



Dartmouth Children's Center

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Establishing roots, encouraging wings

Parent Handbook

Philosophy

At Dartmouth Children's Center we believe children thrive in a nurturing environment, where each child is valued as an individual and recognized as part of a family. The family is an integral part of the center. Their input is requested and respected at all times. We strive to foster family values and to create a network of family and community supports, to develop respect and tolerance for diversity in culture and beliefs.

Each child travels his own developmental path. As early childhood professionals, we recognize the importance of allowing children to grow in all aspects at their own pace. We provide an enriching and inviting environment for children to learn through exploration. Through trained developmental guidance the team of staff work together to encourage a holistic approach to support children and families through the wondrous years of early childhood.

Objectives

- *To enhance a child's social emotional well being through positive interactions with peers and adults. Children will feel secure, learn to trust, learn to care, build self-esteem and confidence, and socialize with children and adults positively.
- *To enhance a child's cognitive, language and physical development through their own unique developmental progressions.
- *To provide a creative and enriching environment for self expression
- *To provide a healthy and physically safe environment.
- *To foster respect for cultural diversity and family values.
- *To support parents in reaching their own personal values and goals of what they would like to achieve as a parent.
- *To participate in a network of community support
- *To offer peace of mind to families knowing their children are happy, safe and nurtured when they cannot be with them.
- *To provide flexible care and convenience for working families struggling to balance the many responsibilities of raising children.

The Corporation

Dartmouth Children's Center began as a family owned and operated corporation. It is currently co-owned by individuals committed to providing caring services to children and families. Owner, Cristine Morrissette, brings experience as a pediatric occupational therapist from early intervention through school age. Co-owner, Kristen Fiano, brings a background of musical education which culturally enriches center activities. We are licensed by the Department of Early Education and Care and accept applicants regardless of race, religion, cultural heritage, political beliefs, national origin, sexual orientation, disability, and marital status. The organization is committed to providing high quality childcare and developmental programming, which reflects the needs and expectations of the families it serves. The Massachusetts state licensing regulations are on file in the main office. Families are welcome to review them upon request.

Dartmouth Children's Center offers several programs. They include Infant/Toddlers, Preschool, and School Age. During the summer, the school age program offers full and part time care. The organizational structure for all the programs are:

Board of Directors	Director	Lead Teachers	Teachers	Assistants	Volunteers
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OPERATING SCHEDULE

Dartmouth Children's Center is open Monday through Friday from **6:30 a.m. to 5:30 p.m.**

HOLIDAY CLOSING

September	Labor Day
November	Thanksgiving Day
December	12 pm closing Christmas Eve
December	Closed Christmas Day
January	New Years Day
May	Memorial Day
July	Independence Day

ADMISSION

Admission to **Dartmouth Children's Center** is on going, or as space permits. Placement for the year is determined by the age of the child when enrollment takes place. Applicants will be considered for placement based on the following criteria.

- 1 - students currently enrolled
- 2 - siblings of students currently enrolled and children enrolled as drop-in.
- 3 - clients on waiting list

WAITING LIST POLICY

Applicants who wish to have their name placed on waiting list must submit a completed enrollment form. No registration fee is required at this time. Admission will be granted on the basis of availability. Clients will be notified by phone when space becomes available. Enrollment must begin within 2 weeks or the space will be forfeited and the client's name will be removed from the waiting list unless otherwise directed.

ENROLLMENT

Initial Visit - at which time parents and children may view the facility and meet the Director to discuss **Dartmouth Children's Center's** policies and philosophy. An application and registration fee may be left at this time.

Intake Appointment – when an application is accepted the family is provided with, a folder containing **Dartmouth Children's Center's** Parent handbook, a copy of the Department of Early Education and Care Parental Rights, and all applicable enrollment forms. An appointment will be made to review specific program information. A meeting could be held in the child's home if more convenient to families. First week's tuition must be made at this time.

Shortly before a child begins, the parent and child are invited to spend time observing the Program so they will have an opportunity to meet their teacher and other children. It is a good time to learn where important things like bathrooms, personal storage and equipment are located. The following forms are submitted during this visit:

- emergency contact information
- medical release and Authorization and Consent form (child release authorization)
- Transportation Plan authorization
- multiple permission slips

The child must also have a complete health record lead screening documentation and immunization form on file within the first month of enrollment. School Age health and immunization forms must be on file at the public school that they are attending. The first week tuition must be submitted prior to the first week of attendance. Parents are welcome to visit at any time. Conferences may be scheduled if needed. The Director reserves the right to make the final determination to accept and place a child.

