



## Emergency Preparedness in Child Care Programs

**Policy Number:** FO-26-01

**Release Date:** August 21, 2026

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**Applicability:** Licensed and Funded Child Care Programs

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### BACKGROUND

The Massachusetts Department of Early Education and Care (EEC) is committed to supporting child care programs facing unforeseen emergencies. These emergencies include both natural disasters and/or man-made circumstances, including the presence of or requests by civil law enforcement agencies, that can happen anywhere and at any time, without warning. The emergency planning requirements outlined in this policy help child care programs prepare in advance to keep children and staff as safe as possible during such crises or circumstances.

### AUTHORITY

- M.G.L. c. 15D § 23 (as amended by Stat. 2026, c. 163, § 3)
- M.G.L. c. 6 §§ 224, 226
- 606 CMR 7.11(7): Emergency Preparedness
- 606 CMR 7.04(4): Record Requirements
- 606 CMR 7.11(6): Use of Off-site Facilities

### DEFINITIONS

For the purposes of this policy, the following definitions are used:

- **Civil arrest:** An arrest that is not for the purpose of preparing the person subject to such arrest for criminal prosecution for an alleged violation of a state or federal criminal law. Civil arrests may be authorized by, among other things: (1) a

parole warrant issued under G.L. c. 127, § 149A, or a probation warrant issued under G.L. c. 279, § 3; (2) state law permitting protective custody for incapacitated and intoxicated persons, G.L. c. 111B § 8, or (3) an administrative warrant issued by a federal agency like the Immigration and Customs Enforcement (ICE) agency for violations of the federal Immigration and Nationality Act, or related civil immigration enforcement efforts.

- Civil law enforcement: Efforts to investigate, enforce, or assist in the investigation or enforcement of civil law, including federal civil immigration law. For added context, civil law enforcement often relates to preventative detention for an individual's safety or security, enforcement of civil actions in court, or immigration law enforcement. In contrast, criminal law enforcement involves the investigation and enforcement of state or federal criminal laws (like those outlawing theft and assault). Note that law enforcement officers can engage in civil law enforcement and/or criminal law enforcement.
- Designated Contact Person: The individual identified by the Program to have primary responsibility for responding to the presence of, or requests for information from, law enforcement officers engaged in civil law enforcement.
- Judicial Warrant or Judicial Order: An arrest warrant or other judicial order issued or signed by a judge or magistrate sitting in the judicial branch of a state or federal government and authorizing an arrest.
  - An administrative immigration warrant, immigration detainer, notice to appear, or other document issued solely by an executive-branch immigration agency is not treated as a judicial warrant or judicial order for purposes of this policy.
- Local Emergency Management Director: A municipal employee who is responsible for providing information about local hazards, emergency plans, shelters and related topics. The Local Emergency Management Director is typically situated within the local fire department, police department, or other municipal government department.
  - The Massachusetts Emergency Management Agency (MEMA) maintains a [list of contact information](#) for these local offices across the state.
- Lockdown: A safety procedure for when there is a human threat inside or close to the building. A building might be placed on lockdown, for example, if an active shooter enters the building or a violent incident occurs nearby. When a building is placed on lockdown, staff secure themselves and children in a locked room and remain out of sight. Examples of lockdown practices include locking and barricading exterior and interior doors, turning off lights, keeping everyone quiet

and out of view, and not allowing anyone to enter or exit the building until it is safe to resume normal activities.

- **Premises:** The private residence or facility licensed or funded by EEC for the early education and care of children or school-aged children, including applicable outdoor areas associated with the residence or facility. EEC Provider Premises are nonpublic areas during program operating hours and provider-sponsored events.<sup>1</sup>
- **Shelter in Place:** A safety procedure for when there is a hazardous outdoor situation, typically a weather emergency or environmental contamination, and it is safer to stay inside. Examples of shelter in place practices include moving everyone indoors quickly, moving children to designated safe interior spaces, securing the building, and following emergency communication procedures until it is safe to resume normal activities.

