

Red Sneakers Of Lebanon, LLC. Parent Handbook

About Red Sneakers

Philosophy and Goals

We understand the difficult decision parents must face when choosing a childcare center for their child. We are dedicated to making your child's experience with Red Sneakers positive and rewarding.

Red Sneakers of Lebanon, LLC is committed to providing quality child care and a developmentally appropriate early childhood education. It is our goal to provide your child with a happy, healthy, socially well-adjusted positive atmosphere.

We regard children as individuals and recognize that each child's skills and talents vary. We believe that once children become part of a social group made up of other children and adults it is time to build up independence. Independence gives them the ability to make choices and must develop in stages according to their age, ability and level of understanding. Carrying their own papers and backpacks, washing their hands, opening items at lunchtime, etc. are important tasks in building a child's confidence.

We believe that during a child's early years they will learn basic social, emotional, intellectual and physical skills. Red Sneakers provides this through our educational programs, planned activities and free play periods throughout their day.

We believe that children need to express themselves doing their own art work and choosing their own play themes.

We believe that children learn in developmental stages and the information they receive must be clear and appropriate to their level of understanding.

We believe in the importance of play. We believe that most social and cognitive skills are learned through play and that time and opportunity must be given to encourage the development of these skills.

We believe in a sense of community and responsibility to others.

We believe that learning can be fun.

Program

We provide a balance of directed activities, music, dramatic play, outdoor play, storytelling and creative movement under the direction of professional caring people.

We work closely with you, the parent, and the school system to provide easy entry into a larger educational system when the time comes.

The Red Sneakers Staff

Our staff members are educated and experienced early childhood teachers and aides who participate in a continuous program of in-service education programs on both the regional and state level. Our teachers provide experiences that meet children's needs and stimulate learning in these areas of development: physical, social, intellectual and emotional. Our teachers will provide children with a variety of learning areas so they can independently select their own activities. Our teachers will encourage the development of self-control in the children by using positive techniques such as modeling appropriate behavior, encouraging expected behavior, redirecting children to more acceptable activities and setting clear limits. Teachers will provide opportunities for children to learn basic math, social studies and science through play and teacher directed activities. Teachers will provide children with daily opportunities to use large and small motor skills express themselves through art and music and show them how reading and writing are useful in letter sounds and words.

We believe in developmentally appropriate practice and work as a team to provide continuity and balance in our program. We are all trained in conflict resolution and problem solving skills and we use this approach when working with children. We all are trained in First Aid and CPR, signs and symptoms of illness, basic childcare, abuse & neglect reporting, curriculum planning, medications, epi-pen, playground safety, behavior & classroom management, policy & procedures.

Our building and Play Yard

Red Sneakers of Lebanon, LLC is a self-contained building located at 312 Village Hill Road in Lebanon Connecticut. Our outdoor play yard is equipped with sturdy and imaginative equipment and is fenced in for safety. Inside we offer a large workroom with ample table space for creative activities and small motor manipulative, a second room for group play and large motor activities, two bathrooms and a small kitchen. Our heating system is radiant heat set into the floor to provide a warm floor surface for the children and to eliminate dangerous radiators with sharp edges and hot spots.

Please come into and leave our small parking area slowly. As always, turn your engines off when you get out of your car.

General Information

Admission

All children admitted to Red Sneakers must be 32 months old and fully potty trained. The following paperwork must be on file before your child can participate in our program. Enrollment form, Health form, Parent guardian agreement form, Child pickup form and Program policy form.

Program Hours

Childcare program hours are between 7am and 5:30 pm. Our preschool program is included in our all day child care program. Our preschool and childcare children make up one class of 12 and under and are not separated.

Preschool hours are 8:30-11:30 am. (Earlier if arrangements are made with the staff.)

Full childcare is provided for elementary school vacations and snow days. Parents MUST contact us by 9:00 am on any day their child is absent from our program. If your child will not be attending our program you must email, text or call us to let us know. If we have not been notified a \$5.00 search fee will be applied to your weekly tuition. If we are expecting your child off the bus and they do not get off we need to find out why.

Fees and Payment policies

Registration fee and a nonrefundable deposit and insurance fee of \$35.00 are to be paid when you register your child. A non-refundable deposit equal to one week's tuition is due by July 15th for the fall enrollment. If the child does not attend, the deposit is forfeited. This deposit will guarantee the child a space in the center. This security deposit may also be applied to any destruction purposefully and willfully caused by you or your child. Red Sneakers reserves the right to dis-enroll a family at any time. If you are going on vacation please make sure your account is current and paid prior to your vacation.

Parents must give as much notice as possible about any reduction in the child's schedule. In addition, Red Sneakers cannot guarantee that once a child's schedule changes from full time to part time, a full time schedule may not be available. If you withdraw your child from our program early your security deposit is forfeited. Parents must give at least 2 weeks' notice when withdrawing their child from our center. Tuition for the 2 weeks still remains due. If you withdraw for the summer months and need to return in the fall, your child's name will be put on our waiting list, we no longer can hold your spot.

