



# Bristol Preschool

Child Care Center Inc.



## Parent Handbook

Funded by:

State of Connecticut: Office of Early Childhood  
United Way of West Central Connecticut

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# General Information

## Organization

Bristol Preschool Child Care Center, Inc. is a nationally accredited preschool program sponsored by the United Way of West Central Connecticut. The program is funded through the State of Connecticut Office of Early Childhood. We serve over 200 students, ages 12 weeks through five years of age in two locations: 291 Burlington Avenue, Bristol, Connecticut and 339 West Street, Bristol, Connecticut.

Bristol Preschool Child Care Center, Inc. (BPCCC) is a non-profit organization. The Board of Directors is composed of nine members that include two parent representatives. The Board is legally responsible for control and management of the program. The Chief Financial & Operations Director is the designee appointed to oversee Bristol Preschool Child Care Center's total operation.

## Mission

Our mission is to provide early care and education to children to assist in their healthy, emotional, social, mental and physical development for lifelong learning.

## Philosophy

The program is based upon the premise that each child has the inherent right to develop the skills necessary to be a life-long learner. The Early Childhood Program stimulates thinking and expression, exploration and curiosity.

We believe every child is unique in terms of life experiences, developmental readiness and cultural heritage. Partnership between school and home provide for a better understanding and increased knowledge of the child's educational goals, development and activities. The foremost task of Bristol Preschool Child Care Center, Inc. program is to promote optimum development of a healthy self-concept in each child.

- **Early Childhood Goals:**
- Develop a positive self-image which is reflected by independence, self-discipline, confidence, responsibility and appropriate interactions in a variety of ways.
- Learn in a child-centered environment through spontaneity and curiosity which will assist in the development of the child's social and emotional health.
- Be encouraged to reach their potential in all areas of development through adult support in a happy, healthy and safe environment.
- Have opportunity for choices; creativity of learning which will promote confidence for the present and future learning and overall development.
- Expand skills between school and home through active parent involvement which will enhance individual self-growth.

## **Objectives for Children**

1. To be alert, curious, self-confident, positive and independent.
2. To be aware of personal feelings and to begin to express themselves appropriately so they can be understood by others.
3. To respect the feelings and rights of others, to begin to understand another person's point of view and to begin to be independent and cooperative member of a group.
4. To feel secure in relationships with adults where there is mutual respect.
5. To be creative and come up with interesting ideas, problems and questions.
6. To think about relationships among things and to notice their similarities and differences.
7. To increase the various basic information and basic practical skills.
8. To develop greater coordination and to explore, enjoy and increase the various ways of large and small muscles.
9. To develop language and speech skills; vocabulary, pronunciation, grammar and the enjoyment of speaking and communicating with others.

## **Teaching Staff**

At BPCCC each classroom has highly trained teaching staff. The teachers hold Bachelor and/or Master Degrees in Early Childhood Education or a related field. Teachers are responsible for managing the individual program supervision of the classroom. Teacher Assistants have Associate Degree or a CDA (Child Development Credential) with a minimum of 12 Early Childhood Education credits. Our staff attends professional development seminars during the year related to current topics and practices in early childhood education. Professional development opportunities equip teachers with the knowledge and skills to deliver developmentally appropriate, quality instruction.

## **Hours of Operation**

Bristol Preschool Child Care Center is a full year program that operates Monday-Friday. Both locations are open from 6:30am-6:00pm.

BPCCC will not be operating on the following holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Vacation week dependent upon Bristol Public School calendar. When a holiday falls on a Saturday, BPCCC's observed holiday will be the previous Friday. When a holiday falls on Sunday, BPCCC's observed holiday will be the following Monday. When the 4<sup>th</sup> of July falls on a Tuesday the center will be closed on that Monday and Tuesday, when it falls on a Thursday the center will be closed the Friday after the 4<sup>th</sup> as well.

In order to provide children and families a high quality experience, BPCCC closes a minimum of five days for Professional Development for our teaching staff. Professional development is extremely important in helping early childhood teachers provide developmentally appropriate learning activities in a safe and educationally stimulating environment that address the needs of all children. BPCCC usually closes for professional development days at the end of August-early September, depending upon the public school year calendar. For more detailed information regarding PDD closing please see Bristol Preschool's calendar.

## **Admissions**

BPCCC believes all children and families should have equal opportunities to participate in the program. Applications are accepted regardless of race, religion, nationality, ancestry, sexual orientation or economic background.

Priority for admission is given to:

- Bristol residents or those working or attending school in the community
- Children of working parents, full time students and parents in training
- Low and moderate income families
- Those receiving state assistance
- Special needs children referred from other agencies

## **Age Eligibility**

Bristol Preschool Child Care Center serves children between the ages of 12 weeks and 5 years. Children who are least 32 months old, but not yet three years old, may transition into a preschool classroom before their third birthday with the consent of the parent and director. A Parent/Director Authorization form will be completed if this occurs. Some families make the decision to have their child participate in a third year of preschool prior to kindergarten. Families can enroll their 5-year-old for a third year preschool at BPCCC. Children enrolling for a third year of preschool must be turning 6 on or after January 2<sup>nd</sup> of that school year. We encourage families considering this option to engage in conversations with their child's teacher, as they are a valuable resource and can help you to make the best decision for your child. A waiver from the Board of Education will also be required before approval is received for a third year.

## **Toilet Training- Preschool**

Toilet training can be a difficult developmental issue. We want to be as supportive as possible; although it is preferred that children are fully toilet trained that attend the preschool program.

- It is preferred that children are fully toilet trained that attend preschool at Bristol Preschool Child Care Center. They should be able to recognize independently when they need to go to the bathroom and be able to sit on the toilet without help.
- If your child has special needs which prevent them being toilet trained, a plan will be developed to meet the child's individual needs.
- Please do not send your child in with pull ups / diapers. If a child has special needs which requires them to wear pull ups / diapers, then a plan will be put into place.
- We realize that when children begin in a new environment it is overwhelming and even children who have been toilet trained for a long period of time can have the occasional accident. For this reason, please make sure your child has at least two extra sets of clothing available at all times.
- If after two weeks of enrollment the child does not appear to be trained, a meeting will be held with the teacher, parent and an administrative staff. Together a plan will be developed to assist the child in becoming fully trained.

## Enrollment Process

### 1. Initial Visit

- Complete application for enrollment
- Submit income information, most recent tax return and 4 weeks of pay stubs. For families who are not currently working, income such as unemployment must be submitted.
- An up to date health record signed by the child's primary care provider **must be submitted on or before your child's first day.**
- Pay the non-refundable \$50.00 registration fee

### 2. Application will be processed

- A parent fee is determined based on submitted income verification.
- A letter confirming fee, classroom assignment, start date and transition schedule will mailed.

### 3. Transition into program (ages 2 & up)

- 1<sup>st</sup> day your child will have a one-hour visit in the classroom accompanied by the parent. This will give the parent the opportunity to ask questions as well as to make the child feel more comfortable. For fall enrollment the 1<sup>st</sup> visit will be 2 hours, the 1<sup>st</sup> consisting of the visit and the 2<sup>nd</sup> is parent orientation.
- 2<sup>nd</sup> day will be a half day typically 8:30-12:00 or 9:00-12:30 dependent upon classroom schedule. Parents will drop children off and are not required to stay.
- 3<sup>rd</sup> day will be your child's normal schedule.

### 4. Under 2 Transition will be scheduled on an individual basis.

## Required Items to bring for the First Day

- At least two complete changes of clothes (socks, underwear, pants and shirt) labeled with your child's name for preschool. For children under the age of 3 additional changes of clothes may be needed especially if potty training. (Burlington Ave. location)
- A small blanket, crib sheet and a small pillow for nap time for children ages 2 & up. Please label all items. These items need to be taken home each week to be washed and returned for the following week.
- Crib sheets will be provided for children under the age of 2.
- Please be sure to dress your child in appropriate attire for an active day at the center.

## Arrival / Departure

### Arrival:

The center doors will be locked and parents will not be allowed to come in until the scheduled opening time. All children are to be escorted into the building and signed in by an adult.

Please do not leave cars running in the parking lot. If you have other children with you, please bring them inside the building. It is against the law to leave a child under the age of 12 in the car unattended. If you would like your child to have breakfast, he/she must be at the center prior to the class breakfast time. (Please check with classroom teacher as to what time breakfast is served.) All children must arrive by 9:00am.

### Late Arrival Policy:

In order to get the most out of their experience, children must arrive no later than 9:00 am. Please notify the center if there is a special reason why your child will be arriving after 9:00 am. (Doctor's appointment, car trouble, etc.) **Children will not be allowed to attend for the day if they arrive after 9:00 am.** Exceptions will be made if a phone call is made prior to 8:45 am and for acceptable reasons. The policy is not meant to be punitive, it has been put in place to assure that all children are taking part in the most important parts of the day and meeting funding requirements.

### Departure:

All children are expected to be picked up by 6:00 pm. We do expect all parents/guardians to pick up their child immediately after work. For the safety of your children please use the designated exits. If someone exits from the emergency doors and they do not shut properly, it leaves the building accessible to anyone who enters the parking lot. If you have an emergency or will be later than your usual pick up time, *please notify the office.* All children are expected to be picked up before closing time. If you pick up your child late multiple times in a short time frame, then a probationary notice will be issued, if the late pick up continues your child will be withdrawn from the program. If someone other than a parent/guardian is going to pick up a child, they must be listed on emergency contact form or there is **written permission** to do so. **Under no circumstances will we release a child without written and/or verbal communication.** Please remember that the safety of your child is most important.

### Late Departure Fees:

A \$20.00 late charge per child will be enforced for every fifteen-minute interval past closing time (*subject to change*). This fee must be made to the attending staff person upon arrival. Your child(ren) will not be allowed to return until the late pick up fee is paid.

#### ***The procedure for staff to follow for late pickups is as follows:***

- Two staff members 18 years of age or older will remain at the program with the child at all times.
- If the child has not been picked up within 10 minutes of closing time, a staff person will attempt to call the child's parents/guardians using the numbers provided. For children that normally leave prior to closing parents/contacts will start to be called 20 minutes prior to closing.
- If they cannot be reached, the staff person will attempt to call the emergency and authorized, alternate adults provided by the parent/ guardians at the time of enrollment.
- Contact the Program Director and/or the CFO.
- If needed, and as a last resort, if parents or other adults specified on the permission to release forms cannot be reached, contact the Bristol Police (860) 584-3011 if no contact can be made within an hour and a half. At that time the child may be released to the police.

## Contracted Hours

When you enroll your child, an arrival and departure time is chosen. These are the hours that your child is scheduled to attend. Staffing hours are based on the number of children registered per hour. For this reason, we ask that you follow the registered hours. If, on occasion, you need to drop your child off earlier, or stay later, you may call and request the additional hours. If staffing permits, we can honor your request. If the hours you need care change, you will need to fill out a change of hours request form. You will receive the form back with either an approval or denial. The new hours will not be able to begin until approval is received. If your child is arriving earlier or being picked up later than the contracted hours without prior approval, a late fee may be charged. For families who have one or more parent not working or working part time, a 6-hour day will be provided for your child. These hours are typically 8:30-2:30 or 9:00-3:00. Should your work situation change a request for change of hours can be submitted along with an offer letter or paystubs.

## Sign In and Out

You or your authorized designees are required to sign your child in and out daily. Sign in when leaving your child at the center and out when picking him/her up. When you are signing in/out, write your full name, not your relationship to the child. Only people who are designated on your application form to pick up your child are allowed to remove the child from the center. **Please inform designated persons a picture ID will be required** to pick up your child and they must be 18 years old. You must inform us in writing if there is a change. Also, we must have legal documentation if one of your child's parents or legal guardian is no longer allowed to pick up your child. All information you submit daily is recorded in the Teacher's Log Book, which is kept in the office. Please write a note to your child's teacher regarding any special information for the staff to be aware of for the day (early pick up, someone other than yourself will be picking up your child, etc.).

