

Torrington Preschool Center, LLC

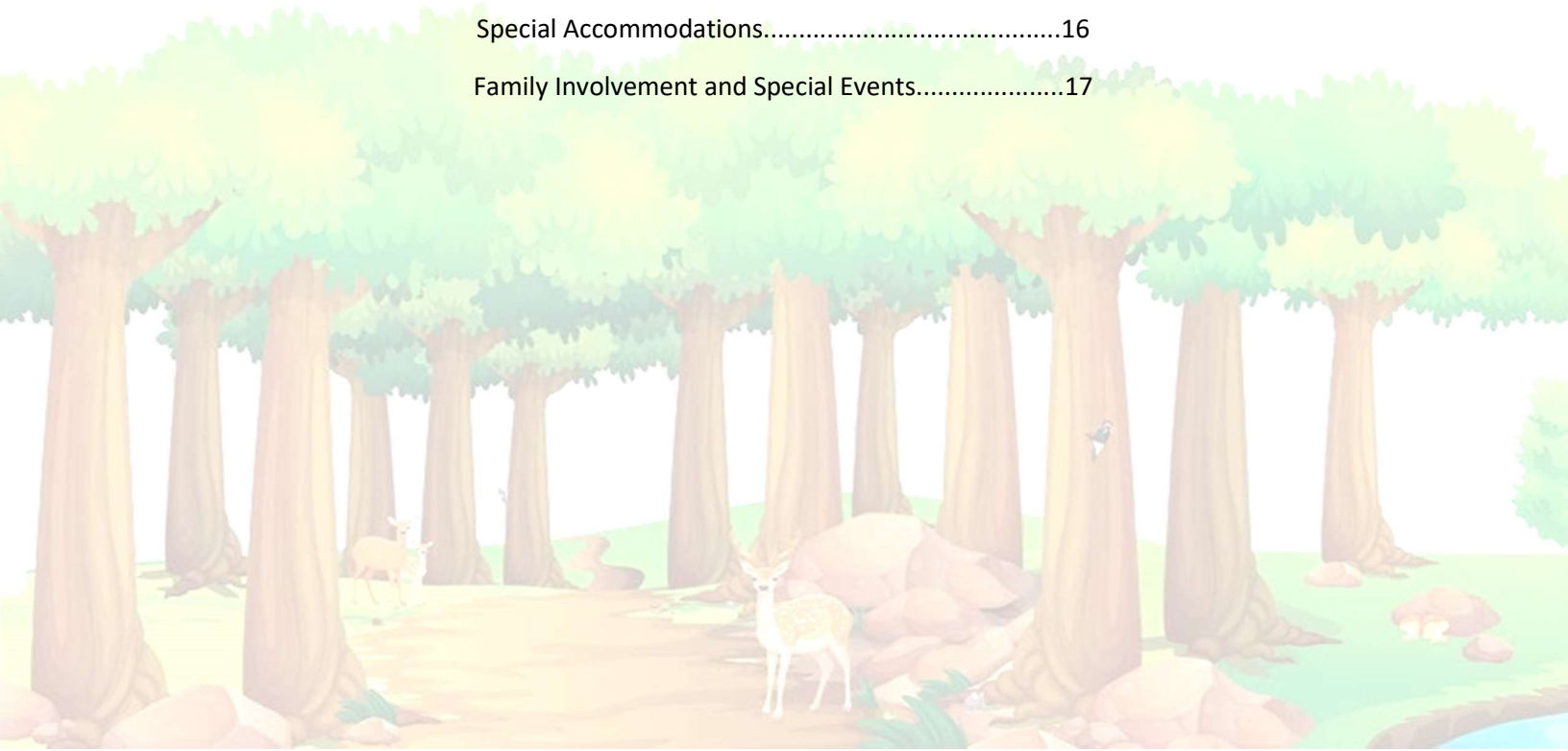
Parent Handbook

2019-2020



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Welcome to Nature Based Learning at Torrington Preschool Center, LLC!

