Dear Families,

Welcome to WOONSOCKET HEAD START CHILD DEVELOPMENT ASSOCIATION. This handbook is designed to share some important information with you about the philosophy, goals, and policies of the center. Please take the time to read this booklet thoroughly to gain a better understanding of our program.

The center is licensed by the Department of Children, Youth and Families and approved by the Department of Education to service the following age groups:

<table>
<thead>
<tr>
<th></th>
<th>Age</th>
<th>Group Size</th>
<th>Adult to Child Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants</td>
<td>6 weeks to 18 months</td>
<td>Maximum 8</td>
<td>1:4</td>
</tr>
<tr>
<td>Toddlers</td>
<td>18 months to 3 years</td>
<td>Maximum 12</td>
<td>1:6</td>
</tr>
<tr>
<td>Preschool</td>
<td>3 years to 5 years</td>
<td>Maximum 20</td>
<td>1:10</td>
</tr>
</tbody>
</table>

The classrooms for each age group are staffed by professionally trained early childhood teachers. Each room has been specifically designed and equipped for the ages of the children in attendance.

The philosophy of WHSCDA, Inc. concerning optimum care in a group setting is consistent with that of the National Association for the Education of Young Children (NAEYC). We strongly believe in the concept of developmentally appropriate practice: designing the program to meet the needs of each individual child according to their age, providing a safe, nurturing environment, which promotes physical, social, emotional, and intellectual growth. A key element to our programs is that of success. We give children many opportunities to be successful throughout their day, always focusing on their positive experiences. This way, children develop a sense of self-esteem and self-worth necessary to attempt more challenging tasks.

Lastly is our philosophy concerning the role of parents and family. We believe that parents are experts on their own children and the most influential teachers that their children will have throughout their lives. Therefore, to have a program without a strong home to center linkage fails to provide the best experience for the child. WHSCDA, Inc. strongly encourages parents to become active participants in our program by contributing their knowledge, time, and support during this important stage in their child’s life.

GENERAL INFORMATION
- Center is open from 7:00 AM to 5:30 PM
- Center is open year-round except for the week of Christmas
- Children receive breakfast, lunch, and nutritious snack
- Please bring a change of clothes for your child (remember to label all possessions!)
- No toys or food should be brought to the center, as we provide appropriate toys, activities, and nutritious foods
- Children taking a nap will need a blanket and pillow
- Children should dress for outdoor activities (hats, boots, mittens, snowpants for winter)
- PLEASE notify the center when your child will be absent
- Please check your child’s “cubby” daily for items that need to be brought home
- Please check the Parent Bulletin Board, located in your child’s classroom, daily for notices and other important information
7. **Approaches to Learning**, which consists of the elements of initiative and curiosity, engagement and persistence, and reasoning and problem solving

8. **Physical Health and Development**, which consists of the domains of fine motor skills, gross motor skills, and health status and practices

### PRESCHOOL SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00am - 8:30am</td>
<td>Arrival / Greeting Quiet activities opened</td>
</tr>
<tr>
<td>8:45am - 9:00am</td>
<td>Breakfast preparations - children set tables, wash hands</td>
</tr>
<tr>
<td>9:00am - 9:30am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>9:30am - 10:45am</td>
<td>Activities / Interest centers (Plan/Do)</td>
</tr>
<tr>
<td>10:45am - 11:00am</td>
<td>Clean-Up/ Review</td>
</tr>
<tr>
<td>11:00am - 11:30am</td>
<td>Outdoor time</td>
</tr>
<tr>
<td>11:30am - 12:00pm</td>
<td>Group time Lunch Preparation</td>
</tr>
<tr>
<td>12:00pm - 12:30pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30pm - 1:00pm</td>
<td>Toothbrushing Nap preparation</td>
</tr>
<tr>
<td>1:00pm - 2:30pm</td>
<td>Nap</td>
</tr>
<tr>
<td>2:30pm - 3:00pm</td>
<td>Snack</td>
</tr>
<tr>
<td>3:00pm - 3:20pm</td>
<td>Story</td>
</tr>
<tr>
<td>3:20pm - 4:15pm</td>
<td>Activities / Interest centers</td>
</tr>
<tr>
<td>4:15pm - 5:00pm</td>
<td>Outdoor time</td>
</tr>
<tr>
<td>5:00pm - 5:30pm</td>
<td>Quiet activities / Departure</td>
</tr>
</tbody>
</table>
WHSCDA, INC CHILD CARE PROGRAM INFORMATION

CHANGE IN AGE GROUP
Infants who have reached 18 months of age and toddlers who have turned 3 years are ready to move to the next age group. When a child is moved depends on availability of space, the time of year, and the individual needs of the child.

