

Introduction-

Welcome to Little Blessings Child Care Center at Christ Church. We are licensed by the state of New Hampshire. We were the first Center in the state to achieve Licensed Plus status, a designation indicating our above-average service. We operate with a staff of twenty full time and three part time employees, many of whom hold a teacher credential from the state of New Hampshire as well as CPR and First Aid training and extensive training in adult and child sexual misconduct. We meet or exceed all state teacher/child ratios.

We opened our facility in June 1992 and we are currently licensed to serve 71 children. We care for children from 6 weeks to 5 years old and are open Monday through Friday from 6:30 AM to 6:00 PM. We provide morning and afternoon snacks, breakfast and lunch. We provide one brand of baby formula and baby food. Our cook works with families whose children have allergies to provide nutritious alternatives to our main menu. We provide baby wipes. We do laundry on-site so that you do not have to take home blankets, sheets, bibs, etc. for laundering.

We are owned by Christ Episcopal Church and are guided by a committed Advisory Board, consisting of staff, parents, and church and community members. The Rector of Christ Church chairs the board and the Director of Little Blessings is a non-voting member. The Board establishes all child care policy.

Little Blessings is a multi-faith facility, honoring all faiths and celebrating diversity. We encourage the understanding of differences and openness to people of all backgrounds. We support awareness, diversity and tolerance.

Philosophy: Little Blessings Child Care Center-

Little Blessings Child Care Center operates on the developmental philosophy that all children grow and learn at their own individual pace, not according to a calendar. We recognize the importance of a child's social, emotional, physical, and intellectual development. We teach the children to respect others as well as themselves. We provide an environment where children can interact with other children as well as with adults. We provide an opportunity to experience the joys of friendship.

Learning is discovered more than taught, but the learning environment is created and fostered by the staff. We provide age appropriate games, activities, toys, and crafts to develop small and large motor skills; cognitive skills and thinking processes; social skills and self-esteem.

We begin by paying attention to the environment. It must be hazard-free, child proof, clean, provide enough space for large motor skills activity, and contain child-sized furniture. Our outdoor environment consists of fenced-in playgrounds, with age appropriate outdoor equipment, all surrounded by trees, grass and plants. We add staff members to that environment who are certified or in the process of certification in early childhood development. But far more importantly, each staff member must have an innate love of children. The staff members are aware that they are loving, and caring role models for the children.

The basic thinking process of the children is developed through sight, sound, smell, taste and touch. Opportunities to learn through all, not some, of the senses are provided every day.

We strive to make our Center a safe and fun learning environment where unconditional love is the underlying key.

Teacher Responsibilities/Description-

A teacher is entrusted with the responsibility of caring for children in their parents' absence. Quality care includes the development of physical, intellectual, social, and emotional skills. A teacher's responsibilities include, but are not limited to:

- 1) Develop age appropriate objectives and goals
- 2) Plan lessons and activities
- 3) Maintain positive physical and emotional control of children
- 4) Exhibit positive physical and verbal role modeling
- 5) Communicate children's progress and concerns with parents regularly
- 6) Administer discipline within the disciplinary policy of the Center
- 7) Supervise all children's activities
- 8) Participate in staff meetings and ongoing training
- 9) Comply with all state regulations

Classroom Plans-

The teachers prepare a developmentally appropriate curriculum which incorporates goals and objectives. These plans are prepared in advance and are reviewed by the program director. These plans are posted in the classroom for parents to see. If you would like more information about your child's curriculum, please feel free to speak with your child's teacher or the director.

Center Curriculum- Creative Curriculum & Get Set for School

The Curriculum utilized by our program is The Creative Curriculum. We have found that The Creative Curriculum not only matches our philosophy but is based on the latest research in child development. The Creative Curriculum is the country's leading scientifically based, comprehensive curriculum for programs serving children from birth to age 5. Planning revolves around the needs and interests of each child. Instruction is based on observing and documenting what children do and say. Teachers offer activities that meet objectives beyond each child's present level of mastery. Core knowledge areas of Math, Literacy, Science and Social Studies are integrated into each interest area in the classroom, including: Art, Blocks, Discovery, Dramatic Play, Library, Outdoor Play, Sensory Table and Technology.

