

WINDSOR EARLY CHILDHOOD  
EDUCATION CENTER



# *Parent Handbook*

A guide to Windsor Early Childhood Education Center's  
practices, policies and procedures

**\*Inspiring Learning**

**\*Helping Working Families**

**\*Keeping Kids Safe**

At Windsor Early Childhood Education Center (WECEC) our mission is to be an extension of the family by providing a caring, attentive, and safe learning and growing environment. Our program is based on the belief that children are active learners who love routine and play. Many approaches to learning are introduced and practiced during play and we use these occasions to stimulate the social-emotional growth of our children. In partnership with parents, we are dedicated to providing a rich academic foundation that recognizes the individual learning style and unique characteristics of each child.

We provide equal access to quality preschool education. We work to promote literacy, a love of learning, and school readiness as well as to inspire an awareness of civic mindedness. We encourage students to achieve their own potential, see the good in others, and be of service to their neighbors.

Revised: 2015

# *Frequently Asked Questions*

**What do I need to do to enroll my child?**

See page 6

**What if I cannot pay for a few weeks?**

See page 7

**If my child is ill, can they still attend WECEC?**

See pages 14 and 15

**Can I send medications (Tylenol, vitamins, prescriptions, etc.) to WECEC for my child?**

See page 14

**What is WECEC's snow day and holiday closings policy?**

See page 13

**What are considered healthy food choices for snacks and lunches?**

See page 12

**Can I send invitations and snacks in to celebrate my child's birthday?**

See page 12

**What information should I share with my child's teacher every day?**

See page 9

**How can I volunteer?**

See page 8

**How can I join the WECEC Board of Advisors?**

See page 9

**If I have concerns about the program, whom should I talk to?**

See page 19

**If my child arrives late, what will they miss? How will it affect the classroom?**

See page 8

**How and when can I get updates on my child's progress and readiness skills?**

See page 9

# *Parent Handbook - Table of Contents*

Philosophy, Program Description, and Goals:	Pages 4 and 5
Enrollment:	Page 6
Trial Period & Termination of Service:	Page 6
Children with Special Needs:	Page 6
Rates, Tuition and Payment:	Page 7
Arrival, Departure, and Parent Involvement:	Pages 8 and 9
Observation and Assessment:	Pages 9 and 10
Accidents, Incidents, and Abuse:	Pages 10 and 11
Drugs, Alcohol, and Smoking:	Page 10
Napping:	Page 11
Clothing and Food:	Pages 11 and 12
Items from Home:	Page 12
Pick-ups and Custody Considerations:	Page 13
Absences:	Page 13
Closings and Vacations:	Page 13
Health Policy:	Pages 14 and 15
Infant Classroom Notes:	Page 16
Toddler Classroom Notes:	Page 17
Preschool Classroom Notes:	Page 18
Staff Responsibilities and Complaint Procedures:	Page 19

## *Program Description:*

Windsor Early Childhood Education Center is located at 20 Bridge Street, Windsor, Vermont, within sight of the Cornish-Windsor Covered Bridge. We accept children from six weeks old to five years old and we are licensed for 4 infants, 5 toddlers, and 10 full-time and 7 part-time preschoolers. We provide services for families in Windsor and the surrounding communities both in VT and NH.

Our hours of operation are 7:00am to 5:30pm, Monday through Friday, and we are open year-round (closed for one week in late December).

We are a full-day (9 hours) childcare center with a preschool program available from 8:00am-12:00pm each day. Additional hours can be added as ratios allow.

## *Philosophy:*

At Windsor Early Childhood Education Center we believe early childhood education is a family affair and we believe that children love to learn, explore, investigate, discover and experience new learning as they interact with a rich academic environment. We believe in creating an ongoing learning atmosphere where children can grow physically, emotionally, socially and intellectually to the fullest of their ability. We believe that children aged 6 weeks to 5 years old should have the opportunity to be in an engaging, educationally prepared environment that caters to their size and style of learning. Throughout the day we plan learning experiences in small and large groups, with child and teacher directed activities, developing large and fine motor skills while allowing for personal quiet and whole group buzz.

We nurture respect and caring for self, others and the environment and encourage positive and open relationships with families and the community.

WECEC is a state licensed, nonprofit program governed by a Board of Advisors, which is composed of WECEC staff members as well as experienced local educators, business people, and parents, who are entrusted to form policies necessary for the day-to-day operation of the school.

