

B”H



# PARENT HANDBOOK

2024 - 2025 SCHOOL YEAR

Address: 159 Boden Lane in Natick, MA  
Director: Chanie Fogelman



## WELCOME TO GEO JEWISH AFTERSCHOOL!

We thank you for entrusting us with that which is most valued in your life - your child/ren!

## MISSION STATEMENT & OBJECTIVE

Greatness Energizing Oasis Jewish After School provides a safe and happy space where working parents can send their children after a full morning of school. Our mission is to make life easy and seamless for the working parents providing a one-stop place which includes a quality after school with fun and enriching outlets, homework support, and simultaneously serve as a Hebrew School. No need to send to a separate Hebrew School. No synagogue membership is required. You get it all here and more.

Our educational philosophy is based upon the Nurtured Heart Approach module which recognizes the greatness of each child. The faculty is trained with the tools and mindfulness to help each student access his or her inner wealth.

## **GENERAL OVERVIEW**

GEO is an exciting space for kids aged K-8! With multiple timing options, parents can choose which days to send their kids. Children are provided with a wide variety of enrichment activities, as well as a Hebrew literacy track, which includes learning about and celebrating Jewish holidays. The education is stellar, fun, enjoyable and always interactive. Every child at GEO is looked at as an individual with their own unique set of talents and skills that are nurtured and developed.

## **HOURS AND DAYS OF OPERATION**

The program is open 4 days a week, Mondays through Thursdays.

The hours are 2 to 6 PM for Middle School and 3 to 6 PM for K and Elementary School. GEO Jewish Afterschool is also open earlier as needed on early release days.\*

GEO Jewish Afterschool runs according to Natick Public School school days although students from other locations in the Metrowest are accepted as well.

## **TRANSPORTATION FROM NATICK PUBLIC SCHOOLS**

Bussing from the Brown and Kennedy Schools may be arranged by request to the NPS Transportation department. The location is at an established bus stop

(buses #11 and #25). Once the arrangement is set up, a teacher will be waiting at the stop to greet your child(ren) and to bring them in. Patricia Paine, Transportation Coordinator at Natick Public Schools, is the contact person for bussing at Brown School. You may reach her at [ppaine@natickps.org](mailto:ppaine@natickps.org).

## TUITION

In order to maintain the quality of our program, GEO Jewish Afterschool calculates tuition on a yearly basis. Therefore there are no refunds, pro-rating, or credits for times when your child is ill or on vacation, for holidays, or for times when the afterschool is forced to close because of a contingency such as a snow emergency. Tuition does not cover the cost of occasional field trips.

The 2024-2025 tuition for the GEO Jewish After School per child per month is:

2 days - \$305

3 days - \$470

4 days - \$565

Please note that there is a nominal additional fee of \$35 for students signed up for early release days.

### **Discounts:**

Siblings: 10% off regular tuition for each additional child. (This applies to regular GEO tuition, not other programs.)

Referral: There is an additional \$50 discount off your child's tuition (for the year which will be deducted from your tuition over 2 months) for each new family successfully introduced to GEO Jewish After School.

## **A SAMPLE DAY AT GEO**

(2:00 - early arrival for those who need - relax in reading room, additional homework support)

3:00 Arrival

3:30 Snack

3:50 Activity Period 1 (Includes Homework Time)

4:40 Activity Period 2 (Includes electives)

5:15

Dinner

5:35 Wind Down and Clean Up

6:00 Program Closes

## **PROGRAMMING**

Activities include arts and crafts, sports, science, cooking, drama, music, dance, cooperative games, literacy, community service, indoor and outdoor free play, and more!

Specials at GEO, they may not all be happening at the same time...

- Exercise activities building strength and flexibility with a teacher who specializes in Yoga.
- Drama, film and production with a teacher who specializes in production.
- Highly Acclaimed Aleph Champ Hebrew Reading Curriculum
- Homework support

Additional Activities offered... some of these are offered with Hebrew language infusion with our Israeli staff

- Arts and crafts
- Science activities
- Cooking
- Dance and movement
- Cooperative games
- Community service
- Indoor and outdoor free play

## REGISTRATION PROCEDURE

1. Obtain and complete an application form

2. Submit the completed application form and the non-refundable registration fee for processing.

If there are any questions regarding the procedure for application, please contact the director at 508-650-1499 or email [education@ChabadNatick.com](mailto:education@ChabadNatick.com). Parents of prospective students are invited to visit the facility even before filing an application. Please call in advance to schedule a visit at a convenient time. Please see tuition section for details on tuition policy and payment schedules.

### **ADMISSION POLICY and NON-DISCRIMINATION STATEMENT**

GEO Jewish Afterschool welcomes children of any race, color, marital status, sexual orientation, and national and ethnic origin, regardless of affiliation. Toilet training status is not an eligibility requirement for enrollment. The prospective student must meet the age requirement. Enrollment must be completed as outlined in the registration section.