Fees are prepaid weekly, by cash or check and left in the envelope by the logbook. Your check is your receipt. If your employer reimburses you, please leave your voucher, with the appropriate information filled in and it will be signed by the director and returned to you. **Payment is due every Friday by 5:30 for the upcoming week** **3**

All payments after this time will be considered late and must include the appropriate late fee. Because of our small size we operate on a tight budget and must enforce all late fees. Late payment fee: we charge \$10.00 if paid on the following Monday and \$5.00 for every day after. No child will be allowed to attend the program if payments are left unpaid. Late pick up fees: \$2.00 for every minute after 5:30. We set this fee to discourage late pickups. This fee must cover the overtime wage for two employees. This fee must be paid immediately by check or cash to the staff members working. This fee will be waived in a real crisis. Please remember that our employees have families and events that they need to get to also. If all or some of your tuition is subsidized by Care 4Kids based on a sliding fee, misrepresentation of gross household income may result in the dismissal from the program and or retroactive charges for all unpaid tuition. If you are not able to make payment on time the director has the right to dismiss your child from the center.

Enrollment & Attendance

The enrollment procedure defines the child's weekly schedule; pick up and drop off times must be specified on the enrollment form and also on the sign in & out forms.

All enrollment forms must be accompanied by a check for \$35.00 and one week's tuition as a deposit.

Before any child can attend our program they must have complete forms regarding the child's health and immunizations. These forms include Daily schedule including arrival and pickup times for every day, Health form, Pickup form and enrollment form and parent/guardian agreement form. Parents must also include a program policy form to ensure you are familiar with our program procedures.

Holidays and Closings & Vacations

We are closed for the following holidays and week:
Labor Day, Veterans day, Thanksgiving day/after, Week of Christmas
New Years day, MLK day, Memorial day and 4th of July.

We do, however, charge our regular fees for holiday closings.(except the week of Christmas) We will remain open during the summer but close for cleaning and repairs the Thursday and Friday before the Lebanon Public School opens in the fall.

Red Sneakers does not give credit for family vacations. Weekly tuition is due regardless of vacations or if a child is sick. If your child is ill, please call to inform us. 4

Information and Notice

It is your responsibility to read both the Parent Handbook and the emails that are sent to you.

Arrival & Dismissal

Adults must accompany the child/children to the building each morning. A cubby or hook will be assigned to each child for their coats; hats etc. and we encourage you to allow your child to be as independent as possible. Security items such as blankets are allowed.

Authorization to pick up: No child will be allowed to leave the center with anyone who is not on the pickup authorization form. It is the parent's responsibility to inform the center of any changes made to the list of approved individuals who have permission to pick up their child. All new individuals will be asked to present proper photo identification to remove a child from the center.

Care of child/children after hours, Late Pickup

All parents must be at the center no later than 5:30pm to pick up their child/children. Two staff members, over the age of 18 will remain in the building until the child/children are picked up. A fee of \$20.00 for the first 10 minutes past 5:30pm and \$10.00 each additional 10 minutes will be charged.

When a child is not picked up at or before their scheduled departure time, the following procedures will be followed:

- 1.) The Red Sneakers staff will attempt to contact the parents/guardians.
- 2.) If they cannot be reached, our staff will attempt to contact the persons listed on the child's emergency form.
- 3.) In the event that no one can be reached, Red Sneakers will contact the local police department and the Department of Children and Families (DCF). Two staff members must remain with the child until a situation is worked out. The owner must be notified if this happens.

We understand situations arise, please call if you feel you will be a few minutes late and with the understanding that this does not become a habit.

Snacks

We provide a well-balanced snack. We adhere to state guidelines when planning our menus. Snacks contain two or three of the food groups. Parents must provide a lunchbox with lunch and an ice pack, a water bottle and a snack for mid morning. Please put your child's name on it.

Our menu is posted on the parent's bulletin board. If your child needs special foods because of allergies we ask that you provide these. If your child wishes to bring food to share with the class be sure that they are healthy foods such as fruits, veggies, 5

cheeses etc. Please check with us first to see if we have any food allergies. Birthday treats from home are fun and we enjoy it when you bring them. Allow your child to be creative with this. Fruits and dips, homemade muffins, ice cream etc. are appreciated

Family Communications

Parent Bulletin Board

The center has a parent board located next to the front door. The board contains information about upcoming events, copy of our monthly newsletter and information we feel is important.

Daily Communications

We are currently using Classdojo for communications with the parents. We will send you an email for signup. Our monthly newsletter will be included, daily activities and regular activities.

Phone Calls to and from parents

Parents are asked to call between 9-11 and 2-4 to ask about their children. Teachers are to use the center phone to communicate with families about their children. We discourage staff from giving out their cell phone numbers. All communication is done at the center.