# Goals:

- ❖ To actively encourage and extend children's developing language.
- ❖ To encourage children's play and view care giving routines as opportunities for learning.
- ❖ To respect children's individual characteristics as well as families' preferences for their children.
- ❖ To understand principles of child development and learning and know how to apply them to specific situations.
- ❖ To ensure groups are small enough to provide the individual attention very young children need.
- ❖ To ensure groups of children and adults are consistent over the course of the day and over time in an effort to foster good relationships.
- ❖ To make sure there are plenty of toys and learning materials that offer safe, interesting and challenging achievable activities to children
- ❖ To encourage parents, teachers, and caregivers to regularly share information about children and work together effectively on behalf of children.
- ❖ To pay careful attention to children's health and safety, for example, by paying vigilant attention to hand washing and sanitation in conjunction with diapering and eating.
- ❖ To assist children to develop responsibility, to learn and develop skills to control themselves, and to take responsibility for their own behavior.

## *Enrollment:*

Our Center's enrollment is available on a first come, first serve basis with current families taking precedence. For new families, we ask that you first visit our Center before making the decision to enroll. Timeslots are established doing our best to accommodate needs of the families, yet maintaining appropriate state ratios. The enrollment packet must be completed and the enrollment fee of the 2-week deposit must be paid to reserve a space. (The first week's tuition is due on the first day your child is scheduled to attend.) A spot can only be held for up to 1 week while parents make a final decision on their childcare needs, and then full payment is expected. This also includes families that are expecting.

## *Children with Special Needs and Individualized Education Plans (IEP's)*

We are happy to enroll children with special needs when the right supports are in place. In order to understand and serve your child's social, emotional, physical, and cognitive needs in the most informed way possible, we require a copy of your child's IEP and a meeting with at least 2 of the IEP team members ahead of enrollment (in addition to parent participation) should your child have an IEP in place so that we can collaborate on how best to meet your child's individual needs. We believe in the success of all children and are willing to accommodate children with special needs to the best of our ability. If your child has special needs, please make an appointment with the director and your child's future classroom teacher to discuss accommodations before enrolling your child. We are willing to help your family connect with one-on-one services for your child should this be recommended, however we cannot be the provider of one-on-one services based on our budgeted staff-child ratios that allow our program to be as affordable as possible for all children.

## *Trial Period & Termination of Service:*

The first two weeks of care are considered probationary for everyone; care may be terminated any time during that period. After the trial period, either party may terminate this agreement by giving a written two-week notice. If the parent does not give a two-week notice, fees for two weeks will still be billed. We retain the right to terminate this contract without notice in the event of destructive, uncontrollable or violent behavior or in the case of delinquent fees. WECEC reserves the right to re-evaluate any child or family's continued participation in the program to determine if the center can adequately meet the needs of the child/family. In the event your child or family needs a setting/services different than we can provide we will help with referrals.

## *Rates:*

**It has always been our goal to maintain the most affordable rates for our parents.**

Infant (6 weeks-2 years):	\$205/week up to 45 hours
Toddler (2-3 years):	\$205/week up to 45 hours
Preschool (3-5 years):	\$190/week up to 45 hours
Preschool Program, 8:00-12:00 (3-5 years)	\$24/day or \$120/week
Additional Hours may be reserved:	\$6/hour
Drop-in Care (must pre-register):	\$10/hour (based on availability)
Sibling discount:	\$15.00/week

**\*NEW: Limited 46-50 hour childcare spaces may be reserved by fulltime families at an additional \$30 per week. Please note that we cannot exceed 50 hours of care for your child in a week.**

## *Tuition & Payment:*

**Just as parents expect their employer to pay them regularly, and on schedule, WECEC staff deserves to be paid on time as well.** Please note: As we are a non-profit center that offers the most affordable licensed childcare in our area, we do not have the resources to cover payments for families who do not pay tuition on time.

Your enrollment contract will state contracted times and when weekly fees are due. We do not distribute invoices unless requested. **It our policy to require your first week's payment to be made no later than the second day your child is scheduled to attend, and when paid, your child's spot is reserved regardless of attendance.** (For example, if your child is scheduled to attend on Monday, payment must be made no later than pickup on Tuesday.) A late fee of \$10 will post to your child's account after the second day of nonpayment and will not be reversed without written permission from the Board.

**If payment is not received by Friday, your child WILL NOT be allowed to attend until ALL past due payments are made along with the next week's payment.** If payment is not made, your child's spot will be forfeited and will be filled by our waiting list. Your child may be reenrolled based on space available and only with full payment of all past due fees and payment of the next week's fee. Any outstanding balances in excess of 15 days will be sent to Credit Association Financial Services LTD for collection and you will be responsible for any collection fees.

Monthly payments can be arranged, but payment is expected on the first day of each month. If payment is not received by the first Friday of the month your child WILL NOT be allowed to attend until all past due payments are made.

