

The logo features the letters 'TPT' in large, colorful, rounded font. The 'T' is red, the 'P' is orange, and the 'T' is yellow. A boy's face is integrated into the first 'T', and a girl's face is integrated into the second 'T'. Below 'TPT' are the words 'LEARNING CENTER' in a similar colorful, rounded font. The background of the logo shows a green landscape with rolling hills, trees, and silhouettes of people walking.

TPT LEARNING CENTER

Where great starts never end

Parent and Family Handbook
2023-2024



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Welcome to TOP TOTS Learning Center!

Welcome to TOP TOTS Learning Center. We are humbled, honored, and delighted that you have entrusted us as your partner to educate, develop, and care for your child. As we are always striving to refine and improve what we do, and as new evidence on childhood development emerges, we will be updating the material in this Handbook as appropriate.

Please take the time to thoroughly read this Handbook and keep it as a resource, it will help you better understand our philosophy and program. Enrolling in a new childcare center is a big adjustment. In order to assist both of you make this adjustment as smoothly and successfully as possible, please consider the following:

- Visit TOP TOTS Learning Center with your child before his or her first official day. Let them explore our Center and classroom while you step out of the room for a few minutes. This will help them get familiar and comfortable with their new environment, their new friends and classmates, and start developing independence.
- Spend a few moments and say goodbye to your child rather than slipping out quietly. They will learn quickly that while you might be leaving them, you'll be back soon.
- Give your child (or provide us with) a family photograph that he or she can look at during their day. Trust us, this helps.

Please review the [Student Transition Plan](#) section of this Handbook for a more detailed resource

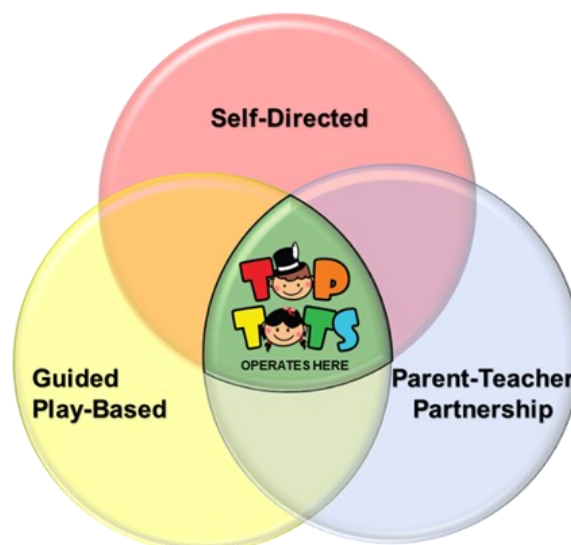
Our Philosophy, Mission, and Educational Approach

TOP TOTS believes every child should be treated and developed as a special, unique individual. Our hybrid approach combines the self-directed and collaborative elements of [Montessori-style learning](#), the active nature of [play-based learning](#), and close parent-teacher partnerships espoused by [Reggio Emilia](#).

Our educational and developmental activities will allow your child to express who they are, and to learn and grow in a relaxed, safe, secure, supportive, and open multi-cultural environment. Our process is iterative: each new step your child will be challenged with is built upon what he or she has already mastered, and will be devoid of the negative stigma of "failure". Everyone falls short of their goals from time to time, we will encourage your child to learn from their experience and keep trying.

Our curriculum at TOP TOTS adheres to [educational standards](#) established by the Massachusetts Department of Early Education and Care (EEC) for English language arts, mathematics, science and technology, history and social science, comprehensive health, and the arts. However, we also consult data and evidence from the [National Center for Education Research](#) (NCER), [Institute of Education Sciences](#) (IES) and the [Harvard University Center on the Developing Child](#) so that we'll be in the best position to help your child learn and develop, and to prepare them for success in school and life.

TOP TOTS was founded by lifelong educators and scientists. We know that studies in large numbers of children demonstrate strongly that a graduated, evidence-based approach to providing developmentally appropriate, age-based curriculum and environment before their fifth birthday will help build a strong learning foundation, and leads to lasting benefits such as: better performance in school, less likelihood of repeating a grade or requiring special education, a higher likelihood of graduating high school and attending college, and maximizing potential in their adult years. These long-term benefits of early education are the basis of our motto that "Great Starts Never End".



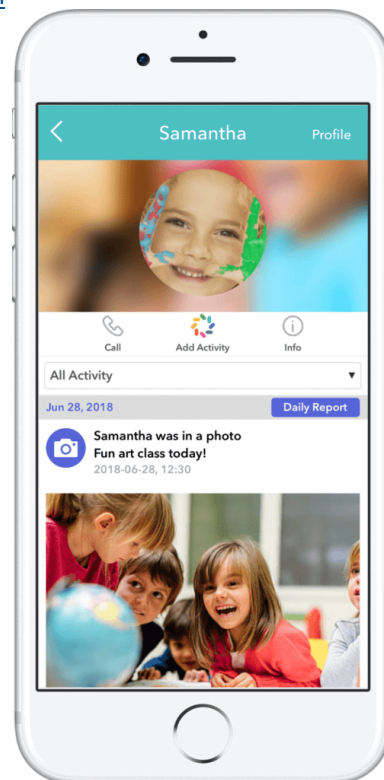
Our mission at TOP TOTS Learning Center is to: 1) ensure that students feel like they are on TOP while within our care, 2) maximize students' academic, physical, social, and emotional development, and 3) provide students with essential tools during his or her most formative years to reach their TOP potential in life.

As a parent and/or guardian you are the most important person in your child's life. As your partner in this life-long journey, TOP TOTS believes that a close relationship with you is critical to maximizing his or her development and success. Therefore, your involvement and feedback will ensure that we can provide a quality program that meets your child's unique developmental and emotional needs. We're in this together.

Family Communication, Progress Reports, and Parent-Teacher Conferences

TOP TOTS staff will be in communication with you on a daily basis to keep you up to date on your child's progress, achievements, etc. Our main channel of communication throughout the day will be via the [Brightwheel](#) smartphone app, which can be downloaded from the Apple or Google Play stores. With the [Brightwheel](#) smartphone app (or their desktop interface), you'll be able to:

- Safely and securely check in and out of our Center with a touchless QR-code check-in and health questionnaire.
- Stay connected with your child's teacher and receive photos, videos, and updates throughout the day.
- See activity and lesson plans so you'll know what your child is learning on any given day.
- Invite grandparents, nannies, and friends to share in your child's experience (with control over what they can do and see)
- Receive instant notification of school closures due to inclement weather, or when another approved individual checks your child in or out
- Complete forms for [special events](#), such as field trips
- Receive paperless invoices and pay your child's [tuition](#)



Outside of daily communication, we'll also be meeting throughout the year for a series of parent-teacher conferences to discuss your child's progress reports and adjust their development plan together. The frequency of our parent-teacher conferences for Toddler and Pre-School/Kindergarten age groups is provided below. However, you may request a family conference with the TOP TOTS team at any time to discuss your child's progress report, progress in general, or any concerns that might arise. You will be provided with a copy of your child's progress report, which will also be kept in your child's confidential file.

When entering our Center you'll be greeted by a variety of bulletin boards that provide news, daily events, and familiarize you with our team. We've also worked with our partners at [DC Web Design](#) to develop a robust and user-friendly, highly interactive website that will keep you informed about our program. Please visit <https://www.top-tots.com>.

Age Group	Progress Reports and Scheduled Parent-Teacher Conferences
Toddlers	Every 6 months
Pre-School/Pre-Kindergarten	Every 6 months

TOP TOTS welcomes parent/guardian input and suggestions, which can be submitted in person during our scheduled one-on-one conferences with teachers and TOP TOTS staff, via our website or through the [Brightwheel](#) app, or placed in our suggestion box found in the entry area of our Brookline Center.

Communication with Families Whose Primary Language is not English

Consistent with our commitment to diversity and embracing a multicultural environment, our team at TOP TOTS is multilingual. Further, TOP TOTS has invested in the Timekettle WT2 Plus translator to help parents/guardians communicate with our team (and vice versa) regardless of their primary language. The WT2 Plus connects parents and TOP TOTS staff via earphones and a downloadable iOS and Android smartphone app and is able to translate 40 languages and 93 accents (covering 85% of the world's population) in real time and with high accuracy. For more information on the WT2 Plus translator system, please visit <https://www.timekettle.co/products/wt2-plus>.

Parent/Guardian Visitations at TOP TOTS

Parents and guardians who are registered with TOP TOTS are always welcome to visit our Center at any time, unannounced, while their children are within our care. We encourage you to please come and participate in your child's daily activities, lunches, and special field trips. Visits from individuals other than parents or registered guardians must be scheduled with the Center, through parents and/or approved guardians, to be sure that the visit is acceptable and will not cause disruptions to the child or other students.

TOP TOTS Statement of Non-Discrimination

Given the diversity of the families and communities we serve, we recognize and appreciate the characteristics and behaviors that each child brings to our Center. We aim to build a program that is responsive to the wide range of individual learning styles, and one that truly celebrates and embraces the individuality of each child.

TOP TOTS welcomes and cares for children without regard to race, religion, color, creed, gender, cultural heritage, parent/guardian marital status, parent/guardian political beliefs, parent/guardian sexual orientation, disability or special needs, children's toileting status, medical condition, HIV status, or any other consideration made unlawful by federal, state, or local laws.

The [Americans with Disabilities Act](#) requires that reasonable accommodations be provided to people with disabilities. The law includes children with disabilities seeking reasonable accommodations in a childcare setting, as well the parents/guardians served. TOP TOTS will conduct an individualized assessment of particular child and family needs and engage in an interactive dialogue with parents/guardians, caregivers, and medical professionals to identify reasonable accommodations, safely integrate the child into our program given each individual's capabilities and provide families with full access to and participation in our program. Any information regarding children, a children's family, or other matters discussed with TOP TOTS management or staff will be held in the strictest confidence.

TOP TOTS Organizational Structure and Responsibilities

TOP TOTS is licensed by the [Massachusetts Department of Early Education and Care](#) (EEC) as a Large Group Child Care Center (Lic. # 9103100) and is within domain of the EEC Metro Boston Region 6 office located at 1250 Hancock Street Suite 120-6, Quincy MA 02169 (617-472-2881). Parents are free to contact the [EEC](#) Regional office at any time with questions, to inquire about TOP TOTS compliance history, and to discuss concerns. The Center, which was incorporated with the Commonwealth of Massachusetts as a Limited Liability Company (ID#001549237) in January 2022, is owned and operated by Irene and William (Bill) Aschenbach.

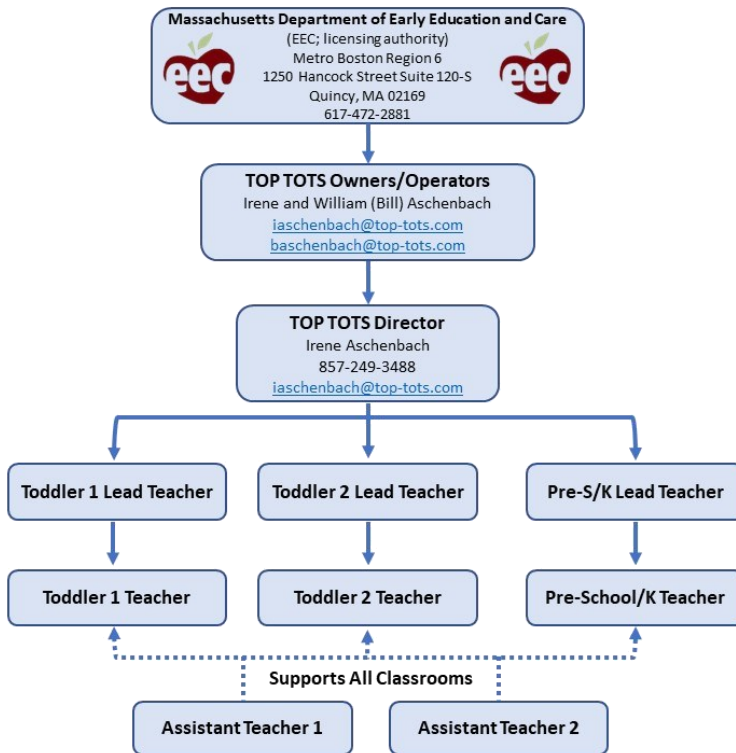
When you enroll your child, and arrive at the TOP TOTS Center, you'll be met by a number of our staff who each have different roles and responsibilities as described below and shown in our organizational chart. As they say, "it takes a village".

Center Director: Among her many duties, our Director is responsible for leading and implementing our TOP TOTS educational philosophy for our entire Center, supervising our entire team, and overseeing and maintaining the operation of our Center in accordance with the Commonwealth of Massachusetts Department of [EEC](#) regulations and standards at all times.

Lead Teachers: Our Lead Teachers for each of the Toddler and Pre-School/Pre-Kindergarten classrooms report to our Center Director. They are responsible for developing and leading engaging, fun, and developmentally appropriate curricula to ensure the social, physical, and intellectual growth of our students. Our Lead Teachers serve as mentors and supervisors for our Teachers and partner with families like yours to maximize each student's individual growth and development.

Teachers: Our Teachers report to our Lead Teachers and are directly involved in implementing your child’s daily educational activities. They will serve as your partner and main channel of communication during a typical day to ensure their maximum social, physical, and intellectual growth.

Assistant Teachers: Our Assistant Teachers are supervised by and support our Teachers and Lead Teachers across classrooms throughout the day and will also help maintain communication to keep you involved and up to date on your child’s activities.



Classrooms and Student Groups

TOP TOTS operates year-round and offers both full and part time schedules. Students are divided into three classrooms, grouped by age:

The decision to move (transition) students from one classroom to another is based on both chronological age and developmental readiness and will be made as a joint decision between the TOP TOTS staff and parents. For a more detailed discussion, please refer to the [Student Transition Plan](#) section of this Handbook.

All our teachers are certified by the Massachusetts Department of [EEC](#), many have college degrees, attend continued education and development workshops, and are trained and certified in first aid and CPR. Consistent with our focus on learning and education, we are establishing relationships with local colleges and Universities to provide student interns the opportunity to assist our full-time staff, and to develop the next generation of early educators.

Group	Age Range (years)	Teacher to Student Ratio
Toddlers (2 classrooms)	15 months to 2 years 9 months	1 Teacher per 4 Toddlers
Pre-School/Pre-K	2 years 9 months to 5 years	1 Teacher per 10 Students

Days and Hours of Operation

TOP TOTS Learning Center operates from 7:30 am - 5:30 pm Monday through Friday. You may choose a full-time or a part-time schedule as outlined in the [Tuition and Tuition Rates](#) section of this Handbook.

Arrival (drop-off)

All students must be brought into the Center lobby every morning between 7:30 and 9:30 am and checked in with TOP TOTS staff using the [Brightwheel](#) app, described later in this Handbook and also on our website (<https://top-tots.com>). Please inform TOP TOTS staff if you'll be checking your child in after 9:30am, and please complete the [Transportation Plan and Authorization](#) form that is provided in your TOP TOTS enrollment package to identify your child's planned method of drop-off.

