Director will request a meeting with the child's parent/guardian to come up with a behavior management plan to be agreed upon by both parties. Should this still not help to remedy the behavior, and the behaviors persist, the termination policy may be the next step in this process.

Screen Time and Media

The use of visual media such as television, films, videotapes, etc. will be limited; occasionally, age and developmentally appropriate content will be used in coordination with curriculum only. Media may be used occasionally as a special event but not to be used as a part of a regular daily routine. The Director must approve all videos/media and all screen time must be educational.

Classroom Transitions

Your child's transition to the next classroom will begin when they are showing signs of developmental readiness, are chronologically age-appropriate and when the next classroom has a spot available for your child. At Mansfield PALS, we want your child's classroom transition to be a smooth, pleasant experience for all involved.

When the transition time comes, the child's parent/guardian will receive a letter detailing the process involved. This will include your child's new teacher/s, the required items for that classroom (if any), and a transition schedule for your child. We will write out a schedule lasting for two weeks (or longer, if necessary) for specific days and times that your child will visit the new classroom. The increments will be shorter in the beginning (1-2 hours) and progressing as the time goes on. If your child visits the classroom and within this time displays they are ready to be in their new classroom full time, then we will end the transition period early. We want your child to guide us through their needs at this time, and we will act accordingly.

Progress Reports

Mansfield PALS conducts assessments of all children in various areas of development. Those areas include, but are not limited to Cognitive, Social/Emotional, Language, Fine and Gross Motor and Life Skill Development.

All children enrolled in the program will receive these assessments. Infants/children with special needs' progress reports will be conducted every three months, while toddlers through preschool age will be conducted every six months. These reports will be delivered to the child's parent/guardian through the Brightwheel app, as well as on paper. A parent/guardian will be asked to sign and date this report in acknowledgement of receipt. These assessments will be kept confidentially stored in the child's file.

Educators shall be available for individual parent/teacher conferences, should a parent request one once a child's assessment is completed. Additionally, parent-teacher conferences will be offered at various times throughout the year. These meetings help both parent and teacher to provide seamless home/school care. They are excellent times to discuss any concerns that the parent or teacher may have, or to discuss a child's individual needs/goals/development.

Referral Services

All teachers are instructed to observe and record all relevant information regarding any child that they have specific concerns about in terms of physical, emotional, or social behaviors.

When relevant information has been properly documented, the teachers and the Director will review the situation regarding the child, and together, they will make an informative and well-educated decision regarding the well-being of the child.

The teacher and/or the Director will follow up with the parents/guardians and invite them to a meeting to notify them of the program's concern. We will collaborate with the parents/guardians to develop a plan that will work both at home and school to give the child similar expectations. We will discuss a follow up and/or if referral is needed for the best interest of the child.

A mutual decision will then be worked out among the parents/guardians, teachers, and the Director through conferencing as to the child's possible need of support services, in lieu of his/her school enrollment or in addition to.

Upon completion of the conference, the parents/guardians will receive a written summary of the evaluation as well as a current list of referral resources in the community for children in need of social, mental health, educational or medical services, including Early Intervention services. The parents/guardians will also receive a written statement from Mansfield PALS regarding the suggested plan of action. The parents/guardians will be asked to sign a copy of all items which will be kept in the child's file.

A written notice regarding the child's needs will be forwarded to the appropriate administrator of special needs if it's for a child 2.9 to 5 years old or to the Department of Early Intervention if the child is below 2.9 years.

Referral Resources

Family Ties (Early Intervention referrals info) 1-800-905-8437
www.massfamilyties.org

Kennedy Donovan Center Early Intervention	(508)226-6035
Social Work Therapy Referral Services	1-800-242-9794
United Way Free Information and Referral System	211
Mansfield School Department SPED (Contact Person: Bernadette M. Conroy (Director of SPED))	(508)261-7507
Mansfield School Department Early Intervention Screening Service (Contact Person: Joanne Jordan)	(508)261-1561
Kennedy Donovan Center	(508) 226-6035

Early Intervention Services

DIR Floortime Therapy (Contact Person: April Degbor)	(508)-685-3509
Small Talk Therapy Contact Person: Jennifer M. Higgins)	(508) 202-3354

Arrival and Departure

Arrival

Mansfield PALS opens promptly at 7:30am. Arrival time should be in the 7:30-9am window. If you are going to arrive later than 9am (e.g. due to a scheduled appointment), please notify the center with your projected drop-off time. Upon arrival, parents/guardians must walk their child/ren to their classroom and sign their child in.

