

SOUTH WINDSOR CHILD DEVELOPMENT CENTER

1333 Sullivan Avenue
South Windsor, CT 06074

The South Windsor Child Development Center is a nonprofit, inter-racial, non-sectarian organization offering quality Nursery School and Full Day programs to families living in South Windsor and surrounding communities. We are accredited through the National Association for the Education of Young Children (NAEYC). The Connecticut Department of Public Health licenses the Center.

The Board of Directors, which is composed of volunteers (generally, community members and parents), is the policy-making body for the Center. Parents may direct questions and concerns to the members of the Board. A list of the Board members is posted on the parent bulletin board.

The Director is responsible for administering policies, developing and evaluating the curriculum and staff, as well as managing the day-to-day operation of the center. The Director belongs to the National Association for the Education of Young Children. The staff regularly participates in continuing education in child development. Questions concerning the program, fees, or other issues should be addressed to the Director.

The teaching staff consists of qualified, experienced individuals who are responsible for the daily program, curriculum and evaluation. Parents may direct any specific questions concerning their child to the staff. Conferences are scheduled twice a year. Parents may, however, request a conference at any time. We believe in working closely and cooperatively together with our parents.

NON-DISCRIMINATORY POLICY

South Windsor Child Development Center accords all children the same, rights, privileges, programs, and activities. We do not discriminate on the basis of race, color, national, or ethnic origin in the administration of our admission, educational or hiring policies.

MISSION STATEMENT

The Mission of the South Windsor Child Development Center is to provide safe and nurturing care to a culturally diverse learning community, by offering a positive environment that allows for social, emotional, cognitive, and physical growth through developmentally appropriate activities in the classroom, instilling a feeling of competence, autonomy and positive self esteem, and meeting the needs of the individual child to prepare them to be a part of the community.

OUR GOAL

We strive to provide a program that will meet the total developmental needs of each child and family within a loving caring environment. When you enroll your child in our program we recognize that the family unit is the most important part of your child's life. As parents or guardians, you are your child's primary teacher and the family is central in your child's life. We will work collaboratively with you to form a partnership in caring for and educating your child.

PLACEMENT

A child is placed in the age group that corresponds to the age they reach within the calendar year. A child is moved to the next age group after the end of the public school year.

OUR CURRICULUM

We feel children learn best through play. Based on this knowledge, our program gives children the opportunity to actively explore and learn through hands on meaningful activities. We intentionally plan activities that will foster children's social, emotional, physical and language development. Our curriculum includes literacy, art, music, science, creative movement and dramatic play. The daily schedule also includes large motor activities either outside or in our large motor room.

PROGRAMS

NURSERY SCHOOL -- 3 & 4 YEAR OLDS

Nursery School is offered for children 2.9 through 5 years of age. Children in the program for three year-olds attend Tuesday and Thursday. Children in the program for four year-olds attend Monday, Wednesday, and Friday. The sessions are 9:00 a.m.-12:00 p.m. The program generally follows the South Windsor public school calendar of vacations. Nursery School children will need:

1. One complete change of labeled clothing that is kept in individual cubbies;
2. Appropriate outdoor clothing (i.e., coats, hats, mittens, boots, and snow pants); and
3. Appropriate footwear (please no sandals).

FULL DAY PRESCHOOL

A full-day, full year program is available for children two through five years of age. The hours of operation are 7:00 am – 6:00 pm. Families may select a full week or a part week schedule with a minimum enrollment of two days a week. The daily schedule includes two snacks, large motor activities, either outside or in our well-equipped large motor room, and a rest time. Parents provide lunch. A nurse consultant visits weekly for the purpose of reviewing student medical records and addressing health concerns of the staff and families.

Children in the toddler program will need:

1. Disposable diapers, baby wipes, and diapering supplies.
2. Plastic bibs if parents desire.
3. Two full changes of clothes including socks and underwear.
4. Appropriate outerwear for outside play, (i.e., coat, hats, mittens, snow pants, and boots).
5. Parents may bring personal items such as, stuffed animals and special blankets for naptime.

Children in the preschool program will need:

1. One complete change of labeled clothing, which will be kept in individual cubbies.
2. Appropriate outdoor clothing, (i.e., coats, hats, mittens, and snow pants).
3. Blanket and, if desired, stuffed toy/comfort item for napping.
4. Appropriate footwear. Please no sandals.

