



# THE CHILDREN'S WORKSHOP

Where Learning is Child's Play

## FAMILY HANDBOOK

COVID-19 Policy Updates



## THE CHILDREN'S WORKSHOP

### Our mission

is to spark creativity, joy, and a love of learning in each child.

### Our values

are to be safe, to be kind, to do our best, and to play to learn.

## OUR WORKSHOP WAYS

These are the principles that guide us every day:



### **We are Safe:**

Be yourself, take a chance, and always do what's right



### **We are Kind:**

Promote trust, respect, and dignity universally



### **We Do Our Best:**

Be passionate, pay it forward, and make a difference



### **We Play to Learn:**

Fun, laughter, and love are the essentials of being a lifelong learner.

The Children's Workshop has been proudly serving RI communities since 1990, and we are honored to offer childcare services during this public health crisis. These are surreal and scary times; we are sure your family is feeling the same effects of such abrupt changes as we are. At TCW, the cornerstone of our teaching has always been developing warm, nurturing relationships with our students, and that will be our focus for your family in the weeks ahead. *We Are Safe* is a core value at TCW, and there has never been a more important time to live that value. We take the responsibility of providing safe care for your child during this time very seriously, and we are committed to doing all that we can to protect the safety of your family and that of our team. As an organization that has always been focused on the importance of building community, we know that we are all in this together. Let us commit to being kind and patient with one another during the weeks ahead as we all adjust to our new roles in supporting RI. We look forward to working with your family and to providing a haven of calm in this storm for your children.

*Sasha Brathwaite*

CEO

## CLASSROOM STAFF

### Classroom and Kitchen Staff Health and Wellness

Required immunizations for childcare workers:

- 1 dose of Flu vaccine every year
- 2 doses of MMR (measles, mumps, rubella) vaccine
- 1 dose of Tdap (tetanus, diphtheria, pertussis) vaccine
- 2 doses of Varicella (chickenpox) vaccine

## HEALTH SCREENING

Every person, child or adult, who enters the building must complete the required DOH Health Screening prior to entering the school. The screening can be completed through the use of our mobile app, Brightwheel. If anyone in your home has had COVID-like symptoms you may not send your children to the program until all members of the household have been symptom free for 72 hours and it has been more than 7 days from the start of symptoms. The screening must be completed daily at drop off, and a school administrator will be available to speak with you concerning your answers to any COVID-19 symptoms.

### DOH Health Screening

This screening requires you to answer the following questions regarding your health:

*Do you have:*

- Fever (temperature of 100 F or more), cough, shortness of breath or difficulty breathing, body aches, chills, runny nose or stuffy nose, sore throat or diarrhea?

*In the last 14 days:*

- Has anyone in your household been diagnosed with COVID-19?
- Have you been told to quarantine yourself by any public health authority? If so, when does/did your 14-day quarantine end?
- Have you been in close contact (less than 6 feet for a prolonged period) with someone who has tested positive for COVID-19?
- Have you traveled anywhere outside of the 50 United States or on a cruise?
- Have you traveled anywhere in the US by commercial airlines?

## CHILDREN'S HEALTH RECORDS

Prior to enrolling, we require copies of updated physicals and immunization records for your child (unless your child is participating in our school age program).

### Immunizations

The Children's Workshop prioritizes the health and safety of all members of our community and as such we believe firmly that immunizations help prevent the spread of preventable and communicable diseases. For that reason, we strongly recommend that all children are immunized in accordance with the U.S. Centers for Disease Control and Prevention (CDC) "Recommended Immunization Schedule for Persons Aged 0 – 18" prior to admission at our schools.

Additionally, we strictly follow guidelines and requirements set forth by the RI Department of Health (DOH). Exemptions to the state DOH requirements for medical or religious reasons will be accepted with appropriate documentation.

Medical exemptions must be submitted in writing with documentation from the child's pediatrician. Religious exemptions will be accepted with a sworn statement from the child's parent/guardian that immunization is contrary to sincere religious beliefs.

Any child admitted by a medical or religious exemption without full immunizations shall be subject to exclusion from the program in the event of an outbreak or incidence of any vaccine-preventable communicable disease for the appropriate exclusion period as defined by the local Department of Health and/or CDC.

Personal exemptions for the influenza vaccination will be accepted in accordance with state DPH regulations; however, children who do not receive the annual influenza vaccination will be excluded from care in the event of a confirmed case of influenza at the school. Families will be required to pay their full weekly fee to maintain their child's enrollment at The Children's Workshop during the period of exclusion, which may last up to 14 days per case of diagnosed influenza.

