



**Our Future**  
LEARNING CENTER

**Family Guide**

# Welcome!



Dear family,

Welcome to the Our Future Learning Center family! We are truly honored that you've chosen us to be a part of your child's early learning journey. As parents ourselves, we understand that selecting a childcare center is one of the most important decisions you will make. That's why we consider ourselves an extension of your family. We are committed to creating a nurturing, supportive, and inspiring environment where every child is celebrated for their individuality and every parent is valued as a partner.

Our Future Learning Center began as a single school with a simple mission: to offer a safe, enriching, and joyful place for children to grow. Over the years, we've expanded into a network of centers deeply connected to the local communities we serve, while holding onto that same mission. Our team of passionate educators, administrators, and caregivers work together to ensure each family feels seen, heard, and supported from the very beginning.

We believe that early childhood is a time of wonder, exploration, and incredible growth. Through developmentally appropriate activities, hands-on experiences, and plenty of play, we encourage curiosity, creativity, and confidence. Whether your child is building friendships in the classroom, participating in family events, or reaching new milestones, we're here to support and celebrate every step.

We know that starting in a new childcare setting is a big transition, for both you and your child. Our experienced staff will work closely with you to create a transition plan that fits your family's needs. Visiting the center with your child before their first day, establishing a special goodbye routine, or sharing a favorite item from home are just a few of the ways we help ease the adjustment and build a sense of security and belonging.

From your first tour to graduation day, we aim to walk alongside you in this journey. Our Family Journey Map outlines key moments and expectations, and we encourage open communication every step of the way. Whether through daily updates on MyOFLC or Procure Connect, parent-teacher check-ins, or family workshops, we're here to ensure a strong connection between home and school.

Thank you for trusting us with the privilege of nurturing and guiding your child during these formative years. We're so excited to get to know you and your family, and we look forward to growing together.

Warmly,  
Dan and Lee

# Growing Together: Your Family's Journey at OFLC.

We recognize that every family's path is unique. That's why we've created a journey map to guide you through the stages of your child's early learning experience with us, from the first tour to the day they graduate. We're here to walk with you every step of the way.



## What New Families Should Know

### Social Adjustment by Age

Each child adapts to a new setting in their own way. Our team supports developmentally appropriate transitions tailored to your child's stage, from building trust with infants to guiding preschoolers through friendships and emotion regulation.

### What to Bring

Each age group has specific needs. Your classroom teacher will provide a list of what to bring (extra clothing, nap items, snacks, bottles, etc.).

### Parent Communication

We believe in strong partnerships with families. Look forward to regular check-ins, developmental updates, and open conversations with your child's teachers.

### Your Role in Our Community

We encourage families to engage with us. Whether it's attending events, sharing feedback, or partnering on classroom activities. Together, we build a warm, inclusive school environment.

### Daily Updates

Stay connected with daily updates and messages via MyOFLC and Procure Connect, including meals, naps, and classroom highlights.

### Guidance to Parents

Parenting is full of joy, but it can also be overwhelming, and you don't have to navigate it alone. With years of experience and genuine care for each family, we're here to listen, offer guidance, and work with you to find supportive, practical ways forward as we walk together through milestones and the bumps along the way.

# TABLE OF CONTENTS

## **MISSION & PHILOSOPHY**

Our Students .....	3
Our Services .....	3
Our Educators .....	3
Our Business .....	3
Our Standards .....	4
Staff Background Checks.....	4
Positive Guidance .....	4

## **FAMILY INVOLVEMENT**

Open Door Policy .....	7
Family Communications .....	7
Child Records .....	8
Family-Teacher Partnership .....	8

## **HEALTH & SAFETY**

Health Requirements & Individualized Care...	11
SIDS Prevention .....	11
Our Vaccination Policy .....	11
Sick Policy Overview .....	12
Infection Control .....	13
Injury Prevention Plans .....	14
First Aid .....	14
AEDs in Every Center .....	15
Understanding Biting in Early Development..	16
Managing Unsafe Behavior .....	17
Behavior Management Policy .....	18

## **HYGIENE & NUTRITION**

Diapers & Toilet Training .....	21
Clothing & Toys .....	21

# TABLE OF CONTENTS

## **HYGIENE & NUTRITION (cont.)**

Insect Repellant, Ointments & Creams .....	21
Suntan Lotion .....	21
Food & Snacks Policies .....	22

## **POLICIES, EMERGENCIES & CONTINGENCIES**

Enrollment & Tuition .....	25
Classroom Transition Plan .....	26
Sick, Vacation, & Snow Policies .....	27
Late Pick-Up Policy .....	27
Transportation Plan .....	28
Family Agreements, Shared Parenting .....	29
Reporting Suspected Abuse or Neglect .....	30
Program Licensing and Compliance .....	30
Classroom Schedule .....	31
Enrichment Policy .....	32
Observed Holidays .....	32
Professional Development .....	32
Contingency Closures .....	32
Contingency Plans .....	33
Our Locations .....	34
Allston .....	35
Brighton .....	37
Commonwealth .....	39
Belmont .....	41
Marlborough .....	43
Natick .....	45
Whitman .....	47

At *Our Future Learning Center*, our mission is to inspire children to grow into enthusiastic, happy, and confident individuals. We believe that every child deserves a supportive environment where they can thrive. Together with our students and their families, we work to nurture the social, emotional, cognitive, physical, and academic development of every child, helping them reach their fullest potential.

# Mission & Philosophy







## Our Students

OFCL serves children ages two months through six years (Infant through Pre-K). Our students experience education in an enriching environment that fosters self-esteem, individuality, and social skills needed for Kindergarten and beyond.

## Our Educators

Our staff meet or exceed the qualifications required for their positions in accordance with EEC regulations. Beyond these standards, we are committed to continuous improvement and professional growth. Directors conduct bi-weekly classroom observations and meetings to maintain high-quality care and uphold teaching excellence.

We engage in ongoing professional development through weekly training sessions led by Early Education expert - Dr. Angela, monthly staff meetings, and two dedicated professional development days each year. These opportunities allow our educators to deepen their knowledge, reflect on their practice, and continue growing as professionals, ensuring your child receives the very best care and education every day.

## Our Services

We serve children from infancy through preschool, also offer a variety of enrichment programs to inspire creativity and enhance your child's development. Programs such as music, dance, and language classes are included as part of our comprehensive services. For more information or a complete list of enrichment programs available at your location, please speak with your center director.

## Our Business

We are a locally owned and operated small family business based in Massachusetts, committed to providing high-quality early childhood education. Unlike large corporate or bank-owned centers driven by distant decision-makers, our managers are all based locally, right here in the Greater Boston Area. Our hands-on, personalized approach allows us to build meaningful relationships with families and create a warm, nurturing environment where children truly thrive. We take pride in knowing each child and family personally, and in offering care that's grounded in connection, not just policy.

# Our Standards

We are committed to creating a nurturing environment where children feel respected, supported, and empowered to grow, while maintaining the highest standards of care, education, and operational excellence.

## Staff Background Checks

The safety and well-being of children are our top priorities. In compliance with the Department of Early Education and Care (EEC) regulations, all staff members undergo comprehensive background checks before working with children. This includes a Criminal Offender Record Information (CORI) check, a Sexual Offender Registry Information (SORI) check, a Department of Children and Families (DCF) background record check, and an FBI fingerprint background check.

Employees must complete these checks before they are hired, and all staff are re-screened every three years to ensure ongoing compliance.

## Positive Guidance

We take a warm, thoughtful, and individualized approach to guiding children's behavior, rooted in developmental understanding and emotional support. Our goal is to help children grow in confidence, self-regulation, and social-emotional skills within a nurturing and respectful environment.

Our teachers meet each child where they are, using positive reinforcement, gentle redirection, and consistent encouragement to support their growth. We model appropriate behavior, help children express their feelings in healthy ways, and create clear, age-appropriate expectations that promote cooperation and empathy. When challenges arise, we respond with patience, compassion, and teamwork. Our educators take time to understand patterns, communicate with one another, and partner closely with families to ensure every child feels supported both at school and at home.

In keeping with our commitment to safe, respectful care, and in accordance with state licensing regulations, we do not use any form of physical punishment, threats, or withholding of basic needs like food, rest, or toileting. Physical restraint is used only when absolutely necessary to protect a child or others from harm, and even then, only by trained staff following strict safety protocols.

We believe that positive guidance builds not only better behavior but stronger, more trusting relationships with the children in our care.



# Family Involvement

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We're committed to building strong, collaborative partnerships with you through open communication, shared goals, and meaningful involvement in every step of your child's learning journey.



# Open Door Policy

OFLC welcomes and encourages family visits. Parents and their approved family members are welcomed to stop into their child's classroom unannounced at any time their child is present. This open-door policy helps foster transparency and strengthen the connection between families and our school.

To ensure ongoing collaboration, OFLC encourages parents to engage with teachers and staff regularly. We host formal parent-teacher conferences and informal events to provide opportunities for meaningful communication and feedback. Our teachers are also happy to meet with parents at convenient times.

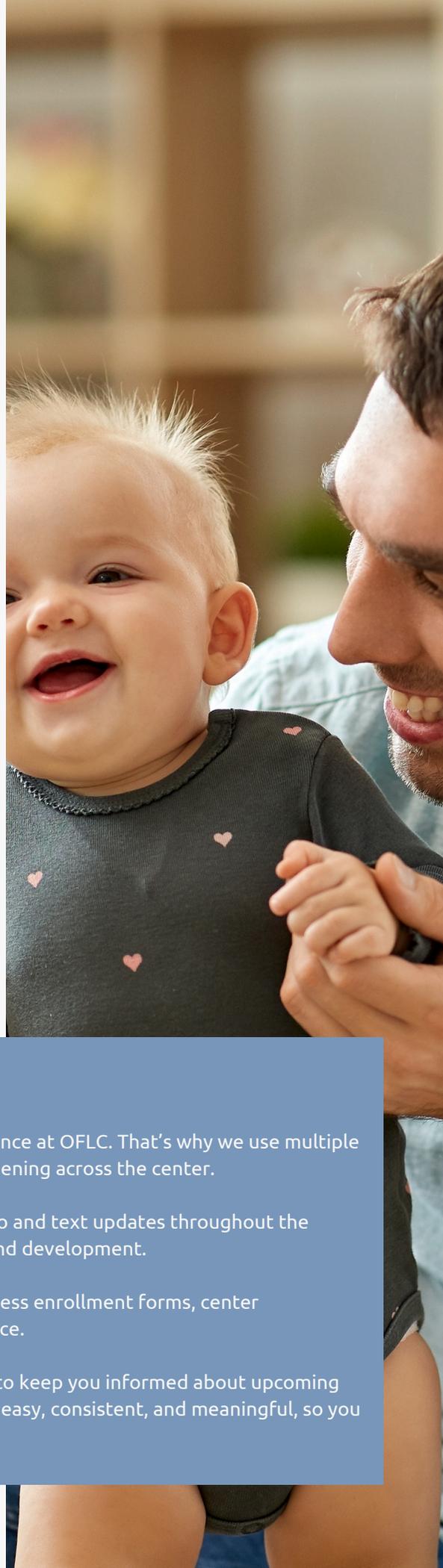
Throughout the year, we organize a variety of family events to strengthen the sense of community and encourage family participation in school activities.

