CARVER
PRESCHOOL

Parent Handbook

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Mission Statement and Philosophy

The mission of Carver Preschool is to provide a safe, nurturing environment, encouraging each child's intellectual, physical, social, emotional and spiritual development.

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WELCOME

Welcome to Carver Preschool! We are glad that you chose our center and trust that your child will benefit in every way from his preschool experience.

Whatever impressions or basic attitudes a child forms during these early years will become a part of his whole personality. At no other time in your child's life will he use all his senses so completely to gain knowledge of himself, others, and the world in which he lives. Our program creates an environment in which the child's curiosity and creativity are aroused and challenged at all developmental levels.

The center is sponsored by New Life Church and is being established as an outreach to the community, welcoming children of all races, creeds, and ethnic origins. The program is licensed by the State of Connecticut.

GOALS AND PHILOSOPHIES OF THE PRESCHOOL

The primary goal of Carver is to provide a stimulating learning experience for your child. The philosophy of our center encompasses the needs of the young child, the child's family, and the community in which he lives, while encouraging each child's intellectual, physical, social, emotional, and spiritual development.

The need of the child to grow and succeed is best achieved in a program designed to create an environment for learning. This is an atmosphere where the child finds acceptance and is recognized as an individual with needs different from others. It is a child-centered environment providing for varied interests and abilities, where children are offered a variety of activities and experiences to stimulate their curiosity and intellect at all levels.

Essential guidance and structure are furnished by the classroom teacher and includes discipline handled with understanding and gentleness.

The development of sound parent-teacher relationships is a vital element in meeting the young child's needs and fostering his growth. Carver endeavors to maintain a "bridge" to parents and the community by offering a flexible program and encouraging communication between home and the center.

Operating Policies

Carver is open 51 weeks per year, closing for one week between Christmas and New Year's. We are open Monday through Friday, from 6:30 AM to 5:30 PM.

Holidays

Carver will be closed for the following holidays:

New Year's Day*

Thanksgiving Day and Friday after

December 23-January 2

Labor Day

Veteran's Day- PD day

President's Day

Good Friday

Memorial Day

Independence Day*

*When these holidays fall on a weekend, the observed weekday (s) will be posted 30 days before the closing.

**Carver will be closed for professional development. Carver staff will attend educational training to best serve our students. These dates will be posted 30 days before the closing.

Weather Related Closings

Carver will make every attempt to stay open in inclement weather. If the Director feels it is unsafe for families and staff to travel, a delayed opening, or full closure, or early dismissal may be called. Delayed openings and closures will be posted on our Brightwheel app no later than 6:00 AM. If any early closure occurs, parents or alternate pick up persons will be called and notified of early closing time.

*tuition is calculated on an annual basis; therefore, tuition is due regardless of weather related closings.

Enrollment Forms

The following forms are mandatory and must be submitted before a child's enrollment begins:

Enrollment Agreement- Please make sure to update your family's information if you move or change jobs at any time during your child's enrollment.

Emergency Medical Care form & Emergency Care Permission Slip- It is mandatory that these forms be current and complete, including an alternate pick-up person, as per state regulation.

Connecticut Early Childhood Health Assessment Record- documentation of your child's last physical and all required immunizations (including an annual influenza vaccine) must be completed and signed by your child's physician within the past 12 months and submitted upon enrollment. This form must be re-submitted each time your child receives immunizations and with each yearly physical.

***Please Note:** per state regulation, if a parent fails to submit updated medical records, the child will not be allowed to attend the center until complete forms are submitted.

Tuition Policies

Carver is an independent, fully licensed child care center incorporated and operating on a non-profit basis under the covering of New Life Church. The school is self-supporting with the operating budget derived mostly from tuition.

Tuition for infants-two years: Full time $326.79/ week $1,405.22/ month

Part time 3 days Monday/Wednesday/Friday $259.63/ week $1,116.41/ month

2 days a week Tuesday/Thursday $165.65/ week $712.32/ month

Tuition for PreK 3: $279.59 / week $1,202.25/ month

Part time 3 days Monday/Wednesday/Friday $199.22/week $856.67/ month

2 days Tuesday/Thursday $131.93/ week $567.33/month

Registration fee: $100 / annually (non-refundable)

FACTS Enrollment Fee: Payable directly to FACTS

Tuition is payable on a yearly, semi-annual, or monthly basis with the first payment due upon enrollment. Care for Kids copays are due by the 10th of each month, with a $10 late fee if payment is not received by the15th. . Tuition payments are made through FACTS tuition management system.

Carver requires a 2 week notice for withdrawal of a child.

Refunds:

Under ordinary circumstances, the tuition payments are non-refundable. Refunds will not be given if a child is absent from the center because of illness, vacations, or leave of absence.

Refunds will not be given for days when the center is closed due to snow or other emergency conditions.

Family Discounts

A 10% discount is extended to families with multiple children enrolling in the program. All tithing New Life Church members will receive a 10% discount.

