



Redwing
Pond House
Preschool

Family Handbook

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Contact Information

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Mission Statement

At the Redwing Pond House Preschool, we are committed to promoting children's love of nature, while supporting their social, emotional, cognitive, and physical growth within a warm and loving environment.

Philosophy

We are a nature-based preschool with a curriculum guided by seasonal events. We believe that parents are a child's first and primary teachers, and we look to them as our partners in creating a comfortable and enriching learning experience at school. We support children as they learn about their environment, their feelings, and those of others, and we work to create a community in which children explore their surroundings and learn to get along with others. We strive to instill in children a love of learning and good problem-solving skills. We work to foster in children a positive self-image and a sense of competence and mastery in which the roots of confidence are anchored. Above all, we recognize each child's uniqueness, and we encourage individual expression and development.

Children learn best through play and first-hand experience and need many opportunities to explore the world around them directly. We feel that a balance of independent activity and teacher input gives children room to gather information and helps them make connections that lead to the formation of broader concepts.

The classroom has its own structure and order, created by the arrangement of areas and materials, daily schedule and routines, within which children have many choices. Activities include a great deal of time playing and exploring outdoors, artistic exploration with a wide range of mediums, block building, group meetings, water and sand play, gardening, language and math experiences, dramatic play, cooking, music, and movement. Our children have available to them materials to support their developing interest in reading, writing, and numbers. Children pursue these interests at their own pace, and each child's individual readiness is supported and deeply respected.

Our Curriculum and Goals

The curriculum at the Redwing Pond House Preschool is nature-based and determined by the seasonal changes around us. The grounds of the preschool and nature center will be used daily for exploration and discovery. The classroom is rich in educational supplies to further our learning and understanding of the limitless lessons taught throughout the school year. Our goal for each of the children is to learn and grow at their own pace, while providing them with exceptional skills with which to enter kindergarten. The Redwing Pond House Preschool is to be a place where children and their needs are placed at the forefront of all decision-making.

Goals and Objectives:

- Provide a classroom environment where children “learn by doing.”

- Encourage the development of a joy for learning in a safe and secure environment in which learning is optimal.
- Provide age-appropriate learning experiences in an accepting, warm environment.
- Encourage positive development across a wide range of domains while building self-confidence, independence, and self-discipline.
- Provide opportunities for discovery, learning through concrete experiences, imaginative play, observation, and positive peer and adult interaction.
- Promote physical, social, emotional, and cognitive development of young children.
- Use basic health and developmental screenings as a means to determine the need for additional screening, referral for a comprehensive assessment, or needed professional services.
- Use positive guidance techniques to provide a foundation for appropriate social interaction, positive self-esteem, and successful academic performance.
- Provide an environment in which diversity is a part of daily routines and activities.
- Teach hand washing and other health practices as part of the daily routine.
- Provide positive mealtimes to encourage the development of healthy lifetime eating habits.
- Provide outdoor play for the development of healthy bodies and minds.
- Provide activities for children, which encourage a positive transition from preschool into the kindergarten setting.
- Provide a positive supporting environment in which children will develop self-directed, cooperative, trusting relationships.
- Provide a high quality early childhood program, which reaches beyond childcare to support the needs of families

The National Association for the Education of Young Children (NAEYC) in the *Code of Ethical Conduct and Statement of Commitment* (2011) provides a list of “core values that are deeply rooted in the history of the field of early childhood care and education.”

These values serve as our vision and are as follows.

1. Appreciate childhood as a unique and valuable stage of the human life cycle
2. Base our work on knowledge of how children develop and learn
3. Appreciate and support the bond between child and family
4. Recognize that children are best understood and supported in the context of family, culture, community, and society
5. Respect the dignity, worth, and uniqueness of each individual (child, family member, and colleague)
6. Respect diversity in children, families, and colleagues
7. Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect

(From the NAEYC *Code of Ethical Conduct and Statement of Commitment*, 2011, p.1)

Daily Schedule

Morning Program:

8:30-8:45	Arrival/Handwashing
8:50	Morning Meeting
9:00-9:30	Outdoor or Classroom Activities/Projects
9:30	Meeting Time
9:45	Bathroom/Handwashing
9:50	Snack
10:00-11:15	Outdoor Exploration

11:15-11:30	Morning Dismissal
11:30	Continued outdoor learning and exploration
12:15	Handwashing/Bathroom
12:30	Lunch
12:45-1:15	Group Activities
1:15-1:30	Dismissal

Drop-Off & Pick-Up Times

Drop-off: Arrival time is between 8:30-8:45 am

Pick-up: Pick-up is between 11:15- 11:30 am for the morning program
1:15-1:30 pm for the full-day program

*Please note 'Arrival and Departure Procedures' below for important details.