We value parental input and provide regular surveys for families to share their thoughts and offer feedback. This helps us continuously improve and ensure a high-quality experience for all.

## Frequent Classroom Visits

Parents who visit the classroom regularly for extended periods (defined as more than two hours per week) are considered to have regular contact with children. In accordance with licensing regulations, these individuals must complete a background check (CORI and fingerprinting) prior to continuing regular visits.

To ensure a safe, respectful, and productive environment for children and educators, visiting parents are expected to follow the classroom routine and respect the guidance of teachers. Cell phone use and photo or video recording during visits are not permitted. Parents should refrain from disciplining or redirecting any children other than their own, and are asked to maintain confidentiality by not discussing other children or classroom matters outside of school. We also ask that visiting parents remain present and supportive without interrupting classroom instruction or engaging staff in extended conversations during active teaching time.



## Family Communications

We want you to feel informed, included, and connected to your child's experience at OFLC. That's why we use multiple tools to keep you updated on both your child's daily activities and what's happening across the center.

Through our communication app, Procure Connect, you'll receive regular photo and text updates throughout the week, along with reminders, messages, and insight into your child's learning and development.

In addition, MyOFLC.com is your personalized family portal, where you can access enrollment forms, center documents, event information, and school-wide announcements, all in one place.

We also share monthly newsletters and maintain up-to-date school calendars to keep you informed about upcoming events, closures, and special celebrations. Our goal is to make communication easy, consistent, and meaningful, so you always feel like part of the team.

## Child Records

At OFLC, we continuously monitor and document each child's progress. Formal written reports are provided every 3 months for infants and every 6 months for toddlers and preschoolers. When needed, reports may be shared more frequently as we work closely with families to support their growth. Copies of these progress reports are shared with parents, and either parents or the school may request a conference to discuss them at any time.

All child records, including progress reports, physicals, immunization records, and emergency contacts, are securely stored in a file unique to your child. These files will be stored electronically at [MyOFLC.com](https://myoflc.com). In compliance with EEC regulations, this information is strictly protected and cannot be disclosed without written parental consent.

## Family-Teacher Partnership

We see ourselves as an extension of your family and place great importance on building a strong, collaborative partnership between families and teachers. This relationship is founded on open communication, mutual respect, and a shared commitment to each child's growth and development.

We encourage families to actively engage in their child's educational journey, fostering a supportive network that ensures continuity between home and the learning center. Through regular communication channels, such as conferences and events, we aim to create a foundation that empowers every child to thrive emotionally, socially, and academically.





# Health & Safety

Our top priority is maintaining the health and safety of everyone in the building. We take a proactive and thoughtful approach to create a secure environment. This includes daily health practices, staff training, and being especially sensitive to allergies and individual medical needs. From secure entry doors to allergy-aware meal planning, we are committed to every child's well-being.

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## Health Requirements and Individualized Care

Upon registration, families are required to submit important health records, including developmental history, yearly physical exams (which may note any relevant conditions), lead screening results, immunization records, and documentation of any allergies or other pertinent medical conditions. Immunization records must be provided upon admission. For children with chronic medical conditions, we maintain Individual Health Care Plans to ensure they receive necessary support. With parental permission, all employees are trained to implement these plans. We also create tailored care plans for children with disabilities to meet their specific health needs. If the conclusion is made, based on informed analysis, that a child's health or individualized care requirements exceed what can be safely and reasonably supported in a group childcare setting, we will meet with the parents/guardians, and any relevant outside experts/advisors and discuss possible reasonable accommodations or additional supports that may be required. In some cases, we will discuss with parents/guardians if alternative care arrangements may need to be considered.

## SIDS Prevention

We prioritize Sudden infant death syndrome (SIDS) prevention with the following precautions:

- ▶ Infants sleep on their backs.
- ▶ No blankets (sleep sacks are acceptable) for children under 12 months.
- ▶ Stuffed animals are not allowed for children under 12 months in the crib.
- ▶ Safe sleep environment, including certified cribs meeting standards, firm mattresses, and proper spacing of crib slats.
- ▶ Well-lit surroundings and staff positioned to maximize supervision.
- ▶ Teachers working with infants undergo mandated EEC SIDS training.
- ▶ Bottles are never given to infants while in the crib.
- ▶ We encourage parents to adopt these measures at home.
- ▶ Alternate sleep positions require family physician authorization.
- ▶ No child is forced to sleep, and quiet activities are provided during nap time.

## Our Vaccination Policy

Our vaccination policy follows Massachusetts Department of Public Health (DPH) requirements for school entry. These immunizations are required according to the state's age-appropriate schedule and are not expected to be completed at once for infants or young children. In Massachusetts, the Department of Public Health requires the following immunizations for school entry: 5 doses of DTaP (diphtheria, tetanus, pertussis), 4 doses of polio, 2 doses of MMR (measles, mumps, rubella), 3 doses of hepatitis B, and 2 doses of varicella (chickenpox). Families with questions about immunization requirements are encouraged to contact us for further assistance.

# Sick Policy Overview

We follow strict health and hygiene practices to minimize the spread of infectious diseases. Regular handwashing is required for both children and staff, and all enrolled children must maintain proper immunizations in accordance with public school requirements unless a medical or religious exemption applies. Please speak with the center director for more information.

Exclusion from the center may be necessary to reduce the transmission of illness. If a child exhibits any of the symptoms listed below, whether at school or at home, they will need to be picked up upon notification (if at school) and must remain home until they are symptom-free for at least 24 hours without medication or have a doctor's note stating they are not contagious.

When a child appears unwell or has a suspected fever, we follow a careful temperature-check protocol. We take their temperature using both ear and forehead thermometers, each method is used twice, with readings taken 20 minutes apart to ensure accuracy. Photos are taken during this process and uploaded to Procure Connect for parent visibility and documentation.

## Symptoms or Conditions

- ▶ Fever of 100.5 or higher
- ▶ Conjunctivitis (pink eye) with discharge
- ▶ Diarrhea (more than twice in one hour)
- ▶ Vomiting
- ▶ Chickenpox (until all lesions have dried and crusted)
- ▶ Strep throat
- ▶ Head lice
- ▶ Excessive Rash
- ▶ Any illness that prevents participation in daily activities
- ▶ Hand, foot, and mouth
- ▶ Flu/COVID-19
- ▶ Or any other contagious conditions

## The Common Cold

Children with mild cold symptoms (such as a runny nose or occasional cough) may attend as long as they are well enough to fully participate in daily activities and their symptoms do not suggest a contagious illness. If a child has a cold that appears to be highly contagious (e.g., constant coughing, fever, green/yellow mucus, or fatigue) or they are unable to engage comfortably in the program's routine, they must remain at home until they are well enough to return.

## Returning to the Center

- ▶ Must be symptom-free for 24 hours without medication
- ▶ Have been on antibiotics for a full 24 hours (if applicable)
- ▶ Are able to fully participate in daily activities, including outdoor play
- ▶ Have a doctor's note confirming they are no longer contagious if required

## Parental Alerts

If a child is diagnosed with a contagious illness, OFLC will notify all parents and provide information about symptoms, prevention, and any necessary precautions.

# Infection Control

We have an extensive policy to prevent the spread of infection. Children must wash their hands and faces before and after eating and after use of the bathroom.

The procedure, per the regulations set forth in 606 CMR 7/11 and enforced by our staff per the Department of Public Health recommendations for hand washing is as follows:

- ▶ Use Soap and Running Water
  - ▶ Wash Hands Vigorously
  - ▶ Wash All Surfaces (Including Back of Hands, Wrists, Between Fingers, Under Fingernails)
  - ▶ Rinse Well
  - ▶ Dry Hands with Paper Towel
- Turn Off Water with Dry Paper Towel

## Hands will be washed at the following times:

- ▶ Before eating or handling food.
- ▶ After toileting or diapering
- ▶ After touching bodily fluids
- ▶ After cleaning
- ▶ Before and after water play



# Injury Prevention Plan

## Injury Prevention

All equipment, both in the classroom and on the playground is checked regularly to ensure its safety.

## Lead Safety Compliance

Our center is fully compliant with 606 CMR 7.07(16), which requires licensed child care programs to conduct lead paint inspections. We follow all state-mandated guidelines to ensure our facility is free from lead hazards.

## Accident Reports

All accidents and incidents are documented and securely stored in the OFLC portal ([myoflc.com](http://myoflc.com)). These reports can be shared with parents upon request. Parents will be notified of any incidents involving their child, and they may access their child's accident report through our online system. This ensures transparency and allows for easy record-keeping while maintaining the safety and well-being of all children in our care.

## First Aid

A first aid box is kept at the center and is checked regularly to ensure its contents are up-to-date and fully stocked with all necessary supplies. A CPR-trained individual is always present on the premises, and all staff members are trained and certified in first aid every three years. The CPR and first aid training provided to staff aligns with EEC guidelines.

## Medication

In accordance with EEC regulations, all medications, prescription and non-prescription, require written parental consent before administration at the center. Parents must complete the Medication Consent Form (606 CMR 7.11(2)(b)) and provide the medication in its original container, clearly labeled with the child's name and the prescribing physician's details. Consent is valid for one year unless otherwise specified.

For non-lifesaving medications, parents must administer the first dose prior to the medication being given at school. Any instructions that differ from the label or standard dosage must be accompanied by written authorization from a licensed healthcare provider.

For children with chronic health conditions or who require emergency medication (e.g., EpiPens, inhalers), an Individual Health Care Plan (IHCP) must be completed in collaboration with the family and the child's healthcare provider. IHCPs guide staff in responding to specific health needs and emergencies.

All medications are stored securely in designated areas (e.g., the Director's office or emergency backpack for quick access to lifesaving medications). Trained educators are authorized and responsible for administering medications when needed, especially in cases where the Director is not immediately available. Staff undergo annual training on medication administration and emergency response.

Topical non-prescription medications (e.g., ointments, creams, sunscreens) may be applied with written parental consent. Parents will be contacted prior to the first application to confirm consent.

Unused or expired medications will be returned to the family.

# Emergency Preparedness: AEDs in Every Center

At Our Future Learning Center, your child's safety is our highest priority. As part of our ongoing commitment to emergency preparedness, we have installed Automated External Defibrillators (AEDs) at every OFLC location.

## What is an AED?

An Automated External Defibrillator is a life-saving device used in cases of sudden cardiac arrest. It quickly analyzes heart rhythm and, if needed, delivers a safe electrical shock to help restore a normal heartbeat. Having AEDs readily available significantly improves survival chances in cardiac emergencies, for both children and adults.

