

Family Handbook



Goodyear Early Childhood Center
22 Williamsville Rd
PO Box 218
Killingly, CT 06263
860-779-6770

Principal: Sally Sherman
Administrative Assistant: Brenda Despathy

2023-2024

Dear Families,

Welcome to the Killingly Public Schools Preschool Program. In addition to local funding, The Goodyear Early Childhood Center is the proud recipient of grants funded by both the CT Office of Early Childhood (School Readiness and Smart Start) and the CT State Department of Education (Family Resource Center) all of which support access to affordable high-quality preschool. As a public school preschool program, we are exempt from state licensing requirements. The Killingly Board of Education retains ultimate responsibility for the management and oversight of the program, for the staff employed at the program, and the children enrolled. We are pleased to offer a high quality early childhood experience to children ages 3 and 4 and their families. All preschool aged children who are residents of Killingly are eligible to attend. We are pleased to offer part day, school day, and limited full day schedules. Child care services are available for before and after school, as well as during some school closings and summer. Hours of operation are noted on page 4.

In an effort to fully understanding the Goodyear Early Childhood Center's policies, we ask that each family read through this family handbook. Teachers and families always work together to help children participate successfully in the program even when professional values and practices differ from family values and practices. Some policies and schedules may change during the year and if so, notification of such changes will be given to all families.

Our program focuses on the whole child. A typical day follows a predictable schedule and includes varied learning experiences. Children participate in literacy activities, science and math exploration, motor movement (both indoors and out) as well as creative activities. Learning takes place within large and small groups as well as individually. Our program plans and implements teaching using the Connecticut Early Learning and Development Standards, which is endorsed by the Connecticut Office of Early Childhood.

This handbook will hopefully answer many of your questions about our program. Should you have a question or concern about your child's program, it is best to reach out to your child's teacher first. In the event, further guidance is needed to help resolve an issue, families should reach out to me and then if needed, the school superintendent. We all want this to be a positive experience for you and your child and we look forward to working in partnership. If I can assist you in any way during the year, please feel free to contact me. If you would like any part of the handbook translated, please phone 860-779-6770. Si quieres que ninguna parte del manual traducido, por favor, teléfono 860-779-6770.

Sincerely,
Sally Sherman, Principal 860 779-6770
ssherman@killinglyschools.org

GOODYEAR EARLY CHILDHOOD STAFF LISTING

Teachers:

Room 3: Sarah Stelmach, Mandy Jarvis

Room 4: Tammy Herrick

Room 5: Kelly Christie

Room 6: Stephanie Santos

Room 7: Brooke Peyton

Room 8: Connie Sharp

Room 9: Holly Bennett

Room 10: Lorie Nordman

Paraprofessionals:

Lauren Briere, Judy Burke, Liz Costa, Jenni Davis,
Brooke Donahue, Wendy Ennis, Rachel Farnsworth, Chelsea Fontaine,
Tamra Foss, Nikki Frazer, Kristin Gray, Brooke Hartigan,
Justine Laporte, Tate Larrow, Lisa Lessey, Jill MacQuarrie,
Sarah Matson, Alice McKissick, Ketel Patel, Jeanne Sisko,
Jennifer Smith, Scott Stevens, Arionna Thomas, Sam Thompson,
Mary Truman, Jacqueline Walker, Krista Weaver, Jaimee Winkler

Support Services

Lucy Garcia, Occupational Therapist

Kelsey Best, School Counselor/Social Worker

Samantha Soper, Parent Educator

Chris Stravato, Interventionist/Coach

Maryam Tavallai, Interventionist

Emily Ross, School/Family Readiness Liaison

Tiffany O'Leary, Physical Therapist

Joanne Laflamme, Speech/Language Pathologist

Valerie Downs, Speech/Language Pathology Assistant

Susan Spagnuolo, Nurse

Steve Pellerin, Custodian

All staff can be reached by email using the format...