Below is a very brief overview of skills that your child will be exposed to and encouraged to participate in:

Gross Motor: activities that develop body movement, healthy living and coordination.

Fine Motor: activities that develop hand-eye coordination and pre-writing skills.

Language & Communication: reading, verbal, nonverbal, pictures, signs, making choices, listening, following directions and so much more!!

Self-Help: activities such as toileting, washing hands, dressing and cleaning up their toys.

Cognition: development through teacher directed educational activities, child initiated play, art, music, cooking, memory, relationships, cooperation, etc.

Social: activities that develop manners, relating to others, or learning to work with others.

Emotional: recognition and labeling of various emotional states including happiness, sadness, anger, frustration, pride, etc

Sensory: activities that allow for brain stimulation body-in-space knowledge and messy play.

Math & Science: activities that build on shape or number relationships, one-to-one correspondence and scientific concepts such as weather, colors, nature and simple experiments.

Technology: exposure to modern technology and use of materials in realistic or pretend play.

Prekindergarten will be utilizing a curriculum called Get Set for School.

The Get Set for School readiness curriculum (Hand Writing without Tears) uses a developmental approach that is based on the most relevant research about how young children learn best:

- Break difficult concepts into simple tasks
- Believe that every child can achieve
- Use interesting materials that make children want to learn

A Strong Pre-K Program Supports Lifelong Learning Success

Young children who develop strong foundation skills in Pre-K are better prepared to master the more complex and rigorous demands of school.

- Get Set for School draws from the best research and years of experience to provide a complete curriculum that includes: readiness & writing, language & literacy, numbers & math.
- Get Set for School helps children develop core readiness skills during the crucial years when “85 percent of the foundation for a child’s intellect, personality, and skills is formed.”
- Pre-K students learn some of their most important skills through play. Get Set for School uses hands-on, play based instruction to give young learners innumerable opportunities for spontaneous and meaningful learning. Playful learning also helps engage young children and helps build a lifelong love of learning.
- Physical development and social/behavioral skills are particularly important in Pre-K. Get Set for School helps Pre-K students develop both fine and gross motor skills before they can master such skills as writing.
- Literacy includes phonological awareness, letter knowledge, concepts about print, vocabulary, and language. These abilities are interrelated so that development in one area supports and is necessary for development in another. Get Set for School

- provides an integrated approach to language and literacy to make learning meaningful and engaging.
- Math, like literacy, begins at birth. Children are learning math concepts based on their interactions with their environment. Get Set for School gets children sorting, clapping, counting, measuring, and building numbers to help them understand—and enjoy—math concepts

Pre-K is a time of rapid growth and development. It's a year of preparation for kindergarten and for future success in school and in life. To achieve, children need to be imaginative, independent, and actively involved in their own learning.

Imaginative

Children learn naturally through everyday experiences with people, places, and things. They are born imitators and scientists who thrive on active hands-on interaction with the physical world. They learn through play and through physical and sensory experiences.

We want children to be imaginative explorers, and believe that teachers and parents support curiosity by what they place in a child's environment. Children play with what's there. Including fun, engaging materials throughout the learning space affects how children feel, what they do, and how they learn. Get Set for School materials accommodate both teacher-directed and student-initiated playful learning, because we know that sparking the imagination leads to a lifelong love of learning.

Independent

We support capable children by how we teach. Much of what Pre-K students learn is incidental—whatever is around them, what they hear and see. We deliberately build familiarity and competency with the music CDs that we play for them, the words that we use, and the way in which we use materials and teach lessons.

We also know that children should learn explicitly. Basic readiness skills should be taught systematically. It's not up to children to decide how to read, write, and count. We teach them the way we read and write from top to bottom and left to right. We teach them how to hold a crayon and how to write letters. We teach them key skills to advance their competency and success - so they develop the skills to be independent as they enter school.