Please label all items.

FULL DAY KINDERGARTEN

Our kindergarten program is designed to provide children with a daily program that allows them to learn at their own pace. Our program gives the child ample time to learn and practice new skills. The curriculum is aligned with the South Windsor Public Schools goal and objectives and follows the South Windsor public school calendar. The kindergarten session begins at 8:30 and ends at 2:30.

EXTENDED DAY ENRICHMENT PROGRAM

Children attending our full-day kindergarten program and children in first or second grade at Wapping Elementary School may attend our extended day program which operates before and after school and during school holidays. Parents may use this program for before only, after only, or before and after school. The goal of the program is to add enrichment to the children's day through a variety of enriching activities. Children are given the opportunity to play outside each day, weather permitting. Homework help is offered if needed. Parents provide lunch when children attend full day. The center provides snacks. Children will need appropriate outdoor clothing and footwear.

SUMMER PROGRAM

During the summer, Camp Razz is offered for children entering kindergarten through second grade. A variety of activities are planned to promote active participation in recreation, socialization and exploration of materials. Age appropriate field trips are planned to museums and local parks. Families may schedule a full week or a partial week. Attendance for a minimum of 4 weeks, not necessarily consecutively, is required.

ADMISSION/ANNUAL REGISTRATION

Enrollment is arranged through the Director. All spaces are filled first come, first served with priority given to siblings, year round full-time enrollment.

The following items must be on file in the office prior to admission:

1. An application form filled out and signed by a parent/guardian.
2. A current health record signed by a physician including immunization dates which must be updated each year. Department of Public Health requires all children to have required immunizations before being admitted to the program.
3. A signed enrollment agreement stating the program the child will be attending, the days and the fee for the week or month.
4. Emergency form.
5. NON-REFUNDABLE registration fee and, NON-REFUNDABLE advance tuition—refer to Annual Tuition Rate Sheet.
6. A signed copy of this Manual.

DISMISSAL/WITHDRAWAL

A child may be dismissed from the program for reasons including, but not limited to, the following:

1. Fees two weeks in arrears.
2. Chronic late pick-up.
3. Aggressive behavior

We understand that children go through short periods of aggressive behavior as they develop. However, uncooperative or aggressive behavior (i.e., biting, hitting, and emotional outburst) that does not respond to the efforts of the staff and South Windsor Child Development Center and jeopardizes the well-being or safety of the child or other children will be a reason for dismissal.

When voluntarily withdrawing from the Center, two week notice is required. In lieu of two week notice, two weeks of tuition is required. FAMILIES ARE RESPONSIBLE FOR TUITION UNTIL THE LAST DAY OF THE SPRING SESSION IN JUNE.

FEES

The Center's fiscal year is July through June. Fee changes will be effective with the start of our Summer Session. Fees are due in advance, payable the last day of the week for the upcoming week or month. A late charge of \$5.00 per our scheduled business day will be charged for any overdue accounts. The late fee will accrue until your payment is received. Nursery school payments are on a monthly basis. Nursery school rates are based on the actual number of days the Nursery program is in session during the school year. Fees are due regardless of absences except for allotted vacation/personal holidays (see Vacation/Personal Holidays). *Anyone with fees two weeks in arrears may be dismissed from the program to allow us to keep costs down for all enrolled families.* A returned check fee of \$15.00 will be charged for checks returned from the bank for "Insufficient Funds."

LATE FEE

A late charge will be assessed for nursery school students picked up after 12:00, and for full- day students picked up after 6:00 p.m.

The charge will be as follows:

1. First occurrence will be \$1.00 per minute
2. Each additional occurrence will be subject to a \$25.00 late fee

Please be aware that chronic late pick-up will result in dismissal of the family from the program.

EXTENDED DAY ENRICHMENT PROGRAM FEES

1. There is no extra charge for days there is early dismissal of South Windsor public schools.
2. When the South Windsor public school are closed and we are open (i.e., Columbus Day or full weeks of school vacation), the charge is at the full-day rate unless you have informed us one week in advance that you are taking vacation or will be absent.
3. If you have informed us in advance that your child will not be attending and you are not requesting vacation credit the charge will be your usual daily fee.