# CALENDAR

B"H



## GEO Dates Highlighted on Natick Public Schools 2024/25 School Calendar

Natick Public Schools 2024-2025 School Calendar						
<b>August 2024</b>						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
(3 days)						
<b>November 2024</b>						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
(16 days)						
<b>February 2025</b>						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
(15 days)						
<b>May 2025</b>						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
(21 days)						
<b>September 2024</b>						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
(20 days)						
<b>December 2024</b>						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
(20 days)						
<b>January 2025</b>						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
(21 days)						
<b>April 2025</b>						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				
(15 days)						
<b>June 2025</b>						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
(20 days)						

(21 days)	Schools Closed	GEO closed or weekends
(13 days)	Early Release Day for ALL STUDENTS	
	Early Release Day for PreK, Elementary and Middle Schools Only	
	Early Release Day for PreK and Elementary Only	
	School Closed for Kindergarten only	
	First and Last Day of School	
	Religious & Cultural Observance	
	GEO Open with earlier closing	

NPS NOTE: For option 2 please refer to December and June dates. December 23 & 24 school would be closed making June 18 or 26 the last day of school depending on snow days.

### Jewish Holidays and Additional Dates to Note (listing for your convenience - not necessarily closed)

- Oct. 2 - Erev Rosh Hashana - Open until 5 pm
- Oct. 3 - Rosh Hashana First Day - Closed / Oct 4 R"H Day 2 - Friday
- Oct. 11 - 12 Erev and Yom Kippur - Friday and Shabbat
- Oct. 16 - Erev Sukkot - Open until 5 pm
- Oct. 17 - Sukkot First Day - Closed
- Oct. 23 - Erev Shmini Atzeret - Open until 5 pm
- Oct. 24 - Shmini Atzeret - Closed
- Oct. 25 - Simchat Torah - Friday
- Nov. 27 - Eve of Thanksgiving - early release open and early closing at 4:30
- Dec. 25 - Jan. 1 - Chanukah
- Mar. 14 - Purim (Friday)
- April 12-20 - Passover - Closed
- April 23-24 - Tentative Spring Camp Days
- May 16 - Lag BaOmer (Friday)
- June 2 and 3 - Shavuot - Closed

As a general rule - unless otherwise noted  
GEO is open when NPS is open and closed when NPS is closed.



## **EARLY RELEASE DAYS**

GEO will open earlier on early release days.

## **VACATION DAYS**

Currently we are closed on vacation days. The longer term plan is to have vacation week camp built into the program as well as providing programming on other non-school days. We offer a spring camp planned for some days of the April break.

## **SNOW DAYS**

If Natick Public Schools are closed due to weather, GEO is closed.

## **What happens if Public School is canceled due to weather?**

We are automatically closed whenever the Natick Public Schools are closed. In the event that a storm develops during the school day, we will follow the decision made by the Superintendent regarding cancelation or earlier closings of Natick School's after school activities. In that case, we will notify parents via email, text, and What's App.

## **Who are the GEO staff?**

Director of GEO is Chanie Fogelman, Director and Lead Teacher certified by EEC, as well as a certified trainer of the Nurtured Heart Approach, with many years in the field of education. Our supporting staff includes experienced teachers and individuals with expertise in special areas of enrichment.

All adult staff are First Aid and CPR certified, trained in the use of Epi-Pens, have passed a CORI background check, and have previous experience working with children.

We provide staff development opportunities to remain current on trends, mandates and procedures in the field. Feel free to ask the director, Chanie Fogelman, about any staff member and their education and experience.

### **What if my child will be absent from GEO?**

Dismissal changes must be reported directly to GEO by phone or email. Please contact us in advance if there will be any change on any particular day with your child's arrival or dismissal!

### **Who can pick up my child from GEO and how can I add someone to my child's pick-up list?**

Only the primary and secondary account holders, emergency contacts, and authorized pick-up individuals listed in your child's enrollment may sign out your child from GEO.

### **What happens if I can't pick up by 6pm?**

Late pick-ups should happen only in the case of emergencies. If you will be late, you must call GEO. If we have not heard from you by 6:15, we will begin calling emergency contacts. After more than one late pick up, late fees will apply. See our full policy in our Family Handbook.

**My child has asthma, an allergy, or another medical condition. What do I need to know and do to be sure he/she is safe at GEO?**

If your child has an allergy, dietary restriction, or an existing medical condition, it is essential that we have all of the details on your registration form which should include an Individual Health Care plan and/or an Asthma or Allergy Action Plan.

If your child uses an epi-pen or inhaler, we must have one to be kept at GEO and must receive it before his/her first day with us.

Please arrange your child's medication schedule so that he/she can receive his/her medication by the school nurse before the end of the Public School day, before coming to GEO. If needed we can arrange for a responsible adult from our staff who was trained in Medicine administering to give your child his/her medication. A medication form would need to be filled out and signed in advance for this purpose.

Staff are certified in First Aid and CPR and trained to administer Epi-pens. If your child is subject to anaphylactic reactions due to bee stings or other allergies you must deliver two Epi-Pens, with the child's photo attached, to GEO to be kept with us, along with an allergy plan with special instructions by the attending physician for its administration.

**Will my child do homework at GEO?**

GEO will provide a quiet space where students can focus on their homework.

Staff will be provided for homework support.

### **How much notice is required for schedule changes?**

Enrollment is a commitment for the school year. Schedule change requests made by the 20th of the month will go into effect on the 1st of the next month. If you need to reduce the number of days or withdraw from the program completely, your deposit will be forfeited. If you withdraw before the end of the school year, we cannot hold your space for the following year.

### **How will the program communicate with me?**

GEO sends a bi-monthly newsletter via email. When there is program news or an activity sign-up, it will be posted on our bulletin and shared via email. Please check the sign-out area regularly for notices or sign-up sheets and read GEO emails thoroughly.

