

BOSTON COLLEGE CHILDREN'S CENTER

PARENT HANDBOOK 2023-24

Boston College Children's Center
Haley Carriage House
5 Stone Avenue
Chestnut Hill, MA 02467
(617) 552-3356 main number
(617) 552-3089 Director
(617) 552-0202 emergency line
Email: karen.cristello@bc.edu

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History and Philosophy

Boston College Children's Center is a response to a child care need expressed by members of the University community. The program has provided a high-quality preschool curriculum and extended day care for children of faculty, employees, graduate and undergraduate students since 1988. When available, spaces are also offered to neighborhood residents. The Center is owned and operated by Boston College and is part of the Human Resources division of the University. The Director of the Center reports to the Vice President for Human Resources, who approves all Center policies as well as Center tuition and fees. The Center is located in the Haley Carriage House, one block from Beacon Street. This affords parents the convenience of an on-site facility, the ability to visit their child during working hours, and the beauty and comfort of a neighborhood setting.

The Center's philosophy, teachers, and curriculum support a developmental and predominately play based approach to learning, which is incorporated in the daily activities and schedules. The teachers utilize the MA EEC guidelines and core standards for preschool experiences when developing the curriculum. An emphasis is placed on exploration, inquiry, discovery, and play while learning about topics, which are meaningful and interesting to young children. Activities are designed to foster the physical, emotional, social, and cognitive growth of young children. Classrooms are divided into learning ds own

Children's Center Faculty

Director

Program Plan

Goals for Children

We anticipate that children in our care will have opportunities to:

develop socially, emotionally, physically, and cognitively.

gain confidence and build self-esteem by practicing and developing self-help skills, becoming more independent, and being a valued member of a group.

strengthen communication and cooperation skills.

practice self-regulation skills and strategies, while being guided in problem solving and conflict resolution techniques

feel special, included, and accepted while their home culture and language is reflected in the classroom environment.

participate in tasks that are open-ended, engaging, and meaningful, both indoors and outdoors.

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11:15 AM	Outdoor play
12:15 PM	Lunch and clean up, toileting
12:50 PM	Story time
1:00PM - 2:45PM	Rest time
2:45PM - 3:30PM	Wake-up, toileting, and afternoon snack
3:30PM -	

Snacks and Lunch

Please send in a labelled lunchbox with a morning snack, lunch, and an afternoon snack. Please label all containers within the lunchbox. BCCC makes a strong effort to limit the amount of trash that we generate daily and highly encourages the use of re-usable storage containers and utensils. To avoid throwing away unnecessary amount of paper cups, each child is encouraged to bring in a water bottle which he/she may access at any point of the day. Also, BCCC does have a limited number of reusable forks and spoons, which get cleaned and sanitized after each use. We do appreciate when families can send in labelled reusable utensils for lunch and snack items. BCCC is a nut free environment. For the safety of all, please refrain from sending in any product or food that contains any type of nut/tree nut.

Rest Time Items

Full day children need a customized cot sheet and blanket (available for purchase through BCCC), stored in the BCCC zippered bag. Children are welcomed to bring in a favorite stuffed toy for rest time as well.

Items from Home

Transitional objects often help children adjust to or feel safe in a new environment. Preschoolers often hold stuffed animals, dolls, and blankets dear. We ask you to consider several factors when helping your child choose appropriate items to bring from home.

1. Items should be able to fit into a child's cubby.
2. Items should not present choking hazards or encourage aggressive behavior.
3. Please label all items.

Suggested School Attire

1. Please dress your child in durable, casual

1. Have realistic expectations of children.
2. Structure environment to facilitate the atmosphere you wish to create.
3. Maintain a consistent, reliable routine and schedule in the classroom.
4. Set clear and simple limits.
5. Be aware of body language, facial expression, and tone of voice. Children's cooperation is greatly influenced by an adult's demeanor.
6. Be kind but firm in upholding classroom rules.