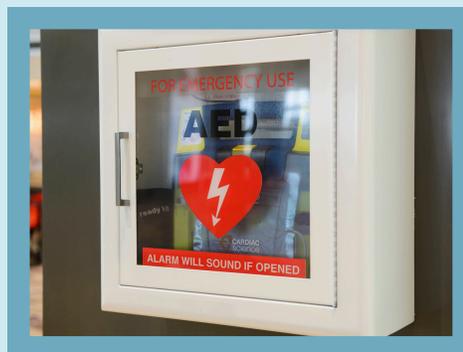
## Equipment Details

We've selected the Defibtech Lifeline AED, a trusted, easy-to-use model ideal for early childhood environments. Each installation includes:

- ▶ Clearly marked wall-mounted AED cabinets
- ▶ Pediatric defibrillation electrode pads
- ▶ CPR and emergency responder packs
- ▶ Instructional signage for fast access

## Why We Made This Investment

While emergencies are rare, preparedness matters. Installing AEDs reflects our proactive approach to safety, ensuring our centers are equipped with the same level of emergency response support found in top schools and public institutions. In addition to installing AEDs, all OFLC staff are certified in CPR and First Aid, including proper AED usage, and receive regular training updates and drills.



## Community Integration

All OFLC AEDs are registered with PulsePoint, a national nonprofit that provides 9-1-1 dispatchers and local responders with the exact location of nearby AEDs. This extra layer of coordination ensures rapid response in the event of an emergency, supported by FirstNet's certified public safety network.

## A Safer Environment for All

Though no one wants to imagine needing an AED, we believe in planning for the unexpected. By adding this equipment and supporting it with training and partnerships, we've taken an important step in reinforcing a safe, prepared environment for every child, educator, and visitor. If you have questions about our AED program or other safety measures, please contact your center director. We are always happy to share more about the steps we take to protect our community.

# Understanding Biting in Early Development

Biting is a typical developmentally appropriate behavior in infants, toddlers, and sometimes preschoolers. While it can be scary and frustrating, brief episodes of biting don't indicate social or emotional problems or family fault. It simply signifies a phase in your child's development, and like many stages, biting behaviors often resolve quickly.

## Our Response

In response to biting incidents, our approach focuses on caring for the bitten child, helping the biter learn more appropriate behavior, and reviewing our program to ensure it aligns with children's needs. Our emphasis is finding effective techniques and tools to support the children in this developmental phase. We encourage open communication between our teachers and families on addressing and finding ways to redirect the behavior, and finding effective ways to communicate with your child.

## Biting May Occur Because

- ▶ Oral Exploration
- ▶ Hunger
- ▶ Fatigue
- ▶ Teething
- ▶ Frustration, Stress, or Anxiety
- ▶ Lack of Awareness: Biting Hurts
- ▶ Mimicking Behavior
- ▶ Inability to Express Emotions
- ▶ Affection
- ▶ Exploring Cause & Effect
- ▶ Making an Impact
- ▶ Impulsiveness
- ▶ Overstimulation

## When a Child Bites Another

If a child bites another child, an Injury Report will be completed for both children while maintaining confidentiality. Our team will work closely with the child, using gentle redirection, positive reinforcement, and age-appropriate strategies to help them express their needs in alternative ways. If biting occurs repeatedly, we will collaborate with the family to develop an Action Plan tailored to the child's individual needs. This may include strategies such as adjusting classroom routines, providing sensory alternatives, or introducing additional social-emotional support. If needed, we may also recommend outside resources or referrals to further assist in addressing the behavior.

In cases where the biting continues despite consistent intervention, we will work together with the family to explore additional solutions. If the behavior does not show improvement within a four-week period or becomes severe in frequency or intensity, a temporary pause in attendance or dismissal may be considered as a last resort. This decision would be made in partnership with the family and with a focus on ensuring the best support for the child.

Our goal is to foster a safe, supportive, and inclusive environment where all children can develop healthy social skills. With ongoing guidance and collaboration, we believe every child can learn positive ways to interact with their peers.

# Managing Unsafe Behavior

## When Incidents Occur

We prioritize open communication and proactive steps when behavioral incidents occur. If a child's behavior poses safety concerns, our staff will address the situation promptly and compassionately. All incidents will be documented, and parents will be informed, either verbally or in writing, depending on the severity.

When patterns of behavior emerge or incidents escalate, a meeting will be scheduled with the parents to discuss the concerns, share observations, and collaborate on strategies to support the child. This may include implementing a behavior management plan, engaging additional resources, or working with parent to engage with outside specialists if needed. Our goal is to provide every child with the support they need while ensuring a safe and nurturing environment for all children. Continuous documentation and follow-up with families will be maintained as we work together to address any challenges that arise.

## Injury Protocol

In the event of your child experiencing an injury, you will receive a detailed Injury Report outlining the incident and the actions taken by the staff. Minor injuries like cuts, scrapes, or bites will be treated by washing with liquid soap and water, followed by rinsing. If necessary, a dry bandage or dressing may be applied. Parents will be immediately contacted if the injury involves swelling, occurs on the face or head, or requires medical attention. You'll be presented with the Action Plan for review and signing at the time of pick-up, with a copy provided to you upon signature. For a serious medical emergency, the child will be promptly taken to the hospital by ambulance, accompanied by a staff member. You (or a designated emergency contact) will be contacted by a staff member in case you cannot be reached.

## Dismissal Policy

A child may be dismissed from our program if, in the judgment of staff and management, it is determined that continued enrollment is not in the best interest of the child, other children, or the center. Potential reasons for dismissal include, but are not limited to: significant difficulties in adjusting to the program, ongoing behavioral concerns, repeated safety issues involving other children, and the center's inability to adequately meet the child's needs. If a child's health or individualized care needs exceed what can be safely and reasonably supported in a group childcare setting, we may require additional supports or determine that alternative care arrangements are necessary.

If dismissal becomes a consideration, the center will communicate with the family in advance, either through a meeting or direct contact, to discuss the specific reasons for the potential dismissal. Additionally, ongoing documentation will be kept, and parents will be kept informed through regular verbal updates.

Our Future Learning Center (OFLC) reserves the right to terminate enrollment if a parent or guardian engages in inappropriate, disruptive, or disrespectful behavior. This includes but is not limited to: failure to adhere to center policies and procedures, inappropriate interactions with staff or other families, and any actions that compromise the safety, well-being, or comfort of children, staff, or other families. OFLC maintains a zero-tolerance policy for the use of profanity or swearing by parents or guardians on school grounds. Such language is considered disrespectful and inappropriate in a professional early childhood setting and may result in immediate action, including potential termination of enrollment. Interactions between parents and staff, including teachers, directors, and other team members, may be documented in the interest of transparency and to support ongoing communication and resolution efforts.

We believe in fostering a positive and respectful environment for all, and the safety and well-being of our entire community is our top priority. In case of termination considerations, the center will proactively offer referrals and other supportive services to families as an additional effort to prevent dismissal. We remain available to meet with parents, discuss concerns, and provide support for family needs.

# Behavior Management Policy

## 4-Week Observation & Support Plan

At Our Future Learning Center, we believe in supporting each child's growth with a thoughtful and structured approach. When behavior challenges arise, we implement a four-week process that involves observation, documentation, strategy development, family collaboration, and, when necessary, referral for additional services.

### Week 1: Initial Assessment

The process begins with a conversation between the director, classroom teachers, and the child's parents to discuss any observed behaviors and initial concerns. After speaking with the family, the director and teachers meet to review whether the OFLC Behavior Management Policy is being followed. Teachers then begin collecting data on the behaviors, including antecedents, consequences, and outcomes.

A director conducts the first observation to assess the child's behavior during different activities, such as center time, gross motor play, peer interactions, and redirection attempts. Teachers begin using a daily behavior tracking chart and implement targeted strategies to support the child. These may include call-and-response cues, interest-based redirection, thoughtful peer pairings, or rearranging classroom spaces. Teachers also create a written plan outlining the specific techniques they will use daily.

### Week 3: Progress Review

Behavior tracking continues with attention to what's working, what is not, patterns, or other factors. The director completes a third observation.

A follow-up teacher meeting is held to share updated insights and assess ongoing strategies. A second parent meeting reviews the behavior plan, discusses any similar incidents, and outlines further modifications or supports.

### Week 2: Continued Tracking & Family Involvement

Tracking continues, and the director conducts a second observation, noting any changes or patterns. A parent meeting is scheduled to review behaviors, interventions used so far, and progress made. If behaviors persist or escalate, the team discusses next steps.

A formal behavior plan is introduced and shared with the family. If appropriate, a referral for outside services is made, and follow-through by the family is required for the plan to remain in effect.

### Week 4: Final Review & Decision

Tracking continues through the final week. The director completes a fourth observation, focusing on progress made, remaining concerns, and what interventions were most effective.

If significant concerns remain, a final family meeting is held to review the situation. At this time, a two-week termination notice may be issued if the program is no longer a suitable fit for the child's needs.

# Hygiene & Nutrition

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Hygiene & Nutrition

“ From nourishing meals to caring routines, we support your child's growth and comfort every step of the way. ”



# 4

Hygiene & Nutrition

# Diapers & Toilet Training

## Our Policy

Children at our center undergo toilet learning based on parental requests and their developmental readiness. Diapers are changed every two hours or as needed to ensure children remain clean and dry. During diaper changes, staff follow strict hygiene practices, including using disposable gloves, a fresh paper cover on the changing table for each change, and proper disposal of soiled items. Children are never left unattended during diapering. Staff and children wash their hands with liquid soap and disposable towels after each diaper change. Potty chairs and bathroom usage are supervised, with an emphasis on handwashing before food handling. We partner with families to provide a consistent and supportive potty-training experience when children are ready.

## Personal Items & Labeling Guidelines

To help keep items organized and avoid confusion, all personal belongings must be clearly labeled with your child's full name. This includes clothing, bottles, lunchboxes, water bottles, blankets, nap items, sunscreen, insect repellent, lotions, and any topical creams. Unlabeled items may not be used or applied and could be sent home. We recommend using permanent markers or waterproof name labels for durability.

## Key Information

- ▶ Diapers changed every two hours or as needed, following parental requests and child's developmental needs.
- ▶ Supervised diaper changes include handwashing with liquid soap.
- ▶ Changing table exclusively used for its purpose, with regular cleaning and disposable coverings.
- ▶ Soiled disposable diapers properly disposed of in waterproof containers.
- ▶ Soiled clothing double-bagged, labeled, and sent home daily.
- ▶ Potty chairs sanitized after each use.
- ▶ Handwashing emphasized for children and teachers after toileting.
- ▶ Accidents are a natural part of learning. Please keep two complete sets of labeled clothing on-site for your child's comfort.
- ▶ Emergency clothing available in case of depletion of the first two sets.

## Clothing

Please be sure to label all children's clothing with their names to prevent mix-ups. Dress children appropriately for all weather conditions, including suitable and safe shoes for outdoor play.

