

Early Beginnings

for Young Learners

Parent Handbook

2022-2023

30 Daniel Webster Highway

Suite 11

Merrimack, NH 03054

603-429-2003

Our Promise to you!
We believe children should grow in a fun, clean and educational environment with open and honest communication. We strongly believe children should learn through purposeful play and with a strong foundation in social and emotional development.

**Our center believes in the teachings of the mind, body, and soul of the child**



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We teach the mind with age-appropriate educational activities and purposeful play to challenge the child's young curiosity and ever-growing brain... which is much like a sponge. We challenge the mind with hands on learning. From turning Lego's into letters, to see a chair as a spaceship off to the moon, or to learn to write our names we get them ready and to love a life of learning in the public school system.

The body of a child is always growing and shaping! In the short years we get to spend with a child; they learn as an infant to grasp a finger to learning to grasp a crayon as a toddler, then pencil as a preschooler. We work on the fine motor, gross motor, and the self-worth of a child with building positive self-image and being kind to friends.

The soul of a child is so pure, and open to love, learning, and of kindness, friendship, and tolerance. We believe in teaching children respect for themselves, their friends, and their teachers. Respect for growing as a group with support and encouragement from friends. Failure is a lesson! Failure is a new chance to try again! We teach and support love comes in every, shape, color, size, and gender.

We believe that we are an extension of your family and treat your child as we would treat our own. Children and families are respected, cared for, and listened to. We promise that we will keep open lines of communication. We promise that no question will go unanswered, and no matter will be too small. We promise to respond to all families promptly and with respect!

Children spend a considerable amount of time in our program, during which time a significant developmental impact occurs. In all settings attitudes are formed, ideas of self-worth are developed, and relationships with peers and adults are built. Our Early Education Programs are designed to provide each child with a variety of positive, healthy, inclusive, and interesting activities throughout each week. The staff is trained and experienced in working with children. Many of our staff have or are working toward degrees in education or in the human service field. Early Beginnings for Young Learners provides its staff with ongoing professional development throughout the year to enhance their skills in nurturing your child and in promoting social responsibility, positive youth development, and healthy living.

This handbook is designed to share the philosophy, goals, policies, and procedures of our programs. If you have any questions or concerns, please feel free to talk with us. We are very much interested in your comments, questions, and feedback regarding our program.

**Services Provided:**

Early Beginnings for Young Learners Early Education programs offer 6 weeks to 13 years old a variety of culturally enriching and diverse activities including arts and crafts, games, reading, math, science, social studies, singing, and special events, education activities and much more.

**Intake Procedure:**

Parents are required to tour the facility and meet with the enrollment coordinator to discuss the program’s philosophy, goals, and needs of each individual child and family. During this tour parents will meet with teachers and view the classrooms. At the time of the tour, we will talk about the parent handbook, items you will need, and paperwork that is required. During this time, you will be asked to inform us of your child’s development history, needs and special accommodations, services offered by other providers, and any therapeutic, educational, social and support services received by your child. If your child receives outside services, we will need all information regarding why your child is receiving these services, who they are getting services from and the contact information where services are provided.

If you choose to enroll your child during your first visit, we will ask you to read the parent handbook located on our website to insure you understand all the rules and regulations of Early Beginnings for Young Learners.

After reading and reviewing the parent handbook, you will be asked to email your interest in the program. Once you have emailed your interest in the program, you are asked to make a deposit via Brightwheels to secure your child’s placement. You will also be asked to go to our website and print off and fill out all the required forms. You will also need to provide us with a copy of your child’s physical, immunizations, as well as a school clearance form. All forms should be ready to be handed in on your child’s starting day. Failure to provide these forms, will result in us unable to take the child until the forms are submitted in full.

Early Beginnings for Young Learners uses a rolling admission process, whereas open slots are filled as they arise. Parents must pay a one-week tuition non- refundable deposit. When placing a deposit, you will also need to sign a contract with Early Beginnings for Young Learners. This contract is and will be strictly enforced. Each child is encouraged to visit the classroom and to meet teachers prior to starting.

**Non-Discrimination Policy for Students:**

Early Beginnings for Young Learner’s programs admit children of any race to all the rights, privileges, programs, and activities generally accorded or made available to all children and families at Early Beginnings for Young Learners. Early Beginnings for Young Learners does not discriminate on the basis of race in administration of its educational policies, athletics and other childcare administered projects. Early Beginnings for Young Learner's policies are to provide enrollment opportunities to all people regardless of religion, race, gender, marital status, disability, cultural heritage, political beliefs, national origin, sexual orientation, or ability to pay. Toilet Training is **NOT** an eligibility requirement for enrollment for children under the Pre-K age. Students in Pre-K and School Age must be potty trained.

**PARENT COMMUNICATION**

It is the policy of Early Beginnings for Young Learners to work closely with our parents to ensure maximum satisfaction from our clientele. We always ask for open and honest communication. Should you have any issues please contact your child’s program director.

Your program directors are:

Kristen: Nursery, Infants, Waddlers, Young Toddlers **Kristen@EBYLNH.com**

Kristina: Older Toddlers, Pre-School, Student State Billing **Kristina@EBYLNH.com**

Kay: PK, School Age, Camps, Community Center, Student Billing **Kay@EBYLNH.com**

**Parent Conferences:**

Early Beginnings for Young Learners makes staff available for individual conferences with parents at their request during the staff members scheduled work hours. It is the practice of Early Beginnings for Young Learners to accommodate parents as quickly as possible.

