



Boston Outdoor Preschool Network

Family Handbook 2025-2026

(As of: January 1, 2025)



WELCOME MESSAGE

“Hello, sun in my face. Hello you who made the morning and spread it over the fields...Watch now, how I start the day in happiness, in kindness.” -Mary Oliver

Welcome to the Boston Outdoor Preschool Network community! We are delighted you have selected BOPN to support your child’s growth and development during their early years. We look forward to working with you to make this a meaningful experience for you and your child.

This handbook includes program information and policies. Feel free to refer to this handbook and the parent portal (www.bopn.org/mybopn password BOOTS) as questions arise.

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INTRODUCTION

BOPN is a nonprofit organization focused on nature-based early education. We bring families together in community and give children a joyfully muddy childhood under the loving guidance of dedicated teachers. Our programs combine early childhood and nature education. Our goals are to promote children's physical and mental health, encourage environmental stewardship, and to develop [habits of mind](#) such as curiosity, initiative, persistence, creativity, problem-solving, and responsibility.

Our mission is to meet the developmental needs of the whole child while initiating them into a lifelong relationship with the natural world. With an emphasis on seasonal rhythms, BOPN engages children's skills of observation as they build personal relationships with flora and fauna in beautiful natural areas. We emphasize play, nature immersion, and interest-led flow learning. Our [emergent curriculum](#) is designed to tap into children's innate curiosity about the natural world.

We are committed to expanding access to nature-based early education through our equity projects, including our [Forest Days](#) public school partnership program.

Guiding Principles

- We place equal value on children's social, emotional, cognitive, and physical growth.
- We believe that extended play in natural areas results in an intimate, personal and deep connection to the natural world.
- We use an inquiry-based approach to combine early childhood and environmental education. We encourage problem-solving and reflection by asking open-ended questions and providing information in response to children's ideas.
- We build community. Relationships are an important context through which children and communities develop and learn.

REGISTRATION, ENROLLMENT, AND TUITION

Nondiscrimination Statement

BOPN does not discriminate in its programs, facilities, or employment or educational opportunities on the basis of race, color, age, criminal record (inquiries only), disability, pregnancy, housing status, sex/gender, gender identity, religion, national origin, ancestry, sexual orientation, genetics or military status, and does not tolerate any form of retaliation, or bias-based intimidation, threat or harassment that demeans individuals' dignity or interferes with their ability to learn or work.

Registration and Enrollment Process

Prospective families engage in the following process:

1. Parents/guardians inquire via the website, by email, or by phone.
2. We schedule a visit so that the parents/guardians and child can see our program in action and so that we can get to know the family. As part of this introduction, we assess the family and child's interests and needs. To support transitions and coordinate with services offered by other providers, we request that families share with us information about other therapeutic, educational, social, and/or support services received by the child.
3. After visiting, parents/guardians are offered the opportunity to apply for admission to BOPN. There is a \$65 application fee. After submitting the application, families will either a) receive notice of acceptance into the program and be invited to enroll or 2) be added to the waitlist (if the program is full). (Families are informed as to program availability prior to completing an application form.) Current and former BOPN families who decide to re-enroll also will be subject to the \$65 application fee. Returning students and siblings of students who have attended BOPN will be given priority enrollment before waitlisted and new families. We provide a copy of the Family Handbook if we have an opening for the child (either paper copy, digital copy, or emailed shortly after visit).
4. If you submit an application and no seat is available in your desired class, you will be placed on the Waitlist. If you are later offered a seat in a class and decline, you will be removed from our Waitlist, but are welcome to reapply for future enrollment. If no seat becomes available, you will be given priority in the next enrollment year before newly applying families. BOPN takes care to create student rosters that will lead to successful class dynamics. As such selection off the waitlist is not based exclusively on chronological order of inquiry.
5. BOPN considers applications for admissions on a rolling basis depending on the availability in our programs. Admissions decisions for the next school year will be made in February after the priority enrollment period for current and alumni families expire.
6. We ask parents/guardians to please read through our website and Family Handbook before completing the enrollment packet and paying a deposit. We ask that families pay particular attention to the schedule, philosophy of education, FAQs, cancellation/refund policy, and health

& safety policies. Families are encouraged to reach out with any questions before submitting the forms and paying a deposit.

7. Families applying for school year programs electronically submit their enrollment agreement, a \$150 new family enrollment fee, and a non-refundable deposit applied toward September and June tuition. The enrollment agreement includes a program and payment schedule with confirmation of the days and hours that their child will attend the program and a clause stating that they have read and understood the Family Handbook. A child's enrollment is **not** complete until BOPN has received a completed (1) application form, (2) enrollment agreement, (3) facesheet, (4) BOPN, EEC, and any other required permissions and waivers, (4) required health and medical records, (5) deposit, (6) a photo of the student uploaded to their student file, and (7) any other documents requested. Confirmation of enrollment will be emailed to parents/guardians once these items are complete. Families are also expected to create an account on our student management system, Procure Online.
8. For school year programs, once enrolled, the first monthly payment is due on September 30th (applied to the month of October) unless BOPN and the family have agreed to an alternate payment arrangement. Thereafter invoices for the next month's tuition will be posted on the fifth last day and due on the last day of the month prior.
9. Once enrolled, families will automatically be enrolled in our autopay program and required to furnish a method of payment (ACH or credit card) for tuition charges. You may remove your account from autopay by providing 30 days written notice to the Director of Administration and/or Assistant Director of Operations & Enrollment.

Families are encouraged to call or email admissions staff at any point during the enrollment process if/when questions arise. A staff member will contact families for additional information if needed after reading through the enrollment forms, which include the child's developmental history. If a child has a medical condition or is receiving early intervention services, prior to enrollment completion, the Site Director will have a conversation with the family assessing how BOPN can best meet the child's needs.

Program and Tuition

School Year Program and Tuition Information

School year tuition is annual but is billed monthly. This means the monthly tuition charge is the same regardless of the number of days of school in each month. BOPN determines the tuition rate category for the entire year based on a child's age as of August 31st prior to the start of school. No adjustments will be made mid-year as a result of a change in age category.

Our school year runs September through June. Our calendar runs similarly to a school year calendar so please be sure to note the holiday and break schedule in the [School Calendar](#) section of the handbook. School year half day program hours are 9:00 AM – 12:00 PM at all locations. If families choose to send their children to BOPN for fewer days per week or hours per day, the cost remains the same.

Tuition is billed in an initial deposit equal to two-month's tuition and eight subsequent equal monthly payments. Tuition for September and June (first and last months of the school year) are due upon

enrollment as a deposit to hold the child's spot in the class. Regular tuition payments are invoiced on the fifth last day and due on the last day of the previous month. For example, the October tuition payment is billed on September 25th and due on September 30th.

There is a \$150 enrollment fee for new families. An additional administrative fee may be charged to families upon re-enrollment.

Families enrolling in our Milton (Forbes House Museum and Eustis Estate) programs are required to purchase a membership. Please provide proof of membership to BOPN prior to the start of the school year. If no proof is provided by the start of the school year, BOPN will purchase the membership on behalf of each family and invoice the charge via Procure.

We strongly encourage families enrolling in our Wolbach Farm program to consider purchasing a Family Membership to Sudbury Valley Trustees to support their conservation mission. Please visit <https://www.svtweb.org/support/membership-svt> for more information.

In addition to deposits, fees, and monthly tuition installments, BOPN families must purchase appropriate all-weather gear for their children. Families are responsible for purchasing outdoor gear for their child. We will provide guidance on what to purchase and where in the [Gear](#) section. Families in need of assistance paying for gear may apply for a gear allowance as part of their financial aid package.

Your child's spot is secure only when the enrollment forms are complete, and the deposit and fees have been paid in full. Your child will not be allowed to attend until all required medical forms; including but not limited to allergy/asthma plans, vaccination records/exemptions, and medication consent forms are received.

We offer income-based financial aid for families who need it. If financial aid, in the form of an enrollment fee reduction or waiver, deposit payment schedule, tuition reduction, or gear allowance will enable your family to participate in our programs, please let us know in your financial aid application.

If it is determined that a child needs a significantly higher level of teacher support, as evidenced by prior school or support service reports and recommendations, self report by the Family, and/or BOPN teacher documentation and report, BOPN may require the Family to cover a portion or the entire cost of additional staffing or hire a private aid for their child. As of January 2023, the cost to families of a BOPN-provided 1:1 aid is \$20 per hour. The true cost is higher; BOPN will cover any remaining portion above \$20 per hour.

For current year tuition rates, please see [Attachment A](#).

Summer Program and Tuition Information

We offer half day summer programs in Boston, Malden, Milton, Sherborn, and Sudbury. We offer a full-day summer program in Boston and Sherborn.

Half day summer programs are offered as one-week sessions. New families must sign up for at least two one-week sessions over the course of the summer. Weeks need not be consecutive. Summer half day programs run Monday through Friday, 9:00 a.m. - 12:00 p.m.

Cost of attendance includes tuition, deposit, and cost of appropriate summer outdoor gear. (Families are responsible for purchasing outdoor gear for their child. BOPN provides guidance in the Gear section below).

Summer program tuition is due in full at the time of enrollment. Families may request a payment plan as needed.

Your child's spot is secure only when the enrollment forms and medical forms are complete, and the deposit has been paid in full. All summer tuition must be paid in full prior to the first day of attendance. Families in need of financial assistance with tuition, deposits, and/or fees are invited to submit a financial aid application prior to enrolling.

Financial Aid

Families who would like to participate in our programs but cannot afford full tuition, deposit, and/or fees may submit an application for financial aid prior to completing enrollment or re-enrollment. Families must re-apply for aid each year.

BOPN also accepts state-funded vouchers at all of our locations for both full-day and half-day programs. Please visit this [link](#) to see if you qualify for voucher assistance. You can also reach out to Nicole Chan, nicole.chan@bopn.org, if you have additional questions.

For the same reasons we cannot refund deposits, we cannot accept post-enrollment applications for financial aid, except in documented cases of hardship that substantially impact family income. Determinations as to whether family circumstances meet these criteria are up to the sole discretion of BOPN leadership.

Cancellation/Refund and Other Policies

Enrollment in these programs is a commitment for the entire 10-month school year or summer session. Families depend on us to provide high-quality programming for their children. We determine staffing needs, teacher salaries, and operating costs based on enrollment. Premature unenrollment represents, at minimum, significant additional administrative time to enroll another family, though depending on the time of year, it can also represent lost income that cannot be recouped. It is for this reason that:

- a) We request that families please wait to enroll until they are in a position to commit to the full school year or session; and

- b) We request that families pay the deposit only after they have read the Family Handbook in full and have had all their questions answered.

Deposits, tuition, and fees are non-refundable nor transferable, except in cases of documented, unanticipated medical or financial hardship or other extenuating circumstances that would preclude a family from participation in our programs. Determinations as to whether family circumstances meet these criteria are up to the sole discretion of BOPN's financial officer. Deposit refund determinations will be issued no later than 30 days after the date of request. There are no refunds or reductions in tuition for closures due to inclement weather. Any deposit payments and fees will be converted into a charitable donation to BOPN in furtherance of the mission for equitable access to high-quality outdoor preschool.

Policy Changes. On occasion, BOPN may be required to change school program policies. BOPN will provide at least 20 days advance notice of changes in policies

Withdrawal. In the event that a family must withdraw their child from BOPN, the family must provide **at least 30 days advance written notice** to BOPN prior to the child's withdrawal date. Tuition deposits paid to BOPN are non-refundable upon withdrawal. If a student is withdrawn before the completion of the school year contract, June's deposit will be kept as a penalty payment. Any deposits or fees may be converted into a donation used in furtherance of BOPN's mission.

Late Fees

Families should allow themselves enough time to park and walk over to their class's designated pick-up/drop-off location. Families should message the teachers if they are running late. A late pickup fee of \$1 per minute may be charged to a family's account when the Family is late picking up their child.

Additionally, BOPN grants families a 7-day grace period after an invoice due date to complete payment before tuition late fees are assessed. After the grace period, BOPN shall assess a late fee of \$25 on the Family's account. A second late fee of (\$50) may be assessed if the balance is not paid within seven (7) days of the end of the grace period. If any outstanding tuition amounts are not paid in full within 10 days after the expiration of the grace period, BOPN reserves the right to suspend Family's enrollment. Repeated late payments or unpaid tuition fees may result in termination from BOPN programs.

If a family is facing extenuating circumstances that impact their ability to pay tuition on time, we ask that they please reach out to us as soon as possible to avoid late fees and potential termination.

GETTING STARTED AT BOPN

General Information and Policies

School Calendar

BOPN's school year runs September - June. Summer runs from the end of June through August. Our calendar can be viewed at our Enrolled Families webpage: www.bopn.org/mybopn. Please see list of Important Dates, Holidays, & Closures below:

First Day of School (please read as they are different for various sites & programs):

- For all **preschool** classes will be Thursday, September 4, 2025
- For all **toddler** classes will be Thursday, September 11, 2025

The last day of school for all programs will be Friday, June 12, 2026.

BOPN will be closed on the following days:

October 13: Indigenous Peoples Day
November 11: Veterans Day
November 26 - 28: Thanksgiving
December 22 - January 2: Winter Break (**Please note this is a two-week break**)
January 19: Martin Luther King Jr. Day
January 26: teacher professional development day
February 16 - 20: February Break
April 20 - 24: April Break
May 25: Memorial Day

School Vacation Week Programs might be offered for an additional fee, depending on staff availability.

The Half Day Summer Program 2025 (all locations) will run the following weekly sessions, unless otherwise noted:

Week 1: June 23 - June 27	Week 6: July 28 - August 1
Week 2: June 30 - 1 - July 3 (no class July 4)	Week 7: August 4 - August 8
Week 3: July 7 - July 11	Week 8: August 11 - August 15
Week 4: July 14 - July 18	Week 9: August 18 - August 22
Week 5: July 21 - July 25	Week 10: August 25 - August 29 (JP/Roslindale only)

Our Full Day Preschool (JP/Roslindale & Sherborn) classes run for eight weeks from June 30th - August 22th, 2025, divided into sessions of either two (Sherborn) or four (JP/Roslindale) weeks. Families may elect to enroll in one or all sessions. No week substitutions will be allowed.

Relationships with Site Partners

Arnold Arboretum

BOPN's first class opened at the Arnold Arboretum in 2019. We are very grateful to the Arboretum staff for hosting our program. Please note that the name "Arnold Arboretum" is not part of our program name, nor will it be used as an affiliate, partner, or in any way indicate that our program is led or sponsored by the Arboretum. BOPN follows the Arboretum rules in order to preserve the health of the beautiful trees, shrubs, and vines. Digging, hurting tree bark, climbing trees, hanging on branches, and picking leaves/flowers/fruits is strictly prohibited at the Arboretum. We follow a "leave no trace" policy on the grounds and in the bathrooms. Picnicking is not allowed at the Arboretum. If your family spends time at the Arboretum before or after our program, please continue to abide by the Arboretum rules. In addition, please remove your child's yellow vest after class. **We love trees, but we cannot climb or hang on them at the Arboretum!** Thank you for remembering to match our agreements with the Arboretum – even after your BOPN day is over.

A positive relationship with Arboretum staff and volunteers is essential! We value our friendly relationship with the Arboretum and want to be respectful of our agreements with them.

For parents who drive to our Arboretum location, we understand that parking has become more challenging recently due to the hospital construction nearby. **Parents/guardians must NOT park in the no-parking zones near Bussey Street Gate and Peter's Hill Gate**, not even for a second. This is critical to preserving BOPN's friendly relationship with the Arboretum. It is the parent's/guardian's responsibility to communicate this parking information to anyone who drops off or picks up their child.

In the winter months, the sidewalks around the arboretum are often icy. We strongly recommend that parents and grandparents use **yaktrax** over their boots in the winter months to reduce the chances of slipping and falling while dropping off and picking up your child.

Please review the following [Arnold Arboretum Rules](#):

- **Picking or destroying plant material is strictly prohibited.** Peeling or picking at tree bark is also prohibited.
- **Climbing trees is not allowed nor is walking in plant beds or mulched areas.**
- Dogs must be leashed at all times. Owners are responsible for removal and disposal of their dogs' waste.
- Picnicking, fires, and barbecues are prohibited.
- Organized group sports and commercial film crews are prohibited.

- To minimize impacts on wildlife, visitors are not permitted to fly drones within or above the Arboretum.
- Bicycles are permitted only on paved paths. A bike rack is available just inside the Arborway Gate.
- Smoking is prohibited on the property.

We strongly encourage families to support the Arnold Arboretum by purchasing a membership at <https://arboretum.harvard.edu/support/membership/>.

Forbes House Museum

We are very grateful to Forbes House Museum (FHM) for hosting our summer and school year classes. Please be aware that the name "Forbes House Museum" is not part of our program name, nor will it be used as an affiliate, partner, or in any way indicate that our program is led or sponsored by Forbes House Museum. BOPN follows FHM rules and encourages good stewardship of the museum grounds. If your family spends time at FHM before or after our program, please continue to respect the grounds. In addition, please remove your child's yellow vest after class. A positive relationship with Forbes House Museum employees is essential!

Forbes House Museum - Additional Information

As part of our partnership with Forbes House Museum, BOPN families are required to purchase a Forbes House Museum membership at the "Family" level. For families on financial aid, BOPN may be able to assist in subsidizing the cost of a membership. We ask families to provide proof of membership at the time of enrollment. If a membership receipt is not included with your enrollment forms, BOPN will purchase a membership on your behalf and invoice your account.

Pine Banks Park

We are very grateful to Pine Banks Park for hosting our summer and school year classes. Please be aware that the name "Pine Banks Park" is not part of our program name, nor will it be used as an affiliate, partner, or in any way indicate that our program is led or sponsored by Pine Bank Parks. BOPN follows Pine Bank Park rules and encourages good stewardship of the park. If your family spends time at the park before or after our program, please continue to abide by park rules. In addition, please remove your child's yellow vest after class. A positive relationship with Pine Banks Park employees is essential!