REGISTRATION

A one time \$40.00 registration fee, per child, is required when enrollment form is submitted. The registration fee is non refundable.

TUITION

Tuition at **Dartmouth Children's Center** is pre-paid. Payments for children enrolled on fixed schedules are due on the Thursday, prior to your child's scheduled week of attendance. After Friday, any families with an outstanding balance will be charged a fee of \$3.00 per day until the balance is paid in full. Families who use drop in service will be requested to pay tuition on the last day of the week the child attends. Chronic lateness may be grounds for termination. **Dartmouth Children's Center** accepts checks, money orders, and cash. Each family will be provided a monthly summary of their account. Please remember the staff and program that provides the care for your child relies on tuition payments.

FAMILY DISCOUNT

Families with two or more children enrolled **full-time** will be allowed a 25% discount on the child with lowest tuition. Families with two or more children enrolled **part-time** will be allowed a 10% discount on the child with lowest tuition.

LATE POLICY

A late fee of \$10.00 per 15 minute per family will be assessed if the child is left at the center after closing. Chronic lateness may result in termination. Any child left after 6:00 p.m. will warrant the following steps:

- 1 - At 6:00 p.m. the staff notifies the Administration and attempts to call the parents
- 2 - if parents are unavailable, the staff will attempt to contact all persons listed on the Release Authorization and Consent form.
- 3 - If the staff is unable to contact parents or any authorized adults by 6:15 p.m., the staff will contact the director or the owner. If the director or owners are unavailable the police will be contacted. If the director or owners are available to return to the center, they will contact the police at 6:30.

OTHER FEES

Checks returned for insufficient funds will be subject to a charge of \$15.00 per return. After receiving three returned checks, we accept only cash. A September materials fee may be implemented.

SICK POLICY

Tuition must be paid for a full week regardless of attendance in order to retain placement. Partial tuition reimbursement for extended illness (two or more consecutive weeks) will be at the discretion of the Director. A doctor's note must be obtained stating type of illness and length of absence in order to be considered for partial reimbursement.

VACATION POLICY

Families of children enrolled full time will be allowed five tuition free days per year after one month of attendance for which no tuition will be expected. Families of children enrolled part time will be allowed tuition free days equivalent to that child's week after 3 months of attendance. **Two weeks advance written notice must be given to the Director.** Payment for week returning from tuition free days is still expected the Thursday before returning to the center. Checks can be mailed to us if out of town, and must be received no later than Friday.

SNOW DAY POLICY

Dartmouth Children's Center reserves the right to close due to severe weather conditions. The safety of children and staff are considered when closing decision is made. The closing decision will be made by the teacher's ability to arrive safely. 4-8" will be a possible delay. 8+" will be a possible closing. The decision to close early will be made by the family's ability to get to the center. If there has been 4-6+" in a short period of time you should call the center to check. A message will be left on the answering service at the center.

ARRIVAL – DEPARTURE

The Child Care Center will be open from 6:30 a.m. to 5:30 p.m., Monday through Friday. We offer a before/after Kindergarten and School Age programs. The School Age Program is open all hours of operation during non-school days. Please accompany your child inside to the Program in the morning to assure contact with the staff and sign him/her in on the attendance sheet. Upon departure, please sign your child out as well.

Parents must call the Program if their child will be absent.

AUTHORIZATION TO RELEASE

Children will be released only to those persons listed on the Authorization and Consent Form. Identification will be required of any person picking up the child. The Director/Lead Teacher should be notified in advance, in writing, if someone other than the parent is to pick up your child. In the event of a discrepancy, the child will be detained until the Director/Lead Teacher can contact the parent by telephone. Temporary changes for the child's release cannot be authorized over the telephone for people not listed on the Authorization and Consent form.

TRANSPORTATION

School Age Program - Parents provide transportation to and from the School Age Program unless transported by school bus. Staff will supervise children to and from bus stops and escort them into the Program. **Dartmouth Children's Center** accepts responsibility for children only after parents or authorized adults including school bus driver, make contact with staff. The Program allows children to walk to and from the Program unsupervised, only after an individual transportation plan is designed and is authorized by the parents and the Director.