## Insect Repellent

To prevent illnesses carried by insects, parents are encouraged to provide insect repellent for their child. This ensures that each child receives a product suited to their needs and avoids allergic reactions.

## Ointments & Creams

Families may supply creams or ointments such as diaper cream, rash ointment, lotion, or eczema treatments. Staff can only apply these products with a completed authorization form.

## Toys

Your child will have plenty of engaging toys and materials to enjoy at the center, so we kindly ask that personal toys and items stay at home unless requested. This helps prevent items from getting lost or damaged and ensures all children can fully participate in activities.

## Suntan Lotion

Please make sure that you apply suntan lotion (as needed) to your child/children before coming to the Center. We ask you to please leave a bottle labeled with your child's name at the Center so that we can re-apply suntan lotion throughout the day. Please refer to the enrollment packet for further necessary paper work that needs to be signed by you (parent/legal guardian) in order for the staff to apply suntan lotion to your child.



# Food & Snacks

## Allergens Statement

Your child's safety is our top priority at Our Future Learning Center. We are committed to maintaining a peanut and nut-free environment. To ensure that all allergens protocols are followed, every classroom has an allergen-free space for children to have meals. All of our directors are Servsafe certified, creating a secure space for all children.

## Infant Feeding Bottles & Food

We understand the importance of your child's nutrition and aim to provide a safe, nurturing feeding environment. We follow your child's home feeding routine and request open communication with our staff regarding any changes or adjustments to your child's schedule. Parents are welcome to bring in breast milk, formula, and baby food in alignment with their child's feeding routine. Each infant room is equipped with its own refrigerator and freezer to safely store bottles and perishable items.

Please provide any specific instructions or preferences regarding your child's feeding schedule or formula brand. Formula may be prepared at home (in a sealed, labeled container with your child's name and the preparation date) or purchased pre-made in sealed containers labeled with your child's name. Breast milk should be provided in sealed, labeled containers with your child's name and the date. Once feeding has begun, any remaining breast milk must be discarded within 2 hours (or within 1 hour if formula or formula mix) in accordance with health and safety guidelines due to the rapid growth of bacteria introduced during feeding.

For safety reasons, all baby food must be tried at home first before being served at school and must be labeled with your child's name and the date of preparation. Families may use any bottle type that suits their child's needs, though all glass bottles must be covered with a silicone sleeve for safety. Please note that bottles cannot be washed or reused at the center. Parents are responsible for providing enough prepared bottles to meet their child's daily needs. Any unused bottles will be sent home at the end of the day, as they cannot be served the following day.

## Breastfeeding

Our Future Learning Center supports breastfeeding mothers by providing a comfortable space for nursing. We understand the significance of breastfeeding in promoting a strong bond between mother and child. Feel free to communicate your breastfeeding preferences, and our staff will ensure a supportive environment for both you and your little one.

## Meals & Snacks

Our goal is to support healthy eating habits while ensuring the safety of all children. If your child requires food outside of our provided meals, we allow homemade food as long as it is completely nut-free. To protect children with allergies, no nut products are permitted. Our directors may review ingredients to ensure compliance with this policy. If you plan to bring food from home, you must provide a full list of ingredients to the center director in advance. This allows the director to enter the information into our allergy matching system (MyOFLC) to confirm that the food is safe for your child's classroom or for any shared event. If your child has specific dietary needs, please discuss them with the center director to find the best solution.



# Policies, Emergencies & Contingencies



Policies, Emergencies & Contingencies



# Enrollment & Tuition

## Enrollment Steps:

- 1 Complete enrollment paperwork.
- 2 Provide health records: developmental history, yearly physical, annual lead screening (until age 3), immunization records, and allergy/special circumstances.
- 3 Submit a registration fee per child to secure their spot.
- 4 Complete the Tuition Express form.
- 5 Sign the parent handbook.

\*Enrolled families must provide immunization documentation upon admission. Physical examination records are required upon enrollment. We are unable to accept immunization records in any language other than English.

## Tuition Policy & information

Our childcare program operates year-round, offering various schedules outlined in our tuition rate sheet. Upon registration, you can choose from the presented schedules, and any changes will require one month's notice. Tuition is determined by your child's age and weekly attendance, with payments due bi-weekly in advance. Our center relies solely on tuition payments, and refunds are not issued for absences.

## Key Information

- ▶ Open 52 weeks a year; Schedule options detailed in the tuition rate sheet.
- ▶ Select a program at registration; one month's notice required for changes (if available) or withdrawals.
- ▶ Tuition is age- and attendance-based, paid bi-weekly in advance.
- ▶ No refunds or adjustments for absences due to illness, vacations, holidays, or snow cancellations.
- ▶ Tuition is due every other Monday.
- ▶ Payments must be current within 14 days to avoid additional fees; balances over 30 days incur an 18% finance charge.
- ▶ A \$40 fee applies to returned checks.
- ▶ Vacations up to 4 weeks are charged at 50%; tuition owed even during vacations.
- ▶ Split tuition makes both payers jointly and severally responsible for the full bill.
- ▶ Timely payment and pickup are required to avoid a break in care.



# Classroom Transition Plan

At OFLC, we thoughtfully plan classroom transitions to ensure a smooth and supportive experience for every child. Transitions are based on age and developmental readiness, with flexibility to accommodate individual needs.

## New Child Transitions

When a child joins OFLC, we encourage parents to bring them for short visits over at least two days to help them adjust. Teachers will prepare a cubby and provide a welcome packet.

## Current Child Transitions

Children typically transition to new classrooms on the following timeline:

- ▶ Infant to Transitional Toddler: ~1 year, 3 months
- ▶ Transitional Toddler to Older Toddler: ~1 year, 9 months
- ▶ Older Toddler to Preschool: ~2 years, 9 months
- ▶ Preschool to Pre-K: ~4 years

We notify parents 3-4 weeks in advance and offer visits to the new classroom. The Center Director will discuss the plan and address any concerns. While transitions usually take two weeks, we tailor the process to each child.

## Transitioning Out of the Program

When children graduate from Pre-K, we celebrate their achievements, provide progress portfolios, and invite families to complete an Exit Survey to share feedback. We make transitions a positive experience, ensuring children feel comfortable and ready for their next step.

# Sick, Vacation, & Snow Policies

Families must pay full tuition regardless of their child's attendance, including sick days or center closures. However, during vacations or absences exceeding 4 weeks, tuition is reduced to 50%.

## Late Pick Up Policy

Children must be picked up by 5:30 PM daily.

### Fees for late pickups:

Up to 15 minutes late: \$35

15–30 minutes late: \$70

Over 30 minutes: \$70 + \$2 per additional minute

Late fees are added to the family's bi-weekly billing statement. Thank you for ensuring timely pickups!



# Transportation Plan

OFLC is not responsible for daily transportation of children. Children must be dropped off and picked up by parents or individuals authorized by the child's parents/guardians. We strictly adhere to the list on the enrollment form for releasing children, with two exceptions outlined below.

## Who Can Pick Up Your Child?

Individuals listed on the emergency contact form can pick up a child if parents/guardians have indicated permission on the Emergency Contact form. Parents can provide written permission via email or a signed, handwritten note for someone not listed on the OFLC Enrollment Form to pick up their child. This written permission is mandatory, and teachers must check the person's ID to confirm their identity before the child is released.

## Arrivals & Departures

We understand that drop-off and pick-up are important times of the day, and we want to make sure these transitions are smooth and stress-free for both you and your little one. To help with this, we ask that families adhere to the pick-up/drop-off procedures outlined below. Our number one priority is safety. To ensure this, parents must use the Procure kiosk to check their child in and out of the building.

Upon entering the classroom, please provide important information about your child's last meal, diaper change, and nap schedule. This can be done via the Procure messaging system or by leaving a note for the educator. Sharing this information helps us stay aligned with your child's routine and provide the best care throughout the day.

For toddlers and preschool-aged children, we ask that you escort your child to their cubby to store jackets, lunch bags, and other belongings. Any food requiring refrigeration should be placed in the classroom refrigerator. Once belongings are settled, please escort your child to their designated morning drop-off group, either in their classroom or in the gym. As per EEC regulations, children must not be left unsupervised in hallways, and we appreciate your support in ensuring a safe hand-off.

We kindly ask that families avoid using speakerphone during drop-off or pick-up, as this can be distracting and may prevent a smooth, attentive transition for your child.

At pick-up, please use the Procure kiosk to sign your child out. If there are any special instructions or changes to pick-up arrangements, please communicate these clearly to our staff so we can ensure your child is released safely and according to your preferences.

To support a consistent routine and maximize each child's learning experience, all children are requested to arrive by 10:00 a.m. each day. This policy helps minimize disruption to meals, naps, and planned classroom activities, and supports a calm, predictable environment for all.



# Family Agreements & Shared Parenting Policy

We support all family structures and are committed to fostering a positive environment for every child. In cases where a child's parents are separated, divorced, or no longer living in the same household, the following guidelines apply to ensure clear communication and smooth operations:

## Shared Responsibility

Both parents are viewed as active participants in their child's development and are jointly and severally responsible for tuition and fees, regardless of private financial agreements.

## Consistent Operations

OFLC follows the standard policies and procedures outlined in this handbook. While court-issued divorce decrees or parenting agreements are legally binding on the individuals involved, OFLC is not a party to those agreements. As such, it is not feasible for us to alter our practices to accommodate terms outlined in private legal arrangements.

## Communication

We communicate with both parents listed on the child's enrollment forms, either through our designated apps or in person. It is the responsibility of the parents to share information with one another. If only one parent is actively communicating with the school or teaching staff, it remains that parent's responsibility to keep the other informed.

## Pick-up and Access

Both parents have equal rights to access and pick up their child unless we have been provided with a current court order that limits access. Either parent may also add or update authorized pickup persons on file, unless legally restricted from doing so. Without official documentation, we must treat both parents as having equal rights.

## Emergency and Daily Decisions

In the event of an emergency or decisions related to the child's daily care, OFLC staff will act in the child's best interest according to our program's policies. We will not take sides or follow one parent's wishes over the other's unless supported by a legal directive.

## Child-Centered Focus

Any personal disagreements or disputes between parents should be handled outside the school setting. Our focus is on supporting your child's well-being, and we are not in a position to mediate between family members.

We thank families for helping us maintain a supportive and respectful learning environment by working cooperatively within these guidelines.



## Reporting Suspected Abuse or Neglect

As a licensed early education program, our staff are mandated reporters and are required by law to report any reasonable suspicion of child abuse or neglect to the Department of Children and Families (DCF). This report, called a 51A, must be filed by any staff member who has a concern, and we take this responsibility very seriously to protect the safety and well-being of every child in our care.

If a report is filed, we may not be able to inform families due to confidentiality regulations, but please know that such actions are guided by our legal obligations and our commitment to each child's welfare.

## Program Licensing and Compliance

Our program is licensed by the Massachusetts Department of Early Education and Care (EEC). Families are welcome to contact EEC at any time to request information about our program's licensing status, inspection reports, or compliance history.