Releasing A Child

An adult must accompany your child to and from the classroom every day and must sign them in and out with their four-digit code.

If someone who isn't listed on the 'permission to release' form is picking up your child, please contact the staff or send a message via Brightwheel with the person's full name and driver's license number. Also, make sure they have your child's four-digit code. The person's driver's license and the child's four-digit code must be presented to the teachers at pick-up time to release the child.

*Under no circumstances will a child be released to anyone other than those adults listed on the 'permission to release' form without prior approval from the child's guardian.

Arrival & Departure Procedures

Arrival: 8:30 am

We have provided drop-off and pick-up times to allow flexibility for your schedule and to allow your child time to acclimate to the classroom as our day is beginning. Please respect the drop-off period. Drop off each day is 8:30-8:45. Our doors open at 8:30, and arrivals before 8:30 am interfere with important meeting and preparation time for teachers. Arrivals after 8:45 am may prevent the group from moving to the next activity and often make the transition into school difficult for the child who is arriving late. Arrivals after 9:00 am can be disruptive and difficult for the children so please arrive on time.

**Drop-offs will be done at the sliding doors to the left of the building. Parents and caregivers will sign their child in by giving their Brightwheel four-digit code and a teacher will escort them to their cubby. Your child will be escorted into the building, helped with their belongings, and brought to the bathroom to wash their hands each morning before joining the group.

Departure: 11:15/1:15

Your child looks forward to your return at the end of the day; therefore, our morning pickup is at 11:15, and all children must be picked up by 11:30. Afternoon pickup is at 1:15, and all children must be picked up by our 1:30 pm closing time. Please be considerate of the children who are staying for the full day, and the teacher's meeting time at the end of the school day at pick-up times. All children must be signed out, and cubbies should be checked for notifications, artwork, and belongings.

Parents should notify the staff in person or via Brightwheel if someone other than the authorized person/s will pick up the child.

- Please be aware that this person must present a picture I.D. and know the child's four-digit Brightwheel code.

Under NO circumstances will a child be allowed to leave the premises under the following:

- With a person under the age of 16.
- With an unauthorized person.
- With a person who appears to be unfit to care for the safety of the child.
- With a person who appears to be under the influence of alcohol or drugs.

Please let the teachers know if you will be picking up your child before the end of our scheduled day, so we can be sure to be back at the classroom early if necessary.

*No child is to be left unattended in a car for any amount of time.

If your child has not been picked up within 15 minutes of the designated pick-up/closing time, a staff person will:

1. Call the child's parents or legal guardian at the work and home phone numbers provided.
 2. If Parents/guardians cannot be reached, the staff will call the emergency and/or alternate contacts listed on the emergency cards.
 3. If every effort to reach caregivers has been made and the child has not been picked up, the Ansonia Police may be called to assist.
 4. Late fees will be charged if your child is not picked up on time. After ten minutes beyond dismissal time, a \$10 fee will be charged, with \$1/minute accruing after the first ten minutes.
- Two staff members will be with children at all times.

The Redwing Pond House Preschool recognizes that some families live apart due to a variety of circumstances. The school staff is sensitive to the needs of children in these situations and will do their best to support them. The school staff sees its role as one in partnership with parents, as nurturers and educators, and the staff feels strongly that teachers and staff should not become involved in any family controversy. The RWPH requires that families living apart work out mutually agreed upon, or have legally provided, plans for the child's care and that they present these plans to the school in writing. Agreement must be in place so that we may serve the child's best interests. If the custodial parents cannot agree on the care and treatment of their child, the Redwing Pond House Preschool cannot accept responsibility for that child until a plan is in place that is acceptable to both the custodial parents and the school. If a written legal resolution is needed, the school requires a document that clearly defines who is authorized to make decisions regarding the child's care and education. The Redwing Pond House Preschool would then require from the authorized person, a written plan and reasonable procedure to follow regarding the care and treatment of the child before accepting responsibility to care for that child.

