



**ethos**

## **Parent Handbook**

### **Policies and Procedures for Programming**

Last updated July 2020

Dear Parents/Guardians:

Welcome to Ethos! We value the trust you've placed in us by allowing us to support your child's developmental journey and care. Our goal is to work closely together with families for the benefit of the child and build a relationship through communication and involvement in program activities. As a Center, we welcome and encourage parent participation in all aspects of our program.

Our administration and educators are committed to the growth and well-being of your child. This Handbook contains information regarding our Programs, which includes center policies, procedures, curriculum, operations, and more. We hope you find this helpful and please feel free to reach out to the Program Director or myself if you have any questions.

Thank you for choosing Ethos and we look forward to supporting you and your child's needs to the best of our ability.

Sincerely,

Alejandro Dubovoy

CEO

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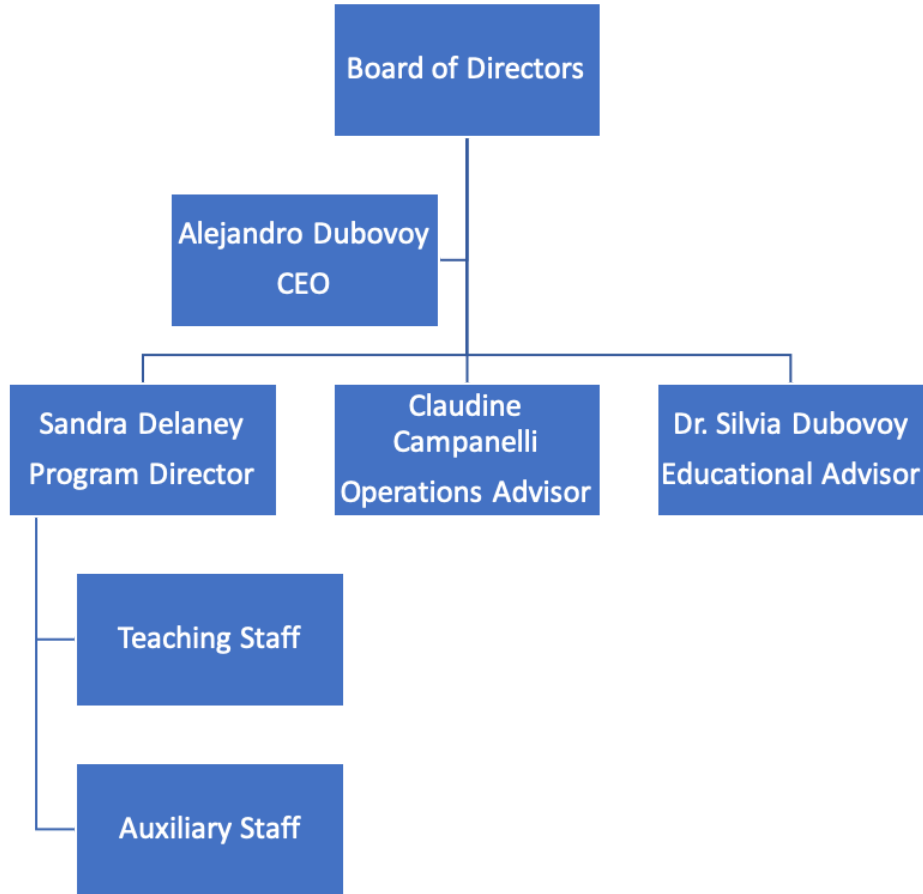


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## **Mission**

We are on a mission to provide an experience that will lay a foundation for the rest of a child's life. Our goal at Ethos is to nurture capable, life-long learners that are highly valued, contributing members of their communities. Our programs offer a safe environment, holistic educational approach, and a sense of community for children ages 6 weeks to five years.

## Organizational Chart



The program is guided by licensing requirements set out by the State of Massachusetts, professional standards and Code of Ethics by [NAEYC](#)

## State Licensing

Ethos program is registered and licensed in the state of Massachusetts.

Ethos will maintain compliance with the license requirements. The MA EEC Licensing requirements can be found [here](#). Ethos Leadership and staff are committed to the professional standards set by the state of Massachusetts. If at any time a violation or citation is found, the Program will take action to rectify the

problem and become compliant immediately. This includes any communication to staff and/or parents regarding the violation that may be required.

All parents and staff may communicate with their local representative for licensing if they have any questions. State or regional contacts can be found in this handbook, or at the Program Director's office along with the regulations.

If you have any concerns or questions about the operations of the program you may reach out directly to the following individuals, including the EEC licensor.

<b>Name</b>	<b>Title</b>	<b>Contact</b>	<b>Contact Number</b>
Alejandro Dubovoy	CEO	alex@ethosearn.com	305-898-8310
Sandra Delaney	Director of Program	sandra@ethoslearn.com	781-608-3262
Shanyn A. Toulouse, MEd, BSN, RN, NCSN	Health Consultant	shanyntoulouse@hotmail.com	978-761-3207
Lori O'Brien, LSW	Group and School Age Licensing Specialist	lori.o'brien@massmail.state.ma.us	617-979-8628

## **NAEYC Core Values**

Standards of ethical behavior in early childhood care and education are based on commitment to the following core values that are deeply rooted in the history of the field of early childhood care and education. We have made a commitment to:

- Appreciate childhood as a unique and valuable stage of the human life cycle.
- Base our work on knowledge of how children develop and learn.
- Appreciate and support the bond between child and family.
- Recognize that children are best understood and supported in the context of family, culture, community, and society.
- Respect the dignity, worth, & uniqueness of each individual (child, family member, & colleague).

- Respect diversity in children, families, and colleagues.
- Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect.
- Abide by the principles of the NAEYC Code of Ethical Conduct.

## **Quality Rating Improvement Systems (QRIS)**

QRIS are state and national programs that allow schools to enter into an evaluation of their program. The evaluation is with the intent to improve and further educate families, the community and educators about high quality care and education for young children. ETHOS will make every effort to participate in these QRIS projects at the national and or local level.

## Programs



### **Nurture**

6 weeks – 15 months



### **Discover**

15 months – 2.9 years



### **Enrich**

2.9 years – 5 years

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#### What

Educate both parents and children.

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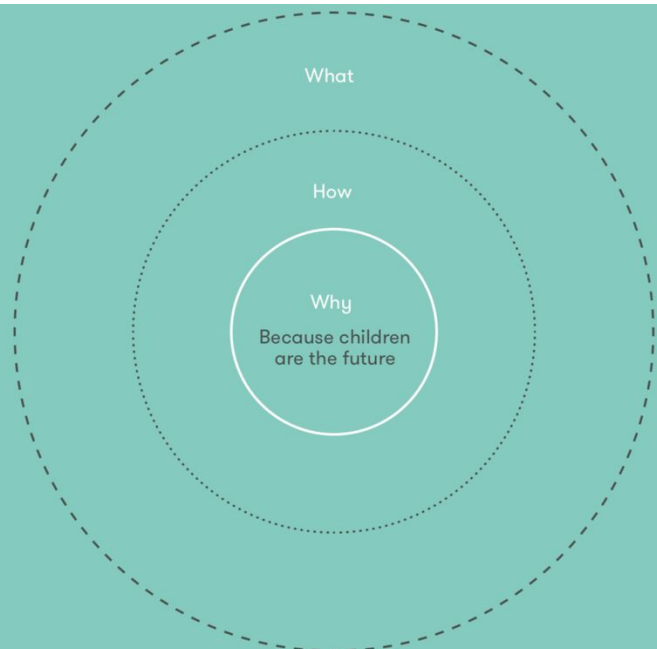
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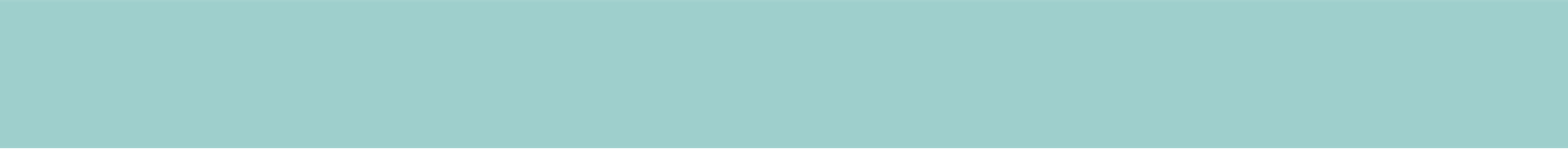
Through highly educated teachers, an intrinsic rewards based curriculum, and an enriched environment that engages all the senses.

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#### Why

Because children are the future.





## Our Program: Curriculum

With a focus on early education and school readiness, our educational programs include proprietary curriculum in which your child will receive individual development in the areas of literacy and communication, mathematics, science and engineering, and mindfulness

Our ETHOS™ curriculum is developed in the science of child brain development. It is an integrated program of three nationally recognized learning curriculums that prepares children to be ready for their academic lives by providing cognitive, social and emotional baselines needed for learning.

## Hours of Operation

8:00 AM – 6:00 PM

The program is open based on the needs of the families in the communities we serve. Hours of operation are posted in the reception area.

Note: children attending more days than enrolled for, will be charged an additional fee.

### Late Pickup

A late fee of \$2.00 per minute will be charged for children who are picked up after 6:00 pm. The time will be tracked on our operating software.

## Holidays

Ethos is closed on the following holidays:

- New Year's Eve
- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Fourth of July
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

In addition, Ethos has a designated number of in-service days. Scheduled in-service days are used to provide ETHOS employees with additional training. Families will be notified of in-service dates at least 30 days in advance if it falls on a weekday.



## Program Closings

\*\*\* Please open [this link](#) to review our closing procedures and policies during COVID-19 pandemic.

On rare occasions it may become necessary to close the Program due to poor weather conditions or situations beyond ETHOS's control (e.g. snow, floods, earthquakes, loss of power, gas leaks, etc.).

ETHOS will make every effort to open our doors at normal time. If circumstances arise, the center Director will email all enrolled families with closing or delay information.

Families are encouraged to provide the Program with an updated email address and cell phone numbers to receive important information about closing and delays. Ethos will close when the local school district is closed.

If it becomes necessary to close early, we will contact you or your emergency contact(s) as soon as possible. Your child's pick-up is your responsibility to arrange. Payment is still expected regardless of unexpected closures or delays.

### Tuition Fees During School Closure

In the event of a school closure, whether due to government mandate or another cause, including, without limitation, the reasonable discretion of Ethos to close the school for the safety of its staff members and students, tuition fees will be as follows:

Length of Closure	Required Payment
1-10 business days	100% Tuition
11-20 business days	50% Tuition
>20 business days	33% Tuition*

\*After 90 calendar days administration reserves the ability to re-evaluate payment structure per company needs

Any parent/guardian that does not wish to pay in accordance with the above structure may elect to end services as per the regular de-enrollment process. The family will be responsible to pay associated fees during the 30 day notice period. Families who choose this option are encouraged to reapply when the center has reopened and are comfortable with their child returning, however, the student will be placed on the waitlist and will adhere to the same priority order as other waitlist students.

During any closure, Ethos will use reasonable efforts to provide remote instruction opportunities for students. The schedule and content will be determined by Ethos administrators in their sole discretion after evaluating student and teacher needs.

Beginning as of the day that the school reopens, families shall be required to pay full tuition regardless of whether or not they elect to have their child attend class if they wish to hold their child's enrollment.

Ethos reserves the right to make a determination as to whether a student is displaying symptoms or illness related to COVID-19, and if Ethos makes such a determination, the child will be sent home and asked to quarantine in accordance with CDC instructions. During such time, the family will still be required to pay full tuition. Ethos does not represent or warrant that it will be capable of preventing the spread of COVID-19 or other infectious diseases or that any measures taken by Ethos to prevent such infection will be adequate to prevent infection.

## Admission And Enrollment

### Enrollment Policy

ETHOS is committed to providing the community excellent service and care. Placement in a particular classroom will be made through recommendations and observations by the administration and teaching staff. Siblings are generally placed in separate classrooms, and classes are balanced based upon age and gender. The Director will make the final decision regarding student enrollment.

### **Room Selection Process**

When placing a child in a classroom a number of factors will be evaluated. Decision process includes but not limited to the following:

- The child's needs and demonstrated abilities
- Number of students in the classroom
- The teacher's strengths and characteristics.
- Sibling placement

Ethos does not guarantee placement based on parent requests.

### **Non-Discrimination**

**\*\* Ethos is an equal opportunity provider\*\***

Enrollment and employment applications are accepted by the company without regard to race, religion, creed, gender, national origin (including those with limited English proficiency) or disability.

## Enrollment Details

Monthly review to determine continued availability, dependent upon staffing and enrollment vacancies.

Parents must complete all required paperwork prior to their child attending our program. Additionally, parents must attend a tour of the facility.

## Requirements For Enrollment




The director will meet with you and your child(ren) prior to admission and the family will be given a Program tour.

The following items must be turned into the Program prior to the day of phase into the program: Enrollment contract, deposit, child enrollment form, current medical and immunization records, child and family photo.

All applications require a \$1,000.00 non-refundable fee to hold a space. If the family enrolls, the funds will be applied towards their **last month's tuition payment**.

## Tuition Fees

Tuition fees are outlined below:

		
<b><u>nurture program</u></b>	<b><u>discover program</u></b>	<b><u>enrich program</u></b>
Infants six weeks to fifteen months	Toddlers fifteen months to two years and nine months	Preschoolers two years and nine months to five years
5 Days: \$3,290 No part time slots available	3 Days: \$1,985 5 Days: \$2,680	3 Days: \$1,580 5 Days: \$2,390

Monthly Rate

Refer a friend, and when they enroll and attend for six months, you receive one month's tuition as our thanks!  
We offer a sibling discount which is 10% off of the lower tuition

\*Fees are subject to change without notice

\*Fees are subject to change without notice

All tuition fees are based on the child's birthdate and not when the child transitions to the next classroom. If a child turns 15 months or 2.9 years within the first 5 days of the month, enrollment fees will be down to the next program fee. If not, the next program fee will start the following month.

### Tuition Policy

Tuition is paid monthly through our online tuition service. All enrolled families will be signed up into the online tuition service. Parents receive an automated email with instruction to setup and activate their account. Monthly statements are posted on the 28<sup>th</sup> of each month for the following month.