Classroom teachers will make the parent aware of the move in advance and discuss any problems or questions the parent may have. In addition, teachers will prepare the child for the move and accompany him/her to the new room. A conference time will be scheduled for the parent to meet with the new teacher to discuss the child's interests, needs, and to familiarize the parent with the program.

SCREENINGS
In order to evaluate your child's physical and intellectual growth, our center offers many different types of developmental screenings. Throughout the school year, we will conduct vision, hearing, height, weight, blood pressure, speech, and developmental screens on children 3 years and older.

Screenings are designed to measure a child's strengths and weaknesses in order to better plan an educational program to meet his or her individual needs. All screening information is confidential and will only be shared with you, the parent. If your child is not able to complete all the required screenings, or has difficulty with one or more of them, he or she will be re-screened at a later time. If, after two attempts the problem still exists, or there is evidence indicating a possible problem, you will be advised to refer your child to a professional for further testing.

Explanation of Screenings
- Vision screening checks your child's eyesight.
- Hearing screening is done to check your child's ability to hear sounds.
- Height and weight measures evaluate your child's physical growth.
- Blood Pressure (BP) evaluates heart and blood vessel functions.
- Developmental screens are completed using a tool called the ESI-R (Early Screening Inventory-Revised) that evaluates speech, language, fine and gross motor, and cognitive skills. This screening will occur within 45 days from your child's first day of enrollment.
- The DECA (Devereux Early Childhood Assessment) is an assessment that we use to measure your child's protective factors (coping skills) which are related to social and emotional development. Protective factors help your child to manage feelings of anger and stress so that he or she can be successful. The DECA measures the protective factors of Attachment, Initiative, and Self Control, as well as any behavior concerns you may have about your child. Because school and home are both places where children develop these protective factors, you and your child's teacher complete separate DECA's (parents upon enrollment; teachers during the 4th week of care), then results are compared and discussed.

PARENT INVOLVEMENT
- Parents are a very important part of our program. We believe that education needs to involve parents on many levels in order to provide quality programming. In the early years, it is very important that parents and teachers work together in educating your child. Always remember you, as the parent, are the first and most influential teacher of your child and by working together we can ensure a successful program.
- A pre-enrollment conference will be scheduled with staff. This meeting is designed to begin a rapport between you and the teacher and provides the teacher with some insights on your child and home culture and beliefs. This information helps the teacher plan curriculum that celebrates the cultural differences and similarities of the children in the classroom.
- Conferences with staff will be scheduled periodically throughout the year (November/ December; February/ March; and May/ June) for the purpose of reviewing the Developmental Summary and shared goal setting. Additional conferences may be requested on an as needed basis by parents or staff.

Revised November 2007 1
• Monthly newsletters will keep you informed of classroom / center program planning, special activities, and information on child development, health, nutrition, guidance and discipline, curriculum, and home activities.

• A Parent Resource Center: Parent educational videos, children’s videos, and books are available for you to take home and enjoy with your child.

• Parent / Staff trainings are scheduled throughout the year. These meetings are designed to enhance our knowledge on topics such as Health and Safety, Child Development, Nutrition Needs of Young Children, Guidance and Discipline, and Appropriate Developmental Practices.

• Each room has a Parent Area where you will find a posted summary of the day’s activities, special events, and messages. We hope you find the information helpful in understanding the program and becoming more knowledgeable about the classroom.

• Parents are always welcome to spend some time with their children in the center. Come in at any time during the day to get a first-hand look at the center in action. You can expect to see the children very busy with many activities and you may come right in and join the activity or you may discreetly observe your child in his / her play. If it is difficult for you to visit the center because of your work schedule, come in during your lunch break and eat with your child. Or, in the case of younger children, you may wish to schedule a feeding during this time.

• Parents will be asked to assist us in evaluating our program each year.

• Parents are invited to serve on the WHSCDA Parent Committee. This committee is made up of parent volunteers who meet to develop specific recommendations to improve the quality of care for our children and families.