More specifically, teachers:

- a) Start each day or transition by reviewing the school/classroom rules.
- b) Give five-minute warning before transitions
- c) Praise and model appropriate behaviors.
- d) Distract or divert attention from inappropriate behavior.
- e) Give the child two appropriate actions from which to choose.
- f) Recognize the child's feelings and stress the use of words to work out problems. Model responses for children.
- g) Make consequences of behavior clear and logical. (If a child is no3 669.94 Tm.94 Tm.94 Tm.94 Tm.9412 792 reW

Your child may not want you to leave at the end of your visit. This is very common and stress may be avoided by preparing your child prior to the visit. On the day you plan to come, explain to your child when you are coming, how long you will stay, when and where you are going when you leave, and when you will return. The separation problem will diminish quickly if you are very positive about your planned visit and follow through with your routine each time.

The Parent Partnership

The role of the BCCC Parent Partnership is consultative, not legislative. Its primary purpose is to offer advice to the Director

Sharing Assessment Results

The teachers at BCCC communicate the results of their assessments in many ways. Informally, the teachers will communicate with parents through phone calls, e-mails, and face-to-face conversations on an on-going basis. The teachers can gain useful information from parents, as well as sharing what they are learning about the child at school. Formally, our assessment system allows us to establish a partnership with the families throughout the year. We communicate our findings through:

- At least two parent conferences (once in Fall & Spring)

- Two written reports, aligned with the COR Advantage system, addressing the social, emotional, physical, and cognitive development of the child.

- Initial parent conference

The initial parent conference takes place during the fall semester and focuses on the adjustment and transition to a new school year. The conference will discuss the child's social, emotional, physical, and cognitive development as well as cognitive and physical attributes and set goals for the rest of the school year. Families are welcome to ask questions and discuss the child's progress. Translation services can be sought through Boston College for any non-English speaking parent/guardian. Please let the teacher and/or director know ahead of time so the center has time to accommodate this request.

The teachers will invite the families to another parent conference during the spring semester. Families will receive a written report on the child's social, emotional, physical, and cognitive development. During this conference, the parent/guardian and teacher will discuss the report and the child's progress. Samples of work and photos will be shared. This is a great opportunity for parents to share their experience at BCCC.

Social Services

Marie Elena Gioiella

BC Faculty Staff Assistance Program

(617) 552-3340

MAEEC

(617) 472-2881

MSPCC

Early Childhood Mental Health

website: www.mspcc.org

Consultant

Contact: Jayna Doherty

jdoherly@eliotchs.org

508-688-5408

Educational Services:

Early Intervention, Newton

(617) 552-7398

Newton EC Office

(617) 552-7709

Services for Diverse Families

MA Multi Cultural Resource Directory

MADPH

Individual Education Plans

Children identified with a special need will have an IEP or IFP from their early intervention program, school system, or a private creâ^} çã^âÄ [^!&ÉV@Ä^} c^!Ä ä|æ•ã } Ä } ^Ä -Ä@&çäq Ä æ@!Ä Ä implement the recommendations in our school setting and at the invitation of the parent, be the school liaison at the IEP meetings.

Professional Development Plan

The Boston College and BCCC administration supports and encourages the ongoing professional development of the staff. All staff members are required to engage in and complete 20 hours of professional development trainings each year. Days in late August and three days scheduled throughout the year are set aside for this purpose, and it is necessary that the Center close during these times.

Observations, Research, and Student Teacher Training

This Center is enriched by its association with Boston College and has a special interest in furthering the mission of the University to develop new knowledge and to train education professionals. At the same time, BCCC is not a laboratory profe(s)-5urrrf(t traibe)4(r)-3(s)-5(are)13(r, e)-7(f)-bor t a

3. Any special documents or information referring to legal custody, family arrangements (which may impact parental

end of the agreement, you forfeit the advanced payment. This advance will hold a space for the child in the fall enrollment). All new members are required to make this non-refundable advance payment when they submit their agreement. If a family withdraws before June the advanced payment is non-refundable.

