

Program, Policies & Procedure Handbook

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TABLE OF CONTENTS

About Us 1

Philosophy 1

Mission 1-2

Certification 2

Program Qualifications 2

Definition of Family 2

Hours of Operation 2

Holidays 2

Admissions and Enrollment 2-3

Enrollment Paperwork List 3

Inclusion 3

Non-Discrimination 4

Family Activities 4

Confidentiality 4

Staff Qualifications 4-5

Child to Staff Ratio 5

Communication & Family Partnership 5-6

Open Door Policy 6

Child Records 6

Publicity 6

Curricula & Learning 6

Learning Environment 6-7

Curricula & Assessment 7-8

Daily Schedule/Routine 8

Developmental Screening 8-9

Disabilities/Concerns 9

Outing & Field Trips 9

Transitions 10

Transition from Home to Center 10

Transition between Learning Programs 10

Transition to Elementary School 10

Electronic Media 10

Multiculturism 11

Celebrations 11

Rest Time 11

Toilet Training 11-12

Guidance 12-13

General Procedure 13

Discipline Policy 13

Mistaken Behavior 13

Physical Restraint 13

Notification of Behavior Issue to Families 13-14

Tuition & Fees 14

Payment 14

2 week Tuition Deposit 14

Subsidy 14-15

Late Payment Charge 15

Returned Checks 15

Late Pick-up Fees 15

Special Activity Fees 15

Additional Fees/Credits 15

Scholarships 16

Attendance & Withdrawl 16

Absence 16

Vacation 16

Withdrawal 16

Transfer Records 17

Closing Due to Extreme Weather 17

Drop Off & Pick Up 17

General Procedure 17

Cell Phone Usage 17

Authorized & Unauthorized Pick-up 17

Right to Refuse Child Release 18

Personal Belongings 18

What to Bring 18-19

Cubbies 19

Lost & Found 19

Toys From Home 19

Nutrition 19

Foods Brought From Home 19

Foods Prepared for or at the Center 19

Food Allergies 19-20

Food Preference/Religious 20

Menu 20

Meal Time 20

Infant Feedings 20-21

Children 24 Months and Older 21

Safe Eating Habits Policy & Procedure 21

Health 22

Immunizations 22

Physicals 22

Daily health Check 22-23

Illness 23-24

Allergy Prevention 25

Medications/Policies 25-27

Communicable Diseases 27

Safety 27

Clothing 28

Extreme Weather & Outdoor Play 28

Communal Water Play 28

Swimming 28

Injuries 28

Biting 28

Respectful Behavior 29

Smoking 29

Prohibited Substances 29

Dangerous Weapons 29

Child Custody 29

Suspected Child Abuse 29

Emergencies 30

Lost or Missing Child 30

Fire Safety 30

Emergency Transportation 30

Emergency Drills 30

Emergency Preparedness Plan 30-40

Emergency Preparedness Letter 40

Other Center Policies 41

Plan of Action for Emergencies 41-43

Illness, Injury & Emergency Plan 43-44

Outing Policy & Procedure 44

Field Trip/Family Activities Policy & Procedure 45

Other Health Procedures 46-48

Family Activities 48-49

Employees Caring for Enrolled Children after work Hours ………………………………….49

Resources & INformation 49

Water Test 49

Regulations 49

Child Development 49

Compliant Procedure 49-50

Child Care Consumer Line 50

Executive Board of United Church of Newport Contact Information 50

Governance Board of Newport Promise Community Early Care and Learning Center Contact Info. 51

About Us

## Philosophy

**Newport Promise Community Early Care and Learning Center** believe that quality childcare nourishes the healthy growth and development of the whole child. The first five years of a child’s life is important as it lays the foundation for all intellectual and emotional development. We believe that each child is a unique individual who needs a secure, caring, and stimulating environment in which to grow:

* Emotionally
* Intellectually
* Physically
* Socially

It is our desire as a center to help each child meet their fullest potential in their development by providing an environment that is safe, caring, supports risk-taking, fosters children’s creativity and interest.

The centers environment accepts and encourages children to express their full potential in all aspects of their development. Through children’s natural curiosity to explore their environment, we will create a setting that first engages and then stimulates physical, social, emotional and cognitive development with a goal to maximizing their potential. There are four elements that we believe are conductive to establishing the center environment:

* The teacher acting as a facilitator
* Allowing the child’s natural curiosity to direct his/her learning
* Promoting respect for all things and all people
* Family Partnership

**Newport Promise Community Early Care and Learning Center** believe that good communication and partnership between families and staff is an extremely important part of quality childcare. We are committed to creating a strong bond with you and your family, helping to ensure the best start to your child’s grow and development. As Parent/Guardian’s you are your child’s first and most important teacher. You hold valuable knowledge and information about your child that will help us best provide for your child. It is our goal to make you feel confident and comfortable with leaving your child in our care each day. Each child is different, unique, and special and will be treated that way. Each child will be encouraged to grow and develop at their own pace.

## Mission

The **Newport Promise Community Early Care and Learning Center** will create a sustainable community framework to support children and families in a way that promotes social, emotional, and physical wellbeing in a safe environment. All aspects of the program will emphasize a family centered and trauma informed philosophy that recognizes the parent as every child’s first teacher. **Newport Promise Community Early Care and Learning Center** will partner with families and other community resources and groups to promote a stronger community to meet the needs of our families and partnerships.

The **Newport Promise Community Early Care and Learning Center** goal is to be an incubator of innovation and best practice for the community. The center will pioneer a multigenerational approach with intensive parent and community involvement. The result will be a high quality, trauma informed, program that is integrated with the broader early care and education system and the community.

## Certification

State of Vermont Licensed Childcare Center

Stars: Will be obtaining after opening; notification will be sent to parent upon receiving Star Level.

## Program Qualifications

All Staff CPR/First Aid Certified

All Staff meet licensing Qualifications

Participate in The Child and Adult Care Food Program(CACFP)

Member of Vermont Farm to School

Member of Let’s Grow Kids

## Definition of Family

In this handbook we refer to 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.

## Hours of Operation

Child care services are provided from 7 AM to 5 PM Monday through Friday.

## Holidays/Vacations

We are closed for certain holidays: New Year Eve and New Year, Memorial Day, Thanksgiving Day and Day After

We are closed the following weeks: July 4th and Christmas week (entire center is closed)

There will be early closings for Professional Development and Program Management: These dates will be given with at least a month’s prior notice.

## Admission & Enrollment

All admission and enrollment forms must be completed, enrollment fee and first tuition payment paid prior to your child’s first day of attendance.

An enrollment fee of $10 is due at the time of enrollment. This fee is non-refundable.

A two-week, non-refundable tuition deposit is required for each child enrolled. This deposit will be held without interest and will represent tuition payment for the last week of the child’s enrollment. If this a financial hardship, please contact center Director.

Based on the availability and openings, our facility admits children from 6 weeks to 5 years of age.

Our process for introducing children to our program is:

Once a child is enrolled in the program and the application and enrollment process is complete, we schedule a series of visitation days. This may vary based on how a child is adjusting but we encourage the following schedule:

* A morning visit with parent/caregiver ending with sharing lunch with child at the program. Some children may need to repeat this experience; the teacher and family member will decide if another morning visit is needed. We recommend that morning visits happen for a full week for infants and toddlers but recognize that this may not always be possible for each family.
* A morning visit with parent/caregiver ending with assisting the child to nap. Parent/caregiver will meet with teacher during nap and discuss progress. Child goes home after nap. For infants, we follow the child’s normal home routine for feeding and naps but suggest that the visit includes both a feeding and nap time.
* Full day experience with parent/caregiver arriving early to assist child in adjustment and returning early enough to visit in the classroom with the child at the end of the day. This routine may be needed for several days.
* Finally, full day experience with minimal supports in place.

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

**Enrollment Paperwork**

* Enrollment contract
* Child’s current information/birthday
* Parent information/contact information
* Emergency contacts
* Authorization for pick up
* Health/dental information/releases to obtain health and dental care if needed
* Immunization records/ exemption form
* Special medical, developmental, emotional, educational, allergies, illness or injury forms
* Medication Forms
* Authorization for emergency care
* Authorization for emergency transportation, water play and field trips
* Partnership signature agreement
* Contract of hours and tuition
* Any court document (if applicable)

## Inclusion

**Newport Promise Community Early Care and Learning 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,

The center will keep a current copy of the child’s One Plan, IEP or 504 plan in the child’s file.

Teachers will work with specialist to make sure children who are on One Plans, IEP’s or 504 plan’s goals and accommodations are being followed in the childcare center to promote the child’s development. Teachers will attend team meetings that have been scheduled with prior notice.

## Non-Discrimination

At **Newport Promise Community Early Care and Learning 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

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, visit children’s classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Please see the list of Family Activities on page 48 of this booklet.

## Confidentiality

Personal information about children and their families is strictly confidential. Please do not ask staff to reveal information about children other than your own. Any medical history and other family information will help the staff provide the best care for your child. However, you do not need to reveal any information you do not wish to except information required by state law.

The licensee, staff, auxiliary staff and partner staff shall not disclose or permit the use of any information regarding an individual child or family gained through CBCCPP interaction with the child and family, or CBCCPP records, files, videotaping, tape recording, photographing, assessments or any type of documentation unless parental permission is specifically granted, except to the Division or other entities with statutory authority for issues relating to the health, safety, and protection of children. (CCLR pg. 36)

Unless we receive your written consent, information regarding your child will not be released with the exception of 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** | **Education/Certification** | **Experience** |
| Teacher | Bachelor’s Degree in Early Childhood Education/ VT Early Childhood Career Ladder Level 4 | 1 years |
| Teacher Associate  Teacher Assistant | Associate Degree in Early Childhood VT Early Childhood Career Ladder 3  VT Early Childhood Career Ladder Level 1/ Child Development Associate | 1 year  1 Year |

Teachers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, 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 **Newport Promise Community Early Care and Learning Center**.

## Child to Staff Ratios

Children are supervised at all times. All teachers 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** |
| < 18 months | 4 to 1 | 8 |
| 18-30 months | 4 to 1 | 10 |
| 24-36 months | 5 to 1 | 10 |
| 32-42months | 6 to 1 | 15 |
| 36 months to 5 years | 10 to 1 | 20 |
|  |  |  |

## Communication & Family Partnership

**Daily Communications.** Daily notes from center staff will keep you informed about your child’s activities and experiences at the center. Notes will be placed into your child’s cubby at the end of the day.

**Bulletin Boards.** Located in the entrance ways, 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 available next to the sign-in/sign-out sheet for your taking.

**Email.** We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

**TS Gold.** Communication of observations, photos and videos that only include your child can be shared through the TS Gold Family Portal. This is also a means to communicate through email with teachers.

