



# Family Handbook

# Program Contact Information

Square One @ Main St. (a SCOOP Program):

1095 Main St., 1<sup>st</sup> Floor; (413) 732-5183 x1153

Hours: 8-4, M-F

Square One @ King St.:

255 King St.; (413) 732-9905 x2220

Hours: 7:30-5:30, M-F

Square One @ King Street (school-age program only; M-F)

255 King St.; (413)858-3123

Square One @ Catharine St. (a SCOOP Program):

15 Catharine St., (413) 750-2640

Hours: 8-4, M-F

Square One @ Christian Life Center (school age program only; M-F)

1590 Sumner Ave., (413) 858-3123

Square One Family Childcare (hours vary):

Various locations throughout the greater Springfield area.

Main Office: (413) 732-5183 x1163

Our facility is licensed by EEC Western Ma Regional Office and staffed accordingly with Certified Early Childhood Educators. EEC may be contacted for program history at:

1441 Main Street, Suite 230,  
Springfield, MA 01103  
Phone: 413-788-8401  
Fax: 413-784-1227

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## Square Ones Vision:

The vision of Square One is to affect meaningful change that results in better lives and more promising futures for children, families and our communities. Square One achieves this vision by raising funds, advocating on behalf of children and families, delivering research-based solutions, and developing needed services that promote education, health, safety, holistic development and self-reliance.

Square One supports children and the adults in their lives whose wellbeing directly impacts their own health and wellness. No matter who arrives at the table of need, we stand ready to serve:

Square One is <i>solution-based</i> . We address need where it exists and focus on outcomes at all levels of the organization.
Square One is <i>innovative</i> . We adapt to reflect an ever-changing community.
Square One is <i>ready</i> . We prepare and empower our staff and organization to act decisively whenever need arises.
Square One is <i>proactive</i> . We work to anticipate emerging needs.
Square One is <i>respectful</i> . We treat all people who we serve, engage or employ with dignity and respect.

Significantly, we believe that children thrive in healthy families, and that families thrive in vital communities. As a multi-service organization, every program we deliver and resource we provide is designed to address the unique needs of each child and every family we serve.

## Philosophy of Education:

Square One provides a balanced approach to learning, giving you the peace of mind that your child is engaged as they develop socially, emotionally, physically, and cognitively.

Children are given the tools to become confident and self-aware. In a caring and stimulating atmosphere, our educators engage your child with varied opportunities to grow, learn, and imagine.

Our families are partners in their child's learning process.

## **Non Discrimination Policy:**

Square One will not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, marital status, national origin, sexual orientation, gender or gender identification, or disabilities. All children will be treated equally and receive any and all benefits the program can provide.

HIV/AIDS Policy: It is illegal to exclude children or staff because of HIV infection or AIDS. All children should be admitted to the program as long as their own health and developmental status allow them to benefit from the program. Since HIV is not spread by casual contact, there is no reason to exclude a child or staff person with AIDS or HIV infection while he/she feels well enough to attend or work.

Square One is required by the American with Disabilities Act to make reasonable accommodations for staff and children with HIV or AIDS.

**POLICY:** It is illegal in Massachusetts to reveal anyone's HIV status without written and informed consent.

## **Fees & Payments**

Payment of all fees: tuition, late charges, and \$25.00 non-negotiable fees for returned checks may be made through the following options:

- Pay by phone with a credit or debit card by calling (413) 732-5183
- Pay in person with cash, check, or Money order at our King Street, and Holyoke sites (these sites currently do not accept credit or debit card payments).
- Pay in person for all sites including Family Child Care with cash, check, money order, or debit and credit card at our corporate office located on 1095 main Street, Springfield Ma 01103 with the Receptionist.
- Pay via PayPal by going onto our webpage ([www.sdn.org](http://www.sdn.org)) and selecting the "pay your bill on line option".

Families are expected to pay full tuition for all days during active enrollment. This includes scheduled holidays, days absent, closures due to unexpected circumstances (ex. Snow day), and professional development days.

Tuition is due on or before the Friday prior to the week of child care services. There is no penalty for prepaying tuition. Statements of outstanding balances are offered weekly (FCC bi-weekly).

