

ECC Easton Community Center

A 501(c)(3) Charitable Organization



Playtots Preschool Parent Handbook

Revised 07/28/2020

Easton Community Center
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(203) 459-9700

www.eastoncommunitycenter.com

www.playtots.org

Welcome

Welcome to Playtots Preschool. This handbook will help you with questions you may have regarding our school and its policies. Please read it carefully so you will be familiar with our practices. If you should have any questions, please feel free to contact us. We look forward to a great year of fun and learning.

Staff

Our Playtots Preschool staff is made up of highly qualified individuals who have been hired based on their education, training, and experience with young children. There are a minimum of two adults present in each classroom with teacher's aides available to help out when needed. Our staff members are certified in first aid and CPR and are members of the National Association for the Education of Young Children.

Facility Director

Joel Silkoff

Preschool Director

Carole Lisi

Assistant Director

Ellen Geaney

Teachers

Ellen Geaney

Christine McNamara

Joelle Johnston

Carrie Satta

Stacey Thomas

Andrea Knorr

Christin Kennedy

Ellen Nilsen

Mary Silva

Our Philosophy

The Playtots Preschool program is designed to promote the social, emotional, physical, sensory, and educational growth and development of our young students in a friendly, nurturing, and safe environment. We provide children with plenty of hands-on experiences and expose them to many new themes, activities, songs, and games while interacting socially with other children and having fun!

Registration and Tuition Policy

Registration for the upcoming school year begins in November for current students and their siblings and December for new families. An initial non-refundable application fee of \$100 is required to hold a place for the following year and a second non-refundable deposit of \$500 will be due on February 1st in order to maintain that spot. Half of the preschool tuition remainder is due on August 15th; the final payment on December 31st. Before and after care services will be billed monthly, one month in advance. All tuition payments are non-refundable and you will be required to sign an Enrollment Fee Agreement.

Communication

Communication with parents and families is very important to us. To ensure that we get information to you on a timely basis, we send out schoolwide and classroom information via our online parent portal (My Classroom Connection). On MCC you will find photos, calendar of events and up-to date information about your child's classroom. Parent logins will be assigned at the beginning of the school year and are for the exclusive use of Playtots parents. Please check your child's backpack, My Classroom Connection and your email to stay informed.

During the month of October, you will be invited to a virtual "Parents' Night" where you will be able to learn more about our program and hear what's going on in your child's classroom.

In lieu of in-person conferences this year, we will provide a written progress report and/or schedule individual phone conferences. Please contact us at any time if you have a question, concern or issue you need to discuss.

Health and Safety

The state of Connecticut requires that a copy of your child's health assessment, completed within the last 12 months, is on record in our files. These forms must be submitted and reviewed prior to your child attending Playtots. All forms are due by Aug. 21.

If your child requires medication to be kept on site, or has any medical conditions that we need to be aware of, please contact the preschool director, Carole Lisi (carole.lisi@eastoncc.com). Please email Carole Lisi to schedule a time to drop-off medications and required medical forms by August 21.

This will ensure we have all of the information and medication(s) needed for your child to start on the first day of school.

The requirements to have medication on site are as follows:

- Authorization form is complete with parent and physician signatures
- An individual care plan has been finalized and submitted for your child
- Medication is appropriately labeled / Pharmacy information
- Medication is in original container
- Date on label is current / non-expired meds

If your child will be out of school for any reason, please contact the Director in the Playtots office at 203-459-9700 or email your child's teacher. Please let us know the reason for your child's absence. (We are required to report some infectious diseases and illnesses to the state.)

Some general guidelines for returning to school after an illness include:

- **See additional Covid-19 policies - addendum attached.**
- **Vomiting, diarrhea and fever: 24 hours after child's symptoms subside. (non-Covid)**
- **Chicken Pox: after breakout has dried and scabbed over.**
- **Pink Eye: 24 hours after first application of medicine.**
- **Flu, cold: 24 hours after fever has returned to normal.**

Please keep your child home from school if they are sick. Children should recover at home to keep all other children and staff safe.

If a child becomes ill at school, his/her parents will be notified immediately. The child will be isolated from other children and kept comfortable until he/she is picked up. In the event you are unavailable please have an alternate pick-up plan so your child can be collected within 30 minutes or less.

Emergencies will be handled according to the emergency form signed at enrollment. Our staff is certified in first aid and CPR and will take appropriate action as needed. A parent or emergency contact will be called immediately and, if needed, the child will be transported by emergency vehicle to a local hospital.

