

**BASEC: Belmont After School Enrichment Collaborative
Health Care Policy
Department of Early Education Care
102 CMR 7.00
Belmont Department of Public Health
105 CMR 430.000**

BASEC @ Burbank
266 School Street
Belmont, MA 02478
(617) 489-3442

Burbank @ Chenery
95 Washington St.
Belmont, MA 02478
(617) 484-8030

BASEC Vacation Program
130 Common St.
Belmont, MA 02478
(617) 489-3442

All staff will be CPR/First Aid certified

Executive Director: Andrew Mountford (Designated Supervisor)

Site Directors: Annie Gloski (Burbank—Designated Supervisor)
Amber Pittenger (Chenery—Designated Supervisor)
Brandon Heisler (BHS—Designated Supervisor)

Operations Director: Sarah McEllin (Designated Supervisor)

Academic Director: Trevor Donahue

Aquatics Director: Caitlyn O'Brien

Curriculum Coordinators: Ellen McEllin (Burbank)
Danielle Greene (Chenery)

Curriculum Specialists: Jamie Meditz (Visual Arts)
Xena Dreyfuss (Visual Arts)
Evan Eckstrom (Performing Arts)
Caitlyn O'Brien (Performing Arts)
James Burke (Sports)
Danny MacAuley (Sports)
Amanda Khoubesserian (Inclusion Specialist)
Cortnay Varela (Community Service)

Educators

Elaine Arvanitis
Tom Granowitz
Kathy McClallen
Emily Pestone

Burbank

Annie Gladfelter
Robyn Greenberg
Jennifer McKenzie
Noreen Sacca

Jael Gorham
Jackie Hardy
Vicky O'Regan
Dick Samaria

Karen Shea

Sam Taber

Jan Toscano

Declan Bowman
Jen Courtney
Claire Horn
Brendan O'Brien

Chenery
Adele Clements
Tom Granowitz
Alex Mattos
Peter Stephan

Jeremy Conlin
Andrea Grant
Melissa Moran
Vicky Vitale

Assistant Educators

Lucy Battle
Ben Crocker
Caitlin Fowler
Carla Maier
Lucky Namugenyi
Grace Ramey
Will Valentine

Burbank

Julia Cantor
Samantha Dignan
Brad Harvey
Libby Mason
Sara Nelson
Sophia Ramey
Karen Ying

Trevor Collins
Tori Dignan
Alice Hashemi
Caroline McLaughlin
Olivia Pierce
Lindsey Shea

Liza Hote
Kevin Martin

Chenery
Katherine Libenson
Mitchell Pereira

Martin Marintchev
Noah Riley

Vacation Program Educators

Includes above, as well as:

Erin O'Regan
Haley Hashemi
Fiona Kolterman
Tom Martin
Rebecca Sandvos

Nicole Pond
Alex Hill
Alex Libenson
Clay Moyles
Casey Shea

Emerson Gagnon
Norman Kilivatitu
Katie MacAuley
Katie Muson
Matthew Thompson

Health Care Consultants:

BASEC @ Burbank & BASEC @ Chenery
Heather Blake
266 School St.
Belmont MA 02478
617-993-5500

BASEC Vacation Program
Aislyn Cangialose, PNP
West Cambridge Pediatric
and Adolescent Medicine
575 Mount Auburn St.
Cambridge, MA 02138
617-547-1995

Emergency Phone Numbers:

Police: 911 or (617) 484-1212
Fire/Ambulance: 911 or (617) 484-1300
Poison Prevention: (617) 232-2120 or 1-800-222-1222
DSS: (781) 641-8500
DSS Hotline: (800) 792-5200

Emergency Hospital:

Mount Auburn Hospital
330 Mt. Auburn St.
Cambridge MA 02138
(617) 499-5025

Children's Hospital
300 Longwood Ave.
Boston MA 02115
(617) 735-6611

Emergency Procedure:

- First Aid/CPR Certified Teachers:
 - Access all injuries and administer First Aid/CPR as needed
 - Call or direct other staff for emergency transportation as needed, (911)
 - Call parent/guardians
 - Direct BASEC teachers to manage care of other students
 - Direct BASEC teachers to meet emergency transportation at BASEC program entrance
 - Direct emergency responders to site at which care is required (stay on the phone with 911—the 911 operator should be the first to hang up)
 - Accompany, if necessary, student to Emergency Care Facility

Emergency Procedures If Parents Cannot be Contacted:

- Call emergency contacts on the student's enrollment form
- Review enrollment form for other important information relevant to an emergency situation, such as allergies to medication or special medical services or contact information requests.
- Contact health consultant for assistance
- If ambulance service is necessary, the Site Director will determine who will accompany the student to an authorized medical facility in the ambulance and remain with the student until the parent/guardian or other authorized person arrives. If the Site Director is the person to accompany the student to the medical facility, the Executive Director will be called to supervise the site. If the Executive Director is not available, the curriculum coordinator can be designated to oversee the site for the remainder of the day.

Emergency Procedures When Off the Premises:

- Teacher always carries first aid kit containing:
 - Medical supplies and prescriptions with release forms
 - Phone number list including parent/guardian work #'s and emergency information
- Two teachers must be with any group off premises
- Follow emergency procedures described above

Procedures for Utilizing First Aid Equipment:

- First Aid Kit/ Manual Locations:
 - Burbank: Room 106—1st Aid area on back sink counter
 - Burbank: Travel Bag
 - Burbank: Outside of gym door, on top of display case
 - Chenery: In cabinet in cafeteria
 - Chenery: Travel Bag
 - St. Joseph's: At the check-in desk in the Parish Hall
 - St. Joseph's: Travel Bag
- First Aid is administered by staff members with Red Cross first aid/CPR training; first aid supervision and kit maintenance is provided by the director
- First Aid kit contents:
 - Eye wash
 - Non-perfumed soap
 - Ice packs, hot/cold compresses
 - Disposable gloves
 - Rolled bandages
 - Assorted thermometers (with disposable sheaths)
 - Bandages
 - Sterile gauze squares
 - Adhesive tape
 - Scissors
 - Small splints
 - CPR mouth barriers/1-way valve
 - Tweezers
 - Health Care Policy
 - Triangular muslin bandages
 - Inhalers, EPI-Pen, Tylenol, Benadryl, and other prescription medications etc. (as ordered by child's physician) with consent release forms. At Burbank, these are located in the office in Room 106. At Chenery, these are located in the locked cabinet. At St. Joseph's, these are located in a locked storage cabinet used exclusively for medication, which is kept in locked except when opened to obtain medication at the central sign-out station.