**Progress Reports:** Early Beginnings for Young Learners teachers will meet with parents to discuss their child's activities and participation in the program only at the parents’ request. If the school request a meeting, we ask that parents help to make themselves available either in person, phone, or zoom. In preparation for this meeting, Early Beginnings for Young Learners prepares a written evaluation for each child and provides a copy to each parent upon request. A copy of the report is also kept on file. Your child’s progress report and evaluations will address their development and growth, including but not limited to the developmental domains of Cognitive, Social/Emotional, Language and Fine and Gross Motor and Life Skills.

Program staff will bring special problems or significant developmental issues to a parent’s attention as soon as they arise.

Teachers and admin will be the main person/people doing the child’s evaluations and the content in these reports are based on observations and documentation of the child’s progress in a range of activities over time and may include samples of the child’s work. Your child’s specialists and consultants working with your child in the program will be offered an opportunity to contribute to the progress report. **Progress reports will have 2 times per year. One in October one in May. Should we feel your child needs one sooner, we will be happy to accommodate to ensure your child is on the right track.**

Children may get a referral to an outside program if the evaluation suggests services are needed. We strongly suggest that parents follow the suggestions of the center by speaking with the child’s medical professional or having an evaluation completed.

**Pick-up and drop-offs, Hours of Operation and Late Policy:**

Early Beginnings for Young Learners is open Monday – Friday 6:30am– 6:00pm. Early Beginnings for Young Learners makes every effort to have convenient hours of operations. However, we will strongly enforce our late policy. **Children must be here by 9:00 am for them to attend care**. The only exception to this is for medical appointments. We will need proof of the medical appointment. If you book your child an appointment midmorning, they may not return after 11:30am. They must also return having had lunch and ready for nap time. Any children picked up after 12:00pm for a medical appointment, may not return.

**If you do not plan on having your child at Early Beginnings for Young Learners by 9:00am we ask that you, please call us no later than 8:30 am to let us know of your child’s tardy arrival.** If we do not receive a phone call your child’s spot may be forfeited for the day. Early Beginnings for Young Learners does not provide compensation for parent’s delay.

Parents must provide us with a scheduled drop off and pick up time. Parents may not drop off more than 15 minutes before scheduled time. Parents may not pick up more than 15 minutes after their schedule time. Parents may drop off and pick up any time within the scheduled planned time. Parents can adjust their child’s time with written notice. We do understand emergencies and meetings come up. Please keep open communication with us and we are willing to help as we can.

Early Beginnings for Young Learners cares about the wellbeing and safety of your child, if your child is going to be picked up by anyone other than yourself and the persons listed on your pickup sheet, you will need to give written consent via Brightwheels. The person must bring a valid driver license or state I.D. to be able to pick up your child. We will not release any child to someone who does not have consent to pick up.

If there are specific people who you do not wish to pick up or visit your child, we ask that you please provide us a list of these names so that we can be prepared to carry out your wishes. If the person is a legal guardian or parent of the child, we are required to receive court documentation.

**Early Drop off/ Late Pick Up:**

If you drop off or pick up more than 15 minutes before/after your chosen drop off/pick up time without advanced notice (1 week) you will be charged $1 per min leading up to drop off time and $1 per min after your scheduled pick-up time.

**Late pick-up after 6:00pm:**

If any child is picked up after 6:00pm there will be a charge of $5.00 a minute (charge will NOT apply to unusually heavy traffic documented by news media). If we do not receive a phone call by 6:00pm to notify us of your late pick up, we will first try to call you and then everyone on your child’s emergency card. If we are unable to get ahold of anyone on that sheet, we will be forced to call the local authorities to inform them that your child has not been picked up. Children will then be transported to the police department after 6:30pm if we have been unable to contact anyone on the emergancy contact sheet.

We ask that you be mindful of drop-off and pick-up times, as these are the busiest times in the center with many parents coming in and out. We ask that drop-offs and pick-ups be no longer than 5 minutes.

We ask that if you have a private matter to discuses to please speak with the director of your child’s program. Due to confidentiality and the health and safety of or students, we ask that only one parent be in a room at a time. We would like everyone to have the same respect when it comes to confidentiality.

If any child is picked up after 6:00 more than once a week there will be a $25.00 late fee that will be applied to your weekly bill. You will still be charged the $5.00 a minute fee. (The $25.00 fee will be waived for unusually heavy traffic documented by news coverage or family emergencies.) Late fees will apply in inclement weather. We ask that you please leave enough time to travel safely.

**Field Trips:**

While Early Beginnings for Young Learners does not take off site field trips **for students other than in School age**, we may take the children for a walk in or around the complex of Early Beginnings for Young Learners. While on our walks one staff member will be required to bring a cell phone and all emergency information. All parents must **initial** on walks around the complex. This is located on your enrollment paperwork. School Age Camps and Summer camp students may take field trips. All field trips will require a parent signature and a car seat provided by the parent based on height and weight and local laws.

**Playground/outside time:**

We try to take the children out onto the playground daily, weather permitting, all seasons. When the weather is too cold, too hot or raining other indoor activities will be planned.

During summer, please provide **lotion sunscreen** (SPF 30+), **pump** bug spray, sunhats, or baseball caps. During winter months we ask that you dress your child in layers and provide the appropriate clothing such as snow pants, mittens, hats and boots. All items must be labeled with your child’s name or initials. Failure to provide proper clothing and shoes for outside will require a phone call and the parent to bring in these items. Failure to provide these items after request, will result in a $50.00 fee. Children who are unable to participate in outside activities due to parent request or medical request, must stay home.