• You can designate your United Way charitable contribution to go to WHSCDA! Many employers encourage their employees to participate in this annual fundraising activity, and you, your friends, and family members can choose us as the recipient of your contribute. You just need to write our name in the write-in portion of the pledge form; you’ll see a space about 3/4 of the way down the form that says “optional”. Beside it, just write in WHSCDA.

• In the summer of 2007, a parent conceived the Highland Park Children’s Center Teacher’s Fund. She wanted a tangible way to express her appreciation to the staff for being such an important part of the lives of her family. Through her efforts, several families added to the fund. Our promise to her was that we would strive to continue the fund by sharing her touching words with all of our families. Her sentiments are below:

“The object of education is to prepare the young to educate themselves throughout their lives.” Robert M. Hutchins

If this is the case, then the children who have had the opportunity to spend time with the teachers at Highland Park Children’s Center are prepared to become lifetime learners! For our children, all three, who have spent more than 5 years each at the center, we know they are eager learners. We also know that they have learned a number of skills and developed character traits that will serve them well in the coming years.

At the advent of leaving Highland Park after a total of 7 years, we began thinking about ways in which we could honor the teachers and caregivers who invested so much care, love, and understanding in our children. As we prepared for the end of the summer, we were informed that we could use our deposit for the last week of school. At that moment we had an idea. If we could take our deposit and donate to a fund which would be dedicated to the teachers -- that might be the perfect way to create a legacy of thanks to those that give so much. After a discussion with Karen Bouchard, she agreed to establish a fund which would be dedicated to the teachers, for their use (school supplies, books, professional development etc).
With the fund in place, other families can choose to make a donation or dedicate their deposit upon leaving the center. Our family's goal was to establish a long-term way in which we would be able to say thanks and to value the caregivers and teachers at Highland Park.

If you are interested in contributing, please contact Karen Bouchard. Since the Fund will remain in place, if you want to contribute in future years, that will be an option available to all families, alumni and all! Since Highland Park Children's Center is a non profit organization, contributions to the Teacher's Fund can be deducted as a charitable donation.

VOLUNTEERING
Parents are encouraged to participate in their child's education by volunteering as much as possible. Our parents are a valuable resource to the program:
- in the classroom
- sharing a skill/talent
- fundraising
- serving on a committee
- repairing toys/equipment
- participating in workshops and events
Our goal is to provide you with opportunities to participate so that you gain:
- skills
- knowledge
- added self-confidence
- a bigger support network
- FUN! NEW IDEAS! NEW FRIENDS!

QUESTIONS/CONCERNS
If you have any questions or concerns, we urge you to discuss them directly with your child's teacher. The teacher is the individual who knows your child best, and for whom establishing effective two-way communication with you is critical to effectively caring for your child. If an issue concerning your child's care, or about a policy or procedure arises, please consult with the teacher first. You will usually find a quick explanation or a satisfactory resolution to the problem in this manner. If you are not comfortable with the response you receive from the teacher however, we ask you to do the following:

- If after speaking with your child's teacher about a concern/issue, you feel you need additional clarification or assistance, contact the Child Care Coordinator, Claudia Kelly, at 401-769-1850
- If after speaking with the Child Care Coordinator about a concern/issue, you are still not satisfied, you may contact Karen Bouchard, Agency's Executive Director, at the following address: 204 Warwick Street, Woonsocket, RI 02895, or call 401-769-1850.

WOONSOCKET HEAD START & CHILD CARE POLICIES AND PROCEDURES
Woonsocket Head Start Child Development Association, Inc. operates child care programs for children from six weeks to 6 years of age in multiple locations. Our programs staff meet and exceed educational requirements established by the Rhode Island Department of Education. They are trained in early childhood education and in developmentally appropriate practices for children. The attached policies and procedures enable us to deliver quality programs to you and your children through best child care practices. Please take the time to read and understand them before signing the acknowledgment at the end.

Revised November 2007
CLASSROOM MEAL AND NUTRITION POLICY
Unlike many child care centers, this agency operates a food service program for the children. The menus are planned by a nutritionist to meet USDA Child Care Food Program standards. By providing children with breakfast, lunch, and an afternoon snack, they receive 2/3 of their daily nutrition requirements here at the center.

Children will be served breakfast, lunch, and an afternoon snack at the center. A special menu has been developed for each age group, taking into consideration the eating abilities, likes/dislikes, and nutritional requirements. Additionally, if there are medical/religious reasons why children cannot have a certain food, substitutions may be provided following a consultation with the Dietitian or Health Coordinator. All meals and snacks are well balanced and nutritionally sound. The center will provide eating and drinking utensils: spoons, bowls, no-spill cups, etc. All utensils will be sterilized in the dishwasher after each use.