First name initial then last name @killinglyschools.org

GOODYEAR EARLY CHILDHOOD CENTER/DAILY SCHEDULE

7:30-8:45: Before school preschool child care

8:45-3:15: Children attending a school day session

8:45-11:30: Children attending mornings only

12:30-3:15: Children attending afternoons only

3:15-4:30: After school preschool childcare

NAEYC ACCREDITATION/PROGRAM ASSESSMENT

The Goodyear Early Childhood Center maintains accreditation with the National Association for the Education of Young Children. This confirms that our program meets all of the high quality standards of this organization. Accreditation represents the ultimate mark of quality in early childhood education. Each year we are required to conduct an annual evaluation on the effectiveness of our program. This annual evaluation includes collecting data related to child curriculum outcomes and staff feedback. Family input is a key factor as well, as we are also required to survey families yearly and identify areas for improvement if needed. Once completed, we submit an annual report to NAEYC that documents our continued maintenance of the quality components. Our annual evaluation is always shared with staff at the beginning of a school year and helps drive our school continuous improvement plan.

Our school believes that continuous quality improvement plays a critical role in positive child outcomes. In addition to yearly NAEYC reporting, our program completes mandatory monitoring visits three times per year as part of our CT School Readiness grant requirements. Child, classroom, and school data are collected and analyzed on an ongoing basis by classroom teams, our building leadership team, as well as a district administrative team.

PROGRAM MISSION AND VISION

Our Mission: Goodyear Early Childhood Center, a Killingly Public School working in partnership with families and our community, to support children in developing a strong foundation for learning

Our Vision: At the Goodyear Early Childhood Center we.....

G: Guide thinking and learning

E: Encourage collaboration

C: value Communication

C: are Child and family centered

THE CLASSROOM

Our goal is to prepare your child for success in school and in life. We do this by supporting each child in a safe, nurturing environment. We organize our classrooms and outdoor spaces as learning areas where children can play and learn. Equipment and furniture is child sized and encourages children's independent use. Classroom schedules provide a consistent routine and simple classroom rules help maintain a safe and predictable environment. Children become comfortable in this familiar setting. They gain independence and skills as they work together and care for their classroom.

TEACHERS AND STAFF

Staff in our program have training and experience in early childhood education. Within the first year of employment, all staff are required to receive training in early literacy and in the area of cultural/linguistic diversity. Ongoing professional learning is required as all staff develop a yearly written professional development plan that identifies a minimum of two early childhood related professional development experiences which will help them to grow professionally. Early release time and professional learning days are built into the district calendar so that all staff have an opportunity to engage in professional learning focused on recognizing and responding to children's needs. Staff also attend out of district conferences and evening workshops offered as part of our collaboration with the Northeast Early Childhood Council.

All classroom staff get to know each child and develops respectful relationships with them. They also provide materials and plan activities based on children's interests. They use assessment information to plan for ways that children can develop skills through direct instruction during small group lessons and child centered play. They will work with you to set goals and identify ways to support your child's continuous growth and development.

FAMILY INVOLVEMENT

Families are a child's first and most significant teacher and play the most important role in a child's development. We have an open door policy. You are welcome to volunteer in your child's classroom; please discuss with your child's teacher the best way/time to do this. Your involvement at school shows your child you are interested in his/her learning.

Other ways to be involved:

- Attend parent teacher conferences. These are scheduled in late fall and early spring but can happen as often as needed.
- Share ideas for newsletters and classroom activities.
- Attend program and classroom events such as special breakfasts, guest readers, grandparent's day, etc.
- Assist your child at home with home-school connection activities shared by the classroom teacher.
- Volunteer to be on a school committee.
- Attend parent/family trainings offered by the program, Family Resource Center, district and Northeast Early Childhood Council.
- Donate recycled materials for classroom projects.
- Respond to surveys about how our program is working.
- Keep in touch with your child's teacher regularly.
- Read and tell stories with your child at home.
- Visit our public library; sign up for a library card. The Killingly Public Children's Librarian visits us often. Please let us know if we can assist you in connecting to them.
- Send your child to school regularly.
- Connect to our Family Resource Center.
- Join our regional Northeast Early Childhood Council.
- Enroll in adult education and/or job training programs. Our family liaison can assist you in accessing these programs if needed.

Family literacy programs are available in our community and can be helpful for families seeking adult basic education. As mentioned above, the Killingly Public Library children's librarian visits our school and is a wonderful resource for the promotion of literacy via access to our public library services.

SAFETY

ACCESS TO THE BUILDING

All visitors to the building must identify themselves at our front door and be buzzed into the building. No one should hold the door open for a visitor. All staff access the building using a district authorized badge.