Monthly Newsletters

Every month a short description in writing of what the teachers have planned for the classroom for the upcoming month. This includes curriculum ideas, special themes or days, birthdays and any other exciting or important news that needs to be shared. This newsletter is sent to you through your email.

Parent Involvement

If you would like to join us on a particular day we would love to have you. Please be sure that your child is comfortable in our program first. Once that is established we encourage you to visit whenever you can.

Sick Days

If your child appears ill in the morning please do not send them to school. This will only expose other children to their illness. We want to prevent the spread of germs the best we can. Your child should be allowed to rest in the comfort of their home. To ensure the health and safety of the children, children with any of the following symptoms will not be allowed to remain at school.

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Temperature at or above 100, Vomiting, Conjunctivitis (pink eye), Strep throat, head lice, Diarrhea, rashes of unknown origin or the presence of a contagious disease.

We ask that you pick up your child within one hour of being notified. They need to be free of any symptoms for 24 hours before returning to Red Sneakers. A child will be able to return to our center if they have been on medicine for a contagious illness for 24 hours or is fever free. Fever free means no medication to reduce the fever. Medication only masks the symptoms for a short time. This is also submitting other children and staff to their disease.

Illness Policy:

Chicken Pox: Incubation period is 7-21 days prior to the first pimple like symptom to appear. Many children experience “flu-like” symptoms, children are contagious for 24-48 hours after the first lesion appears.

Colds: Children will get colds especially during the winter months. If the cold is accompanied by fever, greenish yellow drainage from the nose then the child should be kept home.

Conjunctivitis (pink eye): Pink eye is an extremely contagious illness. Symptoms include “weeping eyes”, many times with a white to greenish-yellow drainage. The child may also complain that their eyes itch or hurt. It is easily treated with a medication from your doctor. Because it is so contagious the child should not return to the center until the eyes have cleared up or two doses of the medication.

Diarrhea/Vomiting: A child who develops diarrhea or vomiting while at the center will be sent home. Diarrhea will consist of three or more loose/liquid stools in a one hour period. Children should be symptom free for 24 hour and be able to tolerate a regular diet before returning.

Ear Infections: All children diagnosed with having an ear infection must be on an antibiotic for 24 hours before returning to the center.

Fever: Children with a temperature 100 degrees or higher should be kept home. A fever is usually the first sign of an illness or an infection, which could be contagious to other children. Children should be fever-free (no medications Tylenol, children’s Advil or Motrin etc.) for 24 hours before returning to the center.

Head Lice:

Check with your doctor or pharmacist for the appropriate shampoo. Bed sheets, pillow cases, clothing, hats and other head gear such as combs, brushes, etc. must be washed in hot water (130 degrees) with soap or detergent. Anything that can’t be washed should be placed in a tightly sealed plastic bag for 10 days. Hair must be fine combed daily for seven days. At the end of seven days repeat the shampoo again.

Impetigo: These lesions may have signs of honey colored drainage. They are found many times on the face. A child is considered contagious until an oral antibiotic has been given for 24 hours.

Slivers: If your child gets a sliver under their skin, we will wash the area thoroughly with soap and water and apply a Band-Aid then you will be notified. We will observe the area for the remainder of the day for signs of infection.

Strep Throat:

Strep Throat is a contagious illness, which must be treated with an antibiotic. Symptoms include sore throat, usually accompanied by a fever and a headache. The child may also complain of a stomach ache. They must be on antibiotic for 24 hours before returning.

Ticks: Ticks can be found in our area. If a tick is found on your child while in our care, you will be notified. Your doctor will be able to advise you about the best way to remove the tick or you may want to have your doctor remove it for you.

Hand, foot and mouth: Symptoms may include sore throat, fever and cold. These are accompanied by a blister type rash on the palms of the hands, soles of the feet and inside the mouth. They may not have all three areas. This virus is not limited to children very often it is passed on to adults in the family. The child cannot return to the center until the blisters are completely gone.

Rashes: An unidentified rash appearing on a child's body must be seen by a doctor. The child cannot return to the center until we receive a written confirmation from the doctor that the rash is not contagious.

Covid: Need to be fever free for 24 hrs without fever reducing medicine, other symptoms improve for 24 hours. Wear a mask when returning to childcare up to 3 days.

Health Forms:

For children below school age, an annual physical exam signed by a licensed physician must be submitted to the center. Immunizations must also be included on this form. A thirty day allowance after an expired physical will be given.

For children 5 years old and above a physical form is required by the State Of Connecticut on the same schedule as the public school system. Exams are required at the beginning of Kindergarten and second grade; completed immunizations records are also required.

Medical Emergency Plans:

Medical: It is expected that sometimes children might get hurt while playing with friends or on equipment. If there is a minor injury such as a scrape, minor bump or small cut, you will be notified in person by a staff member at time of pick up. At this time you will receive an "accident report" paper detailing what happened and how the accident was taken care of. We make every effort to clean all boo-boos with soap and water. 8

Fun shaped ice packs can be given to reduce swelling or to give comfort along with band aids (if needed).

