

Print version family handbook

WELCOME

Welcome to Windham Northeast Supervisory Union's Early Education Center. Our program was started because of your school district's commitment to quality preschool for all children. This handbook has been compiled to help you understand our program, philosophy, policies and other general information about the Early Education Center.

WNESU Early Education Center(EEC) is in two sites: Bellows Falls and Westminster. It is useful to think of the sites as two classrooms in a school- although the classrooms are very far apart. The Early Education Center participates in Vermont's STARS program. This means our preschool sites have voluntarily undergone a comprehensive process of internal self-study, invited external professional review to verify compliance with the criteria for High Quality Early Childhood Programs, and have been found to be in substantial compliance with the criteria.

PHILOSOPHY

The curriculum at WNESU's Early Education Center is continually evaluated so that we are meeting the needs of each and every child. The curriculum is designed for three to five year olds with different levels of maturity, ability, attention span, interests, and experiences. We build on children's strengths to expand all aspects of their growth and development.

Our approach to teaching children is based on the premise that all children learn through play. Every experience is a learning opportunity for a child. We provide children with an environment to explore, investigate, and be active in their own learning. All activities are informal, non-competitive and rewarding. This reinforces to children that learning is fun.

Children at the Early Education Center are encouraged to draw upon their strengths as they develop a positive self-image. Our goal in this approach to teaching is to prepare children for a lifelong love of learning. We will be working to support our students to enter kindergarten, and the rest of their school years, as eager, confident learners.

READINESS

At the Early Education Center, we are always working to prepare children for beginning kindergarten as eager, confident learners. Our knowledge of child development provides a foundation for our teaching. We know that children learn best in an environment where their physical and psychological needs are met because they feel safe, valued as unique individuals, and are actively involved in acquiring new skills and knowledge.

We use the [Vermont Early Learning Standards](#) to guide our curriculum development. If you would like to sign out a copy of the Vermont Early Learning Standards, it is in our family library.

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Things you can do at home to support your child's development:

- **Read Together Daily.** Spend a few minutes each day reading with your child. It builds language skills, imagination, and strengthens your bond.
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OUR ROUTINE

The daily routine at The Early Education Center exists so children have the security of knowing "what comes next". Within the familiar routine, the schedule is flexible to accommodate the interests of children and any special guests, field trips or weather. We have scheduled a drop-off "window" to accommodate different families' routines.

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duties. **Families who are repeatedly late picking up their children may lose their slot at the Early Education Center.**

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The only exception to this is that we are required, along with all Vermont early care and education centers, to release a child to either parent. If one parent is not permitted to pick a child up, we must have a copy of a court order, stating that the parent is not permitted to pick the child up, in our files.

OUTSIDE PLAY

Outside activities and play are an important part of our daily program. If a child is well enough to be in school, they are expected to participate in outdoor activities. Children need to be dressed appropriately for play and weather conditions with footwear safe for physical activities. Shoes safe for playground play must have backs or back straps. Flip flops are not safe for school-wear. Children will not go outside when the wind chill is below ten degrees. We do go outdoors in all weather, including on rainy days. The EEC provides rainsuits for all children, but not rain boots. We recommend your child wear/bring long socks for cold/rainy days. Outdoor play is a messy but important part of our day, we encourage families to send an extra set of seasonally appropriate clothing. We will support having plenty of extra clothes by sending notes home regularly about what needs replenished in your child’s supply.

EXTRA CLOTHING & OUTERWEAR

Please remember to send your child in “play” clothes. We will be using a wide variety of messy materials (e.g. paint, water, mud) both in the classroom and outdoors. Your child should always have an extra set of play clothes, socks, and underwear in school. Please label the clothing with your child’s name. It is important to note that we play outdoors every day of the week, all year long. Please send outerwear and shoes appropriate for the weather (see “outdoor play” section for more information) and a pair of comfortable shoes for indoors.

OUTDOOR WINTER CLOTHING- Appropriate winter gear should include: Mittens (waterproof, insulated, long-wrist types are best), snow pants (bib are easier to put on & provide an extra layer of insulation) or snowsuit, winter boots (zippered or velcro- no shoelaces, insulated, waterproof- rain boots will not work in cold weather as they are not insulated), hat, winter coat. We model and teach students how to put on their own winter clothing, so consider both warmth and ease of putting on/taking off when selecting clothing for school.

