

## **Lighthouse Learning Center Philosophy**

Working parents are faced with the difficult task of locating child care services that meet their demands as well as the developmental needs of their children. Often the match is difficult. We recognize the importance for working parents to have a quality child care facility available to them. We also realize that child care should be designed to satisfy the needs and resources of parents. We believe Lighthouse Learning Center meets these criteria. It is our mission to provide the highest standards of child care and education during the critical early learning years.

Lighthouse Learning Center's goals and objectives are simple. We offer a relaxed setting geared to the needs and interest of each child. We take into consideration individual and special abilities, as well as family cultural patterns. The children are free to learn by playing and exploring areas of the classroom. They acquire important social skills by interacting with peers and adults. Children are guided to critical learning experiences that form the building blocks of healthy development and prepare them for academic success.

### **Operation**

Lighthouse Learning Center is a licensed program serving children from infancy through school age. Our hours of operation are from 6:30 a.m. to 5:30 p.m., Monday through Friday. Children are enrolled in a full-time program designed for working parents and part-time for parents in need of a quality program for preschool-age children. Our curriculum is generated by adhering to the Massachusetts Curriculum Frameworks. Each child graduates our preschool program by completing age-appropriate designations from the Frameworks.

The program at Lighthouse Learning Center does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability, sexual orientation, or marital status.

Applications are accepted from the parent or guardian. A child's enrollment is based upon the availability of spaces in a particular program and the date of the application. In the event of full enrollment at Lighthouse Learning Center, the child will be placed on a waiting list. The parent or guardian will be notified when a vacancy occurs within a particular desired program.

## **Lighthouse Learning Center Parent Information**

### **Parent Rights**

Prior to enrollment, parent and child are encouraged to visit the center to meet the staff. After enrollment, parents are permitted and encouraged to visit the program and the child's room while the child is present. Volunteering by the parents is highly recommended to make your child's transition to our center more smooth. Suggestions from parents are accepted, evaluated, and implemented where appropriate. Individual conferences with the program director are made available for parental input.

### **Parent Conference**

Staff will be made available for individual parent conferences at the parent's request. Every December and June a written progress report will be prepared regarding the participation of each child in the center. Children with special needs who are on an individual educational plan will have progress reports completed every three months. A copy will be placed in the child's records. Another copy will be given to the parent along with the opportunity to discuss the report during an individual conference. Any problems in development or significant changes in behavior will be reported to the parent. An Open House will be held every October and March to give parents an opportunity to discuss any issues that should arise. They are held after closing hours so it is more convenient for both parents to attend. Specific dates for this event is posted in our monthly newsletter.

### **Procedures for Emergency Health Care**

**a.** In the event of an emergency, staff members trained in emergency first aid will call for assistance and tend to the child until help arrives. Serious medical attention will require an ambulance. If a family member cannot be reached the director will accompany the child to the hospital and stay with the child until a family member arrives.

**b.** Parents will be notified immediately of any medical emergency. If parents cannot be reached the person or persons on the emergency form will be notified. It is imperative that parents update emergency card information whenever changes occur.

### **Illness Exclusion Policy**

Children are excluded from attending the program during periods of serious illness, contagious disease and reportable diseases in conformance with regulations and recommendations set by the Department of Public Health, Division of Communicable Disease Control. If a communicable disease has been introduced to the children in the center and the Department of Public Health requires, the center will disclose in writing, informing parents of such occurrence. Specific information about the infectious disease will be revealed to parents, referring to chapter 17 of the Health In Daycare published by the Massachusetts Department of Public Health. Children will not be allowed to return to the center until they have met the conditions of the public health guidelines.

- Some of the illnesses that exclude children from the center are chicken pox, strep throat, conjunctivitis, ring worm, poison ivy, scabies, impetigo, head lice, or body temperature over 100 degrees with persistent vomiting and diarrhea. Children will be allowed to return when they no longer exhibit symptoms of sickness and are no longer contagious. The parent must show proof that the child has been evaluated by a physician, physician assistant, or nurse practitioner and is considered to pose no serious health risk to themselves, to other children, or staff.
- Parents have the responsibility to report all illnesses and contagious diseases to the center. It is the director's responsibility to make parents aware of any contagious illness or disease that has been introduced to the center and to inform them of Mass Department of Public Health guidelines.