Please review the following [Pine Banks Park rules](#):

- Parking is permitted only in designated areas, in clearly marked spaces. Violations may result in towing at the owner's expense.
- Alcohol is strictly prohibited in all areas of the facility
- Dogs must be leashed, have waste removed, and kept off of all field areas
- Littering or illegal dumping is prohibited
- No open fires of any kind (including grills)

- No loitering
- No golfing
- No camping
- No hunting
- No weapons (Target shooting is prohibited. No archery)

Wolbach Farm

We are grateful to Sudbury Valley Trustees for hosting our program. Please be aware that the name “Wolbach Farm” or “Sudbury Valley Trustees” is not part of our program name, nor will it be used as an affiliate, partner, or in any way indicate that our program is led or sponsored by Sudbury Valley Trustees (SVT). BOPN follows SVT rules and encourages good stewardship of the Wolbach Farm property. If your family spends time at Wolbach Farm before or after our program, please continue to abide by SVT rules. In addition, please remove your child’s yellow vest after class.

A positive relationship with SVT staff and volunteers is essential! We strongly encourage all families to become members of SVT. Learn more at <https://www.svtweb.org/support/membership-svt>.

Please review the following Wolbach Farm rules:

- Follow “Leave No Trace” Principles.
- When you find an animal, observe it from afar. Speak with a soft voice and move slowly, to try not to scare it. Do not disturb wildlife, including the koi pond and insects. Disturbance includes: handling, throwing things in the direction of wildlife, shouting at it or approaching in a way that makes it change its behavior
- Allow plants to grow and thrive. No cutting, pulling or disturbance of living plants, shrubs, trees, etc.
- Using downed, dead wood to build structures is permitted. However, if the wood is found to be a home to an animal such as a bird, bat, or a salamander, do not use it and return it to its former position.
- Trash policy is carry in / carry out. Dispose of trash and recycling in the bins next to the office building.
- Compostable materials (fruit, shells, bread, etc.) may be placed in the compost bin located on the hillside, behind the office building. No meat in the compost.
- The Wolbach Nature Nook is a closed porch on the North side of the office building. It is open to the public and will remain unlocked at all times.

Please review [Attachment G](#) for more information about Sudbury Valley Trust and Wolbach Farm.

Unity Farm Sanctuary

We are very grateful to Unity Farm Sanctuary for hosting our summer and school year classes. Please be aware that the name “Unity Farm Sanctuary” is not part of our program name, nor will it be used as an

affiliate, partner, or in any way indicate that our program is led or sponsored by Unity Farm Sanctuary. BOPN follows UFS rules and encourages good stewardship of the sanctuary grounds. If your family spends time at UFS before or after our program, please continue to abide by the rules. In addition, please remove your child's yellow vest after class.

A positive relationship with Unity Farm Sanctuary employees is essential! We value our friendly relationship and want to be respectful of our agreements.

The following rules are in effect at Unity Farm Sanctuary:

- **UFS is a strictly vegan property.** All guests, including BOPN staff, families, and visitors, must adhere to a plant-based diet while on the property. Meat, fish, eggs, and dairy products (including cheese) are prohibited. Snacks and lunches must be plant-based.
- Please do not wear fur coats, leather jackets, or other types of clothing or shoes that are made from animals.
- Pets are not allowed on the property (and may not be left in the car)
- Do not pet the sanctuary animals.
- The animals can be sensitive to noise and excitement. Do not disturb them.
- The animals are on special diets. Do not feed them.
- Children must be supervised by an adult at all times while on the property.
- Smoking is not allowed on the property.
- Follow verbal or written requests from UFS staff, such as parking instructions.

Outdoor Space and Managed Risk

We are very grateful to our site partners for generously permitting us to play and learn in beautiful natural areas. We believe that the benefits of nature-immersive education outweigh the associated risks. Managed risk is part of a child's healthy development in the areas of problem solving, decision-making, judgment, resilience, and persistence. BOPN allows children the space, time, and activities to support their growth, while paying close attention to each child's safety and comfort as they explore the outdoors. Please review our Risk Waiver, which is included in this handbook, and reach out with any questions.

Limited Information Shared with Site Partners

As part of our contractual obligations with our Site Partners, we may be required to furnish certain information about any of our enrolled families that participate in our programs and are on the property.

Your privacy is important to us. BOPN and BOPN-affiliated staff are required to access your information in order to provide a quality program; however, other than the required limited information sharing with BOPN Site Partners, BOPN will not otherwise share your information with any non-BOPN or BOPN-affiliated personnel without your express written permission. Under no circumstances will BOPN

ever sell any information you provide to us to a third party.

Program Operations

Sample Schedules

Half Day Classes	Full Day Classes
Drop-off	Drop-off
Morning Circle	Morning Circle
Hike to an “adventure spot”	Hike to an “adventure spot”
Snack (Children bring a small snack from home and may eat at any point while at the adventure spot)	Snack (Children bring a small snack from home and may eat at any point while at the adventure spot)
Play and learn in nature	Play and learn in nature
Clean-up and Gratitude Circle	Clean-up and Gratitude Circle
Hike back to the class meet-up spot	Lunch
Pick-up	Nap time (and project time for older children)
	More exploration/play
	Pick-up at 3:30 p.m./4:00 p.m.

Check out this [social story](#) for our half-day classes. The teachers may send you a class-specific version before your child’s first day, and links to teacher profiles. For the school year programs, we will also send you a family directory for your child’s class and a class-specific “family book” to get to know the other families in your class.

Age, Class Sizes, and Ratios

Our commitment to mixed-age classes stems from BOPN Co-Founders’ previous experience as Montessori teachers. Learn more about our mixed-age classes [on our blog](#), and check out psychologist [Peter Gray’s research](#) as well.

The Massachusetts Department of Early Education and Care (EEC) requires a 1:10 teacher ratio for preschool classes. BOPN typically maintains a teacher to child ratio of 1:6 for preschool classes. A preschool class size of 12 children will have at least two teachers. A preschool class of 16 children will typically have at least three teachers.

BOPN typically maintains a minimum teacher to child ratio of 1:4 for toddler or mixed preschool-toddler classes as required by state regulatory mandates. A toddler class of nine children will typically have three teachers; on occasion there may be two teachers. We typically have increased staffing for summer and break week programs. Our ratios usually go far above and beyond state requirements.

Transitions Between Activities

Predictable routines and transitions are essential for young children to feel calm and safe. At Morning Circle, teachers let children know what to expect. Transitions between activities are completed in a safe, timely, unhurried, and predictable manner. When teachers give formal lessons, materials are prepared ahead of time and the lessons are organized in advance. Structured activities or lessons are followed by less-structured times when the children have various choices. Children are informed about transitions prior to their occurrence; for example, teachers give 5-minute warnings to let children know that a transition is coming. Songs are a helpful way to keep transitions organized and calm. Some children also benefit from visual cues such as PECS cards or photo-cards of themselves doing expected behaviors. Please touch base with your Site Director if you anticipate that your child might struggle with transitions in a new setting.

Parent-Teacher Communication, Conferences, & Visits

To prepare for the first day of school, BOPN staff send families a social story to give children a sense of the daily routine. Teachers also typically host outdoor meet-and-greets at the meet-up spot. Family events throughout the school year may include playground meet-ups, coffee hours, art exhibits, potlucks, and end-of-year celebrations. Events and social gatherings are intended to foster a sense of community, provide opportunities for families to see their child(ren)'s work, and for children to feel part of a larger community.

Your child's school year teachers will give you a call within the first three weeks of school to check in about your child's transition. Teachers offer mid-year and end-of-year check-ins via phone or Zoom, and families may also receive a written progress report. Please reach out to your Site Director or the teachers with any questions or concerns at any point throughout the year.

We provide school year families with opportunities for connection by creating class directories and "family books" at the beginning of the school year. We also host site-specific playground meet-ups throughout the school year. We welcome and encourage all parents/caregivers to share their thoughts and suggestions about the program with us throughout the year and will ask you to submit a feedback form in fall and spring.

If you need to get in touch with the teachers during program hours, please do not hesitate to call, procure message, or text. We encourage families to play an active role in our program. We welcome all family members including parents, grandparents, godparents, aunts/uncles, nannies, and other caregivers for occasional visits. Family volunteers may read books, share music and cultural traditions, or lead a special project. We send out a family volunteer survey in September each year with suggestions for how you can contribute.

Parents and guardians are welcome to visit their child's class unannounced between 10-11 a.m during class time. Input from and participation of family members is encouraged

In addition to correspondence with your child's teachers, families can expect communications from BOPN in the following ways:

- Email: [first name.last name@bopn.org]
- [Procure](#) (current family business - administrator communication with families, frequent topics include billing, organization-wide newsletters, updating child records, teacher communication with families). This is a secure, internal platform. Administrators can view communications for all classes. Parents can use the "[app](#)" on their phones or log in via the website.
- *Day-to-day/Weekly:*
 - On a day to day basis, your child's teachers will use Procure to communicate and share updates. Teachers will also text or call parents when in need of an immediate response. Parents should communicate directly with teachers about child absences, tardiness, illness, etc. If a teacher cannot be reached, please let the administrators know.
- *Monthly:*
 - Each month, families will receive a BOPN-wide newsletter that provides a summary and/or highlights in the program, lists special announcements, previews important dates, and offers opportunities to stay connected.
- *Special Individual or Group Messages:*
 - From time to time, families will receive messages from an administrator to check in or share updates to our current operations, new programs, field trip opportunities, and other announcements or special events. Messages may come directly from our @bopn.org email addresses or Procure. The best way to get in touch with a specific individual is to email them directly at their @bopn.org email address.

Parent-Teacher Conferences occur in Fall and Spring. Parents sign up for a 15 or 20-minute time slot at a mutually convenient time. Open and honest communication during these conferences and throughout the year is essential in allowing teachers to best care for and support each individual child. For children with IEPs (individualized education plan) or who receive early intervention services, progress reports may be prepared each month.

Individual conversations with the Site Director may be scheduled at any time during the year if parents or teachers have a specific concern about a child. If teachers and/or the Site Director have concerns about your child's development, they will schedule a time to speak with you via phone or meet in person. If a BOPN staff member notices that your child may need additional support or has a different way of learning, the staff member may suggest talking to your children's pediatrician to share some of the concerns they are noticing at school. If you are also noticing the same concerns at home, the staff member may suggest an evaluation to get your child extra support and to be able to meet your child's needs. When BOPN staff become aware or have been communicated to by a parent/guardian that a child may have special needs it is imperative that families maintain open communication, including

sharing documentation, so that we can continue to best serve your child and family through identifying ways to meet their specific needs. If it is determined that your child's needs rise to the level of requiring a 1:1 aid, we will communicate this to you both via phone or in person and in writing, documenting the specific reasons why an aid is needed. BOPN may require the Family to cover a portion or the entire cost of this additional staffing. The cost of an 1:1 aid is \$20 per hour. If the family cannot afford an aid, BOPN will work with the family to determine an appropriate course of action. Please see our Policies & Practices Related to Guiding Behavior and/or speak to Shela Sinelien for more information.

Questions or concerns about special accommodations, referrals, or medications should be referred to the Site Director.

Teacher Professional Development

We promote teacher professional development both by offering internal trainings and by connecting teachers with opportunities outside of BOPN. Topics for internal trainings include: nature-connection/environmental education, behavior guidance, mindfulness, DEI, safety, and emergent curriculum. We encourage our full-time teachers to participate in [Neighborhood Villages](#)' year-long Lead Teacher Apprenticeship or Emerging Leaders Apprenticeship to improve skills and advance teaching credentials, and we receive course vouchers from Boston University in return for hosting practicum students. BOPN covers fees for teachers to attend conferences, and for pediatric and adult CPR and First Aid. In addition, we will be co-hosting a week-long teacher training in May 2025 together with [Forest School Teacher Institute](#).

BOPN invests in instructional coaching for teachers, which is personalized job-embedded professional development based on observations of teaching practice. Some BOPN locations/classes have dedicated instructional coaches, while at other locations coaching responsibilities are fulfilled by the site director/coordinator. Teachers are always welcome to request additional coaching.

Substitute Teaching

We try to notify families via Procure when a teacher is going to be absent and let you know who will be substitute teaching. If a teacher is absent on short notice we may not have time to notify families. In addition, please note that teachers will be absent on an occasional basis for professional development.

Volunteers, Student Interns, and Youth Workers

We enjoy hosting practicum students from Boston University, student workers from MassArt, and interns from Northeastern University, Boston College, Carleton College, Tufts University, and various other universities. Each internship is designed to meet the student's academic requirements and career goals. Interns are supervised by BOPN employees; those who are present on a regular basis must complete a Background Record Check.

In addition, each year we employ 15+ youth workers (ages 15 - 18) and youth leaders (ages 19 - 24) through Boston's [SuccessLink youth employment program](#) and the city of Malden's youth employment program. Learn about our goals for interns [here](#) and our various collaborations [here](#). Boston residents age 55+ may volunteer with us through [Americorps RSVP](#).

Cultural Competence

Cultural competence is an integral part of providing a high-quality program. Children need to be accepted for who they are to develop a positive self-concept. Thus, we strive to provide culturally sensitive environments in which all staff, families, and children feel welcomed and accepted. We encourage and support cultural and religious diversity, gender identity and equality, and non-violence.

We believe that children can be empowered to reject negative stereotypes of race, gender, religion, and physical capabilities with the help of their parents and teachers. We ask for your support and feedback to help us ensure that we are living up to our highest standards.

Holidays and Birthdays

There will be times throughout the year that attention is paid to changes in seasons and events in the natural world, such as the winter solstice. While we do not celebrate holidays, families are welcome to share their family's special holiday traditions.

Halloween: Children are welcome to dress up at school on Halloween (or the closest school day before Halloween). If your child chooses to wear a costume that day, please make sure the costume is comfortable, appropriate for safe play at school, and not too scary for the other children.

Inspired by the Montessori "birthday walk," on a child's birthday (or closest school day) we will do a special birthday circle. We will have a representation of the sun and of the earth. We will sit in a circle with the sun in the middle. Carrying the representation of the earth, the birthday child will walk around the circle while we sing:

“The earth goes round the sun. The earth goes round the sun. It takes 12 months to go around and then [child's name] was ONE...”

We pause and show a photo of when the child was one and read the description and continue for the other years. Please send in a photo of your child for each year, including what age they are just turning, with a description of the photo on the back.

We will also sing Happy Birthday. We will have a birthday crown that the birthday child will be invited to wear during their BOPN school day if they would like.

You may also choose to bring in a birthday snack to share with your child's class. The following snacks are recommended: applesauce pouches, mandarin oranges, raisins, Nature's Bakery cereal bars. We ask that families do not bring in cakes or other sweets.

Families are also welcome to bring small goody-bags to share. Goody bags can include such toys as play-dough, bubbles, or stickers.

Nutrition and Food Policy: Snacks, Lunch, & Water

For families in our Half Day Programs, please pack a water bottle and a small snack in your child's backpack each day. Families in our Full Day Programs should pack a healthy lunch and two healthy snacks for their child each day. For lunch we recommend whole grains, protein, fruits, and vegetables. For snacks we recommend trail mix, baby carrots, grapes (cut in half lengthwise for children under age 5), apple slices, cheese, crackers, or other nutritious snacks of your choice. We expect children to eat breakfast before arriving. Please let a teacher know if your child has not eaten breakfast. Half Day children carry their own snacks and may eat them at any time during our play period. Full Day children enjoy a small snack at ~10:20 a.m. and lunch at ~12:00 p.m. Our routine includes giving thanks together before snack. When children are finished, they clean up their space.

If a family forgets to pack a snack/lunch or water bottle, BOPN will provide it. A child's allergy, whether food or something else, will be managed according to the instructions of the child's parent/guardian. Teachers refill children's water bottles when needed and remind them to stay hydrated. Teachers are responsible for ensuring that there is always enough extra drinking water on hand for refills.

Please note that BOPN is a **PEANUT/TREENUT FREE SCHOOL**. We recognize that food allergies can cause serious, life-threatening reactions for some children. In order to keep all children safe, BOPN will aim to eliminate those foods or allergic triggers that have been reported to cause allergic reactions in our students. While we cannot guarantee a completely nut-free environment, we can commit to maintaining a no-nut environment in our classes during snack and/or lunch. In keeping with this policy, we ask that any snacks and/or food products sent to school must not contain nuts [or manufactured in a facility with nuts.] Please review the labels of any food products sent with your child and help us keep all students safe.

Nap Time and Nap Tents

Full day students are offered the opportunity to take a rest during our day. We ask that our Full Day families please bring in a fitted crib sheet and a cozy nap blanket for their children to use at nap time. We send nap sheets & blankets home with families regularly to be laundered. Families bring laundered nap items back on Monday mornings and place them in their children's cubbies at drop off. Children may bring one small lovey for nap time.

Indoor & Outdoor Nap Time

While it is not currently a regular practice at BOPN, we may nap outdoors on non-rainy days in the spring, summer, and fall. Classes only nap outdoors on days that are dry, and the temperature is comfortable. We may ask you to provide an extra blanket or sleeping bag to allow for napping outdoors on days that are in the 50s or 60s.

The Department of Early Education & Care (EEC) has granted permission for the use of child-sized individual tents for nap time, with parental consent, at our metrowest programs. Click [here](#) for the KidCo tent model that we use. KidCo has approved the tents for children over the age of one. Parents will be required to sign a permission form allowing their child to nap in a tent. We sometimes use nap tents indoors. The tents feel cozy, which can help children to settle into nap time more easily. Outdoors, the tents also provide protection from mosquitoes. EEC has also granted permission for the use of yurts for our Full Day Preschool program at Unity Farm Sanctuary.

[Click here](#) to learn more about the benefits of napping outdoors, including fewer colds and longer sleep.

Family Participation

We encourage families to play an active role in our program. We welcome occasional short visits from all family members including parents, grandparents, godparents, aunts/uncles, nannies, and other caregivers. Family volunteers may read books, share music and cultural traditions, or lead a special project. If you have a cultural tradition, talent, or trade that you would like to share with the children, please let us know. Input from and participation of family members is encouraged. Regular, extended presence of family members can often be disruptive to the class, so we only host family volunteers on occasional visits. We will be unable to accommodate requests to accompany your child for the entirety of the class. Please note that family members who wish to join or visit the class may have to submit a CORI or BRC before attending.