REST

Most preschool children in all-day care benefit from a scheduled period of rest. This may be actual napping, or a quiet rest time. Although not all children require naps at home, as children grow and engage in more activities, they may require sleep. Additionally, providing a rest time for children in care for 5 or more hours is a requirement of VT's child care licensing regulations.

Rest time away from home is a delicate time. We provide each child who stays through rest time with a routine to help the transition from active play to quiet resting. Our routine starts after lunch with toileting, hand washing, story time, and then resting on mats. During rest, the lights are low, quiet music may be playing, and children receive individual attention. Rest on individual mats lasts for 25-35 minutes, more if they fall asleep. Once children have awoken on their own, they will be given quiet activities to do while their peers finish their rest time.

- Children leaving at 12:00 do not have "rest time" in their schedule.
- We will provide each child with a resting mat and a clean sheet.
- Please let teachers know any special routines that your child relies on to slip off to sleep.
- Send any small (small enough to fit in their backpack) comfort items (special blanket or animal), that may help your child relax and be sure it gets laundered weekly.

GUIDANCE & DISCIPLINE

The primary goal of guidance and discipline is to allow for maximum social and emotional growth for individual children within the group setting. Children will be physically safe; they will gain self-awareness, self-esteem, and self-control. They will learn how to work together to solve problems. Teachers will work with children in creating basic classroom rules.

The rules emphasize the positive and lay the groundwork for future expectations. Teachers will remind children of the rules in positive language, stating consequences ("We can't do a puzzle if you throw the pieces around. Let's get those pieces and do the puzzle together.")

The interventions teachers use to address children's mistaken behavior are firm but friendly. These interventions are solution-oriented, but not punitive. Children will be given choices, not "time-outs".

If inappropriate behaviors persist, the Lead Teacher will schedule a meeting with the parents. The child may be present at this meeting, depending on the circumstances. Our goal is to use positive means to solve problems when working with children and families. If problem behaviors continue to occur and the child is a danger to themselves or others, enrollment in the EEC may be terminated.

SNACKS & LUNCH

The Early Education Center provides a daily snack and lunch. Full day children have an afternoon snack as well. Nutrition is a primary consideration when planning the snacks served at WNESU's Early Education Center. Each month's meal calendars are posted on the bulletin board for your examination. While we provide lunch for children each day, children may bring their own lunches if you prefer.

We follow Ellyn Satter's division of responsibility in how we approach mealtimes with children. All meals follow guidelines set forth by the Child and Adult Care Food Program, which ensure children are served nutritionally balanced meals. Our morning snack and lunch are prepared by our school cafeteria staff; afternoon snacks are prepared by EEC staff.

CLOSURES & WNESU CALENDAR

We follow the WNESU school calendar with an additional Pre-K in-service day (no school for students) once a month. In the event of a snow day, delayed opening, or other closure, you will get a phone call from our automated call system. WNESU will also send out notification through the Remind App, post on the website (wnesu.org), facebook, and through WCAX and WKNE.

Preschool early release dismissal time is 11:30 am

General Information

ABSENCES

Please let EEC staff know as soon as possible each day if your child will be absent for any reason, so that we know your child is safe. If we do not receive a message from you by 9am about your child's absence, your child's absence will be entered as "unexcused". Due to CCFAP(child care subsidy) guidelines, students will stop receiving subsidies after 30 absences in a school year. The EEC has only a limited number of spaces available, so we ask each family to commit to bringing their child to school each day they are well enough to attend.

ABUSE AND NEGLECT

The Child Care Services Division and the State of Vermont require all staff members of child care programs to report any and all suspected child abuse or neglect. As early childhood professionals, it is the responsibility and obligation of the staff to report any and all suspicions to the appropriate state agencies. The WNESU school board policy on the reporting of suspected child abuse or neglect is included in the appendix; this and other school board policies can be found at <https://www.wnesu.org/school-boards/policies>.

As part of our ongoing mission to improve our program, we have an **ANNUAL FAMILY SURVEY**. This survey each February provides us with invaluable information about how the Early Education Center works for our families and what we could do to make it work better.