**Parent Input:**

Early Beginnings for Young Learners values parent input. Parents are encouraged to visit the program and meet with the staff. All parents shall receive reports of their children’s progress. Early Beginnings for Young Learners has an open-door policy for all parents and staff. We welcome all comments and concerns. If any parent feels that they need to speak with the Director or the child’s teacher for an extended length of time, they are encouraged to call to set up a meeting. All attempts will be made to assure every parent is a happy parent. We ask that parents be open to feedback and understand that we mean well and are very transparent!

**Parent Visits:**

Early Beginnings for Young Learners requires that you visit the center before enrolling your child. We also encourage parents to come in with their child on the first day to observe the classroom and to ask any questions they may have. Early Beginnings for Young Learners welcomes all parents to come and visit us any time during their child’s day. We do ask that parents please be mindful of the schedule. We try not to interrupt such activities as circle time, naptime, and bathroom/ diapering times. Parents who wish to spend an extended time in their child’s classroom, please request to do so in writing. We must respect children and the confidential aspects of each child. Children may also have a hard time with parents visiting. If we find that your visiting causes a disruption to your child or the other child, we do ask that you please no longer visit.

**TAKING CARE OF YOUR CHILDREN**

**Classrooms and teacher to student ratios:**

Early Beginnings for Young Learners has seven full-time classrooms. These classrooms and their child / teacher ratios are listed below: Please note, **the age ranges are a rough approximation**. Children may spend longer or shorter time in their classroom. This is bases on developmental needs of the children and space available in other classrooms.

Nursery Classroom. This classroom holds 8 children.

Ages: 6 weeks – 6 months

Teacher Ratios: 1 to 4 / 2 to 8

Infant Classroom. This classroom holds 8 children.

Ages: 6 months-12 months

Teacher Ratios: 1 to 4 / 2 to 8

Waddler Classroom. This classroom holds 10

Ages: 12 months-22 months

Teacher Ratios: 1 to 5/2 to 10

Young Toddler Classroom This classroom holds 10/12 children.

 Ages: 22 months – 2.6 years of age

 Teacher Ratios: 1 to 6/2-10

Older Toddler Classroom This classroom holds 12 children.

 Ages: 2.6 years of age- 3.2 years

 Teacher Ratios: 1 to 6/2-12

Pre-school Classroom. This classroom holds 16 children.

 Ages: 2.6 years of age – 4 years

 Teacher Ratios: 1 to 8/2-16

Pre-K Classroom. This Classroom holds 18

 Ages: 4 years – 5 years

Teacher Ratios: 1-12/2-18

 Afterschool Classroom: This Classroom holds **11 student** Kindergarten to 6th grade

**Transitioning from one classroom to the next:**

Throughout your child’s time at Early Beginnings for Young Learners they will move from one classroom to another when they hit the appropriate age and developmental level. A letter or notice on Brightwheels will be given 2-weeks prior to your child’s transition to inform you of what new items you may need to bring, who your child’s teacher is going to be, information about the classroom and activities done throughout the day. Your child’s former teacher will meet with your child’s new teacher to talk about your child’s needs and behaviors.

Children will have a chance to visit their new classroom 2 weeks prior to the transition. Visits will start off slowly with 1-2 hours in the classroom and if your child does well, we will add more hours to your child’s time throughout the first week. After the first week the Director will meet with the new classroom teacher to see how the child is doing with transition. If the child is doing well, we will continue with the transition as scheduled. If the child is having a hard time, we will assess the issue and come up with a plan that is better for the child and will better assist them in their move to their new classroom. Please note, we will not move children who are not ready to be moved even with a parent’s request. We will also not keep a child in a classroom at the parents request if we feel the child is developmental able to move up. We truly feel we must do what is best for the child and their needs.

**Behavior Management Policy:**

It is the policy of Early Beginnings for Young Learners to address behavior management issues in a manner that is reasonable, age appropriate, and will foster growth and development. Children displaying dangerous or disruptive behavior will be redirected and positive behavior will be reinforced. At times, it may be necessary to remove a child from a dangerous situation.

**Students who are causing a disruption in the classroom, can not be redirected, or who become physical will be removed from the classroom and possibly sent home.**

Teachers may not punish children for their behaviors. Teacher may not place their hands on a child unless it is to keep them safe from hurting themselves **or others**. Children will always be spoken to in a calm manner and never yelled at. Corporal punishment, severe punishment such as humiliation, verbal or physical abuse, or neglect is strictly prohibited. Children are never deprived of snacks or meals, nor are they ever force-fed. A child is never scolded or disciplined for soiling, wetting, or not using the toilet, nor are they forced to remain in soiled clothing or forced to remain on the toilet. Children are simply changed when wet or soiled and teachers try to remind the children frequently to use the “potty.” Praise is used to reinforce positive behavior.

Children are never physically restrained for any reason unless they are in an unsafe situation. Children are redirected to a “safe area” if we find that they are being harmful to themselves, teachers, or other students. **Children will be asked to sit at the table with a quiet activity should they need a break**. The teachers are encouraged to first escort a child from one learning center area to another by taking the child’s hand. The teachers speak calmly and explain to the child why they are being removed from an area, then state the expectation for returning to the desired learning center area.