### **What if I have questions not answered here?**

Email us at [education@ChabadNatick.com](mailto:education@ChabadNatick.com). Email is the most efficient way to get your questions answered. We can set up a phone appointment for questions or concerns that require discussion, but email is your best first step. Contact us anytime!



## **SOCIAL SERVICE AND REFERRAL PLAN**

Whenever unusual behavior is observed in a child, the teacher notifies the director. The staff continues to observe and record the child's behavior. If necessary, a meeting will be arranged with the parents to discuss the situation. If there is any concern with regard to special needs, or if needed for any other reason, the director will ask the parents for written consent to be able to collaborate with the Natick Schools on behalf of their child. With parental consent, the director will then contact the coordinator of the special Needs Department of the Natick Public School System at 508-651-7113 for advice. Further evaluation and appropriate suggestions may then be provided by the Natick (or child's hometown) public school system.

Staff will also address other concerns with the parents such as hearing, vision, or mental health concerns in which case parents will be advised to contact their physician. If a dental concern arises, parents will be advised to contact the child's dentist.

## **DISCIPLINE AND GUIDANCE POLICY**

This policy is based on an understanding of the individual needs and development of the child. The goals of this policy are to maximize the growth and development of the children and to protect the group and individuals.

Necessary components of our policy are:

- Having a caring staff that not only respects children, but also accepts each child as an individual and poses as a role model.
- Having a setting where teachers and children can talk and listen to each other with understanding and to encourage independence.
- Developing the child's own awareness of their behavior.
- Having the child gain a positive self-image to feel good.
- We encourage children to verbalize their feelings to help develop their self-control through understanding.
- We encourage children to make their own choices and help establish rules, procedures and policies.

Children will learn the natural consequences of their own actions and learn problem solving skills. They will learn to balance their needs and wants with those of others. We provide expectations that are clear, age-appropriate and applied in a consistent way. Praise and encouragement are the focus of our program. Positive behavior is always noted and negative behavior is addressed and corrected in a positive manner. The Director directs corrective measures if the child's behavior is extreme or aggressive.

Our goal is to avoid suspension or termination by trying support services in and outside of the program.

Our policy does not include the use of negative, punitive measures by its staff for a child's inappropriate behavior: - The following practices are strictly prohibited: -

- Corporal punishment shall not be used including physical restraint.
- Spanking or other corporal punishment of children.
- Depriving children of outdoor time, meals or snacks, force feeding children or otherwise making them eat against their will, or in any way using food as a consequence.
- Disciplining a child for soiling, wetting, or not using any other unusual or excessive practices for toileting.

- Confining a child to a piece of equipment for an extended period of time in lieu of supervision.
- No child shall be subject to any cruel or severe punishment, humiliation, physical or verbal abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats or derogatory remarks.
- No child shall be denied any basic needs as punishment. E.E.C now requires school-age programs to complete Progress Reports, which will be completed mid-year each school calendar year to maintain communication with families and help transitions into other programs.

## **POLICY SUSPENSION AND TERMINATION**

GEO Jewish Afterschool will do everything in its power to maintain a positive environment based on recognizing the inner wealth of each student utilizing the stands of the Nurtured Heart Approach™. Suspension or termination will only be considered as a last resort.

GEO Jewish Afterschool will use the following guidelines for warnings, termination or suspending a child from the program if there has been no success in behavior management or discipline:

- If the safety and well being of other children in our care cannot be assured because of this child's behavior.
- If the health or safety of a child while at our facility cannot be assured.
- If the child's developmental needs are not being met.
- A child may be suspended if the required EEC documentation is not up to date/complete or payment is not received.

Behavior not tolerated here at GEO Jewish Afterschool include abusive, or aggressive behavior towards other students, staff or members.

Parents/Guardians are notified after each incident and the incident is logged.

After the first written warning a telephone conversation is required. After two written warnings, a meeting is required to discuss alternate options. After a third written warning a (suspension) or 'termination' may be put into effect. The Director will request a meeting with the parents to discuss the circumstances and options. Parents will be given documentation with specific reasons why termination or suspension has been put into effect and if there are any conditions

for returning into the program. A copy will be placed in the child's file. The Director will inform the parents of information and referral for other services within and outside of the program. If the parents are unable to meet in person, they will be sent written notification.

Termination or suspension is not a punishment, nor to circumvent the referral requirements or not in violation of ADA.

If parents wish to withdraw their child from the program, a 30-DAY notice must be submitted in writing or email. If no notice is given, parents are expected to pay for their child's monthly tuition.

## **PREVENTION OF ABUSE AND NEGLECT**

The staff at GEO Jewish Afterschool shall protect children from abuse and neglect while children are in the program's care and custody. All staff members are mandated reporters and shall report suspected child abuse and/or neglect. The report shall be made to the Program Administrator in which case he/she shall report the issue to the DCF immediately. The Licensee/Program Administrator shall call the EEC after filing a 51A report, or learning that one has been filed, alleging abuse/neglect of a child while in the care of a program. The Licensee shall cooperate in all investigations including in the identifying of parents of children currently or previously enrolled in the program; providing consent for disclosure to the EEC of information from any person/agency and allowing the EEC to disclose any information to any person/agency the EEC may specify as necessary to the prompt investigation of allegations and protection of children. Failure to cooperate may be grounds for suspension, revocation or refusal to issue or renew a license. The Program Administrator shall ensure that an allegedly abusive or neglectful staff member does not work directly with children until the DCF investigation is completed and for such further time as the EEC requires.