Drop-Off and Pick-Up

Our center is open from 6:30-5:30 each day. Children must be picked up by 5:30. Please respect that staff leave the center promptly at 5:30 PM. Please arrive no later than 5:20 to allow enough time to pick up your child so you can leave the center by 5:30 PM. There is a charge for late pick-ups**. A normal day for a child in our center is 8 hours. There will be a per hour charge for children in our care for more than 45 hours per week. If you pick up your child past 5:30pm you will be charged $1.00 per minute.**

Parents are asked not to bring children earlier than their scheduled arrival time. Please bring your child to the classroom door. If you are early, it may be necessary to wait with your child until the teacher indicates she is ready. Children are not to be left in the hall. Under normal circumstances, ***children may not arrive later than 10:00 am.*** If your child is not here by that time, we will assume he will not be coming in and may send staff home.

When picking your child up, come in and sign your child out. To ensure proper staffing / student ratios, it is imperative to notify the staff anytime you will be late. Carver Preschool closes promptly at 5:30 pm. Therefore, parents should arrive by 5:20 pm to ensure a timely closing. Additionally, there is a fee of $1.00 per minute for children picked up after 5:30 pm.

For safety reasons, parents must escort all children, including school-aged children, into and out of the center and directly to their classroom. For safety and health of our infants, we ask that no other children be allowed into the infant classroom at drop off or pick up times. Please drop your older child first, then your infant. Consider returning to your older child's classroom, after your infant Is dropped off, to allow for individual attention to your older child for a successful transition for the day.

If a staff member suspects a pick-up person is impaired, the director will be notified. The director will attempt to determine if safe transportation can be provided or if an alternate pick up should be arranged.

Late Pick Up Policy

Closing time is 5:30 PM. If a child is not picked up as planned TWO staff members 18 years of age or older will remain at the program always. If the child has not been picked up within 15 minutes from the center's closing time, staff will attempt to call the child's

parents/guardian's using the numbers on file. If they can not be reached, the staff will attempt to call the emergency and authorized alternate adults provided by the parents/guardians at time of enrollment. The police will be called after one half hour if parents or other adults specified on the permission to release forms cannot be reached. At that time the child may be released to the police. The non-emergency number for our local police department is 203-294-2800.

Child passenger Safety

Parents and persons authorized to drop off and pick up children must be familiar with Connecticut child passenger safety laws and utilize appropriate child seats and booster seats in their vehicles.

Children's Attendance

If your child will not be attending his/her regularly scheduled day due to illness or any other reason, please log into your Brightwheel app and notate.

Alternate Pick-Up Persons

Carver must be able to establish communication always with the parents or an alternate pick-up person, authorized to pick up the child. Parents must list at least two alternate pick-up persons on the **Emergency Medical Care Form.** An alternate pick-up person may pick your child up as long as an alternate authorized escort form is completely filled out and may be asked to show a valid ID. Parents may inform staff of a one-time alternate pick-up person by emailing the director directly.

Parking Lot Safety

Parents must exercise caution when entering and exiting the parking lot. Drive slowly to ensure the safety of all Carver children. Remember, children are small and may not be visible in your mirrors.

Emergency Plans

Injuries

In the event of a **MAJOR INJURY** Carver staff will:

1. Administer First Aid
2. Dial 911
3. Notify the director

4. Parents will be notified to meet their child either at Carver or the hospital depending on travel times. If parents have not arrived at Carver, an employee shall accompany the child to the hospital. The director will arrange for proper ratio coverage.

5. Complete an **Accident/Incident/Illness Report**, submit to the director

In the event of a **MINOR INJURY** Carver staff shall:

1. Administer first aid as necessary

2. **Complete an Accident/Incident/Illness Report**: submit to the director for approval and signature, then present to the parent for signature.

Fire

Fire drills are held monthly. Evacuations are held random and without notice to ensure staff and children familiarize themselves with the procedure. A fire alarm automatically sends an immediate call alerting the Fire Department.

In the event of a Fire, evacuation from the building will be through the closest exit. Staff will be responsible for supervising the children under their care and lead them to the fire exit. Immediately, the group will walk to the playground, safely away from the building, and line up to take names to face attendance. The Director or person in charge will take the IPAD with them to ensure that all children are accounted for, as well as having a first aid kit, cell phone and emergency contacts with them. Should it not be possible to return to the building, staff will walk the children to the YMCA, directly across the street. Parents will then be notified.

Emergency Evacuation Plan

Teachers will walk children to:

The YMCA- directly across the street

Parents will be contacted for arrangements to meet the staff and the children at the designated location. At all times ratios will be maintained, with at least two staff members over the age of 18. Advance contact has been made with the Wallingford Police Department of our emergency evacuation place.

Children's Illness Policy

Carver takes precautions to keep children and staff healthy. However, some illness is inevitable in a group setting. By working together, parents and teachers can minimize the exposure to germs and promote a healthy environment.