Parents are required to inform center when children will be arriving late or not attending. Parents are also responsible for informing the child's school of their transportation needs in regards to pick up, drop off, and schedule changes to center.

All children enrolled in additional activities to the School Age Program must have release forms signed before children can be released. All children are required to have parental consent forms signed and on file before participating in any field trip.

All Programs –Parents are responsible for arranging and providing transportation to and from the center. **Dartmouth Children's Center.** Children will be transported to and from field trips in insured vehicles owned by the Director, designated staff, or a contracted bus service. Transportation provided by a contracted bus service will meet all Registry of Motor Vehicles requirements and have at least the minimum liability insurance. The number of children transported in private vehicles shall not exceed the number of operable seat belts. Child car seats may be used upon request. First aid kits will be present in all vehicles used for field trips.

In the event of an emergency, on-site transportation will be provided by local medical personnel or by an Administrator. If the situation is less serious and does not require an ambulance, a parent will be contacted and should make arrangements to meet the Administrator at the designated facility immediately. The staff will remain with the child until parent (s) arrives.

In the event a vehicle becomes disabled while on a field trip, the Administrator will immediately make arrangements for alternate transportation. Children will not be left unattended at any time. The vehicle will stay with the Program on field trips unless otherwise arranged, and then prearranged emergency pick up will be available by phone. Emergency information and first aid kits will be on hand for each field trip.

BEHAVIOR MANAGEMENT AND DISCIPLINE

All teachers at **Dartmouth Children's Center** will manage behavior in their areas/classrooms in a non-punitive, age appropriate manner. Staff will have ongoing training in the areas of discipline and behavior management. All staff is oriented to the Program's philosophy and policies by the Director.

Discipline is understood to mean "teaching" not punishment. Consistency, limit setting and redirection are key to helping children to learn to self regulate their own behavior which is the ultimate outcome of discipline.

Toddlers will begin to learn self-control by observing the natural consequences of their behavior. Teachers will quickly intervene if a problem does occur and redirect the child to a more appropriate activity. Language is utilized to help Toddlers begin to identify their feelings and learn to deal with them in a socially acceptable manner.

Preschoolers will be encouraged to learn problem-solving skills and become self-correcting. They will be given the opportunity to choose alternatives that will enable them to participate in a socially acceptable manner without reinforcing their negative behavior. For example, if a child is having difficulty sitting quietly during a story, he/she will be asked to do a puzzle or draw a picture until they feel they are ready to rejoin the group. Teachers will assist in pointing out logical consequences to both positive and negative behavior.

School age children will be encouraged to learn problem-solving skills and become self-correcting. School age children will actively participate in developing the group rules. Staff will assist children in creative problem solving by helping children to choose alternatives that will enable them to participate in a socially acceptable manner without reinforcing their negative behavior. Staff will assist in pointing out logical consequences to both positive and negative behavior, and give children choices in solving problems. Staff will use positive reinforcement while supervising children, encouraging them to cooperate and continue using appropriate behaviors.

If a child's behavior is unmanageable within a group setting, behavioral issues will be written on incident reports, parents will be consulted and an individual behavior plan will be developed and implemented. For school age children, if a child's behavior is unmanageable within a group setting, and the child refuses to cooperate with staff and will not follow the ground rules, parents will be called by the Director and the child will need to be picked up immediately.

No child shall be subject to abuse or neglect, cruel, unusual, severe, or corporal punishment, including:

- any type of physical hitting inflicted in any manner upon the body,
- punishments which subject a child to verbal abuse, ridicule, or humiliation,
- denial of food, rest or bathroom facilities, punishment for soiling, wetting or not using the toilet, or punishment related to eating or not eating food.

All staff employed by **Dartmouth Children's Center** are selected with the greatest of care. All staff meets The Department of Early Education and Care qualifications.

All staff has evidence of a Background Record Check. This consists of a C.O.R.I. report which is a criminal investigation report as well as a DSS record check. The staff is trained in emergency First Aid and CPR. The staff is professional and committed to the quality care of your children.