Geo Jewish Afterschool has a written plan describing procedures for referring parents to appropriate social, mental health, educational and medical services, including dental check-up, vision or hearing screening, should the program staff feel that an assessment for such services would benefit the child.



## Electronic Communication Policy

Staff are not able to use cell phones whilst on duty (unless authorized) and are not able to text children or 'friend' them on any social media site. Children are not able to carry cell phones and if they have one it will be turned off and placed in their backpack.

The Program Administrator or On-Site Coordinators ARE able to take pictures and videos (no tags) of children for the program brochure, literature, email newsletter, member newsletter and web page. All parents sign a consent form which is in the Parent Application Form.

## HEALTH CARE POLICY FOR GEO JEWISH AFTERSCHOOL

### EMERGENCY TELEPHONE NUMBERS

#### Health Care Consultant

Name: Laura Black

Address: 6 Ranger Road

Telephone Number:

#### Emergency Telephone Numbers (to be posted by all telephones)

Fire Department.....	911 or (508) 651-7294
Police Department.....	911 or 508-647-9500
Poison Control .....	800-222-1222
Ambulance .....	911
DSS/Child Abuse (DCF Framingham Area) .....	508-424-0100
Public Health Dept (Natick) .....	508-647-6460
Designated Adult / Chanie Fogelman.....	508-202-2283

### Hospital(s) Utilized for Emergencies

Name: **Metrowest Medical Center**

Address: 115 Lincoln Street

Framingham, MA 01702

Telephone: (508) 383-1000

Name: **Newton Wellesley Hospital**

Address: 2014 Washington St,  
Newton, MA 02462

Telephone: (617) 243-6000

Name: **Urgent Care Clinic** if we may -

4 Mercer Rd,  
Natick, MA 01760

Phone: (508) 318-4466

### **Information to Give in an Emergency**

Your Name

The Nature for the Emergency

The Center's Telephone Number - 508-650-1499

The Center's Address - 159 Boden Lane

The Center's Location in the Building - come through the front door, you will find us

### **PROCEDURES FOR EMERGENCIES AND ILLNESS**

(Parents must receive a copy of these procedures.)

#### **First Aid and Transportation to the Hospital**

(1) In the case of an emergency or illness (such as a seizure, a serious fall or serious cut), the teacher in charge will begin administration of emergency first aid while the assistant teacher or second teacher takes other children to another area or room. Both staff members should respond in a calm and reasonable manner.

(2) Other staff will be alerted to send for assistance, be it the Program Director, social worker, or another person in the center.

(3) One of the supervisory staff will contact the parent to come and pick up child or, if response time is a factor, to have the parent meet the child and accompanying staff at the emergency room of the hospital utilized in emergencies.

(4) In the event a situation arises that is life threatening or the child cannot be comfortably restrained in a car, an ambulance will be called immediately. The parent will be called to meet the child and staff at the hospital. The teacher or other designated staff will go with the child in the ambulance. The child's file will be taken, including permission forms and pertinent insurance information if the center has it.

(5) If the emergency is non-life threatening and the child is transported to the hospital by the Center, one of the staff will drive and another staff will be accompanying the child for comfort. The child will be properly restrained in a car seat and in a seat belt. The child will not be carried on the staff member's lap

(6) If the parent comes to pick up the child and needs assistance, the teacher or program director may offer to drive to the hospital or to accompany the child

(7) When parents cannot be reached, those listed as emergency contacts will be called as a further attempt to reach parents. In the event a parent cannot be reached immediately, a designated staff person will continue to attempt to reach parents. If necessary, the child will be transported to the hospital by two designated staff members (or by ambulance) and the child's whole file will be taken, including permission forms.

**The program will immediately report to the Department of Early Education and Care any injury to, or illness of, any child which occurs during the hours while the child is enrolled in care and which requires hospitalization or emergency medical treatment.**

### **Emergencies While on a Field Trip**

B. If an accident or acute illness occurs while on a field trip, the lead teacher will take charge of the emergency, assess the situation, and give first aid as needed. The method and urgency of transportation for the child to receive medical treatment will be determined by the lead teacher based on the severity of the emergency or illness. If necessary, an ambulance will be called. The program director, or other designated adult, will be contacted by the head teacher as soon as possible and informed of the nature and extent of the injury and the proposed plan of action. As a preventive measure, prior to departure from the center, the program director and/or lead teacher will determine appropriate guidelines to be followed during the field trip to insure continuity and safety of the children including:

(1) A first aid kit will be taken in all vehicles on all field trips.

(2) Emergency information, including contacts and telephone numbers, will be taken on all field trips.

(3) On a field trip, staff must know the location of a telephone and have appropriate change to be able to use it or have a working cell phone available.

## **PLAN FOR INJURY PREVENTION**

To prevent injury and to ensure a safe environment, the staff member who opens each classroom is responsible upon arrival each day for monitoring the environment and for the removal of any hazards. Any needed repairs or unsafe conditions should be reported to the Director. The Program Director will monitor the outdoor playground and remove any hazards prior to any children using the space. B. No smoking is allowed on the premises.

C. Toxic substances, sharp objects, matches and other hazardous objects will be stored out of the reach of children.

D. A first aid kit and emergency contacts and telephone numbers for the children will be taken on all field trips.

E. An injury report for any incident which requires first aid or emergency care will be maintained in the child's file. The injury report includes the name of the child, date, time and location of accident or injury, description of injury and how it occurred, name(s) of witnesses, name(s) of person(s) who administered first aid and first aid required.

