

Williston Enrichment Center Family Handbook



Reggio-Inspired Learning

An Interactive, Play-Based Childcare Center

Ages six weeks to six years

Open Monday through Friday

7:30 am – 5:30 pm

82 Winter Sport Lane

Williston, VT 05495

(802) 846-9402

Director: Monique Hemme

Monique@willistonenrichmentcenter.com

Admin Consultant: Kara von Behren

Kara@willistonenrichmentcenter.com

www.willistonenrichmentcenter.com

Mission Statement

Our childcare center is committed to providing high quality care to children and families. We offer children the opportunity to use the natural world as a tool for learning. We believe in honoring children for who they are and recognizing the strengths that they already possess as a way to individualize learning opportunities. Our center provides an enriching experience which builds a foundation for life-long learning.

Philosophy

Our play-based, emergent curriculum is set up to promote all areas of development based on the age of the group and the individual needs of each child. Emergent curriculum is initiated by the child, and it is constantly developing. Teachers facilitate the child's learning, and they work to give children the opportunity to dig deeper and construct further knowledge.

We believe that learning is a life-long process. Our goal at Williston Enrichment Center is to teach children how to learn and how to use their current skills as building blocks for future learning opportunities. We allow children to experience natural consequences and use life experiences as teaching moments.

We treat our playgrounds and surrounding outdoor areas as outdoor classrooms; nature provides children with many learning opportunities that we cannot replicate indoors.

Our staff has built an environment that is safe and nurturing, and it remains flexible enough for children to build positive self-esteem. With teachers and families working together, we can all create a balance of consistency and flexibility; our students need to feel secure in their environment in order to thrive. With all of us working together towards a common goal, your children will experience excellent early care and education in a high-quality center.

AIDC (Parent Company) History

AIDC was founded in the early 1980s, and the company moved to Williston in 1994. AIDC owners wanted to provide on-site childcare for their employee's children. The center's idea was to promote a caring and nurturing environment for the children, with the ability for parents to visit at any point during the day. AIDC Daycare (later renamed Williston Enrichment Center) opened in 2001.

The center offers employees reduced rates, convenience, and an opportunity to be involved in their child's daily activities. Although priority is given to AIDC employee children, the center also opens enrollment to the children of non-AIDC employees at competitive rates.

Enrollment, Center Hours, & Attendance

Williston Enrichment Center accepts children from six weeks to five years old, and if space is available for children up to age twelve for after school or vacations.

We are open Monday through Friday, from 7:30 am until 5:30 pm, with maximum attendance of ten hours per day. 24-hour-notice is requested prior to any changes in your child's usual drop-off or pick-up time; 48-hour notice and approval is required for drop off times before or pick up times after your contract time in order to avoid fees (as outlined in Fees section).

In case of an emergency which causes a delay in pick-up time and requires additional care for your child beyond center or contract hours, please contact our center immediately. Late fees will still apply.

Please notify us in the morning by 9:00 am if your child will not attend our program for that day due to illness or any other reason.

It is required that drop off occur no later than 9:30 am, unless otherwise arranged, to assist children in transitioning into their day.

Tuition

Tuition rates are based on attendance of five days a week with a variable rate, based on using up to 8 hours per day, using between 8 and 9 hours, or using up to 10 hours per day.

Part-time care will be available only in classrooms that are not fully enrolled. Part-time care requires a minimum of three full days of attendance (or at least payment), or mornings only with a pick-up before nap begins. Priority is always given to full-time enrollees, so if you utilize a part-time spot and the room fills, you will then have the option of moving to a full-time spot (or at least full-time payment) or forfeiting your spot for a full-time enrollee.

Our rates, which are subject to change with prior notice, are as follows:

Tuition Rates:

<i>Effective August 28, 2019</i>	Base Rate (10 hr maximum)	Discount for up to 9 hr day	Discount for up to 8 hr day
Tigers & Lions*	\$315	\$290	\$265
Busy Bears & Cubs	\$285	\$260	\$235
Chickadees & Minnows	\$320	\$295	\$270
School Age (Kindergarten – Grade 4)	\$30/day or \$125 for full week		

*Act 166 Pre-k funding is a discount of \$3,356 for the school year. This discount is spread across the 41 calendar weeks of the school year for a discount of \$81.85/week from August 28th – June 5. Discount not reflected in above prices.

Note: Tuition rates will increase annually at the rate of at least 3%, beginning with the last week of August each year (to coincide with the start of the school year).

WEC Teacher Rates are approximately a 40% discount from the 10-hr published rate.

AIDC Employee Rates are approximately a 25% discount from the 10-hr published rate.

Part time enrollment may be available, but we do give preference and enrollment priority to full-time families. Please inquire about part-time availability and rates.