To contact the EEC regional office that oversees our program, please call:

**EEC Metro Boston Office**

**Phone:** 617-472-2881

**Website:** [www.mass.gov/eec](http://www.mass.gov/eec)

We are proud of our commitment to maintaining high standards of care and transparent communication with families.

# SCHEDULE

All Classrooms follow a daily schedule. While these schedules are unique to each classroom, they can be modified to meet and needs of the children.

An example for Toddler-Preschool schedule is:

**Open - 9:30AM**

Learning Centers

**9:30AM - 9:50AM**

Circle Time

**10:00AM - 11:00AM**

Learning Centers

**11:00AM - 11:30AM**

Gym/Outdoor Time

**11:30AM - 12:00PM**

Lunch and Nap Preparation

**12:30PM - 2:30PM**

Rest Time

**2:30PM - 3:30PM**

Up From Nap & Afternoon Snack Time

**3:30PM - 4:00PM**

Small Group Activity

**4:00PM - 4:30PM**

Gym/Outdoor Time

**4:30PM - 4:50PM**

Circle Time

**4:50PM - 5:30PM**

Pickup

# Enrichment Policy

To ensure a top-tier childcare experience, we may introduce additional enrichment programs for enrolled families. Some programs, sponsored by the center, incur at no additional costs, while other optional programs provided by external vendors may ask for parent contribution. Enrichment programs may be modified at any time.

## Observed Holidays

OFLC observes an average of 13-15 holidays annually, and the center director provides the holiday closing calendar. The holidays include:

- ▶ New Year's Day
- ▶ Martin Luther King Jr. Day
- ▶ Presidents' Day
- ▶ Good Friday
- ▶ Patriots Day
- ▶ Memorial Day
- ▶ Juneteenth
- ▶ Independence Day
- ▶ Labor Day
- ▶ Indigenous Peoples' Day
- ▶ Veterans' Day
- ▶ Thanksgiving Thursday & Friday
- ▶ Christmas Dec 24-26
- ▶ New Year's Eve

## Professional Development

Twice annually, we may schedule closures or half-days for professional development to ensure our staff receives ongoing training and education. We understand the importance of advance notice and will communicate these dates as early as possible. Your support in allowing our team to grow and maintain high-quality care and education for your children is greatly appreciated. Please stay informed through our communication channels for updates on professional development days.

## Contingency Closures

Our Future Learning Center is committed to providing a safe and reliable childcare environment. In the event of unforeseen circumstances, such as inclement weather, power outages, or other emergencies, we have contingency plans in place to ensure the well-being of your children. These plans may include alternative locations, communication protocols, and timely updates to keep you informed. Your cooperation and understanding are valued as we prioritize the safety and security of our learning community. For detailed contingency plans, please refer to the ensuing pages. Stay connected for updates on any contingency plans that may arise during unexpected closures.

# Contingency Plans for Emergencies & Weather



## Natural Disasters

We have comprehensive plans in place, aligned with city/town emergency protocols, to address situations like earthquakes, floods, or other natural disasters. Our staff is trained to follow approved safety procedures and evacuation routes, prioritizing the welfare of the children under our care.



## Missing Child

If a child is missing on-site, the center immediately initiates lockdown. Staff gathers children in designated classrooms, conducts a name-to-face count using sign-in sheets, and verifies attendance through classroom counts. The director reviews camera footage of the child's last known location, checks various areas, and begins contacting parents and local police.



## Fire Drills & Evacuation

We conduct monthly fire drills to ensure our children feel prepared should an evacuation occur. During drills, they exit through the exterior door, and the assistant teacher ensures everyone is out, takes the roster, and closes doors. The director, last to leave, checks and counts children. Infants use evacuation cribs or are carried to the designated location.



## Shelter in Place

In the event of an emergency, our center is equipped with a shelter-in-place protocol. This procedure ensures the safety and well-being of children and staff, allowing us to secure the premises and follow established safety measures until the situation is resolved. Parents will be promptly notified of any shelter-in-place situations.

# Our LOCATIONS



## Allston, MA

14-20 Linden Street, Allston, MA 02134



## Brighton, MA

320 Washington St, Brighton, MA 02135



## Commonwealth, MA

1845 Commonwealth Avenue, Brighton, MA 02135



## Belmont, MA

279 Belmont St, Belmont, MA 02478



## Marlborough, MA

515 Northboro Rd W, Marlborough, MA 01752



## Natick, MA

9 Tech Cir, Natick, MA 01760



## Whitman, MA

127 Warren Ave, Whitman, MA 02382

# ALLSTON



14-20 Linden St, Allston, MA 02134 | (508) 552-3249

## Convenient & Accessible

Located in Allston near Packard's Corner with ample parking, a dedicated drop-off zone, and elevator access.

## Spacious & Safe

Private outdoor playground, 5,000 sq. ft. indoor gym, and biometric access with CPR/First Aid-trained staff and AEDs.

## Flexible Childcare

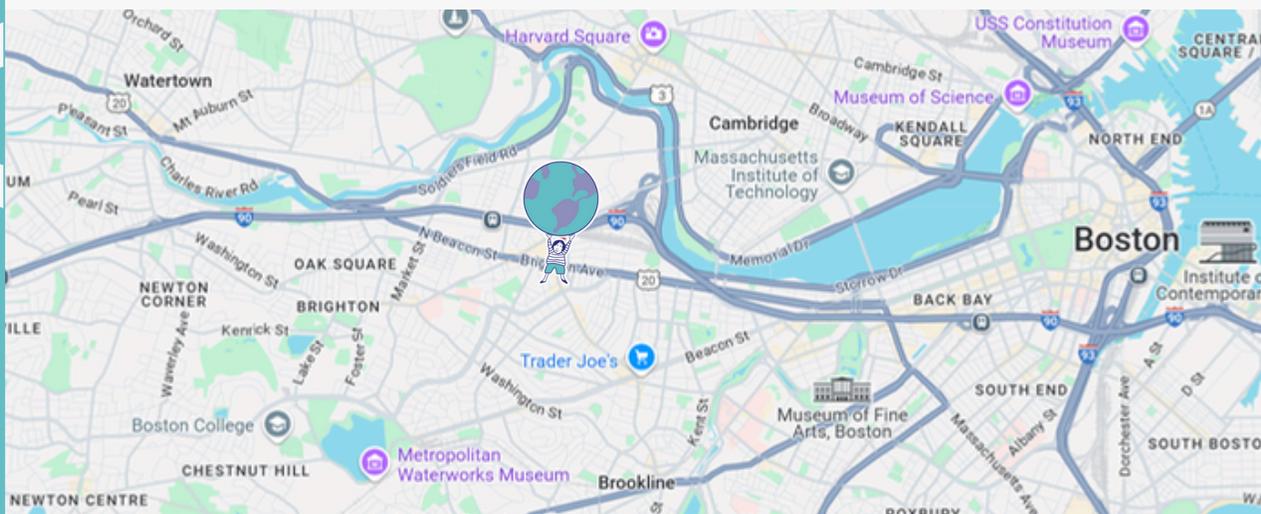
Full-time & part-time programs for children 8 weeks – 6 years, with competitive tuition, sibling & corporate discounts.

## Trusted by Families

Serving families from local universities, hospitals, and major employers.

## Quality Care & Learning

Experienced, caring teachers and lunch provided at select locations.



Working Hours:  
Monday - Friday  
7:30AM - 5:30PM

# Evacuation Plan

In the event that Boston issues an evacuation order to leave the business immediately, OFLC will follow the evacuation routes outlined by the Sherriff/Fire Department.

## The Evacuation Routes Include:

- ▶ Storrow Drive
- ▶ Commonwealth Avenue
- ▶ Columbia Road
- ▶ Washington Street
- ▶ Huntington Ave
- ▶ American Legion Highway
- ▶ Mass Pike
- ▶ Mass Ave
- ▶ Dorchester Ave
- ▶ Hyde Park Ave
- ▶ Ted Williams Tunnel
- ▶ Tobin Bridge
- ▶ Beacon Street
- ▶ I-93
- ▶ Blue Hill Ave
- ▶ Jamaica Way
- ▶ Callahan Tunnel

Educators and children will follow posted exit signs and designated evacuation routes. The main entrance is the primary exit, with classroom exits as alternatives.

### Evacuation Sites

- **Primary:** 40 Armington Street, Allston, MA 02134
  - **Secondary:** Ringer Park (85 Allston Street, Allston, MA 02134)
- Local authorities will assist with transportation if needed.

### Fire Drills

Monthly fire drills are conducted to ensure all children and staff are prepared for emergencies. Each classroom follows its designated evacuation route and exits the building through the nearest safe exit. Once outside, classes gather at a predetermined assembly location away from the building, as directed by management and posted evacuation plans. Infants and non-mobile children are evacuated using designated evacuation cribs. Teachers bring emergency kits that include attendance sheets, necessary medications, and first aid supplies. A final sweep of the building is conducted by management to ensure that all children and staff have safely exited before leaving the premises.

### Lockdown Procedures

If a lockdown is needed, the code "**LARGE DOG**" will be announced. If safe, staff and children will exit to **40 Armington St.** If not, staff will:

- Lock doors and windows, barricading if necessary.
- Move children to a designated safe area.
- Keep children calm, silence phones, and stay quiet.
- Remain in place until authorities confirm safety.

Afterward, staff will review the incident, support children, and update protocols. Parents will be informed as soon as it is safe.

### Shelter-in-Place

If ordered, children and staff will stay indoors. Infants and toddlers will move to a designated safe area with emergency supplies. Safety measures include sealing windows, turning off air systems, and monitoring alerts. Parents will be notified immediately via text and email.

### Parent Reunification

If parents cannot reach their child, they will receive evacuation site details. Emergency contacts are stored in backpacks, ProCare, and the main office binder. Children will only be released to approved contacts with proper ID.

### Power Outage & Loss of Heat/Water

For safety, the center will close during outages or loss of heat/water. Parents will be notified for pickup. If no authorized contact is available, the director will contact **Boston Police (301 Washington St, Brighton, MA 02135)** and transport the child there until a guardian arrives.

At OFLC-Allston, we prioritize safety with regular drills, emergency preparedness, and clear response plans to handle any situation.

# BRIGHTON



320 Washington St, Brighton, MA 02135 | (508) 552-3259

## Prime Location

In **Brighton Center** on **Washington Street**, directly across from **St. Elizabeth's**, with **ample parking** and a **drop-off zone**.