Staff should use the Accident/Injury Report Form to record the above information. Staff should submit the completed form to the Program Director for review. Once the Program Director has reviewed the Accident/Injury Report form and has signed it, it should be given to the parent. The parent should be allowed to review it, sign it, and then be given a copy.

The staff member should then log the report in the Central Log of Injuries and then file the report in the Child's file.

Only staff who have a current First Aid will be allowed to administer first aid no matter how minor the injury.

## **ASSESSING INJURIES TO CHILDREN IN CARE**

According to the National Safety Council, injuries are the #1 health and safety problem for children in child care settings. When a child is injured, child care providers need to fully assess the child's injury and make sure they are following their first aid procedures. In addition to following proper first aid protocols the Office recommends these additional procedures be followed when a child needs first aid. When an injury occurs, ask the

child questions and observe to make sure the child is okay. Monitor the child throughout the day. Continue to assess the child's injury to make sure what was first observed and treated is still the appropriate course of action.

NOTE: Anytime you believe the child's life may be at risk, or you believe there is a risk of permanent injury, seek immediate medical treatment. After first aid is administered and the child is calm, the administrator or a teacher should survey the scene and gather additional information.

- What was the child doing?
- What equipment was involved?
- Was another child involved?
- Were any hazards involved?
- Were there any witnesses? What did they see?

#### **Procedures that must be followed:**

- Complete an injury report.
- Provide timely, full, and accurate verbal notification to parent/guardian regarding injury
- Do not perform first aid or CPR without having completed current training.
- Regularly review the program's health care policy with staff.
- Program staff must share all pertinent information with the program administrator and any teacher taking over care. Sharing the child's status with the parent/guardian at pick up time.
- Make sure the location of the child's medical information is complete and accessible to staff.

#### **Procedures To Follow In Urgent Emergency Medical Situations:**

- 1) Administer First Aid and CPR to the child as deemed necessary based on the nature of the emergency.
- 2) Call emergency medical services right away. 911
- 3) After EMS or emergency medical services have been contacted, call the child's legal guardian.
- 4) Take child's medical information and emergency consents to doctors' office or emergency room

#### **What You Should Do**

- 1) Know how to access Emergency Medical Services (EMS) in your area

- 2) Educate Staff on the recognition of an emergency and the center's health care policy.
- 3) Know the phone number for each child's guardian and primary health care provider.
- 4) Share specific plans and specific health care needs of children with direct care staff.
- 5) Develop plans for children with special needs with their family and health care provider.

### **PLAN FOR MANAGING INFECTIOUS DISEASE**

Staff will take extra special precautions when children who are ill are diagnosed at the Center and when children who are mildly ill remain at the Center.

Children who exhibit symptoms of the following types of infectious diseases, such as gastro-intestinal, respiratory and skin or direct contact infections, may be excluded from the Center if it is determined that any of the following exist:

- the illness prevents the child from participating in the program activities or from resting comfortably;
- the illness results in greater care need that the child care staff can provide without compromising the health and safety of the other children;
- the child has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness;
- diarrhea;
- vomiting two or more times in the previous 24 hours at home or once at the center;
- mouth sores, unless the physician states that the child is non-infectious;
- rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease;
- purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow discharge, often with matted eyelids) until examined by a physician and approved for re-admission, with or without treatment;
- tuberculosis, until the child is non-infectious;
- impetigo, until 24 hours after treatment has started or all the sores are covered;
- head lice, free of all nits or scabies and free of all mites;
- strep infection, until 24 hours after treatment and the child has been without fever for 24 hours;
- many types of hepatitis are caused by viruses. The symptoms are so alike that blood tests are needed to tell them apart. In the U.S. the most common types of hepatitis are A, B, and C. Types B and C are spread through blood and other body fluids. Type A, is spread through contaminated food and water or stool (feces). Fact sheets are available from the state Department of Public health. [www.state.ma.us/dph](http://www.state.ma.us/dph)
- chicken pox, until last blister has healed over.

A child who has been excluded from child care may return after being evaluated by a physician, physician's assistant or nurse practitioner, and it has been determined that he/she is considered to pose no serious health risk to him or her or to the other children.

Nevertheless, GEO Afterschool may make the final decision concerning the inclusion or exclusion of the child. If a child has already been admitted to the Center and shows signs of illness (for example: a fever equal to or greater than 100.5 degrees by the oral or auxiliary route, a rash, reduced activity level, diarrhea, etc.), he/she will be offered their mat, cot, or other comfortable spot in which to lie down. If the child manifests any of the symptoms requiring exclusion (as listed above) or it is determined that it is in the best interests of the child that he/she be taken home, his/her parent will be contacted immediately and asked to pick the child up as soon as possible.

When a communicable disease has been introduced into the Center, parents will be notified immediately, and in writing by the Program Director. Whenever possible, information regarding the communicable disease shall be made available to parents. Program Directors shall consult the Child Care Health Manual for such information. DPH must be contacted when there is a reportable communicable disease in your program.