Tuition will change when the child transitions to the next classroom, and not based on age or birthday. Transitions are based on age as well as skills (such as social, communication, fine and gross motor, and academic), and all transitions are planned based on the recommendations of the child's teacher, the dynamics of the groups, and ultimately administrative decision. Transitions only occur in September, and students will transition in cohort groups.

A non-refundable deposit in the amount of one week's tuition is required prior to enrollment and to reserve the spot. The deposit stays on file until the final week of care; tuition is still required the first week of care.

Payment is due weekly at the end of the week preceding care. Tuition must be received by Friday at close of business. If tuition is not received by Monday at 10 am, there will be a late fee. Your child will not be allowed to attend the center starting Tuesday morning until the payment is brought current, which includes the tuition amount and the late fees. Tuition is required every week, including absent days due to illness, holidays, vacations, or days off, as well as days our center is closed due to in-service days, parent-teacher conferences, snow days, or other center-related closings. You are responsible for keeping tuition current.

A written two-week notice is required if childcare is no longer needed. If notice is given with two full weeks, your deposit will be available to be used for the last week of tuition. In the event that ample notice is not given, the deposit will be forfeited.

Additional Fees

Late Tuition Payments:

Tuition is due on Friday of the preceding week care is to occur. There will be a daily fee of \$ 5.00 if payment is not received by 10 am on Monday. The late fee will be charged until tuition is current (incl. the day of payment). If tuition is not current by Tuesday, your child/children will not be allowed to attend the program until payment is made. Payment can be made via check, cash, or money order. Families may pay for multiple weeks at a time, if desired, as long as payment is always current.

There is a \$25 fee for any returned checks.

Late Fees:

Dropping off before your contract time or picking up after your contract time will result in late fees of \$5 for the first 10 minutes and \$1 per minute thereafter. A late fee of \$1 per minute will be charged if your child is not picked up by the time the center closes at 5:30. At 5:45, the rate becomes \$5 per minute. The late fee after the center closes is assessed from

the time you clock your child out on tadpoles and are out of the building, not when you arrive. When the child is still with the teacher or in the classroom, your child is still under our care and supervision and is counted in our ratios. You are welcome to spend additional time at the center with your child; however, clocking your child in or out on time is your responsibility to avoid fees. You are welcome to spend time with us as long as you want, during our hours of operation (7:30 – 5:30), but before or after those times we do need families outside of the center so that teachers can clean, close, and lock the building.

Drop off and pick up times enable us to staff the center and have teachers here when needed. The times must be adhered to in order to ensure that we remain in ratio as well as to respect the teachers' time and their schedules. Repeat out of contract fees will result in increased fees. After the third time an out-of-contract fee is assessed, the fees will double, and they will continue to double after every subsequent third time.

Holidays & In-Service Days

We will be closed for these major holidays (when they fall on weekends, a weekday will be used as the day off):

New Year's Day
Memorial Day

Independence Day
Labor Day

Thanksgiving
Christmas

Additional Closings:

We will close **up to** ten full days a year and twelve half-days for staff in-service that will align with local school closings. In-service days are provided for staff to plan their curriculum, attend workshops or conferences, and conduct major cleaning and organization of the center. We also use those times to be able to schedule parent conferences (which we will offer in the evenings, during lunch times for you, on weekends, and so forth at times that are convenient for you).

We close for the week between Christmas and New Year's, a partial week during school breaks, as well as a partial week during the summer.

Calendars will be distributed by mid-December for the following year, and the calendar will list all the planned closings for the following year.

Emergency Closing Policy & Snow Days

In the event that the center is closed for some other reason (such as snow day, natural disaster, sickness, etc.), you will be contacted via phone as soon as it becomes necessary to close the center. We will follow the CVSD (Champlain Valley School District) snow days and delayed openings, based on a 7:30 am start. We will send out notification via our online childcare system, Tadpoles, or we will call the numbers you have provided for us (home and/or cell phones if in the evening) utilizing Tadpoles email/text service or a robo-call service. We do a test of this system at least once per year to ensure that it is functioning correctly. We will also send an email and update our facebook page. Tuition is still due for these days, as well as for any vacations or sick days that your child may have during the year.

Access to WEC

WEC entrances are located in through the playground. The doors have access codes specific to each family. The codes may be given to those people who will be doing regular pick-ups of your child. The front door to the building (AIDC's main entrance) is for Chickadee families, and this room does have a finger/thumb print scanner so only those approved families and teachers will have access to that entrance. Once families move to other classrooms, their access to that door will be removed.

Unless instructed otherwise, you and the emergency contacts you list will be the only people allowed to pick up your child without prior permission. In order for someone other than a parent or emergency contact to pick up your child, we need written permission stating the name of the person and the approved pick up date(s). A photo ID is required for anyone, other than a parent, to pick up a child from the center.