Staff are trained and certified to administer CPR, First Aid, Asthma treatments, Injectable (Epi-Pen) and oral medication.

If your child has been taken to the Hospital, emergency room or doctor for treatment or minor surgery and you wish to bring them to school on the same day we will need an authorization form from your doctor to reenter the center for the remainder of the day. We will not accept a child on the same day without a note. A physical is not considered treatment.

If your child has had a severe bump (from a fall), a bite that has broken the skin, or a cut that may require medical attention, the owner or the staff will notify you immediately. In the event that your child has had a serious injury or emergency, the following steps will be performed:

- 1.) 911 are called.
- 2.) Your child will be taken to Windham Hospital, along with your child's teacher and emergency information.
- 3.) The parent will be notified to meet at the hospital. If a parent cannot be reached, the next listed people on the emergency contact sheet will be called until someone can be reached.

Red Sneakers is not responsible for any expense for medical care or transportation incurred on the child's behalf.

Any emergency arising during program ours will be reported to the Director. This person will deal with the emergency as s/he sees fit according to center policy. It is the responsibility of each staff member to submit a written incident report any time there is an injury or risk of injury to a child. The director will also contact the Norcom agency and submit a report to them if requested to do so.

Children's non-prescription Medication

Our staff can administer nonprescription topical medications such as sunscreen and non DEET insect sprays.

This medication must have a signed permission form on file that is updated every year or as needed. Medicine must be in the original containers labeled with continents and have the child's full name labeled on it. Parents sign off that their child has had at least one application of their medicine and witnessed no adverse reactions to this medication.

If a child has a medical condition that requires medicine for their well-being or is life threatening please notify the owner so that the child's medical needs 9

will be met with the proper training. The medicine must be in the original container and accompany a doctor's for containing all pertinent information. If the medical form is not completely filled out, we will not be able to administer the medication until the form is properly filled out for safety reasons.

Calling Red Sneakers

If you need to call us please make your call before 9:30 am, or after 4:00 pm. These are our free play times and someone can usually give you the attention you need. Calls at any other time might be difficult. We do not feel comfortable answering the phone while we are working with the children or while the children are eating. Emergency calls are appropriate at any time.

Inclement Weather

If we need to close the school or have a late opening please note we will display it on Channel 3 WFSB. If Red Sneakers loses power we have a 2 hour window to see if we get it back, if not we need to close. This is only in case of extreme emergencies. If you provide an email, if we are able to, we will email you.

Children at Red Sneakers

Starting Their Day

Children feel comfortable in new situations if they know the adults are comfortable and they know what to expect. Try to express a positive attitude about school. If your child senses that you are happy about this new adventure they will adapt quickly. Usually by the time you have reached the car your child is easing into their day. You will soon feel comfortable about your child's first school experience.

Say goodbye with a hug and a quick kiss. We will walk them to the waving window if they would like to wave. Once you have gone we get your child involved in play and project of the day. If your child is having a difficult time at first we will handle it. It stops within a week or two, then pops up again in mid to late October and then everything is fine. Once in a while if your child has been absent due to vacations or illness it may come back for a day or two.

Dis-enrollment of a child due to behaviors:

Each child is considered to be enrolled on an evaluation basis for the first month. Only in extreme cases will it be necessary for us to withdraw your child from the program, but we reserve the right to do so. Biting, Hitting, violent behavior, inappropriate language, etc. will be considered as reasons for dismissal. If a parent refuses to work with the staff in resolving a problem and/or the behavior problem persists resulting in a chronic situation requiring greater need for care than Red Sneakers can provide, then the child's enrollment is subject to termination. Red Sneakers reserves the right to request the withdrawal of a family at any time without prior notice.

Special Needs

We are trained observers of young children. We can address many special needs at Red Sneakers so that your child will not notice any disruption. If more help is called for we will work with you until you feel comfortable.

Toys

Great care has been given to our toy selection. Our toys are age appropriate. They encourage creativity and help to build good learning skills. We discourage gun or violent play. We try to instill creative play, fairness and a need to share when sharing may be needed. Children learn quickly to balance their own needs and the needs of others in this way.

We also do not have a specific show and tell time. Your child may bring in a small item pertaining to the letter of the week or something related to what we are working on in the curriculum. Any item coming into the school should be non-breakable. No glass please. Red Sneakers is not responsible for lost or damaged toys from home. We discourage bringing them in.

Clothing

PLAYCLOTHES PLEASE. Label all clothing. Send your child in clothing that they can manage. We need to have the children be as independent as possible in the bathroom. T-shirts, sweats and relaxed clothing are the most appropriate. We also prefer that the children wear safe shoes with non-slip bottoms and ties that stay tied or Velcro. We double knot for safety. Most parents are now aware that cords and strings on children's clothing are unsafe and no longer permitted on children's clothing.