We are not able to administer any routine medications at school. If a child requires medication during the school day, it is the parents' responsibility to administer it at the proper time. If emergency medications are required (i.e. Benadryl or Epi-Pen), staff members are trained in administration of medications and can handle such based on doctor's orders on record with the Director.

Building Safety and Security

The safety and security of the children in our program is of the utmost importance. There are several security measures in place to ensure students are always safe while attending preschool.

All teachers and ECC staff are background checked and screened.

Children will be taken to the bathroom by a Playtots teacher or aide. Children will never be in the bathroom or in the hallways unattended.

The Easton Community Center is equipped with surveillance cameras in our common areas and outside; monitored in our front office.

Visits have been temporarily suspended due to Covid-19 preventive measures. Appointments are needed to visit the facility until further notice.

Each classroom is equipped with a security pad to access the room. Only staff members have the security code to open the doors. In addition, teachers have a security remote control that can lock the doors remotely.

In accordance with safety regulations, fire and lock down drills will be conducted on a regular basis.

Bathroom and Hand Washing Procedures

Children in the 3s and 4s classes must be fully potty trained before they begin school. This means they should be able to use the bathroom independently. Children will be accompanied by a staff member to the bathroom and may be assisted in difficult situations, however, as a rule; children will be expected to manage the basics on their own.

Children entering the 2s class are not required to be potty trained, though they should be working toward that goal with the assistance of the classroom teachers and staff.

Several bathroom breaks will be scheduled during our school day to accommodate the children's needs. Good hygiene standards will be emphasized and modeled by the staff (i.e., proper hand washing).

Please encourage your child to use the bathroom before leaving home. This way we may start our day with minimal interruptions. In addition, children will be asked to wash, wipe and/or sanitize their hands upon entering the building.

Dress

Please dress your child in comfortable play clothing. We will be getting messy, running, jumping, and playing. We will also go outside each day that outdoor conditions are appropriate and the temperature is not too cold. Please make sure that children wear a hat and mittens when the weather is cold. A light jacket and boots may be needed during the fall and spring months. If children wear rain or snow boots to school, please bring a pair of shoes for them to change into before entering the classroom. **Rubber boots are not permitted to be worn during the school day except when going to the playground.** Also, we encourage rubber-soled shoes so that children won't slip, especially in the gymnasium. **Please do not send your child to school in sandals, clogs, or Crocs.**

Snacks and Lunch

Please send in a peanut and tree nut free snacks and drink for your child each day. Children in the 3's, 4s and Pre-K programs will also need a lunch. If your child attends our afternoon program, please provide extra snacks. We encourage healthy eating habits at school. Please help us by sending in nutritious foods that foster a healthy lifestyle. The ECC is a peanut and tree nut free facility. Please avoid sending any foods that contain, may contain or are processed in a facility that contains any peanuts or tree nuts.

If your child will be staying for lunch, the lunch should be placed in an additional bag and labeled appropriately. Please keep snacks and lunches in separate bags so the teachers and children will be able to identify them easily.

Please also make sure to cut up foods, especially grapes and hot dogs. Please avoid sending popcorn and candy. We are also unable to heat any foods. If you would like to send your child with a hot lunch, please send a Thermos. As per state licensing requirements, please include an icepack in your child's snack and lunch bags for foods that need refrigeration.

REMINDER: The ECC is a peanut/nut free facility. Please read labels carefully and do not send in any foods that may contain any peanut or nut related items or which is processed in a facility with nuts. We will make every effort to accommodate any other allergy issues. Please make us aware in writing of any and all allergies that your child has.

Birthdays

Birthdays are a special time for every child. Please communicate with your child's teacher a day you might like to provide a snack to share. Treats must be in an unopened store-bought package. Summer birthdays will be celebrated at a time convenient to you and the classroom teacher.

Please remember our classrooms are nut/peanut free.

Parent Volunteers

Due to Covid-19 restrictions room parent involvement will be limited, but still necessary! Please contact Carole Lisi for more information.

Room parent's will be identified in each classroom. These parents are representatives of your class and will assist with school fundraisers, field trips, classroom celebrations, as well as other school and classroom events. If you are interested in volunteering to be a room parent, please contact the Director prior to September 8th.

Pet Care Plan

At times our classrooms may have a pet fish. Children will have access to view the fish in their bowl and help with feedings. At no time will the children touch the fish or the water in the bowl.

- ✓ Pet fish will be kept in a bowl.
- ✓ Teacher will pick a fish feeder helper, who will be responsible, with supervision, to feed the fish at the designated time.
- ✓ Teachers will clean fish bowl and change the fish water on a weekly basis
- ✓ When school is not in session, but our building remains open, our "fish-sitters" at the front desk will feed and care for our fish
- ✓ When school is not in session and our building is closed, the classroom teacher will bring the pet fish home until the building opens again.