Children’s teachers remind the children of the classroom rules and remind children who are disruptive in the classroom what the rules are. Some examples of these rules are no running inside, no hitting, kicking, or hurting another person, use inside voices in the classroom, and please take turns when there is only one toy of that kind. If a child is displaying difficulty in following the rules, a teacher will speak to the child and offer to re-direct the child to another area of the classroom. The teacher will follow through with removing the child from the situation if it is potentially harmful to the child, the other children, or the staff.

If your child has aggressive tendencies/behaviors, we encourage you to please speak with the enrollment coordinator before enrollment. **Some behaviors may** affect enrollment if we feel we are **unable** to accommodate. It will only help us to better understand your child **when parents are open and honest about their child**.

If aggressive behavior becomes **consistent and/or** harmful to others or your child, there will be a meeting to discuss other options, **including possible termination**. Other options may include referring your child to a center more suitable. Early Beginnings is a childcare center. We are not able to provide one on one services or therapeutic services. Children who have aggressive behaviors may require a smaller program, one on one services or outside services. Early Beginnings may ask any family to depart the program based on behaviors we are unable to handle due to safety.

**These behaviors include, but are not limited to, biting, hitting, kicking, throwing, or breaking of object and disruptive behavior (yelling, screaming).**

**Children with Disabilities:**

**The center will make reasonable accommodations to accept children into care to welcome and serve or continue to care for any child with a disability.**

**To determine reasonable accommodations the center will refer to the ADA act.**

**If applicable, a parental release of information form professionals providing services to the child may be required to ensure the best possible outcome of care.**

**Biting:**

We want to work with every parent and child to assure the center stays safe for everyone. Here at Early Beginnings for Young Learners we feel that aggressive biting is a behavior that puts staff and other children in an unsafe environment.

**Children 6 weeks-2.5 years:** If your child has more than three aggressive biting incidences in a day, they will be sent home.

**Children 2.5 years – 5 years:** If your child has more than **two** aggressive biting incidences in a day, they will be sent home. **Children biting more than 3-times in a 2-week period, may be asked to leave the center to ensure the safety of students and staff are safe.**

If biting is ongoing, we will have a sit-down meeting to discuss the issue. We do understand that some biting is a normal part of development. We will evaluate each biting incident and decide the best way to handle the incident.

**Referral Services:**

Whenever a staff member is concerned about your child’s development or behavior and feels that further evaluation should be done, they are asked to fill out an observation report. During the observation, the date, time, and the behavior/concern will be written in a log that is kept in the classroom. After one week of observation the teacher is to report what they have noticed to the Director. Should the staff at Early Beginnings feels that professional services might be helpful to your child, a referral may be made. **Parents are expected to follow through on a referral for all behavioral issues. Should a parent deny the referral, a meeting will be held to determine if the child is able to safely remain in our care.**

Early Beginnings for Young Learners maintains a list of current referral resources in the community for children in need of social, mental health, educational or medical services. This list shall include the contact person for Early Intervention Program referrals.

**Referral Meeting with Parents:**

Should the staff of Early Beginnings for Young Learners feel that a referral is appropriate, the Director will schedule a meeting with you to notify you of the centers concerns and we will prepare a current list of possible referral resources.

In our meeting, we will provide you with a written statement including our reasons for recommending a referral for additional services, a summary of our observations related to the referral and any efforts that our center may have made to accommodate your child’s needs. Early Beginnings will offer any assistance that you might require in following through with a referral. With written permission from you, we can contact the referral agency on your behalf. If your child is under 3 years of age, the Director shall inform you of availability of services provided by Early Intervention programs should such services be required.

**Follow-up on the Referral:**

The Director, with your permission, will contact the agency or service provider who evaluated your child for consultation and assistance in meeting your child’s needs at the center. If it is determined that your child is not in need of services, or is ineligible to receive services, the center shall review your child’s progress at the center every three months to determine if another referral is necessary. The Director will maintain a written record of any referrals, including parent conference and results. A referral checklist will be kept in your child’s records.

**Terminating services after referral recommendations:**

In the occasion that it is determined that Early Beginnings is unable to meet a child’s needs, services may be terminated and a referral to a more appropriate facility will be **offered**. Early Beginnings shall use the following procedures for such a termination:

Your child may be terminated from Early Beginnings for Young Learners under the following circumstances:

1. The health and safety of your child **and others** at the center cannot be assured
2. Your child’s developmental needs are not being met at the center **due to a delay in development**.
3. Your child has behaviors we are unable to accommodate **by redirection**
4. **Your student leaves the classroom consistently and poses a safety risk to themselves**

You will be notified in writing, and at in person meeting whenever possible, about the circumstances including the reasons for termination. A copy of this letter will be kept in your child’s records.

When any child is terminated from the center whether initiated by the center or by parent(s), the teacher will prepare the child for termination from the center in a manner consistent with the child’s ability to understand. **For older toddlers-school age**, the teacher will talk with the student leaving and other children about the departing child and give simple reasons for the child’s departure:

1. “He will be going to a new school which will help him more.”
2. “She needs a different school to help her learn.”
3. “He is not leaving because he is bad, he needs a different kind of school, and we will help his parents adjust to a new location”

Other suggested activities that might be appropriate include:

The children can give the departing child drawing and/or stories about the center. The class may make a book about the center with drawing or photos and stories about the center. The departing children can write (dictate) a story about the center. A photo of the center may be taken while involved in his or her favorite activity. The class may participate in a “good-bye” party.

