



NARRATIVE

DEC 5, 2023 | FIRST CIRCLE LEARNING CENTERS, LEXINGTON MA



overview

- ▶ First Circle Learning Centers were established in 1997 and are comprised of four individual sites, each owned by a separate corporation.
- ▶ The aggregate licensed capacity of all four sites is 400 children. We employ over 100 staff with an average tenure of 5 years.
- ▶ The owner is very involved in day-to-day operations and oversight with 26 years' industry experience.
- ▶ We employ a dedicated leadership team, each with 20+ years' industry experience, including a Human Resources Manager.
- ▶ The owner believes in proactive mitigation and risk reduction strategies in all aspects of the business.
- ▶ Client and active member of international coaching group Child Care Success Academy and frequent attendees at industry conferences/training
- ▶ We have established effective communication channels with parents, including regular updates, incident reporting, and transparent communication about any safety-related matters. We use the Procure Engage communication app that allows immediate communication with all parents.

80 MAPLE STREET,
LEXINGTON MA 02420

27 CHERRY STREET,
FRAMINGHAM MA 01701

681 CENTRAL STREET,
STOUGHTON MA 02072

165-167 CHESTNUT STREET,
NEEDHAM MA 02492

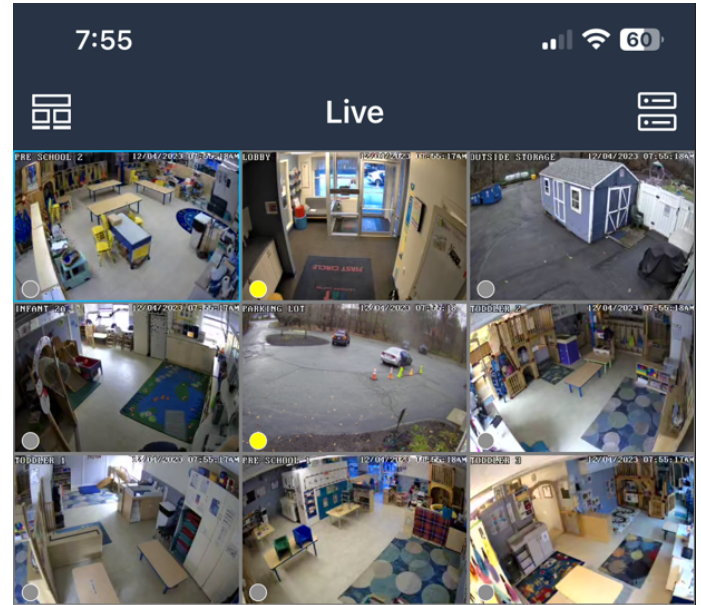


PREVENTION

facility

Our management team spends a great deal of time anticipating situations that can lead to injury, litigation, or expense and takes steps to prevent them.

- ▶ Heat is maintained at all times.
- ▶ We have water leak detection sensors in utility rooms.
- ▶ Fire sprinkler systems are inspected and winterized annually.
- ▶ We have a handyman on staff.
- ▶ Plumbing, HVAC, roof and electrical systems are inspected annually.
- ▶ Playground surfacing is filled annually.
- ▶ All classrooms, playgrounds, parking lots and entry points have 24-hour audio/visual recording, with management remote access.
- ▶ Active monitoring of all computers by IT vendor.



security

- ▶ All classrooms are open or have multiple internal viewing areas to ensure security.
- ▶ We control access to the facility by maintaining secure entry points (either by biometric fingerprint access or frequently changed door codes) and employing a check-in/check-out system for authorized individuals.
- ▶ All individuals picking up children must be authorized in writing by parent and verified by an ID check if unknown to center staff.
- ▶ We implement strict protocols for supervising and monitoring visitors to the center, ensuring they adhere to safety policies.
- ▶ We conduct bi-annual criminal background checks on all staff.

PREVENTION

We implement and enforce stringent health and hygiene practices to minimize the spread of illnesses

wellness

- ▶ Children and adults engage in frequent handwashing and every classroom has at least one sink [see HANDWASHING POSTING].
- ▶ We practice food safety in the storing, serving, and disposal of food.
- ▶ We are nut-free and implement policies for managing food allergies and other health-related concerns.
- ▶ Annual flu shots are required for all staff.
- ▶ Our healthcare consultant is a pediatric ER nurse who reviews all our healthcare policies and documentation.



medication

- ▶ Medications are stored securely out of the reach of children.
- ▶ A doctor's permission is required for any medication — prescription or over-the-counter — given to a child.
- ▶ We implement strict policies and annual training to all educators for administering medication and allergy management [see ALLERGY + ASTHMA ACTION PLANS].



sanitization

- ▶ Each facility is cleaned daily by a professional cleaning company.
- ▶ All surfaces and toys are sanitized or disinfected with an EPA-approved hospital-grade sanitizer/disinfectant regularly throughout the day and as needed [see CLEANING SCHEDULE].
- ▶ Each building has a Zono sanitizing cabinet and a Reme Halo air sanitizing system installed directly into the HVAC system
- ▶ Cleaning supplies are locked safely out of reach of children
- ▶ We employ strict protocols for toileting and diapering include gloves, handwashing, and sanitizer.