COMMUNICATION

Home-School communication is very important. While we do send home important notes with your child, most of our communication is through email and our district's communication app. There are newsletters and letters of general information that are sent via email. If you are not a big email user, now is the time to get into the habit of checking email, as email communication is universal in all of our schools. There is also a bulletin board on which we post information.

We use a district approved communication app to help keep you informed about classroom news and updates. You can put the app on your smartphone, or choose to receive messages as texts without the app. We will send class reminders, school news and updates about your child's day; you can use it like texting to reach your child's teacher quickly.

As parents, you know your child better than anyone else; we hope to learn all about your child from you. **Family-Teacher Conferences** are held twice per year, once in the fall, and once in the spring. Conferences take place at the school, or via zoom if the family prefers. This is a time for parents and teachers to talk about the child and his or her progress. It is also a good time to address any concerns you may have about how your child is doing. We want parents to visit, observe, offer suggestions and let us know how they think we are doing. ***You are invited to meet with us at any time.***

CURRICULUM

Rather than use a boxed or prepackaged curriculum which can limit the creativity and attentiveness to individual learners, EEC teachers adapt with a flexible approach. We use the Vermont Early Learning Standards to guide our curriculum development, and we pull curriculum from the following:

- children's interests
- teachers' interests
- developmental tasks
- things in the physical environment
- people in the social environment
- curriculum resource materials
- serendipity- unexpected events
- building Classroom Community: conflict resolution, caregiving, and routines
- values held in the school and community, family, and culture.

FIELD TRIPS

Field trips are an important part of learning. Parents must sign the field trip permission slip included in the registration packet for local, walking trips. For longer trips using school buses, information and trip-specific permission slips will go home.

Health and Safety

FIRE DRILLS

The Early Education Center, in accordance with state regulations, conducts monthly fire drills throughout the year.

CONFIDENTIALITY

All information provided to the Early Education Center is considered confidential. We do not share this information with other agencies without a parent's permission or a compelling reason (such as a subpoena or in the case of suspected abuse or neglect). Information about children is shared only with school professionals who are directly responsible for the children.

HEALTH

Children attending preschool are required to have annual physical exams & up to date immunization records. Health forms and immunizations records must be provided to the Early Education Center prior to a child's attendance.

All children are expected to be in school every day. Any child who has an elevated temperature, nausea, vomiting or diarrhea should remain at home until symptoms are gone. During the flu and cold season, children should be reminded to practice good hygiene. Routine hand washing is the best preventive measure against viruses and bacteria.

The following is for the protection and well-being of your child, your child's classmates, and the staff. Children who are ill may return to school only when they are no longer contagious, are able to be outside, and are in compliance with the following recommended time frames:

VOMITING	12 hours after symptoms have disappeared and child feels well
DIARRHEA	12 hours after symptoms have disappeared and child feels well
COLD	24 hours after the child's temperature returns to normal
FEVER	24 hours after fever has disappeared & child feels well
STREP THROAT	24 hours after medication is begun or 4 doses of medication
PINK EYE	24 hours after medication is begun and administered per M.D.
CHICKEN POX	6 days after onset of the rash & after last sore has scabbed
IMPETIGO	48 hours after medication is begun & all sores are scabbed over
SCABIES	After doctor's recommended treatment

Notify us if your child gets pink eye, scabies, head lice, or other communicable conditions.

Additionally, the school nurses at Westminster Center School (722-3241) and Central Elementary School (463-4346) are available to answer your immunization or other health questions.

We follow the policies and procedures that have been adopted by WNESU member districts that include: Blood-borne Pathogens/Exposure Control, Administering Medication to Students, HIV Policy, Head Lice, Wellness Policy, etc. These policies are available at www.wnesu.org/school-boards/policies

TOILETING

While many children entering preschool are comfortable using the toilet, it is okay if your child isn't there yet. When they are ready, we can support your family and child in this transition.

MEDICATIONS

We encourage parents to (whenever possible) set their child's medication schedule for outside of school hours. The Early Education Center is only permitted to administer medications prescribed by a physician. A parent or guardian must sign a permission slip for us to administer the medication and include specific times to do so. All containers of medication must include the original label, child's name, prescription name, dosage and physician's name. An adult must hand any medications brought in directly to the lead teacher. Parents must adhere to this medication policy at all times.

