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ABOUT US

Philosophy

Bethany Covenant Church has established a preschool to enrich the experiences of the young child. Through the warm understanding and Christian conviction of each teacher and an environment rich in opportunities for learning and growth, each child will develop an awareness of God and grow spiritually, socially, emotionally, cognitively and physically. It is the mission of Little Blessings Preschool to provide an atmosphere which:

- ❖ **Develops** spiritual awareness of God's love and the many gifts God has given us through thematic units and day to day experiences.
- ❖ **Promotes** healthy, social and emotional attitudes towards self, others, family, school and the world through cooperative play and guidance from loving teachers.
- ❖ **Encourages** development of cognitive skills, readiness skills, basic concepts and creative expression through art, music, story time and group experiences. Children will learn by doing, using concrete and tangible materials.
- ❖ **Promotes** development of gross and fine motor skills, coordination and perceptual skills through work and play.

As children progress through our preschool classes, they will develop appropriate kindergarten readiness skills.

Mission

Bethany Covenant Church believes that each child is a special and unique person created by God. We are committed to providing children with an excellent preschool education within a Christian environment.

Through guided instruction and creative play, children will grow socially, emotionally and spiritually. They will develop physical and cognitive skills and gain self-esteem and self-help skills.

Certification

Licensed with the Connecticut Department of Public Health #16306

Hours of Operation

Early 3's Feb-May from 9 AM to 11:30AM on Tuesday /Thursday or Monday/ Wednesday

Pre K 3 M/W 9-11:30 (Miss Michelle Cyr and Jennifer Carroll Fischer)

Pre K 3 T/TH 9-11:30 & 12-2:30 (Miss Jennifer Carroll Fischer, Rachelle Ek and Beth Cugno)

Pre K 4 M/W/F 9-11:30 & 12-2:30 (Miss Rachelle Ek , Sandy Narus and Beth Cugno)

Pre K 5 M-TH 9-11:30 (Miss Sue Plourde , Miss Floriana Uliasz and another assistant)

Imagination Station -11:30-1:55 (Miss Michelle Cyr and Jennifer Carroll Fischer M/W and Miss Rachelle and Miss Beth on T/Th)

PROGRAM

Our Early 3's program

The ratio of student to teacher shall not exceed four (4) children to one (1) teacher. The maximum enrollment on any day is 8 children between 24 months and 36 months per class.

The ratio of student to teacher in our preschool programs shall not exceed ten (10) children. The maximum enrollment on any day is 24 students.

REQUIREMENTS FOR ENROLLMENT

AGE

For the 3 year old program, a child must be 3 years of age by December 31st in the year enrolled and toilet trained. For the 4 year old program, a child must be 4 years of age by December 31st and toilet trained.

HEALTH FORM

Each child must have a valid health form on file. An annual physical and all age appropriate immunizations are required by the state for children under age 5. (Contact your doctor for the required immunizations if you have any questions). All children are required to have a Flu vaccine before Dec. 31st of each school year.

The Little Blessings Preschool does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability, sexual orientation, or marital status

Holidays

Little Blessings Preschool is in session early September through the Friday before Memorial Day. We follow the schedule of Berlin Public Schools for all holidays and vacations. A school calendar will be distributed prior to the beginning of the school year. It will also be available on the Web page : littleblessingsct.com

The school will be closed for:

- ❖ Friday of the Berlin Fair
- ❖ Columbus Day
- ❖ Election Day (if Berlin schools closed)
- ❖ Thanksgiving Break
- ❖ Christmas Vacation
- ❖ Martin Luther King Day
- ❖ February Vacation
- ❖ Presidents Day
- ❖ Good Friday
- ❖ April Vacation
- ❖ Memorial Day

Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Admission & Enrollment

All admission and enrollment forms must be completed and enrollment fee paid prior to your child's first day of attendance.

An enrollment fee of \$65 is due at the time of enrollment. This fee is non-refundable.

Based on the availability and openings, our facility admits children from 24 months to 5 years of age.