**Checks should be made out to WECEC (Windsor Early Childhood Education Center) with the week's date written in the memo line.** There is a \$25 fee if your check is returned. If this happens, then you will be required to pay in cash or money order for the remainder of your time at WECEC. Cash can be

accepted if you have time to wait for a receipt. A receipt must be given at the time the cash is received. Parents are encouraged to keep receipts for proof of payment.

## *Arrival & Departure:*

The time that your child is contracted to arrive is the time your child needs to arrive. Departure times follow the same rule. A quality childcare program (and staff rotation) is built around consistent schedules and reasonable routines, which is a cornerstone of healthy development. We are aware that you will come 10 minutes before drop-off and pick-up to say goodbye and to prepare for home. We have also found that it can be difficult for the children who are coming in late when the classroom has already begun its day; it is hard for that child to join in, they may miss out on things (such as snack or choice time) and not be happy to miss those things.

We also require that the children who come for a half-day be picked up and prepared to leave by noon, unless prior arrangements have been made, so lunch and rest time for all children will remain uninterrupted.

**IMPORTANT! Each family will be given a unique access code to enter the building via the ramp entrance. If you are entering the building with a group of families, please enter your unique access code before entering.** These codes will be used to track attendance. We ask that this code be kept private and only shared between the primary pickup adults for each family. A doorbell can be found on the large wooden doors for all other visitors.

**You must accompany your child into the building, drop them off in their classroom, sign your child in each morning and sign them out at departure time.** Parents/adults are asked to sign the attendance sheet daily. The clock above the sign-in counter is the official time. Pre-arranged overtime can be negotiated if needed (with the Director) and must be done at least one day in advance.

**Unfortunately, we may not be able to accommodate your child outside of his or her contracted time – please do not assume early drop-off or late pick-up are acceptable.**

**In an effort to encourage timely pick-ups--a fee of \$5 per 5 minutes will be charged for a late pick up.** There is no window for this - please plan to be here at least 5 minutes early as to avoid a late pick-up fee. Late pickups have the potential to affect our ratios and staffing, putting us in jeopardy of being out of compliance with state regulations.

## *Routine / Schedules:*

Consistency is a cornerstone in healthy development. It is our goal to provide children with consistent expectations, routines, and caretakers. Our daily routine is planned to provide opportunities for doing, watching, thinking and conversing. Children will be offered experiences in group settings, in individual discovery, as well as quiet in times with one-on-one interactions involving both adults and children. Environments and activities encourage creative, motor, language, and social and emotional development and are aimed at strengthening self-regulation skills and self-confidence. Please refer to individual classroom schedules at the end of this document for more details.



## *Parent Involvement:*

Parents are encouraged to be involved in their child's daycare experience. Parents are the child's first teacher and any information that can be shared or routines that can be kept consistent with children's home life are always welcomed. Open communication is extremely important in the early childhood setting; it is our belief that teachers should use parents as a resource and parents should use teachers as a resource in order to gain a clearer perspective on the daily lives of the children.

Please talk with your child's teacher about spending some time in your child's classroom and please

**share the following information with your child's teacher or assistant teacher on a daily basis:**

***How is your child feeling today? Did they sleep well and eat a good breakfast? Has their behavior been off at home? What else might affect your child's day at school?*** The more opportunities we have to open the lines of communication, the better!

**WECEC programming depends on financial support through fundraising. There are various fundraising opportunities available throughout the year. All families are required to raise \$200 (in dollars or duck sales) annually OR donate 8 hours of volunteer time.** Please note that volunteer hours must be completely fulfilled by September 1<sup>st</sup> for parents of 5-year olds, to offset the \$200 requirement. Families who wish to pay in lieu of volunteer hours will be asked to do so by this time as well.

**We also welcome parents to join our Advisory Board.** The Board meets formally four times per year and discusses Center policy/practice issues, fundraising, budget issues, and other current items of interest. The group is responsible for long-term guidance of the Center and staff, and meets intermittently to support fundraising efforts and other goal-oriented projects and decisions.

## *Observation and Assessment*

Observations and assessments are ongoing and both formal and informal. They include descriptions and snapshots of individual interactions, connections, and personal achievements that we see within the class and together as a team as we share time in your child's daily activities. Assessment tools include observation notes; personal portfolios; digital portfolios; state readiness check lists; and the Inventory of Early Development II assessment, which is a component of the Brigance assessment system for infants, toddlers and preschoolers. Every staff member has a journal to record daily observations and notes of interest. We maintain a developmental continuum for each child that allows us to follow progress using science-based materials that help us determine the developmental or performance level of our infants and children and help us identify your child's level of development in order to plan a developmentally appropriate program.