## Spacious & Equipped

**Third-floor facility** with **elevator**, **private outdoor playground**, and **indoor gym** for year-round play.

## Safety First

**Biometric access**, **AEDs**, and **CPR/First Aid-trained staff** at all locations.

## Flexible Childcare

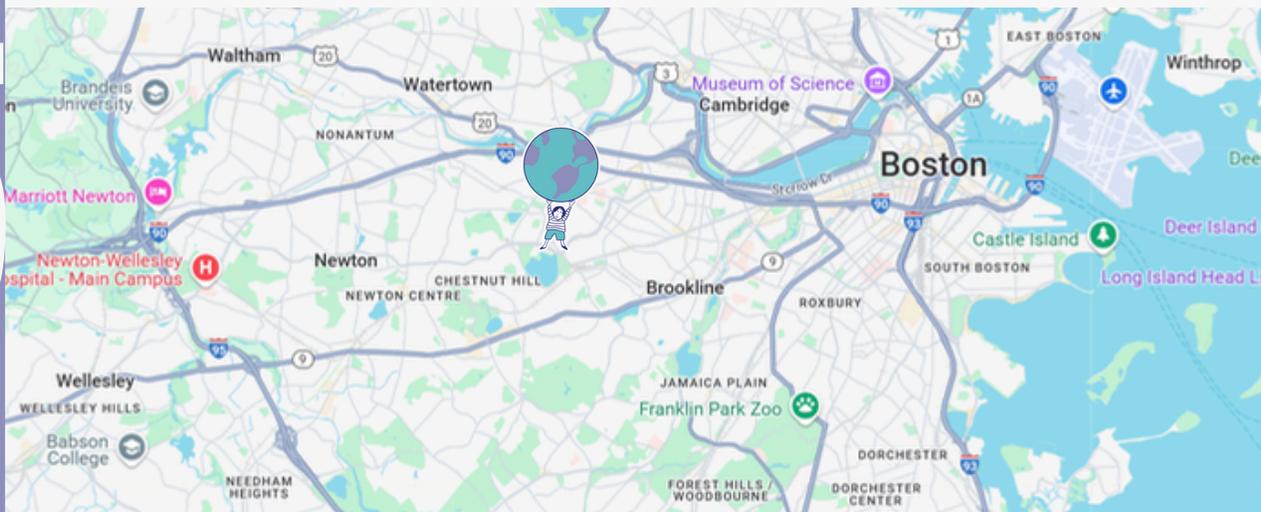
**Full-time & part-time programs** for children **8 weeks – 6 years**, with **competitive tuition**, **sibling & corporate discounts**.

## Community Connections

Serving families from **Brighton, Newton, Watertown, and Brookline**, including those affiliated with **St. Elizabeth's, BU, Harvard, and New Balance**.

## Quality Care & Meals

**Experienced, dedicated teachers** and **lunch provided**.



**Working Hours:**  
**Monday - Friday**  
**7:30AM - 5:30PM**

# Evacuation Plan

In the event that Boston issues an evacuation order to leave the business immediately, OFLC will follow the evacuation routes outlined by the Sherriff/Fire Department.

## The Evacuation Routes Include:

- ▶ Storrow Drive
- ▶ Commonwealth Avenue
- ▶ Columbia Road
- ▶ Washington Street
- ▶ Huntington Ave
- ▶ American Legion Highway
- ▶ Mass Pike
- ▶ Mass Ave
- ▶ Dorchester Ave
- ▶ Hyde Park Ave
- ▶ Ted Williams Tunnel
- ▶ Tobin Bridge
- ▶ Beacon Street
- ▶ I-93
- ▶ Blue Hill Ave
- ▶ Jamaicaaway
- ▶ Callahan Tunnel

Educators and children will follow posted exit signs and designated evacuation routes. The main entrance is the primary exit, with classroom exits as alternatives.

### Evacuation Sites

- **Primary:** Brighton High School (25 Warren St.)
- **Secondary:** 40 Armington Street, Allston, MA 02134)

Local authorities will assist with transportation if needed.

### Fire Drills

Monthly fire drills are conducted to ensure all children and staff are prepared for emergencies. Each classroom follows its designated evacuation route and exits the building through the nearest safe exit. Once outside, classes gather at a predetermined assembly location away from the building, as directed by management and posted evacuation plans. Infants and non-mobile children are evacuated using designated evacuation cribs. Teachers bring emergency kits that include attendance sheets, necessary medications, and first aid supplies. A final sweep of the building is conducted by management to ensure that all children and staff have safely exited before leaving the premises.

### Lockdown Procedures

If a lockdown is needed, the code “**LARGE DOG**” will be announced. If safe, staff and children will exit to **Brighton High School**. If not, staff will:

- Lock doors and windows, barricading if necessary.
- Move children to a designated safe area.
- Keep children calm, silence phones, and stay quiet.
- Remain in place until authorities confirm safety.

Afterward, staff will review the incident, support children, and update protocols. Parents will be informed as soon as it is safe.

### Shelter-in-Place

If ordered, children and staff will stay indoors. Infants and toddlers will move to a designated safe area with emergency supplies. Safety measures include sealing windows, turning off air systems, and monitoring alerts. Parents will be notified immediately via text and email.

### Parent Reunification

If parents cannot reach their child, they will receive evacuation site details. Emergency contacts are stored in backpacks, ProCare, and the main office binder. Children will only be released to approved contacts with proper ID.

### Power Outage & Loss of Heat/Water

For safety, the center will close during outages or loss of heat/water. Parents will be notified for pickup. If no authorized contact is available, the director will contact **Boston Police (301 Washington St, Brighton, MA 02135)** and transport the child there until a guardian arrives.

At OFLC-Brighton, we prioritize safety with regular drills, emergency preparedness, and clear response plans to handle any situation.

# COMMONWEALTH



1845 Commonwealth Ave, Brighton MA 02135 | (508) 552-3270

## Prime Location

In Cleveland Circle on Commonwealth Ave, near Chestnut Hill Reservoir, with parking and a drop-off zone.

## Bright & Spacious

Mid-20th century building with large windows, indoor gym, outdoor playground, and access to Rabbi Joseph Shalom Shubow Park.

## Safety First

Biometric access, AEDs, and CPR/First Aid-trained staff at all locations.

## Flexible Childcare

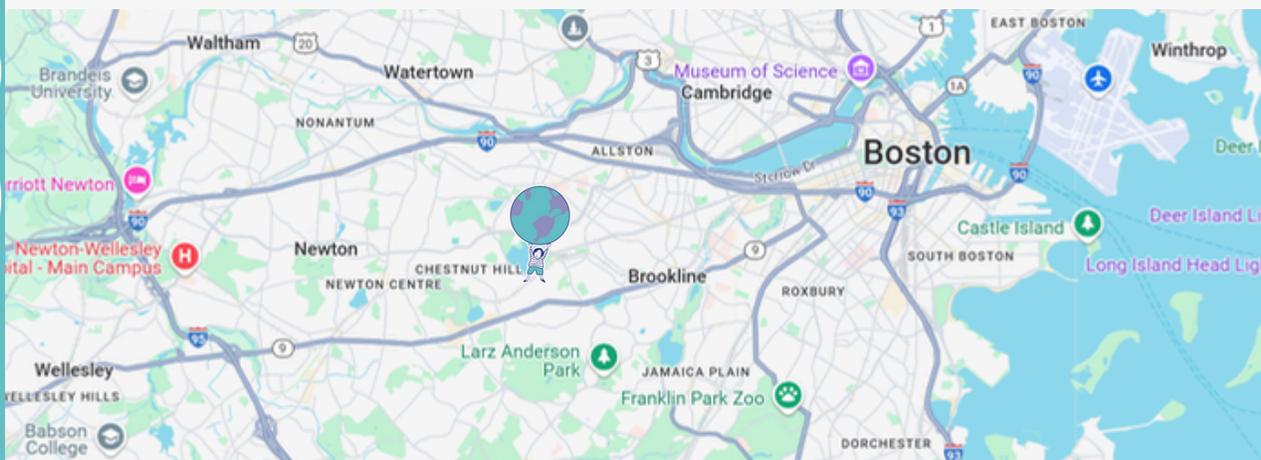
Full-time & part-time programs for children 8 weeks – 6 years, with competitive tuition, sibling & corporate discounts.

## Community Connections

Serving families from Brighton, Brookline, Newton, and Chestnut Hill, including those affiliated with Boston College, St. Elizabeth's, and Longwood Medical Area hospitals.

## Quality Care & Meals

Experienced, dedicated teachers and lunch provided.



Working Hours:  
Monday - Friday  
7:30AM - 5:30PM

# Evacuation Plan

In the event that Boston issues an evacuation order to leave the business immediately, OFLC will follow the evacuation routes outlined by the Sherriff/Fire Department.

## The Evacuation Routes Include:

- ▶ Storrow Drive
- ▶ Commonwealth Avenue
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- ▶ Dorchester Ave
- ▶ Hyde Park Ave
- ▶ Ted Williams Tunnel
- ▶ Tobin Bridge
- ▶ Beacon Street
- ▶ I-93
- ▶ Blue Hill Ave
- ▶ Jamaicaaway
- ▶ Callahan Tunnel

Educators and children will follow posted exit signs and designated evacuation routes. The main entrance is the primary exit, with classroom exits as alternatives.

### Evacuation Sites

- **Primary:** Brighton High School (25 Warren St.)
  - **Secondary:** 40 Armington Street, Allston, MA 02134)
- Local authorities will assist with transportation if needed.

### Fire Drills

Monthly fire drills are conducted to ensure all children and staff are prepared for emergencies. Each classroom follows its designated evacuation route and exits the building through the nearest safe exit. Once outside, classes gather at a predetermined assembly location away from the building, as directed by management and posted evacuation plans. Infants and non-mobile children are evacuated using designated evacuation cribs. Teachers bring emergency kits that include attendance sheets, necessary medications, and first aid supplies. A final sweep of the building is conducted by management to ensure that all children and staff have safely exited before leaving the premises.

### Lockdown Procedures

If a lockdown is needed, the code "**LARGE DOG**" will be announced. If safe, staff and children will exit to **Brighton High School**. If not, staff will:

- Lock doors and windows, barricading if necessary.
- Move children to a designated safe area.
- Keep children calm, silence phones, and stay quiet.
- Remain in place until authorities confirm safety.

Afterward, staff will review the incident, support children, and update protocols. Parents will be informed as soon as it is safe.

### Shelter-in-Place

If ordered, children and staff will stay indoors. Infants and toddlers will move to a designated safe area with emergency supplies. Safety measures include sealing windows, turning off air systems, and monitoring alerts. Parents will be notified immediately via text and email.

### Parent Reunification

If parents cannot reach their child, they will receive evacuation site details. Emergency contacts are stored in backpacks, ProCare, and the main office binder. Children will only be released to approved contacts with proper ID.

### Power Outage & Loss of Heat/Water

For safety, the center will close during outages or loss of heat/water. Parents will be notified for pickup. If no authorized contact is available, the director will contact **Boston Police (301 Washington St, Brighton, MA 02135)** and transport the child there until a guardian arrives.

At OFLC-Commonwealth, we prioritize safety with regular drills, emergency preparedness, and clear response plans to handle any situation.

# BELMONT



1279 Belmont St, Belmont, MA 02478 | (617) 533-0074

## Convenient & Accessible

Located on **Belmont Street** with **parking** and a **dedicated drop-off zone**.