Departure (pick-up), Release, and Absence

Full days at [Brightwheel](#) end at 5:30pm. Any parent who arrives to pick up a child from our full-day program after 5:30 pm will be assessed the following late fees, which will be billed through [Brightwheel](#):

- ✓ 5:30 pm to 5:45 pm: \$10.00
- ✓ 5:45 pm and later: \$1.00 each additional minute.

As busy parents ourselves we understand how hectic the workday and city traffic can be, so please plan accordingly.

Half-day schedules run from 7:30 am – 12:30 pm, and are available on a limited basis. All children on morning half-day schedules must be picked up by 12:30 pm. Please be on time as picking up your child after 12:30 pm interferes with other children's naptime.

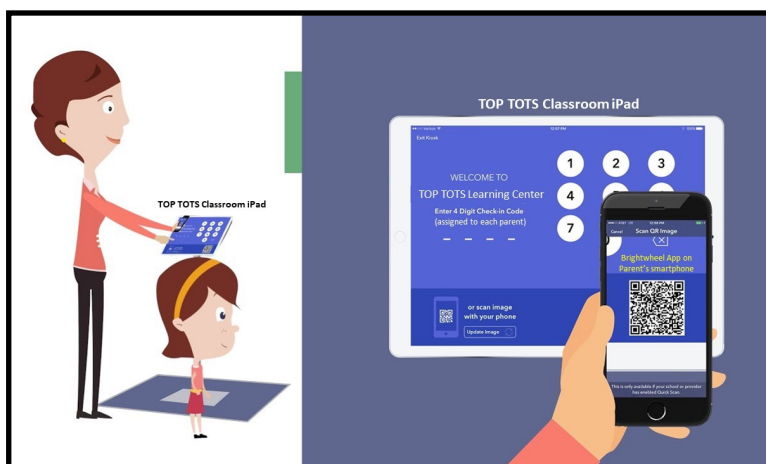
TOP TOTS will only release children to parents, guardians, and/or authorized persons who are identified on a signed [Informed Consent](#). Please be sure to inform your child's teacher if, on any given day, he or she will be picked up by someone other than you. If there are custody arrangements we must be made aware of, please describe those in [Brightwheel](#) and upload the appropriate court-authorized documents. TOP TOTS will not release students to anyone who appears to be impaired or under the influence of any intoxicating substance. If an impaired person attempts to pick up a student, pick up will be refused and TOP TOTS staff will attempt to contact the other parent and/or guardian or authorized person(s). If alternative arrangements cannot be made, the [Massachusetts Department of Children and Families \(DCF\)](#) and/or [Brookline Police Department](#) will be called, as required by the Commonwealth of Massachusetts.

Please notify TOP TOTS if your child will be absent for any reason. As your partner in their development, we'll worry if we don't see them! Also, please read the [Safety, Health and Illness](#) section of this Handbook.

Check-In and Check-Out

Checking-in and checking-out of students will be performed via [Brightwheel](#). When parents, guardians, and individuals who have been authorized—either on the family's [Informed Consent](#) or by written notification—arrive to drop off or pick up a student for the day, a staff member will greet them at the Center entrance with a TOP TOTS iPad. When checking in or out, parents will use the [Brightwheel](#) app on their smartphone to first scan a QR code on the TOP TOTS iPad, then enter a unique 4-digit code that they will be assigned during the registration process. Following check-in, TOP TOTS staff will then accompany the student to their respective classroom. Whenever a student is checked-in or checked-out of TOP TOTS, parents will receive an automatic notification through [Brightwheel](#).

Depending on the status of the COVID pandemic, parents may be required to complete a few health-related questions during check-in.



Security Matters!

All doors into and out of TOP TOTS are controlled access, and only approved individuals with valid access cards are able to open them. Actively enrolled families will be provided with an access card that enables them to enter TOP TOTS for drop-off and pick-up. Further, security cameras are located in the front lobby and in all classrooms at TOP TOTS, and are centrally monitored from within the staff office and from the Center Director’s smartphone. All recorded footage from within TOP TOTS is automatically deleted within 2 hours of capture unless manual preservation becomes necessary due to an unforeseen emergency or accident.

Weather and Emergency Closing

TOP TOTS follows the Brookline Public school schedule for closing during snow emergencies, though our Director retains authority to close the Center due to unsafe conditions. The latest information on Brookline school closures can be found on local television networks, on the Brookline Public Schools website (<https://www.brookline.k12.ma.us/>), and will be communicated via [Brightwheel](#) as soon as confirmed.

Observed Holidays

TOP TOTS Learning Center will be closed for the following federal holidays throughout the year, closures will be maintained on the TOP TOTS website and within [Brightwheel](#). Consistent with our emphasis on learning, respect, tolerance, appreciation and friendship among our diverse student body, TOP TOTS will celebrate all federal holidays, and various other holidays that are not federal.

TOP TOTS Observed Holidays	
New Year’s Day	Labor Day
Martin Luther King Day	Indigenous Peoples’ Day
President’s Day	Veteran’s Day
Good Friday (half-day)	Day before Thanksgiving (half-day)
Patriot’s Day	Thanksgiving and the following Friday
Memorial Day	Christmas Eve Day
Juneteenth	Christmas Day
Independence Day	New Year’s Eve Day
Closed for Center maintenance between Christmas Day and New Year’s Day	

Special Events

Birthday Parties

If your child is bringing food to share with their classmates (such as on their birthday), it must be whole, uncut fruit or commercially prepared foods in pre-sealed packages or containers. If you would like to bring a birthday cake, cupcakes, or other food they must include an ingredient list. Parents should consult our [Peanut- and Nut-Free Policy](#) and please discuss with TOP TOTS staff before bringing in outside food. If you would like to provide party decorations and/or favors, we suggest items such as hats, beach balls, or streamers. Please avoid balloons – kids (and some adults) love to pop balloons, and the broken pieces can be ingested and potentially cause an airway obstruction.

Field Trips

TOP TOTS will not be incorporating off-site field trips in our curriculum during our first year of operation in 2023. However, we will be revisiting this policy moving forward in 2024.

Concerts and Holiday Spectaculars

TOP TOTS believes that learning, respect, appreciation, friendship and FUN among our diverse student body is greatly enhanced by celebrating major holidays, personal holidays, and significant milestones such as graduation. At various times throughout the year, parents and/or guardians will be invited to TOP TOTS to view and even participate in a variety of special events such as concerts, pageants, and holiday spectaculars that star and showcase our students’ growth and learning. As you’ve noticed, our Center is located in the first of a seventeen-floor high-rise that not only contains a large event hall with a beautiful patio overlooking Beacon Street, it is also home to hundreds of residents of the Hebrew SeniorLife Center Communities of Brookline. Occasionally, we’ll be integrating the TOP TOTS and Hebrew SeniorLife communities on special occasions to spread cheer and amplify joy. As with our policy on Field Trips, parent permission forms will be provided any time an activity with Hebrew SeniorLife Center is planned.

Enrollment Procedures

Enrollment at TOP TOTS begins by visiting and exploring our facility with your child, speaking with our team, having your questions answered, and feeling confident and comfortable that we provide the right environment for your child to grow, develop, and thrive.

Once you're convinced that TOP TOTS is right for you and your family, and if TOP TOTS has an available opening for your child, we'll provide you with a link to register in TOP TOTS. Through [Brightwheel](#), we will provide you with a copy of this Parent and Family Handbook to review and keep as a resource, an [Enrollment Agreement](#) (application) that outlines your child's tuition and fees, terms, and will provide all necessary forms and information for completion (copies of these forms are provided in [Appendices A-K](#) of this Handbook). We strongly encourage parents/guardians to complete all forms electronically/digitally and return them through [Brightwheel](#) in order to ensure completeness and accuracy of your child's confidential student file. IF there are no current openings available for your child at TOP TOTS, you will be added to our wait list and contacted as soon as an opening becomes available.

As detailed in our [Statement of Non-Discrimination](#), your application will be considered without regard to race, religion, creed, gender, cultural heritage, disability or special needs, toileting status, medical condition, HIV status, parent/guardian marital status, political beliefs, or sexual orientation, or any other consideration made unlawful by federal, Commonwealth of Massachusetts, or local laws.

Completed Forms, Documents, and Information Required For Enrollment

- ✓ Register for a [Brightwheel](#) account (families will receive an invitation)
- ✓ [Enrollment Agreement](#)
- ✓ Payment of deposit and first-month tuition
- ✓ [Informed Consent](#) (acknowledges receipt of and agreement with this TOP TOTS Parent & Family Handbook)
- ✓ [Child and Family Information Form](#)
- ✓ [Toddler or Pre-School/Pre-K Developmental History & Personal Care Form](#)
- ✓ [Suspected Allergy and Food Intolerance Form](#), as appropriate
- ✓ [Individual Health Care Plan](#) (signed by parent/guardian and your child's licensed health care provider)
- ✓ Current medical, immunization, and lead screening records
- ✓ [Medication Consent Form](#)
- ✓ [Massachusetts Transportation Plan and Authorization](#)
- ✓ [Oral Care \(Tooth Brushing\) Permission Form](#)
- ✓ [Sunscreen & Insect Repellant Permission Form](#)
- ✓ Any relevant court orders (signed by a judge) including joint custody agreements, visitation schedules, and active restraining orders

Once you've provided these completed forms you'll meet with our team, including your child's future teacher for an orientation. During this orientation we'll review our policies and procedures, and discuss your child's information, individual needs, etc to tailor a transition, education, and care plan specifically for them. During this orientation discussion, we'll also review your child's special needs (if any) together to determine whether additional services will be necessary (as described in the [Referral Services](#) section of this Handbook) or, if TOP TOTS can provide an appropriate level of care for your child.

As described in the [Student Transition Plan](#) section of this Handbook, your child will spend the first two weeks at TOP TOTS in a transition period. Your child will begin on a half-day schedule and gradually increase to a full day of activities. During this transition period you will accompany your child and participate in Center activities with them for 1-2 hours per day, and gradually taper your time down until they are comfortable and ready to be independent in their new environment. You are encouraged to always say goodbye with a kiss and hug, and assure your child that you'll be back soon before leaving.

Following successful completion of your child's initial transition period, the real adventure begins!

Tuition

Tuition is based on a year-round, continuous enrollment and not on attendance, absences, or vacation. However, if your child enrolls after the 1st of the month, tuition for that month will be prorated.

A non-refundable security deposit of one month tuition is required at the time of your child's enrollment, and this will be applied to his or her final month's tuition. All future payments should be made by the last day of each month (prior to the subsequent enrolled month), autopay via our [Brightwheel](#) app (or desktop version), or by providing a personal check. All parents and/or guardians are responsible for keeping their tuition and fees current. If tuition is not paid by the last day of the month, a \$5 late fee will be added for each day that it is late until it is paid in full. If a payment is delinquent for one week or more, your child's enrollment may be suspended until the balance is brought to current status. There will be a \$25 charge for any returned payment.

In the event you wish to withdraw your child from the program, a minimum of one-month advance written notice is required, either provided as a signed and dated hard copy or registered with digital acknowledgement within [Brightwheel](#). Upon submission of a withdrawal notice, parents and/or guardians must ensure their entire tuition balance is paid in full.

Enrollment	Days & Hours	Toddlers	Pre-School/Pre-K
Full-time Full Day	Monday-Friday (7:30am-5:30pm)	\$2,600	\$2,400
Part-time Full Day	(7:30am-5:30pm)	\$120/day	\$110/day
Half-days	7:30am-12:30pm	\$65/day	\$60/day

A 10% discount will be applied to all additional siblings who are enrolled. Tuition rates are subject to change with a 30-day written notice from TOP TOTS, and new rates will take effect on an individual basis once a current one-year contract expires.

Confidential File of Student Records

In order to effectively, properly, and safely care for children to comply with Commonwealth of Massachusetts Department of [EEC](#) requirements, TOP TOTS Learning Center gathers critical information about each child and maintains that information in a confidential file of written records. Records are collected prior to (and as a requirement for) enrollment, maintained and updated throughout the duration of time a child is within our care, and are maintained for 5 years after a child leaves our program. These maintained, confidential records include information on:

- Child's photograph and identifying information that includes (but not limited to) name, date of birth, physical description, date of admission, primary language, developmental history and personal care
- Parents/guardians names, home and business phone and addresses
- Names and contact information for other authorized individuals to pick up/drop off, and emergency contacts
- Healthcare provider names, addresses, and phone numbers, health/dental/vision insurance information
- Schedule of days and time of care (attendance records)
- Copies of custody agreements and/or court orders (if applicable)
- Permission/authorization & release to transport to medical facilities & administer first aid and/or CPR
- [Authorized transportation plan](#) to and from TOP TOTS, and to special events and off-site activities
- An [Individual Healthcare Plan](#) that includes allergies, special diets, chronic health conditions, medications, special limitations, needs, and/or concerns
- Permission to apply unanticipated, non-prescription and topical, non-prescription medications
- All progress reports, occurrence and incident reports, services referred
- Immunization and lead screening records
- Nutritional/feeding information and dietary requirements
- Signed permission forms for [field trips](#), [oral health care consent](#), [medication consent](#), application of [sunscreen](#) and [insect repellent](#)
- [Enrollment agreements](#) and [informed consents](#)

Parents may request copies of their children's confidential records at any time and be provided access within no more than two business days or, may provide a written request for other authorized individuals to obtain a copy of their child's confidential records. All requests for records will also be maintained in the child's confidential file.

Arrive in Style: Preparing for Your Child's Typical Day at TOP TOTS

Age Group	Items to Bring
Toddlers	<ul style="list-style-type: none"> • Bottles/sippy cups • Breast milk/formula (appropriately prepared, if required) • Lunch¹ • Blanket for nap² • Preferred sleeping/safety object (if needed)³ • Diapers or pull-ups and wipes, skin ointment and protectant • Extra clothing⁴ • Medication (if required)
Pre-School Pre-Kindergarten	<ul style="list-style-type: none"> • Lunch¹ • Blanket for nap² • Preferred sleeping/safety object (if needed)³ • Diapers or pull-ups and wipes (if not potty trained) • Extra clothing⁴ • Toys for Show-and-Tell Fridays⁵ • Medication (if required)



1. Refer to the [Lunch Packing Tips](#) and [Food Suggestions](#) sections of this Handbook
2. Blankets must be taken home on Fridays and returned clean on Mondays
3. Safety objects and/or toys should not have small parts, such as glued or button eyes
4. Refer to the [Clothing](#) section of this Handbook
5. "Combat" toys such as toy guns are not allowed for Show-and-Tell.

Meals and Snacks

At this time, TOP TOTS Learning Center does not provide full meal service to its students. We are considering this for the future as our Center grows. Therefore, parents are responsible for packing a lunch for their children and providing to his or her teacher upon morning arrival. Each classroom is equipped with 1) a refrigerator to store your child's meal, milk, and TOP TOTS provided snacks and 2) a microwave oven to warm meals when necessary (NOTE: TOP TOTS does not use microwave ovens to warm milk or prepared formula).