Opportunities for Parent/Teacher conferences are planned two times a year or when a there is a parent request. We ask that parents take the time to observe their child in the classroom at least twice a year so that parent-teacher conferences can include two-way conversation about the child's experience and growth in the classroom.

As part of VT Law Act 166 any four or five STARS rated preschool programs will be required to establish a state recommended process for documenting the progress of children. In the future, it will be required to collect and report child progress data to the Secretary of Education on an annual basis.

## *Child Guidance:*

WECEC views guidance and behavior management as a process of learning how to experience, regulate, and express emotions and behaviors in safe, socially and culturally appropriate ways. It is our belief that these goals can be accomplished by providing an interesting learning environment for our students with plenty of opportunities for the child to choose what they would like to do in a challenging environment that allows for exploration, ongoing learning, and includes a balance of quiet and physical activity. When necessary we will use age-appropriate positive guidance techniques to facilitate self-control.

WECEC uses **indirect guidance** techniques:

- We give advance warnings: "You have five more minutes to play before it's time to clean up."
- We give choices: "You may paint with the other children or read a book in a quiet corner."
- We have regular routines: "We always wash our hands before lunch. After lunch is story time."
- We avoid nagging: We tell the child what we expect just once, follow it by asking the child if he/she remembers what was asked, and then offer to help the child do what was asked.
- We are consistent: We model getting along behaviors in a similar way each day so the children know what to expect and learn to trust and feel safe in their environment.

We also use **direct guidance** techniques:

- We use affirmation: "We use walking feet indoors", rather than "Don't run!" or "Use your words to tell us you're angry" rather than "Don't hit!"
- We get the child's attention by crouching down to his/her level, making eye contact, speaking quietly, and asking the child to repeat the directions.
- We try very hard to be fair. We examine our expectations to make sure they are age appropriate and try to plan ahead in an effort to prevent problems that may arise.
- We avoid arguments by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the problem: "You can choose a quiet place to calm down or I can choose one for you."

If a child is unable to demonstrate self-regulating behavior, a brief stay in a "thinking chair" (limited to one minute for each year of the child's age) allows the child to regain control. Time in the thinking chair occurs only when a nonverbal and a brief verbal warning fail, and is used as an opportunity for the child to regroup and is not a punishment. The child will be able to see and hear all that is going on in the classroom. If the behavior continues, the child will move to another classroom to silently observe and regroup until their own teacher is able to speak with the child and ask them to reenter the classroom. **Please understand that your child is important to us but that we are unable to stay with one child due to teacher/child ratios, and will call for your support should the need arise.**

## *Drugs, Alcohol & Smoking:*

State regulations, and common sense, prohibit caregivers from arriving at the center under the influence of drugs (including marijuana) and/or alcohol and we expect the same from parents. Do not come to the center after using alcohol or drugs, as this will be considered neglect and will be reported as such. There will be no smoking in the school, on the school premises, within 50 feet of the grounds, in vehicles, on school field trips, or at WECEC sponsored family gatherings. Staff, parents, and visitors must extinguish smoking materials in their vehicles before entering school property.

## *Abuse:*

As mandated reporters, staff members are obligated to report any suspected abuse or neglect of children. The Department of Children and Families will be notified of suspected abuse and/or neglect.

## *Accidents & Incidents:*

Children are developing motor skills as well as social skills and we are well aware that squabbles and accidents may happen. If an accident or incident results in injury to the child an "Incident Report" will be filled out by the caregiver and signed by the director. The parent is asked to read the report over, sign it, and it will be kept in the child's file at the facility. If your child is injured and needs emergency care, all efforts will be made to contact you. There is a complete first-aid kit at the facility and the staff has Infant and Child First-Aid and CPR training. It is crucial that we have up-to-date emergency phone numbers and contacts. If you are not going to be available at one of these numbers please be sure to leave the number of where you can be reached for the day.

## *Napping:*

Rest time begins just after the children have finished lunch (between 11:30am and 12:30pm depending on the classroom). Each child who is in attendance at this time should bring a small blanket (labeled with your child's name), a small fitted sheet for the mat, and a stuffed animal if they would like. Napping bedclothes will be sent home at the end of each week to be laundered and brought back in for the next week. We do not force children to sleep, though the State of Vermont mandates that children must "rest" for 30 minutes in the early childcare setting. Children who do not sleep will be offered an alternate mat activity. If your child does not nap/rest *quietly* for the regulated time you may need to consider alternative childcare options.

Infants napping in cribs need just a fitted crib sheet and a sleep sack if desired (no blankets for children under one-year).