- Mealtimes are relaxed, enjoyable times for children. Teachers sit at the table with the children, assisting them and conversing with them throughout the meal. Mealtimes are ideal for building independence in children. Children can assist in washing and setting tables and in the clean-up process once the meal is finished. Children participate in the mealtime routines: serving themselves, pouring their own milk and juice. All these tasks give children a sense of self-importance and competence.
- Monthly menus are provided to inform you of the food served. The center serves whole milk to children 12 to 24 months and 1% milk in all other classrooms.
- We appreciate and understand your desire to make your child's birthday a special event by bringing in birthday cakes or other foods. However, our concern must be for the safety of all our children, and we must therefore refuse entry into the school of any food our cooks have not prepared themselves. Other non-food party goods like birthday hats and plates may be sent in instead. Check with your child's teacher for other ideas. Our aim for children is to provide them with a healthy diet designed to enhance their physical growth. We introduce a variety of foods to encourage good eating habits. Junk food is not part of the menu and should be avoided.

FOOD ALLERGY POLICY
We realize that as parents, you would like to give your children the best there is. This may include an extra little something at mealtimes brought from home to supplement the meals provided by the center. However, because some of the children suffer from food allergies, we are unable to allow parents to bring in any home or commercially made food to school.

There are many children who are allergic to foods such as milk products, eggs, nuts (including peanut butter), fish, strawberries, and even wheat. And these are only the most common food allergies! For these children, eating even a small amount of these foods can become a life-threatening experience. If a child were to share a food product with another child in the class who was allergic to that product, a severe reaction could develop.

Cooks and teachers have been informed of all children's food allergies. If even one child in a class is allergic to a certain food, that food is either not served in his or her classroom, or the child will be given a substitute. All food served in the classrooms has been either purchased and/or prepared by our cooks who know all the ingredients in each meal. Knowing meal ingredients will also help us to respond more quickly if a new allergic reaction were to occur in a child.

- Before a child enters the program, families are asked about their child's dietary needs, including food allergies and intolerances.
- You may ask for food restrictions for medical (allergies/intolerances) reasons, religious reasons, or personal choice.
- If there are medical reasons why your child cannot have a certain food, you will be referred to the dietician. A consultation for clarification of medical condition(s) and restricted menu item(s) may be arranged per the dietician's discretion.
- A note from the pediatrician is required for children with allergies requiring need for possible medication administration with exposure to offending food.
- For children with food allergies requiring medication administration, an Individual Health Plan (IHP) is developed by the nurse and kept in the classroom.

Revised November 2007
DISCIPLINE POLICY
The term “discipline” is intended to mean “teaching, guiding, or in some way helping a child to learn positive values, rules, and patterns of behavior.” Children are disciplined when they see possible consequences of their actions, alternative behaviors are proposed, they learn to control themselves. Children who are disciplined...learn to balance their needs with those of other people, feel good about themselves, become increasingly independent.

Staff will serve as a positive role model for children in care.

Staff will use positive methods in guiding children back on task, will encourage appropriate behavior, and set clear limits and rules that children can understand.

Staff will match their expectations with children’s developing abilities and capabilities.

Staff will praise children’s accomplishments as well as their attempts at tasks.

Staff will use positive, firm limit setting in situations where a child’s safety is at stake.

Staff will assist children by redirecting them from inappropriate actions to activities that are more favorable.

Staff will not hit children or engage in any form or corporal punishment.

Children will not be subjected to cruel or severe punishment, humiliation, or verbal abuse.

Children will not be deprived of meals or snacks as a form of discipline.

Children will not be punished for soiling or wetting.

MEDICAL EXAMINATIONS AND IMMUNIZATIONS POLICY
Prior to admission, all children must show proof of having had a physical examination by a licensed health professional and are up-to-date on all required immunizations. The physical exam must have been performed within 6 months of enrollment. In addition, children under the age of 6 years old must present proof of lead and anemia testing. Please note: RI law now requires chickenpox immunization for child care entry as of September, 1999. If your child has had chickenpox, this must be documented by your child’s Pediatrician.