We play very hard. We use glue, paint, markers etc. And, we want your children to be proud of what they accomplish and who they are, not what they wear. You might want to assign a special drawer for school clothes and let your child pick out his own. It's fun and interesting to watch what they come up with. It's also a great confidence builder.

We ask parents to keep at least (2) complete changes of clothing at the center in case of need. This consists of pants, shirts, socks and underwear.

Nap Time

Nap time is from 1:00-3:00, if your child doesn't fall asleep one day, we will bring them out after a short rest. If you need your child up early on a particular day please let us know so we can get her up slowly. It usually takes a few weeks for children to regulate a new sleep schedule so let us know how it is going and we can work with you. Teachers will adjust this schedule daily as needed.

Blankets

Each child needs a small size blanket. We send them home to be laundered every Friday.

Security Items

If your child has a small bear, blanket or other security item, please allow them to bring it.

Dismissal

When you arrive to get your child be sure to sign the time in the logbook. Many children are able to put on their own coats and should be encouraged to do so. Each child has a clip above the cubbies for paperwork and it is your job to get this at the end of the day. It's too high for the children and we don't allow climbing or sitting on the cubbies. If we are in the play yard you should say hello to your child as you come into the gate. This will give them some warning that it is time to go. If you need to take a few minutes with one of the teachers, let your child know. When you are ready, tell your child and expect them to go with you. Expect them to get their coat and backpack when you go in to sign them out. Please do not ask your child to wait in the play yard or the car if no one is outside. Children may not be in those areas without an adult and they will know this when we discuss school rules and behavior on the first day. Like the log in book, **the gate is an adult only**. Never let your child open the gate. Not even if you are standing there. This is one of the safety rules we discuss with the children so always back us up on this please. Please also be considerate and leave your cell phone in your car. Your child is excited to see you and if you are on a cell phone your attention is not directed to them and how their day was.

Rules, Behavior and Developmentally Appropriate Practice

When a child becomes a part of the Red Sneakers family they move from being one of a few in a home setting to one of many in a school setting. This maybe a child's 12

first experience in a social world where he is responsible for his own behavior. Some children ease into this very quickly and thrive in a learning environment where they are expected to work as part of a group as well as individually. They will develop the skills to assess right choices and wrong choices in behavior, take responsibility for their actions, and grow into caring and productive adults.

A child's age, development and experience have a great deal to do with this. A young three year old child still sees themselves as the center of the world and lives accordingly. An older three or four year old wants to work with others, establish play patterns to build friendships and become part of a group. A five year old advances to a more independent and capable stage such as kindergarten and the school bus. These learning styles are the basis for Developmentally Appropriate Practice (DAP).

Children work at a pace that is comfortable for them. If we, as adults, watch closely we can provide them with the means and opportunity to learn and allow them to work according to their own schedule. They will experience challenge and success. This will encourage learning.

Children need consistency to feel safe and secure. It confuses them when one adult tells them one rule and another adult sees it in a different way. Children learn our "school rules" very quickly and they would love to tell you what they are. If you question what they say ask us, they usually get it right. Our rules reflect safety, for the age of the children and the number of the children. For example:

Slides are to be used safely: down only, on our bottom, one at a time.

Sand stays in the sandbox.

Always wash your hands.

Our hands are for helping not hurting.

No grabbing toys use your words.

We do not sit on counters or tables.

There are more, we try to cover all the areas of the school.

Supervision of Children

The staff ratio is 1 staff for every 12 children over the age of three.

Indoor: A carefully organized and rich classroom environment serves as the foundation for our curriculum. In doing so, it invites children to learn, observe, make choices and try new things. Our goal is to nurture children's social, emotional, language and intellectual development. This helps them become enthusiastic, self-confident, independent thinkers who feel good about themselves and secure in the worlds around them.

Our lesson plans are based on age appropriate activities, materials and developmental stages.

Outdoor: All outdoor time is important for both the child's and the staff's well-being. It is important for us to be sure the children are always appropriately dressed for outdoor play. Outdoor play is developmentally important for the children and it is our responsibility to help the children use this time to the fullest. All staff is expected to be actively involved with the children while they are outdoors. Proper planning is necessary. Cell phones are NOT to be used while outside.

Most accidents happen outdoors and special attention must be given at all times to prevent accidents. Proper ratios must still be met outdoors and children are NOT to be left outside alone.

Rest time: After a full morning of activities, the children are required to rest on their cots for part of the afternoon. They may either lie quietly or sleep. A crib sheet is optional and a weather appropriate blanket is to be brought in. A favorite sleep friend may also be used. At the end of your child's week, the bedding is to be taken home, laundered and returned the following week.

Bathroom: Bathrooms door area is visible from the table room and the playroom area.

Discipline & Behavior Procedures

The center's rules promote appropriate behavior, good health, and self-respect for all members of our Red Sneakers community. The center ensures that children will feel and be as safe as possible. To allow for a smooth operation of our program the center believes the best method of discipline is prevention and practice. We believe it is particularly important that parents and staff work corporately with each other to teach the children respect towards others.