All scheduled tuition payments are due on the first of the month. Tuition is easily paid under the billing or payment section of the online tuition service. If monthly payment is not received by the third of the month, a \$25 late tuition fee will be applied.

There are no fee reductions or reimbursement for children that are out sick or on holiday. You are charged for the days that your child is registered, regardless of attendance due to holidays, illness, and or vacation.

If parents decide to de-enroll the child will need to re-enroll and will be moved to the waitlist and pay all enrollment fees and supply fees again.

If there are any changes to the child's program (change from 3 days to 5 days, etc.), the change in program price will be reflected as a charge or a credit, prorated depending on the time of the change, to the child's account.

If enrollment begins on any date other than the first of the month, you will be billed accordingly. Regular tuition fees will apply on the first of the next month.

### Drop-in Rate

Families enrolled part-time in the Ethos program are able to request in advance additional days of care pending availability and approval of the Program Director. Families will be charged a fee of \$135 per additional day of care.

### Visits And Observations

**\*\*\* Please open [this link](#) to review our new policies regarding visitors during COVID-19 pandemic.**

Parents are welcomed and encouraged to observe the classroom their child will be in before the child's transition date. The observation will be scheduled during any point of the day, except naptime. The child's transition date cannot be set until a completed application has been submitted. The parent will arrange this with the Program Director.

### Photo Release

Each enrollment packet includes a photo release. Families who are willing to let their child's photo be included in advertisements, on ETHOS's website or other promotion vehicles are asked to sign the photo release and return it with the completed enrollment forms.

## Email

Families are required to provide an email address that is checked regularly so ETHOS can send announcements, event invitations, newsletters and general updates.

## Transition Plans

Once the child is enrolled in the Program, the parent and staff will be notified of the classroom placement for the child by the Program Director. The parent will be contacted by the classroom teacher to discuss the child's phase in.

The Transition Process is a period of time between 3 and 5 days where the child and parent will become familiar with the daily operations of the new classroom and Program. It takes place the week prior to your official enrollment date.

Transition week fee is \$150.00. The remainder of the month's tuition will be prorated.

While every child's transition and comfort will be different, care and attention is needed for each child to ensure his/her well being and sense of security. Children new to the center, and even those changing classrooms, will benefit from an unhurried pace and the investment of your time. To the extent possible, please try to keep your schedule flexible during the first days of your child's transition and the following week or two.

Each schedule will be individualized based upon the situation and comfort level of the child and parent.

During this Transition period, the parent will meet with the Lead teacher to discuss the New Parent Orientation.

Once the child has attended the program for two weeks, the lead teacher will check-in with the parents to discuss his/her progress.

## Sample Infant Transition Schedule

The following are some guidelines, which we recommend for the first week in our infant program:

**Day 1** - 10:15 am to 11:15 am - Parent/Caregiver and child arrive and stay 1 hour to talk about your child's eating & sleep patterns, etc.

**Day 2** - 10:15 am to 12:15 am - Parent/Caregiver and child arrive @ 10:15am. The Parents stay 30 min and come back at 12:15 pm.

**Day 3** - 10:15 am to 1:15 am - Parent/Caregiver can do a regular drop off. Depending on how the previous day went.

**Day 4** - 10:15 am to 2:15 am - Regular drop-off

**Day 5** - 10:15 am to 3:15 am - Regular drop-off

## Sample Toddler/Preschool Transition Schedule

The following are some **guidelines**, which we recommend for the first week in our toddler and preschool Program.

**Day 1** - Parent/Caregiver and child spend time in the classroom for approximately 1 hour.

**Day 2** - Parent/Caregiver and child arrive. Parent stays 30 min. Leave and come back after lunch.

**Day 3** - Parent/Caregiver can do a regular drop off. Depending on how the previous day went. The child may be ready for a nap.

\*If child has been transitioning smoothly, then child can nap and then be picked up immediately following nap

\*If a child needs more time to transition then will need to be picked up after lunch.

**Day 4** - Regular drop-off and try to nap. Again to be picked up immediately following a nap.

**Day 5** - Regular drop-off and pick up schedule family plans on following.

## Personal Belongings

### **Cubbies**

Upon enrollment each child is assigned a “cubby.” Cubbies are labeled with your child’s name. Please check your child’s cubby on a daily basis for items that need to be taken home.

### **Strollers**

For families convenience ETHOS provides an area downstairs for stroller parking.

To get to the stroller parking, take the elevator to the basement. The ETHOS storage room is located on the right hand side at the end of the corridor, past Caffe Nero’s kitchen. Use the “lockbox” on the wall. Retrieve the key inside by using our 4-number code. Please make sure you lock the door upon exiting.

Parents and guardians leave strollers at their own risk. ETHOS is not responsible for any lost or damaged items.

## Lost And Found

Visit the Program's office to report or look for lost and found items. We encourage all home items not listed on what you should bring for your child to be left at home. ETHOS is not responsible for missing/misplaced items.

## Toys And Tech From Home

Toys and tech (tablets, phones, electronic games) from home are not permitted in classrooms unless for a scheduled show-and-share activity. All items should be labeled with your child's full name.

## Drop off and pick up procedures

\*\*\* Please open [this link](#) to review our drop off and pick up procedures during COVID-19 pandemic.

## Entering the facilities

Security and safety are a top priority at ETHOS. Families and staff must have a key fob and code access to enter our facilities. You will receive one free key fob per parent on the first day of transition. Contact the office if you lose your key fob. Lost key fobs can be replaced for \$15.00.

How to use your key fob

1. **Key fob reader.** Hold your key fob in front of the left white reader located in the main entrance.



2. **Elevator KeyPad.**

1. Press your 4-digit number
2. Press hash tag sign (#)
3. Hold your key fob in front of the key pad
4. A green light will go on
5. Press number 3 button to come to the third floor.

### **Sign in and Sign out procedure**

Parent must sign their child in and out each day by using the designated software

### **Authorized Pick up Procedures & Individuals**

Safety is always our top priority and we work very closely with our parents to monitor who is picking up a child. Parents will enter on the child enrollment form the names of adults who will be authorized to pick up their child. You must contact the director to update and correct this information to identify the name of the person and contact information for anyone who will pick up your child. The new pick up person will be asked to present photo identification, such as a driver's license before the child will be released to them. A child will not be released to any visitor not adhering to our practices and does not present valid ID.

ETHOS staff may not be on the pickup list for any child other than a family member in the Program. This is to comply with our requirements regarding our liability coverage and the EEC Licensing.

Please help us to maintain our safe zone at drop off by:

- Attending to your children while walking into the Program.
- We are required to report to social services any child left unattended in a car.
- Please hold your child's hand, as drivers may not be able to see your child walking behind their vehicle.
- Keep in mind you may not be able to see a child behind your car.
- Attending to your children in the public areas of the building and Program
- Using the designated waiting area for siblings when dropping off infants.
- Eco Healthy Child Care certificate (EHCC) requires that cars do not idle in our drop off zones.

If the ETHOS staff has reason to believe that an adult who is driving a child home from the Program is under the influence of alcohol or drugs, ETHOS management will speak to the adult. ETHOS management will offer alternate transportation to both the child and adult to get home. If the adult refuses this offer and leaves the premises with the child, local police will be notified. The Program may not withhold a child from a parent or authorized pick up person.



## Attendance

ETHOS provides a safe, nurturing environment that not only cares for your children but also starts them on a path to life-long learning. ETHOS wants to ensure that you are receiving the most from our services and your investment. Your child will benefit most from our education programs if attendance is consistent. Their day at Ethos should begin no later than 9:30 a.m. - when we start the day's learning plans. Routine and structure are critical to a child's brain development. If arriving later than your regularly scheduled time, please contact the Program to ensure we keep proper staff on site to accommodate you when you arrive. The program does not reimburse for missed days, such as unexpected absences or planned vacations. Please also note that the children's breakfast ends at 9:30 AM.

## Infant Schedule

In the infant classrooms we follow an individualized routine. We work with parents to learn what that is and follow the child cues.

## Toddler/Preschool Sample Class Schedule

8:00 – Greet Children - Children engage with activities

9:15 – 10:00 Clean up/ meeting transition into meditation and yoga / snack

10:00 – 10:15 Toileting

10:15- 11:30 – Free Choice/Small group work/Movement/Outdoor walk or park

11:30- 12:30 – Clean up/meeting/Lunch

12:30 – Toileting

1:00-3:00 – Rest Time/Quiet Activities

3:00-4:00- Wake-up/Snack/Toileting

4:00 – Close – Free Choice/Reflection/Pickup

## Clothing

**\*\*\* Please open [this link](#) to review our how parents help with clothing during COVID-19 pandemic.**

Children's clothes should allow for a child's freedom of movement. Older children who are developing independence and toilet learning should be dressed in clothing they can put on and take off easily. Allowing children to dress themselves, tie their shoes, or zip up their jackets helps promote independence and self-confidence.

Our days in the ETHOS are filled with trips outside to the playground, arts and crafts, and other activities that have the potential to be messy or wet. Clothing should therefore be weather-appropriate and easily washable.

We recommend that your child dress in comfortable two-piece sets in lieu of jeans, party dresses, or other items which may hinder movement or be difficult to clean.

Children's clothing should be clearly labeled with the child's name.

Ethos offers custom play clothing, designed specifically for the activities in our program such as yoga. Please see the director for more information about these custom pieces.

### Jewelry

Children should not wear or bring jewelry to school because it is easily lost or broken and is potentially dangerous if it gets caught on something such as classroom or outdoor equipment.

Bows and clips are not suitable in the infant environment, as they are choking hazards. Small studs for children with pierced ears are acceptable.

### Inside Shoes

We require that all children wear "inside" shoes while in the classroom areas of our Program. Inside shoes should be comfortable so that they help create a cozy and home-like atmosphere for our children and staff. The use of inside shoes will also eliminate the amount of dirt brought in the rooms, which will aid in our fight against germs and spread of illness.

Inappropriate Footwear: flip-flops, crocs, open toed sandals, clogs and backless slip-ons can be dangerous, as they can lead to tripping and injury; therefore, are deemed inappropriate.

### Diapering Procedure

Parents will provide all diapers, wipes and creams. As per the NAEYC standard 5.A.07, children's diapers will be checked for wet/soiled diapers every two hours and will be changed when wet/soiled or as needed. Staff complies with the following procedure:

- Wash hands
- Set up supplies needed for change including a disposable barrier paper
- Open diaper genie (where applicable)
- Bring child to the diaper changing table (or toilet) (One hand must be on the child at all times while on a raised surface)
- Put gloves on both hands
- Remove soiled diaper (place in plastic bag if BM)
- Clean child's bottom following parents' instructions
- Dispose of gloves and dirty diaper
- Place new gloves on

- Fold changing paper table for clean surface
- Apply cream if necessary with a tissue
- Place new diaper under child's bottom
- Seal diaper and re-dress child
- Wash the child's hands
- Bring child back into classroom area
- Wash hands
- Clean changing table with soap and water
- Spray changing table with sanitizer
- Record the change on the tracking sheet
- Wipe down the changing table
- Wash hands

In order to prevent the spread of germs, no bottles, or toys, should be allowed at the changing table.

For diaper ointment to be applied by a Program employee, a medication form must be completed annually and signed by the child's parent. There will be no expired diaper ointment allowed in the Program. There will be no sharing diaper ointment allowed in the Program.

### Cloth Diapers

The ETHOS allows the use of cloth diapers. To comply with NAEYC and CFOC standards the following must be complied with:

- A medical note must be in the child's file stating the pediatrician's knowledge of use of cloth diapers and reason for the use of cloth diapers.
- The cloth diaper must be worn with a plastic cover.
- The cloth diaper and plastic cover cannot be reused until cleaned and disinfected.
- Soiled cloth diapers must be taken home daily for cleaning and disinfection. A covered pail is required to be provided to store soiled diapers. Pail must also be cleaned and disinfected before returning to the Program.

### Toileting

In the toddler classroom where the children are in the process of toilet training, the following procedures must be followed.

- The toilet learning process will occur at the request of the parent and consistent with the child's physical, emotional and developmental abilities.
- A toddler needs to be reminded to use the toilet. We will ask at different times throughout the day (e.g. before going outside, before a nap, after a nap, before going home).
- An adequate supply of changes of clothes must always be in the child's cubby. The teacher should check this supply each evening and leave a note for the parent on what will be needed for the next day. We do not use pull up diapers at the Program.
- Toilet seats will be cleaned and sanitized after each use.
- If underpants have been soiled, the solids need to be discarded in the toilet first, and then placed into a plastic bag to go home that day with the parent.
- Encourage the child to flush the toilet after each use. Help the child wash his/her hands after toileting, following hand-washing procedure.
- Wash your own hands thoroughly in accordance with hand washing procedures.

It is important to keep a positive philosophy about children in mind when handling these situations. Be sure a child is never made to feel embarrassed. What you say and how you say it is very effective.

Mastery of the use of the toilet is encouraged but not mandatory to transition into the preschool environment.

## Rest Periods

**\*\*\* Please open [this link](#) to review our Nap time procedures during COVID-19 pandemic.**

ETHOS has designated rest periods throughout the day

Each child is provided with a mat, cot or crib according to his/her age.

Ethos provides bedding as part of the enrollment fees. The responsibility for cleaning or replacing lost bedding falls on ETHOS. Bedding will be laundered weekly or as needed.

## Visitation And Family Participation

**\*\*\* Please open [this link](#) to review our visitors policies during COVID-19 pandemic.**

Families are welcome to observe a child's classroom at any time during hours of program operation. All visitors are required to sign in. Please refrain from engaging teachers in any activity that would distract from supervision and/or interaction with children. Cell phone use is prohibited for families and staff in all classrooms.

## Screen Time

Our normal daily routine does not include screen time. From time-to-time we may provide an informational video without advertisements as a teaching aid and discussion stimulator. Screen consumption will not be longer than a half hour and the program will be screened prior to showing. Programs will consist of

non-violent and high quality educational material. Our focus is to provide your child with a positive experience with increased understanding of the world.

## Community

Multiculturalism is vital for all children as it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games and a wide range of activities as aids to teach children respect for our world and the diversity of life.

