

Welcome to A Child's Garden

OUR HISTORY: A Child's Garden is a private, family owned and operated Early Care and Education Center. The Fairfield location opened in August 1981 and the Shelton location opened in August 2003. ACG is licensed by the State of Connecticut Office of Early Childhood and abides by Statutes and Regulations set forth by the OEC.

OUR PHILOSOPHY is to provide care for children in a warm, nurturing environment where parents can feel secure about the safety and wellbeing of their children. We will encourage the children to learn through play with a variety of developmentally appropriate activities.

OUR GOAL is to encourage independence, individuality, creativity and a positive self-image for every child in our care.

OUR MISSION is to create a safe, healthy environment for children, that will foster curiosity, and creativity, support their independence, nurture their self-worth, spark their desire to learn, and model respect for the uniqueness of others.

School Hours:

Fairfield Location: 7:00 a.m. to 5:30 p.m.

Shelton Location: 6:30 a.m. to 6:00 p.m.

*We ask that children arrive to school by 9:15 a.m.

CLOSINGS: HOLIDAYS

Labor Day

Thanksgiving and the Friday after Thanksgiving

Christmas Eve, Christmas Day & the day after Christmas

New Year's Day

Martin Luther King Jr Day

Presidents' Day

Good Friday

Memorial Day

Fourth of July

Friday prior to the start of Summer Camp

Last Day of Summer Camp – 3:00 Closing

One Week in August prior to the start of the Fall program

Year at a Glance: The year at a Glance is a list of important dates including holiday closings, one week closing in August, as well as any special events and fundraisers. The Year at a Glance will be sent to families via the brightwheel app. It can also be located on our website or posted in the hallway at each school.

Programs Offered

Infants (6 weeks and older) – Minimum of 2 days attendance required

Tiny Tots (1 year olds) – Minimum of 2 days attendance required

Toddlers (2 year olds)- Minimum of 2 days attendance required

Preschool (3 yr. olds) - Minimum of 2 days attendance required

Pre-K (4 yr. olds) - Minimum of 3 days attendance required

Appointments During School Hours: We understand that it may be necessary to schedule doctor, dentist or other professional appointments during the school day. In such a case, we ask that appointments be made in the early morning prior to being dropped off at school. While our typical drop off time is expected by 9:15a.m., we will make special exceptions for late drop -offs no later than 11:00 a.m. and with prior notice given. In the event of an appointment, once a child has been picked up from school they are not permitted to return.

Open Door Policy: Our school has an open-door policy and parents are welcome at any time.

Inclement Weather/Closings and Delays:

Brightwheel: All closings or delays will be posted to the brightwheel app via the alert feature which will additionally send a notification to your phone.

Web Site: www.achildsgarden.net – postings will be on the home page

We do not follow the public schools closings.

If it is necessary to close or delay due to inclement weather, there will not be a refund or discount on tuition.

ENROLLMENT INFORMATION

Enrollment: By enrolling your child at A Child's Garden you are agreeing to adhere to the policies and practices that have been established in accordance with the Connecticut Office of Early Childhood and those that the owners and administrators of ACG have found appropriate. We ask parents/guardians to read the Parent Handbook and stay informed of written policies.

Enrollment Forms:

- Registration
- Infant Feeding and Routine Schedule
- Child Information Form
- Tuition/Policy Agreement
- The State of Connecticut Department of Education Early Childhood Health Assessment Record (Physical Form) – The OEC requires that physicals are current within one year to the date of the exam and signed by a physician.
- Action Plans (if your child has an allergy or medical condition)
- Medication forms completed by the pediatrician and parent (if your child has an allergy or medical condition that requires medication)

All forms must be filled out and turned in prior to your child's first day of school. Please note that two emergency contacts are required as per the State of CT OEC.

Registration: In order to secure your child's space in our program, the Registration Form and Tuition Agreement must be completed and signed by the parent/guardian. The start date must be indicated and the registration fee/deposit must be paid. You will receive an email or text invitation to join ACG on the brightwheel app. The registration fee/deposit will be billed through brightwheel and can be paid through the app with credit/debit card. We also accept cash or check at the school.

Tuition: Billing will begin as per the start date indicated by the parent/guardian on the registration form. Tuition is billed weekly or monthly as per the parent/guardian selection on the tuition agreement. If you fail to make a selection, you will automatically be enrolled in weekly billing. Billing is done through brightwheel. Payment can be made on the brightwheel app with a credit/debit card or we can accept cash or check at the school.

- 1) Weekly billing is billed each week and tuition payment is due the first day of the week that your child attends.
- 2) Monthly billing is billed the first of the month and tuition payment is due the first day of the month that your child attends. Monthly tuition rates have been calculated to account for the 5 week billing cycles (the weekly tuition rate x 4.33).

Tuition increases take effect on the first day of summer camp each year.

Payment Policy:

1. A non-refundable registration fee is required at the time of enrollment.
2. Withdrawal requires 30 days written notice prior to the child's last day and all registration fees will be forfeited. Tuition fees will be charged for 30 days after written notice of withdrawal.
3. Cancellation of enrollment requires 30 days written notice prior to the child's scheduled start date and all registration fees are not refundable. Tuition fees will be charged for 30 days after written notice of cancellation.
4. A late pick up fee will be charged at \$15.00 per quarter hour for children picked up after the school's closing time. Habitual tardiness is not acceptable and parents/guardians will need to make other arrangements for the pick-up of their child.
5. Tuition is to be paid regardless of illness, vacations, holidays and inclement weather closings.
6. Monthly Tuition is due on the 1st Monday of each month or the first day your child is scheduled to attend.
7. Weekly Tuition is due the first day of the week that your child is scheduled to attend.
8. A late charge of 10% will be added to late tuition payments.
9. Preschool & Pre K: enrollment is based on the school year a summer registration is required for children to attend summer camp. Infant/Toddler enrollment is based on 51 weeks.
10. Holidays and school closings, including inclement weather, are considered when the tuition budget is set; therefore, regardless of these closings, regular tuition is due.
11. Returned checks will be charged \$20.00. If we receive more than two returned checks, future tuition will need to be paid in cash, money order or a certified check.
12. Children with unpaid tuition will not be permitted to attend school and their space will not be held.
13. Should collection become necessary, it will be the family's responsibility to pay any legal or collection fees as per our tuition agreement.
14. We do not give refunds on tuition or enrollment fees.