Teachers need support to foster independence in children. Our materials provide flexibility for the teacher and offer activities in a developmental sequence. Ensuring mastery of one skill before introducing another builds the competence and confidence children need for independent problem solving.

Involved

Pre-K is social and challenging. Four-year-olds are new to being involved with and caring about others, sharing, waiting a turn, and following the teacher. Some children in every group have personal challenges with these skills.

We use music to encourage inclusive participation and development of social skills alongside important physical skills, language, and early readiness skills. We also promote group play and accessibility so that children of different abilities can participate and learn with and from each other. We believe that children who are involved with each other are better able to focus their attention to follow the teacher actively.

Our materials also encourage family involvement to continue learning activities at home. Many activities have take-home components to encourage children to form connections between learning in school and home situations.

Our Programs-

Infants – Teachers work individually with your baby to help him or her become acclimated to their new world. During the early stages of development, teachers provide your child with sensory play, fine motor skills, such as holding toys, gross motor skills to help them with crawling and art projects and of course, lots of hugs and snuggles to nurture your little one. As infants grow and develop at a quick pace, teachers are able to challenge your child in the comfort of a cozy environment.

Room capacity: 20

Maximum enrollment: 14

State ratio: 1 teacher/4 children

Little Blessings ratio: 1 teacher/3 children

Schedule

All babies are on their own schedule. The schedule below is an example of one child's day.

6:30-7:30	Arrivals, bottles, choice time
7:30-7:45	Snack
7:45-9:30	Diaper changes, naps
9:30-9:45	Breakfast
9:45-12:00	Choice time, outdoor time, Diaper Changes
12:00-12:30	Lunch
12:30-3:00	Nap time, Choice time, Diaper changes
3:00-3:15	Snack
3:15-6:00	Choice time, Outdoor play, Wash up, diaper changes, music, departures

Note: Diapers are checked frequently and changed often during the day (2 hour maximum between changes.) Faces and hands are washed before and after each meal. Staff interacts with children during the day by playing with them and talking to them. All bottles are fed to children. No bottles are placed in cribs with children or propped up. If a child is unable to hold a bottle his/her self a staff member will assist. Those who are able to feed themselves are in view of staff while they drink their bottles. This schedule is meant to be used as an outline. Not all children will be on the same nap and feeding schedule.

Owls-Toddlers - These busy little ones need specialized care with a loving teacher nearby. As this is a transition between infants and toddlers, development grows at a quick pace. During the latter part of infant development, teachers provide your child with

sensory play, fine motor skills, such as stacking blocks, or eating finger foods, gross motor skills to help them with crawling, and eventually walking, art projects and of course lots of hugs and snuggles. Teachers are able to challenge your child with the comfort of a family like classroom.

Room Capacity: 17
Maximum enrollment: 15
State ratio: 1 teacher/5 children
Little Blessings ratio: 1 teacher/4 children

Schedule

6:30-7:15	Drop off Baby Room
7:15-7:30	Drop off in Classroom/Wash hands
7:30-7:45	Snack
7:45-9:00	Clean up, diapers, choice time
9:00-9:15	Circle Time
9:15-9:30	Wash Hands
9:30-9:50	Breakfast/cleanup
9:50-11:00	Small Group Activities, Free Choice
11:00-11:45	Diaper changes, Music & Movement, Outdoor Time,
11:45-12:00	Wash Hands
12:00-12:30	Lunch and clean up
12:30-2:30	Rest Time – Quiet Activities
2:30-3:00	Afternoon diapers, Choice Time, Circle Time, Story Time, Wash Hands
3:00-3:15	Snack
3:15-4:30	Large Group Activity, Outdoor Time, Choice Time
4:30-6:00	Choice Time, Diapers, Departures

Butterflies – Preschool – Our Preschool program promotes physical, emotional, social and newly acquired language development. Children work in small groups and individually as they learn to share, use their words and even potty train! Teachers keep the busy preschool moving and include activities to challenge each child as an individual with in the daily schedule as the children grow and become more confident in their skills. Colors, shapes, counting and letter knowledge are part of the circle time, as well as singing and movement.