## **ADMINISTRATION OF MEDICATION**

You must fill out a Medication Consent Form for the administration of any medications. If at all possible, please see if the dosage times can be arranged during the hours when your child is not attending school.

All prescribed medications must be given directly to a member of the school administration. Non- refrigerated medications will be stored out of the reach of children. Medications requiring refrigeration will be stored in the kitchen.

The administration of medications must be controlled and documented as follows:

- The medication must be in the original pharmacy container--clearly labeled with the child name, physician's name and telephone number, medication name, dosage and time frame for administration.
- The initial dose must be given at home in order for the parent to evaluate any potential side effect(s).
- The child must be on the medications for 24 hours prior to their return to the program.
- Over-the-counter medications will only be administered with a written physician order.
- A doctor's order must be written for each individual med. The order must include specific instructions as to the dosage, schedule, method and length of time. Please bring in unopened medication that has been labeled with your child's name. The expiration date should be after the timeframe for administering.
- Topical, non-prescription medications may only be administered to a child with the written permission of the parent and a written order by the physician. The School will not administer any such topical cream contrary to the written directions on its original container unless directed to do so by a physician's written order. Topical creams will be stored in the classroom in an area that is inaccessible to children.

Children with chronic health conditions will have an Individual Health Care Plan which will describe symptoms and medical treatments that may be necessary while in care. Parents are responsible to educate TCW staff on their child's IHCP and needs. Documentation from their physician will be necessary. Any emergency medications such as epinephrine auto injectors must be immediately available for use as needed.

## **CLEANING**

The Children's Workshop is cleaned each night. In addition, assigned staff will ensure that our school is cleaned, disinfected, and sanitized according to the schedules created by NAEYC and Caring for Our Children. High-touch surfaces will be cleaned and sanitized more frequently.

We have assigned staff to frequently clean and disinfect bathrooms, common spaces, playground, and toys/equipment.

## **ARRIVAL AND DISMISSAL**

Depending on location, hours of operation currently vary between 7 AM and 5:30 PM. You may drop off and pick up your child anytime between a 9 hour window while your location is open. We will ask for your anticipated schedule during the enrollment process. When you arrive, please check-in and complete the COVID-19 health screening for every child entering the building using the Brightwheel communication app. Each family will be greeted outside of the building and children's temperatures will be taken. TCW staff will walk your child in and out of the building. All adults will follow social distancing guidelines and remain at least six feet away from one another. Evacuation cribs will be used for families who are dropping off non-mobile infants and toddlers. Cribs will be thoroughly cleaned in between families. We will process families at arrival and departure as quickly as we can; please be patient and maintain social distancing as you wait.

## **VISITORS**

Outside visitors to the school will be restricted to essential visitors only. All visitors will submit to the health screening as described above and be escorted by TCW staff while in the building.

## **FOOD ALLERGIES**

The Children's Workshop is a nut free environment. Any foods that contain nuts or traces of nuts are prohibited. Foods which may contain traces of nuts or are processed in facilities which also process nuts are also prohibited, so all food labels must be read carefully. On a case by case basis, certain classrooms and/or certain schools may elect to also prohibit other specific foods in order to protect the health and safety of their population. Due to the possibility of cross contamination, our central kitchen is not equipped to produce meals or snacks for children with severe allergies. To ensure the child's health and safety we advise parents to send meals from home in the case of an extreme allergy or special dietary need but we will work with you to help accommodate the child in his/her classroom as best as possible.

## **INFANT FOOD PREPARATION**

Your infant will follow the individualized daily schedule that you share with us. To help us follow this schedule for your child; please prepare the appropriate amount of food each day labeled with your child's first and last name. If your child is using a sippy cup, a daily supply is needed. All unused food and bottles will be sent home with you and your child at the end of the day.

Nursing mothers are welcome to visit their infants at any time of the day and we are happy to work with you to accommodate your preferred feeding schedule. If you are supplying breast milk in bottles, the child's full name must be written on the bottle and instructions for storage and warming the milk should be given to your child's teacher.

## **MEALS & SNACKS**

The Children's Workshop will provide breakfast, lunch and snacks for children one year old and up. Children who are less than one year, but able to eat solid foods, can also enjoy our meal program. Parents will provide breastmilk/formula and pureed food for their infants. Our meals are made on site by our excellent Food Services team, who will strictly follow all additional CDC and DOH guidelines for food preparation. You can learn more and view our menus on our website.