Families with past due balances will receive a two week notice of termination for non-payment.

A \$25.00 bank charge will be applied to your account for all check or on-line payments returned by our payment processing system.

## **Holidays and Closure:**

Square One operates 52 weeks a year. Please refer to this year's current holiday and closure calendar for closings, early dismissals and professional development days for staff.

## **Weather Closures:**

Program closures or transportation cancelations due to severe or inclement weather, will be announced on WWLP 22 and WGGB 40. You can also follow us on Facebook and Twitter.

If weather conditions become less favorable during the day, programs may close. In this case, all parents will be notified by phone of an earlier closing time. According to our Fee Agreement, parents will be charged regardless of a closure due to inclement weather.

## **Drop Off/Pick Up Procedure:**

### *Drop-Off*

Parents are expected to bring their child into the building, sign your child in and see that the child is under the supervision of a teacher before leaving the premises.

Children need to be signed in programs by the start time for each site. This will ensure that they are offered the opportunity to participate in all classroom activities. Additionally, a consistent drop-off and pick-up time is essential for children to feel secure in their environment.

### *Pick-up*

Parents and Guardians should ensure that the Director is contacted by verbal and/or written communication when someone on the contact list is picking up your child other than yourself. This will ensure a safe and predictable pick up for your child.

Our educators will release your child only to people identified on the authorized list you filled out during registration. The person who will be picking up your child will be required to provide photo identification before your child is released. Upon release of any child, the parent or authorized pick up MUST sign out on the daily attendance sheet.

## **Open Door Policy:**

Families are welcomed at programs at any time, announced or unannounced. If at any time families are accompanied with a visitor, the visitor must be checked in at the office and given a visitor badge.

## **Visitors:**

Visitors should enter the program through the main entrance. While the building all visitors must be accompanied by a Square One staff member.

## **Pets:**

Square One does not allow outside pets in our school. Occasionally, pets may visit the center, but "NO" turtles or reptiles will be allowed. Any visiting pets must be healthy, up to date with immunizations and free from communicable disease. Service animals are allowed at any time. See the program director for more information and authorization.

## **Parent Conduct While at SQ1 Programs:**

Square One wishes to ensure a positive, nurturing and safe environment for our children and families. While on SQ1 premises, both in buildings and outside, the following rules for adults in the program must be followed:

### *1. Smoking:*

Square One has a **NO SMOKING** Policy. Smoking is prohibited under EEC regulations in any space used by children. Smoking is prohibited at all times in the following areas: classrooms, offices, kitchens, hallways, meeting rooms, outdoor play areas, restrooms, and at group socialization activities, including field trips. This includes E-Cigarettes

### *2. Beverages:*

Adults are not allowed to have coffee or soda when **children are present**. During breakfast, lunch, or snack, volunteers are permitted to eat and drink what the children are served. **NO ALCOHOL** is permitted at any Square One activities.

### *3. Discipline:*

Physical discipline at the center is forbidden by law. This includes a slap on the child's hand or bottom, spanking, or shouting angrily at the children.

### *4. Privacy:*

Respect each family's right to privacy. What you see and hear in the center can be shared with the teacher but should not go beyond the classroom.

### *5. Siblings:*

Unfortunately, only enrolled children can attend the center. Siblings must be left at home when parents are volunteering in the classroom. This is necessary for the safety of all children.

### *6. Personal Conduct:*

Adults shall not curse or use abusive language in programs (this includes abusive language on clothing). Practicing or engaging in any conduct, which tends to create an unsafe environment for children, staff or parents is prohibited. Square One reserves the right to exclude/suspend a family from the program when exclusion/suspension becomes necessary.

## 7. *Volunteers:*

All volunteers must be approved through our HR department. Necessary paperwork and orientation must occur before volunteers can be allowed in classrooms. Volunteers are not to be left alone with children, administer first aid or discipline children in any manner.

## **Vacations:**

If your child is going on vacation, notify the center director at least two weeks in advance. There will be no reduction in tuition for vacations.