Room capacity: 24
Maximum enrollment: 20
State ratio: 1 teacher/6 children
Little Blessings ratio: 1 teacher/5 children

Schedule

6:30-7:15	Drop off in Infant Room
7:15-7:30	Drop off in Classroom/Wash Hands/Bathroom
7:30-7:45	Morning Snack
7:45-9:00	Choice time/Bathroom & Diapers
9:00-9:15	Circle time
9:15-9:30	Wash Hands/Songs or Story

9:30-9:45	Breakfast
9:45-10:45	Small Group activities/Choice time/Bathroom & Diapers
10:45-11:45	Outside Time (Weather Permitting)/Music & Movement/
10:45-11:00	Wash Hands/Story or Songs
12:00-12:30	Lunch/Clean up/Get Ready for Rest/Bathroom & Diapers
12:30-2:30	Rest time – Quiet Time
2:30-3:00	Diaper & Bathroom/Choice Time/ Circle/Story/Wash Hands
3:00-3:15	Snack Time
3:15-4:30	Large Group Activity/Outdoor time
4:30-6:00	Outside Time (Weather Permitting), Choice time, departures

Monkey's Prekindergarten – Activities in this classroom enable children to be ready to make the big move to Kindergarten! The teachers will emphasize letter and number recognition, phonetic awareness, writing upper and lower case letters and basic math skills. Their curriculum may be enhanced with frequent cooking activities and science experiments. Children gain more independence by having jobs around the classroom and during teacher directed learning experiences. Children have time to make choices of their own, balanced with firm guidance by the teachers to assist children in making these safe and cooperative decisions.

Room capacity: 25

Maximum enrollment: 25

State ratio: 1 teacher/12 children

Little Blessings ratio: 1 teachers/10 children

Schedule

6:30-7:15	Drop off in Infant Room
7:30-7:45	Wash Hands & Morning Snack
7:45-9:30	Daily Activity
9:30-10:00	Wash Hands/Bathroom/Breakfast
10:00-10:20	Circle (Calendar, Weather, Group Discussion)
10:20-10:50	Choice Time (Language, Art, Math, Science)
10:50-11:50	Outside or Choice Time Based on the Weather
11:50-12:30	Lunchtime Prep and Lunch
12:30-2:30	Rest Time
2:30-3:00	Choice Time (Books, Art, etc.)
3:00-3:20	Snack
3:20-4:30	Outside or Choice Time Based on the Weather
4:30-6:00	Departure/Combined Classrooms

Enrollment

Registration-

Several forms and a registration fee are required prior to your child's first day. The Registration and Emergency Information Form must be completed in its entirety before admission. Please pay special attention to the Parental Agreement, which specifies your financial obligations. A one-time \$50.00 non-refundable registration fee is required to retain placement. An annual \$10 non-refundable registration fee is required in January. If you remove your child for any period of time; reduce your child's schedule; or submit your re-registration form after the specified date, \$50.00 re-registration fee will be

required for re-admission. One week's tuition, which will be applied to your account as a security deposit, is also required to retain placement. The security deposit will be applied toward your final tuition payment when you are leaving the center. The Child Health Form must be completed by a physician and include a list of immunizations. This is also required prior to enrollment.

Tuition Rates-

Please refer to the Rate Sheet for the current tuition amounts.

Payment Terms-

The amount that you contract for must be paid weekly whether or not your child attends. You are paying for space, not for the fact that you use it. We do not offer reductions for vacation time or sick days. Payment is due on Friday, by noon, for the up-coming week. A friendly reminder and a \$10.00 late charge will be sent if tuition is not received by noon Friday. If tuition and the late fee is not paid in full by the following Friday at noon, a past- due invoice will be sent along with a notification of termination of services. Failure to pay by the following Friday may result in loss of services. Matters of extenuating circumstances can be submitted to the Director for consideration with Chairman of the Board.