***Please drive with extreme care on the street leading to the school and in the parking lot. Always hold your child's hand walking in and out of the school to your vehicle, and do not allow your child to run or play in the parking lot.**

Admissions

Admission to the Redwing Pond House Preschool involves the completion of the Application, including the application fee, acceptance by the director into the program, the return of your signed enrollment paperwork (including a completed health form indicating that the child has been immunized per state law) and the receipt of your deposit.

Application

Applications may be obtained on our website (www.rwphpreschool.org) and submitted at any point in the upcoming school year. They will be held and considered if an opening becomes available during the present school year.

Applications are accepted only when filled out completely along with paying the n\$30 invoice via Brightwheel. After March, applications for the upcoming year may be subject to our waitlist due to high interest in our program.

Enrollment Considerations

Your commitment to our mission and your partnership with us for your child's benefit is taken into consideration when enrolling. The Redwing Pond House offers class for children 3-5 years of age. Children must celebrate their 3rd birthday by December 31 to join our program and are not eligible to be in our care after their 6th birthday. We make every attempt to balance our class by age and gender. We do not discriminate based on race, ethnicity, religion, or any other reason.

Priority registration is as follows: current returning students, siblings of former/current students, Ansonia residents, and then new incoming students. If your family is in need of financial assistance to attend our program, please contact the RWPH Preschool Director, Jacqueline Lema at 203-734-7974, or email Jackie@rwphpreschool.org for further information. All financial assistance information will be kept in confidence.

Enrollment & Withdrawal

Enrollment commences with the return of your signed enrollment paperwork and deposit and applies to the entire school year.

- *Fees will not be pro-rated for absences or days lost to inclement weather.
- *Tuition is based on a full school year.

Should it become necessary to withdraw your child for any reason, written notification must be sent to the Redwing Pond House Preschool Director as soon as possible. If your child is withdrawn for any reason, no refund of fees paid, or waiver of fees owed to the Preschool will be made. Extenuating circumstances should be discussed with the Director. Once a child has been officially accepted into the program, a deposit is received, and the enrollment agreement and Handbook receipt have been signed, the family assumes responsibility for the child's tuition for the full school year. There will be no reduction or rebate of tuition due to a child's absence or withdrawal.

The Redwing Pond House reserves the right to withdraw a family for reasons of noncooperation, delinquency of payment, or the inability of the child or the family to adjust to the program.

Tuition

Tuition payments will be made in full for the school year, paid in two installments, or eight equal payments via your Brightwheel account.

Installments are due on the 1st of the month.

Following the deposit, received with acceptance into the program, the first payment, whether lump sum or installment, is due on September 1st. Additional payments will be made on October 1st, November 1st, December 1st, January 1st, February 1st, March 1st, April 1st, and May 1st.

Your deposit will be credited toward your tuition payment and adjusted as necessary.

If a student's tuition installment has not been paid by the end of the month in which it is due, and arrangements have not been made with the director, that student may not attend school, and another child may be admitted to fill the vacancy.

*A \$30 fee will be charged for any payments returned by the bank.

Brightwheel

Brightwheel is a comprehensive tool our school uses to gather and store information, communicate with families, and share classroom activities and upcoming events. The app can be downloaded to your smartphone or accessed online at <https://mybrightwheel.com>.

What to Bring to School

In addition to the items listed below, your child may bring special treasures, found objects, and any other nature-oriented materials to share with the class.

*Please do not allow your child to bring toys or other objects from home except on specified days

- * A traditional backpack that can accommodate their snack/lunch and water bottle.
- * A pair of slippers to wear in the classroom.
- * A small, filled water bottle.
- * Appropriate weather-related clothing each day. See 'What to Wear' below...
- * Two complete, seasonally appropriate changes of clothes to leave in your child's classroom (including a shirt, pants, underpants, and socks). Please send these items with your child on or before the first day of school.

* Please label all of your child's belongings.

Personal Toys

We request that you leave your child's toys at home. The school provides a large variety of educational toys for your child's enjoyment. Opportunities for children to share items from home with their classmates will be provided throughout the school year.

What to Wear?