VACATION/PERSONAL HOLIDAYS

Full-day children who attend year round are allotted two times the number of days they attend per week per year (e.g. 3 days a week = $3 \times 2 = 6$ vacation days) per year. Vacation credit is given only to families who are enrolled from the start of our summer session through the spring session.

Vacation time will run with the Center's fiscal year -- Summer Session through Spring Session. If you do not use your allotted vacation in this period, it will not be carried over.

One week advanced notice must be given to the office. If not, you will be charged your usual rate. All questions concerning vacations should be addressed to the bookkeeper or Director

Note: No vacation credit will be given for unplanned absences due to illness.

CENTER CLOSINGS

The Center will close for the following holidays each year. Tuition will be charged for the holiday if it occurs on a day that your child is regularly scheduled to attend.

NEW YEAR'S DAY
MEMORIAL DAY
CHRISTMAS DAY

INDEPENDENCE DAY
LABOR DAY
THANKSGIVING DAY & DAY AFTER

If the holiday falls on a Saturday, the center is closed on Friday. If the holiday falls on a Sunday, the center is closed on Monday. Tuition is charged if it is a day your child is regularly scheduled to attend.

The Center will close early on Christmas Eve (generally 4:00).

CLOSING DUE TO INCLEMENT WEATHER

The Nursery School program is not in session if the South Windsor public schools close. There is no fee adjustment. Nursery School is held as regularly scheduled when the South Windsor public schools have a delayed opening.

If the South Windsor public schools close, the Center will open at 7:00 a.m. for full-day students. In the event that the South Windsor public schools close, the Extended Day Enrichment Program will be held for a full day. If your child attends, a full day rate will be charged. For those not attending, the regular tuition charge will apply.

We will make every effort to be open. However, if extreme weather conditions force the Center to close or delay opening, announcements will be sent to: television channels 3 and 30, WTIC AM 1080. No fee adjustment will be made due to weather or any events beyond our control.

In the event that weather is severe and demands early closing of the Center, all parents will be notified.

ACCIDENTS

Staff is certified in First Aid and Infant-Child CPR and a trained staff person is on the premises at all times. If your child sustains an injury while at the Center, the supervising staff person will fill out an accident report. The report will indicate the time of the accident, how it occurred, type of injury, and medical attention required.

For minor incidents not requiring first aid, a parent gram will be sent home. In case of a severe medical emergency, the parents will be called and if necessary, emergency personnel will transport the child to the appropriate medical facility. It is important that you maintain your emergency information on file at the Center.

HEALTH POLICY

The Center and our parents share joint responsibility for maintaining good health and preventing the spread of contagious disease. At the Center, staff will follow illness-prevention practices in daily routines, especially proper hand washing, toileting, and disinfecting.

In spite of everyone's efforts, children will get sick. Please plan ahead on how your child will be cared for when too ill to participate in our program. This will minimize the stress and tension associated with your child's illness. Do not ask staff to admit children too ill to attend. Attending children need to be in good health and spirit, and able to participate fully in the classroom as well as outdoor play. Requests for children to stay inside during outside time will generally be denied. Exceptions will be at the discretion of the Director for special circumstances; such as children recovering from a broken bone, or surgery whose outdoor play is restricted. Children with short-term illnesses will be excluded from our group setting when:

1. They do not feel well enough to participate comfortably in the usual activities.
2. The staff cannot care for the sick child without interfering with the care of the other students.
3. The child has any of the following that indicate a contagious disease or an immediate need for medical attention:
 - a. Fever – 100.4 degrees oral/auxiliary
 - b. Signs of possible severe illness- unusual lethargy, irritability, persistent crying, difficulty breathing, uncontrolled coughing, hives
 - c. Uncontrolled diarrhea, vomiting, mouth sores with drooling, rashes with fever, or behavior changes.
 - d. Conjunctivitis
 - e. Infestation-scabies, head lice
 - f. Tuberculosis
 - g. Strep throat, scarlet fever
 - h. Chicken Pox, shingles, pertussis, mumps, measles, rubella, and Hep A

The above list gives examples of possible contagious diseases, which warrant exclusion and is not all-inclusive. The Center uses as a guideline recommendations from the American Academy of Pediatrics, and the US Dept of Health. We comply with the health regulations set forth by the CT Dept of Public Health.