## Absentee Policy

- If your child will be absent, please call the office at the site your child attends and inform them of the absence and the reason.
- If a child is absent for three days without a phone call, the teacher will fill out an Absentee report and the office will attempt to contact the parent and document results on the Absentee Report.
- If after 8 "school" days (beginning with the day of the first absence) the parent can't be reached, a letter will be sent to the parent giving a timeline to contact the Bristol Preschool. If BPCCC is not contacted according to the timeline, the child will be considered withdrawn.
- A certified letter will be sent to formally withdraw the child. The final bill will be sent with the certified letter if a balance is due.

## Provisional Enrollment

The first 45 school days will be regarded as a trial period, in which case either party may terminate the contract without notice. Parents will be responsible for paying for 2 weeks of care after withdrawing without notice. After the first 45 days of enrollment, please see disenrollment policy.

## Disenrollment

Two weeks written notice will be required when you withdraw from Bristol Preschool. If two weeks advance notice is not given you will be responsible for paying for two weeks from the time the notice is given. **There is no reduction in fee if your child does not attend a full week during the last week of care.**



## **Termination Policy**

Bristol Preschool Child Care Center, Inc. reserves the right to cancel the enrollment of a child with or without notice for the following reasons:

- non-payment or excessive late payments of fees.
- not observing the policies of Bristol Preschool Child Care Center, Inc. as outlined in the parent handbook.
- Disruptive behavior by a parent in the classroom or on Bristol Preschool property.
- Physical, emotional, and/or verbal abuse of the staff by a child.
- A parent is verbally and/or physically abusive to a member of the BPCCC community, including teaching staff, other staff, volunteers, other parents, or any child.

The discharge policy is not limited to the above reasons. If Bristol Preschool cannot meet the needs of the parent or the child Bristol Preschool reserves the right to disenroll a child (ren) from the program.

## **Open Door Policy**

BPCCC has an open door policy and welcomes you to stop in and visit your child at anytime.

## **Accreditation**

Bristol Preschool is accredited by the National Association for the Education of Young Children (NAEYC). To be a nationally accredited program means that BPCCC is a high quality program that provides a safe and nurturing environment while promoting the development of young children.

## **Ethical Conduct and Confidentiality**

Bristol Preschool adheres to the Code of Ethical Conduct for Early Childhood Professionals as outlined by the National Association for the Education of Young Children. Copies are available in each of the offices.

Our Confidentiality Policy has been adopted to assure confidentiality and protection of individual rights to privacy for children, families and employees of BPCCC. The individual dignity of children, families, and employees shall be respected and protected at all times in accordance with the law. Information about children, families, or employees must not be divulged to anyone other than persons who are authorized to receive such information.

## **Fee Policy**

The administrative staff will determine all fees according to the child care fee schedule provided to the centers by the State of Connecticut Office of Early Childhood upon acceptance and enrollment. Fees are determined at the time of enrollment and then re-determined annually. Parents will receive a copy of the fee calculation and will be asked to sign the original for the center's records. Parents are responsible to notify the administrative staff of any changes in the family income or size. At that time, parents are responsible for submitting new pay stubs and/or employer verification of earnings.

## Fee Payments

- Fees are payable on a weekly basis. The centers will not make any adjustments to fees for situations of illness, irregular attendance, holidays, professional development days, emergency days or vacations.
- Fees are payable preferably by check or money order payable to Bristol Preschool Child Care Center, Inc. (BPCCC), but cash will also be accepted. The payment should be received by the center **no later than Friday** at 9:00am. Payments are to be paid in advance. On Friday your payment is due for the following week of care. If you have a check returned for non-sufficient funds, you will be asked to pay by cash or money order only.
- When payment is not received, a notice will be sent to you stating the amount owed and the date that payment is expected. **If weekly fee payment has not been made, your child will be withdrawn from the program until the balance is paid in full.** Bristol Preschool is willing to work out any payment problems a parent may have or answer questions regarding your child care bill (changes or payments). Please address your questions to the Bookkeeper and not with the child care staff.

## Collection Costs

Any legal fee and court costs incurred in the center's attempt to collect overdue payments owed to the center for services will be payable by the parents and/ or guardians.

## Care 4 Kids

The State of Connecticut offers child care assistance for qualifying families through Care 4 Kids. Upon enrollment Bristol Preschool requires income verification. If your family qualifies for the Care 4 kids program, we will assist you in accessing the application process. We highly encourage you to take part in the program if you qualify. For families currently receiving Care 4 Kids, we ask that you bring in a copy of your current certificate, and we will submit a new parent-provider agreement. Bristol Preschool does not require families to apply for Care 4 Kids assistance, the application process is voluntary.

## Hardships

All hardship requests for a fee reduction must be submitted with documentation to the CFO. Hardships will be considered on an individual basis and require the approval of the Board of Directors of BPCCC.

## Rest time (ages 1 & up)

As part of our daily schedule, children are given a rest period after lunch. Your child will remain in his or her classroom and be provided a cot to rest on. This time provides a much needed break for your child and helps them to rejuvenate for the rest of the day. The rest time is approximately two hours long. Not all children may need this amount of time so non-napping children are provided with quiet activities to use on their cot. Please provide your child with a crib sheet, small blanket & small pillow. All nap items need to be laundered once a week, so please be sure to take them home each Friday.

## **Visitors**

We ask everyone visiting BPCCC to use the front entrance and report to the main office. They will be asked to provide a copy of their license as well as sign in and out.

## **Appropriate Attire / Outside Play**

Please dress your child appropriately for play, as well as weather conditions. Children do go outside daily, except when inclement weather occurs. Please send in a complete change of clothes labeled with your child's name because accidents do happen! Sneakers are recommended for daily activities. Please remember that open toe shoes and sandals are not allowed because they are unsafe for active play. During winter months please make sure your child has winter boots, winter jacket, snow pants, a hat and mittens. Bristol Preschool Child Care Center uses the Child Care Weather Watch Chart as a guideline for deciding on outdoor play. It will be at the discretion of BPCCC's administration to determine if outdoor play will occur due to low or high temperatures or the air quality is unhealthy. If you feel your child is not well enough to participate in outdoor play, then please keep your child at home. Children must feel well enough to participate in all activities to attend.

## **Staff Hired by Parents**

We strongly discourage our employees from making independent child care arrangements with families at the school. However, in the event that you enter into an agreement with a BPCCC employee to babysit for your family outside of the employee's normal work hours and/or outside of the school hours, it must be done away from the school and with the full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a Bristol Preschool Child Care Center employee. We cannot be responsible for our employees away from school, outside their working hours, and will not be liable for their acts or omissions when not on our property including the transportation of children. You may be required to sign acknowledgement and waiver to this effect.

## **Toilet Training**

Staff will work with parents in the process of toilet training. Toilet training while in a child care setting may be easier than it is at home. At the center, your toddler will see other children visiting the bathroom, which can create a powerful incentive and example. Teachers are experienced in toilet training and can offer you support. BPCCC has child-sized toilets and sinks, which can make the process much less intimidating. Ask for the teacher's insights, and try not to compare your child to other children in the center. Soon, your days of changing diapers will be over and your toddler will seem oh, so grown up.

## **Tips for Parents**

**Get on the same page.** Talk with your child's teachers about the approach they use. They can help you watch for signs of readiness. These signs may include staying dry for lengths of time, expressing an interest in using the toilet, and being able to pull clothes up and down. You and your child's teachers will work together to develop a plan for toilet learning. Share your own philosophy and any concerns you have. Mutually agree on how you'll handle toilet learning and make sure that you consistently follow the plan during the evenings and weekends.

**Communicate, communicate, communicate.** Let your child's teacher know when your child last went potty when you drop off in the morning. Ask for the same information when you pick your child up at the end of the day. Find out about the times your child uses the bathroom at school and try to duplicate this schedule at home.

**Come prepared.** Accidents are bound to happen during the first few weeks of toilet learning, so make sure your toddler is prepared to cope with potty accidents. Be sure to send your child with plenty of clean clothes. Skip the onesies, blue jeans, or overalls, and opt for soft, loose pants with an elastic waistband. These clothes help your child be more independent, and they also simplify the inevitable changes. Send your child in shoes that come off easily and don't forget extra socks.

**Expect setbacks.** Toilet learning is a major developmental milestone and it's very common for children to make progress and then regress. Try not to get discouraged or express frustration to your toddler. Make sure that your child is really ready before you start toilet learning. The age of readiness varies from child to child, but most kids are ready to toilet learn between 20 and 30 months. Take it slow and use a relaxed, positive approach. Talk with your child's teacher if you have questions or just need some extra support.

**Push the fruits and veggies.** What does nutrition have to do with toilet learning? Constipation is a common problem when children don't eat enough fiber. Children sometimes develop a fear of toileting if they've experienced painful stools. Eating fruits and vegetables helps keep their digestive system regulated.

**Accommodate special needs.** A child with developmental or physical delays may need extra support to toilet learn. Talk with your child's teacher about ways to help, which might include delaying toilet learning, using a visual chart, or practicing the steps of pulling down pants or washing hands prior to starting toilet learning.

As you go through the toilet learning process, try to keep perspective. Some children are very motivated and learn to use the toilet quickly. Others need more time before they completely master this developmental task. Remember that both you and your child are doing the best you can. Before long, your child will be diaper-free and ready for the next adventure.

## **Toileting- Preschool**

Children at one time or another may need help with buttons, snaps and zippers. Children frequently do need assistance in learning these self-help skills. If a child needs assistance in the area of toileting, we will notify the parent that their child needs assistance on these various self-help skills. It is our policy that an adult will only help a child in the presence of other individuals and at no time is alone with a child.

*Bathroom Procedures are as follows:*

1. Bathrooms are located outside the classroom (West St.) and an adult accompanies children to the doorway.
2. A child's privacy is always respected.
3. Parents will be encouraged to dress children appropriately (no body suits or "onesies"). Please dress children in clothes that they can manage.
4. Parents are informed if the child lacks necessary self-help skills.
5. We encourage children to be independent and allow the child to be self-sufficient.
6. Gloves are used whenever we need to assist children.

7. We would never humiliate a child if an accident occurs. If an accident occurs, the child will be changed in the bathroom and the soiled clothing will be placed in a plastic bag and sent home that day for laundering.
8. Bathrooms are cleaned and disinfected properly after any accident and on a daily basis.

### **Donations**

Objects and clothes your child has out grown that are still in good condition might be able to be used at the center. Please bring them in clean. We need to have extra clothes when children have accidents and do not have a change of clothes in their cubby.

### **Bulletin Board**

BPCCC is a state licensed child care facility under the Office of Early Childhood. You will find a copy of our current license, annual Fire Marshall Certificate, emergency plans, fire drill schedule along with pertinent building inspections and State Department of Public Health Inspections reports posted on our bulletin board.

A special classroom parent board will have the center menu, center policies, and special notices, along with the names of the BPCCC Board of Directors.

### **Birthdays**

The children enjoy celebrating a birthday with something special. If you would like to bring a "special treat" for your child's birthday, please discuss this with your child's classroom teacher. We ask that you please bring in store bought items so that staff may verify ingredients in cases of possible allergies in the classroom. Healthy treats such as whole fresh fruit or mini muffins are encouraged. If you do not celebrate birthdays please speak to your child's teacher so they are aware of your beliefs.

### **Fieldtrips**

You will be notified of major field trips ahead of time. If you want your child to go on a trip, it is your responsibility to notify the staff by filling out the field trip permission slip provided. Parents are always welcome to help supervise on field trips. If you would like to chaperone, please plan on providing your own transportation. We appreciate your help!