ARRIVAL AND PICK UP

Arrival: Please be on time each day. This includes children who arrive on a bus, family car, or walk. When children are consistently on time, they learn what to expect. Everything we plan for children has a purpose and we don't want them to miss an important part of their day. An adult must accompany the child to the classroom and/or outdoor learning space, where a classroom sign in sheet will be located. Due to the large volume of children being dropped off at the same time, arrival is considered any time between:

8:45-9:00

12:30-12:45 (afternoon sessions)

No child can be accepted into the classroom prior to 8:45, as we will not have adequate supervision available. Children who arrive after 9:00 must report to the main office for sign in.

At Goodyear, please do not park in front of the front door to drop off. Also, please keep in mind that young children often "escape" the grasp of adult hands and run into the parking lot. Reduced driving speed is mandatory. Smoking is NOT ALLOWED anywhere on school property, including in vehicles. Idling vehicles are also not permitted, unless during extreme weather conditions. No young child should ever be left in a car. As mandated reporters, we are required to contact the Department of Children & Families should we witness this.

Pick Up: Adults will again be asked to sign their child out within the classroom and/or outdoor learning space. If a person other than a parent is picking up a child, he/she must be on the alternate pick up list on your child's original application located in his/her file in the main office. To secure your child's safety, all parents or alternative pick up designees must be prepared to provide a photo ID upon request before the child is released from staff's care. Alternate pick up designees MUST be at least 18 years old.

CHILD PROTECTION

All staff are mandated reporters and must follow the law. Mandated reporter training is provided annually for all preschool staff. Mandated reporters are required by Connecticut General Laws Concerning Child Abuse and Neglect to inform the Department of Children and Families (DCF) if there is reasonable cause to believe that a child has been neglected or abused. Abuse is physical, emotional, or sexual harm to a child. If there is a suspicion of child abuse and/or neglect, we are required to share this information with DCF, OEC, and/or the Killingly Public Schools central office. This includes school employees. If a staff member is suspected of neglect and/or abuse, parents or legal guardians of suspected abused children will be notified by the Director/Principal immediately after notifying the authorities. Parents and legal guardians of other children in the program will be contacted within 24 hours, so that they may share any concerns they have. A staff who is accused of child abuse may be suspended or given leave (with/without pay) pending investigation of the accusation. Such staff may also be removed from the classroom and given a job that does not require interaction with children. This is for the protection of children, as well as staff. However, no accusation or affirmation of guilt will be made until an investigation is complete. Employees found guilty of child abuse will be immediately dismissed.

Staff also have rights if they have been accused of abuse, neglect, or exploitation. They have the right to:

- Be treated with dignity and respect
- Ask authorities to identify themselves
- Be informed of their legal rights
- Know the allegations against them
- Be informed of the investigation procedures and legal process
- Be informed of possible consequences resulting from allegations
- Be informed as to the findings of the investigation
- Appeal any findings of substantiation if desired
- Hire an attorney

We understand that as children explore their environment they often fall and bump into things. It is normal for them to get the occasional bruise. When your child has a bruise from playing or falling at home, be sure to let the staff know as soon as she/he comes to school. We will do the same for you should your child receive an injury at school.

EMERGENCY DRILLS

Per district policy, throughout the year we are required to practice fire and evacuation drills, as well as soft and hard lockdowns. Staff prepare children for these drills using language and strategies appropriate for young children. Families are informed on the day that an emergency procedure has taken place. In the event of a real emergency, the school will follow emergency response plans outlined in our district wide "All-Hazards School Security and Safety Plans, Emergency Management, Faculty and Staff Response Guide."

POLICIES AND PROCEDURES

ASSESSMENT POLICY

Within the first few months of enrollment, all children will receive a vision, hearing, dental, and developmental screening. Results of the screenings will be shared with families and referrals made should a concern be noted. Families who do not have medical insurance and/or need assistance with establishing a medical home, ongoing well child visits, immunizations, and health/dental/nutritional screenings will be referred to our program social worker or family liaison.

In order to assess each child's progress and plan to meet their needs, our staff is trained to use:

- The State of Connecticut Documentation & Observation for Teaching System (DOTS)
- Observational notes, checklists, rating scales, and data
- Portfolios (collections of children's work samples)
- Input from families

Twice a year all families are invited to attend a parent/teacher conference during which written assessment data will be shared and discussed. Of course, you or your child's teacher can meet more frequently if needed. Every effort will be made to support your child in their development; specialists are available within the building to assist the team when specific concerns arise. A student success team meets regularly to assist classroom teachers should an individual child require more assistance.