Carver has the right and responsibility to mandate that a child not attend the center when a child exhibits any of the following symptoms:

- Fever- over 101 degrees Fahrenheit
- Vomiting
- Diarrhea
- Strep throat
- Conjunctivitis (pink eye)
- Undiagnosed rash
- Mouth sores
- Impetigo/Staph infection
- Chicken pox
- Measles/Mumps
- Whooping cough
- Head Lice- must receive a lice and its treatment shampoo. All contaminated items such as bedding, and clothing shall be sent home to be laundered and exposed to a temperature of 130 degrees Fahrenheit. All visible signs of lice and nits must be gone before returning to the center.
- Any symptom prohibiting the child to fully participate in the program, including outdoor activities.
- Hand Foot and Mouth- You have to be fever free for 24 hours, all blisters have to be dried and scab over not open. No blisters can be oozing any liquid, and rash can't be spreading. No new blister can appear for at least 24 hours before returning.

Children must remain out of the center until they are symptom free and /or their temperature has remained in the normal range for a period of 24 hours, without the aid of acetaminophen or ibuprofen.

Children must remain out of the center for the first 24 hours of being on an antibiotic, if treated for a contagious symptom, or unless a doctor's note is presented stating the child is not contagious.

Children may attend the center with colds if there are no associated fever, green nasal discharge or decreased activity patterns.

If your child becomes ill at the center, you or your designated alternate pick-up person will be notified.

Arrangements must be made for your child to be picked up within one hour.

Administration of Non- Prescription Medication Policy

Carver is authorized to administer the following non-prescription medication:

- Diaper changing ointment
- Powder
- Teething gel
- Sunscreen (must be 15 or higher)
- Insect Repellent

These may be administered by staff members only if the parent has signed an **Administration of Non-Prescription Topical Medication Parental Written Consent Form.** (not necessary for sunblock) Completed forms are to be given to the director. All containers must be supplied by parents and labeled with the child's first and last name.

Administration of Prescription Medication Policy

Carver is authorized to administer certain prescription medications as deemed necessary in life threatening situations. The decision as to which medications fall under this category will be made by the director.

Parents must have their child's physician legibly and completely fill out the **Authorization for the Administration of Medications by Day Care Personnel Form.** Parents must also sign this form. This form is available by request from the director. The medication authorization form must include the following information:

- Child's name, address, and birthdate
- The date the medication order was written
- Medication name, dose and method of administration
- Time to be administered and dates to start and end the medication
- Relevant side effects and prescribers plan for management should they occur
- Listing all allergies, if any and reactions or negative interactions with foods or drugs
- Notation whether the medication is a controlled drug
- Specific instructions from prescriber how medications are to be given
- Name, address, phone number, signature of authorized prescriber ordering the drug
- Name, address, phone number, signature and relationship to the child of the parents giving permission for the administration of the drug by a staff member.

Please note that there are many variations of the medication administration form that medical providers have access to. It is the parent's responsibility to ensure the medication administration form clearly states that it is for licensed child care centers. Please understand that your child may not be able to attend if he/she does not have proper authorization.

Parents must supply and maintain prescription medications and necessary supplies must be kept in their original container with an original prescription label attached. It will be kept in a locked cabinet (except for Epi-Pens and Glucagon). All medication must be delivered to the director. Parents will not have access to the medication cabinet.

Staff responsibilities include, but are not limited to, ensuring the medication administration form is complete and that the medication being received matches the medication orders and stored as directed.

The staff will keep accurate documentation of all medications administered. Included, but not limited in the documentation are:

- Name, address, and DOB of the child
- Name of the medication and dosage
- Pharmacy name and prescription number
- Name of authorized prescriber
- The date and time the medication was administered
- The dose that was administered
- The level of cooperation of the child
- Any medication errors
- Food and allergies
- Signature of staff administering
- Any comments

Parents will be notified when and if a child has been administered any prescription medication. Staff are trained in the administration of medication by a physician, physician assistant, APRN, RN, and renewed every three years. Training for premeasured commercially prepared injectable medications is renewed each year. At no time is an untrained staff allowed to administer prescription medications.

All unused medications or expired medications shall be returned to the parent/guardian or disposed of if it is not picked up within one week following termination order, in the presence of at least one witness. The center will keep a written record of the medications destroyed when they are signed by both parties.

Discipline Policy

Conflict resolution and discipline shall always be supportive of children's positive development. Teacher's shall present developmentally appropriate clear limits and center rules to children of cognitive age. Teachers shall encourage good manners and respect teachers and classmates. Teachers shall make use of the following techniques in behavior management:

- **Positive reinforcement** shall always be used and is important for building self-esteem and confidence.
- **Role Modeling** appropriate strategies for resolving conflicts
- **Redirection of energy,** offering choices and encouraging communication
- **Communicating** examples of good conduct, following rules, being polite, and cooperating
- **Time Out-** Teachers may instruct a child to go to a quiet spot, separate from the other children or classroom. The teacher shall explain to the child that this is an opportunity to calm down and get control of their feelings/body. The child shall be supervised always. The teacher and child may make a shared decision to return to the group or classroom when the child is ready to behave appropriately and safely.

