

**WINDSOR SOUTHEAST SUPERVISORY UNION  
EARLY CHILDHOOD PROGRAM  
(WSESU-ECP)**

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# **PARENT HANDBOOK: POLICIES & PROCEDURES**

Location: 126 State Street School  
Mailing Address: 105 Main St. Suite 200  
Windsor, VT 05089  
(802) 674-8289

<http://www.wsesu.net/ecp-home>

## ***Program Description***

The Windsor Southeast Supervisory Union (WSESU) Early Childhood Preschool (ECP) Program offers an inclusive, 10 hour a week developmentally rich preschool experience for children, ages 3-5 who reside in any of the towns within the school districts served by the WSESU; Windsor, Hartland, Weathersfield, or West Windsor. The classroom teacher is a licensed and Certified Early Childhood Education Teacher through the Vermont Agency of Education. The ECP Program is licensed through the Vermont Department of Children and Families Child Development Division, and has consistently received the highest quality rating of 5 STARS. Additional information about Vermont Child Care regulations can be found on the internet at: [www.dcf.state.vt.us/cdd/](http://www.dcf.state.vt.us/cdd/). Additional information about the Early Childhood Program can be found on our website listed above.

## ***Philosophy and Vision***

Our philosophy maintains that all young children learn best in inclusive classrooms through active exploration and play. Teachers and staff work collaboratively to provide an integrated, multidisciplinary and developmentally appropriate program for all children. The curriculum provides a variety of structured and unstructured play-based learning opportunities. The vision of the Early Childhood Program is to work in partnership with families and the community to enhance the abilities and skills of the whole child, including social, physical, intellectual, communication, and emotional development.

We believe:

- All children are capable of learning and have individual needs, skills, and talents.
- Children learn best as active participants in co-operative, play-based experiences.
- Children learn best through experiences that enhance their self-esteem, independence, help them make choices, and develop competencies.
- Children learn best using a unified developmentally appropriate curriculum, utilizing child-centered teaching practices and support services.
- Parents/caregivers are the child's primary and on-going teachers, sharing equally in the child's education.
- Open and honest communications between staff members, as well as, with parents/caregivers help to enhance a child's education.
- The sharing of diverse points of view and the encouragement of risk-taking will generate new ideas.
- Preschool experiences provide each child with the foundation for on-going learning and support the child and family to become responsible partners in community life.

## ***Program Hours & Daily Schedule***

Our class's meet Monday –Thursday. The morning class runs from 8:30 a.m. to 11:00 a.m. The afternoon class runs from 12:00 p.m. to 2:30 p.m. So that we may have adequate preparation time, we ask that you adhere to the classroom drop-off and pick-up times. Please be sure to sign your child in and out upon arrival and departure from the ECP.

### **Morning Program**

8:30-9:00:	Welcome & Table Time
9:00-9:15:	Circle Time
9:15-9:45:	Learning Stations
9:45-10:15:	Choice Time
10:15-10:25:	Mini-Circle
10:25-10:40:	Snack
10:40-11:00:	Outside & Goodbye

### **Afternoon Program**

12:00-12:30
12:30-12:45
12:45 – 1:15
1:15-1:45
1:45-1:55
1:55-2:10:
2:10-2:30

## ***Parking***

Short term parking for pick up/drop off is available outside the ECP entrance. If you are planning to spend your child's class session with us, please find an available parking space in the lot behind the school building (not in one of the reserved ECP pick up/drop off spaces).

## ***Classroom Registration***

You will receive a packet of information and paperwork to be completed prior to the first day of school. The following forms and records must be returned in order for your child to be enrolled:

- A completed Admission/Registration form signed and dated by the parent/guardian
- A current copy of immunization record or a statement if it is medically/philosophically contraindicated must be on file on or before your child's first day of school.
- A copy of official birth certificate;
- A completed student information sheet;
- A completed student record release form;
- A completed permission form;
- Name, address and current telephone numbers for at least two other people designated as emergency contacts;
- A completed authorization form for any one other than a parent /guardian who is authorized to pick up your child.
- A completed criminal record screening form if volunteering in the classroom more than 5 times.