TOP TOTS will provide healthy snacks and drinks to full-day students in the morning (between 8:30 and 10:30 am) and afternoon (between 3:00 and 4:00 pm), and in the morning for half-day students. Please refer to the [Food Suggestions](#) and [Lunch Packing Tips](#) sections of this Handbook. If your child has special dietary needs food intolerances or allergies, please provide the necessary information in [Brightwheel](#), complete the [Individual Health Care Plan](#) form with your child's physician (if his/her allergy is medically diagnosed), and work with your TOP TOTS partners to find suitable alternatives and accommodations.

Food Suggestions

An [overwhelming body of evidence](#) clearly demonstrates that good nutrition is an essential component of children's physical, cognitive, and emotional development, ability to learn, positive mood, and ultimately their lifelong wellbeing. Conversely, children who consume unhealthy foods that are highly processed, high in saturated fat, sugar, and sodium on a routine basis tend to have trouble concentrating, can become easily fatigued, listless or irritable, and are at increased risk of experiencing learning difficulties, which can lead to behavioral and social problems. So, please bring a healthy lunch and drink(s) with your child each day, and please write their full name on their lunch box so that it can be easily identified. Together, we can help your child develop healthy eating habits during these critical years that will help them feel on TOP while in our care and start them on a course to reach their TOP potential in life. Great starts should never end.

Soda, candy, or gum will not be permitted at TOP TOTS except on special holidays and birthdays, and with parent and/or guardian notice. Food items such as special-occasion cupcakes or birthday cakes, must include an ingredient list. Due to the possibility of food-borne illness and allergies, homemade items are not allowed (please refer to the [TOP TOTS Peanut- and Nut-Free Policy](#)).

Below are some healthy lunch suggestions to fuel your child's day at TOP TOTS, or you might find [USDA'S MyPlate](#) to be a useful resource. Healthy snacks provided by TOP TOTS during the day may consist of some of the items listed below.

- ✓ **Cold sandwiches:** chicken, turkey, tuna, or egg salads, roast beef or other lean deli meats and cheese
- ✓ **Breads:** Whole wheat, rye, oatmeal, pita, or banana, carrot, and zucchini bread as long as they don't contain nuts (see our "Peanut- and Nut-Free Policy")
- ✓ **Fresh fruit (cut into bite-sized pieces):** apples, oranges, cantaloupe and melons, assorted berries, and grapes (note: grapes should not be given to children less than 4 years of age unless they are seedless)
- ✓ **Canned or sealed fruit:** applesauce, mandarin oranges, peaches, pears, pineapple that is packed in its own juice
- ✓ **Vegetables:** carrot, celery, or cucumber sticks or *any* raw veggies that are bite-sized. You can't go wrong with vegetables.
- ✓ **Other items:** Chicken, cottage cheese, yogurt, hard boiled eggs, hummus, salad, mild fresh salsa, cheese sticks, whole wheat crackers
- ✓ **Drinks:** 100% juice and milk in drink boxes, water.

According to the [American Academy of Pediatrics](#) (AAP), foods that are round, hard, small, thick, sticky, smooth, or slippery represent a potential choking hazard for children under 4 years of age. Examples of these foods include: banana or hot dog rounds, whole grapes and cherry tomatoes, popcorn, seeds, and chunks of meat that are too large to be swallowed whole. If you do pack hot dogs or bananas, *please* cut them lengthwise into bite size pieces and if you pack fish or meat, *please* remove the bones first.

Peanut- and Nut-Free Policy

TOP TOTS Learning Center is a peanut- and nut-free facility. All meals provided by parents should be checked to screen out products and ingredients that contain nuts, or are prepared in a facility where nuts are present, or uses equipment that processes nut products. Your vigilance in this respect will help eliminate any potential risk to our students who have nut allergies.

Lunch Packing Tips

If packing your child's lunch each day is a new experience for you, you might find the following tips useful:

- ✓ Always wash your hands in warm, soapy water before handling food.
- ✓ Use an insulated lunch/bento box or bag with an ice pack.
- ✓ When you prepare perishable food items for the next day, refrigerate them overnight. Add non-perishable food items to their container the following morning before school.
- ✓ When packing a cold drink or warm liquid, use a thermos. Do not pack soups with a cream or milk base.
- ✓ Fill reusable and spill proof plastic food containers with fruits and vegetables, cheese, or pieces of meat, as well as homemade leftovers. Wrap sandwiches separately.
- ✓ Cut all food into bite-sized and easy-to-swallow pieces.
- ✓ Consider packing finger foods as an alternative to the traditional lunch box meal.
- ✓ Wash reusable lunch boxes every night and wipe them with a baking soda and water solution once per week to eliminate odors.
- ✓ If you're using a brown bag for your child's lunch, make sure it is new and clean.
- ✓ Please label all lunch boxes or bags with your child's full name.

Clothing and Weather-Appropriate Gear

Consistent with our aim to develop energetic young children *and* with requirements set forth by the Commonwealth of Massachusetts, your child will play outside every day unless it is actively raining or extremely cold (which fortunately never happens in Massachusetts). Please ensure that they are dressed accordingly in weather-appropriate clothing that includes rain gear (with boots) for wet weather, and jackets and/or snowsuits, hats, mittens, and boots for winter and snow.



In addition to the clothing your child wears to our Center each day, we ask that you also bring a complete change set of clean weather-appropriate clothing including socks and underwear (children who are toilet training or trained must wear underwear), an extra sweater for cold days, and "inside" footwear for inclement weather. Place the extra clothes in his or her cubby with their full name clearly visible (but inconspicuous) on the items. Please do not use plastic bags or bags with drawstrings to bring your child's belongings as these pose a safety hazard for young children. If your child is newly toilet trained, it is helpful to keep multiple pairs of underwear at the Center. Parents/Guardians are asked to bring these items home for laundering when they become soiled (*which will happen often because your child will be playing and having fun*) and replace them with freshly cleaned ones.

Due to potential choking risk, the following clothing and accessories will not be allowed at TOP TOTS:

- Outerwear with neck strings, including scarves
- Pants with drawstrings that extend more than 3 inches when tied
- Mittens or gloves threaded on a string inside your child's jacket
- Flip-flops and open-back sandals are not recommended.
- Bibs, pacifiers and teethingers with ties or strings of any kind
- Teething beads, including Amber beads

When taking walks or going to play at a local Brookline playground, TOP TOTS staff will take a "name to face" count when leaving our Center, when they arrive at their destination, and when they return to our Center. Ratios of students to TOP TOTS staff during these outdoor excursions will remain the same as they are within classrooms in our Center (1 to 4 for Toddlers and 1 to 10 for Preschool/Pre-Kindergarten). Staff members will always use crosswalks when crossing the street with our students, and TOP TOTS encourages parents to do the same in order to reinforce this safety habit with their children. The TOP TOTS Informed Consent form asks that you provide authorization for your child to take walks and play in local Brookline parks.

Diapers and Diapering Policy

Parents are expected to provide an adequate supply of diapers or pull-ups and wipes for toddlers and children who are either not potty trained, or who are newly potty trained. While disposable diapers are strongly preferred, cloth diapers with waterproof covering may be used. However, soiled cloth diapers will not be emptied or laundered by TOP TOTS (due to the risk of contamination) but will be double-bagged and sent home as-is. Similarly, parents are also expected to provide an adequate supply of skin ointment and/or rash protectant if needed. TOP TOTS does not allow the use of baby powder for diaper changes as the powder may cause swelling, irritation, rash, and potential breathing difficulties if inhaled. An acceptable alternative to baby powder would be corn starch.

Diapers will be checked by TOP TOTS staff every 2-3 hours during the day, as well as upon waking from naps, and promptly changed. Parents are asked to provide timely, necessary information regarding their children's diapering needs, preferences, and routines in their [Brightwheel](#) portal. TOP TOTS staff will notify parents if topical creams and/or ointments were administered to treat diaper rash.



1. TOP TOTS staff will wash his/her hands before picking up your child and will always wear non-latex gloves when diapering
2. Your child will be placed on his/her back on a changing table that is lined with clean paper
3. The diaper will be removed and placed in a garbage pail next to the changing table
4. Your child's backside and genital area will be cleaned and rinsed with diaper wipes (girls are always wiped from front to back)
5. Diaper rash cream or ointment that is provided by the child's family will be applied according to the labeled instructions (and will be recorded)
6. Soiled diapers, wipes and gloves will be placed in a plastic bag and deposited in a garbage pail located next to the changing table
7. A clean diaper (provided by the parents/guardians) will be applied, and clothing will be reapplied. If any of the child's clothing was soiled, the dirty clothing will be replaced with extra clothing that was provided by the parents/guardians. Soiled clothing will be placed in a sealed plastic bag for parents bring home and launder
8. Your child's hands will be washed, and your child will be returned to the class (note: staff will ensure they do not touch the faucet or handle with contaminated gloves)
9. Paper from the changing table and contaminated gloves will be discarded in the adjacent garbage pail, and the TOP TOTS staff member will wash their hands with soap and hot water
10. TOP TOTS staff member will sterilize the changing table with an 8.25% bleach cleaning solution or commercially prepared EPA disinfectant after each diaper change
11. The times of bowel movements and application of diaper rash cream or ointment will be charted on a note that is provided to parents each day

Bottle Feeding and Feeding of Toddlers

TOP TOTS aims to be your child's home away from home. Accordingly, they will be fed according to their own personal schedules and routines while in our care. Please provide detailed information on your child's feeding patterns and routines when completing their Personal Care forms in [Brightwheel](#). Parents and/or guardians will need to provide enough fresh breast milk, formula, and/or baby food that is adequately prepared on a daily basis. All bottles should be capped and labeled with your child's full name and date. Each child's bottles and food will be assigned a unique color code, and a corresponding color-code chart will be kept in the infant and toddler classrooms. Our TOP TOTS staff will perform a visual and verbal check prior to each feeding to ensure that your child receives the correct bottle and/or food. Bottles of milk and/or formula will be warmed by running the bottle under room temperature water. Microwaves will not be used to heat milk or formula. All leftover, unused bottle contents will be discarded after 60 minutes in order to avoid contamination, and all bottles will be sent home at the end of the day. Also, mothers are more than welcome to make arrangements with TOP TOTS staff to come to the Center for nursing visits with their toddler at any time.

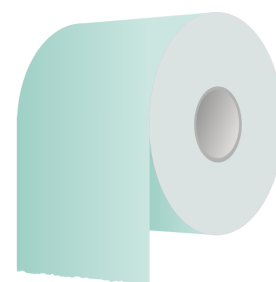
Toddlers will be provided healthy snacks during their days at TOP TOTS, as described in the [Food Suggestions](#) section of this Handbook. If your child has special dietary needs or food allergies, please provide the necessary information when completing your enrolment forms in [Brightwheel](#), complete the [Individual Health Care Plan](#) form with your child's physician (if his/her allergy is medically diagnosed), and work with your TOP TOTS partners to find suitable alternatives and accommodations.

Toilet Talk & Potty Mouth: TOP TOTS Toilet Training Policy

TOP TOTS is committed to help parents teach their children to control their bodily functions in a safe, positive, and low-stress environment that is consistent with their physical, mental, and emotional stage of development. We also realize that parental philosophies in this respect vary from individual to individual and may be influenced by cultural rituals. Parents are asked to provide timely, necessary information regarding their children's toilet training needs, preferences, and rituals in the [Personal Care](#) forms in [Brightwheel](#). We're here to complement your toilet training plan, and our practices follow the recommendations of the [American Academy of Pediatrics](#) (AAP) and the [American Academy of Family Physicians](#) (AAFP). These resources are provided on the "For Parents" page of the TOP TOTS website. When toilet training your child at TOP TOTS, the following guidelines will be followed:



- ✓ Toilet training will begin when students show signs of readiness, as determined by close communication with parents and/or guardians.
- ✓ Students who are toilet training will be supervised and praised for their efforts and successes using positive terms.
- ✓ Toilet training and use will never be coerced, and students will never be criticized, shamed, or punished in any way for "accidents" or not wanting to use the toilet.
- ✓ Potty chairs will not be used due to the potential for contamination.
- ✓ Hand washing will be performed after all bathroom uses.
- ✓ Parents and/or guardians will be kept abreast of their child's activity, progress, and development on a continuous and ongoing basis.



Sleep to Dream : Napping at TOP TOTS

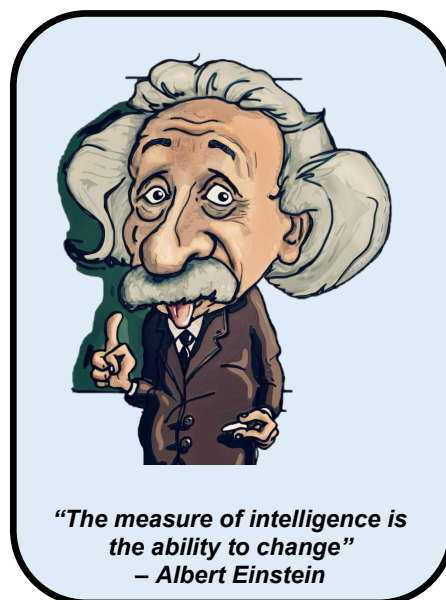
Toddlers, pre-school, and pre-kindergarten aged children will be provided with the opportunity for an afternoon nap of approximately 45 minutes following lunchtimes and will be allowed to wake independently. Parents and/or guardians are expected to provide a clean blanket and any preferred sleeping or safety objects to the Center on Mondays, and to bring blankets home on Fridays for laundering. If your child does not wish to nap on any given day, he or she will be provided an alternative quiet activity to engage in while other classmates are napping, and will resume normal classroom activities when classmates wake.

Student Transition Plan

Change enables us to move forward in life and experience new and exciting things. It brings us opportunity to improve the way we live and the way we learn. However, even for adults change also brings uncertainty, and uncertainty sometimes invites its cousins anxiety and fear over without asking first. By carefully planning transitions and anticipating challenges, we will help our students adjust to new settings and learn to embrace new experiences in a positive way.