Dear Families,

The preschool years are a precious time different from all other periods of childhood. No longer totally dependent on their parents, your children are striking out to forge their own discoveries, relationships, and methods of expression through many first experiences. Simultaneously, they continue to look towards important adults in their lives for guidance, love, and care. And what incredible sway these adults have in impacting what kinds of people children grow into! It is an honor that you have chosen us to play this role in your child's life in the coming year. Over the next months, your child will grow and learn in countless ways. They will grow strong and courageous as they tackle new trails and scramble over new logs. They will make new connections and understandings of the worlds of math, science, art, and literature and continue to find their voice as they label and share these discoveries. They will learn about the intricate web of life that surrounds us and how we fit into it.

Moreover, they will establish rich relationships with others in our community and a deep connection to nature. Your child will do all of this through doing: hands-on experimentation, self-directed exploration, and play. Oh so much play! This handbook is designed to share our philosophy and answer questions about policies and procedures. If you have further questions or any concerns about our policies or your child's experience, please contact me at Ashley@torringtonpreschool.com or 860-496-8677. I look forward to hearing from you!



MISSION STATEMENT

The mission of The Torrington Preschool Center is to foster appreciation for the natural world while providing children with hands-on experiences for skill development in all areas of learning.

EDUCATIONAL PHILOSOPHY

We believe that childhood should be joyful and wholesome; that the earliest, most memorable kind of learning includes climbing trees, catching frogs and making mud pies. We believe that empathy, love, curiosity and respect are the truest foundation of learning. When thoughtful nature-based curriculum is combined with direct experiences in nature, a transformative change takes place. This connection is both powerful and empowering. We believe it is every child's right, as an integral part of the natural community, to develop a foundation of academic skills through encounters in the natural world.

WHY NATURE-BASED CURRICULUM?

In contrast to traditional preschool programs, at Torrington Preschool Center:

- Children have extended outdoor time each day.
- Children interact with and care for live animals native to our community.
 - Children learn directly from biofacts and artifacts.
- Children develop earth-friendly habits such as recycling, saving water & electricity and using eco-friendly products.
 - Children eat, grow, and prepare healthy foods for snack.
- Children create and reflect on learning through a variety of expressive art forms using natural and recycled materials.
- Children learn through a combination of guided and self-guided wild nature play.

CHILD-CENTERED LEARNING

Our educational philosophy underscores our commitment to child-centered learning. Educators guide students to new learning as children ask questions, express curiosity or concern, and show enthusiasm towards discoveries. Students experiment, problem-solve and explore with their senses. Students voice opinions and express ideas through language and the arts. Students develop friendships and learn from one another through cooperative play. In other words, students actively participate in all aspects of learning!

We integrate many approaches to support each child's learning and growth by:

- providing a supportive, safe learning environment to encourage discovery, questioning and experimentation;
- offering sensory opportunities with live animals, natural objects, artifacts, trail games, outdoor interpretation and creative arts activities;
- engaging cognitive growth and problem solving skills through hands-on games and activities; developing physical motor skills through active learning and play;
- promoting social skills and positive self-image through group play, cooperative learning, and appropriate risk-taking;
 - cultivating empathy through discussion and celebrating diversity of all living things;
- nurturing self-expression and creativity through arts, singing, storytelling and reflective time in nature;
- encouraging family involvement through community celebrations & classroom visits to help students appreciate the wisdom of their first teachers in combination with their families; partnering with parents to celebrate the talents and best-meet the needs of each child in our care;
 - Instilling respect and appreciation for the natural world.

We develop language and literacy skills by:

- Exposing students to letters, letter combinations and words
- Modeling writing and offering writing opportunities each day
- Providing a print-rich classroom environment (i.e. magazines, books, field guides and poems)
- Storytelling, listening to and retelling stories while inviting students to dictate or imagine stories
- Encouraging dramatic play, singing, rhyming and experimenting with sounds
- Generating lists or reading to perform a task (i.e. recipe or game instructions)
- Identifying characters and storylines to promote comprehension
- Introducing new vocabulary, words from other languages, symbols and sign language
- Modeling and encouraging conversational language skills

We explore math ideas by:

- Finding, following and repeating patterns
- Counting within context
- Figuring out what is missing among groups
- Estimating Songs, stories and games with counting
- Using number and time words
- Graphing and charting Grouping (i.e. dozen, pair, many)
- Shape recognition
- Classifying and grouping objects
- Sorting and matching objects
- Measuring and using scales
- Tracking seasonal and time progressions
- Counting with one-to-one correspondence
- Examining series of objects
- Comparing groups of objects to describe quantity and size

LICENSING AND ACCREDITATION

The Torrington Preschool Center is licensed by the Connecticut Office of Early Childhood (OEC). This means we must comply with the regulations outlined by OEC, including the CT State Regulations. Visit <https://beta.ctoec.org/licensing/statutes-and-regulations/> for detailed information.

In addition to our preschool license, Torrington Preschool Center is part of the North American Association for Environmental Education's backed by the Council of Nature and Forest Preschools through the Natural Start Alliance (<https://naturalstart.org/nature-preschool>), and the Common Core standards (corestandards.org).



naaee

North American Association
for Environmental Education

THE NATURE PRESCHOOL STAFF

Our teachers come from diverse backgrounds but they all share one thing in common: a love of nature and preschoolers! Teachers are knowledgeable about developmentally appropriate practices for early childhood learners and have a wealth of teaching experience.

CLASS STAFFING

Two teachers staff each class. In addition, we partner with local universities to mentor new teachers. We also have wonderful volunteers who work with us. At times there may be three or four teachers working with a group of students! Since The Torrington Preschool Center is licensed by the State of Connecticut Office of Early Childhood, all staff must comply with state guidelines. This includes fingerprinting, background checks and First Aid/CPR training as required.

ENROLLMENT INFORMATION

- Enrollment opens mid January for Fall registration and remains open till all spots are filled.
- Placement is first come, first served, however returning students and siblings are given priority.
- No spot is guaranteed until a registration form and registration fee are given to the Director.
- Children must be three years old by December 31st and toilet-proficient before attending.
- Torrington Preschool Center requires children attend 2 weeks of our summer program to ensure they are placed in the appropriate class.
- The director reserves the right to alter the schedule at any time, with notice prior to the start of a session, if enrollment minimum has not been reached.
- The first two weeks of preschool are referred to as a paid trial period, with no commitment, from the provider or parent. After your trial period ends you must give 30 days written notice before terminating this agreement. Failure to notify Torrington Preschool Center of resignation 30 days in advance will result in a penalty of one monthly tuition payment.

PRIORITY ENROLLMENT

Current students, and families with siblings returning to Torrington Preschool Center, receive priority enrollment in January. Applications and contracts are processed in the order that they are received.

Siblings: If you enroll siblings in Torrington Preschool Center preschool program, we will apply a \$200 discount to each sibling's annual tuition fee.

Wait List: We do our best to place your child in the time slot you indicate. If we are unable to do so, we will contact you to offer alternate openings. If we are still unable to enroll your child, we will place him or her on a wait list. If an opening arises, we will notify you.

Confirmation: Once enrollment is confirmed, you will receive a copy of the signed contract along with health and emergency forms, handbook signature page and a general release agreement. These items must be completed and returned by August 1 of the year your child begins school (please see parent enrollment checklist.)

TUITION

Each family is responsible for tuition regardless of their child's attendance. Tuition for our calendar year can be paid annually, monthly or weekly. Please note for monthly pay your first payment is due August 1st for September tuition, there are 10 payments total. For weekly pay your payment is due by Thursday evening for the following week. Payments are automatically applied to your credit card unless you have indicated you wish to pay by check or use our online payment system. Contact Ashley Follert, Owner & Director, if you have questions about billing. (860)496-8677 or Ashley@TorringtonPreschool.com.

NOTE: There is no reduction in tuition for missed days, days school is closed, vacation or snow cancellations. Torrington Preschool Center is a private tuition based school and the annual tuition is broken up in installments for the convenience of our families. The annual tuition already accounts for days that school is not session. There are no make-up classes.

I have read and understand Torrington Preschool Center's Tuition Policy.