All food is included in the cost of weekly tuition. Vegetarian options are available, and we can accommodate minor food allergies. If your child has significant food allergies, or if it is your preference, you may also pack food from home. Food from home needs to be in a lunch box with an ice pack for storage; we will not be able to heat up individual food items.

All food brought into the building from home must be nut free.

## **Child and Adult Care Food Program**

The Children's Workshop is a member of the Child and Adult Care Food Program (CACFP). A Meal Benefit Application shall be kept on file for every child in the center.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the

Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- **mail:** U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410
- **fax:** (202) 690-7442
- **email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

The Children's Workshop is an equal opportunity provider.

### **CLOTHING, DIAPERING AND TOILET TRAINING**

All children should wear comfortable clothes that do not inhibit physical activity or messy art projects. Children should wear sneakers or rubber soled shoes that are safe for climbing and running. All footwear should be closed toed to ensure the safety of your child.

For children who still wear diapers, parents need to provide a weekly supply of diapers and diaper wipes.

Please label all clothing. We cannot be responsible for unlabeled clothes.

For children being toilet trained, we ask that you send in extra clothes and an adequate supply of underwear. All soiled clothes will be placed in a plastic bag for you to take home.

### **The Children's Workshop is not responsible for lost or misplaced articles.**

#### **REST PERIOD/SAFE SLEEPING HABITS**

We will provide an established rest time for the children in conjunction with licensing requirements. Toddlers and preschoolers sleep on cots and we will provide all appropriate linens. If you would like to supply your child's bedding, please bring a crib sheet and blanket. Bedding items will be laundered at the school; for items supplied by you, they should be brought home and laundered every day. All bedding items will be stored daily in a container that we will provide to you. If your child does not nap, we will provide quiet activities during the rest period.

The American Academy of Pediatrics has determined that placing a baby on his/her back to sleep may reduce the risk of Sudden Infant Death Syndrome (SIDS). SIDS is the sudden and unexplained death of a baby under one year of age. If your infant does not usually sleep on his/her back, please contact your pediatrician immediately to discuss best sleeping positions for your baby. At The Children's Workshop we follow these required safe sleep practices as recommended by the American Academy of Pediatrics. Infants up to twelve months of age will be placed for sleep in a supine position (wholly on their back) for every nap or sleep time. Infants will be placed for sleep in a safe sleep environment, which includes: a firm mattress covered by a tight-fitting sheet in a safety-approved crib and no other items will be placed in the crib occupied by an infant except for a pacifier. Infants may not sleep in a car seat, bouncy seat, infant seat, swing, or any other type of furniture/equipment that is not a safety-approved crib. Soft or loose bedding will be kept out of sleep environments. These include, but are not limited to: pillows, sleep positioning devices, blankets, bibs, etc. Infants will not be swaddled, but rather parent provided one-piece sleepers may be used.

School aged children will not nap but we include opportunities for quiet, rejuvenating activities at different times of the day. At the discretion of each individual School's Director.

## **VIRTUAL LEARNING**

School Age children who have mandatory distance learning should bring all equipment necessary to complete their daily work, such as a Chromebook or laptop. If your child has headphones, please also bring those. Please communicate the requirements and expectations for your child's distance learning program with your school administrator.

## **GROUP SIZE AND MOVEMENT**

Our preschool/school age classrooms will have no more than 9 children and our infant/toddler classrooms will have no more than 8 children. Our classrooms will have no more than 8 children; all of our classrooms will serve mixed age group children, as outlined above; whenever possible, siblings will be grouped together.

Children and educators will be assigned to one classroom only, with no movement in between classrooms, with the exception of substitute teachers. Children will be in their assigned classroom for the day; each of our classrooms has a designated bathroom that will serve only one classroom. Weather permitting, children will visit the playground twice per day. The playground will be fully disinfected in between groups.

## **COMMUNICATING WITH YOU**

TCW utilizes Brightwheel - the #1 child care management software in early education. To learn more about Brightwheel, simply visit: <https://mybrightwheel.com>

Our teachers use brightwheel to relay daily information, share pictures and videos, send newsletters, and track developmental progress for each child's portfolio. Parents use brightwheel to check their child in and out for the day, online bill pay, messaging directly with our teachers, and much more! You may customize your notification settings and receive our communications in the language of your choice.

You will receive an invitation to Brightwheel via email or text. Please create a free parent account using either the [web](#) or by downloading the mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to.