## **Withdrawals:**

It is required that you notify the program director in writing two weeks prior to withdrawing your child from the program. It is important for the staff, your child and his/her peers to prepare for departure. Two weeks fees will be charged if the required written notice is not given.

## **Children's Records:**

Physicals:

- **Birth to 24 months-** For infants under six months of age, physicals must be administered within 15 days of admission. For infants who are receiving their first series of immunizations, a note from the doctor documenting any new immunizations is required to update children's health record.
- **2 to 5 years-**Physicals must have been administered within one year of admission, or a physical must be obtained within one month (30 days) after admission. After admission, updated physicals must be provided annually for continued enrollment.

No child will be admitted into the program without the required documentation for immunizations.

If at any time a child's physical has expired, the parent must provide the center with a written documentation from a physician's office stating the date and nature of the next appointment for physical and immunizations.

Records of your child's physicals and immunizations are required by state regulations. For children under the age of six years, but not less than two years of age, Square One requires a statement signed by a physician or an employee of a health care agency stating that the child has been screened for lead poisoning. This statement is required prior to or within one month of admission. A written and notarized verification from the child's family that they object to such an examination on the grounds of religious beliefs will be accepted in such circumstances.

Additional required record keeping information that must be maintained includes:

- Copy of custody agreements, court orders, restraining orders
- Documentation of unsatisfactory vision, hearing, and dental screenings if applicable



- Individual Health Care Plan (IHCP) for children who have a chronic medical condition, diagnosed by a licensed healthcare practitioner. (e.g. Epi Pen, asthma, diabetes ) (See IHCP). A child will not begin in a program until the IHCP has been submitted for their file.
- Proof of Childhood Lead screening as required by the department of public health. Lead screening is not considered an immunization.

## **Emergency Procedures:**

All classroom staff at Square One shall maintain current EEC approved First Aid Certification. Staff certified in Child/Adult CPR will be on site whenever children are present.

In an emergency situation involving an injury to a child or adult, staff present will assess the situation and notify the program director if the injury requires more than basic first aid. If the situation requires more than basic first aid, a family member will be notified. One staff person will remain with the injured child or adult while attempts to reach a parent or emergency contacts are made.

If basic First Aid is applied and the child or adult remains at the Center, staff will check the injury throughout the day to ensure that there has been no further injury or that further treatment is not needed. Staff will survey the area where the injury occurred to ensure that the area is free of hazards.

Parents will be notified immediately whenever a child suffers any type of head or facial injury.

## **Accident Reports:**

EEC Regulations require that a parent be notified of any injury that needed emergency care beyond minor first aid, and that written notification of any first aid given, be provided to a parent within 24 hours of the incident.

**POLICY:** In any situation that calls for application of first aid, it is mandatory that an accident report be completed and submitted to the program director on the same day that the accident occurs. The accident report must be filled out completely and signed by the staff person reporting the accident and the program director.

The accident report is sent home with the child who receives Square One transportation for the parent's signature. The accident report will be signed by the parent or authorized person picking up the child at the center. A copy of the accident report is given to the parent and another copy is filed in the child's file. Each accident is to be logged on the injury log in the office.

## **Emergency Evacuation:**

Each program will develop an evacuation plan. Each plan will include 2 exit routes from every area of the building. Emergency evacuation exit instructions will be posted, in plain view, in every room. Exits will be clearly marked and not blocked by furniture or other objects.

Evacuation drills (also known as fire drills) will be both announced and unannounced. Drills will be scheduled at varied times throughout the day and will be documented. Evacuation drills will take place at least monthly.

Each Center/Program will maintain logs of evacuation drills that will include the amount of time it took to completely evacuate the building. Each Center/Program will post emergency and evacuation procedure plans near all phones and exits.

## **Toileting:**

Children are toilet trained in accordance with family requests and consistent with the child's physical, emotional and developmental abilities.

## **Mildly Ill Children While in Care:**

Families are notified whenever their child becomes ill while in care. If your child is unable to participate in program activities, has any a fever exceeding 100 degrees, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness you will be notified to pick up the child.