## Private Services Policy

ETHOS staff may not provide private services for families enrolled in the program. Following the NAEYC Code of Ethics and industry standards Ethos employees may not enter into any relationship for private advantage or personal gain, including babysitting, tutoring, transportation or personal relationships.

## Outdoor Play, Outings And Field Trips

**\*\*\* Please open [this link](#) to review our policies & procedures during COVID-19 pandemic.**

Weather permitting, we conduct supervised walking trips around the Program/neighborhood and utilize the outdoor play area.

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our programs on a daily basis.

## Playground Locations

### **Buckley Playground**

210 West Third Street and D Street  
South Boston, MA 02127

### **Sweeney Playground**

180 West Fifth Street and D Street  
South Boston, MA 02127

## **Playing Outdoors**

**\*\*\* Please open [this link](#) to review our policies & procedures during COVID-19 pandemic.**

Caregivers must protect children from adverse weather. Wind chill conditions that pose a risk for frostbite as well as heat and humidity that pose a significant risk of heat related illness are defined by the National Weather Service and are announced routinely. Heat and cold related illnesses are preventable.

Weather that poses a significant health risk shall include wind chill at or below 15 degrees F and heat index at or above 90 degrees F as identified by the National Weather Service. At these times, children and staff will remain indoors during their scheduled outdoor time.

Children shall play outdoors daily when weather and air quality conditions do not pose a significant health risk. Outdoors play for infants may include riding in carriages or strollers, however, infants shall be offered opportunities for gross motor play outdoors as well.

Children's clothing shall be layered and dry in cold weather.

Children shall be well hydrated and encouraged to drink water during their outdoor activities in warm weather. Drinking water will be available for the children outside at all times.

Teachers shall check children's extremities for maintenance of normal color and normal temperature at least every 15 minutes when children are outdoors in cold and hot weather.

Teachers will check all surfaces of equipment and/or surface areas where the children will be put on to make sure they are not too hot for the children.

Children and staff are expected to be dressed for the weather that is occurring.

- Hats with brims are to be worn on hot sunny days.
- Boots are to be worn on muddy, rainy, or snowy days.
- Warm hats during the cool autumn and winter months.
- Snow jackets and pants are to be worn on snow days.
- Closed toed and closed heeled shoes are to be worn at all times.

### **Skin Protection**

Sun protection recommendations have been developed to protect all children, staff and carers from the harmful effects of ultraviolet (UV) radiation from the sun.

- To ensure that the children and staff at ETHOS are protected from skin damage caused by the harmful ultraviolet rays of the sun throughout the year.
- To develop good habits and attitudes towards skin protection when outdoors.
- To promote lifestyle practices in order to reduce the incidence of skin damage.
- To educate the children on the need and means of protecting themselves from the sun.
- To promote personal responsibility for skin protection.
- To provide optimum shelter and shade for outdoor activities.

## **Shade**

Outdoor play activities will be moved throughout the day to take advantage of shade patterns. Shade options can include a combination of portable, natural and built shade.

## **Outdoor Hats**

Adults and children are required to wear sun safe hats that protect their face, neck and ears. A sun safe hat is a:

- Legionnaire hat – hat with the back flap
- Bucket hat with a deep crown and large brim.
- Broad-brimmed hat with a large brim.

## **Sunscreen**

Parents will supply broad spectrum, water-resistant SPF 30+ sunscreen (lotions only, aerosol cans are prohibited). Sunscreen must remain in the original container, and labeled with the child's name. Parents should apply the sunscreen on their child's body each morning and teachers will reapply as needed. Ethos staff will apply SPF30+ broad-spectrum water-resistant sunscreen to the children 20 minutes before going outdoors and reapply every two hours. Sunscreen is stored in a cool, dry place and the use-by date monitored.

For sunscreen to be applied by a Program employee, a medication form must be completed annually and signed by the child's parent. There will be no expired sunscreen allowed in the Program. Sharing of sunscreen is prohibited.

## **Sunscreen-Infants**

Babies under 12 months will not be exposed to direct sunlight and are to remain in dense shade when outside. They will wear sun safe hats and clothing, and small amounts of SPF30+ broad-spectrum water-resistant sunscreen can be applied to their exposed skin.

## **Celebrations**

The Program celebrates many occasions including birthdays, as well as cultural and national holidays. We respect all traditions and celebrate and discuss many of the holidays that are a part of the lives of the children in the Program. This education and celebration allows the children to understand other cultures and to become more accepting of the diverse world in which they live.

## Cultural and National Holidays

We aim to discuss many holidays and their associated customs with the children. We will discuss the time of year when the holiday is celebrated, any particular dress type that may be associated with the holiday, the reasons for the celebration, the food that accompanies the celebration and the many other traditions that may be associated with the particular holiday.

## Birthdays

\*\*\* Please open [this link](#) to review our visitor and food policies & procedures during COVID-19 pandemic.

We celebrate all of the children's birthdays in the Program. We consider children individuals and we want to make sure that their birthday is memorable and meaningful. An essential way that we can do this is to celebrate "with" them and not "for" them.

We encourage parents to bring in a few photographs of their child as they have grown through the years and to write about any special moments their child has had while growing up. The photos are displayed in the room during the birthday week.

This is then followed by a party and of course the traditional verse of "Happy Birthday to You". Due to classroom size we request that guests are limited to parents and grandparents. Too many guests can be too overwhelming for the children.

Many parents like to celebrate their child's birthday by presenting the class with a gift. The class gift can take many forms: a book which could be dedicated to the birthday child and enjoyed each day, a bag of soil and seeds for the children to plant, or a simple recipe and ingredients that will allow the children to make a snack. The Program does not allow "goodie bags" into the Program as a gift to the children. There are many items that are placed in goodie bags that are choking hazards or can cause an allergic reaction for some children.

Balloons are also prohibited from the classrooms because they are a choking hazard.

## Food

We encourage the parents to bring in food items for birthdays.

Occasionally throughout the year, classrooms may have holiday celebrations. At times, parents may be given a list of appropriate store bought healthy snacks that can be brought in to contribute to the festivities. All foods and beverages brought from home are labeled with the child's name and the date. Staff makes sure that food requiring refrigeration stays cold until served. Food is provided to supplement food brought from home if necessary. Please note ingredients must be included.

Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers.



## Absence

On the rare occasion when your child is absent, please notify the program no later than 10:00 AM. We will be concerned about your child if we do not hear from you.

If your child is not in attendance and we do not get a call, we may contact the listed family members to ensure the health and safety of our families. We reserve the right to contact the emergency contacts if we do not get a response from the primary family members responsible for the child.

## Vacation

We encourage our families to enjoy family getaways and family bonding time. ETHOS requests that you notify your director of vacation dates at least two weeks in advance.

## Withdrawal

Families are asked to provide a minimum of 30 days written notification of any intent to withdraw a child from the Program. Ethos reserves the right charge for the full month if less than 30 days is provided. All key fobs must be returned and deactivated on the child's last day of enrollment.

## Health Policy

**\*\*\* Please open [this link](#) to review our Hygiene and Health Practices during COVID-19 pandemic.**

The program is guided by Health practices outlined by the latest recommendations from the [CDC](#) & [The Caring for our Children Handbook](#) issued by the Academy Pediatrics, The programs healthcare consultant and MA EEC licensing requirements.

The program has a healthcare consultant. The healthcare consultant is available by appointment, or scheduled family and staff training and for consultations with the program regarding all health matters.

In keeping the Program healthy, all staff must submit their immunizations and health reports upon employment.

Children's physical and immunization forms must be submitted annually. In addition, any student who is 12 months or older must have a lead test on file.

## Illness Policy

**\*\*\* Please open [this link](#) to review our Daily Screening Practices during COVID-19 pandemic.**

ETHOS recognizes the need, and is committed, to maintaining a safe, healthy, stimulating environment for children in our care and ensuring practices that minimize the spread of infectious diseases. Ethos has a visiting health consultant work with the Program and parents regarding any health and medical concerns. All staff members are trained in pediatrics CPR and First Aid.

We regularly evaluate our policies and procedures in an effort to eliminate potential hazards and to improve the quality of care for the children. However, we will not be fully successful in this endeavor without the help of the parents.

To maintain a healthy environment for all of the children at the Program, and to comply with our Health Care Plan submitted to the State, we cannot provide care for ill children.

Parents are required to complete a health questionnaire, which requests information about their child's sensitivities or allergies, recurring illnesses and medication history. We expect parents to regularly update this information. Parents are also required to provide the Program with documented evidence of the child's immunization status. Please bring in documentation from your doctor to keep our records up-to-date whenever your child receives a new immunization.

Each child entering the Program must have a physical exam. The results of the physical must be submitted to the Program prior to the child's first day. To maintain enrollment, children in the Program must have a physical exam every 12 months, with the results of these exams filed with the Program by the due date.

In the event that an outbreak occurs at the school of a vaccine-preventable disease (e.g. whooping cough, measles) children who have not been vaccinated for that disease will, as required by the Department of Health, be excluded from attending the school until the risk has passed. The parent will be responsible for tuition during the exclusion.

Children who have any infectious illness will not be permitted access to the Program until the risk of infection to other children has passed. A doctor's note is required before the child will be permitted to return to his/her class indicating they are free of contagion.

Parents must notify the school on the first day of the child's absence and must supply, on the child's return, a note detailing the reason for the absence as well as any other information pertaining to the illness. This information will be filed with the child's records.

**Due to the COVID-19 Pandemic Ethos has a Exclusion  
Due to Illness Addendum to the policy below. Addendum  
is effective June 30th 2020 - December 31st, 2020. Please  
see the appendix for further details.**

### Exclusion Due to Illness

Should a child become ill during the course of the day or arrive too ill to participate in the daily activities, the Program Director and Staff will collaborate and make the best decision whether or not to send the child home. The parents or emergency contact will then be notified and are required to take the child home. In the meantime, the child may rest on a cot in the classroom or office. Staff members will check on the sick child regularly to monitor the child's temperature/condition and to make sure the child is comfortable. All confirmed communicable illnesses are required to be communicated with all parents of the Program. Please refer to the communication policy regarding communication of illnesses to parents.

We will ask parents to keep their child home or to remove the child from the Program under the following circumstances:

- A temperature over 100 degrees
- A child must be free of fever without the aid of medication for at least 24 hours prior to attending or returning to the Program.
- If the child is in pain or has cold symptoms (including a cloudy discharge from the nose) which prevents participation in the program, inside or out. (For example, if the child is medicated to the extent that he/she falls asleep or is extremely irritable).
- If the child has been vomiting and/or has had diarrhea within the past 24 hours. Children will not be permitted in the Program until they have been free from symptoms for 24 hours.

- If the child has strep throat, he/she must be on medication for at least 24 hours before returning to school.
- If the child has a rash, parents must produce a doctor's note stating the child's diagnosis and that the condition is not contagious.
- If the child has pinkeye he/she must be on medication for at least 24 hours before returning to the Program.
  - After that time, the child cannot return if there is still discharge coming from the eye. When the child does return, a doctor's note is required stating that he/she is no longer contagious.
- If the child has pediculosis (head lice), please bring in the box top or label of the specific shampoo used to treat the condition.
  - The child's hair must be completely free of any nits before he/she is allowed to return.
  - A Director must check the child before returning to the Program.
  - Additionally, the ETHOS staff must check the child before he/she will be permitted to return to class.
- If the child has a contagious condition, such as impetigo, a doctor's note is required stating that he/she has undergone full treatment, is no longer contagious, and may return to the Program. This is necessary to protect both the child and other children that attend the Program.
- Open wounds, such as bleeding diaper rashes must have a Doctor's note for the child to remain in the Program as well as to receive ointment.
- If the child has any type of communicable illness, he/she will not be permitted in the Program for the period of time specified by the Department of Health for such a condition or until the symptoms clear, whichever is later.
  - Parents will inform the Program within 24 hours after their child or another member of the household has developed a reportable communicable disease

### Communicable Diseases Include But Not Limited To

- Coronavirus known as COVID-19
- Bacterial meningitis
- Botulism
- Chicken pox
- Conjunctivitis (pink eye)
- Coxsackie (hand, foot, mouth)
- Diphtheria
- Haemophilus influenza (invasive)

- Measles (including suspect)
- Meningococcal infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Ringworm
- Rubella - congenital and non-con- genital (including suspect)
- Tetanus (including suspect)
- H1N1 virus
- Any cluster/outbreak of illness

Should a child suffer a chronic condition (e.g. asthma), symptoms related to this condition should be discussed with the child's teacher and management, including the doctor's case plan for the condition. Nebulizer use is prohibited as it can increase risk of the COVID-19 virus being aerosolized.

### Medication Policy

Please refer to EEC 7.11 (1) (b) & 7.11 (2) (a-l) in the state regulations

Emergency medications must be immediately available. Epi pens and other emergency medications must be kept unlocked and travel with students outdoors.

A Medication Log will be kept. Staff must supervise parents administering medication and that complies with the Five Rights is met.

Parents are expected to administer ALL medication to their children. The first dose of medication must be administered at home.

We encourage parents to schedule medication times around their child's attendance at the school. It is the responsibility of the parent to come to the Program and administer the medication at the appropriate times if medication must be dispensed during the day.

The following procedures apply to children who require medication, including over the counter medication, during the day:

- Parents must inform teachers if their child is taking medication and any possible side effects.
- The parent must fill out the State appropriate medication form. This form will be kept in the child's file.
- Medication cannot be administered by putting it in your child's bottles or food.
- The medication must come in its original container. Each Program must comply with state mandates in regards to storage of medication. Any medication requiring refrigeration that cannot

be stored with the child's guardian must be stored in an assigned refrigerator that children cannot access. The refrigerator must have a thermometer and be kept between 38 and 42 degrees.

- Appropriate State documentation giving the Program permission to administer emergency medication will be completed by the doctor and parents and be kept on file in the Program. The educator must not administer any medication contrary to the directions on the original container, unless so authorized in writing by the child's licensed health care practitioner. Any medications without clear instructions on the container must be administered in accordance with a written physician or pharmacist's descriptive order.
- The Program Director and selected trained staff can administer medication in emergency situations when appropriate documentation and training has been provided. Emergency medication includes medication used to treat, an allergic reaction or other medically noted issue.

Emergency medication is the only medication that can be stored in the Program. The medication is stored in a locked cabinet or drawer. The medication is clearly labeled for the individual child who is to receive the medication. The Program does not provide any medication of any kind for any ailment or illness. Parents must provide all medication in original containers. If medications expire while being held in the program the medications will be returned to the parents.