**Family Resources.** Family resources can be found on bulletin boards and table near bulletin boards. Further resources families may need will be given through teacher or director.

**Family Visits.** Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor’s badge while on premises and sign-out upon leaving.

**Family Events.** Family events are scheduled on a regular basis. These events include snacks, drinks and fun filled age-appropriate activities for families. Family night allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child’s learning experience and connect with other families.

**Conferences**. Family & teacher conferences occur twice a year. 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.

## Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. We would only ask that you try to be respectful of all of the children’s eating and resting schedules. If there will be a conflict for you in this, please let center Director know and we will certainly do our best to accommodate your needs. The infant room welcomes parents/guardians to nurse or feed their infants.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors at times may be locked.

Our team will always do their best to speak with parents/guardians. 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.

## Child Records

Your child’s records will be available to you, please just ask center Director if you would like to view the records.

## 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 through enrollment form for the use of photographs.

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

# 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 day 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, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

## Curricula & Assessment

**Newport Promise Community Early Care and Learning Center** uses the Creative Curriculum.

The Creative Curriculum® System for Infant, Toddlers & Two’s is a comprehensive, research-based curriculum designed to help teachers and caregivers implement developmentally appropriate practices and offer responsive daily routines and meaningful experiences that nurture learning and development.

The Creative Curriculum® System for Preschool is a comprehensive, research-based curriculum system designed to help educators at all levels of experience plan and implement a developmentally appropriate, content-rich program for children with diverse backgrounds and skill levels.

The System presents knowledge-building and daily practice resources in tandem, to create a cohesive system that supports teachers throughout the year. The knowledge-building curriculum volumes offer insight into the most current research and best practices for early childhood education. The daily practice resources contain step-by-step guidance to help teachers organize and manage every moment of the day, intentionally and effectively.

The Creative Curriculum® System objectives pairs well with the Vermont Early Learning Standards which helps teachers ensure that they are focusing on what matters most for children at every age. The Creative Curriculum® System also include built-in support for all learners, with specific sections of guidance for working with English- and dual-language learners, advanced learners, and children with disabilities.

Newport Promise Community Early Care and Learning Center has implemented Creative Curriculum for all ages. The base of our curriculum is centered on the fact that each child is a unique individual and has a specific set of talents, interests and strengths. Creative Curriculum paired with the Vermont Early Learning Standards focusses on the following key areas daily. These areas include socio-emotional, physical, language, cognitive, literacy, mathematics, science and technology, social studies, arts, and the English language acquisition.

Our experienced teachers have the freedom to be creative and to follow the lead of the children in the classroom. The teachers create activities, lessons and experiences that enhance the children’s natural desire for exploring and learning. They adapt lessons to meet the needs of the children within their classrooms and use the children’s interests to facilitate learning. We believe that learning at such a young age happens when children feel safe and secure and with security comes confidence in taking a chance and exploring new and exciting learning opportunities.

Assessment is also part of our curriculum. We use the TS Gold authentic, ongoing, observation-based assessment system that helps teachers and administrators focus on what matters most for children’s success.

*GOLD*® supports effective teaching and assessment, while providing more time to spend with the children in the program. Accessed through *MyTeachingStrategies*™, *GOLD*® automatically links teaching and assessment, making it easier to connect the dots across the most important aspects of high-quality early childhood education.

Teachers:

* Use a variety of online tools to gather and organize meaningful data quickly, including online portfolios where children’s work can be stored;
* Create a developmental profile of each child to answer the questions, "What does this child know? What is he or she able to do?" that can be used to scaffold each child’s learning; and
* Generate comprehensive reports that can be customized easily and shared with family members and other stakeholders.

*MyTeachingStrategies*™

Through *MyTeachingStrategies*™ system 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 so as 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 schedules and lessons plans posted in each classroom.

Newport Promise Community Early Care and Learning Center understands that your child’s education starts the day they are born, and that home and childcare should be link together. We consider our children part of our extended family, and we are honored that you would entrust your child in our care. Our promise to you is that we will strive each day to create an environment that each child will thrive in physically, emotionally, developmentally and academically.

## Daily Schedule/Routine

**7:00 to 8:30 Arrival/Breakfast/Clean-up**

**8:30 to 9:00 Free Play**

**9:00 to 9:30 Morning Circle**

**9:30 to 10:00 Activity Time**

**10:00 to 11:30 Outdoor Time/ Snack**

**11:30 to 12:30 Lunch/Clean-up**

**12:30 to 12:45 Washing-up/Tooth Brushing**

**12:45 to 2:30 Rest Time**

**2:30 to 3 Snack Time**

**3:00 to 5:00 Outdoor Play**

Daily Schedule is subject to change to accommodation all the children within the program. A current and up to date schedule for each classroom is posted in the classrooms.

## Developmental Screening

**Newport Promise Community Early Care and Learning Center** uses the Ages and Stages -3, Ages and Stages -Social Emotional, NCS Early Childhood Programs Screening,Preschool Screening Checklist and TS Gold.

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. Developmental screening is conducted with written consent from the child’s parent/guardian(s).

## Disabilities/Concerns

If there are areas of concern for the child resulting from screening process or concerns expressed by families; staff will work with the child’s parent (s)/guardian (s) to achieve the appropriate referrals and evaluations. ASQ:SE and ASQ:3 will be filled out by parents during enrollment to help with evaluation and referrals if needed. This might be a referral to Child Integrated Services (CIS) for the enrolled child under two years and eleven months or it might mean a specialized evaluation through one of the services offered though Vermont Department of Health or other Providers.

For enrolled child over the age of two years and eleven months, the referral may be to the child’s school district. Any of these referrals would take the place following a discussion with the family and involved staff. The outcome of this might be that the family itself refers and request that information be sent to center for child’s file. Parents will be asked to sign a release to allow center staff to work with specialist/programs working with the child.

The identification of special needs of children are documented in file by; 1) date of diagnosis, 2) name of diagnostician, and 3) a copy of evaluation. Information from evaluation, parental concerns, provider and partnered staff observations are used to identify special needs and serve as evidence of follow-up. The center shall facilitate, coordinate and supplement existing resources to provide follow-up in meeting the child’s needs.

All enrolled children are offered the same experiences, field trips experiences, and socializations inclusive of the childcare center. Staff encourages greater independence for all enrolled children birth to age five by encouraging them to try new things and to meet individual goals. This developmental approach is based upon the child’s functional level and chronological age. The functional level includes physical, cognitive, social/emotional, adaptive and communications development.

## Outings and Field Trips

Weather permitting; we conduct 60 minutes or two 30 minutes of supervised outdoor play and/or walking trips around the neighborhood 1 to 2 times a day for all children. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package.

Walking field trips in the community will happen monthly. We will attend community play group and community garden. Other walking fields trips include visit to post office, police station, fire station, library, etc. These walking field trips will support social/emotional, gross/fine motor, language/literacy, math/science and to make connections with our local community. Families will be notified of outing locations and a time frame.

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. *Permission Slips* for each trip must be signed by the child’s family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

## Transitions

Your child’s transition in child care 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

Prior to your child’s first day, you will have an opportunity to tour the center, meet with your child’s peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you. See *Our process for introducing children to our Program* under Admission and Enrollment. This is a guideline for introducing children to the center, but we know can be hard for families to obtain, therefore we will individualize transition with each family needs.

### Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program. A Transition plan will be created and then implemented.

### Transition to elementary school

Transition activities such as a field trip to a local elementary school, meet and greet with new teacher, creating a mural of special friends and special times at our center will be part of your child’s education at our center. The teachers will read books and prepare activities to help transition for the child. The center teachers will also provide the new teacher with transition form, TS Gold assessment and any transition plans. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

## Electronic Media

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. Computers from time to time may be using in providing a video that is educational and builds upon curriculum. 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 30 minutes per day per child.

Vermont Childcare Regulation rules prohibit any screen time for children under two. This includes TV, videos 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.

The center encourages families to share their unique cultural background and interest in the classroom. Teachers help facilitate the activity with the family/parent/guardian to enrich the children’s understanding of others as well as builds a stronger classroom community.

## Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

Holidays are not the focus of our curriculum or family activities; however, during therefore, the curriculum will incorporate developmentally appropriate activities that are enjoyable and celebrate each child’s similarities and differences. The family/children activities will be planned with every effort made to include all families. Families are encouraged to share input prior to planning celebrations.

## Rest Time

**Infants**: sleep according to their own schedule and are put to sleep on their backs. Teachers directly observe infants by sight and sound at all times and check on sleeping infants every 15 minutes.

Soft objects, toys or loose bedding shall not be used in infants’ sleep areas. Infants shall not be swaddled for sleep per regulations – (5.4.2.5 pg. 47).

Clothing sacks or similar clothing designed for safe sleep may be used per regulations – (5.4.2.6 pg.47).

No positioning devices shall be used unless required by the child’s health care provider per regulations – (5.4.2.7 pg.47).

Pacifiers are permitted in cribs and port‐a‐cribs with parental permission. Pacifiers may not have cords or clips that may pose a strangulation risk per regulations - (5.4.2.8 pg.47).

Children 12 months and under will sleep in Pack -N- Plays that meet state regulations. Each mattress will be covered with a tight-fitting sheet. There will be not soft objects as stated above incompliance with state regulations.

Children over 12 months will sleep on mats that are covered with a tight-fitting sheet. Blankets, stuffed animals or any item used as a comfort item will be used only for nap time unless otherwise discussed and a plan is created with teachers.

After lunch, all children, participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

## 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. 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.

Please send your child with 2 complete extra sets of clothing, including socks and underwear. We will keep a set on hand at all times, so you don’t have to pack something every day. Diapers, wipes, rash cream, powder and any other needs are to be supplied by the parent. These too, will be kept on hand and we will let you know when supplies are getting low.

Toilet training is something that needs to be consistent, teachers will do their best to accommodate your requests. However, due to other children needing attention as well consistency can be difficult some days. We ask that training not begin at the center until they are already comfortable with the toilet at home. It is important that we maintain a level of cleanliness and sanitation as well, so we ask that diapers be worn until they are accident free for a week. Please send your child with extra sets of clothing, along with an extra set of shoes or slippers. Clothing should be easy for the child to pull up or down (belts and overalls should not be worn). Positive experience will always be a part of toilet training and the child will never be shamed for having an accident.

## Tooth Brushing

Children will brush their teeth after lunch every day. Each child will have their own toothbrush. The toothbrushes will be replaced every three months unless contamination occurs in which toothbrush will immediately be replaced. Tooth brushes will be stored to allow air drying, with space adequately separating each toothbrush and away from anything that could contaminate toothbrushes. Parents will be asked to provide toothpaste (non-fluoride) for their child.