Sibling Discount-

The youngest child pays the full tuition rate. All additional children in the same family receive a 10% discount.

Late Pick Up Fee-

We are open from 6:30 AM to 6:00 PM. If your child is picked up after 6:00 PM a fee of \$5.00 for each portion of five minutes will be charged. The clock in the office is used to determine fees. The late pick up fee is designed to discourage parents from arriving at 6:00PM or later and to help compensate the time and one half salaries of the staff members. Repeat offenses may result in termination of services.

NSF or Returned Check Fee-

A \$25.00 fee is added to returned checks. Repeat offenses will require cash or money order payments.

Part-Time Policy-

- 1) Part time families will contract for a fixed number of days per week. (These days cannot vary week to week)
- 2) Payment is expected for those days, whether or not the child attends
- 3) Days may be switched when Little Blessings is closed for holidays.
- 4) Switching of days may only occur in the same week
- 5) Switching of days will be allowed on a space available basis.
- 6) Requests to switch days for a holiday must be submitted to the director six days in advance of the holiday

- 7) If the number of requests exceeds the number of available spaces, requests will be granted on the basis of seniority
- 8) Little Blessings will make every effort to provide space on non-contracted days, but will not guarantee space.
- 9) Additional days may be added to the week at the current rate if space is available
- 10) We ask your assistance in keeping these requests to a minimum. Schedule changes affect the children, teacher planning, and the administrative functions.

Holiday Schedule-

We are closed for eleven days per year. You will receive an annual holiday schedule each August.

Items Provided by Parents-

Infants -

Disposable diapers
 Any lotions, creams, or ointments
 Medications (prescription or non-prescription)
 Several changes of clothes
 Snow suit, hat, mittens (winter)
 Formula and/or breast milk (if not using house brand formula)
 Baby bottles or disposable bottle liners (for breast milk, parent-supplied formula, or house formula)
 Jars of baby food (if not using house pureed food or house jars of baby food)
 Boxes of baby food (if not using house pureed food or house boxes of baby food)
 Pacifier (if used) and several spares

Toddlers-

Disposable diapers
 Any lotions, creams, or ointments
 Medications (prescription or non-prescription)
 Several changes of clothes
 Snow suit, hat, mittens (winter)
 Bathing suit or "Little Swimmers," beach towel, water shoes, sunscreen, bug spray (summer)
 One small blanket
 A stuffed animal or other comfort item for nap, if needed

Preschool-

Disposable diapers
 Any lotions, creams, or ointments
 Medications (prescription or non-prescription)
 Several changes of clothes
 Snow suit, hat, mittens (winter)

Bathing suit or “Little Swimmers,” beach towel, water shoes, sunscreen, bug spray (summer)
One small blanket
A stuffed animal or other comfort item for nap, if needed

Prekindergarten-

Medications (prescription or non prescription)
One complete change of clothes
Bathing suit, beach towel, water shoes, sunscreen and insect repellent (summer)
Snow suit, hat, mitten, boots (winter)
One small blanket
A stuffed animal or other comfort item for nap (if needed)

Arrivals/Departures/Attendance-

Parents must notify teachers when they drop off or pick up children. This is for the child’s own safety.

Alternate pick-ups must be listed on the Registration form. Inform a teacher (verbally, in writing or by phone) if an alternate person is picking up your child. The alternate person will be required to show identification.

Custody arrangements will be followed only if we have a court order on file.

Please notify us in the morning if your child will not be in.

Personal Toys-

Children may not bring toys from home unless a teacher makes a special request (e.g., show and tell.) Personal toys usually create sharing problems and most toys brought in from home remain in cubbies for the day.

Confidentiality-

Little Blessings Child Care Center values confidentiality. It is imperative that incidences concerning a child or children are kept between the parent(s) and staff members. Teaching staff and administration may not share any personal information with adults other than parents, and those permitted to pick the child up. Under no circumstances are Little Blessings Child Care Center employees permitted to provide any information with others that are not involved.