The program requires, on admission, a physician's certificate that each child has been successfully immunized in accordance with the Department of Public Health's recommended schedule. No child shall be required, under 102 CMR 7.00 to have any such immunization if his parent(s) object, in writing, on the grounds that it conflicts with their religious beliefs or if the child's physician submits documentation that such a procedure is contradicted. This must be maintained in the child's file. No child will be admitted into the program without the required documentation for immunizations. (Childhood Lead screening must be done on all children; it is not considered an immunization). The program will maintain a list of the children who have documented exemptions from immunizations and these children will be excluded from attending when a vaccine preventable disease is introduced into the program. The Massachusetts Immunization Program provides free childhood vaccines. The toll free telephone number is 1-888 658-2850.

### **PLAN FOR INFECTION CONTROL**

The program director shall ensure that staff and children wash their hands with liquid soap and running water using friction. Hands shall be dried with individual or disposable towels.

Staff and children shall wash their hands minimally at the following times:

1. Before eating or handling food;
  - a. After toileting;
  - b. After coming into contact with bodily fluids and discharges;
  - c. After handling center animals or their equipment; and
  - d. After cleaning.

The program director or lead teacher shall ensure that the specific equipment, items or surfaces are washed with soap and water and disinfected with a fresh, standard bleach solution (1/4 teaspoon per 1 qt.) using the following schedule:

1. After each use:
  - a. Sinks and faucets used for hand washing after the sink is used for rinsing a toilet training chair;
  - b. Toys mouthed by children;
  - c. Mops used for cleaning bodily fluids; and
  - d. Thermometers

2. At least daily:
  - a. Toilets and toilet seats;
  - b. Sinks and sink faucets;
  - c. Drinking fountains;
  - d. Water table and water play equipment;
  - e. Play tables;
  - f. Smooth surfaced non-porous floors;
  - g. Mop used for cleaning; and
  - h. Cloth washcloths and towels.

3. At least monthly or more frequently as needed to maintain cleanliness, when wet or soiled, and before use by another child:

- a. Cots, mats or other approved sleeping equipment; b. Sheets, blankets or other coverings; and
- c. Machine washable fabric toys.

All staff should wear non-latex gloves when they come into contact with blood or body fluids. Specifically, gloves should be worn during diapering, toileting, when administering first aid for a cut, bleeding wound, or a bloody nose.

Gloves should never be reused and should be changed between children being handled. Proper disposal of infectious materials is required. Any disposable materials that contain liquid, semi-liquid, or dry, caked blood will need to be disposed of in the



secured trash receptacle located in the janitor's closet and marked "Biohazardous waste."

The bags should be removed and securely tied each time the receptacle is emptied. Cloth items that come into contact with blood or bodily fluids will be double bagged and sent home.

Each staff member will be trained in the above Infection Control Procedures upon employment and before working with the children and then annually.

## **PROCEDURES FOR USING AND MAINTAINING FIRST AID EQUIPMENT**

### **Location of first aid kit -**

Each floor level will have a first aid kit.

- top floor - in staff supply room
- main floor - above cubbies on shelf above coat rack
- lower level - in supply room in first black cabinet

The location will be marked by "1st Aid" sign on the front of the container. The first aid kits are stored out of the reach of children but easily accessible in case of emergency.

Portable first aid kits used on field trips will include: first aid supplies, children's emergency contacts and telephone numbers.

Who maintains the first aid kit?

The first aid kit is kept supplied by the program director.

First aid kits will be inspected monthly but supplies will be replaced as needed. Staff should report missing items to the program director. Staff certified in first aid and in accordance with recommended procedures will use all first aid supplies and/or equipment.

All staff must be first aid certified within six (6) months of employment. One staff member certified in CPR must be on the premises during all hours of operation.

### **Contents of first aid kit**

Band-Aids

CPR mouth guard

Disposable non-latex gloves

Gauze Pads

Gauze Roller  
Bandage Adhesive Tape  
Instant Cold Pack  
Tweezers  
Thermometer  
Compress  
Scissors

## **PLAN FOR ADMINISTRATION OF MEDICATION**

### **Staff Administering Medication**

GEO will conduct an annual evaluation of the ability of staff to administer medication. Staff will take the online EEC medication training in Strong Start yearly. Only staff who took the medication training will be allowed to administer the medication.

### **Prescription Medication**

- A. Prescription medication must be brought to school in its original container and include the child's name, the name of the medication, the dosage, the number of times per and the number of days the medication is to be administered. This prescription label will be accepted as the written authorization of the physician.
- B. The Center will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.
- C. Prescription medication must be provided by the parents - and...
- D. The parent must fill out the Authorization For Medication Form before the medication can be administered.

### **Non-prescription Medication**

- A. Non-prescription medication will be given only with written consent of the child's physician. The Center will accept a signed statement from the physician listing the medication(s), the dosage and criteria for its administration. This statement will be valid for one year from the date that it was signed.
- B. Along with the written consent of the physician, the Center will also need written parental authorization. The parent must fill out the Authorization for Medication form, which allows the Center to administer the nonprescription medication in accordance with the written order of the physician. The statement will be valid for one year from the date it was signed.
- C. The Center will make every attempt to contact the parent prior to be child receiving the non-prescription medication unless the child needs medication urgently or when contacting the parent will delay appropriate care unreasonably.

### **Topical Ointments and Sprays**

A. Topical ointments and sprays such as petroleum jelly, sunscreen, and bug spray, etc. will be administered to the child with written parental permission. The signed statement from the parent will be valid for one year and include a list of topical non-prescription medication.

