



Rosa Venerini
Early Childhood Center

2019-2020
Parent/Guardian Handbook

Creating Independent Learners

Welcome to our school community! We are pleased that you have chosen Rosa Venerini Early Childhood Center for your child's care and education. We are committed to providing a safe, engaging and fun experience for all students. The intention of the parent/guardian handbook is to inform you of the policies and procedures of our facility and programs.

Rosa Venerini Early Childhood Center consists of classes for children six weeks to four year old as well as a Universal Pre-Kindergarten Program (UPK). Our program runs Monday through Friday, 7:00 AM to 5:30 PM. We offer a variety of program options for families during those hours.

SNOW DAYS

Rosa Venerini Early Childhood Center follows the SCSD for all snow cancellations and delays. On a snow day, we ask you to please turn the TV to Channel 6, 10, 13 or FOX, or the radio to 92.3, 95.5, 99.5, 107.7, or 810WGY. We will be listed as **Rosa Venerini Early Childhood Center**. On those snowy days, we may have a two hour delay, or be closed. Please prepare for and follow the directions below for each of these instances.

If we have a two hour delay:

The center will open at 9:00 AM. There will be no before care. All morning preschool classes will be run as normal sessions. ** Please note there will not be a 15 minute window for drop off on snow-delay days. After care (3:00 PM – 5:30 PM) will be held as scheduled.

If the center is listed as closed:

The entire center will be closed for the whole day. Before and after care will be cancelled.

If there is a snow emergency and the center closes early:

This would happen if the center began the school day as normal, and then weather or road conditions become dangerous. If this happens, teachers will call families individually to make sure they come to pick up their child. It is imperative that families (or people authorized to pick up your child) come to the school immediately after hearing of early closing.

We understand that snow days and delays cause hardship when trying to find someone to care for your children. Please know that delays and center closures help ensure your child's safety, and that of our families and staff. We thank you for your cooperation.

PARKING

For the safety of our children, our parking lot will be closed from 7:00 AM – 3:30 PM, as the children do use the outdoor facilities. Parking is available on Raymond Street (opposite the school) or on Avenue A. The parking lot will be open after hours for center events.

The main entrance on Van Vranken Avenue is the ONLY ENTRANCE/EXIT to be used

for drop off for morning or afternoon classes at 9:00 AM or 12:30 PM as well as pick up at 11:30 AM, 12:30 PM or 3:00 PM. For safety reasons, all of the building's doors are locked. If you are dropping off/picking up your child AFTER these times, please ring the bell and a staff member will let you in.

GOALS

At Rosa Venerini, we understand the tremendous trust you instill when you enroll your child with us. That is why we commit ourselves daily, to be “the best we can be” in providing your child with a secure, comfortable, and happy home away from home setting. We strive to create an environment in which your child will thrive and to provide families with peace of mind.

Our teaching staff is fully trained in Early Childhood Education and Development. Beyond training and experience, every one of our teachers brings two very special qualities to their job. Our teachers exhibit enthusiasm and a great capacity for caring about each child entrusted to them. Our family of teachers, administrators, and staff are committed to providing safe, secure and loving care in a stable stress-free environment. This will encourage your child to grow socially, emotionally and intellectually.

Through warmth and love, each child is recognized as an individual with individual needs. The teachers provide for these needs by understanding the children, and how they see the world and respond to it.

Our goal as teachers is to maintain a safe, healthy, and happy atmosphere in conjunction with a stimulating educational experience, while not losing sight of the children's social growth. Our team of teachers will do our best to give your child a great foundation for their education.

Our Goals:

1. To help children feel safe and secure in a warm and loving atmosphere.
2. To help children learn socially acceptable ways of expressing their feelings.
3. To help children become aware of themselves and their emotions.
4. To help children learn to take responsibility for their personal care and safety.
5. To help children to realize that they are unique and special individuals.
6. To help children exercise curiosity, ask questions, and become problem solvers.
7. To help children develop a greater awareness and understanding of the world around them.
8. To help children take an interest in their work and to gain the pride and self-esteem to want to complete it to the best of their abilities.
9. To maintain an atmosphere where children can freely form friendships, work well in a group and make worthwhile contributions to the program.
10. To help children learn respect for friends, teachers, family, their school and its materials.