# Guidance

## General Procedure

**Newport Promise Community Early Care and Learning Center** is committed to each child’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 centers community.

Thoughtful direction and planning ahead 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 become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

The center uses the term “mistaken behavior” when referring to children’s behaviors. Children are still learning democratic/social skills and have not yet had enough opportunity to have experiences, learn and use strategies when express themselves. This is when intentional and unintentional behaviors happen to seek a response. Our goal is to provide children guidance with strategies to reduce the occurrence of behaviors.

**Discipline Policy**

During the early childhood years, children are learning to be in charge of their own behavior. The center establishes consistent, easy to understand limits and responding to mistaken behavior with insight, sensitivity, skill and child input. When clear, consistent and age-appropriate limits are present, children increasingly become responsible for themselves. When mistaken behaviors do occur, I believe it is important for children to understand why the behavior is inappropriate and how to modify it.

The center teachers and director work to prevent behavior problems by arranging the classrooms so that children work in small groups and have a choice of activities. The range of activities will give your child the freedom and ability to experience success and become self-directed. Children are encouraged to verbalize their feelings to learn to positively work through strong emotions. Teachers will act as role model and encourage children by using the guidance approach in redirecting mistaken behavior. **Under no circumstances is corporal punishment permitted. Discipline will not be associated with food, rest, or toileting**.

## Mistaken Behavior (Level 3 Aggression)

Children are guided to treat each other and adults with self-control and kindness.

Each student at **Newport Promise Community Early Care and Learning Center** has a right to:

* Learn in a safe and friendly 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. Our approach to helping children with challenging behaviors is to use the guidance and teach the child the democratic skills expected. The first steps we take is to help the children calm down, give each child a chance to express themselves and then we help guide the children through a solution. Over time children learn different solutions and start to use them on their own with minimal support of teachers. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

## 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.

## 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. Examples of such instances include:

* A child appears to be a danger to 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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Age Group | Base Rate | Two Days | Three days | Four Days | Five days |
| Infant (6 weeks-18months) Full Time | $50.00 | $100.00 | $150.00 | $200.00 | $250.00 |
| Infant (6 weeks-18months) Part Time | $35.00 | $70.00 | $105.00 | $140.00 | $175.00 |
| Toddler (18-36 months) Full Time | $50.00 | $100.00 | $150.00 | $200.00 | $250.00 |
| Toddler (18-36 months Part Time | $34.00 | $68.00 | $102.00 | $136.00 | $170.00 |
| Pre School (3 to 5 Years) Full Time | $50.00 | $100.00 | $150.00 | $200.00 | $250.00 |
| Pre School (3 to 5 Years) Part Time | $33.00 | $66.00 | $99.00 | $132.00 | $165.00 |

## Payment

***Tuition payment is expected on the last day that care is received for the week*** at pick up with no deduction for any absences, holidays, professional development or closures due to inclement weather, power outages, or other situations beyond our control.

## 2-week Tuition Deposit

***Two week’s Tuition is required as a deposit***, if you are receiving subsidy, you are required to provide your portion of the weekly payment as deposit. Speak with the center director if you have a hardship with this payment; payment increments can be arranged in an agreed upon amount.

The deposit can be used as payment for an unexpected financial emergency, then replaced. Deposit will be used as payment for the final week of care.

If there is a difference owed that is greater than the amount of deposit, parents are responsible for that amount. If the deposit amount is more than what is owed, I will reimburse the difference. If you decide to end care without a minimum 2-week notice, no reimbursements will be made.

## Subsidy

The Program accepts State subsidy as payment, however parents are responsible for paying all balances due that subsidy does not cover. It is the parent’s responsibility to make sure all subsidy paperwork is complete and submitted. Parents must pay the full weekly rate until I receive payment from the state. Overages will be credited to your weekly balance.

## Late Payment Charges

Late payments can pose serious problems for our programs. 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 $5 will be added to your next tuition payment for each day that it is late. Your child may not come to center Monday if payment is not received on due date. If you are unable to make payment, please contact center director to arrange and alternative solution. If your account has not been paid in full within 10 business days, your child may be discharged 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.

If payment is more than 30 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

## Returned Checks

All returned checks will be charged a fee of $15.00 and any additional charges to the program. Two or more returned checks 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. Late fees of $5.00 every fifteen minutes for the first hour and $1.00 per minute for any time exceeding an hour will be assessed beginning at 5 PM and will be due upon arrival.

## Special Activity Fees

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

## Additional Fees

* **Vacation** - to retain your child’s spot during vacation, 100% of your regular tuition is due. Tuition must be paid prior to going on vacation. These fees are non-refundable if you choose not to return.
* A non-refundable enrollment fee of $10 is due at time of enrollment.

*All fees are subject to change. There will be a one-month notice prior to any changes.*

***Credits & No Credits***

* **Credit will be given for Excused Absences** - if your child is hospitalized, absent due to a contagious disease, or absent at the request of the child’s doctor, the absence is considered excused. A written doctor’s note is required to receive a credit.
* **Credit** will not **be given for Sick Days** – there are no credits for sick days.
* **Credit** will not **be given for Inclement Weather** - if we do not open due to inclement weather on a day that your child is scheduled to attend, your account will not be credited for that day.

## Financial Assistance

At Newport Promise Community Early Care and Learning Center we are committed to supporting all families to have access to high quality childcare in their communities. We strive to create a program that is at once financially self-supporting, accessible to families of all income levels and supports living wages, benefits and incentives that retain the dynamic and skilled staff that is the core of a high quality early childhood program. Based on our understanding that the state child care financial assistance rates do not fully support families to meet the rising cost of high quality childcare, our financial assistance program is tailored to support all families who qualify for state funded financial assistance**. As part of the enrollment process we ask you to determine your eligibility for assistance through the Vermont Child Care Financial Assistance Program (CCFAP)**.

***To do so visit this website:*** http://dcf.vermont.gov/benefits/ccfap or call the Department for Children and Families at (802) 241-3110.

Explanation of how financial assistance will be provided see enrollment packet page 15. financial assistance is subject to change from year to year.

# Attendance & Withdrawal

## Absence

If your child is going to be absent or arrive after 8 AM, please call us at 802-334- 4555 or email us at newportcommunitycare@gmail.com. We will be concerned about your child if we do not hear from you.

## Vacation

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

## Withdrawal

A written notice, 2 weeks in advance, is required by the center when a child is being withdrawn. Failure to notify will result in forfeiture of your one-week deposit.

However, if child or parent is causing physical or emotional abuse in any form in front of, in the childcare center or on childcare premises the program can with drawl care without two weeks’ notice.

Two weeks’ notice needs to be given if you choose to withdraw your child’s slot at **Newport Promise Community Early Care and Learning Center**. If you do not give two weeks’ notice of withdrawal you are still responsible for one-week tuition fee. Your one-week deposit will cover the second week.

## Transfer of Records

Whether transitioning to the next program setting or to a new classroom, 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 Weather

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 WCAX school closings and a call with be made to your preferred contact number.

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.

# Drop-off and Pick-up

## General Procedure

We open at 7 AM. Please do not drop-off your child prior to the opening. Parents/Guardian are expected to accompany their children and sign them in.

We close at 5 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

There will be a sign in sheet near the cubbies in the classroom. Parent/Guardian are responsible for signing their child in and out each day. Sign in and out sheet has a spot for sign in time, sign out time and parent/guardian’s initials.

## 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 while visiting the center.

## 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. 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.

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.

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 and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 2 hours we have not been able to reach you, or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

## Right to Refuse Child Release

Any **Newport Promise Community Early Care and Learning Center** staff may refuse to release child/ren if they have reasonable cause to suspect that any person picking up child/ren is under the influence of drugs, alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child the **Newport Promise Community Early Care and Learning Center** staff may request that another adult listed in emergency contact or the authorized pick-up list pick up the child. If any person picking up child/ren refuses to let child go with one of the authorized adults on emergency contact or the authorized pick-up list the **Newport Promise Community Early Care and Learning Center** staff will call the police to prevent potential harm to your child.

# Personal Belongings

## What to Bring

***List of Items to Bring to Keep on in Your Child’s Cubby at all Times***

***Please label everything!***

**To Keep on Hand At All Times**

* Diapers and wipes (at least 8 diapers per day)
* Enough clean bottles for a day’s use (all bottles must be labeled with child’s full name and date) (if applicable)
* **2 complete change of clothes** (more if toilet training)
* Comfort item for napping
* Any nonprescription or topical creams, diaper ointments or powders (label with child’s full name and parents signature)
* Teething medication, Pediatric pain medication etc. (label with child’s full name and parents signature)
* Hair ties
* Extra Shoes
* Toothpaste (for tooth brushing) (label with child’s full name)

**Summer:**

* Sunscreen, bug spray (labeled with child’s full name)
* Sun Hat
* Rain Jacket/Rain Boots

**Winter:**

* Snow pants, Jackets, Mittens, Hat and Boots (all items everyday)

**Spring and Fall:**

* Jacket
* Thin gloves
* Hat
* Rain Jacket/Rain Boots

**If contract ends for your family items of your child will be gathered and you will be notified to pick items up. If items are not picked up within two weeks of notification items will be donated to childcare or others in need.**

Please label all items brought from home with your child’s name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

## Cubbies

Upon enrollment each child will be assigned a “cubby.” Cubbies are labeled with your child’s name. Please check your child’s cubby on a daily basis for items that need to be taken home.

**Diaper bags or any other kind of bag are not allowed at the center.** Each child will have a cubby to store all their items needed while at **Newport Promise Community Early Care and Learning Center.**

## Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located outside the office on bottom floor. Please note that we are not responsible for lost personal property.

## Toys from Home

Toys from home will not be allowed at **Newport Promise Community Early Care and Learning Center**. This eliminates the chance of a toy being broken by a child other than the owner, choking hazards and spreading of germs. However, children are allowed to bring a comfort item if they have one. It will be kept in cubby until rest time unless the child needs it for self-regulation.

# Nutrition

## Foods Brought from Home

We request that you do not bring food from home into our center.

## Food Prepared for or at the Center

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service. Two meals and a afternoon snack is included in tuition fee. We are also partnered with the Farm to School Program which will promote vegetable and fruits variety each month.

**Meal times are:**

* **Breakfast 7:00 to 8:30**
* **Lunch 11:30 to 12:30**
* **PM Snack 3:30**

## Food Allergies

If your child has any special dietary needs or allergies, please let the center Director know immediately. There will need to be written instruction from child’s health care provider and a nutritional plan completed. Any special needs concerns around nutrition a plan will be put in place with center director, physician and parent.