Transitions occur when:

- Students enter preschool for the very first time
- Students advance to an older age-group (especially if this requires changing locations or facilities)
- Students graduate from preschool to Kindergarten
- Children move to a different community
- Children attend more than one program



At TOP TOTS, our staff welcome new students (and parents) to our program in the following ways:

- ✓ Registration and tour of TOP TOTS. We encourage parents to allow their children to explore our Center and classroom while they step out of the room for a few minutes. This helps them get familiar and comfortable with their new environment, their new friends and classmates, and start developing independence
- ✓ Parent and staff orientation meetings. Parents have an opportunity to meet their children's teachers to review information provided to our Center, discuss likes/dislikes, potential challenges, and establish goals and development plans.
- ✓ Open Houses held 2-3 times per year. New parents and children may visit TOP TOTS before they even enroll, or current parents and students visit the Center together to interact with teachers, other parents and students in a fun eventful environment.
- ✓ Information obtained (and updated) on each student included in enrollment forms such as special interests, activities, temperament, etc enables TOP TOTS staff to understand in great detail what makes each student "tick" and develop a customized approach.
- ✓ Each student gets their own special "All About Me" book to enhance their home/school experience

During their first two weeks at TOP TOTS, new students will engage a transition period to be determined by discussion with Center staff and parents, a thorough review of information provided in [enrollment forms](#), and individual needs of the student. In brief, this transition period involves 1) beginning students on a half-day schedule and progressively increasing to a full day at the Center and simultaneously 2) parents and/or guardians accompanying their children and participating in their Center activities for 1-2 hours and gradually tapering their time down. During this transition period, students should increase comfort and familiarity with their surroundings and progressively gain confidence to function in an independent manner while away from their parents. Parents will be encouraged to always say goodbye with a kiss and hug and assurance that "I'll be back" before leaving. Further, parents of all new students are encouraged to provide pictures of familiar people, pets, etc and special items from home so students can feel connected while at the Center and, phone and/or video calls with parents will be utilized during the day as required to minimize separation anxiety and ensure a comfortable transition to their new TOP TOTS environment.

Dealing with Separation Adjustment

We understand young children often have difficulty with separation. Separation adjustment is normal and we have the experience of helping parents and their children ease through this transition time. When leaving new students at our Center, we encourage parents and/or guardians to 1) always say good-bye with a kiss, hug and a wave, 2) be consistent and follow the same routine, 3) be firm, but friendly about leaving. If their child whines or clings, prolonging the good-bye will only make developing independence more challenging.

We are there to help during these transition times and help students once parents leave. We offer comforting words such as, "I know it's hard to say good-bye." Once parents have gone through their good-bye routines a few times, students will start to learn what to expect and the good-byes will become less difficult. After a short period of time, student's anxiety about their parents leaving ends quickly. Should this not be the case, we will communicate frequently with parents to let them know how their child is doing.

Children will pick up on parents confidence about having chosen a good place to him/her to be while they are away. Good feelings are contagious. So the first step in adjusting to saying good-bye is to be sure parents are comfortable with their decision to enroll their child in our program. TOP TOTS staff will be in frequent communication with parents of new students to offer assistance and inspire confidence during their first few weeks of school.

Transitions of students to new classrooms at TOP TOTS will be approached in the following manner:

TOP TOTS develops a transition plan for each student based on their individual needs. We will develop these transition plans in collaboration with parents, taking into account such factors such as the student's:

1. Stage of development and readiness
2. Progress reports accumulated during their tenure at TOP TOTS
3. Previous experience and interactions with a new teacher
4. Relevant events in the student's life such as introduction of a new sibling or moving to a new home, and
5. Coordinating the transition if possible with a friendly, similar-age student who can move with them.

The TOP TOTS Director, teacher-in-charge, and Parents will meet during regularly-scheduled parent-teacher meetings to discuss potential transitions, formulate a plan to ensure those transitions occur as smoothly as possible, and agree upon a frequent communication plan during the initial 2-3 weeks of transition to a new classroom in order to identify potential challenges and solutions.

Daily Transitions

TOP TOTS provides opportunities for individual, small group and large group activities and experiences throughout the day. Daily schedules are planned in advance and shared with parents in real-time on the [Brightwheel](#) app, so that parents can discuss their child's day(s) in advance, and children begin to become familiar with a general daily schedule. Further, a poster and/or video monitor illustrating each time of the day and the corresponding activity will be posted in the center lobby area, as well as in the large Pre-school/Pre-K classroom. The daily schedule will consistent and predictable, while still being flexible to the individual and group needs.

Classroom teachers and teaching assistants will help children prepare for changes in their typical daily schedule by giving children five-minute clean-up time warnings and, also the group together using various games, songs and exercises to make transition times both fun and organized (for example, collectively singing the "[Clean Up](#)" song)..

Making routines comfortable for children, and using these routines as learning times, can greatly reduce transition anxiety and enhance student's daily schedules. Classroom helpers and student "TOP TOTS" (leaders) will also be chosen on a rotating basis to help lead their classmates during snack and lunch times, during outdoor or gym times, and during other activity transitions. Since Preschool-age children benefit most when they can explore and pursue activities of their own choosing, a TOP TOTS Choice Board will be set up in their well-organized classroom environment. The environment, as the Reggio Emilia Approach informs, is the third teacher which promotes independence, collaboration, fosters decision making, and encourages personal involvement and imitative feats. Features of the TOP TOTS daily experience that are designed to support transition development and adaptation among students include:

- ✓ A balance of active and quiet times
- ✓ Ample of time for large gross activities both indoors and outside
- ✓ Sufficient time for children to select their own activities (such as by using their Choice Board)
- ✓ Students will be meaningfully involved during transition times with games, conversations, songs, and rotating "TOP TOTS" (class leaders) will be encouraged to lead and help their classmates

Transitions to New Teachers

Despite our best efforts to create an enriching environment at TOP TOTS that will retain our staff and provide consistency and stability for our students, unfortunately teachers will occasionally leave a class or our program. In such cases, TOP TOTS will make every effort to provide children and parents as much notice as possible about the departure of a teacher and to make it as understandable as possible for our students, and we will ensure that new incoming teachers (to our Center or to an individual classroom) cross-over with our departing staff member to make the transition as smooth as possible.

Transitioning out of TOP TOTS and/or into Kindergarten

Given that Kindergarten in most Massachusetts schools begins in August and September of each year, there may be a few-month gap from the time students complete their tenure at TOP TOTS. We will do our best to accommodate parent and student needs during this period.

As part of our efforts to ensure a smooth student transition to Kindergarten, and as a culmination of the developmental and educational programs at TOP TOTS, individual Kindergarten transition plans will be developed for each student, with particular emphasis on those students that require special needs and attention. These plans will be discussed with parents prior graduation and our annual “Moving On” ceremony, and copies will be furnished for provision to the student’s new teacher and school. Further, contact information for TOP TOTS staff will be provided to each departing student’s new Kindergarten teacher so that we can continue to support their development even after they have moved on from TOP TOTS.



Preparing for graduation from the TOP TOTS Program

- ✓ In the weeks prior to departing from TOP TOTS, students will begin preparation for the annual “Moving On” ceremony using books, games, classroom activities, and will practice for pageant activities with classmates and teachers. Special attention will be paid to discussing with students what their transition to Kindergarten means and what they can expect in their new adventure.
- ✓ Parents and/or guardians will meet with teachers and TOP TOTS staff during regularly-scheduled parent-teacher conferences, and during special pre-graduation conferences to discuss and agree on their child’s transition plan. A written plan, as provided in [APPENDIX A](#), will be completed by both parents and TOP TOTS staff. Depending on whether a student has special needs or requires special attention, referral services may be facilitated.
- ✓ Information shared about departing TOP TOTS students with their future school will occur only with parental consent.
- ✓ A “Moving On” ceremony will be held in May of each year for parents and students transitioning to kindergarten in the fall. TOP TOTS students remaining in the program will participate to provide a special goodbye to their transitioning classmates.
- ✓ Depending on the childcare needs of parents, and availability in the TOP TOTS Center, students may be permitted to remain within TOP TOTS care during the summer prior to their starting Kindergarten.
- ✓ Former students and parents will be invited back to visit TOP TOTS, particularly once they have started Kindergarten, and for periodic “alumni weekend” events.

Behavior Development, Management, and Conflict Resolution

TOP TOTS aims to develop our students into nice, kind, respectful children who eventually become nice, kind, respectful, ethical, and socially conscious adults. During their years at TOP TOTS, children will learn by exploring, experimenting, and challenging the boundaries of their surroundings, and will learn that sometimes, their behavior may have consequences. In our view, the process of learning, growing, developing, and receiving appropriate discipline must be a healthy and positive one that instills a valuable lesson.

Our positive and consistent guidance and disciplinary principles at TOP TOTS include:

- ✓ Setting clear and reasonable (but firm) rules and boundaries, and helping students make good, logical, and responsible choices within those boundaries.
- ✓ Using positive reinforcement, which includes encouraging and praising positive behavior rather than criticizing negative conduct.
- ✓ Treating them with respect as the people they have the potential to become and speaking in a calm, concise, and educational manner rather than issuing commands
- ✓ Being patient, fair, and listening our students' thoughts and ideas with an open mind.
- ✓ Modeling appropriate behavior and acting in a manner that conveys "do as I do" rather than "do as I say"
- ✓ Encouraging negotiation and cooperation as the primary means of resolving conflict and solving problems
- ✓ Helping children learn social, communication and emotional regulation by reading children's books, using social scripted stories, facilitating classroom discussions and offering activities in the classroom.
- ✓ Helping students to learn and understand logical consequences of their choices and behavior to teach self-control.
- ✓ Discussing behavioral issues with parents to develop healthy mitigation strategies

Conversely, our disciplinary tactics at TOP TOTS will never, ever involve:

- Physical (or corporal) and/or emotional punishment of any kind
- Criticism, threats, insults, verbal abuse, or words that impair development of self-esteem.
- Conflating and confusing a "bad" choice with a "bad" child
- Bribes and/or false threats
- Deprivation of anything, such as outdoor time, special activities, food, drinks, etc
- Retaliation, confinement, or isolation
- Punishment for elimination "accidents" or not using the toilet.

Avoidance of Suspension and Termination of Enrollment

Being part of the TOP TOTS community extends far beyond simply entering into a contract, it means we are both making a commitment to developing your child and helping them achieve their full potential in life. All children who enroll at TOP TOTS will undergo a one-month trial period in which their behavior will be observed and assessed by our staff and documented in their confidential file. Occasionally, we may determine that a child has a particular set of needs or behavioral issues that we cannot safely accommodate, that may preclude classroom management, or may put other students' well-being at risk. In these rare instances, we will work with parents to find an alternate environment that is better suited for their child's unique needs. We want what is best for your child, and for all of the students in our care.

It is not our desire or objective to terminate any student from TOP TOTS. During these formative years children (and even some adults) may express themselves with non-constructive behavior. If a student's behavior places the well-being of others at risk of injury, we will act quickly with positive and healthy approaches to help mitigate the negative and/or harmful behavior. If and when incidents of aggression occur and, if someone was harmed in the process, Incident Reports will be completed for each child involved and our staff will communicate (in a confidential manner) with the respective families. Our process to avoid suspension and/or termination of students due to challenging and/or harmful behavior includes:

- ✓ Meeting with parents to discuss the Incident Report and/or challenging or harmful behavior, and discussing constructive plans and interventions within the Center to prevent recurrence of subsequent behavior
- ✓ Working with parents to develop and implement a constructive intervention plan at home
- ✓ Offering referrals to parents for evaluation, diagnostic, or therapeutic services if the behavior appears to be a pattern and/or such services warranted for the child (see section on [Referral Services](#))
- ✓ Working with parents to pursue options for supportive services to incorporate into TOP TOTS, which include consultation and training for our teachers and staff

Reasons for Suspension and/or Termination

If unsafe or harmful behavior does not improve within a reasonable time period or becomes escalated and/or persistent despite our best efforts to resolve, unfortunately suspension from and/or termination of enrollment in TOP TOTS may be the only last resort available.

A student may be suspended or terminated from TOP TOTS if:

1. The health or safety of other children cannot be assured
2. A student is repeatedly physically abusive to teachers
3. We are unable to meet a student's developmental needs

In these rare instances of last-resort, suspension and/or termination will be handled in a manner that is consistent with the student's best interest and ability to understand, and also in a confidential manner that does not worsen an already difficult and stressful situation for parents.

Parent-Center Conflict Resolution

Differences of opinion and conflict arise in even the healthiest personal and professional relationships. The true strength of any relationship is directly proportional to the ability of both parties to address issues quickly and directly, and to come up with solutions in a collaborative and positive manner. Concerns and grievances are most effectively addressed within TOP TOTS Learning Center. If a specific classroom concern arises, please discuss the issue with your child's teacher. We encourage you to discuss more general center concerns with our Center's Director. We are committed to responding to family grievances within 24 hours of being made aware of them, and to finding a cooperative resolution as quickly as possible. In rare and extreme instances the Director concludes that parent(s) of a student is (are) being uncooperative, disruptive, or abusive to staff, other parents or other children, continued participation of the family in the TOP TOTS program may not be in the best interests of either party involved, or of the student who would be stuck in the middle. In such instances, the Director will first meet with the parent(s) to review and attempt to resolve the problem behaviors. If a resolution is not achieved, the Director may then initiate a suspension or termination of that family or may decline to re-enroll the student. If the parent(s) is (are) dissatisfied with the Director's decision or any conditions placed upon that decision, he/she or they have the right to meet with TOP TOTS owners jointly. After a thorough discussion involving all parties, the owners will decide whether to uphold, modify, or overrule the Director's decision.

Safety, Health, and Illness

Safety, Injury Prevention and Management

All TOP TOTS staff are trained and certified on 1) our Program's emergency and evacuation procedures, 2) in our standard precautions, 3) medication administration procedures (by a Massachusetts licensed physician who serves as our medical consultant), 4) First Aid and cardiopulmonary resuscitation (CPR). Training and certification in these areas are conducted with employees on an annual basis. Further, all TOP TOTS staff undergo extensive background checks that include fingerprinting, [Criminal Offender Record Information \(CORI\)](#), [Sex Offender Registry Information \(SORI\)](#), and [DCF](#) information.

Teachers for each age group are responsible for daily safety inspections of their assigned classroom areas and equipment. If defective or broken equipment is found, it will be either repaired or removed to ensure your child does not get injured. Toxic substances, sharp objects, matches, and any other hazardous objects will always be stored out of the reach of children. Small toys or other objects that could pose a choking hazard to infants and toddlers are not allowed in their designated areas. For the same reason, TOP TOTS advises parents to give consideration to children's personal items such as barrettes, hair ties, earrings, necklaces, and beaded jewelry. When visiting your child's classroom, please ensure that any personal items such as purses, briefcases, and backpacks remain with you and/or are not left where children can access them.

Procedures for Injuries and Accidents

If a student is injured, TOP TOTS staff will 1) ask questions and observe the student to make sure they are okay, 2) fully assess the student's injury and ensure to follow proper first aid procedures, and 3) keep the student comfortable and monitor them throughout the day and 4) continue to assess the child's injury to make sure what was first observed and treated is still the appropriate course of action.

If administration of first aid is necessary, the TOP TOTS Director or staff member in charge will survey the scene to gather additional information. Such questions include:

- ✓ What was the student doing at the time of injury?
- ✓ What equipment was involved in the injury?
- ✓ Were any hazards present that could have caused the injury?
- ✓ Was another student involved or, were there any witnesses to the injury and if so, what did they observe?