Plan for Injury Prevention and Management

- Monitoring environment; repair/removal of hazards
- Monthly checks of outlets, paints, stability of equipment, cleaning supplies, etc.
- Toxic substances (cleaning supplies, etc.) in kitchen closet
 - No child access to kitchen closet

Maintaining and Monitoring a Central Injury Log:

Incident reports are kept in log at teacher's station. Completed forms are copied; one copy stays in the log, one is put in the child's file, and one copy is delivered to parents.

Reporting Procedures to Parents:

- Teachers report all incidents and accidents to Site Director; Site Director or teacher fills out incident/injury report.
- Incident/injury is documented within the hour of occurrence.
- Parents sign incident form within 24 hours of reported incident/injury.
- One copy of report is given to parents, one copy of report is kept in student's file, and one copy of report is kept in central log.

EEC/Belmont Health Department Reports:

- BASEC reports to the EEC and/or DPH within 24 hours of any and all serious injuries, in-patient hospitalizations, or death of child while in program.
- EEC and/or DPH must receive a copy of the incident report, the attending teacher's CPR and First Aid cards and an account of the situation.
- EEC: katelyn.canty2@state.ma.us DPH: Belmont Health Department.

Infection Control and Monitoring

- Teachers:
 - Regular and thorough hand washing before serving snack and anytime after bathroom use
 - Food is served with gloved hands (staff do not put their hands to their mouths, hair, noses, etc.) while serving food
 - Hair is groomed and kept off the face; long hair should be pulled back
 - Before administering first aid:
 - Gloves required
 - All situations involving body fluids should be considered infectious
- Children:
 - Regular and thorough hand washing before eating and after bathroom use
- General Information
 - Tables and equipment washed with bleach solution
 - Carpets vacuumed
 - School nurse and parents notify BASEC of any contagious condition or disease (head lice, scabies, chicken pox, etc.)
 - Teachers receive yearly flu shots unless advised otherwise by their health care providers
 - BASEC shall report any case of communicable disease occurring in a camp immediately to the Belmont Board of Health. The report will

be made by the Vacation Camp Director. The report will include the name and home address of any individual in the camp known to have or suspected of having such disease. Until action on such case has been taken by the camp health care consultant, strict isolation shall be maintained. 105 CMR 430.157

- The Vacation Camp Director shall ensure that each suspected case of food poisoning or any unusual prevalence of any illness in which fever, rash, diarrhea, sore throat, vomiting, or jaundice is a prominent symptom is reported immediately to the local board of health and to the Massachusetts Department of Public Health, verbally or by telephone. 105 CMR 430.158

Disinfecting Procedures:

Bleach solution is used for tables, sinks, toilets, play structures. Children are not to use bleach solution at any time.

Blood Spill and Bodily Fluid Disposal:

Employees must use disposable gloves and paper products to clean spills. These items are placed in a separate plastic bag and disposed of in program trash containers (all bodily fluids are treated as infectious).

Evacuation Plan:

In the event of a fire, natural disaster or other situation (such as a chemical spill or bomb threat) requiring evacuation of the building, BASEC will utilize the following plan.

Fire evacuation drills are held once monthly for BASEC after school and once weekly for BASEC vacation programs.

Site Director documents date, time, duration of evacuation, route of exit, and staff in charge of effectively sweeping facility for missing students.

- Evacuation plans and evacuation routes are posted at each activity area;
- Copies of the daily master attendance lists are kept at the front desk;
- In case of a fire, a staff member will call 911 immediately and/or pull a firebox alarm lever;
- Front Desk Teacher checks all BASEC bathrooms;
- Each BASEC teacher checks and clears the specific indoor location in which he/she is stationed for remaining students;
- Front Desk Teacher brings attendance list and student registration book outdoors and delivers to Site Director at designated safe area.
- Site Director conducts head count of all students outdoors.
- Site Director uses master attendance list to roll call for all BASEC students in attendance at time of evacuation.
- Missing students are reported immediately to fire officials.
- All students and teachers remain in designated safe area until given the all clear from fire officials.

If the evacuation of a school building occurs during non-program hours, BASEC teachers will evacuate the building by the closest exit. BASEC teachers will assist the Belmont Public School personnel in managing the school-day student evacuation. Once reaching a safe location outside the school, BASEC teachers should make themselves visible and/or assist in areas of obvious need.

A BASEC evacuation typically occurs when staff and students need to leave the building either for a drill or because of a crisis situation. In a standard fire drill, an outside evacuation may last only a few minutes; a true emergency may require moving to a further location for a longer period of time.

Should an announcement be made, please take the following actions:

- Close doors and windows behind you.
- Turn off kitchen appliances and lights.
- **Front Desk Teacher(s)** takes attendance books and student registration book so that all students can be accounted for when the group is assembled.

- Immediately direct students safely to the proper (closest) exit.
- Follow students to make sure that they are all out.
- Move students to the designated safe area.
- Leave sidewalks clear for emergency responders and equipment.
- Stay clear of fire lanes around the building.
- Upon reaching designated safe area, group students according to the procedures specific to site plan (below), to facilitate quick and accurate head count.
- **Site Director** does a roll call to confirm complete student attendance.
- If any student is not accounted for, immediately notify fire official.
- Be prepared to walk students to an alternate site if instructed by fire official or Site Director.
- Await further instructions from fire official or Site Director.

*Specific teachers will be identified in advance to assist students with disabilities

**Specific teachers within each building will be designated in advance to check all restrooms and regular program areas.

BASEC @ Burbank Evacuation:

Students are directed to exit building by the closest exit. All BASEC @ Burbank students move from one location to another within the Burbank School under direct supervision of staff. Students may not be in areas (with the exception of restrooms) without direct teacher supervision.

Upon exiting building, teachers direct group of students to the designated safe area at the far end of the blacktop in the rear of the school building.