Children should arrive at the center already having eaten breakfast at home. The first mealtime (morning snack) is offered at 9:30am.

Departure

Pick-up time begins at 3pm (after nap time). Departure time should be in the 3pm-5:30pm window. Should your child need to leave earlier than your regular pick-up time, please notify the center with your expected arrival time. This ensures a smoother transition between home and school. Upon pick up, parents/guardians will be expected to gather their child's belongings (lunch bag/backpack, artwork, etc.), sign their child out and walk them out of the center.

Please note, Mansfield PALS has an open-door policy for families. The suggested pick-up and drop-off times ensure the smooth daily operations of the center and routine for all children.

Pick-Up Authorization

To ensure the safety of all the children, only the people listed on the child's emergency contact form shall be authorized to pick up the child. If a child is to be released to anyone other than the person/s listed on the authorized pick-up list, a written note of consent authorizing pick up must be received prior to the pick-up. Verbal or written consent must also be given to the child's teacher/program administrator.

Please note, if someone other than the child's parent/guardian is picking up a child, that person must be at least 18 years of age and must show a photo-id before the child may be released from care.

Diapering and Toileting

At Mansfield PALS infants and toddlers are diapered or encouraged to use the potty every two hours unless it is necessary to do so sooner. Parents/guardians must supply their own diapers, wipes, and diaper cream, if necessary. Parents/guardians must also supply their child with two complete changes of clothes and one change of shoes for those children that are potty training. It is Mansfield PALS' policy that no child shall be punished or ridiculed for having accidents while potty training.

Our Infant and Toddler rooms are equipped with an area exclusively used for diaper changes. First, we wash our hands and cover the changing surface with a disposable paper line. We then collect the child's diapers, wipes, and other changing materials, put disposable gloves on our hands and then proceed to get the child. As we lay them on the diapering surface, the educator always has at least one hand on the child. The children are changed, using one wipe per swipe, and the dirty wipes are placed inside of the soiled diaper and then into a covered diaper pail. Once completed, the educator removes their gloves and wraps the dirty diaper inside for disposal (new gloves and paper are used each time). When the change is complete, the educator must thoroughly wash the child's hands and dry them with a disposable paper towel before returning the child to play.

Once the child is finished, the educator must dispose of the paper covering, washing the changing surface with soap and water, and then disinfecting the changing center-prepared disinfectant solution by squirting the solution directly into a paper towel and running it on the diaper table surface directly. The educator must leave the area to air-dry for a minimum of two minutes while they thoroughly wash their own hands and then dry the surface with a paper towel before setting up the area for the next child.

Clothing that has been soiled by feces, urine, vomit, or blood shall be double bagged and labeled with the child's name to be sent home. The bag containing the bodily fluids must be stored away from other items in their diaper bag or cubby.

Potty Training

Mansfield PALS does not require your child/ren to be potty trained to attend our program or to advance to a new classroom. We believe that each child is an individual and will show interest in the potty and begin signs of wanting to learn this process when they are ready.

For families ready to start potty-training:
How exciting! Your child is ready to start potty training! Potty training is a big step in a child's development. It promotes self- help skills, gross motor development and self awareness. We are here for you and your child every step of the way throughout the potty training process.