Initial _____

CLASS OPTIONS

Half Day Morning classes are offered from 9 a.m.-12 p.m. for either 2, 3 or 5 mornings per week

Half Day Afternoon classes are offered from 12 p.m.-3:00 p.m. for 2, 3 or 5 afternoons per week.

Full Day classes are offered from 9 a.m.-3 p.m. for either 2, 3 or 5 days per week.

EARLY BIRD CARE

What is Early Bird Care? It is a before-care option that takes place from 7:00-9:00 a.m., offered to students in our morning and full day classes. This is also open to children up to age 7 who do not attend TPC. Children engage in quiet activities, yoga, games and the option to eat breakfast during this time.

AFTER SCHOOL CARE

Torrington Preschool Center offers additional care from 3:00pm – 5:00pm for our TPC students as well as children who do not attend our school up to age 7. We have snack, help school-age children with homework and enjoy lots of time outside. An afternoon snack must be sent for your child.

How do I enroll? Please contact Ashley Follert at Ashley@TorringtonPreschool.com or call (860)496-8677 to add Early Bird Care to your tuition agreement. If you are enrolling siblings, you will need to complete a separate registration form for EACH child.

ARRIVAL & DEPARTURE

When you arrive for morning preschool, please line up at the entrance with your child promptly at 9:00am, do a quick hug & kiss good-bye, and then allow your child to walk into school independently. Similarly, at pick-up parents should line up and the head teacher will dismiss them from the door. This is an important transition so that the children can prepare for a similar separation when they start Kindergarten. It also allows the teachers to start their curriculum promptly at 9:00am since they have so much to cover in such a short period of time. Most importantly it is a key part of our safety plan at Torrington Preschool Center.

It is important to note we do love having our parents in the classroom and welcome volunteers throughout the year, keep a look out for sign-up sheets that will go out for various times. If your child must go home with someone other than his or her regular guardian or someone listed as an authorized pick-up person, please fill out a permission slip stating the person's name, contact information and your authorization. Please give the slip directly to your child's teacher. For your child's safety, we will ask to see a Driver's License to confirm that individual's identity upon their arrival.

ABSENCE

If your child must miss class due to illness or another reason, please let us know prior to class starting so that we can keep an accurate record of attendance. You may call the main line at (860)496-8677 or message on the remind app.

LATE ARRIVAL POLICY

Please call the school or send a message on the remind app to inform the staff if you will be late for school. If tardiness becomes an on-going issue the director may request a meeting to help resolve the root of the problem. Once the door is closed after 9:00am arrival you are considered late and it becomes disruptive to the students when teachers have to pause the curriculum to answer the door and help a child settle in. It is also difficult for the child arriving late as they miss the beginning of the curriculum and causes them to feel displaced when they arrive separately from the class, especially when tardiness is frequent. If there has been no communication via phone or remind app by 9:15am with a reason for tardiness and an estimated arrival time your child will be considered absent for the day.

LATE PICK-UP POLICY

It is very important to note, if you registered to leave at 3:00pm and you do not pay for after school care your child must be picked up promptly by 3:00pm (same for students leaving at 12:00pm that are not registered for extended learning)

TPC schedules staff according to the students enrolled and we also have a student capacity that the state sets for how many students we can have in school at any given time. If your child is not registered for the next part of the school day it could result in our staff to student ratio being over the state requirements or our building being over capacity. At the discretion of the director repeated incidents of late pick up could result in removal from the program.

I have read & understand Torrington Preschool Centers Arrival & Departure, Absence, Late Arrival and Late Pick Up Policies.

Initial _____



A DAY AT NATURE SCHOOL

Our days flow naturally with our flexible but routine schedule. We start our day with circle time filled with greetings, songs, weather watcher and choosing a special helper. Afterwards, students gather for centers where students rotate through a craft, the sensory table, a science experiment and the opportunity to focus on an educational goal one on one with a teacher. Then we head outside for outdoor learning. Our activities encompass creative arts, writing, nature investigations, science experiments, and child-led exploration and imaginary play. Before leaving for the day, we gather in a closing circle to review our day and say goodbye. We invite and embrace emergent curriculum as we follow students' interests. Our teachers are facilitators of learning, they are in tune with students' needs, skills and discoveries. In the cold, wind or rain, we may still go outdoors up to the teacher's discretion although it may be for a shorter period of time. In this case, we extend our time with Imagination Stations and/or incorporate a special project, experiment, or large motor activity.

