

# Salisbury Family Center, LLC.

## FAMILY HANDBOOK

2024-2025 School Year

Most recent updates 03/15/2024

25B Schoolhouse Rd  
Salisbury Vt, 05769

[Salisburyfamilycenter@gmail.com](mailto:Salisburyfamilycenter@gmail.com)

# ABOUT US

## *Philosophy*

At Salisbury Family Center, our top priority is to provide a safe, loving, and secure environment for every one of our children. Our philosophy is that children learn best through experience. Each classroom provides the opportunity for children to gain knowledge through interactions, exploration, and curiosity. Our teachers strive to help each child build a solid foundation to their social and emotional development and develop a lifelong love of learning and curiosity about our world.

## *Mission*

When Salisbury Family Center was founded in 2024, it was our mission to provide high quality care to the children and families in our community. We believe that at-risk families deserve the highest quality care for their children, and we seek to provide environments where all children are respected, safe, and encouraged to thrive regardless of race, socio-economic background, housing situation, or custodial situation.

## *Certification*

Our center is currently licensed as a center based childcare and preschool program by the State of Vermont.

Our center has been issued a rating under the Step Ahead Recognition System in Vermont for early education programs.

Our center is a Basic Specialized Care provider, and is a Trauma informed center.

Our center accepts Child Care Financial Assistance for tuition for families who qualify for the program.

Our center is currently working towards becoming a pre-qualified preschool program with ACT 166.

## *Definition of Family*

In this handbook we refer to a family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

## *Definition of Program*

In this handbook, the terms program, school, childcare, or center may be used to describe our operation. All of these terms refer to Salisbury Family Center.

## *Hours of Operation*

Services will be provided **7:30am-4:30pm** until further notice.

## *Weather Related Closings*

Salisbury Family Center will be closed or delayed in the event of weather that drastically impedes travel. Our school follows the closings of the Addison Central School District for weather, mostly between the months of November and April. These closings will be posted on local radio, tv, and web media services, as well as communicated via our Facebook Page and website.

## **Holidays**

Please see website and calendar (attached to this handbook) for holiday closing dates.

## **Admission & Enrollment**

Our digital enrollment form is required for all families before a child's first day.

Enrollment forms will be emailed to you via Brightwheel. They are digital. Once you submit them and I approve of them your child may start. You will also need to send a copy of your child's latest well child exam and up to date immunizations for their file.

We require an application fee of \$50 for all NON-SUBSIDIZED families. We do not hold spots without full payment.

Based on the availability and openings, our facility admits children from six weeks through six years of age.

Children are admitted without regard to race, culture, sex, religion, national origin, or disability. We do not discriminate because of special needs if a safe, supportive environment can be provided.

## **Expulsion/Disenrollment**

At Salisbury Family Center, we work hard to create strong family partnerships and work through any issues as a team. However, some circumstances prevent appropriate care and education and may be grounds for disenrollment of a family. Disenrollment of a family may happen due to any of the following reasons:

- Failure to remit tuition fees in a timely manner (see *Tuition and Fees* section)
- Excessive absence of your child without proper notification (see *Absence/Tardiness* section)
- Excessive tardiness at pick up or drop off time and/or repeated failure to follow center operating hours (see *Late Pick Up Charges* and *Pick Up/Drop Off* sections)
- Failure to communicate appropriately and professionally with school staff (see *Respectful Behavior* section)
- Extreme behavioral circumstances of a child and/or unwillingness to work with specialists such as Children's Integrated Services and/or Essential Early Education (see *Guidance* section)
- Child is needing continuous one on one care

## **Inclusion**

Salisbury Family Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need, please include any paperwork related to their diagnosis and/or any services he/she receives in or out of school upon enrollment.

## **Non-Discrimination**

At Salisbury Family Center, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

### Family Activities

We believe that each family is a child’s first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program by visiting children’s classrooms, by participating in classroom family events, and by providing feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

### Confidentiality

Unless we receive your written consent, information regarding your child will not be released except for that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

### Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

Position Title	Minimum Education/Certification	Prior Experience
Preschool/Prekindergarten Teacher	Bachelor’s Degree and ECE License	5 years
Infant/Toddler Teacher/Teaching Associate (Lead)	Associate Degree in early education, 21 credit hours in early education, or a bachelor’s degree with at least 30 credit hours in early education	2 years
Teaching Assistant	At least one college course in early education or completion of the Fundamentals of Early Education course	1 year
Program Director	Associates Degree in Early Education or a related field with 21 credits related to Early Educations	5 years

All Salisbury Family Center staff participate in orientation, cpr/first aid, basic specialized care trainings and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, trauma, cultural and individual diversity, and professionalism.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by Salisbury Family Center, LLC.

### Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
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Under 2 years	4:1	8
2 years	5:1	10
2.5 years – 3.5 years	6:1	15
3 years – 5 years	10:1	20

### *Communication & Family Partnership*

#### **Daily Communications.**

All toddlers (2 and under) will receive notifications through Brightwheel that lists information about sleeping, eating, toileting, and other activities or notes in their child's lunch box at pick up each day.

**Bulletin Boards.** Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

**Newsletters.** Monthly newsletters provide center news, events, announcements, etc. These newsletters are written by your child's teacher and are handed out in the classroom and sent via email.

**Parent Resources.** Our parent resources online and at the center provide educational and contact information for parents to gain information, opinions, ideas, and increase their understanding of learning and development. If you are interested in a topic surrounding child development or education that you'd like resources on, please reach out to your child's teacher or the program director.

**Family Events** Your child's classroom will host family events at varying times throughout the year. Invitations to these family events will be sent out by your child's teacher and participation is highly encouraged.

**Conferences.** Family/teacher conferences occur twice a year in the Spring and Fall. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns via conferences.

### *Open Door Policy*

Breastfeeding mothers are welcome to come in and nurse their child if their schedule allows. Please just let teachers know if they should expect you.

We encourage families to volunteer in classrooms if they have the time. Please schedule a time/activity with the Director should you be interested.

For the safety and protection of the children, external doors will always be locked. Parents are able to call the center to be let in at any time. If you have a visitor coming to the center or plan to have a friend or family member pick up or drop off your child, please instruct them to call the center and have ID ready upon arrival.

Our team will always do their best to speak with parents/guardians verbally and in person. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment with our program staff.

## *Publicity*

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Written permission will be obtained prior to taking photographs, via your child's enrollment form. You may opt out of photographs at any time.

Unless the family indicates that they want their child to participate in photographs, we will not use pictures and/or names of children for any purpose.

## **CURRICULA & LEARNING**

### *Learning Environment*

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible daily routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, self-confidence, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others respectfully.

### *Curricula & Assessment*

Salisbury Family Center uses a blended curriculum based on children's interests and developmental levels. This curriculum is a mix of Emergent, Montessori, and Reggio Emilia styles. This blend creates

- A responsiveness to each child's development and interests
- A focus on the whole child
- A sense of responsibility and respect for our self, our environments, and our peers
- A priority of time to play for much of the day
- And multiple outlets for artistic and creative expression

As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress, so we can modify and adjust what we are doing in our classroom to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily sheets and lessons plans posted in or outside of each classroom.

### *Developmental Screening*

Salisbury Family Center uses the Ages and Stages developmental screening tool for all children. Additionally, we will use TS Gold to track and assess preschool (3-5 year old) learning and development, once we are Act 166 approved. To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Referral to an outside agency for developmental screening is conducted only with written consent from the child's guardian(s).

### *Outdoor Time*

Weather permitting; we conduct 60 minutes of supervised outdoor play and/or walking trips around the neighborhood once a day for all children over the age of one year. Children are always accounted for. A permission statement for participation in walking trips is included in the enrollment package.

It is important that you bring enough outdoor clothing and gear for your child every day. In the winter months, this includes 1-2 pairs of clean, waterproof mittens, snow pants, snow jacket, hat, and insulated boots. If the temperature with wind chill is warm enough, we take all toddlers and preschoolers outside every day in the winter months (November – March).

### *Transitions*

Your child's transition in our school should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

#### *Transition from home to center*

Our process for introducing children to our program is as follows:

- 1.) All children and their families are encouraged to tour our center prior to the child's first day to meet staff and discuss drop off procedures and required items to pack.  
Tours will be based off the classrooms specific needs to not overlap with transitions. On some occasions we may be able to provide Tours after hours.
- 2.) New families, especially upon enrolling an infant, are welcome to spend up to 1 hour in the classroom on their child's first day. Then allow the child to stay for an additional hour or two alone.
- 3.) The second day we ask you drop your child off and plan on them staying for a full day. If it becomes to much for the child we will call you to pick up and will establish a plan moving forward in order not to overwhelm and scare the child. Everyone talks a different amount of time to transition and we want all children to feel safe and comfortable coming to school.