If at any time TOP TOTS believes a student's life may be at risk, or believes a risk of permanent injury may be present, we will administer immediate medical treatment according to the following procedures:

1. First Aid and CPR will be administered as deemed appropriate and necessary
2. Emergency Medical Services (911) will be contacted immediately
3. After Emergency Medical Services (EMS) and an ambulance have been contacted, the student's parent and/or legal guardian will be contacted
4. TOP TOTS staff will accompany the student and EMS to the healthcare providers office or emergency room, along with relevant medical information and emergency consents that are contained within the student's file.

An injury report for any incident that requires first aid or emergency care will be maintained in each student's confidential file. These injury reports includes the name of the student, date, time and location of accident or injury, description of the injury and how it occurred, name(s) of witnesses, name(s) of person(s) who administered first aid and first aid required. Staff will complete Accident/Injury Report Forms to record the aforementioned information and submit to the TOP TOTS Director for review and provision to parents. Parents will be allowed to review, sign, and retain a copy of the report.

First aid kits, as well as emergency contacts for all children will be always accompany walks in the neighborhood and to the playground (TOP TOTS staff are furnished with iPads that are loaded with the [Brightwheel](#) app, which contain all relevant information about our students).

Cleanliness and Hygiene within TOP TOTS

All TOP TOTS staff are trained with regard to proper hygiene practices that include hand-washing, infection control, safe food handling, and diapering and toileting procedures. Especially in the wake of COVID-19 (see special section on [COVID-19](#)), hand sanitizing stations will be conveniently located at adult height near the Center entrance, in the hallways, and by classroom doors. Our teachers will also encourage students with learning activities to develop healthy hygiene habits.

Consistent with standards established by the Massachusetts Department of [EEC](#) (606 CMR 7.11(10)(f-p)) TOP TOTS regularly cleans, sanitizes, and disinfects equipment, items, and surfaces with either an 8.25% bleach solution, or commercially prepared disinfectants that are registered sanitizing solutions with the [Environmental Protection Agency](#) (EPA). The following are performed on a routine basis:

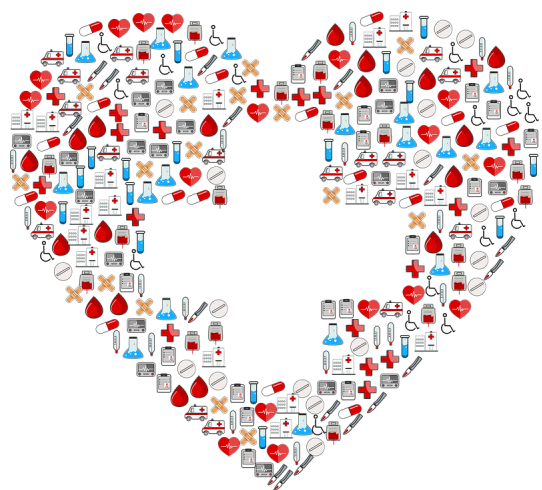
- ✓ Cots and mats are cleaned after each use, and on a weekly basis
- ✓ Sheets are sent home on a weekly basis (or more frequently if needed)
- ✓ Students' blankets and washable toys are sent home on a weekly basis for laundering
- ✓ Infant toys are cleaned and sanitized daily, or after they have been mouthed
- ✓ Diapering surfaces are cleaned and disinfected after each use
- ✓ Food preparation surfaces, tables, and chair trays are cleaned and sanitized after each use
- ✓ Toilets, toilet seats, flushing handles, containers/lids for soiled items, play tables (water and otherwise), and Center floors are cleaned and sanitized daily, or more frequently if needed.



In order to maintain the safety of our Center, our students, and our TOP TOTS community, the following will not be permitted inside or on our premises:

- ☒ Smoking or vaping of any substance, and no butting of cigarettes on center property.
- ☒ Hot beverages, please leave your morning coffee in the car.
- ☒ Weapons of any kind. That means no guns, no explosive devices, no bows and arrows, no knives, samurai swords, or light sabers, no nunchucks, and no laser beams. Permitted and proficient or not, just don't bring them!

Health and Medical Records



In order to protect the health of and provide adequate care to all of our students, and to satisfy our regulations established by the Massachusetts Department of [EEC](#), current medical information for your child is required prior to enrollment in the TOP TOTS program. You must provide evidence of a physical exam, conducted and signed by a licensed health care practitioner, that was conducted within the 12 months prior to enrollment. These records must be updated at least on annual basis, or when new medications and/or immunizations are given, or whenever your child's health status changes. All students who are enrolled in TOP TOTS must meet state licensing immunization requirements, and records to provide evidence of immunizations must be provided (unless exempt for religious reasons and/or has a physician's letter).

Please review and carefully complete your child's [Individual Health Care Plan](#), [Medication Consent form](#), and provide documentation of physical examinations and immunizations via [Brightwheel](#).

Administration of Medication

If required and necessary, TOP TOTS staff will administer medication to your child if it is prescribed by a physician, and *only* if the appropriate [Medication Consent](#) and [Individual Health Care Plan](#) are completed in full (including dosage, time, and frequency of administration), and returned back to TOP TOTS with parent and physician signature. If your child begins taking a new medication, the first dose must be given at home so that potential side effects can be observed and documented in the appropriate forms. Once-daily medications should be administered at home, unless specifically indicated by the product label and the child's physician. In accordance with the Massachusetts Department of [EEC](#) regulations (606 CMR 7.11(2)(j)), TOP TOTS will maintain a contemporaneously written record of the administration of any and all medications to each child that includes the time, date, dosage, method of administration, and the name of the staff member who administered the medication. This medication record will be maintained in the student's confidential file.

The [Medication Consent](#) and [Individual Health Care Plan](#) forms must be completed if your child has a chronic medical condition that was diagnosed by a licensed health care provider and must be updated at least on an annual basis or, whenever your child's condition changes or a change to your child's treatment has been made by a licensed health care provider.

TOP TOTS staff will administer non-prescription medications, such as topical creams and ointments for diaper rash*, only with written parental authorization. If the directions from parents and/or guardians contradict the directions on the original medication container, TOP TOTS will not administer such medication unless authorized by a written order from your child's physician is provided. *Note: TOP TOTS staff will notify parents if topical creams and/or ointments were administered to treat diaper rash.

All medications, including prescription, non-prescription, and over-the-counter (OTC) medications must be brought to the TOP TOTS Center in their original container, must include the appropriate dosing device for administration, must be labeled with your child's full name and date given to the program, and must be handed directly to TOP TOTS staff to ensure safe and proper storage out of student reach. Medications for each child will be kept in a secure, locked container and in an elevated, out of reach location within their respective classroom at all times (note: epinephrine and/or other emergency medications will be kept elevated and inaccessible but not locked so as to provide immediate teacher access if required). Prescription medications requiring refrigeration will be stored in the child's respective classroom refrigerator in a secure container that is inaccessible to children. When possible, all unused, discontinued or outdated prescription medications will be returned to you such return shall be documented in the child's record. If the return of your child's unused/discontinued/outdated medication is not possible or practical, they will be destroyed and recorded by our Director in accordance with the [Massachusetts Department of Public Health](#) (DPH).

Reporting and Management of Infectious (Communicable) Diseases

When TOP TOTS is notified that one of our enrolled students or a member of the TOP TOTS team has a (suspected) reportable disease, it is our legal responsibility to notify the Massachusetts [DPH](#). These authorities may require further information, testing, or preventive measures. In order to promote the health and safety of the students and families we serve, as well as our team, TOP TOTS will also give serious consideration to all recommendations made by public health agencies such as the U.S. [Centers for Disease Control and Prevention](#) (CDC). Reportable illnesses include but are not limited to the following:

- ✓ Bacterial meningitis
- ✓ Chicken pox
- ✓ Haemophilus influenza (invasive)
- ✓ Hepatitis A
- ✓ Measles (including suspected)
- ✓ Meningococcal infection (invasive)
- ✓ Pertussis
- ✓ Poliomyelitis (including suspected)
- ✓ Rabies (human only)
- ✓ Rubella congenital and non-congenital (including suspected)
- ✓ Tetanus (including suspected)
- ✓ Any cluster/outbreak of illness

Illness and Return to TOP TOTS After an Illness

Please notify the TOP TOTS staff if your child will be absent due to illness. Students who arrive at our Center with any of the following conditions will not be permitted to spend their day with us:

- Severe pain or coughing
- Fever of 100.4° Fahrenheit (38.0° Celsius) or higher in infants younger than 2 months of age
- Fever of 101.0 ° Fahrenheit (38.3° Celsius) or higher if accompanied by behavior changes or other symptoms
- Fever of 104.0° Fahrenheit (40.0° Celsius) or greater in any age child
- Diarrhea or vomiting at more than once during the previous 6 hours, and vomiting more than twice in the previous 24 hours (unless the student is not in danger of dehydration)
- Blood or mucus in stool that is not explained by changes in diet or medication, and hard stools
- Weeping skin sores
- Mouth sores with drooling (not related to teething)
- Purulent conjunctivitis (bloodshot eyes with a yellow discharge)
- Abdominal pain that continues for more than 2 hours or intermittent abdominal pain that is associated with fever, dehydration, or other signs of illness
- Any illness that either poses a risk of spread to others, or that requires care that TOP TOTS staff cannot provide.

If your child appears to be ill upon arrival or becomes ill during the day, you will be asked to pick them up within a reasonable amount of time (usually within 60 minutes). We will keep them safe and comfortable in a separate room to rest with quiet activities until you or another authorized person arrives to pick them up. If TOP TOTS staff feels that your child is well enough to participate but may be becoming ill, we will monitor your them and update you accordingly.

Students will be readmitted to our Center once they have completed the following:

- ✓ Has been without a fever for at least 24 hours without the assistance of fever-reducing medications
- ✓ If a student was excluded due to a contagious illness (including but not limited to ear infections, conjunctivitis, and rashes) he or she must be on antibiotics for at least 24 hours and bring a note from their licensed healthcare provider stating that return to school is advised.

Students may still be excluded if TOP TOTS staff believes the student has a contagious illness.

COVID-19

You and your family are a vital part of the TOP TOTS community and as such, we must work together and care for each other to keep COVID-19 contained and manageable. We've made such great progress, but exposure and spread can still risk closure of our Center and impact our entire community. This is especially true for our youngest students. Therefore, we will continue to monitor (and adhere to) the latest guidance, recommendations, and mitigation protocols established by the CDC, Brookline DPH, and EEC to ensure that the risk to your child is minimized to the greatest extent possible. Accordingly, we will:

- ✓ Require our staff to be fully vaccinated and boosted
- ✓ Monitor our students and staff for signs and symptoms of COVID-19 and ask suspected individuals to either go or stay home. Temperature screening will not be performed due to the high likelihood of false results, but we will be vigilant.
- ✓ Check our staff with rapid antigen testing as appropriate
- ✓ Limit non-essential visitors who are unvaccinated to the greatest extent possible (if not possible, they must wear a mask)
- ✓ Utilize ventilation to the greatest extent possible
- ✓ Maintain discrete classroom areas and groups, with appropriate grouping and distancing within
- ✓ Maintain vigilant cleaning and sanitizing practices in the Center
- ✓ Closely track epidemiologic data and Brookline community risk

Please notify the TOP TOTS staff if anyone in your household or any close contact of your household tests positive for COVID-19 and if you are unvaccinated, we ask for the sake of our students and staff that you please wear a mask when entering our facility.

Child Custody and Special Circumstances

Family situations can be quite complicated. For the sake of our students' emotional well-being, TOP TOTS prefers to remain a neutral party to custody matters and disputes so that family units can feel equally welcome at our Center. Despite potentially strong feelings of those involved, TOP TOTS will not deny a parent or guardian access to their child without court authorization. Parents and/or guardians are required to provide copies of all relevant court orders (signed by a judge), including any active restraining orders or court-ordered visitation schedules, and joint custody agreements that are signed by both parents and/or guardians. These documents must be submitted via [Brightwheel](#) and will be kept on file at the center. If visitation rights are established by a court order, the parent and/or guardian in question will only have access to the child at the times, and under the circumstances, specified in the order. Although TOP TOTS employs an open, welcoming position with respect to parents and guardians at our Center, we will not allow our staff to function as a supervisor of parental visits.

Referral Services

TOP TOTS welcomes and accepts applications from all families. We believe that all children and families can benefit from the inclusion of children with varying abilities in the classroom. Children and families can and should learn about helping one another and developing an awareness and respect for human differences. However, after a child is enrolled, the families/guardians or the child's teachers may believe that further evaluation would be beneficial for assistance with a physical, emotional, behavioral or medical issue.

Whenever a child's development or behavior are of concern to TOP TOTS staff, we document those concerns in the form of child observation reports, behavioral intervention plans and developmental reports. Our Director will review these documents and speak with the Teachers to decide whether TOP TOTS can meet the child's needs or, if a referral should be made for outside professional assessments. Parents will be informed of concerns in writing and during a meeting with our team.

Working together, the Director, Teachers, parents/guardians, and any outside assessors will discuss what the appropriate next steps should be for the student. If additional services are necessary, our Director will discuss with you how the school can or should be involved. If it is determined that additional services are unnecessary, or that the student is ineligible to receive services at the time, TOP TOTS will review the student's progress every three (3) months to follow-up on any concerns. Our Director will appoint a liaison (usually one of the student's classroom teachers) who will be responsible for coordinating all communications regarding the student's accommodations and who will continue to

assess the student's progress. The liaison and the classroom teaching team will assess the student through weekly assessment discussions, written development reports prepared every three months, and other documents as may be deemed appropriate. If there are other service providers, they may contribute to TOP TOTS documentation in the form of Individual Service Provider memos and addenda attached to progress reports. The liaison and the Director will meet with the parents every three (3) months to discuss the assessments and the potential to continue serving the student at TOP TOTS. If it is decided that an outside referral should be made, we will assist families with this process. The designated liaison will continue to coordinate this process and oversee any services provided for the student by outside providers. The student's progress at TOP TOTS will continue to be documented every three (3) months and communicated to the families/guardians.

While in the process of assessing a student, it may become evident that continued enrollment at TOP TOTS is not beneficial or poses a safety risk to other students in our care, and in such cases, we reserve the right to terminate the student's enrollment. The following criteria are used to decide if continued enrollment at TOP TOTS is in the student's best interest:

1. The potential for the student to present a serious danger to himself/herself or others
2. The continuing availability of necessary staff and resources
3. Evidence that the student has made progress toward effective participation in the classroom
4. Evidence that the student has made progress toward goals stated in his or her Individual Education Plan or Individual Family Service Plan (any modification(s) to these plans made must be consistent with TOP TOTS policies and educational philosophy).

Parent cooperation in referrals and recommendations must be consistently maintained. If it is determined that the conditions for continued enrollment are not met, TOP TOTS will provide parents with a written notice of termination and referrals for a more appropriate placement. When conditions allow, our Teachers will prepare the student for the transition in such a way that is appropriate to the child's age and level of understanding.