## *Clothing:*

We do our best to go outside 2-3 times a day, even in the winter months. Please remember this when dressing your child. Each child must bring a clean change of labeled clothing, including underwear (lots of underwear if toilet training), socks and additional play clothes with them to school. A cubby for extra clothes is provided for each child and should be updated each season. Snow gear, jackets and all other clothing must be labeled. In the winter months please help your child gain dressing independence as we prepare 14 or more children who are learning to put on snow pants, boots and waterproof mittens/gloves. It also is a good idea to have an extra pair of gloves available in your child's cubby. **Boots are not acceptable inside footwear**, so please pack, or leave, a pair of sneakers to have at the Center.

**It is expected that parents will apply Sunscreen (stick form only, please) on your child before coming to the Center in the appropriate months. We will refresh after rest time.**

## *Breakfast / Lunch / Snack:*

Food will be offered to your child every 2-3 hours. **Please send your child with 7-8 choices of food each day if they are enrolled fulltime.** Preschool Program children should bring at least one snack--water is always provided. We do not participate in the Federal Food Program, so we do not serve breakfast and children should arrive already fed or with a light snack in the morning. Please note that parents are responsible for providing a healthy lunch with appropriate portions of nutritious foods and drinks.

*Example: morning snack= fruit or cereal bar and a drink; lunch= sandwich/soup, two healthy choices and a drink; afternoon snack= fruit snacks or crackers and a drink.*

**Only nutritious choices are put out for the children at lunchtime. Food and drink choices that are high in sugar and sodium content will be returned to eat at home as we seek to encourage children's understanding of what will help their body and brain to grow.** If you are struggling to think of food choices or are feeling like you are sending the same thing each day check with a staff member about different ideas (we have a "healthy food choices" list in the parent area in the entryway). We do not have a microwave for heating up foods, but do encourage parents to send warm food in a thermos. Please *do not* send cans for teachers to open and please *do not* send gum, soda, candy or other "sugar-filled food" in your child's lunch. For parents who provide morning and afternoon snacks; please include ones that your child readily eats in their lunch box daily. All lunches/snacks should be in a labeled lunch bag or lunch box. We provide a refrigerator and marker for labeling if dairy products, meats, etc. are included.

Please be sure to inform us of any food allergies and/or special dietary needs or restrictions. We are a peanut-aware Center, but do not restrict families from sending peanut butter, etc. Children who are sensitive to nuts or other foods will be set up to sit with friends who have foods that will not trigger an allergic reaction.

## *Birthdays, Traditions, and Celebrations!*

We have enjoyed many birthdays here at WECEC and are happy to include **a snack of fruit** from families who enjoy sending a treat in for their child's class to celebrate with. We are not able to accept other types of food for all children based on allergies within our Center. We wouldn't want to leave anyone out of the celebration!

For those who would like to distribute party invitations, we are happy to provide a list of first names of classmates and then have the classroom teacher put them in cubbies. Please let us know if you'd like to share about a tradition or custom your family celebrates. We encourage families to let us know if there are special events throughout the year.

## *Other Items From Home:*

Since it is often difficult for a child to share a special toy, we discourage bringing toys from home. Our rule regarding bringing toys from home is that the child must be able to share it or it will have to stay in their cubby. The Center will not be responsible for lost or broken toys or personal items. Security items are welcomed - please see the "Napping" section. **Sharing Days** are occasionally planned for children to bring in special items to share with their friends.

## *Pick-ups & Custody Considerations:*

If an adult other than the parent is picking a child up, then written permission must be presented by the parent and a valid photo ID must be presented by the person picking up. **As mandated by the state of Vermont, we are unable to deny any legal custodian the right to pick-up a child, unless we are supplied with the official court document stating otherwise.** If there are custody issues or changes in the status of people who are able to pick up your child **you must let us know immediately and provide proper documentation.** It is best to let us know each day who is coming if there are a number of people who often pick up your child and we will always defer back to your written contract when there is a question about your child leaving the Center.

## *Absences:*

**If your child will be absent from school, then we require a phone call before 8:00am** and we will also call to confirm their arrival time or absence. We also reserve the right to revoke your child's space if we don't hear from you three times or for three consecutive days. Please note that we do not offer make-up days, or substitution days, for any planned or unplanned absences.

## *Vacation Time:*

We will be closed for the full week that includes Christmas Day (Monday to Friday) and will open the following Monday as usual. Currently, there is no charge for this week. When a national holiday falls on a Thursday it is our policy to survey parents for childcare wants/needs for the following day. Holiday closings are listed below. Please note that families are expected to pay tuition for their child's reserved space when taking family vacations (*in advance of the vacation*, to avoid a late fee).