#### *Transition between classrooms*

Our infant and toddler classrooms practice a philosophy of "looping", meaning children are not transitioned out of an infant or toddler classroom based on age or availability. We will only transition an infant or toddler after speaking with the family in depth about the transition, the transition is believed to be in their child's best interest, and family consent is obtained. Preschool and Prekindergarten aged children are transitioned to the next classroom based on a combination of age, developmental readiness, state licensing requirements, and space availability each Fall. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new classroom.

#### *Transition to kindergarten*

Transition activities such as prekindergarten graduation, creating a mural of special friends, and class photos will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to kindergarten.

### *Electronic Media*

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use. However, we may use an age appropriate television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist

of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice, used to meet a developmental goal, and limited to no more than 40 minutes per week per child.

Vermont child care regulations prohibit any screen time for children under two. This includes TV, videos, phones, and computers.

### ***Multiculturalism***

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

### ***Celebrations***

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. We are closed for most federal holidays, but respect and teach about many multicultural holidays not in the federal holiday list.

We do like to celebrate child and staff birthdays with special treats. We often prepare special treats for a birthday, or families may also bring in something special for birthdays. While we ask that treats are low in sugar, cupcakes or other cake is ok for an afternoon snack party. Families are always welcome to join us for birthday parties at 4pm or during their child's afternoon snack time.

### ***Rest Time and Napping***

Infants sleep according to their own schedule. Our safe sleep policy requires that infants are put to sleep on their backs without blankets, loveys, or stuffed animals and infants must sleep in a crib. If infants fall asleep in a swing or other device, they will be transferred to a crib as soon as possible. Families must provide a doctor's note for any sleeping or positioning devices they would like their child to use while in our care. Caregivers/teachers directly observe infants via sight and sound during their rest, and all cribs are located within the classroom not in a separate nap room. We do not swaddle infants, but families may provide a sleep sack with or without Velcro to use for their child.

One-year olds begin transitioning to a long afternoon rather than a short morning and afternoon nap just before or right around their first birthday. We work with all young toddlers to encourage participation in our daily schedule, which includes more morning outdoor and curriculum time and a longer afternoon nap in lieu of a morning nap.

After lunch, all children participate in a quiet rest time. Children are not required to sleep and may be given quiet activities to participate in individually and in a small group. As napping children wake up, they are given quiet activities to participate in or may move to non-napping room, staff permitting.

### ***Toilet Training***

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child's goals. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is



carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

## **GUIDANCE**

### ***General Procedure***

Salisbury Family Center is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to gain self-control and regulation. We encourage children to be fair, to be respectful of other people and property, and to learn to understand the results of their actions.

### ***Discipline Policy***

We have created a discipline policy that reflects our philosophy of positive guidance with children. A copy of the discipline policy is included in your enrollment package for you to review.

### ***Challenging Behavior***

Children are guided to treat each other and adults with respect and kindness.

Each student at Salisbury Family Center has a right to:

- Learn in a safe and secure place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all the children and staff members. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent, positive, and understandable to the child. We maintain a zero-tolerance policy to bullying. If you have any concerns about this at any time, please report it to the Director.

### ***Physical Restraint***

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation, or we may pick up and remove the child from the area if physical aggression may harm others.

### ***Notification of Behavioral Issues to Families***

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care, and may lead to disenrollment. Examples of such instances include:

- A child appears to be a danger to him/herself or others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

## TUITION AND FEES

### *Payment*

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due weekly by Friday at 5:30 PM, as outlined in the *Enrollment Agreement*.

The state of Vermont allows 30 paid closings per fiscal year (July 1 – June 30). Our calendar includes \_\_\_ planned closings for holidays during the 2024-2025 fiscal year. This allows us to close for \_\_\_ snow days this winter.

### *Late Payment Charges*

Late payments can pose serious problems for our program. Therefore, we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, a late fee of \$10 per day will be added to your next tuition payment. If your account has not been paid in full within 14 business days, your child may be disenrolled from the program.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

We reserve the right to disenroll a family if tuition is more than 2 weeks overdue (see *Enrollment Agreement* and *Expulsion/Disenrollment*)

### *Returned Checks/Rejected Transaction Charges*

All returned checks will be charged a fee of \$50. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

### *Late Pick-up Fees*

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Please consider using an emergency pick up person to prevent the occurrence of late pick-up. Late fees of \$5 per minute per child will be assessed beginning at **4:30 PM** and will be due the following Friday with your normal tuition payment for the upcoming week.