EMPLOYEES SHALL NEVER USE ABUSIVE, NEGLECTFUL, CORPORAL, HUMILIATING, FRIGHTENING PUNISHMENT, INCLUDING BUT NOT LIMITED TO SPANKING, SLAPPING ,PINCHING, SHAKING, STRIKING A CHILD. OR PHYSICAL RESTRAINT UNLESS SUCH RESTRAINT IS NECESSARY TO PROTECT THE HEALTH AND SAFETY OF THE CHILD OR OTHERS. EMPLOYEES SHALL NEVER USE THREATS OR DEROGATORY REMARKS AND NEITHER WITHHOLD OR THREATENED TO WITHHOLD FOOD AS A FORM OF DISCIPLINE.

Positive Environment

Carver is committed to providing a safe, peaceful, positive and pleasant environment for families, children, and staff. Our priority is to create and maintain an environment where the physical, emotional, and spiritual well-being of all may thrive.

Certain behaviors, detailed in the following behavioral issues policy, are not permitted under any circumstances and may result in immediate suspension of a child and /or the immediate dismissal of the entire family.

The policy was created for the rare, uncommon occurrence. It is intended to protect the overwhelming majority of families, children and staff who come to our center enthused, positive, ready to learn and teach.

Children's Behavioral Issues Policy

Carver reserves the right to request a child be picked up if he/she exhibits:

- Abusive verbal or physical behavior towards staff or classmates
- Disruptive behavior that does not respond to appropriate discipline

Caver may work with parents in one or more of the following ways:

- Parents may be provided with information explaining Carver's policies and procedures regarding behavioral issues.
- A parent conference may be held. The goal of the conference will be to establish a written plan to support the child in developing appropriate self-control. Failure of a parent to establish and implement a plan may result in disenrollment.
- Carver will assist parents with seeking and finding proper resources to aid in educating their child on appropriate behavior.

A child exhibiting behavioral issues may not be able to attend field trips or may be required to be accompanied by a parent/guardian. This will be at the recommendation of the director.

Child Suspension/Dismissal

Children are expected to respect their peers, teachers, and persons of authority. This policy is for all children, especially for our PreK 3 students who are of an age where they are able to understand consequences of inappropriate behavior. The following are examples of unacceptable behavior:

- Hitting- regardless of whether injury occurs
- Throwing objects
- Destroying equipment (ripping books, disrespectfully breaking toys, marking walls or furniture)
- Aggressive or threatening behavior
- Profanity
- Continually disrupting class
- Attempting to exit the classroom, playground or group in an unsafe manner

If a child has a predisposition to this type of behavior, it is the family's responsibility to educate their child as to Carver's policies and procedures on acceptable and unacceptable behaviors.

If a child exhibits unacceptable behavior, parents may be called to immediately pick up their child. If the director feels a suspension is warranted, the child may not be allowed to return to the center for a period determined by the director, up to the next three scheduled days. The parents are responsible for tuition during a suspension. When the child returns, if the unacceptable behavior is exhibited again, the child may be immediately dismissed.

Family Dismissal

Adults shall role model exemplary behavior for children. A childcare center is an environment that must be appropriate for children in all areas and at all times. This includes classrooms, playgrounds, hallways, and parking lots. The following are examples of unacceptable behavior and/or actions:

- In an order to promote wellness, health and safety- drugs and alcohol are not permitted on Carver property
- Profanity, speaking or behaving aggressively, in a threatening manner or inappropriately to any employee, child or fellow client is not permitted. Caver reserves the right to judge whether an adult is exhibiting rage, anger, or appearing unstable emotionally.
- The family is not meeting their tuition obligation
- The family is not compliant with Carvers policy and procedures
- Repeated late pick-ups
- Any reason deemed necessary by the director for the goodwill and safe operation of the center

If an adult or family member exhibits unacceptable behavior, the entire family may be immediately dismissed.

Parent Grievance Procedure

This procedure is for child day care programs which are licensed under the authority of Connecticut General Statutes 19a-79-12. Most problems with a daycare center are non-life threatening and can be resolved by:

1. Discussing the problem with the classroom teacher.
2. Discussing the problem with the program director.
3. If the problem is not resolved you may contact the Department of Public Health.

In case of an emergency, notify the Department of Public Health as soon as the emergency is under control. In case of abuse/neglect or life-threatening situations contact the

Department of Children and Families at 1-800-842-2288 and the Department of Public Health-Day Care Licensing Unit.

All inspection reports and compliance letters are available for your inspection at this day care program or by contacting:

Department of Public Health-Day Care Licensing Unit

410 Capitol Avenue- MS#12 DAC

P.O. Box 340308

Hartford, CT 06134-0308

1-800-282-6063, 1-800-439-0437, (860) 509-8045

Abuse and Neglect Policy

The Carver policy on child abuse and neglect is to protect children whose health and welfare may be adversely affected through injury, abuse and/or neglect. The definitions of abuse and neglect are as follows:

Child Abuse: any child in danger of being abused or who has non-accidental physical injury, or injury which is at variance with the history given of such injury, inflicted upon him/her by a person responsible for such child's health, welfare or care or by a person given access to such child by such responsible person: or who is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment.