Included below are contact information for Special Needs (766) Programs in Brookline, Newton and Boston. Children who are three years and younger are referred to Massachusetts Early Intervention Programs, and children who are older than three years are referred directly to the municipality in which they live.

Age of Child Who Has (or is at-risk of) a Developmental Delay		
Location	Up to Three (3) Years Old	Three (3) Years and Older
Massachusetts and Greater Boston Area Residents:	Massachusetts Early Intervention (EI) Division 250 Washington Street, 5th Floor, Boston, MA 02108 Family TIES of Massachusetts Phone Central Directory (800) 905-8437 General Email: EI@state.mass.us Website: massfamilyties.org Emily White, PhD, BCBA-D, LABA Director, Early Intervention Division Email: Emily.A.White@mass	Boston Public Schools Office of the Superintendent 2300 Washington Street, Roxbury MA 02119 Main Number: 617-713-5473 Guidance Services: 617-635-8030 Special Education: 617-635-8599 Boston Parent Advisory Council: 617-635-9210 Fax: 617-635-9059 Parent Support Services: 617-635-9660 Special Needs Parent Advisory Council: 617-635-6612 Family and Student Engagement: 617-635-7750
Brookline Residents:		Brookline Early Education Program Sarah Moynihan, Early Childhood Intake Team Facilitator. Phone: 617-713-5473. Email: sarah_moynihan@psbma.org
Newton Residents:		Early Childhood Education Programs Citywide Early Childhood Services-Preschool 15 Walnut Park, Newton MA 02458 Beverly Mobilia Phone: 617.559.2062 Email: beverly_mobilia@newton.k12.ma.us

Child Abuse and Neglect Procedures

Every educator who works with children is a mandated reporter and is required by Massachusetts General Law (M.G.L. c119, 51A) to report to the [DCF](#) if they have reasonable cause to believe or suspect that a child is a victim of abuse or neglect, *no matter where the abuse or neglect may have occurred and by whom it was inflicted*. Accordingly, all TOP TOTS staff undergo extensive background checks (fingerprinting, [CORI](#), [SORI](#), and [DCF](#)) prior to being hired, and receive training to identify and report suspected abuse and neglect. Families will be notified of any allegations of abuse and/or neglect involving their child while in TOP TOTS care.

Our foremost and overriding priority will always be the protection of our students. Upon being notified of suspected abuse or neglect and a report being filed, the Massachusetts [DCF](#) and [EEC](#) will conduct an investigation and determine the appropriate course of action. It is the agency's role to determine if the report of abuse or neglect is substantiated and to work with the family to ensure the child's needs are met. TOP TOTS Learning Center will cooperate fully with any and all appropriate authorities, and will maintain confidentiality throughout the process.

Plans for Meeting Potential Emergencies

First Aid and Transportation to the Hospital

In the case of an emergency or illness (such as a seizure, a serious fall, or a serious serious cut), the immediately-available Teacher in charge will calmly begin administration of emergency first aid while an assistant or second teacher will calmly relocate the other students in class to another area or room. Other TOP TOTS staff will be alerted to send for assistance, be it our Director or staff member on duty. The TOP TOTS Director will immediately attempt to contact the parent to come and pick up the student or, if response time is a factor, staff will call an ambulance and instruct the parent to meet the child and accompanying staff at the designated hospital emergency room. Your child's relevant health, medical, and insurance information will be brought to the hospital by the accompanying TOP TOTS staff member.

In situations when parents and/or guardians cannot be reached, those listed as emergency contacts will be contacted. A designated TOP TOTS staff will continue to attempt to reach parents until successful.

TOP TOTS will immediately report to the Department of [EEC](#) any injury to, or illness of, any student which occurs during the hours while the child is enrolled in care and which requires hospitalization or emergency medical treatment.

Emergency Evacuation

Floor and Emergency Evacuation Plans will be posted at all exits, which are clearly marked "EXIT" and located at the front and rear of our Brookline Center.

During an emergency evacuation, the Lead Teacher of each classroom will be responsible for taking attendance information and for leading the children they are responsible for out of the building. Teachers and other staff will assist in the evacuation and check for stragglers.

The TOP TOTS Director or Lead Teacher in charge will make a visual inspection of each classroom before exiting the building. All classrooms, once evacuated, will meet at the designated evacuation site (the arboretum at the front entrance to 1560 Beacon Street) and wait for approval from the TOP TOTS Director before reentering the building. Our Center will maintain a daily attendance list that is current. Lead Teachers are responsible for signing children in and out of Center via the [Brightwheel](#) app and will be readily accessible to all TOP TOTS staff iPads (and phones) at all times in case of an emergency evacuation. If a particular emergency does not permit for re-entry into the TOP TOTS facility and requires relocation of students to an indoor facility, TOP TOTS staff will escort students in an orderly manner and in appropriate teacher:student group ratios to the **Courtyard[®] by Marriott[®]** located at **40 Webster Street, Brookline MA 02446** (located 0.4 miles from 1560 Beacon Street). Once relocation is complete, parents will be immediately notified via Brightwheel.

Emergency evacuation drills will be conducted every other month at different times of the day (as determined by our TOP TOTS Director). Students and staff will practice using different evacuation routes to be well prepared for potential emergencies. Our TOP TOTS Director will maintain documentation of the date, time, and effectiveness of each drill in the Center log for five years.

Natural Disasters: Hurricanes, Tornadoes, Floods, Blizzards and Earthquakes

If a natural disaster is forecasted in advance, TOP TOTS will close, open late, or close early based on the recommendations of the Governor and follow the Commonwealth of Massachusetts emergency procedures. If, during the day, the potential of a natural disaster was predicted with limited notice, the TOP TOTS Director or staff member in charge that day will decide the best place to keep the children and staff safe. If a natural disaster occurs unpredictably, the TOTS Director or staff member in charge that day would call for an evacuation and consider the safest alternative place to bring the children and staff.

In the event that an emergency requires students to remain within the TOP TOTS Center, an adequate and abundant supply of emergency supplies (such as First Aid kits), snacks, drinks, etc will always be maintained at the Center. Additionally, student medication will be maintained at our Center in a secure storage as described in the [Health, Safety and Illness](#) of this handbook.

Loss of Power, Heat, Water

If there is a loss of power at 1560 Beacon Street that would affect heat, hot water and light, the TOTS Director will close the Center and contact the families as soon as possible to inform them and provide an estimate of when power, heat or water will return.

Missing Child Procedure

It is our intent that no TOP TOTS staff will ever be alone supervising a group of students, whether in our Center or at an off-site location such as a playground. Our team provides proper supervision and reviews the supervision policies for the physical boundaries of our indoor classrooms and spaces, our outdoor play yards and when traveling off site on a walk. In this regard, our aim is to ensure students are always accounted for and never go missing. As it is important, however, to have a procedure regarding our response should a student go missing, we adhere to the following, outlined below. If a student is not accounted for at any time, our TOP TOTS team member responsible for the student will search the premises, including any area a student could potentially hide both inside our Center and the surrounding area.

In the highly unlikely event of a missing student, the following steps will be taken:

- ✓ A Missing Child notification by calling 911 and the [Brookline Police Department](#) will immediately be reported, followed by an Immediate Missing Child notification to the TOP TOTS Director or designee who will take responsibility, and
- ✓ An immediate notification to the child's parents/family.

A missing child "Command Center" will be established at TOP TOTS and all concerned parties will be directed to meet at this location where a land line phone and fax, as well as drinking water and restrooms will be available. TOP TOTS staff and the relevant group of students will remain together in one location until the [Brookline Police](#) arrive.

Upon arrival of [the Brookline Police](#), the TOP TOTS Director or staff member in charge assumes all responsibility for communication of the child's full name, a detailed physical description, and provision of an electronically transmittable photographs (all information readily accessible in the student's file contained within our [Brightwheel](#) mobile app), and location and time they were last seen. The TOP TOTS Director or staff member in charge will accompany the police for the duration of the search or until dismissed by the police to return to TOP TOTS.

Following the submission of a missing student incident, TOP TOTS will follow notification procedures as outlined by the Commonwealth of Massachusetts licensing regulation 606 CMR 7.04 (15) [i] and will conduct an investigation with appropriate authorities to determine what course of action will be necessary to minimize the possibility of any student going missing in the future.



ENROLLMENT AGREEMENT

Child's First Name: _____

Child's Last Name: _____

Date of Birth: _____

Start Date: _____

Your child will be enrolled in the following TOP TOTS Learning Center program, and will attend on the following weekdays:

Program	Enrollment	Mon	Tue	Wed	Thu	Fri

TUITION AND FEES

1. A monthly tuition of \$ _____ is due on the last day of each month (28th—31st) prior to each month your child will be enrolled. Tuition will not be reduced due to illness, absences or scheduled holidays. If TOP TOTS is unable to provide a space for your child, this payment will be refunded
2. A non-refundable security deposit of \$ _____ is also due at the time of enrollment, and will be applied to your child's final month tuition.
3. If the full tuition is not received when due, a late fee of \$5.00 per day will be added until the tuition is paid in full. Although payments may be split between parents or supported by a subsidy, each parent is still responsible for timely payment of the full tuition. If a payment is delinquent for one week or more, your child's enrollment may be suspended until the balance is brought to current status. Tuition is due regardless of a child's absence from the program for any reason.
4. A \$25.00 fee will be charged for a check returned for insufficient funds. If this occurs more than once, TOP TOTS may require payment by another method for enrollment to continue.
5. In the event of changes to tuition rates, you will be notified in writing within thirty (30) days of the change. This tuition rate is reflective of, in part, mandatory ratios of students to teachers in assigned classrooms.
6. You are required to give thirty (30) days' notice in writing of any reduction in your child's schedule. Tuition will be reduced to the new rate thirty (30) days after notice is received. If your child's schedule changes from full-time to

part-time, TOP TOTS Learning Center cannot guarantee that a full-time slot will be available in the future.

7. If you plan to withdraw your child from TOP TOTS, a minimum of thirty (30) days advance written notice is required, either provided as a signed and dated hard copy, or registered with digital acknowledgment within [Brightwheel](#). Your security deposit will be applied to your child's final month tuition at TOP TOTS.
8. A late pick-up fee of \$10 per child is payable if your child(ren) remains after closing between 5:30 pm to 5:45 pm, and \$1.00 each additional minute after 5:45 pm. This fee is subject to change.
9. Your child may have the opportunity to participate in special programs and field trips. These may result in an additional fees due before the day of the event. Notification of planned field trips will be communicated in advance, and a signed permission slip will be required in order for your child to participate in any field trip.
10. If your tuition is subsidized, any misrepresentation of gross household income or subsidy status may result in dismissal from TOP TOTS and/or retroactive charges for all underpaid tuition.

HOURS OF OPERATION, ARRIVAL AND DEPARTURE

1. TOP TOTS is open from 7:30 am to 5:30 pm, Monday through Friday, year-round. The Center is closed for certain scheduled holidays, as detailed in our Parent and Family Handbook and website. Center hours and holiday schedule are set and posted annually, but may be changed at any time with thirty (30) days' notice.
2. TOP TOTS follows the Brookline Public school schedule for closing during weather emergencies, though our Director retains authority to close the Center due to unsafe conditions. Decisions to close TOP TOTS due to inclement weather will be communicated to parents via [Brightwheel](#) as soon as confirmed. The latest information on Brookline school closures can also be found on local television networks and on the Brookline Public Schools website (<https://www.brookline.k12.ma.us/>).
3. If it is necessary to close TOP TOTS early, it will be your responsibility to arrange for your child's early pick up. There will be no tuition credit for any time the Center is closed due to scheduled holidays, weather, or unforeseen circumstances.
4. TOP TOTS will only release your child to a parent/guardian, or to persons identified/authorized on the TOP TOTS Child Information Form. If a person who is not identified/authorized on the TOP TOTS Child Information Form must pick up your child, you must notify TOP TOTS in advance, and in writing. Before TOP TOTS will release your child to any

individual not identified/authorized on the TOP TOTS Child Information Form, government-issued photo

identification must be presented to TOP TOTS staff.

5. Late pick-up is an exceptional occurrence and not a normal program option. If your child has not been picked up after 5:30pm closing and we have not heard from you, we will attempt to contact you and then the authorized individuals listed on the TOP TOTS Child Information Form. Provisions will be made for a TOP TOTS staff member to stay with your child as long as possible, but if we are unable to reach you or another authorized individual after one (1) hour, we will contact the Massachusetts Department of Children and Families) (DCF) and/or Brookline Police Department. Repeated late pick-ups may result in dismissal from TOP TOTS.
6. TOP TOTS will not release your child to anyone who appears to be impaired or under the influence of any intoxicating substance. If an impaired person attempts to pick up a student, pick up will be refused and TOP TOTS staff will attempt to contact the other parent and/or guardian or authorized person(s). If alternative arrangements cannot be made, the Massachusetts DCF and/or Brookline Police Department will be called, as required by the Commonwealth of Massachusetts.
7. TOP TOTS Learning Center cannot legally deny access to or release of a child to either parent/guardian, unless there is an active restraining order, a specific schedule of court-ordered visitation rights, or other Court Order in place. All relevant court documents related to custody arrangements must be provided to TOP TOTS. If your family is not in agreement or the situation is unclear, we will require you to return to the court to resolve your differences.
8. Student accident insurance is provided by TOP TOTS. This is a secondary insurance that will help defray the cost of out-of-pocket medical expenses relating to injuries that occur while your child is within TOP TOTS care, and that are not covered by your primary insurance.

REQUIRED DOCUMENTATION PRIOR TO ENROLMENT

In addition to this signed Enrollment Agreement, you must provide the following documentation prior to your child being fully enrolled in TOP TOTS:

1. A completed, signed Child and Family Information Form.
2. A completed, signed Informed Consent (which includes acknowledgement of receipt/agreement with the TOP TOTS Parent and Family Handbook).
3. A completed, signed Toddler or Pre-School/Pre-K (as appropriate) Developmental History & Personal Care Form.
4. A completed, signed Suspected Allergy and Food Intolerance Form, as appropriate.
5. A completed Individual Health Care Plan form, signed by a parent/legal guardian and your child's licensed health care provider.
6. Current medical and immunization records for your child, which must be updated at least annually (unless otherwise indicated), or anytime there is a change to your child's condition or treatment. Children without appropriate, current medical records may not attend TOP TOTS.
7. A completed Medication Consent Form, as appropriate, signed by a parent/legal guardian and your child's licensed healthcare provider.
8. A completed, signed Massachusetts Transportation Plan and Authorization.
9. A completed, signed Oral Care (Tooth Brushing) Permission Form.
10. A completed, signed Sunscreen and Insect Repellant Form.
11. Any relevant court orders (signed by a judge), including any active restraining orders or court-ordered visitation schedules, and joint custody agreements that are signed by both parents and/or guardians.
12. All records pertaining to your child will be maintained in a confidential file, must be updated as appropriate and required throughout their tenure at TOP TOTS, and will be maintained for five (5) years after your child leaves our program. You may request copies of your child's confidential records at any time, and will be provided access within no more than two (2) business days or, you may provide a written request for other authorized individuals to obtain a copy of your child's confidential records.