POLICIES

Before a child is admitted to our program, the following MUST be completed and returned to the director:

- Registration Form: Completed by the parent/guardian. Registration fee of \$75 per academic year per child needs to be paid in full before beginning of the program.
- Physical Form: Physical form must be completed by the child's physician. All immunizations must be up to date and mentioned in the record. Child's physician should state in writing on the medical form that 1. Child may be allowed to participate in daycare and 2. Child is free of any communicable disease.
- Proof of Residence: (For UPK Only) A copy of most recent utility bill.
- Birth Certificate: (UPK Only) A copy of child's birth certificate
- Medical Emergency Form: Duly filled and signed by parent/guardian authorizing the Rosa Venerini Early Childhood Center to seek emergency treatment in the event that is needed.
- Attendance Policy: Acknowledges you are aware that your child needs to be in school as frequently as possible.
- Authorization Pick up Form: Names, phone numbers and relationships to the child of all the people, other than parents, who will be picking up your child must be mentioned on the form. They must show their ID, first time they pick up your child.
- Personal Data - Family and Social History Form: To know your child better and to provide him/her with appropriate support, we request that Personal Data form is filled to best of your knowledge

LATE FEES

Due to the staffing arrangements and the number of students enrolled, it is imperative that you be prompt when picking up your child. If for some unexpected reason you will be late in picking up your child, please call the center at (518) 372-5961. The late pick-up policy at Rosa Venerini Early Childhood Center is:

1. Families are given a warning the first time child is picked up late from school. After the first time, families will be charged \$1.00/minute per child. The late charges have to be paid in full the following working day.
2. Each time a parent/guardian is late in picking up a child, it will be documented by the staff, signed by the parent and placed in child's file.

Tuition is due at the beginning of the week in ADVANCE of childcare/programming if your child has a weekly tuition fee or on the first Monday of the Month if your child has a monthly tuition (this applies only to half day children). A Table of Tuition Due Dates is attached to this handbook as well as posted throughout the school. It is the responsibility of all Rosa Venerini families to remember to make their payment on time. *****If you do not make your tuition payment by the end of office hours of the posted tuition due date, there will be a late fee of \$5 per day that the payment is not made.*****

BOUNCED CHECK POLICY

There will be a fee of \$50 for any bounced check returned to Rosa Venerini ECC. Once the bounced check is received by the school all fees must be paid within 1 week with the bounced check fees included. If any family has bounced a check two times, that family will no longer be allowed to use check as a form of payment.

SAFETY

In accordance with daycare regulations, and for the safety of your child, NO CHILD WILL BE RELEASED TO ANYONE WITHOUT WRITTEN AUTHORIZATION BY THE PARENT/GUARDIAN. THE ADULT PICKING UP THE CHILD HAS TO BE 18 YEARS OR OLDER. NO CHILD WILL BE RELEASED TO ANYONE WHO IS YOUNGER THAN 18 YEARS OLD. A child will not be released to anyone who is not listed by the parent on the pick-up authorization form. In the event of an emergency, parents may phone the Early Childhood Center and authorize another adult to pick up their child. (Please inform the person who will be picking up your child of the proper pick-up procedures, and to have proper photo identification with them.) If your family has custody arrangements, we must have a notarized court order on file. **Identification will be required from any person picking up your child who is not the parent/guardian.**

ARRIVAL/DEPARTURE FROM SCHOOL

Children should be escorted into and away from the building by an adult. **PLEASE DO NOT LEAVE YOUR CHILD UNATTENDED OR UNSUPERVISED FOR ANY REASON.** Parents are not allowed to drop their child off at the door, nor should they ask any staff member to escort their child to their classroom. Your child's teacher will often wish to speak with parents, to find out about the child's night and morning at home.

We ask that all of the children arrive at the center at 9:00 AM for morning session and 12:30 PM for afternoon session. Our classroom meetings take place at these times and it is important that all children be present. Since routine and consistency are important to the children's day, we ask that interruptions be kept to a minimum. If you need to speak with your child's teacher, please set up a convenient time with the teacher to call. In an emergency, please call the main office, and we will take care of the situation. If your child has an appointment, please let the teacher know in advance that they will be coming in late or leaving early.

Depending on the time and classroom, if you are late dropping off your child, the Director or Administrative Assistant may walk your child to class. Due to the large number of late drop-offs and interruptions in the past, we hope this policy helps you to recognize the importance of having your child to school on time each day.