FULL DAY CLASS INFORMATION

Our full day classes take place from 9 a.m.-3 p.m. After a busy morning at preschool, children eat lunch, rest and play! Outdoor time, or an enriching activity and closing circle concludes our day.

SNACKS & LUNCH

Snacks: A healthy snack should be packed with a canteen/reusable environmentally friendly water bottle filled with milk or water and an ice pack. Children staying for a full day should have at least two healthy snacks along with their lunch. If your child has a food allergy, this information must be listed on his/her health form and a Care Plan created with the assistance of our Nurse Consultant and the child's physician/allergist.

Lunch Bunch: Meal times are both an individual and a group activity. Children practice many skills during meal time with a group including socialization, turn taking, language skills, and fine motor skills. In addition, it is a great time for staff to model and talk about healthy eating habits.

Torrington Preschool Center does not provide meals, therefore parents will need to send a healthy lunch and snacks for their child. For the full day program this includes at least a main meal, two snacks (one of which must be a fruit or vegetable) and milk or water. (No juice. Please save juice for home) Per guidelines from the American Academy of Pediatrics the center requests parents save "treat" items for home (i.e. cookies, chips, jello, pudding, fruit snacks, candy, fruit roll ups.) All lunch boxes, water bottles and tupperware should be labeled with your child's name, cut into bite size pieces and should be in ready to eat or ready to heat containers. This means no canned soup, boxed macaroni, EZ macs, or frozen dinners as they are too time consuming to prepare. **TPC will not serve any meat that has not been separated from the bone and cut into bite size pieces (i.e. ribs, chicken wings, pork chops, etc.)

To prevent choking, please cut your child's food into bite sized pieces and pack utensils if needed. We are not allowed to offer children younger than 4 the following foods: whole hot dogs or hot dogs sliced into rounds (must be cut into quarters), whole grapes (must be cut into quarters), popcorn, raw peas, hard pretzels, or chunks of raw carrot or meat larger than can be swallowed whole (these items can be served if they are cut into small pieces).

REST TIME

During this quiet time, children rest their bodies while listening to music or reading a story.

Your child will need the following:

A cinch backpack provided by Torrington Preschool Center containing one cot sheet and one small blanket that fits inside the bag provided to you. Please no pillows, stuffed animals, large bedding etc.

Although we realize these items can be a comfort to children this restriction is part of our state approved policy and eliminates the risk of spreading various germs. **Please label all items!!**

Washable items must go home weekly to be laundered and returned in the TPC bag. If the bag provided to you is lost or damaged it is the responsibility of the parent to purchase a new cinch bag from school.

I have read and understand Torrington Preschool Center's requests for Lunch & Snack and also the items needed for rest time.

Initial _____

OUR APPROACH TO DISCIPLINE

The physical and emotional well-being of every child is of utmost importance. Every child will be made to feel safe and protected while in our care. We cultivate a calm, empathetic atmosphere with clear expectations for all participants. To maintain this atmosphere, a balance of structured learning and self-directed play means that children are engaged in positive activities.

Adults are always available to model or facilitate appropriate strategies for children to solve social problems, such as sharing or including peers in group play. Whenever a child is having a hard time controlling his or her behavior, adults assist in a calm, helpful manner. We practice conflict resolution that encourages children to identify and express what they are feeling to become more emotionally literate and empathetic. We help children understand the connection between their behavior and consequences. Our discipline and behavior management is centered around positive reinforcement and the principles of the conscious discipline method.