Vacation or Sick Days: it is necessary for tuition to be paid regardless of time missed from school. Vacations or time missed for illness must be paid regardless of absence.

Care 4 Kids: ACG accepts Care 4 Kids. Once the registration process has been completed, an administrator will assist with the application process by completing the Provider section of the Parent -Provider Agreement Form. Parents/guardians will be responsible for any fees not covered by Care 4 Kids. Parents/guardians are responsible for managing their case with C4K and should update paperwork in accordance with C4K policies. Please refer to the above tuition agreement for all other requirements. For more information you can visit: www.ctcare4kids.com

Enrollment Changes:

1. **Decreased time:** requires a 30 day written notice or you will be required to pay agreed upon tuition for 30 days.
2. **Increasing enrollment:** every effort will be made to accommodate you as soon as possible. If space is not available your name will be placed on the waiting list until an opening becomes available.
3. **Switching days or make up days** due to lost time are not permitted.
4. **Extra days** will be charged a separate fee and may only be done when space is available

Confidentiality: Information shared with A Child's Garden is used to assist with children's orientation and the care of their physical, emotional, and educational needs as well as their safety and overall well-being. We ask that parents/guardians share any pertinent information with administrators at the time of registration and when any changes arise. Paperwork including registration forms, medical forms, etc. will be added to your child's file during the period of enrollment, these files are privileged and confidential. Children's files will be accessible only to the appropriate staff and administration, personnel from the State of CT Office of Early Childhood and Department of Children and Families (DCF). Parents/guardians may add or update information to their child's file at any time. You may also request a copy of your child's file which will be provided in a timely manner. When your child leaves ACG, you may request in writing a copy of your child's record be transferred to you or another agency. If an outside agency should request information from your child's file, it will be released only after a Release of Information form has been signed and dated by the parent/guardian. A record of all such releases will be kept in your child's file.

Summer Camp Enrollment: Preschool and Pre K require an additional registration form and fee for summer camp enrollment. Summer camp enrollment will open to in-house families first giving first availability for enrollment opportunities. It is necessary that you return the summer camp registration form and fee to secure your child's space. Summer camp runs approximately from the 3rd week of June to the second week of August. You may register your child for one to nine weeks of camp, please note that weeks must run consecutively. First consideration is given to families signing up for the nine-week session. Tuition increases take effect at the start of summer camp. We are unable to offer a sibling discounts for children enrolled for the summer only.

School Age Summer Camp: Ages 5 – 10-year-olds, The ACG camp program begins around the third week in June and runs for nine weeks. Campers will enjoy water play, sports, arts and crafts, games and many other activities planned. A variety of in-house events will be planned for a fun-filled experience. Summer Camp enrollment will begin around January/February. A separate non-refundable registration fee is required for summer camp enrollment.

Special Needs: It is the policy of this school to enroll all children. We are a team that strives to provide a quality learning experience for all children. We require parents to provide all necessary information in regard to their child's special needs and/or developmental delays. If accommodations are required, parents/guardians will need to sign a release allowing A Child's Garden to communicate with any outside services including doctors. If it is agreed by the parents and administrators that our school is the appropriate fit, a plan will be devised to best suit the child. This plan must be agreed upon by the parents and administrators. At the time of enrollment we will require any written reports, IEP's etc. We ask to be informed of any meetings, PPT's, appointments regarding the education and well-being of your child. ACG will make every effort to attend these meetings.

If you have prior knowledge of a special need your child may have during the enrollment process, we ask that you disclose it with the director.

Disenrollment: ACG reserves the right to dismiss a child at any time we deem necessary at the sole discretion of the administration. Reasons that a child may be dismissed:

- Excessive disruptive behavior by the Child
- Excessive disruptive or uncooperative behavior by the parent
- Failure to pay tuition on time
- The child is considered a threat to other children
- Excessive tardiness in picking up the child

In the event that a parent does not conduct themselves appropriately, or uses inappropriate language or behavior towards any member of the staff or administration, we have the right to disenroll the child from our program immediately. There will be no tuition refunds.

Our program may not be appropriate for all children. Children with special needs may require expert care that we are unable to provide. We are willing to work with parents and outside agencies to accommodate special needs, provided that we are kept informed and included in any meetings regarding the care and education of the child. In the event that we cannot accommodate the child's needs, we will make every effort to supply alternative options.

If a child frequently displays severe behavioral problems, an administrator will contact the parent to discuss the behavior and possible solutions. The parent may also be called to pick the child up from school. In the event that the child's behavior requires him or her to be sent home, we expect a prompt response, within the hour. Our school works with outside agencies such as B23 and the public school system. We will assist the teacher to develop a plan to modify the behavior within the classroom. The school may refer the family to a behavioral therapist, child psychologist or the Special Education Department in the town the child resides. To provide the appropriate care and education for the child, the parent must agree to share all assessments and recommendations made by outside sources. A plan will be put in place for the child's continuation in the program and the parents must agree and follow through with all recommendations for the child's enrollment to continue. If it is determined that a different type of environment is needed for the child, the school will make every effort to assist the parent in finding a more appropriate program.

HEALTH & SAFETY POLICIES

Medical Records/Early Childhood Health Assessment Record and Immunizations:

Regulations set by the State of CT Office of Early Childhood require us to maintain a current (yearly from the date of the last exam) medical record for each child. No child will be permitted to attend school without proper documentation of a current physical completed on the State of CT Early Childhood Health Assessment form with current immunizations attached. All medical forms must be completed before your child begins attending school. We cannot make exceptions to this policy. The State of CT OEC requires that all children ages 6 months to 4 years old, have documentation of the a flu vaccination filed each year. Documentation must be turned in for each child no later than December 31st each year.

