



Parent's Manual

2014 – 2015

Table of Contents

Purpose	1
Philosophy.....	1
Objectives and Goals.....	1
Desired Child & Family Outcomes.....	1
Screening.....	1
Curriculum.....	2,3
Assessments.....	3
Parent Orientation.....	3
Enrollment	3
Tuition Rates & Payments	3,4
Scholarships	4
Tuition Policy	4,5
Hours & Closings	5
Food & Rest Periods	5
Medical Information.....	5,6
Administration of Medication	6
Illness and Exclusion Guidelines.....	6
Arrival & Dismissal	6
Your Child's Daily Needs.....	7
Permission Forms	7
Book Orders.....	7
Toys & Candy	8
Birthdays	8
Parental Involvement	8
Parent/Teacher Conferences.....	8
Child Abuse	8
Inquiries	9
Discipline Policy	9
Incidents	9
Photographing Children.....	10
Confidentiality	10
Serving Children with Special Needs	10

PURPOSE

The purpose of the Sharon Day Care Center is to benefit working parents and local employers by providing a developmental program for pre-school children starting at age three, and offering before and after school care for children nine years and younger.

The Center will provide a warm, caring environment where children can interact and develop self-confidence and social skills. The morning session features a nursery school program designed to encourage independence and decision-making abilities through participation in varied fine and gross motor activities. In the afternoon, we offer a less structured socialization program, which gives the child greater freedom to develop his/her curiosity about self, others and the environment.

PHILOSOPHY

We believe that children learn from play and **hands on activities**. Family structure is an important basis from which the children grow and develop. We believe in respect, cultural differences, and uniqueness of each individual child and family. We believe in promoting self-esteem and confidence through developmentally appropriate activities. We base our commitment to children on these beliefs.

OBJECTIVES and GOALS

The primary objective of the Sharon Day Care Center is to provide a safe, healthful, and secure environment for your child. . To promote overall development we direct ourselves to four areas of growth: emotional, physical, intellectual, and social. It is our aim to see that the children are happy, feel good about themselves, and feel secure in being at the day care.

To insure that your child's physical needs are met, we provide active play, quiet play, snack time and lunchtime, play equipment, and activities that stimulate large motor muscles.

Daily lesson plans, free play materials, books, and field trips are planned to enhance the learning experience. The children's curiosity is welcomed and encouraged. Learning is fun!

Children have many opportunities for social experiences and development as they learn to get along with peers and adults. They will learn to share, cooperate, respect for others, and learn to use acceptable manners

DESIRED CHILD and FAMILY OUTCOMES

Children will learn to socialize with other children, adults, and feel confident in their everyday life. Children and families will respect each other and others they come into contact with. Our ultimate goal is for children and families to feel good about themselves, feel secure at the center, and gain enough knowledge to succeed in public school.

SCREENING

The center uses an Entry Level Assessment tool upon intake to assess children for the purpose of planning. We encourage parents arrange for a preschool assessment for their child through Region 1. Please call the school office to make an appointment.

CURRICULUM

Our program uses the Creative Curriculum System for Preschool. In planning the daily activities, we take into consideration the children's social, emotional, physical, cognitive and creative development. We also use information based on children's skills, needs, and interests as well as parent goals for their child's learning.

Personal and Social:

- We provide children with opportunities to exhibit curiosity, creativity, self-direction, and persistence in learning situations.
- We provide children with opportunities to describe them using several basic characteristics.
- We provide the children with opportunities to participate in and exhibit self-control in group situations.
- We provide children opportunities to interact appropriately with peers and familiar adults.
- We provide children with opportunities to use age appropriate conflict resolution strategies.
- We provide children with opportunities to recognize similarities and appreciate differences in people.

Physical:

- We provide children with opportunities to engage in a wide variety of gross-motor activities that are child selected and teacher directed.
- We provide children with opportunities to use a variety of materials that promote eye-hand coordination and small muscle development.
- We provide children with opportunities to demonstrate spatial awareness in both fine and gross motor activities.
- We provide children with opportunities to practice basic hygiene and self help skills.

Cognitive:

- We provide children with opportunities to express wonder and ask questions and seek answers about the natural world.
- We provide children with opportunities to recognize and solve problems through active exploration, including trial and error and interacting with peers and adults.
- We provide children with opportunities to organize their understanding of common properties and attributes of things.
- We provide children the opportunities to communicate their experiences, ideas, and feelings by speaking.
- We provide children with opportunities to listen with understanding to directions, conversations, and stories.
- We provide children with opportunities to exhibit interest in reading.
- We provide children with opportunities to use different forms of writing such as drawings, letter-like forms, invented spelling, and conventional forms.