## ENROLLMENT

### *Deposit*

Once a start date has been confirmed in writing (written letter or email) from the program director, families will be asked to leave a deposit totaling the anticipated tuition cost of one week at our school. This deposit will be used for your child's first week of enrollment, and is non-refundable. Families that receive 100% tuition assistance via Child Development Division subsidy are exempt from this requirement. However, these families MUST have their paperwork completed with the Child Development Division in order to secure a start date. Once a subsidy certificate is issued, the program director will provide a start date in written letter or email. Our program is first come first served, and only families that have received a start date in writing from the director and have met the above requirements are guaranteed a space.

### ***Holding Spaces***

Salisbury Family Center does not hold spaces without payment for any reason. If your family is offered a space at our school but is not ready to start immediately, you have the option to pay 100% tuition (based on days of enrollment and cost of classroom) and the space will be held for you for up to 4 weeks. We will not hold spaces for more than 4 weeks, even with 100% tuition paid. If your family is offered a space and is not ready to start immediately and is unable to provide 100% tuition, your family can remain on the waitlist and will be offered the next space that becomes available.

## **ATTENDANCE & WITHDRAWAL**

### ***Absence/Tardiness***

If your child is going to be absent or arrive after 9:00AM, please call us at or send a message via brightwheel. This is a required policy at our center. Please communicate with the program director or your child's teacher the reason for absence or tardiness, and when the expected return date is by 8:45am at the latest. Repeated failure to notify and provide reasons for absence may lead to disenrollment from the school.

### ***Vacation***

While we recognize the value of family vacations, the center does not provide credit for vacation days at this time.

### ***Withdrawal***

A written notice, 14 days in advance, is required by the center when a child is being withdrawn. Failure to notify appropriately will result in an additional charge of up to 14 days of tuition.

### ***Transfer of Records***

If your child is transitioning to a new classroom at our school, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

### ***Closing Due to Extreme Circumstances***

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on VPR, WCAX, and other radio stations, as well as online

via VPR, WCAX, and our center's Facebook page. **Salisbury Family Center follows Addison Central School District extreme weather closing schedule for the majority of closings however sometimes the director will make the call based on discretion.**

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange should an emergency force us to close early.

See *Tuition and Fees* section for payment policies and expectations during emergency closings and snow days.

## **DROP-OFF AND PICK-UP**

### *General Procedure*

We open at **7:30AM**. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and check in with their child's teacher upon arrival. Drop off will occur at your child's classroom and is only available between 7:30am-9am.

We close at **4:30 PM**. Please allow enough time to arrive, check in with your child's teacher, gather your child's belongings, and leave by 4:30PM.

### *Pick Up*

Families will be required to pick up their child by 4:30pm each day, or earlier for any planned closings or emergency closings. Pick up is encouraged for all families between 3:00-4:30pm. Families will pick up either from the playground or your child's classroom.

### *Cell Phone Usage*

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you not use your cell phone at any time during drop off or pick up.

### *Authorized & Unauthorized Pick-up*

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing/email. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy. If an emergency arises and someone not listed on your child's registration form will be picking up your child, you must call and speak with the program director. You will be asked to provide your child's date of birth, middle name, and address to confirm your identity.

State law requires safe release of children to EITHER parent who is listed on a child's registration form. In order to safeguard your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent, even at your request.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency Contacts. Provisions will be made for someone to stay

with your child as long as possible, but if by 4:50 PM we have not been able to reach you, your family, or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

## PERSONAL BELONGINGS

We encourage families to bring all required items in bulk as often as possible.

Please label ALL items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

Car seats and strollers are not able to be stored in our center at this time. We kindly ask that you take these items with you after drop off, and bring them back if needed for pick up.

Salisbury Family Center provides sheets and blankets for children to use at rest time. We wash these items at our center at least once per week, or whenever they become soiled.

### What to Bring

- **Infants:**

- Enough clean bottles for a day's use (we do not reuse or wash bottles) packed in a lunch box or bag labeled on the outside with your child's name
- Enough breastmilk for the whole day. Your child's teacher will communicate when your supply is running low.
- A pair of closed toe shoes, sneakers, or boots that your child is able to wear outside (not booties/slippers). These can be worn by your child to and from school each day.
- At least 6 diapers and wipes per day. We encourage families to bring these in bulk and your child's teacher will communicate when your supply is running low.
- At least 2 changes of clothes. We encourage families to bring these in bulk and your child's teacher will communicate when your supply is running low. We are happy to launder your child's extra clothing at the school to limit transfer of items to/from school.
- Pacifiers (if applicable), labeled with your child's name.
- A comfort item from home, if needed. This item needs to remain at school for at least a week at a time (cannot go to/from home each day) and will be kept with your child's nap items. This item, if washable, can also be laundered at school.
- SUMMER: A sun hat and light weight long sleeve shirt or SPF/swim shirt (sunblock not recommended for infants). These items will stay at school and be laundered once a week or more if necessary.
- WINTER: Full snow gear including snow suit, hat, insulated mittens, and insulated boots.