Infant/Toddler immunizations are required at: 2 months, 4 months, 6 months, 12 months, 15 months, 18 months and 24 months. Children whose immunizations or physicals are not updated in accordance with requirements of the State of CT Office of Early Childhood will not be permitted to attend school.

Food Allergies: ACG is “allergy aware”. We ask that peanut/tree nut items are not sent to school. We may exclude certain foods in specific classrooms when accommodating children with food allergies. In order to ensure the safety of any child with a severe allergy, we will take any or all of the following steps:

1. The classroom will be made allergen free (i.e. peanut, egg, etc.). A sign will be posted outside of the classroom to inform all families of the specific allergy.
2. If special precautions must be taken (i.e. washing hands/face before entering the room), a note will be sent home to the families in the classroom.
3. Check all labels on the packaging of all snack and lunch foods to be sure that it does not contain traces of any allergen. This includes foods processed in facilities that also process foods with the specific allergen (i.e. peanut/tree nut).

*In some cases children’s allergies may not require complete elimination. It may be necessary to separate children at different tables during snack time and lunch time.

Health Conditions, Concerns and Allergies: It is the responsibility of the parent/guardian to inform the administration of any allergy, medical condition or health concern. The parent/guardian is expected to inform the administration both verbally and in writing.

Action Plans: The Connecticut Office of Early Childhood requires that any child with a health condition or medication requirement must have an action plan on file. This plan must be in writing and signed by the physician and parent.

Medication: For any child that requires medication, the parent/guardian must submit to the administration a State approved, Authorization to Administer Medication form. This form must be completed by the doctor as well as the parent. The form must be complete in its entirety before submitting to the school. At the same time, it will be required that the parent/guardian provides the necessary prescription medications in the original packaging with the prescription label attached. Non-prescription medications must be brought in the original packaging. All measuring spoons/droppers must be provided and must include the exact measurement.

Medication will be administered by trained staff accompanied by a witness and in accordance with the prescribing doctor's written order. Administration of medication will be recorded in our medication book as well as on the brightwheel app for parents/guardians to view.

It is the responsibility of the parent/guardian to inform the administration of any changes/updates concerning medication changes and forms.

Children who require medication will be unable to attend school if the medication or the proper and complete medication forms are not accounted for. Additionally, children who require medication will not be permitted to attend school if their medication or doctor's orders have expired.

Medication should never be put in a child's food or beverage. Medication should never be made accessible to children or left in their possessions such as lunch box, backpack, etc.

The first dose of any medication that is not an emergency medication, should be given at home, example: antibiotics, Tylenol, ibuprofen. This is to alleviate allergic reactions from happening while the child is at school.

Medication Special Arrangements: In some cases, children may require special arrangements for administration of medication due to chronic illness. These arrangements must to be discussed with the administration and/or school nurse so that proper arrangements can be made.

Non-prescription Topical Form: We require written parent/guardian authorization to apply any over the counter topical non-prescription, non-medicated ointments, including sunscreen, lotions, ointments to prevent and clear up diaper rash, etc. Each ointment must be on a separate form and be specific to the brand name and strength or we are unable to apply it. (Example Coppertone SPF25) All applications will be documented on the permission order form.

Sick Children: We ask that parents/guardians keep sick children home until they are 24 hours fever free without the use of fever reducing medication and symptoms have improved for a minimum of 24 hours. When possible children benefit from an extra day to recover from illness. If your child becomes sick while at school, you will be called to pick them up within the hour. If you are unable to pick up your child within this time frame you will need to make alternate

arrangements with one of your authorized pick-up contacts. In the event that we cannot reach the parent/guardian within 45 minutes, we will call the person(s) listed as emergency contacts.

It is not acceptable to give a child a fever reducing medication before school. If your child has a fever they must remain home until they are fever free for 24 hours without medication.

Please remember we go outside every day, weather permitting. Children attending school should be able to participate in the program fully.

RASHES: If your child comes to school with an unidentified rash or breaks out with a rash while at school the parent/guardian will be called to pick up the child in order to be seen by the pediatrician/dermatologist. A doctor's note must be provided identifying the rash and labeling it to be non-contagious. If the rash is contagious we ask that the parent/guardian call or message (on brightwheel) an administrator for policy guidance. A doctor's note will be required to return to school.

Pink Eye: If your child is sent home with pink eye, they may not return to school the next day and must have completed three doses of medication before returning to school. If there is discharge coming from the eye, the child must remain home until there is no longer discharge. If the child has been treated for pink eye prior to coming to school, we ask that a doctor's note is provided to prevent any questions/concerns.

Ear Infections: The child must be fever free without the use of fever reducing medication and should have received at least two doses of prescribed antibiotics. The child's comfort and exposure to further illness should be considered. A doctor's note should be submitted to the administration upon return.

Diarrhea and/or Vomiting: If your child is sent home with diarrhea or vomiting, they must remain home the next day. Children should remain at home until they are free from vomiting or diarrhea for 24 hours. The child's comfort and exposure to further illness should be considered as well as the consideration for the other children in the classroom

Strep throat: If strep throat is diagnosed, we ask that the child remains at home until they are 24 hours fever free without the use of fever reducing medication. Children should be treated with at least 2 doses of prescribed antibiotics. A doctor's note should be submitted to the administration upon return.

Illness in General: In all cases of illness, children should not return to school until symptoms have improved. Illness must often be handled on a case-by-case basis with consideration to the individual child, their apparent comfort and wellbeing. Additionally, consideration must be given to the wellbeing of others who are not ill. We must focus on preventing the spread of illness. Illness often needs to be handled on a case-by-case basis. Our concern is for the individual child and their wellbeing as well as for the wellbeing and comfort of the classroom as a whole.

Notification of Confirmed Contagious Illness within the Classroom: We ask that parents/guardians report contagious illness to the administration. We will post a memo to the classroom where the illness has been exposed. Our goal is to keep other parents/guardians informed should their own child begin showing symptoms. This is in an effort to minimize further

spread of illness. The Health Alert will share our recommendations and health policies in regard to the illness and in accordance with guidance from the CDC and Local Health Department.