### **Toys from Home**

We recognize that children are often excited to show toys from home to their teachers and friends. However, this can cause challenges surrounding sharing and also disappointment when toys from home are lost or broken. Unless there is a specific sharing day or activity in your child's classroom, we kindly ask that toys from home remain at home.

### **Children with Special Needs**

Bristol Preschool Child Care Center will make every reasonable effort to accommodate children with special needs. Close communications with the parents is essential to providing quality care. If the child has already been evaluated by the Board of Education or other agency we will work with them to implement the IEP that they have developed. We ask that you submit a copy of your child's most recent IEP, and keep us updated on the progress. We will ask you to sign a release so we can contact the BOE, Birth to 3 or other programs your child has attended. If we feel a child should be evaluated so that they can get extra help early on, we will make recommendations to the parents. If

we feel we are unable to adequately care for the child or meet the child's needs within our current staffing patterns, we will give parents the time and assistance needed to find more appropriate care.

### **Special Education Transition Plan**

A special education transition plan is developed to ensure a smooth transition for children and families with special needs to Bristol Preschool Child Care Center as well as the child's future school. In most cases, the child's future school will be kindergarten; however in the event that BPCCC cannot reasonably meet the needs of the child and family prior to the child's eligibility for kindergarten, the future school may be an alternate school.

Children who enter BPCCC with an IEP (Individual Education Plan) or IFSP (Individual Family Service Plan) will be engaged in the Special Education Transition Plan. The following three steps comprise the transition plan:

1. **Initial Meeting** - A meeting will take place to include the family, teacher(s), program administrator and if available the early childhood special education team. This meeting will take place prior to the child starting BPCCC or during the first few days of attendance and may occur informally or formally with a PPT (Pupil Planning Team). During this meeting the current IEP/IFSP will be reviewed and plans for effective and successful implementation at BPCCC will be outlined.
2. **Review Meeting** - A review meeting will take place 30 days following the child's first day of school. Individuals to attend will include parents, teachers, administrative staff, and if available, early childhood special education team. These individuals will review the progress of the IEP/IFSP and determine BPCCC's continued ability to meet the needs of the child and family. Future and continued review of the IEP/IFSP will take place as designated by the referral process. All efforts will be made to meet the needs of the child and family; however, in the event that this cannot be done successfully, BPCCC will help transition the child and family to an alternate program.
3. **Transition to Kindergarten** - Teachers and staff will assist in the transfer of child's records to Kindergarten. Families will be guided in requesting a PPT to discuss the transition to Kindergarten process.

### **Other Services / Early Intervention / Referrals**

Bristol Preschool has collaborative agreements with a number of organizations and agencies in the community with the purpose of providing families with support services as needed. BPCCC will assist families to the best of our ability; including providing for a language interpreter, to ensure families are successful in their request of support. BPCCC recognizes the importance of early intervention services and collaborates with Bristol Board of Education and the State funded Early Childhood Consultation Partnership (ECCP) for guidance and support to ensure learning success for all children. Parents are informed and are invited to participate in all aspects of this process. We will discuss with parents if we feel a referral needs to be made for your child. No referral will be made without parental / guardian permission.

### **Birth to Three**

This program provides early intervention services for infants and toddlers, from birth up to age 3, and their families. We will discuss with parents if we feel a referral needs to be made for your child. No referral will be made without parental / guardian permission.

### **Special Education Services**

If it is determined that your child needs special services, your child may be scheduled to attend programs at a Bristol Board of Education school. In most cases children receive services on site at Bristol Preschool. It is very important that BPCCC is part of the PPT (Planning and Placement Team) meeting so we are aware of when your child will begin receiving services and we are able inform teachers of your child's adjusted schedule.

### **Refusal of Special Services**

If it is determined that your child needs special services and you choose not to have your child receive the recommended services, we will set up a meeting to discuss a plan of action. If we feel we are unable to adequately care for the child or meet the child's needs within our current staffing patterns, we will give parents the time and assistance needed to find more appropriate care.

### **Transition Plan**

It's hard to believe but before you know it; your child will be heading off to kindergarten! In order to provide a smooth transition, we work closely with the Bristol Board of Education. Our teaching staff collaborates with the BOE teachers in many ways including observing a Board of Education classroom to best prepare the children for kindergarten as well as participating in joint community events and workshops.

We will also provide information to parents regarding registration dates, getting ready for kindergarten activities, as well as community events that are being held to assist in the transition process. We will also provide a variety of activities to prepare for the big day... such as the 100 day countdown to kindergarten, rides on a school bus, and curriculum lessons focusing on what to expect in kindergarten.

We will provide the BOE, with your permission, early registration information, so they can be prepared to expect your child to register for Kindergarten. We are happy to provide the elementary school with any information they require, with your permission. As always we are here to support you in any way we can to make this a smooth transition for your child and you as well!

## Curriculum

As educators working with young children, we have the opportunity to set the stage for children's success in school and in life. We value children as individuals and embrace their unique contributions to the classroom community and inspire in them a love of learning that will last a lifetime. We believe that children learn best when they are actively involved with materials and with others. Our emphasis is setting up the proper learning environment and building positive, meaningful relationships with children and their families.

Bristol Preschool uses The State of Connecticut Early Learning and Development Standards & and The Creative Curriculum® as the basis of our program. The curriculum allows us to plan and implement a content-rich, developmentally appropriate program that supports active learning and promotes children's progress in all developmental areas.

Our curriculum focuses of the following areas of development,

### **Cognition**

### **Social and Emotional Development**

### **Physical Development and Health**

### **Language and Literacy**

### **Creative Arts**

### **Mathematics**

### **Science**

### **Social Studies**

## **CT ELDS (Connecticut Early Learning and Development Standards) Guiding Principles**

### **Young Children:**

- Are capable and competent
- Learn best when their basic needs are met.
- Are unique in their growth and development.
- Develop and learn within the context of their family and culture.

### **Families:**

- Are the primary caregivers and educators of young children.
- Are critical partners in all early learning environments

### **Early Learning Environments:**

- Support young children to learn in the context of relationships.
- Reinforce the importance of the cultural context of young children, families and communities.
- Provide opportunities for active exploration.
- Provide meaningful inclusion of children with special needs.
- Provide experiences that are relevant and integrated across domains of development.
- Intentionally promote the development of skills and knowledge.
- Provide opportunities for children to benefit from diversity.
- Support children's language development in their primary language.



## Communities:

- Believe that all children deserve high quality early learning experiences.
- Offer a variety of resources that support early growth and development.
- Strategically plan to meet the needs of children and families.

## CT ELDS (Connecticut Early Learning and Development Standards) Essential Dispositions

Across all ages and domains, early learning experiences will support children to:

- **Be creative**  
Support young children's growth and development by encouraging creative thinking and novel approaches to solving problems. Children should have opportunities to create, express themselves in a variety of ways and approach problems from new perspectives. The focus of early learning experiences should be on the process instead of the product, promoting learning, exploring and thinking over achieving a specific result or answer.
- **Be inquisitive**  
Encourage children to explore, seek new information and ask questions. Children should feel comfortable questioning information, testing out new ideas and simply playing with materials in new and unusual ways. Those supporting young children's growth and development should create safe environments in which children can explore and experiment.
- **Be flexible**  
Foster children's ability to adapt to new situations, to be flexible in their responses and to actively engage in new environments. Exposure to new ideas, environments and situations in meaningful ways can promote resilience.
- **Be critical thinkers**  
Encourage children to use critical thinking skills to help them organize and use the great amount of information available today. Those supporting young children's growth and development should promote an understanding of the concepts behind specific skills (e.g., understanding quantity as well as learning the sequence of counting), provide opportunities to engage in higher-order thinking skills and encourage children to question the accuracy of information they receive.
- **Be purposeful and reflective**  
Promote children's engagement in purposeful action. Very young children should be actively involved in play and will benefit from reminders of the results of their actions. Three- and four year-olds should play an active role in planning experiences, setting goals and celebrating accomplishments. They should be encouraged to be reflective and to learn from mistakes.
- **Be social learners**  
Social interactions form the basis for children's learning. Encourage children to interact with adults and peers, ask questions and jointly solve problems. Those supporting young children's growth and development should provide opportunities to learn through cooperative experiences with adults and children.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children, are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

In addition, BPCCC uses the Handwriting Without Tears - Get Set for School curriculum. Get Set for School is a curriculum that includes three complete programs designed to prepare children for school: Readiness & Writing, Language & Literacy, and Numbers & Math. The following strategies are used:

- Multisensory approach that addresses different learning styles
- Developmental progression that builds on what children already know
- Friendly voice that connects with children
- Engaging lessons that invite active participation

### **Assessment**

At BPCCC we view the process of learning as the key to a child's progress in school. Having time to try ideas, talk about experiences and make choices is a fundamental part of learning. Teachers develop activities from careful observations. They watch children play and engage in conversation with them about ideas and interests that build curriculum. Teachers plan curriculum with goals for child learning.

We use the Connecticut Documentation and Observation for Teaching System (CT DOTS). CT DOTS is a framework to guide early care and education providers in a process of monitoring children's progress on the skill, abilities and behaviors outlined in the Connecticut Early Learning and Development Standards. CT DOTS supports early care and education providers to observe and document children's learning and development in naturally occurring situations and to plan for engaging experiences that allow for more intentional observations. CT DOTS also provides a structure for partnering with families in sharing information about children's learning and development. CT DOTS is a valuable tool for planning how to support young children through curriculum, instruction and quality early learning environments.

### **Social - Emotional Assessment**

Bristol Preschool Child Care Center, Inc. uses the Devereux Early Childhood Assessment (DECA) to assess the social and emotional development of our children.

The infant and toddler DECA assessment supports the development of infants' and toddlers' social and emotional health. The screening and assessment tool focuses on identifying key social and emotional strengths and the planning resources provide caregivers and parents with research-based strategies to promote children's resilience.

The Preschool DECA is strength-based, primary prevention program designed to foster healthy social and emotional development in preschoolers. The DECA program facilitates parent-professional collaboration, promotes quality early care and educational programs, and focuses on "within child protective factors." The Devereux Early Assessment "DECA" accompanies the program and identifies those within child strengths. The DECA assesses three protective factors: Initiative, Self-Control and Attachment as well as behavioral concerns. The results identify children's strengths (as indicated by high total protective factors), and children who may be at risk (as indicated by low protective factors or high behavioral concerns.) The DECA program may assist not only in improving within the child protective factors, but possibly school readiness.

## **Daily Schedule**

Our program operates on a full year calendar with respect to all holidays, teacher in- service days, weather delays and/or cancellations.

BPCCC will follow a flexible daily schedule that 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 shall include indoor and outdoor physical activities, which will allow for fine and gross motor development.

The teachers try to develop and maintain a sequence of routines which the children become familiar and secure with, however, they may vary slightly each day. The classroom routine is built around a predictable schedule that provides security and stability for the children. Routine is critical for young children's feelings of security. The sequence and schedule are changed somewhat with the seasons to ensure comfortable outdoor time.

*A typical preschool day will consist of:*

### **Circle:**

Opening circle provides a time for greeting and discussing the events of the day. Often movement, music and finger play activities are included in this time. Closing circle provides the opportunity to review the day and say goodbye.

### **Meals and Snacks:**

The children are provided with nutritional meals consisting of breakfast, lunch and afternoon snack. During this time, language and social skills are taught and reinforced.

### **Planning:**

This is a very important part of our pre-school day. Children are allowed the opportunity to select and choose, allowing decision making and verbal skills to develop.