Creative Expression/Aesthetic Development:

- We provide children with opportunities to exhibit curiosity about and explore how materials function and affect senses.
- We provide children with opportunities to create works that express or represent experiences, ideas, feelings, and fantasy using various materials (experiments, feelings, ideas).
- We provide children with opportunities to represent fantasy and real life experiences through pretend play.
- We provide children with opportunities to engage in musical and creative movement activities.

- We provide children with opportunities to describe or respond to their own creative work or the creative work of others.

The opportunities we offer to the children from all four domains are all taught through play and hands on experiences. The teachers plan intentionally to help individual children grow so they can be successful in kindergarten and beyond.

ASSESSMENTS

Child assessments are done using the Creative Curriculum Assessment Tool. Parent/teacher conferences are offered in the Fall and the Spring to discuss assessments. Conferences are necessary to communicate the needs of your child. Parents may also request to schedule a conference at any time. Teachers try to communicate daily with parents.

PARENT ORIENTATION

At the time of enrollment, parents/guardians/family are given a tour of the center, introduced to the teachers, and given an enrollment packet. The director will review the packet in detail with the family. A question and answer session is offered. The schedule and curriculum is reviewed. The family is encouraged to bring the child to the center to be introduced to the children and classroom.

ENROLLMENT

The Sharon Day Care Center accepts children from ages three through nine. All children **must** be toilet trained.

The enrollment priorities for the Center are:

1. Sharon residents
2. Non-residents who work in Sharon
3. Other non-residents

Within these categories, selection is based on the following preferences:

- A. Children of a single working parent
- B. Children of two working parents
- C. Children referred by area social and/or health agencies
- D. Children who would benefit from peer interaction

Selection on the basis of the above criteria is made following the initial registration period.

Anyone applying after this period will be placed on a waiting list if there are no openings available. **A minimum enrollment of two half-days is required.**

The center does not discriminate on the basis of race, religion, national origin or sex. The Center does reserve the right, however, to request the withdrawal of any child whose behavior is detrimental to the well being of the group as a whole.

TUITION RATES & PAYMENTS

The tuition rates are based on a half-day and a full day program with allowances for kindergarten and first grade hours. They are:

Morning Program (Half Day) \$24.00

Full Day \$37.00

Three-Quarter Day \$30.00

Grade School Charge \$5.00 before school, \$15.00 after school.

Registration fee of \$25 per year per child.

Late charge for parents who pick up after 5:30 will be \$25 per 15 minutes (or any part thereof).

The Day Care Center does not send out weekly bills. Parents are expected to pay, by check or money order, **a week in advance**. All fees are to be paid in full by Friday of the week before. Accounts will become delinquent on the Monday following a missed payment. **A 20% late fee will be added to your account each week until the balance is paid in full. Any fees not paid by the following Friday will jeopardize your child's day care slot.**

Checks (made payable to Sharon Day Care Center) may be given to the Director or mailed to:
Sharon Day Care Center
P.O. Box 1031
Sharon, Ct. 06069

You are welcome to pay on a bi-weekly or monthly basis, if that is more convenient for you. Please indicate on your check the time period covered.

At such time that an account becomes two weeks in arrears, the treasurer will issue a notice to the parties responsible: 1) indicating the delinquent status of the account; AND 2) informing them of the impending action if the account becomes three weeks in arrears. At such time that an account becomes three weeks in arrears, continued attendance at the center **WILL BE DENIED** unless: 1) the tuition for the upcoming week is paid; AND 2) a payment plan is arranged with the treasurer to bring the amount in arrears up to date. It is expected that weekly payments will be at least 10% of the amount in arrears. Parents are responsible for all court costs and attorney's fees incurred if collection is necessary.

Children of working parents who attend the Sharon Day Care Center before and after school are charged according to the Grade School rates.

Half day participants picked up more than 30 minutes late will be assessed a fee of \$5.00; more than 60 minutes late will be charged at the full day rate.

SCHOLARSHIPS

The Center realizes that there are families who may need financial assistance, and funds are available for this purpose. However, before we can offer center scholarship a family must first apply for Care-4-Kids. Please contact the Director for further information regarding scholarship aid.

TUITION POLICY

All tuitions are based on the total yearly cost of the program. The weekly fee is a breakdown of this yearly cost to facilitate parent payment.