All WEC families have the right – and are encouraged – to visit WEC at any time. We have an open-door policy, and we welcome visits. We encourage parents to stop by during the day whenever they have time, and we love having you here. We also encourage and welcome the opportunity for families to come in and do activities and projects with the classrooms. If you have something you'd like to share or come in and help do, please let us know. You also have the right access your child's file at any time and without prior notice. The file may be viewed in the office with the supervision of an administrator or teacher, and the file must stay at the center. We keep student files for 365 days after final day of enrollment, per licensing regulations.

Meals & Nutrition

We recognize the importance of healthy eating habits for young children, and so encourage families to provide snacks and lunches for their children that have appropriate serving sizes and high nutritional value. The USDA/Child and Adult Care Food Program recommends milk, meat or a meat alternative (i.e. eggs, cheese, yogurt), fruit or vegetables, and whole grains. However, we also recognize that it is up to each family to determine the foods they wish to provide for their children.

We will not serve foods that are comprised mainly of sugar or additives. Thus, we won't serve items like cake, candy, brownies, cookies, obvious dessert items, etc. We also don't serve juice. Per licensing regulations food that families provide must align with the USDA food standards and meal pattern guidelines (detailed information can be found here: https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP_MealBP.pdf).

Due to safety reasons, we do not serve beverages or food in glass containers. You may send items in plastic, metal, or cloth bags and containers.

Parents/guardians of infants need to send in enough bottles or materials (milk or formula) for the day and food if needed.

Please consult with your child's teacher for guidelines on how to prepare food to minimize choking hazards. Raw carrots and peas, hard pretzels, nuts, popcorn, whole grapes, and uncut hot dogs will not be served to children under 4 years of age (per NAEYC regulations). Food must be sent in ready to eat or requiring only heating in a microwave.

Please label everything—many children have the same cups/containers!

Items to bring to our Center

Each child will be assigned a space where he or she can store belongings from home.

Please label all items with your child's name.

Please send in the following, according to your child's classroom:

Minnows:

- At least 4 full sets of extra clothing
- Bottles (at least 5) – bottles, tops, & rings must come in labeled with child's first name with a dishwasher-safe label
- Formula/breast milk and food, if needed (see information sheet for storage)
- Crib sheet and sleep sack
- Weather-appropriate clothing/shoes for outside time
- Pacifiers
- Diapers, wipes, ointment

Chickadees:

- At least 2 full sets of weather-appropriate clothes.
- Weather appropriate outside shoes
- Indoor shoes
- 2 dishwasher-safe sippy cups
- Daily lunch (and snack, if not participating in snack program).
- Diapers, wipes, ointment
- Sheet and blanket, plus comfort item (if needed)

Busy Bears and Cubs:

- At least 2 full sets of weather-appropriate clothes (5 sets of clothing if child is potty training)
- Weather appropriate outside shoes
- Indoor shoes
- Water bottle (dishwasher-safe)
- Daily lunch with ice pack in lunchbox (and snack, if not participating in snack program).
- Diapers, wipes, ointment
- Sheet and blanket, plus comfort item (if needed)

Lions and Tigers:

- At least 2 full sets of weather-appropriate clothes
- Weather appropriate outside shoes (easy to put on)
- Indoor shoes
- Water bottle (dishwasher-safe)
- Daily lunch with ice pack in lunchbox (and snack, if not participating in snack program).
- Sheet and blanket, plus comfort item (if needed)

Please Note: All sleeping items go home on Friday for washing

Seasonal items, such as snow pants and other winter gear during cold months, and sunscreen and swim gear in the summer, will be needed in **all** classrooms.

All clothing should be comfortable. We would like our children to explore freely and enjoy projects. Therefore, we are asking you not to dress your child in his or her best outfits. We try our best to use smocks or remove clothing for especially messy activities, but your child will get messy doing some projects and playing outside. If you choose to send your child in a dress, please be sure they are also wearing bloomers, tights, or shorts over their diaper or underwear.

Safe Sleep & Nap Policies

WEC adheres to Safe Sleep Policies as outlined by the American Academy of Pediatrics (AAP).

Nap & Rest Procedures:

- Every child younger than school-age who is present for at least five hours will be given the opportunity to sleep or rest.
- Any child who falls asleep will be permitted to remain asleep until they wake naturally.
- Children will rest for a minimum of 30 minutes (not necessarily on a nap mat but in a manner that is restful); if children have not fallen asleep after the 30 minutes of rest, they will be provided space and materials for quiet play.
- Each child will have an individual mat (provided by WEC), and families must provide linens for resting that will be sent home every Friday (or the last day present of the week) for washing. Sheets must be provided as no child will be permitted to nap directly on the nap mat.

