



**Putnam School Readiness
Preschool Programs**

***Parent/Guardian
Policy Handbook
2022-2023***



**A Quality NAEYC
(National Association for the Education of Young Children)
Accredited Preschool Program**

**A Putnam Public School Program
for Putnam residents ages 3-5
in collaboration with the
Putnam Family Resource Center
(860) 963-6940**



PUTNAM SCHOOL READINESS PROGRAM

Putnam Public Schools 33 Wicker Street Putnam, CT 06260

Phone (860) 963-6940 Fax (860) 963-6922

Welcome Parents/Guardians...

In an effort to avoid misunderstandings regarding the Putnam School Readiness Preschool program's policies, we ask that each family read through the *Parent/Guardian Handbook* and check with the Program Coordinator if there are any questions.

Some policies and schedules may change during the year and notification of such changes will be given to all families at that time. After you have read through the *handbook*, please sign the Compliance Form below and return it to the Putnam School Readiness Preschool Program. It will be kept in your child's School Readiness file.

Thank you.

Parent/Guardian Handbook Compliance Form

I have read the 2022-23 *Parent/Guardian Handbook* for the program. I am familiar with the policies listed in the handbook and agree to comply with all regulations. I understand the behavior policy as it has been reviewed with me.

Child(ren)'s Name(s)

Parent/Guardian Signature

Date

**Please sign and return this form to the
Putnam School Readiness Preschool Program.**

PHILOSOPHY

In the Putnam School Readiness Preschool Program, we believe each child is a unique individual. We strive to provide a loving, nurturing, and creative environment for children. We provide developmentally appropriate programs that focus on each child's individual growth in the following areas: personal/social, creative, cognitive/intellectual and physical. We encourage not just learning, but the love of learning.

We believe in providing a physical environment that is safe, clean, healthy, and child friendly. Classrooms are arranged to offer challenging play and learning choices at a range of developmental levels. Learning centers allow children the opportunity to explore, to experience, and most importantly...to succeed.

The strength of our program is the experience, expertise, and dedication of our staff. We support the teachers with training, resources, and the freedom to create a unique learning environment. We provide many opportunities for the teachers to share ideas and grow professionally. Our teachers create a caring and nurturing atmosphere that fosters each child's creativity and positive self-image.

We believe in positive methods of discipline. We establish consistent and appropriate limits to help children function in their world. Our programs are designed to develop in children a sense of independence and responsibility. We strive to strengthen each child's own cultural identity, while instilling a respect for others.

Parents are the most significant adults in a child's life. We strive to create mutual respect between parents and teachers --a partnership for the benefit of the child. We encourage daily communication between parents and center staff. Our doors are open to parents at all times.

Our programs value people: the children in our care, their parents, and our employees. We continually work to earn the trust placed in us. We strive each day to provide the best early childhood educational services possible.

PROGRAM OBJECTIVES

1. To provide a safe, healthy, nurturing environment for children ages 3-5 in which their personal, social, creative, physical and intellectual needs are understood and positively addressed through the combined efforts of the program's staff and parents.
2. To provide developmentally appropriate activities for children as well as to address the specific needs of individual children.
3. To provide children with activities and experiences which will teach them socially acceptable techniques for expressing thoughts and feelings, resolving conflicts and problem solving.
4. To provide activities and experiences which promote a healthy self-concept and teach independence.
5. To meet the needs of working parents/guardians by providing quality, affordable preschool and child care.

PLAN FOR PARENT/GUARDIAN INVOLVEMENT

The Putnam School Readiness Preschool Program and its staff reaffirm its purpose of:

- ✓ servicing children in an inclusive program that meets their individual needs
- ✓ continuing to provide support for a sound family structure
- ✓ providing a well-planned program that integrates the social, emotional and educational needs of the children it serves

To achieve these purposes, the program and its staff recognize that:

- ✓ The cooperation and involvement of the parents/guardians is essential and imperative.
- ✓ The care of the child is to remain a cooperative effort with the parents/guardians retaining the primary responsibility.
- ✓ The services of the Putnam School Readiness Preschool Program should strengthen and reinforce the ability of the parents/guardians to be more effective with their own child.