Our process for introducing children to our program is

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

The state requires that the parents/guardians of each child complete and sign the following forms:

1. Registration and emergency information form
2. Health information form & yearly physical
3. Physicians report, including immunization records
4. Consent for emergency medical treatment
5. Early Dismissal Form
6. Student list and Photography Permission Form
7. Receipt of Parent Handbook/Discipline Policy

Children shall ordinarily be enrolled in the school for the entire school year. Children seeking enrollment for less than a full year are on a space available basis. A consultation with the director is required before such enrollment

Inclusion

Little Blessings Preschool believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Non-Discrimination

At **Little Blessings Preschool** equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be

involved in the program, visit children’s classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Please see the list of Family Activities at the end of this booklet.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

Position Title	Education/Certification	Experience
Teacher	Bachelors Degree in Early Childhood Education or Elementary Education	2 years
Teacher Assistant/Aide	College credits working towards Certification	1 year

Caregivers participate in an orientation class and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by **Little Blessings Preschool**.

Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
24-30 months	4 to 1	8
31-35 months	4 to 1	8
3 year olds	8 to 1	15
4-5 year olds	10 to 1	24

Daily Schedule- times may vary depending gross motor time.

9:00	Arrival
9:05-10:15	Free Play- Centers/ Teacher Instructional Time
10:15	Clean- up (wash hands for snack)
10:20-10:40	Snack
10:40-10:55	Gross motor- Outside or indoor gym

10:55-11:10	Wash Hands
11:15-11:30	Story Time
11:30	Dismissal

Communication & Family Partnership

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Newsletters. Quarterly newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking.

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, or come read to the children. Signing in is required for the safety and protection of our children. Each visitor must sign- in and sign-out upon leaving. We ask that you wait until October before you begin to volunteer.

Family Night. Family nights are scheduled on a regular basis. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child’s learning experience and connect with other families.

Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. We ask that you give us time in September to have the children adjust to school routines and in December when we are preparing for our holiday program and projects.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Publicity

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

CURRICULA & LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed

to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Curricula & Assessment

Little Blessings Preschool uses the Connecticut Early Learning and Developmental Standards and Creative Curriculum to design a developmentally appropriate learning environment. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

For information about your child's day, please white boards posted outside of the classrooms.

Transition

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

Electronic Media

Electronic Media are limited to 5 minutes or less per day per child. Internet sites and software are pre-screened to contain non-violence and high-quality educational content.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. We celebrate various holidays by preparing special treats, doing special art projects and learning appropriate songs, games, etc.

On Halloween, children are invited to dress in a non-scary costume and they participate in a parade within the church building for the staff and others who might be present that day.

For Christmas, we speak of Jesus' birthday. We also read a variety of Christmas children's stories and do talk about Santa.

For Valentines Day, we encourage children to bring a valentine for other students in their class.

Toilet Training and Diaper Changing Policy

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns. There is a bathroom right off the class room. Additional bathrooms are available in the hallway and upstairs off the Narthex.

Children may use the bathroom at any time during the class time as needed. Children need to be able to complete this process independently, including unfastening and fastening clothing, using appropriate sanitary expectations and washing their own hands. The teachers do remind children to flush and wash. If a child is having a difficult time with a snap etc, the teacher will assist the child.

General Procedure

Little Blessings Preschool is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Guidance

Children are guided to treat each other and adults with self control and kindness.

Each student at Little Blessings Preschool has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

Discipline Policy

Young children need clearly defined consistent limits. They are in the process of developing self-control, learning to respect the right of others and the care of property. The expectations for behavior will be age appropriate. Our goal is to guide the children in that development in the most positive and helpful ways. Giving them many interesting choices, positive reinforcement and timely intervention helps to prevent problems from occurring. The following guidelines are used in working with the children.

1. Establish clear limits and explain the reason for them.
 - ✚ Respect ourselves and each other
 - ✚ Respect other people's property
 - ✚ Behave in a manner that encourages learning for self and others
 - ✚ Refrain from using offensive language or name calling.
2. Remind children of the rules when needed, especially during the first weeks of school.
3. Acceptable behavior is encouraged by giving positive verbal rewards.
4. If/when inappropriate behavior takes place, ask children to stop and think about his/her behavior.
5. Inappropriate behavior in group situation will result in the child being seated by a teacher and reminded of appropriate behavior. The teacher may ask the student to come sit next to them or the teacher may move to sit next to the child depending on the situation.
6. Inappropriate behavior in small group activities will result in the child being moved to another activity if talking about the behavior does not change it. Ex, a child who throws sand will be "redirected" to another activity.
7. If after the teacher has tried redirection, distraction &/or the above methods and the child persists with the inappropriate behavior, children can be "removed" to regain control of themselves. They sit for a few minutes apart from the group until they agree that they can remember to follow the rules.
8. If a child becomes upset & needs to be removed from the room or area, ex. throws a temper tantrum or unable to stop yelling or crying, a teacher or staff member will stay with the child until the child is calm enough to discuss the issue or focused on another task.
9. Persistent negative behavior, or any major issues will be discussed with the parents for a mutually agreed upon course of action.