“There is no such thing as bad weather- just bad clothes.”

Being a nature-based preschool, we encourage children to develop a comfortable and healthy relationship with nature and the outdoor environment. Our students spend a large portion of each school day outdoors. We will be taking the children outside year-round, regardless of the weather. The only exceptions would be during thunderstorms, extreme wind chills, and /or extreme temperature conditions. The following guidelines will help parents ensure that their children come to school appropriately dressed for outdoor fun:

*We expect our preschoolers to get dirty and/or wet as a natural part of their explorations. Therefore, your child should wear durable, washable, seasonally appropriate play clothes at all times. Please, do not send your child to school in clothing that is for special occasions. Play is important, and we don't want your child to worry if they happen to get dirty or wet. We expect them to!

Our 'Wellness Policy' is defined by the following:

*Please send your child in footwear so that they can manage themselves (or with some support). Avoid crocs and shoes with ties, as these are very difficult for children to manage themselves at this age.

*On rainy days, children should wear rain boots and a waterproof raincoat with a hood. Rain pants are highly recommended, especially on very wet days, and will keep children dry and comfortable if they happen to slip and fall in the mud.

(For safety reasons, please do not have your child bring an umbrella to school.)

*During the winter, children will need a hat, mittens, a warm jacket, snow pants, and warm boots.

*In the warmer months, children should bring appropriate outerwear for the temperature range, such as a wind jacket, sweatshirt, or sun hat.

*Please send in slippers for your child to wear indoors.

*Sandals, crocs, and flip-flops are not appropriate for outdoor exploration.

*Sunglasses are allowed but may get lost, broken, or dropped during exploration.

*Teachers are not responsible for lost or broken items brought to school by your child.

*Sunscreen and bug repellent should be applied daily outside of the school or at home before your child is brought into school.

*Please be certain your child is able to remove clothing to use the restroom.

(Some jumpsuits, overalls, and belts are very difficult for children to remove)

***Please label all outerwear, including coats, boots, snow pants, and rain pants.**

For the safety of our students, a teacher will not be able to remain in the classroom with a student who is not properly dressed to join us outdoors. If a child does not come to school with outdoor clothing for that day, and if we are not able to provide that child with the necessary items from our spare clothing, we will have to call the child's parent or guardian and ask them to either bring the

appropriate clothing or pick their child up from school at the time the class will be going outdoors.

Snacks

Parents will provide a healthy snack for their child each day. Please pack and label as 'Snack' your child's snack each day in disposable bags or non-glass containers. *Please send in all purchased snacks in their original packaging to help us monitor allergies and sensitivities, and provide an ingredient list for all baked goods.

*We are a nut-free school, please avoid all nut products, and those produced in a facility that processes nuts.

(Please be sure that your child has had a healthy breakfast prior to arriving at school.)

Lunch

Children who attend the 'Full' day program are required to bring a healthy lunch to school. We will sit together and have lunch as a group. Please adhere to the allergy list when packing your child's lunch, we cannot have items containing or manufactured in a facility that processes nuts. Please pack lunch each day with an ice pack in the lunch bag, and please avoid glass storage containers for any items.

*We are a nut-free school, please avoid all nut products, and those produced in a facility that processes nuts.

'Late' Days

Staying late for our afternoon program is a wonderful way to see if your child is ready for a longer school day. We offer 'late days' for a fee of \$30 with 24-hour written notification and approval from the director. This option is offered for families who may have a scheduling conflict or are in need of extra care. This option is available up to 2 times per month.

*Your child's morning program schedule can be permanently changed to full days at any point during the school year, with the approval of the director, and payment adjustment with our bookkeeper.

Birthdays

Birthdays are an important event in each child's life and will be celebrated with the class. We welcome you to bring in the snack on your child's special day (Please maintain our healthy snack request). Keep in mind that we have a strict nut-free policy. *Our snack and birthday snack policies may change if there is a severe allergy in the classroom.

Parental Involvement

We believe that parents are a child's first and most important teachers, and we therefore aim to partner with parents in the learning process and encourage them to actively participate in their child's education outside of the home. Throughout the year there will be numerous opportunities for parents to participate in the program through volunteering, communicating regularly with teachers about their child's progress, assisting with special activities and events, and visits to share talents or interests with the class. With children from many different family structures, socioeconomic statuses, racial, religious, and cultural backgrounds, diversity is a part of daily routines and activities. Parents from other cultures are encouraged to share the uniqueness of their culture with the children of our

preschool program. Please check the Parent's Board outside the sliding doors information and updates from the staff. Information will also be shared via Brightwheel.