Upon reaching far end of the blacktop, teachers group students in groups of 10 with one teacher supervising 10 students, in order to facilitate a quick and accurate head count. After a head count is determined by the Site Director, the Site Director conducts a role call of all students according to the attendance book and Workshop weekly attendance packet for that day. An accurate role call requires both hearing from each student called, as well as making a visual identification.

Workshop teachers direct students to the designated safe area upon exiting the school building. Site Director conducts a head count, followed by a role call of all Workshop students, according to the attendance packet for that week.

BASEC @ Chenery Evacuation

Students are directed to exit building by the closest exit.

BASEC @ Chenery students who are signed out to BASEC locations, exit the building under the supervision of BASEC teachers. Upon exiting building, BASEC teachers direct students safely to the designated safe area at the outdoor basketball courts.

BASEC @ Chenery students who are signed out to non-BASEC locations (e.g. PTO clubs, school-day teachers' classrooms, after school sports) will exit the Chenery building with that supervising teacher. Under no circumstances should students attempt to return to BASEC locations during an evacuation rather than exiting the school building by the closest available exit. Students remain with supervising teacher in outdoor location until picked up by BASEC teacher.

Upon reaching the designated safe area at the outdoor basketball courts, students are grouped into grade level groups, indicated by holding the color-coded attendance books in the air and calling loudly and clearly for grade level groupings. Grade level groups are then subdivided into groups of 10 students (supervised by 1 teacher each) to facilitate a quick and accurate count. Following a head count and report to the Site Director, each grade level group conducts a role call. Missing students are identified and reported to the Site Director. Each grade level group communicates missing students using hand radios. Each grade level group will also hold a colored flashcard high in the air to quickly provide a visual indicator about group attendance. A green flashcard communicates that all students are present and accounted for. A red flashcard communicates that a student or students are missing.

Two BASEC teachers will be appointed by the Site Director to circle the Chenery school building in opposite directions to locate students exiting the building by alternate exits. BASEC teachers communicate via radio as students are located and walked back to the BASEC designated safe area at the outdoor basketball courts.

BHS

BASEC @ BHS students who are utilizing BASEC locations, exit the building under the supervision of BASEC teachers. Upon exiting the building, BASEC teachers direct students safely to the designated safe area in the parking lot.

BASEC @ BHS students who are signed out to non-BASEC locations (e.g. school-day teachers' classrooms, after school sports) will exit the high school building with that supervising teacher. Under no circumstances should students attempt to return to BASEC locations during an evacuation rather than exiting the school building by the closest available exit. Students remain with supervising teacher in outdoor location until picked up and or contacted by BASEC teacher.

Upon reaching the designated safe area in the parking lot, BASEC teachers will determine if any students need to be located. Students that have effectively reached the safe area may be dismissed to utilize their own transportation home. BASEC teachers will determine the location of any student that exited the building by an alternate route. Missing students are reported to fire and rescue personnel.

Vacation Camp

Students are directed to exit building by the closest exit. All BASEC Vacation Camp students move from one location to another within the Burbank School or St. Joseph's Parish Hall under direct supervision of BASEC teachers. Students may not be in areas (with the exception of restrooms) without direct teacher supervision.

Upon exiting building, teachers direct group of students to the designated safe area at the far end of the blacktop in the rear of the school building in the case of the Burbank or the far end of the parking lot at the side of the St. Joseph's Parish Hall.

Upon reaching far end of the parking lot, teachers group students in groups of 10, with one teacher supervising 10 students, in order to facilitate a quick and accurate head count. After a head count is determined by the Vacation Camp Director, s/he conducts a role call of all students according to the attendance book for that day. An accurate role call requires both hearing from each student called, as well as making a visual identification.

Escape Routes

BASEC @ Burbank: Escape routes are marked with exit signs throughout the building. Multiple exits are available for evacuation on both ground and first floor spaces. Upon leaving the building by the closest available exit, BASEC teachers will walk students around building to the blacktop/parking lot area for a head count. BASEC teachers will communicate using hand radios.

BASEC @ Chenery: Escape routes are marked with exit signs throughout the building. Multiple exits are available for evacuation on the ground floor. Upon leaving the building by the closest available exit, BASEC teachers will walk students around building to the basketball courts area for a head count. BASEC teachers will communicate using hand radios.

BASEC @ BHS: Escape routes are marked with exit signs throughout the building. Multiple exits are available for evacuation on the ground floor. Upon leaving the building by the closest available exit, teachers will walk students around building to the blacktop/parking lot area for a head count. Teachers will communicate using hand radios.

BASEC Vacation Program: Escape routes are marked with exit signs throughout the building. Multiple exits are available for evacuation on both ground and first floor spaces. Upon leaving the building by the closest available exit, teachers will walk students around building to the blacktop/parking lot area for a head count. Teachers will communicate using hand radios.

Disaster Plan

BASEC @ Burbank

If the Mary Lee Burbank School is evacuated, students will be relocated to the Chenery Middle School, located at 95 Washington Street, Belmont. Students will walk to the Chenery, supervised by BASEC teachers. All parents of students who are enrolled in BASEC@Burbank on that day will be contacted by telephone and notified about the relocation. There will also be a recorded message on the program's voicemail explaining the relocation. Teachers will carry the emergency first aid travel bag, student medications, and attendance book from the building to the Chenery. Teachers will take attendance before and after transportation to the temporary location. Food, medication, first aid and activity needs will be met using the after school program supplies of the BASEC @ Chenery and the emergency first aid travel bag and student medication supplies brought by BASEC teachers.

BASEC @ Chenery

If the Chenery Middle School is evacuated, students will be relocated to the Burbank School, located at 266 School Street, Belmont. Students will walk to the Burbank, supervised by BASEC teachers. All parents of students who are enrolled in BASEC @ Chenery on that day will be contacted by telephone and notified about the relocation. There will also be a recorded message on the program's voicemail explaining the relocation. Teachers will carry the emergency first aid travel bag, student medications, and attendance book from the building to the Burbank. Teachers will take attendance before and after transportation to the temporary location. Food, medication, first aid and activity needs will be met using the after school program supplies of the BASEC @ Burbank and the emergency first aid travel bag and student medication supplies brought by BASEC teachers.