Infant Sleep (up to 12 months):

- Infants will be allowed to nap when tired.
- Infants will be placed on their backs to sleep.
- Each infant must have a firm, tight-fitting crib sheet supplied by families. Each infant will have his/her own crib with a tight-fitting mattress that meets CPSC 16 CFR 1220 (provided by WEC).
- Soft or loose bedding is not permitted. Blankets, bumpers, pads, pillows, quilts, comforters, flat sheets, stuffed animals, small blankets/comfort items, bibs, etc. are not permitted.
- Sleep sacks or similar clothing are permitted.
- Infants will not be placed in car seats, swings, high chairs, jumping chairs, or similar equipment to sleep. Any child who falls asleep in such equipment will be removed promptly and placed into his/her own crib.
- No positioning devices are permitted without a note from child's healthcare provider.

Medication Policy

For all medications, prescription and non-prescription, parents will need to fill out a permission form that details the following information:

- Name of the child
- Child's date of birth
- Any medication allergies
- Name of medication
- Dosage to be given
- Time medication is to be given
- Route of administration (mouth, ear, nose, topical, inhalation, etc.)
- Reason for the medication
- Start and end dates for administration of the medication
- Any special instructions

Medication must be in its original container, labeled properly for the child, and not past its expiration date. Medication will not be administered until the center has written permission from the child's parent or guardian. Only medication provided by the parent will be administered; the center does not stock medications.

We will **not** administer ibuprofen, acetaminophen, or other fever reducers at the center. For other medications, including non-prescription medication, we will require a note from your child's physician stating the information required (see above). All medications will require a specific start and end date; the only exceptions will be epinephrine or other medication for an allergic reaction and medication for emergency rescue breathing (such as an inhaler). Those medications may be left at the center and have the start and end date, as well as time to be given, as "as needed." All other medications will be returned to families at the end of the administration dates.

Illness Policy

As stated by licensing, we are not able to care for children who are sick or otherwise unable to participate actively in our program. This is to protect the interest and health of other children and staff. Your child may not attend our program when he/she does not feel well.

Any child who is deemed too ill to participate comfortably in regular activities or the ill child needs care that significantly interferes with the provider's ability to provide appropriate care for other children must be absent from the center until well enough to participate in activities.

For specific illnesses, our regulations require that your child needs to be absent from our center until all symptoms are gone **or** your child’s physician gives written consent stating non-contagion if child has the following symptoms:

- Any child with a temperature of 100 degrees Fahrenheit under the arm or 101 via ear thermometer (child must be fever free for 24 hours without the aid of acetaminophen or ibuprofen before returning)
- Any child who vomits (must be well for a full 24 hours and be able to keep a meal down before returning)
- Five loose bowel movements within 24 hours (bowel movements must be normal before returning)
- One loose bowel movement that cannot be contained in a diaper, or potty-trained children cannot make it to the bathroom due to diarrhea (bowel movements must be normal before returning)
- Lice or nits in their hair (children must be lice/nit free before returning)
- Any child with red eyes or itching, accompanied by discharge as a sign of Pink Eye/Conjunctivitis (may not return until medicine has been administered for 24 hours or a confirmation from a doctor that the child does not have viral **or** bacterial conjunctivitis and is not contagious)
- Ear drainage (children may return after seen by a doctor who states it is ok and not contagious)
- Sores in the mouth or nose (return after seen by child’s doctor who says may return or all sores are gone)
- Rash (including in diaper area) with either behavior change, that is an open wound or is oozing (return after seen by child’s doctor who says may return or rash has disappeared)
- Any child having symptoms of or is diagnosed with the following shall be excluded until we receive written consent from your child’s physician stating non-contagion:

Bacterial meningitis	Chicken Pox	Diarrhea due to Shigella	Impetigo	Scabies
Campylobactor	Salmonella	Giardia	Coxsackie	Shingles
Bronchitis	Pneumonia	Yellow skin	Conjunctivitis	Polio
Tuberculosis (active)	Scarlet Fever	Fifth’s Disease	Diphtheria	Hepatitis A or B
HiB infections	Ringworm	HIV (Aids Virus)		

Should your child become ill at the center, you will be notified and must arrange pick-up within an hour. If we are unable to contact you shortly after your child becomes ill, we will begin calling emergency contacts.

Children who are sent home may not return for the entire following day, unless there is a note from a doctor stating that there is and was no illness present, and that it is safe to return. If your child is sent home for illness at noon on Monday, for example, the earliest he or she may return assuming child is well immediately after departing center, is Wednesday morning.

Parents will be notified via email or notice of contagious illnesses that a child had at our center, listing all symptoms parents should look for in their children. Names and classrooms of the sick children will not be given due to confidentiality.

These policies regarding illnesses are strictly enforced based on the guidelines set by the Licensing Department of the State of Vermont and WEC policy.