The Director and selected staff will receive appropriate training on how to administer medication and will have the appropriate documentation regarding this training on file in the Program following all state licensing requirements.

## Allergies

We have a strong obligation to all of our children to maintain a safe, healthy, stimulating environment. Allergic reactions to food and items in an environment can be avoided. Allergic reactions can be traumatic to a young child and, in some instances can be dangerous or even fatal. ETHOS has policies that aim to avoid such incidents.

All allergies must be reported to the Director of Program upon enrollment in the Program, or upon diagnosis, whichever is earlier.

Please ask your healthcare provider for instructions regarding the food(s) to which your child is allergic and a detailed treatment plan to be implemented in the event of an allergic reaction, including the names, doses, and methods of administration of any medications that the child should receive in the event of a reaction. The plan should include specific symptoms that would indicate the need to administer one or more medications.

Health Alert charts are posted in each room to ensure that staff members are aware of any allergies a child may have.

The Program does not keep any peanut based products or allow any nut product in the Program due to the severity of an allergic reaction to this product.

Food being brought into the Program should not have labels that read "may contain nut products or has come into contact with nut products. The FDA has included coconuts as a nut product. As a result of this we ask that you do not bring food into the Program that is coconut based.

The Program does not allow any latex products due to allergies. All gloves used for first aid and diaper changes are made of vinyl.

All medication needed for an allergic reaction, such as an epi-pen, must be left in the Program with the appropriate documentation. The only staff that may administer emergency medications is those with the appropriate state training. In the event of an allergic reaction, staff will call 911 followed by the director and the parent.

Food that is being brought in as a substitute due to an allergy must be labeled with the food item name, child's name and, date, and must be representative of the meal that is being served that day (example: a pasta dish will be replaced with a pasta dish, a soup will be replaced with a soup when applicable etc.)

### Soy Products

Due to recent recommendations by the Academy of Pediatrics, a doctor's note is now required for any child substituting dairy products with soy based products (Standard 4.3.1.6).

### Lead Screening

A blood test will identify if your child has elevated levels on lead. It is required that all children have a lead screen during the child's annual health exam.

Lead exposure can occur from the following sources:

- Living in a home built prior to 1978
- Having done any home renovations including replacement of windows and removal of paint since your child was born
- Living in a neighborhood where other children have elevated levels of lead

Lead exposure can cause the following ailments:

- Breathing difficulties
- Seizures
- Behavior problems
- Loss of appetite
- Developmental delays
- Brain damage
- Blood disorders

If you feel your child may have been exposed to lead you can contact your local health agency for more information on how to proceed with care and removal of lead in your environment.

To comply with the EHCC, ETHOS are a lead free environment. All water provided to children is cold (drinking and cooking).

## Sudden Infant Death Syndrome (SIDS)

SIDS is the sudden and unexpected death of an apparently healthy infant, whose death remains unexplained after the performance of an adequate postmortem investigation including {1} an autopsy, {2} investigation of the scene and circumstances of the death and {3} exploration of the medical history of the infant and family.

The risk of SIDS in the following groups exceeds that of the general population by as much as 5 to 10 times:

- Infants born weighing less than 3.5 pounds
- Infants whose sibling died of SIDS
- Infants exposed to cocaine, heroin, or methadone during pregnancy
- The second or succeeding child born to a teenage mother
- Infants who have an apparent life-threatening event

### **Reducing The Risk**

The staff of ETHOS will take the following steps, in accordance with current research on SIDS, to reduce the risk of SIDS to a minimum:

All cribs will be assembled and used in accordance with manufacturer instructions. Teachers may not modify cribs in any way including propping the mattress up with a wedge or other object.

Infants will be placed on their backs to sleep, even though infants may sleep more soundly on their stomachs. Infants who sleep on their stomachs have a higher rate of SIDS than infants who sleep on their backs. Children who require an alternate sleeping position must have a doctor note on file showing the required sleeping arrangement and reason an accommodation is needed.

Infants will be placed to sleep on a firm mattress with tight fitting sheets. We do not permit stuffed animals or other items to be placed in the crib.

Infants will not be overdressed while they sleep. The infant classroom temperature is maintained at a comfortable temperature. Overheating an infant, particularly at naptime, is thought to be a factor that may increase the risk of SIDS.

All infants will be checked for consciousness upon entry to the classroom. If an infant arrives at the program asleep, or falls asleep at the program, in equipment not specifically designed for infant sleep (example: car seat, bouncy seat, stroller etc.) the infant is removed and placed on his/her back on a firm mattress with no covering. This is a mandated requirement as per NAEYC 5.A.12.

All sleeping infants and children must be visible by staff. Staff members must check every five minutes (NAEYC) upon sleeping infants and children. If a staff member is observed placing a child on their stomach colleagues and/or supervisors will make an immediate correction to ensure the safety of the child. The staff member will meet with their supervisor to review the Program policies regarding the back to sleep protocol.



## Shaken Baby Syndrome (SBS)– Prevention and Identification

SBS is caused when an adult violently shakes a child. The trauma that is received by the child can cause a number of ailments including but not limited to blindness, deafness, developmental delays, and death.

When a child is inconsolable for any reason a number of steps can be taken to relieve the stress of the adult to prevent SBS. These actions can include the following:

- Try different soothing techniques such as different carrying positions, pacifier, massaging the child, and/or exercising the child by moving limbs (may release gas).
- Ask for assistance from another trusted adult
- Parents/guardians can also place a child in a safe place such as a crib if you need a break

Shaken Baby is considered abuse and maltreatment. If SBS or any other form of abuse is identified it will be reported to the appropriate state agencies including the police.

## Animals

Animals and pets provide the children with an experience in the development of a life cycle within the classroom environment. They also provide the children with an opportunity to take responsibility for something that relies on their care for survival. Finally, interactions with animals help the children develop discipline in their movements.

### **Choice Of Animal**

The teacher will contact each parent in the class to notify them of the possible inclusion of a new animal. This will allow the parents to give feedback if there are any allergies or other possible reasons they do not want an animal in the room. The teacher must also consider the following:

- Health and safety of the children (allergies, asthma etc.).
- Ease in study of the animal.
- Ease in care by the children.
- Health and safety of the animal.
- Incorporating different animal family groups.

Animals with restrictions in the Program include, turtles, iguanas, lizards and all other reptiles and amphibians.

## Environment Of Animal

The environment of the animal must:

- Be kept clean and healthy.
- Be appropriate for the animal.
- Allow ease of cleaning and feeding of the animal.
- Have the appropriate food for the animal.
- Have up to date flea immunizations and a flea, tick and worm control program.
- Have a veterinary certificate on file of regular visits.

The animal's feed and water containers must be kept separate from the children.

## Treatment Of The Animal

Staff must ensure that any animal is treated with respect and care in the way it is handled and in the home provided for it.

Staff members will provide the children with information about the way that they should care for the animal. Staff members will also be taught about the animal's natural environment, its biological classification, as well as other things about the animal that will help enhance the child's appreciation of the animal. Children cannot clean the animal cages. Children may assist in feeding the pets.

# SAFETY

\*\*\* Please open [this link](#) to review our updated Group Sizes and Ratios Practices during COVID-19 pandemic.

## Staff/Child Ratios and Maximum Group Sizes

Ethos follows the state and NAEYC recommendations for maximum group size and classroom ratios.

ETHOS employs the number of childcare staff members needed to meet staff/child ratios for the Program's license capacity. Childcare staff members are assigned to a group of children and have regularly assigned working hours to give continuity of care and supervision to children.

According to state-mandated rules and regulations, ETHOS must adhere to all state ratio policies. You may be asked to stay with him/her for a few moments until an assigned teacher and/or ETHOS employee enters the classroom. If unforeseen staffing circumstances occur you may be asked to find alternative care for the day.

<b>Age of Children</b>	<b>Staff: Child Ratio</b>	<b>Maximum Group Size</b>
Under 15 months	1:3	7
15 months – 36 months.	1:4	9
3 years – under 4 years	1:10	20
4 years – under 5 years	1:10	20

### Supervision Of Children

At no time will a child be left unattended. ETHOS staff members supervise children at all times. If a child becomes ill, they may be isolated. They will always be within the sight and hearing of a staff member.

### Indoor And Outdoor

Indoor and Outdoor spaces are inspected daily to ensure safety. The design of the classrooms was developed by highly trained designers and educators to ensure its safety and appropriateness for the age group served.

### Plants

Plants are part of our environments. Plants were carefully selected to ensure compliance to state regulations pertaining to acceptable plants in group care settings.

### Pest Control

The program has an Integrated Pest Management plan in the event there are concerns with pests, including bugs or vermin.

### Fire Safety/Drills

Our Program is fully equipped with fire safety items including alarms, rolling cribs, fire extinguishers, etc. should a situation arise. Fire evacuation plans are reviewed with the children and staff on a regular basis. The evacuation plan was developed in accordance with regulations and approved by the Fire Marshall.

To further ensure child safety, ETHOS holds mandated fire drills and severe weather evacuation practices on a regular basis. During these drills, children are taught how to react in a safe and calm manner in an emergency. If you happen to be dropping off or picking up your child during a drill or an evacuation, please wait with your child until the “all clear” is given.

## Relocation/ Evacuation Site

South Boston Community Health Center

409 West Broadway, South Boston, MA 02127

Phone: (617)-269-7500

\*In the event of an evacuation, the Program Director will alert all families via text/email.

## Shelter In Place

In the event children need to shelter in place, children will be removed from classrooms with windows and moved to the center hallway of the program or bathrooms.

## Missing Child Procedures

Ethos Staff Members will take the following steps when a child is missing from a CLASSROOM:

- The staff member should contact the Program Director and let them know that they have a "Missing Child".
- The staff member should state the name of the child and when and where they were last seen.
- The staff members in charge of the group will remain with their group of children in the same area or will be directed to a safer area if necessary.
- The staff member in charge of the group will do a roll call of their group of children using available attendance information.

Ethos Staff Member will take the following steps when a child is missing from a community PLAYGROUND:

- The staff member who realizes that a child is missing will immediately alert the person with the playground cell phone to alert the director of a "Missing Child". The person making the call will state "That we have a Missing Child– a child is missing from the playground."
- The staff member placing the call will advise the director that a child is missing, the name of the child, the area that the child was last seen, and how long the child has been missing.
- If the child cannot be located immediately, **911** will be called.
- The staff member who realizes that the child is missing will stay with the group of children in the same area or will be directed to a safer area if necessary.
- They will do a roll call of their group of children.

## Loss of Power, Water and Heat

Program regulations require the program to close if immediate repairs cannot be made in the event of extended loss of power, water or heat. Parents will be notified of the issue via an email and will be updated hourly.

If children cannot be picked up immediately, children will be moved to the internal shelter in place that is listed in the evacuation plans. Please refer to the Program's Emergency Contingency Plan.

## Injury Reports

Families are required to notify the staff if there is a Pre-existing Injury upon arrival, if your child(ren) has sustained an injury (cut, bruise, laceration, etc.) prior to entering the Program.

In the event of an accident, the child's family is contacted and asked to report to the Program. A staff person will remain with the child to administer appropriate medical care and first aid.

If the accident is a medical emergency, the staff will call 911. The child will be transported to the nearest hospital. The staff member will accompany the child and take the child's Medical Emergency Information Form and health records. The family will be notified to report to the hospital.

When an accident or injury occurs, an Incident Report is completed within 24 hours. A copy is given to the family to be reviewed and signed. The signed original will be given to the family and a copy is retained for Program files. Photos may accompany the report

You will receive an Incident Report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting state regulations.

## Child Protection

All staff are considered Mandated Reporters and are training on how to identify and report abuse and neglect.

# Meals And Nutrition Policy

\*\*\* Please open [this link](#) to review our Meal and Health Practices during COVID-19 pandemic.

## Lunches, Snacks, And General Nutrition

ETHOS is a Nut FREE environment. **We do not allow any nut product in the Program.** Food being brought into the Program should not have labels that read "may contain nut products or has come into

contact with nut products. The FDA has included coconuts as a nut product. As a result of this we ask that you do not bring food into the Program that is coconut based.

**Snack:** Please provide healthy morning and afternoon snacks for your child.

**Lunch:** Children are welcome to bring a warm lunch, however, per state regulations we are not allowed to have microwaves in our classrooms. Thermoses are encouraged. Healthy, high protein snacks and lunches sustain the children over the course of the day. Perishable food can be stored in our refrigerators. We provide plates and silverware.

Parents are welcome to provide milk for their child. Water is available for the children to drink at all times.

### Infant Mealtime

Mealtimes are spread throughout the day according to the child's own schedule. Parents are to share this schedule with the staff. These individual schedules may be altered by the staff depending on the needs of the child. Prolonged waiting for feeding for any child is prohibited.

- Bottles must be pre-made at home and labeled with name and date every day.
- Bottles and food are to be heated, only once, according to parent instructions in hot water, not exceeding 120 degrees for no more than 5 minutes and not in the microwave and used within one hour of heating.
- Infants are not to drink bottles while lying flat on their backs, but held.
- Infant food can be served cold or warmed. Food can be warmed over the crock pot, in the toaster oven or warm water but not the microwave.
- Food is stirred and temperature tested before serving.
- Infants should not be held during food preparation.
- During an infant's phase in, the infant must be fed a bottle by a staff member to ensure that the infant is comfortable taking the bottle.

### Breastfed Infants

We support and encourage the breastfeeding mother's decision to continue to breastfeed her child. In keeping with this philosophy, our program will:

- Provide a welcoming atmosphere that encourages mothers to initiate and continue breastfeeding after returning to work.
- Train staff on the benefits of breastfeeding and on the practices that support a breastfeeding mother.
- Train staff to provide accurate basic breastfeeding information and referrals for breastfeeding support when necessary.

- Train staff on how to store, handle and feed breast milk.
- Provide a designated space for mothers to breastfeed their children on site (such as a rocking chair), as well as encourage mothers to breastfeed where they choose.
- Feed infants on demand and always hold them during feedings.
- Minimize waste of breast milk by coordinating feedings with mothers' schedule.

