

**Staff:** The staff in our program consists of a Lead Teacher and a Teacher Aide. Additional support staff may be required to cover teacher breaks.

**Drop Off/Pick Up:** Class will take place in room 18 for full-day programming, and room 12 for half-day programming. Parents are required to drop off and pick up their child in the classroom each day.

**Hours of Operation:** Our full-day program begins at 8:00am and closes at 4:00pm. Half-day programs begin at 8:30am and end at 11:30am. If you are running late when picking up, please call Colleen in the office at 978-251-5151. A late pick-up fee will be assessed at the rate of $10 for each 15 minutes or portion thereof. If you are late consistently, your child will be removed from the program with no refund provided.

***Parent Communication:*** The classroom teachers will greet each family and catch up on any important information at drop off and pick up. The children are in the room at this time, so conversations will need to be brief. Any personal information or concerns will be discussed away from the children. Please feel free to set up an appointment for a phone conversation with your child’s teacher.

**Registration:** Full payment for any Summer Splash program is required at time of registration. All registrations are non-refundable.

**Sibling Discounts:** No sibling discounts are available.

**Lunch and Snacks:** Lunch and snacks will NOT be provided during Summer Splash programming. Parents are required to send snacks, lunch (if full-day), and water (in an appropriate, re-fillable water bottle) daily for students. We are a peanut-free program and we check to ensure items are peanut-free. Lunch and/or snacks will be facilitated in the classroom space daily. We are unable to heat or refrigerate lunches.

**Personal Toys:** We discourage bringing personal toys to our program, as we cannot be responsible for them.

**Birthdays:** Due to food allergies, we need to be extremely cautious with food. We feel every child deserves a special celebration for their special day. If parents wish to contribute to their child’s special day, there are several non-food options to make the day more festive: decorative plates, birthday hates, non-food goodie bags, or a book for the classroom. Please remember that if you are sending

birthday party invitations, mail them directly, unless the entire class is invited. We do not want any children to have hurt feelings. Thank you.

**Open Door Policy/Visitors Policy:** As with all Community Education programs, Summer Splash has an open-door policy. You are encouraged to participate with your child as time permits. Free play time is a great time to explore the classroom with your child. If you would like to facilitate an activity, or read a story, please meet with your teacher to schedule an appropriate time.

**Clothing and Supplies:** Please remember that proper attire is required for children to participate in outdoor activities. Please make sure you send your child in comfortable clothing that they can play in and get messy. We request that all children wear closed toe shoes, preferably sneakers. There will be outside play (weather permitting) on most days. Please apply sunscreen prior to your arrival. Sunscreen may be re-applied for afternoon play but sunscreen must be provided by you. Outside water play will take place whenever possible for full-day programs. Please be sure to pack your child a bathing suit and beach towel daily. Half-day programs may have water play but will be determined by the instructor and communicated to parents in advance. Based on our students ages, this classroom will have a quiet rest/activity in lieu of a nap – no mat materials are required.

**Bathroom Use:**  Children can use the bathroom at any time, with staff supervision. All students must be **fully** potty trained to attend our summer programming.

**Injury/Incident Reports:** Minor bumps and scratches will be communicated to the parents verbally, or through email. Reports will be completed by attending staff members for all injuries to a child when the nurse is not available. This includes those requiring basic first aid and beyond. Injury/Incident report forms are completed all events related to behavioral incidents, accidents, property destruction and emergencies. An Injury/Incident form will be completed on the day of the injury/incident by the attending staff member. The form is reviewed and signed by the teacher and parent. An original will be maintained in the Community Education Office.

**Health Care and Medication Administration:** There is no guaranteed nursing staff in our building during summer programming. A staff member trained in first aid and CPR will assist with medical issues if necessary/required.

**Illness:** We are recommending that children do not come to Summer Splash if they appear to be ill. It is advisable to keep the child home if he/she has a sore throat, severe cold, rash, fever, vomiting and/or diarrhea. Your child needs to stay home or will be sent home if he/she has any of the following:

Strep Throat: if you suspect he/she has strep throat and until the child has had a negative throat culture or has been on antibiotics and fever free for a full 24 hours.

A fever over 100: may return to school when he/she is fever free for 24 hours without medication (e.g. Tylenol or Advil).

Vomiting and/or diarrhea: may return to school 24 hours after his/her vomiting and/or diarrhea episode.

Red or pink itchy eyes with crusty and or green/yellow drainage: may return to school the day after treated for 24 hours or has no further eye discharge.

Head Lice: a student will be sent home from school if live lice are found; the school will provide an information sheet. A student may return after being treated and the school nurse confirms no live lice are present.

A rash or unknown cause: may require MD clearance at the discretion of the school nurse.

If he/she is unable to participate in daily activities (e.g., due to excessive fatigue or discomfort).