### **Centers:** (Combination of Child Initiated and Staff Initiated Experiences)

This is where the children do the most important work of the day: play. Children learn through their play. Children are allowed to explore and discover learning centers with varied choices in materials and equipment. Center choices include Dramatic play, Computer, Blocks, Music, Library, Science, Math, Manipulatives, Art and Media centers, etc.

### **Review:**

At some time after centers, the children are given opportunity to share with others what it is they did in centers that day. This helps them to build verbal skills, along with providing them a sense of "self."

### **Small Group:**

Children are divided into small groups to work on specific theme related activities. These might include art projects, cooking, fine motor skills, number concepts or other school readiness activities.

Throughout all these activities, children are treated as individuals and are presented with tasks that are developmentally appropriate for their needs.

# Nutrition

Bristol Preschool Child Care Center, Inc. is part of the Child and Adult Care Food Program (CACFP). Children are served both breakfast and lunch in school along with an afternoon snack which meets two-thirds of their daily dietary requirements. All food is prepared on site which meets USDA standards. Please return all health and nutrition forms needed. **If there is any food that your child is allergic to, please have your health care provider send a letter indicating the allergies.** If there are any foods your child cannot eat due to a religious reason please let us know. Children are encouraged to try everything but are never forced to eat it. Please make sure your child arrives by 9:00am (ages 2 & up) to ensure they are receiving breakfast as well as full participation in the day's activities. If your child will be arriving after 9:00am please call the center. The kitchen begins preparing lunch in the morning and it is very important to get an accurate count for meals.

## Food Program Forms

Bristol Preschool Child Care Center is required to collect and maintain documentation of the enrollment of each child, including information used to determine eligibility for free and reduced price. Documentation of enrollment must be updated annually, signed by a parent or legal guardian, and include information on each child's normal days and hours of care and the meals normally received while in care. If there are changes in your household income, please make sure you complete a new USDA eligibility form.

## Nutrition Consultant

BPCCC has a nutrition consultant on staff. The consultant provides support for the program with regards to special dietary needs (including food allergies and cultural and religious food preferences), menus, review policies and procedures and resources for children, families and staff.

## Sharing of Food

In the event of a birthday or special event and you would like to bring a treat in for the class, we ask that you bring in whole fruits or commercially prepared packaged foods in factory sealed containers. We are accredited by the National Association for the Education of Young Children and this is the recommended practice for sharing foods from home. We have many children with different types of allergies and this will allow for us to check the ingredients on the packages as well as for safety purposes. We also encourage the children to make healthy choices so fresh whole fruit would be the recommended treat.

## Food from Home

Children one year of age and older are not allowed to bring food in from home to eat while at the center. The only exception to this rule is if there is a special event/birthday; please see Sharing of Food Policy.

## Food Allergies

If your child has a food allergy, it is very important that you share that information at the time of enrollment or at the time of the diagnosis. You will be asked to have your child's physician complete a form so that menu substitution can be provided. If emergency medication such as an epi-pen or Benadryl is needed, you will be required to have the proper authorization forms filled out and a separate epi-pen will be needed to keep at the center. BPCCC is a nut free environment.

# Health & Safety

## Hand Washing

Please wash your hands and your child's hands upon entry to the classroom each day. You will find that hand washing is a routine part of our strategy to stay healthy - we wash hands upon arrival; before eating; after outside time; before and after using the water table; after toileting; before brushing teeth; after handling visiting animals; etc...

## Physicals & Immunizations

To comply with the State Health Department regulations, physical exams and immunizations are required. **An annual physical is required for all children; the Early Childhood Health Assessment Record (ED191) with current immunizations is required prior to your child starting BPCCC. Immunizations need to be up to date and all children must have a recent physical (within a year) before entering the program.** Parents are responsible for completing the first page of the Early Childhood Health Assessment Record. The health evaluation portion of the health assessment is to be completed by your child's physician. Please make sure the portion of the Health Evaluation includes the vision, hearing and dental care screening information as well as verification that your child has been screened for risk factors for tuberculosis. If the health evaluation is returned without a vision, hearing and/or dental screening, BPCCC will recommend a local physician(s) to complete assessment(s) to ensure all children have received the necessary screenings. BPCCC also works with local colleges to perform dental screenings and with the Lyon's Club to provide vision screening.

Bristol Preschool tracks all children's immunizations and physicals through Pro-Care, a computer software program designed for child care centers. As your child's annual physical date approaches, you will be sent a reminder notice. An updated physical exam form or appointment card must be received by the expiration date of the current physical on file or your child will not be able to attend. All health records are kept confidential. Bristol Preschool can provide information and assistance on accessing services for families in need of medical insurance, a medical or dental provider, immunizations and health screenings.

## Immunizations

If your child can not receive an immunization because of medical contradictions, the health care provider must submit a signed note stating that the immunization is medically contradicting. In cases of religious exemption, a notarized waiver must be signed by the family and kept in the child's file.

## Health Insurance

At the time of enrollment, you will be asked for a copy of your child's health insurance card. This information is kept on file in case of emergency and also to assist us in helping children that may not have health coverage. If for any reason your child does not have health insurance, we are happy to assist you in completing the HUSKY health care application. The HUSKY Plan offers a full health insurance package for children and teenagers up to age 19, regardless of family income. HUSKY pays for doctor visits, prescriptions, vision and dental care, and much more. If you prefer to inquire independently, you can also call 1-877-CT-HUSKY (1-877-284-8759).

## **Safe Attire**

- Necklaces may not be worn on the playground or at naptime. It is recommended that children leave necklaces at home to avoid losing or breaking jewelry in the process of removal.
- Jackets or sweatshirts with drawstring hood, mittens connected by strings through the arms, or other upper body clothing with strings, pompoms or drawstrings are not allowed.
- Scarves must be tucked securely inside the coat.
- Earrings worn by children should be small posts. Dangle or hoop earrings will not be allowed.
- Jewelry that is deemed by staff to be unsafe will be removed and sent home with the child.
- Closed-toe, sturdy shoes, preferably sneakers, are required for outdoor playtime. Flip-flops, sandals and "Crocs" are not allowed on the playground due to the increased risk for splinters from the mulch and falls from the equipment. Sandals must be closed-toe with an ankle strap.
- Hats without dangling strings or pompoms, mittens or gloves and boots are required for outdoor play in cold weather.
- Dangling zipper pulls are not allowed.

## **Sunscreen / Insect Repellent**

During the warmer months we will ask you to provide bottled sunscreen. The American Academy of Dermatology recommends a "Broad Spectrum sunscreen with SPF 30 or higher" product. The sunscreen must be labeled with your child's name. Please apply sunscreen before your child arrives for the day. Staff will reapply. Lotion form of sunscreen is preferred, if aerosol is provided it will be applied outdoors only. **For children under the age of 3, we will accept sunscreen in lotion form only.** Sunscreen will be applied to the areas of exposed skin with parental permission only. We monitor the UV index by checking [www.epa.gov/sunwise/uvindex.html](http://www.epa.gov/sunwise/uvindex.html). We will avoid outdoor play when there is increased risk of harmful exposure. Please provide a wide-brimmed hat, sun glasses that provide UVA and UVB protection and lip balm with SPF for your child to wear during outdoor play.

When public health authorities recommend use of insect repellants due to a high risk of insect-borne disease, repellants containing DEET will be used. Staff will apply insect repellent no more than once a day, and only with written parental permission.

## **Pesticide**

Bristol Preschool contracts with a company for routine maintenance to avoid the infestation of ants, bees, etc.... When the maintenance occurs indoors, children are not in the facility. When outside treatments occur, the children will remain indoors. Integrated Pest management (IPM) techniques are used to assure that the least hazardous means are used.

## **No Smoking**

Bristol Preschool has a "No Smoking" policy at both sites and outdoor play areas. Connecticut State law prohibits a person from smoking or using an electronic nicotine delivery system or vapor product within or on the grounds of a child care center. Smoking is prohibited indoor and outdoor on BPCCC grounds at both locations. This includes parking lots. Employees / Families who would like to smoke will need to leave BPCCC premises.

## **Serious Injury/Illness**

Bristol Preschool Staff will request a note from the child's health care provider before the child returns to the center if the child has experienced a serious illness or a serious injury such as a concussion or fracture. This documentation must indicate that the child is well enough to return to the program and state any restrictions or limitations.

## **Exclusion for Illness Policy**

Bristol Preschool staff conducts daily health assessments to observe any changes in behavior, signs of illness or injury, increased body temperature and complaints of not feeling well. If a child arrives at the center showing signs of exclusionary illness, staff will send the child home.

For the well being of your child and all of the children in our center, we do not provide sick childcare. If your child becomes ill while at the center, you will be notified to pick him or her up immediately. Every effort will be made to isolate your child from other children in a quiet, supervised location until you can pick him/her up. Your child should be picked up within an hour of the time you are called. The staff will give you written guidelines as to when your child may return to the center, if you need a note from your child's doctor stating the child is not contagious and may return to child care or when your child will be allowed to return. Our Exclusion for Illness Policy is based on recommendations from the American Academy of Pediatrics publication, *Caring for our Children: National Health and Safety Performance Standards; Guidelines for Early care and Education Programs*.

We will consider your child to be ill if he or she exhibits any of the symptoms below:

- Fever - (temperature of 101 or more or a temperature of over 100 and other symptoms)  
Example: 100.3 and sleeping during activities.  
Unexplained temperature over 100 in a child under six months should be medically evaluated.
- Vomiting
- Diarrhea
- Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.
- Strep Throat
- Lice - Live or presence of eggs (nits)
- Rash of unknown origin, rapidly spreading rash, impetigo or Varicella (chicken pox) - Please notify the childcare immediately if your child has chicken pox, we need to report it to the Health Department, as part of our state regulations.
- Lethargy, listlessness, unable to fully participate in child care activities, extremely irritable, persistent crying, difficulty breathing, refusing to eat or drink. Illness that results in a greater need for care than the staff can provide without compromising the health and safety of the other children.

### **Exclusion:**

Please keep your child home if they are exhibiting any of the following symptoms:

- Has had a fever. Before returning to the center they must have a normal temperature for 24 hours without the use of fever reducing medication such as Tylenol or Motrin
- Has had vomiting or diarrhea within the last 24 hours
- Has had symptoms of communicable disease such as chicken pox (fine blisters on the face, body, or scalp)
- Has mouth sores with drooling
- Uncontrolled coughing, difficulty breathing or wheezing
- Has a rash of unknown origin, spots on body, hands, or feet
- Has started antibiotics in the last 24 hours

- Has a sore throat and is refusing to eat or drink (possibility of strep throat)
- Has head or body lice or scabies
- Is too sick to play outside
- Is listless, lethargic, extremely irritable, refusing to eat or drink or clearly behaving in an unusual manner and is unable to participate comfortably in the daily activities of the program.

#### **Children may return when:**

- Able to participate comfortably in program activities, tolerating a regular diet and when they do not require one-on-one care.
- 24 hours fever free and 24 hours free of fever reducing medication such as acetaminophen or ibuprofen.
- No longer experiencing diarrhea or when the continuous loose stools are deemed not to be infectious by a licensed health care provider.
- 24 hours free of vomiting.
- Receiving treatment for conjunctivitis, impetigo, lice, scabies or ringworm.
- On antibiotics for 24 hours or longer for impetigo and strep throat.

#### **Medication Policy**

Bristol Preschool has staff members who are certified to administer medications to your child if necessary for medical related conditions. No prescription medication shall be administered to a child without the written order from an authorized prescriber and the written permission of the child's parent which shall be on file at the center.