PREVENTION

safety+supervision



- ▶ We implement strict supervision guidelines to monitor children at all times, both indoors and outdoors.
- ▶ Massachusetts has the most stringent educator:child ratios in the country. We strictly adhere to and exceed the required child-to-staff ratios to ensure proper supervision and individual attention.
- ▶ We follow strict safety guidelines and maintenance checklists [see MAINTENANCE CHECKLIST].
- ▶ Our fenced-in playgrounds have only high-quality age-appropriate playground equipment that is inspected and maintained at least annually.
- ▶ All playground equipment is surrounded by playground safety surfacing that is regularly inspected for the proper depth.
- ▶ Outside every classroom and school entrance, a posting reminds adults to check pockets for anything that could cause harm to a child.
- ▶ For field trips, we only use licensed and bonded bus transportation companies and drivers, and buses with seatbelts.
- ▶ Accident/incident reports are logged weekly and trends reviewed by management quarterly.
- ▶ We regularly inspect childproofing of furniture, play equipment, and electrical outlets.
- ▶ We have 2 staff on site at all times a child is present for accountability.
- ▶ We obtain certificates of insurance from all contractors that do work for us.
- ▶ Audio/visual recordings of all interior/exterior spaces are kept for 60 days.

PREVENTION

illness + injury



- ▶ All staff are trained annually in first aid and CPR.
- ▶ Children are carefully supervised in all areas of the program throughout the day.
- ▶ Any child with any type of health issue must submit a Special Care Plan to ensure we monitor their health appropriately [see SPECIAL CARE PLAN].
- ▶ First aid kits and emergency supplies are readily available in all areas used by children.
- ▶ We have clear guidelines about when a child must stay home due to illness [see EXCLUSIONS FROM CARE].
- ▶ To prevent illness from spreading, children are monitored for symptoms during the day and parents are notified when appropriate.

staff

- ▶ Each employment candidate has at least two employment references from previous supervisors interviewed and documented.
- ▶ During the hiring process, each candidate is interviewed a minimum of three separate times with different members of the management team.
- ▶ We conduct thorough background checks for all staff members, volunteers, and anyone with access to children.
- ▶ Each new staff member undergoes 15 hours of training on First Circle policies, practices and procedures and is assigned an experienced mentor teacher [see ONBOARDING SCHEDULE].
- ▶ We ensure all staff members are adequately trained, certified, and up-to-date on childcare safety, CPR, and first aid. Additionally, staff are trained annually on abuse and neglect policies, recognizing and responding to allergic reactions, Safe Sleep Practices for infants [see SAFE SLEEP], and emergency preparedness.
- ▶ We foster a culture of collaboration and communication among staff members to address concerns promptly and efficiently.



RESPONSE

Being prepared for an emergency ensures that we're ready to make decisions and take appropriate actions before, during, and after the emergency.

emergency management



- ▶ We maintain accurate records of emergency contacts, medical information, permissions, and incident reports for each child for efficient and informed decision-making.
- ▶ We're vigilant about ensuring that emergency contact information is on hand for each child
- ▶ Staff and children practice monthly evacuation drills, alternating evacuation routes
- ▶ We ensure regular inspection of smoke detectors and carbon monoxide detectors
- ▶ We review our emergency evacuation plan frequently.
- ▶ Staff are trained annually in our comprehensive emergency preparation, including fires, large-scale weather emergencies, and lockdown situations [see EMERGENCY MANAGEMENT POSTING].

claim history

One claim in 26 years in 2018 when sub-zero temperatures caused the regulator of the HVAC unit to freeze. A subsequent explosion damaged the HVAC unit, necessitating substantial replacement of parts, for a total claim of \$8,500.

ALLERGY ACTION PLAN

FIRST CIRCLE LEARNING CENTERS

ALLERGY/ANAPHYLAXIS ACTION PLAN

PAGE 1 OF 1 • firstcirclelearning.com/forms/Allergy-Action-Plan/ • UPDATED: July 4, 2023



PARENT/GUARDIAN:
Please ensure that all emergency contacts in your child's file are up to date

CHILD'S NAME

LOCATION

CLASSROOM

to be completed by healthcare provider please use a separate form for each allergy

HEALTHCARE PROVIDER NAME

PHONE NUMBER

FOODS

☐ KNOWN
☐ SUSPECTED

☐ INGESTED
☐ CONTACT

DETAILS/SPECIFICS

MEDICATIONS

☐ KNOWN
☐ SUSPECTED

DETAILS/SPECIFICS

LATEX

☐ KNOWN
☐ SUSPECTED

☐ TYPE I
anaphylaxis
☐ TYPE IV
contact dermatitis

DETAILS/SPECIFICS

STINGING INSECTS

☐ KNOWN
☐ SUSPECTED

DETAILS/SPECIFICS

OTHER

☐ KNOWN
☐ SUSPECTED

DETAILS/SPECIFICS

Does child have a history of asthma?

☐ NO
☐ YES*

*higher risk for severe reaction

prevention

Our standard operating procedure is to actively manage allergy avoidance to prevent anaphylaxis. Please mark any additional prevention measures indicated for this child.