## Bright & Spacious

**Renovated brick building** with **airy classrooms** and a **large indoor gym** for year-round play.

## Safe & Secure

**Biometric access, AEDs, and CPR/First Aid-trained staff** at all locations.

## Flexible Childcare

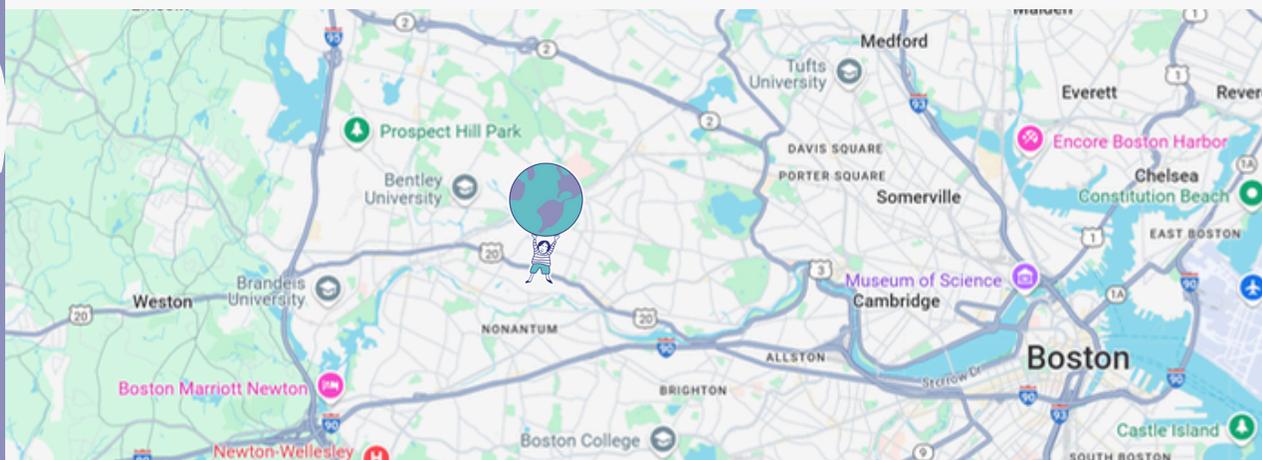
**Full-time & part-time programs** for children **8 weeks – 6 years**, with **competitive tuition, sibling & corporate discounts**.

## Trusted by Families

Serving families from **Belmont, Watertown, Cambridge, and biotech/pharma industries**.

## Quality Care & Meals

**Experienced, nurturing teachers** and **lunch provided by a neighboring restaurant**.



**Working Hours:**  
**Monday - Friday**  
**7:30AM - 5:30PM**

# Evacuation Plan

In the event that Boston issues an evacuation order to leave the business immediately, OFLC will follow the evacuation routes outlined by the Sherriff/Fire Department.

## The Evacuation Routes Include:

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- ▶ Hyde Park Ave
- ▶ Ted Williams Tunnel
- ▶ Tobin Bridge
- ▶ Beacon Street
- ▶ I-93
- ▶ Blue Hill Ave
- ▶ Jamaicaaway
- ▶ Callahan Tunnel

Educators and children will follow posted exit signs and designated evacuation routes. The main entrance is the primary exit, with classroom exits as alternatives.

### Evacuation Sites

In the event of an evacuation, Our Future Learning Center will follow the guidance of local authorities to determine the safest nearby relocation site. Families will be notified of the exact evacuation location via ProCare, phone, text, or email as soon as it is safe to do so.

For additional information or in case you are unable to reach the center during an emergency, please contact the local emergency management office:

#### **Belmont Emergency Management Agency (BEMA)**

Phone: 617-993-2203

Location: Roland A. Weatherbee Fire Headquarters  
299 Trapelo Road, Belmont, MA 02478

Local authorities will assist with transportation and reunification procedures if necessary.

### Fire Drills

Monthly fire drills are conducted to ensure all children and staff are prepared for emergencies. Each classroom follows its designated evacuation route and exits the building through the nearest safe exit. Once outside, classes gather at a predetermined assembly location away from the building, as directed by management and posted evacuation plans. Infants and non-mobile children are evacuated using designated evacuation cribs. Teachers bring emergency kits that include attendance sheets, necessary medications, and first aid supplies. A final sweep of the building is conducted by management to ensure that all children and staff have safely exited before leaving the premises.

### Lockdown Procedures

If a lockdown is needed, the code “**LARGE DOG**” will be announced. If safe, staff and children will exit to **designated evacuation site**. If not, staff will:

- Lock doors and windows, barricading if necessary.
- Move children to a designated safe area.
- Keep children calm, silence phones, and stay quiet.
- Remain in place until authorities confirm safety.

Afterward, staff will review the incident, support children, and update protocols. Parents will be informed as soon as it is safe.

### Shelter-in-Place

If ordered, children and staff will stay indoors. Infants and toddlers will move to a designated safe area with emergency supplies. Safety measures include sealing windows, turning off air systems, and monitoring alerts. Parents will be notified immediately via text and email.

### Parent Reunification

If parents cannot reach their child, they will receive evacuation site details. Emergency contacts are stored in backpacks, ProCare, and the main office binder. Children will only be released to approved contacts with proper ID.

### Power Outage & Loss of Heat/Water

For safety, the center will close during outages or loss of heat/water. Parents will be notified for pickup. If no authorized contact is available, the director will contact **Belmont Police (460 Concord Ave, Belmont, MA 02478)** and transport the child there until a guardian arrives.

At OFLC-Belmont, we prioritize safety with regular drills, emergency preparedness, and clear response plans to handle any situation.

BELMONT

# MARLBOROUGH



515 Northborough Rd W, Marlborough, MA 01752 | (508) 552-3256

## Prime Location

Minutes from I-495 & I-90, with bright, purpose-built childcare spaces.

## Expansive Campus

Two buildings, multiple gyms (6,000+ sq. ft.), dedicated outdoor playgrounds, and a fenced-in forest area with a greenhouse.

## Unique Learning Spaces

Science classroom with a giant aquarium and 10-ft touch tank for hands-on exploration.

## Safety First

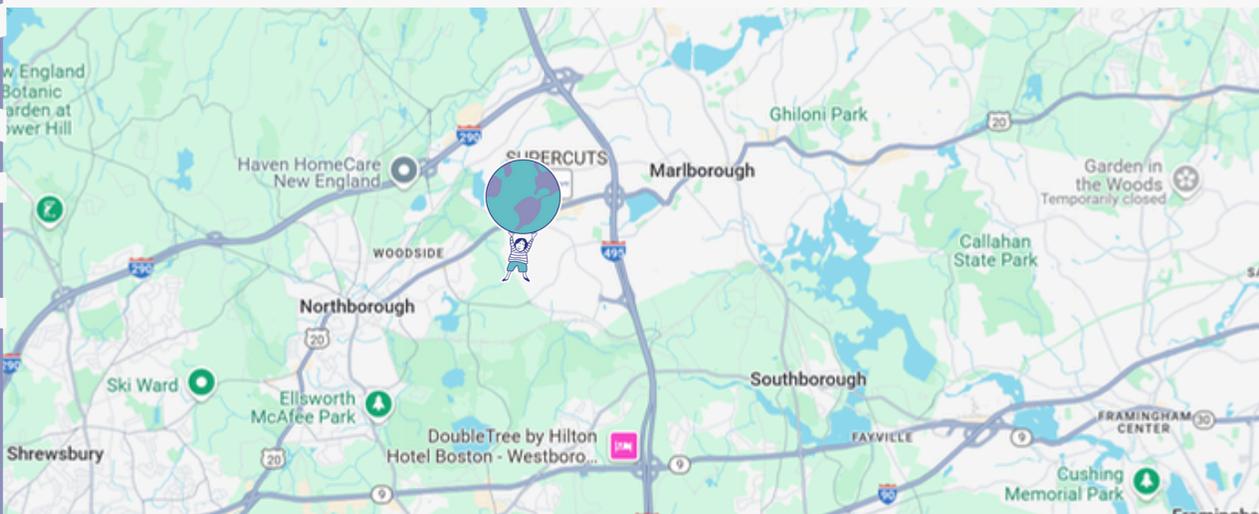
Biometric access, AEDs, and CPR/First Aid-trained staff at all locations.

## Flexible Programs

Full-time & part-time care for children 8 weeks – 6 years, with competitive tuition, sibling & corporate discounts.

## Strong Community

Serving families from **Marlborough, Northborough, Shrewsbury, and beyond**, including those affiliated with **TJX, Quest Diagnostics, Raytheon, and UMass Chan**.



Working Hours:  
Monday - Friday  
7:30AM - 5:30PM

# Evacuation Plan

In the event that Boston issues an evacuation order to leave the business immediately, OFLC will follow the evacuation routes outlined by the Sherriff/Fire Department.

## The Evacuation Routes Include:

- ▶ Route 20
- ▶ I-495
- ▶ Route 85
- ▶ Route 9
- ▶ Boston Post Road East
- ▶ Hosmer Street
- ▶ Main Street

Educators and children will follow posted exit signs and designated evacuation routes. The main entrance is the primary exit, with classroom exits as alternatives.

### Evacuation Sites

- **Primary:** Twinsboro Shopping Plaza (across Boundary Street)
- **Secondary:** Marlborough Public Library (35 W Main St, Marlborough, MA 01752)

Local authorities will assist with transportation if needed.

### Fire Drills

Monthly fire drills ensure preparedness. Children exit through designated routes, assembling at the playground fence. Infants and non-mobile children are evacuated using a designated crib. Teachers carry emergency kits with attendance records, medications, and first aid supplies. Management ensures all children and staff have exited before leaving.

### Lockdown Procedures

If a lockdown is needed, the code “**LARGE DOG**” will be announced. If safe, staff and children will exit to **Twinsboro Shopping Plaza**. If not, staff will:

- Lock doors and windows, barricading if necessary.
- Move children to a designated safe area.
- Keep children calm, silence phones, and stay quiet.
- Remain in place until authorities confirm safety.

Afterward, staff will review the incident, support children, and update protocols. Parents will be informed as soon as it is safe.

### Shelter-in-Place

If ordered, children and staff will stay indoors. Infants and toddlers will move to a designated safe area with emergency supplies. Safety measures include sealing windows, turning off air systems, and monitoring alerts. Parents will be notified immediately via text and email.

### Parent Reunification

If parents cannot reach their child, they will receive evacuation site details. Emergency contacts are stored in backpacks, ProCare, and the main office binder. Children will only be released to approved contacts with proper ID.

### Power Outage & Loss of Heat/Water

For safety, the center will close during outages or loss of heat/water. Parents will be notified for pickup. If no authorized contact is available, the director will contact **Marlborough Police (355 Bolton St, Marlborough, MA 01752)** and transport the child there until a guardian arrives.

At OFLC-Marlborough, we prioritize safety with regular drills, emergency preparedness, and clear response plans to handle any situation.

