

A Child's Garden



Parent Handbook



Wee Lad & Lassie

Updated 02/24/20

RESOLUTION

March 31, 1987

Wee Lad & Lassie Early Learning Center & A Child's Garden admit students without regard to race, color, religious creed, ancestry, sex, or national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the center. The center does not discriminate on the basis of race, religious creed, ancestry, sex, or national origin in the administration of its educational policies, admission policies, and other center administered programs. This same statement of policy also applies to employees.

Dr. Lisa Herbst

Magic Years, Inc.
Pearl Education, Inc.

Dear Parent,

It is a pleasure to welcome you to A Child's Garden & Wee Lad & Lassie where your child or children will receive the very best in early childhood education and top quality childcare. We are delighted that you have chosen to enroll your child in the stimulating and creative early learning educational programs offered by our center.

The administration and staff of A Child's Garden & Wee Lad & Lassie Early Learning Center strive to provide positive learning experiences that will foster a love of learning and will lay the foundation for your child's academic career. It is our sincere hope that you will find this handbook helpful in discovering more about our programs and in answering any question you might have.

Please feel free to call upon our Director and Administrator if you have additional questions, concerns or suggestions, which might make our center a better place for your child. We are looking forward to an enjoyable relationship that will be a benefit to your child and the family unit as a whole.

Our History

Wee Lad & Lassie has been providing a Pre-Kindergarten program and quality childcare to the Arnold area since 1969. The facility completed a substantial expansion in the summer of 1985. This gave Wee Lad & Lassie a licensed capacity of 35 children. In the fall of 1987, Wee Lad & Lassie was granted approval by the Maryland State Board of Education to operate a nursery school program and kindergarten program within the licensed group childcare center. This approval was granted upon verification that the teaching staff and the instructional curriculum met Maryland State Department of Education requirements. In the summer of 1997, Wee Lad & Lassie completed another expansion to include a full day Kindergarten program as well as administrative offices.

In March 2001, our sister school, A Child's Garden, was added as our 2nd campus. The program at A Child's Garden is designed to meet the specific needs of the very young learner. We now are able to offer programs for children ages 18 months through the 3 year old preschool year in this building. Students then graduate to the Wee Lad & Lassie site to complete their Pre-Kindergarten year.

Licensure & Accreditation

Both locations are fully licensed under the Maryland State Department of Education administered by the Office of Childcare.

Wee Lad & Lassie also holds a Certificate of Approval from the Maryland State Board of Education as a non-public school.

Both of our locations received the Maryland State Department of Education Early Childhood Accreditation in 2005 and were re-accredited in 2008 and 2011. This accreditation certifies our programs meet the standards for quality early childhood programs and recognizes our dedications to maintaining educational excellence in the early learning years.

Wee Lad & Lassie and A Child's Garden participate in Maryland EXCELS, a Tiered Quality Rating and Improvement System that recognizes the accomplishments of early childhood programs through a set of standards with 5 levels. Both schools are proud to have attained a check level 5 rating.

Wee Lad & Lassie and A Child's Garden follow the Maryland State Department of Education required ratio of students to teachers at a minimum. However, we typically exceed this ratio as we believe small groups provide the best learning environment for young children.

Our Philosophy and Mission

We believe our school is a special place, unique in a child's experience, and designed to provide the components of a high-quality early childhood educational program. Recognizing how crucial and important the early years of childhood are, we believe in inspiring children to reach their highest potential academically, socially, physically and artistically.

The components of our program are:

- ◆ a stimulating environment, rich with opportunities for learning in Language Arts, Math, Science, Social Studies, and the Arts, which enhances the child's natural curiosity and desire to learn in an atmosphere of loving care.
- ◆ low adult-child ratios, which are associated with more extensive teacher-child interaction and the ability to individualize learning. Small group size provides more opportunities for teachers to encourage exploration, problem-solving and promote language development.
- ◆ the development of cognitive, social-emotional, and motor skills, which are related to early learning and later academic achievement.
- ◆ teachers who are degreed, teach using the principles of developmentally appropriate practice, and are committed to continued growth as professionals to improve the learning of all students.
- ◆ mutually beneficial relationships with families to develop the deep knowledge of individual children, so we can teach each child in the context in which he/she develops and learns.
- ◆ respect and appreciation for the diversity of the global community and welcoming adults and children of all abilities.
- ◆ an MSDE approved curriculum that reflects the principles of developmentally appropriate research and literature based practices

Our mission is to provide a stimulating, developmentally appropriate environment that enhances the child's natural curiosity and desire to learn in an atmosphere of loving care with individual attention to children's needs and learning styles, respecting parents as partners in the learning community.