- **Toddlers:**

- Enough food for 2 large snacks and a full lunch, kept in a lunch box or bag labeled with your child's name on the outside.
- A water bottle labeled with your child's name and kept in the lunch box or bag.
- A pair of closed toe shoes, sneakers, or boots that your child is able to wear outside (not booties/slippers). These can be worn by your child to and from school each day.
- Indoor slippers or shoes *if desired*. Indoor shoes need to stay at school.
- At least 6 diapers and wipes per day. We encourage families to bring these in bulk and your child's teacher will communicate when your supply is running low.

- o At least 2 changes of clothes. We encourage families to bring these in bulk and your child's teacher will communicate when your supply is running low. We are happy to launder your child's extra clothing at the school to limit transfer of items to/from school.
- o Pacifiers (if applicable), labeled with your child's name. Wubbanub brand or similar (pacifiers with an attached soft toy) are not permitted at this time.
- o A comfort item from home, if needed. This item needs to remain at school for at least a week at a time (cannot go to/from home each day) and will be kept with your child's nap items. This item, if washable, can also be laundered at school.
- o SUMMER: Sunblock, OR, sun hat and light weight long sleeve shirt or SPF/swim shirt, all labeled with your child's name. These items will stay at school and be laundered once a week or more if necessary.
- o WINTER: Full snow gear including snow suit or winter coat and snow pants, warm hat, insulated mittens, and insulated boots.

**Older toddlers, Preschool, and Prekindergarten (Bear Cub/Pre Kindergarten Classrooms):**

- o Enough food for 2 large snacks and a full lunch, kept in a lunch box or bag labeled with your child's name on the outside.
- o A water bottle labeled with your child's name and kept in the lunch box or bag.
- o A pair of closed toe shoes, sneakers, or boots that your child is able to wear outside (not booties/slippers). These can be worn by your child to and from school each day.
- o Indoor slippers or shoes. Indoor shoes need to stay at school.
- o At least 6 diapers and wipes per day (if applicable). We encourage families to bring these in bulk and your child's teacher will communicate when your supply is running low.
- o At least 2 changes of clothes. We encourage families to bring these in bulk and your child's teacher will communicate when your supply is running low. We are happy to launder your child's extra clothing at the school to limit transfer of items to/from school.
- o Pacifiers (if applicable), labeled with your child's name. Wubbanub brand or similar (pacifiers with an attached soft toy) are not permitted at this time.
- o A comfort item from home, if needed. This item needs to remain at school for at least a week at a time (cannot go to/from home each day) and will be kept with your child's nap items. This item, if washable, can also be laundered at school.
- o SUMMER: Sunblock, OR, sun hat and light weight long sleeve shirt or SPF/swim shirt, all labeled with your child's name. These items will stay at school and be laundered once a week or more if necessary.
- o WINTER: Full snow gear including snow suit or winter coat and snow pants, warm hat, insulated mittens, and insulated boots.

***Cubbies***

Upon enrollment each child will be assigned a cubby in the classroom. Cubbies are labeled with your child's name. Coats, sweatshirts, hats, and gloves can be placed in your child's cubby. Extra clothing, comfort items, and other personal belongings can be placed in your child's bin/cubby within the classroom. Please check with your child's teacher for items that need to be taken home.

***Toys from Home***

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity. We will let families know in advance if toys will be permitted for a special activity.

## NUTRITION

### *Foods Brought from Home*

Food brought from home is permitted under the following conditions:

- All food, including perishable and non-perishable food, shall be brought to school in a lunchbox or bag and be placed in the refrigerator in your child's classroom immediately upon arrival.
- Food items need to be prepared (cut, shredded, chopped, cooked, etc.)
- Food items need to be nutritious, healthy, and varied. No empty calories snacks.
- Your child's lunchbox needs to be clearly labeled on the outside with their full name.
- Any food will be discarded after serving. Licensing requirements do not allow us to repackage food previously served to children to send home.

Non-permitted Food Items:

- Juices not labeled with ingredients, and juice other than 100% juice
- Processed food items and/or items that need to be prepared (ramen noodles, mac+cheese, oatmeal packets, canned pasta or other canned meals, etc.)
- Any non-developmentally appropriate food items (whole grapes, whole hotdogs, candy, chocolate, honey/peanut butter for infants, etc.)