## *Holiday Closings:*

We will be closed for the following holidays: New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, and Thanksgiving Day. If the holiday falls on the weekend either Friday or Monday will be substituted. **Please note that you pay for these 6 holidays in your tuition, as it is our staff's only paid vacation time in the year.** These closings are posted at least a week in advance when possible, near the sign-in table just inside the Center's front door, as well as in the monthly newsletter given to all parents.

## *Weather, Emergency & Additional Closings:*

**In the event of bad weather we do not follow the local school district closings** – we are open on their snow days unless advised by State and Local Authorities. If we close due to bad weather it is on a case-by-case basis, and you will receive a call between 5:00am and 7:00am to let you know. If there are other instances that force us to close, such as no heat, no running water, low # of children in attendance or in the rare event of a training that must be scheduled during operating hours, then we are open. Any additional closings will be posted a week in advance when possible at the sign-in table located just inside the center's front door. These rare closings are included in your child's regular tuition.

## *Health Policy:*

Immunization records must be on file prior to admission and updated annually. A child will not be allowed to attend without a copy of the immunization records and there are no exceptions. Due to state regulations, health records must be updated each year. It is always best to ask your physician for a copy of immunization records for us to keep on file here at the center each time your child receives a childhood immunization. Medical, religious, and philosophical exemptions are accepted with approved VT Department of Health documentation.

## *Medication:*

**It is our preference that parents administer medication to their children. We understand that work schedules may not allow that to happen. Medication can be administered to your child only after you have completed the Medication Permission form.** Prescription medicine must be in a container with a pharmacy instruction label on it and must have a current expiration date. We are not able to administer or store over-the-counter medicines, including vitamins or Tylenol, without a signed doctor's letter describing proper dosage and intervals. All medications must be age-appropriate, have childproof lids, and be *handed* by the parent to a staff member, who will store them in our lock-box. With the exception of Epi-Pens, medications *must* be stored in the lock box, never in the classroom or in your child's backpack. We are required to journal each time medicines are given.

# *Illness & Exclusion from Care (in accordance with State Regulations):*

We know that children inevitably catch various illnesses from a number of sources. When you are trying to decide whether or not to bring your child to school, we ask that you **consider how you feel when you walk in and see a sick child at school**. If your child cannot participate in the normal daily routine/activities, he or she should be kept home; this includes instances where your child is unable to go outside as **we are unable to stay in with one child due to ratios**. We rely on you to help prevent the spread of common illnesses by making the right determination for your child, thus helping to keep all of the children and staff healthier. **We reserve the right to send your child home if we consider him or her contagious or unable to keep up with the regular routine**. Please plan ahead for sick days so that alternative care is available when you need it.

**A child or staff member who has been diagnosed by a medical professional as having any of the following diseases shall be excluded from care until a medical professional indicates that it is safe for them to return.** You must call us each week to let us know what the doctor has said, as we are unable to speak with your child's doctor due to confidentiality. If we do not receive a call we will consider your child absent and follow the procedures as outlined in the absences section.

- Bacterial Meningitis
- Chicken Pox
- Diarrhea due to Shingles
- Strep Throat
- Salmonella
- Scarlet Fever
- Polio
- Impetigo
- Diphtheria
- Hepatitis A
- Measles
- Mumps
- Pertussis (Whooping Cough)
- Rubella (German Measles)
- Coxsackie Virus (hand, foot & mouth disease)
- Head Lice
- Scabies
- Croup

**A child or staff member with the following symptoms shall be excluded from care until the symptoms disappear or until otherwise directed by a medical professional.**

- Diarrhea (two loose stools beyond what the child has in a 24 hour period or loose stools persisting for 48 hours)
- Severe coughing (The child gets blue/red in the face or produces whooping or croup noises or

vomits after cough)

- Pinkeye or yellow skin
- Fever greater than 101 degrees by a thermometer
- Rash with fever or behavior changes
- Thick, green or yellow nasal discharge
- Children who have been ill during the night or prior to arrival need to be kept home.
- Children who arrive at daycare ill or who become ill during the day will be sent home. If a child has been up all night please keep them home as they are likely to be coming down with something and unable to keep up with the daily routine.

