

PLEASE BE ADVISED THAT THE DAYS/HOURS MAY BE ADJUSTED BASED UPON ENROLLMENT SO THAT THE STAMFORD PRESCHOOL PROGRAM REMAINS SELF-SUSTAINING.



**Handbook
For
Parents**

2016 - 2017

Stamford Preschool Board of Directors

Gregory Betti, Principal

Jessica Tatro, School Board
Representative

Erika Bailey, Parent Representative



Preschool Accountant
Janice Farinon

The Stamford Preschool Program was approved by the School Directors in June of 1986 as a result of a tremendous positive response from the preschool parents. This program was reconsidered by the School Board after one year and has continued ever since.

The program has been designed to be self-supporting with no cost being borne by the School District.

STARS STATUS

Through the hard work and dedication of Ms. Casey Scott, Stamford Preschool applied for and was awarded **3 STARS, 11 points** (Step Ahead Recognition System) as an Early Childhood Licensed Program in the State of Vermont.

PHILOSOPHY

This program is intended to provide the preschool children of the community with the following benefits:

- To provide care by a knowledgeable and interested adult who is committed to the child's growth.
- To provide the children with an environment where they can talk, listen, and respond to their peers and adults.
- To provide children with the opportunity to manipulate objects and materials.
- To provide children with the social interaction and self-discipline necessary for developmental growth.
- To provide children with literary and cultural opportunities.
- To provide parents with the opportunity to be involved in the child's preschool experience.
- To realize that each child is an individual who will grow and develop at his/her own rate.
- To develop a positive self-image.
- To begin to instill the love for learning.
- To encourage active involvement by each child.
- To foster children's natural curiosity.

REGULATIONS

A copy of the February 12, 2001 Regulations for Licensed Preschool Facility, as

set forth by the Agency of Human Services, Department of Social and Rehabilitation Services, is available in the school office upon request.

BUILDING

The building and preschool room meets all applicable requirements of the Department of Labor & Industry. Any recommended changes by the Department of Labor & Industry and the Agency of Human Services, Department of Social and Rehabilitation Services will be complied with as soon as possible.

In addition, all water tests (SOC, VOC, IOC, bacteria, and lead and copper) have been passed. The preschool room has been inspected for lead and is lead free.

AGE

Children must be three (3) years old and toilet trained by the start of the school year. No three (3) year olds will be accepted after January 1 of the school year.

SESSIONS

The preschool program can be held five (5) days a week from 12:30 pm to 3:30 pm. Each session will have room for ten children. Parents may register children for one to five sessions. The number of sessions and the number of students will be determined by the number registering.

Act 166 for Resident Students

Act 166, signed into law in 2014, provides for universal access to publicly funded preschool education. This law will go into full effect in September of 2016. Act 166 provides 10 hours of publicly funded preschool to children who are between the ages of 3 and 5 (who are not yet in kindergarten) and are 3 by September 1 of each school year. Act 166 provides young children in Vermont with opportunities to reach their full growth and developmental potential through voluntary universal access to high quality preschool education.

ATTENDANCE

It is expected that once a child is enrolled he/she will attend on a regular basis. If without good reason a child does not make full use of his/her registered time, the preschool reserves the right to give this time to the next person on the waiting list. Attendance records will be kept as required by licensing policy. Parents should notify the teacher if you are going to be late. Consistent tardiness will not be tolerated and may require action by the board of directors.

DISMISSAL

Parents must give the teacher written permission to release their child to a third party.

WAITING LIST

Initial registration will be on a first come, first serve basis with Stamford students who will be entering kindergarten the following year having priority followed by

Stamford students not entering kindergarten. After initial registration, a waiting list will be maintained to fill vacancies as they become available.

CHECK IN AND CHECK OUT

In order to provide a safe and secure environment, the following procedure has been implemented, effective September of 2009:

Upon arrival, the adult will indicate to the teacher that the student has arrived and the teacher will so note.

Upon dismissal, we are requiring that the person picking up the child informs the teacher that he or she is taking the child. This is very important especially if the children are playing outside. I am sure that with your cooperation this will go smoothly.

All parents/guardians **MUST** sign in and sign out with the preschool teacher.

CLOTHING

Your child will work and play hard and some activities will be messy so children should be dressed appropriately. They will also play outside as well as in the gym. A change of clothing is required. A shoebox has worked well or a Ziploc bag.