Such medications will include:

- **Oral medications:** We will not administer fever reducing medications such as Motrin, Tylenol or antihistamine such as Benadryl unless it's for special health care needs or chronic medical conditions such as a seizure disorder or severe allergy.
- **Topical medications**
- **Inhalant medications** for asthma
- **Injectable medications**, by a premeasured, commercially prepared syringe, to a child with a medically diagnosed condition who may require emergency treatment.
- **Non-prescription topical medications:** sun screen, diaper creams free of antibiotics, antifungal or steroid components. Based on FDA concerns, over the counter and prescription topical medications for teething will not be administered due to potential harmful effects.

The written order from an authorized prescriber shall be on one form which shall indicate that the medication is for a specific child and shall contain the following information:

- the name, address, and date of birth of the child;
- the date the medication order was written;
- the medication or drug name, dose and method of administration;
- the time the medication is to be administered;
- the date(s) the medication is to be started and ended;



- relevant side effects and the authorized prescriber's plan for management if they occur; notation if the medication is a controlled drug;
- a listing of any allergies, reactions to, or negative interactions with foods or drugs;
- specific instructions from the authorized prescriber who orders the medication regarding how the medication is to be given;
- the name, address and telephone number of the authorized prescriber ordering the drug;
- the authorized prescriber's signature; and the name, address, telephone number, signature and relationship to the child of the parent(s) giving permission for the administration of the medication.

Please mention to your pediatrician that your child is in a center-based child care setting. Often medication can be administered before you bring your child to the program and again in the evening, avoiding the administering of medication at the center. If this is not possible, please ask the pharmacist to provide you with two bottles of medication, so that one can be at the center and one at home. Medication must be in its original container with the prescription information and dosage cup if necessary. For non-prescription medication, please bring it in a sealed, original container, along with the dosage cup (if necessary) and labeled with your child's first and last name. Families are responsible for administering the first dose of the day for all medications, with the exception of emergency medication such as an epi-pen.

***Any child requiring emergency treatment medication (such as an Epi-pen or asthma medication) will not be allowed to stay at the center without current medication and a current form for medication authorization.***

All prescription medication will be stored in a locked cabinet in the designated area or locked in the refrigerator, with the exception of emergency medication i.e. Epi-pens and asthma medications will be stored in the classroom, out of reach of the children, to allow for a quick response time. These medications follow the children throughout the day during indoor and outdoor play. Non prescription topical medication will be stored in a designated area of the classroom, out of the reach of children. Medication may not be stored in a child's pocket, cubby or back pack. Self administration of medication by children is not permitted.

Bristol Preschool will keep accurate documentation of all medications administered. Included in the documentation are:

- the medication that was administered
- the date the medication that was administered
- the time the medication was administered
- the dose that was administered
- the signature of the staff member administering
- comments if necessary

In the event that a medication error occurs, a medication error incident report will be filled out and the parent will be notified immediately and given a copy of the report upon arrival.

Parent will be notified by telephone when any emergency medication has been administered.

The administering staff is trained in the administration of medication by an approved trainer. Training is renewed every three years. The training for injectables is repeated on an annual basis. At no time is a staff member who is not certified allowed to administer prescription medications. All unused or expired medication shall be returned to the 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 least one witness. The center shall keep a written record of the medications destroyed.

### **Nonprescription Topical Medications**

Nonprescription Topical Medications (including but not limited to) diaper creams free of antibiotic, antifungal or steroidal components; non-medicated powders; or lip medications can be applied with proper authorization. No non-prescription medication shall be administered to a child without the written permission of the child's parent which shall be on file at the center.

### **Self-Administration of Medication**

Self-administration of medication by children **IS NOT** permitted at Bristol Preschool. Only a staff member certified in medication administration will administer medication.

### **Special Health Care Needs**

A child with a special health care need must have an individualized health care plan, emergency health care plan or asthma action plan on file. All health care plans will be reviewed and signed by the Child Care Health Consultant and all staff members that care for that child. Health care plans must be updated annually or more frequently if changes in the treatment plan occur.

### **Accident Insurance**

The center provides accident insurance for your child while attending the center. Written records will be kept on any accident that occurs at school.

### **Emergency Form**

*It is vital that all contact information is up to date at all times.* On a quarterly basis a new emergency form will need to be completed, however if any information changes you need to update the form immediately.

### **Weather Related / Emergency Closing**

The safety of our children, families and staff are of the utmost concern for Bristol Preschool Child Care Center. For this reason, the CFO will make the decision regarding opening or closing the centers.

- In most cases BPCCC follows the Bristol Public Schools for weather related closings, delays or early dismissals.
- For cases of a delay the delay will begin from the opening time of 6:30am. For example, for a 2-hour delay BPCCC will open at 8:30 a.m. instead of 6:30 a.m.
- Information regarding closing and delays can be seen on Channel 30 WVIT (NBC) website. NBC has a text alert system you can sign up for at [www.nbcconnecticut.com](http://www.nbcconnecticut.com). Please make sure you select Bristol Preschool Child Care Center, Inc. when registering.

- For a case of an early dismissal parents will be called by BPCCC center staff as soon as possible and will be given an early dismissal time.
- PHONE NUMBERS AND EMERGENCY NUMBERS MUST BE CURRENT AT ALL TIMES IN CASE OF EMERGENCY.
- In the rare cases that the center loses power, heat or water, parents will be called to pick up their children immediately. The center cannot properly provide care for the children when those types of losses occur.
- There is no reduction in fee for delays, early dismissals or closings.

### **Emergencies**

Bristol Preschool has detailed policies and procedures in place and on file for emergency situations and natural disasters. Please note the following:

In the event of a **Medical Emergency**, calls are made in this order and staff trained in first aid and CPR will remain with the child at all times:

1. 911
2. Parent or guardian

In the event of an **Evacuation** (such as a fire, building damage or unsafe environment), Bristol emergency personnel will assist the Center in determining an evacuation site. Parents will be notified by telephone of the pick-up location. Bristol Preschool is registered with 211 Infoline and parents may call 211 for pick up information.

In the event of a **Shelter-in-Place situation** (such as a natural disaster), children and staff will seek temporary, immediate shelter inside the building. Bristol Preschool has storage of food and supplies for emergency situations.

In the event of a **Lockdown**:

1. Children and staff will remain inside the building
2. Building windows and doors are locked. *No one except emergency personnel (police, fire fighters) will be allowed access to the building.*
3. Children will not be released to their parents or guardians until police give an "all clear."

Bristol Preschool staff has regular training in Emergency Preparedness and Disaster Planning and the Center coordinates plans with The City of Bristol's Emergency Management Team. The children participate in monthly Emergency Preparedness drills.

### **Medical Emergencies**

The center will retain on file written permission enabling BPCCC to refer your child for medical care in case of emergency. The center staff can provide emergency first aid treatment. The teaching staff is certified to administer first aid and CPR. A first aid kit is available in classrooms and on field trips.

In case of your child's illness or injury at the center, attempts will be made to notify you immediately. If necessary, your child's pediatrician will be consulted. Bristol Hospital may provide further consultation and advice in an emergency situation.

Please make sure your emergency contact form is up to date at all times. You will be required to submit a new emergency contact form on a quarterly basis.

In the event of a medical emergency, Bristol Preschool will follow the following procedure:

- A certified staff member will give immediate care until emergency personnel arrives
- 911 will be called; the child will be taken to the closest hospital, unless another has been requested.
- The CFO or Program Director will be notified immediately. In the event that neither is available, the point person will be notified.
- The parent/ legal guardian will be notified, if the parent is not available, emergency contacts will be called.
- The child's file, including the medical form and medical emergency form, must accompany the child to the treatment center.
- A staff member will accompany the child and remain until the parent/guardian arrives.
- Call consulting physician to give details concerning situation, if necessary
- If the teacher must leave the program area in an emergency, a substitute will be called in.
- A child accident/illness report will be filled out as soon as possible.

Bristol Hospital will be used for an emergency, unless otherwise specified by parent. Transportation will be provided by ambulance or by parent. Any ambulance cost incurred is the responsibility of the parent.

In an emergency, one teacher will stay with the sick or injured child and the other teacher will stay with the other children and substitute.

### **Oral Health Policies**

Bristol Preschool feels that oral health is very important to the health of your child. For this reason, upon request, Bristol Preschool will have your child brush their teeth once per day after lunch time before they begin nap time. We have chosen this portion of the day because while you are awake, saliva helps keep the mouth clean. When you are asleep, there is less saliva produced to clean the mouth. For this reason, it is important to brush before bedtime / naptime. Should you want your child to brush his/her teeth, you will need to provide the labeled toothbrush and toothpaste for your child. The teaching staff will show the children how to properly brush. The children will brush their own teeth with the guidance of a teaching staff member. Toothbrushes need to be replaced every 3 months and after a child has been ill.

## **Dental Emergency Policies**

In the event of a dental emergency that results in a tooth being knocked out of a child's mouth, Bristol Preschool will provide the following care:

- First aid procedures will be given by a certified teaching staff member
- The parent / guardian or emergency contact will be called immediately and notified of the incident. A written incident form will be filled out and a copy will be given to the parent.
- The tooth will be rinsed gently in cool water
- The tooth will be placed in a clean container with milk, saliva, or water.
- Bristol Preschool will recommend that you take your child to the pediatric dental office immediately. (Call the emergency number if it's after hours.) The faster you act, the better your chances of saving the tooth.

In the event of a dental emergency that results in a chipped tooth or fracture, Bristol Preschool will provide the following care:

- First aid procedures will be given by a certified teaching staff member.
- The parent / guardian or emergency contact will be called immediately and notified of the incident. A written incident form will be filled out and a copy will be given to the parent.
- The child's mouth will be rinsed with water and cold compresses will be applied.
- If possible the broken tooth fragment will be placed in a clean container with milk, saliva, or water.

Bristol Preschool will recommend that you take your child to the pediatric dental office immediately. (Call the emergency number if it's after hours.) The faster you act, the better your chances of saving the tooth.

## **Safety**

The public policy of this state and of our program is to protect children whose health and welfare may be adversely affected through injury and neglect. The goal is to strengthen the family and to make homes safe for children by enhancing the parental capacity for good child care and to provide a safe nurturing environment for children.

In a continuing effort to be responsible, the following policy has been established regarding children who leave our center. If for any reason, a staff person suspects alcohol or drugs have impaired the individual driving a child from school, it will be requested that the individual find a suitable alternate driver. Please remember our responsibility is to ensure the safety of the children.

For the safety of all the children and staff, firearms and other lethal weapons are not allowed in the center, with the exception of law enforcement.

In order to maintain a safe environment for the children that attend Bristol Preschool, preventive maintenance is completed. Regular inspections of the facility are completed in order to prevent injuries. The following takes place to ensure safety:

1. Protective outlet covers are placed in all electrical sockets to prevent electrical shock.
2. Floor coverings are secured to prevent slipping, falling, and or tripping.

3. The temperature of the water does not exceed the requirement set forth by the Department of Public Health to prevent scalding.
4. Food temperatures are taken before food is served to prevent the possibility of burning.

**Supervision Policy**

No child will be left unsupervised while attending the program. Staff will directly supervise children by sight and sound at all times, including indoor, outdoor, nap time and during transportation. Staff shall position themselves to see as many children as possible. The children toilet independently, with staff standing in the hallway or outside the bathroom if in the classroom keeping sound supervision. Staff will regularly count the children to confirm the safe whereabouts of every child at all times. The count will be recorded on the attendance sheet. Counts will be done before the group leaves an area and when the group enters a new area.