**Infants:** We only feed infants appropriate food provided by the family using a spoon and bowl. We do not allow infants to eat anything out of a bottle other than milk/formula/breastmilk. We do not use formula or breastmilk for preparation of cereal or other foods without a doctor's note. We do not feed infants juice. We are happy to work with parents on infant feeding ideas and suggestions, and transitioning to finger foods, when your child is ready. If infants are refusing bottles or unable to drink due to illness they will be sent home.

**Toddlers-Prekindergarten:** We only serve children food provided by families. We do not allow children to share food. We do encourage healthy eating (see below) but understand that some choices may be limited for some families. Please bring plenty of options for your child – all children are very active at our center and packing enough food for the whole day plus extra is important. Your child's teacher will communicate with you if more food items are needed for your child. We do not provide your child with food if they eat everything from their lunchbox.

Suggestions for a child's lunch:

- Protein (beans, cheese, meats, nut butters, yogurts)
- Grains (bread, crackers, tortillas)
- Fruit (fruit cups without added sugar, dried fruits, sliced fruits, whole fruits)
- Vegetables (steamed veggies, raw veggies when appropriate)
- Snacks/Other (granola bars, veggie straws, pretzels, gummies, dips, other treats)

Leftover dinners are permitted, and we can heat them before serving based on your child's preference.

### *Food Allergies*

If your child has a food allergy, you must notify us in writing with a note from the child's doctor, so that we can make appropriate accommodations.

Food allergies can be life threatening and each child with a food allergy will have an action plan for emergency care completed by the family physician.

If your child is enrolled in a classroom where there is a food allergy present, your child's teacher will notify you of any items (peanuts, egg, sesame, etc.) that are not allowed in your child's lunch. We ask that you adhere to this policy and be flexible, so we can keep all children safe.

### ***Meal Time***

At meal time, your child's teachers serve your child's lunch on a plate with silverware or in the food's container. Everyone sits at the same table, or at two tables close to each other. Teachers also sit with children at meal times as required by CDD regulations. Children are encouraged to pour water themselves and drink out of open top cups starting at 2 years. Stonewood School North provides cups for children 2 and over but does not provide water bottles for outdoor use. We do not provide sippy cups for young toddlers.

All our caregivers are trained in first-aid for choking.

When space permits, children will be seated 6 feet from each other during meal times.

### ***Infant Feedings***

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed "on cue" to the extent possible (at least every 4 hours and usually not more than every two hours) and by a consistent caregiver/teacher.
- Formula and breastmilk will be heated using a warm water via a bottle warmer or crock pot. Formula and breastmilk will never be heated using a microwave.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child's home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child's name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to five days at our center.
- Breast milk and formula brought from home must be dated and labeled with the child's name.
- We will discard any unused breastmilk or formula served to an infant after one hour.
- Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
- Solid foods will only be introduced after a consultation with the child's family.

### ***Children 24 Months and Older***

- No child shall go more than 4 hours without a meal or snack being provided.
- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods provided by families.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.



## HEALTH

### *Immunizations*

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Every twelve months, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. State regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

### *Physicals*

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). A copy of your child's physical should be received before your child's first day but must be received no later than 45 days after your child begins the program. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

### *Illness*

#### **Stay Home When Sick: Exclusion/Inclusion Policies**

The health department encourages all childcares and families to coordinate decision making around the child's care with the child's healthcare provider if there are specific health concerns, chronic disease, or complex social or emotional dynamics in the home.

Children who travel to or arrive from out-of-state must follow Agency of Commerce and Community Development (ACCD) and Health Department guidance around quarantine before returning to childcare and/or school age camps/care, which includes travel out-of-state at any point during the year. More information is available on the Vermont Department of Health's COVID-19 travel site and the ACCD website.

Children and staff will be excluded from in-person activities, if they:

- Show symptoms of COVID-19, such as a cough, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell, vomiting or Diarrhea.
- Have been in close contact with someone with COVID-19 in the last 14 days
- Have a fever (temperature higher than 100.4°F)
- Have a significant new rash, particularly when other symptoms are present
- Have large amounts of nasal discharge in the absence of allergy diagnosis (wiping 5 times in an hour span)

If above signs and symptoms begin while in care, the child (or staff member) must be sent home as soon as possible. Sick children will be kept separate from well children and staff contact will

be limited as much as reasonably possible, while ensuring the safety and supervision of the sick child(ren) until they leave.

Children and staff must be excluded from care until they are no longer considered contagious. The family should consult with the child's healthcare provider. Based on their clinical judgment, the child's healthcare provider will be able to help the family determine what medical course to take (e.g. whether or not they think COVID-19 testing may be necessary).