**TERMINATION / SUSPENSION**

**EBYL will work with families to prevent the termination of students when possible.** If your child has a risk to be suspended or terminated the Director will call for a conference with the parents and a plan will be made to try and avoid suspension or termination at all costs. At this meeting we will come up with a written plan to avoid suspension or termination that will be followed by the student and teacher. We may ask that you help us at home with the issue at hand.

**Parents will be notified via Brightwheels, e-mails, or calls when your child has a behavior that causes harm to themselves and others. Parents will also be notified of behaviors on an ongoing basis should the child cause a disruption to the classroom or should the child have behavioral concerns.**

**The program may take the following steps to help maintain the child in care (some or all may apply):**

* **Parent communication**
* **Written documentation of findings**
* **Written warnings of termination**
* **Developmental assessments**
* **Referrals**
* **Written documentation of a behavior plan**
* **Ongoing communication with outside services**
* **Letter of termination should that be required**

**Early Beginnings has the responsibility to ensure all students are cared for in a safe manner. Should any child cause an ongoing safety issue, the center may require termination once all other options are exhausted. If your child is causing ongoing harm to others or themselves, care will need to be terminated right away depending on the behavior.** Suspension and/or termination may be precipitated by deliberate vandalism by the parents, the child threatens to cause harm to another child in a non-playing matter, consistent safety concerns, deliberate misconduct, and violation of the parent handbook. Below is a list of other reasons why a child will be suspended or terminated.

**Some other examples of why a child may have to leave the center:**

1. Late payments for more than two weeks will result in your child being suspended until you have paid in full.
2. Late payments of more than four weeks will result in your child being terminated. You will still need to pay your bill in full
3. Not following the rules and regulations of this handbook and the rules of Early Beginnings for Young Learners may result in termination or suspension.
4. Not following the rules and regulation of Early Education and Care guidelines will result in termination or suspension.
5. Failure to abide by the State Rules and Regulations requirements such as having your child properly immunized, screened for lead poisoning, or taking your child for an annual physical exam, may result in suspension until such requirement is fulfilled.
6. Your child may be suspended after two notices of delinquency in keeping his or her health records up to date.
7. If your child has not had a physical exam in over a year, the Director will notify you in writing. If the parent fails to schedule an appointment with the doctor, a second notice will be sent.
8. If you fail to respond, the Director may choose to suspend the child until the physical exam is completed and the record is brought to the Early Beginnings for Young Learners office.
9. **Behavioral concerns that case a safety issue to your child or other students**
10. **Not following through on a referral dealing with behavioral concerns and/or developmental concerns that cause us to be unable to properly care for the child.**

This same policy applies for certain delinquent immunization and lead screenings. The Director may suspend a child immediately in some cases where the child may be a health risk to others or to himself.

**Parent Code of Conduct**

Children may be suspended or terminated from care due to their parents’ actions. Such actions include, but are not limited to:

* Giving out confidential information about staff and/or other students.
* Posting or sharing photos of your child with other students on social media or with family/friends. Please only share photos of your child.
* Failure to provide your child with the required belongings as well as not providing clean objects such as clothing, sheets, bottles, cups, blankets etc.
* Providing false information about your child regarding their health and safety.
* Failure to provide medical information such as: physicals, mental health issues, and immunizations.
* Failure to pay or have continuously missed payments.
* Excessive late pickups after provided 10 hours or after 6:00pm.
* Disrespectful behavior to staff and admin such as: aggressive and threatening messages, threating to harm staff or students.
* Failure to work with all members of management and staff.
* Ongoing rude and disrespectful behavior.
* Harassing staff or families.
* Causing physical or mental harm to staff or families.
* Failure to comply with state or local law enforcement should an investigation occur
* Spreading/posting false or misleading information about the center, staff, or another family.

Members of the administration team will give a written warning if warranted. However, some behaviors may require immediate termination of care. We would hope all parents and family members would act appropriately. We have an open-door policy and love to hear from parents in a respectful and caring manner.

**HEALTH AND SAFETY**

**Liability, Medical Insurance:**

In the event of an emergency, it is the parent’s obligation to cover all expenses incurred due to an accident or emergency involving their children. Should an injury be caused by a staff member, or damaged equipment, Early Beginnings will cover the cost of the co-payment of medical services.

**Nutrition:**

Early Beginnings for Young Learners requires that you pack a lunch with snack and bring a water bottle for your child each day that they attend. **We ask that if you plan on dropping off your child after 8:30am that you please feed your child breakfast before attending Early Beginnings for Young Learners**. Early Beginnings for Young Learners will provide a healthy morning and afternoon snack. Parent must provide their child milk, water, **breast milk**/formula. We provide tap water.

If your child is trying a food for the first time, this food must be given at home for the first 2 times. We will not allow any new foods to be introduced to your child while they are in school due to the possibility of an allergic reaction.