## **POLICY STATEMENT**

### **Emergency Preparedness Plan Content**

Per 606 CMR 7.11(7)(f), child care programs must create and maintain an emergency preparedness plan. This plan must address each of the following topics:

1. **Communication with Authorities (Generally):** Describe how, when, and who will contact the fire department and/or other appropriate government authorities to communicate emergency information. Please include a list of these authorities and their contact information (name, type of organization, phone number). Include the unique phone numbers of your local fire and police departments so that you can call them directly, rather than be routed through 9-1-1.
2. **Communication and Reunification with Families:** Explain how the program will communicate with families during an emergency, including:
  - The program's plan for notifying the families of the emergency, including the mode(s) of communication used and the individual(s) responsible for outreach;
  - The program's plan for verifying that the adult picking up a child is on the approved pick-up list; and

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<sup>1</sup> EEC Providers running programs in their private residents should consult the [Massachusetts Attorney General Guidance: KNOW YOUR RIGHTS: ICE Enforcement An Updated Guide for Immigrants, Families, and Communities](#) to understand their rights in the context of federal immigration enforcement during off hours.

- The procedures for when a parent or caregiver is unable to pick up their child during the emergency and/or is unresponsive to the program's outreach efforts.
3. Power, Heat, and Water: Describe how the program will address a sudden loss of power, heat, and/or water. Please include the contact information (name, type of organization, phone number) for:
- The utility companies that service your building(s);
  - The heating/HVAC technicians, electricians, and plumbers that service your building(s); and
  - Any other relevant contacts.
4. Missing Child: Describe the program's procedures for responding to a missing child. The plan must be specific to the program site(s) and take into consideration whether the site is open to the public. Please include the following:
- The steps staff will take if a child is missing;
  - The staff who are responsible for searching for a missing child and which areas they will search first;
  - When the program will notify outside authorities;
  - Which other individuals or groups the program will notify;
  - The impact these missing child procedures will have on the regular routines and activities of the program and how this will be addressed; and
  - The program's procedures for a child who goes missing during an off-site activity, such as a field trip.
5. Shelter in Place: Explain how and where staff and children will shelter in place within the program during occasions such as a severe weather situation. The plan must address the following:
- How the program will obtain information from local authorities to determine whether to shelter in place;
  - How educators will monitor child attendance;
  - How educators will keep the children safe and comfortable while sheltering in place, taking into consideration whether emergency supplies of food, water, blankets, flashlights, diapers, baby formula, clothing and other necessities are available on site;
  - How educators will keep the children engaged during the emergency; and
  - The individual responsible for shutting off the electricity, gas, and water service, if necessary.

6. Lockdown: The program must outline a set of lockdown procedures designed to keep children and staff safe in the event of a potential threat from an intruder inside or near the program. The lockdown plan must address:
- How the program will determine whether to lockdown and the individual responsible for making this decision;
  - The program's lockdown procedures;
  - The procedure for notifying educators about a lockdown, including who is responsible for notifying educators and the mode(s) of communication used;
  - The procedure for notifying local authorities, parents, and guardians about the lockdown;
  - The individual(s) responsible for locking doors and gathering children; and
  - The procedure for monitoring attendance during and after the lockdown.
7. Evacuation: Describe how the program will safely move all children, including children with disabilities and infants, out of the home or building during an emergency. Please include the following information:
- The escape routes from each floor/space approved for child care;
  - The program's plan for monitoring attendance, and making sure that no child is left in the building after evacuation;
  - The program's plan for ensuring they have each child's approved pick-up list;
  - The program's plan for ensuring they will have with them, as required by 606 CMR 7.11(5)(d): a first aid kit; each child's current family contact information; information about allergies and known medical conditions; any emergency or life-saving medications, such as asthma inhalers and epinephrine auto-injectors, for any children for whom they have been prescribed; and authorizations for emergency care for each child.
  - If the program uses cribs for evacuation, a description of the cribs, confirming they are safe, easily movable, and able to fit through exit doors, as required by 606 CMR 7.11(7)(i);
  - A description of how the program will evacuate children with disabilities, including each child's individual health care plan, medications, and equipment; and
  - As required by 606 CMR 7.11(7)(f), the program's plan for contacting the fire department or other outside authorities after evacuating the building.

See additional requirements for Family Child Care (FCC) programs outlined in the [EEC Exits and Evacuations in Family Child Care Programs Policy](#).