LICENSING REGULATIONS

The State of Vermont Children's Day Care Licensing Regulations for Early Childhood Programs is available for parents to review. If you would like to sign-out a copy, just ask. The regulations are also available on the state web site at:

<https://outside.vermont.gov/dept/DCF/Shared%20Documents/CDD/Licensing/CC-CenterBased-Regs.pdf>. You may also call the Child Care Services Division at 1-800-649-2642 to request a copy for yourself.

NO SMOKING

The Early Education Center is a non-smoking facility. Smoking, including vaping/e-cigarettes, is never permitted in the building, on the playground, or in the presence of children at the school.

HOLIDAYS

While we do not celebrate holidays at WNESU Early Education Center, we do have a special day each month that we celebrate in our preschool community. You will receive a list of these special days from your child's teacher.

BIRTHDAYS/PARTY INVITATIONS- Please help prevent hurt feelings by sending party invitations either by mail or electronically rather than distributing them during school. Delivery of invitations in a classroom can only occur if ALL students in that group are invited. As with holidays, we do not celebrate birthdays in the classroom; we will of course acknowledge your child's special day with "Happy Birthday"s and a song, but we do not allow special snacks or treats to be brought in.

We have an **OPEN DOOR POLICY** at the Early Education Center. We invite you to visit your children at any time, just speak to your child's teacher to set it up. If your child seems to be having difficulty settling into school, we suggest that you wait a few weeks for them to become comfortable before your first visit. We encourage you to talk to us on a daily basis about any concerns you may have.

PARENT CONCERNS are taken seriously. If you have a concern about your child or about the program, **please let the teacher know as soon as possible**. We want to work through your concerns with you and need to be aware of what they are to resolve them. It is much easier to resolve any issues as they occur rather than waiting for a long period of time. We will take the appropriate action necessary to resolve any parent concern or question. If, after speaking with the teacher, your concerns remain unresolved, you can make an appointment with Jennifer Keenan, the Early Education Program Principal (802)460-7824. Should your concern require further discussion, you may make an appointment with Andrew Haas, WNESU Superintendent (802)463-9958. If meeting with the above-mentioned people does not satisfactorily resolve your problem, you may then request a meeting with the School Board. Additionally, we are licensed by the state of Vermont. Child Care licensing can be reached at (800)649-2642.

TOYS FROM HOME

We strongly prefer that toys from home stay at home. The exception to this is a special soft toy for rest time. These toys will stay in backpacks or cubbies until rest time.

TRANSFERRING

Transfer between WNESU Early Education Center sites may be available. Families who wish to transfer shall make this request in writing and state their reasons for making this request. Applications for transfer between sites will be considered based on the availability of slots, balanced classes, availability of program resources and appropriateness of transfer. The decision of the WNESU administrator in charge is final.

UNIVERSAL SCREENINGS

WNESU Early Education and Early Childhood Special Education screens all children in our program. Screenings are a brief assessment of a child's development in many areas:

speech/language, motor skills, social skills, learning concepts, etc. Part of this screening process will be a parent-completed questionnaire at the fall parent teacher conferences.

All 4 year olds (children who will be heading to kindergarten next year) will have routine hearing and vision screenings. This is in accordance with state requirements for early detection of hearing/vision impairments. These tests are brief and non-invasive. If you have questions about these screenings or would like to opt out of having your child screened, please notify preschool staff and we will accommodate your request.

TUITION

The WNESU Early Education Center charges a small tuition fee (see appendix for detailed tuition information and payment schedule). **Every preschool-aged child in Vermont is entitled to 10 free hours per week (35 weeks per year) of developmentally appropriate preschool** (Act 166-UPK funding). Your school district pays for those preschool hours; the cost of those 10 free hours is deducted from your tuition. We strongly encourage families to apply for [Vermont's Child Care Financial Assistance Program \(CCFAP\)](#). Most families will qualify for a subsidy, which will cover the remaining tuition fee. We want to make sure that tuition isn't a barrier to your child's preschool enrollment; if your family doesn't qualify for CCFAP or if the subsidy doesn't cover the full cost of tuition, we can help with our scholarship program.