Reporting Illness and Absences: Absences and illness can be reported to an administrator via a phone call or brightwheel message. We appreciate the notification.

Monitoring of Diabetes Policy: Prior to attending ACG the parent/guardian of a child who has been diagnosed with diabetes mellitus must meet with the director and the school nurse to review the Monitoring of Diabetes Policy and to discuss how the individual needs of the child will be met while at the program.

An individualized plan of care for the child will be developed with the child's parents and Pediatrician and updated as necessary. The plan will include appropriate care of the child to prevent and respond to a medical or other emergency and will be signed by the parent/guardian and program staff responsible for the care of the child.

While the child is enrolled in our program there will be designated staff who are trained in First Aid and trained in to administer finger stick blood glucose tests.

The parent/guardian must provide the necessary equipment and supplies needed to meet the child's individualized needs. The glucose testing supplies must be labeled with the child's name and will remain inaccessible to children when not in use.

The parent/guardian must provide a signed agreement agreeing to check and maintain the child's equipment in accordance with the manufacturers instructions, restocking supplies and the removal of materials when needing to be discarded from the facility on a daily basis. All material to be discarded will be kept locked in the main office until given to the parents for disposal.

All records will be kept in the child's medical file and will be updated annually or when there is any changes.

We Require:

A current written order signed and dated by the child's physician, PA or APRN indicating:

- * The child's name
- * The diagnoses of diabetes mellitus
- * The type of blood glucose monitoring test required
- *The test schedule
- * The target ranges for test results
- * Specific actions to be taken and carbohydrates to be given when the results fall outside specified ranges
- * Diet requirements and restrictions
- * Any requirements for monitoring the child's recreational activities
- * Conditions requiring immediate notification of the child's parent/guardian, emergency contact, or the child's physician.

An authorization form signed by the parent/guardian which includes the following information

- * The child's name
- * The parents/guardians name, address, telephone numbers at home and at work
- * Two emergency contact people including names, address, and telephone numbers

- * The names of staff who are authorized to administer finger stick blood glucose tests and provide care to the child during testing
- *Additional comments relative to the care of the child, as needed
- * The signature of the parent/gurdian
- * The date the authorization is signed
- *The name address and telephone number of the child's physician.

ACG will ensure parent/guardians receive daily results of all blood glucose tests and any action taken based on the results. The notifications will be posted to brightwheel. Additionally the results and any action taken will be documented in the child's medical record. Incidents and emergencies will be reported to the child's parent/guardian

Blood glucose testing will be conducted in the main office.

MEDICAL EMERGENCIES:

Minor Injuries: Scrapes, cuts, abrasions, bites, etc. will be cleansed with warm water and soap. The wound will be covered with a band-aid or sterile pad. Ice packs will be used to reduce swelling and make the injury more comfortable. An incident report will be completed by the classroom teacher and posted to the child's brightwheel page, we will often include a picture of the injury. The Incident report will include how it occurred, and what first aid procedures were taken.

Serious Injury: If a child appears to be disabled: i.e. broken bones, head injury or unconscious, the child will not be moved and 911 will be called. Parents/guardians will be notified simultaneously or as soon as possible. Children will be transported to the closest hospital (parent preference will be taken into consideration; however the attending EMT'S will determine if this is possible). One staff person will accompany the child in the ambulance and remain at the hospital until a parent arrives.

CPR/First Aid – There will be staff trained in CPR and First Aide on the premises at all times.

Informing Parents: Depending on the type of injury, this may vary. For minor injuries, the parent will be informed via the incident report feature on brightwheel and additionally at pickup time by a classroom teacher. An Administrator may decide to call the parent ahead of time if it is felt that it is in the child's best interest. We may also suggest that the child be seen by their physician, at which time we will expect the parent/guardian to pick up their child. In all circumstances, an incident report will be posted to the child's brightwheel page

Serious Illness: In the event that a child is seriously ill, the parent will be notified immediately. Depending on the seriousness of the illness, it will be determined between the parent/guardian and administrator that the child will either remain at the school until the parent can pick up and take them to the doctor or hospital or that the illness is life threatening and 911 will be called. Consideration will be given to the parents listed hospital preference. However; we will take the advice of the Emergency Medical Technicians as to the hospital destination.

If it is necessary to contact a parent/guardian for illness or injury and we are unable to get a hold of someone within the hour, we will then call the emergency contacts listed for the child. We will make multiple phone call attempts and will post a message on brightwheel via the alert feature

which will send as a text message as well. If the parent/guardian cannot be reached we will then call the emergency contact listed for the child.

Parent/guardian Responsibility: If medical attention is required, it is expected that the parent use their medical insurance to cover the cost of medical expenses. This is also the case if damage is done to personal property, such as eyeglasses.

SAFETY

Secured Entry/Exit: The Entry/Exit doors of the school are locked and require an assigned key fob for entrance. Those without a key fob can ring the doorbell which connects to a speaker in the main office.

Key Fobs: Parents/guardians will be issued two key fobs at the time of registration. The key fob will allow you entrance into the school through all secured doors during business hours. We ask to be notified immediately should a key fob become lost or stolen so we can deactivate the key fob immediately. Additional/replacement key fobs will cost \$10.00 per fob.

Signing Children In/Out Daily: Parents/guardians must sign their child in/out daily by scanning the brightwheel QR code with your cell phone. The QR codes are located on the classroom doors as well as posted in the hallway by the front desk. If you do not have your cell phone on you and are unable to sign your child in/out please ask a teacher or administrator to do it for you.

Arrival and Departure Safety: Children must be under the supervision of an adult at all times. Children should accompany parents/guardians to the classroom during drop off time and should not leave the classroom without the parent/guardian or the person responsible for pick-up at the end of the day. Please keep siblings with you during pick-up and drop off times. We ask that you close the door behind you when entering and leaving the classroom.