At the end of the day, please collect his/her belongings (including their home/school communication folder) and sign your child out. Information about our sign out policy can be found in the section titled "Lockdown Policy"

If your child is going to be absent, please phone the office before 10:00 AM. We can be reached

at (518) 372-5961. We appreciate the courtesy!

LOCKDOWN POLICY

Due to an increase in school violence across the country, Rosa Venerini Early Childhood Center has taken steps in order to protect our students during a violent or hazardous situation. Our lockdown policy is in accordance with the Schenectady City School District, and ensures that even during unpredictable situations, your child will be kept safe and out of harm's way. While it is improbable that we will have the need to implement a lockdown, it is our duty to be prepared for one. During the year, there will be a minimum of two lockdown drills. There will also be monthly fire drills.

Rosa Venerini Early Childhood Center Lockdown Policy

1. A lockdown will be called in from the Universal Pre-Kindergarten main office.
2. No one will be allowed in or out of the school building, including staff, children, maintenance staff, support staff (PT, OT, speech therapists) or parents. Children will not be dismissed from their classroom until the lockdown is over. This will occur when we receive an additional call from the UPK main office – stating the lockdown is over.
3. The secretary or director will notify the staff of the situation. They will then lock the staff and children in their classroom. All outside doors will always be locked.
4. Curtains/blinds will be pulled in all of the classrooms, and the lights will be turned off.
5. The children will sit together in one area, away from the windows. Staff will communicate to each other via walkie-talkies (earpieces so the students cannot hear what is being said).
6. The director will continuously walk the hallways, performing safety checks and looking for any suspicious behavior.
7. Families that arrive at the school building will be notified of the situation, and will be reminded to wait in their cars until the lockdown is over.
8. Once the lockdown is over, students will be dismissed normally.

During a weather related emergency, (e.g. hurricane, tornado, etc.) students will be relocated downstairs until the weather clears. We are fully staffed with blankets, towels, food, flashlights and first aid supplies until the weather improves. Students will be permitted to dismiss with parents/guardians, but we encourage families to wait to pick up their child until the poor weather passes. If you have any questions regarding this policy, please see the center director.

DISCIPLINE

Structure and routine are very important in helping children to function as part of a group. When safety is at risk or rules are broken, it is necessary for us to correct behaviors. Positive reinforcements (such as praise, self-reflections, reward charts, etc.) are used in guiding behaviors. Once the children become familiar with our routines and expectations, gentle reminders are all that are usually needed. After a discipline issue occurs, we discuss with the child what has happened, the reasons the aggressive act occurred and positive ways to handle the

problem in the future. We also discuss ways to help the “victim” feel better and to mend the friendship they share.

The staff at Rosa Venerini Early Childhood Center strives to provide all of the children with a safe environment. We take violent acts towards other students and teachers very seriously. Therefore, we have created a violence policy in order to protect our students and create a positive, healthy learning environment.

Rosa Venerini Early Childhood Center Violence Policy

If a child were to perform a severe, aggressive or violent act towards another child or teacher, (e.g. hitting hard, slapping, scratching, hair pulling, spitting, kicking, biting, punching, head butting, chair throwing, etc.) they may receive a “time away.”

This involves informing the child of the poor decision they made, and having them sit in a chair in a quiet area of the classroom for a brief period of time. The amount of minutes equals their age. For example, for a three year old child, they would have to sit for three minutes. If the child is unable to be calmed, they may then be removed from the classroom. They may be brought into the hall until they are able to control themselves, or in some cases, brought to the director’s office.

If a child performs a violent act, the classroom teacher would notify the parents in one of several ways, depending on the severity of the situation: writing a note and placing it in the child’s folder, speaking with the parent at pick-up time, or contacting them immediately at their place of work or at home. Violent acts are then documented on an “Aggressive Act Documentation Form” (AADF). These forms are signed by the parent/guardian, teacher, and director. The AADF would then be placed in the child’s records.

If the aggressive behavior were to happen again within two weeks of the first violent incident, the next consequence would be to have the child removed from the classroom immediately. Parents or guardians would be called and asked to pick their child up from our facility. The child would be supervised in the director’s office until someone arrives to take the child home. The parents would be required to have a conference with the center director and the child’s teacher regarding their child’s behavior. Before the child can return to school, the AAADF would be filled out once again, resigned by the parent/guardian, teacher, and director, and placed back in the child’s record.