Child Neglect: any child who has been abandoned or is being denied proper care and attention, physically, educationally, emotionally, or morally or is being permitted to live under conditions, circumstances or associations injurious to his/her well-being or who has been abused.

Caver follows the proceeding listed guidelines on the subject of abuse and neglect:

All new employees will be initially trained in the **Abuse and Neglect Policy.** This policy will be reviewed annually.

Any employee having reasonable cause to suspect or believe that a child has been abused or neglected or is in danger of abuse is a mandated reporter of any such instance. Employees must **immediately** inform the director of any such suspicion. The employee must record the facts giving rise to the suspicion on a **Documentation Sheet** and then submit an oral report of suspicions of abuse or neglect to DCF within 12 hours. The DCF hotline phone number to report any suspected abuse or neglect is: **1-800-842-2288.** The employee shall also follow up in writing within 24 hours via the **DCF-136 Form.** Copies of all written documentation will be kept on file.

Any child that is a victim of abuse or neglect will receive any needed medical services at the discretion of the director, with the consultation of the center nurse consultant or, if necessary, the investigating person appointed by DCF.

Any employee, who, in good faith, makes the report, shall be immune from any civil or criminal liability provided the person did not perpetrate or cause such abuse or neglect. Carver will not discharge, or in any manner discriminate or retaliate against any employee who in good faith makes a report, as above, testifies or is about to testify in any proceeding involving child abuse or neglect.

The director will contact the parent or guardian of any child enrolled involved in any allegation of abuse or neglect by a Carver employee.

Any employee who does not report suspected abuse or neglect or does not cooperate with the center and/or DCF will be subject to disciplinary action, which may include termination.

Should an employee be accused of abuse or neglect towards an enrolled child, one of the following may occur depending on the nature of the allegation: they may be immediately placed on unpaid suspension, they may be immediately removed from working directly with children or they may work with children but not unsupervised. These may occur until the outcome of the investigation is completed. Should the investigation prove the employee neglected or abused a child, that employee will be immediately terminated. This is a zero-tolerance policy.

All enrolled families receive a Parent Handbook documenting the center's **Abuse and Neglect Policy.**

Children's Orientation Visits

As a family enrolls their child at Carver, orientation visits are encouraged to help acclimate the child to their new classroom, teachers and friends. It is recommended that families complete the following visits to the center before the child's first day:

- An initial tour of the center and interview with parents to gather information
- A half hour parent and child visit to the child's classroom
- A half hour child visit, without parent, to the child's classroom

There is no tuition due for these visits. Parents may leave their child at the center, if the child is formally enrolled, and the application process is complete, including submitting the child's current Health Assessment Record.

Supervision of Children

The staff/child ratios are 1 staff for every 4 children under the age of three years old and/or 1 staff member for every 10 children over the age of three years old. At no time should the group size exceed 8 children under the age of three-year-old and/or 20 children over the age of three years old, even if ratios are being observed. Group size shall be observed in the classroom, bathrooms, and playground. Children must be supervised by sight always including nap time and during transportation. Staff shall position themselves to see as many children as possible. When there is a mixed age group, the lower ratio and group size for the age of the youngest child shall prevail.

NO CHILD/CHILDREN SHOULD BE LEFT ALONE FOR ANY PERIOD OF TIME

Field Trips: Staff/child ratios will be maintained while outside of the building. All children must have signed permission slips prior to leaving the building. Staff must bring each child's emergency contact information and the first aid kit on the field trip.

Bathrooms: Staff must supervise children while using the bathroom.

Transportation to/from school: All children will be supervised by sight and sound while being dropped off or picked up. All children will hold a parent's hand when entering or exiting the building.

Playground/Outdoors: It is the responsibility of all staff to ensure the safety of children on the playgrounds. Supervision of children will include the following:

- A head count will be taken before leaving the building
- Children will be escorted out of the building by staff to their designated play area
- Staff will encourage and demonstrate proper play and usage of equipment
- Staff will circulate through the play areas, supervising and interacting with the children in a positive manner. Staff will coordinate positions so that all play activities and equipment is supervised.
- A head count will be taken before re-entering the building
- Staff may not leave children unattended or out of state-permitted ratios and group sizes
- Children may not go inside for any reason (including bathroom); nor may they go back outside unless accompanied by staff
- Staff will have a cell phone on them while outside in case of emergency
- At least one CPR certified staff member will be outside always

Program

Preschool is a joyous time of discovery! Through various experiences, children develop in all areas. Our program includes:

Physical activities which develop large and small muscle coordination. Materials are carefully chosen to promote eye-hand coordination and small muscle growth. Opportunities for active, physical play out-of-doors stimulate large muscle development.

Intellectual development through an exposure to basic concepts in art, music, language, science, social studies, math, and readiness skills. An understanding of basic health and safety habits is included.

Social experiences of free play and various group activities that allow for interaction and the expression of individual interests. This builds social awareness, as the children learn to play constructively and happily in a group setting. Resourceful, creative play and positive interactions with children and adults is an important foundation for emotional growth.