Parent Input: We strive to provide BOPN families with opportunities for connection and community. We welcome and encourage all our parents/caregivers to share their suggestions and any concerns about the program with us throughout the year. Parents are also asked to complete a feedback survey periodically throughout the year to gather feedback and suggestions to support the development of the program.

Getting to BOPN: Transportation, Drop-off, and Pick-up

Transportation of Children

Parents/guardians are responsible for providing transportation of their children to and from BOPN. There will be no transportation of children by automobile to or from BOPN by a staff member unless directed to do so by a 911 operator or Town protective services official. We expect families to transport their child to/from BOPN by foot, bicycle, car, or public transportation. We anticipate that our field trip destinations will be within walking distance.

Arnold Arboretum:

We understand that parking can be challenging. At the same time, as part of complying with Arboretum rules, during pick up and drop off, **parents/guardians must never park in the no-parking zones near Bussey St Gate and Peter's Hill Gate**. This applies to cars, bikes, strollers, and any other modes of

transportation. This is a very high priority for the Arboretum staff and is critical to preserving Boston Outdoor Preschool Network's friendly relationship with the Arboretum. It is the parent's/guardian's responsibility to communicate this parking information to anyone who drops off or picks up their child.

Eustis Estate:

Please park in the main visitor parking lot and drop off at the [picnic table near the apple orchard](#).

Forbes House Museum:

Please park in the [parking lot off of Adams Street](#). You will see the class right there at the picnic table.

Pine Banks Park:

Please enter Pine Banks Parks on the Malden side at this address: **1087 Main St, Malden, MA 02148**. Park in the [first parking lot](#) and drop off your child at the nearest pavilion. If you have a disability, you may drive up to the pavilion, or a teacher can meet you at the parking lot.

Unity Farm Sanctuary: Park in the main parking lot next to the yurt.

Wolbach Farm: Park in the main parking lot (first parking lot on your right).

If a family enrolls who has a disability, the teachers and parents will come up with a daily transportation plan and emergency transportation plan that accommodates the child's needs. The teachers and parents will come up with these written plans before the child enrolls.

Drop-off and Pick-up

Transitions can be challenging for young children. For many children, the most difficult transition is drop-off and pick-up. The more routine, rhythmical, and stress-free we can make it, the easier it is for everyone involved. Please support us in creating a welcoming beginning of the day and rhythmic drop-off for your child.

Drop-off Guidelines

- Please have your child use the bathroom at home just before arriving at school.
- Please plan to arrive early at BOPN if you think your child needs some extra time to walk around before you say goodbye.
- At the start of the program, please meet your child's teachers at their class's designated drop-off area.
- Follow your class-specific sign in procedure, say goodbye to your child, and walk back to your bike/car. Please leave any toys in the car/bike/stroller.
- If your child is having difficulty with separation one of the teachers will guide you.

- If you need to discuss something with a teacher you may do so quickly at drop-off or give them a written note. Do not leave a note in your child's backpack. If your child did not sleep well the night before or did not eat breakfast, please let us know. For more-in-depth conversations, please set up an appointment to speak with teachers when children are not present.
- Please text/call/procare message to a teacher if you are running late.
- If you would like to socialize with other families in the morning, please do so out of sight of the children.
- Please follow all Site Partner rules and show courtesy to the Arboretum/FHM/Pine Banks/UFS/SVT staff members and volunteers. If at any point an Arboretum, Pine Banks Park, Unity Farm Sanctuary, or Wolbach Farm vehicle drives by, please move to the side of the road and supervise your child closely. You may wave to say hello and thank-you to our wonderful hosts.

Pick-Up Guidelines

- Please meet your child at the drop-off/pick-up area; to ensure safety, children are not allowed to be picked up near the road.
- Please remove your child's yellow vest upon pick-up.
- Pick-up time is a good time to socialize with parents and check in with the teachers.
- Be aware, your children might be muddy and tired. Please bring a set of clean clothes if you are planning to take them to another engagement or even better, plan some time for them to rest.
- Please follow all site partner rules and show courtesy to the site partner staff members and volunteers. If at any point a site partner vehicle drives by, please move to the side of the road and supervise your child closely. You may wave to say hello and thank-you to our wonderful hosts.

Outdoor Gear

Selecting quality outdoor gear is an important part of a child's success in this program. Check out this [layering guide](#) from Outdoor School Shop and this [layering guide](#) from Tinkergarten. Please keep your attitude positive about blustery, cold, and rainy days as some of our most fun days will be in this type of weather!

Full day students will need a complete set of extra clothes (to be kept at school). In the colder months, the extra clothes bag should contain AT LEAST: 1 extra underwear; 1 extra pair of wool socks; 1 pair of leggings/long johns; 1 warm shirt; 1 pair of fleece pants or other warm pants; 1 extra fleece or wool hat; 1 extra pair insulated mittens. On occasion, your child may come home with loaner-clothes or loaner-mittens from the BOPN supply (this is totally normal); please return any borrowed items the next day.

BOPN will provide your child with one yellow vest. If you would like to order another one, here is the [link](#) for an over-the-head toddler vest, here is the [link](#) for a preschool vest with velcro, and here is the [link](#) for a preschool vest with a zipper.

Rain pants are essential! Rain pants allow children to sit on damp ground comfortably, and to explore and adventure deep into the woods. As such, we ask that regardless of the weather that you pack a pair of rain pants in your child's backpack. [These](#) are lightweight, don't take up much space in your child's pack, and are a wonderful extra set of gear for exactly this purpose.

You may donate outgrown outerwear to BOPN, or bring it to one of our gear swaps for families. We will provide a few handouts about gear after enrollment.

Summer-Specific Gear Guidance

Please send your child to summer program with the following gear each day:

- backpack ([this one](#) works well)
- water bottle (two for full day preschool)
- two small, healthy snacks. We will let you know whether nuts are allowed after reviewing enrollment forms for nut allergies.
- sun hat
- rain gear (rain pants, rain jacket, and either rain boots or close-toed water-shoes). *RAIN PANTS ARE ESSENTIAL.*
- Footwear: children need comfortable, protective shoes with gripping soles for running, climbing and jumping. On warmer days, sneakers or sandals with closed toes and heel straps are appropriate. Flip flops are not acceptable.

Please do us a huge favor and **label** all your child's clothing/belongings so that they are less likely to get lost!

Rainy days & rain gear: Please keep your attitude positive about rainy days as some of our most fun days will be in this type of weather! Rain Gear: Simple, lightweight rain gear is important (waterproof, either one-piece suit or jacket and pants, light/summer wool socks, and waterproof rain boots). Some recommended brands include: Sierra Trading Post, REI, L.L.Bean, Oakiwear, EMS, Reima, Muddy Buddy, Outdoor School Shop (online only), and Mountain Warehouse (online only).

Fall/Spring Clothing List

- Sun hat
- Long-sleeved shirt and long pants (or shorts and short sleeved shirts for hot days)
- Fleece sweatshirt or wool sweater
- Closed toe shoes with wool socks
- Waterproof rain gear (mud pants or puddle pants) and lined rubber boots should be worn if it has rained within the last 3 days (or rain is in the forecast). RAIN PANTS ARE ESSENTIAL.

Winter Clothing List

- Insulated, waterproof boots with one pair of winter wool socks. Wool socks, silk or synthetic liners are a necessity. *No cotton socks please!*
- Base layer: merino wool, silk or technical/high quality polypropylene long-underwear top and bottom (no cotton shirts please!)
- Mid layer: long sleeve wool or fleece sweater and fleece pants
- Over layer: Insulated **waterproof** jacket with hood and insulated, **waterproof** pants. Waterproof mittens with insulated liners are a necessity. RAIN PANTS ARE ESSENTIAL.
- Fleece or wool hat

See Outdoor School Shop's [winter layering guide](#).

Winter gear for parents: In the winter months, you may need to walk on ice and snow in order to drop off and pick up your child. We strongly recommend that parents and grandparents use **yaktrax** over their winter boots to reduce the chances of slipping and falling while dropping off and picking up your child.

Other Gear Tips

Good Fiber Choices for Wet and Cold Weather: The best fibers to dress in for wet and cold weather are polypropylene, fleece, silk, and wool. **You should avoid cotton.** When cotton gets wet, it has no warming ability and keeps you cold. The best idea is to wear water-resistant clothing that does not absorb moisture easily. Merino wool base layers and socks are particularly great for keeping warm.

Boots: Bog boots and Muck boots work great. They are insulated so they may cause some sweaty feet in warmer weather, but adjusting sock thickness helps. They are a rain boot and a snow boot in one. Check Sierra Trading Post or REI for off-season sales and thrift stores or online for Bog boots.

Please let us know if you need financial assistance to purchase quality winter gear. When your child outgrows their jacket, rain pants, boots, or other outerwear, please feel free to donate it to BOPN.

POLICIES AND PROCEDURES

Health & Safety Policies & Procedures

Toileting and Diapering Policy

General Policy: We prefer but do not require children to be toilet trained before the start of the school year. Accomplishment of toilet training is not an eligibility requirement for entrance to a program. Diapering, toilet training, and toileting are done in a sanitary and appropriate manner considering the physical and emotional needs of the child. We will take parent requests into consideration. No child shall be punished, verbally abused, or humiliated for soiling, wetting, or not using the toilet.

Policy for September through November 1: If a diaper is noticeably soiled (i.e. a teacher notices it or a child tells a teacher that their diaper is soiled), the child will be changed.

Policy for November 1 through June: If a child is not fully toilet-trained by November 1, they are required to wear pull-ups/diapers. *On cold days it is much quicker to put on a diaper than a pull-up, so please pack diapers.* If a half-day child has an accident on a day that is below 20 degrees, parents may be notified and given the option to pick up their child early.

In all seasons, diapers/pull-ups will not be changed after 11:30 a.m. for all Half Day Programs.

If your child has a disability that affects toilet training, special accommodations will be made on an individual basis.

For toddlers, educators will ensure that:

- (a) a change of clothing is available for each child;
- (b) diapering areas are separate from facilities and areas used for food preparation and food service;
- (c) a supply of clean, dry diapers adequate to meet the needs of the children is maintained;
- (d) a common changing table or diapering surface is not used for any other purpose;
- (e) the changing surface is smooth, intact, impervious to water and easily cleaned.
- (f) each child's diaper is changed on a regular basis throughout the day and when wet or soiled (with the understanding that teachers in half-day programs may not be able to change diapers after 11:30 a.m.)
- (g) the changing surface is protected with a covering that is of adequate size to prevent the child from coming in contact with the changing surface;

- (i) Educators wash their hands after diapering a child;
- (j) Educators keep at least one hand on the child at all times when the child is being changed on an elevated surface;
- (k) each child is washed and dried with individual washing materials during each diaper change. After changing, the child's hands must be washed with liquid soap and water, and dried with individual or disposable towels. During the winter months December 1st - April 1st, EEC gives BOPN permission to use hand sanitizing wipes/hand sanitizer to wipe the children's hands;
- (l) soiled disposable diapers are placed in a closed container that is lined with a leak-proof disposable lining. Soiled diapers must be removed from the program daily, or more frequently as necessary;
- (m) soiled non-disposable diapers are placed in a sealed plastic container labeled with the child's name and returned to the child's parents at the end of the day.
- (n) children are toilet-trained in accordance with the requests of their parents and consistent with the child's physical, emotional, and developmental abilities.
- (o) Changing table paper will be used to protect the child from the surface, the surface/mat will be cleaned with soap/water and disinfected after each diaper change.

For children who are toilet trained, educators shall ensure:

- (a) Children shall wash their hands after toileting
- (b) Children shall dry their hands
- (c) Children shall be monitored during the toileting procedure to ensure their safety.

For children who are not-yet potty-trained educators will ensure:

- (a) a change of clothing is available for each child;
- (b) diapering areas are separate from facilities and areas used for food preparation and food service;
- (c) a supply of clean, dry diapers adequate to meet the needs of the children is maintained;
- (d) a common changing table or diapering surface is not used for any other purpose;
- (e) the changing surface is smooth, intact, impervious to water and easily cleaned.
- (f) each child's diaper is changed on a regular basis throughout the day and when wet or soiled;
- (g) the changing surface is protected with a covering that is of adequate size to prevent the child from coming in contact with the changing surface;
- (h) Educators wash their hands after diapering a child;

- (i) Educators keep at least one hand on the child at all times when the child is being changed on an elevated surface;
- (j) Each child is washed and dried with individual washing materials during each diaper change. After changing, the child's hands must be washed, and dried with individual or disposable towels;
- (k) Soiled disposable diapers are placed in a closed container that is lined with a leak-proof disposable lining. Soiled diapers must be removed from the program daily, or more frequently as necessary;
- (l) Soiled non-disposable diapers are placed in a sealed plastic container labeled with the child's name and returned to the child's parents at the end of the day.
- (m) Children are toilet-trained in accordance with the requests of their parents and consistent with the child's physical, emotional, and developmental abilities.
- (n) Changing table paper will be used to protect the child from the surface, the surface/mat will be cleaned with soap/water and disinfected after each diaper change.

Oral Health

Due to Covid-19, EEC has waived the tooth brushing requirement for full-day programs. We will notify families if the tooth brushing requirement ever goes back into effect.

Medication

Parents/guardians must complete the Authorization for Administration of Medication form for all types of medicine to be administered. The form should be emailed to Nicole Chan, Assistant Director of Programs and Enrollment, at nicole.chan@bopn.org and given to the teacher. Forms are only valid for one year. All medication must be given to a teacher or the Director, along with instructions. Never leave medication in your child's lunch box or cubby. Please bring a measuring utensil with medication.

All medication containers will be returned to the parent when no longer needed, empty and/or when the medication has expired. The first dose of any new medication must be administered at home.

Teachers have received EEC training about safe medication administration. On an annual basis, the Director will evaluate each staff member's ability to safely and properly administer medication to young children. If a child is no longer ill but needs medication to complete a prescribed dosage, BOPN staff will administer the prescription and log the dosage and time. Per EEC regulations, we need the following to do so:

- (a) **Prescription Medications**: must have a current pharmacist's label that includes the child's full name, dosage, current date, times to be administered, and the name and telephone number of the physician.

(b) **Non-prescription Children's Medication**: can be administered for up to three consecutive days according to the manufacturer's instructions with written authorization from the parent/guardian. Written authorization from the child's medical provider is required to continue use beyond the three consecutive days.

(c) **Non-prescription Topical Children's Ointments**: can be applied with authorization from the parent/guardian according to the manufacturer's instructions for a period not to exceed one year. This includes diaper cream, sunscreen and insect repellant and other non-medicated (free from antibiotic, antifungal or steroidal components) topical ointments designated for use for children. Families will need to complete a Topical Medication Form which is valid for one year. Written authorization from the child's medical provider is required to continue use beyond the three consecutive days or if the condition worsens.

(d) **As Needed Children's Medications**: require written authorization from the child's medical provider for a period not to exceed six months. Authorization must list the reason, dosage, start date and end date.

(e) **Medications for Chronic Illnesses**: require a written order from the child's medical provider for a period not to exceed one year.

(f) **Homeopathic or Herbal Medications**: require written authorization signed by the parent/guardian and the child's medical provider including reason, dosage, times of administration and start date and end date. Additionally, please note the following:

(g) The label will suffice as the medical provider's authorization; however, if the pharmacist's label does not provide all the necessary information to administer the medication to the child, a written order from the child's medical provider will be required before the medication can be administered.

(h) **Fever-reducing medications**: Fever-reducing medications such as acetaminophen cannot be administered by staff or parents/guardians so that a child can remain at BOPN. BOPN can administer fever-reducing medicines, at the parent/guardian's request (if we have a note to administer fever-reducing medication on an as needed basis) to a child while he or she awaits the parent/guardian's arrival, if written authorization from the parent/guardian and/or medical provider has been provided. The child cannot be readmitted to BOPN until he or she is fever free without medication for at least 24 hours and has no other symptoms.

(i) **Benzocaine**: Products containing Benzocaine, the main ingredient in over-the-counter (OTC) gels & liquids applied to the gums or mouth to reduce pain, may only be applied with authorization from the child's medical provider for a period not to exceed 7 consecutive days.

When a child is on a new medication, the first dose should be given to the child at home so the parents/guardians can check for any side effects from the medication. All once a day medications and vitamins should be administered at home.

If while taking a medication, your child's dosage should change, a new Authorization for Administration of Medication form will be required. If this is a prescription medication, this will also require an updated prescription or note from your child's medical provider.

Medication should not be provided in a child's bottle. If the child is not feeding well, he or she may not get all the medication necessary into his or her system. Further, bottle-feeding times may not correspond with the appropriate medication administration schedule.

All medications must be provided in the original container, labeled with the child's full name and any medication spoon/device to administer the medication must be provided. Non-prescription medications must be designated for use for children.

A prescribed medication or an Authorization for Administration of Medication written and signed by the parent/guardian who is also a physician is not acceptable. All prescribed medications and written authorizations for both prescription and non-prescription medications must originate from the child's medical provider.

A parent/guardian may come to administer medication to his or her own child during the day. When possible, the child's physician should arrange a dose schedule that does not involve the hours the child is in the Center.

The Five Rights of Medication Administration

Any person administering medication to a child must be knowledgeable in the Five Rights of Medication Administration and these must be checked each time a child is given medication in any form, i.e., oral or topical:

1. Right Child
2. Right Medication
3. Right Dose
4. Right Time
5. Right Method (i.e., orally)

When a parent brings a new medication to the center, to be certain that the child receives the correct dose while in our care, the parent should review with at least one of the medication administrators how to measure the proper dosage of oral medications. Parents should provide directions with any form of medication that requires special administration.

Completing the Administration of Medication Log

The Medication Log is to be completed by the Medication Administrator who will first verify that the medication is the correct one for the child and put a ✓ in the Initial ✓ column. The Administrator should then receive verification from a coworker stating that it is the correct medication and dosage for the child and the coworker will sign his/her full name in the Coworker Verification column. Upon completion of administering the medication, the Medication Administrator signs the Signature column using his/her full name.