## **Infectious Disease:**

Children who exhibit symptoms of infectious diseases, may be excluded from the program if it is determined that any of the following exist:

### **Criteria for Excluding Children or Adults from Child Care**

- Chicken Pox – for five days after the onset of the rash or when all lesions are dried and crusted, whichever is later.
- Diarrhea – (more than the child's normal number of stools, with increased stool water or decreased form.) If the diarrhea cannot be contained by a diaper or controlled by toilet use, or if the stool contains blood and/or mucus.
- Head lice – for 24 hours after treatment has begun. If there are live bugs seen, child must be sent home for another treatment – can return 24 hours after treatment.
- Hepatitis – a virus infection. For one week after onset of illness and jaundice (if any) has disappeared OR until serum globulin has been administered to appropriate children and staff in the program within 2 weeks of exposure as directed by the Health Department.
- Impetigo – for 24 hours after treatment has begun.
- Measles – for 4 days after the rash appears.
- Mouth sores – in a child who cannot control his or her saliva – unless the child's physician or local health department states the child is non-infectious.
- Mumps – for 9 days after the onset of gland swelling.
- Pertussis – until five days of appropriate antibiotic therapy has been completed.
- Purulent Conjunctivitis – (pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye) for 24 hours after the treatment has begun.

- Rash with fever or behavioral change – until a physician has determined that the illness is not a communicable disease.
- Ringworm Infection – until after treatment has begun.
- Rubella – for 7 days after the rash appears.
- Scabies- until after treatment has been completed.
- Strep Throat – for 24 hours after treatment has begun and the child has had a normal temperature for 24 hours.
- Tuberculosis – until the child’s physician or local health department authority states the child is non-infectious.
- Vomiting (twice or more in the previous 24 hours) unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.

\* Children **DO NOT NEED** to be excluded for other minor illnesses, unless:

- They are too sick to participate comfortably in program activities.
- They need more care than staffing levels allows.
- They have unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness.

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. The program may make the final decision concerning the inclusion or exclusion of the child.

When a communicable disease has been introduced into the program, families will be notified immediately in writing.

## **Administration of Medication:**

### *Prescription Medication*

A. Prescription medication must be brought to the program in its original container and include the child’s name, the name of the medication, the dosage, the number of times per day and the number of days the medication is to be administered. This prescription label will be accepted as the written authorization of the physician. The program will only administer medication if it requires three (3) or more doses in a 24 hours period or unless a time is specified on the prescription.

B. The program will not administer any medication contrary to the directions on the label unless so authorized by written order of the child’s physician.

C. 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 program 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 program will also need written parental authorization. The parent must fill out the Authorization for Medication form, which allows the program to administer the non-prescription 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. Square One will make every attempt to contact the family prior to the child receiving the non-prescription medication unless the child needs medication urgently or when contacting the family will delay appropriate care unreasonably.

### *Topical Ointments and Sprays*

A. Topical ointments and sprays such as petroleum jelly, diaper cream, sunscreen, and bug spray, etc. will be administered to the child with written parental permission. The signed statement from the family 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 program will follow its written procedure for non-prescription 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 family at home in case of an allergic reaction.
2. All medications must be given to the teacher directly by the family, in its original container and with all instructions.
3. All medications will be stored out of the reach of the children, if necessary a labeled and designated area in the refrigerator door shall be used. All medications that are considered controlled substances must be locked and kept out of reach of children.
4. Only staff members who have been trained will be responsible for the administration of medication.
5. The program 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 family.

## **Individual Health Care Plans (IHCP):**

In accordance to EEC Regulations and Square One Policy:

Square One must maintain, as part of a child's record, an Individual Health Care Plan (IHCP) for each child with a chronic medical condition, (allergies, asthma, seizures, high fevers, etc.) which has been diagnosed by a licensed health care practitioner. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered.

The written parental consent and the licensed health care practitioner authorization shall be valid for one year, unless withdrawn sooner. Such consent and authorization must be renewed annually for administration of medication and/or treatment to continue.

EpiPen: For children who require an EpiPen, the EpiPen must be given to the center in its original container with the original pharmacy label. Also, the EpiPen itself must have a date of origination and a date of expiration clearly marked on both the PEN and the CONTAINER. This is the only non-oral or topical medicine that will be administered. The EpiPen is required to go with the child both indoors and out.