**Children who have been ill may return to the Center according to the following guidelines:**

- Cold - 24 hours after fever is gone
- Strep Throat - 24 hours after medication has begun (or four doses)
- Pinkeye - Eyes must be clear of any discharge
- Chicken Pox - Last sore is scabbed and there is no oozing
- Impetigo - 48 hours after medication is begun, totally scabbed over
- Measles - Five days after rash appears and with a note from your physician
- Mumps - Nine days after swelling starts and with a note from your physician
- Head lice - After Kwell treatment and **all eggs are removed**, with a follow-up shampoo in one week
- Scabies - After two Kwell treatments on successive days
- Fever of 101 degrees or higher - 24 hours without fever medications
- **Vomiting and diarrhea - 24 hours from last episode**

If your child is “unwell” and you have given them Tylenol, Advil or Motrin please let us know as they may need close observation and extra care should their ill feelings reoccur. If diarrhea is so severe that it leaks from your child's diaper/underwear we will call for you to come without delay. Please inform us immediately of any contagious illness so we can inform other parents, allowing for other children to treat any illness they may have properly.



## *Notes about Infants:*

An infant in a new place and with a person other than their parent and with other children all around may be a bit overwhelmed at first. The goal of our infant program is to make your child's day as consistent with home as possible. Secure relationships with primary caregivers is our most important goal. It is our belief that the bonds that are formed with adults will allow the infant to explore the environment, form friendships and to progress in all domains of development.

The Center allows for safe interaction among infants, toddlers and preschoolers, which is beneficial to every age group. You will be surprised at the preschooler's reactions to the infants and the relationships that they form and vice versa. The older age groups are great models and encouragement to the younger age groups and the younger age groups teach the older age group to be respectful of all developmental levels. There are opportunities for "infant time" throughout the day as well. There are walks, outside time, time to be with just the infants and time during feedings and diaper changes for one-on-one interaction with adults.

Some practices that we do our best to follow are: diaper changes every two hours, pacifiers only at nap times for older infants, feedings and naps consistent with home schedule, daily communication sheets and both verbal and visual contact. As the infant progresses we do our best to shift his/her routine to be in line with the toddler schedule.

### **Things to bring for an infant: Please LABEL all your infant's personal belongings**

1. Diapers, wipes, creams, ointments, powders and lotions
  2. 2-3 extra changes of clothing - appropriate for the season
  3. Teethers and teething tabs (if applicable), feeding spoon, bib
  4. Toothbrush and toothpaste (if applicable)
  5. Bedding (fitted crib sheet, a sleep sack or swaddling sack if desired and security item)
  6. Slippers or shoes
  7. Appropriate clothing for outside
  8. Food and drink enough for 2 snacks and lunch (and bottles if applicable)
  9. Swim diapers in summer months
  10. **Sunscreen must be applied at home and only sunscreen in solid form will be used at school**
  11. Child's schedule in writing
- Sleep - Where? How long? Patterns? How do you put him/her to sleep?
  - Eating - When? How much? Patterns?
  - Comfort - What comforts your child? Music? Security item? Movement?
  - Typical day with times

*Please ask your child's teacher for a current copy of the classroom schedule.*

**\*\*Soiled pants and underwear for infants and toddlers - Vermont State regulations mandate that diapers be wrapped and thrown away and staff is to "remove child's clothing, and put soiled clothing, without rinsing, in a plastic bag to give to the parent."**

## *Notes about Toddlers:*

It takes large doses of trust, courage and innocence to repeatedly take on the world when you are less than three feet tall...but that's just what a toddler does! With assurances that adults will be there to guide and protect him or her, the toddler plunges into discovery of himself and his environment, with his world broadening as her mobility increases. The toddler may have trouble telling you all she learns, but she clearly communicates with smiling, babbling, crying, biting and hugging. The challenge for the adult caregiver is to read the communication cues and respond appropriately. Toddlers by nature are active learners and therefore need plenty of opportunities for hands on learning experiences. Being in a secure and consistent environment, with feelings of trust and competence in the caregiver, all lead to a loving and learning environment. When a child is given respect, guidance, support and encouragement practicing new skills (such as walking, talking, toilet training etc.) come much more easily.

**Imitation:** Toddlers are always watching! Modeling care, routines, empathy, friendship and love is a key in the toddler room.

**Repetition:** The old saying "practice makes perfect" has a lot of truth to it. Practice toddling leads to walking, practice with sounds leads to speech and practice with games leads to physical coordination and so on. There are ample opportunities for repetition in the toddler environment.

**Interaction:** Young toddlers usually interact very little with each other and engage in what we call "parallel play", or doing the same thing, next to a friend or across the room from their friend. Parallel play is important and developmentally appropriate. As the child grows more secure and advances developmentally, then social interaction will flourish. The caregiver is present to scaffold, or move the child along, in regard to social interaction.

