The Children's Village

Early Learning Center, Inc.

PARENT HANDBOOK
STAFF:

The most important qualification for our center is our professional staff and their sincere affection for our children.

In each classroom, there is a teacher or leader with Early Childhood training and experience. There are three Certified Early Childhood professionals on our staff. All staff members are trained in our philosophy and methods. Their professional growth continues while employed at The Children’s Village.

We can assure you that your child will be in a safe, stable and stimulating environment.

ENROLLMENT:

Children need to be at least 6 weeks of age to be enrolled in our Infant program. Enrollment for Preschool requires that a child be fully potty trained and is 3 years old. All children need to have current immunization records and a physical required by law BEFORE enrollment at The Children's Village. The application process involves a meeting with the Director or designated person. All necessary forms received in your packet must be completed prior to your child’s first day of school.

REGISTRATION:

If you are interested in one of our programs, you may inquire about registration availability. If so desired, a $35.00 registration fee and tuition deposit is required to secure placement. The deposit consists of a first and last week of tuition. If space is not available, you will be placed on our waiting list. When space becomes available, you will be contacted. We look at the date you applied and the availability in the desired program. At this time, you must confirm acceptance with a non refundable deposit of the first week and last week’s tuition and choose an entry date.

PAYMENT POLICIES:

For your convenience, we offer automatic withdrawal which is our preferred method of payment. You can choose to pay weekly, bi-weekly or monthly. All information will be secure.

If you choose to pay by check, tuition is due on Thursday mornings for the following week. Please leave your payment in our tuition box in the lobby. Late fees will apply for payments not received in a timely manner.

Payments that are continuously late can result in termination of care for your child. If there are special circumstances, please make an appointment with the Director to discuss arrangements.
Late payments:

Any late payment not received by Thursday of that week will result in a $20.00 late fee.

Returned checks:

All checks returned from the bank will incur a $30.00 return check charge. All returned checks and fees are to be paid in cash or credit/debit card only.

Holidays, sickness and storm days:

Parents are responsible for tuition regardless of holidays, illness or storm days. Please keep in mind that our professional staff is always here for your child and depends on tuition in order to maintain our high standard of quality Early Childhood education and care. In the event of inclement weather, we will announce school closing on channels 6, 10 and 12, as well as our website.

Vacation Week:

There will be an allowance of one week vacation without charge for full time students. Vacation credits commence 6 months from your child’s start date then annually from that point.

DISMISSAL:

A child may be dismissed from the school if the parent or guardian is more than two weeks delinquent on their tuition. A child may also be dismissed for severe disciplinary problems or other reasons that the Director and staff may observe. Our goal is to provide the highest quality of early education and care. There are times for various reasons that a particular program may not be suited for your child.

INCLEMENT WEATHER/LATE OR EARLY CLOSING:

The Children's Village will announce all closings due to severe weather on the local news stations. If in doubt, a message will always be left on our voice mail if you call the center. We will close if conditions are dangerous or impassable. We will most likely use the town of Exeter as our guide for school closings and emergencies.

ARRIVAL/ DEPARTURE:

All parents will receive a key scan card to enter your child’s classroom. You will be assigned a card upon registration. All cards are computer generated and can be deleted at any time. Cards are programmed to work only during operating hours. If your card is lost, we can deactivate the lost card and issue you a new one.
Circle Time starts promptly at 9:00 am. Please have your child at school no later than 8:45am so he/she will have time to transition to Circle Time and not disturb the group once it has started for the morning. No child should arrive after 9:30 am without a call from home.

Once in your child’s classroom, please sign your child in and review any new notifications on the parent board.

All children will be brought to their classroom teacher by their parent or guardian. Children are not permitted in the foyer or playground without supervision. We ask that parents allow themselves enough time to escort their children into the school, sign them in and be sure they are supervised.

THE CHILDREN’S VILLAGE Requires that you stay within your designated times for drop off and pick up. If you need to change your schedule, a 2-week notice is required to the director.

This assures that the number of staff to child ratio is always met. A late fee of $10.00 per 15 minutes will be assessed for excessive lateness. A courtesy call is required for any unforeseen circumstances that may occur such as traffic or inclement weather. Our center closes promptly at 6:00pm. We ask that you arrive no later than 5:50pm for those children enrolled until 6:00pm.