As we are mandated to track the health status of all children who attend our facility, we request that you submit proof of yearly medical exams, lead and anemia testing, and any additional immunizations given to your child. If your Pediatrician does not feel yearly lead testing is warranted, we will request you have him or her sign a lead testing waiver.

ILLNESS POLICY
If your child is ill, he or she should not attend child care. Your child will need extra rest and attention best provided at home. Keeping your sick child at home will also cut down on the spread of contagious illnesses in the classroom.

If you think your child is ill but feels he or she is able to attend child care, please inform the staff of any signs and symptoms your child has exhibited. They can help you decide whether or not your child should stay. If your child becomes too ill to participate in classroom activities, staff will call and ask that you come pick-up your child from care.

A child who gives any evidence of suspicious symptoms of a possible contagious disease will be isolated from the other children, and you will be called to take your child home. However, in many cases, the decision to exclude will be based on the comfort of the child. Children will not be excluded from child care for a common cold unless they are too ill to participate in normal activities.
Children will be excluded from child care for the following reasons:
- A child is too ill to participate comfortably in classroom activities
- An ill child requires more care than staff are able to provide without risking the health and safety of the other children
- Fever of 101°F or above
- Rash with fever and behavior change
- Conjunctivitis
- Two or more episodes of vomiting in a 24 hour period
- Watery diarrhea
- Head lice
- Contagious skin diseases
- Strep throat
- Mouth sores with drooling
- Contagious illnesses such as chicken pox, whooping cough, mumps, measles

Staff are permitted to dispense medication, but only under the following conditions:
- The medication has been prescribed by a Physician
- The medication is in its original container with the pharmacy label attached
- The appropriate authorization forms have been signed by the parent and/or the Physician

If a child has been prescribed antibiotics for a bacterial infection, he or she may return to child care only after having taken the antibiotic for at least 24 hours.

Child care staff will not administer medication not prescribed by a Physician.

**EMERGENCY PROCEDURES**
All staff has been trained in both pediatric first aid and CPR. Medical emergency plans are also in place. In the event of any serious accident or emergency, parents will be contacted immediately. Please make sure the information on your child’s emergency contact card is current and notify us immediately of any changes in addresses and/or phone numbers. Also, please maintain health insurance for your child. You are responsible for the costs of your child’s medical treatment.

**PARENTAL PICK-UP PROCEDURE**
- Parents **MUST** come into the center to sign out the child on the Parental Sign-Out form.
- Children will not be allowed to leave the center with anyone not authorized by the parent.
- Authorized persons must be kept current and documented on the child’s emergency card.
- Please notify us if your child is to be released to someone other than the designated familiar person.

Upon enrollment, all parents or legal guardians are required to select a code by which staff can positively verify their identity when calling to request release of their child to someone other than the designated proper person(s). The individual authorized by the parent via telephone call is required to produce proper identification complete with photograph. A child will never be released to an unauthorized individual.

In a continuing effort to be responsible to both children’s safety and parents’ rights, a policy has been established as followed regarding children leaving our facilities:
- If, for any reason, center staff suspect that the individual driving a child from the center is impaired by either alcohol or drugs, he or she will be asked to find a suitable alternate driver. If this request is refused, both the local police and the state child protective agency, the Rhode Island Department of Children Youth and Families (DCYF), may be notified immediately.

Please remember our responsibility is to ensure the safety of children in our care.
CUSTODY OR RESTRAINING ORDERS POLICY
If there is a current custody or restraining order pertaining to a child in our care, a copy of this document must be given to the agency upon enrollment. If such a court order is obtained subsequent to enrollment, it is your responsibility to provide us with a copy immediately. This agency will comply with and enforce the court order without exception.

CHILD ABUSE AND NEGLECT POLICY
In any case of suspected child abuse or neglect the following procedure will be followed:
-- Staff member who suspects abuse and/or neglect, either from observations or from something said by the child or parent, will report the incident/case to the agency’s Child Abuse and Neglect Coordinator immediately.
-- The agency’s Child Abuse and Neglect Coordinator will consult with reporting staff member and other appropriate staff and will reach a decision about possible reporting (or follow-up).
-- In cases of reports to DCYF, the Child Abuse and Neglect Coordinator will be responsible. In most cases, parents will be informed of concerns and that a report is being made, in a supportive manner, offering assistance and guidance.
It is important to note that everyone in the state of Rhode Island is considered a mandated reporter. That means that anyone on our Head Start & Child Care staff that suspects or fears that a child is being abused or neglected has an obligation to call the child abuse hotline if the Child Abuse and Neglect Coordinator does not do so. It is then the state’s responsibility to determine if, in fact, abuse or neglect has taken place.