8. Relocation: The program must identify two locations where the program can provide temporary child care services during an emergency until parents and children can be reunited. One location must be within walking distance of the program, and the other location must be outside of the program's neighborhood in case of widespread emergency. Please provide the following information:
  - Addresses of the two designated meeting places, plus any other relevant information about the sites;
  - The program's plan for transporting children, including those with disabilities, infants, and staff to each site;
  - The program's plan for monitoring attendance during the relocation process;
  - The program's plan for ensuring they have each child's approved pick-up list; and
  - The program's plan for ensuring they will have with them, as required by 606 CMR 7.11(5)(d): a first aid kit; each child's current family contact information; information about allergies and known medical conditions; any emergency or life-saving medications, such as asthma inhalers and epinephrine auto-injectors, for any children for whom they have been prescribed; and authorizations for emergency care for each child.

See additional requirements for Group and School Age Programs outlined in the [EEC Temporary/Emergency Relocation Policy](#). EEC recommends that programs seek advice from their Local Emergency Management Director when choosing relocation sites.

9. Immediate Continuity of Operations: Detail how program staff will continue to provide child care services if they are unable to use the program's building.
10. Staff Training and Practice Drills: Provide the program's plan for training its staff on its emergency preparedness plan. Additionally, detail the program's procedures for conducting practice drills. Include information on how the program will take attendance during a drill and keep a log of practice drills.

11. Interactions with Civil Law Enforcement Officers: Describe the plan for interacting with civil law enforcement officers, including federal immigration officers. See Appendix A: Model Policy on Interactions with Civil Law Enforcement.

Per M.G.L. c. 15D, § 23 (as amended by Stat. 2026, c. 163, § 3), except as required by state or federal law or as required for the Commonwealth related to administration of a state or federally supported or funded program, arrests by law enforcement officers engaged in civil law enforcement are not allowed on the premises of EEC licensed or funded programs during operating hours or provider-sponsored events unless the officers have a judicial warrant or judicial order.

The plan must:

- Designate a contact person and include procedures for informing the designated contact person of the presence of, and information requests from, law enforcement officers engaged in civil law enforcement. This individual must be onsite and is the person with the primary responsibility for responding to the presence of, or requests for information from, law enforcement officers engaged in civil law enforcement. Different people may serve as the designated contact person at different times throughout today and programs may consider identifying an alternate designated contact person.
- Include procedures for the program to follow when responding to requests relating to civil law enforcement.
- Include procedures for documenting all interactions with law enforcement officers engaged in civil law enforcement. This includes when:
  - A civil law enforcement officer arrives at the program;
  - An officer requests access to a child, family member, employee, or other person affiliated with the program;
  - An officer requests records or information about the program, a child, family member, employee, or other person;
  - The program receives a judicial warrant, subpoena, judicial or court order, administrative warrant, detainer, or similar legal document relating to civil law enforcement; or
  - Staff otherwise become aware of civil law enforcement activity affecting the program, including the presence of law enforcement officers engaged in civil law enforcement in the vicinity of the program.

Programs must ensure that staff and employees are aware of the procedures and how to reach the designated contact person.

### **Emergency Preparedness Plan Training**

Child care programs must train their staff on the emergency preparedness plan they submit to EEC. Programs must train any new staff members before they begin working with children and retrain all staff on at least an annual basis.

Child care programs must log all staff training dates and provide the log to EEC staff when requested.

In Family Child Care programs where the educator operates alone and without assistant staff, the educator must review their emergency plan at least once annually, determine if changes are needed, and verbally attest to this review with their EEC licensor during licensing visits.

EEC, in consultation with the Massachusetts Office for Refugees and Immigrations and the Massachusetts Office of the Attorney General, shall prepare and publish model trainings for interactions with law enforcement officers engaged in civil law enforcement.

### **Practice Drills**

Per 606 CMR 7.11(7)(h), programs must hold evacuation practice drills with all groups of children and educators from each floor level of the approved child care space at least monthly. They must hold evacuation practice drills during different times of the day and use alternative exits.

Programs must use that day's attendance record to check child and staff attendance during an evacuation practice drill, when gathered in a safe space post-evacuation, and upon return to the program.