The staff at The Children's Village will not release your child to anyone not on our Parent Authorization Form. Telephone authorization is not permitted for anyone not on the list.

DISCIPLINE POLICIES:

Research has proven that when schools work together with families to support learning, children tend to succeed not just in school, but throughout life. Our school is committed to the Social and Emotional well-being of each and every child. In order to provide a safe, loving, and stimulating environment, we expect a certain degree of cooperation from each child and parent as well.

The Children's Village utilizes a program wide Positive Behavior Support discipline procedure. This discipline procedure begins with Infants and continues through to our School Age children. A major advance in program-wide discipline is the emphasis on program-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments.

Our goal is the prevention rather than the intervention of inappropriate behaviors. If we encounter any challenging behaviors, we use several assessment tools (etc: TPOT, Functional Assessment) to help us determine the correct avenue of
intervention when all other techniques have been exhausted.

Our means of intervention for unacceptable behavior on the part of a child is to match the intervention to the purpose of the behavior, focus on teaching new social skills, and understand that some intervention may be long term. We believe that Social Skills are the best predictor of positive, long term outcomes, is the foundation upon which many other crucial skills are built, and is often the first priority for families.

In extreme cases, The Children's Village reserves the right to terminate enrollment immediately.

Staff shall never use any type of corporal punishment, verbally abuse any child, deprive a child of food, or scolded for any accidents that may occur during the day.

All parents are required to complete a resume of their child before the child begins at The Children's Village. This helps the staff get to know your child better and be aware of any triggers that might precede a challenging behavior.

What we expect from children:

- Respect for one another and all authority figures.
- Adhering to the classroom rules
- Non-disruptive behavior during lessons
- Non-aggressive/violent behavior in class

What we expect from parents:

- The Children's Village counts on parental support and cooperation with the classroom teacher for the success of your child’s education.

  All emergency telephone and contact information needs to be up to date. If you switch jobs or cell phone numbers, immediately contact the school with these changes.

  Do not send your child to class during the contagious stage of an illness or if they have green nasal discharge, communicable disease, fever that needs medication to control (child must be fever-free for 24 hours).

  Dress children appropriately, play clothes are best. Don’t forget the weather! In the Winter, we go outside everyday when the temperature is above 32 degrees. Boots, mittens, hats and warm winter coats are a must.

  Drop off and pick-up children on time. Class starts promptly at 9:00am. When a child arrives at different times throughout the week, they are unable to establish a constant routine. In addition, it is a major distraction to the children who are focused in lessons.

  Parents will be contacted if a disciplinary problem arises and may be asked to remove their child from class. Parents are responsible for their children’s actions and behavior.
Philosophy of Discipline:

Class Rules: Eyes on Teacher,
- Take turns talking,
- Keep your hands and feet to yourself,
- Walking feet in class,
- Listen when someone else is speaking,
- Speak quietly and politely to each other

Consequences: Removal from a center or activity
- Redirection
- Lose a period of outdoor time

Violent or aggressive behavior:
- 1st offence - Parent receives a behavior report in the child’s mailbox.
- 2nd offense - Parent receives a call from the child’s teacher.
- 3rd offense - Parent is called to school for a meeting and the child is dismissed from school for the remainder of the day.

We are committed to parent involvement in our school by assigning tasks that need to be completed at home with the help of adult, weekly classroom newsletters, end of the year projects, parent teacher conferences, Holiday parties and frequent contact between teachers and parents. The family is viewed as a mutual support system and problem-solving unit.

We will treat each child and family individually with respect and dignity during any issues that may arise. We will adhere strictly to our policies in regard to very disruptive behavior. Through this, we feel the chance of a successful outcome will be much greater.

Biting Policy:

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at The Children's Village is our primary concern. The school’s biting policy addresses the actions the staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The teachers will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times.
The following steps will be taken if a biting incident occurs at our school:

• The biting will be interrupted with a firm "No...we don't bite people!"
• Staff will stay calm.
• The bitten child will be comforted.
• The wound of the bitten child shall be assessed and cleansed with soap and water and apply ice.
• Staff will remove the biter from the situation. The biter may be taken to the office so that the Director may further investigate the situation.
• The biter shall be reminded that teeth are used for chewing food and help us talk.
• The parents of both children will be notified of the biting incident. Appropriate forms will be completed.
• The bitten area should continue to be observed by parents and staff. Depending on the ages and circumstances involved, additional actions might include:
  • Discussing a better solution with all children involved
  • Separation of involved children
  • Showing/giving the biter something appropriate to bite (teething ring)
  • Explaining to the children that teeth are used to chew food help us talk
  • Ensuring that the environment provides enough challenging activities
  • Carefully observing the involved child to identify precipitating events and prevent recurrences
  • Maintaining a log to track when the behavior occurs
  • Conferences with parents to discuss the child's actions at home, parental discipline techniques, search for outside resources, etc.