☐ NUT-FREE SCHOOL
☐ ALL STAFF NOTIFIED OF KNOWN ALLERGIES
☐ NON-LATEX GLOVES/BAND-AIDS USED

FURTHER INSTRUCTIONS FROM HEALTHCARE PROVIDER

recognition/treatment

SUSPECTED INGESTION with NO SYMPTOMS NOTED

MOUTH itching, tingling, or swelling of lips, tongue, mouth

SKIN hives, itchy rash, swelling of the face or extremities

***GUT** nausea, abdominal cramps, vomiting, hacking cough

***THROAT** tightening of throat, hoarseness, hacking cough

LUNG shortness of breath, repetitive coughing, wheezing

***HEART** thready pulse, low BP, fainting, pale, blueness

NEURO disorientation, dizziness, loss of consciousness

IF SYMPTOMS DO NOT RESPOND IN _____ MINUTES

IF REACTION IS PROGRESSING several of the above areas affected

*INDICATES POTENTIALLY LIFE THREATENING

IF CONTACT WITH OR INGESTION OF ALLERGEN OCCURS, DO THE FOLLOWING:

1 OBSERVE FOR OTHER SYMPTOMS

2 GIVE ANTIHISTAMINE

3 USE EPINEPHRINE

medication

ANTIHISTAMINE

to be given by mouth only if able to swallow

EPINEPHRINE

☐ EPIPEN 0.3 mg

☐ EPIPEN JR 0.15 mg

OTHER

STAFF PROCEDURES FOR TREATMENT

EPINEPHRINE

- 1 Inject EpiPen
- 2 Call 911
- 3 Contact parent/guardian, or emergency contact
- 4 Take used unit with child to ER

ANTIHISTAMINE

- 1 Give medication listed at left
- 2 Contact parent/guardian, or emergency contact
- 3 Notify office

NOTE: AN AUTHORIZATION FOR MEDICATION FORM MUST BE COMPLETED AND ON FILE

DO NOT HESITATE TO CALL 911 + STAY WITH CHILD AT ALL TIMES

STAFF TRAINING

To be completed by First Circle

Includes specific classroom staff trained, but may be performed by any staff member trained in medication administration.

NAME

TITLE

TRAINED BY

CLASSROOM

DATE TRAINED

NAME

TITLE

TRAINED BY

CLASSROOM

DATE TRAINED

DIRECTIONS FOR EPIPEN® + EPIPEN JR®

- 1 Pull off gray activation cap.
- 2 Place the orange tip against the middle of the outer thigh (upper leg) at a right angle (perpendicular) to the thigh.
- 3 Swing and push the auto-injector firmly until it clicks. The click signals that the injection has started.
- 4 Hold firmly in place for 3 seconds count slowly 1, 2, 3.

PARENT SIGNATURE

DATE valid for 1 year

HEALTHCARE PROVIDER SIGNATURE

EXPIRATION DATE



ASTHMA ACTION PLAN

FIRST CIRCLE LEARNING CENTERS

ASTHMA ACTION PLAN | PART 1

PAGE 1 OF 2 • firstcirclelearning.com/forms/Asthma-Action-Plan/ • • UPDATED: July 4, 2023



This form must be completed and on file, in conjunction with a Special Care Plan, for any child with a history of asthma.

CHILD'S FULL NAME

LOCATION

CLASSROOM

ASTHMA /ALLERGEN TRIGGERS

to be completed by healthcare provider

Please check any triggers that apply.

- ✓ An Allergy/Anaphylaxis Action Plan must be on file for any allergy.
- ✓ An Authorization for Medication form must be on file for any medications to be administered at First Circle.

- ☐ animals
- ☐ molds
- ☐ dust and/or dust mites
- ☐ pollens
- ☐ insect sting
- ☐ exercise
- ☐ strong odors
- ☐ respiratory infections
- ☐ latex

- ☐ smoke
- ☐ change in temperature
- ☐ food:

☐ other:

CONTROL OF CHILDCARE ENVIRONMENT

List any environmental control measures, pre-medications, and/or dietary restrictions that the child needs to prevent triggering an asthma episode:

MEDICATION ADMINISTRATION FOR EXERCISE

Does child need medication before physical exercise?

- ☐ NO
- ☐ YES
 - ☐ as needed
 - ☐ always

MEDICATION:

HEALTHCARE PROVIDER SIGNATURE *authorizing First Circle to implement this plan as described*

DATE *valid for one year*

Please also complete Part 2 on the back of this form.



EXCLUSIONS FROM CARE

FIRST CIRCLE LEARNING CENTERS

EXCLUSIONS FROM CARE SUMMARY

PAGE 1 OF 1 • firstcirclelearning.com/forms/Exclusions-from-Care-Summary/ • UPDATED: November, 2023



Our healthcare policy is based on regulations set forth by the departments of Early Education & Care and Public Health. It's approved by our healthcare consultant and implemented as consistently as possible to ensure the health and safety of children, families, and staff. A child that experiences a symptom of an infectious disease—either at home or at school—cannot return until the condition resolves as indicated.

In addition to the below, a child cannot attend First Circle if illness prevents them from participating in the program activities or from resting comfortably; or if it results in greater care needed than First Circle staff can provide without compromising the health and safety of the other children.



If your child has been ill, please check their temperature before coming in. If, after arriving at school, a child does not feel well enough to participate in group activities, we will let them rest for a time; if symptoms persist, they will need to go home.

FEVER 100.5° OR ABOVE



CHILD MAY RETURN TO FIRST CIRCLE:
AFTER 24 HOURS fever-free without medication.



Activity level, irritability, appetite, and ability to participate should also be considered before bringing your child back to First Circle.

VOMITING

not related to stimulation of gag reflex



CHILD MAY RETURN TO FIRST CIRCLE:
AFTER 24 HOURS without any vomiting

DIARRHEA

watery stools more than once, unless caused by antibiotics



CHILD MAY RETURN TO FIRST CIRCLE:
AFTER 24 HOURS without any diarrhea.