If a third violent act were to be performed within the two week period, the child would be immediately removed from the classroom, and parent/guardian would be called and asked to pick up their child. A conference would take place immediately between the parent and the center director, where they would be informed that their child would not be allowed to return to the center. If someone besides the parent picks the child up, the conference would take place over the phone. During this conference, the child would be supervised in the secretary’s office. The AADF would be reviewed, signed once again and a copy sent home with the parent/guardian. The original would be retained in the child’s school record. After two weeks of non-violent behavior had passed from the incident, the “slate would be wiped clean”, and the child would

have a fresh start pertaining to his/her violent actions.

As child-care professionals, the safety and well-being of our children is our first priority. We feel that if we are continually focusing our attention on a child that is being consistently violent, we are sending the other children a poor message. Violent behaviors are not the only way to receive attention from a teacher, nor are they the only way to express their feelings of frustration or anger. We appreciate your support and understanding in providing the best possible program for the children.

CLASSROOM RULES

The following rules are given out to each of the classroom teachers. They may modify or add to them as they see fit. Please see your child's teacher for further details.

Rosa Venerini Early Childhood Center Rules

1. Use inside voices
2. Be kind to others
3. Be a good listener
4. Practice good manners
5. Use walking feet indoors
6. Hands and feet to ourselves

Consequences

1. A warning is given to the child and discussion occurs with the teacher about why the behavior is not acceptable.
2. Time away from group (time away will vary depending on the child's age 2 ½- 5 minutes in length)
3. Time-out form choice time/free play (length of time to be determined by teacher but will be age appropriate).
4. The director will speak with the child and make a phone call to the parents to inform them of their child's behavior.
5. The director and teacher will request a parent conference to discuss the behavior choices of the child and may include the child in the conference if appropriate.

PREVENTION

Our facility does practice good hygiene and good health habits, as well as periodic disinfecting of the toys and equipment.

To minimize the spread of germs, the staff will do the following using antibacterial soaps:

- *Wash their hands before and after snacks.
- *Wash their hands before and after assisting with going to the bathroom
- *Wash their hands before and after contact with nasal or mouth secretions

Despite these precautions, there will be times when your child will catch a cold or illness. Please do not bring your child into school when they are ill. This will help your child have a speedy recovery, as well as helping others at the center stay healthy.

Each morning when the teacher greets the class, they will be observing the children for visible signs of illness. These teachers have the authority not to admit a child if they feel that child is too ill to attend in accordance with the illness criteria. If the teacher suspects a contagious infection (e.g. head lice, pink eye, chicken pox, etc.) they again have the authority not to admit the child.

If a teacher suspects that a child is ill while at the center, they will follow the established illness criteria to determine if a child may stay at the center. This may include taking a temperature, monitoring number of bowel movements, checking a child's color, mood, appetite, etc.

If it is believed that a child is ill, he/she will be placed in the nurse's office to reduce exposure to other children until an adult can come and remove the child from the center. Depending on the individual's symptoms a doctor's note may be required to return to the center. Sometimes the center may ask that a call to the doctor be made for a medical opinion.

ILLNESS CRITERIA

The following are guidelines that the Center follows when trying to identify medical problems. The school reserves the right to evaluate each child individually on the basis of illness.

ANY CHILD SENT HOME WITH THE FOLLOWING SYMPTOMS WILL NOT BE READMITTED UNTIL THEY ARE SYMPTOM-FREE FOR A FULL TWENTY-FOUR (24) HOURS:

- *Temperature above 100 degrees
- *Sore throat or swollen glands
- *Persistent cold symptoms that appear to make the child uncomfortable (congested coughing, thick nasal discharge, eye drainage)
- *Pale complexion, lethargy, irritability, or unresponsiveness

The following illnesses carry their own policies. Please keep this list handy for your future reference.

DIARRHEA - two or more loose watery stools in the last twenty-four (24) hours. No child shall be brought back to the center that is still experiencing loose or watery stools and/or other signs of illness.

VOMITING - if a child vomits and shows signs of illness, he/she will be sent home immediately. A child, who has vomited in the proceeding twenty-four (24) hours, is listless, has a poor appetite, or shows signs of other symptoms shall not be sent to the center.