SUSPENSION

Dartmouth Children's Center will make every effort to work with children and their families in solving issues and providing resources and support. A child may be suspended if he/she uses any techniques to hurt another person and/or will not cooperate with staff. The Director will contact the parent immediately, and a meeting with the child (if appropriate), the parent, Director and administrator will take place before the child will be allowed to return to the Program. An individual behavior management plan/contract will be written, addressing the behaviors that need to be changed.

TERMINATION

Parents are required to provide a two-week written notice to the director of **Dartmouth Children's Center**. The Director will fill out appropriate termination papers. If written notice is not provided the legal guardians are responsible for two weeks tuition following the last week attended.

When a child is terminated from **Dartmouth Children's Center**, whether initiated by the Program or the parents, the staff will prepare the child for termination from the Program in a manner consistent with the child's ability to understand, and will provide information and referrals for other services to the parents, upon request from the parents.

Dartmouth Children's Center reserves the right to discontinue service to a family if financial commitments are not met as well as if providing the necessary information required by the state for a child's records is not completed within a timely manner. A child may be terminated from the center under the following circumstances:

*the health and safety of the child at the center cannot be assured.

*the child's developmental needs are not being met at the center.

Dartmouth Children's Center shall use the following procedures for terminating a child from the center:

Parents will be notified in writing and at a face-to-face meeting when possible, about the circumstances, including the reasons for termination. A copy of this letter will be kept in the child's record. The director will inform parents of the availability of information and referral for other services. When any child is terminated from the center, whether initiated by the center or the parents, the staff will prepare the child for termination from the center in a manner consistent with the child's ability to understand.

REFERRAL SERVICES

The Dartmouth Children's Center staff will support any family seeking services outside of the center as appropriate. A community resource binder is always available in the main office for families to review at their request. This binder will include information on contacts to local school systems special education offices, rights and availability of services under Chapter 766 for children at least 2 1/2 as well as Early Intervention Programs for children under the age of 3. The Program Director will provide assistance to

families as requested by families in making appropriate referrals for social services, mental health, education and medical services including but not limited to dental check-ups, vision or hearing screenings.

When a staff has a concern regarding a child they are to discuss the concern with the lead teacher who will review the concerns with the program director. The director, if in agreement with the concerns, will coordinate with the staff an observation report which will include review of the child's record prior to making a referral. A conference will be scheduled by the program director with the family to discuss concerns and develop a plan. At the meeting, the director will provide to the parent a written statement including their concerns, recommended referrals and reasons for recommending as well as a brief summary of the center's observations related to her referral and any efforts the center may have made to accommodate the child's needs. The program director, with written parental permission, will assist families in making referrals and providing information from the Center records. Families will be required to sign a release of information for any child record information to be forwarded.

The program director, with parental permission, may contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the center. If it is determined that the child is not in need of services from this agency, or is ineligible to receive services, the center shall review the child's progress every 3 months to determine if another referral is necessary.

Record of Referrals

The program director will maintain a written record of any referral, including the parent conference and results. A referral checklist will be kept in the child's record.

CHILD ABUSE AND NEGLECT PROCEDURE

All staff are mandated reporters of child abuse and neglect. They are required by law to report suspected abuse and neglect.

The procedure to report child abuse and neglect is as follows:

- 1 - Immediately report suspected abuse or neglect of a child to the Director or the Department of Social Services and submit in writing to Department of Social Services within 48 hours
- 2 - The Director shall immediately report suspected abuse and neglect to the Department of Social Services
- 3 - The Director shall notify The Department of Early Education and Care immediately after filing a 51A report or learning that a 51A report has been filed alleging abuse or neglect of a child while in the care of **Dartmouth Children's Center** or during a program related activity.

The staff shall cooperate in all investigations of abuse and neglect. These procedures also include but are not limited to insuring that an allegedly abusive or neglectful staff member does not work directly with children until the Department of Social Services' investigation is completed and for such time as the Department requires.

PROCEDURE FOR HANDLING COMPLAINTS

Time will be set aside for a meeting with a teacher if a complaint needs to be made. Two attempts at a resolution to the existing problem will be allowed. Open communication between parents and staff will facilitate resolution. In the event of non-resolution, the Director will be consulted for intervention and resolution.