Here are some indicators that your child is ready to potty train:

Physical Readiness:

- Your child stays dry in their diaper/pullup for long periods of time (2 hours or more).
- Your child wakes up from nap dry
- Your child has regular or predictable Bowel Movements
- Your child has the ability to climb the stool and sit down on the potty with little to no assistance
- Your child has the ability to pull their pants/pullup/underwear down with little to no assistance
- Your child eagerly and willingly sits on the potty

Behavioral Interests:

- Your child shows consistent curiosity in potty training
- Your child can follow simple, multistep instructions

Cognitive Readiness:

- Your child can verbalize/express when they need to go potty
- Your child can understand the difference between a wet diaper and a dry diaper

A child does not need to demonstrate *all* of these criteria to start potty-training, but if more than half of them are present in a consistent way, potty-training is a good option moving forward.

Once you decide your child is ready to start this process, consult with your child's teacher about the next steps, and we strongly encourage you to have that conversation before you start potty-training at home. For your child to have a successful potty training journey, parent and teacher communication is key. Potty training is more successful when what is happening at home is happening at school and we want to be your partner in repetition and reinforcement. We know how important it is to be consistent throughout this process to allow your child to be successful and feel accomplished throughout this journey. A quick conversation to get everyone on the same page before you start potty-training will make a huge difference in getting your child to potty-trained status as soon as possible!

From a logistical perspective, we ask that you bring in the following items to PALS when you decide to start potty-training:

- 5 pairs of extra underwear and pants
- 1 pair of extra socks and shoes
- A small pack of pull ups with the easy on and off tabs (~10 is great!)

Note: Per PALS policies, we avoid food-based reward systems for any reason, including potty-training. We can provide non-food items (stickers, for example), but we cannot give kids candy, snacks, or other treats for behavior while they are at PALS.

Meals and Snacks

Toddler/Preschool

Morning snack is served between 9:30 and 10:00 AM. Our snacks contain foods that offer nutritional value as required by USDA.

Lunch will be served between 12-12:45pm. Parents/guardians must send lunch from home which should include healthy options and should meet all components of “My Plate,” including grains, protein, veggies and fruit. Milk is offered at school.

We are a nut-free center and families must refrain from sending any peanut containing items. We do not heat lunches in the microwave. Parents/guardians are encouraged to send hot lunches in a thermos or at room temperature.

Afternoon snack is served between 3:00 PM and 3:30 PM. Our snacks include a variety of crackers, fruits, and veggies, as well as cheese and yogurt. We plan our snacks based on the interest of children as well as availability of fresh seasonal fruit/veggies. Snacks will be served with either water or milk to drink.

Infants

Infant meal schedules are flexible based on an individual infant’s needs and demands as well as their individual schedules. Mansfield PALS recognizes that each infant’s nutritional needs are different and they are constantly trying new foods that may result in allergies during this phase of development. Because of this, all milks, solids, snacks, and meals must be provided by the infant’s family.

Clothing

It is important that parents/guardians send their child to school in comfortable, easily manageable clothing. Your child will be participating in a wide range of activities throughout the day, including painting, coloring, climbing, and bike riding. He/she must be able to move freely in clothing that will most likely get very messy throughout the day.

Please note that Mansfield PALS asks that you do not send your child in open-toed shoes to school. We ask this due to safety concerns, both inside and outdoors.

We ask that your child come to school dressed appropriately for the weather and that all their belongings be labeled. Please be sure your child has at least one change of clothing with them each day, in case of accidents.

Health and Safety

Individual Health Care Plan (IHCP)

An IHCP must be on file for any child with an identified chronic illness/challenge by a licensed healthcare provider. The plan must include a description of the diagnosis, its symptoms, any necessary medical treatment that needs to be provided while in care, potential side effects of the treatment and consequences to a child's health if the treatment is not provided. This plan must be updated annually.

Any child that requires emergency medication, such as an epinephrine auto-injector, will be stored in the child's classroom and out of reach of the children, for quick access in the event of an emergency.

Children with Disabilities

An IHCP is needed for a child with diagnosed disabilities so that necessary accommodations may be made to our program and/or staff may be trained on specific health. This is considered on a case-by-case basis.

Management of Infectious Diseases

COVID, Flu, RSV

Mansfield PALS strives to always keep our facility and community safe and healthy. While state and local procedures are constantly changing, Mansfield PALS adheres to all current COVID, flu, and RSV--related policies and procedures as a baseline.