## **Daily Admissions:**

Classroom staff will conduct a brief health check daily, upon greeting each child and before a parent leaves. Attention will be paid to:

- General mood (happy, cranky, sad, etc)
- Activity level (sluggish, sleepy, etc)
- Breathing difficulty, coughing
- Skin color, itching, rashes, swelling, bruises, and sores

## **Identifying and Reporting Suspected Child Abuse or Neglect:**

All employees and Family Child Care Providers of Square One are mandated reporters. Massachusetts' law requires mandated professionals to report suspected abuse and/or neglect to the Department of Children and Families. Square One is committed to the protection of the children in our care.

## **Nutrition and Food Service:**

Breakfast, lunch and a snack are offered to all children in a family style manner. All food is prepared, stored and served in accordance with the USDA Food Program to support children's health and wellness.

In accordance with the American Association of Pediatric recommendation, whole milk is served to children ages 12 -24 months.

Sippy Cups and Cups: Sippy cups are prohibited during crawling and walking and will be used at the meal tables.

Square One center based programs are nut free. Nuts and nut products are prohibited within our building. For the safety of our children and ask that you avoid sending nuts and nut products to school. Label reading is critical in order to avoid foods which “might contain nuts/peanuts or be processed in a nut/peanut facility”.

Square One will be sensitive to and provide alternative foods to those with allergies, food restrictions, and or special needs.

We enjoy the celebration of birthday parties at Square One. If you wish to bring special refreshments for your child’s birthday, please check with his/her teacher. When celebrating a child’s Birthday, cake and or other celebration foods, may be brought in by the family. “Celebration foods: will only be served after the lunch meal has been served. Families are encouraged to choose healthier options such as 100% fruit juice, cheese, fruits, vegetables etc. for classroom parties, events and celebrations.

### **Oral Health:**

Educators will assist children in brushing their teeth whenever they are in care for more than four hours. Educators will encourage children to brush their teeth and assist them in doing so, but will not force children to brush their teeth.

Square One supplies toothbrushes and toothpaste at no cost to families.

### **Children’s Clothing:**

Families will provide a change of clothing to be kept in the child’s cubby. This should be appropriate for the season and the weather. Please include:

Pants, Shirt, Underwear, Socks

- Children who are potty training should have additional clothing.
- If any items go home soiled, a clean set is required for the next day.
- All items brought to the program should be labeled with a permanent marker.
- Children who are in diapers need the following: diapers, wipes, ointment, 3 bottles, food (when they start foods), formula only if the child is on a special type.

For safety reasons we cannot allow open toe shoes, sandals, crocks or flip-flops. Sneakers or footwear with traction will ensure safety in both the indoor and outdoor environment.

Toys and other personal belongings must be left at home except for Show and Share or other special events.

### **Rest Time:**

Children will be provided with a cot or mat for rest.

Children may bring in a small blanket, pillow and/or soft plush toy from home. Items will be taken home weekly for washing.

Parents are responsible to launder sheets and blankets on a weekly basis.

Children are not required to sleep but are expected to rest quietly. Children who do not sleep will be provided with a quiet activity.

NOTE: Pillows, blanket or soft plush toys are NOT allowed in infant cribs.

### **Supervision:**

Children are supervised at all times and no child is left unattended.

### **Assessment and Family/Teacher Conferences:**

All children receive a developmental screening within 45 days of admission. Assessments are completed quarterly by educators. Assessment information is shared with parents/guardians during family/teacher conferences, which are offered quarterly. A parental signature is required after review.

During conferences, teachers will make note of any families' questions, comments and concerns regarding their child and/or their child's progress.

Although families are always welcome to have informal conversations with teachers at the beginning and end of the day, if a discussion requires more attention, a date and time will be set for a more formal meeting.

Referrals that may be made to parents, if needed, could include referrals for education, medical specialties, counseling, dental care, behavioral concerns, vision and hearing. Parents from time to time may need the assistance of other community agencies. Each program is aware of the resources within their community in addition to school systems.

All observations, consultations and referrals, with the exception of protective, are always made with the families consent. Requests for observations and consultations are made by program directors.