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

## Food Preference/Religious

If family has food preference/religious beliefs around nutrition/food parent shall provide the center with written documentation to specify which foods are unacceptable and which food substitutions are allowed from same food group **Newport Promise Community Early Care and Learning Center** **is *more than willing to accommodate when possible. However due to expense of certain foods and preparation of certain religious requirements some accommodations may not be able to be met.***

## Menu

There will be a six-week rotating menu; menu is subject to change at any time. Monthly menus a posted for viewing by parents/guardians.

## Meal Time (Family Style)

At meal time the dining table is set with real plates and flatware, and the food is placed in small bowls from which the children can help themselves. There is a teacher at each table with the children. Children are encouraged to serve themselves from food passed around each table. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by parents/guardians.

Our meal times are long, providing us the flexibility to offer children arriving at different times a meal. However, if your child arrives after a scheduled meal time, please make sure that they have already eaten.

**If child is not allergic or does not have a note from doctor stating medical reason for child not trying or being offered all foods served at child care, child will be given the opportunity to have all foods served.**

**Food Likes and Dislikes:**

**Newport Promise Community Early Care and Learning Center** will offer a wide variety of food for the children to try. It is impossible to serve foods everyone likes all of the time. If your child has any likes or dislikes that you would like to address, please feel free to speak with the center director. Picky eaters are encouraged to try everything but will never be forced to eat something they do not want to eat.

A teacher who is trained in first-aid for choking is present at all meals.

## 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 hourly) and by a consistent teacher.
* Unused portions of formula or breast milk that was offered to the infant shall be discarded after each feeding or after one hour without refrigeration.
* Open containers of ready-to-feed or concentrated formula shall be covered, refrigerated, and discarded after 48 hours if not used.
* 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 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 48 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 14 days.
* Breast milk and formula brought from home must be dated and labeled with the child’s full name.
* Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
* Formula/milk shall not be mixed with cereal, fruit juice, or any other foods in the child’s bottle without written documentation from the infant’s health care provider. Commercially prepared formula shall be prepared and stored according to directions.
* Baby food for each infant shall be served from a dish unless the entire contents of the jar will be served at one time.
* Containers of baby food that are opened but no depleted shall be covered, dated and labeled. Opened baby food must be used or discarded within thirty-six hours of initial opening.
* Solid foods and new 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.
* 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.
* Only 100% fruit juice will be served
* 1% milk- over two years of age and whole milk- under two years of age

## Safe Eating Habits Policy/Procedure

Children will be offered and given appropriate foods and serving sizes per age. We will follow the Childcare Food Program Regulations.

* All staff and children will wash hands before and after eating/clearing table.
* Staff will follow cleaning, sanitizing and disinfecting guidelines from Child Care licensing Regulations. (see Cleaning Schedule/Procedure)
* Food will be cut up and served appropriately for children’s age
* Children will sit at table at all times while eating
* All food containers will be labeled with date/contains
* No food shall be kept that was handled by children

# 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 January, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our 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 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).

Each child’s file must contain current immunization records. Immunization records will be obtained within the first week of enrollment of child. I

If your child does not receive immunizations an exemption form will need to be filled out and the program will provide a four-page parent/guardian educational handout when exemption form is filled out.

## Physicals

Routine physicals from health and dental 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 but must be received no later than 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.

If parent/guardian is having trouble obtaining health and dental records let the center director know; the program has release forms that can be signed and then the program can help obtain the records needed.

## Daily Health Checks

Every day the parent/guardian and center staff will do a daily health check upon arrival. Any obvious injuries will be document in child’s file along with parent comments pertaining to the child’s condition.

Below is a copy of the Visual Daily Health Checklist used by staff. As children arrive in the morning, staff complete a Visual Daily Health Check. Staff also observe children during the day for signs of illness such as fever.

If your child is sick, or if you think he/she might be coming down with an illness, please keep your child home. This is an important consideration for your child’s well-being and the well-being of all others at the site.

**Visual Daily Health Check**

Do the daily health check when you greet each child and parent as they arrive. It usually takes less than a minute. Also observe the child throughout the day.

**LISTEN:** Greet the child and parent. Ask the child, "How are you today?" Ask the parent, "How are you doing? How's (name of child)?" *"Was* there anything different last night?" "How did he sleep?" "How was her appetite this morning?"

* Listen to what the child and parent tell you about how the child is feeling.
* If the child can talk, is he complaining of anything? Is he hoarse or wheezing?

**LOOK:** Get down to the child's level to see her clearly. Observe signs of health or illness.

* **General appearance** (e.g., comfort, mood, behavior, and activity level)
  + Is the child's behavior unusual for this time of day?
  + Is the child clinging to the parent, acting cranky, crying, or fussing?
  + Does she appear listless, in pain or have difficulty moving?
* **Breathing**
  + Is the child coughing, breathing fast, or having difficulty breathing?
* **Skin**
  + Does the child look pale or flushed?
  + Do you see a rash, sores, swelling, or bruising?
  + Is the child scratching her skin or scalp?
* **Eyes, Nose, Ears, Mouth**
  + Do the child's eyes look red, crusty, goopy, or watery?
  + Is there a runny nose?
  + Is he pulling at his ears?
  + Are there mouth sores, excessive drooling, or difficulty swallowing?

**FEEL:** Gently run the back of your hand over the child's cheek, forehead, or neck.

* Does the child feel unusually warm or cold and clammy?
* Does the skin feel bumpy?

**SMELL:** Be aware of unusual odors.

* Does the child's breath smell foul or fruity?
* Is there an unusual or foul smell to the child's stools?

## Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center.

Please prepare a backup plan if your child is sick.

The center has the right to refuse a child who appears ill. If you are notified that your child is ill, you are required to pick him/her up within 1 hour of notification. If you cannot pick up, you are required to arrange alternative pick up for your child.

If your child is diagnosed with a communicable disease notify the center director as soon as possible so that other families aware of contact. There will be a written notice to all families, your child’s name will be kept confidential. A doctor’s note may be required before returning your child to the center.

At enrollment you will receive a copy of the Signs and Symptoms illness chart document and it will be available for you to read at any time at the center. The program will be using the Signs and Symptoms Illness Chart document as a reference for naming, identifying symptoms of illness to determine if a child is to be excluded or sent home due to symptoms.

You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive.

* 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.
* Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
* Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
* Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
* Mouth sores caused by drooling.
* Rash with fever, unless a physician has determined it is not a communicable disease.
* Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
* Impetigo, until 24 hours after treatment.
* Strep throat, until 24 hours after treatment.
* Head lice, until treatment and all nits are removed. **(upon reentering childcare please see Director for health check and please wait until completed.)**
* Scabies, until 24 hours after treatment.
* Chickenpox, until all lesions have dried and crusted.
* Pertussis (Whooping Cough), until 5 days of antibiotics.
* Hepatitis A virus, until 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.

Children who have been ill may return when:

* They are free of fever, vomiting and diarrhea for 24 hours.
* They have been treated with an antibiotic for 24 hours.
* They are able to participate comfortably in all usual activities.
* They are free of open, oozing skin conditions and drooling (not related to teething) unless:
  + The child’s physician signs a note stating that the child’s condition is not contagious, and;
  + The involved areas can be covered by a bandage without seepage or drainage through the bandage.
* If a child had a reportable communicable disease, a physician’s note stating that the child is no longer contagious and may return to our care is required.

## 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 letterdetailing the child’s symptoms, reactions, treatments and care. A list of the children’s allergies will be posted in the main area and kitchen. 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 note 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.

**Medication:**

A signed authorization and/ or Dr.’s prescription is required for administering all medications. All medication must be in the original bottle. Nonprescription medications and topical creams such as diaper cream, sunscreen and teething gel also require a written permission to administer. It is up to the parent to provide any medication/ cream they would like the center to use. All prescription and non-prescriptions must be in the original container, have an expiration date and will be used only to treat the symptoms listed on the container. Substitute and all staff have had medication administration training. The following is our full medication administration policy and procedure:

**Newport Promise Community Early Care and Learning Center**

**Jenn’s Treetop Childcare Medication Administration Policy**

**Medication Administration Policy**

1. Reasons for administration of medication include:

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* When medication dosage cannot be adjusted to exclude hours when the child is in the childcare;
* When a child has a chronic medical problem (e.g., asthma) which may require urgent administration of a medication;
* When refusal to administer medication in the childcare would require absence of child
* The recovery phase of an illness who is otherwise well enough to attend the childcare (e.g., ear infection after the first day or so); and/ or
* Required for staff or volunteers during childcare hours

2. Medication which can safely be giving in the childcare include:

* Medication prescribed by a licensed health care professional, for which written instruction are given to the childcare.
* Medication which staff have been trained to administer, including oral, topical (applied to skin), nasal, otic (instilled in the ear), ophthalmic (instilled in the eye) and injectable medications;
* Prescribed medication labeled by a pharmacist, with the child’s first and last name, the name of the medication, the date the prescription was filled, the name of the licensed health professional who wrote the prescription, the medication expiration date, administration and storage
* Transported safely with regard to temperature, light and other physical storage requirements; and
* Medications for which all the criteria on the childcare consent form have been met.

3. The person(s) responsible for administering medication in the childcare will be the person(s) who:

* Has been trained to administer the type of medication by the route as required;
* Will assume safe storage of medication;
* Has access to locations where medication is stored, and medication administered and how to respond to such reactions; and
* Knows when and how to contact parents/ guardians, and to clarify with parent/ physician the need and instructions for administration of medication in the childcare.

4. Medications will be stored:

* In a refrigerator separated from food by being enclosed in a covered sealed container, if refrigeration is required;
* In a cool, dry, dark, locked enclosure which is inaccessible to children; and

**Example**: All medications which require refrigeration will be kept in a sealed, plastic container on the top shelf of the refrigerator in the kitchen. Any medication which should not be refrigerated will be kept locked in the Medication Bag/Box available to staff at all times.

* **Rescue medications such as Epi-Pen and Inhalers should not be kept locked, they must be kept out of children’s reach and be accessible to staff at all times.**

5. Medications will be administered:

* In a location where the child receiving the medication will have privacy when the medication is given. If this is not possible, the other children will be reminded that medications are taken only when an adult can administer them.
* In a location where, accidental ingestion by another child is unlikely;
* Wearing gloves, if needed; and
* Where hand washing is accessible, and hands are washed before and after giving medication.

6. Procedures which will be used when administering medication include:

* Designation of times(s) at which the medication can be given;
* Completion of the consent from;
* Storage of the medication in the designated locations;
* Administration using the prescribed measuring device and technique;
* Recording of each dose given by date, time and amount on the medication administration record available to the parent. This record will be reviewed on a regular basis with the parent/guardian
* Recording changes in a child’s behavior that have implications for drug dose or type, and informing parents/guardians; and
* Providing parents/ guardians assistance in a communicating medication effects to health provider.