Tuition and fees are to be paid a week in advance. All fees must be paid in full by the Friday of the week before. Continued failure to pay the required fees may result in the dismissal of your child by the Board of Directors.

Tuition and fees are non-refundable. Exceptions may be made in cases of illness of ten (10) consecutive days or more. If your child will not attend the Center for a full week because of vacation, payment of half the tuition will be required to reserve your child's space, provided the Center is given written notice two weeks in advance (maximum of 2 weeks per year). If such notice is not received, payment of full tuition is expected. No tuition will be charged for holidays on which the Center is closed. When the Center is closed due to severe weather conditions or other emergency, tuition credit will be granted. When the center is open and your child is scheduled to attend, tuition is charged.

Parents who withdraw a child from the Center without a week's notice will be required to pay that week's tuition. All prior tuition and fees must be paid in full before re-enrollment for the coming year can be allowed.

HOURS AND CLOSINGS

The center is open from 7:30 A.M. to 5:30 P.M. Monday through Friday.

The calendar for the 2012–2013 year will be as follows:

- September 1 Labor Day-Closed
- September 2.....Opening Day
- November 27 & 28 Thanksgiving - Closed
- December 24,25, 26 Christmas - Closed
- January 1 New Year's - Closed
- April 3 Good Friday - Closed
- May 25 Memorial Day - Closed
- Mid June Summer Program begins

Should the Center close due to severe weather conditions or other emergency, notification will be broadcast on radio station WHDD FM/91.9 and WFSB 3. Also you can check the web at WFSB.com or our website at: sharondaycare.org, or call the day care number which will have a message on the answering machine.

FOOD AND REST PERIODS

Children have the choice of bringing their own lunch, or buying lunch from the Sharon school cafeteria at a cost of two dollars (\$2.50) per day. Snack periods are held in both the morning and afternoon sessions. Children are asked to bring a **nutritious** snack from home. We suggest raisins, fruits, or vegetables (not potato chips, fritos, etc.). Milk may be purchased for thirty-five cents (35¢) a carton. Milk and lunch can be paid for in cash, on either a daily or weekly basis.

Please pack a healthy nutritious lunch. We ask that you send warm foods in a small, well-insulated thermos. We are unable to heat foods in the microwave at lunchtime due to staffing constraints.

After lunch there is a short rest period for all children. Parents are requested to provide sheets and a small blanket (**in a labeled bag**) to the Center for their child's use at this time. Bedding will be packed up by teachers and sent home on a weekly basis for laundering. Should bedding be soiled, it will be sent home on a more frequent basis.

MEDICAL INFORMATION

State regulations require us to maintain a medical record on each child and for the child to have a yearly physical examination. The Day Care Center is also required to have a copy of a current physical on file for each child in attendance. This form, completed by your physician, must be returned to us before your child can attend the Center.

THE SHARON DAY CARE CENTER SHALL REQUIRE EACH CHILD TO BE PROTECTED BY ADEQUATE IMMUNIZATION AGAINST DIPHTHERIA, PERTUSSIS, TETANUS, POLIO-MYELI-TIS, MMR, HEPATITUS SERIES, HIB, AND PCV BEFORE BEING PERMITTED TO ATTEND. FURTHER, ALL CHILDREN BORN AFTER DECEMBER 31, 1996, ARE REQUIRED TO SHOW PROOF OF IMMUNITY TO CHICKENPOX: 1) FROM HAVING THE DISEASE ITSELF OR THE VERIFAX VACCINATION; OR 2) BY A LABORATORY-CONFIRMED PROOF OF IMMUNITY.

For the protection of all children, your child should be kept at home (we cannot accept him at the Center) if he shows any of the following symptoms:

- a fever
- diarrhea or vomiting
- a rash
- conjunctivitis or pink eye
- nasal discharge or discharging eyes or ears

In the event of a medical emergency or an accident, the Center will contact the parents and the doctor of the child. If it is impossible to reach either, and should emergency treatment be required, the child will be taken to the Sharon Hospital. Your authorization, to take whatever emergency medical measures may be necessary, is required.