Character building through consistent discipline and stories from God's Word, the Bible. Children of all faiths are welcome in our school.

Preschool

Preschool is a key time in a child's development and it provides the foundation for his continuing school experience. We strive to provide meaningful activities that are developmentally appropriate.

Our program is designed to give each child the very best possible foundation for learning. The primary goal that determines the content of the program is readiness: the child's physical, social, intellectual, and emotional ability. In each area, we will challenge and stimulate the child to his fullest potential.

Physical Readiness:

Games, songs, stories to develop auditory and visual perception.

Active play indoors and out using large muscles.

Carefully chosen education materials to help develop small muscle coordination.

Intellectual Readiness:

- Opportunities for involvement with written words and language in a language-rich environment.
- Tasks that require and expand each child's reasoning and thinking skills. Activities and lessons planned to incorporate the content areas (math, science,social studies) as part of the child's functional world.

- Developing an appreciation for music and art.

Emotional Readiness:

- Help the child develop a self-image and confidence in his given abilities, ongoing opportunities and experiences in which each child can meet with success.
- Emphasis on socially acceptable ways of handling problems and working in a group setting.

Social Readiness:

- Experience participating and contributing as part of a group.
- Emphasis on good character, citizenship, respect, and responsibility through God's Word, the Bible.

The Pre-school Day

The preschool day is flexible and designed to incorporate activities in language arts, numbers, music, art, science, social studies, reading readiness, health, and physical education. Each morning begins with Bible time. It is a meaningful, busy, and enjoyable day.

What to bring from home:

Crib sheet

Blanket and pillow

Sweater or jacket

One complete change of clothing

Two extra pairs of underwear

Lunch

Infant/Toddler

Babies (infants and toddlers alike) are wonderful human beings. We understand that each child requires the kind of special person that we strive to employ: a warm, nurturing caregiver who truly loves children and appreciates each child's individuality.

The first year of life is when children need to acquire what psychologist Erik Erikson called "basic trust"—a feeling of safety and security that the world and oneself are right. Basic trust comes from responsive, predictable care from familiar others whom one loves and to whom one is deeply attached. Without this sense, the world is a far too scary place to cope with and

learn about. At Carver, we believe that consistency of warm, responsive individualized care teaches the child that the world is a somewhat predictable place. Only when children feel a personal sense of power and competence can they step out into the world as active learners and problem solvers, prepared to cope with what will come. Giving children choices, the freedom to move, the chance to try new things, and the power to get us to respond to their physical and emotional needs tells them that they are people who make a difference. At our center, we will give them an opportunity to do things successfully, for example, getting unstuck from under a table, putting on a coat, or carrying something to the table. These experiences tell them they are capable. Our infants and toddlers will have programs especially tailored to their individual needs. With loving care, our trained, experienced staff will provide activities that are appropriately stimulating for sensory development in infants. Infants need to view the world from many angles and are allowed that experience in our program. This includes crawling, being carried, stroller rides, outdoor play, climbing, and rocking.

For toddlers, we provide a program that will help promote verbalization, creativity, social skills, and above all, independence. We will help our toddlers to learn new ways to meet and master new challenges. Our program areas are number recognition and counting, music and movement, dramatic play, constructive block play, appreciating books and stories, play with manipulatives, art, sand, water, and other "messy" sensory explorations.

Potty Training:

Potty training works best when parents, teachers, and children work at it together.

Positive reinforcement from parents and teachers helps the children learn. Please let your child's teacher know if you and your child are working on potty training. We ask that parents use pull-ups only when children are almost completely potty trained. Due to sanitary reasons, cloth underwear may not be worn until children are completely potty trained.

What to bring from home: (Please label everything)

Infants

Baby food dated

Formula dated

Baby bottles

Pacifiers

Disposable diapers

Wipes

Diaper rash cream, if used

Two complete sets of clothing

Pack n Play sheet and blanket

Toddlers

Child-size Blanket and cot-size pillow

Crib sheet

Disposable diapers/pull-ups

Wipes

Diaper rash cream, if used

Two complete sets of clothing

Sweater or jacket

Lunch

Daily Communication

Carver utilizes a Free App called Brightwheel. This App allows teachers to summarize your child's day and keep you informed of eating habits, sleeping habits, diaper changing, potty training, daily activities, special interests and supplies needed.

Open communication is very important between staff and parents. If at any time you have questions or concerns, please do not hesitate to speak up. Your child's experience is at its best when we can discuss issues openly.

Family Participation

We believe that preschool education is the primary responsibility of parents. It is our desire to work together with you toward the very best understanding and development of your child. We look to you to share with us your knowledge and insights about your child, in order that we can best meet his needs.

Please feel free to request a meeting at any time if you have a concern. We welcome ongoing communication. We do request however, that you keep from holding informal discussion with the teacher at dismissal time if possible, as she still has the responsibility of caring for the other children. Also, please avoid discussing a problem in front of your child.

A Carver newsletter is given out at the start of each month. We hope that you will take the time to read it and keep abreast of "goings on" at our school. In addition, teachers frequently send home information relating to specific classroom activities and plans.