For positive cases in people who spend more than 15 minutes in the building at a time (students, teachers, staff): individuals may return when they are fever-free for 24 hours (without the aid of fever-reducing medication) AND their symptoms are improving overall. If an individual returns before both criteria are met, they will be sent home again until they are safe to return. If an individual is not tested but (a) has a known exposure and (b) is showing symptoms of the respective infectious disease, they will be asked to show a negative test to return the next day.

For positive cases in people who spend less than 15 minutes in the building at a time (caregivers, siblings, other people present at drop-off and pick-up): individuals are asked to make every effort to avoid coming into PALS with a known virus. If circumstances require that they do, they should enter with a mask on and keep 6 feet distance from others. Caregivers can also request a pick-up or drop-off at the front door by messaging staff before arriving.

Mansfield PALS encourages all staff to be fully vaccinated (does not require). Vaccination for children under 5 is not required for enrollment, but also highly encouraged.

Mansfield PALS requires all teachers and students to wash their hands upon arrival into PALS to help manage the spread of infectious diseases.

Illness Policy

At Mansfield PALS, we prioritize the health of the children and staff at the center. While we understand that families need to work, we also need to implement our illness policy to keep the entire facility healthy and safe, and to avoid interruptions to care.

With that in mind, if one or more of the following criteria are met, a student will be sent home:

- Fever of 100 (or higher) degrees Fahrenheit. To confirm temperature, testing will be done on two separate devices, two separate ways (e.g. forehead and under arm) and we take the average of the two.
- Inflammation or discharge of the eyes, with no other medically diagnosed causes
- Vomiting
- More than one instance of diarrhea or loose stool within an hour period
- Too ill/sleepy to participate in daily classroom activities

Please note that if your child is experiencing any or all of these symptoms and needs to go home, they need to be symptom free for 24 hours without the aid of medication in order to return to care. Notes from Doctors or other medical professionals do not impact this policy. If your child requires medication to return to care, please see the medication administration policy. Please note in the policy that if a child is prescribed a new-to-them medication, we recommend they spend the first 24 hours after a first dose at home to be monitored for any signs of an allergic reaction.

For new and unknown rashes, we define this by an area of skin that has changes in texture and color and may look inflamed or irritated (e.g. an unexplained open wound, raised and/or bumpy skin, an irritation area that is growing in size or shape over time, etc). In these cases, students will be sent home and can return to the center once they are seen by a medical professional and cleared to return with a note–even if it is within a 24 hour period.

Parents/guardians will first be notified through the Brightwheel app if their child meets these criteria and must be picked up. If that message is not acknowledged within 15 minutes, an alert will be sent via Brightwheel. If that alert is not acknowledged within 15 minutes, PALS staff will call until they can get a hold of someone to pick up the student–starting with parents/guardians and then going to emergency contacts if necessary. If parents/guardians cannot pick up within the first half-hour, we ask that you contact someone to get them as soon as possible.

Mansfield PALS encourages parents/guardians to disclose to PALS leadership or staff the symptoms and diagnoses of students who are absent or sent home sick so that we can alert other families of known exposures. Mansfield PALS will inform parents/guardians if a child in the program has a communicable disease or condition that your child/children may have been exposed to. In these cases, a notice will be posted outside the classroom or a message will be sent through the Brightwheel app letting the parents/guardians in that room know about the illness. Per our confidentiality policy, no names or specifics will be released in these communications.

If a parent/caregiver consistently does not abide by Mansfield PALS' Health and Safety Policies–including this Illness Policy–-we consider that a violation of our Kindness and Respect Policy (see above) and may result in discharge and/or termination from Mansfield PALS.

Allergies

Parents/guardians must identify all known allergies at the time of enrollment and document it on children's enrollment forms. An allergy list is posted within each classroom with the child's name and their allergy so that educators may protect them from things they are allergic to. An information sheet from the child's licensed healthcare provider that describes the allergy, how the allergy was discovered, side effects of treatment, and what would happen if the child goes untreated must be maintained in the child's file at all times.