If needed, a referral for a more comprehensive, individual evaluation may be made, providing a parent is in agreement. Children who have an identified disability are provided services on site within the program. Our program staff includes three special

education teachers, a speech/language pathologist and speech/language pathology assistant, an occupational and physical therapist, as well as a social worker. When needed, a district psychologist, board certified behavior analyst and teacher of the hearing impaired are available on site as well. When appropriate, all services are provided within a child's preschool classroom. Enrollment meetings are held regularly to ensure that children with special needs are strategically assigned to classrooms in order to maintain balanced enrollment.

ATTENDANCE POLICY

Children are expected to attend school as scheduled. Good attendance will allow your child to receive the full educational benefits of the program and will establish good school attendance habits early.

There are times when an absence is necessary such as when your child is sick. Please call 860 779-6770 if for any reason your child will not be attending school that day. Be sure to state your child's full name, teacher's name, date, and reason for absence. You may also report it using our main office email which is geccoffice@killinglyschools.org Click on the attendance block on the homepage (if using a phone, hold down for one second) and complete the online absentee form. Unless you have reported your child's absence, a phone call will be made home as soon as our office is notified of the unexcused absence.

What is an excused absence? Absences 1-9 will be excused as long as a parent notifies the main office of the absence. These can be for ANY reason.

Absences 10 and beyond: will be excused if a parent notifies the main office AND provides documentation. "Proper verification" means an official card/letter from a professional office. See below for examples of excused absences beyond 9.

1. Child illness or injury with proper verification
2. Medical appointments with proper verification (this may also include the school nurse).
3. Court proceedings with proper verification
4. Death of an immediate family member.
5. Observance of a religious holiday
6. Lack of transportation normally provided by district

Healthy children who are absent frequently concern us. A child who misses 10% of the school year will be defined as Chronically Absent. Over an entire school year, 10% equals

18 days. These days can be either excused or unexcused absences. Families will be notified **on or about the 9th** absence of their child. This notification will simply explain that "Proper Verification" will now be required to excuse the absence.

Families will also be notified if their child is Chronically Absent (missed **10% of the school year to date**). Families will be notified if their child is "Truant 4" (**4 unexcused in 30 days or 10 in a year**). Should this occur, the school social worker and/or the District Attendance Coordinator will meet with you to identify the reason and find solutions to improve your child's attendance. We want to prevent any child from losing a space in the program because of poor attendance. When a child is absent from the program for an extended period (more than 5 consecutive days) without notification, we will assume you have decided to withdraw your child from the program.

CONFIDENTIALITY POLICY

We respect your privacy. All information that you share with us is kept confidential. This includes health and safety information you share as part of enrollment. Health information is used to ensure your child's health needs are being met and protected. As such, it is important for families to update them should changes occur. As a parent or legal guardian, you have access to any of your child's files. In addition, only Killingly Public Schools employees, their consultants, and regulatory authorities can view student files. At no time shall an employee discuss any family outside of school or on their own time. In order for us to communicate with an outside agency, you will be required to sign a "Release of Information" form. This means you would be giving us permission to share your information.

ENROLLMENT POLICY

The preschool program is open to all residents of the town of Killingly aged 3-4. Any child, regardless of racial, ethnic, and economic status, is eligible for the program and do NOT have to be toilet trained to attend. Children with an identified disability or who may be at risk for developmental delay are eligible as well and are given priority for placement. A child who will be three years old on or before January 1st may be considered to be a three-year-old for September 1st through January 1st enrollment. Except under special circumstances, children who are age eligible for kindergarten are not eligible for preschool enrollment.

Providing the program has openings, a family is invited to meet with staff to complete required paperwork and tour the facility. A program wide orientation/open house is held

prior to the opening of school in late August so that children and families can meet their child's teacher, as well as classmates and their families.

POSITIVE DISCIPLINE/BEHAVIOR POLICY

Research has shown that the skills your child needs to be successful in the future are social and emotional skills. Because this is so important, we use the Pyramid Model in our school. The Pyramid Model is a framework for supporting these skills. The goal is to create an environment where every child feels good about coming to school. This is accomplished by designing classrooms that promote engagement in learning and by building positive relationships among children, families, and staff. In our use of the Pyramid Model, our classroom staff will work together to ensure that all children understand behavior expectations, receive instruction in social skills, and those that are struggling receive individual support.