Hours of Operation

Wee Lad & Lassie is open from 7:00 a.m. to 6:00 p.m. Monday through Friday. The telephone number is (410) 647-2178

A Child's Garden is also open from 7:00 to 6:00 Monday through Friday. The telephone number (410) 647-2300

A late pick-up fee will be assessed for children who are picked up after 6:00 p.m.

Personnel

Our staff is carefully chosen; being sure he/she meets or exceeds the requirements set by the State of MD. Additionally, we provide an orientation meeting as well as a staff manual on policy and procedures in order to insure quality training. All staff members must have completed a recent medical exam, a criminal background check, and a personnel information form, all of which are submitted to Childcare Administration. Our administration, teachers, and senior staff must attend workshops and seminars annually so that we can keep abreast of the latest developments in the field of child development and practices. In addition, our staff is trained in First Aid and CPR classes.

We are very fortunate to have staff members who have been with us for many years. Please make a point to establish a relationship with your child's teacher to enhance your child's experiences here.

Wee Lad & Lassie Staff:

Lisa Herbst: Owner and Administrator of Preschools since 1985; with Wee Lad & Lassie since 1989, B.S., Penn State University; M. Ed. in Early Childhood Education, Towson University; Ed. D. with a specialization in Entrepreneurial Leadership in Education, Johns Hopkins University

Laurie Cloud: Assistant Director; with Wee Lad & Lassie since 1999

Charlie Wright: Lead Pre-K Teacher; with Wee Lad & Lassie since 2017; Lake Superior State University A.A. in Early Childhood Education

Tabby Lundstrom: Pre-K Teacher; with Wee Lad & Lassie since 2019; Penn State University, B.S. Biobehavioral Health.

Kaylin Jorden: Pre-K Teacher; with Wee Lad & Lassie since 2017; Anne Arundel Community College A.A. Degree

Courtney Johnson: Preschool 3's Lead Teacher; with Wee Lad & Lassie since 2018; Anne Arundel Community College A.A. in Elementary Education

Cris Middleton: Preschool 3's Assistant Teacher; with Wee Lad & Lassie since 2020. Towson University B.S. in General Education

Sierra Furlough: Preschool 2's Lead Teacher; With Wee Lad & Lassie since 2020.

Bow Houser: Preschool 2's Teacher ; with Wee Lad & Lassie since 2019

A Child's Garden Staff:

Lisa Herbst: Owner and Administrator of Preschools since 1985; B.S., Penn State University; M.Ed. in Early Childhood Education, Towson University; Ed. D. with a specialization in Entrepreneurial Leadership in Education, Johns Hopkins University

Gregory McClure: Assistant Director; with A Child's Garden and Wee Lad and Lassie since 2001; Anne Arundel Community College

Alex Lutz: Twos Lead Teacher; with A Child's Garden since 2019; B.S. Human Services; Stevenson University

Natasha Flanagan: Preschool 3's Teacher; with A Child's Garden since 2015; B.S. in Early Childhood Education, Ashford College

Amy Davidson: Community Based Pre-K Teacher; with A Child's Garden since 2020; M.Ed. in Early Childhood Education, Towson University

Marianne Krupar: School Age Teacher; with A Child's Garden since 2019; A.A., Westmoreland County Community College.

Christine Westphal: Twos Assistant Teacher; with A Child's Garden since 2020; Early Childhood Education; Towson University; Anne Arundel Community College

Enrollment & Registration

Currently enrolled students and their siblings are given enrollment priority for the following school year. Re-enrollment is offered on a first-come, first-serve basis. Regular enrollment occurs on a revolving basis throughout the year as space is available. At the time of enrollment, parents are required to complete an application accompanied by a non-refundable payment for registration and a non-refundable deposit for two-weeks of your child's tuition. An insurance fee will be billed to your account yearly and an activity fee will be billed semi-annually. These fees are recurring for each school year.