Enrollment Type	Tuition (26/27 SY)	Act 166 (UPK) tuition (The district pays this)	Tuition <i>before</i> CCFAP (subsidy)	Weekly Tuition (before CCFAP)
Full Day/Full Week	\$7606	\$4106 (26/27 SY)	\$3500/year	\$100.00/week
Half Day/Full Week	\$6381	\$4106 (26/27 SY)	\$2,275/year	\$65.00/week

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print version

Early Education Center

Windham Northeast Supervisory Union

Bellows Falls Site
(802) 460-7824

Westminster Site
(802) 721-1042



Family Handbook

2026-27

MISSION STATEMENT

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Pick-Up: Part-day children leave at 12:00. Full day children leave at 2:30 (2:45 *Westminster site*). Picking your child up on time is just as important as arriving on time. This is both to avoid the distress of your child being picked up late, and also so teachers can proceed with their assigned duties. **Families who are repeatedly late picking up their children may lose their slot at the Early Education Center.**

At the end of their day, children must be picked up by a parent, guardian or other authorized adult. An adult is only “authorized” if they are listed on that child’s “Emergency Information” form which is included in your registration packet. A parent may call the Early Ed. Center if they have an emergency and need to have another person pick their child up. The person must be described to the staff and staff will ask for identification of anyone not known to them.

The only exception to this is that we are required, along with all Vermont early care and education centers, to release a child to either parent. If one parent is not permitted to pick a child up, we must have a copy of a court order, stating that the parent is not permitted to pick the child up, in our files.

Outside Play

OUTSIDE PLAY

Outside activities and play are an important part of our daily program. If a child is well enough to be in school, they are expected to participate in outdoor activities. Children need to be dressed appropriately for play and weather conditions with footwear safe for physical activities. Shoes safe for playground play must have backs or back straps. Flip flops are not safe for school-wear. Children will not go outside when the wind chill is below ten degrees. We do go outdoors in all weather, including on rainy days. The EEC provides rainsuits for all children, but not rain boots. We recommend your child wear/bring long socks for cold/rainy days. Outdoor play is a messy but important part of our day, we encourage families to send an extra set of seasonally appropriate clothing. We will support having plenty of extra clothes by sending notes home regularly about what needs replenished in your child's supply.

EXTRA CLOTHING & OUTERWEAR

Please remember to send your child in "play" clothes. We will be using a wide variety of messy materials (e.g. paint, water, mud) both in the classroom and outdoors. Your child should always have an extra set of play clothes, socks, and underwear in school. Please label the clothing with your child's name. It is important to note that we play outdoors every day of the week, all year long. Please send outerwear and shoes appropriate for the weather (see "outdoor play" section for more information) and a pair of comfortable shoes for indoors.

OUTDOOR WINTER CLOTHING- Appropriate winter gear should include: Mittens (waterproof, insulated, long-wrist types are best), snow pants (bib are easier to put on & provide an extra layer of insulation) or snowsuit, winter boots (zippered or velcro- no shoelaces, insulated, waterproof- rain boots will not work in cold weather as they are not insulated), hat, winter coat. We model and teach students how to put on their own winter clothing, so consider both warmth and ease of putting on/taking off when selecting clothing for school.

Rest

REST

Most preschool children in all-day care benefit from a scheduled period of rest. This may be actual napping, or a quiet rest time. Although not all children require naps at home, as children grow and engage in more activities, they may require sleep. Additionally, providing a rest time for children in care for 5 or more hours is a requirement of VT's child care licensing regulations. Rest time away from home is a delicate time. We provide each child who stays through rest time with a routine to help the transition from active play to quiet resting. Our routine starts after lunch with toileting, hand washing, story time, and then resting on mats. During rest, the lights are low, quiet music may be playing, and children receive individual attention. Rest on individual mats lasts for 25-35 minutes, more if they fall asleep. Once children have awoken on their own, they will be given quiet activities to do while their peers finish their rest time.