BASEC @ BHS

If Belmont High School is evacuated, students will be relocated to the Burbank School, located at 266 School Street, Belmont. Students will walk to the Burbank, supervised by BASEC teachers. All parents of students who are enrolled in BASEC@BHS on that day will be contacted by telephone and notified about the relocation. There will also be a recorded message on the program's voicemail explaining the relocation. Teachers will carry the emergency first aid travel bag, student medications, and attendance book from the building to the Burbank. Teachers will take attendance before and after transportation to the temporary location. Food, medication, first aid and activity needs will be met using the after school program supplies of the BASEC @ Burbank and the emergency first aid travel bag and student medication supplies brought by BASEC teachers.

BASEC Vacation Program

In the instance of a disaster within the camp building, teachers will ensure the safety of the students by transporting them to a pre-determined safe place (Chenery Middle School). All parents of students who are enrolled in BASEC Vacation Programs on that day will be contacted by telephone and notified about the relocation. There will also be a recorded message on the program's voicemail explaining the relocation.

In the instance of a disaster outside of the building, teachers will escort students to the basement of Saint Joseph's Parish Hall. One teacher will be responsible for bringing the attendance list, one teacher will be responsible for performing a sweep/bathroom check, and the remaining teachers will group the students in groups of ten to facilitate a final head count. A teacher will contact 911 immediately.

Sheltering in Place:

Natural Disasters:

If lightning is predicted, all outdoor activities and field trips that involve outdoor activity will be suspended. If lightning begins unexpectedly, all children involved in outdoor activities on the property will be brought inside immediately.

If a hurricane is predicted in advance and seems very probable, BASEC programs and camps will be suspended until the threat is over and parents will be notified. Program staff members will supervise any campers or students remaining at the facility. In the event that a hurricane arises unexpectedly, campers will be brought inside immediately and parents will be notified.

In the event of severe weather or an emergency creating a power outage, loss of heat or water, BASEC will utilize the following plans:

- The Belmont Fire and Police Department will be notified by cell phone to alert them to children sheltering in the facility. Authorities will be alerted to any necessary factors, e.g. loss of heat.
- Non-refrigerated food supplies and bottled water kept for such emergencies will be utilized.
- Bathrooms can be used, but toilets cannot be flushed without electricity.
- Hand washing will take place utilizing hand-sanitizer
- Flashlights are available in the office areas and adjacent to the first aid kits in sites (all sites utilize emergency lighting, so that the facilities are not completely dark.)
- Blankets and comfortable items are available for warmth if necessary.
- If necessary, students will be brought to an area away from windows.
BASEC @ Burbank: gymnasium; BASEC @ Chenery: gymnasium;
BASEC @ BHS: library BASEC Vacation Program: basement area.
- The Belmont Fire Department will facilitate shutting off electricity, gas and water service, if necessary.

Lock-Down Procedures

Under certain circumstances, lock-down may be the most appropriate response for protecting students. In our facilities, we seek lock-down shelter in the nearest possible classroom, close and lock the classroom door, turn out the lights and gather children away from doors and windows.

Depending on the unique situation, teachers may make a judgment call on escaping the facility. Factors considered are proximity of threat, number of teachers available and possibility of escape. BASEC teachers review these options and procedures at BASEC staff meetings.

Any teacher can communicate the need for a lock-down over our radio communicators. Teachers in every area utilize hand radios for this emergency communication. Teachers are responsible for gathering students, leading them to safe areas and locking doors. Directors are responsible for notifying emergency responders. Directors will account for all students before, during and after emergency.

In an emergency, teachers first gain the attention of all students. During a lock down, everyone should remain silent. Teachers should continue to reassure students.

BASEC directors and teachers will use BASEC supplies (food, water, necessary medications and first aid supplies) to ensure the immediate needs of students are met if the emergency extends for more than a few minutes.

In the event of a “lock-down”, BASEC will utilize the following sheltering in place plans:

BASEC @ Burbank

- Any BASEC teacher witnessing a threat is responsible for calling a lock-down or evacuation
- BASEC teachers will be notified using hand radios. BASEC does not use codes, but speaks plainly and directly, so that no misunderstandings occur.
- Children will be gathered in the 2nd floor classrooms. Doors will be locked. Lights will be turned off. Windows will be covered.
- Teachers will pull students in from halls.
- Teachers will note students not present.
- Teachers will determine next steps “thinking on your feet”: e.g., move students immediately into kitchen, or along back wall, into community room or outside.
- Teachers are responsible for locking doors, gathering children and/or leading children from the facility.

- Site Director is responsible for notifying 911 immediately.
- Parents are notified as soon as possible.
- Teachers will keep students in groups of 10 in order to facilitate easy headcounts.
- Teachers will utilize packaged foods and bottled water to meet students' needs.
- Teachers will utilize classroom games and activities to keep students engaged during the emergency.
- School custodians will shut off electricity, gas and water service if necessary.

BASEC @ Chenery

- Any BASEC teacher witnessing a threat is responsible for calling a lock-down or evacuation
- BASEC teachers will be notified using hand radios. BASEC does not use codes, but speaks plainly and directly, so that no misunderstandings occur.
- Students will be gathered in the following areas:
 - Gym: students will be moved into the boys' locker room, as there are two exits and no windows.
 - Library: Students will be moved to Rooms 202 and 204 and moved toward the back of the classrooms, where the "safe zone" signs are located.
 - Cafeteria: Students will be moved into the Small Community Room and the ELA Classroom, Kitchen Storeroom and Kitchen Bathroom.
- Doors will be locked. Lights will be turned off. Windows will be covered.
- Teachers will pull students in from halls.
- Teachers will note students not present.
- Teachers will determine next steps "thinking on your feet": e.g., move students immediately into kitchen, or along back wall, into community room or outside.
- Teachers are responsible for locking doors, gathering children and/or leading children from the facility.
- Site Director is responsible for notifying 911 immediately.
- Parents are notified as soon as possible.
- Teachers will keep students in groups of 10, to facilitate easy headcounts.
- Teachers will utilize packaged foods and bottled water to meet students' needs.
- Teachers will utilize classroom games and activities to keep students engaged during the emergency.
- School custodians will shut off electricity, gas and water service if necessary.

Plan for Lost Camper:

All campers will be brought into the main building, divided into groups, and a full head count/attendance check will be made to establish that all other campers are present. This procedure will utilize half of the staff members. The other half of the staff members will start at the last place the camper was seen and begin a search immediately. The parents of the camper will be notified and, if the situation warrants it, the police will be notified and asked to assist in the search.