Upon enrollment, the parent will receive a packet of paperwork or may download them from our website. They must be completed before a student's first day. These forms include:

1. Health Inventory- to be completed by parent and child's physician
2. Immunization Record
3. Emergency Information Card- to be completed by parent
4. Family Information Acknowledgement form
5. Family Information form
6. Permission slip
7. Bug Spray and sunscreen permission form
8. Any other required forms

Please be sure to keep your child's emergency card current. It provides us with phone numbers and names of people who are authorized to pick up your child.

If your child will stay for naptime, the purchase price of a cot sheet will be added to your account. A tote bag should be brought to school with a small blanket, pillow, and completed change of clothes. Tote bags shall be taken home weekly to have the bedding laundered. Please keep a complete change of clothes appropriate to the season at school. A complete change includes a shirt, pants or dress, underpants and socks.

We hold an Open House annually and will enroll new students after current students have been given the chance to re-enroll.

Tuition Policies

Your child's tuition bill will be placed in his/her cubby by the 1st of each month. Tuition is due by the 5th of each month. A late payment fee of \$25.00 will be added to any tuition bill not paid on time. Please pay your tuition with a personal check or cash. There will be \$25.00 fee added for checks returned from your bank. Special tuition payment plans are available upon request.

Withdrawal from the school

As per your application agreement, you must give a two-week notice of your intent to withdraw your child from our school. If you do not give us a two-week notice, you will continue to be charged tuition. **If your child is withdrawn before the end of the school year, you forfeit the two-week deposit you paid at the time of enrollment.**

Health and Safety Policies

For the physical safety of your child and of the other children enrolled in the center, the following safety and health policies will be enforced:

1. Parents are required to bring children into the building and are to make certain a staff member is present before leaving.
2. Children will not be released until a parent (or other person who is authorized by the parent to pick up the child) comes to the center and signs the child out.
3. An Emergency Evacuation Procedure as required by the Anne Arundel County Fire Department is posted the each classroom. Parents, teachers and aides should become familiar with this evacuation procedure. The center is protected by a smoke and fire alarm system. Smoke or fire in any part of the building will be alarmed throughout the center. There is a **no smoking** policy on the school property. This is a requirement of the Fire Marshall.
4. Parents agree that in the event of an emergency illness, the center has permission to secure medical aid for your child. All medical expenses, if any, are the responsibility of the parent(s) or guardian(s).
5. No medicines will be administered by the center to your child unless a medication form is signed by a physician and is brought to the center along with the medicine. The form should state when and how the medicine is to be administered. These forms are available in the office. All medicines must be in its original packaging with a pharmacy label affixed. All medicines are to be brought to the office with the appropriate paperwork. No non-

prescription medicines will be administered without a complete form from the doctor. The medicines are store in a box either on top of the refrigerator, in the refrigerator or in the classroom medical backpack depending on the requirement of the medicine. If possible, send in only the amount of medicine needed for the duration of time we are to administer it to the child.

Children with food allergies or asthma are required to complete an Allergy/Asthma Action Plan.

6. Due to children's various allergies Wee Lad & Lassie/A Child's Garden has a no pet policy.
7. Volunteers are limited to student's parents and college students earning college student teaching hours. No volunteer will be left unsupervised with a child.

Illness Policy

In general, we define three reasons to exclude sick children:

1. The child does not feel well enough to participate comfortably in routine activities
2. The child requires more care than the staff is able to provide without compromising the health and safety of the other children.
3. The illness is on the list of diagnosed symptoms or conditions for which exclusion is recommended (see below) usually because of the chance of spreading.