Security Precautions-

Little Blessings Child Care Center finds it necessary for the safety and concern of all children that our facility maintains secure. Each parent provides a 4 digit code that will be their code to get into the building. The code is put in the day before your child starts and will be removed the day your child leaves. Please do not share your code with others.

Emergency Closure Policy-

Little Blessings strives to open every day. However, some unforeseen conditions, such as power outage, blizzard, hurricane, furnace/boiler malfunctions, etc. may preclude our opening. Full tuition payments will still be required in those circumstances. Cancellations and delays are announced on WMUR (Channel 9) both on T.V. and on-line. The Little Blessings answering machine will also announce cancellations or delays. If we need to close early, we will call or email parents.

Parking Lot Safety-

Do not leave valuables in your unlocked car in the parking lot. Do not leave children in your car when you come into the building. Drive slowly in the parking lot, for the safety of the children. Use the parking lot walkway, designated by traffic cones, with your children.

Lost and Found-

There is a box labeled Lost and Found in the hallway. Please check it often.

Meals and Snacks-

Little Blessings includes morning and afternoon snacks, lunch and breakfast in the tuition fee.

We participate in a government sponsored nutrition program (CACFP) in which we are reimbursed for serving nutritious food, according to the income levels of the families we serve. The *Parent Application for Child (ren) Enrolled in Day Care* is in your registration packet. It must be completed by eligible families prior to enrollment. The *Child Enrollment Form* in your registration packet must be completed by all families, regardless of income level, prior to enrollment. The *Accepting/Rejecting Infant Formula in the Child and Adult Care Food Program* form must be completed for all infants prior to enrollment.

Parents are not authorized to take snacks or drinks from the kitchen for the ride home. Please come prepared with your own snack if your child requires one at pick-up time. See the sample menu in the back of this handbook.

Medical and Health Issues-

- 1) Your child's physician must complete the *Child Health Form* (See Registration Packet) before your enrollment date. Children must be current on physical examinations and immunizations before entering the Center. The child health form must be updated annually.
- 2) The only exception to the above is religious exemption. Religious Exemption Forms must be signed and notarized. (See the back of this handbook for copies)
- 3) We adhere to the State requirements for administration of medication. These requirements are printed on the authorization form (see the director for a form).

Please note item #3. You must have written permission on file from your physician in order to have pain relievers administered to children under 2 years old because printed instructions on the container do not include 0-24 months.

Prescription medications cannot and will not be administered unless ALL the following conditions are met:

- ✓ Prescription is current.
- ✓ Medication must be in original container.
- ✓ Container must be labeled with child's name, doctor's name, and when to be administered.
- ✓ As mandated by NH state law, a signed medication consent form is on file for each medication to be administered (including Epi-pens).
- ✓ NH state law does not allow Little Blessings to administer the first dose of any medication to a child.

Non-prescription medications must be in original container and labeled with child's name, name of medication and dosage. As mandated by NH state law, a signed consent form must also be on file for each non-prescription medication including Tylenol or any other medication.

Sick Policy-

If your child has any **one** of the following conditions, he/she may not attend. If he/she develops any of the following conditions during the day, we will contact you to pick him/her up. **He/she must be picked up by you or an authorized person within one hour of notification and must remain out of the center the entire following day.** We respect all children enrolled in our facility as well as their parent's work schedules and we make every attempt to keep germs to a minimum. We request the same from all of our parents.

- 1) Temperature of 101 or above
- 2) Diarrhea
- 3) Vomiting
- 4) Sore throat with redness, white dots or swelling.
- 5) Severe congestion.
- 6) Nose running cloudy (not clear).
- 7) Symptoms of illness such as lethargic behavior, tugging at ears, or loss of appetite.
- 8) Any congestion that inhibits a child's participation in our daily activities, including outdoor play.

Notes regarding sick policy:

- 1) Please do not ask staff to accept a sick child. They are not allowed to. We will continue to follow State regulations and to make every effort to protect the majority of our children.
- 2) We do not provide care for children who are ill. Please arrange for alternate care ahead of time for your child in case of sickness, so that when the situation occurs you are prepared.