EAR INFECTION

Common for some children; it's important to closely monitor ear infections.



CHILD MAY RETURN TO FIRST CIRCLE:
WHEN FEVER-FREE and able to participate in school activities.

PINK EYE (conjunctivitis)

A highly contagious infection of the eye characterized by a yellow discharge and tearing. Often eyes are crusty in the morning.



CHILD MAY RETURN TO FIRST CIRCLE:
AFTER 24 HOURS on the antibiotic medication (drops or ointment);
OR has been cleared by a doctor without treatment.

MOUTH SORES



CHILD MAY RETURN TO FIRST CIRCLE:
AFTER the sores have healed;
OR with written clearance by a healthcare provider to return, with or without treatment.

RASH

accompanied by fever or behavior change



CHILD MAY RETURN TO FIRST CIRCLE:
WITH WRITTEN CLEARANCE by a healthcare provider to return, with or without treatment, if fever-free.

COCKSACKIE A

hand, foot, and mouth disease

A viral infection characterized by sore throat, fever, and often tiny blisters on palms and soles of the feet.



CHILD MAY RETURN TO FIRST CIRCLE:
SHOULD remain home until fever-free or if uncomfortable or until sores are scabbed over, including in the mouth.

CHICKEN POX

State regulations require that prior to school entry, all children 19+ months receive the varicella vaccine or provide documentation of chicken pox immunity. Even when a child has been immunized (12 months or over), they can catch a break-through case, which is typically milder in the child but just as contagious.



CHILD MAY RETURN TO FIRST CIRCLE:
AFTER all blisters have scabbed over.
IMPORTANT NOTE: Per the DPH, if there is a case of chicken pox at First Circle, non-vaccinated children who have been exposed to the virus must remain home from the 10th through the 21st days after their first exposure.

IMPETIGO

A highly contagious skin infection.



CHILD MAY RETURN TO FIRST CIRCLE:
AFTER 24 HOURS on the antibiotic medication. *Infected areas must be covered.*

SHINGLES



CHILD MAY RETURN TO FIRST CIRCLE:
AFTER the sores have healed;
OR with written clearance by a healthcare provider to return, with or without treatment.

HEAD LICE



CHILD MAY RETURN TO FIRST CIRCLE:
AFTER one complete treatment, removal of all nits;
HEAD CHECK by First Circle staff.

STREP INFECTION

An infection most commonly presenting in the throat. Fever, swollen neck glands, abdominal pain, and a red throat often accompany strep throat. Treatment requires antibiotics.



CHILD MAY RETURN TO FIRST CIRCLE:
AFTER 24 HOURS both fever-free and on the antibiotic medication.

RSV

Virtually all children get an RSV infection by the time they are 2 years old. Most of the time, RSV will cause a mild, cold-like illness.



CHILD MAY RETURN TO FIRST CIRCLE:
WHEN FEVER-FREE and after the wheezing and coughing have subsided.

ANY OTHER SYMPTOM OF COMMUNICABLE DISEASE

especially if First Circle has a confirmed case



CHILD MAY RETURN TO FIRST CIRCLE:
WHEN symptom-free for 24 hours without medication;
OR with written clearance by a healthcare provider to return with or without treatment so long as there is no fever, diarrhea, or vomiting.

PLEASE NOTE that clearance from a health care provider does not overrule the protocols listed above.



CLASSROOM POSTINGS



missing child

- **CONDUCT** frequent headcounts throughout the day and at all transitions (outside to playground, to bathrooms etc.).
- **NOTIFY ADMIN** immediately if a child is missing.
- **REMOVE** other children to adjoining classroom.
- **CONDUCT** an immediate search of the entire center.



shelter-in-place

Extreme weather; community violence; hazardous material spill

- **GET EMERGENCY BACKPACK** from the cabinet outside Infant One.
- **CLOSE AND LOCK** all windows and doors.
- **BRING CHILDREN** and staff to the shelter-in-place area specified by admin. Stay away from windows and doors.
- **CONDUCT A HEAD COUNT** to ensure everyone is present and accounted for in the area.
- **KEEP YOUR GROUP TOGETHER**, be calm, follow all instructions, and be as safe as possible.
- **WAIT** for the "all clear" signal.



lockdown

Hostile intruder, active shooter, or violence outside the building

- **CLOSE AND LOCK** windows and doors and shut blinds.
- **BRING** children and staff to the shelter-in-place area (specified by admin). Stay away from windows and doors.
- **TURN OFF LIGHTS**, put cell phone on silent mode.
- **ENSURE** that all children are present and accounted for and that no one leaves the classroom or designated safe area locations.
- **ENCOURAGE** children to remain out of sight (e.g. get under desks, behind cabinets). If possible, engage in quiet storytime activities with the children until "all clear" is announced.
- **IF AN ACTIVE SHOOTER**, fight back as last resort.
- **KEEP YOUR GROUP TOGETHER**, be calm, follow all instructions, wait for "all clear" from administration, and be as safe as possible.

in case of emergency



medical emergency

Such as seizure, serious cut or a possible broken bone

- **REMAIN CALM** and with the child at all times.
- **ONE EDUCATOR** should begin emergency first aid while another educator takes the other children to another area or room and shields them as much as possible from viewing the emergency.
- **ALERT ADMINISTRATION** to send assistance. Decide with admin who will accompany child to hospital if EMS decides to transport.
- **THE EDUCATOR** with the most knowledge of the incident must complete both sides and sign the injury report form, and then give to the parent to sign.
- **COPIES OF THE FORM MUST BE**
 - A) given to the parent;
 - B) given to the director during debriefing.