The National Centers for Disease Control and Prevention recommends that children with the following symptoms should be excluded from child care/preschool either to reduce the risk of spreading the infection, or to allow children time to recover to the point where they can be safely cared for:

- *Change in temperature accompanied by behavior change.
- *Lethargy, uncontrolled coughing, unexplained irritability or crying, difficulty breathing, wheezing or other unusual signs of severe illness.
- *Blood in stools.
- *Diarrhea (watery, less formed, frequent stools) not explained by diet change or medication and that poses a risk to others because it cannot/may not be managed successfully by diapers or toilet use.
- *Vomiting two or more times in a 24-hour period
- *Persistent abdominal pain.
- *Mouth sores in a drooling child.
- *Rash with fever or behavior change.
- *Pus coming from the eyes (purulent conjunctivitis).
- *Persistent honey-colored crusts (impetigo) on face or body.
- *Chicken pox, even in a vaccinated child.
- *Scabies or head lice until treated

In addition, children who have been medically diagnosed with certain conditions are excluded, and a note from the medical provider is required before a child is allowed to return. Common diagnoses that are in this category include:

- | | |
|-----------------------------|-----------------|
| *Strep throat | *Hepatitis A |
| *Tuberculosis | *Measles |
| *Whooping cough (pertussis) | *Rubella |
| *Mumps | *Herpes Simplex |

If a child becomes ill during the day, we will contact parents, and if unable to reach you, the people designated as emergency contacts will be called. Your child may be brought back to school when he/she is free of fever or other symptoms listed above for 24 hours. If your child visits his/her pediatrician and is deemed not contagious, he/she may return before 24 hours has elapsed provided we have a doctor's note.

For those emergencies requiring immediate medical attention, your child will be taken to the nearest emergency hospital in the company of a staff member. Every effort will be made to contact parents, guardians and the child's physician.

Dr. Ginsburg, Pediatrician, is the physician on call for our schools. She is located at 844 Ritchie Hwy. Suite 206, Severna Park, MD Phone: 410 647-8300 Parents may designate the physician of their choice, but we retain the right to consult or call Dr. Ginsburg in the event that the family physician is not available.

Medication

Medication may only be administered with a properly completed Medication Administration Authorization form completed by the child's doctor and parents, this includes

- A. Prior written authorization from the child's parent and doctor;
Authorization includes:
 1. Child's name
 2. Parent's signature and date signed
 3. Identification of medication and dosage for the child
 4. Dates on which the medication is to be administered
 5. Time to administer the medication or conditions for which the medication is to be administered
- B. Prescriptions must be labeled by the pharmacy with:
 1. Child's name
 2. Expiration date that indicates the medication is still usable
- C. At least one dose has been given at home
- D. Amount, date and time of administration and who administered the medication to the child is recorded on the child's personal record

- E. Medication must be administered according to Health practitioner's written instruction(s) on the label.

Special Needs: Disabilities or Special Health Care Needs

Wee Lad & Lassie/A Child's Garden believes all children benefit from a high quality preschool education. If your child requires accommodations for a special need, please let us know at the time of enrollment so we may create a plan to meet your child's needs.

Emergency Preparedness Plan

Our child care center's philosophy is to keep your child/children safe at all times when he/she is in our care. With recent world and local events, we have developed an emergency plan that will be put into place in the event that special circumstances require a different type of care. Plans for these special types of care were implemented recently. Staff is trained in the appropriate response and local emergency management is aware of these plans. The specific type of emergency will guide where and what special care will be provided.

Shelter at the site - This plan would be put into place in the event of a weather emergency or unsafe outside conditions or threats. In this plan, children will be cared for indoors at the center and the center may be secured or locked to restrict entry. Parents will be notified if they need to pick up their child before their regular time.

Evacuation to another site - This plan would be put into place in the event that it is not safe for the children to remain at the center. In this situation, staff has predetermined alternate sites for care. Our first choice is to evacuate to the Jones Station Fire Department on B. & A. Blvd. in Severna Park. Our second choice is to evacuate to the Severna Park High School on Benfield Blvd. We have gained permission from both of these locations to shelter there. The choice of site is determined by the specific emergency and what would be an appropriate alternate site.

Method to contact parents - In the event of emergency, parents will be called, a note will be placed on the door, and radio/TV stations will be alerted to provide more specific information. You can also check for information on our website www.weeladandlassie.com or www.achildsgarden2.com. We ask that you provide the office with a priority phone number that we would call first and would most likely be answered immediately.