We are happy to have parents, grandparents, and special friends share talents and skills of interest to young children. Opportunities for participation within the classroom as well as outside of the classroom are available. Families are invited to visit the preschool, join a child for lunch, work in our garden, join us on a hike, or share a special talent or interest. Teaching staff will work with parents to schedule time for parent activities.

The Redwing Pond House Preschool also provides opportunities for parents to meet with one another in a variety of ways. Parents are invited to participate in fundraising efforts, planning special school events, and collaborating with teachers and staff to address program needs. Additionally, parents are always welcome to attend special events hosted at the school and the Nature Center. Attending these events offers opportunities for parents to interact informally.

Parent Resources

Parent resource materials are located in the RWPH Library of the school. The director is responsible for the selection of parent resource materials. Specific materials to meet individual family needs may be purchased, as funds are available.

Materials include:

- Parenting literature
- Resources dealing with grief (loss of a pet or a loved one)
- Emotional and Behavioral resources
- Resource Guides for Community Agencies and Organizations
- Additional materials as available

Parent Surveys

A Parent Interest Survey is available for parents to complete via Brightwheel, under documents. Completed surveys will be used as a resource for parent involvement. Parent surveys regarding the program can be completed at the end of the year as well.

Communication

One of the most important aspects of teaching young children is communication among parents and the school. Daily verbal communication with families will occur at arrival and dismissal times. Communication will be primarily through Brightwheel. Other forms of communication include phone calls, scheduled meetings, parent-teacher conferences, and updates on the preschool's Facebook page. The staff encourages parents to share questions or concerns about their child at any time. We request, however, that a phone call or conference be scheduled to address serious concerns or complaints. The classroom environment does not lend itself to discussion of sensitive matters. (Please schedule a time to discuss matters that may require a significant amount of the staff's time away from the class.)

Brightwheel will provide regular updates on school events and exciting daily activities. Some correspondence will be disseminated through e-mail.

Parent/Teacher Meetings

Parent/Teacher Meetings will be made available in the Fall and again in late Spring. Additional meetings will be scheduled at any point during the school year that a parent or teacher has any news regarding the child or the family.

Health Policies

Health Recommendations for Exclusion from School

If a child is showing any sign of illness, they should not attend school. If a child begins to feel ill during our school day, he or she must be picked up within an hour of becoming ill. Throughout the day, handwashing and disinfecting will be overseen/done by the staff to help everyone remain healthy.

Children will be excluded/sent home if any of the following exists:

- A temperature over 100 degrees
- The illness prevents the child from participating comfortably in program activities.
- The illness results in a greater care need than the staff can provide without compromising the health and safety of the other children.
- The child has any of the following conditions: fever, lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible severe illness.
- Diarrhea or stools that contain blood and/or mucus.
- Vomiting in the previous 24 hours.
- Mouth sores associated with an inability of the child to control his or her saliva, unless the child's physician or local health department authority states that the child is noninfectious.

- Rash with fever or behavior change, until a physician has determined the illness not to be a communicable disease.
- "Pink Eye" (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye), until examined by a physician and approved for re-admission, with or without treatment.
- Tuberculosis, until the child's physician or local health department authority states that the child is noninfectious.
- Impetigo, until 24 hours after treatment has been initiated.
- Strep Throat, until 24 hours after treatment has been initiated, and until the child has been afebrile for 24 hours.
- Head lice, until the morning after the first treatment, and the child must be checked to confirm nit/lice-free upon return to school.
- Scabies (body lice), until after treatment has been completed.
- Chicken Pox, until the sixth day after the onset of rash or sooner if all lesions have dried and crusted.
- Whooping Cough (Pertussis), until five days of appropriate antibiotic therapy has been completed.
- Mumps, until nine days after onset of parotid gland swelling.

- Hepatitis A virus infection, until one week after onset of illness or jaundice if symptoms are mild) or until immune globulin has been administered to appropriate children and staff in the program as directed by the responsible health department.