A copy of all child abuse/neglect reports will be placed in the child's file. Instances of frequent unexplained injuries, and/or consistent signs of improper nurturing (excessive tiredness or illness, poor hygiene, improper clothing, etc.) may be considered a potential neglect/abuse situation which requires a plan for intervention.

FINANCIAL AGREEMENT POLICY
Our annual program tuitions are calculated in weekly increments for the convenience of the majority of our parents. However, it is your option to pay on a bi-weekly or monthly schedule, as long as you are paying in advance of receiving services.

A nonrefundable registration fee (deposit) equal to one week’s tuition is required at the time of admission. We will use this deposit towards your last week’s tuition provided you have notified WHSCDA, Inc, in writing to your child’s teacher, at least two full weeks in advance of your child’s last day of care with us. Failure to provide at least two full week’s written notice will result in forfeiture of your deposit.

Child Care payments are due in advance of your child’s week with us. A late payment fee of $10 will be assessed when the weekly fee due is not received by 12 noon on Monday (or the first day of the week the child attends). If the fee + $10 are not paid by the end of the day on Monday, then the child may not return to care until the full amount owed is paid.

Full weekly payment is due when the child care center is closed for holidays or when your child is absent due to illness, family vacation, or another personal reason. The exception to this is the December week our centers are closed and one week vacation (or the equivalent of one week taken in single days) of your choice.

You will be charged a late fee of $1.00 per minute when your child is not picked up by the center’s closing time of 5:30pm. Fees are to be paid directly to the child care provider; there is no grace period. Please provide us with the courtesy of a phone call if you know you will be late. If you are repeatedly late, you will be required to find alternate care for your child.

There is a $25.00 returned check fee each time we have to redeposit a check.

Modification of Hours: When you first enroll your child in our program, we agree to provide care for certain days of the week and hours of the day. If you find that your days/hours change, you must get prior approval from your child’s teacher to see if an accommodation can be made. A new financial agreement indicating your new days/hours must also be signed.

Revised November 2007 7
Our child care program exists to enable you to go to work/ school. If you are not working or in school on a certain day, you will need to talk to your child’s teacher about a possible change in the times of care so the necessary accommodations can be made. We will do all we can to support you on these non-work/ school days. Remember to always let us know how to reach you in case of an emergency on these days.

SNOW POLICY
If the agency of Woonsocket Head Start Child Development Association, Inc. is closed because of inclement weather, the announcement can be heard on local AM radio stations (WNRI 1390 and WOON 1240) or by calling your child’s center.

HOLIDAY CELEBRATION POLICY
We have a “holiday free” curriculum to the extent that it is possible while still responding appropriately to the expressed interests of the children. It is absolutely appropriate and desirable to respond to a child’s questions about a certain holiday just as we would any other subject; however, we will not initiate discussions or projects that focus on holidays. What we believe to be reasonable:
- We do not want to contribute in any way to the overdone commercialism that has overtaken holidays in general.
- Many traditional holiday activities actually interfere with how very young children learn as they are teacher directed and not well integrated into the rest of the curriculum.
- We do not want to send children or parents the wrong message by choosing to celebrate certain holidays and not others and there is not enough time to celebrate them all.
- We need to steer clear of religious content in our curriculum. Many of the holidays are essentially religious celebrations that have been turned into mass merchandizing opportunities.

JEWELRY POLICY
We have observed that more and more children in our care are wearing jewelry such as earrings, necklaces, bracelets. This is a concern, primarily because of the implications for children’s safety. Pediatricians and child care workers alike report increased incidences of serious injury when young children wear jewelry. We are also unwilling to be responsible for the jewelry items themselves. Under no circumstances will the agency be responsible for any items of jewelry that children bring/ wear into our centers.

Necklaces can get caught on equipment/ furniture or become tightly twisted around children’s necks. Ear lobes can be torn when earrings (especially those that dangle) are grabbed by another child or get caught on something during play. In addition, very young children often put items in their mouths and could easily swallow a small piece of jewelry.

To ensure the safety of all children in our care, we will not allow children under the age of three to wear jewelry of any kind. We will allow post earrings only (no dangling earrings, no necklaces, etc.) for children age three and older. If a child wears jewelry in violation of this policy, staff members will be asked to follow up with the parents.