- Children leaving at 12:00 do not have "rest time" in their schedule.
- We will provide each child with a resting mat and a clean sheet.
- Please let teachers know any special routines that your child relies on to slip off to sleep.
- Send any small (small enough to fit in their backpack) comfort items (special blanket or animal), that may help your child relax and be sure it gets laundered weekly.

Guidance and Discipline

GUIDANCE & DISCIPLINE

The primary goal of guidance and discipline is to allow for maximum social and emotional growth for individual children within the group setting. Children will be physically safe; they will gain self-awareness, self-esteem, and self-control. They will learn how to work together to solve problems. Teachers will work with children in creating basic classroom rules.

The rules emphasize the positive and lay the groundwork for future expectations. Teachers will remind children of the rules in positive language, stating consequences (“We can’t do a puzzle if you throw the pieces around. Let’s get those pieces and do the puzzle together.”)

The interventions teachers use to address children’s mistaken behavior are firm but friendly. These interventions are solution-oriented, but not punitive. Children will be given choices, not “time-outs”.

If inappropriate behaviors persist, the Lead Teacher will schedule a meeting with the parents. The child may be present at this meeting, depending on the circumstances. Our goal is to use positive means to solve problems when working with children and families. If problem behaviors continue to occur and the child is a danger to themselves or others, enrollment in the EEC may be terminated.

Snacks and Lunch

SNACKS & LUNCH

The Early Education Center provides a daily snack and lunch. Full day children have an afternoon snack as well. Nutrition is a primary consideration when planning the snacks served at WNESU's Early Education Center. Each month's meal calendars are posted on the bulletin board for your examination. While we provide lunch for children each day, children may bring their own lunches if you prefer.

We follow Ellyn Satter's division of responsibility in how we approach mealtimes with children. All meals follow guidelines set forth by the Child and Adult Care Food Program, which ensure children are served nutritionally balanced meals. Our morning snack and lunch are prepared by our school cafeteria staff; afternoon snacks are prepared by EEC staff.

<https://docs.google.com/document/d/1ioyHnCv0h-vdviENFF6lt7e9m0slAn4Ulp77hC-Obvk/edit?usp=sharing>

<https://www.ellynsatterinstitute.org/satter-feeding-dynamics-model/>

Closures and the WNESU calendar

CLOSURES & WNESU CALENDAR

We follow the WNESU school calendar with an additional Pre-K in-service day (no school for students) once a month. In the event of a snow day, delayed opening, or other closure, you will get a phone call from our automated call system. WNESU will also send out notification through the Remind App, post on the website (wnesu.org), facebook, and through WCAX and WKNE.

Preschool early release dismissal time is 11:30 am

General Information

Absences

ABSENCES

Please let EEC staff know as soon as possible each day if your child will be absent for any reason, so that we know your child is safe. If we do not receive a message from you by 9am about your child's absence, your child's absence will be entered as "unexcused". Due to CCFAP(child care subsidy) guidelines, students will stop receiving subsidies after 30 absences in a school year. The EEC has only a limited number of spaces available, so we ask each family to commit to bringing their child to school each day they are well enough to attend.

Abuse and Neglect

ABUSE AND NEGLECT

The Child Care Services Division and the State of Vermont require all staff members of child care programs to report any and all suspected child abuse or neglect. As early childhood professionals, it is the responsibility and obligation of the staff to report any and all suspicions to the appropriate state agencies. The WNESU school board policy on the reporting of suspected child abuse or neglect is included in the appendix; this and other school board policies can be found at <https://www.wnesu.org/school-boards/policies>.

As part of our ongoing mission to improve our program, we have an **ANNUAL FAMILY SURVEY**. This survey each February provides us with invaluable information about how the Early Education Center works for our families and what we could do to make it work better.

Communication

COMMUNICATION

Home-School communication is very important. While we do send home important notes with your child, most of our communication is through email and our district's communication app. There are newsletters and letters of general information that are sent via email. If you are not a big email user, now is the time to get into the habit of checking email, as email communication is universal in all of our schools. There is also a bulletin board on which we post information. We use a district approved communication app to help keep you informed about classroom news and updates. You can put the app on your smartphone, or choose to receive messages as texts without the app. We will send class reminders, school news and updates about your child's day; you can use it like texting to reach your child's teacher quickly.