Other methods of discipline include setting clear rules, redirection, reminders of expectations and encouragement. Teachers routinely observe the children to become aware of triggers that may predict challenging behavior. These may include particular events, activities, interactions or other contextual factors unique to an individual child. Through close observation and assessment of the function of the child's behavior, teachers are better equipped to develop individualized plans for each child's success. Techniques that are NOT used include physical punishments, withholding of snacks, bribery, psychological abuse, derogatory remarks, coercion, threats or any other methods that may frighten or humiliate children. We communicate regularly with parents.

If a student is not responding to disciplinary efforts, we will work with parents/guardians to address behaviors of concern and implement an education support plan designed to meet the child's unique needs. We balance the needs of the entire class with the supports necessary for individual children to be successful. If the student does not respond favorably to the agreed upon plan, in a reasonable amount of time, it will be at the discretion of the director and head teacher to remove the child from the program. If a student uses vulgar language or causes physical harm to themselves, a teacher or another child they will be immediately sent home for the remainder of that school day. The student may not return to school before both parents, head teacher and director arrange a meeting to assess whether or not it is safe or appropriate for the child to continue in the program.

I have read and understand Torrington Preschool Center's Discipline policy.

Initial _____

CLOTHING

Outdoor discovery requires freedom of movement in non-restrictive clothing that protects us from the weather and closed toe shoes (preferable sneakers/boots). Please dress your child in clothing that can get messy so they will feel free to participate in messy projects and splash in mud puddles. We provide smocks for art projects however we will not force any child to wear a smock. Expect that your child (and his/her clothing) will get dirty! If at any time your child's clothing becomes wet and uncomfortable, we will assist him/her in changing into their extra set of clothes.

When we head outdoors, we will help your child change into boots (if necessary). Please provide appropriate footwear for any weather to ensure your child can freely explore. Children need comfortable, protective shoes with gripping soles for running, jumping and climbing. Sneakers or well-fitting boots are best. Your child will need rain boots for wet and rainy days (you are welcome to leave a pair at school.) Please make sure your child has a spare pair of socks in case of wet feet.

CHANGE OF CLOTHES: Please provide an extra set of clothing to leave at school. The clothing must be stored in a labeled zip lock bag in your child's cubby. Extra set of clothing should include: shirt, pants, underwear and socks. Be sure to label all items and remember to exchange this clothing as your child grows into new sizes, when the seasons change or when spare clothes are used and sent home to be washed.

INCLEMENT WEATHER ATTIRE: We make our best effort to go outdoors every day unless the temperature, wind chill, condition of the playground or heat index does not allow! Please dress your children in weather-appropriate clothing for outdoor play. Please check the weather forecast to assist as the weather does change during the day. We highly recommend dressing your child in layers which includes a warm jacket, hat, mittens (which do not require your fingers to be separated), snow boots and snow pants (if weather permits.) Please see the wind chill and heat index chart posted in our classroom as a guide.

BUG SPRAY AND SUNSCREEN: We highly encourage families to apply sunscreen and bug spray before drop off. Students in the full day program may leave non-aerosol sunscreen for reapplication after lunch. Sunscreen must be labeled in a zip lock bag with the child's name with a signed sunscreen permission slip.

TICKS: Ticks are part of nature, unfortunately an unpleasant part. They can carry diseases like Lyme and Anaplasmosis. To keep children as safe as possible from ticks, we do frequent “spot checks” during class. Dressing children in long sleeves and pants that are light colored, and tucking pants into socks are some ways to prevent the ticks getting onto children’s bodies. We strongly encourage you to check for ticks every day after class. We also recommend a bath or shower for children after class.

PLEASE CHECK YOUR CHILD FOR TICKS AFTER CLASS EVERY DAY!

POISON IVY & BEES: If our teachers identify poison ivy on the playground it is disposed of immediately. In the rare event you think your child came in contact with poison ivy at our school please consult your physician for suggested treatment. Bees are celebrated at The Torrington Preschool Center! They are the unsung heroes of the food chain. We encourage children to respect, but not touch, our buzzing friends. In the unlikely event of a sting, we will monitor the child’s condition and notify parents.

NOTE: If your child requires an EpiPen if stung, please give one to your child’s teacher at the start of the school year, along with the required Medication Authorization Form signed by a physician. EpiPen must be kept in the original prescription box.