B. When topical ointments and sprays are applied to wounds, rashes, or broken skin, the Center will follow its written procedure for nonprescription medication which includes the written order of the physician, which is valid for a year, and the Authorization for Medication form signed by the parent.

### **All Medications**

1. The first dosage must be administered by the parent at home in case of an allergic reaction.
2. All medications must be given to the teacher directly by the parent.
3. All medications will be stored in the kitchen, out of the reach of children (in the right upper cabinet or on the refrigerator door shelf if refrigeration is necessary). All medications that are considered controlled substances must be locked and kept out of reach of children.
4. The Lead Teacher will be responsible for the administration of medication. In his/her absence, the Program Director will be responsible.
5. The Center will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to normal skin) which will include the child's name, the time and date of each administration, the dosage, and the name of the staff person administering the medication. This completed record will become part of the child's file.
6. All unused medication will be returned to the parent.

### **PLAN FOR MILDLY ILL CHILDREN**

Children who are mildly ill may remain in school if they are not contagious (refer to Plan For Infectious Disease) and they can participate in the daily program including outside time. If a child's condition worsens or, if it is determined that the child poses a threat to the health of the other children, or if the child cannot be cared for by the classroom staff, the Program Director will contact the child's parent(s). The parent(s) will be asked to pick up the child. The child will be cared for in a quiet area, a classroom or in the Center's office by a teacher qualified staff member or by the Program Director until the parent(s) arrive to take the child home. Any toys, blankets, or mats used by an ill child will be cleaned and disinfected before being used by other children.

## **PLAN FOR MEETING INDIVIDUAL CHILDREN'S SPECIFIC HEALTH NEEDS**

### **Individual Health Care Plan / Asthma Action Plan**

During intake, parents will be asked to record any known allergies or Asthma, or other medical conditions on the face sheet. The face sheet will be updated yearly. All allergies or other important medical information will be posted in each classroom, on the refrigerator in the kitchen, and on the snack storage cabinet. Allergies list will be updated as necessary - new children enroll, unknown allergies become known. All staff and substitutes will be kept informed by the Program Director so that children can be protected from exposure to foods, chemicals, pets or other materials to which they are allergic. For a child with specific food allergies, the cook will inform the classroom staff of substitutions for snacks and lunches when completing weekly snack and lunch menus. The names of children with allergies that may be life threatening (ie - bee stings) will be posted in conspicuous locations with specific instructions if an occurrence were to happen. The Program Director will be responsible for making sure that staff receives appropriate training to handle emergency allergic reactions.

## **PROCEDURE FOR IDENTIFYING AND REPORTING SUSPECTED CHILD ABUSE AND NEGLECT**

All staff members are mandated reporters according to Massachusetts General Law C119, Section 51A. This means that if a staff member has a reasonable suspicion of abuse or neglect of a child he/she must file a report with the Department of Children and Families.

See attached information for definitions, reporting procedures, etc. The following procedure will be followed:

1. A staff member who suspects abuse or neglect must document her observations including the child's name, date, time, child's injuries, child's behavior, and any other pertinent information. The staff member will discuss this information with the Program Director.
2. The Program Director or the staff member with the assistance of the Program Director will make a verbal report to DCF, to be followed by a required written report 51A within 48 hours. Department of Children and Families Telephone # is .
3. If a staff member feels that an incident should be reported to DCF, and the Program Director disagrees, the staff member may report to DCF directly.
4. All concerns of suspected abuse and neglect that are reported to DCF will be communicated to the parents by the Program Director unless such a report is contra-indicated.

## **PROCEDURE FOR IDENTIFYING AND REPORTING CHILD ABUSE/NEGLECT WHILE IN THE CARE OF THE CENTER**

It is the Center's commitment to protect all children in care from abuse and neglect. The following are procedures for reporting suspected child abuse/neglect while the child is in the Center's care. Any report of suspected abuse or neglect of a child will be immediately reported to the Department of Children and Families and the Department of Early Education and Care. A meeting will be held with the staff member in question to inform him/her of the filed report.

**Department of Children and Families (DCF)** telephone # is 508-424-0100

**Department of Early Education and Care** - Karen Lessard, Group and School Age Licensing Specialist - 508-461-1453

The staff member in question will be immediately suspended from the program with pay pending the outcome of the DCF and EEC investigations. If the report is screened out by DCF, the Program Director has the option of having the staff member remain on suspension pending the EEC investigation or allowing the staff member to return to the classroom. This decision will be made by the Program Director and will be based on the seriousness of the allegations and the facts available. If the allegations of abuse and neglect are substantiated, it will be the decision of the Program Director whether or not the staff member will be reinstated. The Program Director and staff will cooperate fully with all investigations.

## **EMERGENCY EVACUATION PLAN**

### **1. Purpose and Scope**

This plan outlines procedures for managing emergencies at GEO Jewish Afterschool. It includes protocols for missing children, fire evacuation, natural disasters, and other critical situations. The goal is to ensure the safety of children, staff, and visitors while complying with MA EEC regulations.

### **2. Missing Children**

#### **Procedure:**

- **Immediate Search:** Staff will conduct a thorough search of the facility, checking all rooms, restrooms, and outdoor areas.

- **Notify Director:** The Program Director is alerted immediately and coordinates the search efforts.
- **Contact Authorities:** If the child is not found within 5 minutes, the Director will contact local police to report the child missing.
- **Inform Parents:** Parents/guardians will be notified immediately once the child is reported missing.
- **Documentation:** Record the details of the incident, including time, descriptions, and steps taken.