Infant Sleeping Policies

Pack and Plays are provided by the center. Parents must provide a Pack and Play crib sheet that securely fits the crib. Swaddlers will be provided by the center, NO blankets of any kind are permitted in the infant room. This is a State mandate.

➢ Infants shall be physically observed at least every fifteen minutes to assess the infants breathing, color, temperature, and comfort.
➢ Infants are placed in a supine (back) position for sleeping in a well-constructed, free standing crib or other piece of equipment designed for infant sleeping and appropriate for the particular child
➢ The mattress is snug fitting and covered by a tightly-fitted sheet unless the child has written documentation from a medical provider specifying a medical reason for an alternative sleep position or alternate piece of equipment.

➢ When infants can easily turn over from the supine to prone position (back to front), they will be put down to sleep on their back, but then allowed to adopt whatever position they prefer for sleep.
➢ No items including, but not limited to, pillows, soft bumpers, toys and blankets, including weighted blankets, weighted sleepers, and weighted swaddles, shall be placed with an infant in a crib or hung over the side of the crib or other piece of equipment designed for sleeping except for a pacifier without attachments unless the child has written documentation from a medical provider specifying a medical reason for its use.
➢ Bibs and garments with ties or hoods shall be removed from infants that are placed to sleep.
➢ No toys or objects shall be attached to sleeping or rest equipment.
➢ No infant shall be put to sleep on a sofa, bed, couch, soft mattress, waterbed, or other soft surface.
➢ No infant shall be put to sleep or allowed to remain asleep in a child restraint system intended for use in a vehicle, an infant carrier, a swing or any place that is not specifically designed to be an infant bed unless the child has written documentation from a medical provider specifying a medical reason for their use.
➢ No infant shall be swaddled unless the child has written documentation from a medical provider specifying instructions and a timeframe for swaddling the infant.
➢ No child under 3 years of age shall have access to teething necklaces, teething bracelets or other jewelry that could present a choking or strangulation hazard.

Infant Feeding Policies

- Infant meals and bottles, milk, formula, cereal, jar foods, etc. are provided from home
- Parents shall supply labeled and covered bottles on a daily basis, enough to cover the entire day
- All bottles and feeding supplies will be sent home daily as we are not equipped to sterilize items. All items will be rinsed after use and placed in your child's bag to be returned home. Please be sure to provide clean supplies each day.

Diapering Policies

Parents shall supply disposable diapers/pull-ups and disposable wipes. Cloth diapers are NOT permitted.

Toddler and Preschool Nap Policies

Cots are provided by the center. Parents shall provide a labeled crib sheet, small blanket, and a small pillow, to ensure a restful nap. Please do not send items in plastic grocery bags as they are a safety hazard.

Toddler and Preschool Meals/Snacks Policies

Meals and snack time are important learning activities where children develop nutritious eating habits that support healthy development and pro-social skills and manners.

Carver will provide two snacks daily and will be posted on our monthly snack calendar on the bulletin board in our entryway.

Parents shall provide lunch from home. All lunches must be brought to school with an ice pack as we do not have the ability to refrigerate lunches. We also do not have the ability to warm lunches. Food should be pre-cut by parents into safe, bite-sized pieces according to each child's chewing and swallowing capability. Hot dogs and grapes must be pre-cut into quarters or will not be served. **We are a Peanut Free facility!** Also, please do not send in candy or carbonated beverages.

Toys from Home

We ask that No toys be brought to school from home, unless for Show and tell. We ask that No guns or fighting related or war toys are brought to school.

Outdoor Activities

Outdoor play is an important aspect of every child's day. Children need fresh air, sunshine, and the freedom to play outdoors in all seasons. Children will play outdoors daily except for rain or extreme heat/cold, which will be determined by the director. Parents may not request their child be excluded from outdoor activities "because they may be coming down with something." In a childcare setting, the child who is too sick to go outside is considered too sick to be at the center. Even in the winter months, short periods of outdoor play are vital to maintaining good health.

Children's Clothing

Carver plans a variety of activities, some of which can be messy. Please send your child to the center in play clothes. Hands-on learning is a child's work! Parents should provide one complete extra change of clothes and be responsible to replace it if your child uses it. If a child messes up their clothing and we do not have an extra set, you will be called to bring a set of clothing for your child to the center.

Parents are responsible for providing appropriate outdoor clothing and gear for their children. During winter months, please provide a winter coat, hats and mittens and snow boots when necessary. During summer months, please provide sunscreen to protect your child and a one-piece bathing suit, towel, and water shoes when requested by the teacher.

Medical:

In case of a medical emergency, a qualified program staff member will attend to first aid as needed. Another program staff member will notify the family of the child. Attempts will be made to consult with the child's physician/dentist. If neither is available, the program's medical consultants will be contacted. For extreme emergencies, 911 will be called. An ambulance will take the child and a program staff member to the nearest hospital. The child's emergency permission form will be brought with them. A program staff member will notify the family or alternate pick-up person to meet the child at the emergency room. Additional program staff will be called in if necessary to maintain required ratios.