**\*A copy of Lighthouse Learning Center's Health Care Policy is available at the center upon request.**

### **Field Trips**

Children are not allowed to participate in field trips with out a permission form signed by a parent/guardian. Trembley's bus company will transport children to field trip locations. Emergency card information will be included for each child as well as a first aid kit, individual medication, and the Health Care Policy.

### **Administering Medication**

- a. Prescription medication will not be administered without written order from a physician along with written authorization from the parent/guardian. Medication must be in its original, labeled container. Only the specified child will be given the medication, with label instructions followed for proper dosage, number of times per day and number of days administered. Any difference in medication instructions than the label instructions must be put in writing by the physician.
- b. Non-prescription medication will not be administered without written consent from the child's physician and parent. This note must include child's name, name of medication, dosage, and signature of physician. Medication must be kept in its original container.

### **Children Records**

Information contained in a child's record is confidential and will not be released without written consent of the parent/guardian. The parent will be notified if the child's record is subpoenaed. Parents will not be denied access to a child's records. Copies of any part of the child's record will be made available to the parent at no cost. A log will be maintained showing any release of information. It will include the name, signature and position of the person releasing the information. The log will also include the date, the portion of the record released and the purpose of such release.

### **Parent Responsibilities**

As the parent you have a responsibility to:

- Bring children who are adequately rested and in good health
- Bring children clean and properly dressed
- Provide the center with a spare set of clothes for your child

- Keep emergency information updated
- Inform the center if your child has been exposed to a contagious disease
- Inform center if your child has allergies
- Make sure someone is always home to take the child off the bus (bus availability only)
- Drop off and pick up child from center on time
- Pay tuition on time
- Make sure children don't bring in toys from home
- A copy of your child's most recent physical, immunizations, and lead test is required before admission.

### **Drop-off and Pick-up**

To ensure that each child is safe and supervised at all times, a parent/guardian must accompany the child to a designated classroom in a timely fashion. This is required due to staffing patterns based upon the number of children planned for a particular time.

**Please DO NOT leave unattended children (siblings) in cars or cars running while bringing students into the center. Parents are responsible for checking their child in and out of the center each day (electronically).** Early drop-off or late pick-up could result in under-staffing for the amount of children at the center. Arrangements for additional time can be made in advance by speaking with the director. Children will be released only to a parent/guardian or to persons designated on the Child Release Form. There will be a late fee of **\$1.00** for every minute late without notifying the center.

### **Absences**

It is very important that a parent call to notify the center (758-4884) if your child will not be attending school or arriving late. We will worry if we do not hear from you.

### **Clothing and Personal Property**

- Send children with simple clothing that is free of complicated fasteners.
- Provide clothing that is easy to clean from arts and crafts activities and outdoor play.
- Provide outerwear that is appropriate for the weather.
- Please label your child's clothing.
- If your child is sent home in clothing provided by the center please return as soon as possible.
- Provide the center with extra clothing, socks, underwear, etc.
- Provide the center with diapers/baby wipes (an additional charge of 50 cents/diaper will be added to your tuition if we are not supplied adequately)

### **Nutritious Lunch**

**Examples for Lunch:** Tuna fish, chicken nuggets, meat loaf, potatoes, rice, vegetables, fruit, milk.

**Examples for Snacks:** Apples, raisins, oranges, carrot sticks, crackers, yogurt.

### **Birthdays**

We celebrate birthdays during snack period. You are welcome to send in a cake or cupcakes. The teacher will add singing and games to make a special time for your child. Parents are welcome to attend.

### **Snow Day Policy**

Our program has a policy of remaining open during inclement weather. In the event of severe weather, closing or late openings will be broadcast on FUN 107 or you can call the center, 508-758-4884 to check our message. If there is a state emergency, our center will be closed. Tuition will remain the same.

### **Notice Of Withdrawal**

A two-week notice is required for children to be withdrawn from the program. This is necessary so that a child can fill available space on our waiting list. Any parent that does not give a two week notice will be held responsible for payment.

### **Faculty**

All Lighthouse employees are certified teachers and assistants who have been specially trained in a developmental phase for one or more age groups at Lighthouse Learning Center. We employ teachers who are Infant/Toddler Certified, Lead Infant/Toddler certified, Preschool Certified and Lead Teacher Preschool Certified. We attract the best faculty simply because Lighthouse Learning Center is a wonderful place to work. The teachers manage their classrooms with great creativity and bring the best part of “themselves” to the children. Their greatest asset is their love of children. All teacher and assistant biographies are posted outside their designated room.