Potty-Training

Potty-training starts in the Busy Bear classroom. During this time, parents or guardians must supply at least five changes of clothes consistently. Please make sure to check your child's cubby for soiled clothing every night. During potty-training, please make sure your child wears potty-training friendly clothing such as jeans or sweatpants. Please avoid onesies, overalls or pants that are difficult to button/tie because it might be frustrating to your child and discourage independent potty training. Pull-ups are permitted but they must come undone and re-fasten. Our students wear diapers until they are successfully potty-trained. We do not begin to actively potty train with children until they show us that they are ready to do so here at the center. For information about what we look for and our policy regarding potty training, please ask for the Busy Bear information packet. We will also move children back to diapers or pull-ups if accidents become a regular habit, and children will need to go a full week accident-free to be able to try underwear again at the center. This is for sanitary and supervision reasons.

Cloth Diapering

Families are welcome to provide cloth diapers for their child, if desired. During diaper changes, nothing will be removed from the diaper (i.e., feces or an inner liner). All components of the diaper will be placed into a sealable container or "wet bag," which will be provided by parents. Pail or bag must be taken home by parents and disinfected daily. Outer diaper covers will be changed each time, so enough covers need to be provided for every diaper change (please check with classroom teachers for an estimate of average daily diaper changes).

Parent/Guardian Responsibilities

It is the responsibility of the parents and guardians to sign in/out their child(ren) using the online system with the tablet in each classroom. This is required by the state and enables us to have accurate records in case of emergency. At pick-up, it is your responsibility to ensure your child is clocked out by your contract time, and that your child is with you from that point forward, in your care, even if you opt to remain at the center longer so you can check in with teachers or allow your child to continue playing.

Parents and guardians are also required to make sure all immunizations are up-to-date and a current annual health check is conducted with photocopies of those records given to the director to keep on file.

It is the responsibility of the person dropping off in the mornings to ensure that your child washes his or her hands before entering play. This is a state regulation and helps ensure that we are keeping everyone as safe and healthy as possible.

Communication & Family Involvement

WEC teachers and administrators communicate with families in various ways. We provide daily logs and notes via our online childcare system, as well as journals, parent boards, message centers, or other means (depending on classroom as appropriate), and verbally at pick up and drop off. Communication between teachers and families is very important, and we need to have open and honest communication on a regular basis to ensure that we are able to provide the best care for your child. We believe firmly in having a positive relationship, and that means that we view working with your child as a partnership; what we do here will have an effect on what your child does at home, and the reverse is also true. Thus, it is essential that you are willing to be in that partnership with us so that we can work together to help your child succeed throughout his or her time here at WEC.

Documentation

At WEC, we utilize Tadpoles, Teaching Strategies Gold (TSG) for preschool classrooms only, photographs, conferences, and displays to document and communicate children's progress. Tadpoles is a system that enables us to take attendance, keep contact information, send daily information, as well as keep documentation. It also aligns with the TSG system. In our preschool classrooms, we use TSG, a national documentation system that is the approved model for Vermont through the Agency of Education for pre-K. The Tadpoles and TSG systems are accessible to parents through an online module system, and if you provide us with your email address, you will receive information and an invitation. These systems will allow teachers to communicate with families, share documentation, and even enable families to add documentation from home. It also provides teachers and families with nationally normed developmental standards, which we use to help monitor progress and note any areas of possible developmental delay or concern. We also display many photos in classrooms, on displays, and in digital frames as a way for us to see how children progress and show you glimpses of your child's day.

Tadpoles is available to families to utilize either by email or through its app that is available through the app store for android and apple users. Please let us know if you would like information about how to set up an account!

Preschool

WEC does partner with area school systems to provide 10 hours of publicly funded preschool for eligible children. This occurs in both the Tiger and Lion classrooms. As long as your town's school system has not set up a region, your child will automatically receive funding through Act 166 *as long as you follow your town's guidelines for registration*. Children who are three by September 1st are eligible, and are for two full years until starting kindergarten. Details about tuition discounts and partnering districts will be provided as your child reaches the eligible age. Please know that not all school districts are willing to partner with childcare centers, and the amount allocated per child is determined at the state level each year. Contact the director with specific questions.

Behavior Management

Redirection is the first strategy used for most situations of conflict to relieve anxiety. Redirection is designed to help the child gain self-control in a positive manner. A calming period is also offered in appropriate situations. When children are unable to keep themselves, classmates, or teachers safe, they will be removed from play (the situation or even the classroom) until we feel secure in their ability to do so. The child will be encouraged to rejoin the group when he or she is ready.

Children will be encouraged to verbally express their feelings and emotions. Teachers will model appropriate language in helping describe feelings and emotions for children who are having a difficult time. They will facilitate communication between children. Teachers will also work with all children in providing choices, informing them of logical consequences, and redirection and consistency when a discipline problem occurs. This looks different in each of our different classrooms based on what is developmentally appropriate for children of different ages.