The Medication Administrator should record every instance of medication administration on the Administration of Medication Log. All required dosages must be accounted for on the Administration of Medication Log. If a dosage is missed while at the center/school, if a child is absent or has left early or if a parent/guardian has come to the center/school and administered the medication, this must be noted in the area designated for that dosage and the Administrator must sign and date.

Upon completion, this form should be filed in the child's record. Return all unused medicine to the parent/guardian.

Storage of Medications

All medications must be kept out of the reach of children in a pouch/container (this may be a locked pouch or container). Sunscreen and diaper cream do not need to be in a locked container (unless required by licensing) but must be out of the reach of children. Medications requiring refrigeration must also be kept in a locked container/pouch labeled with the child's first and last name in the refrigerator even if the refrigerator is in a kitchen not accessible to children. For our HD programs, we would ask families to bring in a small cooler or a lunch box with ice packs to keep medication refrigerated if needed.

If a child has an EpiPen for allergic reactions, it should be out of the children's reach but in a prominently marked, easily accessible area within the homebase. All EpiPens should be labeled with the child's full name. If the child's allergy is to bees, a system should be in place to take the EpiPen to the playground. The same systems should be in place for any child with medications for other life threatening conditions such as diabetes. These medications should not be in locked areas. A system must be in place to take these medications on walks and field trips as well. In addition, the expiration dates of stored medications such as these should be checked at least twice a year during August and February (Health, Safety and Emergency Preparedness months).

BOPN Requirements for Administering Prescription Medications

Before BOPN staff can administer any prescription medication to a child, BOPN requires written authorization signed by the parent/guardian as well as a written order from the physician. The parent/guardian should provide:

(a) a completed Authorization for Administration of Medication form specifying the dosage, the time(s) the medication should be administered, start and end date, method and the physician's signature.

(b) the medication, which should have a current pharmacist's label that includes the child's full name, dosage, current date, times to be administered, and the name and telephone number of the physician. All medication should be provided in the original container.

(c) a medication spoon for any liquid medication labeled with the child's name.

Note: A new Authorization for Administration of Medication is necessary each time a medication is prescribed. This is true for any ongoing medications such as nebulizers, or allergy medications.

Children with chronic illnesses such as diabetes or asthma or those children with unusual circumstances, i.e., monitors or catheters, must have a care plan on file from their physician. Additionally, training by a medical professional should be arranged for staff as necessary depending upon the situation and state requirements. Such training is also required for the administration of unusual medications such as insulin shots, medication not typically prescribed for children of that age (example, ADHD medications).

Any unused prescription medication will be returned to the parent/guardian at the end of the time stated on the Authorization for Administration of Medication/medication label.

Note: All authorizations, both prescription and non-prescription must originate from the child's health-care provider. An Authorization for Administration of Medication written and signed by the parent/guardian who is also a physician is not acceptable.

BOPN Requirements for Administering Non-Prescription

Before BOPN staff can administer any non-prescription medication (e.g., Tylenol; Orajel, or any like product, which although it is a topical anesthetic, is considered an over the counter medication (OTC) rather than a topical ointment) to a child, BOPN requires written authorization signed by the parent/guardian on the day that the medication is to be given, specifying the dosage, time, and reason. A parent/guardian's note will not be valid for more than three days (this will depend upon your state requirements). The parent/guardian should provide:

(a) a completed Authorization for Administration of Medication form specifying the dosage and the time(s) the medication should be administered

(b) the medication, which should be provided in the original container with a legible manufacturer's label. The expiration date specified on the label should still be valid, and the child's full name should be written on the container.

- (c) a medication spoon for any liquid medication labeled with the child's name.

If a medication is not recommended for the age of the child or the label recommends consulting a physician for children under the age of that child and/or the parent/guardian is requesting that the BOPN administer a higher dosage than what is recommended, BOPN requires a written order from the child's physician. BOPN requires a written order from the physician, including the child's name, dosage amount, current date, time(s) to be administered, duration of administration, and the name and telephone number of the physician.

As needed medications must list the reason to give the medication and the dosage and be given according to the instructions on the medication label or instructions provided by the child's physician, in writing. As with any other medication, it must have a start date and an end date, and be written for no longer than 90 days. The parent must be notified each time the medication is given.

Topical ointments such as Orajel and diaper creams applied to open, oozing sores should be applied using gloves and proper hand washing.

BOPN Requirements for Administering Non-Prescription Topical Ointments

Before BOPN staff can administer any non-prescription topical ointments (e.g., diaper cream or sunscreen) to a child, BOPN requires written authorization signed by the parent/guardian. The parent/guardian should provide:

- (a) a completed Topical Medication Form specifying the dosage and the time(s) the ointment should be administered
- (b) if appropriate, a completed Sunscreen and Insect Repellent Permission Slip form with any special instructions noted. Depending on state licensing requirements, both this and the Authorization for Administration of Medication may need to be completed, in others, this alone will suffice.
- (c) the ointment, labeled with the child's full name. Please note that the ointment provided **MUST** match what is listed on the Topical Medication Form, including brand.

When applying any type of ointment to a child with open, oozing sores and when applying oral ointments such as Orajel, this should be done using gloves and proper hand washing.

Duration of administration cannot exceed 90 days for all non-prescription topical ointments such as diaper cream. Diaper cream must be designated for use as a diaper cream on the label; otherwise a physician's note is required after three days of use.

Duration of administration cannot exceed one year for sunscreen and insect repellants.

Note: All staff may apply non-prescription topical ointments to children.

BOPN Requirements for Administering Homeopathic/Herbal Medications

Before BOPN staff can administer any form of homeopathic or herbal medications, BOPN requires written authorization signed by the parent/guardian as well as a written order from the physician. The parent/guardian should provide:

- (a) a completed Authorization for Administration of Medication form specifying the dosage, the time(s) the medication should be administered, start and end date, method and the physician's signature.

Tick Policy

Parents may choose to spray their child's outerwear with DEET-free *Buzz Away Extreme* made by Quantum Health, or another bug spray of their choice. Please [see this resource](#) for safe and effective options.

A staff member will call parents if an embedded tick is found. Staff are not allowed to remove a tick from a child's body.

Parents are advised to adhere to the following protocol to avoid harm to their child from tick borne illnesses:

- 1) **At the end of each program day, do a whole body check on your child** and give them a bath or shower. In general, infected ticks must be attached for more than 24 hours to transmit infection; prompt tick removal can prevent transmission.
- 2) If you find a tick, remove the *entire* tick with a tick-remover or tweezers. (Do not suffocate the tick by using petroleum). It is recommended to save the dead tick in a plastic bag. Please review this video on tick removal: [Link](#)
- 3) Mark the date you found the tick on the calendar. If your child shows any signs of sickness, such as light fever, headaches, body aches, or you detect a bull's eye rash or other blotchy rash, take your child immediately to the pediatrician and have his/her blood checked for Lyme disease.

Please check your child for ticks **each day** after class. If you find a tick, please let us know.

We teach children to recognize poison ivy. Please see [this handout](#) for guidance.

Health and Illness

There is a strong connection between a child's health and their development. We welcome any details and thoughts you would like to share concerning your child's health, illnesses (past and present), sleeping and eating habits, stressors, and home-life rhythms.

At Home: While time spent outdoors can help boost a child's immune system, it can also be draining for a child who is battling something more than a runny nose. Rest is very important for the healing process. If there is some question about your child's state of health, it is often better to keep your child at home. Children must be free from diarrhea, vomiting and fever for a full 24 hours, without medication before returning to our program. Additionally, they may not attend if they are in the first 24 hours of starting an antibiotic or have head lice.

If your child is ill and will not attend BOPN, please call or text your child's teacher that morning. During program hours, parents will be contacted if a child develops any symptoms that suggest illness such as lethargy, rash, vomiting, diarrhea, or fever.

Please see "[Procedure to Control the Spread of Germs](#)" for the signs and symptoms which indicate that your child should remain home and for which the staff will send your child home.

Please do not medicate your child with aspirin, cough syrup etc. before sending her/him to the center. We find that, in these cases, when the medications wear off in 2-3 hours, we have an ill and unhappy child on our hands. A child who is ill enough to need such medications should in most cases be at home. (See the [Medication Policy](#) for medication).

N.B. If your daily schedule does not allow you the flexibility to stay home with your sick child or to pick up your child during the day, please have alternate care persons available, whom you designate as such, **and who know** they have been designated as this person and **might** be called to pick up your child.

If a child receives a minor injury during program hours, he or she may be offered an ice pack and a band-aid. An incident report will be filled out by the teacher and a guardians signature will be captured at pick-up. If a child requires more significant first aid, the parent will be contacted. Parents/ guardians will be notified of any injury and if first aid is required an incident report will be filed.

Please update Procare with any changes in emergency contact information and let the staff know a change has been made. We ask that you list two emergency contacts besides the child's guardians in case of emergency.

Children must have a current physical examination and immunization schedule on file before they can start in our program. A physical is only valid for one year, and will need to be updated when it expires. Physical forms should include the date of most recent physical, vaccination record, and lead test results. Please ask your medical provider for a school/camp form; health summaries are not accepted. Please send a pdf or jpg of updated physicals to nicole.chan@bopn.org; we do not accept screenshots. The program requires, on admission, a physician's certificate that each child has been immunized in accordance with the Department of Public Health (DPH) recommended schedule.

If a parent has claimed a religious exemption from immunization, the following procedures then apply:

The parent will be provided a waiver, stating that they have chosen not to immunize their child because immunizations/vaccines conflict with their sincerely held religious beliefs and that they understand the

importance of immunizations, side effects, and dangers of not being immunized. If an outbreak occurs, the parent will be asked to remove the non-immunized child from the program until it has been determined that the period of communicability has passed and that the child's health is no longer at risk. Please be sure to note that deliberately making a false written statement may incur dismissal from BOPN.

If a parent has claimed a medical exemption from immunization, they are required to submit a dated and signed letter from their child's doctor outlining and confirming the medical basis for the request.

Staff members at each site are trained in pediatric and adult CPR and First Aid per EEC regulations.

COVID-19 Policies & Procedures

See our covid policy [here](#). If you have questions, email Chris.Cahill@bopn.org, Director of Operations. *For urgent covid-related questions, please call or text Chris at 617-435-3499 (cell).*

Procedure for Meeting Individual Healthcare Needs

An individual healthcare plan (IHCP) is required for each child with a chronic medical condition or disability which has been diagnosed by a licensed health care practitioner. The healthcare plan describes the chronic condition, its symptoms, and medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered. For IHCP that include medication, a medication consent form signed by the healthcare provider and guardian will be required

Parents/Guardians will be asked to list a child's food allergies or health conditions (e.g. asthma) on the Registration Form and the Developmental History and Background Form.

The Director may discuss the particular needs of the child with the parents/ guardians as they pertain to the medical condition.

The Educator may administer routine, scheduled medication or treatment to the child with written parental consent and licensed healthcare practitioner authorization.

In the event of non-routine medications, the Educator must have successfully completed training, given by the child's health care practitioner, or, with written consent, given by the child's parent or the program's healthcare consultant, that specifically addresses the child's medical condition, medication, and other treatment needs.

The Educator will make a reasonable attempt to contact the parents prior to administering unanticipated administration of medication or unanticipated treatment for a non-life-threatening condition, or if the parents/guardians cannot be reached, as soon as possible after the medication or treatment is given.

Prior to the start of the school year, staff will review and discuss individual children's specific healthcare needs as presented by the Director and the children's forms.

An "Allergies Posted Inside" sign will be posted on a covered note inside the first aid kits.

A child's medications and instructions will be kept in the first aid backpack accessible to the teachers. If medication requires refrigeration, it will be in a separate cold pack within the First Aid kit.

A child who will be receiving medication during the school-day will have a "Child with Special Instructions" sheet stapled to the daily attendance roll sheet. The Director or their designee will administer the medication, complete the log, and complete the Child with Special Instructions sheet. A copy of the latter will be made for the parents and sent home with the child. If a child in the program has a life-threatening allergy to peanuts or another food, then that food will be prohibited at the program.

Procedure for Caring for Ill Children

General Illness: Should a child arrive at BOPN exhibiting mildly ill symptoms (ex. runny, clear nose, or occasional cough), but has no fever, the child will be allowed to stay if they are comfortable and able to participate. Our outdoor program allows for children to benefit from fresh air even when mildly ill and not be in close proximity to others.

In the event a child becomes ill at school or shows symptoms of being unwell, the following procedure will be followed:

- a. The child will be isolated from the other children and made to feel as comfortable as possible in a quiet area.
- b. If the child is cared for in a separate space, the staff assigned will meet at least teacher qualifications and have had training in the general practices and procedures for the care and comforting of ill children; be able to recognize and document symptoms of illness; and be able to take the child's temperature.
- c. The child will be given food, drink, rest, play materials, and comfort as needed.
- d. The director/staff member will contact a parent/guardian and ask that s/he comes immediately to pick up the child.
- e. If a parent/guardian is not available, an emergency contact person will be called to pick up the child.
- f. Any toys or blankets used by an ill child will be cleaned and disinfected before being used by other children.
- g. The health care consultant will be contacted if the Director feels the illness should be reported to the Board of Health.

Head Lice: Although not an illness, head lice can spread easily unless procedures are in place to minimize it. If a child is reported/found to have head lice or nits:

- a. the child will be temporarily excluded from the program
- b. protecting student confidentiality, a notice will be sent to all parents in the program informing them of lice and the procedures taken to minimize the spread of lice
- c. the child may return to school only when, upon inspection by the Director, there are no signs of lice or nits.

Procedure for the Management of Infectious Disease

BOPN will follow our exclusion policy (see below) for serious illnesses, contagious diseases, and communicable disease in conformance with regulations and recommendations as set by the Division of Communicable Disease Control, Department of Public Health.

In the event a staff member or student in the program is known to have a significant communicable disease (including gastrointestinal, respiratory, and skin or direct contact infections), the following procedure will occur:

1. The staff or student shall be removed to a quiet, comfortable space. In the event it is a child, a teacher will remain with him/her until a parent is present. The child will be made as comfortable as possible. The staff member will wear a disposable mask and disposable gloves when circumstances dictate.
2. The parent/guardian shall be contacted and notified that immediate pickup is required.
3. The Director shall consult with the Health Care Consultant
4. The director shall telephone the local Board of Health (Boston, Malden, Milton, or Sherborn) and report the following:
 - the name of the disease
 - the case name (staff or student name)
 - date of birth
 - age
 - sex
 - address
 - how information was received
 - exclusion procedures utilized

If the relevant board of health is unavailable, the Site Director shall call the Department of Public Health: Bureau of Communicable Disease Control directly, either by telephone (617) 983-6800, fax (617) 983-6840, or the internet (www.state.ma.us/dph/cdc)

Areas in the program that were visited by the child will be disinfected with an EPA registered sanitizing and disinfecting product.

The Director will notify all BOPN parents/guardians of the presence of the communicable disease and the steps taken to manage the spread of the disease in the program. Confidentiality in the matter will be maintained.

The child will be able to return to the program once s/he has been evaluated by a physician and is considered to pose no serious health risks to other children, and the Director has consulted with the Health Care Consultant and/or the Department of Public Health and received confirmation of the child's safe return to the program.

The program requires, on admission, a physician's certificate that each child has been immunized in accordance with the Department of Public Health (DPH) recommended schedule.

BOPN will contact the relevant local Board of Health or, in the event of its unavailability, the Department of Public Health: CDC to report an illness believed to be unusual or believed to be part of an outbreak or cluster.

Procedure to Control the Spread of Germs

BOPN does not provide sick child care. When a child is brought to the program, it is expected that the child will be able to participate with reasonable comfort in the day's activities.

Children who are overly tired, upset or feel ill during the day will be given a chance to rest in a quiet area away from other children and will be under frequent observation. The educators will monitor the child's temperature and give the child water to drink. The child will be allowed to sleep or read books during this quiet period. If the child feels better, he/she will be encouraged to return to the group.

If symptoms persist, parents will be notified and asked to make arrangements to have the child picked up within an hour. The parent will be responsible for letting the program know who will be picking up their child. It is expected that, if a child is well enough to be at our program, he is also well enough to go outside with the rest of the group. Educator patterns do not allow for an educator to stay inside with a child while the rest of the group is outside.

These guidelines have been established for the comfort and wellbeing of your child and that of other children in the school.

Children who do not feel well should be at home. If children begin to show signs of sickness while at school, parents will be notified to pick up their child. Until the parent's arrival, the child will be asked to lie quietly on a cot and covered with a blanket.

Children will not be permitted to come to school if:

- They pose a significant health risk to other children
- They are feeling so poorly that they are unable to participate

- Their mucus secretions are a green color, indicating an infection

In the event that a communicable disease has been introduced into the program, parents will be notified in writing or by phone from the director or a lead teacher.

Listed are the specific illnesses and program guidelines for treatment. These are based on Department of Public Health Guidelines for Infectious Diseases:

The following list details many of the signs and symptoms which indicate that your child should remain home and for which the staff will send your child home. Certainly, there are others as well, but space does not allow that we list every communicable disease possible for young children. Our illness protocol is in accordance with Department of Health protocol (the manual on preschool health is kept in the office, if you wish to see it) and has been approved by our health care consultants.