Staff will notify parents as soon as behavioral or developmental problems arise to determine if the home environment may be affecting the child's behavior. Such behavior can be caused by parents/guardians away on business, a family member or pet passing away or change of routine at home.

If a child begins to show any form of aggressive behavior such as biting, hitting, or intentionally hurting others, the staff and director, depending on the severity and repetition of these incidents, may enforce the following options:

- Redirection to another area/activity
- Placed at the table to do a quiet activity without interference from friends.
- Parent meeting with staff and director to achieve an action plan on how to achieve desired behavior.

The center reserves the right to dismiss a child from the center if any of the following occur:

- Consistent disruptive behavior by a child is causing extensive classroom management for the staff. Staff is not permitted to physically reprimand a child. No child will be physically restrained unless that child is causing harm to themselves or to others, using the least restrictive methods, as appropriate.
- Lack of cooperation from the parents to support the staff through their child's developmental changes.
- If, after all options have been exhausted and no resolution has been found, it is in the best interest of all children that a two week written notice of withdrawal will be given by the owner to the family. The director may also dismiss a child from the center with a two week notice.

Discipline Policy:

- Positive Guidance

When disputes arise among students or between a student and staff, the staff will encourage a "talking out" process where the goal is to acknowledge feelings and find solutions using the children's ideas whenever possible.

- Setting clear limits:

Staff will encourage and model positive behavior, positive reinforcement, the use of peer support and clearly defined rules.

- Redirection:

A child who may be aggressive or who is disruptive or destructive of other children's work may be asked to make an activity choice in another area. 14

Staff will continuously supervise children during disciplinary actions.

Staff shall never be abusive, neglectful or use corporal, humiliating or frightening punishment under any circumstances. No child will be physically restrained unless it is necessary to protect the safety or health of the child or others, using least restrictive methods, as appropriate.

Parties and Birthdays

We do have parties at our school for special occasions. If you would like to help in any way just ask. We love the involvement. If your child is celebrating a birthday at Red Sneakers you can send in a snack if you wish. Please see Snacks. No gifts at school, please. If you are having a home party and would like the names and addresses of some of the children they play with we will be glad to give you a list. Please mail, email or call the other parents. We can't distribute invitations for you. We don't even get 15

into discussions about children's birthday parties because others are always hurt that they weren't invited.

Educational Policy

The staff ratio is 1 staff for every 12 children over the age of three.

The program is structured & flexible and meets the individual needs of the diverse population of children and families served by our program, including those with cultural, language and developmental differences. The daily schedule will include indoor and outdoor physical activities, which allow for fine and gross motor development. This will also include the opportunity for problem solving experiences that help to formulate language development and sensory discrimination. Children will be building self-esteem becoming self-reliant by using various activities. Children will be able to express their own ideas and feelings through creative experiences and enjoying various activities that are designed with age appropriate ideas and materials in mind. Activities include circle time which consists of attendance, weather observation, job helpers, calendar, books, songs and information about the lesson plan being learned that week. They will also engage in art, science, math, sensory, writing activities and dramatic play. Our goal is to have the older preschoolers ready to attend Kindergarten.

Our preschool class goes out in the morning, weather permitting after the morning snack. Outside activities include cozy cars, swings, slides, push toys, science activities, chalk drawing, dramatic play in the houses, balls and sometimes a seasonal gardening pot.

Our program offers different centers to focus on such as table toys and rug toys including manipulatives, puzzles, collections & matching games. These can be used alone or with a friend. Children are able to strengthen all areas of their development as they play with toys and games. The art center is a place filled with writing materials that children can enjoy. Glue, tracers, pencils, markers, crayons, plays dough, easels for painting. The library area has a bookshelf with a variety of books. The books are changed out every week depending on our theme of the week. Books are read every day. Our block center is appealing because it offers open ended exploration; imaginations and motor skills are heightened in this area. Children in our dramatic play area are able to break through the restrictions of reality 16

while working and playing in the dramatic play area. Our outdoor play area is essential for children's wellbeing and their health. The time they spend outdoors is just as important to their learning as the time they spend in the school.

Please supply a water bottle for your child to use throughout the day. Parents need to supply a morning snack and lunch for their child. Red Sneakers will supply an afternoon snack, unless they have something still left in their lunchbox. Morning snack is at 10:15. Lunch is at 12:00 and afternoon snack is at 3:00. Preschoolers are learning how to open their own foods at snack and lunch. We have plates and utensils if needed. After snacks and lunch children are asked if they need to use the bathroom facilities.

Our nap time is 1:00-3:00. A favorite blanket and a sleep friend are welcomed. A child must rest on their cot for an hour. If they no longer take naps, after that hour, they are then allowed to come to the table and do quiet activities until the other children are awake.