We believe in offering children choices and encouraging self-expression in a safe and appropriate manner. We try to meet the needs of the children in our care, and we work to help each child reach his or her potential. We also believe in natural consequences, and we will utilize those natural consequences as they occur to aid children in learning to be independent and develop an understanding of how the world around them works. An example of a natural consequence might be that if a child throws his or her food across the table or on the floor, then there will not be any food left and the child is showing the teachers that he or she is all done eating.

An incident report will be provided documenting an injury or an act of aggression. This form must be signed by teacher, director and the parent; the form will then stay on file. A copy will be given to the parent.

When we find that children are repeatedly expressing themselves in aggressive or inappropriate ways, we will open up a dialogue with the family and work with outside resources as needed or appropriate to find assistance or help. Some of the resources we

might seek out include Child Care Resource, the Howard Center, Child Integrated Services, or Essential Early Education. We will also utilize developmental screening tools to assist us in making recommendations and seeking assistance.

Typical Daily Schedule:

7:30 – 9:00	Arrival, free play – Make sure to wash your child’s hands upon arrival! (This is a state regulation and helps keep everyone healthy!)
9:00 – 9:30	Wash hands & Snack
9:30 – 10:00	Clean-up, snack, and diapers if applicable
10:00 – 11:55	Child-directed curriculum (can involve singing, reading, art projects, outside time, sensory activities, etc.).
11:10 – 11:30	Diapers if applicable
11:55 – 12:00	Wash hands and set out chairs
12:00 – 12:30	Lunch
12:30 – 2:30	Nap
2:30 – 3:00	Quiet play and diapers if applicable
3:00 – 3:30	Wash Hands & Snack
3:30 – 5:30	Free play, outside play (weather permitting), diapers (if needed)

Enrollment Cancellation Policy

If after working closely with your child, the family, and outside resources (such as those listed in the above section), WEC Staff determine that this placement is not a good fit for our center, we will terminate your contract with us. The director reserves the right to determine when the situation may reach this point, and he/she will notify the family should this become necessary.

While we will work with all children and families, it does require a partnership and willingness to work together and seek the appropriate help for your child, should that become necessary. If you opt not to receive the support or refuse to seek the help that we request, you will indicate to us that you wish to forfeit your child’s enrollment. The director or teachers will assist you in seeking additional help, should that be necessary, and if you refuse to act upon that, then the director will inform you that the contract has been terminated.

Note: Failure to follow the tuition policy will terminate enrollment, as payment is a family responsibility to keep current.

Developmental Screening

We will be doing developmental screenings of all children at WEC throughout their time with us. We will use information from TSG, Ages & Stages Questionnaire, the M-CHAT, and other methods to identify any potential areas of concern or developmental delay. We use the standard screening tools approved and endorsed by the state of Vermont. These screenings are unofficial, and in no way will we be making any kind of diagnosis. However, we will use our findings to talk with you, seek outside help or guidance if necessary, or make recommendations about next steps to help your child. We know that having early detection and intervention is essential to helping children who need such supports to be successful and is key in providing the best possible care and early education.

Violent Play

We do not permit play of a violent nature that is intended to hurt, threaten, or intimidate another person. We provide opportunities, spaces, and the guidance for children to explore and learn in a safe environment.

Inclusion & Non-Discrimination Policy

Williston Enrichment Center is in support of the inclusion of children with special educational needs and disabilities in the regular classroom setting.

We do not discriminate children, families, or other parties based on gender, sex, race, age, religion, ethnicity, culture, ability, sexual orientation, socio-economic status, disability, or any other qualifier. We have and show respect for families and children, and we work to establish trusting relationships that are respectful of and embrace our differences as well as our commonalities.

Sorry and Sharing

We do not encourage saying “sorry” as a method of conflict resolution. Many children do not fully understand the feeling of “sorry” until later in life. Instead of giving the child a rehearsed word to say after a conflict, we provide them with the tools they need to minimize conflict in the future. If another child was hurt, we ask the child to “check-in,” or ask if the injured child is ok. Teachers will role model scenarios for non-verbal children.

We also do not force children to share their space or toys that they are currently using. For example, Child A is using a certain shovel, and Child B wants a turn with it. Child B states that he wants a turn, but Child A is not done using it yet. Teachers will make sure that Child A heard Child B’s request for a turn, but we will then encourage Child B to make another choice while waiting. We are showing Child A that we respect the fact that he is productively engaged in an activity. We are teaching Child B about turn-taking, time

management, and patience. Child B will also be confident that once it is his turn to use the shovel, he will be able to use it as long as he wants.

Please note that if sharing is child-initiated, it is celebrated.