Authorized Persons for Pick Up: Anyone responsible for picking up your child should be noted in writing. Names can be added to your child's profile page on brightwheel and can be saved as an authorized pick up option. For your child's protection we will not allow him/her to leave with any person not previously authorized in writing by the parents or if the assigned person does not have proper identification.

Infant Sleep Policy:

The Infant sleep policy is written in accordance with the regulations set forth by the State of CT OEC when placing Infants under 12 months of age to sleep:

- Infants shall be physically observed at least every fifteen minutes to assess the infant's breathing, color, temperature and comfort.
- Infants are placed in a supine (back) position for sleeping in a well -constructed, free-standing crib or other piece of equipment designed for infant sleeping and appropriate for the child.
- The mattress is snug fitting and covered by a tightly-fitted sheet unless the child has written documentation from a medical provider specifying a medical reason for an alternative sleep position or alternate piece of equipment.
- When infants can easily turn over from the supine to prone position (back to front), they will be put down to sleep on their back, but then allowed to adopt whatever position they prefer for sleep.

- No items including, but not limited to, pillows, soft bumpers, toys and blankets, including weighted blankets, weighted sleepers, and weighted swaddles, shall be placed with an infant in a crib or hung over the side of the crib or other piece of equipment designed for sleeping except for a pacifier without attachments unless the child has written documentation from a medical provider specifying a medical reason for its use.
- Bibs or garments with ties or hoods shall be removed from infants that are placed to sleep.
- No toys or objects shall be attached to sleeping equipment.
- No Infant shall be put to sleep on a sofa, bed, couch, soft mattress, waterbed or other soft surface.
- No infant shall be put to sleep or allowed to remain asleep in a child restraint system intended for use in a vehicle, an infant carrier, a swing or any place that is not specifically designed to be an infant bed unless the child has written documentation from a medical provider specifying the medical reason for their use.
- No infant shall be swaddled unless the child has written documentation from a medical provider specifying instructions and timeframe for swaddling the infant.
- No child under 3 years of age shall have access to teething necklaces, teething bracelets, or other jewelry that could present a choking or strangulation hazard.
- All children sleep in plain view and are monitored by the staff.

Custody/Parents/Guardians: It is our policy to not interfere with the custody relationships of a child's parents. Therefore, we assume that both parents/guardians have equal rights to pick up, drop off, visits or request for documents concerning a child. Should this not be the case, it is the parent/guardian's responsibility to provide court documents outlining the rights and responsibilities of each parent or guardian. We will follow the most recent dated court document without prejudice to either parent/guardian. We expect parents/guardians to keep children out of the legal entanglement or other custodial issues and resolve these in another forum. Failure to adhere to this policy may result in disenrollment.

Children Not Picked Up: In the event that a child is not picked up by 5:45 p.m. (Fairfield) and 6:15 p.m. (Shelton) and no contact has been received from the parents, the following procedure will be followed by the closing administrator:

1. We will make calls to locate parents and send brightwheel messages via the alert feature.
2. We will make calls to emergency contacts.
3. After one hour from the closing time, if we have been unable to reach the parents or emergency contacts we will contact the Police Department, Youth Division.
4. Once the Youth Division is contacted, we will follow their instructions.

In accordance with State Regulations, two staff members will remain with the child in cases of late pick up.

Parking Lot Safety Rules: Parents are responsible for their children's safety in the parking lot during drop off and pick up times.

1. Always enter and exit the parking lot slowly.

2. Never leave your car running when you are not in it.
3. Do not block the drive way as fire regulations require entrance for emergency vehicles at all times.
4. Please watch for children and parents behind cars.
5. Always hold your child's hand and do not permit them to run around the parking lot or any areas not fenced in.
6. Never leave a child unattended in the car.
7. Do not park in the striped white lines.
8. Children are not permitted to play or run around in the parking lot.

Weapons – in accordance with State Child Care regulations, no person with the exception of a peace officer may enter the premises with a dangerous weapon, firearm or facsimile of a firearm.

Smoking: Our schools and school grounds are smoke/vape free environments. No smoking/vaping is permitted on school grounds.

Abuse and Neglect Policy: children will be treated with love and respect at all times. ACG maintains a zero tolerance for abuse and neglect. Every effort will be made to assure the safety of the children and guard them against abuse or neglect. The children shall receive appropriate positive guidance, redirection and clearly outlined limits from the staff at all times. The school shall be operated in compliance with the terms of its licensing department and the regulations as issued by the State of CT OEC and DCF.

Teachers and administrators are mandated reporters and are required to report suspected cases of abuse and neglect. All employees who suspect cases of abuse or neglect are required to report to a school administrator. Reports to DCF will be supported and guided by the director. All staff are protected by law from discrimination or retaliation for making required reports of abuse or neglect.

Definitions as Regulated as per Connecticut General Statutes

Physical Abuse: is defined as anyone who inflicts injury intentionally not accidentally, on someone under 18 years old. The reporter of abuse or neglect should notify his employer if the observations leading to the report were observed during one's employment

Neglect: is the failure to provide for a child's basic needs, such as food, clothing, shelter, hygiene, medical attention or supervision.

Sexual Abuse: Any sexual activity between an adult and a minor is illegal and constitutes sexual abuse. If the adult perpetrator is not a stranger, but the person responsible for such child's care, health and welfare, DCF will be notified. If the adult perpetrator is a stranger, the police should be notified as well as DCF.

Emotional Abuse: is a vague category of abuse, but DCF accepts emotional abuse as a legitimate reason for reporting abuse to them. One way of viewing such abuse is that the child is being emotionally abused if the behavior of his guardians or caregivers undermines or halts his/her development. For example, a pattern of ongoing spousal abuse could cause the child to become anxious and/or depressed, have nightmares and become virtually unable to learn in school. Report such domestic violence situations to DCF if there are children in the home.

