

# **Preschool Extended Care Program**

**Mashpee Recreation**

**Parent Handbook  
2024-2025**

Mashpee Recreation Department  
520 Main Street  
Mashpee, MA 02649  
Office – 508-539-1416  
Fax – 508-419-1161

Dear Parents:

It is with great pride that we welcome you to the Preschool Extended Care Program. We are excited for a new school year to begin and to get to know you and your child.

The Mashpee Recreation Department provides a safe, educational environment that will allow your child to enjoy his/her preschool time in a semi-structured, supervised and nurturing atmosphere. Through classroom activities, field trips, special projects and recreation time, your child will have the opportunity to be creative, challenged, form new friendships and learn social skills. We are accredited by the Commonwealth of Massachusetts Department of Early Education and Care.

The parent handbook was designed as a guide to policies and regulations that we follow. There may be situations that are not defined by this handbook but can be addressed on a case-by-case basis. We hope this handbook provides you with information you need. If you have further questions, feel free to contact us.

Sincerely,

Mary Bradbury  
Mashpee Recreation Director

## About Us

The Preschool Extended Care Program provides a safe and fun program. It is operated by the Town of Mashpee Recreation Department. We are accredited by the Commonwealth of Massachusetts Department of Early Education and Care (EEC). We follow EEC regulations. A copy of these regulations can be found at the childcare center or can be located online at the EEC homepage under Laws, Regulations and Policies - Family, Group and School Age Child Care Regulations. The Department of Early Education and Care is located at 21 Spring Street, Taunton, MA 02780. The phone number is 508-828-5025.

Our philosophy embraces the “whole child” approach that emphasizes the social, emotional, physical and cognitive development of each child. We feel learning is an interactive process in which children construct their own knowledge through active exploration of their environment and through child-directed, teacher-supported play. Children in our program engage in a variety of developmentally appropriate activities including fine and gross motor skills, dramatic play, art, science and music.

### Goals of the Program

Our program strives to meet the various developmental needs of the child by :

#### Social Engagement

- providing an atmosphere which fosters interaction between the children
- encouraging the children to share through our interactive stations (writing table, arts and craft table, library corner, science center)
- encouraging independence in each child so that the transition to the next developmental stage is successful
- engaging the children in conversations and eating with the children during snack times

#### Emotional Development

- building confidence and self-worth
- acknowledging the feelings of each child, emotions are validated
- providing opportunities for the children to be exposed to new experiences and the world around them

#### Physical Activity

- providing outdoor playground activities and equipment and indoor classroom equipment to foster gross motor skills
- scheduling daily group activities to promote physical body awareness
- developing fine motor skills through the use of art supplies, scissors and manipulatives

#### Community Resources

- developing a list of Human Services organizations available to the preschool children and their families
- referring children to necessary services when appropriate

**Staff Development**

- supporting educational and professional training opportunities for staff
- maintaining a resource library with pertinent child care/preschool/educational information
- holding monthly staff meetings for planning purposes and open discussion

**Health, Safety and Nutrition**

- encouraging independence through routine tasks such as toileting, hand washing, snack and fire drills
- encouraging a child's self-help skills in a positive manner
- ongoing staff supervision and engagement at all times

**Community Referral Services**

The Preschool Extended Care program has established a referral program to assist parents in finding and obtaining additional programs or assistance should this be needed. In no way does the program, nor the Town of Mashpee, endorse the referred agency or program – but these referral agencies are given as a community resource. Please contact the recreation Director for more information and/or a list of community resources available.

**Abuse of Children**

Department of Children & Family Services

<http://www.mass.gov>

800-792-5200

Parents Anonymous

800-882-1250

**Childcare, early education, developmental intervention and family support services**

Department of Early Education & Care

<http://www.mass.gov>

617-988-6600

**Crisis Intervention**

Crisis Intervention Services

508-778-4627 x 4628 or 800-322-1356

**Financial Assistance**

Child Care Network of the Cape and Islands

<http://www.childcarenetwork.cc/>

(888) 530-2430

## **Hospital/Health Services**

Cape Cod Hospital - 508-771-1800

Falmouth Hospital - 508-548-5300

## **Insurance - Health**

Children's Medical Security Plan (through MA Office of Health and Human Services)

<http://www.mass.gov>

1-800-909-2677

Mass Health Customer Service Center

<http://www.mass.gov>

1-800-841-2900

## **Mental Health**

Psychiatric Center at Cape Cod Hospital

<http://www.capecodhealth.org/services/behavioral-health>

800-545-5014 or 508-862-5566

## **Parental Stress Line**

800-632-8188

## **Poison Control**

800-682-9211

## **Shelter/Emergency Housing**

Housing Assistance Corporation of Cape Cod

<http://www.haconcapecod.org/>

508-771-5400

## **Special Needs**

Mashpee Public Schools - Special Needs Director (Jaime Curley)

<http://www.mashpee.k12.ma.us/>

508-539-3600 ext. 1500

A listing of additional community resources is available in the Mashpee Information Handbook available at the Town Hall.