MISCELLANEOUS

1. In an effort to maintain the professional status of our staff and prevent potential conflicts of interest, babysitting by TOP TOTS staff is discouraged. However, should you hire any TOP TOTS staff, it must be outside the Center premises and with the understanding that such arrangements and payment for services are solely between you and the staff member. These arrangements are not sanctioned by TOP TOTS, and you agree to hold TOP TOTS harmless from any such arrangement. In addition, if a staff member leaves TOP TOTS' employment to work for you within six (6) months of his or her departure; you agree to pay a placement fee of \$2,500.
2. During the first two (2) weeks of your child's enrollment at TOP TOTS, he/she will engage a transition period to be determined by discussion with Center staff and yourself, a thorough review of information provided in enrollment forms, and individual needs of your child. In brief, this transition period involves 1) beginning your child on a half-day schedule and progressively increasing to a full day at the Center and simultaneously 2) parent or guardian accompanying your child at the Center and participating in their Center activities for 1-2 hours, then gradually tapering your time down.
3. If TOP TOTS is concerned that your child's needs are not being met in our program, we will involve you in the process of identifying the issues and working toward resolution. However, if after reasonable and appropriate interventions have been tried, TOP TOTS determines that the program is not in the best interest of you, your child, or the Center, we may require that your child be suspended from the program. Suspension procedures will be implemented in the time frame that is deemed appropriate by TOP TOTS. If TOP TOTS believes, in its sole discretion, that the actions of a parent or guardian are disruptive, inappropriate or inconsistent with the Center's best interests, we may elect to end a child's enrollment.

I have read, understand, and accept the conditions noted above:

Parent/Guardian Signature: _____

Date: _____

TOP TOTS Director Signature: _____

Date: _____



INFORMED CONSENT

Child's First Name: _____

Child's Last Name: _____

Access to TOP TOTS

While I will have access to TOP TOTS Learning Center (herein after, the "Center" or "TOP TOTS") without notice when my child is present, this access may not be used to supplement any visitation schedule or custody arrangements.

I Agree: _____

I Do Not Agree: _____

Release of my Child

For my child's safety, I understand that TOP TOTS will release him/her only to parent(s) or legal guardian(s) or to the third parties I have authorized on the TOP TOTS Child and Family Information Form. Third party pick-up is subject to the following rules:

1. At least two (2) people other than parents and/or guardians must be designated as emergency contacts in the TOP TOTS Child and Family Information Form. In the event of an emergency, emergency contacts will be contacted if parents and/or guardians cannot be reached.
2. If the person picking up my child from TOP TOTS is listed in the TOP TOTS Child and Family Information Form, but does not regularly pick him/her up, I will verbally notify TOP TOTS in advance. Verbal authorization is not permitted for anyone who is not listed on the TOP TOTS Child and Family Information Form.
3. If the person picking up my child is not listed on the TOP TOTS Child and Family Information Form, I will notify TOP TOTS in writing, in advance.
4. Government-issued photo identification will be required if the third party does not regularly pick up my child, or is unknown to TOP TOTS staff.

I accept that TOP TOTS Learning Center will not release my child to anyone who appears to be impaired or under the influence of intoxicating substances. If an impaired person attempts to pick up my child, pick up will be refused and TOP TOTS staff will first attempt to contact the other parent and/or guardian, and then the other individuals listed on the TOP TOTS Child and Family Information Form. If alternative pickup arrangements cannot be made after attempting to contact the parents/guardians and/or other authorized individuals, the Massachusetts Department of Families and Children (DCF) and/or Brookline Police Department will be called, as required by the Commonwealth of Massachusetts.

I Agree: _____

I Do Not Agree: _____

Walk Permission

When weather permits, TOP TOTS students may go on walks that are supervised by our staff, in the surrounding area of Brookline. Infants and toddlers will be transported in a buggy or a stroller.

I Agree: _____

I Do Not Agree: _____

I give permission for my child to participate in supervised walks while he/she is in the care of TOP TOTS staff. I further give permission for TOP TOTS staff to apply sunscreen to my child as necessary.

Photography & Video Permission

TOP TOTS Learning Center regularly takes photographs and videos of children who are enrolled in our Learning Center. However, TOP TOTS ensures that any use, display, or dissemination of photographs or videos of children is accomplished in a safe and thoughtful manner. These photographs or videos may be shared with you and other families in a variety of ways, such as on the TOP TOTS website or brochures, via email communications, on postings at our Center, or in parent newsletters. These photographs and/or videos may also be used to communicate with families to highlight our students' development, to illustrate the daily curriculum, or to document other activities associated with the Center. Additionally, photographs and/or videos may be used for other Centers, general business, and marketing purposes and may appear online. TOP TOTS retains all rights, title, and interest in these materials and may use and disseminate them in a variety of safe and thoughtful ways, in its sole judgement.

Please select one below:

_____ I give permission for TOP TOTS Learning Center to take photographs and videos of my child and use these documentations as described above.

_____ I give permission for TOP TOTS Learning Center to take photographs and videos of my child and to only use those documentations for curriculum purposes, documenting my child's progress, and for communication with me, our family, and other families with children who are currently enrolled in TOP TOTS.

_____ I do not give permission for TOP TOTS Learning Center to take photographs and/or videos of my child.

Child Illness

TOP TOTS will call me if my child becomes ill, and I may be required to pick up my child as soon as possible (within 60 minutes). And, my child must remain out of the Center until he/she is free of symptoms for 24 hours, unless I provide a doctor's note stating that my child is 1) not contagious, and 2) can participate in group care. The TOP TOTS Parent and Family Handbook contains our full Child Illness Policy, and includes protocols for contagious illnesses.

I Agree: _____

I Do Not Agree: _____

Child Injuries

If my child sustains a minor injury during his/her care at TOP TOTS, I will receive an Occurrence Report that describes the incident when I pick him/her up on the day the injury occurred. I will be contacted immediately if the injury results in any swelling, involves the face or head, or requires medical attention.

I Agree: _____

I Do Not Agree: _____

Emergency Medical Care

If my child requires emergency medical attention while at TOP TOTS, the Center will attempt to contact me or the emergency contacts I provided on the TOP TOTS [Child and Family Information Form](#). If necessary, I authorize TOP TOTS Learning Center to call an ambulance to transport my child to the nearest medical facility for treatment, which will be either: 1) Boston Children’s Hospital (300 Longwood Avenue, Boston MA 02115), 2) Beth Israel Deaconess Medical Center (330 Brookline Avenue, Boston MA 02115), or 3) Brigham and Women’s Hospital, 75 Francis Street, Boston MA 02115).

I Agree: _____

I Do Not Agree: _____

If my child requires emergency medical attention while at TOP TOTS, I request TOP TOTS to transport my child to the following medical facility:

Administration of First Aid, Cardiopulmonary Resuscitation (CPR), and Health and Medical Information

TOP TOTS staff members are trained in pediatric first aid and CPR. I authorize TOP TOTS staff to administer First Aid and CPR to my child if required. Further, my child’s health information may be viewed by TOP TOTS staff, may be shared with emergency medical providers, and may be viewed by Commonwealth of Massachusetts licensors for compliance

I Agree: _____

I Do Not Agree: _____

Allergies

If my child has allergies, I agree to inform TOP TOTS Center Director and list the allergen, triggers, and treatment information on my child’s Individual Health Care Plan. Due to severe nut allergies, I agree to refrain from bringing items containing nuts to the center. If my child has severe allergies that may require a medical response (such as an EpiPen), I will provide any device to TOP TOTS together with training for same.

I Agree: _____

I Do Not Agree: _____

TOP TOTS Learning Center Parent and Family Handbook Acknowledgement

I acknowledge and agree that 1) in addition to this Informed Consent, I received the TOP TOTS Learning Center Parent and Family Handbook, as well as any Center-specific information and relevant Commonwealth of Massachusetts policies, 2) it is my responsibility to read and familiarize myself with all these materials and address any questions with TOP TOTS management and staff, and 3) I will abide by these materials.

I Agree: _____

I Do Not Agree: _____

I have read, understand, and accept the conditions noted above:

Parent/Guardian Signature: _____

Date: _____

TOP TOTS Director Signature: _____

Date: _____



CHILD AND FAMILY INFORMATION FORM

Child's Full Name:	_____	Preferred Name/ Nickname:	_____
Date of Birth:	_____	Gender:	_____
Place of Birth:	_____	Height (inches):	_____
Weight (lbs):	_____	Eye Color:	_____
Hair Color:	_____	Identifying marks (if any):	_____
Primary language spoken at home:	_____	Primary language spoken by child:	_____

Desired Start Date: _____

Sibling 1 (enrolled at TOP TOTS): _____

Sibling 2 (enrolled at TOP TOTS): _____

Parent and/or Guardian Information

Parent/Guardian 1 Full Name:	_____	Relationship to Child:	_____
Home Phone:	_____	Email:	_____
Home Street Address:	_____	Home City:	_____
Home State:	_____	Home Zip Code:	_____
Company/Business Name:	_____	Company/Business Address	_____
Company/Business Phone:	_____	Company/Business Email:	_____

If parental custody is shared,
please describe the
arrangements here: _____

Note: If any court-ordered parental custody, visitation rights, etc. have been established you must provide signed copies of the relevant documents to TOP TOTS (these can be uploaded to Brightwheel)

Parent/Guardian 2 Full Name: _____ Home Phone: _____ Home Street Address: _____ Home State: _____ Company/Business Name: _____ Company/Business Phone: _____	Relationship to Child: _____ Email: _____ Home City: _____ Home Zip Code: _____ Company/Business Address: _____ Company/Business Email: _____
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I/we authorize the following individuals (who are not parents and/or guardians) to drop off and/or pick up my child from TOP TOTS:

Authorized Individual	Relationship	Phone	Address

NOTE: If a person who is not listed above must pick up your child from TOP TOTS, you must notify TOP TOTS in advance, and in writing. Before TOP TOTS will release your child to any individual who is not listed above, government-issued photo identification must be presented to TOP TOTS staff.

The Following Individuals are Emergency Contacts (other than parents/guardians). In the event my child is involved in an emergency, TOP TOTS should reach out to these individuals (listed in priority order) if a Parent and/or Guardian Cannot be reached.

	Emergency Contact	Relationship	Phone	Address
1				
2				
3				
4				

Parent/Guardian Signature: _____	Date: _____
TOP TOTS Director Signature: _____	Date: _____



TODDLER DEVELOPMENTAL HISTORY & PERSONAL CARE

Child's Full Name: _____ Preferred Name/Nickname: _____

Date of Birth: _____ Gender: _____

Family Information: please provide names of family members (including pets) who live at home

Family Member	Relationship	How Does Your Child Address Them?

If you speak a primary language at home other than English, please share some words and/or phrases in your primary language that correspond to:

Phrase	Corresponding Phrase in Child's Primary Language
<i>I'll take good care of you</i>	_____
<i>You are safe</i>	_____
<i>Mommy is coming soon</i>	_____
<i>Daddy is coming soon</i>	_____
<i>Time to use the bathroom</i>	_____
<i>Time to wash our hands</i>	_____
<i>Time to play</i>	_____
<i>Time to go outside</i>	_____
<i>Time to take a nap</i>	_____
<i>Time to eat a meal or snack</i>	_____
Any other important phrase(s) not listed here	_____

My Child’s Developmental & Health History

Developmental Milestone	YES	NO	Age he/she Started
Does your child crawl?			
Does your child walk with support?			
Does your child walk without support?			
Does your child babble?			
Does your child say audible words?			
Can your child speak 2-3 sentences?			
How does your child communicate needs?			
Please describe any serious illnesses or hospitalizations:			
Please describe any developmental concerns (if any):			
Please describe any physical conditions or concerns (if any):			
Please describe any complications during birth (if any):			
If your child has any special needs, please describe:			

My Child’s Nutrition and Feeding History

If your child is drinking milk, how is he/she fed (check all that apply):

Breast: Bottle: Cup:

	Brand or Type	Amount (ounces)	Number of Feedings and Times of Day
Breast Milk			
Formula/Milk			
Juice			
Other			

My child eats with
(check all that apply):

Spoon:	<input type="checkbox"/>	Fork:	<input type="checkbox"/>	Fingers:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
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My child eats while
(check all that apply):

In a high-chair:	<input type="checkbox"/>	At the table:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
------------------	--------------------------	---------------	--------------------------	--------	--------------------------

If your child is breast fed, please describe your routine:

What are your child's favorite foods and eating preferences?

If your child has any special dietary requirements or restrictions, please describe them here:

What else should we know about your child's eating and drinking habits and preferences?

Please acknowledge "YES": For any diagnosed allergies, an Individual Health Care Plan must be completed and uploaded to Brightwheel. For any conditions that require administration of medication by TOP TOTS staff, a medication history/medication administration parental permission form must be completed and uploaded to Brightwheel

My Child's Sleeping Routine

At home, my child sleeps in (check all that apply):

A Crib:	<input type="checkbox"/>	His/Her Own Bed:	<input type="checkbox"/>	With Parents:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
---------	--------------------------	------------------	--------------------------	---------------	--------------------------	--------	--------------------------

What time does your child go to bed at night?

What time does your child wake up in the morning?

Please describe the number and times of day your child naps:

Please describe your child's preferred sleeping position, and any pre-nap rituals that helps your child go to sleep:

Please describe any sleeping concerns you have for your child:

How to Comfort My Child

Does your child use a pacifier? Yes: No: Does your child suck his/her thumb?: Yes: No:

If your child has a security object, please describe here:

How does your child like to be held? Please describe here:

Does your child have a “fussy time” and if so, how do you handle this?

How does your child communicate that they are uncomfortable?

What else would you like the TOP TOTS staff to know about comforting your child?

My Child’s Diapering and/or Potty Routines

Is your child toilet trained? Yes: No: What is your child toilet trained for (urination, bowel, both)?

Does your child wear diapers during the day? Yes: No: Does your child wear diapers while napping? Yes: No:

At what age did your child start using the toilet (months)? _____

What type and size diapers will you be providing? _____

What is used for home toileting (potty chair, special seat, regular toilet seat, other)?

Typical number of urinations per day: _____

Words used for urination: _____

Typical number of bowel movements per day: _____

Words used for bowel movements: _____

What else would you like TOP TOTS to know about your child’s diapering and/or potty routines?

My Child's Social Relationships

If your child has had any experience with child or group care, please describe here:

How is your child around other children (friendly, aggressive, shy, other)?

How does your child react to new situations, children, and adults?

What are your child's favorite toys to play with and things to do?

What does your child like to read or have read to them?

If your child is afraid of anything, please describe here:

Our team at TOP TOTS Learning Center aims to be your partner of choice, wants you to feel like he/she is on TOP while in our care, and wants him/her to achieve their TOP potential in life. As such, we'd like to understand a bit more about. . .