**Child: Staff Ratios**

Bristol Preschool will always comply with the State of Connecticut Office of Early Childhood licensing requirement of 4 children: 1 staff member (under 3 years of age) and 10 children: 1 staff member (3 years & up). There will always be at least two staff members present at all times in the building as well as a First Aid / CPR trained staff member. The following ratios / group sizes will be maintained per classroom depending on classroom capacity:

<u>Under 3:</u>		<u>3 years &amp; up</u>	
<u>Child: staff</u>	<u>Maximum Group Size</u>	<u>Child: staff</u>	<u>Maximum Group Size</u>
4:1	8	10:1	20
		9:1	18
		8:1	16

At no time will the group size exceed 8 children under the age of three years old and/or 20 children over the age of three years old, even if ratios are being observed. Ratio and group size will be maintained in the classroom, gym, bathrooms, and outside. When there is a mixed age group, the lower required ratio and group size for the age of the youngest child shall prevail

Volunteers may be assigned to classrooms and will be under the direct supervision of the teaching staff. At no time will a volunteer be left alone with a group of children.

### **Missing Children:**

Bristol Preschool has policies in place to ensure that children are accounted for throughout the day. The following are the safety practices that are followed:

1. A head count is taken frequently throughout the day: before leaving the classroom to go outdoors, on a walk, field trip, etc...
2. Attendance is recorded on a classroom attendance sheet.
3. When children are on an offsite field trip, children are counted frequently. A designated classroom staff person is responsible for performing a 'sweep' of the area or vehicle from which the children are leaving to be sure that no child is overlooked.
4. All children will wear a center name tag on field trips. The only information on the tag will be that of Bristol Preschool Child Care Center. No personal information regarding the child (i.e. name) will be on the identification card.
5. Teachers will discuss with the children what they should do in the event that they become separated from the group.
6. Upon enrollment a photograph of the child will be placed in the child's file.

In the event that a child becomes separated from the group the following procedure will be followed.

1. If it is determined that a child is missing or lost, the teacher will immediately notify the Program Director or designated point person in the absence of the Program Director.
2. If on a field trip, the staff will notify the facility management to assist in the search for the child.
3. The Program Director or designee will notify the police or local authorities, the parent or legal guardian and other authorities as required by state regulation.

### **Safety Practices for parents**

1. Upon arrival and departure please make sure you sign your child in/out. This becomes extremely important in the event of an emergency such as a fire when we have to quickly account for all children.

### **Mandated Reporting**

All members of the staff of BPCCC are mandated under the law to report any suspicion of child abuse. This includes the CFO, Program Director, teachers, teacher assistants, etc. and persons paid for the caring of children in the Bristol Preschool Child Care setting.

## Abuse and Neglect Policy

*Abuse and Neglect policy: Bristol Preschool Child Care Center believes all children have the right to grow up in a healthy environment free from abuse and neglect.*

Definitions of abuse and neglect:

**Physical Abuse:** injuring a child by shaking, beating, burning, or other similar acts

**Sexual Abuse:** engaging in sexual behavior with a child or allowing sexual exploitation of a child

**Emotional Abuse:** excessive belittling, teasing, or berating which impairs a child's psychological growth

**Neglect:** failing to provide for a child's basic needs (i.e.: food, proper clothing, shelter, hygiene, education, medical care, supervision)

**At Risk:** placing a child in danger of abuse or neglect (i.e.: threatening a child with bodily harm)

As a childcare provider, we are required by law to report suspected abuse. All employees of The Bristol Preschool Child Care Center are mandated reporters and have been trained to recognize signs of abuse and neglect. All employees are aware of the Care-line phone number and realize that they are protected by law from discrimination or retaliation for reporting abuse or neglect.

If a staff member suspects a parent / guardian / community member of abuse:

The Bristol Preschool Child Care Center staff member who witnessed the abuse will make an oral report to the Department of Children and Families @ 1-800-842-2288 within 12 hours. A written form will be sent within 48 hours and a copy will be placed in the child's file. The report will consist of the following:

When, where, and how often the abuse happen

How severe the act was

The name of the alleged perpetrator

The Director of BPCCC will contact DCF for follow up.

If abuse is suspected by a staff member / volunteer or a parent reports a suspected abuse:

Bristol Preschool Child Care Center staff member who witnessed the abuse or received the parent complaint will call the Program Director/Site Manager and the Director/ Manager will call the Department of Public Health and make a self report. The staff member and/ or director will call the Department of Children and Families and make a verbal report within 12 hours. A written form will be sent within 48 hours and copies will be placed in the child's as well as the staff member's file. BPCCC supports zero tolerance for abuse and neglect, the staff member will be asked to take a leave of absence pending further investigation. The Director will contact DCF for a follow up and contact the parent or guardian of the child regarding the allegation of abuse or neglect.

If a victim of abuse needs medical attention: The Bristol Preschool Child Care Center will begin first aid treatment until medical help arrives.

The following records will be kept at all times: injuries, abuse / neglect reports, and staff training in abuse and neglect. Staff will receive annual mandated reporting training.



## Home and School Partnership:

### **Getting to Know Families**

BPCCC believes parents are their child's first teacher. It is essential to your child's development that parents and teachers work together to provide children the best possible early care and education experience. The most important part of a true partnership is for teachers to know your child and family. As part of the enrollment application you will be asked a variety of questions about your child, family background, family structure, beliefs, etc... this information is shared with your child's teacher so they can "get to know" your child and family. Another essential part of a partnership is making families feel welcome in the program and classroom. Each classroom has a family quilt or picture board. We will ask you to share photos of your family so that each child will have a piece of their family with them as well as being part of our classroom community. Parents will have mailboxes to keep the line of communication open. Each classroom also has a parent board outside the classroom which has the curriculum information, upcoming events, community events, etc...

### **Parent Involvement & Communication**

BPCCC has an open door policy and welcomes you to stop in and visit your child at anytime. There are numerous ways for parents to participate in their child's classroom and to have a voice in the overall direction of the program. Whether it's your child's birthday, a field trip or any other special occasion, we appreciate any help you, the parents, can offer. We recognize the importance of communication with families. We have multiple modes of formal and informal communication including: in person, by phone, e-mail, fax, journals, photos, conferences and a parent questionnaire. The program fosters an understanding of early education with families through conversations with teachers, school events, workshops, documentation boards and panels and sharing books and articles. At least quarterly, a parent newsletter will be distributed. Please make sure you read it to keep up to date on what is happening at the center as well as special events and fieldtrips. We also like to include recipes, parenting articles, helpful hints, etc... If there is a topic you are interested in learning about let us know! We would love to have you share a family recipe as well.

### **Home/School Activities**

Each classroom has a lending library available to parents. We encourage parents to read to their children each day and have a variety of books available to lend. Each classroom has their own unique home-school connection. Some classrooms have a stuffed animal that goes home with a journal while others may have a "library book" go home each week... Please check with your child's teacher for your child's home-school activity!

BPCCC has take home backpacks available in each preschool classroom, each month a new kit will be added. The focus of the kit will be on a book with relating activities; instructions for parents on how to use the materials are included. We encourage you to take advantage of the classroom resources.

### **Family Literacy Activities**

Bristol Preschool Child Care Center collaborates with the Library and the librarians visit each location on a monthly basis. Please check the newsletter for specific date and time information. We also post all events and activities the Bristol Public Library is offers on the parent board.

### **Bristol Preschool Board of Directors - Parent Representatives**

Bristol Preschool Child Care Center, Inc. (BPCCC) is a non-profit organization. The Board of Directors is composed of nine members which includes two parents. The Board of Directors is responsible for the overall policy direction of the program and delegates responsibilities of day to day operations to the staff and committees. All members have equal voting rights. Any parent wishing to be part of the Board of Directors can contact the CFO for more information.

### **Parent Advisory Committee (PAC)**

Bristol Preschool Child Care Center, Inc. offers a Parent Advisory Committee. This committee is available to all families that attend BPCCC. The committee is comprised of volunteer parents who work together with the staff in a variety of ways to support the program. This committee works on program quality and improvement, plans special events, fundraisers, and community projects. If you are interested in being a part of this committee, please speak to an Administrative staff to find out when the next meeting is being held.

### **Parent - Teacher Conferences**

We will be observing your child throughout the year to assess their development, physically, emotionally, socially, cognitively, and creatively. Bristol Preschool uses the State of Connecticut Documentation and Observation for Teaching System tool as well as the Devereux Early Childhood Assessment. Parent-Teacher conferences will be held two times per year. Conferences are your opportunity to sit down with the teacher and discuss your child in depth. Conferences can be held at other times as well if either the parent or the teacher request one.

Parents will be asked to assist in the assessment process, two times per year you will be asked to complete a social -emotional assessment of your child. This information will be shared at the time of the parent teacher conference. During the conference you will have the opportunity to work with the teacher to develop a plan for goals at home as well as school.

### **2 Hour Power Pledge**

Bristol Preschool feels that parental involvement is a key part of the preschool experience. For this reason, we ask that each family pledges 2 hours each year to volunteer in some way in the program. This could be accomplished in many ways and does not necessarily have to be done during the regular operating hours. Please see your child's teacher for potential volunteer opportunities. We will also post a list of volunteer opportunities near the sign in and out books as they become available.

## **Parent Education**

At the time of enrollment, you are asked for your educational level. This information assists us in providing assistance, if needed, to expand your education and/or training. BPCCC is happy to offer available resources whether it's for an ESL class, obtaining your GED, job training or parenting education classes. On a regular basis we will provide you with available parent education opportunities that are available in the community as well as services and class schedules for the public library.

## **Parent Trainings**

Bristol Preschool encourages parents to participate in trainings available throughout the community. A list of training will be provided on each of the parent boards.

## **Consultants**

BPCCC has consultants available to consult in the following areas: Early Childhood Education, Social Services, Health, Dietician and Dental. The consultants provide support for the program, review policies and procedures and are an available resource for children, families and staff.

## **Concerns or Problems**

At sometime you may be concerned about a rule, a classroom setup or incident, meals, another child, etc. Please know you have the freedom and right to speak with the teachers, Program Director, Site Manager or CFO. If a problem cannot be resolved or pertains to the administration of the program, the Board of Directors should be contacted. The CFO may refer particular matters to the Board of Directors.

## **Annual Program Evaluation**

Bristol Preschool Child Care Center undergoes a comprehensive program evaluation each year. The program evaluation includes collecting family and staff surveys, as well as completion of a classroom and agency evaluation tools. Each year, the findings are analyzed in order to develop goals for improvement for the following year. Feedback from families helps us to celebrate our strengths and develop plans for growth for the future. These are very important to the continued growth and success of the program. Please take the time to fill various surveys / evaluations when received. Results of parent evaluations will be shared with parents. Program administration, BPCCC Board of Directors, staff, and the Parent Advisory Committee will use evaluation results for program planning and to develop a quality improvement plan.

# Behavior Management

Bristol Preschool Child Care Center's teaching staff's approach to discipline is to help the child learn self control within the child's environment by providing the following:

- Providing a learning environment where there is consistency and a daily routine of activity.
- Making rules and limits clear and developmentally appropriate. The expectations for children are stated clearly and positively.
- Using redirection to refocus a child's attention.
- Appropriate behavior will be praised, reinforced and encouraged and used as a model for other children to follow.

## Behavior Management Techniques

### *The Second Step Curriculum*

Bristol Preschool Child Care Center uses The Second Step Curriculum which focuses on two principals in behavior management, to reduce impulsive and aggressive behavior and to increase social competency. The curriculum will teach children empathy, impulse control and anger management. We aim to teach children behavior management through prevention and intervention. Our hope is to work with parents as partners to provide children with behavior management techniques.

### *Teachers who serve as role models for appropriate behavior*

Our teaching staff consistently set examples and model ways for children to express their feelings and effectively problem--solve by using effective and timely communication skills.

### *Creating an environment that is comfortable and safe for all children*

Our teaching staff provides a developmentally appropriate learning environment that is safe, secure, and stimulating place where each child can grow physically, socially, emotionally, and cognitively.