Emergency ends/reuniting with children - When the emergency ends, parents will be informed and reunited with their children as soon as possible. The contact methods listed above will be used to inform parents.

The purpose for sharing this information with you is not to cause you worry, but to reassure you that we are prepared to handle all types of emergencies in a way that will ensure the safety of your child/children. In the event of an actual emergency, please do not call the center - it will be important to keep the lines open. If you have questions regarding this information, talk with the center director or your child's teacher.

Resources & Referrals

Should the need arise; below are resources for parents in need of specialists in the medical field.

Anne Arundel County Public Schools, Division of Special Education:
Maryland Infant-Toddler Program
410-222-6911
Birth - 2 years, 9 months

Child Find Program
410-766-6662
2 years, 10 months - 5th birthday

Arundel Child Care Connections
410-222-1712
CHAMPS Program
Early Childhood Behavioral/Mental Health Services
www.arundelccc.org

Psychological Resource Associates
Dr. Joyce Cooper-Kahn
479 Jumpers Hole Road
Severna Park, MD,
410-647-8840

Network of Care
www.annearundel.md.networkofcare.org
Mental and Behavioral Health Services

The Parenting Center
Anne Arundel Community College
www.aacc.edu/parenting
BEST: The Behavioral, Emotional Support and Training Program

Disclaimer: This listing of resources and links does not express or suggest endorsement of these organizations by Wee Lad & Lassie/A Child's Garden. Each family must find the resources that best meet the needs of their individual children.

Holidays and closings

Please refer to your school year calendar for a list of holiday and other closings.

Inclement Weather/ Emergency closings

In general we follow Anne Arundel County's decision regarding weather related closures, especially on the first day of a weather event. However, based on circumstances at our building and with our staff, we sometimes make an independent decision on the first and subsequent days of a weather event. The best way to stay informed is to check your email or listen to our voicemail recording. We do our best to post our decisions by 6:00 a.m.

If at any time you feel it is unsafe for you and your child to travel to school, it is your prerogative to keep him or her home from school.

If the snow begins late in the day, we appreciate the prompt pickup of your child to enable our staff to get home safely

Communication

As you are taken on your guided tour through the school, the parent bulletin boards, logs, parent mailboxes, etc. will be pointed out to you. These, as well as those mentioned below, are available to you in order to facilitate ease of communication.

We are here to be of service to you and your children. Please help us keep the lines of communication open by calling us if your child will be absent. If you have a concern, problem, or question, please come to the office to discuss it with us. If you have a change of address or telephone number at work or at home, please notify the center so we can update our records and keep the channels of communication open.

You will receive a newsletter/calendar each month, which outlines our themes and special activities. It is important to read it thoroughly! Please check your child's bulletin board for specifics about his/her day. The staff will also leave notes periodically in your child's cubby. Please check it daily.

Besides those mentioned above, we may choose to communicate through:

Emails (**our primary source of communication**)

Our email addresses are achildsgarden2@verizon.net & weeladandlassie@verizon.net

Letters

Phone Calls

Website www.acchildsgarden2.com & www.weeladandlassie.com

Planned meetings/conferences

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Family Support

Wee Lad & Lassie and A Child's Garden have a commitment to support and respond to the needs of children and their families. Our family-friendly supports include:

- Children's book lending library
- Family resource library
- Child care during parent conferences and meetings
- Parent information nights
- Tuition scholarships
- Information and referral to child and family support services

Family Engagement and Involvement

Wee Lad & Lassie and A Child's Garden have a commitment to support family's involvement in their child's education. These opportunities include:

- Meet Your Teacher
- Parent Teacher conferences (Fall, Spring)
- Literacy Nights
- Open House
- Parent Information nights
- Guest Reader opportunities
- Field Trips
- Annual Read-a-Thon
- Annual Parent Survey
- Parties/Special Events (Holiday Parties, Earth Day Celebration, Mother's/Father's Day Breakfast, Family Fun Day)
- Request for parent volunteers as needed in classroom

Effective family engagement strategies create a culture of high expectations where family members support their children's learning at home and follow their child's performance. Family members serve as active guides and advocates for their children's education. In order to fully include families as reciprocal partners, the following policies serve to guide the processes of decision making, grievance resolution and problem solving.