- Verification of Residency in towns served by our program and accompanying affidavit form (this should be returned directly to the Supervisory Union office in Windsor).
- A record of your child's annual physical and health history.
- A description of any special medical, developmental, emotional or education needs, including allergies, or injuries, previous serious illnesses or injuries and any prescribed medication including those for emergency situations.
- Written authorization to obtain emergency medical care and transportation
- Additional documents and forms as required by the VT Agency of Human Services Department for Children & Families.

## ***Attendance Policy***

We ask that you call and notify us if your child will not be in school. All children benefit from predictable schedules and continuous attendance. Multiple absences really do affect your child's learning. If a child has repeated unexcused absences we will contact you to talk about the reasons and attempt to resolve the problem. If attendance does not improve following attempts to solve the problem, a child's classroom space be offered to another child. Children receiving IEP services will continue to receive support as outlined in their IEP.

## ***Procedures for signing your child in and out of the Classroom***

Parent/Guardian or authorized adult must sign their child in and out of the program indicating the time of arrival and time of departure each day. There is a sign in/sign out sheet with your child's name located in the Snack room. If children are being released from the playground, the sign out sheet will be available on the playground.

## ***Release to Adults other than Parent/Guardian***

Children will only be released to parents, legal guardians or others authorized by the child's parents or legal guardian. All families must have a current transportation form on file to authorize anyone other than a child's legal parent or guardian to pick up their child. A phone authorization is only acceptable for unexpected emergencies. Staff will document and verify both the identity of person calling as well as person picking up your child.

## ***Snack***

Families are asked to send in snack about once a month for the whole class – about 15 children. Milk and water will be provided at every snack. Snacks should be low salt, low sugar and contain at least 2 food groups. Snack suggestions include fresh fruit, yogurt, crackers and cheese or peanut butter, grated cheese and corn chips for nachos, vegetables and dip, frozen pizza and cut up sandwiches. We have cups, plates, napkins, and silverware. You will receive a snack schedule each month listing the day your child has snack. Your child's snack day will be scheduled on or as closely as possible to you child's birthday. Special birthday treats (i.e. cupcakes, cookies, etc) are fine to bring on that day, however we ask that you refrain from bringing desserts on regular snack days.

## ***Clothing***

Please have your child dress appropriately for both outdoor play and messy indoor play, keeping in mind that your child may get dirty. (Even for our indoor activities, a good rule of thumb is to have your child “Dress for a Mess.”)

Please send a change of clothing with your child each day (including socks and underwear), labeled with your child’s name. If you prefer, you may send a change of clothing to be stored here at school. We also have a limited amount of extra clothes at the ECP just in case, and ask that you wash and return these to us as soon as possible if your child borrows them. Families are responsible for supplying diapers and wipes, if necessary.

### ***Outdoor Clothing***

It is essential for all children to come to school prepared to go outside every day. Unless it is pouring rain or below 15 degrees Fahrenheit, you can assume that we will be going outside. If there is a slight drizzle, we may still venture out, so please be sure to send your child with proper rain gear. In the event of snow, please be sure to send snow pants, jackets, mittens, hats, and boots. Please let us know if providing adequate winter clothing is a challenge in any way. We know of resources that could assist you.

Self-awareness and independent self-care skills are important skills for all children to learn. One of the many ways we support the development of these skills is by trusting and supporting a child’s sense of how hot or cold they may be. When we go outside, all children will be required to put on, with assistance, their jackets and any other outdoor gear sent from home before they will be permitted outside. Once they are outside, if a child is too hot, he/she will be allowed to unzip or take off outer layers such as jacket, mittens or hats. We believe that given the opportunity, young children know when they are too hot or cold, and will adjust as needed or seek help to put on an extra layer if they are uncomfortable. It is very important for us to teach children to self-regulate their own body temperature, and to learn that they can do this by adding or subtracting a layer. If your child is ill, or you feel s/he is not healthy enough to play outside under any of these conditions, we trust you to keep him/her home from school or let us know of any unusual circumstances.

## ***Parent/Family Involvement***

Parent/Guardian have access to the Windsor Southeast Early Childhood Program and their child without prior notice. Upon written request, Parent/Guardian have access to their child’s preschool records. A written request will be responded to within one school day.