The Sharon Day Care Center has several medical professionals who have agreed to act as consultants. They are:

- Devon Sheehan – SCS Nurse
- Dr. Joseph Kenny – Dentist

ADMINISTRATION OF MEDICATION

The Department of Health Services does not recommend that medicine be administered in Day Care Centers. The child's physician should be encouraged to prescribe medication in dosages that would avoid the need for administration during the hours that a child is in the Center. However, if medication is necessary the following steps must be complied with:

1. The introduction of a new medication for a child should be administered by the parent in the home environment in order to evaluate effectiveness and observe possible side effects.
2. The medicine must be in an updated prescription bottle with child's name, date and physician's name and dosage.
3. A Medication Permission Form must be filled in by the attending physician and parent.

Copies are available on request.

Non-prescription medications cannot be administered unless the above guidelines are followed.

ILLNESS AND EXCLUSION GUIDELINES

Chicken Pox	Until all lesions are dry and crusted
Scabies	24 hours after treatment
Lice (Head) Pediculosis	24 hours after treatment and no visible nits
Impetigo	24 hours after start of treatment
Conjunctivitis	24 hours after treatment
Strep Throat	24 hours after treatment
Influenza	Until fever free for 24 hours
Rashes	Unless otherwise explained will be excluded until seen by a physician
Diarrhea	After one normal bowel movement
Fever	Until fever free for 24 hours without medication
Coxsackie	2-3 days or until lesions heal
Vomiting	24 hours after last occurrence

Arrival/Departure Procedures

It is essential for your child's safety and for our records that you **sign your child in and out** at arrival and dismissal times. An adult must accompany the child into the Center and notify a staff member of his/her presence. This is very important! We use these sign in sheets to keep track of your children in the event of an emergency. **Please have your child proceed to the bathroom for hand washing upon arrival.** This is a NAEYC requirement. There is a parent's bulletin board placed near the entrance to the Center. Please look at this daily, as messages and important information will be posted there.

At dismissal time, parents are responsible for dressing their children before leaving the Center. Only authorized individuals may pick up the child. Any unauthorized person will require a signed note from a parent or guardian. Late arrivals and/or departures can be very disruptive to the operation of the center, as well as upsetting to the children involved as they are usually very aware of the time. Please take pains to be on time, and if there is some problem, please call the center if possible.

Staffing is planned around the children's schedules. It is very important that each child be brought to the center and picked up at the originally scheduled time. Should you anticipate changes in your child's schedule, please let us know as soon as possible.

Pick up should be punctual. If a child is in care after closing time (5:30 p.m.) a charge of \$25 will be added to the tuition bill for that week.

YOUR CHILD'S DAILY NEEDS

Please make sure your child comes to day care comfortably dressed for play. **Dress shoes, sandals, crocs, and open toed shoes are not as safe as sneakers or comfortable shoes.**

Please remember that the children are taken outdoors daily (weather permitting), and they should be dressed accordingly. **We will, however, not go outside if the air quality is poor or the temperature is below 20 degrees. Additionally, if the state has issued a weather warning, the children will stay inside.**

Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing is kept at the Center at all times. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning. **All extra clothing should be labeled with the child's name** and put into a **labeled plastic box or shoebox** (no plastic bags please) in the bottom of the cubby.

1. A complete change of clothing (underwear, socks, shorts or pants, tee shirt or long sleeve shirt)
2. Blanket, sheet, pillow (if desired) stuffed toy for naptime
3. Winter Time: Snow boots, snowsuit, mittens, hat, etc.
4. Summer time: Bathing suit, towel, water shoes, sunglasses, hat, sunscreen, insect repellent

PERMISSION FORMS

FIELD TRIPS - Field trips are considered an important part of the educational program and will be taken periodically to nearby places. The Center may ask for parental volunteers to assist with the supervision of such trips. Permission for your child to participate in these excursions is required.

BOOK ORDERS

Each month a booklet from Scholastic Books will be placed in your child's cubby. There are many selections of quality books for children. This is an inexpensive way to add to your child's library. The center receives books for FREE when you order books! Please make checks payable to Scholastic. There will be a sign on the door indicating when the order is due.

TOYS AND CANDY

Other than bringing a stuffed animal during the child's initial adjustment period or for nap time, **please do not send any toys, candy or gum.** We feel that we provide the children with an ample amount of toys and material at the center. Toys coming into school tend to serve as a distraction and cause many issues within the classrooms. If your child must bring in a toy, please **label** it with his/her name and understand that it may be necessary for the child to keep it in his/her cubby. If the toys become a problem for the classroom, the teacher may speak with the parents. **Toy guns, toy swords, or "weapons" of any kind are not allowed in the center.** Chewing gum or candy is not permitted at the center.