PARENTAL INVOLVEMENT AND COMMUNICATION

Parents are invited to participate in a Parent Advisory Committee to provide parental input for program procedures and program development. Parents' input is greatly appreciated. Parent conferences are scheduled at least two times per year with families to discuss your child's progress. **Dartmouth Children's Center** has an open door policy. Parents may visit the center at any time. Advanced notice is only requested if a family wishes to visit for longer than half an hour. We ask families to keep in mind that children benefit from consistent routines. Having frequent visitors or long-term visitors can be confusing and disruptive to the children's routines and schedules. Parents who would like to spend more time at the center are encouraged to volunteer. The staff would incorporate their resources into the

program of the center. Communication is highly encouraged on a daily to weekly basis. We invite families to feel comfortable approaching staff with questions, comments, and concerns. Many means of communication are available for families to utilize including, voice mail, e-mail and each child has a mailbox in which families and staff may leave notes to each other. Staff mailboxes are located on the counter by the entrance. A seasonal newsletter will be provided to families to provide information on the center programs overall.

A resource library will be available at the center as well as resource information at this site.

CHARACTERISTICS OF CHILDREN SERVED

Dartmouth Children's Center enrolls children ages 1 month to first grade, on a first come, first serve basis. **Dartmouth Children's Centers School Age Program** enrolls children of sufficient age to enter first grade, through 14 years of age, on a first come first serve basis. Children with special needs will be accepted into the program if the child can be integrated into the existing program. This can only be determined after meeting with the child and parents and observing the child in the program to determine his/her abilities, as appropriate. A special needs plan will be written by the parent (s) and staff on how best to meet the child's needs.

Programs

Giggles and Grins

Infants	ages	4 weeks to 15 months
Toddlers	ages	15 months to 2 years 9 months

Giggles and Grins is our infant and toddler program for children 4 weeks to 2 years 9 months.

Our caregiver's have specialized training in the care and development of infant and toddlers with the consistency recognized to be of highest importance for families and children. The center's owner has several years of experience in early intervention settings as a pediatric occupational therapist with a strong background in the development of infants and toddlers as well as the parent perspective of having three children of her own.

Welcome to our infant room, which is designed for young infants not yet walking. Within this room caregivers work with families to learn the schedule of each individual infant and establish consistent routines. Each moment of an infant's day is important. Within an infant caregiver relationship, bonds will form as the infant feels secure, builds trust in being well cared for and loved. This bond supports the love and emotional security of his or her family.

The infant is learning throughout his day through taking in all the sensations seeing, hearing, smelling, touching, tasting, and moving. Caregivers control these sensations through learning the communication signals of the infant knowing how to engage, calm alert infants to promote optimal development. Infants move from reflexive movement patterns to learning to control their movements. The infant caregivers at **Dartmouth Children's Center** are trained in the developmental movement patterns infants go through and challenge infants with appropriate toys and cushions for positioning.

For infants beginning to move about and take their first steps, the environment is rich with movement exploration, push pull toys, crawl and climb toys designed for safety. Motor skills, language and thought are rapidly developing. Teachers challenge children

with imitation skills, provide toys for thought development such as cause effect, stacking, hiding games. Teacher's model language.

Our Toddler room is an active room. Toddlers use their whole body to explore. A safe and well-planned environment is crucial for their well being. Caregivers are present to assist toddlers in an environment which is set up to peak their exploratory interests. Toddlers want to try things on their own. They are working on forming the language to express their feelings. Teachers provide patient guidance and redirection in assisting children to control behavior and impulses. They begin to provide them with choices and provide positive attention for appropriate behavior. Frequent testing and expression of opposition are recognized as part of normal development. The toddler's schedule is routine which allows children to develop an internal sense of time and predictability.

The program and environment are individually designed to meet the needs of the families and children enrolled within a holistic developmental framework.

Communication with families will be available through multitude of means including daily direct verbal conversation, written reports on daily schedule and needs, access through voice mail and e-mail for those times when you think of something you want to remember to discuss.

Roots and Wings

The Preschool Program

Ages 2 years 9 months to 7 years

**There are but two
lasting gifts we
can give our
children.**

**One is roots,
the other is wings.**

Children two years nine months through kindergarten enter our preschool groups. Each preschool class, which is no larger than 19, is mixed in age. It is our belief that children learn greatly through their interactions with other children. Younger children will have the role models of older children while older children will benefit from positive feelings of having mastered and being the teacher at certain skills. The preschool group will be consistent in staff and children.