**For lunch box ideas, foods allowed in care, bottle policy, please go to** [**www.earlybeginningsforyounglearners.com**](http://www.earlybeginningsforyounglearners.com)**, go to the forms tab, and read the toddler feeding and infant feeding policies. Please note, children’s food MUST be cut by the parents.**

**Prevention of Abuse and Neglect:**

Early Beginnings protects children from abuse and neglect while in the program’s care. Abuse and neglect of any kind will not be tolerated and is strictly prohibited. Any abuse and neglect will be subject to investigation by the director and appropriate authorities. Early Beginnings for Young Learners and all its educators must operate the program in a way that protects children from abuse and neglect. All staff members are mandated reporters and shall report suspected child abuse or neglect. The Director will train the staff in a workshop, teaching them how to recognize the signs of abuse and neglect and how to document any concerns. The staff shall report to the Director who will file a 51A report with the Department of Social Services. The Director will notify the Department of Early Education and Care. If there is an accusation or someone has witnessed alleged abuse or neglect from a staff member, Early Beginnings for Young Learners will file a 51A report. Early Beginnings for Young Learners will immediately suspend any staff member suspected of abuse or neglect until a complete investigation has been conducted. The staff member will not be allowed to work directly with children until the Department of Social Services investigation is completed and the DCF office notifies the Director that the staff member may return to work.

**Emergency Preparedness:**

Emergency drills will be done monthly to ensure that the staff and the students have a clear understanding of what could happen in the case of an emergency. For a full explanation please see the director to receive a full copy of our emergency plan.

 Emergency Evacuation plan:

1. Follow the Emergency Exit Plan that is posted next to all doorways.
2. Take the Emergency Bag with you whenever you leave the classroom. This bag contains:
3. First Aid Kit
4. Children’s emergency contact sheet
5. Cell phone to call parents or 911
6. Children’s attendance
7. If you are in the infant room, place all infants in the emergency crib and evacuate the building.
8. Make sure to grab children’s bottles out of the fridge.

These procedures have been made to assist Early Beginnings for Young Learners in the case of a fire, natural disaster, loss of power, loss of heat and loss of water.

1. In the case of a fire:
2. Staff will evacuate children according to the evacuation procedure.
3. Staff and students will meet on the playground and if the Merrimack Police and/or Fire dept tell us to evacuate the premises we will go to 32 Daniel Webster Highways office building next to the school
4. If we need to go to the office buildings, parents will be called to pick up their children.

 2) In case of a natural disaster:

 a) Staff and students are to remain in the building, the local authorities will be called.

 b) We will then follow all local law enforcement rules and regulations.

 c) We will carry all emergency contact sheets so that we may contact families about our whereabouts.

 d) Local Law enforcement may recommend that the children not be picked up.

 3) Loss of Power, Heat and or Water:

1. If power is not restored within an hour, parents will be called to pick up their children.
2. That night all parents will receive a phone call or e-mail to inform them as to whether school will be held the following day.

If we need to evacuate Merrimack for any reason, we will be gathering at the office buildings. The exception to this would be if the Merrimack Police and Fire Department have designated an alternative meeting space.

If your child, for any reason, must stay at Early Beginnings for Young Learners appropriate arrangements will be made for your child to remain either at Early Beginnings for Young Learners or another appropriate site until you are able to be contacted.

**Please review the emergancy handbook located on our website to see the full outline of our emergency procedures and evacuation protocol.**

**Medical transportation in an emergancy:**

In a medical emergency, **someone will** call an ambulance by dialing 911. Your child will be transported to the nearest hospital. A staff member will accompany your child to the hospital. You will be contacted as soon as possible. The staff member who is asked to go with your child will take a copy of the authorization and consent form to the hospital. If you cannot be reached, the emergency contacts you identify on your child’s first aid and emergency medical care consent form will be contacted, if we are unable to reach any of the contacts the Director will take appropriate action as recommended by the hospital, police, E.M.T., or consulting medical staff.

**Immunizations and Illnesses and Medical conditions:**

Your child must be immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, and HIB and Hepatitis B **to attend childcare at Early Beginning. Early Beginnings does not except religious exceptions or parent exceptions**. If your child has asthma or is immune suppressed, he or she should receive an influenza vaccine every year. One dose of varicella vaccine, or a physician- certified reliable history of chicken pox, will be required to attend Early Beginnings for Young Learners.

If a child gets ill or has an injury in our care, we may have to send your child home. If you are called to pick up your child, you have one hour to pick them up. If after one hour you do not arrive, you will be charged a late fee of $25.00 per ½ hour until you arrive.

**Please go to our website to view the Health and Illness Handbook. Here you will also find our policies on illnesses.** We ask that you follow these protocols closely as we will ensure the safety of all our students. Please remember we will be strongly enforcing our Health Care and Sick Policy.

Contagious illnesses of any kind, which may result in a child being too ill to participate in daily activities, are asked to stay home.

If you at any time are unable to be contacted by our center due to your child’s illness or an emergency, we will then contact the next person on your emergency contact form. We will continue to make phone calls until someone is contacted. If you would like any other information on our Heath Care Policy, please contact the Director.

**Injuries**

**Injury/ accident:**

After any accident and/or incident Early Beginnings for Young Learners is required by the department of Early Education and Care to **notify the parents and/or fill** out an Accident/ Incident report. Teachers will notify families of the incident via Brightwheels and will ask if you would like a report. Parents can deny receiving a report. The Director will review and sign the report as well as the parent. A copy will be made and placed in your child’s folder.

**Injury above the shoulders:**

There will be a phone call and/or message on Brightwheels placed to inform you of the incident.

**Administration of Medication:**

A certified medication administrator will only dispense medication. All prescriptions used will require a doctors note and parental consent. Topical medications used when there is open skin will require a parent consent form.