Toys from home

We do not allow toys from home at school other than comfort items. If your child does bring a toy from home, please place it in your child's cubby during drop-off. WEC does not take responsibility for lost or broken items from home. Comfort items for nap for children over one year old will be kept in nap bins or cubbies until nap time.

Field Trips

Throughout the year, all of our classes may participate in field trips. Permission forms and information slips will be sent home for parents to sign. Additional fees may be required, depending on the field trip. In order to make our field trips a success, parent volunteers are required. Teachers and parent volunteers will provide transportation for the trip. Photo copies of driver licenses and proof of insurance are required for anyone transporting another child, as well as a completed background check. If a teacher will not be riding with a driver, then we will also require fingerprinting as well as an orientation for volunteers. Parents are asked to leave their child's car seat at the center the day of the field trip. Children without a signed permission slip and car seat will not be able to attend. Field trips in the past have included going apple and pumpkin picking during the appropriate seasons, nature hunts on Mt. Philo, Shelburne Farms, the Williston Fire Station, and ice skating.

Lead Testing in Water

WEC is on town water and we comply with all water testing as required by the state. We have conducted our lead testing and our water is safe for drinking. As per our water testing in August 2017, our lead levels are <0.001 mg/L and the acceptable level limit is 0.015.

Breastfeeding

Williston Enrichment Center welcomes all nursing parents, and we welcome families to breastfeed wherever they are comfortable, whether that is in a classroom or in a quiet area for parents who choose to breastfeed their children at the center. Respecting the various philosophies and comfort levels of our parents, we encourage breastfeeding where it makes most sense for the parents and children. Please do not hesitate to let us know what your specific needs are.

Accident or Incident

Whenever there is an accident or incident involving a child in our care, the appropriate form will be completed by the staff member most closely involved in the event. The director and the parent will review the report the same day that the incident occurs. Parents are asked to sign the report. The report will be placed in the child's file, and a copy will also be sent home for parents. In some cases, we will place the incident report on your child's clipboard to be signed as we want to ensure confidentiality for you and your child. For instance, if there are multiple parents present at the time of pick-up, we will often leave the report for you to read over and return to us so that confidentiality is maintained.

Holiday Celebrations & Observances

During holiday seasons, we frequently plan our curriculum around family traditions and religions. We ask families to share their traditions with us. Each classroom may learn about different traditions, depending on what families contribute to the theme. If there are families who do not wish their child to be exposed to certain religious beliefs, we ask that you let us know ahead of time. Teachers will give updates as to when these activities will take place. If no parents contribute their traditions, we will base our curriculum around the beliefs that are celebrated most often.

We do recognize that sometimes holidays can add stress to children's lives, and we feel the need to keep a routine of predictable daily experiences for their security and control. If it seems like we are down-playing a certain holiday or season, perhaps this is the reason.

Birthdays

Children are welcome to celebrate their birthdays at the center. Parents may supply a healthy treat for snack time. We do ask that birthday treats remain healthy and adhere to our nutrition policy. Snacks such as smoothies, yogurt parfaits, or whole-grain pancakes are great options. Parents are also welcome to celebrate their child's birthday by volunteering for story-time or to lead a project in the classroom. We ask parents to give us advance notice if you are planning on bringing in a snack or planning a celebration, and we also ask that you provide enough of the snack or other items for each student in your child's class. Please consult with your child's teachers for healthy treat or celebration ideas. The center provides a gift for each child on his/her birthday.

Fundraising

Throughout the year, we have many fundraising events. These events assist us financially for extra-ordinary projects or equipment. Additionally, they foster a great relationship between parents and teachers. These can range from gift items to be purchased to silent auctions to raffles, and much more. If you have suggestions for fundraisers that you have done in the past or that you enjoy, please feel free to let us know. We are always open to new suggestions and ideas, especially about fundraising!

Staffing

At WEC, all of our teachers are trained in early education and our qualifications all meet or exceed the requirements set forth by the Regulations for Early Childhood Programs. Many of our teachers have Child Development Associate Degrees, Associate's Degrees, Bachelor's or Master's Degrees, and many are on the Northern Lights Career Development Ladder. For specific information, please visit the "Our Staff" section of our website, www.willistonenrichmentcenter.com. All staff have references on file, have completed background checks, and all teachers are trained and certified in First Aid and CPR for adults, children, and infants.

Smoking Policy

Williston Enrichment Center is a smoke-free environment. Parents, Staff, and Visitors may not smoke on our premises, which includes in front of windows or in the parking lot. We thank you in advance.

Parking

Our parking lot is available for parking during pick up and drop off times. Please avoid long term parking in this lot. Idling is also not permitted.