To use the Pyramid Model, our program established a leadership team that will provide ongoing support to our staff and families. Our leadership team looks forward to sharing some of the important work we are doing, including teaching program-wide expectations "Be Safe, Be Kind," partnering with families, training staff in teaching strategies, providing classroom coaching to help teachers implement, and using data for decision-making.

We teach social skills when we model caring and cooperation. We use positive guidance and show children how to interact with others in acceptable ways. We encourage them to use words to express their feelings and needs. We help them work together to solve problems. Good discipline also involves helping children to learn that mistakes are a natural part of learning. Our program uses discipline techniques based on developmentally appropriate practice, including positive guidance, redirection, and setting clear limits that encourage children to develop self-control, self-discipline and positive self-esteem. When children's behaviors are challenging at home or school, we will work with you to put plans in place to help them succeed. Should a teacher continue to have concerns related to a child's social/emotional/behavioral development, a request for a student success team meeting might occur during which an individualized intervention plan would be developed. Referral to special education services may or may not occur as well. In the event we could not meet a child's needs within the school district, an alternative placement would be located and agreed upon. The use of exclusionary practices such as suspension and expulsion are prohibited for preschoolers enrolled within a CT public school system as our goal is to support young children struggling in the area of social-emotional development, not exclude them.

No staff are permitted to use abusive, neglectful, physical, corporal, humiliating or frightening treatment or punishment, including but not limited to, withholding food, spanking, slapping, pinching, shaking, or striking children, and shall not tie nor bind children and shall not physically restrain children except for the protection and safety of the child or others, using least restrictive methods, as appropriate. In the event of an emergency situation, only staff that is specifically trained in the safe, appropriate use of protective holds are allowed to provide this level of support. Families are notified and invited to meet with school staff. Above all else, your child's safety is our number one concern.

SUPERVISION POLICY

Children are assigned to a classroom and teaching team and remain with this classroom and teaching team throughout the school day. These teams have primary responsibility for working with this specific group of children. In order to minimize transitions, whenever possible, children whose families request before and after school child care are assigned to these classrooms and teaching teams. A few children whose families utilize our before and after school child care program do transition from one classroom to another. These transitions are kept to a minimum and the same teams supervise children daily. Staff who are familiar to children are present and support them during these transitions.

Class sizes do not exceed 18 and maintain a ration of 1:10. Children are supervised at all times.

Early childhood learning can be very messy. Even though they may wear smocks, children may come home with paint, glue, etc. on their clothing. Outdoor play is active and can get dirty. We will take children outside to learn daily, weather permitting. Please dress your child with these points in mind. Dress in play clothes, safe footwear (sneakers are best), and send in at least one set of extra clothes labeled with your child's name in the event of accidents, spills, etc.

TOILETING POLICY

We encourage families to toilet train their children prior to program entry, however this is not mandatory. If your child is still mastering this skill, staff will work with families so there is a consistent, developmentally appropriate approach to toilet training. A supportive environment will be maintained with frequent reminders and adult assistance as needed.

TRANSPORTATION POLICY

Children who require transportation as part of an individualized education plan to address a disability are guaranteed bus transportation if needed. All other children may receive transportation services as space allows. Whenever possible, transportation will be offered as follows:

- Children who attend a school day classroom will be given priority.
- Children must be attending five days/sessions per week to receive transportation.
- Pick up and drop off locations must remain consistent.
- Children who attend a morning part day program will be offered bus transportation home. Children who attend an afternoon session will be offered bus transportation into school.
- No preschool child will be dropped off without an authorized adult there to meet them at the bus. Reminder: adult must be 18 years of age.

TUITION POLICY

Tuition fees are determined using a sliding fee schedule provided by the State of Connecticut Office of Early Childhood. Weekly rates are based on family income and size. Fees are determined at the time of enrollment and once a year thereafter. This determination is reviewed with you and requires your signature. A copy of the fee calculation form is provided to you as well. Payments are due one week in advance and you are required to pay fees even if your child does not attend due to sickness, holidays, school closings, or parental choice. In the event payment is not made after a three-week period, a child may be terminated from the program. Should a family experience financial hardship, we will make every effort to work together to develop a repayment plan. **WE WANT TO WORK WITH YOU SO THAT YOUR CHILD REMAINS IN SCHOOL!** Per grant requirements, all tuition fees must go back into supporting the program and cannot be carried over from year to year.