School Closings

For weather-related closings we follow the Easton Public School/Regional School District 9 System. Please listen to WICC, WEBE 108, STAR 99.9 or go to CTweather.com for school announcements, or watch one of the local television stations for a listing of school closings and delays.

- **See Covid-19 addendum for closure policies on closing of classrooms/school due to a confirmed case.**
- If Easton Public Schools is closed due to weather, Playtots is also closed.
- If Easton Public Schools has a delay (regardless of them announcing a 2 or 3 hour delay), we will ALWAYS have a 2 hour delay.
- If we have a delay, all classes ending at 12pm will end at 1pm that day. All classes ending at 1pm will end at 2pm that day.
- Early morning care is cancelled when there is a delay, unless you are notified.
- If we need to dismiss early, all parents will be notified via MCC.
- We post our delayed openings and closings on CTweather.com (Listed under Learning Centers) and News 12. We will also send you an email via MCC.
- On the occasion that Easton schools are closed or delayed for an unrelated event (such as a power outage) that does not affect the Easton Community Center, we will be in session and will contact you accordingly. Please check your email for updates.

Parking and Drop Off Procedure

- **Please see Covid-19 drop-off and pick-up plan for details (attached).**
- It is a fire hazard to park your car unattended in the fire lane at any time, no matter how brief.
- For the safety of our children, please keep in mind that there is a **five mile per hour speed limit** in our driveway and parking lot.
- Drivers must stay right and travel one way around the loop.

Before and After Care Enrollment, Change or Withdraw Policies

Please complete the Enrollment/Request Form to enroll your child in our before or after care programs or to request a single drop-in date. Complete the Change/Withdraw Form if your childcare needs change and you would like to add or reduce days or withdraw from the before or after care program. Please give us as much notice as possible about enrollment or drop-in days. You must give us 2 weeks notice prior to making a change in service or withdrawing from the before or after care program. All forms should be submitted directly to the Preschool Director.

Delayed Pick Up Policy

The parent/guardian will be charged \$10.00 for every 15 minute period beyond your scheduled pick up time. If you are going to be delayed, (e.g. there is an accident and you are stuck on the highway) and anticipate a late pick-up, please contact your alternate pick-up designee first to see if they can pick up your child, and/or notify the program of your late arrival. Please advise your child's teacher as soon as possible.

Field Trips

All field trips have been temporarily postponed due to Covid-19.

At Playtots Preschool we offer both in-school field trips and occasional offsite field trips. You will be asked to sign a general permission slip giving permission for your child to attend any in-school field trips that we may offer. In the event of an off-site field trip, you will be sent information regarding the trip and must sign a permission slip for that particular event.

Policy: Abuse and Neglect

As child care providers, we at Playtots Preschool are required by law to report if we suspect or have reasonable cause to believe that a child is being abused or neglected or is at risk of abuse or neglect. Child care providers are listed as professionals whose work puts them in regular contact with children. Anyone in that capacity is considered a "mandated reporter". Please see the attached policy provided by the State of Connecticut which gives information and definition on abuse and neglect. This information is posted at the school as well.

If we suspect a child is being abused or neglected, it is essential that we act to interrupt that cycle of abuse and/or neglect and help the family receive the services needed. When a case of abuse or neglect is suspected, we will call the Department of Children and Families immediately. (1-800-842-2288)

Positive Guidance and Discipline Policy

Our school strives to maintain an atmosphere where students can interact in a positive and enjoyable manner. We also recognize that conflicts with students may occur at school. Our goal is for students to learn to interact with their peers and teachers, and to develop positive social skills. If a conflict occurs the teacher will always keep safety in mind, redirect play as necessary, discuss the conflict, and remind children to “use their words”. In extreme circumstances, a child may be taken out of the classroom with a staff member for some quiet time until the situation is resolved. If conflict continues repeatedly, a conference with the parent will be requested to discuss techniques to remedy the situation. If interventions are ineffective with a child and the safety of others becomes an issue in a classroom, a suspension or dismissal from the program may be necessary.

How to Contact Us

ECC Facility Director: Joel Silkoff

Email: j.silkoff@eastoncc.com

Playtots Director: Carole Lisi

Email: carole.lisi@eastoncc.com

Phone: (203)459-9700

Fax: (203)445-1798

Websites: www.eastoncommunitycenter.com

www.playtots.org

www.myclassroomconnection.com (passwords provided by individual classroom teachers)

Billing questions should be directed to Karen Kachele, Karen.kachele@eastoncc.com

We look forward to a wonderful year with you and your child.