Medication

Administration of Medicines in School

1. The Redwing Pond House Preschool will store and administer prescribed inhalers, epi-pens, non-prescription topical medication, and emergency oral medication (i.e. Benadryl) with a parent's signed consent. All prescribed medication must be in the original packaging, have an Authorization form completed by the child's health care provider, and be kept in the school office.
2. All medications will be stored in a cabinet in the office, in the refrigerator, or carried with the staff while outdoors.
3. Only staff members trained in accordance with state law and state regulations prior to administration will be allowed to administer medication.
4. All administered medications will be logged and signed for in ink with a legal signature on the designated form provided for by the Bureau of Nursing. The form will be kept with the medication. Narcotics will be counted according to regulations.
5. Field trip forms will be utilized when children requiring inhalers are outdoors.

6. Medication incident report forms will be filled out when a medication error has occurred and will be kept on file with the Bureau of Nursing and in the child's file. The procedures for notification of medication errors will be followed.
7. Medications will be monitored and accounted for by the Director, and in her absence, by the teachers.
8. The Director is responsible for the safe administration of medications in school and will assure compliance with State Medication Policies and Statutes (10-212 a and b) and the Nurse Practice Act.

Please be advised that the Health Consultant is required by law to adhere to the State regulations and will ensure compliance.

Hand washing

The Redwing Pond House Preschool requires every teacher, parent, and child to wash his or her hands upon entrance to the building. All children and staff will also wash their hands with soap and water before handling food and before eating. Frequent hand washing reduces the transmission of illness and helps to protect those with environmental allergies. We thank you in advance for your support.

The importance of hand washing cannot be over-emphasized. Studies by the Centers for Disease Control (CDC) have revealed that proper hand washing is the single most effective means for preventing the spread of disease in early childhood learning environments. Proper hand washing is the best way to protect yourself and the children in your care from colds, flu, diarrhea, and other diseases.

Hand washing is part of the daily routine for both children and staff. Staff members are responsible for teaching children the correct hand-washing procedure and assisting children with hand washing as needed to successfully complete the task. The hand-washing procedure is posted above all hand washing sinks.

Hand washing Procedures:

- Moisten hands with warm water.
- Apply liquid soap.
- Rub hands together for 20 seconds. Make 'bubble gloves'.
- Rinse hands free of soap under running water.
- Dry hands with a clean paper towel.
- Turn off the water with a paper towel.
- Throw used paper towel into hands-free trash container.
(Hands-free trash containers are used to minimize contamination)

We wash hands . . .

- As we enter the building
- After using the restroom
- After sneezing, coughing, or blowing nose
- Before and after we eat
- After messy play
- Before and after water play and other moist or wet art or sensory materials
- Before we handle food or eating utensils
- After coming in contact with body fluids
- After handling pets, pet cages, or other pet objects

Accident/Incident Reports

Any accident requiring first aid treatment must be documented with an accident report. One copy is given to the parent and the other is for the child's file in the office, both will be signed by the staff and family member. For all but the most minor situations, the Director/Teacher will notify the family of the child's injury in person or by phone before the child goes home.

Medical Emergency Procedures

Should the child require medical attention i.e., a broken bone, concussion, etc., the child should remain immobile with an adult who will administer simple first aid as required. The family will be called and if necessary, the ambulance squad (911). If the family cannot be reached and the child must be transported to the hospital, the Director will accompany the child and remain with him/her until a parent or guardian arrives. The child's medical records and emergency card must be taken to the hospital if the parent or guardian cannot be reached. The school will continue to try to reach the parent or guardian. The Director must be apprised of the situation at all times.

Emergency Evacuation

Emergency fire drills and Lock-down drills are conducted regularly. In the event of an emergency, which would require evacuation of the school, children will be evacuated by whatever transportation means are available to a designated safe area. If communication is permitted, parents will be notified of the emergency situation, the location, and the condition of their child. The emergency relocation site is the Ansonia Nature Center.

Emergency Information

Prior to the first day of school, parents must complete emergency contact cards located in their Brightwheel account. A copy of each child's emergency contact will be kept with us at all times. Information should be updated as necessary.