Medication Administration

Overall Medication Policy

As a precaution to any adverse reactions, the first dose of any medication must be given at home, and whenever possible, medication should be given at home. Only under extraordinary circumstances and with parental permission will Mansfield PALS administer a first dose. Often, scheduling of medication administration (am/pm doses) can be done at home prior to school and again when returning home. Mansfield PALS must be notified by the parent/guardian when a medication was administered at home before attending school.

Please note:

- Medication will only be accepted into school if the proper documentation is completed and all policies and procedures for accepting medication are followed (see below).
- Medication will only be used for the student whose name is documented and the medication has been authorized for; medication will not be shared.
- Medication will always be kept in a locked container, away from children.
- Medication will be administered in a manner that protects the safety of the child.
- Medications given by the center will be administered by staff designated by the center Director. Staff members will be familiar with the "5 rights of medication administration" and will be informed of the child's health needs prior to administering the medication.

Accepting Medication

All medication must be brought in its original container with the child's name clearly visible on all medication containers. Medication not brought in the original container will not be accepted or administered.

Medication will only be administered as described in the directions on the container. Medication will not be used past its expiration date.

Consent forms from parents/guardians and physicians (if necessary) must be completed and must accompany the medication before administration.

Communication Regarding Medication Administration

Information exchanged between a parent/guardian and the childcare provider about the medication that a child is receiving will remain confidential. Details about the last dose given and next dose required should be exchanged with the child's teacher at drop-off time. Parents/guardians should share any problems taking the medication or adverse reactions with staff at this time. The center Director holds authority to contact the prescribing physician or pharmacist regarding such medication for more information, if necessary.

Storing Medication

Medication will be safely stored in a locked container in a well-lit area, out of children's reach. Medication will not be kept in classrooms where food is prepared or stored unless medication needs to be refrigerated (in a separate locked container). Medication must have child-safe caps.

Empty/Expired/Finished Medication

When a child no longer needs a medication, the unused portion will be returned to the parent/guardian at the end of the day, and given to the parent/guardian directly (not placed in a child's bag, or belongings). If a medication is close to expiration, the Director will notify parent/guardians to bring in a new medication before the expiration date (if necessary)
All medication lids will be closed and locked, regardless of the contents.

Prescription Medications

Required forms:

- Parents/guardians must complete a medication administration authorization form, allowing the school to administer the medication to the child on their behalf.
- Mansfield PALS must receive a doctor's note to administer any prescription medication. This can be in the form of a letter, or the original prescription label on the medication itself.
- The administering of medication at Mansfield PALS will be recorded in a medication log at the center. The date, time, dosage, prescription name and signature of administering authority will be logged.

Administering medication:

- Only the designated staff member/Director will administer medication.
- Prescription medication will only be administered as required by the prescribing physician.
- Prescription medication will only be administered to the child whose name is on the prescription.
- The administration of all medications will be recorded in a medication administration log.

Non-Prescription/Topical Medications

Parents/guardians must complete a medication consent form to allow Mansfield PALS to administer medication to their child.

The administration of all medication will be recorded in a medication administration log. Date, times administered, dosages, prescription name and the name and signature of the person administering the medication will be logged.

Receiving non-prescription/topical medication:

- Non-prescription medication shall be accepted only in its original container.
- Non-prescription medication should be clearly labeled with the child's first and last name.
- The container should be in good condition, so that the name and administration directions can clearly be read.

Administering non-prescription/topical medication

- Only the designated staff/Director will administer medication
- Non-prescription medication will be used only for the child who is confirmed to receive it (medication will not be shared)
- Non-prescription medication may only be dispensed in accordance with the manufacturer's instructions/dosage.
- The administration of all medications will be recorded in the medication administration log.

Hazardous Items

Mansfield PALS has clear guidelines on the identification, use, and storage of dangerous products, plants, and objects. This policy aims to protect the employee, children, families, and visitors to the center from the risks associated with chemical products, medicines, and other such dangerous items used in the school's indoor and outdoor environments. All hazardous/potentially dangerous items must be stored away from the reach of the children and must be kept under lock and key. Personal staff items (such as keys, purses, etc) must be always kept at a minimum of 4 feet high and out of a child's reach.