7. Tracking of controlled prescription medication when receiving and returning include:

* Count medication in front of parent/guardian when receiving medication, both parent and staff that is receiving and recording initials.
* Return all unused medication to parent/guardian end of each week or at end of child’s enrollment. Count medication in front of parent/guardian when returning medication and both parent/guardian and staff member recording return of medication initials.
* **Non-prescription medications** require written permission and instructions signed by the child’s primary care physician. 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.

(C) **Non-prescription topical ointments** (e.g., diaper cream or teething gel), sunscreen and insect repellant require a note signed by the family, specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

**Sunscreen/Insect Repellant:** Written permission will be needed from parent/guardian for staff to administer. Also parent/guardian is responsible for supplying the sunscreen/insect repellant.

## 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 local Board of Health or 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:

* Bacterial Meningitis
* Botulism
* Chicken Pox
* Diphtheria
* Heamophilus Influenza (invasive)
* Measles (including suspect)
* Meningoccocal 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, outdoor play, sand, weather, and other sensory activities. Outdoor area is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One aspect of concern is the risk associated with children’s clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children’s clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Please note that the children will be involved in art and outdoor activities that could get on their clothing. We do use smocks during art activities to help prevent soiling of clothing, but it does not guarantee clothing will not be soiled.

## Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperatures and conditions pose treat to children’s health. The center will use the Child Care Weather Watch Chart. Additionally, outdoor play will be cancelled if the air quality rating is unhealthy range. We are registered with the EnviroFlash air quality notifications system which sends out daily report of air quality levels.

## Communal Water-Play

Communal, unsupervised water play is prohibited.

## Swimming/Water Play

At this time swimming or wade pool activities are prohibited. This could change over time and if it does a permission slip and policy and procedures will be created; families will receive a copy. There will be water tables and bins available for sensory play.

## Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. Every morning a sweep of the outdoor area will be done by staff upon arrival. First aid will be administered by trained staff in the event that 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.

Noteswill 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 to keep them informed and to develop strategies for change.

## 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. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

## Smoking

The poisons in secondhand smoke are especially harmful to infants and young children’s developing bodies, therefore the indoor and outdoor center environment used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center’s premises.

## 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.

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 equal rights to custody. 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 conduct an investigation. 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 5 minutes, the family and the police will be notified.

## Fire Safety

Our center is fully equipped with fire/carbon detectors, fire extinguisher just outside of classrooms, light up exit signs to aid fire safety.

Our fire evacuation plan is reviewed with the children and staff monthly.

## 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 will accompany and remain with the child until a family member or emergency contact arrives.

## Emergency Drills

We will also practice evacuations, lockdown drop, cover and hold and shelter in place.

## Emergency Preparedness Plan

**Emergency Preparedness Plan**

**TABLE OF CONTENTS**

Introduction pg. 31

Reducing the Threat of Emergencies pgs. 31

Intruder Emergency Drill pg. 33

Evacuation Procedures pg. 34

Emergency Drills pg. 35

Recovery from Emergency pg. 36

Resources for Recovery pg. 36

Contact Information pg. 37

Staff Responsibilities During Emergency pg. 37

Letter to Communicate Plan with Families pg. 37

Directions to Childcare and Relocation Sites pg. 38

**EMERGENCY PREPAREDNESS PLAN**

**1. INTRODUCTION**

Newport Promise Community Early Care and Learning Center is committed to keeping the staff and families safe and healthy. Natural disasters, environmental hazards, or other threats such as an intruder or terrorist activity may happen, and staff are trained and prepared to handle any emergency. This document addresses our Emergency Response and Recovery Plan. Listed are procedures for maintaining the actual building, to reduce the threats of emergencies, evacuating the building in an emergency, and forming a “Shelter in Place” when necessary.

**2. REDUCING THE THREAT OF EMERGENCIES**

1. Once a year cleaning and check of heating, cooling, gas and electrical systems and verify that they are in good working order. Center director will call for annual maintenance.
2. Provide one or more carbon monoxide detectors and check at least twice a year and will change the battery.
3. Ensure that all smoke detectors are working properly and change battery.
4. Check fire extinguishers monthly and update annually.
5. All spaces at the childcare will be clear of obstructions that would get in the way of an evacuation.
6. Exit signs are posted clearly; evacuation routes available in every space (this should be on bright paper, easy to find).
7. Evacuation drills are practiced using different exits as the suggested exit may not be accessible at the time of the emergency.
8. All staff are trained in CPR and First Aid from the American Heart Association every two years
9. The following emergency numbers shall be posted near the telephone

* Fire
* Police
* Ambulance
* Poison Control Center
* 911 address and directions to facility
* Department for Children and Families (for reporting suspected child abuse or contacting social workers serving families of children in care)
* Child Care Services Division

The following numbers shall be located near the telephone:

* Parents home and work
* Emergency contacts for each child
* Child’s health care provider and dentist
  1. The center will have the 911 identification number clearly posted and visible from the road.
  2. An Emergency Relocation Shelter Agreement shall be completed and kept on file. One location site will be needed. Evacuation site should be close to the child care program so that staff and children can walk to it if the building becomes unsafe. If second relocation is needed parents will be called to pick up children at relocation site.

**O. EMERGENCY SUPPLIES:**

The center will have a Go-Bag for each room which includes the following:

Radio-hand crank or battery operated, extra batteries.

Flashlight-hand crank, shake or battery powered, extra batteries if needed

Whistle

Bottled water

Box of Tissue (1)

Tarp (1)

Blankets (3)

Non-perishable foods

Diapers

Age appropriate time passers (books, crayons, paper, etc.)

Staff is responsible for ensuring that all children have at least one change of clothing. All staff is encouraged to have a change of clothing or anything else they may need in the event of an emergency such as medications.

**P. WATER:**

A back-up water supply is available on-site. Additional water labeled “For Flushing Should Not Be Consumed” shall be available.

**Q. THE FIRST AID KIT:**

Childcare center should have a first aid kit stocked per Early Childhood Program Licensing Regulations and updated monthly.

**R. FIRE EXTINGUISHERS:**

Will are located just outside classrooms where the children are cared for.

**S. LEAVING THE PROGRAM SPACE:**

When staff and children leave the childcare, for a field trip for example, staff must carry the first aid kit, Medication Bag (if children have medication prescribed) Emergency Contact Information, include court ordered mandates, and attendance information. When evacuating infants and toddlers: Toddlers that are walking will be paired with an older child (buddy system), Toddlers and infants that cannot walk will be placed in front carrier and stroller to allow quick and easy transportation of building. If there are disabilities an individual plan will be made to include protocol/plan for child during emergencies.

**T. RELOCATION SITES:**

Staff and children will practice using alternate routes to the designated relocation sites. Staff will consider fall zone of the building and how far staff and children need to be from the building.

**U. Partner with local town emergency committee: (Fire Chief: James LeClair):** Center is on list of schools and childcares with emergency committee of Newport.

**INTRUDERS/EMERGENCY DRILL:**

Should an unwelcome intruder (a disgruntled parent, perhaps) enter the building, the center director will instruct staff to secure the building. The following steps will both prevent unwelcome visitors and help staff react appropriately in the event of an intruder.

1. All authorized people entering the building need to sign-in on the visitors sign in/sign out log.

Exemptions: Parents that pick-up/drop-off regularly as they sign in/out in the attendance record.

1. Any unauthorized person must identify him/herself.
   1. What is his/her purpose for being here?
   2. Tell intruder he/she needs to leave if there is no valid reason for being on premise

**C.** If this person is uncooperative:

1. Center staff calls 911.

2. Center staff/Substitute calls the Local Police Station and informs law officer of physical description, if possible type and color of automobile, and if possible, registration plate and number, and any other identifiable information.

3. Do not intervene if this person is hostile or threatening call 911

4. If this person remains outside the building, secure the entranceway but do not barricade in case of an emergency follow **SAFE-PLACE**.

**SAFE-PLACE *(If there is a threatening person outside, you need a Safe-Place to protect the children).***

**Safe Place – Lockdown**

* Instruct children and staff to lockdown until further notice.
* Close and lock the doors and windows
* Pull the shades
* Move the children to an area where they cannot be seen
* Shut off lights
* Remain quiet
* Wait for further instructions
* Take a head count after the event.
* Report any missing persons immediately to authorities

**Staff must have easy access to both the first aid kit and attendance information.**

**EVACUATION PROCEDURES**

All staff should be familiar with the Newport Promise Community Early Care and Learning Center evacuation procedures. Center Director or Lead Teacher will inform staff of evacuation. Staff is responsible for any children currently with them. Before exiting the building, turn off the lights and close the doors in your space (to prevent the spread of smoke and fire). Emergency Preparedness/Evacuation Drills will be practiced throughout the program year and the date documented on the Emergency Preparedness/Evacuation Drills Tracking Sheet.

**EVACUATION**

* Quickly and calmly remove all children and adults from the building to a predetermined location immediately accessible to emergency personnel and families (far corner near fence beside garage), if evacuation of area is needed follow extended instruction to provide safe transportation by stroller and walking to relocation site (Municipal Building).
* Staff takes:
  + First Aid Kit/ Evacuation Bag, including children’s Emergency Transportation/Field Trip Permission Form
  + Child Daily Attendance Sign In/Sign Out Form
  + Medication Bag
  + Portable telephone
  + Evacuation Go Bags
* Staff will do roll call
* Remain quiet and wait for further instructions
* Extended steps for area evacuation: Location site Municipal Building 222 Main St, Newport, VT 05855.
* Leave evacuation form on door of childcare stating evacuation location

**Transportation:**

If it becomes necessary to relocate the children to a safer location parents/guardian will be notified and will need to come to the Municipal Building immediately to pick up their child/children.

**REVERSE EVACUATION: *When outside the building****.*

***Can be used for any perceived threat such as: rabid animal, moose, trespasser, etc*.**

* Use signal to alert staff (whistle, voice)
* Move children/staff indoors quickly
* Take attendance
* Report any missing individuals

**EMERGENCY DRILLS**

**DROP, COVER AND HOLD *Can be used for any of the following: earthquake, tornado, severe wind, intruder, gunshots.***

**DROP, COVER AND HOLD**

When the command **“DROP”** is given

* Drop to the ground under a table
* Face away from any windows and cover your eyes by leaning your face against your arms
* Hold on to the table
* Stay in the Drop position until instructed to get up
* If in an area without an object to drop under, then just drop to the floor and protect your head
* **If outside drop to the ground and lay flat**
* Remain quiet to listen to instructions
* Immediately following, account for all individuals and assess for injuries

**SHELTER IN PLACE *If the air is not safe to breathe outside, such as in the event of a toxic plume (hazardous material release), and you need to stay indoors, you will need to Shelter-In-Place.***

Local authorities issue orders for shelter-in-place during chemical emergencies. Local officials will relay emergency action steps to the media on a continual basis until the crisis is over. Center Director will notify staff. Once the order for shelter-in-place has been issued, do not leave your building location until you receive official notification that the danger has passed.