3. Tuition for BC-affiliated families with a second enrolled child may be reduced if the family qualifies for assistance according to the income guidelines for subsidy reduction and funds are available.
4. Tuition is not decreased for holidays, vacations, early release days, training days, or absences.
5. All accounts will be billed by an automatic debit to a designated checking or savings account. Tuition is debited between the third and the fifth of each month or the next business day if the third falls on a weekend. If a debit is returned, services may be withheld until a payment arrangement is made and the account is brought up to date.
6. Summer enrollment is separate and is offered in one-week increments. The summer enrollment form serves as a contract for service and commitment of enrollment and promise of payment. All information about summer is sent to current enrollees in February/March.
7. Should the Center Referral or Termination policies be applied by the center, the tuition rate will be pro-rated and any adjustments will be returned promptly.
8. Any withdrawal requires a written notice 30 days in advance. Early withdrawal, a withdrawal that differs from the contracted term, will result in a payment for the last month attended and a forfeiture of the advanced payment.
9. Schedule changes to the contract resulting in a reduction of tuition will incur a fee of \$200.00.

Other Expenses

Resting linens- We have a nap sack type linen called a Rollee Pollee with a BC zippered canvas bag for the cost price of \$25. Your child can add a small resting buddy (or stuffed toy) to the nap bag.

BCCC Events- BCCC has several family events, which vary from year to year. The program does its best to incur the expenses related to these events. However, if the cost or expense associated with offering a particular event becomes prohibitive, families may be asked to contribute a small amount to offset the overall expense.

Late Policy

Late policy outlined below will be followed in non-emergency situations that result in children being picked up after the Center closes (5:30 PM during the academic year, or 3:30 PM on Fridays during early release late-May through August). The policy is nonnegotiable and has been reaffirmed unanimously by the Parent Partnership.

In the event of a late pickup that is not the result of an emergency, a late fee of \$1.00 per minute will be assessed. The teacher and parent will note the time of departure in the log and parents will be required to sign the log to acknowledge the time. A note requesting payment of the late fee will be sent the following day by the Director. Prompt payment is expected.

After two late pickups the fee will double and continue to double with each incident. Chronic lateness will require a meeting with the administration.

If you know you will be late, for whatever reason, please call the Center's emergency line at **617-552-0202**. Without information, the staff may be compelled to involve your designated emergency contact in the situation.

The director and teachers are aware that emergencies do occur and these situations, when brought to the attention of the staff, will be dealt with on a case-by-case basis. The staff appreciate your vigilance in picking your child up by 5:30 as they have evening commitments, childcare pickups, second jobs, classes, and long commutes.

Weapons Policy

In accordance with regulations and accreditation criteria this policy is listed. No weapons of any kind are allowed on the premises, including any type of licensed firearm. The BC Police Dept. and/or city and state law enforcement are excepted.

Probationary Period and Suspension/Termination Policy

The Center teaches conservation and recycling as part of our everyday routines. Parents can support this by using recyclable containers and utensils for lunches instead of foils, wraps, and plastic baggies. Please label the containers and we will be sure they are returned each day.

Parents are advised of communicable diseases or conditions via e-mail Health Alerts and/or cubby room notices. Please note these alerts and follow recommended precautions especially during flu season.

In the event there is an outbreak of a childhood disease for which there is immunization, the teachers will remove any under-immunized child from the group and contact parents. BCCC will request that the child be excluded from school until the contagion has passed.

COVID

Specific responses to and protocols related to COVID-19 will be shared often with families via an email announcement. As protocols and responses change, families will

Director. Teachers will sign a log when they dispense medication.

A doctor, in writing, must authorize non-prescription drugs in order to be dispensed by teachers. Parents may come to the Center to dispense nonprescription drugs to their children. We request that these drugs be used for minor cold symptoms only and not to mask a fever, severe coughs, or active diarrhea.

Individual topical creams, sunscreen, and insect repellent may be dispensed as directed with written parent authorization. Parents must provide their preferred sunscreen product. The Center will, with parent permission, provide OFF Skintastic as an insect repellent. The Center does not usually experience mosquito problems and prefers to come indoors to using repellents. If this situation changes we will inform parents especially if the use of repellents becomes necessary.

Dental Hygiene

The Center supports the State regulation regarding tooth brushing at school. Children may brush their teeth after lunch. Parents provide a toothbrush, no toothpaste is used. The toothbrush will be kept in the classroom holder and sent home for replacement every 3 months or after an illness. Parents also have the choice to opt out of tooth brushing by filling out the form in the enrollment packet.