When a child becomes ill at the Center, the parent or designated emergency contact will be called. We will expect that children be picked up within one hour of notification. A symptom record will be completed by the staff, and the decision to send a child home will be made by the Director, Site Manager, or Head Teacher, or in their absence, the senior person in charge. Please know that the decision to send a child home is given careful consideration, and is the decision of the Center.

Children with symptoms of the common cold, and who are comfortably participating, do not require exclusion.

To be readmitted, a child needs to be fever free, without medication for 24 hours, feel well, and meet criteria set for the individual illness. If an antibiotic is prescribed, the child needs to be under treatment for 24 hours. For your child's safety, provide up-to-date emergency numbers, and share with staff whenever your child has been given medication.

Notice of illness will be posted at the Center when contagious illnesses are reported to us.

MEDICATION ADMINISTRATION

Child care centers are required to administer medications for anaphylaxis and diabetes management. As a service to our families, trained staff members will also administer other medications in accordance with the CT Department of Public Health regulations.

Whenever possible, check with your child's physician to see if a schedule can be arranged that does not involve the hours your child attends school. In accordance with Department of Public Health regulations, the first dose of any medication except in an emergency such as an Epi-Pen must be administered at home. Staff will fill out the compliance section of the authorization form and have it reviewed by the Director or Site Manager. Medication will be stored properly in a locked area out of the reach of the children. Upon administration, trained staff will log date, time, dose, and comments with their signature. Parents will be notified of any administrative error immediately, and the error will be documented in the record. The following regulations must be followed by parents and staff before a request to administer any medication is accepted:

1. Medications must be given directly to a trained classroom teacher in the original container and labeled with the child's name.
2. A medication administration authorization form filled out and signed by the child's physician, and the child's parent or guardian needs to accompany all prescription medications-oral, topical, inhalant and injectable. Blanket authorizations for fever/pain reducing medications will not be accepted except in special circumstances such as prescribed for febrile seizures
3. The authorization form will include name of child; medication name; pharmacy and prescription number; the dosage; the time and method of administration; and expiration of administration order.
4. The following non-prescriptive, topical medications may be administered by staff without physician authorization when accompanied by signed parental permission form:
 - Diaper changing ointments free of antibiotic, antifungal, or steroidal components
 - Medicated powders
 - Teething medications

These medications need to be in original containers and labeled with the child's name.

DISCIPLINE POLICY

The purpose of discipline is to guide children as they develop the appropriate problem-solving techniques.

In our classrooms, we will set clear, simple rules, and limits. Our teachers will help the children learn to solve conflicts by problem solving and express feelings verbally. When it is necessary, the following accepted disciplinary measures would be used.

Accepted Disciplinary Measures

1. Remind the child of the rule.
2. If the child does not respond to appropriate guidance, redirect the child by helping him/her find a new activity. Help child follow through with the activity.
3. If the child is emotionally upset he/she will be quietly separated from the group. Discussion of the behavior will wait until the child has calmed down.
4. Discussion of the incident will include the behavior, expectations and guidance to assist the child with strategies during conflict.
5. If the classroom is too stimulating for the child to gain control, the office may be an available as an option for the child to gain composure and self-control.

If a child's behavior becomes challenging and disruptive and is not responding to common behavioral management techniques a parent teacher conference will be arranged.

The parents, teacher and Director will develop a behavior intervention plan to meet the needs of the child. The plan will consist of strategies and techniques that will be effective in controlling the child's behavior and identify each adult's roles and responsibilities. A timeframe for improvement and the next steps will be outlined.

Behavior that does not respond to the efforts of the staff and family will require the family to seek a more appropriate facility for the child.

Prohibited Discipline Measures

1. Physical punishment.
2. Yelling at child.
3. Verbally berating a child in front of peers (thereby damaging self-esteem).
4. Leaving a child alone in hallway or room.
5. Denial of food.
6. Telling a child he/she is bad; address the behavior.
7. Any method that threatens a child's health, safety, or welfare.

State Licensing regulations require all new parents/guardians to discuss this policy with the Director before their child's start date.

CHILD ABUSE AND NEGLECT

You have entrusted your child's care to the staff of the South Windsor Child Development Center. We are committed to providing the best possible and most appropriate learning experiences for your child. Occasionally, there are factors in a child's appearance and behavior that lead to suspicions of child abuse or neglect. Connecticut General Statutes identifies professionals who because their work involves regular contact with children, including all staff of this program, are mandated by law to report *suspected* abuse or neglect to the authorities in order that children may be protected from harm.