All over the counter oral and topical medications not being used on open skin will require parental consent. All medication will be given as directed by your child’s physician and must remain in its original box/containers. All medications must have a proper label with your child’s name, date the medication was filled, and dosage amounts. All over the counter medications will require a medical consent form (please find on our website). All over the counter medications will be followed as directed on the bottle. Over the counter fever reducers will not be given to avoid a child getting a fever.

All medications will be kept out of reach of children. All medication will be locked in the Early Beginnings for Young Learners office. Early Beginnings for Young Learners will maintain a record of all medications administered to your child. Medication records will be maintained in your child’s file. All leftover medication and medication bottles will be given back to you so that you may discard them properly.

Early Beginnings for Young Learners will notify you and the department of Early Education and Care if a medication error occurs. Such errors include wrong medication, medication was not given on time (too early or too late) and allergic reaction. Your child’s first two doses of medication may NOT be given at school. If your child’s medication was given too early or too late, we will ask that you call your child’s doctor to fax over a note stating that this is or is not a problem. If your child’s doctor states that we can give your child, their medication after the scheduled time we will also need this in writing. A log will be kept of the time all children received their medication.

Sunscreen will be placed on children when the UV is over 3 or higher outside.

**Diapering and Toileting**

Parents must supply their child with diapers and wipes as well as **a 2-3 change** of weather appropriate clothing. If the child needs to borrow a diaper or wipes from another student, parents will need to replace those items. If parents do not bring diapers for more than two days, they will be charged $7.00 per day. After one week of no diapers and/or wipes, parents will be called during the day to bring these items Early Beginnings for Young Learners. Teachers are asked to keep a record of all diapers borrowed. Teachers will also record all diaper changes and toilet usages on the Brightwheels. Diapers will be checked every 2 hours. Your child will be changed earlier if we notice they have soiled their diaper.

Children who are being toilet trained must bring at least four changes of clothing. We ask that parents please discuss all toilet training needs and procedures with their child’s teacher. We will bring all children to the restroom every two hours. Additional trips to the rest room will be taken if the child asks. **Potty training will not be started with children in our care until they reach 2.5 years of age based on developmental research.**

If a child has an accident, the child will be cleaned immediately. The child will be changed into clean clothing. The child’s clothing will be placed in a plastic bag and then placed in the child’s cubby. The spot where the child had their accident will be cleared of students and then cleaned with bleach. If a child has an accident on their blanket, it will be placed in a plastic bag and sent home for cleaning. If a child does not have a change of clothing, you will be called to pick your child up or to bring your child a change of clothing.

If a child is toilet trained, they will be brought to the bathroom many times during the hours they attend. If the child asks to use the toilet, they will always be allowed to use the rest room. No child will be denied access to the rest room.

**SIDS and safe sleeping of infants/ Nap/Rest Time/Quiet Time:**

We will require that you sign a form stating that you understand the SIDS regulations. **Infants may use a swaddle up until they are 3-months old. Infants may use an unweighted, unrestricted sleep sack after 3-months.**

1. Infants will be place on their backs for sleeping unless the child’s healthcare professional orders otherwise in writing.

2. All infants will nap in an individual crib; if two children share a crib each child will have their own side of the crib mattress.

3. We have ensured that cribs have firm, properly fitted mattresses with clean coverings, and do not contain any potential head entrapment areas.

4. We have ensured that slats on cribs are no more than 2- 3/8 inches apart.

5. We will ensure that cribs, port cribs, and/or playpens used for sleeping infants under the age of 12 months do not contain pillows, comforters, stuffed animals, or other soft, padded materials.

Waddlers-PreK aged children will be provided a napping period on a consistent schedule. This period will be provided during a standard six to eight-hour day with a minimum of **30** minutes of appropriate rest time included on appropriate mats. If your child does not nap **after one hour**, they will be given a quiet activity to do while the other children rest. Parents MUST provide their children with a blanket and a crib size sheet to be used during rest time.

Infants can take a nap when needed or when parents have a set schedule. Parents must provide a fitted pack n’ play sized sheet.

**RECORDS**

**Confidentiality & Distribution of Records:**

All staff members are to respect and abide by all New Hampshire and Early Education and Care rules and regulations. No one at Early Beginnings for Young Learners is allowed to share any information with other parents, outside parties or anyone who is not directly working with your child in the center.

**Accessing Your Child’s Records:**

Parents are entitled to have access to their child's records at reasonable times on request. Parents will have access to the record within two (2) business days of their request unless there is consent to a longer period. Parents must be allowed to view their child's entire record, even if it is maintained in more than one location.

**Amending Your Child’s Records:**

Parents have the right to add information, comments, and relevant material to your child’s records. Should you feel that there is information that should be deleted from your child’s record a request can be made to the center administration. In such a case, the administration would meet with you to discuss that matter further and render a mutual agreement as to whether to delete or amend any questionable material in your child’s records.