We go outside in the morning after snack, weather permitting. Outside activities include cozy cars, swings, slide, push toys, sandbox, science activities, dramatic play in the houses, balls and sometimes growing flowers and vegetables.

Administration of Medications:

Red Sneakers will only administer emergency medications which include prescribed inhalers and premeasure commercially prepared injectable medication (i.e. Epi-Pens, Auvi-Q, etc.) non-prescription topical medication and EMERGENCY oral medications (i.e. Benadryl). The parental responsibilities include providing the center the proper medication authorization form, and the medication. The medication administration form must be signed by the authorized prescriber and parent/guardian giving the center authorization to administer the medication. This form is available at the center.

The medication authorization form must include information, such as:

- The 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
- Notation whether the medication is a controlled drug
- Listing of allergies, if any and reactions or negative interactions with foods or drugs
- Specific instructions from prescriber how medication is to be given
- Name, address, telephone number and signature of authorized prescriber ordering the drug
- Name address, telephone 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 medication administration forms 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 the proper authorization. All medications must be in their original child resistant safety container and clearly labeled with child's name, name of prescription, date of prescription and directions for use. Except for non-prescription medications, premeasured commercially prepared injectable medications (i.e. Epi-Pens), glucagon and asthma inhalant medications, all medications will be stored in a locked container and, if directed by a manufacturer, refrigerated. Controlled medications will be stored in accordance with 21a-262-10 of the RCSA. Non-prescription topical medications will be stored away from food and inaccessible to children.

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

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

Parents will be notified by written writing when/if a child has been administered any prescription medication. Staff are trained in the administration of medication by a physician, physician assistant, APRN, or N 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 or expired medication shall be returned to parent/guardian or disposed of if it is not picked up within one week following the termination or the order, in the presence of at 18

least one witness. The center shall keep record of the medications destroyed when shall be signed by both parties.

Red Sneakers Daily Schedule

7 am – Center opens
7:45 Children get bus to LES
8:00 Play centers are open for free play
8:30 Preschoolers arrive
9:00 Circle time, Attendance, Story, Discussion, Music & Movement, Calendar
9:20-9:30 Play room opens for free play
10:15 Pick up and wash for snack
10:30 Snack
11:00 outside play (weather permitting)
11:30 Preschool dismissal
12:00 Cleanup for lunch
12:45 Quiet story time
1:00 Nap time for some children
2:00-3:00 Wake up time afternoon snack
3:30 Outdoor play (weather permitting)
5:30 Closing time

Red Sneakers Child Abuse & Neglect Policy

All of our staff has a responsibility to prevent child abuse and neglect of any children involved in our center.

Child abuse is defined as a child who has had:

- Any non-accidental physical or mental injury (i.e. shaking, beating, burning)
- An form of sexual abuse (i.e. sexual exploitation)
- Emotional abuse (i.e. excessive belittling, berating, or teasing which impairs the child's psychological growth)
- At risk behavior (i.e. placing a child in a situation which might endanger him by abuse or neglect)
- Injures which are inconsistent with the explanation given.

Child neglect is defined as a child who has been:

- Abandoned
- Denied proper care and attention physically, educationally & emotionally. For example a child who has not been provided appropriate food, clothing, shelter, education, mental care or supervision. (CT statutes 46b-120)

As defined in the Connecticut General Status, an abused child or youth could be anyone 18 years of age or younger who has been inflicted with physical injury or injuries other than by accidental means, has injuries which are at a variance with the history given them, or is in a condition which is the result of maltreatment such as but not limited to malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment. Teachers are informed of and are required to know the indicators of different forms of abuse and neglect.

Physical abuse indicators:

- The child has bruises, broken bones, lacerations, puncture marks, swollen areas, missing hair, bites or burn marks.
- The child has frequent signs of major or minor injuries.
- The child has different injuries in various stages of healing
- The parent or child gives odd or impossible explanations for the child's injuries.
- The child is frequently tardy or absent
- The child receives overdue, unsuitable, or no treatment for injuries.

Emotional abuse indicators:

- The child cannot interact well socially, has very low self-esteem, or is listless, apathetic, or depressed and cannot respond to normal adult behavior.
- The child has a parent who treats the child in an unusual or abnormal ways, such as refusing to care for or talk to the child, treating the child as an object, keeping the child from normal social experiences, punishing the child for his/her normal behavior, and/or thinking or feeling in a consistently negative way about the child.

Sexual abuse indicators:

Physical signs:

- Pain or injury in the mouth or the genital areas, irritated, reddened, or itching, genitals, urinary infections, difficulty with urination, and/or unusual orders.

Behavioral signs:

- Fear of a person or of certain places, clinging, anxiety, a sudden interest in the genitals of others, unsuitable sexual activity for the child's age, and a return to infantile behavior.

Neglect Indicators:

- The child is anxious about his or her survival.
- The child lacks energy or is overactive.
- The child is unable to concentrate or to play
- The child often seeks attention
- The child is hungry or dirty
- The child's clothes are inappropriate for the weather.