Parents who are breastfeeding must supply emergency bottles for infants which will be used by the staff to prevent prolonged waiting by the child. Expressed milk may be brought in from home if frozen or kept cold in transit. Fresh milk must be used within 48 hours; thawed milk must be used within 24 hours. Breast milk can be stored in the refrigerator at 39 degrees F up to 5 days or can be stored in the freezer at 0 degrees F for 3 – 6 months.

Bottles must be labeled with the child's name and the date the milk was expressed. In the event that breast milk is accidentally fed to another infant, the procedure outlined in Standard 4.3.1.4 of Caring for Our Children will be implemented to address the potential exposure of the infant to a virus-containing fluid. Reports of exposure must also be reported to the regional licensing agency. Breast milk should always be treated as a bodily fluid and handled with care (gloves are not required while feeding the bottle).

### Solid Food

- Children eating at a table are served food on plates and are encouraged to use utensils.
- Children may use a bib at mealtime.
- Children are offered everything that is served. While children are encouraged to eat a reasonable amount, it is not forced.
- Children are free to eat any part of the meal they choose.
- Teaching staff do not offer solid foods and fruit juices to infants younger than six months of age, unless that practice is recommended by the child's health care provider.
- Staff cut foods into pieces no larger than 1/4-inch square for infants.
- The teachers sit with the children and share in the meal as a model for eating habits, to converse with the children and to be a part of the social aspect of meal taking.
- Proper utensils are provided for the children and lessons are given from time to time on their correct usage as appropriate for age and ability.
- Children should not eat food from the table and are discouraged from using food as a play item.
- Any leftover food on the plate/bowl will be discarded and not placed back in the food container. Once the container has been opened the food must be used or discarded within 24 hours. All food containers brought in from home (jars, bottles, cereal boxes etc.) must be labeled and dated.
- New foods are not introduced to the child without parental permission.

- Health Alert charts are posted in each room to ensure that staff members are aware of and familiar with any food allergies and restrictions a child may have.

## Toddler And Preschooler Mealtime

\*\*\* Please open [this link](#) to review our Meal and Health Practices during COVID-19 pandemic.

Meals will be served at the table with opportunities for children to serve themselves. Children will be shown how to prepare their own food for eating according to their skills and abilities. Children are involved in food preparation and serving in varying degrees with discussion on various aspects of food, nutritional value, cultural and religious aspects, as well as personal enjoyment of meals and meal customs.

Staff can not offer children younger than four years these foods:

- Hot dogs, whole or sliced into rounds
- Whole grapes
- Nuts
- Popcorn
- Raw peas
- Chunks of raw carrots
- Hard pretzels
- Meat larger than what can be swallowed whole

Staff cut foods into pieces no larger than 1/2-inch square for toddlers/twos, according to each child's chewing and swallowing capability.

Our Program is a nut free facility.

The tables are set before the meal arrives with sufficient room for each child to have their own space. No meals can be taken out of the classroom for health safety reasons.

Children are to remain seated while consuming their lunch and are encouraged to behave in a courteous manner when eating for their own safety and as a courtesy to others. Lessons on table manners will be given as part of the grace and courtesy program during the day.

Children are offered everything that is served. While children are encouraged to eat a reasonable amount, it is not forced and children are free to eat any part of the meal they choose. Variations in appetite are to be expected. Children's appetites will vary according to age and personal growth patterns.



The teachers sit with the children and share in the meal as a model for eating habits, to converse with the children, and to be a part of the social aspect of meal taking. Proper utensils are provided for the children and lessons are given from time to time on their correct usage as appropriate for age and ability.

Children will be provided with a variety of fruit, vegetables, and other foods for their snack during the morning or afternoon session. Food (meals, snacks, or treats) are never used for a reward or punishment. Positive methods of guidance and redirection are used to assist with behavior.

Special considerations are given for children who require special diets due to health or religious requirements and for special events. Staff will work with families to ensure the safety of food brought from home. All foods must meet the Program's guidelines. All foods brought from home are labeled with the child's name and date. Food that comes from home for sharing among children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. Children may prepare a meal as a group dependent on their age and capabilities with ingredients provided.

Nutritionists recommend that school menus do not contain items with High Fructose corn syrup, Hydrogenated oils, MSG, or food coloring. We do not allow these ingredients on our menu. Our milk is hormone free.

## Obesity Prevention

The health risks associated with childhood overweight and obesity are well-known and include cardiovascular disease, diabetes, joint problems, fatty liver disease, asthma and sleep-disordered breathing. Being obese or overweight can also have a major social and emotional impact on children and youth, with studies finding that these children face a higher risk for more severe and frequent bullying and an increased susceptibility to depression.

There is clear evidence that preventing the number of overweight and obese children can reduce the number of overweight and obese adults. Nearly one-third of children and teens are currently overweight or obese. Children who are obese are more than twice as likely to die before the age of 55 as children whose body mass index (BMI) is in a healthy range. Children who are obese after the ages of six are 50% more likely to be obese as adults and among overweight tweens and teens ages 10 to 15, 80% were obese at age 25. In the childcare environment, children are often entering as infants or young children - critical periods of time both for establishing food habits and ensuring that weight gain is appropriate and healthy.

## Health And Food Safety

- All containers, bottles, or other individualized food items placed in the classroom or kitchen refrigerators must be clearly marked with the child's name, date and what the item is if not distinguishable on the packaging.
- All canned items must be transferred to another container once the can has been opened or punctured.
- All refrigerators must be kept at or below 40 degrees Fahrenheit according to the Department of Health requirements.
- All foods with expired dates will be discarded.

- All menus are approved by a licensed nutritionist.
- EHCC recommends fruit to be cleaned with water and mild dish detergent.
- EHCC recommends food should not be stored or served in plastic containers with the recycle numbers 3,6,7.
- Staff may not store personal food in classroom refrigerators. This is a DOH requirement.

### Special Occasions

Children may be encouraged, in a class situation, to taste food items as a learning experience (e.g. vegetables and fruits). From time to time foods may be introduced for special occasions (e.g. birthdays). Cooking and food preparation not associated with mealtimes may be performed as part of the social, cultural, or science program.

## Positive Guidance Policy

Ethos behavior Positive Guidance Policy aims is to give to the children an understanding of the limits of acceptable behavior and the reason for these limits.

We believe setting limits for behavior is important for the safety and protection of children, others, and the environment. We believe that consistency is important in helping the child orient him/herself in the world. We do not believe that physical punishment should ever be used against a child.

Time out is not recognized by ETHOS as a means of behavior management. Throughout the discipline process, it is essential to work to maintain the positive relationship between the staff member and the child.

ETHOS does not tolerate, or in any manner condone an act of abuse or neglect of a child by an employee, volunteer, or any other person under our control. Any forms of redirection or discipline of children in the Program can only be conducted by Program staff.

### Positive Guidance

By setting appropriate and consistent limits to behavior we provide a secure environment in which children can explore their physical and social world. Discipline is instructive when it:

- Supports self-esteem and allows children to feel capable, competent, and pleasant with others.
- Takes into account a child's developmental level of understanding and ability. Needs and behaviors change as children grow.
- Acknowledges caring, cooperative, desirable behavior.

- Expresses instructions to the child in a positive manner. We speak of what we "do", not what we don't do.
- Guides, gives simple explanations, and offers alternatives so that a child can make choices.
- Consistent.
- Based on self-discipline and self-control, not coercion. It recognizes that this is a gradual, developmental process.

Setting limits helps children to:

- Feel secure and to orient themselves in the world.
- Find appropriate expressions for feelings that are hard to control, and thus to find satisfaction.
- Initiate the joy of life-long learning.

The following discipline techniques are prohibited in the program:

- Corporal Punishment, including spanking, biting, shaking, slapping, twisting, hitting or squeezing
- Time out
- Confinement to crib, bed, chair, or any equipment in lieu of supervision
- Discipline a child for soiling, wetting, or not using the toilet or forcing a child to remain in soiled clothes or any other excessive practices with toileting.
- Withholding, food, rest, sleep, outdoor time
- Using food or rest/sleep as coercion or consequence or force a child to sleep or rest against their will.
- Demanding excessive physical exercise, prolonged lack of movement, or motion, bizarre postures
- Requiring children to eat or place in a child's mouth items such as hot spices, soap or other substances for punishment
- Methods of discipline that frighten, demean or humiliate a child
- The use of derogatory remarks

### Physical Restraint Of Children

The physical restraint of a child is prohibited. Physical restraint is defined as any restriction of child's body with force to prevent movement. In the event that physical restraint is used in the event of an emergency the incident must be documented on our incident/accident form.

## Bullying

Teaching staff guide children who bully, isolate or hurt other children to learn and follow the rules of the classroom. Teaching staff facilitate positive peer interaction for children who are socially reserved or withdrawn and for those who are bullied or excluded. Bullying is defined as routine or a pattern of repeated intentional, targeted hurtful behavior towards others.

Teachers will address bullying by following the behavior management policy as well as provide children with opportunities to develop the classroom community through participation in decision making about classroom rules, plans and activities.

## Positive Guidance Procedure

- Each incident of aggressiveness, violence, or behavior that is not developmentally appropriate will be documented on an Incident/Injury Report. Each form must be presented to and signed by the parent on the day the incident occurs. The teacher who witnessed the incident must communicate with the parent and review the report with them.
- Staff must ensure that a developmental checklist is current for every child. Developmental delays and/or developmental inappropriateness or concerns are discussed with the Director and the parents. After three incidents the Teacher will take the documentation to the director of ETHOS.
- The Teacher and/or director will arrange a meeting with the parent to discuss the incidents on record. This meeting must occur after the third incident but may occur before this depending on its seriousness.
- The meeting will be held to discuss action plans for the behavior. This will include videotaping a portion of the day in this child's environment after a permission form has been signed. The videotape is property of ETHOS and it is up to the sole discretion of Ethos Leadership if it will be shared with the parents. A parent communication form must be completed by the Teacher/Director to document the meeting.
- Parents must review and sign the Ethos Communication form in order for us to work as a community to resolve the behavior. If the parent refuses to join us as a community and work toward this end, we will be unable to continue to care for the child.
- After the staff members and management have viewed the tape, a psychologist may be called in to view the video.
- A second meeting will take place to discuss the videotape and its findings. A discussion of the progress of other action plans that were set out will also take place. If there has been no improvement of behavior then a meeting with the school psychologist will be recommended.
- Once the school psychologist sets an action plan, we require the parents to meet on a weekly basis with the psychologist to follow through with the action plans that are set.
- We will work together to monitor the progress of the behavior for 3 months. If there are no changes, we will ask the parents to contact either the early intervention service or to obtain a school district's evaluation or depending on the age of the child for further services.

- We rely on the advice of the psychologist and outside services to determine whether our program is suitable for the child or if another program would better serve their needs.
- To find contact information for professionals in our area, please refer to the Community Resource Binder in the Program.

### Suspension Of Children

Suspension of children includes but is not limited to requests for families to have a child leave the program for several hours or days due to behavior. Suspension is not a request the Program takes lightly and would have been previously discussed at an action plan meeting as a viable option on days the child is struggling to manage his/her behavior in the environment.

### Termination Of Care

Termination of care will occur when family members (parents, guardians etc.) do not comply with Program policies. Termination of care will only occur as the last and necessary step after repeated offences of Program policy or lack of supporting staff to effectively work with the child. Termination will include a timeline of when new care will need to be obtained. In most cases families will be given 30 days to find alternative care.

## Children With Special Needs

ETHOS recognizes the many important contributions that early childhood workers can make to children with special needs. We view our relationship with special needs' children as beneficial to both child and teacher: the child is given the opportunity to flourish in a caring environment, while the early childhood workers are given the opportunity to further their professional skills and knowledge.

Ethos's philosophy is that all children, including those with special needs, are treated as individuals. All children become a part of the classroom community, without prejudice or comparison.

### Staff And Parent Education

ETHOS has many resources available for both parents and staff members to further educate themselves on issues related to working with children with special needs. These include:

- Opportunities for staff to attend in-service courses or workshops on disabilities.

- Inviting child specialists to ETHOS to discuss their specialty with parents and staff and to answer questions parents may have pertaining to their child.
- Ensuring that our staff and the parents of children enrolled in the Program have up to date information on issues related to raising and caring for a special needs child. In this regard, ETHOS regularly acquires information and provides it to the staff in the staff reference library. We also make information available to parents to ensure they are kept apprised of timely information and maintain a parent library.
- Inviting parents or others with disabilities to talk to the children, parents, or staff.

## Implementation

We regularly review the activities that we make available to children in the Program to ensure that we have not overlooked any child, including a child with special needs. We strive to provide activities that allow all children to flourish in the environment.

We also maintain a list of recommended specialists and their contact numbers and addresses to assist parents who may be searching for resources to help the child with special needs.

To ensure that a child with special needs is getting the most out of his/her experience in the Program, we welcome suggestions from parents and hope that parents will work with the Program to ensure that the child is developing and learning at an optimal rate. We pride ourselves on providing support for the parents of children with special needs.

Depending upon the needs of the child, we may implement action plans that include the use of specialists and intervention services with parental authorization that has been documented on the Parent/Teacher communication form.

## Access

While every effort is made to accommodate children and parents with disabilities, the Program may be unable to care for a child if:

- Taking the necessary steps to accommodate a child's special needs with added equipment or services imposes an undue hardship on the Program, or would fundamentally alter the nature of the program facility.
- Accommodating the child's needs would require Ethos to make significant architectural changes that are not readily achievable.
- A particular child's condition poses a direct threat to the health or safety of any of the children or staff in the Program and there is no reasonable way of eliminating the threat through changes in policies, practices, procedures, equipment, or services.
- Integrating the child into the program requires changes in policies, practices, or procedures that would fundamentally alter the nature of the program.

Ethos, at its absolute discretion, may refuse to admit a child to ETHOS or may require parents to withdraw a child from ETHOS if this is the advice from medical and/or professional advisors and Ethos determines that in doing so it is in the best interests of the child.

## Special Needs Evaluation

When there are concerns about a child's learning or development, the teacher will observe and document concerns. Part of working as a team means keeping each other informed about important information that could affect a child's learning. Sharing relevant information can have a positive effect because it allows all of us to share and discuss sensitive issues with one another.