## **ACCIDENTS AND EMERGENCIES**

Keeping your child and all children safe is our priority. All staff are trained in first aid and CPR for all age groups.

Minor accidents, such as cuts and scrapes, will be treated with soap and water; bruises and bumps treated with ice. All incidents and injuries will be reported to parents on an Incident/Accident Report Form within 24 hours of any such occurrence.

In the case of a more serious injury, once an assessment of a child has been completed and medical attention is needed or required, we will contact 911 and summon an ambulance. A staff member will accompany your child in the ambulance to a hospital and remain with your child until you arrive.

## **CHILD PROTECTION MANDATE**

In order to grow and learn, a child's basic needs for good nutrition, shelter, medical care, cleanliness, appropriate discipline, love and self-esteem must be met. Children need a safe, nurturing environment that makes them feel secure and loved. Our commitment is to provide the best possible environment to support your child's healthy development. To help assist us in this endeavor, we ask that you keep us informed about any outside situations that will affect your child. If you are having difficulty in providing for your child's needs, please speak with your Director. She/he can provide you with a list of outside resources that can provide you with additional support. If you are unable or unwilling to meet your child's minimal needs, our staff is mandated by law to file a report with the Department of Children and Families in MA or the Department of Children, Youth and Families in RI.

## **SAFE RELEASE OF CHILDREN**

In order to preserve the safety of the children in our care, we reserve the right to refuse to release a child to a parent or guardian who, in our judgment, appears to be in an impaired capacity, or who may endanger the safety of self or others. If this situation occurs, we will handle the situation discreetly and help arrange method of

transportation or for an alternative pick up person to come to the school to pick up the child.

## **COURT AND RESTRAINING ORDERS**

When parents enroll, they are informed of our policies concerning custody disputes and restraining orders.

Unless a copy of a Court Order granting custody to only one parent is on file, we do not have the legal authority to refuse parental pick-up. If a non-custodial parent does attempt to pick-up a child, the school will refuse by citing that we are obeying a Court Order.

If a Restraining Order that pertains to the child is in place, the child's parent or guardian must inform the School Director so that the following steps can be taken:

1. A copy of the Restraining Order will be placed in the child's file; if possible, a picture of the person the Restraining Order is against should be included
2. The police will be immediately notified if the person whom the Restraining Order is against tries to pick up the child.

## **CONFIDENTIALITY**

The Children's Workshop believes in protecting the confidentiality of all families. We will not discuss one family with another without prior mutual consent nor will we release family information to parties outside the school or to the general public. Staff members cannot discuss the children or families at any time. We hope that all families will follow the same principles of confidentiality with respect to the children, families and staff.

## **CHILD ABUSE AND NEGLECT**

Anyone may report concerns of Child Abuse and Neglect to the appropriate state agency as a non- mandated reporter. However, The Children's Workshop and its teachers, fall into the following category, as a mandated reporter and we must file a report when or if we believe a child is being abused or neglected.

## **Mandated Reporter**

Any physician, medical intern, or hospital personnel engaged in the examination, care or treatment of persons; medical examiner, psychologist; emergency medical technician; dentist, nurse; chiropractor; podiatrist; osteopath; public or private school teacher; educational administrator; guidance or family counselor; day care worker or any person paid to care for or work with a child in any public or private facility, or home or program licensed by the state is considered a Mandated Reporter. This includes programs that provide day care or residential services to children or which provide the services of childcare systems and childcare food programs; probation officer; clerk/magistrate of the district courts; social worker; foster parent; firefighter; or police officer.

## **TUITION POLICIES**

### **Payment**

Tuition is due by the close of business on Friday, in advance of the week of care to be received. A late fee will be added to the weekly tuition fee when not submitted on time. All tuition is to be paid online through our Parent Portal.

### **Non-Payment of Tuition**

Non-payment or reoccurring late payment of fees can be sufficient cause for termination of service.

### **Absence Due to Illness or COVID-19 Related Closure**

You are responsible for payment of weekly tuition.

**When your child is going to be absent, please call the school as early as possible. If your child has a contagious illness, let us know so that we can alert other parents to look for symptoms in their children.**

**Should the Department of Health require we close a classroom, or school, due to a COVID-19 positive case, your child's weekly tuition is still due.**



THE CHILDREN'S  
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151 Hunt Street  
Central Falls, RI 02863



info@childrensworkshop.com



Tel: (401) 334-0100  
Fax: (401) 335-4545



[www.tcwri.org](http://www.tcwri.org)