### **Things to bring for a toddler:**

1. Diapers, wipes, creams, ointments, powders and lotions
2. 2-3 extra changes of clothing - appropriate to the season
3. LOTS OF UNDERWEAR & **LOOSE FITTING PANTS** WHEN TOILET TRAINING
4. Toothbrush and toothpaste
5. Bedding (fitted crib sheet, blanket, and security item)
6. Slippers and sneakers (for outside play)
7. Appropriate clothing for outside
8. Food and drink for 4 snacks and lunch
9. Swim diapers in summer months
10. **Sunscreen must be applied at home and only sunscreen in solid form will be used at school**
11. Any other information you feel is applicable

*Please ask your child's teacher for a current copy of the classroom schedule.*

### **Notes about Toilet Training:**

At this age we strongly encourage beginning to toilet train your toddler. We do realize that a child will "train" when he or she is ready, some sooner than others. We will follow your lead - if you are training at home we will work on it here. If you are not training at home we will not take it on alone at school. Please let us know the "system" you are using at home and we will carry it over to school.

**Please note that your child must be toilet trained to enter our preschool class.**

## *Notes about Preschoolers:*

The main things that we hope our preschoolers have when they leave the Center for kindergarten are:

**Social skills**—Examples: how to be a friend, how to cooperate with adults and children, manners, and respect for each other and themselves and self-help skills/independence.

**Pre-academic skills**—Examples: knowledge of some letters/sounds by sight, concept of numbers, counting, 1:1 correspondence, colors, shapes, patterning and rhyming, some concept of time and how to write their own names

Large and fine motor skills will also be monitored, and we also hope that the imagination will be well developed. These skills are achieved through some direct instruction and the environment. “Play” is a big part of the preschool day and is where children develop the many of the above-mentioned skills.

### **Things to bring for a Preschooler:**

1. Extra change of clothing - appropriate to the season
2. Toothbrush and toothpaste
3. Bedding (sheet, blanket and security item)
4. Slippers and sneakers (for outside play)- seasonal
5. Appropriate clothing for outside
6. Food and drink for 4 snacks and lunch
7. Any other information you feel is applicable
8. **Sunscreen must be applied at home and only sunscreen in solid form will be used at school**

**To be in the preschool your child must be fully potty trained and in underwear.**

*Please ask your child’s teacher for a current copy of the classroom schedule.*

**\*\*Soiled pants and underwear - Vermont State Regulations state that staff is to “put soiled clothing, without rinsing, in a plastic bag to give to the parent.”**

## *Staff Responsibilities:*

It is the responsibility of our staff to follow all of WECEC's policies, including being excellent models of our Child Guidance and Behavior Management practices and procedures. If at any time you feel these policies are being substituted, or if you have any questions or concerns, please follow the steps outlined below.

## *Complaint Procedures:*

1. Discuss your complaint calmly and in a civil manner with child's teacher. Please refer to specific times, incidents and or concerns that you have seen and heard.
2. Discuss your complaint with the WECEC Director.
3. If #1 & 2 are done, without result, request a meeting with a member of the Board of Advisors:  
Board President, Rob Terry: [rmterry@yahoo.com](mailto:rmterry@yahoo.com), 802-356-9861  
Board Vice President, Mindi Laine: [mindilaine@gmail.com](mailto:mindilaine@gmail.com), 603-729-6252
4. When all else fails, call the childcare consumer hot line @ 1-800-540-7942.

If these procedures have not been followed, parents will be notified and required to follow these procedures in the proper order. It is our belief that communication is a two-way-street, if no one says anything until it is to the point of #3 or #4 then there has been a lack of communication somewhere and no opportunity to put everyone back on the same page.

**Thank you for trusting us with the care of your child!**

# Parent Handbook Receipt

Please initial after reading:

\_\_\_ Tuition Payment Policy, pg. 7

\_\_\_ Illness Exclusion Policy, pg. 12

\_\_\_ Medicine Administration Policy, pg. 12

\_\_\_ Contracted Arrival and Pick-Up Policy, pg. 7

\_\_\_ Expectation of Personal and Emergency Data Up-dates, pg. 11

\_\_\_ Written Notice 2 weeks prior to Withdrawal, pg. 6

\_\_\_ Complaint Procedures, pg. 17

\_\_\_ **WECEC programming depends on financial support through fundraising. There are various fundraising opportunities available throughout the year. All families are required to raise \$200 (in dollars or duck sales) annually OR donate 8 hours of volunteer time.**

I, \_\_\_\_\_, have read and understand the Windsor Early Childhood Education Center's Parent Handbook, and agree to abide by its policies and procedures. I have asked any clarifying questions that I needed to understand what is expected of my child and myself. I also understand that policies and procedures are subject to change and that WECEC administration will seek to notify me if and when they are moved to action.

---

Parent/Guardian Signature

---

Child's Name

Date