If special needs or behavioral issues develop, the following steps will be followed using the NAEYC Code of Ethics:

Each incident of aggressiveness, violence or behavior that is not developmentally appropriate will be documented on an Incident/Injury Report. Each form must be presented to and signed by the parent on the day the incident occurs. The teacher who witnessed the incident must communicate with the parent and review the report with them.

Staff must ensure that a curriculum checklist is current for every child. Developmental delays and/ or developmental inappropriateness or concerns are discussed with management and the parents. (This must be discussed with the director before the child may transition into another class. After three incidents, the Teacher will take the documentation to the Program Director and the President of ETHOS.

Staff will arrange a meeting with the parent to discuss the incidents on record. This meeting must occur after the third incident but may occur before this depending on its seriousness.

Parents must review and sign the Ethos Communication form in order for us to work as a community to resolve the behavior. If the parent refuses to join us as a community and work toward this end, we will be unable to continue to care for the child.

The meeting will discuss action plans for addressing and modifying the behavior. This may include videotaping a portion of the day in this child's environment with the parent's permission. A permission form must be signed and a parent communication form must be completed to document the meeting.

The videotape is property of ETHOS and it is up to the sole discretion of Ethos Leadership if it will be shared with the parents.

A second meeting will take place to discuss the videotape and its findings. A discussion of the progress of the action plans that were set out will also take place. If there has been no improvement of behavior then a recommendation for parents to consult outside resources/specialists will be made.

Once the specialist sets an action plan we require the parents to meet on a weekly basis with the specialist to follow-through with the action plans that are set.

We will work together to monitor the progress of the behavior for 3 months. If there are no changes we will ask the parents to contact either the early intervention service or obtain a school district's evaluation depending on the age of the child for further services.

We rely on the advice of the specialist and outside services to determine whether our program is suitable for the child or if another program would better serve their needs.

## On-Site Specialist Appointments

**Onsite Evaluations and outside visitors will be suspended during the COVID crises.**

**\*\*\* Please open [this link](#) to review our new policies on visitors during COVID-19 pandemic.**

In order for a specialist to work with a child within the Program, the following must occur:

- The specialist must be able to schedule appointment times that work well with the child's routine.
- The specialist will work with the classroom teachers, parents and director to determine the best location to provide services.
- The specialist will attend a training session with the director that includes a tour of the Program, a review of the Ethos Policy and Procedure Manual, State Regulations, the Ethos curriculum, and NAEYC standards and code of ethics (state licensing websites are posted at the end of this document).
- The specialist will meet with classroom teachers about classroom routines and consult and train teachers regarding special needs of the child.
- The specialist will sign treatment logs and meet with classroom teachers and student services coordinator once a month to determine progress.
- The specialist agrees that Ethos will only grant access to its property to specialist employees or persons acting on specialist behalf who have fully participated in a background investigation clearance as outlined in State Regulations.
- The specialist will sign the following agreement.
- The specialist will never be allowed to be left alone with a child without the supervision of an Ethos employee.





The ETHOS Management has reviewed the Ethos Policy and Procedure Manual, State Regulations, and NAEYC standards and code of ethics with me.

I agree to abide by all the policies, procedures and philosophy stated within.

Specialist Signature \_\_\_\_\_

Specialist Name & Title \_\_\_\_\_

Date \_\_\_\_\_

Reviewing Leadership Team Member Signature \_\_\_\_\_

Date \_\_\_\_\_

## Staff And Parent Communication

Our aim is to provide various means of communication, ensuring that parents and staff members are well informed regarding the development and needs of the children, as well as of the activities of the Program. We will utilize communication to build and work as a community within our program.

The parent is the child's first and most influential teacher.

The ETHOS is a natural extension of the home. Healthy and regular interaction between the staff and parents is important in ensuring the best environment and support for the child and the family.

**IMPORTANT! Keep contact information up to date. Any changes need to be notified to the Program Director. Contact information is taken with us on field trips, walks and trips to the park.**

Please email your child's classroom teachers if your child will be late or out sick for the day. Teachers can be reached by email. Each classroom has an email that can be used to communicate to teachers.

There are many opportunities during the year for you to talk with teachers about your child, and to learn more about the curriculum:

- **A daily "Update"**. We use a parent-teacher communication software to keep parents updated on their child day. Please download the app on your phone or computer and set up your account to receive photos and notes from the classroom. Please use the same email address you used on the enrollment form. Daily reports are sent at the end of the day with a record of your child food intake, naps and any other important information.
- **Gmail** - Each classroom has an email for direct parent-teacher communication.
- **Classroom cell phones**. Each classroom has a cell phone for direct parent-teacher communication.
- **Parent-Teacher Conferences**. A one-on-one conversation for parents to speak with the teachers about their child every six months.

### Arrival And Departure

We encourage parents and staff to greet one another at the beginning and end of the day, and to provide each other with any information necessary to ensure that the child is getting the best care possible (e.g. if the child had a difficult night or day or what the child has eaten). If the teacher is busy with the children, please feel free to email the teacher to set up a time when it may be more convenient to discuss details.

### Reporting Of A Communicable Illness

**\*\*\* Please open [this link](#) to review our new policies during COVID-19 pandemic.**

If a child in the program has a communicable illness that requires notification there are several communication strategies used in the program.

1. A document with the description of the symptoms of the illness will be emailed directly to the parents in the classroom the illness is in.
2. A document with the description of the symptoms of the illness will be posted to the Program electronic bulletin board.
3. Phone calls will be made to parents of children that do not have the immunization for the noted illness if applicable.

## Assessment

The purpose of assessment is so that administrators and staff know how children are progressing, to assist in decisions being made about challenges that they may be encountering or what steps need to be taken to most benefit the child. By using a systematic approach in our assessment the information that is gathered is used to improve services to individual children and to improve the overall program.

The following excerpt is from the “Assessment of Child Progress: A guide to the NAEYC Early Childhood Program Standard” (NAEYC 2005, 9-10) Assessment provides important information that helps programs do the following:

- Monitor Children’s Development and Learning – “snapshots” of growth and learning over time help identify children’s strengths and needs. Teachers cannot effectively plan and tailor a program to build on strengths and meet needs without this vital information.
- Guide planning and decisions making – Information about children’s interests, needs and abilities helps determine what books to read; what activities, experiences and materials to provide and what instructional strategies to use.
- Identify children who might benefit from special services- Initial identification of a possible problem might come from the teacher, from a family member, or through screening. If a potential problem is detected, the next step is a referral for an in-depth assessment by a specialist or team of specialists who determine whether special services are needed and, if so, develop a plan to assist the child.
- Report to and communicate with others – Assessment information is always shared with families. Some assessment information is collected to be shared among program staff, specialists, or both for the benefit of individual children.
- Know what areas of the program need improvement – Although assessment results are often used to provide information about individual children, results for groups of children (in a classroom or an age group) can be combined to provide the program with information about how their science curriculum is working, how teachers have integrated staff training on conflict resolution into the classroom, etc.

Program assessment is the process of observing, recording, surveying, and documenting what programs do and how they do it as a basis for a variety of educational decisions that affect children, families, and program staff.

The areas of assessment are: Health status, Sensory, Language, Cognitive, Gross-Motor, Fine Motor, and Social-Emotional.

## Description Of Methods Used At The ETHOS Program:

**The Developmental Checklist.** The Developmental Checklists assess the child's development according to developmental norms. The checklist will follow your child as they progress through the Program to each age group. It will capture your child's developmental progress, which will be communicated to you in parent/teacher conferences.

**Anecdotal Records.** These are individualized monthly records of ongoing observations meeting the following assessment areas: Health status, Sensory, Language, Cognitive, Gross-motor, Fine motor, and Social-Emotional. These monthly records will assist the teachers in evaluating the child's on-going progress. The documentations are all objective.

All tools will be evaluated for effectiveness yearly. This will be done by evaluating results and parent/staff discussions.

The results will allow teachers to implement appropriate lessons. The tools allow the program to refer families to special services as needed including enrichment programs. All results are confidential. Teachers, managers, supervisors and the program's family/child psychologist have access to this information. If other professionals request to see the results as a group or individualized, parents will be notified and asked to give permission to release results.

## The timeline

**Anecdotal records.** Each individualized record will be reviewed monthly. The record must be complete by the end of the month. The record will be reviewed by the team of teachers for input and discussion. All team members will input observations.

**Developmental screening.** The screening will take place twice a year. A screen will take place during the beginning of the academic year (September through October). Another assessment will take place near the end of the academic year (April through May). The results will be shared with parents at the parent teacher conferences scheduled in November/December and May/June. Any new children to the program will need to be assessed within the first three months of enrolling in the program.

A written report will be provided to the parents during the Parent/Teacher conference, which is held twice a year. Infants and children with delays or concerning behavior will receive updated progress reports every three months. Teachers will discuss progress on an on-going basis. This also allows parents to share their observations from home. During the parent/teacher conferences teachers must keep in mind parent's values, cultures and language when sharing assessment reports.

## Training Guidelines

**Anecdotal Record.** All teachers will receive time to attend workshops and training information on observation techniques and objective writing skills.

Training will include instruction on how to identify and respond to normal development, delays and red flags. The workshop will also train staff on how to create individualized plans for children that will meet their needs.

**Developmental Screening.** A volunteer group of specially trained teachers from each age group will be trained on how to use the Brigance System. Training will include on-line training, video and instructor led programs. The training will also allow time to practice using the tool. Only teachers who are comfortable and confident with the tool will assess children.

### Conditions

Children will be assessed on a continuous basis. The anecdotal records will be done in the classroom. The developmental screening may take place within the classroom but ideally outside of the classroom to decrease any distractions to the child. The trained staff member should not assess the children in her direct education and care.

## Storage Of Documentation

### Conferences

At least twice per year, a formal conference time is organized with each child's parents to discuss the child's progress and the staff's observations of the child. If the child displays any developmental delays or behavior concerns the staff will meet with the parent every three months, which will be documented with a parent/teacher communication form. The teacher will share her/his observations with the parent regarding the child's developmental checklist and work completed in the environment in a portfolio. The parent or the teacher may desire to set up a meeting at any time to discuss an issue related to a child.

Parents desiring such a meeting should speak directly to the Lead Teacher of the class or feel free to email the teacher with a meeting request form. These meetings will be arranged at a time convenient for all parties involved. Please understand that teachers may be busy with children during class time.

### Ethos Communication Form

We will utilize our parent communication form to make sure we are working together as a community in the best interests of your child. We need to make sure that we are understanding one another and satisfying your needs. If you do not sign the form during our meeting, you may take it with you and review it during a 24 hour period. However, the form must be returned within that time period so we are sure we are communicating and on the same page of reference in caring for your child. If you do not sign the form, we will ask that you make other arrangements for caring for your child.

**\*\*\* Please open [this link](#) to review our new policies about visitors during COVID-19 pandemic.**

We encourage parents to visit their child's class from time to time to have a meal with the child, share in an activity, or simply observe the class. If you plan to stay for an extended period of time, please speak with your child's teacher and schedule this visit in advance.

Parents may call the class; however, this is disruptive to the class and must be kept to a minimum.

### Accidents And Mishaps

Minor scrapes and bruises will be handled at the Program and an Incident/Injury Report will be given to the parents, on pickup, describing the nature of the injury. Other injuries will be reported to the parent by phone and the staff member on duty will complete an Incident/Injury Report at the time of injury. The parent will be asked to sign a copy of this report.

This Incident/Injury Report will become part of the child's personal file. Photos of the child's injury and physical location where injury occurred will accompany reports. Any injuries that require medical care is required to be reported to EEC by the director.

### Illnesses And Communicable Illnesses

Once an illness has been confirmed by a Doctor or Physician's Assistant, parents in the room that is affected will receive an email from the teachers in the room regarding the diagnosis. The email will include the identified ailment or illness, signs and symptoms, prevention methods if any, and exclusion

criteria. This information will also be posted on the Program's website with the identification of the date and classroom the illness is in for the remainder of the families in the program.

## Parent Education and Engagement

At different times throughout the year, educational workshops are provided to offer parents the opportunity to learn more about the Learning philosophies, activities in the Program or other topics related to the child and the family.

## Investigations

This policy/procedure follows the guidelines set forth in the National Association for the Education of Young Children's Code of Ethics. When we become aware of a practice or situation that endangers the health, safety, or well-being of children, we have an ethical responsibility to protect children or inform parents and/or others who can.

Leadership team members should be notified by family members as soon as possible when they feel an incident or accident has occurred which breaches our policies and procedures and/or code of ethics.

Leadership team members will immediately cover the staff members' responsibilities so that they can sit in a private office and document the facts of the situation that occurred. All witnesses will be given the opportunity to document facts surrounding the incident or accident in the same manner. Of course, this happens after any medical attention or necessary safety precautions take place.

The director then has a responsibility to notify the CEO of ETHOS, if necessary. Any necessary reports must be documented and parents should be met with and documentation given to as applicable. Parents should be met with by a witnessing staff member and a leadership team member, if at all possible. If this is not possible, then the director should meet with the parents after receiving fact gathering documentation. This should not be longer than 24 hours after the incident.

Any incident should be reported within 24 hours. Any Ethos employee that is involved in or witness to an incident should gather as much information as possible without interfering in any official investigation or medical response.

Staff members involved should be met with by the Leadership team as soon as possible after the facts have been gathered. This should not be more than a 24 hour time lapse. They should be clearly told only the facts and no speculation or assumptions about what occurred. We should always look for feedback from staff to help correct and prevent these situations. Once the staff members involved are spoken to and corrective action takes place, a memo to all staff should go out reiterating or outlining changes to policies.

When ETHOS investigates a complaint of misconduct (such as, but not limited to, child abuse or sexual harassment), it expects and requires the cooperation of all staff including the complainant, witness, and the accused offender.

ETHOS may interview these individuals privately and take oral and/or written statements from them. Any staff member who fails to cooperate with such an investigation and provide complete and truthful information may be subject to disciplinary action.

## Child's Program And Development

Parent/teacher conferences are organized two times each year on a formal basis. Additionally, either parents or teachers may request a conference with one another at any time that is convenient for both. We encourage parents and staff to interact with one another on a daily basis to discuss issues that may affect the child's development (e.g. a sleepless night).

## Education

We strongly encourage parents to attend and participate in educational workshops. Approximately three or four may be offered each year.