1. **Fever** of 100.4 degrees or higher in the morning (Please read your thermometer directions carefully to be sure that you are making the correct adjustments to the temperature reading). **A child must have a normal temp medication free for 24 hours before returning to school.**
2. **Diarrhea** - defined as an increase in the number of stools and loose formation of stools (oftentimes watery), as compared to what is normal for the child. Child may return when firm stool is present.
3. **Rash** - Rashes that you cannot identify or that have not been diagnosed by a physician. Child must be seen by a pediatrician and may return with written documentation of a pediatrician's permission that the illness is not a communicable disease.
4. **Vomiting** - (more than usual "spitting up") Vomiting two or more times in the previous 24hrs at home, or once at school. A child may return to the center 24 hours after the last vomiting episode.
5. **If a child seems very sick without obvious symptoms.** In this case, a child may look and act differently. There may be unusual paleness, irritability, unusual tiredness, lack of interest or lack of appetite.
6. **Any contagious disease.** Some of these are:
 - **Bronchitis or persistent cough** - Bronchitis can begin with hoarseness, cough, and a slight elevation in temperature. The cough may be dry and painful, but it gradually becomes productive. With bacterial bronchitis, the child may return after 24 hours on antibiotics. With persistent cough, the child should be seen by the health care provider to check for infection, asthma etc.
 - **Chicken pox** - Child may return one week after rash first appears or until all blisters are crusted over and dry.
 - **Conjunctivitis**- which is an eye infection commonly referred to as "pink eye." The eye is generally red with some burning and there is thick yellow drainage being secreted (and usually 'crusting' in

the morning after sleep). The child may return to care when no more drainage or secretion occurs, after a 24 hour course of antibiotics or with a note from your health care provider.

- **Coxsackie - Commonly referred to as “hand, foot, and mouth disease.”** Symptoms can include fever, diaper rash, rash on the hands, feet, and trunk, sores in the mouth, runny nose, and sore throat. Children who have symptoms of Coxsackie virus should stay home until they have been fever free for 24 hours without fever reducing medication, and any sores from their rash have scabbed over. Children will stay home for 7 days or until blisters are healed. The virus is most contagious in the first 7 days of the illness. To return to school, the parent must submit a doctor’s note stating that the child is no longer contagious and is medically cleared to return to school.
- **Giardia** - Child should not attend if diarrhea is present and s/he is ill. Child may return after treatment with medication, when symptoms are gone, with documentation of a negative stool test and with a note from the health care provider stating that the child is cured. A child who tests positive but is asymptomatic (no diarrhea, not sick) may attend the center if the child is competent at self-toilet and is able to use care in this area or is in diapers, so that a stool may be contained.
- **Head Lice** - Lice or nits may be found in hair. Child may return after treatment with special shampoo and removal of nits (re-treatment required in 10 days).
- **Herpes Simplex** - skin blisters or sores in mouth, on lips (cold sores). Child may return when scabs are dry and not oozing.
- **Impetigo of the Skin** - Shows up as red pimples. These eventually become small vesicles surrounded by a reddened area. When the blister breaks, the surface is raw and weeping. The lesions occur in moist areas of the body such as the creases of the neck, under the nose, corners of the mouth, groin, and under arm, face, hands or edge of diaper. The child may return after 24 hours on antibiotics.
- **Pinworms** - tiny worms which live in the small intestines; females lay eggs near the anus. Symptoms may include itchy anus and waking at night. Child can return after treatment.
- **Severe Cold with Fever**- much sneezing and nose drainage (green discharge may signal a sinus infection, which should be checked by your health provider), severe tiredness or irritability, complaints of specific aches or pains (earache, sore throat etc.). A child with a minor cold may come to school if none of the above symptoms are present and if s/he is well enough to participate in all activities of the day.
- **Strep throat** - Child may return 24 hours after antibiotics are begun. A child awaiting the results of a strep culture may not return to school until results are received or the child has been receiving antibiotics for 24 hours. Symptoms of Strep may include: sore throat (or not), fever, listlessness, stomachache, a rash.

- ***Pertussis/Whooping Cough:*** *This is a serious infection of the respiratory tract in infants and children. Initial symptoms include fever, coughing and/or choking. If your child is diagnosed with pertussis, the Director must be contacted as soon as possible.*
- ***Haemophilus Influenza: (H Flu or HIB)*** *This is an extremely serious disease though uncommon. It is the most common cause of meningitis and other illnesses that would be diagnosed by your physician. Treatment includes antibiotic therapy usually in a hospital setting. Should a child come down with an H Flu disease, it is imperative that the center director be informed as soon as possible.*
- ***Thrush and Yeast Infections:*** *This is a contagious condition, but children need not be excluded from school. Proper handwashing and care will be used.*
- ***Fifth Disease:*** *This disease is highly contagious and of concern to pregnant women. Patients are most infectious before the onset of a rash, 4 to 14 days. Children with Fifth Disease should be seen by a physician and may return to the center after the rash appears, when they are no longer contagious.*

Parents will be notified whenever there is an infectious disease in the center. An exposure notice will be posted which details the symptoms of the disease, the recommended treatment, and when a child may return to the center. In some instances of more virulent contagious diseases, a memo will be sent to all parents and staff in the center with details about symptoms and treatment. Many diseases are required to be reported to the Department of Public Health. A list of these is kept in the office. It includes (but is not limited to) chicken pox, giardia, haemophilus infection, hepatitis, kawasaki disease, lyme disease, measles, mumps and rubella.

Any time a child contracts a disease for which we do not have an explicit policy on treatment and return, the Director will consult with our consulting pediatrician and the Department of Public Health for the current protocol. In the event that the information is contradictory, BOPN will be consulted to weigh medical information and formulate a protocol.

Please do not medicate your child with aspirin, cough syrup etc. before sending her/him to the center. We find that, in these cases, when the medications wear off in 2-3 hours, we have an ill and unhappy child on our hands. A child who is ill enough to need such medications should in most cases be at home. (See the medication policy for medication).

N.B. If your daily schedule does not allow you the flexibility to stay home with your sick child or to pick up your child during the day, please have alternate care persons available, whom you designate as such, and who know they have been designated and might be called to pick up your child.

One simple important preventative health measure: **Hand washing** is the first line of defense against infectious disease. We are vigilant with both children and adults that hands are washed before eating or

cooking, after toileting, before and after giving medication, after handling bodily secretions, after cleaning and each morning upon entering the center (all staff, children and parents).

Cleaning Surfaces/Items

Facilities used for hand washing after diapering or toileting shall be separate from facilities and areas used for food preparation and food service.

Toilets and any toys/equipment are cleaned after use or as needed.

Sanitizing

BOPN staff will adhere to the following policy:

- Disposable gloves will be worn by BOPN staff for the cleanup of blood spills and bodily fluids. Used gloves will be thrown away after use. The affected area will be disinfected.
- Staff will wash their hands thoroughly according to the BOPN hand washing policy after clearing up the bloodied area. Bloody clothing will be sealed in a plastic container or bag, labeled with the child's name and returned to the parents the same day.
- All cleaning supplies and disinfectants shall be stored in a secure place and out of the reach of children.

Thank you for helping us ensure the health and well-being of all the children in our care as well as the staff and parents, by using special care with your own child and being community-minded when you make decisions about your child's health and ability to attend the center.

These guidelines, in conjunction with other health practices, will provide all the children in the center with a healthier environment.

Prevention of Abuse and Neglect Policy

BOPN takes precautions to protect children from abuse and neglect while in the program's care and custody. The physical and emotional safety of our students is our number one concern. In the Commonwealth of Massachusetts, teachers and staff members in childcare centers are mandated to report suspected child abuse or neglect to the Department of Children and Families (DCF) and The Department of Early Education and Care (EEC) whenever they have reasonable cause to believe a child in the program is suffering from serious physical or emotional injury resulting from abuse inflicted upon the child, including but not limited to sexual abuse, or from neglect, including but not limited to malnutrition, no matter where the abuse may have occurred or by whom.

It is not the role of the teachers/staff to determine what is or is not abuse and neglect, only to report information or observations that suggest to a mandated reporter that abuse and neglect may be occurring. If a BOPN staff member suspects abuse or neglect of a child, they will provide the information to the Director verbally and in writing. A joint 51A report will be made immediately to the Department of Children and Families by telephone and in writing. If a joint report cannot be filed, the staff member must submit one independently of the Director. The Director will contact EEC immediately after filing such a report (51A) or upon hearing that a report has been filed alleging abuse and neglect of a child while in the care of the program or during a program-related activity. The staff at BOPN will cooperate in all DCF investigations of abuse and neglect. In the event a 51A investigation is substantiated by the Department of Children and Families, the staff at BOPN will cooperate with the family of the child and the Department to maximize the effectiveness of the DCF intervention.

BOPN employs high quality staff, not only because of their education, credentials, and experience, but also for their commitment to safeguarding the children in our program. If the Director receives communication that a BOPN staff member has been suspected of child abuse and neglect, the staff member will be removed from the program immediately, until the investigation is complete. The staff of BOPN will cooperate with the family of the child, DCF, and EEC to maximize the effectiveness of DCF and EEC investigation. In the event the investigation is substantiated by DCF, the staff member will be terminated immediately. In the event the investigation is not substantiated by DCF, the staff member may return to their teaching position at BOPN. Parents will be notified of any allegations of abuse or neglect involving their child while the child is in care of the program.

Department of Early Education and Care - Central MA Office

<https://www.mass.gov/locations/departments-of-early-education-and-care-central-ma-office-region-2>

324-R Clark Street, Worcester, MA 01606

(508) 798-5180

EEC State Licensors Sudbury, Natick, Location: Marisol S. Webster

Department of Early Education and Care - Metro Boston Office

<https://www.mass.gov/locations/department-of-early-education-and-care-metro-boston-office-region-6>

500 Victory Rd, Quincy, MA 02171

(617) 472-2881

EEC State Licensuror: Patrice Bousy

Department of Early Education and Care Northeast Office (Region 3)

<https://www.mass.gov/locations/department-of-early-education-and-care-northeast-office-region-3>

360 Merrimack Street, Entrance G, 3rd Floor, Suite 315, Lawrence, MA 01843

978-826-1300

EEC State Licensuror: Ely McDonough

Report Child Abuse or Neglect DCF Hotline **800-792-5200**

<https://www.mass.gov/how-to/report-child-abuse-or-neglect>

Department of Children and Families

300 Howard St, Framingham, MA 01702

(508) 424-0100

<https://www.mass.gov/orgs/massachusetts-department-of-children-families>

Parents/guardians may contact EEC for information regarding BOPN compliance and history, which can also be found on the EEC website.

Reporting Suspected Abuse or Neglect

All teachers employed in Massachusetts are mandatory reporters and are required by law to report suspected verbal or physical abuse or neglect. The Director or assigned staff member will contact EEC by telephone immediately to report any of the following:

- the death or serious injury of any child that occurs while such child is in care, or resulting from an injury or event that occurred while the child was in care which requires hospitalization or emergency medical treatment
- the contagious illness of a child that is a reportable condition as set by the Division of Communicable Disease Control, DPH and any medication error which occurred while the child was in care.

- Law Enforcement Activity or Response by Fire Department (other than a false alarm) - by telephone within 24 hours of the incident.

Within 48 hours of the telephone call to EEC, the staff member must follow-up with a written notification to EEC.

Medical Emergency Procedures and Safety Policies

All BOPN staff will remain certified in both Pediatric and Adult CPR and First Aid. CPR and First Aid are required to be recertified annually. All staff will be trained in standard precautions.

Procedure for a Medical Emergency

BOPN staff will assess the emergency (by determining the extent and seriousness of the emergency) and respond in a calm and reasonable manner.

In cases of serious injury/illness:

- Teacher 1 will begin emergency First Aid.
- Teacher 2 will take other children away from the area and call 911 if necessary to give location of injured child. The child's parent will be notified immediately. If a parent can't be reached, the emergency contacts will be called.
- Once the ambulance arrives, Teacher 1 (with injured child) gives report to paramedics and accompanies child to the hospital if necessary. Teacher also gives child's personal information to paramedics.
- Incident will be recorded on Medical Record sheet

In cases of minor injury/illness: BOPN staff will notify the parents to pick up the child. If parent is unavailable the emergency contact will be notified.

Procedures for Using and Storing First Aid Equipment

The first aid supplies are in the supplies bin. We always take first aid equipment with us outdoors.

First aid supplies will include but are not limited to: adhesive tape, band aids, gauze pads, gauze roller bandage, disposable latex gloves, eye cup, instant cold pack, scissors, tweezers and a thermometer.

Only educators who are currently certified in First Aid and CPR may provide First Aid and CPR.

Each person who administers prescription or nonprescription medication to a child will be trained, using the 5 rights of Medication video through EEC, to verify and to document that the right child receives the proper dosage of the correct medication designated for that particular child and given at the correct time(s) and by the proper method. Each person must demonstrate competency before being authorized to administer any medication, and at least one such educator with training will be on the premises at all times when children are in care.

Each person who administers any medication, other than oral or topical medications and epinephrine auto-injectors, must be trained by a licensed healthcare practitioner and must demonstrate annually to the satisfaction of the trainer, competency in the administration of such medications.

All educators must be trained in recognizing common side effects and adverse interactions among various medications, and potential side effects of specific medications being administered in the program.

Weather and Closures Policies

Weather-Related Closures

It is the intention of BOPN to reconnect children with the outdoors and help them gain a better understanding of the natural world. Thus, we will be outdoors in almost all types of weather conditions, including rain and snow.

Since we are a program that is mostly outdoors and your child's safety and learning experience is paramount to us, there may be times when we need to cancel, close early, or start late due to extreme weather. We will always do our best to notify you in advance. If class should need to close early, you will be notified by text, phone, or e-mail as necessary.

We consult site staff and reference local public school decisions to determine whether/when to cancel class. For BOPN **half day classes**, closure determinations are subject to four factors: temperature, precipitation, wind speeds, and amount of sun. BOPN half-day classes are likely to be canceled if:

- multiple surrounding school districts (ex. Boston Public Schools, Melrose, Milton, Sudbury, Sherborn) are closed for snow/ weather
- the forecast calls for "heavy thunderstorms" for entire class time
- the forecast calls for sustained winds of 25 mph or higher and/or gusts of wind 35 mph or higher (50 mph if the area is tree-less)
- the forecast calls for freezing rain
- the forecast calls for temperature (with windchill, "real feel") to be consistently below 0 degrees

if temps are consistently between 0 and 10 degrees, we may do a 1.5 hour class instead of 3 hours

BOPN half-day classes may end up having an early dismissal or late start if:

- multiple surrounding school districts announce a delay or early dismissal for snow/ weather
- forecast calls for "scattered thunderstorms" or "thunderstorms"
- Site staff advise us to leave due to safety concerns (e.g., wind speeds)

Early Closures Policy

In the event of an emergency, we may need to initiate early pick-up.

Early Pick Up Procedure:

Teachers will monitor any situation that may suggest a need to dismiss early to decide if the situation necessitates closure. If closure is unnecessary, teaching staff continue to monitor the situation and resume class as is safe to do so. If closure is necessary, we take shelter. In the event closure is necessary,

the teachers will contact parents/guardians for early pick-up by text message, then follow up with phone calls.

Cold and Heat Exposure Policy

If the temperature is too cold or a student is showing signs of cold-related emergency symptoms, or conversely hot/heat-related symptoms, the teachers will immediately retreat indoors.

Cold Risk Management

In case of hypothermia staff will call 911 at once. Until help arrives, staff will take the child indoors, remove any wet clothing, and wrap in blankets and warm clothes. If the child's breathing or pulse stops, they will need mouth-to-mouth resuscitation or CPR.

In case of frostbite a teacher will bring the child indoors and follow prescribed [frostbite procedures](#).

- In the event of frostbite, you should place the frostbitten parts of their body in warm (*not hot*) water; warm washcloths may be applied to frostbitten nose, ears and lips. Do not rub the frozen areas. After a few minutes, dry and cover the person with clothing or blankets. Give them something warm to drink. If the numbness continues for more than a few minutes, call the doctor. While one teacher is attending to the frostbite the other teacher must call the parents.

Heat Risk Management

In case of Heat Cramps:

- Teacher will bring the student into a cool place. Rest and fluids should ease the child's discomfort. Give fluids that contain salt and sugar, such as sports drinks.

In case of Heat Exhaustion:

- Bring the child indoors.
- Remove any excess clothing.
- Encourage children to drink cool fluids containing salt and sugar, such as sports drinks.
- Put a cool, wet cloth or cool water on the child's skin.
- Call the child's parents.

In Case of Heatstroke:

Staff will call for emergency medical help if the child shows one or more of these symptoms of heatstroke:

- | | |
|---------------------------------|---|
| ● severe headache | ● loss of consciousness |
| ● weakness, dizziness | ● seizure |
| ● confusion | ● no sweating |
| ● nausea | ● flushed, hot, dry skin |
| ● rapid breathing and heartbeat | ● temperature of 104°F (40°C) or higher |

While waiting for help:

- Get the child indoors.
- Sponge or douse the child with cool water.
- Do not give fluids unless the child is awake, alert, and acting normally.

Heat Illness Prevention

To help protect children from heat illness:

- Teach children to always drink plenty of fluids before and during activity in hot, sunny weather — even if they're not thirsty. Make sure that they are drinking enough water by having regular water-breaks.
- Make sure children wear light-colored, loose clothing and use sunscreen.
- On hot or humid days, make sure children only participate in heavy activity outdoors before noon. Keep the daily activities calm and in shaded areas.
- Help children identify when they might be feeling overheated and teach children to rest and hydrate immediately whenever they feel overheated.

Air Quality Policy

We will monitor air quality during periods of smoke or heavy pollution using www.airnow.gov, and will close our half-day all-outdoor classes if the Air Quality has an “Unhealthy” rating (151 AQI or above). If possible, we will try to keep our full-day classes operational by staying indoors.

At an “Unhealthy for Sensitive Groups” level (101-150 AQI), families are encouraged to keep their children home if they are concerned (children are included in “sensitive groups”) or if their child has any health issues that might make them more susceptible to impact. If an Unhealthy for Sensitive Groups level is combined with other risk factors such as heat/cold/humidity/wind, we will evaluate and close as needed.

If an Unhealthy for Sensitive Groups air quality rating occurs for a prolonged period (more than 2 hours), we will assess and may cancel class or call for early pick-up as needed.

Policies & Procedures Related to Guiding Behavior

Training and Safety Guidelines for Teachers

To ensure safety of all children in the program, BOPN requires teachers to adhere to the following mandatory requirements:

- Teachers have BRC (Background check)
- At least one teacher in each class is First Aid and CPR certified (pediatric and adult)
- Teachers carry First Aid Kit and have access to emergency contacts
- Daily hazards assessment and removal of any potential hazards from usual program areas
- All Educators are mandated reporters and must, by law, report suspected child abuse or neglect to the Department of Children and Families

Method:

- Teachers teach safety rules to children through stories, role-play, and songs.