AND MUD!!!: Our bodies and clothes get messy — and muddy! Shoes get muddy, pants may become grass-stained and shirts may drip with paint, clay or glue. Sometimes all this learning is even in our hair! Because we encourage this kind of whole-hearted, whole-bodied learning, we urge you to dress your child in clothes that are not restrictive and that can get dirty. Our classes exemplify what it means to learn by doing.

EMERGENCIES & SAFETY

Key staff members are trained in First Aid and CPR. In the event of an accident that requires medical attention, we will do one of the following:

- Call parents/guardians and emergency contacts to collect the child immediately to seek medical attention;
- or If severe and immediate help is deemed necessary, we will call 911 and a staff member will accompany the child to the emergency room until parents/guardians arrive.
- All teachers carry walkie-talkies and have emergency contact information in trail bags. Key staff members in the building also use walkies to relay any important safety information to teachers.

SAFETY DRILLS: We conduct regular safety drills to help prepare students in case of an emergency. Every effort will be made to keep these activities straightforward. We do not want to frighten the children, but we do want them to feel prepared and calm in case of an emergency.

SNOW AND WEATHER

Weather related closings and delays are based on concern for safety of families and staff. If inclement conditions make driving dangerous, we will delay or cancel class. The Torrington Preschool Center follows Torrington Public School closings and delays. The Torrington Preschool Center reserves the right to make adjustments to weather related closings as we see fit. There will be no make-up days, or refunds in tuition, due to closures.

WEATHER POLICY DETAILS

In the event Torrington Public School has a delayed opening, we will have no early-bird care and preschool will open at 9:00am. If Torrington Public School is cancelled then Torrington Preschool Center will also be closed for the day with no early-bird care or after school program available. When Torrington Public School has an early dismissal we will close at 3:00pm with no after school program available. Please check the remind app for a message from the preschool director regarding school delays, early dismissals and closures. All weather related changes to our normal schedule are also reported to fox61 news, WZBG and posted on our Face Book page.

ILLNESS

IMPORTANT PLEASE READ AND INITIAL THIS SECTION Parent Initials: _____ Date: _____

The Torrington Preschool Center takes precautions to prevent the spread of illness by maintaining a clean environment, providing substitutes for staff and setting clear limits on the health of children in attendance. Frequent hand washing is also an important habit that prevents the spread of illness.

To keep all children and staff healthy, we need your cooperation!

If a child is too sick to attend school, please keep him/her home! There is no “sick room” at preschool it is an open floorplan which makes it difficult to contain germs, and the best place for a child to be recuperating from an illness is at home. There are also many symptoms that a child may have that may prevent them from being able to partake in everyday activities. If your child experiences any of the following please keep them home until symptoms cease, or your child is well enough to participate in normal everyday activities:

PLEASE KEEP YOUR CHILD HOME WHEN ANY OF THE FOLLOWING CONDITIONS ARE PRESENT:

- Fever of 100 degrees Fahrenheit OR when your child has had a fever in the last 24 hours (fevers tend to rise as the day progresses)
- Significant respiratory distress (e.g.: chronic or continuous coughing/wheezing)
- Nits, Lice or other infestation
- Cuts or wounds with bleeding or oozing
- Diarrhea, vomiting or stomach complaints
- Symptoms of unknown origin, such as a rash Green or yellow runny nose (clear runny noses are okay)
- An illness during its contagious stage such as “pink eye”
- Your child requires one-on-one care OR more care than staff can provide without compromising the health and safety of other children in the class.

- PLEASE KEEP YOUR CHILD HOME WHEN ANY OF THE FOLLOWING CONDITIONS ARE PRESENT: If any of these symptoms are present during drop off, or if your child is not feeling well, the teacher will request that the child go home to prevent the spread of illness.

Getting Sick at School: If your child is sent to school with any of the above listed symptoms, or they develop during the day they will be sent home to prevent the spread of illness. Children should NEVER be medicated and then sent to preschool (i.e. given Tylenol to break a fever). You should arrange for back-up care when your child is sick, and unfortunately there are no refunds or discounts for days that your child does not attend school. There are still costs associated with each childcare spot each day that unfortunately cannot be avoided if your child is not in attendance.