Plan for Missing Child:

BASEC @ Burbank: The Site Director will designate a teacher to assist in the search for the missing child. All other teachers will continue supervision of all children. Teachers will start on bottom floor, searching all spaces and calling for the student. Teachers will work their way up through the floors of the facility. Teachers will then move search to outdoor areas, searching the parking lot, playground and blacktop areas. If child remains missing after these searches, Belmont police will be notified. The building is open to the public—as always, BASEC teachers should always identify unknown persons coming into facility and remain vigilant in the supervision of students.

BASEC @ Chenery: The Site Director will designate a teacher to assist in the search for the missing child. All other teachers will continue supervision of all children. Teachers will start on bottom floor, searching all spaces and calling for the student. Teachers will work their way up through the floors of the facility. Teachers will then move search to outdoor areas, searching the parking lot, playground, sports fields and all outdoor spaces. If child remains missing after these searches, Belmont police will be notified. The building is open to the public—as always, BASEC teachers should always identify unknown persons coming into facility and remain vigilant in the supervision of students.

Plan for Lost Swimmer:

A teacher will call 911 and notify police, indicating that first aid and/or CPR may be necessary. All other campers are to be removed from the water immediately and gathered on the lawn. Attendance will be taken by half of the teachers to ensure that all other campers are present. The remaining teachers will search the pool. If a camper is found in the water in an unconscious state, he or she will be treated by a first aid/CPR certified staff member until paramedics arrive on the scene. The camper's parents will be simultaneously notified.

Medication Dispensing:

- All medication requires:
 - Prescription from physician
 - Completed Medication Consent Form (from parent/guardian)
 - Original bottle describing dosage, times per day, etc. *See attached form #2*

Care of Mildly Ill Children:

- Parent or guardian is called when child has:
 - A temperature of 99.6 degrees or more
 - Evidence of infectious disease or condition
 - Vomiting and/or diarrhea
 - Extreme coughing
 - Symptoms requiring extended one to one care
 - Child will rest quietly in comfortable space with a staff member until parent/guardian or designated pick up person is available for pick up
 - Child may return to the program when s/he has a note from her/his physician or is:
 - Symptom-free for 24 hours
 - Eligible for return to school

Allergies and Other Medical Information:

Yearly family information forms require that all allergy and special medical conditions be reported. A list of all known allergies and conditions is posted in the BASEC offices and in the cafeterias at both schools by the phone and logged in attendance book. See BASEC Allergy Protocol below.

Exclusion Policy for Conditions Reportable to the Town Health Department:

No child will attend BASEC without being symptom-free for 24 hours. A physician's note is recommended for return to the program,

Family Notification of Reportable Conditions

Parents/guardians will be notified of contagious and/or infectious conditions as outlined by the Town Health Department.

Location for Storage of:

- Toxic substances (cleaning supplies):
 - Kitchen cabinet
- Medication
 - Locked file cabinet in Chenery cafeteria or locked cabinet in Room 106. Locked cabinet at check-out desk at St. Joseph's Parish Hall.

Staff Smoking Area:

According to Massachusetts' state law, smoking is not permitted in any school building or on school property (playground, blacktop area, sidewalks, etc.) The use of tobacco is prohibited for any BASEC employee while on program grounds.

Traffic Control Plan:

We have one parking lot designated for parent pick-up/drop-off in the morning and in the afternoon. Parents may not drive at a speed over 10 miles per hour. In the morning, parents are required to walk their children into the building. At the end of the day, campers are dismissed only when a parent or guardian comes into the building to pick them up and parents are required to walk with their children to their vehicles, with the exception of campers 9-years-old or older whose parents have completed an authorization to leave form and developed an individualized transportation plan. Campers are not permitted in the parking lot without supervision.

Plan for Arrival of Un-enrolled Camper:

Parents are required to check-in upon drop-off and sign-out upon pick-up at the end of the camp day. In the event that a student arrives who is not enrolled in camp, parents will be notified immediately. Students who are not enrolled will not be allowed to remain at camp. In the event that the parents of an un-enrolled camper cannot be reached, the EEC and/or the Belmont Health Department will be notified. If warranted, police will be notified.

Plan for the No-Show of Enrolled Camper:

In the event that an enrolled camper does not come to camp, a staff member will double-check the daily attendance, emails, and voicemails to ensure a parent hasn't attempted to reach the camp to notify staff of an absence. The final step would be to contact parents to confirm the camper's absence.

Plan for No-Show of Camper at the End of Day:

In the event that the camper has not arrived by the end of the day, parents will be contacted again to confirm the camper's absence.

Plan for Meals and Snacks:

Campers will have scheduled mid-morning and mid-afternoon snacks, mid-day lunch, and frequent water breaks throughout the camp day. Campers will wash hands with soap and water and/or be given hand sanitizer before each snack/lunch break. Campers with life-threatening allergies will be seated at their own table with campers who have safe snacks. Campers will not be permitted to trade or share food with one another.

Plan for Camper Who Forgets Lunch:

BASEC teachers check with all students at morning meeting to identify students that have not packed lunch or snacks. Parents are notified immediately and a plan is discussed. The first option is for the parent/guardian to deliver a lunch for the child. If this is impossible, BASEC teachers will suggest that the parent contact a local restaurant to purchase and deliver a hot lunch for the student. BASEC teachers will communicate the plan to the student.

Plan for Using Underwood Pool During Vacation Program

BASEC Vacation Program plans to walk campers from our program site at St. Joseph's Parish Hall to the Underwood Pool each Monday, Tuesday, Wednesday and Thursday of vacation programming weeks. 1st grade students will participate in Belmont Recreation Department swimming lessons during the 9:00 AM – 11:30 AM time block, while all other students will participate in the free swim at 1:00 PM. Prior to leaving the building, BASEC teachers will prepare campers by reminding them to change into swim gear, apply sunscreen and bring towels or other necessities. The Aquatics Director, as well as BASEC teachers (which will maintain a ratio of at least 9 students : 1 teacher), will then walk students across the St. Joseph's parking lot, crossing School Street by the crosswalk, and down the public park hill to the pool entrance. Pool passes will be arranged with the Belmont Recreation Department before vacation program begins. Students will then have access to the shallow end of the pool. Those that have passed the deep end test will have access to the deep end of the pool. BASEC teachers will supervise students while using pool and surrounding area. BASEC Aquatics Director will supervise all students using the water. Students will return to St. Joseph's at approximately 2:00 PM.