SIDS Reduction

SIDS is defined as Sudden Infant Death Syndrome in children under 12 months of age. We take great precautions at Mansfield PALS, while putting our infants to sleep. We follow practices that are supported by the U.S. Consumer Product Safety Commission and the American Academy of Pediatrics. These practices are required by Massachusetts Early Education and Care's licensing standards. In addition, Mansfield PALS uses certified cribs in the Infant room that meet the U16 CFR 1219 (standard for full size cribs) and U16 CFR 1220 (standard for non-full size cribs).

Infant cribs should be placed with an observable distance and each crib should be placed 2 feet apart from another crib. Children younger than six months of age at the time of enrollment must

be under direct visual supervision at all times with lights on, including while napping, during the first six weeks they are in care.

Infants nap according to their own schedules. If an infant falls asleep while being held, rocked or out in the stroller, they will be put into his/her crib to continue their sleep. The following precaution shall be taken when placing infants to sleep:

- Every infant twelve months of age or younger will be placed on his/her back for sleeping, unless the child's health care professional orders otherwise in writing.
- No child under 12 months of age shall be placed in a crib containing pillows, blankets, comforters, stuffed animals, or other soft, padded materials;
- Mansfield PALS will ensure that cribs slats are no more than 2-3/8 inches apart and that cribs have firm, properly fitted mattresses with clean coverings and no places to trap small heads.
- There should be no loose items placed in the crib or on the baby which also includes Baby Swaddles with flaps that potentially may come undone, as well as pacifiers with tags.
- Two children shall never share one crib at the same time.
- All parents/guardians will be notified of SIDS risk reduction practices, sleep positioning policies, and arrangements for sleeping all infants on their backs.
- Teachers will be required to complete an online training in Infant Sleep safety at: http://www.eec.state.ma.us/docs1/Workforce_Dev/SIDS%20revised%20self-study.pps
- Alternate infant sleep position or specific instructions that go against our SIDS regulations will require a written and signed physician's note explaining the medical reason why baby sleeps in a position other than on back, or other specific need of the baby.
    - A note will be kept in the baby's file and posted by the crib.
    - All child care providers and substitute/assistants will be informed

As your child grows and matures, cot sleeping will be encouraged between the age of 12 months and 15 months. This will assist your child in the transition from the Infant room to the Toddler room when that occurs, as Toddlers nap on a cot.

Parents/guardians of children in all classrooms are required to provide bedding from home which will be sent home every Friday to be washed and brought back on Monday.

Mandated Reporting

All Mansfield PALS employees will be screened by the appropriate law enforcement agency using the Massachusetts state's background system. Adults will never be alone with children on the premises unless they can be observed by others.

In accordance with our state regulating agency, Mansfield PALS employees and administrators will protect children from abuse and neglect while in the center's care and custody.

Every educator is a mandated reporter under M.G.L. c. 119, § 51A and must make a report to the Department of Children and Families whenever he/she has reasonable cause to believe a child in the program is suffering from serious physical or emotional injury resulting from abuse inflicted upon the child, including but not limited to sexual abuse, or from neglect, including but not limited to malnutrition, no matter where the abuse or neglect may have occurred and by whom it was inflicted.

- The licensee/center Director must notify the Department of Early Education and Care immediately after filing 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 licensee/center Director must notify the Department of Early Education and Care immediately upon learning that a report has been filed naming an educator or person regularly on the child care premises (including household members in family child care) an alleged perpetrator of abuse or neglect of any child.

If it is determined that the information documented warrants a report to the Department of Children and Families, the following procedures shall take place:

1. The designee shall immediately report the suspected abuse and neglect to the local DCF office and file a 51A.
    a. The 24 hour hotline for DCF is (800)792-5200.
    b. When filing a 51A for suspected abuse and neglect, you should have written documentation in front of you, as well as the child's file that contains all necessary information that will be asked by DCF.
    c. Mandated reporters can remain anonymous while filing the report.
    d. Be cooperative and share with the Department all necessary information regarding the past history of this child.
2. After filing with DCF, the designee is required to notify their licensing agency (EEC) regarding the 51A filed.
3. Upon completion of filing via telephone, the designee is required within 48 hours to complete the Mandated Reporter form.
4. A photocopy of the report and the written documentation by the staff is to be forwarded to DCF and DEEC and a copy is placed in the child's file.
5. Mansfield PALS will notify the parent/guardian both in writing and verbally if a report of abuse or neglect is filed.