Monitoring:

- All children will be in view and within calling distance of a teacher at all times.
- On walks there is always one teacher in the front and one in the back.

Sticks:

- Children are taught self-awareness, with and without a stick.
- Children are taught to give each other space.
- Children may not point sticks directly at one another.

Bodies of water:

A “body of water” is a natural area or human-made area that contains or holds a depth of more than two inches of water. In the context of BOPN classes, examples include streams and puddles.

To ensure the safety of children around bodies of water:

- Children are required to be actively supervised at all times in close proximity to bodies of water with teacher to student ratios being maintained at 1:5 for preschool age and 1:3 for toddlers
- Near a body of water, one teacher is required to supervise the group and conduct headcounts while the other engages children in activities (one up - one down)

- Restrict access to water hazards such as deep water (enough to go over the top of a child's rain boot) or moving water
- Restrict access to water when outside temperatures are below 70 degrees Fahrenheit.
- Teachers will actively shadow students near water. Teachers will set limits and agreements about how far or deep they can play and what we can do in the water
- Teachers will limit the amount of children in the water or near the water: Children will take turns or in small supervised groups.
- One teacher is always present during the activity and if necessary reminds of boundaries or agreements
- Children are allowed to play with the water, however, they may not splash, touch or push anyone near them
- Children will respect river vegetation and animals and will not interfere with their growth or activity
- Make sure students have appropriate shoes for the water or shoes to change into

Wild Animals:

- Children are taught to respect wild animals and their habitats and not to approach or disturb any wild animals we observe.

Unity Farm Sanctuary Animals:

- Children are taught to observe site partner rules when interacting with farm or sanctuary animals.

Child Guidance Policy

Our child guidance policy is intended to be proactive rather than reactive. Children are allowed and encouraged to work out conflicts independently; teachers will intervene if needed. Teachers will carefully observe children's play and will move closer to situations that could potentially need more adult support. We believe situations of conflict are great opportunities for learning and can have a strong impact on the development of the child, depending on how we handle them together. Teachers model desired behaviors and guide children to check in with one another ("are you okay?" "Do you need anything?" - water, soft touch, ice, etc) when their peers are not happy with a given situation.

Teacher's Role:

- Teachers will strive to use positive guidance through areas of conflict.
- Teachers will handle children's social challenges on an individual basis, usually through the use of redirection, modeling of appropriate behaviors, positive encouragement, and storytelling.
- Teachers will communicate daily with parents regarding any incidents or concerns.
- Teachers will use a consistent routine each day with special attention given to transition times.
- Teachers will identify precipitating factors: boredom, change, frustration, and hurriedness.

Consequences for Disruptive/Disrespectful Behavior:

- Ask the child if they understand the situation.
- Ask a child to "check in" with the other child/children by asking "are you okay?"
- Teachers model and guide children how to proceed.
- A child may be led to a quieting activity or be given tools to diffuse a conflict.
- A child may shadow or sit with a teacher if they are having difficulty.
- If the child continues to be disruptive, the teacher will re-direct his/her energy to productive/therapeutic work.
- If a child hurts another child, teachers will model how to best care for the injury and the child will participate in caring for the other child.
- If necessary, a teacher will remove the child and sit with them until they are calm.
- Teachers and administration will support parents with behavioral articles, techniques, resources, and referrals.

Meetings:

- If a child is displaying repetitive disruptive or dangerous behavior then teachers will reach out to the family and begin documenting said behaviors to try and determine if there is a pattern.

- Parents may be asked to meet with teachers to work out a plan for home and school if a child is continually disruptive.
- If after addressing the behavior with the family, and after implementing tools to resolve dangerous and disruptive behaviors does not solve the behaviors, BOPN reserves the right to determine that their program is no longer a good fit and will dismiss the child from the program.

Prohibited Practices:

- Spanking or other corporal punishment of children.
- Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks.
- Depriving children of outdoor time, meals, or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence.
- Discipling a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet or using any other unusual or excessive practices for toileting.
- Confining a child to a swing, highchair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision.
- Excessive time-outs. Time-outs may not exceed thirty seconds for each year of the child's age and must take place within an educator's view.

Policy for Sharing Child Information and Records

Sharing of Information between Staff Members: Teaching and administrative staff work as a team. Keeping confidentiality in mind, information about individual children is shared with teaching teams when necessary, in order to facilitate the most effective education for all children at the program. BOPN staff may include administrative staff, teachers, interns, and volunteers.

Sharing of Information with Another Program: BOPN will only share information about an individual child with a different program or third party if a child's parents give their written consent to that communication.

Child Records: Any written information regarding your child is privileged and confidential. BOPN will not distribute or release information in a child's record to anyone without written consent from the child's parents. BOPN will notify the parents if a child's record is subpoenaed. Upon request, BOPN will give parental access to the child's complete record at reasonable times within two business days of the request. A permanent log will be kept in the child's file recording each time a child's record has been released. Such log is available only to the child's parents and program personnel responsible for record maintenance. Any information that needs to be copied will be done so at the school's expense. Children's records will be reviewed and updated yearly by the Director and maintained in a secure file.

Unauthorized Activities

BOPN and its staff shall not allow children to participate in any activities unrelated to the direct care of children without the written, informed consent of the parents/ guardians. Activities include, but are not limited to, fundraising and publicity (including photographs and participation in the mass media).

BOPN will not conduct research, experimentation, or unusual treatment involving children without the written, informed consent of the affected child's parents/guardians for each occurrence.

Plan for Referral Services

Regular observations are made during our time together to assess the development of a child's physical, emotional, intellectual, and social development. As such, if the parents or Director believe that a student might benefit from a consultation with an independent service, the Director will provide referral services to the parents and assist in efforts to improve the child's success. We will document observations and referrals, and with a written release by a child's parent or guardian, BOPN will be an active participant in providing necessary information to others. We will work to accommodate the child's needs in program activities and procedures.

Referral Process:

1. The staff will make ongoing, written observations of children in the program.
2. Staff members will inform the Director of their concerns regarding a child.
3. The Director and staff will document additional observations and recordings of the child's behavior, and the child's record will be reviewed.
4. The Director will communicate with the parents and make arrangements for a meeting to discuss the concerns.
5. The Director will recommend and offer a referral(s) to the parents along with written documentation of the reason for recommending a referral for additional services, a brief summary of the program's observations related to the referral, and any efforts the program made to accommodate the child's needs.
6. The Director will document the parent conference(s), the recommended referral(s), and the results.
7. The Director will ask the parents to sign a release of information so that communication may occur between the Director and other professionals that are involved in the process.
8. If the child is 3 years or older the Director is required to give written notice to the appropriate administrator of special education that we are serving a child with a disability. For example, if

the child we serve lives within the city of Boston or Needham, we would recommend notifying the town in which the child resides in for furthermore information. If the child is under 3 years old, the parent will need to contact their local [Early Intervention Department](#).

9. The Director and staff will work to develop accommodations for the child's specific needs in the program.

Please see [Attachment C](#) for a list of resources in select towns surrounding BOPN Programs.

Plan for Transition of a Child

Children visit BOPN with their guardian, prior to their start date to see the program in action and have an opportunity to meet their teachers and peers. If a child is transitioning to a new program the transition to the new program is handled with consistency and consideration of the child's ability to understand the change. We know that transitions can be a sensitive matter, so together with the child's guardians, teachers will devise a plan as to when to speak with the child about an impending transition, and when to include their class in the conversation.. BOPN recognizes that saying "goodbye" is an important and meaningful part of a child's school experience and teachers guide children through these transitions.

Serving Children with Disabilities

If a child with a disability enrolls at BOPN, the Site Director will meet with the parents to discuss the child's needs. With written parental consent, the Director may request information from Local Education Agency (LEA), Early Intervention Programs (EI), and health/service providers or make a referral for services. With information received and parental input, the Director will identify any specific accommodations in writing, such as modifications in child's participation, group size/ratio, special equipment, or other accommodations.

Plan to Avoid Suspension and Termination

Prevention: Our intent is to work as a team with parents/guardians for the best care plan for each child. A teamwork approach is the only way to correct repeated inappropriate behavior.

The following steps will be taken to help avoid suspension or termination of a student from BOPN due to behavioral challenges:

1. BOPN will provide an opportunity to meet with parents to discuss options other than suspension or termination. All meetings with parents will be documented (date, time, what we discussed, and next steps we agreed upon).
2. BOPN will offer referrals to parents for evaluation, diagnostic or therapeutic services.

3. BOPN will pursue options for supportive services to the program, including consultation or educator training. If an outside expert, such as a licensed social worker, comes in to observe the child's behavior and make recommendations, the observation and recommendations will be documented.
4. BOPN will develop a plan for behavioral intervention at home and in our program. Any behavioral plans will be documented.
5. BOPN will develop follow up bi-weekly or monthly meetings with families, therapists, and educators to make sure the plan is working, and the child is meeting his or her goals and objectives.

Termination: BOPN reserves the right to terminate a child from its programs, including, but not limited to, any of the following reasons:

1. The child's needs are not being met in our setting.
2. If parents/guardians refuse to take the advice or referral of the program to seek evaluation or talk to the child's pediatrician and following programs guidelines or provide information about child's behavior or the behavior seems to not change after teachers and Director come up with a plan to help the child succeed.
3. If a parent/guardian cannot abide by the policies of the BOPN program as outlined in this Family Handbook, including being consistently late with payment and/or pick up of their child.
4. If any family at BOPN known to use information that unjustly criticizes a staff member, other child/family, and/or school philosophy.
5. A tuition payment is over 3 weeks late or there is a third late payment on the account.
6. If, at BOPN's discretion, the child's behavior or that of the Family poses a significant threat to the mental or physical health or well-being of any of the children or staff in the BOPN community.

BOPN will consider post-enrollment requests for financial aid in documented cases of hardship that substantially impact family income. If a family experiences a sudden change in financial situation (a parent loses their job, for example), we will do our best to work with the family to figure out a way for the child to remain in the program. Determinations as to whether family circumstances meet these criteria are up to the sole discretion of BOPN leadership.

If it is determined that a child needs to be removed from the program, a two-week notice will be provided, to enable parents to make alternate child-care arrangements, except as specified in the following paragraph. If BOPN terminates the child's enrollment in the midst of a monthly payment period, a pro-rated amount will be refunded to the Family after first deducting any outstanding balances owed.

If the behavior is defined as potentially dangerous, or parents/guardians decline recommendation or referral or provide information on child's behavior or BOPN have followed the policy listed above as defined in EEC regulations, it is grounds for immediate suspension from the program. Potentially

dangerous behavior is defined as, but not limited to: developmentally inappropriate sexual behavior, or repeated verbal or physical abuse towards another child or staff member.

Emergency Policies & Procedures

Emergency Communications

Teachers are required to have charged cell phones, access to paper copies of children's emergency contacts, and to phone numbers for BOPN administrators and first responders.

Evacuation Order Issued by State, City, Town, or Site Partner

In the event of an identified emergency, BOPN will call 911 to obtain information from authorities to determine whether to evacuate if an order has not been issued. In the event of an evacuation order, Arboretum classes will meet at the Hebrew Rehab emergency shelter. Forbes House Museum classes will meet in the basement of the Forbes House building. Pine Banks classes will meet at the pavilion next to the drop-off and pick up spot. Unity Farm Sanctuary classes will meet at the Farm Sanctuary main building. Wolbach Farm classes will meet at the SVT's office building. We will call 911 to contact emergency services or other appropriate authorities as needed. In the event of an evacuation, teachers will contact parents via text message once we safely arrive at the relevant evacuation point. Calls will be placed to parents as needed and guardians will be asked to pick up their children within 30 minutes.

Toddlers: The toddler classes will **walk** to the designated meeting place. BOPN has a stroller on hand if we have non-walkers. All toddlers must be **counted** to ensure all children are present and all have been evacuated and accounted for. All children will be counted before the class begins walking and non-walkers are placed in a stroller, and after the class arrives at the designated meeting place. **If it is an emergency where we can't get to a stroller, the class will walk and non-walkers will be carried by a teacher(s).**

In the event of an emergency whereby a class must vacate, BOPN staff will escort children by foot to the designated evacuation point. In the event of an emergency whereby the designated evacuation point is unsafe, BOPN staff will escort children by foot to a) The tree nursery on the corner of Walter St and Weld St (Arnold Arboretum), b) the picnic table in the backyard of Forbes House Museum (Forbes House Museum), and c) The Gate House at the entrance to Pine Banks Park (1087 Main St) (Pine Banks Park), d) at Unity Farm Sanctuary main building, and e) the SVT office building (Wolbach Farm). Parents/guardians will be contacted by telephone as soon as possible. Teachers will remain with children in the safe location until every child is reunited with a parent/guardian.

All parents must fill out the standard **EEC Transportation Plan Form** that is included in the enrollment packet, prior to enrolling their child in our program. This ensures that BOPN has written parental consent for each child's individual transportation plan.

If there is a medical emergency transportation will be by ambulance. A staff member will ride with the child in the ambulance and stay at the hospital until the parents or guardians arrive.

Evacuation Checklist

Evacuation may be ordered by public safety officials or by facility operators. Prior to evacuation, the following measures should be taken:

- Check attendance and compile an accurate attendance list. Use the list during evacuation and take along during transport to the host facility.
- The teachers will count the children in their class to make sure no one is left behind. The Director/ lead teacher or a designated staff will do a final count to account for all children, staff, and visitors during the evacuation process.
- Transport all necessary medications, supplies, and records.
- Coordinate all actions with community public safety and/or emergency management officials.
- Confirm required transportation resources and arrival time.
- Determine host facility based on situation.
- Contact host facility with ETA for arrival of children and staff.
- Notify families of evacuation and host facility information.
- Make arrangements for support of children at the host facility until reunited with families or return to the evacuated facility.
- Maintain a record of expenses and log of actions taken by staff during evacuation such as names of contacts, times of calls, departure/arrival times, etc. to document evacuation process.

Shelter In Place Issued by State, City, or Town

In the event of an identified emergency, BOPN will call 911 to obtain information from authorities to determine whether to shelter in place if an order has not been issued.

If told to shelter in place:

- **JP/Roslindale** classes will meet at the Hebrew Rehab emergency shelter.
- **Malden** classes will meet at the pavilion next to the drop-off and pick up point.
- **Milton - Forbes House Museum** classes will meet indoors at Forbes House Museum.
- **Milton - Eustis Estate classes** will meet in the visitor center building near the bathrooms.
- **Sherborn** classes will be at the Unity Farm Sanctuary main building.
- **Sudbury** classes will be at the SVT office building.

BOPN will call 911 to contact emergency services or other appropriate authorities as needed. In the event of a shelter in place order, teachers will contact parents via text message once they safely arrive at the relevant emergency point. Calls will be placed to parents as needed.

Shelter In Place - BOPN or Site Partner Identified Safety Issue

A shelter in place may be necessary if an unsafe individual or situation is near a program or if there is another type of emergency on site that calls for shelter in place.

- Call 9-1-1 as needed and communicate with Site Partners
- Teachers gather and count the students using the attendance sheet.
- One teacher will observe the individual/situation/communicate with the site partners while the other teacher keeps children safe and engaged in a safe area.
- Teachers will move students if it is unsafe to be in the area that we are currently using.
- Teachers will monitor the situation until deemed safe to return to regular activities.

Lock Down

BOPN's lockdown procedures vary depending on whether the order is issued when teachers and students are indoors or outdoors.

If indoors:

- Lock all doors and windows immediately. If a door can't be locked, attempt to quickly block the door with heavy items.
- Never open doors or windows unless ordered to do so by an emergency responder. Always ask for documentation from an official to confirm their identity. Identity should also be confirmed with 911 dispatch.
- Turn off all lights and close the blinds or curtains.
- Instruct all students to remain quiet, and stay low, and away from the windows and doors.
- Keep students inside of the classroom.
- Silence cell phones and other electronics.
- Clear hallways, bathrooms, and any area or room that cannot be thoroughly secured.
- Account for every student in the room.
- Remain indoors and under lockdown until told that they can come out of lockdown by an emergency responder.

If outdoors:

- To initiate a lockdown, the teachers will gather children together, and proceed to shelter.
- Teachers will take the children immediately to whichever emergency shelter makes sense given the location of the threat.
- Call 9-1-1 when needed (threat is real).
- Teachers will follow the procedures for contacting families in case of an emergency.

Fire: In the event of a fire, the teachers will call 911. If a class encounters fire, they will crawl away from the fire. If a teacher or child is on fire, they will practice “stop, drop and roll” while covering their face until the flame is extinguished (teachers will help children to do this). The class will seek shelter at the designated meeting place.

Lightning & Thunder: Full day classes will not go outdoors when there is lightning and thunder. For any class that is outside and a storm unexpectedly forms, teachers will gather and count the children in their care and retreat to the indoor classroom or emergency shelter.

Half Day programs: If there’s lightning and thunder, all classes will evacuate to their designated emergency shelter and wait for the storm to pass. If the storm appears to be persisting longer than 30 minutes, teachers will call families to pick up their children for early dismissal.

Wind: If the teachers determine that wind speeds are hazardous, they will retreat indoors. To evaluate whether or not wind speeds are hazardous, teachers will evaluate the following: (1) local area alerts; (2) amount of ground saturation from rain that could cause timber risk; and (3) keep a close eye on the trees - if a whole branch falls (not just tiny twigs), they will go to the indoor classroom or emergency shelter.

Emergency Supplies

The teachers will carry emergency supplies that will keep children safe and help them respond in case someone is injured or unwell. Supplies include: EEC-approved first aid kits, additional cold-weather or hot-weather safety supplies (depending on season), extra warm clothing and hand/toe warmers, safety whistle (for each teacher), extra disinfecting wipes and vinyl gloves, sunscreen, and extra food and water.

Missing Child Procedure

Inside the Building Missing Child Protocol (Full Day Programs): Teacher 1 immediately looks to see if doors were opened. If not, Teacher 1 looks for the child inside the classroom, checking under tables and behind shelving units. Teacher 1 looks in the hallway, bathroom, office or any room closest in the classroom to see if the child is hiding, while Teacher 2 stays with the group.