Just as any behavior issue regarding a child is confidential, the name of the child that has bitten is also confidential, in order to ensure the privacy of the child and family and prevent bias from others enrolled in the center. Informative handouts are given to parents regarding biting. Children who bite three times in the same day will be sent home.

RECORD:

Please be sure that all of your child’s records are complete and up to date. The following forms must be on file for every child:

• an initial application
• record of a complete physical exam including up to date immunizations signed by your child’s physician
• an emergency treatment form
• a waiver of liability
• entrance questionnaire
It is important to notify us in writing for any personal changes such as address, phone, and/or emergency contacts.

FAMILY RESPONSIBILITIES

Families are responsible for being knowledgeable and adhering to policies established in this book. Families are asked to be current with important events by reviewing all information that is sent home. You are required to provide us with all the necessary forms and important information pertaining to your child. We welcome and encourage parents to participate. We will have an open door policy and will welcome your comments and/or concerns. We will do our best to maintain a healthy and caring relationship with your family.

NUTRITIONAL GUIDELINES

The Children’s Village promotes good nutrition for all. It is important that each child comes to school with a healthy balanced lunch. We will provide you with a guide for your child. We do not encourage gum or candy at school. For more information, you can look at the new food pyramid guidelines which have a website for children at www.mypyramid.com.

INDIVIDUALIZED NUTRITIONAL CARE PLAN

Children with special health and dietary needs are required to provide a written nutritional plan from their child’s health care provider. This plan will be reviewed by administration, classroom teachers and any direct care personnel. The Children’s Village will be required to implement the guidelines within a child’s nutritional care plan insuring the safety and privacy of each individual family. Vital information with the family’s written consent will be posted in all of the food prep areas. If consent is not provided, information will be shared with relevant staff.

For the protection of children with food allergies from coming in contact with the problem food, we will assign a specific eating area free of that food such as a peanut free table. We will provide appropriate snacks and will routinely review and update accordingly any specific circumstances. Staff is required to be CPR/First Aid certified. Staff will be trained by appropriate personnel in the administration of anaphylactic medications if necessary.
Reporting Child Abuse and Neglect

The Children’s Village will report any signs of abuse or neglect of a child in their care. The Children’s Village staff is required to report signs of abuse or neglect to the Director. It is everyone’s responsibility to protect our children. To report child abuse, call the child care hotline at 1 800-RICHILD.

Family Survey:

At the end of each school year or upon termination of care, we will be asking families for feedback about our program and facility. A survey will be provided for you at that time.

HEALTH POLICIES

Good health is a combination of physical, emotional and social well-being. Parents are responsible for protecting and maintaining the health of their children. The Children’s Village Staff will strive to work with parents to promote, maintain and improve the health of all children enrolled at The Children’s Village Early Learning Center.

HEALTH REQUIREMENTS

In order for a child to attend The Children’s Village, parents or guardians must provide the center with the child's:

- Record of Immunization as required by the State of Rhode Island Department of Health.
- Report of a physical exam completed by a Physician within one year prior to enrollment.
- Emergency Contact information
- Pertinent current health history such as allergies and/or chronic conditions. Primary Health Provider’s contact information to be kept on file.

HYGIENE AND UNIVERSAL PRECAUTIONS

This refers to the usual and ordinary steps all staff must take to reduce the risk of infection and will include:

- Proper hand washing with soap and water before handling food or eating, after using rest rooms, before and after administering first aid or cleaning nasal discharge.
- Wearing disposable gloves when serving food.
- Wearing disposable gloves when handling bodily secretions such as urine, feces, blood or vomit.

ILLNESS

We as a staff make every effort to create a healthy environment for your child and we emphasize good health habits. We ask for your cooperation in this regard. For this reason, we request that you do not send your child to school if he or she is not able to participate in his or her usual activities.