**SHELTER IN PLACE**

* Conduct reverse evacuation (if outside)
* Director will notify staff
* Direct children in your space to a central location (downstairs office)
* Have children carry cubby bin (for extra cloth etc.)
* Call 911. Inform emergency staff of any special health needs of staff and/or children.
* Close and lock all windows and doors (Allow entrance through one door)
* Turn off fans, air conditioners, or other sources bringing in the outside air
* Labeled totes are present and labeled shelter in place
* Seal off gaps around window-fitting air conditioners. Use duct tape and plastic to seal off bathroom exhausts, range vents, and other openings to the outside as much as possible.
* Tune in radio station
* Ensure land-line telephone is plugged in; locate a cell phone
* If vapors begin to bother people, hold wet clothes or handkerchiefs over the mouth and nose.
* Medication and First Aid kit/ Evacuation Bag will be brought from classrooms.
* Take Roll Call

**DAM EMERGENCY**

In case the Newport dam was to break and flood the town we will continue our daily routine except for outdoor use. The center location at the church is one of the relocation sites for the town therefore we will not need to evacuate unless otherwise instructed by town emergency officials; therefore, evacuation plan will be followed. In this case staff will be notified by center Director.

**Local Emergency Planning Committee:**

Director contacted committee regarding **Newport Promise Community Early Care and**

**Learning Center** location and will use the committee as a resource for the childcare.

**Infant, Toddler and Special needs children during emergencies:**

Center staff will always be in compliance with number ratio. Children who cannot walk or with other disabilities that may need provider assistance to move to safe space during an emergency, will be carried/stroller by staff and assisted. Children who can be paired up with buddy system with an older child at childcare to walk with during emergency. For special needs children an individualized plan will be created with staff and family, reviewed by staff and followed during an emergency situation.

**3. RECOVERY FROM THE EMERGENCY:**

Recovery means to return to normal operations. This may be a long-term process depending on the damages incurred. You need to consider the physical and mental health and safety of your staff and children and your financial resources. Where would you go if you can’t go back to your building, what is the backup plan?

Meet with your staff and assess how each step in the plan worked for children, parents, staff, and local emergency officials. Evaluate the current mental health of staff and children. If needed, provide professional assistance. Help staff to overcome this post-traumatic stress by giving them correct information about the disaster, letting them help put things back to normal, and providing opportunities to talk and share their feelings. Now is the time to plan for the next emergency. Re-write the emergency plan if the evaluation shows the need. Restock the emergency supplies you need.

**4. RESOURCES FOR RECOVERY:**

Northeast Kingdom Human Services – 1-800-696-4979 or 802-334-6744

Vermont Department of Health – 808-879-5900

**5. CONTACT INFORMATION:**

Emergency Telephone Numbers – 911

Newport Fire Department: 802-334-7919

Newport Ambulance: 802-334-2023

Derby Ambulance: 802-873-3667

Poison Control: 800-222-1222

Newport City Police Department: 802-334-6733

Sheriff Department: 802-334-3333

State Police: 802-344-8881

North Country Hospital: 802-334-7331

Copley Hospital: 802-888-8888

Northeastern Vermont Regional Hospital: 802-748-8141

Vermont Red Cross: 802-660-9130

Municipal Building:802-334-6345

Staff Contact Information-

Jennifer Bergeron-Director

Email: jennifermariebergeron@gmail.com

Email: newportcommunitycare@gmail.com

Phone: 802-334-4555

**6. STAFF RESPONSIBILITES DURING AN EMERGENCY: (also see Emergency Plan)**

Director- to notify, make sure procedure is followed, assist with safety of children and staff.

Classroom Staff: to ensure children safety, follow procedure, have first aid and emergency bag, have attendance sheet, and report to Director.

Kitchen Staff: Follow procedure, turn off everything in kitchen

**7. LETTER TO COMMUNICATE PLAN WITH PARENTS:**

Parent/Guardians,

This letter is to assure you of **Newport Promise Community Early Care and**

**Learning Center** concern for the safety and welfare of the children attending. The Emergency Plan provides responses to all types of emergencies. The following are the procedures that will be followed according to emergency:

* Immediate Evacuation: Children are evacuated to a safe location on the grounds of the childcare in the event of a fire, etc. In case of inclement weather or situation we may then proceed to our relocation site.
* Shelter-In-Place: Sudden occurrences (weather or hazardous materials) may dictate taking cover inside of the childcare.
* Relocation: Relocation of the childcare may become necessary if there is a danger in the area. Relocation site are located above in procedure, emergency action plan and on Emergency communication plan in enrollment paperwork. A sign relocation for will be posted on door stating location site and time of evacuation.

**If unsure of directions to relocation sites below, please ask before emergency for clarification.**

* Modified Operation: May include cancellation/postponement or rescheduling of normal activities. These actions are normal taken in case of a winter storm or building problem (utilities disruption) that make it unsafe for children. You will be contacted by phone, text or email should any disruption in service of care occurs.

We ask that you do not call during an emergency; this will keep the lines open to make emergency calls and relay information.

We realize that emergency circumstances may require changes to your plans, but we urge you to not attempt to make different arrangements if at all possible until notified to as this will create additional confusion.

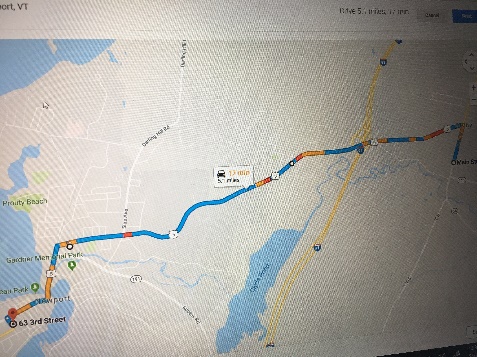
In order to ensure the safety of your children and the center staff we ask your understanding and cooperation. If you have any further questions or concerns regarding the emergency operating procedures, please feel free to contact center director to further discuss.

Sincerely,

**Newport Promise Community Early Care and Learning Center**

**8. DIRECTIONS TO CHILDCARE AND RELOCATION SITES:**

**Derby to Center:**



1. Start out going **south** on US Route 5**/**US-5 S**/**VT-105 toward Kingsbury Cir. Continue to follow US-5 S/VT-105.

Then 3.35 miles

1. Turn **left** onto Western Ave.
   1. Western Ave is 0.1 miles past Blanchard Ave
   2. If you reach Autumn St you've gone about 0.1 miles too far

Then 0.66 miles

1. Turn **right** onto Railroad Sq.
   1. Railroad Sq is 0.2 miles past T P Ln
   2. If you are on Glen Rd and reach Fern Styou've gone a little too far

Then 0.18 miles

1. Railroad Sq becomes US-5 S/VT-105.

Then 0.33 miles

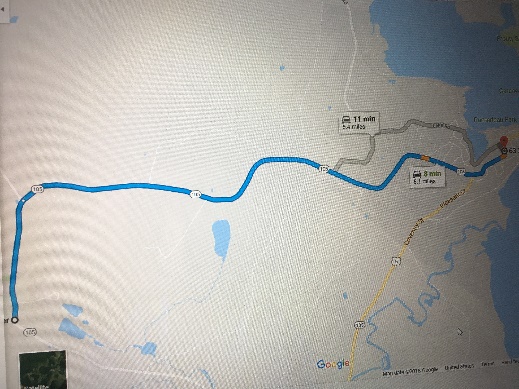
1. Turn **left** onto 3rd St/US-5 S/VT-105.
   1. 3rd St is just past Court Sq
   2. If you reach White Pl you've gone a little too far

Then 0.06 miles

1. https://content.mqcdn.com/yogi-cdn/yogi/icons/30x30/finish.png

63 3rd St, Newport, VT 05855-2189, 63 3RD ST is on the **left**.

**Newport Center/Troy to Center:**



Start out going **southeast** on VT Route 100/VT-100 toward VT Route 14/VT-14.

Then 0.03 miles

1. Take the 1st **left** to stay on VT Route 100/VT-100.
   1. If you are on VT Route 14 and reach Markus Ln you've gone a little too far

Then 0.88 miles

1. VT Route 100/VT-100 becomes VT-105.

Then 3.93 miles

1. Turn **slight left** onto Pleasant St/US-5 N/VT-105.
   1. If you are on Prospect St and reach Clermont Ter you've gone a little too far

Then 0.26 miles

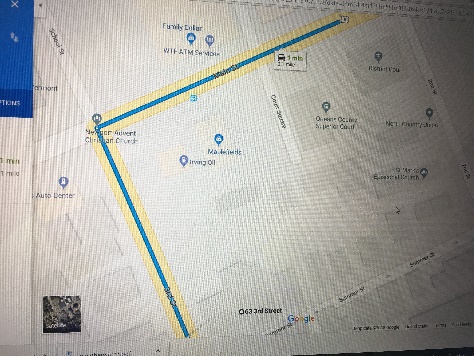
1. Turn **left** onto 3rd St/US-5 N/VT-105.

Then 0.04 miles

1. https://content.mqcdn.com/yogi-cdn/yogi/icons/30x30/finish.png

63 3RD ST is on the **right**.

**Center to Relocation site: Municipal Building**



1. https://content.mqcdn.com/yogi-cdn/yogi/icons/30x30/start.png

Start out going **northwest** on 3rd St/US-5 N/VT-105 toward Main St.

Then 0.06 miles

1. Take the 1st **right** onto Main St/US-5 N/VT-105.
   1. If you reach the end of School St you've gone a little too far

Then 0.07 miles

1. https://content.mqcdn.com/yogi-cdn/yogi/icons/30x30/finish.png

222 Main St, Newport, VT 05855-5000, 222 MAIN ST is on the **left**

**Emergency Preparedness Letter**

Dear Parent/Guardian:

Emergency Preparedness is a key element at **Newport Promise Community Early Care and**

**Learning Center**. **Newport Promise Community Early Care and Learning Center** reviewed VT Childcare Regulations and created emergency preparedness plan. One of the requirements in the plan is to practice various drills throughout the program year. These drills include: Evacuation, Reverse Evacuation, Safe Place – Lockdown, Drop, Cover and Hold and Shelter In Place. The Emergency Preparedness Plan and drills are kept on file at childcare center for your review at any time.