- 3) If you are unable to get a doctor's appointment for several hours, your child must still be picked up within the hour.
- 4) Parents are notified of children's exposure to contagious diseases. A sign is posted on the bulletin board next to the beeper door.
- 5) Temperatures due to teething are low grade (not 101 degrees or higher).
- 6) Children must be on prescription medication (such as an antibiotic) for an entire day before returning to the Center.
- 7) Children must be fever-free without the aid of fever-reducing medication (such as Tylenol) **for an entire day before returning to the Center.**

Accident Reports-

If your child has an accident at the Center that is considered serious you will be notified immediately by phone. You will be required to sign an Accident Report upon arrival. If the accident is minor (cut or scrape), you will be notified at pick-up time. It is extremely important that we have the name and telephone number of a person who is available to tend to your child in an emergency situation if you cannot be reached. This information should be on the registration form.

Baby Room Feeding Policy-

To be sure that every baby gets the correct bottle in the infant room

1. Every bottle that comes into the center is clearly marked with the child's name.
2. Each breast milk bag is clearly marked and each child has their own bag that is clearly marked with their name.
3. An infant room teacher will verify every bottle that is fed to a baby.

Potty Training Policy-

- 1) We begin training the child to come to an awareness of what it means to be wet and an awareness of the sensation of having to urinate or of having a bowel movement. This is accomplished by using words such as, "wet" and "potty" as we change diapers. We will engage in a dialogue as we change the child, teaching him/her about the potty training process and the words used to communicate the need.
- 2) The child must be ready to communicate his/her needs, either verbally or through some other method, such as pointing to the bathroom area, in order for the potty training process to succeed.
- 3) Parents are primarily responsible for training. The Center will support the parent's efforts. Although the staff spends many hours with the children, because it is in a group environment, the staff cannot spend the one-on-one time with the child that is necessary to complete the potty training process. Parents accomplish a lot more at home in fewer hours because it is one-on-one.
- 4) When the child is able to communicate the need to use the bathroom, we will respond to his/her request by taking them to the bathroom. If he/she continually uses the situation simply for the individual attention and not for using the toilet,

- we will discontinue the process. We will also take groups of children to the bathroom 4 times a day.
- 5) The child should wear training pants or pull-ups during the potty training process. We prefer the easy-open sides (tabs) because it is easier for the teachers to change if the child does not have to get fully undressed. If the child has more than two accidents in a day, we will put a diaper on him/her. Parents are responsible for supplying extra sets of clothes and diapers during potty training. Clothes should be easy on/easy off to facilitate the process, reduce child frustration and save time for teachers. No overalls, please.
 - 6) A child is not trained if he/she is taken to the bathroom and uses the toilet. A child is trained if he/she communicates the need to use the toilet and then does so. At that point he/she recognizes the bodily sensation to urinate or to have a bowel movement and understands that he/she should use the toilet, not a diaper, for that function.
 - 7) Each parent must talk to a teacher about potty training when your child is ready to begin. Words, techniques, clothing, etc., will be discussed.
 - 8) We will approach potty training in a positive way. We will encourage and praise. We will not punish or emphasize the negative. We encourage parents to do the same.
 - 9) Potty training is a pre-requisite for enrollment in the Prekindergarten Class.

Discipline- State regulations-

Little Blessings follows the N.H. State regulations for disciplining. The guidelines are:

- 1) Discipline practices shall support the child's behavior with positive guidance as well as the setting of clear-cut limits which foster the child's own ability to be self-disciplined.
- 2) Corporal punishment shall not be used.
- 3) Childcare agencies shall not use forms of punishment that are humiliating, shaming, frightening or otherwise damaging to children.
- 4) Childcare agencies shall not withhold or threaten to withhold food from children as a means of discipline.
- 5) Children shall not be disciplined for toilet-related accidents.
- 6) Childcare agencies shall not use isolation as a form of discipline.
- 7) Children shall not be required to rest as a form of discipline, nor shall they be punished for not sleeping at nap or rest time.
- 8) Discipline shall include consequences, which shall be related to the misbehavior and enforced as soon after the misbehavior has occurred.