Standing Orders by Health Care Consultant:

The health consultant will review and approve CPR/First Aid training of all staff and be available for consultation regarding the health and safety of the campers and staff at all times. The health supervisor on the camp premises will be responsible for the distribution and maintenance of all first aid kits. The health supervisor will dispense prescription medications to campers from their original packaging provided there is signed authorization from parents to administer at camp. A list of all prescription medications held at camp must be approved by the health consultant. Over-the-counter medications such as Tylenol, Ibuprofen, and Benadryl may be administered by the health supervisor provided there is signed or verbal consent from parents. The health consultant will review and approve all prescription and over-the-counter medications administered at camp. In addition, the health supervisor will maintain a medical log of any health problems or injuries that arise at camp. The health consultant will be available for consultation regarding injury and illness management at all times.

BASEC Vacation Programs must comply with Regulations of the Massachusetts Department of Public Health and be licensed by the local board of health.

BASEC: Protocol for Management of Students with Life Threatening Allergies

I. Planning for the Individual Student with LTAs—Entry into BASEC

Prior to entry into BASEC programs (or, for a student who is already enrolled in programming, immediately after the diagnosis of a life-threatening allergic condition), the parent/guardian should meet with BASEC Directors to develop an Individual Health Care Plan (IHCP).

The parent/guardian should work with the student's health care provider and BASEC to create a strategy for management of a child's food allergy.

This preparation includes completing BASEC's Medication Consent and IHCP forms, which are included in each enrolling student's enrollment packet.

It is important for the individual creating the IHCP to include:

- A description of the LTA, including all known allergens
- Specific symptoms (if known) that the student will display if he/she comes in contact with the allergen. This should include a description of the student's past allergic reactions, including triggers and warning signs.
- The medical treatment necessary while at BASEC
- The potential side effects of treatment, and
- The potential consequences if treatment is not administered.

The Medication Consent form should be completed with information about the medication, as well as the plan for where it will be stored. BASEC provides space in all of its programs for quick and easy access to individual students' medications.

II. Implementing IHCPs into BASEC Programming

When forms are complete, the family will schedule a meeting with the BASEC Director to review the IHCP and the Medication Consent form. It is very important that both parties have full understanding of the medical condition and the steps that BASEC will take to prevent exposure to LTA and the treatment steps required if accidental exposure occurs. Discussion about the student's emotional response to the condition is also a part of this conversation, so that BASEC can best provide for the student's social and emotional needs. As partners, the family and BASEC develop an age-appropriate plan.

The BASEC Director discusses the information on the IHCP with all BASEC teachers at staff meeting to ensure that all teachers supervising the individual student understand the plan.

The BASEC Director sends a note home to parents, notifying them that a student in the program has a life-threatening food allergy. BASEC reads food labels when purchasing snacks to avoid known allergens; however, there are times when students bring their own snacks and lunches from home to its programs.

BASEC designates allergy-free tables for snack and lunch, to protect students from accidental exposure. All efforts are made to match students eating safe foods, so that

individual students with LTAs do not need to eat alone during snack and meal times. Sharing or trading food at BASEC is prohibited.

Students use proper hand-washing and sanitizing techniques before and after eating.

A bleach solution, required by the EEC and DPH, is used to clean tables before and after meals. BASEC teachers use extreme vigilance in keeping surfaces clear and free from allergens.

III. Field Trips

On any trips away from the BASEC program site, BASEC staff will pack students IHCP form and all medications with the travel first-aid kit. BASEC will clearly specify any special meals or snacks that will take place on the trips. If students are bringing their own lunches or snacks, BASEC staff will package meals appropriately to avoid cross-contamination. BASEC staff will provide hand wipes before and after meals.

IV. Response to Emergencies

All BASEC staff members are trained to use Epi-pens and have completed the Department of Early Education and Care's *Five Rights of Medication Administration*.

In the event of accidental exposure to an allergen or an anaphylaxis reaction, BASEC shall identify personnel who will:

- Remain with the student
- Assess the emergency at hand
- Notify the BASEC staff and Director of the emergency using our hand radios
- Refer to the students IHCP
- Notify the emergency medical services
- Administer the epinephrine
- Notify the parent/guardians
- Notify the student's primary care provider and/or allergy specialist
- Attend to the student's classmates
- Manage crowd control
- Meet emergency medical responders at the program entrance
- Direct emergency medical responders to the site
- Accompany student to emergency care facility
- Assist in the student's re-entry into the program.

V. Returning to BASEC Programming after a Reaction

Students who have experienced an allergic reaction at BASEC need special consideration upon their return to the program. The approach taken by BASEC is dependent upon the severity of the reaction, the student's age and whether his/her classmates witnessed it. A mild reaction may need little or no intervention other than speaking with the student and parents and re-examining the IHCP.

In the event of a moderate to severe reaction, the following actions should be taken:

- Obtain as much accurate information as possible about the allergic reaction
- Identify those involved in the medical intervention and witnesses
- Meet with adults to discuss facts and dispel rumors
- Explanations to other students should be age appropriate
- Amend the students IHCP, if necessary.

**Child Abuse &
Neglect Reporting**

A Guide for Mandated Reporters

Introduction

Under Massachusetts's law, the Department of Children and Families (DCF) is the state agency that receives all reports of suspected abuse or neglect of children under the age of 18. State law requires professionals whose work brings them in contact with children to notify DCF if they suspect that a child has been – or is at risk of being – abused or neglected. DCF depends on reports from professionals and other concerned individuals to learn about children who may need protection. The Department receives reports on more than 75,000 children each year.

The Department's primary mission is to protect children who have been abused or neglected. DCF seeks to ensure that each child has a safe, nurturing, permanent home. The Department also provides a range of preventive services to support and strengthen families with children at risk of abuse or neglect. References to Massachusetts's law in this Guide are citations from Chapter 119, sections 51A-E.

As a mandated reporter, what are my responsibilities?