Within a scheduled routine, children will have the opportunity to participate in smaller group structured activities with peers at their developmental level. Under the supervision and guidance of our teachers, children will interact in a classroom setting which has been designed to encourage exploration, social interaction and learning. Within these groups, children will participate in language rich, multi-sensory child centered activities. Inviting environmental play areas will include, listening centers, library, art, dramatic play, big blocks, puzzles and hands on toys, gross motor play as well as regularly introduced themes.

Clubhouse Crew

School age group (ages 6-14)

The school age program's mission is to provide children with a safe, fun, and relaxing place to be. The atmosphere is designed to be different from the school environment, a comfortable place between school and home.

Dartmouth Children's Center provides care and programs to children before and after school as well as during school closings and school vacations.

Before school, children have the opportunity to bring their breakfast and eat at the center. After school children will be provided with a nutritious snack.

Within the school age program, there will be areas for quiet work, reading, arts and crafts and recreational activities. The children are involved in the planning of their days.

Group projects are offered to promote a child's positive self-esteem, curiosity, creativity and sense of responsibility. Individual projects will encourage the development of life skills and enhance motor skills. Activities will augment the child's language, reading and writing skills as well as promote creative problem solving.

Group Activities

- *drama
- *cooking
- *woodworking
- *theme related art projects
- *Recreational games
basketball, wiffle ball, relay races, soccer, kickball etc.

Individual Activities

- *hobby crafts, pottery, jewelry making
- *self-expression with art media such as clay, paint

Family Centered Activities

- Puppet shows
- Speakers; motivational, educational. Daycare provided free for families to attend
- Cook-outs
- Singers
- Family directory
- Parent advisory counsel
- Resource Library: books, videos, educational materials
- Seasonal newsletter
- Web Page
- Birthday Party Site

WHAT TO BRING

Please provide your child with a backpack/diaper bag to carry his/her belongings. It makes for a much easier departure.

Every full-time child in **Dartmouth Children's Center** may bring a small, child sized blanket for rest time. All full-time children are required to rest or have quiet time for a minimum of 45 minutes daily.

Children may only bring in small toys from home on the designated share day, limited to a size that will fit inside the backpack. These items cannot be stored at the school. Please keep in mind that teachers will help the children to be careful, but cannot be responsible for loss or damage. Toy guns and weapons are prohibited.

CLOTHING SUGGESTIONS

Our playground is used as an extension of the classroom, and daily programs are conducted outside whenever weather permits. In order for your child to enjoy participation in the program, please have him/her dress for the weather. If it has just rained, please send boots for the puddles; if it is raining lightly, waterproof outer clothing is needed; if it snows, attach mittens on a long string that can go up one arm, across the neck and down the other arm. In general, durable clothing, which can withstand the energetic activity of young children, is the best bet. If the day is extremely cold, send an extra sweater and hat. We will probably be outside for a brief time. Children need to run around, have some large muscle activity, and get some fresh air.

Our health care consultant recommends that if the child is well enough to come to school, he/she should be able to play outside as long as he/she stays dry. Therefore, we ask that you leave a complete set of extra clothing, especially socks, at all times. Also, if a child is newly toilet trained, it is helpful to keep an extra set of underwear on hand. Please replace the items when they become soiled. PLEASE LABEL ALL CLOTHING WITH YOUR CHILD'S NAME.

When buying indoor or outdoor clothing for school, make sure the child can put them on himself/herself. If you are using shoe boots, please send slippers or sneakers so that your child won't have to keep his/her boots on indoors.

We expect to do a good deal of painting and messy projects, so we suggest clothing that can wash easily. This way your child can enjoy the Program without being concerned about his/her clothes. PLEASE LABEL ALL CLOTHING WITH YOUR CHILD'S NAME.

NUTRITION

All parents are asked to provide a nutritious lunch daily. Suggestions for nutritional lunch items are provided. Parents of Infants are required to provide all food/formula/juice on a daily basis. Infant formula must be ready made in cans or containers labeled with child's name and dated. Monthly snack menus will be posted and sent home. Please do not send in candy with your child as part of the meal as it does not have nutritional value. At times age appropriate candy will be offered as part of a celebration or theme within the center.