# NATICK



9 Tech Cir, Natick, MA 01760 | (508) 552-3274

## Prime Location

Conveniently near **Route 9**, serving families from **Natick, Framingham, Wayland, Weston, and Wellesley.**

## Spacious & Engaging

**Bright classrooms, an indoor gym, and outdoor playgrounds** designed for play, creativity, and exploration.

## Safe & Secure

**Biometric access, AEDs, and CPR/First Aid-trained staff** ensure the highest level of safety.

## Comprehensive Programs

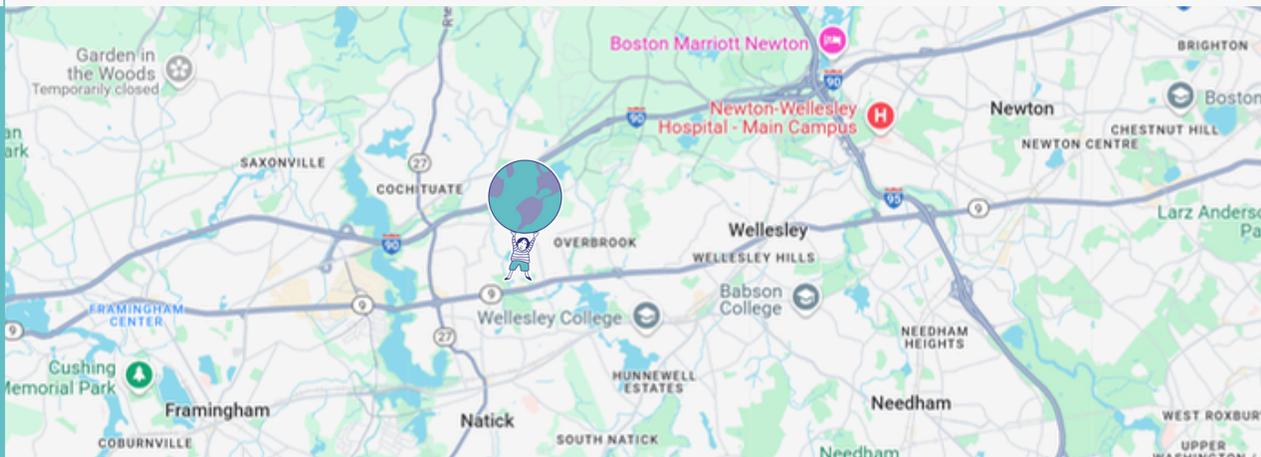
**Full-time & part-time care** for children **8 weeks – 6 years**, including **infant, toddler, preschool, and Pre-K** programs.

## Quality Education & Meals

**Play-based learning, early literacy, STEM activities, and social development**, with **nutritious meals** provided.

## Community-Focused

Trusted by families **affiliated with Bose, Staples, and MathWorks**, fostering strong relationships between parents, children, and teachers.



**Working Hours:**  
**Monday - Friday**  
**7:30AM - 5:30PM**

# Evacuation Plan

In the event that Boston issues an evacuation order to leave the business immediately, OFLC will follow the evacuation routes outlined by the Sherriff/Fire Department.

## The Evacuation Routes Include:

- ▶ Route 9
- ▶ Speen Street
- ▶ Worcester Street
- ▶ Massachusetts Turnpike (I-90)
- ▶ Route 27
- ▶ Route 135
- ▶ Route 16

If an evacuation is required, educators and children will follow posted exit signs and evacuation routes. Exits are regularly checked to ensure they function properly. The main office entrance serves as the primary exit, while designated classroom exits provide alternative routes as needed.

### Evacuation Sites

- **Primary:** Longfellow Health Club (203 Oak Street, Natick, MA 01760)
- **Secondary:** Natick Community Center (117 East Central Street, Natick, MA 01760)

If transportation is required, local authorities will assist in safely transporting children.

### Fire Drills

Monthly fire drills ensure preparedness. During drills, children exit through designated exits, while infants and non-mobile children are carried or transported in evacuation cribs. Teachers carry emergency kits containing attendance records, medications, EpiPens, and first aid supplies. Management ensures all children and staff have exited before leaving the building.

### Shelter-in-Place

If authorities issue a shelter-in-place order, OFLC-Natick will secure children and staff indoors. Infants and toddlers will be relocated to a designated safe area, where emergency supplies, including food, water, formula, diapers, and first aid kits, are readily available. Safety measures include turning off air systems, sealing doors and windows, and monitoring emergency alerts via a NOAA radio and cell phones. Parents will be notified immediately via text and email, with phone calls following once the threat has passed.

### Parent Reunification

If an evacuation occurs or parents cannot reach their child immediately, OFLC-Natick will follow a parent reunification process. Parents/guardians will be provided with evacuation site details and emergency contact information. Contact numbers are stored in emergency backpacks, the ProCare system, and the main emergency binder in the office. Children will only be released to approved contacts listed on their emergency form, and photo identification is required.

### Power Outage & Loss of Heat/Water

In the event of a power outage or loss of heat/water, the center will close for safety reasons. Parents will be notified immediately via phone, text, and email for pickup. If no authorized pickup is available, the center director will contact the Natick Police Department (20 East Central Street, Natick, MA 01760) and transport the child there until a guardian arrives.

At OFLC-Natick, we prioritize your child's safety with monthly drills, emergency preparedness, and clear response plans to ensure we are always ready for any situation.

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# WHITMAN



127 Warren Ave, Whitman, MA 02382 | (781) 447-3633

## Convenient & Accessible

Located in **Whitman, Massachusetts**, with easy access for families in the surrounding communities.

## Spacious & Safe

Large **outdoor playground**, dedicated learning spaces, and a secure environment with trained staff certified in **CPR and First Aid**.

## Flexible Childcare

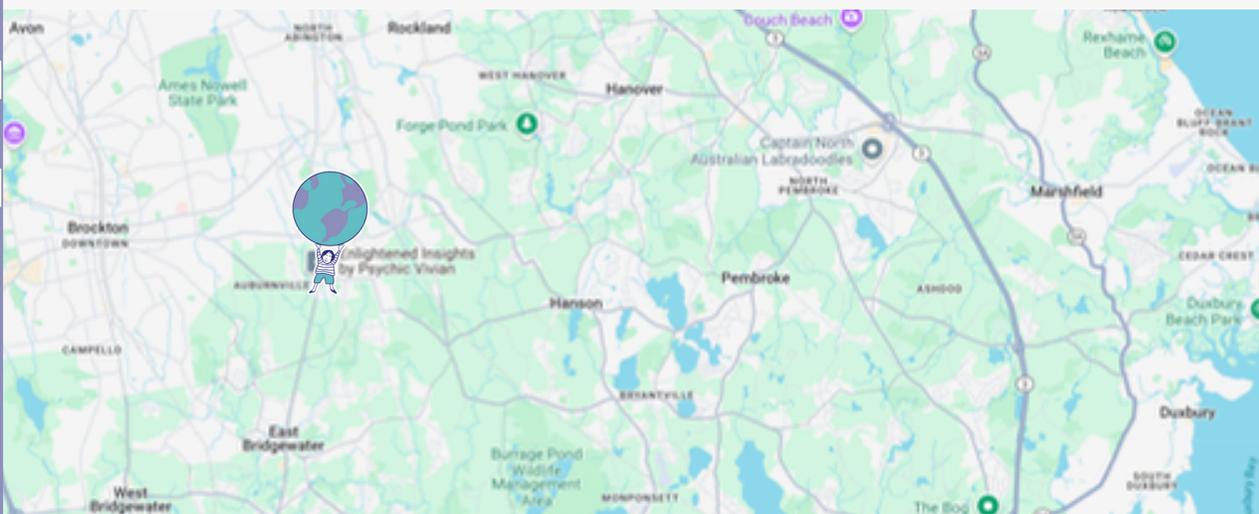
**Full-time & part-time programs** for children **8 weeks – 6 years**, with **competitive tuition, sibling & corporate discounts**.

## Trusted by Families

Serving the community since **1974**, our center has a **long-standing reputation for excellence** in early childhood education.

## On-Site Swimming Pool

A **gated and supervised in-ground swimming pool**, provides a fun and safe way for children to enjoy water play and develop confidence in the water during warm months.



**Working Hours:**  
Monday - Friday  
7:00AM - 5:30PM

# Evacuation Plan

In the event that the Town of Whitman issues an evacuation order or a mandatory evacuation, Our Future Learning Center - Whitman will follow the evacuation routes outlined by the Department of Fire or the Whitman Sheriff's Office.

## The Evacuation Routes Include:

- ▶ Washington Street
- ▶ South Avenue (Route 27)
- ▶ Bedford Street (Route 18)
- ▶ Route 58
- ▶ Route 123
- ▶ Plymouth Street
- ▶ Route 3
- ▶ Route 14

If an evacuation is required, educators and children will follow **posted exit signs and evacuation routes**. Exits are regularly checked to ensure they function properly. The main office entrance serves as the primary exit, while the infant room exit leads to the back parking lot. Pre-K side doors provide access to both the front and rear of the building.

## Evacuation Sites

- ▶ **Primary:** Whitman Town Hall (54 South Ave, Whitman, MA 02382)
  - ▶ **Secondary:** Whitman Public Library (100 Webster St, Whitman, MA 02382)
- If transportation is needed, local authorities will assist in safely transporting children.

## Fire Drills

Monthly fire drills ensure preparedness. During drills, children exit to the playground through designated exits, while infants and non-mobile children are carried or transported in evacuation cribs. Teachers carry emergency kits with attendance records, medications, EpiPens, and first aid supplies. Management ensures all children and staff have exited before leaving the building.

## Shelter-in-Place

If authorities issue a shelter-in-place order, OFLC-Whitman will secure children and staff indoors. Infants and toddlers will move to the preschool classroom, where emergency supplies, including food, water, formula, diapers, and first aid kits, are stored in the main office closet. Safety measures include turning off air systems, sealing doors and windows, and monitoring emergency alerts via a NOAA radio and cell phones. Parents will be notified immediately via text and email, with phone calls following once the threat has passed.

## Parent Reunification

If an evacuation occurs or parents cannot reach their child immediately, OFLC-Whitman will follow a parent reunification process. Parents/guardians will be provided with evacuation site details and emergency contact information. Contact numbers are stored in emergency backpacks, the ProCare system, and the main emergency binder in the office. Children will only be released to approved contacts listed on their emergency form, and photo identification is required.

## Power Outage & Loss of Heat/Water

In the event of a power outage or loss of heat/water, the center will close for safety reasons. Parents will be notified immediately via phone, text, and email for pickup. If no authorized pickup is available, the center director will contact the Whitman Police Department (20 Essex St, Whitman, MA 02382) and transport the child there until a guardian arrives.

At OFLC-Whitman, we prioritize your child's safety with monthly drills, emergency preparedness, and clear response plans to ensure we are always ready for any situation.



# **Our Future**

**LEARNING CENTER**