MEDICATION

The Stamford School recognizes that at the present time many children are able to attend regular school because of the effective use of prescribed medication in the treatment of chronic disabilities or illnesses. It is more desirable for medication to be administered in the home; however, any student who is required to take medication during the regular school day must comply with the following regulations:

- Prescription drug information form must be completed.
- Medication must be brought to school in a container appropriately labeled (student's name, name of medication, dosage).
- All medication must be locked in the school office.
- Medication log must be completed at time medication is dispensed.
- Opportunities must be provided for communication with teachers and parents regarding the effectiveness of the medication administered during school hours.

HEALTH

In order to better serve your child, parents will be required to complete the Health Record Form. Preschool regulations require that we have a doctor's signature (not stamp) on the immunization report. **THE HEALTH FORM MUST BE ON RECORD IN THE OFFICE BEFORE A CHILD CAN ATTEND.**

HANDWASHING

In order to better control germs and increase the health of the children, all children must wash their hands upon arrival at preschool. This is to take place after the children have removed their outerwear. We ask parents or the person that brings the child to preschool to monitor this process. Your support will be a great help to the preschool staff.

EMERGENCY OR SICKNESS

Every emergency and sickness, should they arise, will be dealt with on an individual basis. In order to care for your child, we will require that the parents complete the Emergency Information Card. Sick children will be cared for and sent home as soon as possible. Emergencies will be dealt with as stated on the emergency card.

A written procedure has been developed to deal with emergency and evacuation emergencies. Upon request, a copy is available from the school office to parents/guardians.

TRANSPORTATION

Transportation to and from the preschool program will be the responsibility of the parent. The preschool program will begin promptly at 12:30 pm and end at 3:30 pm. **Your prompt pick up at 3:30 pm is mandatory or a fee of \$10 will incur.**

SNACKS

Snack time will occur daily. Parents are responsible for providing a healthy snack for their child. Candy and gum **will not** be allowed due to choking hazards. We encourage parents to provide appropriate portions that are adequate and nutritious. The preschool program will provide milk and apple or orange juice.

APPLICATIONS

Preschool applications must be completed by parents who desire to register their child for the preschool program. Initial applications will be accepted on a first come basis.

FEE

The preschool program is designed to be self-supporting; therefore, the following fee schedule has been established:

| | <u>Resident</u> | <u>Non-Resident</u> |
|---------------------|-----------------|---------------------|
| 1 session per week | \$10.00 | \$12.00 |
| 2 sessions per week | \$20.00 | \$24.00 |
| 3 sessions per week | \$30.00 | \$36.00 |
| 4 sessions per week | \$40.00 | \$48.00 |
| 5 sessions per week | \$50.00 | \$60.00 |

In order to keep the record keeping time to a minimum, all families will receive a statement which will be sent out on the 15th of the month prior to payment being due. Payment is due the 1st week of each month either by mail to Janice Farinon, or put in the drop box in the preschool classroom. If payment is not made by the 15th of the month, the student will be expelled. Payments must be by CHECK OR MONEY ORDER and made out to "Stamford Preschool". **There will be no refunds for absences.** Parents will be reimbursed for any snow days. The fee schedule is designed to support the cost of the preschool program. There are no subsidies or outside support for this program. The fee is subject to change once the Preschool Board of Directors meets in May/June.

PARENTS

For many children, this will be the first time away from the home for a length of time. In order for the experience to be successful, there is a need for a close working relationship between teacher and parents. It is through this cooperation that we will be able to better meet the needs of the children. Educational research indicates that parental support and involvement are the key factors in determining a child's success. Research also shows that children adjust better when they are brought to preschool with a quick good-bye. It is more difficult for the child if a parent makes the drop off process longer than it needs to be.

We, at school, will keep the parents informed by using notices, direct communication, and news releases. It is hoped that the parents will share with us their feelings about the preschool program. We cannot stress enough the need for parent/school communications. Your input is important to us. Parents are urged to visit the program whenever it is in session. Parents have access to the facility at all times.

PRESCHOOL BOARD OF DIRECTORS

Every September/October, the preschool holds nominations and elections for a parent representative to sit on the board of directors. The board values the input of the parents and feel that this is an important part of the board. The time commitment is minimal with meetings being held once every other month. If you are interested, you can nominate yourself in the fall or you can nominate another parent.

PARENT CONFERENCES

Parent conferences will be offered twice a year in order to discuss the child's progress and accomplishments. Parents' requests for additional conferences will be honored within seven (7) working days.

PRESCHOOL CALENDAR

The preschool program will follow the elementary school calendar. When the elementary school is dismissed before noon, there will be no preschool that day.