### 3. Evacuation Due to Fire

#### Procedure:

- **Alarm Activation:** Activate the fire alarm system immediately.
- **Prepare to take along:** Grab emergency kits which include children's emergency contact information.
- **Evacuation Routes:** Use the designated primary and secondary evacuation routes, clearly marked in each room.
- **Assembly Points:** First assembly spot is in front of the building, at the front of the fence of the outdoor play area. If we need to move on, all staff and children will go to the Cole Recreation Center (179 Boden Lane) walking distance, or, if going farther away is needed, the Cole Recreation Center has vehicles available to transport everyone to the next point which would be the Natick Fire Department on Speen Street. If considered safe, moving over to the Fogelman home at 168 Boden Lane is also an option.
- **Roll Call:** Conduct a name to face headcount at the 1st assembly point to ensure all individuals are accounted for.
- **Contact Fire Department:** Call 911 to report the fire and provide details about the location and status of individuals.
- **Parent Notification:** Inform parents/guardians of the evacuation and assembly location via phone, text, whats app, or email.

### 4. Evacuation Due to Natural Disaster

#### Procedure:

- **Information Source:** Monitor local news, weather alerts, and notifications from the local emergency management office to determine if evacuation or shelter-in-place is necessary.
- **Decision Making:** The Program Director will assess the situation and make a decision based on the severity of the disaster and guidance from local authorities.

- **Evacuation Routes:** First assembly spot is in front of the building, at the front of the fence of the outdoor play area. If we need to move on, all staff and children will go to the Cole Recreation Center (179 Boden Lane) walking distance, or, if going farther away is needed, the Cole Recreation Center has vehicles available to transport everyone to the next point which would be the Natick Fire Department on Speen Street. If considered safe, moving over to the Fogelman home at 168 Boden Lane is also an option.
- **Prepare to take along:** Grab emergency kits which include children's emergency contact information.
- **Shelter-in-Place:** If advised, move to an interior room or designated safe area within the facility - such areas can be closet in sanctuary, under stairs downstairs, upstairs in GEO supply room, and hallway upstairs.
- **Contact Authorities:** Use emergency services (911) to report any immediate threats or concerns.
- **Parent Communication:** Update parents/guardians with information about the situation and location via phone, text, whats app, or email.

## 5. Loss of Power

### Procedure:

- **Safety Checks:** Ensure that emergency lighting and exit signs are operational.
- **Evacuation:** If the power outage lasts more than 30 minutes or compromises safety, evacuate. First assembly spot is in front of the building, at the front of the fence of the outdoor play area. If we need to move on, all staff and children will go to the Cole Recreation Center (179 Boden Lane) walking distance, or, if going farther away is needed, the Cole Recreation Center has vehicles available to transport everyone to the next point which would be the Natick Fire Department on Speen Street. If considered safe, moving over to the Fogelman home at 168 Boden Lane is also an option.
- **If evacuating, prepare to take along:** Grab emergency kits which include children's emergency contact information.
- **Backup Power:** Utilize any available backup power sources (e.g., generators).
- **Contact Authorities:** Report the power outage to the utility company and local emergency services if needed.
- **Parent Notification:** Inform parents/guardians of the situation and any changes in pick-up arrangements via phone, text, whats app, or email.

## 6. Loss of Heat

### Procedure:

- **Temperature Monitoring:** Regularly check indoor temperatures. If it drops below 65°F, initiate heating measures or prepare for evacuation.
- **Evacuation:** First assembly spot is in front of the building, at the front of the fence of the outdoor play area. If we need to move on, all staff and children will go to the Cole Recreation Center (179 Boden Lane) walking distance, or, if going farther away is needed, the Cole Recreation Center has vehicles available to transport everyone to the next point which would be the Natick Fire Department on Speen Street. If considered safe, moving over to the Fogelman home at 168 Boden Lane is also an option.
- **Contact Authorities:** Notify local utilities and emergency services for assistance with heating issues.
- **Parent Notification:** Communicate with parents/guardians about the situation and evacuation plans via phone, text, whats app, or email.

## 7. Loss of Hot Water

### Procedure:

- **Assess Impact:** Evaluate the extent of the impact on program activities. If hot water is essential for health and safety, initiate evacuation.
- **Alternative Arrangements:** Use alternative facilities or arrange for access to hot water if possible.
- **Contact Authorities:** Report the issue to the facility management or maintenance team.
- **Parent Notification:** Inform parents/guardians of any changes or impacts on the program via phone, text, or email.

## 8. Communication with Authorities and Parents

### Communication Methods:

- **Contacting Authorities:** Use 911 for emergencies. For non-urgent issues, contact local utility companies or emergency management offices as needed.
- **Parent Communication:** Utilize a phone tree, text messaging service, or email notifications to keep parents informed. Ensure contact details are up-to-date for all families.

## 9. Staff Training and Drills

**Training:** All staff will receive regular training on emergency procedures, including evacuation routes and communication protocols. **Drills:** Conduct regular emergency drills to ensure staff and children are familiar with procedures.



## 10. Review and Updates

**Plan Review:** The emergency evacuation plan will be reviewed annually and updated as needed to reflect changes in the facility or regulations.

—

This plan ensures that GEO Jewish Afterschool is prepared to handle emergencies effectively while keeping the safety and well-being of children and staff as the top priority.

—