Shelter In Place:

In the event of severe weather, such as tornadoes, hurricanes, winter storm, or any other unsafe situation where evacuation is not possible, staff, program staff, and children will remain indoors in a safe location Foyer and main hallway away from closed windows and doors. Program staff will have appropriate supplies available for the comfort and engagement of the children. First aid program staff will be on hand to administer first aid, as needed, until emergency personnel can arrive. Parents will be notified after the immediate danger has passed.

Lock-Down:

Should an emergency or threat that involves potential violence in or around the facility requires the need to stay put, the director/person in charge will notify the staff by the intercom system that they should begin a lock-down procedure. 911 will be called. Each program staff is responsible for the children in their care at that moment. The program staff will gather the children to the safest area of the room, away from any windows or doors. Doors and windows will be locked, lights turned off, and curtains/blinds closed to all interior windows. Program staff will calm the children and help them stay quiet. Attendance will be taken periodically. The director/person in charge will remain in constant communication with the emergency personnel.Parents are not

permitted access to the facility until it is determined that it is safe to do so. During the emergency, the director/person in charge will do all they can to notify parents by Brightwheel, however, certain emergency situations may preclude this possibility. Wait for all clear from the emergency personnel. The director/person in charge will communicate all clear to staff, program staff, and children. Parents will be notified by Brightwheel after all clear has been given by the emergency personnel.

Continuation of Operations:

If an emergency causes the facility to be unsafe for childcare, program staff will notify parents and refer them to 211 for other childcare options. The Operator will submit an initial application for Change in Location and will notify the Office of Early Childhood when an alternate location has been identified so that an inspection can be completed as soon as possible so it can be approved for childcare.

Accommodations for Infants, Toddlers and Children with Disabilities or Chronic Medical Conditions:

In consultation with the child's parent, program staff will develop a plan to ensure the special needs of the child are met during an emergency, including the provision of necessities such as medications, diapers, wipes, formula, and other comfort items. Cribs can be used to evacuate infants, toddlers, and children with special health care needs or disabilities

Multi-Hazard Emergency Drill:

A multi-hazard emergency will be practiced at least annually which includes the demonstration of all staff, program staff, and children sheltering, locking down and evacuating the facility.

Monitoring of Diabetes Policy:

Prior to attending the Center, the parent(s) of a child with diabetes mellitus will meet with the Director and Nurse Consultant to review the Center's Monitoring of Diabetes Policy and discuss how the individual needs of the child will be met while at the Center.

An individualized plan of care for the child will be developed with the child's parent(s) and health care provider and updated as necessary. The plan will include appropriate care of the child to prevent and respond to a medical or other emergency and will be signed by the parent(s) and staff responsible for the care of the child.

While the child is in attendance at the Center, a staff person who has been trained in an approved First Aid course and in the specific needs of the child with diabetes will be on site.

At the time of enrollment, the child's parent(s) will provide the necessary equipment and supplies to meet the child's individualized needs. The glucose testing supplies and (necessary equipment and supplies) will be labeled with the child's name and will remain inaccessible to other children when not in use.

A signed agreement from the child's parent(s) will be provided agreeing to check and maintain the child's equipment in accordance with the manufacturer's instructions, restocks supplies, and remove material to be discarded from the facilities on a daily basis. All materials to be discarded will be kept locked in a lock box in the director's office until it is given to the child's parent(s) for disposal.

The Center will keep the following records as part of the child's medical record and will be updated annually or when there is any change in the information.

A current written order signed and dated by the child's physician, physician assistant or advanced practice registered nurse indicating:

The child's name
The parent(s) name
The parent(s) address
The parent(s) telephone numbers at home and work
Two adult, emergency contact people including names, addresses, and telephone numbers
The names of staff designated to administer finger stick blood glucose tests and provide care to the child during testing
Additional comments relative to the care of the child, as needed
The signature of the parent(s)
The date the authorization is signed
The name, address, and telephone number of the child's physician, physician assistant, or advanced practice registered nurse

The Center will notify the child's parent(s) daily in writing using Brightwheel of the results of all blood glucose tests and any action taken based on the test results. Incidents and emergencies will be reported to the child's parent(s) and the child's physician.

Blood glucose testing will be conducted in the director's office respecting the child's privacy and safety needs.

Parent/Guardian Conduct Policy: Substance-Related Odors

For the safety, health, and well-being of all children and staff, **parents and guardians are strictly prohibited from entering the daycare facility while under the influence of, or smelling of, marijuana or any other controlled substance**.

The presence of strong odors associated with substances such as marijuana is inappropriate and unacceptable in an early childhood environment. Such odors may cause discomfort or concern for children, staff, and other families.

This is a **zero-tolerance policy**. If a parent or guardian arrives at the facility smelling of marijuana:

1. **A verbal and/or written warning will be issued.**
2. **If the issue occurs a second time, the child's care may be immediately terminated at the discretion of the daycare administration.**

This policy is enforced without exception. We appreciate your cooperation in helping us maintain a safe and professional environment.