FEVER - if the staff has reason to suspect a child is running a temperature, the temperature will be taken with an ear digital thermometer. We will then report the temperature to you, along with the reason for taking it and other signs of illness. Fever in children is most times and indication that there is some kind of illness. Some children have no other symptoms. Each child will be observed and if other symptoms are present, it will be discusses with you to determine if the child should remain at the center. A child with a temperature of 100 degrees or above will be sent home immediately. In order to return to the center the child must be fever-free for **AT LEAST TWENTY-FOUR (24) HOURS!** When the child returns to school, the child will then be

monitored during the day for signs of a temperature. If the child's temperature does go above normal again, the parent or guardian will be notified and must pick up their child immediately.

UPPER RESPIRATORY CONGESTION - Children having congestion accompanied by sneezing, large amounts of green or yellow discharge, coughing, listlessness, and/or extreme irritability should remain at home. Green or yellowish discharge is most times an indication of infection. If infection is present, the child may return after a full twenty-four (24) hours on an antibiotic (and with a doctor's note).

INFECTIONS AND INFESTATIONS - Children may NOT return to the center until the following conditions apply:

- *SCABIES: treated with medication
- *IMPETIGO: scabbed, not draining and 24 hours of oral antibiotics
- *PIN WORM: 24 hours after treatment
- *LICE: 24 hours after treatment, no nits - clothing and laundry treated
- *BACTERIAL CONJUNCTIVITIS: (pink eye) 24 hours of medication, no Drainage
- *ROSEOLA: after rash and fever are completely gone
- *DRAINING RASH: scabbed and medicated
- *STREP THROAT: 48 hours after treatment
- *RINGWORM: 48 hours after treatment
- *SINUSITIS: 24 hours on antibiotic

COMMUNICABLE DISEASE: a written doctor's permission must be obtained before a child will be permitted to return the center for the following:

- | | | |
|---------------------------|------------------------------|-----------------|
| *CHICKEN POX | *DIPHTHERIA | *BRONCHITIS |
| *MUMPS | *TETANUS | *PNEUMONIA |
| *MEASLES | *PERTUSSIS (WHOOPIING COUGH) | |
| *FIFTHS DISEASE | *RUBELLA | *COXACKIE VIRUS |
| *MENINGITIS, ENCEPHALITIS | | |

All illnesses not listed will be evaluated on an individual basis. The center reserves the right to exclude any child with an illness that we feel we cannot properly care for until that illness has subsided.

MEDICATIONS

All medications must be kept in the school nurse's office in a locked cabinet. The medication must be placed in a clear zip lock baggie labeled with the child's name, and expiration date of the medication. Inside the baggie should be the medical authorization form from the parent/guardian and doctor that includes dosage information.

MEDICATIONS, PRESCRIPTIONS, VARIATIONS IN DIET OR ANY OTHER REMEDY OR TREATMENT MAY ONLY BE GIVEN BY MAT TRAINED STAFF. SPECIAL MEDICAL PROCEDURES CANNOT BE CARRIED OUT EXCEPT UPON WRITTEN ORDER OF A PHYSICIAN. Please see the school nurse for further information on this policy.

Before prescription medication can be given the following information must be present:

1. A doctor's note stating dosage, time needed and any other special instructions
2. A signed medical authorization form from the doctor and parent/guardian authorizing the MAT staff to administer each medication.
3. Doctors/parents have informed staff of all side effects that the child may have to any possible reactions that may occur.
4. Each time a dosage is give, it will be documented, along with the name of the person who administered it.
5. The center CANNOT be responsible for mixing or preparing any medications.
6. The center will NOT administer over-the-counter medications of any kind
7. The center cannot perform medical procedures that exceed the training of the staff (ex: shots).

We ask you to inform your child's teachers if your child is taking any medications at home or is on a prolonged treatment program. Side effects resulting from the medication should also be reported to the staff.

MEDICAL PROCEDURES/SURGERY

For any child requiring minor surgery or a medical procedure where they are put under anesthesia, we ask that they DO NOT return to the center until one full day after the procedure has been done.

For children requiring more extensive medical attention, a doctor's note is required before the child returns. Also, any special instructions needed for the care of the child should be written out and signed by the doctor. Your cooperation in picking up or keeping your child at home when ill is appreciated.

SOILED CLOTHING

The Center for Disease Control for the United States Public Health Service requires that clothing or cloth diapers soiled with bodily fluids (stool, urine, blood, vomit) be placed, UNRINSED, in a SEALED PLASTIC BAG, labeled with the child's name, to be picked up by the parent or guardian at the end of the day. Rosa Venerini follows these recommended precautionary guidelines for the safety of the children and the staff. Please make sure your child has a full change of clothes with them at all times in their cubbies or classroom.