Decision Making

Families are invited to actively take part in decision-making opportunities concerning their children's education. You and your child's teacher will collaborate in establishing goals for your child's education and learning both at home and at school. This process begins with the Family Information Form which is completed upon your child's enrollment. Each family has the opportunity to articulate their child's strengths, areas of challenge and desired learning goals. You will continue to refine your child's learning goals at the family/teacher conferences held three times throughout the school year. At the conferences, each family has the opportunity to

discuss observations both at school and at home, view their child's work samples and share any concerns or questions about their child's progress.

Grievance Resolution and Problem Solving

Ongoing, two-way communication is the most effective method to prevent conflict between families and staff members. In case of a disagreement, each has the responsibility to respectfully consider the other's views and act in the best interests of children involved. Families who have a conflict with a staff member should first contact that person directly to resolve the issue. If there is no resolution, or if it is not feasible to contact the person directly, please contact the Director who will work with both parties to resolve the problem.

Curriculum

Two's Class - *Creative Curriculum*

Three's Class - *Little Treasures*

Pre-K - *Children Study Their World*

Please visit our website www.weeladandlassie.com and www.achildsgarden2.com for detailed curriculum information.

Developmental Screening -

The Developmental Screening, Ages and Stages will be recommended or conducted as needed.

Nutrition Policy/Food Allergies

Please note: we are a peanut/nut free facility. Please let the director and your child's teacher know if your child has any food allergies. Together, we will develop a plan to meet your child's needs. We request that you do not bring any "treats" to share at school unless it has been requested by the classroom teacher.

Our policy is that the sandwich or main course must be finished before "treats" can be eaten. Please do not send foods that must be heated. Putting heated foods in a thermos is a good way to serve a warm food for lunch. Please send a drink for your child to have with lunch. To support your child's healthy eating habits we monitor and supplement as necessary lunches to ensure children are receiving nutritious, balanced meals. If we have any concerns we will contact you. The school will provide a nutritious morning and an afternoon snack limiting fat, sugar and salt and including fresh fruits/vegetables and whole grains. Our menu can be found in our upstairs kitchen, posted on the refrigerator.

Physical Fitness

Physical fitness is supported by our participation in the "Let's Move" program, multiple recess and movement opportunities throughout the day, and our JumpBunch program.

Birthdays

Celebrating a birthday at school is a very special opportunity for children. Due to a wide variety of food allergies, food sensitivities and individual family dietary choices, as well as our curricular emphasis on healthy eating, we will no longer accept food items as a birthday treat. Beginning in November 2012 Wee Lad & Lassie and A Child's Garden started a new birthday tradition that shifts the focus from the food to your child. To help us promote a love of books and literacy we would like to suggest you send in a book for us to read to the class to celebrate your child's birthday. You may also send in a book to donate to the school library, which we will label in honor of your child's birthday. Also feel free to be a guest reader on your child's birthday and share the special book with the class.

Technology and Screen Time Policy

Wee Lad & Lassie/A Child's Garden uses interactive technology (laptops and iPads) to promote effective learning and development. They are used intentionally within the framework of developmentally appropriate practice to support our learning goals and curriculum. Teachers will facilitate creative use of technology and encourage social engagement with other children and adults during this time. This interactive technology will be used to support, but may not replace, creative play, physical activity, hands-on-exploration, outdoor experiences, social interactions, and other developmentally appropriate learning activities. Children under 2 years old may not be permitted to view any passive (non-interactive television, videos, and streaming media) technology. Children 2 years of older may not be permitted to view more than 30 minutes of age-appropriate, educational passive (non-interactive television, videos, and streaming media) technology per week.

Transition Protocol

In order to ensure a smooth transition between classrooms, teachers will provide the upcoming year's teacher with your child's portfolio, progress reports and an articulation form. Children moving from the Three Year Old program to Pre-K will also participate in a Fly-up day to familiarize him/her with the Pre-k class and teachers. If your child will be leaving our program and attending another school, we will supply your new school with your child's records after we receive a "Release of Records" permission form. Our websites also provides information to parents on the transition from our program to public school.