The program must ensure that any educator accused of the abuse and neglect of a child in a report of the Department of Children and Families, filed pursuant to M.G.L. c. 119, § 51A does not work directly with children until the Department of Children and Families investigation is completed and for such further time as the Department of Early Education and Care requires. If allegations are substantiated, the staff member is relieved of their duties at Mansfield PALS.

Emergency Plan

Immediate Medical Attention

Should a child or staff member receive an injury while at school, an injury report form will be completed. This report includes all the details of the incident which caused the injury, what first aid was provided and who provided it, along with the signature of the witnessing teacher. Once written, a copy will be provided to the parent/guardian within 24 hours of the injury. The parent/guardian will receive a copy and the original signed report will remain both in the child/staff member's file as well as in the center's injury logbook.

Fire Safety

Fire safety drills will be conducted once a month, at various times throughout the day. Evacuation maps are located inside every classroom by the exit doors. The maps are easy to read and quickly accessible. Upon hearing the fire drill sound, each classroom will gather up and account for each child. They will then exit the building at either their first or second listed exit (whichever is safest to do so). The classroom will proceed to the designated center meeting spot and the teacher will review attendance, making sure all children are all present and accounted for. Should this be a drill, the Director will take center-wide attendance and once deemed safe, all children/staff may return to their classrooms. In the event of an actual emergency, 911 will be called immediately. Parents/guardians will be notified of each fire drill and a log will be kept on site at all times.

Contingency Plan for Emergency Situations

In case of a Fire, Natural Disaster, or Emergency Situations such a chemical spill, bomb threats, or other emergency situations that would call for immediate evacuation, the children will be evacuated immediately according to each diagram posted in each classroom next to each emergency exit and proceed to the designated center meeting area. If the event requires students and staff to leave the premises, we will walk together to the Elk's Lodge located at 140 North Main St, Mansfield, MA 02048.

Classroom teachers are responsible for bringing each child's emergency contact information along during any evacuation as well as their attendance sheets to ensure all children are accounted for and evacuated. Administrators are responsible for bringing a cell phone to ensure the proper authorities for immediate contact and further instruction, as well as water, dry snacks, and extra diapers/wipes. After evacuation, the Director will walk through the center to ensure it's clear and all children are accounted for in an attendance check. Once the children are moved to this new location, accounted for, and safely cared for, the center staff will begin to notify parents/guardians via phone as to the emergency, their child's welfare and where to pick up their child/children.

In the event that an emergency situation would result in a **lock-down** of the center, administration will contact local authorities immediately and inform them of the situation at hand and follow their instruction until the threat is resolved.

In a situation that requires lock down or potential storm threat, the children will be directed to the safest place within the center and kept away from all windows and doors.

Mansfield PALS regularly keeps all doors locked on the outside of the building, although they can be opened for emergency exit from within the center. The center uses a video security system for entry, in which one must be let in via a buzzer for the door to unlock from the outside.

In case of a **power outage**, the building is equipped with emergency lighting as well as many windows for natural lighting. The center has a town water supply system, so the water will not be affected. The fire detection system is equipped with a battery back-up and the center-supplied classroom cellphones will be used in case of emergency. Administration communicates regularly with the landlord of the center to be informed about where and how to operate emergency shutoff valves.

In the case of **loss of heat** during the winter months/cold temperatures, we would begin a non-emergency evacuation at the discretion of the center Director. This would involve calling each child's parents/guardians individually, starting with the youngest ones' first. During the evacuation process, children will be kept warm by using their own coat, hat/mittens from home as well as naptime blankets they may have (as well as extras from the center).