PARKING LOT SAFETY PROCEDURES
Please do not leave your car running unattended and never leave a child alone in a car.

HIGHLAND PARK CHILDREN’S CENTER:
To ensure the safety of every one, all vehicles must enter and exit the parking lot in the following manner:
---To enter- use the driveway closest to the staff parking lot.
---To exit- use the driveway closest to the traffic lights at the bottom of the hill on Mendon Road.
Arrows are painted on the driveway indicating the direction of travel.
There is absolutely no parking in the FIRE LANE.

PARK SQUARE CHILDREN’S CENTER:
---To insure the safety of all, no cars are permitted to drive around the building.
---Parking spaces are provided in front of the building for pick up and drop off.

Revised November 2007 8
NOTICE OF PRIVACY POLICIES
FOR WOONSECKET HEAD START
CHILD DEVELOPMENT ASSOCIATION, INC.

This notice describes how information about your child and family may be used and shared with other agencies, and how you can get access to this information. Please review this policy carefully.

**Introduction**

All employees of Woonsocket Head Start Child Development Association (WHSCDA) are committed to protecting all health and personal information about your child and your family. This notice describes the different types of personal information we collect and how and when we would share this information with other agencies. It also describes your rights as they relate to this information.

**Understanding Your Child’s Health Records and Personal Family Information**

When you apply to enroll your child into a WHSCDA Head Start or Child Care program, health and other personal information is collected. Then, once your child is accepted into a program, an individual record is opened on your child and more personal information is collected. Information included in your child’s file includes:

- Results of physical examinations
- Results of blood tests, including, but not limited to, lead and iron levels
- Vaccination (shot) records
- Allergies
- Developmental screening tests for height, weight, vision, hearing and ability to learn
- Your child and family’s medical, nutrition and mental health histories
- Medical treatment and prescription information
- Financial information
- Documents generated by WHSCDA, such as permission forms, family/child reports and assessments, partnership agreements, attendance records, etc.
- Services rendered by WHSCDA personnel

**How Your Personal Information Is Used**

The above information is used for the following purposes:

- To ensure your child is up-to-date on all medical exams, vaccinations and blood tests
- To establish an individual health care plan for your child to deal with medical concerns and allergies while at school/child care
- To establish a nutrition care plan to help you improve your child’s eating habits
- To ensure your child has normal physical and emotional development
- To identify and correct any vision or hearing problems
- To identify and address any learning problems
- To determine eligibility for the Head Start program and fee schedule for child care
- To document services rendered to your family by WHSCDA personnel for case management and billing purposes
- For partnership building and goal setting between your family and WHSCDA and/or other collaborating agencies

To ensure smooth transitions with other agencies in and out of WHSCDA

**Your Health and Personal Information Rights**

Your child’s record is the property of WHSCDA. However, the information belongs to you, and you have the right to:

- Inspect and copy your child’s record by appointment
- Obtain a list of those agencies with which we have shared your personal information
- Request restrictions on the use and sharing of your personal information
- Request that information be communicated by alternate means or to alternative locations
- Refuse authorization to use or disclose information unless that action has already been taken
- Request that information be corrected or added. However, we may deny your request if the information is accurate and complete or was not created by WHSCDA.

**WHSCDA Responsibilities**

Maintain the privacy of your personal information

Provide you with a copy of this notice explaining the information we collect, maintain and share, and to abide by its terms

Notify you if we are unable to abide by the terms of this notice

Notify you if we are not able to agree to requested restrictions

Attempt to satisfy reasonable requests to restrict, change or communicate your personal information

Obtain appropriate releases when required

WHSCDA reserves the right to change our practices, and will mail a revised notice to the address you have given us. Furthermore, we will not use or disclose your personal information without your permission, except as described in this notice. We will also discontinue to use or share information after we have received a written request from you asking that we do so.

**To Whom WHSCDA May Disclose Your Personal Information**

To emergency medical personnel in case of a medical emergency with your child

To health care providers to obtain additional information about a health concern or to seek a referral

To the RI Department of Children, Youth and Families (DCYF) and other organizations for reimbursement of services

To the Woonsocket School Department to arrange for services

To your health insurance plan

To government agencies when we are legally required to do so. These include, but are not limited to, the Department of Health and Human Services, the DCYF and the Department of Justice

To the Police for safety purposes

For legal proceedings per a valid court order or search warrant