Massachusetts law requires mandated reporters to immediately make an oral or written report to the Department of Children and Families when, in their professional capacity, they have reasonable cause to believe that a child under the age of 18 years is suffering from abuse or neglect. You should report any physical or emotional injury resulting from abuse; any indication of neglect, including malnutrition; any instance in which a child is determined to be physically dependent upon an addictive drug at birth; or death. During the screening and investigation of a child abuse and neglect report, all mandated reporters are required to answer the Department's questions and provide information to the Department relating to the investigation. Under the law, mandated reporters are protected from liability in any civil or criminal action and from any discriminatory or retaliatory actions by an employer.

Effective January 1, 2010, mandated reporters who are licensed by the Commonwealth are required to complete training to recognize and report suspected child abuse and neglect.

What if I fail to report?

A written report must be submitted to DCF within 48 hours after the oral report has been made. Please note that any mandated reporter who fails to make required oral and written reports can be punished by a fine of up to \$1,000.

Effective July 1, 2010, any mandated reporter who willfully fails to report child abuse or neglect that resulted in serious bodily injury or death can be punished by a fine of up to \$5,000 and up to 2½ years in jail, and be reported to the person's professional licensing authority.

In addition, effective July 1, 2010, all mandated reporters who knowingly and willfully file a frivolous report of child abuse or neglect can be punished by a fine of up to \$2,000 for the first offense, up to 6 months in jail for a second offense, and up to 2½ years in jail for a third offense.

Who is a caretaker?

A "Caretaker" can be a child's parent, step-parent, guardian, or any household member entrusted with the responsibility for a child's health or welfare. In addition, any other person entrusted with the responsibility for a child's health or welfare, both in and out of the child's home, regardless of age, is considered a caretaker. Examples may include: relatives from outside the home, teachers or school staff in a school setting, workers at day care, and child care centers (including babysitters), foster parents, staff at a group care facility, or persons charged with caring for children in any other comparable setting.

How does DCF define abuse and neglect?

Under the Department of Children and Families regulations (110 CMR, section 2.00): Abuse means: The non-accidental commission of any act by a caretaker upon a child under age 18 which causes, or creates a substantial risk of, physical or emotional injury; or constitutes a sexual offense under the laws of the Commonwealth; or any sexual contact between a caretaker and a child under the care of that individual. This definition is not dependent upon location (i.e., abuse can occur while the child is in an out-of-home or in-home setting).

Neglect means: Failure by a caretaker, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care; provided, however, that such inability is not due solely to inadequate economic resources or solely to the existence of a handicapping condition. This definition is not dependent upon location (i.e., neglect can occur while the child is in an out-of-home or in-home setting).

Physical Injury means: Death; or fracture of a bone, a subdural hematoma, burns, impairment of any organ, and any other such nontrivial injury; or soft tissue swelling or skin bruising, depending upon such factors as the child's age,

circumstances under which the injury occurred and the number and location of bruises; or addiction to a drug or drugs at birth; or failure to thrive.

Emotional Injury means: An impairment to or disorder of the intellectual or psychological capacity of a child as evidenced by observable and substantial reduction in the child's ability to function within a normal range of performance and behavior.

How do I make a report of suspected child abuse or neglect? When must I file?

When you suspect that a child is being abused or neglected, you should immediately telephone the DCF Area Office serving the child's residence and ask for the Protective Screening Unit. You will find a directory of the DCF Area Offices at the end of this Guide. Offices are staffed between 9 a.m. and 5 p.m. weekdays. To make a report at any other time, including after 5 p.m. and on weekends and holidays, please call the Child-At-Risk Hotline at 1-800-792-5200. As a mandated reporter you are also required by law to mail or fax a written report to the Department within 48 hours after making the oral report. The form for filing this report can be obtained from your local DCF Area Office or from the DCF website:

www.mass.gov/Eeohhs2/docs/dss/can_reporting_form.pdf

Your report should include:

- All identifying information you have about the child and parent or other caretaker, if known;
- The nature and extent of the suspected abuse or neglect, including any evidence or knowledge of prior injury, abuse, maltreatment, or neglect;
- Identity of the person responsible for the abuse or neglect;
- The circumstances under which you first became aware of the child's injuries, abuse, maltreatment or neglect;
- What action, if any, has been taken thus far to treat, shelter, or otherwise assist the child;
- Any other information you believe might be helpful in establishing the cause of the injury and/or person responsible;
- Information about what works well for the children and family to recognize the current strengths and acts of protection demonstrated by caregiver;
- Information from the reporter concerning what needs to happen to best meet the needs of this child(ren). Hospital personnel should take photographs of any trauma that is visible on the child and mail or deliver the photographs to DCF with the written report. If hospital personnel collect physical evidence of abuse or neglect of a child, they must

immediately notify the local District Attorney, local law enforcement authorities and the Department. As a mandated reporter, you are required by law to also provide DCF with your name, address and telephone number. We recommend that you inform the family that you have referred them to DCF for help, but do not do so if you think it would increase the risk to the child.

If you have any questions about whether or not to report a situation, please do not hesitate to contact your local DCF Area Office.

What happens after DCF receives a report of suspected child abuse or neglect?

There are several possibilities, depending on the allegations reported and other case-specific circumstances:

If the Department determines there is reasonable cause to believe that a child has been abused or neglected, a social worker is assigned to investigate the report. The investigation, called a 51B, includes a home visit during which the social worker meets and talks with the child and the care-taker. If DCF determines that the situation is an emergency, the investigation is completed within 24 hours after the report is designated as an emergency. Investigations of all other reports are completed within 10 days.

If the Department determines that there is reasonable cause to believe that an incident of abuse or neglect by a caretaker did occur, the report is supported and the Department provides the family with services to reduce the risk of harm to the child. If the report is unsupported but the family appears to be in need of services, the Department may offer the family services on a voluntary basis. DCF will notify the mandated reporter, in writing, of its decision.

Referrals to the District Attorney

It is important to note that if the Department determines a child has been sexually abused or sexually exploited, has suffered serious physical abuse or injury, or has died as a result of abuse or neglect, DCF must notify the District Attorney, who has the authority to file criminal charges, as well as local law enforcement authorities.

Where can I obtain more information about child abuse and neglect?