In the case of **loss of water** in a non-emergency, temporary situation, water can be obtained by the gallon for purchase at the local corner market. In the event of extreme, prolonged water loss due to storm or other natural disaster, the center would begin a non-emergency evacuation for all children, starting with the youngest first.

In the case of a **missing child**, the center will proceed with the following steps:

- A staff member will search the premises for the missing child. Each area that a child could potentially be located will be searched, as well as all outdoor areas of the facility.
- The staff member/Director will double check the attendance and sign in/out log.
- If the child is not located after all the potential hiding spots have been exhausted, 911 will be called. The staff member responsible for the child will call 911, since they are the most capable of giving an accurate detail of the child's clothes, identifying marks, etc.
- The center will then enter a lock-down procedure with all entry and exit points locked and monitored by a staff member, letting no one enter or exit the facility.
- The center Director will notify the child's parent/guardian of the missing child.
- Throughout the search, the Director will stay on site at the school, to be the contact person for the police department, as well as the child's parent/guardian.
- Should the child remain missing, the police will be asked to issue an Amber Alert by the Director.

Emergency Consent Forms

Emergency consent forms must be completed by a parent/guardian upon enrollment in the center. A copy of these forms are located within the center at all times and are located within each classroom's emergency backpack.

Emergency Phone Numbers

Police, Fire and Rescue	911
You are located at	Mansfield PALS (Inside of the congregational church) 17 West St. Mansfield, MA. 02048 (508-203-7781)
Poison Control Center	1-800-682-9211
DCYF Hotline	1-800-792-5200
Sturdy Memorial Hospital	508-222-5200 Emergency room ext. 3333
Emergency Backup	Elk's Lodge 140 North Main St. Mansfield Ma. (Walking: turn right onto Fulton St, left onto north main; Elk's lodge is 900 feet down on the left)
General Business Police	508-261-7300
General Business Fire	508-261-7493
Mansfield Board of Health	508-261-7366
Healthcare Consultant	Carol McIsaac, R.N. 508-243-9957

Transportation

Mansfield PALS does not provide any form of transportation to children at this time. Parents/guardians are responsible for drop off and pick up.

In case of an emergency concerning a power outage, heat/water issue when children cannot stay at the daycare, parents/guardians will be contacted to pick up their child(ren). In case of an emergency concerning fire, when children cannot return to the center, they will be walked to the Mansfield Elk's Lodge (140 North Main St, Mansfield, MA 02048) from where parents/guardians will be contacted to pick up.

For any future events that may require transportation, Mansfield PALS will arrange a licensed transportation service accordingly.

In the event of a field trip, the children will be walked (by the teachers and the Director) to their destination (within a reasonable walking distance).

Transportation forms and policies are updated annually, should any conditions change.

Items Needed on First Day

Please label everything you bring in for your child. If in doubt, label!

Infants

- ☐ A bulk-supply of diapers and wipes
- ☐ Diaper cream
- ☐ Sunscreen (if over 12 months)
- ☐ Two sets of extra clothes (including socks and shoes)
- ☐ Bottles (if applicable)
- ☐ Milk, formula, breastmilk (PALS only supplies water for infants)
- ☐ A lunch (if applicable; reminder: Mansfield PALS is a nut-free center)
- ☐ Snacks for morning and afternoon (if applicable)
- ☐ A standard pack-and-play sheet (and blanket if over 12 months of age)

**Please note: students should wear closed toed indoor shoes for safety in the center. For infants, grippy socks/slippers are ok too!

Toddlers and Preschoolers

- ☐ A bulk-supply of diapers and wipes (if applicable)
- ☐ Diaper cream and sunscreen
- ☐ Two sets of extra clothes (including socks, shoes, and extra underwear, if applicable)
- ☐ A lunch (Reminder: Mansfield PALS is a nut-free center. PALS provides AM/PM snacks in the toddler and preschool rooms.)
- ☐ Napping gear – either a blanket and crib-sized sheet OR a sleeping bag (ones like this work great!)

**Please note: students should wear closed toed indoor shoes for safety in the center.