Every month, your child will be practicing the Fire/Evacuation Drill. In addition, the other drills will be practiced throughout the year. Before the drills the staff will be talking and explaining the procedure to the children. This will prepare them to act calmly in the event of a real emergency.

If you have any question and/or concerns, please feel free to contact center Director,

Jennifer Bergeron

802-334-4555

Sincerely,

**Newport Promise Community Early Care and**

**Learning Center**

# Other Center Policies

**PLAN OF ACTION FOR EMERGENCIES**

**HEALTH EMERGENCIES**

When a child is injured or becomes ill, every effort shall be made to notify the child’s parent/ guardian immediately. If a child becomes ill while at the site, the parent/guardian or authorized “individual permitted to pick up children” will be notified and the child will be isolated from other children until the adult arrives. A severely injured child shall be moved only under the direction of a medical professional unless such are not available and immediate movement is necessitated by an emergency situation.

**FIRE AND OTHER EMERGENCIES (Evacuation/relocation)**

Quickly and calmly remove all children and adults from the building. Staff person takes the daily attendance/sign-in/out form, medication bag, First Aid kit/ Evacuation Bag containing children’s Emergency Transportation/Field Trip Permission Form and portable telephone. Meet in a predetermined location immediately accessible to emergency personnel and families. Parents will be contacted as soon as children and staff have followed procedure and are safe.

**Transportation:**

If it becomes necessary to relocate the children to a safer location, we walk to relocation site (Municipal Building). If transportation is needed, parent/guardian will be notified and must come pick their child/children up immediately.

* **Number of children/staff who will need to be moved:** 1 to 22 children and 1 to 10 staff
* **Amount of supplies/records to be moved:** Varies depending on cause of evacuation. Director will make sure items that may need to be moved are ready and organized to allow easy access due to the individual evacuation.

**SHELTER IN PLACE (Down Stairs Office)**

Quickly and calmly

* Conduct reverse evacuation (if outside)
* Direct children in your space to a central location (downstairs office)
* Call 911. Inform emergency staff of any special health needs of staff and/or children.
* Close and lock all windows and doors (Allow entrance through one door)
* Turn off fans, air conditioners, or other sources bringing in the outside air
* Labeled totes are present and labeled shelter in place
* Seal off gaps around window-fitting air conditioners. Use duct tape and plastic to seal off bathroom exhausts, range vents, and other openings to the outside as much as possible.
* Tune in radio station
* Ensure land-line telephone is plugged in; locate a cell phone
* If vapors begin to bother people, hold wet cloths or handkerchiefs over the mouth and nose.
* Medication and First Aid kit/ Evacuation Bag will be brought from classrooms.

**INTRUDER/LOCK DOWN**

Call 911! Quickly and calmly move all children and adults out of site in room and lock doors and windows and pull shades. Children and staff will remain quiet and in designated safe spot until notified it is safe to do otherwise. Staff person takes the daily attendance/sign-in/out form, medication bag, First Aid kit/ Evacuation Bag containing children’s Emergency Transportation/Field Trip Permission Form and portable telephone. Parents will be contacted as soon as children and staff have followed procedure and are safe.

**Location: (for fire):** Far corner of fence next to garage

**Relocation Site:** Municipal Building 222 Main St, Newport, VT 05855

**MISSING CHILD**

Upon determination that a child may be lost or may have been abducted, a staff person shall immediately notify the parent(s)/guardian(s) of the child, the police and Division of Licensing.

**NUMBER OF CHILDREN: 1 to 22 Staff: 1 to 10**

**CHILDCARE Center 911 ADDRESS: 63 3rd Street Newport Vermont 05855**

**DIRECTIONS TO CHILDCARE:**

**Starting on Main Street in front of Cow Palace. Start out going south on US Route 5/US-5 S/VT-105 toward Kingsbury Cir. Continue to follow US-5 S/VT-105, 3.35 miles Turn left onto Western Ave, then 0.66 miles Turn right onto Railroad Sq., then .18 miles Railroad Sq. becomes US-5 S/VT-105 then .33 miles turn left onto 3rd ST/US-5 S/VT-105, then .06 miles destination on left.**

**Starting at Route 100 Troy/Newport Center head southeast on VT Route 100/VT-100 toward VT Route 14/VT-14, then 0.03 miles, Take the 1st left to stay on VT Route 100/VT-100, then 0.88 miles, VT Route 100/VT-100 becomes VT-105, then 3.93 miles, Turn slight left onto Pleasant St/US-5 N/VT-105, then 0.26 miles, Turn left onto 3rd St/US-5 N/VT-105, then 0.04 miles, destination is on the right.**

*Telephone Number and Location of Telephones: Wall of classrooms by door*



*Main Contact: Jennifer Bergeron- Director 802-334-4555*

*Location of First-Aid Kit/ Evacuation Bag: Infant/Toddler Room- Hanging on wall above sink. Preschool room hanging up by white wall cabinet.*



**EMERGENCY TELEPHONE NUMBERS**

**THE NUMBER TO CALL IN AN EMERGENCY IS: 9-1-1 FIRE, POLICE, and AMBULANCE**

**\*\*\*\*STAY ON TELEPHONE UNTIL THE OTHER PERSON HANGS UP\*\*\*\***

**NON-EMERGENCY TELEPHONE NUMBERS**

Hospital: 334-7331 Poison Control Center: 1-800-222-1222 Division of Licensing: 1-800-649-2642 DCF: (hotline) 1-800-649-5285 DCF: (Newport) 1-802-3346723

**Illness, Injury and Emergency Plan**

**When a child is injured or becomes ill, every effort shall be made to notify the child’s parent / guardian immediately.**

If a child becomes ill while in care, the parent / guardian will be notified to pick up their child. Depending on the severity of the symptoms and level of the child’s discomfort, we may determine a time frame for the child to be picked up within. If the child cannot be picked up within that time frame, or the parent / guardian cannot be reached we will contact the authorized individual(s) permitted to pick up child instead. The child will be isolated from the other children until the adult arrives.

It is the responsibility of the parent to keep their contact information, their emergency contact names and information up to date; in addition, we will distribute enrollment paperwork to be updated yearly.

Emergency medication will be administered as per the Medication Administration policy or as directed by an emergency medical professional. Emergency medication that will be kept on premises must adhere to the same policies.

Parents are asked to sign a consent form for treatment of injuries and transportation for medical treatment. Consent is kept in the child’s file.

When necessary, transportation will be provided by any of the following: parents / guardians, emergency contacts, or by emergency medical personnel.

For minor injuries while in care, the parent / guardian will be contacted to pick up their child. Depending on the level of the child’s discomfort, we may determine a time frame for the child to be picked up within. If the child cannot be picked up within that time frame, or the parent /guardian cannot be reached we will contact the authorized individual(s) permitted to pick up child instead. Basic first aid will be administered as necessary.

For injuries requiring emergency medical treatment, our first priority will be arranging treatment/transportation for the child to the doctor’s/dentist’s office or hospital. Parents/guardians will be contacted as soon possible.

A severely injured child shall be moved only under the direction of a medical professional unless such are not available and immediate movement is necessitated by an emergency situation. Parents will be notified when there is no longer a threat to their children, the other children in care and / or the providers.

Our first priority in any emergency situation, will be to ensure the health and safety of the children and the staff. Immediate action will be taken as necessary to protect the children from further harm.

\*Non-emergency numbers and Parent/guardian contacts are located by the phones in each classroom and office.

\*First Aid supplies are located *Infant/Toddler Room- In backpack hanging on wall above sink. Preschool room hanging up by white wall cabinet.*

\*Emergency medication is located *Infant/Toddler Room- In backpack hanging on wall above sink. Preschool room hanging up by white wall cabinet.*

\*911 address 63 3rd Street Newport, Vermont 05855. When calling 911 stay on the phone until the other person hangs up.

***Outings Policy and Procedures***

Purpose: Outings will support the educational experience, current curricula, the developmental level and cultural background of children.

Scope: This applies to all **Newport Promise Community Early Care and Learning Center**

programs in collaboration with other early care and education providers will develop policies and procedures with their partners based on the policy and procedures

Policy: Outings will support the educational experience, current curricula, and developmental and cultural background of the children. \* Outings include but are not limited to: community places/events, the local library, park, nature walks, etc.

Procedure: Pre-planned/impromptu outing:

1. Outings will be planned by **Newport Promise Community Early Care and Learning Center**

* Will coincide with the current curriculum/ appropriate child development learning
* Staff child ratios will meet licensing regulations; the staff will carry a cell phone or “walkie talkies”, allowing the staff to request assistance if needed in the event of an emergency. The staff will remain together with the children until assistance is provided.
* Will assess the individual needs of the children throughout the year to determine if additional supervision is necessary for outings.
* Volunteers/Families will be encouraged to assist staff on outings.
* Staff will review pedestrian safety rules prior to each outing
* Staff will bring the First Aid Kit with Emergency and Field Trip Permission forms. A medication bag (if needed) will be taken on the outing
* Roll call will be taken prior to leaving the center; the staff will bring an attendance list with them; the group will leave together and stay together. Roll call will be taken upon arrival at the destination and again prior to departure; the staff will maintain visual supervision and a “head count” of the children during the trip. The group will leave together and stay together until arrival back to the center. Roll call will be taken again.
* In the event that all staff are participating in the outing, a note will be left on the door stating the group is away from the center and will provide the time of return.

**All Newport Promise Community Early Care and Learning Center employees participating in the outing are to make every reasonable attempt to ensure the safety of all children who attend.**

**Field Trip/Family Activity Policy and Procedures**

Field Trips/Family Activities support the educational experience, current curriculum, the developmental level and cultural background of the children.

This policy applies to all **Newport Promise Community Early Care and Learning Center**

staff and participating **Newport Promise Community Early Care and Learning Center**

families attending the field trip or activity. Programs in collaboration with other Early Care and

Education providers will develop policies and procedures with their partners based on the **Newport Promise Community Early Care and Learning Center**policy and procedures.

All **Newport Promise Community Early Care and Learning Center** staff participating in the field trip are to make every reasonable attempt to ensure the safety of all who attend.

**Newport Promise Community Early Care and Learning Center** staff implementing a field trip in relation to their field trip must adhere to the following procedure, to ensure the success of the experience of the field trip

**Planning for the field trip:** Before a field trip is planned, all information about the location needs to be assessed to assure that it will meet the educational/objectives/appropriate learning for children’s ages.