With the assistance of facility staff, if after searching, the child is still missing, Teacher 1 calls 911.

Teacher 1, along with facility staff, will help search for the child until he or she is located.

Parents/guardians are called to be notified that their child is missing. If parents/guardians are not reachable, teachers will notify emergency contacts.

Outdoor Missing Child Protocol: Teacher 1 does a sweep of the immediate area, calling the child’s name, checking under/around hiding places, while Teacher 2 stays with the group. Teacher 2 gathers remaining children together and counts them, using the attendance sheet to make sure no one else is missing. After a brief search, Teacher 1 calls 911. Teacher 1 keeps searching until the child is located.

Parents/guardians are notified that their child is missing. If parents/guardians are not reachable, teachers will notify emergency contacts.

Prevention Procedures

It is important to count the children continually to ensure all are present and none have been left behind. We will use the daily attendance sign-in sheet to ensure a proper attendance count. Head counts must be conducted at least every 10 minutes by each teacher and name-to-face attendance will be conducted before and after every transition

In addition to regular head counts, BOPN adheres to the following practices:

- “One up one down” (if during playtime one teacher is focused on an individual child or a small group, the other teacher is watching/supervising the entire class).
- BOPN provides each child with a bright yellow vest to increase visibility when outdoors. The teachers’ cell phone numbers may be on the tag.
- Students will be taught to hug a tree or other object when separated from the class. Hugging an object prevents children from wandering and increasing the search area.

Notifying EEC About Emergencies

In case of an emergency, BOPN staff will notify the Department of Early Education and Care. Emergencies include but are not limited to:

- hospitalization of a child;
- the contagious illness of a child that is a reportable condition as set by the Division of Communicable Disease Control, DPH;
- medication error which requires hospitalization or emergency treatment, or which resulted in a child receiving the wrong medication;
- fire or other emergency that requires the evacuation of the facility and results in change in location; and
- within 24 hours of an incident on the childcare premises (other than false alarm) that results in a response by the police and/or fire department.

Emergency Drills

BOPN will hold practice evacuation drills with both toddler and preschooler classrooms at least monthly. Unannounced drills will be held during operating hours at different times day, and will use alternative exit strategies. Educators will document the date, time, exit route used, number of children evacuated and effectiveness of each drill.

Injury Prevention Plan

BOPN's goal is to prevent injuries from occurring both indoors and outdoors. Staff provide attentive supervision while encouraging and allowing children to explore within their natural surroundings, learning to assess risks, hone their judgment about what they are capable of, and ultimately help themselves and their classmates avoid injury by learning about and understanding their limits.

All staff members are required to monitor the outdoor areas we use daily, and immediately remove any hazard that may cause injury. Each teacher will carry extra pairs of disposable gloves for this purpose. If an item cannot be removed immediately or safely, the Director will be alerted and the class will avoid that area of the space. The Director of Operations will be notified if there are any hazards present on the grounds that a teacher cannot easily remove.

Toxic substances must be stored in a secure place out of reach from the children. Toxic substances include cleaning supplies, paints, first aid supplies, medications, etc.

Illness/Injury Reports

Staff are required to adhere to the following instructions:

- a. All injuries requiring first aid that occur at BOPN must be documented on an accident report and recorded in the central Injury Log. These logs will be reviewed periodically by the Director to assess any potential problem-areas.
- b. Any illness or injury that occurs at BOPN and requires medical treatment and/or an overnight hospitalization must be documented on an accident report and recorded in the central injury log. The accident must be IMMEDIATELY reported to the Department of Early Education and Care (EEC) by telephone and then the report must be submitted to EEC within five business days.
 - i. The staff member must wait until the form is fully completed, must include the BOPN facility number, and must have it checked for accuracy by the Director before it is entered in the LEAD Portal. The form must be uploaded in LEAD along with staff/teacher's First Aid/CPR cards to EEC (ie. the diagnosis and treatment are documented)
- c. An illness and injury that occurs at BOPN where medical attention is sought as a precaution and requires no treatment does not need to be reported to EEC. Tests used to establish a diagnosis (such as X-rays) are not considered treatment.
- d. Medical treatment related to ongoing management of special conditions in young children, such as asthma or seizures, does not need to be reported to EEC. Likewise, symptoms related to the onset of childhood illnesses, such as conjunctivitis, ear infections, or the flu, which occur while

the child is at BOPN do not need to be reported to EEC. Bee stings do not need to be reported to EEC.

- e. An injury Report shall be filed for any incident which requires first aid or emergency care. A copy of the report will be kept in the child's file. The injury report shall include:
- name of child
 - date, time and location of accident or injury
 - description of injury and how it occurred
 - names of witnesses
 - names of persons who administered first aid or medical care
 - first aid or medical care required
 - statement of when and which parent/guardian was informed of the incident

ATTACHMENTS

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Attachment A: BOPN School Year Programs 2025-2026 Tuition Rates

Location	Program	Schedule	Annual Tuition	Monthly Installment
Full Day JP/Roslindale	Mixed Age 2.9 - 6	8:30am - 3:30pm	\$23,500	\$2,350
Full Day Sherborn	Mixed Age 2.9 - 6	8:30am - 4pm	\$25,000	\$2,500
Morning Half Day All Locations Toddlers	JP: 2.3 - 2.8 Other locations: 2 - 2.8	9am – 12pm 2 days 3 days 5 days	\$6,850 \$9,350 \$13,500	\$685 \$935 \$1350
Morning Half Day All Locations Preschool	2.9+	9am – 12pm 2 days 3 days 5 days	\$5,900 \$8,050 \$11,000	\$590 \$805 \$1100

Attachment B: BOPN Summer 2025 Programs Schedule and Tuition Rates

The Half Day Morning preschool sessions run weekly from the end of June until the end of August/beginning of September (depending on location). New families (defined as those not previously enrolled in a half or full day program) must sign up for a minimum of 2 weeks over the course of the summer. The three weeks need not be consecutive. We may offer a discount if a family enrolls in 5 or more weeks. The Half Day Morning toddler session runs in two 4-week sessions.

The Full Day Arboretum Program runs in two 4-week sessions. The Full Day Sherborn Program runs in four 2-week sessions. Families may enroll in either one or more sessions. We will not be able to accommodate week switching.

Location	Program	Schedule	Session Tuition
Full Day Arboretum	Mixed Age (2.9+)	8:30am - 3:30pm	Session 1: \$2,717 Session 2: \$2,860 Full Summer: \$5,400
Full Day Sherborn	Mixed Age (2.9+)	8:30am - 4pm	Per Session: \$1,510 Holiday Week Session: \$1,359 Full Summer: \$5,720
Morning HalfDay (2 - 2.8) Milton - Forbes House Museum	Toddler (2 - 2.8)	9am – 12pm	Session 1: \$1,710 Session 2: \$1,800 Full Summer: \$3,280
Morning Half Day (2.9+) Preschool Age Programs	Summer Sessions	9am – 12pm Weekly Sessions	\$420 (min of 2 sessions req'd for new families)

*Summer tuition is due in full at the time of enrollment. If you require an alternate payment schedule, please reach out to the Enrollment office prior to completing enrollment.

Attachment C: Local Intervention Services/Resources

By law, the town in which families reside provides free observations and consultation services in the following areas: emotional, physical, intellectual, neurological, communication, health, developmental delay, autism, sensory (hearing, vision, deaf-blind), and specific learning. The Federal IDEA (Individuals with Disabilities Education) Act requires school districts to provide services to children from age three through graduation or age twenty-two. Most often the initial referral will be to the Special Education administrator of the public schools in the child's town for evaluation and assessment.

Public School Screenings and Services:

Boston Public Schools:

Dr. Lauren Viviani, Interim Assistant Superintendent of Special Education,
specialeducation@bostonpublicschools.org, 617-635-8599

Ethan d'Ablemont Burnes, edablemontburnes@bostonpublicschools.org, 617-635-8599

Website: [Special Education / Office of Special Education \(bostonpublicschools.org\)](http://Special Education / Office of Special Education (bostonpublicschools.org))

Dover-Sherborn Public Schools:

Kate McCarthy, Director of Student Services, mccarthyk@doversherborn.org, 508-785-0036

Keri Campbell, Administrative Assistant, campbellk@doversherborn.org, 508-785-0036

Naomi O'Brien, Preschool Coordinator, obrienn@doversherborn.org, 508-655-0630

Website: Dover Sherborn Regional School District: Special Education/Student Services

Malden Public Schools

Pamela MacDonald, Assistant Superintendent for Student Services/Director of Special Education, pmacdonald@maldenps.org, 781-397-7245

Dianne Vargas, Administrative Assistant to Assistant Superintendent, dvargas@maldenps.org, 781-397-7245 x2244

Shana Goldwyn, Program Manager, Early Learning Center, sgoldwyn@maldenps.org, 781-397-7245 x 2248

Website: [Student Services Office - Malden Public Schools \(maldenps.org\)](http://Student Services Office - Malden Public Schools (maldenps.org))

Melrose Public Schools:

Cari Berman, Assistant Superintendent for Pupil Personnel Services,
cberman@melroseschools.com, 781-979-2160

Beth Copp, Administrative Assistant, bcopp@melroseschools.com, 781-462-3251

Kim Leonard, Child Find, Early Intervention, Pupil Personnel Services,
kleonard@melroseschools.com, 781-462-3258

Website: [Special Education | Melrose Public Schools Virtual Backpack Notice \(melroseschools.com\)](#);

Milton Public Schools:

Susan M. Maselli, Administrator of Pupil Personnel Services, smaselli@miltonps.org,
617-696-4470 x5572

Patty Lasenechal, Administrative Assistant, plesenechal@miltonps.org, 617-696-4470 x5572

Jayme Szymczak, Pre-school Chair, Pupil Personnel Services, jszymczak@miltonps.org,
617-696-4285 x2028

Website: [Special Education :: Milton Public Schools \(miltonps.org\)](#);

Newton Public Schools

Casey Ngo-Miller, Assistant Superintendent for Student Services,
ngomillerc@newton.k12.ma.us, 617-559-6025

Linda Burke, Administrative Executive Assistant, burkel@newton.k12.ma.us, 617-559-6025

Maura Tynes, Director of Elementary Special Education, tynesm@newton.k12.ma.us,
617-559-6035

Kathleen A. Browning, Early Childhood Coordinator, kathleen_browning@newton.k12.ma.us,
617-559-6000

Website: [Student Services & Special Education / Department Overview \(newton.k12.ma.us\)](#)

Dover-Sherborn Public Schools

Kate McCarthy, Director of Student Services, mccarthyk@doversherborn.org, 508-785-0036

Keri Romano Campbell, Administrative Assistant for Student Services,
campbellk@doversherborn.org, 508-785-0036

Jennifer Johnson, PreK and Out-of-District-Coordinator, johnsonj@doversherborn.org,
508-655-0630

Website: [Student Services - Dover Sherborn District](#)

Sudbury Public Schools

Stephanie M. Juriansz, Director of Student Services, stephanie_juriansz@sudbury.k12.ma.us,
978-639-3202

Shira Gaudet, Administrative Assistant for Student Services, shira_gaudet@sudbury.k12.ma.us, 978-639-3202

Anh Le, Early Childhood Coordinator, anh_le@sudbury.k12.ma.us, 978-443-1085 x6006

Website: [Student Services/Special Education / Home \(sudbury.k12.ma.us\)](http://Student%20Services/Special%20Education%20/%20Home%20(sudbury.k12.ma.us))

Medical Services (mental and physical health):

Newton- Wellesley Hospital
2014 Washington Street
Newton, MA 02462
617-243-6000

Mass General for Children at Newton-Wellesley Hospital

2014 Washington Street
Newton, MA 02462
617-243-6000

Early Intervention:

Boston Children's Hospital Early Intervention Program

Melanie Griffin, Director
Leah Koretz, Program Manager
75 Bickford Street
Jamaica Plain, MA 02130
Ph: 617-919-7872
Email: earlyintervention@childrens.harvard.edu
Website: [Boston Children's at Martha Eliot | Departments | Boston Children's Hospital \(childrenshospital.org\)](http://Boston%20Children's%20at%20Martha%20Eliot%20|%20Departments%20|%20Boston%20Children's%20Hospital%20(childrenshospital.org)) (serving Boston, except Beacon Hill, Charlestown, and East Boston, Brookline)

South Bay Community Services

Framingham Early Childhood Services
1 Grant Street, Suite 190
Framingham, MA 01702
Admissions and Referrals: 508-427-5362
Main Ph: 508-834-3100
Website: [Request Services | South Bay Community Services](http://Request%20Services%20|%20South%20Bay%20Community%20Services) (serving Ashland, Dover, Framingham, Holliston, Hopkinton, Natick, Sherborn, Sudbury, Wayland)

Eliot Malden Early Intervention Program

43 Dartmouth Street
Malden, MA 02148
Ph: 781-306-4820
Email: earlyintervention@eliotchs.org
Website: [Early Intervention - Eliot \(eliotchs.org\)](http://Early%20Intervention%20-%20Eliot%20(eliotchs.org)) (serving Everett, Malden, Medford)

Riverside Early Intervention

255 Highland Avenue

Needham, MA 02494

Ph: 781-449-1884

Email: info@riversidecc.org

Website: [Riverside Early Intervention - Riverside Community Care \(riversidecc.org\)](http://riversidecc.org) (serving Needham, Newton, Wellesley, Newton)

Attachment D: Evacuation/Emergency Contingency Plans

Evacuation/Emergency Information for Arboretum Half Day Programs

We are located at: We are located outdoors at the Arnold Arboretum. Our classes do drop-off and pick-up near Walter Street Gate and Bussey Street Gate (see this [dropped pin](#)).

Our **Healthcare Consultant** is Andrew Wu

Our **Health Care Policy** and **Behavior Management Policy** can be found in the bin near the drop off/pick up spot.

Our **First Aid Kits** can be found in the supplies bin inside a teacher's backpack. There will be a sign in the front pocket with a written label stating "first aid kit".

EMERGENCY TELEPHONE NUMBERS

IN ANY EMERGENCY CALL 911

Boston Police, District E-13, Jamaica Plain Non-Emergency: (617) 343-5630

Boston Police, District E-5, West Roxbury Non-Emergency: (617) 343-4560

Poison Control: (800) 222-1222

Massachusetts Emergency Management Agency: (800) 982-6846

Nearest Emergency Medical Facility:

Brigham and Womens Faulkner Hospital
1153 Centre Street
Jamaica Plain, MA 02130
(617) 243-6000

BOPN Emergency Contacts:

Shela Sinelien, Co-Founder and Education Director: (857) 991-6849 (cell)

Sarah Besse, Co-Founder and Executive Director: (917) 692-6946 (cell)

Chris Cahill, Director of Operations: (617) 435-3449 (cell)

BOPN Main Line: (774) 500-4008

Administrative staff and backup teachers will be called when we need an extra adult in case of an emergency. They will be called to arrive on the scene to assist, after 911 and parents/guardians are called.

Designated Emergency Shelters

Awning at Hebrew Rehab (see dropped pin [here](#)).

City of Boston Emergency Alerts: Staff are encouraged to subscribe to City of Boston emergency alerts: [City of Boston alerts and notifications | Boston.gov](#)

Evacuation/Emergency Information for Malden/Melrose Programs

We are located at: Pine Banks Park, 1087 Main Street, Malden, MA. On most days, drop-off and pick-up will occur outdoors at the Malden entrance to Pine Banks, near this [dropped pin](#). We will meet at the pavilion next to the port-a-potties.

Our **Healthcare Consultant** is Andrew Wu

Our **Health Care Policy** and **Behavior Management Policy** can be found in the bin near the drop off/pick up spot.

Our **First Aid Kits** can be found in the supplies bin inside a teacher's backpack. There will be a sign in the front pocket with a written label stating "first aid kit".

EMERGENCY TELEPHONE NUMBERS

IN ANY EMERGENCY CALL 911

Call **Malden Police**.

Malden Fire and Police/Ambulance Non-Emergency: (781) 397-7171

Poison Control: 1-800-222-1222

Massachusetts Emergency Management Agency: (800) 982-6846

DCF/Report Child Abuse and Neglect: (800) 792-5200

Department of Early Education & Care, Lawrence Office: (978) 681-9684

Nearest Emergency Medical Facility:

CHA Everett Hospital
62 Lawrence Street
Everett, MA 02149
(617) 843-0744

For Non Life Threatening Emergencies, the local Emergency Room: CHA Everett Hospital

BOPN Emergency Contacts:

Sarah Besse, Co-Founder and Executive Director: (917) 692-6946 (cell)

Shela Sinelien, Co-Founder and Education Director : (857) 991-6849 (cell)

Teri Torchia, Coordinator of Malden Pine Banks Park Site (617) 971-7250 (cell)

BOPN Main Line: (774) 500-4008

Administrative staff and backup teachers will be called when we need an extra adult in case of an emergency. They will be called to arrive on the scene to assist, after 911 and parents/guardians are called.

Pine Banks Emergency Contacts

Call Pine Banks personnel until you reach someone in charge. If you cannot locate someone from Pine Banks please call Malden police.

Designated Emergency Shelters:

Pine Banks Pavillion (**Emergency shelter is across from the Pine Banks Fields**)

1087 Main St, Malden, MA 02148

Phone: (781) 324-0822

Main contact: Kevin, Superintendent of Pine Banks Park, (308) 379-5370

City of Malden Emergency Alerts: Staff are encouraged to subscribe to City of Malden emergency alerts:
[Notify Me • Malden, MA • CivicEngage \(cityofmalden.org\)](#)

Evacuation/Emergency Information for Milton - Forbes House Museum Programs

We are located at Forbes House Museum, 215 Adams Street, Milton, MA. Pick-up and drop-off occur at the picnic table behind the museum.

Our **Healthcare Consultant** is Andrew Wu

Our **Health Care Policy** and **Behavior Management Policy** can be found in the teachers backpack.

Our **First Aid Kits** can be found in the supplies bin or inside a teacher's backpack. There will be a sign in the front pocket with a written label stating "first aid kit".