Behavior and Discipline

Discipline means teaching appropriate behavior. Our discipline goals include teaching respect of self, others, and property, self-control, problem solving skills, and understanding feelings (others and own) and how to express them in appropriate ways.

Wee Lad & Lassie uses praise and positive reinforcement as their most effective methods of behavioral management of children. When children receive positive, understanding and respectful interaction with adults they develop a healthy self-concept, problem solving abilities and self-regulation skills.

The staff will utilize some of the following methods to encourage socially acceptable behavior.

- Positive verbal praise
- Modeling of expected behavior
- Provide engaging activities for children
- Model and teach the children the skills of cooperation, manners, respect and tolerance.

Realistic behavior goals are set for each child based on their level of development. Based on our beliefs of how children learn and develop values, the staff will practice the following:

- **Redirection**

We will redirect the child away from the problem behavior. Often interesting the child in another activity can eliminate potential difficulty. We might ask a child to help us with an activity or ask that they move to a quieter, calmer area of the classroom.

- **Logical Consequences**

The consequences of a behavior have to make sense to the child. For example, throwing sand outdoors will result in a conversation about how other children could be injured, there would be no sand left to play with and the child could be removed from playing in the sandbox for a short time.

- **Ignoring Behavior**

This can happen only for behaviors that are not aggressive or injurious to other children. A teacher may "plan to ignore" a behavior if a child is behaving in a negative way to receive attention.

- **Take a Break**

As a last resort and only if other behavior management techniques are not successful, our staff may provide the child with a brief amount of time away from the group by asking them to sit for a moment until their composure is gained. This is done with respect for the child and is not intended as a punishment, but an opportunity for the child to relax and gain composure before they re-engage themselves with the other children in an appropriate manner.

Teachers will communicate and work with families to address any behavior concerns or questions.

Parent teacher conference and Assessment

Pre-K and Threes Class

The Early Learning Assessment is a formative assessment process through which early childhood teachers collect and use assessment information to tailor instruction to the individual needs of each child. It is an ongoing, planned, and intentional practice to evaluate learning. Assessment results will be shared with families during Parent/Teacher conferences in the fall and spring.

Parent/teacher conferences will be scheduled according to our school year calendar (October & March). You may request an additional conference with your child's teacher at any time during the year.

Twos Class

Parent/teacher conferences will be scheduled according to our school year calendar (October & March). You may request an additional conference with your child's teacher at any time during the year. Teachers will complete the Creative Curriculum Objectives for Development and Learning to share with parents.

Toddler Class

Toddlers are evaluated using the Ounce Scale, published by Pearson. This developmentally appropriate observation assessment is used to evaluate and document toddlers' development in multiple domains of learning. The results are shared with Families in October & March at Family Conferences. Families may request a conference with their teacher at any time during the school year.

Program Evaluation

The center will be evaluated annually using an annual survey. The program survey will be sent home each spring to families, staff and administration. We ask for your help in improving our program by giving us your honest feedback on the survey. We will use your feedback for program improvement!

Clothing

Parents are urged to dress their children in comfortable clothes that they can manipulate themselves. Children should wear shoes suitable for running and climbing (we do not allow jellies, sandals without straps, or flip flops). Every effort will be made to prevent clothes from

becoming stained, however, accidents sometimes happen so please do not send your child to the center in his/her best attire. Children should have an extra set of clothes at the center in case of an accident that would soil their clothes. Extra garments should be labeled with the child's name. Please make certain that your child's outer garments are warm enough for outdoor play. Please remember to send mittens, hats and boots during the winter months. The children all go outside every day for a period of time unless the weather is very bad. All coats, sweaters, raincoats and boots should be clearly labeled with your child's name.

Equipment

All playground equipment, educational and recreational toys are carefully inspected on a regular basis to insure the safety of your children. Should parents become aware of any potential health or accident hazard they are requested to please draw such a hazard to the attention of a staff member.

Family Visiting Policy

We believe a partnership between families and the preschool is vital in supporting children's optimal growth and development. We welcome family members to visit our programs and classrooms at any time. Our open-door policy extends to all aspects of children's activities and events including daily classroom activities, meal and snack time, recess, holiday events, field trips, etc.