emergency evacuation

Fire, hazmat situations

- **GATHER CHILDREN** and help them toward the nearest exit by using calm voices and walking feet. Do NOT tell children to hurry up or encourage them to run.
- **BRING ATTENDANCE SHEETS**, emergency contact list, and any emergency medications outside.
- **DO NOT** take time to put on coats or boots on children. If it's cold outside, gather coats and/or blankets as you exit.
 - **INFANTS**: place three to four infants in each evacuation crib and wheel to the nearest exit.
 - **TODDLERS**: walk or are carried to the safety area.
 - **PRESCHOOLERS**: walk independently.
- **FOLLOW THE EVACUATION ROUTES** posted in your classroom, go to the designated spot and wait for the "all clear" signal.

call 911



first circle learning center

80 MAPLE STREET | LEXINGTON, MA 02420

TEL: (781) 863-8251 | FAX: (781) 860-9638

TAXPAYER ID: 04-3367505

firstcirclelearning.com



emergency backpack

LOCATION: cabinet outside of Infant One

POISON CONTROL (800) 222-1222
(617) 232-2120

FIRE non-emergency (781) 698-4700

ON-SITE ADMIN
Audrey Kelly (978) 821-9954

EXECUTIVE ADMIN
Charlie Marcotty (781) 248-4972
Stephanie Monterroso (781) 589-8857

HEALTH CARE CONSULTANT
Vimi Sunkara (617) 584-0758
3 Mill Street, Natick
MA RN License #281226

CLASSROOM POSTINGS



before entering

please check your pockets for **any items** that may be harmful to a child!

wash your hands!



wet hands

soap

wash for 20 seconds

rinse

dry

turn off water with towel


children + adults must wash hands:

- on arrival for the day
- after diapering or using the toilet
- after handling body fluids (blowing or wiping a nose, coughing on a hand, or touching any mucus, blood or vomit)
- before meals and snacks or before preparing or serving food
- before and after playing in water that is shared by two or more people
- after handling pets and other animals or any materials that may be contaminated by contact with animals
- when moving from one group to another (visiting) that involves contact with infants and toddlers/twos

additional requirements for adults:

- before and after feeding a child
- after assisting a child with toileting
- after handling garbage or cleaning
- before and after administering medication

CLASSROOM POSTINGS



clean sanitize disinfect

how

clean

SPRAY WITH OXIVIR FIVE 16 and wipe/scrub using paper towels or cloth towels. Launder cloth after one use.

sanitize

SPRAY WITH OXIVIR FIVE 16 and allow to air dry for at least ONE MINUTE.

clean + sanitize

Clean, then SPRAY WITH OXIVIR FIVE 16 and allow to air dry for at least ONE MINUTE.

clean + sanitize + rinse

BEFORE AND AFTER USE: Clean, then spray with OXIVIR FIVE 16. After ONE MINUTE, wipe with a towel, spray with water, and wipe again to rinse off any residue.





clean + disinfect





Clean, then SPRAY WITH OXIVIR FIVE 16 and allow to air dry for at least FIVE MINUTES.





sanitize +++

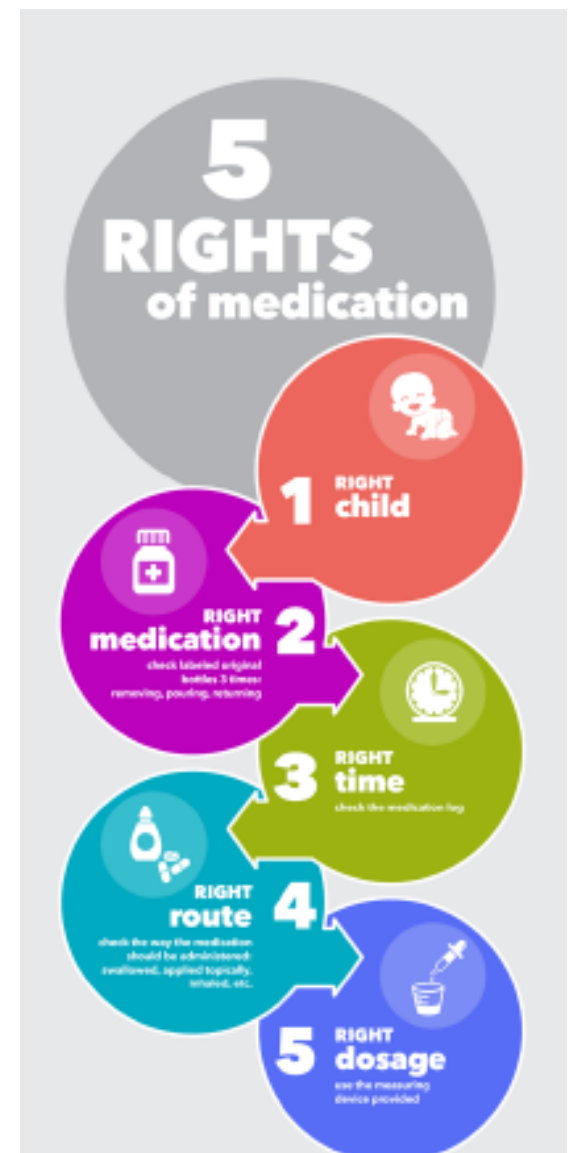
Run through high temp washing machine, dishwasher, or Zoro.