## Policy Making & Review

Parents are invited to offer comments or suggestions on Program policies. This may be done through discussion meetings with any of the members of management or with members of the teaching staff.

## Committee

We encourage parents to sit on the Parent Safety Committee for ETHOS to ensure that the children's environment is as safe and secure as possible. We encourage parents to be part of other ad hoc committees.

## Visits and Observations

Parents must observe the classroom their child will be in before the child's transition date. The observation will be scheduled during any point of the day, except nap time. The child's transition date cannot be set until a completed application has been submitted. Parents are welcome to visit the classroom to observe or participate in activities as appropriate.



## Parent Concerns

We at ETHOS are committed to providing the best service possible to parents and their children. We encourage all parents to promptly report any concerns that they may have about the Program so that we can address and resolve such concerns quickly and effectively. We also welcome suggestions from parents, as we are always looking for ways to improve the service and care that we provide.

## Confidentiality

The confidentiality of our families is of the utmost importance. Many classroom procedures are in place to protect our family's privacy.

Policies including but not limited to:

- Last names and birthdates of children are not distributed or posted in the classrooms.
- Children's files are only accessible by direct teaching staff, the Leadership team, health care consultant and the licensor.
- Other persons and/or entities (such as outside tutors, schools etc.) following a request from the parent or guardian to release such information and only after the parent and/or guardian has signed an authorization permitting the Program to release such information.
- No person unknown to the staff member is ever told, in person or over the phone, that a particular child is enrolled at the school or whether he/she is at the school that day.
- ETHOS does not disclose information to parents or staff members over the phone. ETHOS does not disclose phone numbers or addresses of staff members or parents unless the parent and/or staff member gives permission to do so.
- The financial situation of any family or staff member is a confidential matter that will not be disclosed to anyone outside of Ethos unless required by law, or authorized by the family or staff member. This information will only be disclosed to those persons with a legitimate need to know within the Program,
- Information regarding a child's illness or reasons for a child's absence will be provided to staff members who work with the child to assist them in their understanding and interaction with the child.
- Information regarding any contagious illness within the Program will be provided to all parents to assist with awareness of and recognizing the illness, including room, but will not disclose the specific child with the illness.

## Storage

All records are property of Ethos. The files are stored in a locked file cabinet. The only individuals with access to a child's file are the management team and the direct teachers of the child. All files within ETHOS are archived per state guidelines.

All files will be used for the child's benefit in our program and may be shared with any special services that the child's family has requested. Any other forms of disclosure will require written permission of the child's guardian.

### Information Over The Telephone

The Program does not disclose private information to parents or staff members over the phone (except as described below) nor does it disclose phone numbers or addresses of staff members or parents.

Staff members may provide information over the phone. Please speak with your child's teacher about the best time of day to call the room. It is difficult, however, for us to identify callers from the outside; therefore, we will only disclose general information (for example, on how a child is doing on a particular day) to external callers. We will not disclose answers to specific questions such as "is my child in school today" or "is 'John' enrolled in the Program."

### Information Over Public Forums

Ethos strictly prohibits its employees and families from posting any information about children, parents or staff members on any public forum (i.e. YouTube, Facebook etc.). This includes identification pictures, pictures taken in the Program (other than your own child), or any information about a child, parent or staff member (address, medical information, personal information etc.) without consent. This prohibition is consistent with State confidentiality regulations and NAEYC's code of ethics. (State licensing websites are posted at the end of this document.)

## Suspension And Termination of Services

Ethos makes every attempt to collaborate with the families enrolled within the program. Parents unwilling to support actions plans created by the Program or support agencies is grounds for suspension or termination.

Families will be provided a two week notice and access to resources for care.

Ethos will not remove children from the school without prior discussion with the families.

ETHOS reserves the right to suspend or terminate services for:

- Failure to pay fees
- Consistent late payments
- Refusal to have child assessed
- Disruptive or inappropriate behavior by the parent/ guardian or the parent's/guardian's representative
- Repeated pick-up past the Program's designated closing time.
- Any action deemed inappropriate which could cause harm to the children or staff, damage to the Program or could cause the Program to be non-compliant with state regulations.
- Meet the requirements of the IFSP (Individual Family Service Plan).

## Waiting List

We ask parents to get on the waiting list when they are looking to reserve a slot with more than 6 months in advance or when looking to reserve a slot in a program that is full.

To be placed on the waiting list, a \$150 non-refundable fee must be paid. The registration fee is processed upon receipt.

The following priorities are used in determining admissions:

1. Siblings of currently enrolled students
2. Full time students
3. Date of application

Parents are contacted when a space becomes available.

## ETHOS Policies

Our policies are reviewed and updated annually or more frequently as needed. These are available for you upon request. To view the Program policies, please contact your Program director.

## Definitions For Acronyms:

AMI:	Association Montessori International
NAEYC:	National Association for the Education of Young Children.
AAP:	American Academy of Pediatrics
DOH:	Department of Health
EEC:	Early Education Care (Massachusetts Licensing Agency)
FDA:	Food and Drug Administration
OCFS:	Office of Child Family Services
CFOC:	Caring for our Children (National Health and Safety Performance Standards: Guidelines for Early Care and Education Programs)
EHCC:	Eco-Healthy Child Care Certificate – An international certificate
QRIS:	Quality Rating Improvement System



## **Handbook Acknowledgment**

I have received, read and fully understand the information in ETHOS's Family Handbook and applicable handouts provided. A program staff member has interviewed me and thoroughly explained the enrollment policies, fees, Program policies and state policies. I understand all of the applicable policies and agree to abide by them.

Parent/Guardian/Caregiver (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Program Director/Leadership Team Member (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Program Leadership team: place this signed page in the child's file.

# Addendum

## Plan to Reopen During Covid Pandemic 2020

Released June 21, 2020

### **1- Introduction & Document Purpose**

Dear Ethos Families,

The safety of our children, families & staff is paramount. As a team, we have been preparing our new policies & procedures to best manage the risks of COVID-19 when we reopen. You will find the new policies & procedures in this document. All of the new policies & procedures have been created based on the [Minimum Requirements for Health and Safety from the Massachusetts Department of Early Education and Care \(EEC\)](#) and the latest recommendations from the [CDC](#) & [The Caring for our Children Handbook](#).

These policies & procedures will be adjusted as we continue to receive updated guidelines. We are confident that these new measures will provide everyone with a rich, safe and engaging program.

We will always work hard to keep COVID-19 out of our school. Recognizing there is no way to 100% guarantee this, we also have policies setup to help track / minimize the risk of spread if it were to enter the school.

All stakeholders, especially parents & staff must be aware that their actions play a critical role in reducing the risk of infection disease transmission in our center.

Once you've read this through, we appreciate any thoughts you may have & thank you in advance for adhering to these changes to our daily rituals.

As we transition into our new normal, we look forward to seeing you again, when you feel the time is right to return.

Best,

Ethos Early Learning Center team

## 2 - Definitions

**Clean** – Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

**Communicable Disease** – A disease that is spread from one person to another in a variety of ways, including travel through the air, contact with bodily fluids, contact with a contaminated surface, object, food or water, and certain animal or insect bites.

**Coronavirus** – Any of a family (Coronaviridae) of large single-stranded RNA viruses that have a lipid envelope studded with club-shaped spike proteins, infect birds and many mammals including humans, and include the causative agents of MERS, SARS, and COVID-19.

**COVID-19** – A mild to severe respiratory illness that is caused by a coronavirus (severe acute respiratory syndrome coronavirus 2 of the genus betacoronavirus), is transmitted chiefly by contact with infectious material (such as respiratory droplets) or with objects or surfaces contaminated by the causative virus, and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure.

**DESE** – The Massachusetts Department of Elementary and Secondary Education.

**Disinfect** – Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. Disinfecting may be appropriate for diaper tables, door and cabinet handles, toilets, and other bathroom surfaces. Changing tables should be cleaned and ***then disinfected after each use***.

**DPH** – The Massachusetts Department of Public Health.

**EEC** – The Massachusetts Department of Early Education and Care.

**Exposed** – Having had close contact with someone symptomatic of COVID-19 from the period of 48 hours before symptom onset until 10 days from when they first had symptoms.

**Fever** – A measured or reported temperature of > 100.0° F.

**Group** – Two or more children who participate in the same activities at the same time and are assigned to the same educator for supervision, at the same time.

**Health Care Consultant** – A Massachusetts licensed physician, registered nurse, nurse practitioner, or physician's assistant with pediatric or family health training and/or experience.

**Health Care Practitioner** – A physician, physician's assistant or nurse practitioner.

**Fixed Age Group** – A group of children within the same age range, such as infants, toddlers, preschoolers, kindergarteners, and school age children.

**Infant** – A child who is younger than 15 months old.

**Parent** – Father or mother, guardian, or person or agency legally authorized to act on behalf of the children in place of, or in conjunction with, the father, mother, or guardian.

**Premises** – The facility that is used for the child program and the outdoor space on which the facility is located.

**Preschooler/Preschool Child** – Any child that is at least two years and nine months old (33 months of age), but not yet attending kindergarten.

**Program** – An organization or individual that provides early education and care services to children or youth.

**Program Staff** – All individuals working with children in early education and care programs. Staff may include directors, administrators, assistants, group leaders, camp counselors, nurses, educators, and other individuals employed by the child program who may have contact with children.

**Sanitize** – Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by cleaning and then sanitizing surfaces or objects to lower the risk of spreading infection. Surfaces used for eating and objects intended for the mouth (food service tables and highchair trays, pacifiers, mouthed toys, etc.) must be ***cleaned and then sanitized both before and after each use.***

**Toddler** – A child who is at least 15 months of age, but younger than 33 months of age.





### 3 - Group Sizes and Ratios

#### A - Group Sizes:

Group sizes must be restricted to a maximum of 10 children. If additional adults are required to support supervision of children during breaks, they must be assigned to only one cohort of children and not between cohorts. Guidance to maintain these group sizes includes the following:

- a. Children must remain with the same group each day and at all times while in care.
  - i. When suitable to children's ages and developmental level, siblings in attendance at the same time must be kept in the same group.
  - ii. Groups must not be combined at any time.
- b. The same staff must be assigned to the same group of children each day for the duration of the program session (if weekly or monthly) and at all times while in care. Staff must not float between groups either during the day or from day-to-day.

#### B - Required Ratios and Maximum Group Sizes:

The following child-to-staff ratios must be maintained at all times during the program day. Number of adults assigned to each cohort of children should be minimized. Most importantly, adults should not move between cohorts of children.

Age	Staff to Child Ratio	Maximum Group Size (Children)
<b>Infant</b> 6 weeks - 14 months	1:3 2:7	7
<b>Toddler</b> 15 - 32 months	1:4	9
<b>Preschool</b> (≥33 months, but not yet attending Kindergarten )	1:10*	10

\* To the maximum extent possible, more than one adult is recommended



## 4 - Daily Screening

### A - Self-Screen At Home

All staff, parents, children & visitors (restricted), seeking entry into the Ethos Program space must self-screen at home, prior to coming to the Ethos facilities.

Anyone with a fever of 100.0°F or above within the last 72 hours or any other signs of illness must not come to the Ethos facilities. Temperature MUST be measured without the use of fever-reducing medicines. Parents will call or email their classroom teachers to let them know your child will be absent. All classrooms will now have a cellphone, allowing parent direct access to the teacher and classroom. New classroom phone numbers will be provided before we reopen.

Self-screening shall include:

1. Checking temperature (temperature of 100.0°F or above is considered a fever)
2. Checking for symptoms that feel like a cold like cough, shortness of breath, gastrointestinal symptoms, abdominal pain, unexplained rash, new loss of taste/smell, muscle aches.

### B - Drop-Off Screening

A designated person will screen all staff, parents and children before they are permitted to enter the Ethos facilities. The following protocol will be followed:

- a. Temperature check (temperature of 100.0°F or above is considered a fever)
- b. Verbal questionnaire and form completed on parent's & staff smartphones asking the following questions:
  - i. Today or in the past 24 hours, have you or any household members had any of the following symptoms?
    1. Fever (temperature of 100.0°F or above), felt feverish, or had chills?
    2. Cough?
    3. Sore throat?
    4. Difficulty breathing?
    5. Gastrointestinal symptoms (diarrhea, nausea, vomiting)?
    6. Fatigue? (Fatigue alone should not exclude a child from participation.)
    7. Headache?
    8. New loss of smell/taste?
    9. New muscle aches?
    10. Any other signs of illness?
  - ii. In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)?

If any of the above are yes, the staff or child must not be allowed to enter the building.



## **5 - Isolation and Discharge of Sick Children and Staff**

Program staff must actively monitor children throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting. Children who appear ill or are exhibiting signs of illness must be separated from the larger group and isolated until able to leave the facility.

Ethos designated space to isolate children or staff who may become sick will be the Director's Office. Isolated children must be supervised at all times. A private or separate bathroom must be made available for use by sick individuals only. The adult single use bathroom will be used for this.

The exit stairway by the main office will be our separate designated exit used for those being discharged due to suspected infection.

We will take the following action to prepare for a potential exposure:

### A - If a Child Becomes Symptomatic:

- a. Immediately isolate from other children and minimize exposure to staff.
- b. Whenever possible, cover children's (age 2 and older) noses and mouths with a mask or cloth face covering.
- c. Contact the child's parents and send home as soon as possible.

### C - If a Staff Becomes Symptomatic:

If a staff member becomes symptomatic, they must cease child care duties immediately and be removed from others until they can leave. Staff must regularly self-monitor during the day to screen for new symptoms.

### D - If a Child or Staff Contracts COVID-19:

Sick children or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Determine the date of symptom onset for the child/staff. Determine if the child/staff attended/worked at the program while symptomatic or during the two days before symptoms began. Identify what days the child/staff attended/worked during that time. Determine who had close contact with the child/staff at the program during those days (staff and other children).

In the event that the Ethos program experiences an exposure, all employees and families will be contacted immediately through Kaymbu about exposure but maintain confidentiality. The center will endure a deep clean and be closed for a 24-48 hour period unless instructed otherwise by the Department of Health or State Licensing.

#### E - If The Individual Tests Positive For COVID-19 But Is Asymptomatic:

Isolation may be discontinued when at least 10 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on April 1, isolation may be discontinued on or after April 11. if the individual still has no symptoms.