Staff will continually supervise children during disciplinary actions. Staff shall not be abusive, neglectful, or use humiliating or frightening punishment under any circumstances.

Corporal punishment is not considered to be an accepted method of dealing with young children's behavior. Children will not be hit, slapped or spanked while attending Little Blessings Preschool. If however, a child is a physical threat to themselves or others, the teacher may physically remove the child from the room if necessary, by picking the child up & carrying them in a manner that the child will not be hurt. This is after all the above means have been to no avail.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

TUITION AND FEES

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due as outlined in the *Tuition Agreement*.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered an exceptional occurrence. Late fees will be assessed.

Late Payment Charges

Late payments can pose serious problems for our programs. Therefore we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, a late fee of \$20 will be added.. If your account has not been paid in full within [5] business days, your child may be discharged from the program.

If payment is more than 10 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee up to the maximum amount allowed by law. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

ATTENDANCE & WITHDRAWAL

Absence

If your child is going to be absent or arrive after 9:30 AM, please call us at 880-828-3637. We will be concerned about your child if we do not hear from you.

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Withdrawals

A written notice, 2 weeks in advance, is required by the center when a child is being withdrawn. Failure to notify will result in additional fees.

Closing Due to Extreme Weather

- ❖ Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on Television Channels: 3 CBS, 4 NBC , 6 FOX and 8 ABC.
- ❖ Little Blessings Preschool will close in inclement weather when Berlin Public Schools close.
- ❖ When Berlin Schools have a delay to weather, Little Blessings will be closed for morning programs but will **open at 11:30 for our enrichment programs and Pre K 4/5.**
- ❖ When Berlin Schools have an **early dismal due to weather**, Little Blessings will **cancel the afternoon sessions.**

Cancellation announcements will be made by television channels and on our Facebook Page. Please be sure to Follow us on FACEBOOK.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

General Procedure

We open at 9 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 2 hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

PERSONAL BELONGINGS

What to Bring

- **Older Toddlers:** at least two changes of clothes or more per day if going through the toilet training program.
- **Preschoolers:** at least one change of clothes, socks and shoes.

Please label all items brought from home with your child's name (i.e., clothes, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located at the Sign in table. Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity. We are not responsible for any lost or broken toys.

NUTRITION

Foods Brought from Home

Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package. (Special Occasions only)
- Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children.
- Foods should be labeled with the child's name, date, and type of food.

- Children will not be allowed to share food provided by the child’s family unless the food is intended for sharing with all of the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.

Snack Suggestions for a balanced, nutritional snacks	
All Snacks must contain two food groups. Refrigeration is available.	
½ turkey sandwich Celery sticks Raisins Milk/water	Chicken strips Roll Orange wedges Broccoli Milk/water
graham crackers Apple slices Carrot sticks Milk/water	Yogurt Crackers Sugar snap peas 100% juice

Food Allergies

If your child has a food allergy, you must notify us in writing. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

A caregiver who is trained in first-aid for choking is present at all meals.

Feedings

- Children are encouraged to self-feed to the extent that they have the skills.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy. **Please note, we are a nut Free Facility.**

HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every August, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical should be received before your child begins the program. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
 - Illness that results in greater need for care than we can provide.
 - Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.
 - Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
 - Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
 - Mouth sores caused by drooling.
 - Rash with fever, unless a physician has determined it is not a communicable disease.
 - Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
 - Impetigo, until 24 hours after treatment.
 - Strep throat, until 24 hours after treatment.
 - Head lice, until treatment and **all** nits are removed.
 - Scabies, until 24 hours after treatment.
 - Chickenpox, until all lesions have dried and crusted.
-
- Pertussis (Whooping Cough), until 5 days of antibiotics.
 - Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.
- Nit Free