### *Stating clear and concise rules*

Children are better able to express themselves and successfully work within their environments when they are aware of what is expected and the limits that have been set forth.

### *Acknowledging and respecting each child's feelings*

Teachers help children to better express and understand their feelings, which enable them to recognize their feelings and express them in a positive manner.

### *Using redirection to refocus the child's attention towards a more positive outcome*

Redirection helps to avoid unnecessary confrontations while guiding children in making appropriate choices.

### *Developing consistent and ongoing communication between teaching staff and parents*

Open lines of communication regarding each child's day will help the adults in the child's life better understand his/her stage of development. This shared knowledge will give the adults the information necessary to better meet the needs of each child.

## **Challenging Behaviors**

Bristol Preschool Child Care Center believes that children should be encouraged to verbalize their feelings and frustrations in a constructive manner. Children will be encouraged to resolve problems and work out solutions with minimal staff interaction. Our goal is to help children learn from his/her experience, separate the action from the child and treat the child with respect.

If a child engages in challenging behaviors:

- The child's teacher will acknowledge the child's feelings. This will help the child feel more open to hearing what the teacher is trying to say.
- Next, the teacher will clearly state the limit. The teacher will convey what behavior is not permitted.
- Then the teacher will say what behavior is acceptable and give the child alternative activities to help address the child's needs.
- If the child is determined to continue the inappropriate behavior, a final choice will be offered. The teacher will assist the child in making a better choice by redirecting the child to another area of the classroom.
- If the inappropriate behavior is reoccurring the teacher will inform the parents and will fill out an incident report for the parent to sign. This form will also assist to determine if there are patterns to the behavior.
- If the challenging behavior continues to occur or the behavior is putting the child, another child or a staff member at risk the discipline policy will be enforced.

## **Damage to Property**

Parents will be responsible to cover the cost of repairs or replacement in the event of property damage due to negligent behavior by either a child or parent/guardian. Should property damage occur, parents will be contacted by the administration. Replacement/repair cost will be obtained by the center and given to the parent/guardian. The parent will have 30 days to reimburse Bristol Preschool Child Care Center or the child will not be allowed to return to the center.

## Discipline Policy

Discipline techniques will be used in a positive way such as positive guidelines, redirection, and setting limits. While every effort is made by the staff to attend to children's individual needs, the children play and learn in groups of eight to twenty, with a ratio of 4:1 (under 3) or 10:1 (Preschool) at all times. To ensure an enriching and pleasant environment for all, each child is responsible for adhering to the following Rules of Conduct:

1. The child does not hit, kick, pinch, or physically violate another child or teacher.
2. The child stays in a supervised activity area unless a teacher grants permission to leave.
3. The child follows the teacher's instruction when safety is involved.
4. The child shows due care to the property of Bristol Preschool Child Care Center, teachers, and that of other children.
5. The child does not cause unreasonable and consistent disruptions to the program.

Please discuss these rules and their rationale with your child at home to reinforce the teacher's administration of these rules.

If your son or daughter is not following one or more of these rules, the Program Director and teacher will meet with you to develop a plan to cooperatively alter the behavior. If, by working with you, the situation does not significantly improve, the Director will issue you a probationary notice. If the behavior does not improve within the week of probation, a written notification of termination will be issued and you will have one more week to find alternative care. Should the situation warrant, immediate termination of services will be enacted. Example: If the child runs away from the premises and staff; any hitting that endangers other children and / or staff; any abusive behavior toward another being. We do reserve the right to send a child home if the behavior is endangering the child, other children, or staff members.

**This policy is not meant to be punitive, but simply reflects the recognition of the fact that our program may be unable to service a child, who, for a variety of reasons, requires a more individualized setting.**

### **Rules Staff must adhere to:**

1. Staff shall not administer abusive, neglectful, corporal, humiliating, or frightening punishment. No child shall be physically restrained, unless it is necessary to protect the safety and health of the child and others.
2. Removal of a child from the group for health or disciplinary reasons will be to a place where visual supervision of the child can be maintained.

Please feel free to discuss this policy with the Program Director if you have any questions or concerns.

*The Discipline Policy was reviewed with me by a Bristol Preschool Child Care Center staff member. I had the opportunity to ask questions and have received a copy of the policy.*

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*Parent / Guardian Signature*

## Conflict Resolution

The approach of Bristol Preschool Child Care Center, to discipline and conflict resolution is grounded in a respect for children, the development of self-esteem and the building of problem-solving skills. Using positive guidance and direction, teachers help children understand the limits of appropriate behavior in a classroom setting. In solving interpersonal conflicts, teachers guide children in recognizing each other's needs and point of view, while developing acceptable, workable ideas to solve the problem. It is important to give children opportunities to problem solve on their own. By jumping in too soon, we teach children to rely more on adult authority, rather than their own resourcefulness in solving problems. Peer Problem Solving is used to encourage children to settle disputes with peers by using the following technique.

- The teacher will approach the children calmly, stopping any hurtful actions.
- The teacher will place themselves between the children, on their level. A calm voice and gentle touch will be used.
- The teacher will remain neutral, rather than taking sides.
- The children's feelings will be acknowledged. If the conflict is over an object, the children will be told that the teacher will hold the object until the conflict is resolved.
- The teacher will then gather information. ("What's the problem?")
- The teacher will restate the problem. ("So the problem is...")
- The children will be asked to think of possible solutions, and choose one together. ("What can we do to solve this problem?")
- The teacher will give follow up support and stay near the children. ("You solved the problem!")

The goal is to help children develop the skills needed to be successful negotiators, while reinforcing non-violent means of conflict resolution.

*The Conflict Resolution Policy was reviewed with me by a Bristol Preschool Child Care Center staff member. I had the opportunity to ask questions and have received a copy of the policy.*

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*Parent / Guardian Signature*

# Infant and Toddler Supplemental Information

## Supervision Policy

No child will be left unsupervised while attending the program. Staff will directly supervise children by sight and sound. Teaching staff need to be able to see and hear infants and toddlers at all times. All infants and toddlers should be easily seen (if not in the direct line of sight, then by looking up or slightly adjusting one's position) by at least one member of the teaching staff.

Staff will regularly count the children to confirm the safe whereabouts of every child at all times. The count will be recorded on the attendance sheet. Counts will be done before the group leaves an area and when the group enters a new area.

## Child: Staff Ratios

Bristol Preschool will always comply with the State of Connecticut Department of Public Health licensing requirement of 4 children: 1 staff member. There will always be at least two staff members present at all times in the building as well as a First Aid / CPR trained staff member. The following ratios / group sizes will be maintained per classroom depending on classroom capacity:

<u>Child: staff</u>	<u>Maximum Group Size</u>
4:1	8

Volunteers may be assigned to classrooms and will be under the direct supervision of the teaching staff. At no time will a volunteer be counted into the staff to child ratio, or be left alone with a group of children.

## Safety & Supervision for Sleeping

Teaching staff must supervise infant and toddler/twos by sight and sound at all times, including when children are sleeping. Mirrors, video or sound monitors may be used to augment supervision. To augment supervision means that a teaching staff member does not rely only on a mirror and/ or video or sound monitor to see and/ or hear children sleeping but such devices enhance the ability to see or hear each child.

Teachers, assistant teacher, or aides are aware of, and position themselves so they can hear and see, any sleeping children even when they are actively engaged with children who are awake.

## Safe Sleep Policy

For children under 12 months of age, BPCCC follows a safe sleep policy.

Each teacher during his/her orientation is made aware of the policy and has to sign an agreement that he/she has read the policy and understands the procedures.

- We will always put infants on their backs to sleep. After falling asleep a child may assume a comfortable sleeping position once he/she can turn on his/her own.
- Sleep positioners will not be used unless ordered by a licensed health care provider and written documentation is provided by the licensed health care provider.



- Cribs will meet CPSC Crib Standard # CPSC 16 CFR 1219 or 1220.
- A firm mattress with a tightly fitted crib sheet will be used.
- Infants are not left asleep in swings, car seats, high chairs or other equipment not certified for infant sleep.
- We will keep the infant's face and head uncovered at all times
- Blankets are not allowed in cribs or rest equipment for infants younger than twelve months. Sleep sacks or blanket sleepers may be used as an alternative to blankets and should be lightweight to avoid overheating.
- Parents are encouraged to dress infant appropriately for the environment, with no more than one layer more than an adult would wear to be comfortable in that environment.
- Infants will not be put to sleep with bottles in the crib.
- Infants will not be swaddled.
- Pillows, quilts, comforters, sheepskins, stuffed toys, and other soft items are **NOT** allowed in cribs while children are sleeping.
- A pacifier will be offered when placed in the crib to sleep.
- Only one infant will be in a crib at a time, unless we are evacuating infants in an emergency or in practice drills.
- Infants will not be left to play in cribs. Supervised tummy time will be observed on the floor in the infant play area while infants are awake.
- If there is a medical condition that prohibits an infant 12 months or younger to be placed on his/her back for sleeping, a waiver will be signed by the parent and a licensed health care provider.
- Cribs are checked regularly for safety.
- Infants will be directly observed by sight and sound at all times, including when they are going to sleep, are sleeping and in the process of waking up. The lighting in the room will allow the caregiver/teacher to see each infant's face, to view the color of the infant's skin, and to check on the infant's breathing and placement of the pacifier.

### **Infant and Toddler Feeding Policy**

- Infants younger than 12 months are held for bottle-feeding. All others sit or are held to be fed.
- Infants and toddlers do not have bottles while in a crib or bed and do not eat from propped bottles at any time.
- Toddlers do not carry bottles, sippy cups, or regular cups with them while crawling or walking.
- Teaching staff offer children fluids from a cup as soon as the families and teachers decide together that a child is developmentally ready to use a cup.
- We will not offer solid foods or fruit juices to children younger than 6 months without documentation from the child's licensed health care provider and approval from parents.
- Juice (only 100% will be served) is limited to no more than 4 ounces per child each day and is only served to children twelve months of age and older.
- Juice cans/jars/boxes of formula and baby food must be brought in the original, factory sealed containers to be prepared by staff. Please remember to bring the empty bottles!
- Bottle feedings must not contain solid foods unless the child's health care provider supplies written instructions and a medical reason for this practice.

- Staff discard after one hour any formula or human milk that is served but not completely consumed or is not refrigerated.
- If staff warm formula or human milk, the milk is warmed in water at no more than 120 degrees Fahrenheit for no more than five minutes.
- No milk, including human milk and no other infant foods are warmed in a microwave oven.
- For all infants and for children with disabilities who have special feeding needs, program staff keep a daily record documenting the type and quantity of food a child consumes and provide families with that information.
- The program does not feed cow's milk to infants younger than 12 months. The program serves whole cow's milk to children of ages 12 months to 24 months.
- Program staff work with families (who are informed by their child's health care provider) in regards to the foods the program provides to ensure that the food is based on the infants' individual nutritional needs and developmental stage.
- Families should introduce one new food at a time at home and at least three times before BPCCC staff will offer it.
- Food will be cut into pieces no larger than  $\frac{1}{4}$  square for infants,  $\frac{1}{2}$  inch square for toddlers (ages 1-3 years), according to the child's chewing and swallowing capability, to minimize the risk of choking and to encourage self feeding.
- After each feeding, infant's teeth and gums are wiped with a disposable tissue or clean soft cloth for one child and laundered daily to remove liquid that coats the teeth and gums. A small soft-bristled, small-headed toothbrush and water can be used when the first tooth has erupted.