ADDITIONAL POLICIES/PROCEDURES

- Adults dropping off and picking up children must sign them in and out. This can occur within the classroom and/or the outdoor spaces.
- Families must identify in writing who is authorized to pick their child up. Authorized adults must be at least 18 years of age and must be prepared to provide a photo ID before the child will be released from our care. **WE WILL NOT RELEASE ANY CHILD WITHOUT THIS VERIFICATION.**
- Please inform the main office if your child will be absent from school.
- Extended and/or frequent absences may result in termination from the program.

- Should you decide to withdraw your child, please inform the main office in writing a minimum of two weeks in advance.
- All requests for a change in program (teacher, hours, etc.) must be approved by the building principal.

HEALTH AND WELLNESS POLICIES

CHILD BECOMES SICK WHILE AT SCHOOL

We will bring your child to the school nurse. If needed, the nurse may call you to pick up your ill child. All children remain in the nurse's office until picked up by families. It is important to inform staff where you can be reached. When a parent/guardian cannot be reached, we will begin calling people listed on the Alternative Contact list. If your child shows signs of illness the evening before school such as fever, vomiting, diarrhea, excessive cough or unusual rash, they must remain home until 24 hours free of symptoms.

CLEANING POLICY

Our school follows the district green cleaning program. This means that all cleaning products used in a CT school must meet requirements that ensure they are environmentally preferable. No other products are allowed to be used.

FLU SHOTS

The state of Connecticut requires all preschool students, up to age 5, have a flu shot. Families must show written proof of the shot or flu mist from a health care provider. If missing, your child might be excluded from school. Every child must have 1 dose administered each year between August 1-December 31. Two doses separated by at least 28 days are required for those receiving the flu vaccine for the first time.

HAND WASHING POLICY

It is standard practice to wash hands before eating, after toileting, when we cough or blow our noses and any other time we may be in danger of spreading germs. We also require all staff and children to wash their hands upon arrival to school

INJURIES AT SCHOOL

Any child injured at school will be seen by the school nurse and an injury/accident report will be completed. Families are informed and receive a copy of the report. In the event

of an emergency illness or injury, requiring emergency services, 911 will be called and you will be notified immediately. Your child will be transported to the nearest emergency department by ambulance with a staff member. It is vital that you inform program staff when any medicines are given to your child in the morning or before school.

INSECT REPELLENT APPLICATION POLICY

With parent permission, the staff may apply insect repellent. This must be provided by the parent and must contain DEET. The repellent may only be applied once a day while at school. A permission form is needed.

MEDICATIONS

Written authorization from both the parent and physician is required for any child needing medication to be administered during program hours. Medication must be brought to school by an adult in the original prescription container, along with the required forms. Bus drivers cannot accept medications. Forms are available through the school nurse. All medications are stored in the school nurse's office, some of which must be locked. Other medication is easily accessible to adults but out of reach of children. Only the school nurse, and those staff med trained by her, are permitted to administer medication.

NUTRITION

The Killingly Public Schools Preschool follows the Child Nutrition Program National School Lunch Program guidelines established for preschool meals. Complete Nutritional Standards are available through the Killingly Public Schools Food Service Department who also provides dietician consultation. For children attending a school day classroom, meals are offered through our school cafeteria or can be brought from home. Due to the shortened length of time, part day classrooms do not have designated eating times as it is expected children will eat meals at home. Please note: staff are not allowed to warm/cook any foods sent in from a child's home. Healthy food is encouraged and staff are not allowed to offer children younger than four years old the following foods: hot dogs, whole or sectioned into rounds, whole grapes, nuts, popcorn, raw peas, hard pretzels, chunks of raw carrots, or meat larger than can be swallowed whole. A registered dietician approves all school menus and is available should you have any questions or concerns regarding nutrition.

PHYSICAL EXAMS AND IMMUNIZATIONS

We follow the American Academy of Pediatrics schedule for physical exams and immunizations. For all children participating in the Killingly Public Schools preschool program, a physical examination with scheduled immunizations must be completed and signed by a licensed physician or designated physician's assistant or nurse practitioner on required forms prior to entry into school and annually. Children needing a medical exemption of one or more immunizations must provide a medical exemption document from a medical caregiver listed above.