As parents, you know your child better than anyone else; we hope to learn all about your child from you. **Family-Teacher Conferences** are held twice per year, once in the fall, and once in the spring. Conferences take place at the school, or via zoom if the family prefers. This is a time for parents and teachers to talk about the child and his or her progress. It is also a good time to address any concerns you may have about how your child is doing. We want parents to visit, observe, offer suggestions and let us know how they think we are doing. ***You are invited to meet with us at any time.***

Curriculum

CURRICULUM

Rather than use a boxed or prepackaged curriculum which can limit the creativity and attentiveness to individual learners, EEC teachers adapt with a flexible approach. We use the Vermont Early Learning Standards to guide our curriculum development, and we pull curriculum from the following:

- children's interests
- teachers' interests
- developmental tasks
- things in the physical environment
- people in the social environment
- curriculum resource materials
- serendipity- unexpected events
- building Classroom Community: conflict resolution, caregiving, and routines
- values held in the school and community, family, and culture.

Field Trips

FIELD TRIPS

Field trips are an important part of learning. Parents must sign the field trip permission slip included in the registration packet for local, walking trips. For longer trips using school buses, information and trip-specific permission slips will go home.

Health & Safety

FIRE DRILLS

The Early Education Center, in accordance with state regulations, conducts monthly fire drills throughout the year.

CONFIDENTIALITY

All information provided to the Early Education Center is considered confidential. We do not share this information with other agencies without a parent's permission or a compelling reason (such as a subpoena or in the case of suspected abuse or neglect). Information about children is shared only with school professionals who are directly responsible for the children.

HEALTH

Children attending preschool are required to have annual physical exams & up to date immunization records. Health forms and immunizations records must be provided to the Early Education Center prior to a child's attendance.

All children are expected to be in school every day. Any child who has an elevated temperature, nausea, vomiting or diarrhea should remain at home until symptoms are gone. During the flu and cold season, children should be reminded to practice good hygiene. Routine hand washing is the best preventive measure against viruses and bacteria.

The following is for the protection and well-being of your child, your child's classmates, and the staff. Children who are ill may return to school only when they are no longer contagious, are able to be outside, and are in compliance with the following recommended time frames:

VOMITING	12 hours after symptoms have disappeared and child feels well
DIARRHEA	12 hours after symptoms have disappeared and child feels well
COLD	24 hours after the child's temperature returns to normal
FEVER	24 hours after fever has disappeared & child feels well
STREP THROAT	24 hours after medication is begun or 4 doses of medication
PINK EYE	24 hours after medication is begun and administered per M.D.
CHICKEN POX	6 days after onset of the rash & after last sore has scabbed
IMPETIGO	48 hours after medication is begun & all sores are scabbed over
SCABIES	After doctor's recommended treatment

Notify us if your child gets pink eye, scabies, head lice, or other communicable conditions.

Additionally, the school nurses at Westminster Center School (722-3241) and Central Elementary School (463-4346) are available to answer your immunization or other health questions.

We follow the policies and procedures that have been adopted by WNESU member districts that include: Blood-borne Pathogens/Exposure Control, Administering Medication to Students, HIV Policy, Head Lice, Wellness Policy, etc. These policies are available at www.wnesu.org/school-boards/policies

TOILETING

While many children entering preschool are comfortable using the toilet, it is okay if your child isn't there yet. When they are ready, we can support your family and child in this transition.

MEDICATIONS

We encourage parents to (whenever possible) set their child's medication schedule for outside of school hours. The Early Education Center is only permitted to administer medications prescribed by a physician. A parent or guardian must sign a permission slip for us to administer the medication and include specific times to do so. All containers of medication must include the original label, child's name, prescription name, dosage and physician's name. An adult must hand any medications brought in directly to the lead teacher. Parents must adhere to this medication policy at all times.

LICENSING REGULATIONS

The State of Vermont Children's Day Care Licensing Regulations for Early Childhood Programs is available for parents to review. If you would like to sign-out a copy, just ask. The regulations are also available on the state web site at:

<https://outside.vermont.gov/dept/DCF/Shared%20Documents/CDD/Licensing/CC-CenterBased-Regs.pdf>. You may also call the Child Care Services Division at 1-800-649-2642 to request a copy for yourself.