In the event of suspected abuse and/or neglect staff actions are as follows:

- The teachers treat any immediate injury that is within the scope of their first aid training.
- The teachers provide appropriate clothing for a child who needs it.
- The teachers provide extra snacks or lunches for a child who is hungry.
- The teachers provide emotional support within their role as the child's teacher.
- We as a staff must become familiar with the students' families and view our role as a support system. We, our Social Services consultant, and community resources could be called in to help give families guidance. The director of the childcare center utilizes contacts in the community to set up needed resources for the child and family. These include medical, social service, financial and nutritional resources.

CALL 911:

- If the teachers witness the physical abuse, or suspect a child's life is in danger, then 911 is called immediately.

Call Department of Children and Families:

- Next or at the same time, the teacher or the director will call the Child Protection Care line at the Department of Children and Families (DCF), open 24 hours a day, 1-800-842-2288. The reporter's name is required but may be kept confidential. The call is made within 12 hours of the suspected abuse. The person calling describes the reason for his/her suspicion of abuse and/or neglect and the indicators that have been observed.

Reporting abuse:

- After the call to DCF, a written report (DCF-136) is sent to the Department of Children and Families at P.O. Box 882, Middletown, CT.06457, within 48 hours of the suspected abuse or neglect. The report is also given to the Director of Red Sneakers. All reports to DCF shall be documented and kept in the child's file at Red Sneakers. A copy of all statements from staff and DCF shall also be kept on file.

This report includes the following:

- Name, addresses and phone #'s of child and/or guardians/parents.
- The age and gender of child

- Relevant information such as physical or behavioral indicator, nature and extent of injury, maltreatment or neglect.
- Exact description of what the reporter has observed.
- The approximate date and time of injury, abuse or neglect.
- Any information about previous injuries, maltreatment, or neglect to this child that staff know about.
- A description of the circumstances under which the reporter learned of abuse/neglect.
- The names of the person or persons suspected of being responsible for the abuse/neglect.
- Any information the reporter believes would be helpful
- Descriptions of the actions taken to treat, provide shelter, or otherwise assist the child.
- Medical attention given to the child if necessary.

Prevention of abuse and neglect in school

It is also the responsibility of Red Sneakers to prevent any abuse or neglect that could happen at our school. **In order to prevent abuse and neglect at our school the following is done:**

- Review the approved and prohibited disciplinary techniques on a yearly basis
- Brainstorm to help teachers figure out ways to deal with disruptive behaviors
- Conduct a thorough check of the references of new staff
- Orient new staff using the above policy
- Supervise new teachers on a close and consistent basis
- Do a background check and fingerprinting on all teachers

Prohibited discipline techniques:

Removing a child from an area

- Teachers may not keep a child out of play for more than three minutes in the room or 10 minutes out of the room.

Physical restraint:

- Teachers may not use physical restraint unless the child is in danger of hurting himself or others. The restraint consists of the teacher wrapping his/her arms around the child.

Abusive or neglectful punishment:

- Teachers may not use abusive, neglectful, corporal, humiliating, or frightening punishment under any circumstances,

If a teacher, administrator or parent suspects a staff member of any of the above actions the following steps, reflecting a Zero Tolerance Policy for abuse and neglect, would be taken:

- Report suspicion to the director immediately
- Call CPC (1-800-842-2288) to report the suspicion of abuse or neglect, again the call must be made within 12 hours of suspected abuse.
- Notify the child's parent or legal guardian responsible for the child's care that a report has been made. One of the above administrators calls the parent to explain that a report has been made, what the report says, and what further action and investigation will be taken.
- Suspend the staff member without pay until investigation by the Department of Children and Families (DCF) is completed. The staff member is not allowed in the building when the school is in session. The staff member is only allowed in the facility at other times when requested to be there by the proper authorities. When the investigation clears the staff member of no abuse/neglect found, back wages will be paid to that staff member.
- Submit the written report within 48 hours of the suspected abuse. Follow the same criteria as for reporting of an individual who is not a staff member.
- Additionally, a call must be placed to the Department of Public Health at 1-800-282-6063 or 1-860-509-8045. The Director would conduct an internal review, which includes:
 - 1.) Interviewing the adults who witnessed and/or reported the abuse or neglected.
 - 2.) Reporting any findings to the DCF. +
 - 3.) Recommending either continued employment or termination, based on DCF findings.
- Protect the child during the investigation. The child's teachers receive advice from our Social Services consultant for working with the child in the classroom.

Policy protection of staff as mandated reporters:

Red Sneakers will not discharge, discriminate or retaliate against any employee who, in good faith, files an abuse or neglect report, in accordance with the Connecticut General Statutes, Section 17a-101e. The staff also knows they are immune from any liability civil or criminal when making a good faith report.

Informing Parents/Guardians:

The Red Sneakers Abuse & Neglect Policy is included in the Parent Handbook 23