Restricted Substances

Boston College is a smoke-free building. The entire Boston College Campus is smoke free, so no smoking is permitted on BC properties. No alcoholic beverages are permitted at BCCC when children are in care.

Emergency Procedures

In the case of a health (physical or dental) emergency, the Center adheres to the following procedures:

In the case of an emergency involving a child:

1. The teacher with the child will assess the situation and dial BC Police at ext. 2-4444 and explain the nature of the emergency. The EMT on duty will come and assess the child and/or call the ambulance.
2. One staff member will attend to the child while a supervisor retrieves his or her record and calls a parent. Emergency cards are revised annually but it is the parent's responsibility to update the Center's emergency contact numbers if they change midyear. Reminders are sent each semester.
3. In a life-threatening situation, BC Police or an ambulance will transport your child to the closest hospital.
4. A staff person who witnessed the emergency will accompany the child to the hospital, bringing records and all parent permission forms.

Mandated Reporting Laws

Teachers are mandated to report suspected child abuse or neglect to the appropriate authorities. These laws address Child Abuse and/or Neglect. These laws are 11a7i/F1 9.9T/F4 12 Tf1 0 0 1 36 317.69 Tm0 g0 G[(M7(d a)-7CiG[(M7(d a)-7CiG

emergency personnel through our emergency line 2-0202 and/or cell phones.

In the event that BCCC needs to be evacuated, we will do our best to inform parents of our relocation through the BC police department and recorded messages on our center wide phone number and classroom phones.

Storm Closings or Delayed Opening

The Boston College administration will post information on BCINFO at <https://portal.bc.edu/portal/page/portal/MyServices/Login>

BC will also try to get information on the radio by 7:00AM. WBZ (1030AM), WRKO (680 AM) and WBMX (98.5 FM) and on TV News 4 and Channel 5's Eye Opener News. It will also be recorded on 617 552-INFO. In the event of storm closings or delays The Children's Center will be closed when University offices are closed. The Center will delay opening until the time designated by the University for office personnel.

In the event that you arrive at BC before the scheduled opening time, please keep your child(ren) with you. The teachers cannot accept children before the University opening time. It is not possible to anticipate when other commuting staff will get here during a storm delay and we do not want to create a safety issue or violate licensing standards by having too many children with too few staff.

Building Security

BCCC has coded door locks. The combination is changed and given to parents and staff at the beginning of each academic year. Please keep this code confidential and give only to your authorized pick up persons. Please do not share this code with the children; they like to offer it to anyone approaching the door. Files and computers are in offices, which are locked when unoccupied.

Please do not open the center door for an unknown adult. Authorized BC personnel should have badges visible when they come to the door.

Child Care After Hours

Any BCCC student employee who accepts a baby-sitting job does so as an independent contractor and not as an employee of BCCC. BCCC cannot be held responsible or be held liable for actions or incidents that occur when a person is engaged in work outside their employment day with BCCC. If you wish to have a student pick up your child from the

BCCC School Calendar of Official Holidays

Karen Cristello, Director

Education

BA in Early Childhood Ed, Stonehill College, 1991
MA, Human Dev & Ed. Psych, Boston College, 1994
Director 2 Qualified

Experience

32 years in the EC field
30 years at BCCC

Annmarie Lee, Assistant Director

Education

BA in Early Childhood Ed, Lesley Univ, 2014
MA of Education, Boston College, 2019
Director 1 Qualified

Experience

26 years in the EC field
16 years at BCCC

Emberly Cloutier, Adventurer Teacher

Education

BS in Elementary Education, Univ. of Maine, 2018
MA of Education, Boston College, 2021

Experience

6 years in the EC field
4 years at BCCC

Lily Canders, Adventurer Teacher

Education

BS in Elem Ed and Child Development and Family Relations, 2023
Concentration in Early Childhood Education and Child Development