Emergency Phone Numbers

General Emergencies	911
Ansonia Police Department	203-735-1885
Griffin Hospital	203-735-7421
Poison Control	800-222-1222
State of Ct. Dept. of Public Health	800-282-6063

Mandated Reporting

As mandated by the State Department of Public Health, The Redwing Pond House Preschool has written Child Abuse and Neglect Policy and Procedures. The RWPH staff is among those mandated by law to report suspected child abuse and/or neglect to the State Department of Children and Families.

Behavior Management Policy

The Redwing Pond House Preschool is committed to providing your child with a healthy, safe, and enjoyable experience. The purpose of discipline is to teach children self-control and acceptable social behavior. We believe that this direction and guidance should be provided in a positive manner promoting healthy learning and self-confidence. Expectations are maintained to fit the development levels of the children to minimize frustrations and inappropriate behavior.

When discipline is necessary, we will follow these guidelines:

- *Use positive guidance
- *Teachers and staff will model appropriate behavior and serve as positive role models for the children.
- *Set clear limits to allow the child to self-regulate their behavior
- *Redirect the child to another activity
- *Use natural and logical consequences in response to negative behavior.

Under no circumstances will teachers use physical contact, abusive language, or humiliating words when disciplining a child. No child will be physically restrained unless it is necessary to protect the health and safety of the child or another child or adult.

Assessments:

Formal and informal assessments are used to gauge child progress, support individualized learning, and plan individualized activities. The Gesell Institute of Child Development Early Screener, the Ages and Stages developmental screening tool (completed by both parent and staff), as well as ongoing informal assessments, are used throughout the school year.

All assessment results are used to determine the need for additional screening, referral for a comprehensive assessment, or needed professional services. If it is felt that a child may need additional screening or services, discussions with the family will determine referral to the appropriate agency.

As assessments are administered, teachers naturally and objectively eliminate or adapt questions or directions that may be misinterpreted by the child with limited English proficiency. Assessment tools are adapted to respect diversity.

Informal assessments include the following:

- Teacher assessment is integrated into the course of each day.
- Ongoing observation of group behaviors and individual development, which are used by the teaching staff to adapt the classroom environment, develop teaching themes, and focus on the individual needs of children.
- Individual portfolios with monthly entries are used to collect examples of children's work to document developmental progress.
- Individual assessments are recorded in anecdotal form.
- Connecticut Early Learning Development Standards implemented and assessed through weekly lesson plans.

Parent Assessment:

Parents complete the Ages and Stages Questionnaire (Developmental Screener) at the time of enrollment. In addition, parents complete a Parent Interest Survey. Teachers use this parent input in the assessment and planning process.

Weather Related Closings

The Redwing Pond House will follow the Ansonia Public School District closings (notifications are on WTNH).

If the Ansonia Public School District has a delay the morning program will be canceled and the full-day program will begin at 10:30 am.

If the Ansonia Public Schools have early dismissal, the school will close at 12:00pm.

*There will be no adjustments to tuition rates for days that school is not open.

Photography

Parents are asked to sign a photography permission form upon enrollment.

Photographing a child is prohibited without parental consent. Staff photographs the children throughout the school year, but visitors are prohibited from taking photographs of the children.

Staff Information

The goal of the Redwing Pond House Preschool Staff is to create a warm, nurturing learning environment that offers young children daily opportunities to explore nature and provides them with a unique, hands-on learning program designed to build a solid foundation for future school experiences. Our teachers and volunteers bring to the classroom diverse backgrounds and experiences to share, Education degrees, certifications in First Aid, CPR, and Medicine Administration, and many years of experience. Additionally, all staff are required to pass a criminal background check, including fingerprinting before employment, and they must submit a statement of good health every two years and receive a negative reading on a TB test to be employed at the center.

Sharon Puhalla: Teacher

Kristin Sulzer: Teacher

Renee Crainer: Bookkeeper

Jacqueline Lema: Director/Head Teacher

Email: jackie@rwphpreschool.org

*Visitors throughout the school year will enrich our classroom as well

Revised May 2024

Receipt of Family Handbook

I have received, read, and agree with the terms of the Redwing Pond House Family Handbook. I have discussed any questions or concerns with the Director and understand the Policies and Procedures, including the tuition requirements, drop off and pick up procedures, illness procedures, and the behavior management/discipline procedure.

Child's name _____

Parent/Guardian signature _____

Date _____