There will be a daily health assessment of each child. Children experiencing the following conditions should remain home until the specific improvements in their condition(s) occur:

- Cold – constant nasal drainage that is not clear in color must be symptom free for 24 hours.
- Fever – A child with a fever of 101 degrees or higher during the early morning hours or who has had a fever in the course of the preceding evening, should remain at home until fever-free for 24 hours.
- Diarrhea – more than a child’s normal number of stools, with increased stool water or decreased form, that is not contained by diapers or controlled by toilet use, or stool that contains blood and/or mucus. Diarrhea can be extremely contagious and may be caused by viruses, bacteria or parasites. Medical attention may be necessary. A child with diarrhea should be diarrhea free for 24 hours and has returned to a normal diet before resuming school activities.
- Impetigo – needs to be at home for 24 hours after treatment has begun
- Vomiting – twice or more in the previous 24 hours, the child needs to stay home for 24 hours AFTER the vomiting stops.
- Head lice, scabies, or other infestation – a physician’s note is required to return
- Chicken Pox- for 5 days after the onset of the rash or when all lesions are dried and crusted, whichever is later
- Conjunctivitis (pink eye) – pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, eye pain, or redness of the eyelids – for 24 hours after treatment has begun.
- Pinworm infection – for 24 hours after treatment has begun
- Ringworm infection – for 24 hours after treatment has begun
- Strep Throat – for 24 hours after treatment has begun and the child has had a normal temperature for 24 hours.

- Any suspicious skin condition, lesion, or wound with bleeding and/or oozing pus for 24 hours.

- Bronchial infections such as bronchitis, croup, pneumonia, and/or upper respiratory problems – will require a physician’s note to return to school.

- Other less common conditions such as Hepatitis, Measles, Mumps, Pertussis, Rubella, or others must be seen by a physician and will require a note to return to school.

- Other minor illness for which a child is too sick, unusually lethargic, irritable or persistently crying, having difficulty breathing or showing signs of possible severe illness should be seen by a physician and receive a note prior to returning to school.

MEDICATION

To ensure the health and safety of children needing medication during the day while at school, we will follow these guidelines:

- Signed consent by the parent or guardian to give medication (prescription or over-the-counter)

- Signed medication order written by the child’s primary physician or practitioner

- Prescription medication must come in the original pharmacy labeled bottle showing the child’s name, medication, doctor’s name and instructions. Please ask your pharmacy to provide separate bottles for school and home.

- Parent or guardian must deliver medication to the school. No more than a thirty day supply should be delivered to the school.

- Short term medication such as antibiotics should be given at home. If the schedule requires the medication to be given while the child is at school, pharmacy labeled medication orders must be provided and a permission form signed by the parent or guardian.

- Over the counter medications such as Tylenol, Advil/Motrin/Ibuprofen and Benadryl or their generic equivalents may be given according to the standing orders from the child’s physician. Written permission must be renewed yearly.
- Under no circumstances should a child have any medication in the school without the Director’s knowledge.

- Please refer any and all medication information to the Director.

SERIOUS INJURY

When a child sustains an apparently serious injury, the supervising teacher will notify the Director. The following procedures will then be followed:

- If the severity of the injury demands immediate medical attention, the Director will contact 911 and request an ambulance.

- The school notifies the child’s parent or guardian about the injury and the parent or guardian is directed to meet the child at the appropriate medical facility.

- The Director or another Children’s Village staff will accompany the child to the medical facility and await the arrival of the parent or guardian.

MINOR INJURY

When a child sustains an apparently minor injury, the supervising teacher will notify the Director. The following procedures will be followed:

- The supervising teacher will administer any first aid necessary. The child’s parent or guardian will be informed if the child sustains any injury.

- If appropriate, the Director may suggest that the child be taken for a follow-up visit to the physician.

- If first aid is not deemed necessary, notification of a parent or guardian is at the discretion of the Director. If a parent wishes to be notified of any and all injuries, please make that request in writing to the Director.

- The school maintains a file of copies of all injuries reported, so that patterns of injury and other incidents can be monitored and safety improved.

- Playground accidents due to minor collisions, slips and falls are not necessarily reportable unless the cause is attributed to faulty equipment.