Per 606 CMR 7.04(4), programs must document all evacuation practice drills, including the date, time, exit route used, number of children evacuated, and the success of the drill (e.g., how long it took to evacuate all children, any lessons learned to improve



future drills, etc.). The program must retain the above log in a secure location and provide it to EEC staff upon request.

EEC encourages programs to also hold shelter in place and lockdown practice drills. EEC also recommends that programs inform parents/guardians prior to holding any practice drill with their children.

### **Posting and Notification**

All programs must:

- Post their emergency preparedness plan in plain view next to the program's EEC child care license;
- Provide copies of the emergency preparedness plan to all staff; and
- Share the emergency preparedness plan with parents/guardians prior to child enrollment.

Programs must also notify all staff and parents/guardians of anticipated changes to their emergency preparedness plan at least two weeks prior to submitting the updated plan to EEC.

### **Submission to EEC**

Programs must submit an up-to-date emergency preparedness plan to EEC by September 1, 2026, and:

- Prior to initial licensure;
- At the time of license renewal; and
- Prior to any structural changes to the property(ies) or building(s) where the program operates, including, but not limited to, the physical layout or location.

Per 606 CMR 7.11(7)(g), programs must keep their emergency preparedness plan current and ensure it meets the needs of all children in care, including infants, toddlers, and any children who may need additional assistance during an evacuation.

Programs will submit their emergency preparedness plan and updates through LEAD, EEC's online portal for all licensing functions.

## SUGGESTED GUIDANCE

EEC recommends that programs consult and coordinate with their Local Emergency Management Director as they create their emergency preparedness plan with regard to natural or man-made disasters. The contact information may be found on the website of the program's municipal (city or town) government or the Massachusetts Emergency Management Agency (MEMA) [website](#).

Programs may consult and coordinate with the Massachusetts Office for Refugees and Immigrants and the Massachusetts Office of the Attorney General as they create their emergency preparedness plan with regard to interactions with law enforcement officers engaged in civil law enforcement. The contact information may be found on the Massachusetts Office for Refugees and Immigrants [website](#) and the Massachusetts Office of the Attorney General [website](#).

Programs can also refer to the [EEC Essentials 2.0 Training](#) on Emergency Response and Missing Child Prevention as they create their emergency preparedness plan.

## COMPLIANCE

EEC staff may measure compliance by reviewing the following child care program documentation:

- Emergency preparedness plan;
- Practice drill log;
- Emergency preparedness training log; and
- Confirming a policy is in place relative to the PROTECT Act.

## ADDITIONAL INFORMATION

For additional information on creating emergency plans, or for examples of such plans, please see:

- Centers for Disease Control (CDC): [Children In Disasters: Teachers and Early Care and Education Programs \(2023\)](#)
- Child Care Aware:
  - [Child Care Program Emergency Drill Log](#)
  - [Preparing to Evacuate or Shelter-in-Place](#)
- Massachusetts Emergency Management Agency (MEMA):
  - [Find your local Emergency Management Director \(EMD\)](#)

- [Plans and Planning Guidance](#)
- Massachusetts Office of Preparedness and Emergency Management: [Emergency preparedness materials](#)
  - [Emergency Planning Tool](#)
  - [Emergency Supply Kit Checklist](#)
- U.S. Administration for Children and Families (ACF):
  - [Child Care Resources for Disasters and Emergencies \(2021\)](#)
  - [Resource Guide: Emergency Preparedness, Response, and Recovery Resources for Child Care Programs](#)
- U.S. Federal Emergency Management Agency (FEMA): [Youth and Emergency Planning \(2025\)](#)
- U.S. Office of Human Services Emergency Preparedness and Response (OHSEPR): [Early Childhood Disaster-Related Resources for Early Childhood Education Providers \(2024\)](#)

For additional information on creating plans related to interactions with law enforcement officers engaged in civil law enforcement, please see:

- [Massachusetts PROTECT Act](#), Stat. 2026, c. 163, § 3.
- M.G.L. c. 15D, § 23 (as amended by the PROTECT Act)
- M.G.L. c. 6, §§ 224, 226
- 606 CMR 3.00, 606 CMR 7.00, 606 CMR 15.00, and 102 CMR 1.00
- Massachusetts Office of the Attorney General (AGO): [Attorney General Guidance: General Information for Massachusetts Service Providers Regarding Immigration Enforcement](#)
- Massachusetts Governor's Office, Executive Office of Education, and EEC: Guidance (August 2026): [Guidance for Child Care and Residential Providers Related to Interacting with Civil Law Enforcement](#)
- Massachusetts Office of the Attorney General (AGO): [For Massachusetts Service Providers: General Information on Immigration Enforcement](#)
- Massachusetts Office of the Attorney General (AGO): [Guidance for Early Education and Care \(EEC\) Programs on their Obligations to Protect Child, Family, and Employee Information](#)
- [Office of the Governor and Massachusetts Office of the Attorney General \(AGO\): Resources for Immigrants in Massachusetts](#)

## **OBSOLETE**

- [EEC Policy: Emergency Contingency Plans \(2014\)](#)
- [EEC Policy: Emergency Contingency Plans for Funded Programs \(2019\)](#)
- [EEC Policy: Emergency Preparedness in Child Care Programs \(March 2026\)](#)

- Executive Office of Education: [Guidance \(May 2026\): Recommendations for Entities Providing Education and Child Care Services Related to Interacting with Federal Immigration Officers](#)

## Appendix A: Model Policy on Interactions with Civil Law Enforcement

Program Name: \_\_\_\_\_  
Program Address: \_\_\_\_\_  
Program Phone Number: \_\_\_\_\_  
Program Email: \_\_\_\_\_

### **General Policy**

The program, including employees, educators, administrators, interns, volunteers, and other individuals acting on behalf of a program, shall not permit arrests by law enforcement officers engaged in civil law enforcement on the premises of the program without a valid judicial warrant or judicial order, except as required by state or federal law or as required for the Commonwealth or any of its subdivisions to administer a state or federally supported or funded program.

Nothing in this policy prohibits appropriate cooperation with authorities, including police, fire departments, emergency medical services, child protective authorities, or other public safety officials responding to an emergency, protecting a child from abuse or neglect, or otherwise exercising lawful authority unrelated to civil immigration enforcement.

Nothing in this policy alters the program's obligations to comply with state and federal laws or EEC policies or procedures.

This policy applies equally to all forms of law enforcement and should be focused on maintaining child or resident safety.

### **Designating a Contact Person**

The program shall identify a designated contact person. The designated contact person must be onsite and is the individual identified by the program to have primary responsibility for responding to the presence of, or requests for information from, law enforcement officers engaged in civil law enforcement. The designated contact person is the sole individual to make determinations about access to premises, persons, or records in relation to requests from law enforcement officers engaged in civil law enforcement.

The program's designated contact person is:

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Alternate Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

[OPTIONAL]

The program's alternate designated contact person is:

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Alternate Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

[IF APPLICABLE]

Legal questions shall be directed to:

**Program Legal Counsel/Legal Resource:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### **Notification to the Designated Contact Person**

In the event that a program encounters or otherwise receives a request from a law enforcement officer engaged in civil law enforcement, including federal civil immigration enforcement, the program or staff shall immediately notify the program's designated contact person. This includes when:

- A law enforcement officer engaging in civil law enforcement arrives at the program;
- An officer requests access to a child, family member, employee, or other person affiliated with the program;
- An officer requests records or information about the program, a child, family member, employee, or other person;
- The program receives a judicial warrant, subpoena, judicial or court order, administrative warrant, detainer, or similar legal document relating to civil law enforcement; or
- Staff otherwise become aware of civil law enforcement activity affecting the program, including the presence of civil law enforcement in the vicinity of the program.

## **Staff Conduct During Interaction with Law Enforcement Officers engaged in Civil Law Enforcement**

During interactions with law enforcement officers engaged in civil law enforcement, program staff shall continue to supervise and care for children. Whenever possible, staff who are not directly involved in responding to officers should remain with children and maintain ordinary classroom and care routines.

1. If law enforcement officers engaging in civil law enforcement arrive on site or request information, employees and staff should inform the law enforcement officers that the employees/staff will contact an administrator to assist them and that they should wait where they are (ideally outside or in an area separate from children and their families).
  - a. Examples of statements that may be used:
    - i. "I am not authorized to allow you to enter the program. Please wait here while I contact an administrator."
    - ii. "I am not authorized to discuss specific individuals or to speak with you about this child/employee. I am going to contact an administrator who will discuss this further with you"; and
    - iii. "I am not permitted to discuss/disclose private information to you."
2. Staff should immediately notify the program's designated contact person.