The Early Childhood Program has an “Open Door” policy. We welcome and encourage family involvement and hope to work together with you and your child to make each school year a collaborative success.

### ***Parent-Teacher Conferences***

The WSESU- ECP uses Teaching Strategies Gold for ongoing observation, assessment and progress monitoring of your child’s development and skills. Progress reports are sent home twice each school year, in February and June. Parent-teacher conferences are scheduled in late fall and an optional

conference is available in May. If you have any concerns, or would like to talk, please feel free to talk schedule a conference at any time during the year.

### ***Visiting the Classroom***

Parents are always welcome in the classroom. If you plan to spend the day with us, we ask that you sign up in advance on the parent volunteer sign up sheet or speak with the Lead teacher. Your child's snack day is a great opportunity for you to stay and share the classroom experience with your child.

Only parents or family members who have completed the Criminal Record Screening & background check form will be permitted to volunteer in the classroom more than 5 times or on field trips.

### ***Communication***

Communication between staff and parents is extremely important. You will receive newsletters throughout the year, which will keep you informed about happenings in our classroom, curriculum focus and any details that make for a smooth-running program. Please take the time to read all newsletters and notices thoroughly to ensure your child does not miss out on anything. If we don't see you on a daily basis, notes, e-mail, phone calls or a notebook that goes back and forth between home and school are some effective ways we have found which help keep communication active.

The monthly calendar, information about workshops and classes, and other information that might be of interest to families with young children are posted on the parents' bulletin board outside the classroom. Feel free to use this space to post any event announcements or other items of interest you might want to share with the other families.

### ***Toys From Home***

We realize that some children may use transitional objects or toys, especially at the beginning of the year. We will support you and your child in making the transition from home to school and encourage a routine of placing the toy or object in your child's cubby when they arrive. As a general rule, toys from home should not be brought to school. Some children have difficulty sharing these personal toys, and they are easily lost or broken. If a child does bring a toy from home to school, he or she will be asked to keep it in their cubby until the end of the day. If there is a special reason for bringing a toy or object, please discuss this with the lead teacher before bringing the toy to school.

### ***Field Trips***

Our curriculum often includes field trips, which help give children hands-on, real life experiences. The permission form with the registration papers includes giving permission for walking within the community field trips. Any other field trips will be announced individually and involve a separate permission slip. Parents are always welcome and encouraged to join us on any field trip.

### ***Positive Behavior Supports, Discipline & Expulsion***

The structure of our classroom encourages children to become independent, successful and active participants in their learning and in the classroom. We teach, model and encourage positive social

interactions and offer guidance and support in developing positive behaviors. Children are not expelled from the WSESU Early Childhood Program.

## ***Medications, Illness & Infectious Diseases***

The WSESU-ECP adheres to the exclusion policies as set forth in the Signs and Symptoms of the Appendix A in the VT Child Care Licensing Regulations. This list is also hanging next to the parent bulletin board. In addition, a child may be excluded if, in the opinion of the program director or Lead teacher, a child is too ill to participate in usual daily activities, is potentially contagious, or has open or infected sores. If you have any questions as to whether or not to have your child attend, please feel free to call.

All children get sick, but every illness does not require your child to stay home. The following is a list of times you **should** keep your child home:

- If your child has vomited two or more times in the last 24 hours.
- If your child has a fever of 100 or higher (armpit).
- If your child is coughing a lot and has an excessively runny nose (mucous that is not clear.
- If your child has diarrhea.
- If your child has “pink eye” or ongoing eye discharge (until it has been medicated for 24 hours).
- If your child has strep throat (until it has been medicated for 24 hours).
- If your child has any communicable childhood disease such as chicken pox.
- If your child has live head lice. (A letter specifically addressing head lice, with an accompanying fact sheet, will be sent home at the beginning of the school year.)
- If your child has impetigo, ringworm or scabies.

Children who take prescription medication during school hours must have a parent bring the medication in its original container. The Program Director or Lead teacher will require your written permission to administer any medication.