Please explain your general parenting philosophy

What do you, as a parent, and as a family, hope your child gets out of his/her experience at TOP TOTS?

Please share any other relevant information, not covered yet, that you think we should know:

Primary Physician/Health Care Provider Information:

Physician/Primary Health Care

Provider Name: _____

Street Address: _____

State: _____

Phone Number: _____

Name of Clinic/Hospital:

City: _____

Zip Code: _____

Email: _____

Dentist Information:

Dentist Name: _____

Street Address: _____

State: _____

Phone Number: _____

Name of Dental Clinic:

City: _____

Zip Code: _____

Email: _____

Health Insurance Information:

Health Insurance Provider:

Health Insurance Policy Number:

I attest that the information I have provided on this Developmental History and Personal Care form is accurate.

Parent/Guardian Signature:

Date:

TOP TOTS Director Signature:

Date:



PRE-SCHOOL/PRE-K DEVELOPMENTAL HISTORY & PERSONAL CARE

Child's Full Name: _____ Preferred Name/Nickname: _____

Date of Birth: _____ Gender: _____

Family Information: please provide names of family members (including pets) who live at home

Family Member	Relationship	How Does Your Child Address Them?

If you speak a primary language at home other than English, please share some words and/or phrases in your primary language that correspond to:

Phrase	Corresponding Phrase in Child's Primary Language
<i>I'll take good care of you</i>	
<i>You are safe</i>	
<i>Mommy is coming soon</i>	
<i>Daddy is coming soon</i>	
<i>Time to use the bathroom</i>	
<i>Time to wash our hands</i>	
<i>Time to play</i>	
<i>Time to go outside</i>	
<i>Time to take a nap</i>	
<i>Time to eat a meal or snack</i>	
Any other important phrase(s) not listed here	

My Child’s Developmental & Health History

Developmental Milestone	YES	NO	Age he/she Started
Does your child crawl?			
Does you child walk with support?			
Does your child walk without support?			
Does your child babble?			
Does your child say audible words?			
Can your child speak 2-3 sentences?			
How does your child communicate needs?			
Please describe any serious illnesses or hospitalizations:			
Please describe any developmental concerns (if any):			
Please describe any physical conditions or concerns (if any):			
Please describe any complications during birth (if any):			
If your child has any speech challenges, please describe:			

If your child has any special needs, please describe:

My Child’s Nutrition and Feeding History

If your child is drinking milk, how is he/she fed (check all that apply):

Breast: Bottle: Cup:

	Brand or Type	Amount (ounces)	Number of Feedings and Times of Day
Breast Milk			
Formula/Milk			
Juice			
Other			

My child eats with
(check all that apply):

Spoon:

Fork:

Fingers:

Other:

What are your child's favorite foods and eating preferences?

If your child has any difficulties eating, please describe them here:

If your child has any special dietary requirements or restrictions, please describe them here:

What else should we know about your child's eating and drinking habits and preferences?

Please acknowledge "YES": For any diagnosed allergies, an Individual Health Care Plan must be completed and uploaded to Brightwheel. For any conditions that require administration of medication by TOP TOTS staff, a medication history/medication administration parental permission form must be completed and uploaded to Brightwheel

My Child's Sleeping Routine

At home, my child sleeps in (check all that apply):

His/Her Own
Bed:

With Parents:

Other:

What time does your child go to bed at
night? _____

What time does your child wake up in the
morning? _____

Please describe the number and times of day your child naps:

Please describe your child's preferred sleeping position, and any pre-nap rituals that helps your child go to sleep:

Please describe any sleeping concerns you have for your child:

How to Comfort My Child

If your child has a security object, please describe here:

How does your child communicate that they are uncomfortable?

What else would you like the TOP TOTS staff to know about comforting your child?

My Child's Potty Routines

Is your child toilet trained?	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>	What is your child toilet trained for (urination, bowel, both)?
Does your child wear diapers or pull-ups?	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>	Does your child wear diapers while napping?
					Yes: <input type="checkbox"/> No: <input type="checkbox"/>

At what age did your child start using the toilet (months)?

What is used for home toileting (potty chair, special seat, regular toilet seat, other)?

If your child has accidents, how often and when do they occur?

Typical number of urinations per day: _____

Words used for urination: _____

Typical number of bowel movements per day: _____

Words used for bowel movements: _____

What else would you like TOP TOTS to know about your child's potty routines (are bowel movements regular, any problems with diarrhea or constipation, etc?)

My Child's Social Relationships

If your child has had any experience with child or group care, please describe here:

How is your child around other children (friendly, aggressive, shy, other)?

How is your child around other adults?

How does your child react to new situations, children, and adults?

What are your child's favorite toys to play with and things to do?

What does your child like to read or have read to them?

If your child is afraid of anything, please describe here:

Please describe your child's typical day:

Our team at TOP TOTS Learning Center aims to be your partner of choice, wants you to feel like he/she is on TOP while in our care, and wants him/her to achieve their TOP potential in life. As such, we'd like to understand a bit more about. . .

Please explain your general parenting philosophy

What do you, as a parent, and as a family, hope your child gets out of his/her experience at TOP TOTS?

Please share any other relevant information, not covered yet, that you think we should know:

Primary Physician/Health Care Provider Information:

Physician/Primary Health Care

Provider Name: _____

Street Address: _____

State: _____

Phone Number: _____

Name of Clinic/Hospital:

City: _____

Zip Code: _____

Email: _____

Dentist Information:

Dentist Name: _____

Street Address: _____

State: _____

Phone Number: _____

Name of Dental Clinic:

City: _____

Zip Code: _____

Email: _____

Health Insurance Information:

Health Insurance Provider:

Health Insurance Policy Number:

I attest that the information I have provided on this Developmental History and Personal Care form is accurate.

Parent/Guardian Signature: _____

Date: _____

TOP TOTS Director Signature: _____

Date: _____



SUSPECTED ALLERGY & FOOD INTOLERANCE FORM

Please complete this form if you suspect your child may be allergic to a substance, product, or has a food intolerance but *has not* received a confirmed medical diagnosis by a licensed medical provider. If a suspected allergy or food intolerance is medically diagnosed, an Individualized Health Care Plan Form must be completed, signed by your licensed medical provider, and provided to TOP TOTS. This form must be updated on an annual basis or, whenever there is any change in treatment or if your child’s condition changes.

Child’s Full Name: _____ Date of Birth: _____

My child has a suspected allergy to:

My child has a suspected food intolerance to:

I suspect and/or am concerned that my child may be allergic for the following reasons (check all that apply):

_____ No previous exposure _____ Family history

_____ Previous reaction (please explain and provide the date of the reaction):

Other:

I understand that TOP TOTS Learning Center requires up-to-date information regarding my child’s suspected allergy and/or food intolerance. I also understand that for my child’s safety, his/her photograph and allergy information will be posted in the classrooms, kitchen and/or food storage area.

Parent/Guardian Signature:

Date:

To eliminate the suspected allergy or food intolerance please complete the following:	
I, (parent/guardian’s name) _____ acknowledge that (child’s name) _____	
no longer has a suspected allergy to _____ and may now be served	
these item(s) while at TOP TOTS Learning Center.	
Parent/Guardian Signature: _____	Date: _____
TOP TOTS Director Signature: _____	Date: _____



INDIVIDUAL HEALTH CARE PLAN

This Individual Health Care Plan must be updated annually, or whenever there is any change in treatment, or if the child's condition changes. For complete medication administration information, please complete the Medication Authorization Form with your child's physician or health care provider.

Child's Name:	<input type="text"/>	Date of Birth:	<input type="text"/>
Parent/Guardian's Name:	<input type="text"/>	Parent Phone:	<input type="text"/>
Physician's Name:	<input type="text"/>	Physician Phone:	<input type="text"/>
Any change to the child's Health Care Plan?	<input type="checkbox"/>	YES (indicate changes below)	<input type="checkbox"/>
			NO (updated physician and parental signature required)

CHRONIC HEALTH CARE CONDITION(S)

Name of Chronic Health Care Condition(s):

Description of Chronic Health Care Condition:

Symptoms:

Medical treatment(s) necessary while at program:

Potential side-effects of treatment(s):

Potential consequences if treatment(s) not administered:

Parent and/or Guardian and Healthcare Provider Acknowledgement Statement

To ensure the safety of your child, TOP TOTS cannot delete a health condition which has been previously documented unless we have a signed note from your child’s licensed physician stating that he/she is no longer has that condition (or those conditions), nor can we add items or change any medication without a signed note from his/her licensed health care provider.

I understand that TOP TOTS Learning Center requires the most timely, up-to-date information regarding my child’s health care condition(s). I also understand that the safety of my child, his/her photograph, and medical information will also be posted in the classrooms, kitchen, and/or food storage areas.

Parent/Guardian Signature: _____	Date: _____
Name of Physician (printed): _____	
Physician Signature _____	Date: _____
TOP TOTS Director Signature: _____	Date: _____

TOP TOTS STAFF TRAINING:

TOP TOTS staff may be trained on my child’s Health Condition(s) by:

The following staff have been trained on my child’s medical condition and/or proper administration of medication:

Date trained:

Please check all that apply:

This Individual Health Care Plan was created by:

This Individual Health Care Plan is maintained by:

Parent and/or guardian

TOP TOTS Director

Physician or Licensed Healthcare Provider

TOP TOTS Assistant Director

TOP TOTS Health Care Consultant

Child’s educator

Other:

Other:

This Individual Health Care Plan must be updated annually, or whenever there is any change in treatment, or if the child’s condition changes. For complete medication administration information, please complete the Medication Authorization Form with your child’s physician or health care provider.



Commonwealth of Massachusetts
Department of Early Education and Care

MEDICATION CONSENT FORM 606 CMR 7.11(2)(b)

Name of child: _____

Name of medication: _____

Please one of the following: Prescription: _____ Oral/Non-Prescription: _____

Unanticipated Non-Prescription for mild symptoms _____

Topical Non-Prescription (applied to open wound/ broken skin) _____

My child has previously taken this medication _____

My child has not previously taken this medication, but this is an emergency medication and I give permission for staff to give this medication to my child in accordance with his/her individual health care plan _____

Dosage: _____

Date(s) medication to be given: _____

Times medication to be given: _____

Reasons for medication: _____

Possible side effects: _____

Directions for storage: _____

Name and phone number of the prescribing health care practitioner:

Child's Health Care Practitioner Signature _____ Date _____

I, _____, (parent or guardian) gives permission
(print name)

to authorize educator(s) to administer medication to my child as indicated above.

Parent/Guardian Signature _____ Date _____
For topical, non-prescription NOT applied to open wound / broken skin (parent signature only)



THE COMMONWEALTH OF MASSACHUSETTS
 Department of Early Education and Care

Small Group and Large Group Transportation Plan and Authorization

CHILD'S NAME: _____

MY CHILD WILL ARRIVE AT THE PROGRAM:

- PARENT DROP OFF
- SUPERVISED WALK
- UNSUPERVISED WALK
- PUBLIC/PRIVATE/VAN
- PROGRAM BUS/VAN
- CONTRACT/VAN
- PRIVATE TRANS. ARRANGED BY PARENT
- OTHER

MY CHILD WILL DEPART FROM THE PROGRAM:

- PARENT PICK UP
- SUPERVISED WALK
- UNSUPERVISED WALK
- PUBLIC/PRIVATE/VAN
- PROGRAM BUS/VAN
- CONTRACT/VAN
- PRIVATE TRANS. ARRANGED BY PARENT
- OTHER

CHILD'S NAME: _____

MY CHILD WILL ARRIVE AT THE PROGRAM:

- PARENT DROP OFF
- SUPERVISED WALK
- UNSUPERVISED WALK
- PUBLIC/PRIVATE/VAN
- PROGRAM BUS/VAN
- CONTRACT/VAN
- PRIVATE TRANS. ARRANGED BY PARENT
- OTHER

MY CHILD WILL DEPART FROM THE PROGRAM:

- PARENT PICK UP
- SUPERVISED WALK
- UNSUPERVISED WALK
- PUBLIC/PRIVATE/VAN
- PROGRAM BUS/VAN
- CONTRACT/VAN
- PRIVATE TRANS. ARRANGED BY PARENT
- OTHER

PARENT /GUARDIAN SIGNATURE _____ DATE _____

REFER TO FIRST AID AND EMERGENCY MEDICAL CARE CONSENT FORM FOR RELEASE INFORMATION



ORAL Health CARE (TOOTH BRUSHING) PERMISSION FORM

Child's First Name: _____

Child's Last Name: _____

As part of our daily program at TOP TOTS Learning Center, children will brush their teeth as recommended by the American Academy of Pediatrics (<https://www.healthychildren.org/english/healthy-living/oral-health/Pages/default.aspx>)

Tooth brush and toothpaste will be provided by parents and/or guardians and should meet the following requirements:

- The recommended use on the label must be consistent with your child's age.
- All products require a valid expiration date, where applicable.
- All containers/tubes must be labeled clearly with your child's full name.

Please complete one of the following:

I give TOP TOTS Learning Center permission to allow my child to brush his/her teeth while in their care

I do not give TOP TOTS Learning Center permission to allow my child to brush his/her teeth while in their care.

Special Instructions

Parent/Guardian Signature: _____

Date: _____

TOP TOTS Director Signature: _____

Date: _____

TOP TOTS Learning Center requires Parents and/or Guardians to review and sign this Oral Care Permission on an annual basis.



SUNSCREEN AND INSECT REPELLANT PERMISSION

Child's First Name: _____ Child's Last Name: _____

Sunscreen and insect repellent should be applied to your child at least once at home to test for any potential allergic reaction.

Aerosols, sprays, and sunscreen/insect repellent combinations are prohibited at TOP TOTS. Sunscreen must provide UVA and UVB protection of 15 or higher.

Insect repellent may only be used if recommended by public health authorities, or requested by a parent/guardian. The repellent must contain a concentration of no more than 30% DEET (N,N-Diethyl-meta-toluamide). Oil of lemon eucalyptus and para-methane products may not be used on children under 3 years of age.

All sunscreen and insect repellent provided by parents/guardians must be:

- Provided in the original container
- Clearly labeled with your child's full name and date provided
- Within the expiration date
- Appropriate for the age of your child
- Free of nut ingredients.

Please complete one of the following:

I give TOP TOTS Learning Center permission to apply (name of sunscreen) _____ and/or (name of insect repellent) _____ to my child when outdoor conditions warrant, and in a manner consistent with package instructions (subject to any special instructions I provide below).

I do not give TOP TOTS Learning Center permission to apply _____ sunscreen and/or _____ insect repellent to my child. I do not hold TOP TOTS Learning Center, LLC responsible for my decision and understand that my child may be sunburned/bitten as a result. I understand that I should provide protective clothing including a hat, lightweight long sleeve shirt and pants instead, to protect my child from sun exposure and insects during outdoor activities.

Special Instructions

Sunscreen: _____

Insect Repellent: _____

Parent/Guardian Signature: _____ Date: _____

TOP TOTS Director Signature: _____ Date: _____