Once notified, the designated contact person shall:

1. [IF APPLICABLE]: The designated contact person shall contact the program attorney prior to engaging with law enforcement officers engaged in civil law enforcement and in review of any documentation, including any warrants.
2. Go to the entrance where the law enforcement officers are waiting.
3. Speak to the law enforcement officers and ask for identification.
4. Record the law enforcement officers' names, agencies, and badge numbers.
5. Ask the law enforcement officers about the nature of their business and to view any warrant or other documentation.
6. Review the documents to determine whether the law enforcement officers have a valid Judicial Warrant or Judicial Order.
  - a. If the law enforcement officers have a valid Judicial Warrant or Judicial Order authorizing an arrest or entry to search or both, the designated contact person should inform the law enforcement officers that they may enter the EEC Provider Premises; however, the designated contact person should request that law enforcement officers, where feasible, avoid areas where children are present.
  - b. If the law enforcement officers do not have a valid Judicial Warrant or Judicial Order, or they have only an administrative warrant, the designated contact person must inform them that they are not authorized to enter the EEC Provider Premises or conduct a civil arrest on the Premises and must ask them to leave.

7. If the law enforcement officers proceed to conduct a civil arrest on the program premises in violation of the PROTECT Act, no one should attempt to physically interfere with them; rather, on-site staff should document an interaction, as detailed below.

Program staff, including the designated contact person, shall not:

- physically obstruct or interfere with a law enforcement officer;
- destroy, conceal, alter, or falsify records;
- knowingly provide false information;
- advise another person to evade a lawful arrest;
- sign documents on behalf of the program unless authorized to do so; or
- voluntarily provide access to any person or confidential information contrary to federal or state laws and EEC policies and procedures.

If there is an imminent threat to the safety of a child, staff member, family member, or other person, program staff should not hesitate to call 9-1-1 for assistance.

### **Procedures for Documenting All Interactions with Law Enforcement Officers Engaged in Civil Law Enforcement:**

Each program staff who is involved in the interaction shall document all interactions, including requests for information, with law enforcement officers engaged in civil law enforcement, as soon as practicable and when they feel safe to do so. Documentation shall be maintained securely and shared only as permitted and required by law.

The documentation should include, to the extent known:

- Date and time when law enforcement officers arrived on the premises or made the information request;
- The names and badge numbers of the officers, and the agency they represented;
- The number of vehicles and license plate numbers, if visible;
- The names of witnesses, children, or other staff involved;
- Steps taken to notify the designated contact person and/or attorney, as the case may be;
- The actions of the law enforcement officers, including whether the officers complied with instructions;
- Whether the law enforcement officers had a valid Judicial Warrant or Judicial Order, or some other documentation;
- Whether a civil arrest was made on the premises; and
- Impact on any children/employees/staff (after any immediate issues have been addressed) and any follow up actions needed to support them.

Bystanders, including employees and staff, can openly (not secretly) videorecord the interaction, but they must not interfere.



## **Notifications of Interactions with Law Enforcement Officers Engaged in Civil Law Enforcement**

If law enforcement officers are attempting to reach or are seeking information about a minor child, the program must immediately notify the child's parent or guardian.

Program staff should otherwise follow its standard notification procedures, including notification to families, EEC, and other relevant agencies.

The Program may also file a Civil Rights Complaint with the Massachusetts Attorney General:  
<https://www.mass.gov/how-to/file-a-civil-rights-complaint>

## Appendix B: Sample Civil Law Enforcement Interaction Documentation

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Program/Site: \_\_\_\_\_

Officer Name(s): \_\_\_\_\_

Badge/Identification Number: \_\_\_\_\_

Agency: \_\_\_\_\_

Supervisor/Contact Information: \_\_\_\_\_

Purpose stated by agent:

Person, records, or area requested:

**Document presented:**

- ☐ Judicial warrant
- ☐ Judicial order
- ☐ Subpoena
- ☐ Administrative immigration warrant
- ☐ Immigration detainer
- ☐ Other: \_\_\_\_\_
- ☐ No document presented