1. **Newport Promise Community Early Care and Learning Center** staff in cooperation with the participating families will plan the event
2. Staff will inform participating families of the upcoming event in a timely manner by means of:

* Newsletters
* Notes home
* Calendars
* Parent Bulletin Board

1. The adult/child ratio will meet licensing regulations for **Newport Promise Community Early Care and Learning Center**. Participating family members or community volunteers may accompany children to ensure adequate supervision. Staff may increase the numbers of adults in some situations if needed. For field trips involving lakes or pools, VT Child Care licensing procedures will be followed. Siblings attending field trips are the sole responsibility of the parent/guardian and are not to be counted in the adult child ratio. If adult child ratio is not met, the field trip is canceled.
2. Staff will notify parents of location of trip and contact phone # on day of field trip
3. Staff will review pedestrian safety rules prior to each field trip
4. Roll call must be taken prior to leaving, upon arrival, at lunchtime, and prior to departure. The staff will bring an attendance list with them and will maintain visual supervision and a “head count” of the children during the trip. The group will depart for the destination together and will depart together for the return trip. Roll call will be taken again upon return to the childcare.
5. Staff will bring the First Aid Kit with Emergency Field Trip Permission forms; a medication bag will be taken on the trip if needed.
6. In the event that all staff are participating in the outing, a note will be left on the door stating the group is away from the center and will provide the time of return.

**Other Health Procedures:**

**The Standard Precautions Procedure**

* Use of nonporous disposable gloves to clean up the blood or blood containing fluid unless the material used to clean it up can easily contain the fluid
* Clean and disinfect the soiled surface
* Dispose of contaminated materials
* store washable items in securely sealed plastic bags
* Wash hands thoroughly as required in the rule 5.2.1.3 (handwashing procedure)

**Hand Washing Protocol**

**Adults and children wash their hands:**

* *Upon arrival at the FCCH*
* *Before they eat, prepare or handle food*
* *Before and after handling raw meat*
* *Before feeding children*
* *After toileting or diapering*
* *After cleaning*
* *After taking out the garbage*
* *After handling animals*
* *After outdoor play*

**Adults also wash their hands before/after:**

* *Giving Medication*
* *Caring for injured or sick child*
* *Diapering*
* *Coming in contact with:*
  + *Blood*
  + *Fecal matter*
  + *Urine*
  + *Vomit*
  + *Nasal secretions*
  + *Other body fluids*

**Hand Washing Procedure**

* Use of warm running water and liquid soap
* Moistening hands with water, applying soap, and washing hands for a minimum of twenty (20) seconds
* Rinsing hands under running water
* Drying hands with a single use towel or paper towel; and then
* Disposing of the towel.

**Cleaning, Sanitizing and Disinfecting:**

Cleaning will always occur prior to sanitizing and disinfecting. All cleaning and disinfecting solutions shall be EPA registered and used according to the manufacturer’s instructions. Bleach will be used for sanitizing and disinfecting. Fresh bleach solutions will be mixed daily.

***Cleaning Schedule***

**Cleaning of the following items shall be done on the following schedule:**

**After each use:**

* Plastic mouthed toys
* Changing tables
* Cribs, cots, mats, and bedding, if used by different children.

**When it touches another surface:**

Pacifiers

**Every week:**

* Cribs, cots and mats, and bedding if used by the same child every day.

**Every month:**

* Machine washable toys
* Dress‐up clothes including hats
* Play activity centers
* Refrigerator

**Sanitizing of the following items shall be done on the following schedule**:

**Before and after each use:**

* Food preparation surfaces
* Dining tables and highchair trays

**After each use:**

* Eating utensils and dishes

**At the end of each day:**

* Food preparation appliances
* Plastic mouthed toys
* Pacifiers

**The following items shall be disinfected at the end of each day:**

* Door handles
* Hand washing sinks and faucets
* Countertops
* Toilets and toilet learning equipment
* Diaper pails
* Drinking fountains

**Diapering Procedure**

* **Preparation:**
  + assemble supplies
  + staff member washes hands
  + prepare changing surface ensure that  the surface was recently cleaned, disinfected
  + bring the child to the diaper changing area
* **Dirty Phase:**
  + remove soiled diaper
  + cleanse diaper area of the child
* **Clean Phase:**
  + put on clean diaper
  + dress child
  + wash the child’s hands.
* **Clean up:**
  + clean and disinfect the diaper changing surface
  + dispose of diaper
  + staff member washes their own hands.
  + Record diaper change.

# Family Activities

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

**Advisors:**

* Discussion of Program Goals – annual meeting for families to provide input into our plan for the program.
* Parent Advisory Committee – meets 4 times a year to review progress toward annual goals.
* Classroom Representative – serves as a liaison between classroom parents and teachers
* Home and School Committee – meets monthly to plan family events and fundraisers

**Family Events:** We have several events throughout the year that bring our entire community together. Watch for the announcements!

* Open House
* Family Game Night
* Family Math Night
* Book Swap
* Fall Festival
* Annual Family Picnic

**Classroom Activities:** Enjoy and help your child’s class with these special activities.

* Share a meal with your child
* Chaperone field trips
* Read to children at arrival or pickup
* Volunteer in the classroom
* Donate requested items
* Serve as a parent representative
* Welcome new families
* Contribute to class Pot Luck Meal
* Family Teacher conferences

**Family/Parent Workshops:** Our menu of family workshops changes annually. Below is a list of workshops we typically offer. We try to offer these in the early evening or on Saturdays. See the monthly calendar for scheduled topics. We welcome requests for workshop topics.

* Positive Guidance and Loving Discipline
* Toilet Training
* Safety in the Home
* Child Proofing Your Home
* Brain Development
* Nutrition and Exercise for Small Bodies
* Supporting Your Child in Times of Stress
* Food Allergies
* How to Prepare for a Conference
* Warning Signs for Developmental Delays
* Value of Reading to Your Child
* Everyday Math

# Employees Caring for Enrolled Children after work Hours

**Newport Promise Community Early Care and Learning Center** understands that we live in a small community were families of program are families of employees and that strong relationships are built with our enrolled families. It is not recommended that you ask an Employee of **Newport Promise Community Early Care and Learning Center** to care for your child/children outside of childcare hours. However, if you choose to hirer a **Newport Promise Community Early Care and Learning Center** employee to carefor your child outside of employment hours of the program **Newport Promise Community Early Care and Learning Center holds no responsibilities** of your contract between yourself, employee or any actions that take place during care of your child/children on the employee’s personal time.

# Resources/Information

## Water Test

We had a water test done in April 2018 by the state of Vermont. The tested covered lead. The test results showed all levels below and safe for drinking. The Vermont State Drinking Laboratory completed the test. The test results are available, just ask if you would like to see them.

**Regulations**

The Child Care Regulations will be available near bulletin board. They can also be viewed online at <http://dcf.vermont.gov/cdd/laws-regs>.

**Child Development**

Here are online links about child development. <https://www.cdc.gov/ncbddd/childdevelopment/>

<https://medlineplus.gov/childdevelopment.html>

<https://childdevelopmentinfo.com/ages-stages/>

<http://www.webmd.com/parenting/baby/features/is-your-baby-on-track>

**Complaint Procedures**

I will have parent surveys to allow parents to have input in childcare and share any concerns they may have.

### Registering a Formal Complaint:

There are two ways you can register a formal complaint about a child care provider/program:

1. Call the Child Care Consumer Line at 1-800-649-2642; or
2. File a complaint [online](http://www.brightfutures.dcf.state.vt.us/vtcc/process.do?5Mmr3gjumkz13-SgYEjWekr3%3dxguw3YEa.aU7zaju.xnn.xGOOF-Oq-G6%2bS6%256Uh6%256U6F.FOhgwEkeUs3peYY.wjRszYgwUVm3wjR_YEawsUzWe_WmK_SgsUWVjUVm3mWgwkmpwUVm3wjR_YEWeUYegkz13SG0D6qSdGhSS0_d) using the the Bright Futures Information System.

#### What happens with complaints?

* A licensing field specialist may contact the person making a report, then conduct an investigation.
* The investigation may include interviews with the child care provider, families, and community agencies.
* The investigation may also include an unannounced visit from a licensing field specialist.
* A determination will be made as to whether there is evidence of a violation of the child care regulations.
* If violations are substantiated, the licensing field specialist may require a program improvement plan or other corrective action.
* Child care providers have the right to appeal any violations

**Child Care Consumer Line**

Call **1-800-649-2642** toll free in Vermont to:

* Get information about child care providers (e.g., when they became licensed, if they are accredited or have a STARS rating, and if they've had any licensing violations in the past year);
* Voice a concern about a provider (e.g., unregulated, lack of supervision, too many children, unqualified or not enough staff, inappropriate guidance and discipline, unsafe environment); or
* Make a formal complaint about a child care provider.

**Executive Board of United Church of Newport Contact Information**

Doug Spates(President) [dspates@memrent.com](mailto:dspates@memrent.com)

Paul Rittershausen (Vice President) [rittershausen@msn.com](mailto:rittershausen@msn.com)

Pat Vana (Secretary) [pbevana@gmail.com](mailto:pbevana@gmail.com)

Ron & Benita Benson (Board Members) no email

Jean Condon (Board Member) no email

Janet Wiseman (Board Member) [janet.wiseman@comcast.net](mailto:janet.wiseman@comcast.net)

Charlie Kremer (Board Member) Susan Kremer (Treasurer) [Susankremer82@gmail.com](mailto:Susankremer82@gmail.com)

Alan Franklin (Board Member) [alanc.franklin@gmail.com](mailto:alanc.franklin@gmail.com)

Dan Marquette (Investment Secretary) [dlmmarq@hotmail.com](mailto:dlmmarq@hotmail.com)

James Merriam (Pastor) pastorjames@unitedchurchofnewport.org

**Governance Board of Newport Promise Community Early Care and Learning Center Contact Information**

Moore de Ortiz, Colleen (Community Member) Colleen.MooredeOrtiz@vermont.gov;

James Merriam (Pastor/Licensee) 7jacobin@gmail.com;

Jennifer Bergeron (Director) newportcommunitycare@gmail.com

Keith Richards (Treasurer)wrasse@myfairpoint.net;

Linda Michniewicz (Community Member/Chair) linda.m.mic@gmail.com;

Michelle Rossi (Community Member) michellerossi77@live.com;

Susan Kremer (Church Treasurer/Co-Chair) <susankremer82@gmail.com>

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Newport Promise Community Early Care and Learning Center Family Handbook**, and I have reviewed the family handbook with a member of the **Newport Promise Community Early Care and Learning Center** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Newport Promise Community Early Care and Learning Center Family Handbook** that I do not understand.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Recipient Signature |  | Date |
|  |  |  |
|  |  |  |
| Center Staff Signature |  | Date |