Types of Discipline-

Discipline is constructive, positive and age appropriate. Types of discipline include prevention, redirection, and distraction; limit setting, problem-solving and modeling.

Biting-

Biting is considered a normal part of development. It will occur in groups of children, particularly with toddlers. Children bite, not with the intent to hurt another child, but for a variety of reasons including frustration and lack of language skills. Teachers try to anticipate biting situations to prevent them. If it occurs, first aid is administered; an accident report is filled out; appropriate discipline is given; and both sets of parents are informed. The office has many written resources on biting available to parents to help them understand why biting takes place and how to discourage it.

Field Trips-

The Prekindergarten classes periodically go on field trips in conjunction with their class themes to enhance lessons. Participation by parents is always needed. The staff cannot supply transportation for the children. We encourage you to join us. Drivers must be at least 21 years old and must submit verification of auto insurance. When we transport, we always travel with two adults in each car. (See the back of this handbook for the sample of the Field Trip Permission form and the Volunteer Driver Contract).

Typically there is a fee to cover admission. If your signatures and fees are not in by the requested date, your child will be required to stay in the office or with a younger class during the field trip.

Water Activities-

During the summer months water activities are available for all of the children. We may use sprinklers, water tables, or take Prekindergarten to the beach. Water time is a voluntary activity. No child is required to participate. Children are always monitored and the full time staff is trained in first aid, CPR, and water safety. Children may not partake in water activities if they do not have bathing suits and towels.

Story Time-

The Prekindergarten classes meet with the pastor of Christ Church one day per week for a 30- minute appropriate value-based story. Two teachers attend story time with the children. Those who opt out of the program spend time in another classroom.

Bulletin Boards-

- 1) Parent Information Board- located at the bottom of the stairs to the left of the kitchen door, this contains information such as fund-raising projects and guest speaker announcements.
- 2) Kitchen Bulletin Board- located on the kitchen door, this board is maintained by the cook and has lunch and snack menus available for you to review or take home.
- 3) General Bulletin Board- the large bulletin board at the bottom of the stairs to the right of the kitchen door contains general parenting information such as immunization facts; bicycle safety tips community seminars, kindergarten registration, etc.

- 4) Special notices- Located to the left of the Beeper Door as you exit the building, this bulletin board contains information specific to the Center, such as holiday closings, requests for volunteers, birth announcements, etc.

Parent's Group-

P.A.L.S (Parents At Little BlessingS) is the Center's parent organization. P.A.L.S assists the Center with fundraising activities.

Legal Issues, Court Orders, Child Custody, Restraining Orders-

In the event of any legal matters, such as divorce, separation, restraining orders, child custody, etc., it is the policy of Little Blessings to follow the most recent court orders available to us. It is the responsibility of the parents to provide Little Blessings with a written copy of the current court order. We will not act on verbal directives. We must have legal, written documentation.

It is also the policy of Little Blessings to refuse to support either parent in legal matters by providing letters or any other written or verbal documentation to parents or to their legal counsel. The purpose of this policy is to provide children with a neutral and safe environment during a potentially tumultuous period. Secondly, Little Blessings needs to protect its relationship with both parents in order to properly continue to care for the children.

Little Blessings needs written permission from both parents in order to speak to a guardian ad litem. If a Little Blessings employee is subpoenaed to testify in court, we will comply with the subpoena.

Our records are our property and they will not be copied and distributed to anyone, unless we are subpoenaed.

Policy for Parent Suspected of Being Under the Influence of Drugs or Alcohol

For the protection of all of our children, Little Blessings' staff has been instructed to call 911, if anyone suspects that a parent who is picking up is under the influence of drugs or alcohol. The staff will also call the child's other parent to apprise him/her of the situation.

Revised 10/11/13, 8/5/13, 4/21/2015