Experience

1st in the EC field
1st at BCCC

Jennifer Chabot, Explorer Teacher

Education

BA in Child Studies, Tufts University, 1991

Experience

32 years in the EC field
13 years at BCCC

Claudia Eaton, Explorer Teacher

Education

BA in Sociology, Guilford College, 2005
MA in Secondary Ed, UMASS Boston, 2010
Early Childhood teacher and director certifications, Colorado Mountain College

Experience

11 years in the EC field
5 year at BCCC

Alicia Pritchard, Duck Teacher

Education

BA, Mass College of Art and Design, 2008
M.Ed. in Early Childhood Education, Lesley Univ, 2014

Experience

12 years in the EC field
9 years at BCCC

Michelle Lewis, Duck Teacher

Education

BA in Psychology, Regis College, 1996

Experience

27 years in the EC field
6 years at BCCC

Preschool Nutrition Guidelines Addendum

General Nutrition Recommendations:

Children of all ages should consume a balanced diet that together with daily physical activity promotes healthy growth and development. *The Dietary Guidelines for Americans* advises a dietary pattern that emphasizes whole grains, fruits, vegetables, low-fat dairy, and lean protein sources for all people age 2 years and older. Poultry, legumes, and seafood are recommended sources of lean protein while red meats and processed meats should be limited. Intake of added sugars and sweetened beverages should be moderated to lessen risk of dental caries and excessive energy intake that contributes to overweight. For this reason, the *Dietary Guidelines for Americans* recommends that added sugar be limited to no more than 10% of total calorie intake. Additionally, the American Academy of Pediatrics recommends that fruit juice intake be limited to 6 oz. /

Breakfast
reimbursable meal

ages 3-5	Ages 6-12	Ages 13-18 ² (at-risk afterschool programs and emergency shelters)
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Lunch and Supper
(Select all five components for a reimbursable meal)

Food Components and Food Items¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ²
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Ages 3-5		Ages 6-12		Ages 13-18 ²		Ages 1-2		Ages 3-5		Ages 6-12		Ages 13-18 ²	
1 slice	1 slice	1 slice	1 slice	1 slice	1 slice	1 slice	1 slice	1 slice	1 slice	1 slice	1 slice	1 slice	1 slice
1 serving	1 serving	1 serving	1 serving	1 serving	1 serving	1 serving	1 serving	1 serving	1 serving	1 serving	1 serving	1 serving	1 serving
Whole grain-rich or enriched bread		Whole grain-rich or enriched bread		Whole grain-rich or enriched bread		Whole grain-rich or enriched bread		Whole grain-rich or enriched bread		Whole grain-rich or enriched bread		Whole grain-rich or enriched bread	
Whole grain-rich or enriched bread product such as biscuit, roll, griddle, flatbread		Whole grain-rich or enriched bread product such as biscuit, roll, griddle, flatbread		Whole grain-rich or enriched bread product such as biscuit, roll, griddle, flatbread		Whole grain-rich or enriched bread product such as biscuit, roll, griddle, flatbread		Whole grain-rich or enriched bread product such as biscuit, roll, griddle, flatbread		Whole grain-rich or enriched bread product such as biscuit, roll, griddle, flatbread		Whole grain-rich or enriched bread product such as biscuit, roll, griddle, flatbread	
1/2 slice		1/2 slice		1/2 slice		1/2 slice		1/2 slice		1/2 slice		1/2 slice	
1/2 serving		1/2 serving		1/2 serving		1/2 serving		1/2 serving		1/2 serving		1/2 serving	
Fruit		Fruit		Fruit		Fruit		Fruit		Fruit		Fruit	
1/2 cup		1/2 cup		1/2 cup		1/2 cup		1/2 cup		1/2 cup		1/2 cup	
1/2 serving		1/2 serving		1/2 serving		1/2 serving		1/2 serving		1/2 serving		1/2 serving	
Vegetables ²		Vegetables ²		Vegetables ²		Vegetables ²		Vegetables ²		Vegetables ²		Vegetables ²	
1/2 cup		1/2 cup		1/2 cup		1/2 cup		1/2 cup		1/2 cup		1/2 cup	
1/2 serving		1/2 serving		1/2 serving		1/2 serving		1/2 serving		1/2 serving		1/2 serving	

½ cup
vegetable