Children and staff with a fever greater than 100.4°F, no specific diagnosis, and COVID19 is not suspected by the healthcare provider must remain at home until they have had no fever for a minimum of 24 hours without the use of fever-reducing medications (e.g., Advil, Tylenol).

Anyone diagnosed with COVID-19 or awaiting test-results should self-isolate until:

1. Results return a negative diagnosis, **and**
2. Other symptoms have improved, **and**
3. At least 24 hours have passed since symptoms have resolved.

If your child exhibits any of the following symptoms, they will not be permitted to enter for drop off. If symptoms appear during the day, you will be called and asked to retrieve your child IMMEDIATELY. This is not an all-inclusive list. We will try to keep your child comfortable, but he/she will be excluded/quarantined from all activities until you arrive.

- Fever (100.4°F or higher) – can return after 24 hr of no fever WITHOUT using fever reducing medication.
- Cough, wheezing, or shortness of breath – can return when symptoms have resolved.
- Chills, muscle pain, headache, or sore throat – can return when symptoms have resolved.
- Runny nose, congested nose, draining eyes, or draining ears – can return when secretions have stopped and no longer need to be wiped (see below for more information on runny nose). If children are too congested to eat or sleep per their normal routine they will be sent home.
- Diarrhea, stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet - can return 24 hours after symptoms have resolved.
- Vomiting - can return 24 hours after symptoms have resolved.
- Rash of unknown origin, or rash that changes throughout the day (darkens, spreads, etc.), unless a physician has determined it is not a communicable disease and the family provides a doctor's note.
- Diaper rash that is has open sores and causing children to be uncomfortable during the day/diaper changes.
- Hand foot and mouth disease - can return after 24 hours since on set of symptoms.
- Pink or red conjunctiva (pink eye) with white or yellow eye discharge, until on antibiotics for 24 hours and/or condition has resolved and drainage does not need to be wiped. Children with eye crusties/ discharge/ red or orated eyes will need a doctors note stating whether or not it is pink eye before returning.
- Impetigo, can return 24 hours after treatment.
- Strep throat, can return 24 hours after treatment.
- Head lice (bugs, nits, or eggs), until treatment is complete and all nits are removed.

- Scabies, can return 24 hours after treatment.
- Chickenpox, can return when all lesions have dried and crusted.
- Pertussis (Whooping Cough), can return after 5 days of antibiotics.
- Rsv, 5 days after on set of symptoms and cough has significantly improved and not exceeding coughing more than 3 times per hour, and has been fever free for 24 hours without fever reducing medication.
- Hepatitis A virus, can return one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written order that child be separated from other children.
- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.

We are happy to work with your child's primary care provider to discuss health concerns and action plans. Please note our health policies will be much stricter than normal. This is a precautionary measure taken to ensure the health of all children, families, and Stonewood employees. Children **MUST** be in good health without any symptoms in order to participate in care.

Given the social/emotional stress that new operational procedures may cause (including new drop off requirements) we will also call you to pick up your child if they are inconsolable for 45 minutes or more. You will be required to pick up your child from care if we are not able to soothe him or her. We will work with your family to develop a plan if this is a recurring issue.

Healthy children, family childcare providers, and/or staff with the following symptoms/conditions are not excluded from in-person activities:

- Allergy symptoms (with no fever) that cause coughing and **clear** runny nose may stay if they have medically diagnosed allergies and follow medical treatment plans.
- Well-controlled asthma

This inclusion does NOT require a medical clearance note from a healthcare provider when the child's allergy and/or asthma condition was known by the childcare program/provider prior to COVID-19. **A new diagnosis DOES require written confirmation and a medical treatment plan from the child's healthcare provider before returning to care.**

### **Allergy Prevention**

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A covered, confidential list of the children's allergies will be posted in the classroom. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

## Medications

All medications should be handed to a staff member with specific written instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a medication administration form signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication. All medications are kept in a locked storage box in your child's classroom, and all staff are trained in medication administration as per state requirements.
- **Non-prescription medications** require a medication administration form with instructions signed by the child's family. The written permission must include your child's name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- **Non-prescription topical ointments** (e.g., diaper cream or teething gel), sunscreen and insect repellent provided by the child's family will be used as directed on the package and only for your child when necessary. Agreement to this can be found on your child's registration/enrollment form.

## Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the Department of Public Health. We will take care to notify families about exposure, so children can receive preventive treatments. Included among the reportable illnesses are the following:

- COVID-19
- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

## SAFETY

### *Clothing*

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting/art, gross motor play, outdoor play, sand play, water play, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

Sandals and flip-flops are not appropriate for play and make it difficult for your child to participate in some activities. Please bring closed toe shoes every day.

Winter boots are required in winter months. Rain boots are not a substitute for insulated, winter boots.

### *Extreme Weather and Outdoor Play*

Outdoor play will not occur if the outside temperature is greater than 95 °F or less than 15 °F degrees (infants and toddlers) or less than 10 °F (preschool and prekindergarten) with wind chill or humidity factored in. Please remember to bring outdoor clothing every day. If outdoor clothing is not provided, we may ask that you drop off outdoor clothing by 10:00am or pick up your child for the day.

### *Communal Water-Play/Sensory Activities*

Supervised children are permitted to engage in water-play, usually in a raised sensory table or shallow kiddie pool. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease and that children are protected from water-based injury.

### *Injuries*

Safety is a major concern in our school. Daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver if your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

### *Biting*

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Confidential notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each child to keep them informed and to develop strategies for change.

Staff will proactively monitor the classroom for anticipatory signs that a child may bite. Staff will stop this action before it occurs, to the best of their ability, while continuing to supervise other children. We will do our absolutely best to keep children from biting. Families agree not to hold the center responsible for any child who was bit, or any injury that occurred due to a bite. An incident form will be completed for

any child who was bitten, but please remember that confidentiality must be protected and staff cannot disclose who your child was bitten by.

Children biting 3 or more times in a day/ or biting hard enough to break the skin will be sent home for the remainder of the day.

### ***Respectful Behavior***

All children and families will be treated with respect and dignity. In return, we expect the same from all our families. We will not tolerate hostile or aggressive behavior, especially if it becomes a pattern or is severe. If this occurs, we may obtain an order of no trespass and/or disenroll your family from our center.

### ***Smoking***

The poisons in secondhand smoke are especially harmful to infant and young children's developing bodies, therefore the indoor and outdoor center environment are always non-smoking areas. The use of tobacco in any form is prohibited on the center's premises, including our parking lot. All staff are required to change clothing after smoking, and we ask that parents do not enter our center smelling of tobacco or marijuana smoke.

### ***Prohibited Substances***

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited by all staff and families.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

### ***Dangerous Weapons***

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called, and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

### ***Child Custody***

Without a court document, both parents/guardians have assumed equal rights to custody even if one parent says otherwise. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

### ***Suspected Child Abuse***

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's

needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## **EMERGENCIES**

### ***Lost or Missing Child***

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 30 minutes, the family and the police will be notified.

### ***Fire Safety***

Our center is fully equipped with evacuation cribs, fire exits, fire extinguishers, and sprinklers.

Our fire evacuation plan is reviewed with the children and staff on a monthly basis. We perform evacuation drills monthly.

### ***Lockdown***

In the unlikely event that a threat is made or presents itself to our program, we will lockdown the center and shelter in place. This determination will be made by the director and will be communicated with all parents as soon as all children are present and accounted for. Once police have cleared the threat to our program, children will either be released to parents or we may continue through the remainder of our normal daily operations depending on the severity and length of the lockdown.

### ***Evacuation***

In the unlikely event that a threat is made to our program and it is unsafe to stay in the building, or if there is a fire, flood, or other severe disturbance to our building, our school will evacuate to .....Parents would be alerted to the evacuation via phone as soon as all children are present and accounted for and would be expected to pick up their child at the evacuation site immediately.

### ***Emergency Transportation***

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort (the program director and/or your child's teacher) will accompany and remain with the child until a family member or emergency contact arrives. This policy is also included in our registration form.

### ***Parking***

Parking will take place at the Salisbury Congregational Church. Families will park their car and walk up the roadway to the childcare facility. Families will be solely responsible for walking their children to the building and bringing them to their classrooms. Families will also be solely responsible for picking up their children and walking them back to the parking area. The town of Salisbury along with Salisbury Family center cannot be held legally responsible for any accidents that should arise while you are transporting your child to and from the center. There will be signs to show where parking can occur. It is important to put in any safety measures for your own family such as the use of a stroller or front back. To reiterate, Salisbury family center is only liable for your child's safety, from the time your child is checked into their classroom until the time they are checked out of the classroom during Salisbury Family Center contracted hours of operation. Failure to follow the parking plan will result in a warning, continued

failure will result in disenrollment from the center. Children or families with a disability will be accommodated on a case by case basis if parking is an issue. If you do not feel as though your family can follow the rules in place this may not be the center for you.