You can obtain more information about child abuse and neglect by visiting:
www.mass.gov/dcf

A Guide for Head Lice

Head lice are parasitic insects that live in the hair and scalp of humans. They need human blood to survive. Head lice are spread easily from person to person by direct contact. Head lice can infest anyone, regardless of personal hygiene. Head lice are usually treatable with lice-killing shampoos and cream rinses. To prevent infection: 1) avoid direct contact with the head, hair, clothing, or personal belongings of a person with head lice, and 2) treat affected persons, their contacts, and their households.

What are head lice?

Head lice are parasitic insects that live in the hair and scalp of humans. The scientific name for head louse is *Pediculus humanus capitis*. Another name for infestation with head lice is pediculosis.

Head lice develop in three forms: nits, nymphs, and adults.

Nits: Nits are head lice eggs. They are hard to see and are often mistaken for dandruff or droplets of hairspray. Nits are found firmly attached to the hair shaft. They are oval and usually yellow to white. Nits take about 1 week to hatch.

Nymphs: Nits hatch into nymphs. Nymphs are immature adult head lice. Nymphs mature into adults about 7 days after hatching. To live, nymphs must feed on blood.

Adults: An adult louse is about the size of a sesame seed, has six legs, and is tan to grayish- white. In persons with dark hair, adult lice will look darker. Adult lice can live up to 30 days on a person's head. To live, adult lice need to feed on blood. If a louse falls off a person, it dies within 2 days.

How are head lice spread?

Head lice are spread easily from person to person by direct contact. People can get head lice by:

- Coming into close contact with an already infested person. In children, contact is common during play, while riding the school bus, and during classroom activities in which children sit in groups close to each other.
- Wearing infested clothing, such as hats, scarves, coats, sports uniforms, or hair ribbons
- Using infested combs, brushes, or towels
- Lying on a bed, couch, pillow, carpet, or stuffed animal that has been contaminated
- Lice do not jump or fly. Lice are not spread to humans from pets or other animals.

What are the signs and symptoms of head lice?

- Itching—the body's allergic reaction to the bite
- Irritability

How is head lice infestation diagnosed?

- Head lice infestation is diagnosed by looking closely through the hair and scalp for nits, nymphs, or adult lice.
- Nits are the easiest to see. They are found "glued" to the hair shaft. Unlike dandruff or hairspray, they will not slide along a strand of hair. If you find nits more than 1/4 inch from the scalp, the infection is probably an old one.
- Nymphs and adults can be hard to find; there are usually few of them, and they can move quickly from searching fingers. If lice are seen, finding nits close to the scalp confirms that a person is infested.

If you are not sure if a person has head lice, the diagnosis should be made by the local health department or a health-care provider, school nurse, or agricultural extension service worker.

Who is at risk for head lice?

Anyone can get head lice. Pre-school and elementary-school-aged children and their families are infested most often. Girls get head lice more often than boys, and women more often than men.

What complications can result from head lice?

Scratching can lead to skin sores and skin infections

What is the treatment for head lice infestation?

- Getting rid of head lice requires treating the individual, the family, and the household.
- Treat the individual and the family -- This requires using an over-the-counter or prescription lice-killing medicine. Treat only persons who are infested.
- Remember that all lice-killing products are pesticides. Follow these treatment steps:
 - Remove all clothing.
 - Apply lice-killing medicine, also called pediculicide [peh-DICK-you-luh-side], according to label instructions. If the affected person has extra-long hair, you may need to use a second bottle.
 - **WARNING:** Do not use a cream rinse or combination shampoo/conditioner before using lice-killing medicine. Do not re-wash hair for 1-2 days after treatment.
 - Have the affected person put on clean clothing after treatment.
 - If some live lice are still found but are moving more slowly than before treatment, do not re-treat. Comb dead and remaining live

lice out of the hair. The medicine sometimes takes longer than the time recommended on the package to kill the lice.

- After treatment, if no dead lice are found and lice seem as active as before, the medicine may not be working. See your health-care provider for a different medicine. Follow treatment instructions.
- Remove nits and lice from the hair shaft using a nit comb; often found in lice-killing medicine packages. Flea combs used for cats and dogs can also be used.
- After treatment, check, comb, and remove nits and lice from the hair every 2-3 days.
- Re-treat in 7-10 days.
- Check all treated persons for 2-3 weeks until you are sure all lice and nits are gone.

Treat the household:

- To kill lice and nits, machine-wash all washable clothing and bed linens that the infested person touched during the 2 days before they were diagnosed. Wash clothes and linens in the HOT water cycle (130 F). Dry items on the hot cycle for at least 20 minutes.
- Dry clean clothing that is not washable (coats, hats, scarves, etc.).
OR
- Seal all non-washable items (clothing, stuffed animals, comforters, etc.) in a plastic bag for 2 weeks.
- Soak combs and brushes for 1 hour in rubbing alcohol or Lysol, or wash with soap and hot water.
- Vacuum the floor and furniture. Do not use lice sprays; they can be toxic if inhaled.

Cautions:

- Women who are pregnant or breastfeeding should not use head-lice medications.
- Consult a health-care provider before using lice-killing products on a person who has allergies, asthma, or other medical conditions.
- Do not use extra amounts of lice-killing medicines.
- Do not use lice-killing medicines on the eyebrows or eyelashes.

Are head lice an emerging infectious disease?

Yes. Head lice are an increasing problem because lice-killing medicines are becoming less effective.

How can head lice be prevented?

- Educate parents and schools about head lice. All parents should know that outbreaks of head lice have nothing to do with a family's income, social status, or level of personal hygiene.
- Avoid direct contact with a person who has lice, or with their clothing or personal belongings.

- Watch for signs of lice, such as frequent head scratching. Nits do not cause symptoms, but they can be seen on the hair shaft; they are yellow-white and oval-shaped.
- Teach children not to share combs, brushes, scarves, hair ribbons, helmets, headphones, hats, towels, bedding, clothing, or other personal items.
- Examine household members and close contacts of a person with head lice, and treat if infested.
- Make sure schools, camps, and child-care centers provide separate storage areas (cubbies or lockers) and widely spaced coat hooks for clothing and other personal articles. They should assign sleeping mats and bedding to only one child and store these separately. They should wash dress-up clothes and play costumes between uses by different children. During an outbreak, costumes should not be used in the classroom.
- Exclude children with head lice from school or day care according to the institution's policy