BIRTHDAYS

Parents are welcome to send cookies, cupcakes or cakes to share with their children's friends on birthdays or special occasions. **These items must be store bought.** Please let the Director know in advance that you will bring a treat.

PARENTAL INVOLVEMENT

We welcome and encourage family involvement in your child's day care program. Your interest and support can only enrich your child's development during these vital preschool years. Parents and grandparents are welcome to visit during program hours. Kindly advise us in advance. There is a parent information board by the sign in/out board where we post community events. We hold a pot luck dinner in the fall, a Mother's Day breakfast, and an end of the year BBQ each year. This is for parents to get to know each other and support each other.

PARENT/TEACHER CONFERENCES

Communication is very important for a successful and rewarding day care experience. Parent/Teacher conferences are offered twice a year. During the fall and the early spring, written assessments will be completed on your child and you will have the opportunity to discuss them with your child's teacher. Translation services will be provided upon request.

You may request a conference at any time. We encourage daily conversations between teachers and parents. If there is a pressing issue, we ask that you set up an appointment with the teacher. We also ask that you inform us of any changes taking place at home that may affect your child's behavior (moving, death of a pet, parent being out of town, etc.) It is important for us to know so we can best meet your child's needs.

CHILD ABUSE

The State of Connecticut requires that all members of day care institutions be on the lookout for, and report to the State, any and all cases of abuse to a child. The Sharon Day Care Center is, therefore, obligated to report to the State any suspected cases of child abuse and/or neglect.

INQUIRIES

Should you have any questions concerning the Sharon Day Care Center the telephone number for the Center is (860) 364-5182.

DISCIPLINE POLICY

The Center is committed to a warm, caring atmosphere where children can grow individually and in social interaction. Our program facilitates the development of pro social behaviors by modeling appropriate behavior and by respecting the individuality of each child. We offer many opportunities for the children to problem solve. We believe that with patience, firmness, humor, and warmth adults can guide children through many rough spots, reducing power struggles and avoiding conflicts of wills.

Safety is of primary concern for everyone at the Day Care Center. Children are expected to behave in ways that will promote the health and well being of themselves and other children. By expecting appropriate behavior from each child, teachers find that children learn the appropriate behaviors. Guiding children through difficult situations helps children learn to respect their peers and adults. Our teachers set clear limits, redirect children to more acceptable activities when needed and offer clear, consistent consequences for inappropriate behaviors. They speak to children in gentle voices. Positive communication and respectful, supportive interpersonal interaction from the teachers foster the same behavior in children.

Children are taught assertiveness by encouraging them to use simple phrases such as “stop that” or “I don’t like that” when another child is bothering them. Teachers use appropriate language with the children. They offer children language to help them handle situations by themselves. Teachers may say, “It hurts Joey when you push him” or “Sue spent a lot of time building that and it makes her sad when you knock it down. Sue tell Joey how you feel.” Teachers move to the area where there is a lot of action to help children extinguish disagreements before they ignite.

Our guidance and discipline techniques are meant to preserve each child’s self-esteem and integrity. We never humiliate, threaten, or intimidate. We set realistic expectations based on our knowledge of early childhood development. We redirect, suggest alternative behaviors, and reinforce appropriate behaviors with a smile, hug, and encouraging words.

INCIDENTS

Incidents involving **extreme behavior** that could result in harm to another child or the staff will be handled in the following manner:

1. First Incident:

Warning issued, “Time Out and Explanation” under supervision of staff member.

Parents of both parties notified if applicable.

2. Second Incident:

Child sent home for the remainder of the day. (Parent called by the Director or designated person in charge.) Conference with the parent to determine the next course of action.

Examples of this extreme behavior would be biting and severe temper tantrums. Behavior of this type occurs rarely.

PHOTOGRAPHING THE CHILDREN

There are occasions throughout the year we would like to take pictures of your child:

For the classroom, bulletin boards, etc.

For publications, advertising, and/or publicity

For parent conferences

Parents often want to video or photograph the classroom party

Permission for photographs of your child to be used without compensation is required. There is a photo release form you are asked to sign to indicate which of the reasons for photographing your child are acceptable.

CONFIDENTIALITY

All verbal and written information collected by center staff is considered confidential and will be filed in cabinets accessible only to center staff. Financial information is locked in a cabinet in the office and is only accessible to the executive director and bookkeeper.

SERVING CHILDREN WITH SPECIAL NEEDS

The Sharon Day Care Center is committed to serve children with special needs as long as we are capable of giving the child an optimum learning experience with minimal barriers.