In the event that the Ethos program experiences an exposure, all employees and families will be contacted immediately through Kaymbu about exposure but maintain confidentiality. The center will endure a deep clean and be closed for a 24-48 hour period unless instructed otherwise by the Department of Health or State Licensing.

#### F - Self-Isolating Following Exposure or Potential Exposure:

In the event that a staff member or child is exposed to a sick or symptomatic person, the following protocols must be followed.

- (a) If a child or staff has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the child or staff must not be permitted to enter the program space and must be sent home. Exposed individuals must be directed to stay home for at least 14 days after the last day of contact with the person who is sick. The program must consult the local board of health for guidance on quarantine for other children and staff and what additional precautions will be needed to ensure the program space is safe for continued child care services.
- (b) If an exposed child or staff subsequently tests positive or their doctor says they have confirmed or probable COVID-19, they must be directed to stay home for a minimum of 10 days from the 1st day of symptoms appearing AND be fever-free for 72 hours without fever reducing medications AND experience significant improvements in respiratory symptoms. Release from isolation is under the jurisdiction of the local board of health where the individual resides.
- (c) If a child's or staff's household member tests positive for COVID-19, the child or staff must self-quarantine for 14 days after the last time they could have been exposed.
- (d) If an exposed child or staff remains asymptomatic and/or tests negative for COVID-19, they must remain in quarantine and continue to monitor for the full 14 days.

If a staff member, child or parent is exposed to COVID-19, the classroom of that which the individual pertains to will be closed for a 24 hour period and endure a deep clean.

#### G - Allergies

Children and staff with seasonal allergies will be required to provide a doctor's note. Parents will be required to notify the staff at drop-off each day the allergy symptoms are present.



## 6 - Physical Distancing

The Ethos Program will maintain at least 6 feet of distance at all times and limit contact between individuals and groups, whenever possible. When 6 feet is not possible, individuals must wear masks or cloth face coverings. In addition, we know staying apart from one another all day would be hard, so we will increase handwashing and reduce the number of shared materials.

Parents must not enter the classrooms. Only 1 parent should be accompanied by children during drop off and pick up.

Here are some of the procedures that will be practiced by children and staff to maintain the recommended 6 feet of distance:

### A - Drop Off and Pick Up

We encourage only one adult per family to be responsible for daily pick-up and drop off. Please use the back stairs to enter and exit the building when possible. We will also follow the following procedures:

#### E.1 Stagger drop offs and pickups:

Drop offs and pick ups will be staggered and scheduled in advance. A [sign up sheet](#) will go out every Friday afternoon for the following week to select staggered drop off and pick up slots. While we understand circumstances may arise, we ask that you are on time to the extent possible. If you are late, we will bring your child as soon as we can, however, we will give priority to the next scheduled families first.

#### E.2 - Ethos valet services:

We will offer a valet service during drop off and pickup.

- a. Please call your classroom teachers if you are outside and no teacher is present. Be patient as it may take some time to come to you.
- b. Please lovingly and confidently say goodbye at the street level lobby.
- c. Parents are responsible for assisting their child in and out of the car.
- d. Parents and staff must wear a mask during the Valet transition.

### B - Entering and Exiting the Ethos Facilities:

At the beginning of the day or during drop off, we encourage parents and staff to use the elevator to go up and the stairs by Caffe Nero to go down.

At the end of the day or during pick up, we encourage parents and staff to use stairs to go up and the elevator to go down.

### C - Elevator:

Up to four children from the same classroom can go on the elevator with a staff member for Valet Service.

A maximum number of four people can enter the elevator at a time. If a family chooses to not share the elevator we request that other families respect this choice.

### E - Storage:

Children's belongings will be stored in a manner where they do not touch. Individually labeled storage containers, cubbies, or separate; designated areas must be used.

### F - Toileting:

We have a limited number of bathrooms and changing tables, so children in different groups will share the same bathroom or changing table. We will be diligent about disinfecting and will generally not have children from multiple groups in the bathroom at the same time.

### G - Meal Times:

During meal times, classrooms will be divided into smaller groups and meals shifts will be staggered to effectively maintain a safe distance.

### H - During All Activities:

Classrooms will be rearranged and divided into individual learning hub stations to promote individual activities and materials. Learning Hub stations will be as far apart as possible. We will refrain from games and activities that encourage physical contact or proximity of less than 6 feet.

### I - Nap Time:

Nap mats and cribs will be no less than 6 ft apart. Children will alternate head to toe. Sheets will be washed daily at Ethos. Blankets and soft sleep toys will be sent home for a daily wash. Any soft sleep toys brought to the program must be washed each night before returning to the program. Sleep toys must be stored in a bag in the child's cubby at all times while not being used at nap. Pillows are not to be brought to the school.

## J - Gatherings, Events and Extra Curricular Activities

Limit gatherings, events, and extracurricular activities to those that can maintain social distancing. Support proper hand hygiene. We will not host events that encourage non-essential adults to visit the program.



## **7 - Face Masks and Coverings**

The Ethos program encourages the wearing of masks or cloth face coverings during the program day. Whenever 6 feet of physical distancing is not possible, masks must be worn.

Masks and face coverings must be routinely washed (at least daily and any time the mask is used or becomes soiled) depending on the frequency of use.

Disposable masks will be always available at Ethos.

### A - Staff Masks and Coverings:

The Ethos program will provide PPE for all program staff, including masks and long sleeve smocks. Program staff must wear masks while serving children and interacting with parents and families. Program staff will use transparent masks when possible to allow for the reading of facial expressions.

### B - Parent Masks:

Parents and staff must wear masks when on the premises and at all times during drop-off and pick-up.

### C - Children Masks:

When possible and at the discretion of the parent of the child, programs should encourage the wearing of masks or cloth face coverings for children age 2 and older who can safely and appropriately wear, remove, and handle masks. Additional guidance on use of face coverings and masks by children is as follows:

- Children under the age of 2 years should not wear face coverings or masks.
- When children can be safely kept at least 6 feet away from others, then they do not need to be encouraged to wear a mask.
- Masks must not be worn while children are eating/drinking, sleeping, and napping. Strict and consistent physical distancing must be practiced at all times during these activities. Masks do not need to be worn while engaging in active outdoor play, if children are able to keep physical distance from others.

- Children 2 years of age and older must be supervised when wearing a mask. If wearing the face covering causes the child to touch their face more frequently, staff must reconsider whether the mask is appropriate for the child.

Families should provide their children with a sufficient supply of clean masks/face coverings for their child to allow replacing the covering as needed. Masks will be replaced immediately when soiled. Used masks will be sent home daily for cleaning. **Mask must be clearly marked with the child's name.**

#### D - Exceptions to Use of Face Masks/Coverings:

Exceptions for wearing face masks include situations that may **inhibit** an individual from wearing a face mask safely. These may include, but are not limited to:

- a. Children under the age of 2 years;
- b. Children who cannot safely and appropriately wear, remove, and handle masks;
- c. Children who have difficulty breathing with the face covering or who are unconscious, incapacitated, or otherwise unable to remove the cover without assistance;
- d. Children with severe cognitive or respiratory impairments that may have a hard time tolerating a face mask;
- e. Children where the only option for a face covering presents a potential choking or strangulation hazard;
- f. Individuals who cannot breathe safely with a face covering, including those who require supplemental oxygen to breathe;
- g. Individuals who, due to a behavioral health diagnosis or an intellectual impairment, are unable to wear a face covering safely;
- h. Individuals who need to communicate with people who rely upon lip-reading.

### **8. Hygiene and Health Practices**

Hand washing instructions near every hand washing sink will be posted. Signs must be easily seen by children and staff.

Hand sanitizer with at least 60% alcohol may be utilized at times when hand washing is not available, as appropriate to the ages of children and only with written parent permission to use. Hand sanitizer must be stored securely and used only under supervision of staff. Staff must make sure children do not put hands wet with sanitizer in their mouth and must teach children proper use. While hand sanitizer may be used by children over 2 years of age with parental permission, handwashing is the preferred and safer method.

Hand hygiene stations will be set up at the entrance of the premises, so that children can clean their hands before they enter.

Teachers will sign in and sign out students on Kaymbu. Parents will complete the daily screening questionnaire on their phone.

All children must have indoor shoes and extra clean clothes. If children walk to school teachers will change out of clothes into clean clothes when entering the classroom.



## 9 - Cleaning, Sanitizing, and Disinfecting

1. We follow the [CDC RECOMMENDED CLEANING GUIDELINES - Amended from Appendix K: Caring for Our Children: National Health and Safety Performance Standards](#)
2. Ethos will continue to use EPA- approved disinfectants.
3. When EPA-approved disinfectants are not available, a dilute bleach solution can be used. For example, add 1/3 cup of household bleach to 1 gallon of water OR 4 teaspoons of bleach per quart of water. Alternatively, a 70% alcohol can be applied.
4. Eliminate use of sponges. Only single use, disposable paper towels shall be used for cleaning, sanitizing, and disinfecting.
5. For the time being (July & August) only disposable plates, napkins, cups and utensils will be provided by the Ethos Program. Sippy cups will not be accepted into the program.
6. Teachers will intensify the program's routine cleaning, sanitizing, and disinfecting practices paying special attention to commonly touched surfaces such as toys, tables, faucet handles, toilets, doorknobs, handrails, etc.
7. Teachers will clean and disinfect toys and activity items used by children more frequently than usual and as always, taking extra care to ensure that all objects that children put in their mouths are removed from circulation, cleaned, and sanitized before another child is allowed to use it.
8. Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions must be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered sanitizer, and air-dry or clean in a mechanical dishwasher.
9. For electronics, such as tablets, we will use alcohol-based wipes or sprays containing at least 70% alcohol.
10. Clay and playdough will be removed from the Program.
11. Sand and water activities will be removed from the Program.
12. Food and pretend utensils will be removed from the Program.
13. Machine washable cloth toys, (Except sleep toys) cannot be used at all.
14. Soft sleep toys must be stored in a bag in the child's cubby at all times while not being used at nap.
15. Blankets, masks and soft sleep toys will be sent home daily and must be washed each night before returning to the program.
16. Pillows are not to be brought to the Ethos program.
17. Soil clothing shall be sealed in a plastic bag, labeled with the child's name, and returned to the parent at the end of the day.
18. Communal parks and playgrounds must not be utilized.

## 10 - Cleaning, Sanitizing, and Disinfecting After a Potential Exposure in Day Programs:

If a program suspects a potential exposure, they must conduct cleaning and disinfecting as follows.

(1) Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection. Programs must plan for availability of alternative space while areas are out of use.

(2) Cleaning staff must clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (e.g., tablets, touch screens, keyboards) used by the ill persons, focusing especially on frequently touched surfaces.

Letter from our Cleaning Services Provider:

*With recent concerns over the COVID19 ( coronavirus) the team at Ethos are taking additional measures to ensure the health of children and staff. This facility has been deep cleaned & sanitized with a hospital grade Lysol solution. Ethos has also contracted with Miracle Cleaning & Maintenance for weekly professional sanitizing & Cleaning services. The deep cleaning and professional weekly services provided by Miracle Cleaning includes sanitizing every toy and shelf, sanitizing all surfaces. (sanitizing is done as per state childcare licensing health and safety regulations) Miracle cleaning specializes in the cleaning and maintenance of early child education facilities. I am a 15-year veteran of the industry. We follow not only state licensing regulations but NAEYC standards as well CDC guidelines. Together Ethos & Miracle have put into place an emergency response protocol in the event of an active covid19 case related to the school. Miracle Cleaning will be on call for emergency COVID19 fogging, sanitizing & deep cleaning. We look forward to you reopening and hope all are staying well.*

*Sincerely,  
Sonia Montigny  
CFO/Owner  
Miracle Cleaning & Maintenance LLC.*

## **11 - How Parents Will Help**

- A. Parents provide simple & comfortable indoor shoes, with rubber soles that your child can put on and take off by themselves if possible. Nothing frilly or distracting (No floppy bunny ear slippers)
- B. Children should wear clean clothes every day
- C. We encourage families to have the same person do drop offs/pick-ups each day.
- D. Children with long hair should wear their hair up (e.g in a ponytail).
- E. Parents will disinfect lunch boxes daily
- F. Parent will wash blankets, soft sleep animals, and masks daily
- G. Upon arriving home, children should at minimum , change their clothes and wash their hands.

## **12 - Other Safety Information**

COVID-19 will not go away anytime soon, but the learning, social/emotional development that occurs during the early years is needed in order to build a strong and very secure foundation.

COVID-19 can lead to severe illness, personal injury, permanent disability and death. COVID-19 is spread from person to person through contact that is close enough to share droplets generated by coughing, sneezing, speaking and even just breathing. COVID-19 can also be spread by touching objects where contaminated droplets have landed. Because of this easy manner of transmission, an infant, child or young person who is infected with COVID-19 can spread the infection to others they come in close contact with, such as members of their household teachers, or other caregivers. We have learned that infected persons with mild or even no symptoms can spread COVID-19.

Everyone understands that there is some level of risk involved in all activities whether it be going to the grocery store, going for a walk, or going to a child care center. While we have several precautions, we do not expect that young children will be able to effectively maintain “social distance” from the other children in their small group. We expect that preschool aged children will continue to play in close proximity to one another, share items, etc. Young children also occasionally need teacher help with their shoes, jackets, lunchboxes, etc. Young children also seek/emotionally benefit from comfort when sad, injured, etc. While our teachers will generally not initiate any hugs, it is expected that children will need hugs at times and thus there will be some physical contact between teachers and children. To the extent possible our teacher will remain with the same groups of children. However, there may be times when teachers need to take a break, are out sick, etc. and another teacher will step in to cover for them.

While the Ethos Program cleans and disinfects regularly, we are not a sterile environment and it is impossible to guarantee that every surface and every toy is disinfected. Participating in the Ethos Program or accessing our facilities could increase the risk of contracting COVID-19. The Ethos Program in no way warrants that COVID-19 infection will not occur through participation in our program by accessing our facilities.

Like with anything, we must all weigh the risks and assess our individual comfort levels.

### **13- COVID DISCLAIMER**

An Inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious virus that can lead to severe illness and death. By visiting the Ethos Program facilities you voluntarily assume all risks related to exposure to COVID-19 and agree to indemnify and hold harmless the Ethos Program against any COVID-19 related claims.