REST POLICY

All children who are enrolled in a school day classroom must be offered a rest time daily. Children who do rest are provided their own individual cot. Cots are organized so that children are afforded space from one another yet can be supervised by classroom staff. Families are asked to send in a small blanket and pillow. A small stuffed animal or something "special" for your child to rest with is also permitted. Blankets and pillows must be taken home on the last day of the school week to be laundered and brought back the following week. For those children who opt not to rest, quiet cot and/or table learning activities are provided.

SPECIAL HEALTHCARE NEEDS

A registered nurse is on site during school hours, 8:30am-3:30pm. Please see our school nurse if your child has special healthcare needs. An individualized healthcare plan may be completed with you.

SUNSCREEN APPLICATION POLICY:

With parent permission, the staff may apply sun block or sunscreen. Parents must provide the sunscreen and sign a Sunscreen Permission Form. Sunscreen with UVB and UVA protection of SPF 15 or higher is required.

TOOTHBRUSHING

Families must provide a toothbrush as well as a tooth brush holder, as children who enjoy two meals per day while at school must brush their teeth. (Toothpaste not required)

INCLEMENT WEATHER

In the event that severe weather conditions warrant school cancellation, late opening, or early dismissal you will receive a phone call per the Alert Now system. It is also broadcast on television and radio. Please know that emergency plans are in place in the event of other weather or safety emergencies.

AND FINALLY TRANSITION TO KINDERGARTEN

When it is time, the staff will work with your family to help with your child's transition to kindergarten. We do this through:

- Transferring school records to the receiving school.
- Collaborating with kindergarten staff regarding curriculum alignment.
- Visits to preschool and kindergarten by both staffs
- Sharing student data
- Field trip to visit kindergarten classrooms, "Step Up Day".
- Kindergarten Orientation and Bus Ride
- Kindergarten Open House prior to opening of school.

FOR THOSE FAMILIES ACCESSING CHILDCARE:

- All families must sign their child in upon arrival and out when being picked up. This should take place both within the classroom and/or in any outdoor learning spaces.
- Child care is available on all days except for the attached.
- Late opening and snow days: school opens at 9:30
- Early dismissal: school will close per superintendent's guidance.
- Families are granted one week of vacation per year where no fee will be charged. Student should not be in attendance. (A year is defined as that twelve-month period, starting from a child's initial enrollment date.)
- Families should plan to pick up ten minutes prior to closing. If a child is picked up late, a late fee will be imposed as follows, \$10.00 for the first five minutes, \$20.00 for 10 minutes. Every additional minute will add another \$2.00. If you or your designee have not contacted us by closing, we will assume there has been an emergency and will contact both the State Police and the Department of Children and Families.

2023 – 2024

Child Care Will Be Closed On the Following Holidays

July 4th (Monday) <i>4th of July</i>	August 21 – August 30th <i>Building</i> <i>Closed</i>	September 4th (Monday) <i>Labor Day</i>	October 9th (Monday) <i>Columbus</i> <i>Day</i>
November 10th (Friday) <i>Veteran’s</i> <i>Day</i>	November 23rd (Thursday) <i>Thanksgiving</i> <i>Day</i>	November 24th (Friday) <i>Day after</i> <i>Thanksgiving</i>	December 25th (Monday) <i>Holiday</i> <i>Break</i>
December 26th (Tuesday) <i>Holiday</i> <i>Break</i>	January 1st (Monday) <i>Holiday</i> <i>Break</i>	January 2nd (Tuesday) <i>Holiday</i> <i>Break</i>	January 15th (Monday) <i>Martin Luther</i> <i>King Day</i>
February 19th (Monday) <i>Winter Break</i>	FEBRUARY 20th (Tuesday) <i>Winter Break</i>	March 29th (Friday) <i>Good Friday</i>	May 27th (Monday) <i>Memorial</i> <i>Day</i>

CHILD CARE OPEN

Winter Recess (Holiday Break) 12/27/23 – 12/29/23 and Spring Recess (Spring Break)
4/15/24 – 4/19/24