when

after each use	
	sanitize • metal clotheslines before returning to use
	clean + sanitize + rinse • intermediate trays/large • high chair trays • metal tables and chairs • plastic tables and chairs • plastic chairs
	clean + disinfect • diaper table • water play equipment
	sanitize +++ • hats, towels, clothing • shoes • toys that cannot be cleaned with water and other laundry

daily	
	clean • microwave
	sanitize • games, blocks • children's furniture • large toys on wheels with casters
	clean + sanitize • storage units, stools • chairs
	clean + disinfect • trash container lid

weekly	
	clean • shelves, toy shelf, bins, and bottom shelf • refrigerators empty, clean shelves and doors • refrigerator coils
	sanitize • crib
	clean + sanitize • vinyl furniture • plastic/pvc/vinyl toys
	sanitize +++ • soft toys • all sleeping clothes • bedding, intermediate stools, baby stroller



SAFE SLEEP POLICY



FIRST CIRCLE LEARNING CENTER **safe sleep policy** for all infants up to 15 months

Research tells us a safe sleep environment for infants helps lower the risk of Sudden Unexplained Infant Death (SUID) and Sudden Infant Death Syndrome (SIDS). First Circle provides a safe sleep environment and follows safe sleep practices as detailed below. This policy reflects MA EEC safe sleep regulations and policy statements, as well as recommendations from the American Academy of Pediatrics (June 2022).

safe sleep environment

1. Each infant has their own crib. Only one infant may be in a crib at a time, unless during an actual or practice evacuation.
2. We use cribs with a firm, properly fitted mattress and tight-fitting sheet. Cribs are placed at least 2 feet apart, and do not contain any potential head entrapment areas, with slats no more than 2-3/8" apart.
3. All cribs comply with current (as of 10/1/23) CPSC crib standards, including manufactured date of on or after June 28, 2011.
4. Car seats, swings and other sitting devices are not allowed for routine sleep. If an infant arrives sleeping in a car seat, they will be moved to crib and outer clothes removed.
5. Infants may be transitioned to a mat at 15 months old. Between 12-15 months, a child may transition to a mat if the infant is developmentally ready, there are no medical reasons that conflict with this decision, and parents have been included in the decision.
6. No blankets, comforters, pillows, stuffed animals, wedges, positioners, bumper pads or other soft, padded materials or toys are placed in cribs with an infant. Sleepers and sleep sacks are good alternatives to blankets.

safe sleep practices

1. All staff caring for infants receive training on how to implement our infant Safe Sleep Policy, including EEC's training *Reducing the Risk of SIDS in Child Care*. Training is renewed every two years with each licensing cycle.
2. Families are provided with Safe Sleep policy information prior to enrollment.
3. Our Health Care Policy includes the Safe Sleep Policy.
4. All infants are always under direct visual supervision.
5. All infants under 12 months old are placed on their backs for napping, resting, or sleeping unless the infant's health care professional provides a written order for a medical reason.
6. When babies can easily turn over from the back to the stomach, they will be placed to sleep on their backs and then allowed to adopt the sleep position they prefer.
7. Educators may use a special sleep toy to comfort the infant before they go to sleep, but it must not be placed in crib.
8. Pacifiers may be offered to the infant while placing them to sleep.
9. We will not prop a bottle or let an infant fall asleep sucking on a bottle.
10. To promote healthy development, awake infants will be given supervised "tummy time" for exercise and for play.
11. Staff reduce the risk of overheating by not over-dressing or over-wrapping infants.

MAINTENANCE CHECKLIST



Maintenance Checklist

ITEM	Q1			Q2			Q3			Q4		
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Refrigerator temperature log is kept monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Export emails from Outlook to file on datashare to back up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify OTC meds are in the original containers labeled with the child's name, with clear written instructions from the health care provider.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation drills conducted monthly (alternate meeting point)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accident/incident reports are logged weekly and trends reviewed and reported quarterly	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Verify meds are stored in an organized fashion and not expired. They are stored at the proper temperature out of children's reach	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Verify prescription meds are in their original, child-resistant container, labeled with child's name, date filled, prescribing health care provider's name, dosage, instructions and warnings	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Verify phone numbers to report child abuse and neglect and poison control are clearly posted	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Verify equipment and furnishings are sturdy and in good repair. There are no tip-over or tripping hazards	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Verify there is no hazardous equipment accessible to children	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Verify indoor gates have latches that cannot be opened by children.	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Outdoor exit gates are in working order	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
There is no clutter, trash, water damage, standing water or leaking pipes	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
There are no cracks or holes in walls, ceilings, floors or screens	<input type="checkbox"/>				<input type="checkbox"/>							
Situations or times that children and staff should perform hand hygiene are posted in all appropriate places	<input type="checkbox"/>											
Fire inspection is completed by town [every two years]		<input type="checkbox"/>										
First aid supplies are well-stocked, kept in a cabinet out of children's reach					<input type="checkbox"/>							
A well-stocked first aid kit is ready for staff to take along when they leave for field trips					<input type="checkbox"/>							
Fall zones extend at least 6 feet beyond the perimeter of stationary climbing equipment and order mulch if necessary					<input type="checkbox"/>							
Bolts on outdoor play structures are tightened.					<input type="checkbox"/>							
One year's sign in/sign out sheets moved to shed - records from 5 years previous purged [have shredder bin delivered]						<input type="checkbox"/>						
Building inspection is conducted by the town						<input type="checkbox"/>						
Pest Management Plan is filed annually							<input type="checkbox"/>					
Emergency Management Plan is reviewed annually										<input type="checkbox"/>		
Test School Messenger Alert system										<input type="checkbox"/>		
Switch Thermostat (heat/cool) and adjust light timers					<input type="checkbox"/>					<input type="checkbox"/>		
Confirm landscaping contract/snowplowing contract				<input type="checkbox"/>					<input type="checkbox"/>			
Shut off/turn on water to outside spigots					<input type="checkbox"/>						<input type="checkbox"/>	
Order tick tubes				<input type="checkbox"/>				<input type="checkbox"/>				
Fire extinguishers are inspected annually [Keane Fire & Safety]											<input type="checkbox"/>	
Inspect for leaking faucets and toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check proper hot water temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect interior lighting, noting bulbs that need replacing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect exterior lighting, adjusting timers as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replace batteries in carbon monoxide detectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean filters in range vent hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean disposal	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Clean dishwasher (empty with packet of.....)	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Clean washing machine (empty with packet of....)	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Duct and vent cleaning (including dryer vent)										<input type="checkbox"/>		
Inspect ceiling tiles, making note of those that need replacing	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Inspect playground fences and gates, arrange for repairs as needed	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Inspect trees on entire property, arrange maintenance on any that could be safety issues	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Arrange for gutters and downspouts to be cleaned out					<input type="checkbox"/>							