FIRST AID

All staff members are permitted to apply first aid to any child. All staff is certified in first aid by the American Red Cross. The attending teacher will fill out an injury report.

Parents/guardians will be asked to sign the incident report and receive a copy of the report, with the original to be placed in the child's file. If staff feels a parent should be notified immediately about the accident, the nurse or teacher will contact the family. Teacher assistants are not responsible for discussing incidents. Instead, if you have any questions, please ask your child's teacher, the nurse, or center director, or if they are not present, ask the staff on duty to have the teacher/nurse/director contact you at home.

EMERGENCY PROCEDURES

Families should understand that in the event of an emergency, we will make arrangements to transport your child to the hospital that you have stated on the medical emergency form. Every effort will be made to contact the parents/guardians before emergency treatment is administered. Multiple staff is CPR certified by the American Red Cross and is protected under the Good Samaritan law.

BITING

Child development research indicates that approximately fifty percent of all children enrolled in preschool/day care will be bitten. We will strive to minimize biting accidents. However, there is the chance that your child will be bitten at some time. If this should occur, we will do our best to comfort your child and care for his/her needs immediately. We will also inform the parents of the biter and work with them and their child to change this behavior. Biting is very serious and is unacceptable. If your child bites another child or teacher, Rosa Venerini will work with you to develop a plan to correct the problem. However, if the biting is aggressive, breaks the skin, does not lessen within a reasonable time period, or diverts an inordinate amount of staff time away from the other children and program implementation, your child may be asked to leave the program.

CONFIDENTIALITY

We respect the right of each family to privacy and confidentiality regarding all health, behavioral and developmental records and information concerning their child. If your child is involved in an altercation or a biting incident with another child, Rosa Venerini will not reveal your child's identity to the parent/guardian of the other child without your prior written consent.

CHILD ABUSE REPORTING

In accordance with the daycare regulations of the New York State Office of Children and Family Services, the staff and director of a child care facility are to report to the NYS Child Abuse and Maltreatment Register IMMEDIATELY by telephone and within 48 hours by writing a report to the appropriate Department of Social Services in the county in which the child resides. All observations made by the staff and director that lead to a report of child abuse being filed will be documented and kept at the center.

COMMUNICATION

We feel that it is very important for families and center staff to have an open line of communication. Communication between parents and teachers is essential for your children since the center will play an important part in his/her daily life.

Our goal is to provide a positive working relationship between families and staff. Should this philosophy be jeopardized by intimidating, rude, harassment or threatening behavior, the family would then be asked to leave our school.

If there is any information you wish us to have regarding your child's health, pending absences, or questions about our program and policies, our teachers are at the school, Monday - Friday, 8:00 AM - 3:30 PM. Please let us know whenever new circumstances arise which may affect your child's behaviors and verbalizations.

Parent/teacher conferences will be held in November for pre-school and pre-kindergarten classes. Toddler conferences will be held in January. Pre-school and pre-kindergarten classes will receive 3 report cards, November, March and June. Toddlers will receive 2 report cards- one in January and one in June. If the teachers have any concerns they can request a conference at anytime. As the time draws closer, more information will be sent home and sign-up sheet will be posted. If families feel the need for any other conferences in addition to the scheduled conference, they are encouraged to call their child's teacher and set up an appointment at (518) 372-5961.

We request that families do not expect to conference with the teachers at drop-off or pick-up times. These times are often very busy and confusing for children, parents, and teachers!

Toddler students and nursery students will have their own cubby/mailbox. Here they will collect the inevitable decorations for the refrigerator. It is very important to check your child's cubby/mailbox every day. Your children put a lot of time and effort into their projects and are proud to show you their creations. We request that each child have a backpack in which to carry their projects and folders back and forth to school each day. All students must provide a folder. These folders will contain communication between teachers and families, possibly including: daily communication, newsletters, letters/fliers about upcoming events, or student work. Please check these folders daily and empty them out (with exception of the communication log, if this applies). There will be a basket inside the classroom for the folders, please place the folders in the basket each morning upon your child's arrival. The teacher will collect and check each folder daily. The children will be given the folders at dismissal. It is important that these folders be checked at home each night by families and brought to school, emptied, each day.