Abuse and Neglect

As stated by Vermont Law, all staff members are **mandated** to report any suspicion of abuse and/or neglect. We are responsible for reporting any suspected cases of child abuse (physical, sexual, or emotional) or neglect to agents of the local Agency of Human Services, Department of Children and Families. These agents may conduct an investigation if necessary. We will work with families who need help in self-reporting.

Confidentiality

Students' records are open only to the particular student's teacher, director, curriculum director, authorized employee of the licensing agency, or the child's parent or legal guardian. Information regarding an incident in the center may be discussed under certain circumstances, but a child's name will never be mentioned.

Emergency Procedures

If the center needs to be evacuated, staff will assist children in evacuation procedures, which are posted in each classroom. All staff and children will meet on the grassy area on the far side of the parking lot. Children will not have time to put jackets on. Fire drills are practiced monthly, and one of those will occur during rest time.

In the event of a lockdown, staff will lock all doors, cover windows, move to Tiger room, and continue care. If needed, staff and children will evacuate into the warehouse. We will notify families as soon as it is safe to do so by utilizing Tadpoles for email/text or a robo-call system with details and instructions for picking up your children as it is safe to do so.

In the event of an emergency requiring relocation, we will move to one of two locations:

- **Christ Memorial Church** parking lot, 1033 Essex Rd., Williston (L on WinterSport, R on Industrial, L on 2A, church on R)
- **Vermont Mattress Depot** Parking Lot, 21 Adams Dr., Williston (L on WinterSport, L on Industrial, R on Williston, R on Adams, parking lot on L)

Children will be transported in teacher vehicles and the vehicles of our parent company employees in the event of an immediate relocation. Child safety restraints will be used whenever possible. If relocation becomes necessary, we will call all families using the robo-call system or tadpoles to alert you of the situation, where we have evacuated to, and when to pick up your child.

If 911 needs to be called due to a child's medical emergency, a teacher will call 911 while the Director cares for the child. The teacher will notify the child's parents after calling 911. The Director, Curriculum Director, or child's teacher will ride in the ambulance with the child, if parents are not yet present.

If you have questions about other emergency procedures, please contact the Director.

State Regulations and Grievance Policy

As a licensed childcare center, we comply with all regulations set by the State of Vermont. Our policies are based on these guidelines. A copy of the State of Vermont

Regulations is posted on the Parent Board or you may view it online at: www.state.vt.us/srs/childcare/licensing/license.htm. You may also receive information through the Child Care Consumer Concern Line at (1-800-649-2642).

Any parent/guardian who has concerns about the center is encouraged to contact the Director immediately to discuss the issue at hand. If the issue persists, you may contact Childcare Resources and the Referral Center (802-863-3367) or the state Division of Licensing at 1-800-649-2642.

Items Required for each child's file

The following is a list of all the information we are required to keep on file for all children's files enrolled in our care. This information will be gathered in the Enrollment Form, Contract, Permission Forms, and Acknowledgement of Receipt of this handbook. For the items that are listed in **bold**, you are required to submit copies of these to the center along with your enrollment paperwork. These are required in order for enrollment to occur.

- A completed child's admission form signed and dated by the parent that includes the first date the child will attend WEC and the days and hours the child is regularly scheduled to attend WEC
- Child's name, current home address and current home telephone number
- Child's date of birth
- Name, address and all applicable current telephone numbers for parents
- Name, address and all applicable current telephone numbers for at least two (2) other people designated by the parents as emergency contacts
- Names of all persons authorized to pick the child up from WEC
- **Record of an annual physical and health history that includes the name and telephone number of the child's primary health care and dental care providers (if the child has a dental care provider)**
- **Description of any special medical, developmental, emotional or educational needs of the child including allergies, existing illnesses or injuries, previous serious illnesses or injuries and any prescribed medication including those for emergency situations**
- Written authorization from the parent for the CBCCPP to be able to obtain emergency medical care and transportation
- **Child's immunization record or Vermont Department of Health approved exemption document**
- Written permission from parents for the CBCCPP to transport the child in the event of an emergency
- Written permission from parents for the child to participate in water and wading pool activities
- **If applicable, a copy of court orders on custody and visitation arrangements**
- **If applicable, any obvious injuries discovered and documented on daily health check**

Parent Acknowledgment

I/We, _____ have read this handbook and understand the policies, responsibilities, and information within. I/We understand that some policies are subject to change. I/We accept these obligations for the duration of my child's/children's enrollment.

Parent Signature

Date

Director Signature

Date

Please list the email address(es) you would like used for the following items/services. If you would not like to have access to or receive email about something, please indicate such (and other preference – paper copy, phone, text, etc. if appropriate). If the addresses are the same for everything, please list it once and then write “same” for the other options.

Tadpoles Childcare System:

Daily communication:

Please return this acknowledgement page with contract/enrollment forms, permission form, and immunization record and keep the rest of the handbook for reference.