ONBOARDING SCHEDULE

FIRST CIRCLE LEARNING CENTERS

STAFF ORIENTATION CHECKLIST

PAGE 1 OF 1 • firstcirclelearning.com/forms/staff-orientation-checklist/ • UPDATED: July 17, 2023



STAFF INFORMATION

NAME	START DATE	ORIENTATION PERIOD	END OF 90-DAY TRAINING

ONBOARDING MODULES

culture

- ☐ our story/history
- ☐ our team
 - lines of authority/organizational structure
 - reporting relationships
- ☐ mission, vision, values, and standards
 - statement of purpose
- ☐ expectations
 - expectations of employee/employer
 - equal opportunity/non-discrimination
- ☐ staff satisfaction + engagement

DATE	CONDUCTED BY

compensation

- ☐ classroom assignment
- ☐ work schedule
 - weekly schedule
 - humanities
 - breaks, time off requests, schedule changes
- ☐ punctuality + absences
- ☐ categories of employment
- ☐ wages
 - pay scale
 - hourly wages, paycheck
 - pay categories, deductions
 - wage review
- ☐ benefits

DATE	CONDUCTED BY

compliance

- ☐ other employment policies
 - confidentiality
 - audio/video monitoring
 - weapons, smoking
- ☐ employee accommodations
 - disability
 - pregnancy, breastfeeding
 - religious
- ☐ regulatory compliance
 - postings
 - availability of regulations
 - ratios
 - supervision of children
 - interactions/curriculum
- ☐ daily program management
 - typical daily schedule
 - meals and snacks, rest time
 - arrival/departure, late pick-up
- ☐ cleaning, sanitizing + disinfecting
- ☐ toileting + diapering policy
- ☐ health, safety + security
 - health care policy
 - supervision of children
 - first aid procedures
 - medication administration
 - special care plans
 - safe sleep policy
- ☐ emergency management + procedures
- ☐ abuse + neglect policy
 - procedures for protecting children
 - mandated reporter responsibilities

DATE	CONDUCTED BY

connection

- ☐ staff hiring
 - recruitment
 - hiring
 - onboarding
- ☐ staff management
 - ongoing requirements
 - personnel files, letters of reference
 - departure
- ☐ staff supervision + coaching
 - job description
 - daily supervision
 - observations
 - promotion
 - performance reviews
 - professional development
 - corrective action including suspension
 - termination, resignation/departure
- ☐ family management
 - enrollment
 - onboarding
 - partnership/parent input
 - ProCare
 - confidentiality

DATE	CONDUCTED BY

communication

- ☐ our communication standards
- ☐ verbal communication
 - overview
 - communication with parents
- ☐ written communication
 - daily sheets/emails
 - journals/portfolios
 - progress reports
 - notifications
- ☐ challenging communication
- ☐ resolving conflict/grievances
 - procedure with parents
 - procedure with staff
- ☐ whistleblower policy
 - definition
 - reporting wrongful conduct
 - no retaliation
 - confidentiality
- ☐ harassment

DATE	CONDUCTED BY

curriculum

- ☐ child development
 - developmentally appropriate practice
 - temperament
 - classroom placement/transitions
 - assessment + parent conferences
 - diverse learners including referral
- ☐ our curriculum
 - overview
 - how/what children learn
 - areas of learning
 - mycharacter
 - curriculum planning
- ☐ learning environment
 - classroom design
 - equipment + materials
 - outdoor learning
- ☐ daily program
 - daily schedules
 - routines/rituals/rules
 - daily program activities
- ☐ child guidance policy
 - plan/prevent/response
 - challenging behavior
 - behavior support plan

DATE	CONDUCTED BY

center tour

- ☐ staff room, supply areas, kitchen + bathrooms, introduction to all staff, review of classroom postings, location and contents of children's records, location of first aid kits, evacuation procedures

DATE	CONDUCTED BY

COMPLETION ATTESTATION

DIRECTOR SIGNATURE	DATE
The employee has completed this orientation and has been trained on all of the above components.	
EMPLOYEE SIGNATURE	DATE
I have completed this orientation and all of the above components have been explained to me.	