# **Preschool Extended Care Program Policies**

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## **Allergies**

The site is committed to providing a safe food environment for all children. Please notify a staff member immediately if your child has allergies or food restrictions. The Preschool Extended Care Program will make accommodations for any and all children when necessary. We do not restrict certain foods such as peanuts as a general rule however we will provide a “peanut free” table in the classroom. Children who sit at the table will have peanut free snacks. This is done on a voluntary basis. **If your child has a food allergy, you will be required to fill out an Individual Health Plan.**

## **Attendance**

If your child is going to be absent from the program, please report the absence to the Recreation office at 508-539-1416 or by e-mailing [recattendance@mashpeema.gov](mailto:recattendance@mashpeema.gov)

## **Behavior Issues/Child Guidance**

The most effective means of enforcing positive behaviors are praise, respect, re-direction and positive reinforcement and strategies to engage children in their own problem solving when appropriate. The center will actively work with parents to resolve any ongoing behavioral issues at school. Discipline and guidance will be consistent and based on an understanding of the individual needs and development of a child. The staff shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group of individuals within it.

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

At pick-up time, arrangements will be made to further discuss and address any issues. We do not tolerate any behavior resulting in physical harm to anyone. Safety is our priority. Termination of services is considered as a last resort of an action plan.

## **Children’s Records**

A folder with all required information is kept on each child. This is available at all times to the Health Department, EEC and the child’s parent/guardian. Information is not given out without the parent’s consent. Our staff collaborates with local elementary school teachers as necessary, when information is requested.

## **Weather Related Closures**

In situations such as a weather alert/electrical-power outage/or other emergency situation, the program staff will contact the parents/guardians and the children should be picked up as quickly as possible. Staff will stay with the children until all are picked up.

### **Evacuation Plan**

In the event of an emergency due to a fire, natural disaster or other emergency situation, the children will be evacuated from the building and parents will be notified. The children will be brought to the designated town shelter (Quashnet School or Mashpee High School) by town van or bus and parents will be asked to pick up their child immediately.

### **Illness and Emergency Care**

**Illness-** Children should be kept home unless well enough to participate in the day's activities. If the child cannot fully participate in the day's activities they will not be allowed to stay. Parents will be notified to pick up their child if the child is unable to participate in scheduled activities due to illness.

If the child has a serious illness or shows symptoms or has a communicable disease (ex. chicken pox, mumps, measles, lice, scabies, etc.), please notify the program immediately. The staff will never reveal the child's name but must inform other parents. The child will not be allowed to stay at the program while infectious.

Any of the following symptoms may suggest possible severe illness: fever, lethargy, irritability, persistent crying, difficulty breathing or other manifestations of possible illness.

- Fever: (100 degrees or higher) child needs to be fever free for 24 hours without the aid of medication
- Antibiotics - If your pediatrician prescribes antibiotics, the child must be on antibiotics for 24 hours before returning to school.
- Diarrhea – child must be symptom free for 24 hours without aid of medication
- Vomiting – child must be symptom free for 24 hours without aid of medication
- Cold – yellow nasal discharge with runny eyes, fever and persistent cough
- Rash – check with doctor
- Lice – can return 24 hours after treatment and after checked by a medical professional

Communicable Diseases – child may return after contagious period has passed and well enough to return to regularly scheduled activities.

**Emergency Care-** In the event of an emergency, the parent/guardian will be notified immediately. All Emergency telephone numbers must be local to facilitate quick response for the child's benefit. If the parent/guardian cannot be reached, the emergency name and number listed will be notified of the incident/illness. It is expected that either the parent/guardian or emergency person listed will respond as quickly as possible in accordance with the teacher's

instructions. This will greatly enhance the well-being of all the children in the program. Please ensure the emergency contact information is correct and updated as required.

The Mashpee Rescue and/or Police, who shall be called whenever there is a life-threatening situation, will provide transportation to medical/first aid facilities. In non-life threatening situations where transportation is needed to a medical facility, Mashpee Rescue will be called to transport. Staff are certified in CPR and basic First Aid.

### **Release Forms**

As part of the registration process, parents will be required to initial release forms (transportation, photographs/video, field trips and “G” rated movie viewing), sunscreen applications. Photo releases allow the teachers to photograph and document the child’s learning and school experience. If you do not want your child to be photographed, please make sure that you clearly mark this on the form.

### **Reporting Child Abuse or Neglect**

Per state law, the Director will notify the Department of Child and Family Services and the Department of Early Education and Care if child abuse or neglect is suspected.