REPORTING AN ABSENCE: If your child will not be attending school due to illness or any other reason, please let someone at the center know as soon as possible by calling the school at (860)489-8677 or sending a message on the remind app with the reason they will not be attending and any symptoms the child may be experiencing. This will prevent activities from being delayed.

MEDICINE AT SCHOOL Please be advised that staff will not administer medication to students unless a Medication Authorization Form has been provided by the parent and signed by the child's physician. This includes EpiPens, Benadryl(prescribed) and Inhalers! This DOES NOT include Tylenol, Advil, ibuprofen, acetaminophen, cold & flu medications, etc. If your child has a prescribed EpiPen or inhaler, please ensure the additional required forms are completed.

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

UNDER NO CIRCUMSTANCES SHOULD MEDICINE BE PUT INTO A CHILD'S LUNCH BOX, BACK PACK, FOODS OR LIQUIDS.

Other: The following will be administered upon written request of the parent and does not require a doctor's approval: all over the counter topical non-medicated ointments including sunscreen & lotions. 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 form.

SPECIAL ACCOMMODATIONS

The Torrington Preschool Center makes every effort to meet the dynamic needs of students. Information regarding your child's needs, interests and abilities is collected at the start of the school year. If you believe your child may have needs which require additional planning or preparation on the staff's behalf, please let us know when you enroll. Dietary restrictions and allergies are common. We do our best to accommodate each student's needs. If your child has a unique situation, please speak to the director or your child's teacher before the start of the school year.

NOTE: We are not equipped to accommodate certain acute health conditions or certain special needs so discuss any specific concerns with the Director in advance.

FAMILY INVOLVEMENT & SPECIAL EVENTS

COMMUNICATION

Communication between staff and parents/guardians enriches the educational experience of our students. We regularly touch base with parents to provide feedback. Staff will always make time to chat with you via the remind app, phone, email or in person **preferably during non-instruction times** if you have a concern or just want to share something with us. Please keep the lines of communication open with us and let us know of any significant events or changes in your child's life. Visitors, moving, new babies, divorce, illness or death can affect children in class. When we are informed about these changes we are better equipped to offer support and encouragement for your child. If you notice any unexplained change in your child's behavior, feel free to discuss it with our staff.

NOTE: The teachers' first priority is with students when they are present. If you have a concern that needs discussion, please request a meeting or call outside of class time.

PARENT AND TEACHER CONFERENCES

This is a great way to stay informed about your child's progress. We perform on-going assessments of physical, social, emotional and cognitive development. Parents and teachers have the opportunity for scheduled conferences twice per year. There is no class on conference days so that teachers and parents can meet. We will hand out progress reports at the meeting as a starting point for discussion. We encourage families to help care for one another's children during conferences, as they are for adults only.

YOUR MONTHLY NEWSLETTER FROM PRESCHOOL

At the beginning of each month, we send a newsletter with reminders, important dates, what to expect in our curriculum, etc. The newsletter is sent out electronically as a google doc via the remind app however a paper copy can be requested at school.

Confirmation of Receipt of Torrington Preschool Center's Parent Handbook

This page must be signed and returned to the center before the start of child care.

I have received the Torrington Preschool Center Parent Handbook, and I am fully aware of its contents including the discipline policy which I have discussed with the Director or Head Teacher.

I understand that should questions arise about the Handbook, the Child Care Director will be available to address them in a timely manner.

I understand that failure by the center to require performance/adherence of any provision in the Handbook shall not affect the center's right to require performance/adherence at any time thereafter.

I am aware that the first two weeks are a paid trial period, with no commitment, beginning on _____ and will end on _____. After your trial period ends, signor of this contract must give 30 days written notice before terminating this agreement. Failure to notify Torrington Preschool Center of resignation 30 days in advance will result in a penalty of one monthly tuition payment by the signor. By signing below, I/we agree that I/we have read all the information contained in this handbook and agree to comply with all rules and responsibilities stated.

Child's Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