(8) Friday Early Release Days

9/29/23, 10/27/23, 12/8/23, 1/12/24, 2/16/24, 3/8/24, 4/26/24, 5/17/24

(3) Half days

11/22/23, 12/22/23, 6/14/24

CHILD CARE CLOSED – Professional Development

November 7, 2023, January 16, 2024, March 22, 2024

FUN FACTS ABOUT TUITION

- State of CT, Office of Early Childhood provides programs with a sliding fee schedule. The scale is based on family size and income.
- Tuition payments are due on the Friday prior to the week of care. Payment can be made weekly, monthly, or yearly.
- You pay regardless of whether your child is in school or not (sickness, holidays, school closings, or parental choice).
- If you get behind in your payments, we will make every effort to work together to develop a repayment plan, however, a child will be terminated from the program if payment in full is not received after three weeks.
- Per Grant requirements, all tuition fees go back into supporting the program.
- Checks should be made out to FRC and deposited in the safe located in the lobby. If you are paying by check, simply deposit the check in the safe with your child's name in the memo section. If you are paying in cash, there are envelopes located on the right of the safe. Please write your child's name, room number, and amount enclosed on the envelope.
- You will receive a weekly "pink slip" in your child's communication folder. The "pink slip" serves as your receipt and statement of charges.

GECC Tuition Payment Schedule for the 2023 - 2024 School Year

Tuition payments are due on the Friday prior to the week of care. Payment can be made weekly, monthly, or yearly.

Below are the payment due dates for the 2023-2024 school year. The form can be used to track payments if you choose.

Tuition Payment Week #	Tuition payment due dates	Week of Care	Paid via: cash, check, or money order	Amount Paid
1	September 1, 2023	9/4/23 - 9/8/23		
2	September 8, 2023	9/11/23 - 9/15/23		
3	September 15, 2023	9/18/23 - 9/22/23		
4	September 22, 2023	9/25/23 - 9/29/23		
5	September 29, 2023	10/2/23 - 10/6/23		
6	October 6, 2023	10/9/23 - 10/13/23		
7	October 13, 2023	10/16/23 - 10/20/23		
8	October 20, 2023	10/23/23 - 10/27/23		
9	October 27, 2023	10/30/23 - 11/3/23		
10	November 3, 2023	11/6/23 - 11/10/23		
11	November 10, 2023	11/13/23 - 11/17/23		
12	November 17, 2023	11/20/23 - 11/24/23		
13	November 24, 2023	11/27/23 - 12/1/23		
14	December 1, 2023	12/4/23 - 12/8/23		
15	December 8, 2023	12/11/23 - 12/15/23		
16	December 15, 2023	12/18/23 - 12/22/23		
	No Charge*	12/25/23 - 12/29/23		
17	December 22, 2023	1/1/24 - 1/5/24		
18	January 5, 2024	1/8/24 - 1/12/24		
19	January 12, 2024	1/15/24 - 1/19/24		
20	January 19, 2024	1/22/24 - 1/26/24		
21	January 26, 2024	1/29/24 - 2/2/24		
22	February 2, 2024	2/5/24 - 2/9/24		
23	February 9, 2024	2/12/24 - 2/16/24		
	No Charge	2/19/24 - 2/23/24		
24	February 23, 2024	2/26/24 - 3/1/24		
25	March 1, 2024	3/4/24 - 3/8/24		

Tuition Payment Week #	Tuition payment due dates	Week of Care	Paid via: cash, check, or money order	Amount Paid
27	March 15, 2024	3/18/24 - 3/22/24		
26	March 8, 2024	3/11/24 - 3/15/24		
28	March 22, 2024	3/25/24 - 3/29/24		
29	March 29, 2024	4/1/24 - 4/5/24		
30	April 5, 2024	4/8/24 - 4/12/24		
	No Charge*	4/15/24 - 4/19/24		
31	April 12, 2024	4/22/23 - 4/26/24		
32	April 26, 2024	4/29/24 - 5/3/24		
33	May 3, 2024	5/6/24 - 5/10/24		
34	May 10, 2024	5/13/24 - 5/17/24		
35	May 17, 2024	5/20/24 - 5/24/24		
36	May 24, 2024	5/27/24 - 5/31/24		
37	May 31, 2024	6/3/24 - 6/7/24		
38	June 7, 2024	6/10/24 - 6/14/24		

*Children who attend during Before/After school hours will be charged for Christmas week and April vacation week.