Designated Contact notified: ☐ Yes ☐ No

Legal counsel contacted: ☐ Yes ☐ No

Program response:

Information or records disclosed, if any:

**Any arrest/detention or other enforcement action:**

**Impact on children/program operations:**

**Any other observations:**

**Staff completing report:** \_\_\_\_\_

**Date completed:** \_\_\_\_\_

## Appendix C: Sample Template for Notification to Families and Personnel About Confirmed Presence of Law Enforcement Officers Engaged in Civil Law Enforcement at EEC Provider Premises

Dear \_\_\_\_\_:

We are writing to inform you that civil law enforcement agencies, specifically [INCLUDE THE NAME OF THE AGENCY IF AVAILABLE], were present at [PROVIDER/LOCATION] on [DATE].

Per the [PROTECT Act](#) signed on August 5th, 2026, it is now the law in Massachusetts that civil arrests for civil law enforcement, including federal immigration enforcement, are not allowed on the premises of an EEC licensed or funded programs during regular hours of care, child drop off and pick up windows, and program-sponsored events.

We have clear procedures and policies in place to follow the PROTECT Act.

If you are looking for additional legal assistance or information, please use the resources below.

**For general legal help with this inquiry, please access legal assistance here:**

- [Home | Massachusetts Legal Resource Finder](#)

**For legal assistance with regard to immigration issues, please access legal assistance here:**

- [The Legal Representation Fund \(LRF\)](#) – for those recently detained by ICE.
  - Detained Hotline: (617) 637-8195
  - Family & Friends Hotline: (617) 396-7143
- [The Massachusetts Access to Counsel Initiative \(MACI\)](#) – for those facing deportation currently in Immigration court proceedings.
  - Intake: (508) 505-4588
- MIRA Immigration Helpline
  - [www.miracoalition.org/news/immigration-helpline](http://www.miracoalition.org/news/immigration-helpline)
- Nationwide Immigration Lawyer Search
  - [www.ailalawyer.com](http://www.ailalawyer.com)

## **Appendix D: Sample Template for Notifying Parents and Guardians about Specific Requests from Law Enforcement Officers Engaged in Civil Law Enforcement**

Dear \_\_\_\_\_:

As the parent or legal guardian of \_\_\_\_\_, this email is to notify you that Civil Law enforcement agencies, specifically [INCLUDE THE NAME OF THE AGENCY IF AVAILABLE] was [either trying to reach your child OR sought specific information about your child].

You may reach out to [CONTACT PERSON] at [PROGRAM] with any questions about this inquiry, but please be aware that our program may not have any more information than what has already been provided above.

**For general legal help with this inquiry, please access legal assistance here:**

- [Home | Massachusetts Legal Resource Finder](#)

**For legal assistance with regard to immigration issues, please access legal assistance here:**

- [The Legal Representation Fund \(LRF\)](#) – for those recently detained by ICE.
  - Detained Hotline: (617) 637-8195
  - Family & Friends Hotline: (617) 396-7143
- [The Massachusetts Access to Counsel Initiative \(MACI\)](#) – for those facing deportation currently in Immigration court proceedings.
  - Intake: 508-505-4588
- MIRA Immigration Helpline
  - [www.miracoalition.org/news/immigration-helpline](http://www.miracoalition.org/news/immigration-helpline)
- Nationwide Immigration Lawyer Search
  - [www.aialawyer.com](http://www.aialawyer.com)

## Appendix E: Attestation of Compliance with PROTECT Act

I hereby attest that I have read and understand the requirements of the Massachusetts PROTECT Act, Stat. 2026, c. 163 §§ 1-24.

I further acknowledge that I have reviewed and understand EEC's requirements for licensed and funded programs to comply with the Protect Act as detailed in the Massachusetts Department of Early Education and Care Interactions with Civil Law Enforcement Policy.

☐ I agree to implement and adhere to EEC's Model Protect Act Policy; or

☐ I have an equivalent policy that meets the requirements of the PROTECT Act;

I agree to upload the required policy documentation into EEC's LEAD Licensing System.

I certify that the statements above are true and accurate. I understand that this attestation is made under the pains and penalties of perjury.

**Program Name:** \_\_\_\_\_

**Licensee (Print Name):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_