Reporting: When an incident occurs that violates A Child's Garden policies or may be harmful to a child it is the responsibility of any staff member who was involved in the incident or observed the incident to report it to the directors immediately. To report suspected abuse or neglect, the reporter should immediately report to DCF by telephoning the Care Line 1-800-842-2288. This telephone report should be followed within 12 hours by a written report to DCF. Documentation of the initial phone report, as well as a copy of the written report, should be put in a confidential file with written assessment including the names of DCF staff that took the report. Throughout this statement, the word "suspect" is the operant word. You don't have to be certain there is abuse or neglect. Determining certainty is the job of DCF and the Court. You must report incidents that "suspect" abuse or neglect. If you and the administration are uncertain whether a matter should be reported, phone DCF, describe the situation and ask DCF if it should be reported. Make the report and DCF will decide if it is legally sufficient to accept or not. The administrator will consult with DCF to determine how parents should be notified.

Safe Guarding Children It is the responsibility of all employees to make sure children are safe at all times. All employees of A Child's Garden have the responsibility to report to the director any conditions, actions or situations that may or have put a child or children at risk. If an employee is accused of neglect or abuse of a child it will be the responsibility of the Directors to follow up on the allegation and inform whatever authorities is appropriate. As all incidents have extenuating or mitigating circumstances the director/owners will have sole discretion to handle each situation as they deem appropriate.

Medical Attention: Should the child require medical attention, every effort will be made to contact the child's physician. If this is not possible, the child will be taken to Immediate Health Care or the emergency room. If the injuries are serious, it may be determined that emergency medical services be contacted by calling 911.

Administration Keeping Children Safe: It is the responsibility of the administrators to observe the children, staff, parents and physical premises for potential situations that might put a child at risk. It is necessary that the Administrators be available to children, staff and parents and be a physical presence for most of the hours of operation. Throughout the day the administrator's responsibilities may include observations of classrooms, hallways, playground and any other areas of children activities.

Training: Staff will receive Annual Policy training, Abuse and Neglect policies, prevention and detection of child abuse and neglect and reporting requirements as a mandated reporter.

Documentation: Staff will be responsible to monitor the health and well-being of children as they arrive and throughout the day. Notes will be kept regarding changes in behavior of the children. All injuries that occur at school are to be written on Incident Reports that will be posted to brightwheel.

General Discipline and Guidance For Children: The goal of discipline is for children to develop self control and move toward appropriate social behavior. Examples of developmentally appropriate methods utilized for resolving conflict are:

Positive guidance

When disputes arise between young children The children will be encouraged to "talk it out" a process where the goal is to acknowledge feelings and find solutions using the children's ideas wherever possible.

Setting clear limits

Teachers and administration will encourage and model positive behavior, positive reinforcement. The use of peer support and clearly defined rules.

Redirection

A child who may be aggressive or who is disruptive or destructive of other children's work may be asked to make an activity choice in another area.

Teachers and administration will continuously supervise children during disciplinary actions.

Staff shall not use abusive, neglectful, physical, corporal, humiliating or frightening punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or others. Staff will set clear limits for the children. Positive reinforcement will be given for appropriate behavior. Teachers will attempt to redirect away from negative behavior. With children two years and younger, an alternative activity will be offered teachers will attempt to encourage the appropriate responses and appropriate positive attitudes, discuss feelings and encourage problem solving with children. If a child becomes out of control and is harmful to themselves or others a teacher will remove the child from the group. This is not done as a means of punishment but to protect other children in the group and to allow time for calming down. The teacher will spend time with the child and encourage them to talk about what he/she is feeling. If a child's behavior becomes continuously disruptive or aggressive, all or some of the following may be done; discuss the situation with the Head Teacher or Director, set a conference with the parent, provide referral agencies, plan alternative actions or provide alternative child care possibilities. In extreme situations, the parents may be asked to withdraw the child from our program

RELATIONSHIPS BETWEEN PARENTS, STAFF & ADMINISTRATION

Communication: We want to hear from you and encourage your input. Good communication between you, the teacher and administration is important for a successful relationship. We are happy to communicate during drop-off and pick-up times, or we can arrange for a more private conversation and schedule a meeting time so that the parent/guardian is able to meet with the teacher or director in person or by phone conference

Parents will receive information daily about their child's day via the brightwheel app. Weekly newsletters will be posted for children enrolled in the preschool and pre k programs. When a child appears not to be themselves you may receive an update via the brightwheel app or may be given an FYI call.

Please contact the school via email, phone or the brightwheel app. We are happy to help you with any questions or inform you about your child's day during this time.

Email or Call us:

Fairfield: acgpreschool@aol.com

Phone 203-259-1327

Shelton: acgshelton2003@gmail.com

Phone:203-402-0334

WEB SITE: www.achildsgarden.net

Parent Participation:

Below is a list of suggested ways in which you might participate:

1. Telephone reference list for new parents
2. Fund Raising
3. Sending in needed items for Holiday Events
4. Special Snacks – Must be store bought & include a list of ingredients for allergy purposes.
5. Special classroom project – see classroom teacher to schedule
6. Visit classroom to read a story – see classroom teacher to schedule
7. Teacher Appreciation Week Events
8. Trunk or Treat

Fund Raising: Our school uses fundraising for program enrichment. Profits are used for purchasing indoor & outdoor equipment, special events, toys etc. A minimum portion of funding is reserved for the staff to help celebrate Teacher Appreciation Week.

Complaint Procedure – Should you have a concern about your child’s care, the classroom, or the school in general, please speak to an administrator. Your concerns are important to us. Please feel welcome to meet with one of the directors in person, call the office, or send a brightwheel message via the Admin-Parent message feature to discuss your concerns.

Complaint Procedure - State of Connecticut Office of Early Childhood Licensing

This procedure is for Child Care Centers and Group Child Care Homes which are licensed under the authority of Connecticut General Statutes 19a-79-1a through 19a-79-13.

Most problems within a Child Program can be resolved by:

1. Discussing the issue with the classroom teacher.
2. Discussing the Issue with the program director or director’s designee.
3. If the problem is not resolved you may contact the Connecticut Office of Early Childhood Licensing Division. In case of an emergency, notify the Licensing Division as soon as the emergency is under control.