NO SMOKING

The Early Education Center is a non-smoking facility. Smoking is never permitted in the building, on the playground or in the presence of children at the school.

Holidays

HOLIDAYS

While we do not celebrate holidays at WNESU Early Education Center, we do have a special day each month that we celebrate in our preschool community. You will receive a list of these special days from your child's teacher.

BIRTHDAYS/PARTY INVITATIONS

Please help prevent hurt feelings by sending party invitations either by mail or electronically rather than distributing them during school. Delivery of invitations in a classroom can only occur if ALL students in that group are invited. As with holidays, we do not celebrate birthdays in the classroom; we will, of course, acknowledge your child's special day with "Happy Birthday" and a song, but we do not allow special snacks or treats to be brought in.

Open door policy and parent concerns

We have an **OPEN DOOR POLICY** at the Early Education Center. We invite you to visit your children at any time, just speak to your child's teacher to set it up. If your child seems to be having difficulty settling into school, we suggest that you wait a few weeks for them to become comfortable before your first visit. We encourage you to talk to us on a daily basis about any concerns you may have.

PARENT CONCERNS are taken seriously. If you have a concern about your child or about the program, **please let the teacher know as soon as possible**. We want to work through your concerns with you and need to be aware of what they are to resolve them. It is much easier to resolve any issues as they occur rather than waiting for a long period of time. We will take the appropriate action necessary to resolve any parent concern or question. If, after speaking with the teacher, your concerns remain unresolved, you can make an appointment with Jennifer Keenan, the Early Education Program Principal (802)460-7824. Should your concern require further discussion, you may make an appointment with Andrew Haas, WNESU Superintendent (802)463-9958. If meeting with the above-mentioned people does not satisfactorily resolve your problem, you may then request a meeting with the School Board. Additionally, we are licensed by the state of Vermont. Child Care licensing can be reached at (800)649-2642.

Toys from home

TOYS FROM HOME

We strongly prefer that toys from home stay at home. The exception to this is a special soft toy for rest time. These toys will stay in backpacks or cubbies until rest time.

Transferring

TRANSFERRING

Transfer between WNESU Early Education Center sites may be available. Families who wish to transfer shall make this request in writing and state their reasons for making this request. Applications for transfer between sites will be considered based on the availability of slots, balanced classes, availability of program resources and appropriateness of transfer. The decision of the WNESU administrator in charge is final.

Universal Screenings

UNIVERSAL SCREENINGS

WNESU Early Education and Early Childhood Special Education screens all children in our program. Screenings are a brief assessment of a child's development in many areas: speech/language, motor skills, social skills, learning concepts, etc. Part of this screening process will be a parent-completed questionnaire at the fall parent teacher conferences.

All 4 year olds (children who will be heading to kindergarten next year) will have routine hearing and vision screenings. This is in accordance with state requirements for early detection of hearing/vision impairments. These tests are brief and non-invasive. If you have questions about these screenings or would like to opt out of having your child screened, please notify preschool staff and we will accommodate your request.

Tuition

TUITION

The WNESU Early Education Center charges a small tuition fee (see appendix for detailed tuition information and payment schedule). **Every preschool-aged child in Vermont is entitled to 10 free hours per week (35 weeks per year) of developmentally appropriate preschool** (Act 166- UPK funding). Your school district pays for those preschool hours; the cost of those 10 free hours is deducted from your tuition. We strongly encourage families to apply for [Vermont's Child Care Financial Assistance Program \(CCFAP\)](#). Most families will qualify for a subsidy, which will cover the remaining tuition fee. We want to make sure that tuition isn't a barrier to your child's preschool enrollment; if your family doesn't qualify for CCFAP or if the subsidy doesn't cover the full cost of tuition, we can help with our scholarship program.

Enrollment Type	Tuition (26/27 SY)	Act 166 (UPK) tuition (The district pays this)	Tuition <i>before</i> CCFAP (subsidy)	Weekly Tuition (before CCFAP)
Full Day/Full Week	\$7606	\$4106 (26/27 SY)	\$3500/year	\$100.00/week
Half Day/Full Week	\$6381	\$4106 (26/27 SY)	\$2,275/year	\$65.00/week