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the class and office. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications (LIFE SAVING MEDICATION ONLY)

All medications should be handed to a staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed. Our policy is that we only administer medication for life threatening conditions such as allergies and asthma. Please check with the Director.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

We are not able to put sunscreen or bug spray on your child. Please remember to apply before school.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including:

painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 99 °F or less than 32 °F degrees.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Lost or Missing Child

In the unlikely even that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within [10] minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with Fire safety equipment including alarms and sprinkler system. Our fire evacuation plan is reviewed with the children and staff on a monthly basis.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

Emergency Dismissal Plans

Weather forecast often provides us with ample warning of approaching storms, blizzards, hurricanes and flooding. The best defense for severe weather is preparation. We will post our closing status on the local news stations listed in your parent handbook. Some types of emergencies may prevent us from contacting you by phone immediately. In the event that we need to “**SHELTER IN PLACE**” (use any room or interior space for the purpose of providing temporary shelter from a hazard), we will gather all the children in a safe place in the building. We will not be able to release anyone or allow anyone to enter until emergency personnel determine the area is “all clear”. We will notify parents/guardians to pick up children once the incident is over.

Emergencies may require us to **evacuate (remove)** children from the facility as quickly as possible. In the event the facility must be evacuated because a **confined emergency** (gas leak, building fire, earth quake, etc.), the staff and children will leave the building and gather in the immediate area at Hubbard School at 138 Grove Street, East Berlin. In the event the facility must be evacuated because of an emergency in the immediate area (wild fire, chemical spill, flash flooding, etc.) the children will be transported by staff or NB Transportation bus, depending upon the response time, to a safe assembly area where we will arrange for you to be reunited with your child. We will make every effort to post signs, notify you by email, phone and the media that we have evacuated our facility and where you can safely pick up your child. We will only be able to release your child to those on your emergency pick up list.

We feel it is very important that you have an additional phone number other than the schools for emergencies:

Little Blessings Preschool

Name of program

785 Mill Street Berlin, CT 06037

Program Address

Sue Plourde, Director

Emergency contact at the School

860-828-3637 Ext 122

Program phone number

860-877-0636

Cell phone Number of Emergency Contact- (only use during emergencies, otherwise it is turned off)

CENTER POLICIES

Our center policies not included in this handbook are reviewed yearly and updated as needed.

They are available for review upon request to the center director.

We are licensed for the Connecticut Department of Public Health and we follow the Connecticut Early Learning Standards.

Little Blessings Preschool is a separate non-profit corporation. The school is guided by a Director who abides by and reports to the Little Blessings Preschool Board. The Board consists of six people: Pastor or designated Bethany Covenant Church staff person, one member of the Bethany Children's Ministry Team, two church members and two members' at large (parents of students). We will seek to have a representative from the 3 year old class and a representative from the 4 year old class. The Board is responsible to exercise general supervision over the affairs of the school, including setting policy, appointment of staff and faculty, compensation and budget.

We are anticipating an exciting year with your child. We extend to you and your family a warm welcome to Little Blessings

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Little Blessings Preschool Family Handbook**, and I have reviewed the family handbook with a member of the staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Little Blessings Preschool Family Handbook** that I do not understand. I am also familiar with Little Blessings **Discipline Policy**. The policy was discussed with me at orientation. I know I can contact the Director, Sue Plourde with any concerns 860-828-3637.

Recipient Signature

Date

Director's Signature

Date

FAMILY ACTIVITIES

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

Advisors:

- Board Member – meets 4 times a year to review progress toward annual goals.
- Home and School Committee – meets 2 times a year to plan family events and fundraisers

Family Events: We have several events throughout the year that bring our entire community together. Watch for the announcements!

- Open House
- Back to School “Meet and Greet”
- Family Interactive Night
- Holiday Gatherings
- Trick or Trunk
- Spring Family Night
- End of Year Celebrations

Classroom Activities: Enjoy and help your child’s class with these special activities.

- Share a snack with your child
- Read to children at pickup
- Volunteer in the classroom
- Donate requested items
- Serve as a parent representative
- Welcome new families
- Contribute to class projects
- Family Teacher conferences