If a child is too ill to remain in school, the nurse will call parent/guardian and or emergency contact numbers for dismissal. Parents are required to notify the school if your child contracts any contagious diseases (e.g. Chicken Pox, Strep Throat, Whooping Cough, Fifth’s Disease, Conjunctivitis, Scabies).

If a child has been absent due to a communicable disease or injury, a physician’s release may be required before returning to school.

If a child has had a medical procedure/operation, a doctor’s note is required clearly stating “no restrictions”; or any restrictions must be cleared by our staff prior to return to the program.

**Medication Policy (Health Services Requirements):**  It is the policy of Chelmsford Public Schools to administer medications during the summer program only when necessary. If at any time during the summer program, your child requires administration of any medications during the school day only when necessary, then please contact Colleen Smith at 978-251-5151 x6091 or [smithc@chelmsford.k12.ma.us](mailto:smithc@chelmsford.k12.ma.us)

**Behavior Management**: Summer Splash believes in positive guidance. This policy will be consistent for all children. We realize that all children are at different developmental stages. All guidance will be reasonable with the child’s needs and understanding and is meant to encourage children to maximize his/her growth and development.

The following procedure will be used in our classroom to help foster appropriate behavior for all children:

Step One: Clear limits and expectations will be set. (No child will be expected to follow a limit or policy that they are too young to fully understand.)

Step Two: Children will be redirected to a more appropriate behavior or task (children will be offered choices to encourage them to follow the guidelines of our classroom).

Step Three: Children will be provided with logical consequences/choices. Examples may include the following: “You can clean up your toy by yourself, or I will help you.” “If you chose to run in the block area, you will need to choose a new place to play".

Step Four: Children will be asked to settle down independently or with a teacher. They will be able to return to the activity or play when they are ready. Children will be encouraged to verbalize their feelings and emotions in all situations.

Physical or verbal abuse and ridicule will not be tolerated. No child will be denied food, outside play or use of the bathroom for any reason. No child will ever be force-fed. There will be no punishment for soiled clothing or not using the toilet.

During challenging situations, the teachers will work with the child and help him/her regain composure. The child will return to the activity after the conflict has been resolved. The teacher will repeat this action as long as necessary to help the child. Parents will be informed of struggles and successes through daily communications.

Severe or continued problems may result in a temporary or permanent removal from our program.

**Evacuation/Natural Disaster Policy**: The Chelmsford Community Education Center

has an emergency plan in place. Staff members are trained to respond if a crisis should arise at our site. Parents are welcome to review this policy if they wish.

**Written Policy For Reporting Abuse Or Neglect:** Many factors contribute to the maltreatment of

children which makes the identification of child abuse and neglect a complex matter.

Child Care providers are required to report all suspected cases of abuse and neglect. They are mandated reporters. If there are any signs of abuse or neglect, teachers are able to report it to the supervisor, director, or nurse. At that time a decision will be made whether a 51A report is required. We are not required to inform the parents of this report.

In the case that a staff member is accused of abuse or neglect of a child, immediate action

will be taken. The employee will be immediately removed from contact with children and may be suspended without pay until the allegations have been proven false.

**CommEd will no longer be offering refunds for absences due to COVID-19 cases, including exposures, close contacts in or out of our program, positive cases and/or mandated quarantine.**

A letter from the Nurse:

Dear Parents and/or Guardians:  
  
**Massachusetts State Laws** require children attending childcare or preschool programs to have documentation of the following items:

* **4 or more doses DtaP vaccine**
* **3 or more doses of Polio vaccine**
* **1 dose of MMR vaccine**
* **1-4 doses of HIB vaccine**
  + The number of doses required of HIB vaccine is dependent on the type of HIB vaccine that was administered. Most children do require 4, if your child has had less than 4 please speak to your child’s physician about the number required.
* **3 doses of Hepatitis B vaccine**
  + **1 dose of Varicella vaccine or a physician-certified reliable history of the chickenpox disease** If submitting documentation of the disease, it must contain the month and year.
* **A current or past Lead test documentation**
* **A current/up to date physical**
  + Only a dated 2023 physical will be accepted as a current/up to date physical
  + Typically, insurance companies will only cover up to one physical per year.
  + Therefore, at this time if your child has only had a 2022 physical then please submit that. However, as soon as your child’s 2023 physical is completed please promptly submit it.

**Regarding: Returning Students**: Your child’s health records are mostly likely only in need of an updated physical, so please submit your child’s 2022/2023 physical as soon as it is completed.

**Regarding: New Students**: In order for your child to attend a Chelmsford Community Education childcare or preschool program, you must submit ALL the above information prior to your child’s start date in order for your child to attend such programs.

**Regarding: All Students:**

The Lead Test is commonly missing from submitted physicals/immunizations. Please make sure this is included in your form.

The Emergency Health and Medical Information Form must be signed in order for the program to have the proper permission and to ensure the information is correct.