### **CACFP Food Program**

Bristol Preschool Child Care Center, Inc. is part of the Child and Adult Care Food Program (CACFP). We follow the CACFP infant meal patterns. Children ages 3 months and under will be served breast milk or iron-fortified formula. Children ages 4 through 7 months will be served breast milk or iron fortified formula, iron fortified cereal, fruits and vegetables. Children ages 8 months through 11 months will be served breast milk or iron fortified formula, iron fortified cereal, fruits, vegetables, meat (or meat alternative), bread and crackers must be made from whole-grain or enriched flour or meal. Children ages 1 year and older are served both breakfast and lunch in school along with an afternoon snack which meets two-thirds of their daily dietary requirements. All food is prepared on site which meets USDA standards. Please return all health and nutrition forms needed. **If there is any food that your child is allergic to, please have your health care provider send a letter indicating the allergies.** If there are any foods your child cannot eat due to a religious reason please let us know. Children are encouraged to try everything but are never forced to eat it. For children in our toddler program, please make sure your child arrives by 9:00am to ensure they are receiving breakfast as well as full participation in the day's activities. If your child will be arriving after 9:00am please call the center. The kitchen begins preparing lunch in the morning and it is very important to get an accurate count for meals.

## **Breast Feeding and Breast Milk**

Quiet space is available for mothers who wish to breastfeed their infants and we work with breastfeeding mothers whenever possible to coordinate feedings. Breast milk may be brought to the center in ready-to-feed sanitary containers. The containers must be labeled with the child's name, date and time milk was expressed. We will store the milk in the refrigerator at 39 degrees for no longer than 48 hours (no more than 24 hours if the breast milk was previously frozen) or in the freezer at 0 degrees Fahrenheit or below for up to one month. Breast milk will be defrosted in the refrigerator if frozen, and then heated briefly in bottle warmers or under warm running water so the temperature does not exceed 98.6 degrees. If there is insufficient time to defrost in the refrigerator before warming it, then it may be defrosted in a container of running cool tap water. Staff will gently mix, not shake, the breast milk before feeding to preserve all components of the milk.

## **Formula**

Bristol Preschool will offer an iron-fortified formula as part of our CACFP food program. At the time of enrollment parents will be provided a CACFP form to fill out as to whether they would like to accept or reject the formula offered. Staff will only serve formula that comes to the facility in factory- sealed containers (e.g., ready-to-feed powder or concentrate formulas and baby food jars) prepared according to the manufacturer's instructions. Bottle feedings do not contain solid foods unless the child's health care provider supplies written instructions and a medical reason for this practice. Staff discard after one hour any formula or human milk that is served but not completely consumed.

## **Bottles**

Bottles made of glass or plastics containing BPA or phlates are not allowed. Plastic bottles labeled BPA-free or with #1, #2, #4 or #5 is acceptable. Parents must label each bottle with the child's name and date prepared upon arrival at the center.

## **Solid Foods**

Bristol Preschool Child Care Center will offer as part of our food program, iron fortified cereal, fruits, vegetables, meat (or meat alternative), bread and crackers made from whole-grain or enriched flour or meal. For children under the age of one, parents may bring solid food prepared at home for use by their child or the program may prepare solid infant food in the facility.

## **Infant Classroom Shoe Policy**

To ensure the cleanliness of the infant room at all times, ALL adults (including teachers, students and parents) and children must remove, replace, or cover with clean foot coverings any shoes they have worn outside before entering the infant classroom. If children are barefoot in such areas, their feet must be visibly clean. Adults and teaching staff will be required to wear socks, slippers or shoe covers, no bare feet will be allowed.

## Diapering Policy

- Diapers are checked at least every 2 hours and changed whenever soiled or wet.
- Parents must provide disposable diapers or follow the "Cloth Diaper Protocol" below.
- If a child does not have enough diapers and the center has to provide a diaper, there will be a \$2.00 per diaper charge. Parents are asked to please provide an adequate supply; children are changed every 2 hours and more if necessary.
- Children are washed and dried with individual washing materials, such as single-use disposable wipes (also supplied by parents) during each diaper change.
- The time, number, and nature of changes are recorded. Diaper changes are recorded for parent(s)/guardian(s), including information on the number of changes, BM's and/or any diarrhea.
- The hands of staff and all children, including infants, are washed thoroughly with soap and running water before and after each changing. Infants' hands may be cleaned with a wipe. Individual paper towels are used to dry hands.
- The changing table, or diapering surface, is intact, impervious to water, and used for no other purpose. It is adequately covered by a disposable covering. After each use, the surface is disinfected.
- Soiled, disposable diapers and other contaminated materials are bagged and placed in a "hands-free" waterproof container with a tight-fitting cover and plastic liner. The container is emptied and sanitized at least daily.
- Clothing soiled by feces, urine, vomit, or blood is "double-bagged" in sealed plastic bags and stored apart from other items and sent home, since rinsing or laundering these items at the Center could spread germs and disease.
- Parents are asked to **always** have at least 2 sets of extra clothing at the Center. Clothing should be clearly marked with names.

## Cloth Diaper Protocol

- Parents will provide a "hands free," air tight container with a washable liner bag.
- Parents will provide all-in-one diapers that have a waterproof cover and an absorbent inner liner and built in closures (such as BumGenius Brand). They are fastened with Velcro.
- After every change, the soiled diaper will be placed into plastic bags and then into the air tight container.
- Soiled diapers and bag liner will be taken home by parents every night.
- Staff will sanitize the container every evening

## **Biting Policy**

Biting is a common behavior among young children. The reasons why children bite differ from child to child. It is quite natural for children around one year of age to bite anyone who happens to be within reach. Most often in this age group, children bite to reduce the pressure on their sensitive gums due to teething.

True biting, not due to teething, can become a problem with children between 18 and 30 months of age. Children at this age are often unaware of the pain that biting causes to other children and to adults. Although it is common for children to bite others while playing, this type of behavior warrants immediate action. Not only is biting extremely painful for children who are bitten, but it often leads to more fighting within the play group. Young children often bite in response to frustration, anger, or excitement.

### To reduce or eliminate biting staff will

- Set limits. To prevent biting from occurring, set limits before young children play together. Rules should be simple, like taking turns and sharing. Be consistent with enforcing these rules.
- Catch children being good. Compliment children for getting along. Complimenting children will serve as a reward for good behavior. It will provide recognition to children who behave instead of to those who misbehave.
- Supervise play closely. Shadowing the child often helps. Pay attention to what is going on in the play group. Intervene before conflicts get out of hand. Structuring play may cut down on the opportunities that lead to biting.
- Watch what and how you teach. Model positive behaviors and stay calm with the children. Getting angry will not reduce biting. Redirecting will.
- Identify times when biting occurs. Observe times and situations when children resort to biting. Use this information to change or avoid these situations. For example, if children bite whenever they play in a large play group, steps should be taken to limit the number of children in the group. Or, if children bite whenever they are with a specific playmate, steps should be taken to separate the two children during play time. If a pattern to the biting behavior is detected, the situations that lead to the biting behavior, if possible, should be avoided. It may be necessary to simplify play times, to make play groups smaller, and to make play periods shorter.
- Provide alternatives to biting. Tell children what they can do instead of biting. For example, "Instead of biting when you're mad, just walk away." Or, "Instead of biting when you're mad, ask the teacher for help." Children should then be asked to repeat the alternatives back.
- Focus attention on the child who was bitten. Give all the toys, fuss, and attention to the bitten child. If children bite for attention, or to get a reaction from adults, they will soon learn that there are better ways to be noticed. If, for example, one child bites another in a

dispute over a toy, the toy should be given to the bitten child. This will teach biters that biting will not bring about the desired result.

- In most cases biters stop biting as their language skills increase. As language skills improve, children become able to use words to express frustration and anger. This usually occurs around the age of three. With firmness and consistency in confronting and dealing with biting behavior, most biters get the message and quickly stop biting.
- Finally, a bite that breaks the skin can cause an infection. If the skin is broken, it is important to wash the injury thoroughly with soap and water, and then apply a Band-Aid. Follow the first aid training procedures provided by the Red Cross Agency or your local first aid trainer.
- Notify the parents of the children involved; filling out an incident report on the child that was bitten, as well as the biter. Confidentiality is important; therefore, do not share the name of the biter with anyone other than those working closely with the children. Keep a record of the incident reports and look for patterns to when biters bite and what is happening at the time of the incidents. Be proactive!

As a parent, guardian, or custodian of an enrolled child at Bristol Preschool Child Care Center, I acknowledge receipt of the Biting Policy.

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Signature

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Date

### Fee Policy Acknowledgement

The administrative staff will determine all fees according to the child care fee schedule provided to the centers by the State of Connecticut Office of Early Childhood upon acceptance and enrollment. Fees are determined at the time of enrollment and then re-determined annually. Parents will receive a copy of the fee calculation and will be asked to sign the original for the center's records. Parents are responsible to notify the administrative staff of any changes in the family income or size. At that time, parents are responsible for submitting new pay stubs and/or employer verification of earnings.

### Fee Payments

- Fees are payable on a weekly basis. The centers will not make any adjustments to fees for situations of illness, irregular attendance, holidays, professional development days, emergency days or vacations.
- Fees are payable by check or money order payable to Bristol Preschool Child Care Center, Inc. (BPCCC). The check amount should be received by the center **no later than Friday** at 12:00 noon. Payments are to be paid in advance. On Friday your payment is due for the following week of care. If a check has been returned due to non-sufficient funds, you may be asked to pay by cash or money order only.
- When payment is not received, a notice will be sent to you stating the amount owed and the date that payment is expected. **If weekly fee payment has not been made, your child will be withdrawn from the program until the balance is paid in full.** Bristol Preschool is willing to work out any payment problems a parent may have or answer questions regarding your child care bill (changes or payments). Please address your questions to the Bookkeeper and not with the child care staff.

### Care 4 Kids

The State of Connecticut offers child care assistance for qualifying families through Care 4 Kids. Upon enrollment Bristol Preschool requires income verification. If your family qualifies for the Care 4 kids program, we will assist you in accessing the application process. We highly encourage you to take part in the program if you qualify. For families currently receiving Care 4 Kids, we ask that you bring in a copy of your current certificate, and we will submit a new parent-provider agreement. Bristol Preschool does not require families to apply for Care 4 Kids assistance, the application process is voluntary.

### Collection Costs

Any legal fee and court costs incurred in the center's attempt to collect overdue payments owed to the center for services will be payable by the parents and/ or guardians.

I have read and received a copy of Bristol Preschool Child Care Center, Inc.'s fee policies which includes information on how fees are determined, payments, Care 4 Kids and collection costs.

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Parent/Guardian Signature

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Date

**Bristol Preschool Child Care Center, Inc.**

I am the parent or legal guardian of \_\_\_\_\_.

In order to record my understanding of my rights and responsibilities as a parent, guardian or custodian of the above named child, who is enrolled at Bristol Preschool Child Care Center, Inc., I agree to abide by the requirements written below and all policies set forth in the Parent Handbook.

In return for this promise of continual fulfillment of all policies, Bristol Preschool Child Care Center, Inc. agrees to provide care for the above named child which meets the standards and guidelines as set forth in the Parent Handbook.

My child is to arrive no later than 9:00am. If my child needs to arrive late due to an appointment or unforeseen circumstance, I understand that I must notify the center by 8:45am or my child will not be allowed to attend for the day.

Tuition payments will be made by cash, check or money order. Receipts will be given for cash payments and checks if requested. I understand that my payment is due in advance, and that care will not be provided without this advance payment.

If my child is picked up late, I am responsible for paying the late pick up charge at the time of arrival. The late pick up charge is \$20.00 per child for each portion of 15 minutes.

I understand there is no reduction of fees when my child is on vacation, ill, or gone for any other reason. I also understand there is no reduction due to holidays, emergency days, professional development days or any other days the center may be closed.

A two weeks advanced, written notice is required when withdrawing from Bristol Preschool Child Care Center. If two weeks advanced notice is not given, I will pay two weeks from the date notice is given.

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date