EMERGENCY TELEPHONE NUMBERS

IN ANY EMERGENCY CALL 911

Call **Milton Police**.

Milton Fire and Police/Ambulance Non-Emergency: (617) 698-3800

Poison Control: 1-800-222-1222

Massachusetts Emergency Management Agency: (800) 982-6846

DCF/Report Child Abuse and Neglect: (800) 792-5200

Department of Early Education & Care, Metro Boston Office: (617) 472-2881

Nearest Emergency Medical Facility:

Beth Israel Deaconess Hospital
199 Reedsdale Road
Milton, MA 02186
617-696-4600

For Non Life Threatening Emergencies, the local Emergency Room: Beth Israel Deaconess Hospital

BOPN Emergency Contacts:

Sarah Besse, Co-Founder and Executive Director: (917) 692-6946 (cell)

Shela Sinelien, Co-Founder and Education Director : (857) 991-6849 (cell)

Chris Cahill, Director of Operations: (617) 435-3449 (cell)

BOPN Main Line: (774) 500-4008

Administrative staff and backup teachers will be called when we need an extra adult in case of an emergency. They will be called to arrive on the scene to assist, after 911 and parents/guardians are called.

Forbes House Emergency Contacts

Call Forbes House personnel until you reach someone in charge. If you cannot locate someone from Forbes House, please call Milton police.

Designated Emergency Shelters:

Forbes House Museum (**Emergency shelter is inside the Forbes House Museum basement**)

215 Adams St, Milton, MA 02186

Phone: 617-696-1815

Main contact: Heidi Vaughan Executive Director, phone: 617-696-1815

City of Milton Emergency Alerts: Staff are encouraged to subscribe to City of Milton emergency alerts:

[Subscribe | Milton MA \(townofmilton.org\)](https://www.townofmilton.org/subscribe)

Evacuation/Emergency Information for Milton - Eustis Estate Programs

We are located at Eustis Estate, 1424 Canton Avenue, Milton, MA. Pick-up and drop-off occur at the picnic table behind the museum.

Our **Healthcare Consultant** is Andrew Wu

Our **Health Care Policy** and **Behavior Management Policy** can be found in the teachers backpack.

Our **First Aid Kits** can be found in the supplies bin or inside a teacher's backpack. There will be a sign in the front pocket with a written label stating "first aid kit".

EMERGENCY TELEPHONE NUMBERS

IN ANY EMERGENCY CALL 911

Call **Milton Police**.

Milton Fire and Police/Ambulance Non-Emergency: (617) 698-3800

Poison Control: 1-800-222-1222

Massachusetts Emergency Management Agency: (800) 982-6846

DCF/Report Child Abuse and Neglect: (800) 792-5200

Department of Early Education & Care, Metro Boston Office: (617) 472-2881

Nearest Emergency Medical Facility:

Beth Israel Deaconess Hospital

199 Reedsdale Road

Milton, MA 02186

617-696-4600

For Non Life Threatening Emergencies, the local Emergency Room: Beth Israel Deaconess Hospital

BOPN Emergency Contacts:

Sarah Besse, Co-Founder and Executive Director: (917) 692-6946 (cell)

Shela Sinelien, Co-Founder and Education Director : (857) 991-6849 (cell)

Chris Cahill, Director of Operations: (617) 435-3449 (cell)

BOPN Main Line: (774) 500-4008

Administrative staff and backup teachers will be called when we need an extra adult in case of an emergency. They will be called to arrive on the scene to assist, after 911 and parents/guardians are called.

Eustis Estate Emergency Contacts

Call Eustis Estate personnel until you reach someone in charge. If you cannot locate someone from Eustis Estate, please call Milton police.

Designated Emergency Shelters:

Visitor Center

1424 Canton Ave, Milton, Ma, 02186

Phone: [\(617\) 994-6600](tel:6179946600) (main line)

Main contact: Karla Rosenstein, Site Manager

City of Milton Emergency Alerts: Staff are encouraged to subscribe to City of Milton emergency alerts:
[Subscribe | Milton MA \(townofmilton.org\)](#)

Evacuation/Emergency Information for Sherborn Programs

We are located at Unity Farm Sanctuary, 17 Unity Lane, Sherborn, MA. Pick-up and drop-off occur near the main parking lot.

Our **Healthcare Consultant** is Julianna Howland

Our **Health Care Policy** and **Behavior Management Policy** can be found in the teachers backpack.

Our **First Aid Kits** can be found in the supplies bin or inside a teacher's backpack. There will be a sign in the front pocket with a written label stating "first aid kit".

EMERGENCY TELEPHONE NUMBERS

IN ANY EMERGENCY CALL 911

Call **Sherborn Police**.

Sherborn Fire and Police/Ambulance Non-Emergency: (508) 653-2424

Poison Control: 1-800-222-1222

Massachusetts Emergency Management Agency: (800) 982-6846

DCF/Report Child Abuse and Neglect: (800) 792-5200

Department of Early Education & Care, Metro Boston Office: (617) 472-2881

Nearest Emergency Medical Facility:

Newton-Wellesley Hospital
2014 Washington Street
Newton, MA 02462
(617) 243-6000

For Non Life Threatening Emergencies, the local Emergency Room: Newton-Wellesley Hospital

BOPN Emergency Contacts:

Sarah Besse, Co-Founder and Executive Director: (917) 692-6946 (cell)

Shela Sinelien, Co-Founder and Education Director: (857) 991-6849 (cell)

Chris Cahill, Director of Operations: (617) 435-3449 (cell)

BOPN Main Line: (774) 500-4008

Administrative staff and backup teachers will be called when we need an extra adult in case of an emergency. They will be called to arrive on the scene to assist, after 911 and parents/guardians are called.

Unity Farm Sanctuary Emergency Contacts

Call Unity Farm Sanctuary personnel until you reach someone in charge. If you cannot locate someone from Unity Farm Sanctuary, please call Sherborn police.

Designated Emergency Shelter:

Unity Farm Sanctuary Main Education/Operations Building (ground floor)
17 Unity Ln, Sherborn, MA 01770
Phone: (508) 848-8368 (main line)
Main contact: Kathy Hamalka, Executive Director, cell phone: 508-782-9012

City of Sherborn Emergency Alerts: Staff are encouraged encourage to subscribe to Town of Sherborn emergency alerts: [E-Alerts Sign-up | Sherborn MA](#)

Evacuation/Emergency Information for Sudbury Programs

We are located at Wolbach Farm 18 Wolbach Rd, Sudbury, MA 01776. Pick-up and drop-off occur near the main parking lot.

Our **Healthcare Consultant** is Julianna Howland.

Our **Health Care Policy** and **Behavior Management Policy** can be found in the teachers backpack.

Our **First Aid Kits** can be found in the supplies bin or inside a teacher's backpack. There will be a sign in the front pocket with a written label stating "first aid kit".

EMERGENCY TELEPHONE NUMBERS

IN ANY EMERGENCY CALL 911

Call **Sudbury Police**.

Sudbury Fire and Police/Ambulance Non-Emergency: (978) 443-2121

Poison Control: 1-800-222-1222

Massachusetts Emergency Management Agency: (800) 982-6846

DCF/Report Child Abuse and Neglect: (800) 792-5200

Department of Early Education & Care, Metro Boston Office: (617) 472-2881

Nearest Emergency Medical Facility:

Newton-Wellesley Hospital
2014 Washington Street
Newton, MA 02462
(617) 243-6000

For Non Life Threatening Emergencies, the local Emergency Room: Newton-Wellesley Hospital

BOPN Emergency Contacts:

Sarah Besse, Co-Founder and Executive Director: (917) 692-6946 (cell)

Shela Sinelien, Co-Founder and Education Director: (857) 991-6849 (cell)

Chris Cahill, Director of Operations: (617) 435-3449 (cell)

BOPN Main Line: (774) 500-4008

Administrative staff and backup teachers will be called when we need an extra adult in case of an emergency. They will be called to arrive on the scene to assist, after 911 and parents/guardians are called.

Wolbach Farm Emergency Contacts

Call Wolbach Farm personnel until you reach someone in charge. If you cannot locate someone from Wolbach Farm, please call Sudbury police.

Designated Emergency Shelter:

Wolbach Farm main building (office building)
18 Wolbach Rd, Sudbury, MA 01776
Phone: (978) 443-5588 (Main line)
Main Contact: Michelle Vanslette

City of Sudbury Emergency Alerts: Staff are encouraged encourage to subscribe to Town of Sudbury emergency alerts: [Sudbury Emergency Notifications Keeping the Community Informed » Information Systems](#)

Attachment E: Administrative Organization of the Program

Boston Outdoor Preschool Network is a 501c3 nonprofit organization that operates early childhood education programs in JP/Roslindale, Malden/Melrose, Milton, Sherborn, and Sudbury.

Executive Director and Co-Founder: Sarah Besse

Education Director and Co-Founder: Shela Sinelien

Toddler Connections Leader, Teacher Coach, and Co-Founder: Sara Murray

Director of Operations: Chris Cahill

Director of Administration: Jessica W. Low

Board of Directors

Chris Novak

Bill Brinkman

Hannah Sheridan

Martha Ross

For more information about BOPN leadership and staff, please visit the About Us section of our website.

Our Programs are licensed by the Department of Early Education and Care (EEC). Parents may contact EEC for information regarding our compliance history.

EEC Regional Office

Central MA Office Region 2

324-R Clark Street

Worcester, MA 01606

Ph: (508)798-5180

Website: www.eec.state.ma.us

Attachment F: 2025-2026 Releases, Consent Forms, and Waivers



BOPN Releases and Waivers

Your child's safety is of the utmost importance to us. We provide these forms to clearly state our expectations of the organization, our staff, and families who participate in our programs. The forms included in this packet are standard forms that we use across all BOPN programs and require from all families prior to their child's start date.

If you have any questions about any of the content of the following forms, please be sure to contact Nicole Chan, Assistant Director of Programs and Enrollment, prior to enrolling. Nicole can be reached at nicole.chan@bopn.org.

The following documents are included in this packet:

- a) Babysitting Release
- b) Risk Waiver



Boston Outdoor Preschool Network Babysitting Release

Child Name:

Child Date of Birth:

We, the parent(s) and/or legal guardian(s) of the child listed above (hereinafter collectively referred to as “the Family”) understand, acknowledge, and agree as follows:

1. In the event that a teacher at Boston Outdoor Preschool Network (BOPN) is engaged by the Family to babysit, BOPN does not, in any way, warrant or guarantee the suitability of the Teacher for this purpose. BOPN shall not be responsible, in any way, for any such arrangements nor shall BOPN be responsible, in any way, for any disputes of any kind and nature, which may arise between the Family and Teacher, including any claims, injury, or damage to the Family, their minor child/children, the Teacher, or either’s property.

2. While engaged by the Family as a babysitter, the Teacher shall be considered employed by the Family and not an employee of BOPN. Any activities or events that occur during such babysitting services, including but not limited to any transportation to and from BOPN programs, are outside Teacher’s responsibilities and duties as an employee of BOPN. By signing below, the Family, on behalf of themselves and their minor child/children, hereby agree to release, hold harmless, and indemnify BOPN and their affiliates and employees for any claims, injury, or damage of any kind and nature arising therefrom.

Parent/Guardian Full Name

Parent/Guardian Signature and Date



BOPN Risk Waiver

Child Name:

Child Date of Birth:

BOPN values outdoor play and all the benefits and risks that are associated. Teachers are trained to keep student well-being at the forefront of their teaching. That said, we want to alert families to the potential risks associated with a preschool program that spends so much time outdoors.

I, Parent/Guardian to child listed above, acknowledge that I have read and understand the following, as provided to me by Boston Outdoor Preschool Network.

I acknowledge that my child will spend a lot of time outdoors and may be exposed to the following:

- Domestic or Wild Animals
- Poisonous and venomous species including insects and plant life
- Allergens and items commonly associated with allergies, including, but not limited to peanuts, tree nuts, plant pollen, animal fur or dander, plant oils, and more
- Inclement weather, including sun, wind (including falling branches and debris), snow, rain, sleet, heat, smoke, and other weather-related conditions
- Hazardous materials such as garbage, broken glass, and other undesirable items found in public parks.

I acknowledge that public parks may include potential hazards in the following areas:

- Shared use of public space such as trails and roads
- Interacting with “strangers” (general public)
- Use of portable toilets (inspected and sanitized before use)

I acknowledge that my child may engage in permitted activities including:

- Hiking on public trails
- Being near bodies of water such as brooks and ponds
- Climbing on objects that include, but are not limited to, logs, rocks, and stumps
- Manipulating real tools, including hammers/nails, saws, hand drills, and more, with careful adult supervision
- Jumping from appropriate heights
- Big body play including, but not limited to, tumbling, wrestling, rolling, and running
- Playing with sticks
- Interacting with children in an inclusive environment whose background, behavior, developmental ability, and home culture may differ from my own child's

I understand that BOPN classes will have access to certain facilities to use as shelter in case of an emergency such as, but not limited to:

- In cases of severe weather warnings
- In cases of a natural disaster
- General public who may pose a perceived risk/threat to the safety of students and/or staff

By signing this document, I, the parent(s) or legal guardian(s) of the child listed below, fully understand the risks of a preschool program that spends so much time outdoors, which includes, but is not limited to, those listed above.

I, the parent(s) or guardian(s), will contact my Site Director with any questions, concerns or grievances regarding classroom issues, child behavioral issues, or related issues.

I have read the above waiver and agree to allow the child listed above to attend and fully participate in any and all of the above listed activities with the supervision of experienced teachers.

I understand a copy of this signed waiver will remain on file at BOPN.

I, the legal parent(s) or guardian(s), acknowledge potential risks as noted in the above waiver and applicable policies and procedures as noted in the Family Handbook provided.

I, the legal parent(s) or guardian(s), acknowledge that injuries may occur while outdoors or indoors at Boston Outdoor Preschool Network. In consideration of my child's participation in Boston Outdoor Preschool Network's programs, I hereby agree to release, discharge, hold harmless and indemnify Boston Outdoor Preschool Network, and their officers and employees, from any and all liability for injury or damages resulting from my child's participation in Boston Outdoor Preschool Network's programs.

Parent/Guardian Full Name

Parent/Guardian Signature and Date



State Required Forms and Permissions

As a program licensed by the Department of Early Education and Care, BOPN is required to abide by the regulations and requirements set out by state law. The following forms are required to be collected from all parents participating in BOPN's licensed child care programs upon admission and updated annually.

If you have any questions about any of the content of the following forms, please be sure to contact Nicole Chan, Assistant Director of Operations and Enrollment, prior to enrolling. Nicole can be reached at nicole.chan@bopn.org.

The following documents are included in this packet:

- a) Transportation Plan/Anticipated Days/Time of Attendance
- b) First Aid & Emergency Medical Transport and Treatment Consent
- c) Offsite Activities Permission Form



Transportation Plan and Authorization

Child's Name: _____

Child's Date of Birth: _____

My child will ARRIVE at BOPN via (check all that apply):

- | | |
|--|---|
| ☐ Parent Drop Off | ☐ Supervised Walk |
| ☐ Unsupervised Walk | ☐ Public/Private Van |
| ☐ Program Bus/Van | ☐ Contract Van |
| ☐ Private Transportation Arranged by Parent | ☐ Other |

My child will DEPART from BOPN via (check all that apply):

- | | |
|--|---|
| ☐ Parent Drop Off | ☐ Supervised Walk |
| ☐ Unsupervised Walk | ☐ Public/Private Van |
| ☐ Program Bus/Van | ☐ Contract Van |
| ☐ Private Transportation Arranged by Parent | ☐ Other |



First Aid and Emergency Medical Care Consent

Child's Name: _____

Date of Birth: _____

I authorize staff in the child care program who are trained in the basics of first aid/CPR to give my child first aid/CPR when appropriate.

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the program to transport my child to the nearest medical care facility and to secure necessary medical treatment for my child.

Parent/Guardian Full Name

Parent/Guardian Signature and Date



Offsite Activities Permission Form

Child's Name: _____

Date of Birth: _____

I hereby give BOPN teachers at the Arboretum, Malden, Milton, Sherborn, and/or Sudbury to take my child _____ on trips to all of the Arboretum trails such as the Green Learning Center, Peter's Hill, Hemlock Hill, Bussey Hills, etc., Malden Pine Banks State Forest, Forestdale Cemetery, Malden Public Library, Milton Forbes House Museum and Governor Hutchinson's Field (Milton), all areas of Unity Farm Sanctuary and Sherborn Town Forest, and all areas of Wolbach Farm. I understand that I will be notified in writing of all trips requiring transportation in advance. I also understand that all necessary precautions will be taken to ensure his/her safety, and I will not hold BOPN responsible for any accident which may occur on such a trip.

Parent/Guardian Full Name

Parent/Guardian Signature and Date



Sudbury Valley Trustees svtweb.org

Attachment G: Sudbury Valley Trustees

Sudbury Valley Trustees works to protect natural areas and farmland for wildlife and people in the 36 communities that surround the Sudbury, Assabet, and Concord Rivers.

SVT is a nonprofit land trust that conserves vital natural areas in the region between Boston and Worcester, Massachusetts.

We protect land.

We take care of natural areas.

We provide people with opportunities to connect with nature and to act for conservation.

We steward some of this region's most important forests, wetlands, and grasslands — natural areas that support wildlife habitat, working farms, and recreational trails. As of Fall 2023, SVT cares for more than 5,700 acres in 94 SVT-Owned Conservation Areas and 99 Conservation Restrictions, and we have protected more than 70 miles of trails.

How to Join Us — svtweb.org

Hike SVT Trails and bring your friends! SVT trail maps are available at svtweb.org and in the All Trails app.

Engage with the natural world with a guided walk, workshop, or volunteer workday. svtprograms.funraise.org

Like and follow on social media. facebook.com/SudburyValleyTrust instagram.com/sudbury_valley_trustees

Make a gift to support local land conservation. svtweb.org/support

Join our email list for local nature sightings, family programs, and more! Go to svtweb.org then click Newsletter.

SVT Region