### **Infant Care Program**

Lighthouse Learning Center infants are cared for in a bright, clean, fresh, wholesome environment designed for maximum comfort and exploration. Staff provide loving, interactive and stimulating activities with developmentally appropriate play equipment. Our infant program encourages socialization and language development as well as activities which promote large and small motor skills. Staff/child ratio is 1:3.

Each infant has his/her own crib designation and are placed on their backs to sleep. Rooms are furnished with a diaper changing center and a separate hand-washing station nearby. Parents provide all diapers, wipes, premade bottles (labeled with child’s name), food (until table foods are tolerated and lunches are included in tuition price), and an extra set of weather-appropriate clothing. Staff is required to wear slippers upon entering the infant room to provide a healthy, sanitary environment for babies in our center. Staff members present daily reports to parents regarding their child’s activities, feedings and changes.

### **Toddler Program**

When Lighthouse babies are more developed and begin walking, they are ready to transition from our infant care to the program we have established for toddlers. Our toddler program is designed to accommodate the developmental needs of this age group.

Activities, equipment and environment are geared to the inquisitive child who is entering the world of change. We provide age-appropriate resources and training to meet the needs of this developmental stage. Parents provide all diapers, wipes, premade bottles (if necessary) and extra weather-appropriate clothing. Until a child is potty-trained, toddler rates will continue even if a child is chronologically and developmentally able to proceed to a preschool room. Daily reports encourage communication and a chance for parents to share their child's experiences. Staff/child ratio is 1:4.

### **Preschool Program**

The Lighthouse Preschool Program focuses on a child's natural creativity and curiosity for the world. The children take part in teacher-directed projects and activities such as singing, finger plays, stories, and arts and crafts. They participate in fine motor skill activities such as coloring, cutting, painting, pasting, printing and manipulatives. Children also enjoy gross motor activities including ball playing, climbing, dancing, jumping, running and skipping. Staff ratio is 1:10.

**\*\*We ask parents to provide all diapers (if still needed), wipes, and extra weather-appropriate clothing.**

We promote experiences through many hands-on discovery tasks in learning centers such as the following:

- Reading and Readiness
- Library and Puppets
- Math and Science
- Arts and Crafts
- Music and Movement
- Computer Lab
- Manipulatives Center
- Dramatic Play

Exploring, problem solving and skill mastery is all part of the Lighthouse Learning Center Preschool Program. Staff/child ratio is 1:10 but with full enrollment will run 2:14.

### **Kindercare**

Kindercare is an enrichment program before and after Kindergarten, which is intended as an extension to the day at public school. Lessons are provided with the Mass Frameworks as our guide. We encourage fun activities with relevance to the lessons as well as homework help and social interaction. These slots are filled according to our availability of space based around our full-day Kindergarten program.

### **Kindergarten**

Lighthouse offers a full-day Kindergarten program for children who are five years of age (before December of that fiscal year). Our curriculum will be aligned with the Massachusetts Frameworks and will be stimulation and enriching. The class runs from 9 a.m. until 3 p.m. and lunch and snacks will be included. Curriculum for this class will be rich with stimulating, age appropriate activities and lessons. Staff ratio is 1:13.

### **Lunch and Snacks**

Full-time children and children who are in our program before and after Kindergarten that wish to participate may enjoy a delicious hot lunch and a snack each day. Meals are nutritionally sound yet appealing. Breakfast may also be served (from parents) for early arrivals.

### **Summer Program**

Our Summer Program at Lighthouse is designed to enhance the school year experiences with a lighter camp-like atmosphere. Field trips, picnics, barbeques, and sports add more fun and excitement during this wonderful time of year. We also incorporate experiences such as Petting Zoos, Bubble Bounce, Lu Lu the Clown, Big Ryan the Storyteller, and Cat in the Hat.

### **Parent Involvement**

We encourage an open door policy where parents are free to join our program and volunteer at any time. We feel a parent's role within our program is vital to our success as a school as well as the success of the children. Our new facility is equipped with viewing windows which allow parents the ability to see the progress their child is making.