*By phone to the complaint desk: (800)282-6063 or (860)500-4450 or

*By filing online at www.ct.oec/contact-us/file-a-complaint

In case of abuse/neglect or life-threatening situations, call 911 or the Department of Children and Families (DCF) at 1-800-842-2288 and the OEC Division of Licensing.

SUPPLIES TO BRING

What to bring for The Infant Classroom - Please label all belongings

Clothing:

Multiple sets of clothing including socks, pants, shirts, and onesies.

Jacket – light weight or winter weight according to season

Hat – sun or winter

Snow Boots as needed

Mittens & snow pants as needed

Bibs

Supplies:

Diapers

Wipes

Diaper ointment (Topical Form Required)

Teething rings as needed

Infant spoons and dishes for feeding

Crib sheet – must be tight fitting, cotton/jersey knit pack & play size

Sleep sack

All bedding must be stored in a zippered bag, labeled with child's name and brought home to be laundered weekly or as needed. Plastic bags are not permitted.

Infant Daily Sheet: A daily sheet should be completed by the parent/guardian each day. The daily sheet will note the child's individualized feeding schedule for the day.

Infant Foods and Beverages: Parents/guardians are to provide all food and beverages for their child. All food containers should be labeled with the child's full name. Food and beverage intake will be charted in the classroom and posted daily to the child's brightwheel app.

At drop off time a teacher will assist in taking the child's belongings and will unpack lunchboxes and store items in the classroom refrigerator. Each child will have an individualized labeled basket in the refrigerator for storing bottles and food.

Baby Bottles: All bottles should be pre-made, pre-measured, ready to serve and clearly labeled with the child's name.

Formula should be premixed and ready to feed. Extra non-refrigerated formula can be stored in the classroom cabinet (for emergency supply) along with a clean ready-to-use bottle. The bottle and extra formula must be labeled with the child's name.

Breastmilk should be brought in ready to feed portioned in bottles. Extra frozen Breastmilk can be stored in the classroom freezer (for emergency supply) along with a clean ready-to-use bottle labeled with the child's name, which will be kept in the classroom cabinet. Frozen breast milk must be labeled with the child's name and dated. Frozen breast milk can be stored for up to 3 months from the date.

Bottles fed to infants that are not finished will be discarded after one hour. Teachers will continue to offer until the one-hour mark. Glass bottles must be shatter proof, we request the protective sleeves for glass.

A doctor's note is required to allow solids such as cereal mixed into the bottles.

Food: As new foods are introduced to your Infant's diet, they should be served at home first to avoid the possible risk of an allergic reaction while the child is at school. We ask that you inform the teachers as new food is introduced. Food at school will be served according to the written request of the parent/guardian on the Daily Sheet. All food should be sent in ready to serve & cut to the appropriate size for your child.

Teachers will message on brightwheel when supplies are running low, the parent/guardian is responsible for providing adequate supplies.

What to bring for The Tiny Tot Classroom - Please label all belongings

Clothing:

Multiple sets of clothing including socks, pants, shirts
Jacket – light weight or winter weight according to season
Hat – sun or winter
Snow Boots
Mittens & snow pants as needed
Summer- Bathing suit, towel, water shoes

Supplies:

Diapers
Wipes
Diaper ointment (Form Required)
Crib sheet (Pack & Play size)
Small Blanket
Favorite Stuffed animal or doll

All bedding must be stored in a zippered bag, labeled with child's full name and brought home to be laundered weekly or as needed. Plastic bags are not permitted.

Tiny Tot Food and Beverages: Parents/guardians are to provide all food and beverages for their child. All food containers should be labeled with the child's full name. Food and beverage intake will be posted daily to the child's brightwheel app.

When dropping off your child, a teacher will assist in taking the child's belongings and will unpack lunchboxes to be stored in the classroom refrigerator. Each child will have an individualized labeled basket in the refrigerator for storing bottles, sippy cups and food.

Food to pack:

Breakfast: Breakfast can be served if arriving before 8:00 a.m. Breakfast foods should be cut to the appropriate size and ready to serve and can be heated in the microwave.

Snack: The tiny tot classroom will sit at the table for two snack times daily, a morning snack and afternoon snack. Snacks should be healthy, cut to the appropriate size and ready to serve.

Lunch: Lunch foods should be premade, cut to an appropriate size and ready to serve. Food needing to be warmed can be microwaved.

Parents are welcome to send bowls, utensils, etc. Paper plates, plastic utensils and plastic bowls are provided by the school.

Teachers will message on brightwheel when supplies are running low, the parent/guardian is responsible for providing adequate supplies.

What to bring for The Toddler Classroom - Please label all belongings

Clothing:

Multiple sets of clothing including socks, pants, shirts, underwear
Jacket – light weight or winter weight according to season

Hat – sun or winter
Snow Boots
Mittens & snow pants as needed
Summer Camp – Bathing suit, towel, water shoes

Supplies:

Diapers
Wipes
Diaper ointment (Form Required)
Crib sheet (24x36)
Small Blanket
Favorite Stuffed animal or doll
All bedding must be stored in a zippered bag, labeled with child's name and brought home to be laundered weekly or as needed. Plastic bags are not permitted.

Toddler Foods and Beverages: Parents/guardians are to provide all food and beverages for their child daily. All food containers should be labeled with the child's name. Food and beverages should be packed in a lunchbox with an ice pack included. The child's food and beverage intake will be posted daily to the child's brightwheel app.

Food to pack

Breakfast can be served if arriving before 8:00 a.m. Breakfast foods should be ready to serve and can be heated in the microwave.

Snack: The Toddler Classroom will sit at the table for two snack times daily, a morning snack and afternoon snack. Snacks should be healthy and ready to serve.

Lunch: Toddler lunches should be packed in a lunch box labeled with the child's full name and with an ice pack included. There is a microwave in the toddler classroom for heating food. All food must be sent in prepared, cut into an appropriate size and ready to serve.