Dartmouth Children's Center is a peanut free center. Please be sure that your child's lunch does not contain peanut products. Additional suggestions are available upon request.

Lunches that need to be warmed should take no longer than 2 minutes.

Dartmouth Children's Center will provide a morning and afternoon snack for Toddlers, Preschoolers and School Age. Children enrolled for extended hours will be given an opportunity to eat breakfast before 8:30 a.m. or a light snack after 5:00 p.m. These must be sent from home.

Dartmouth Children's Center will provide milk and a toaster if parents wish to provide breakfast cereals and/or breads. If a child forgets a lunch, center will provide a lunch for a \$2.00 fee.

Dartmouth Children's Center provides two nutritious snacks on full days. Juice and milk, crackers, cheese, fruit or vegetables are served. Special treats from home to celebrate a birthday or other occasion are welcome. Please consult with your child's teacher beforehand so that we can be sure that the treats do not contain peanut products.

NOTE *** NOTE *** NOTE

It is important that the parent place the child's daily food/equipment/extra clothing in the child's bin or cubby and refrigerator. This allows the parent the opportunity to make sure all of the child's necessary equipment is ready and available for the child on a daily basis. This allows the staff to quickly get the needed supplies from that location without spending time searching for needed items. Children's needs are met much more quickly this way.

HEALTH CARE AND SAFETY PROCEDURES

Outdoor Play Policy

Our health care consultant recommends that if the child is well enough to come to school, he/she should be able to play outside as long as he/she stays dry. Therefore, with our health care consultant's help, the following guidelines have been established.

-Infants may go outside if the weather is above 32° with favorable conditions (sunny and not very windy).

Between 32° and 40°, infants may go for a short walk (up to 15 minutes) at the Teachers discretion.

-Toddlers will follow the same guidelines. However, they may go out up to 30 minutes in favorable conditions.

-Preschool and School Age may go out if the weather is above 20° with favorable conditions.

Given this policy it is extremely important children have proper clothing for weather conditions. Children having to stay in due to lack of appropriate outdoor clothing may need to wait in the office as to not jeopardize our teacher ratios and opportunity for all other children to be outdoors.

Physical Health Policy

Children may not be left at **Dartmouth Children's Center** if they exhibit any of the following symptoms:

- fever greater than 100 degrees
- Unusually lethargic behavior
- Vomiting
- Diarrhea· Rash of unknown origin
- Sore throat
- Productive cough

If these symptoms develop during the course of the day, the child will be made comfortable in a quiet location with direct supervision away from the other children.

Readmission is based upon the child's ability to participate fully in the Program. If your child has a temperature of 101 degrees or greater, has had 3 or more episodes of vomiting or diarrhea, it is requested children do not return to the center for 24 hours from time picked up.

If an emergency arises, a qualified staff administers first aid care, calls the parent, and if necessary, emergency medical personnel. Staff will accompany the child to the nearest hospital where emergency treatment is administered. The staff will remain with the child until the parent arrives. In the event neither parent can be reached, the child's physician will be contacted.

First aid supplies are kept in the kitchen area and on top of the closet in the Preschool room.

An injury report log is kept at the Program, with detailed information on each injury to a child. A report is kept in the child's file, and a copy given to the parent (s) within 24 hours of any injury.

An allergy list is updated and posted in each classroom. All staff are required to maintain current first aid and infant/child/adult CPR certification.

MEDICATION

Prescription medication may be administered by staff upon completion of a Medical Authorization form which can be obtained from any teacher. All medication must be labeled and in their original containers.

Non-prescription medication can only be administered with a doctor's signature and renewed on an annual basis. An attempt will be made to notify parents prior to administering medication.

School age children with asthma medication can administer their own medication with physician and parental consent. The medication is to be stored in the main office or the locked cabinet in the classroom. Children are not allowed to possess medication while at the center.

A medication log will be kept for all medication given.

CONFIDENTIALITY POLICY**Children's Records**

Records of all children are confidential. Only staff directly working with the child may have access. Parents must sign a release of information for a child's records to be released to anyone who is not a staff member at Dartmouth Children's Center. A file may not leave the Director's office without approval. A staff member may be dismissed for discussing children outside of the school.