**DAY TO DAY**

**Parent Authorization:**

As part of enrollment, Early Beginnings will ask you to fill out and return a packet of forms that will help us to better serve your child. **The following are the required authorizations:**

* **To give permission for EBYL to perform CPR and First aid**
* **Permission to transport your child to the closest hospital**
* **Termination/expulsion of care policy**
* **You have read and understand the parent handbook**
* **You have read and understand the emergency handbook**
* **You have read and understand the medical handbook**
* **Registration and tuition agreement**
* **Reduction of nap time staff**
* **Sunscreen and bug spray policy**
* **Diaper rash cream/ pacifier use**
* **Permission for photos**
* **Permission for walks/ using the lawn**
* **Permission for videos/ movies**

**TV/Screen Time/ Movies:**

**Screen time is limited to all students. From time-to-time teachers may use short videos to assist in teaching a new fun skill or to play a fun game. Teachers may also play a movie from time to time to reward children for working so hard or to show during a special holiday/event. Movies will always be age appropriate. During the time a movie is played, children will be free to go to another area of the classroom to play. No child is forced to sit and watch a movie. Staff will supervise students during all films, videos, and movies. Teachers will notify parents when a movie will be shown, what the movie is and the movie rating.**

**Parents may request that their child not watch a movie. We ask that you please inform us via Brightwheels. Your child will have the option to attend another classroom during this time should there be room.**

**Photos:**

**Teachers love taking photos of students. Photos can be used for Facebook, our website, marketing, in the building and on Brightwheels. Parents have the option on the enrollment forms to state their photo preference.**

**Parents can deny having students photo taken for any reason.**

**Walks:**

**During the nice weather, teachers may take children for a walk in the stroller for our younger students. Our older students may take a walk around the building or use the grass around the school for activities and/or picnics.**

**Classroom schedules:**

**Students Waddlers-SA are on a consistent schedule. Being on a consistent schedule allows students to better understand what is going on throughout their day. From time to time the schedule may be adjusted to meet the needs of the students. In our Nursery and Infant classroom, students are on their own nap and feeding schedule. Classroom schedules can be provided to the parent upon request.**

**Curriculum:**

**Teachers write a weekly, bi-weekly, or monthly curriculum depending on their classroom. Students are given an opportunity to learn using hands-on education as well as form education. Students are encouraged to have free play where they can use their own minds and skills. Our curriculum focuses on gross motor, fine motor, art, science, social studies, math, as well as other areas of development.**

**Enrichment:**

**Students in our older toddler classroom through our PK classroom are given the opportunity throughout the school year to attend our enrichment program. This program runs for a ½ hour daily and covers many areas of learning and physical activity. There is no additional cost for this class.**

**School Cancellation Policy:**

Early Beginnings for Young Learners will close due to snow or other emergencies when the owners feel it is unsafe for families and staff to travel. Early Beginnings for Young Learners may delay opening due to inclement weather and to allow the roads to be cleared. If at any time during the day the owners feel that the school needs to be closed due to inclement weather, you will be notified by phone, Brightwheels and text message and you will be asked to pick up your child.

**Payment Procedure and Attendance**

Payment is due every week by closing Friday for the upcoming week. We have several options for payment: Credit card or bank info through Brightwheels. If you are delinquent on your payment, you will be charged a **$25.00 late fee** and your child may not attend the upcoming week until this balance is paid. A child may return once payment is made. If your child does not attend for 2 or more weeks without notice your child’s spot may be forfeited. If your child does not attend due to vacation or sickness a full payment is still due. If you choose to withdraw your child from Early Beginnings for Young Learners, we ask that you please give us, 2 weeks’ notice in writing.

2022-2023 Fees

* Late tuition Fee $25.00
* Bounced check $50.00
* 10-hour care fee: $3.00 per min per child
* After closing fee: $5.00 per min per child
* Forgotten lunch fee: $5.00
* Forgotten wipes: $2.00 per day
* Forgotten diapers: $ 7.00 per day
* Yearly supply fee due every January $50.00 per student

**Holidays:**

Early Beginnings for Young Learners observes the following holidays:

* Closed Memorial Day
* Closed July 2nd-5th or the observing days before/after
* Closed Labor Day
* Closing at 12:00pm Thanksgiving Eve
* Closed Thanksgiving
* Closed day after Thanksgiving
* Closed December 24th-26th or the observing days before/after
* Closing at 12:00pm on New Year’s Eve
* Closed New Year’s Day
* Presidents Day
	+ If any of the holidays fall on a Saturday, we will be closed the Friday before.
	+ If any of the Holidays fall on a Sunday, we will be closed on the following Monday

**Transportation:** Transportation is the responsibility of parents. Children must be escorted by an authorized adult to/from his/her classroom at the beginning of each day and the end of each day.

If your child is being transported for before and after school, parents must sign a consent form and provide us the proper car seat. Students must be here by 7:50am to be transported to school.

**Activity Plan:**

At the beginning of each month, you will receive a copy of the monthly activities. If you have any ideas of great activities we welcome all suggestions, as well as materials such as egg cartons, milk cartons, baby food jars, and paper towel/ toilet paper rolls.

**Please visit our website for our student supply list as well as our bags policy.**

**WE DO NOT ALLOW TOYS FROM HOME, IF A TOY IS SENT FROM HOME IT WILL REMAIN IN THE OFFICE UNTIL PICK UP. IF YOU HAVE ANY QUESTIONS ON THIS POLICY YOU ARE TO TALK TO THE DIRECTOR.**

**The only item allowed from home is ONE stuffed animal that will only be used at rest time.**

New Regulation Notice

Parents name: Student’s name:

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the new regulations set forth by Early Beginnings for Young Learners and the New Hampshire State Licensing. I will uphold all rules and regulations to the best of my ability.

I understand that these rules and regulations have been set to ensure that my child and the children enrolled at Early Beginnings for Young Learners are safe, and that everyone is treated fairly.

I understand that if my child or I, do not follow the rules and regulations set forth by Early Beginnings for Young Learners and the New Hampshire state Licensing, that my child and my family may face suspension or termination from the program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (sign) (date)