Parents are welcome to send bowls, utensils, etc. Paper plates, plastic utensils and plastic bowls are provided by the school.

When dropping off your child, a teacher will assist in taking the child's belongings and putting things away in the classroom

Teachers will message on brightwheel when supplies are running low, the parent/guardian is responsible for providing adequate supplies.

Not Permitted: Soda, candy, gum, whole grapes (must be cut lengthwise), nuts, peanut butter/nut butter. Please note that as we are advised of choking hazards, additional food and items may not be permitted. Some foods might need preparation or consideration of the child's development, for example carrots, raisins, popcorn. Hot dogs should be sliced in half pieces and not round. You will be informed of any changes by your child's classroom teacher.

Cloth Diaper Policy: If you choose to use cloth diapers, parent responsibility is as follows:

- To provide daily cloth diapers sufficient to meet your child's needs. (Minimum of 10)
- To provide disposable diapers to be kept on hand in case of shortage of cloth diapers (Minimum of 6)
- To provide an airtight plastic lined diaper pail.
- To bring home diaper pail daily. Remove soiled diapers which will be in separate plastic bags un-rinsed.

We are not able to rinse diapers. The diaper pail must be washed and disinfected with bleach and water and returned on the child's next day.

What To Bring: Preschool and Pre K Classrooms- Please label Everything

Clothing:

Extra clothing including socks, pants, shirts, underwear

Jacket – light weight or winter weight according to season

Hat – sun or winter

Boots

Mittens & snow pants as needed

Extra sneakers (sneakers or rubber soled shoes are required for use of outside equipment)

Summer Camp – Bathing suit, towel, water shoes

Supplies:

Cot sheet (24x36 crib sheet works well), small blanket, small pillow, favorite stuffed animal or doll, 2 books optional.

All bedding must be stored in a zippered bag, labeled with child's full name and brought home to be laundered weekly or as needed. Plastic bags are not permitted.

Food to Pack:

Breakfast: Children may sit to have breakfast if arriving before 8:00 a.m.

Snack: The Preschool and Pre K classrooms will sit at the table for two snack times daily, a morning snack and afternoon snack. Snacks should be healthy and ready to serve.

Lunch: Children's lunches should be packed in a lunch box labeled with the child's full name and with an ice pack included. A thermos is needed to keep food warm. We are unable to heat food in the preschool and Pre K program.

Parents are welcome to send bowls, utensils, etc. Paper plates, plastic utensils and plastic bowls are provided by the school.

Not Permitted: Soda, candy, gum, pacifiers, baby bottles, nuts, peanut butter, round sliced hotdogs (please cut length wise) and whole grapes (please cut length wise). Please note that as we are advised of choking hazards additional foods and items may not be permitted. You will be informed of any changes by your child's classroom teacher.

Curriculum- Learning Environment-Assessment

Curriculum: Our curriculum is designed to meet the needs of each individual child. We follow the Connecticut Early Learning Standards. The CT ELDS were developed through the work of the Connecticut Early Childhood Education Cabinet and its Learning Standards Workgroup. The vision is that young children will have high quality learning experiences. We will focus on the eight domains.

Cognition Making sense of the world, staying with something and working hard to solve problems

Social & Emotional Development Understanding yourself, your feelings and how to play with other people

Physical Health & Development Learning to take care of yourself and do things with your body and hands so that you grow strong and healthy

Language & Literacy Communicating using your body, language, signs and written communication

Creative Arts Enjoying music, dance and art and expressing yourself in these ways

Mathematics Understanding numbers and how to use them, counting, patterns, measuring and shapes

Science Understanding the world around us, including living things, the earth and space energy

Social Studies Understanding the world and knowing about the people in it. This starts with knowing about your family, then the community and world

Outside Time: Children go outside twice daily with the exception of inclement weather. Children should come to school dressed appropriately for the outside playground. Weather appropriate clothing including outerwear and footwear should be provided daily.

Nap Time/Rest Time: Each child will be provided with their own age-appropriate crib or cot.

Infants will sleep according to their individualized schedules.

Tiny Tots will begin the year sleeping according to individualized nap times with a mid-year goal of one nap time after lunch.

The Toddler Classroom will have one assigned nap time following lunch.

Preschool and Pre K will have one assigned nap time from 1:00 p.m. – 2:30 p.m. During this time if there are children that do not nap, they will be provided with an activity.

Assessments: We use the Connecticut Early Learning and Development Standards to assist in linking curriculum and assessment. It considers what to expect from children at a given stage of development. Teachers will conduct observations throughout the child's time in the classroom and will format information into Assessments which will be provided mid-year in the Toddler Classroom and both Mid-Year and End of Year for Preschool and Pre K Classrooms. The children are assessed in the areas of the 8 domains: Cognition, Social Emotional Development, Physical Health and Development, Language and Literacy, Creative Arts, Science, Math and Social Studies.

A copy of the assessment will be sent home to parents/guardians and there will be the opportunity to schedule a conference to discuss the assessment with the teachers.

Holiday Celebrations: Our focus is to celebrate family togetherness and the joy of giving and caring for one another. Families are welcome to share their holiday traditions with us or we are happy to include any shared information in our lesson plans. We welcome parent participation in sharing with the classroom their holiday traditions from home.

During Holiday Celebrations, we will often celebrate by planning a special snack and classroom party. Sign-up sheets will be posted for parents/guardians to volunteer to provide holiday supplies and special snacks.

Birthdays: We are happy to celebrate a child's birthday with a special treat during lunch time. Families are welcome to provide the classroom with a birthday treat in order to celebrate their child. All treats must be store bought (not homemade) with all ingredients listed. We ask that treats do not contain peanuts/tree nuts and are not processed in a facility that processes peanuts or tree nuts. In cases where there are other known allergies in the classroom such as dairy, eggs, etc. those foods will not be acceptable for the classroom. We cannot serve treats excluding a child due to their allergy.

Birthday celebrations should be kept simple, we ask that parents/guardians do not bring balloons to school, decorations etc. Goody bags can be provided to be sent home with the children at the end of the day.