## ***Toileting***

ECP staff members understand the challenges faced by parents and caregivers when they are teaching their child to use the toilet. As children work towards independence, staff members try to support the efforts of families by bringing students to the bathroom at school. Every effort will be made to take each child who is working on toileting to the bathroom during the class session. Parents are encouraged to help their child upon arrival and departure. Requests to take a child to the bathroom more than once during a class session will be discussed with families on a case-by-case basis. Children should be very close to using the toilet independently before wearing underwear to school. If a child is in pull-up or diapers, staff will change your child. Please make sure to send your child with at least one set of extra clothing, especially if independent toileting is a new skill.

## ***School Cancellation***

Due to severe weather conditions or other emergencies, it may be necessary to cancel or close school for the day. There may also be times when a delayed opening is announced.

School closings or delayed openings are announced via School Messenger, which will contact all home phones and Email addresses that are in PowerSchool. Also, check the website for updates, as well as the following local radio and TV stations:

- WHDQ FM • 106.1
- WUVR FM • 99.7
- WFRD FM • 99.0
- WUVR AM • 1010
- WNHV AM • 1230
- Television: Channel 5 or News 31

If, due to snow or other emergencies, school must close, you will receive an automated phone call from the “WSESU Notification System. The announcement will not specifically mention the Early Childhood Program. If you hear an announcement that there is a *delayed opening* for the Windsor Schools, *there will be no morning class at the Early Childhood Program*. Weather permitting, the afternoon class will be held as scheduled.

## ***CRISIS/EMERGENCY RESPONSE***

The Early Childhood Program follows the policies and procedures as set forth by the Windsor School District, The Windsor Southeast Supervisory Union and the Vermont Agency of Education. The Windsor School has a School Crisis Response Team (CRT), which is responsible for the development of a comprehensive school emergency operations plan and crisis management. Crises are unexpected, often unpredictable and take many forms. Crisis response protocols are designed to put everyone’s safety first and to minimize the risk of injury or harm. Vermont Statute, 16 V.S.A., Chapter 33 and Rule 4102 requires that in addition to having a comprehensive school emergency operations plan, all Vermont Schools must have regularly scheduled drills to ensure that all members of the school are familiar with emergency protocols involving evacuation and securing the building. Any person(s) on school grounds during an emergency response drill must participate in the drill.

## ***Abuse/Neglect Reporting Policy***

All staff, including contracted or partner providers are mandated reporters of child abuse and neglect pursuant to 33 V.S.A. and are required to report to the Child Abuse Hotline when they reasonable suspect abuse or neglect of a child. A report must be made within twenty four (24) hours of the time information regarding the suspected abuse or neglect was first received or observed.

## ***Nondiscrimination Policy***

The Windsor Southeast SU Early Childhood Program will not unlawfully discriminate against any person or group on the basis of race, color, religion (creed), ancestry, and national origin, place of birth, sex, sexual orientation, disability, age, or marital status.

### ***NOTICE OF NONDISCRIMINATION***

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Windsor School District are hereby

notified that this district does not discriminate on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, gender identity, disability, age, or marital status in admission or access to, or treatment or employment in, its programs and activities.

### ***Confidentiality Statement***

It is the policy of the Windsor Southeast Supervisory Union to ensure that the rights of students and families it serves are fully protected. All personnel, whether paid staff or not, including volunteers are expected to abide by the confidentiality policy. The WSESU-ECP complies with state and federal regulations regarding confidentiality of students and records. Educational and personal information about you or your child will not be discussed or shared unless you have signed an authorization for us to do so.

### ***Smoking***

**There is no smoking on public school grounds. This includes in your vehicle in the parking lot.**

### ***Complaint Procedure***

The WSESU ECP staff is committed to each student and family. In the event that you feel you need to register a complaint about the program in general, or about a specific incident, we have established the following complaint procedure:

- Speak with the classroom teacher about your concern/complaint.
- If the problem is not resolved after discussion with the classroom teacher, speak with the ECP program director.
- If the problem is not resolved after discussion with the program director, contact the WSESU special services director at the WSESU central office at 802-674-2144.  
The Child Care Consumer Concern Line telephone number is 1-800-649-2642

### ***Identities of Governing Body members***

The WSESU Early Childhood Program is governed by the Superintendent of Schools and the WSESU School Board which is comprised of school board representatives from each of the school districts serviced by the WSESU. The identities and contact information is available on the Windsor Southeast Supervisory Union Website.