### **Curriculum:**

Curriculum is built and based upon the emerging interests of the children and individualized based on the child's developmental needs. Children are provided with a variety of activities throughout the day to promote social, emotional, and physical development.

### **Transitions to a New Age Group:**

Children are transitioned based on their chronological and/or developmental age. When it is determined that a child will transition to the next age group:

- Parents will be notified in writing 2 week prior to the transition.
- Transition will be communicated between classrooms.
- During the 2 week period, children will be provided opportunities to visit in their new classroom.

## Child Guidance Policy

Square One's Child Guidance policy strives to maximize the social/emotional growth of children by supporting children in learning skills that promote positive interactions, protect the child and individuals within the classroom and teach all children the skills needed to successfully navigate being a positive part of a group. Our main goal is to promote developing healthy relationships and preventing behavior that disrupts children's learning. We meet this goal by providing a diverse selection of age and developmentally appropriate activities.

Child guidance goals will help children to:

- Be safe with themselves and with others
- Develop self-control and build positive self-esteem
- Appropriately express their feelings
- Become more independent
- Balance their needs and wants with those of others
- Learn to use equipment, materials, and other resources in a caring, appropriate way

Effective ways in which a teacher/provider may respond include:

- Creating classroom environments that encourage active learning and independence
- Developing a daily schedule that provides children with both active and quiet play, indoor and outdoor activities, smooth transitions and an ample opportunity to independently explore and select a wide variety of age and developmentally appropriate activities. The schedule will also provide educators flexibility based on the needs of the children and the weather.
- Providing children with expectations that are clear, age-appropriate and applied in a consistent way
- Allowing preschool children the opportunity to participate in establishing classroom rules
- Reinforcing positive behavior by recognizing children's positive actions and focusing on a child's strengths
- Modeling appropriate behavior as well as having developmentally appropriate expectations for each child



- Redirecting children away from negative actions/interactions and towards positive activities
- Teaching children skills that encourage them to discuss and resolve their conflicts independently or with the staff member's assistance. Staff will encourage children to express their feelings in words and to resolve problems peacefully
- Working in close partnership with parents to build relationships, address children's challenging behavior and develop a shared understanding to foster consistency between home and child care
- Observing and recording children's behavior
- Utilizing specialized support services if a child's behavior continues to be harmful to themselves or others or is disruptive to the classroom learning environment. With consultation and written parental permission, a family may be referred for mental health counseling and/or other specialized services that will address the child's behavior issues.

Please see your child's program director for more information regarding child guidance policy and procedure.

The following are prohibited by The Department of Early Education and Care (written into licensing regulations) and Square One Policy: Spanking or other corporal punishment of children

- Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment
- Abusive treatment is defined as: Any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks
- The use of physical or verbal force: Pushing, pulling, and grabbing a child or harsh, loud voice tones are prohibited in all Square One Programs.
- Threatening children as a means to have a child cooperate.
- 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 the toilet; or forcing a child to remain in soiled clothing or forcing a child to remain on the toilet, or using any other unusual or excessive practices for toileting
- Confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision

## **Family Participation & Involvement:**

Square One recognizes the importance of uniting families both formally and informally. We host special events such as; family breakfast hours, school graduations, open houses, curriculum nights, Week of the Young Child and more. Special Events are scheduled throughout the year.

Notices with special event information are posted on our Family Bulletin Boards, listed in our monthly newsletter and are sent home with the date, time, and any other pertinent information.

Families are welcome and encouraged to attend events at programs, accompany classes on field trips, and attend events and family groups hosted by our Family Services division at our Main St. office site and to participate in events at our Family Square locations (King St. and Main St.).

**PARENT HANDBOOK, POLICIES AND PROCEDURES**  
**AGREEMENT**

I, the Parent/Guardian of \_\_\_\_\_, will abide by the policies and procedures Square One has implemented to provide a safe, nurturing environment for all children. I understand that failing to abide by our policies and procedure could impact child care. This could include suspension of services and/or termination.

Parent/Guardian Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Family Services Coordinator

Date

\_\_\_\_\_

\_\_\_\_\_