### **Termination Policy**

Termination and/or suspension is always considered as a last resort. In the event there is a child with very challenging behaviors, the teacher will inform the director. The director will observe the child and offer suggestions to the educator as well as intervening to stop the behavior. A meeting with the parents will be scheduled to discuss strategies and options (other than suspension/termination). A plan for behavioral intervention for school as well as at home will be implemented. If the program chooses to suspend/terminate a child for any reason, the program will provide written documentation to the parents with specific reasons and the circumstances under which the child may return, if any.

### **Emergency Procedures when off the premises**

In cases of student injury or a medical emergency when the children/staff are off premises, the following procedures will apply:

1. Before the scheduled field trip, the Teacher or designee will have pertinent information readily available in regards to emergency response teams near the visiting areas.
2. The Teacher or designee will have available all emergency forms for each child indicating the means of contacting the parent, guardian or emergency person.
3. The Teacher will have phone numbers to contact the Director so that the Director can contact the parent or guardian.
4. If an emergency occurs, the Teacher/designee will accompany the child to the emergency medical facility with the emergency treatment forms and will stay with the child until the parent or guardian arrives.



**Life Threatening:**

Notify Rescue/Ambulance  
Administer CPR  
Stop Bleeding  
Call Parent/Guardian

**Non-Life Threatening**

Administer First Aid  
Notify Parent/Guardian

**Emergency Procedures if parents cannot be contacted:**

In case of a student injury or medical emergency, the staff person in charge will:

1. If unable to reach parent/guardian, the staff person will contact the person listed as the emergency contact in the child's file.
2. If emergency treatment is needed, the staff person will call 911 for transportation. If an ambulance is not available, the staff person will transport the child to the hospital emergency room listed on the child's form. The staff person will always use the best possible means of transportation for the child

**Emergency Plan**

In the event of an emergency at the site due to a loss of power, heat, hot water or other emergency situation (weather), the director and staff will immediately notify the parent by phone and e-mail (from the Recreation office) that the center is closing and their child must be picked up as soon as possible.

In the event of an emergency due to a fire, the children will be evacuated from the building and the parents will immediately be notified. In the event of a natural disaster or other situation, the director will contact the Fire Chief /Police Chief for advisement of whether or not to evacuate the building.

In the event the building must be evacuated, the local authorities will advise where to shelter the children. The children will be transported by bus or van. The designated town shelters are Quashnet Elementary School and/or the Mashpee High School. Staff will inform parents of the evacuation location and ask that the child be picked up as soon as possible.

Posted by the door in each room, there are EEC approved evacuation routes for each classroom. Each classroom has a designated area outside at which to meet after the evacuation. After the building has been evacuated, the director will notify the Fire Department by cell phone alerting them to the emergency.

The teacher in each room will check the entire room (including bathrooms) to ensure every child and staff person has left the building. All attendance sheets will be brought outside with the teacher so that all children can be accounted.

The director will check all the offices and bathrooms not in the classroom to ensure all staff and children have left the building. In the event there are children with disabilities, a staff person (or director) will assist that child during evacuation to ensure safety.

Fire drills are practiced on a monthly basis at different times of the day as well as using alternative exits. In the event of an emergency and the phones at the Preschool Extended Care Program are not in working order, our cell phone number is 508-648-4571. This phone is also used by the staff when outdoors or on field trips.

## **Missing Child**

- Attendance records are always with the teachers whether inside or outside.
- Teachers are responsible for keeping every child within sight while they are in the care of the program.
- All children are accounted for before they go out on the playground, or on a field trip. The teacher will take attendance before leaving the building, and before reentering the building.
- The teacher will at all times know the exact number of children in their care.
- The teacher will count the number of children present in the classroom, on the playground, going on a field trip, and boarding and exiting the bus, or any other time they are with children.
- In the event that a child is found missing, the Site Coordinator (or staff person in charge) will alert all present staff as to the disappearance of the child.
- The available staff will conduct a search for the child.
- All pertinent parties (police, parents, Recreation Director) will be notified of the missing child and staff and others will look for the child until he/she is found.

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## Payment Policy

- Student tuition payment is due on the first business day of each month
- There are no monetary adjustments made for missed classes, vacations, holidays or sick days. (\*Extended absences from school i.e. family vacation/trip, out of country for 6 weeks, please notify the Recreation Office)
- All requests for changes in schedule must be received in writing at least 2 weeks prior (days attending, dropping from program, etc.). If a two-week notice is not given in writing, you will be billed for the next billing cycle.
- Mashpee Recreation reserves the right to suspend an overdue account and you/your child will not be allowed to enroll in any further town-sponsored programming. Seriously overdue accounts will be sent to collections.
- Accepted forms of payment include:
  - Automatic payments using a Visa/Mastercard can be arranged through the Town of Mashpee Recreation Department. Please fill out the auto pay form provided in the registration packet
  - Checks made payable to the Town of Mashpee must be dropped off at the Town of Mashpee Recreation Department.
  - Money order or cash must be dropped off at the Town of Mashpee Recreation Department.

Updated 5/10/2024