SPECIAL CARE PLAN

FIRST CIRCLE LEARNING CENTERS

SPECIAL CARE PLAN | PART 1



PAGE 1 OF 2 • firstcirclelearning.com/forms/Special-Care-Plan/ • • UPDATED: July 4, 2023

School records and information indicates your child has a condition that may impact their life in school. The Department of Early Education & Care requires First Circle to maintain an individualized health care plan for each child diagnosed with a chronic medical condition by a licensed health care practitioner, or for other special care requirements. First Circle has chosen to incorporate the required IHCP into a Special Care Plan, which provides a standardized plan between parents/guardians (and, if applicable, the child's health care practitioner) and the child's teachers in order to meet the child's individual needs.

In order to attend to your child's health and safety, we require you to complete this form and return as soon as possible. It will become part of your child's confidential school health record. With your written consent, this information will be shared with specific First Circle personnel on a "need to know" basis. Please keep us informed of any changes in your child's condition or medication schedule. Our primary concern is that your child's needs are met while attending school, while safeguarding their privacy, dignity, and safety.

CHILD'S FULL NAME	LOCATION	CLASSROOM

Please also complete the additional forms indicated below, as necessary.

CHRONIC MEDICAL CONDITION <input type="checkbox"/> AUTHORIZATION FOR MEDICATION <input type="checkbox"/> EMERGENCY RESPONSE PLAN	SPECIFIC INFORMATION	SPECIAL DIETARY REQUIREMENTS	SPECIFIC INFORMATION
ASTHMA AND/OR SEASONAL ALLERGIES <input type="checkbox"/> ASTHMA ACTION PLAN *required <input type="checkbox"/> AUTHORIZATION FOR MEDICATION	SPECIFIC INFORMATION	HEARING, VISUAL, OR DENTAL CONDITION	SPECIFIC INFORMATION
ALLERGY <input type="checkbox"/> ALLERGY ACTION PLAN *required <input type="checkbox"/> AUTHORIZATION FOR MEDICATION	SPECIFIC INFORMATION	LIMITATIONS TO PHYSICAL ACTIVITY	SPECIFIC INFORMATION
SPECIALIZED EMERGENCY PLANS <input type="checkbox"/> EMERGENCY RESPONSE PLAN *required	SPECIFIC INFORMATION	DEVELOPMENTAL CONDITION MENTAL HEALTH CONDITION BEHAVIORAL CONCERN	SPECIFIC INFORMATION
MEDICATION TAKEN ON A REGULAR BASIS <input type="checkbox"/> AUTHORIZATION FOR MEDICATION	SPECIFIC INFORMATION	OTHER	SPECIFIC INFORMATION

Please also complete Part 2 on the back of this form.



SPECIAL CARE PLAN

SPECIAL CARE PLAN | PART 2 • firstcirclelearning.com/forms/Special-Care-Plan/ PAGE 2 OF 2

SPECIAL CARE PLAN | PART 2

Please provide specific details regarding your child's condition and needs.

TEAM MEMBERS <i>list teachers, support personnel</i>	HEALTHCARE PROVIDER(S)
	CONTACT INFO

MEDICAL MANAGEMENT	
DESCRIPTION OF CONDITION + SYMPTOMS	Include reason, details of when, how, where, and how often; and who will perform the procedure
MEDICATION REQUIREMENTS <i>if any</i>	POTENTIAL SIDE EFFECTS
EQUIPMENT SUPPORT/NEEDS <i>if any</i>	CONSEQUENCES OF NOT TREATING THIS CONDITION

HEALTH STATUS
List indicators that a change of health status is occurring. This should include parameters as well as when to move to the Emergency Response Plan.

HEALTHCARE PROVIDER SIGNATURE <i>authorizing First Circle to implement this plan as described</i>	DATE <i>valid for one year</i>
PARENT/GUARDIAN SIGNATURE <i>giving First Circle consent to implement this plan</i>	EXPIRATION DATE



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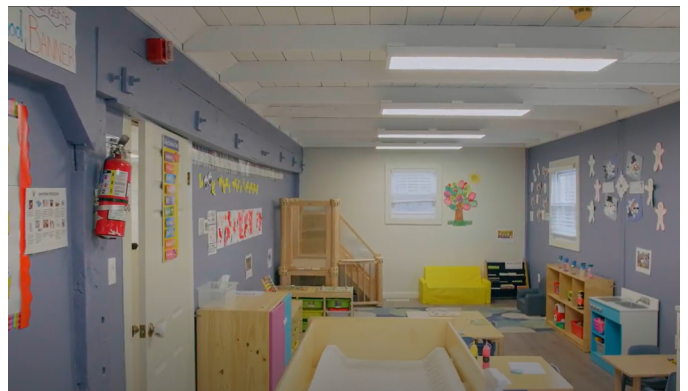


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PHOTOS



INFANT CLASSROOMS



TODDLER CLASSROOMS



PRESCHOOL CLASSROOMS

PHOTOS



PRE-KINDERGARTEN CLASSROOMS



PLAYGROUNDS

PHOTOS



EXTERIOR