NAPPING

All families are required to complete and submit the Personal Data/ Family & Social History form as part of registration and enrollment of your child. Families are to circle/select from the napping arrangements offered depending on the age/development of child. Infants sleep in a crib, pack and play or on a mat placed in the Infant Room. Toddlers sleep on a mat or cot on the floor, placed in the classroom. Preschool/Pre-K/UPK children sleep on a mat or cot on the floor, placed in the classroom. Families must provide a sleeping bag or top and bottom cover for children and are encouraged to speak with the teacher if there are any related concerns. *Sleeping arrangements for **infants** require that the infant be placed on his or her back to sleep, unless medical information is presented by the parent that shows that this arrangement is inappropriate for that child.*

SNACK AND LUNCH

Families must provide a snack (or two depending on if the child is half day or full day), as well as a lunch. **IF YOUR CHILD HAS ANY FOOD ALLERGIES, PLEASE LET YOUR CHILD'S TEACHER KNOW IMMEDIATELY!**

We ask that you please feed your child breakfast/lunch before they come to school. Students will not be allowed to eat breakfast/lunch in the classroom when they arrive from home, in order to be fair to all children in the room.

FOOD ALLERGY PREVENTION PLAN AND POLICY

Peanuts/Nuts

- Goals:**
- To ensure staff awareness of students with severe food allergies in the school.
 - To ensure staff awareness of the seriousness of food allergies.
 - To minimize the potential for exposure of food allergic students to the food allergen.
 - To ensure staff awareness of the signs and symptoms of a severe allergic reaction.
 - To provide prompt and effective intervention in the event of any allergic reaction.

Plan:

Rosa Venerini Early Childhood Center is a *Peanut and Tree Nut Allergy Aware School*.

When a severe peanut allergy is documented by a child's physician a letter is sent to the parents of the allergic child's classmates informing them of child's allergies and letting them know that it is ok to let their children know that they have a food allergic classmate as long as it is done in a positive and respectful way.

Center staff are introduced to the food allergic child and made aware of the child's allergies (classroom staff, recess staff, cafeteria staff). Staff will eliminate the use of allergens in products. All staff are trained to recognize possible symptoms of an allergic reaction and to respond by executing the Food Allergy Action Plan.

Center staff will read labels whenever possible on foods from home to ensure children in their class are eating "safe" foods. Any snack or lunch foods suspected of containing peanuts or nuts will not be served that day and staff will supplement with other healthy, approved foods. There will be no sharing of snacks or lunch from child to child.

Only prepackaged items with ingredients clearly listed can be brought into school for special occasions (i.e. birthday, holiday celebrations, etc.); however NO pre-packaged foods are allowed with labels that read: *may contain peanuts/nuts of any kind* or *may contain traces of peanuts/nuts of any kind*.

Parents are encouraged to meet with the child's teachers and/or school nurse to discuss any of the child's special needs. Parents must provide the Center with a completed and signed Medication Consent Form before any medication can be given. The consent form must be signed by the child's health care provider.

Parents must sign a permission form for the Center to administer any type of medicine including an Epi-pen.

Parents are encouraged to provide their food allergic child with an appropriate Medic bracelet or necklace.

Parents will assess risk factors for any trip outside of school.

The child's parent, designee or qualified staff member will carry his or her medications on field trips.

The child's medications will be kept in close proximity at all times.

SEVERE WEATHER POLICY

During days when the temperature rises above 90 degrees, or dips below 32 degrees, the children will not be allowed to play outside. Children are also not allowed to play outside during poor weather conditions (e.g. thunderstorms, heavy snow, etc.)

SPECIAL CENTER EVENTS

Since Rosa Venerini Early Childhood Center functions as a school community, each class may be invited to participate in center wide events. We feel this participation helps foster a sense of community and provides exposure to a larger environment. These events may take place during the school day, as well as at night or on a weekend.

BIRTHDAY PARTY POLICY

Children celebrating their birthday may (but are not required to) bring in a special treat to share with the class. The treat has to be pre-packaged and nut free. The center does not allow any home baked items for the safety of children with allergies. If your family does not celebrate birthdays, and you wish for your child not to participate in the celebration, we can make alternate arrangements for your child during the party time. If a family wishes to invite children to a party outside of the center, please give the invites to the parents of the children during pick-up time. Teachers are not allowed to pass out invites. This avoids hurt feelings when not every child can be invited to the party.