There will be no preschool program on the days that the elementary school is closed for inclement weather or other emergencies. School closing are announced on WNAW Radio or the Albany news channels usually before 6:30 am. Parents are urged to listen to the radio or television when there is a possibility of school closings. The announcement will say "Stamford Elementary School" or "Stamford Elementary School - VT" is closed.

TEACHER AND SUBSTITUTES

The school will employ the best-qualified individual for the position of preschool teacher. When the preschool teacher is absent, a substitute will be employed. If no suitable substitute is available, preschool will be canceled.

The following persons may not operate, reside at, be a volunteer at, or be employed: A person convicted of an offense involving violence or other bodily injury including abuse, neglect, and/or sexual activity; or persons who have been found to have abused or neglected another person. All people who work with preschool children are checked for criminal records through the State of Vermont.

TRAINING

The teacher shall obtain twelve hours of training per year related to compliance of Preschool Regulations.

FIELD TRIPS

Field trips will occur when appropriate. Parents will be notified in advance of a field trip. Permission forms must be signed. Transportation will be by approved private vehicles. Private vehicles must carry liability insurance of \$100,000 - \$300,000 and property damage of \$25,000. No more than six children can be transported in a vehicle without the presence of another adult. Children under the age of 5 must be in a safety seat or vest when traveling by car or van. Children under the age of 5 may travel in a properly inspected school bus. The driver of preschool children shall wear an individual seat belt. Children in vehicles shall not be left unattended. Each child must have his/her own seat belt.

DISCIPLINE

Discipline shall be corrective, supportive, instructive, and designed to meet the needs of the child. Parents will be kept informed concerning disciplinary problems.

CD PLAYERS/IPODS/ITOUCH/IPHONES/MP3 PLAYERS/VIDEO GAMES/CELL PHONES

All of these electronic devices are not allowed in school unless being used as an educational tool **AND** requested by the teacher. These items will be confiscated.

RECORDS

Records will be maintained on each student and parents have freedom of access rights as found in the School Policy Handbook. Records of withdrawn children will be disposed of according to parental request and permission. Confidentiality of each child will be maintained.

ACCIDENT REPORTS

A written record of the staff's action in response to a child's illness or accident has to be on file within 24 hours of the incident.

BLOOD SPILLS

Blood spills shall be treated cautiously and decontaminated promptly. The Stamford School Blood Pathogen Policy will be followed whenever blood spills are involved.

NOTIFICATION OF AGENCY OF HUMAN SERVICES

The Agency of Human Services, Department of Social Rehabilitation Services (telephone #241-2168) shall be notified immediately for the following reasons:

1. Lost child
2. Abducted child
3. Death
4. Fire
5. Serious injury requiring medical care

CHILD ABUSE AND NEGLECT

Pursuant to 33 VSA Chapter 14, the Vermont Child Abuse and Neglect Reporting Statute, it is the policy of the Stamford School District that any administrator, guidance counselor, school nurse, or teacher who has reasonable cause for suspecting abuse or neglect of a child attending the school must report, or cause a report to be made to the regional Social Services Office of SRS.

As provided for under Section 863 of said Act, any school employee who in good faith makes such a report shall be immune from any criminal or civil liability,

which might otherwise be incurred or imposed as a result of making a report. The name of the person making the report, or any person mentioned in the report, shall be confidential unless: (a) the reporter specifically authorizes disclosure, (b) a judicial proceeding results in disclosure, or (c) a court finds that there is probable cause to believe that the report was not made in good faith and orders disclosure. Reporters may be required to appear in court. Any designated employee who fails to report suspected abuse may be fined up to the amount of five hundred dollars (\$500.00).

In order to assure appropriate compliance with said Act, the principal shall establish and maintain a Child Abuse and Neglect Reporting Advisory Team comprised of the principal, guidance counselor, school nurse, and one or more teachers. It shall be the responsibility of this team to: (1) inform and educate designated reporters concerning the provisions and requirements of said Act and this Policy; (2) advise and assist designated reporters concerning reporting procedures; (3) monitor SRS investigative interviews; and (4) maintain confidential records of all reported cases.

Team-assisted reporting shall observe the following procedures:

1. Any teacher or other school staff member who has reason to suspect abuse or neglect of an enrolled student shall immediately contact a member of the school Child Abuse and Neglect Reporting Team.
2. The team member shall convene a meeting of available team members with the concerned staff member as soon as possible following the initial contact.
3. The team will review the staff members reasons for suspecting abuse or neglect in accordance with SRS guidelines and form a decision as to whether there is a sufficient basis for making a report.
4. If it is determined that a report should be made, the team shall explain the rules and procedures for reporting and otherwise assist the concerned staff member as necessary in making the report.
5. The concerned staff member has the right to make an individual and confidential report directly to SRS.