We are required by the Child Day Care Licensing Program of the Department of Health to have a policy that supports Connecticut laws in this regard, and requires that all staff report suspected abuse or neglect to the Department of Children and Families' Child Abuse and Neglect Hotline. The intent is to protect your child from harm and to provide services to the family.

For more information you may request a copy of the policy from the Director.

MISCELLANEOUS

Snacks—AM & PM snacks are provided by South Windsor Child Development Center. Snack menus are posted on classroom and parent bulletin boards, however, parents are welcome to contribute snack at any time. If parents wish to contribute snacks they must nutritious, low sugar snacks such as fruits, cheese and crackers, and muffins, etc. The center provides 100% fruit juice, milk and water with snacks.

Breakfast—Children in the two, three, and four-year old program who arrive at the Center before 8:00 a.m., and school age children who arrive before 7:30 a.m. may eat breakfast at the Center. All other parents are encouraged to give their children a nutritious breakfast at home.

Lunch—Children eat in the classroom with their class and teachers. Children are encouraged to try foods; however, no one is forced to eat. Send in age appropriate foods; the teachers will not be able to serve choke foods to children under the age of three. All lunches should include a protein, starch, dairy, and a fruit or vegetable. Classrooms will heat a meal that requires no more than one minute of heating. The center provides milk with meals.

Absenteeism—Please call the Center if your child will be absent or arrive late so we may make accurate arrangements for meals and staffing. All school age program parents must call if their child will not be attending the Center on any given day as we must know who to expect off the buses. This is for your child's safety. If your child is not at the Center in the morning, we will assume that they will not be attending in the afternoon. There is not a tuition adjustment made due to absences.

Clothing—The Center cannot be held responsible for items which your child loses. Please be sure to label all articles of clothing, etc. to prevent losses. We try to make use of our outside play areas except in very cold or wet weather. Please send your child with the appropriate clothes for outside play every day. We require children to wear socks and sneakers or non-marking rubber soled shoes. Please do not send your child to school in sandals.

Toys From Home—We ask that children's toys stay at home. The Center has many toys and games for the children's use. We are not responsible for items brought to school.

Parking ---Please park in the spaces provided in the center of the parking lot. Do not leave your car in the driveway as you will block emergency vehicles and cause a hazard to incoming and outgoing vehicles due to reduced visibility. Do not leave your car running. Exit the parking lot in the same direction as you entered. Handicapped parking is reserved for drivers with a handicap sticker.

Arrival & Departures—Please keep your time of arrival and departure as consistent as possible. For the benefit of the staff and your child, please let us know when your schedule changes. Licensing regulations and your child’s safety requires all children to be accompanied to their classroom and signed in. Always make contact with your child’s teacher when picking up or dropping off your child. Notify us in writing if the person picking up your child is not on the authorized pick-up list on your child’s emergency form. If they are authorized, you may give verbal notice. Persons that the staff does not recognize will be asked to present a photo ID.

Separating from children can be a difficult experience. Establish a regular routine to settle your child into the class. Check cubby, hang up coat, greet teacher, etc. It might be helpful to lead your child into an activity they enjoy. Tell them what time you will be back and that you will be interested in hearing about their day. Then say good-bye and simply leave. Try to be confident, positive and firm. Please do not “slip out”. If you are having difficulties in this area, please talk to the teachers and they will gladly help.

Leaving at the end of the day can also be a difficult time for some children. If this is the case, it will be helpful to come into the room and tell your child they will be leaving soon. Let them finish an activity if it can be done in a reasonable time. Gather up their belongings and read our parent board. By now you both should be ready to go! If a quick departure is necessary, tell your child it is time to go and stick to your decision. Our teachers will support you by telling your child it is time to go. Once again, do not hesitate to ask for assistance.

Your Child’s First Day—It is required that parents visit the Center with your child prior to the child’s first day. This way the child can meet his or her teachers and be familiar with the setting before arriving for the first school session.

Please sign and return to the office within 3 days of your child's start date.

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I have read the South Windsor Child Development Center Family Manual. I have discussed the discipline policy with the director. I agree to abide by the policies and procedures of the Center.

Parent or guardian

Date