ANIMAL/PET POLICY

Animals are not permitted on school grounds. This includes the school building, the pick-up areas, and the playground. This is to ensure the children's safety, as even the most docile animal can be provoked into biting. If you normally bring your animal with you during pick-up time, we ask that you leave them in the car, or leave them at home altogether. We thank you for your cooperation.

PHOTO RELEASE

During the school year, pictures or videos of special events, projects, and happenings at the center may be taken to capture special memories we have made. These photos may be used for bulletin board displays and may also be used for the promotion of the center in traditional media, social media and for marketing purposes. If you do not wish for your child's to be photographed, please note this on the release form in your registration packet.

***FIELD TRIPS ***

Rosa Venerini Early Childhood Center will be planning one or two field trips throughout the school year. Families will be notified by a letter and permission slip home well before the planned event. The permission slip would need to be signed and returned in order for a child to go on the field trip. At times, it may be possible that we need family volunteers to assist us on

our outing. We hope that each family will be able to join us at some point throughout the year.

TOYS

Except for toys that are needed to ease your child's transition from home at the beginning of the year (ex: blanket, special (small)stuffed animal, etc.), we ask that toys be left at home. Check with your child's teacher for specific days for "show and tell" where special items from home may be brought in. Any item brought from home should be labeled with your child's name. Guns, war, or battle toys are not considered appropriate tools for learning and **MAY NOT BE BROUGHT TO THE CENTER.**

LABELING

Please make sure to label **ALL** items your child brings to school on a daily basis. This includes (but is not limited to) coats, backpacks, sneakers and extra change of clothes.

CLOTHING

Please dress your child comfortably and appropriately so that he/she can take advantage of all learning opportunities, both indoors and outdoors. Your child should wear clothing that is washable and adaptable to food spills, paint, and water play. Be sure to provide clothing for seasonal changes (hat, jacket, boots, mittens, snow pants, etc.). Since children play on climbing equipment, we request no flip flops or dress shoes with heels. Sneakers are best. Please make sure your child's clothing is age-appropriate (e.g. no suggestive words on their shirts, short skirts, skull caps, etc). Hats are not allowed to be worn during school hours. Please also make sure your child's clothing fits well (especially shoes) and is not too baggy. If your child's undergarments are showing because of the clothes they are wearing, they will be changed into their extra set of clothes.

WHAT TO BRING? We ask that you bring at least one change of seasonally appropriate clothing for your child to keep at the center. This should include shirt, pants, socks, underwear, and possibly shoes.

THERE SHOULD BE A CHANGE OF CLOTHING FOR YOUR CHILD AT THE CENTER AT ALL TIMES. If your child does not have an extra set of clothing, you may be requested to leave work and bring one to him/her. Another child's clothing will not be used. It is common for young children to have "accidents". Please replace any soiled clothing that is sent home with a fresh set **THE NEXT DAY.** Please label all clothing.

TUITION

All tuition bills are due (paid in full) on the first school day of each week for weekly tuition programs and the first Monday of each month for monthly tuition programs.

*Tuition payment is due regardless of absence, snow days, and holidays. The payment is required when the child returns to the center.

ANNUAL REGISTRATION FEE

Upon registration, Rosa Venerini Early Childhood Center requires a \$75 registration fee to be paid at the time of registration per child enrollment. **All registration fees are non-refundable.**

LATE PAYMENT POLICY

Tuition is due at the beginning of the week in ADVANCE of childcare/programming if your child has a weekly tuition fee or on the first Monday of the month if your child has a monthly tuition (this applies only to half day program participants). A Table of Tuition Due Dates is attached to this handbook as well as posted throughout the school. It is the responsibility of all Rosa Venerini families to remember to make their payment on time. *****If you do not make your tuition payment by the end of office hours of the posted tuition due date, there will be a late fee of \$5 per day that the payment is not made.*****

*****THERE WILL BE NO EXCEPTIONS FOR THE PAYMENT DATES*****

An additional \$50 fee will be applied for all checks returned for insufficient funds. If this is the case, your child will not be permitted to remain in the program until the tuition is paid (in full) BY CASH, CREDIT/DEBIT, MONEY ORDER OR CERTIFIED BANK CHECK. If a check from your account is returned for insufficient fees more than one time, then personal checks from your account will no longer be accepted. Any questions or concerns about center policies and procedures should be directed to the executive director.