Initial reports may be made orally or in writing. Oral reports should be made immediately if the child's health or safety is considered to be in jeopardy. If an oral report is made, it must be followed by a written report using the SRS-305 form. The child's parents may be notified that a report is being made only if the reporter agrees and unless such notification is likely to place the child at risk of harm. In cases of suspected severe physical or sexual abuse, parents should not be notified.

Upon filing a report, the district should receive written confirmation from the regional SRS office within ten (10) days or should make a follow-up inquiry at that office. Upon receipt of confirmation from the SRS office, a qualified KSRS employee may conduct an interview with the referred child at the school site

without parental notification or permission. A member of the Child Abuse and Neglect Reporting Advisory Team, other than the reporter, shall be present at the interview. This person shall have the authority to terminate the interview if the conduct of the SRS investigator is considered to be objectionable or harmful to the child.

The Child Abuse and Neglect Reporting Advisory Team shall maintain an accurate record of reports and other necessary information pertaining to each reported case unless the reporter elects to make a report on an independent and confidential basis in which case it becomes the responsibility of that person to maintain the necessary documentation. All such files maintained by the school shall be stored in a secure repository apart from other educational records with access restricted to the members of the team and, in appropriate circumstances, an SRS investigator. An SRS investigator may be given access to a child's educational records without parental permission only if it can be documented that information contained therein is clearly necessary to the determination of whether the child is being abused.

COMPLAINT PROCEDURE

Persons having concerns or complaints about the program, teacher, or the welfare of children have the following protocol available to them (either in person or in writing):

1. Preschool teacher, Ms. Scott (802-694-1379)
2. Principal/Director (802-694-1379)
3. Preschool Board of Directors
4. Social Services in Bennington (802-442-8138)
5. Child Care Consumer Concern Line (800-540-7942)
6. SRS Field Specialist, Elaine Crawford (800-649-2642)

ANTI-DISCRIMINATION/HARASSMENT

The Stamford School District's Anti-Discrimination/Harassment Policy/Procedure #6.63 is applicable to the preschool children and adults. A copy of the policy is available in the school office.

NUT FREE SCHOOL POLICY (Policy #8.08)

Stamford Elementary School is a peanut and tree nut free school. All snacks served by the school will be peanut and tree nut free. We also ask that no peanut or tree nut products be brought into school. A copy of the policy is available in the school office.

SMOKING POLICY

In accordance with State Law Section 1.16 VSA 140 amended April 20, 1995, the Stamford School District enacts the following policy:

No person shall be permitted to use tobacco on school grounds and

no student shall be permitted to use tobacco at public school sponsored functions.

EXCLUDABLE CONDITIONS

A child or staff member diagnosed as having diseases or infections that include, but is not limited to: chicken pox, impetigo, measles, pink eye, streptococcal infection, shall be excluded from the preschool program setting until a medical professional indicates that it is safe for him/her to return.

Other less popular diseases or infections that require exclusion can be found in the Children's Day Care Licensing Regulations, Appendix B, 2001 edition.

A child or staff member diagnosed as having the following condition shall be excluded until indicated below: Lice (may return after appropriate treatment).

SPECIAL EDUCATION

The Stamford Preschool subscribes to the inclusion model for the delivering of needed services. If services cannot be delivered through the inclusion model, then they will be delivered in the least restrictive environment.

ON THE INTERNET

The organization that regulates the preschool program is the Department of Social and Rehabilitation Services, the Child Care Division, located at 103 South Main Street, 2 & 3 North, in Waterbury, Vermont. The Child Care Division also has a web site that contains the Early Childhood Program Licensing Regulations and other valuable information relating to children and their development. If you get a chance, get on the Internet and check it out. The web address is:
<http://www.state.vt.us/srs/childcare/license.htm>

CONTACT INFORMATION

For general questions or concerns, please contact:

**Stamford School Principal
Stamford Preschool
986 Main Road
Stamford, VT 05352
802-694-1379**

For payments and enrollment, please contact

**Mrs. Janice Farinon
1575 Main Road
Stamford, VT 05352
802-694-1276**

Please Sign and Return This Page

I have reviewed the Preschool Parent Handbook and understand the expectations and consequences.

Parent's/Guardian's Signature

Date