The Putnam School Readiness Preschool Program will involve the parents/guardians of the children in our care in as many ways as possible. Partnerships should exist between staff and families. Each must understand and reinforce the other if the children's interests are to be adequately addressed.

PRESCHOOL PROGRAM ORIENTATION

As part of the orientation to our preschool programs we welcome parents and their child to schedule a visit to our program prior to entering. We will also help parents, if needed, to fill out the application packet and will answer any program questions that may arise.

PRESCHOOL CURRICULUM AND ASSESSMENT

Upon entering our preschool program, parents will be asked to complete an Ages and Stages questionnaire to assist teachers in planning for their child.

All children benefit from rich learning environments and our programs use the Connecticut's Early Learning and Development Standards to provide the basis for supporting children's growth and development. The guiding principles are grouped into four broad categories: Young Children, Families, Early Learning Environments and Communities. The first category, Young Children, addresses what is known about young children's learning and development. The other categories address the roles and responsibilities of families, early childhood environments and communities in supporting children's health, learning and development.

The CT DOTS (Documentation and Observation for Teaching System) is used in all of our preschool programs. The CT DOTS is designed to help us track a student's growth over their time with us as well as identify areas in our curriculum where we may need to focus more attention or develop new strategies to assist students' learning. We also use the CT DOTS to plan program improvements and adaptations.

Assessments are done continuously throughout the day based on the standards being addressed that week. The child observation form is completed by the teaching staff using naturalistic observations, planned experiences and family input. All teaching staff have received training in the CT DOTS. The results help us to plan both individually for your child and for the whole group. The assessment also helps us to screen children that may be in need of further testing.

The child summary form and/or narrative will be completed on each child three times per year, and shared with families in November, February and June. Families are invited to attend conferences in November and April to discuss their child's progress, as well as anytime through-out the year if there are any questions or concerns. We welcome our children's families involvement in the assessment and planning process. Please feel free to offer any ideas or suggestions you may have to improve the classroom, as well as individual goals for your child.

SCREENINGS

Developmental Screening:

Upon entry the Ages and Stages Developmental Screening tool and Ages and Stages Social/Emotional screening tool are completed by parents and/or staff.

These tools provide a baseline assessment of areas of strengths and weaknesses and provides documentation for any further evaluation that may be needed. The Ages and Stages Questionnaire (ASQ) has been extensively tested to meet professional standards for standardization, reliability and validity. Normative scores are available for comparison to children being screening.

Health Screening:

Children entering the program must have up to date physicals and immunizations. The on-site nurse/health consultant reviews health records and makes further referrals if needed. Vision and hearing screenings are completed as needed by our nursing staff and by the Lions Vision Program. Vision and hearing screenings are conducted by the child's primary care physician.

RECORDS

A complete record will be kept on each child at the Putnam School Readiness Preschool Program. Any issues regarding the health or welfare of the child shall be documented in the child's file, brought to the attention of the Program Coordinator and communicated to the appropriate parties in a timely manner.

CONFIDENTIALITY

Any information you supply to the Putnam School Readiness Preschool Program is protected by the Family Rights and Privacy Act (FERPA) and any other applicable laws, and will be shared only with school employees/consultants with a legitimate educational interest. Parents/Guardians may access their child's records at any time according to the FERPA law. Children's records are maintained in a locked cabinet to protect confidentiality. Records will not be relayed to any other agency without additional written consent. Some information may be reviewed for evaluation and monitoring procedures. Screening results and assessment information may be used to determine a need for further services.

PARENT/TEACHER CONTACT

It is the policy of the program to encourage teaching staff to communicate with parents/guardians. Communication in a family's native language can be facilitated if needed. In our extended day programs, the most natural time for friendly and informative communication is in the evening when a child leaves. It is during this time that program activities and child and family needs can be discussed.

CONFERENCES

Conferences will be held two times per year or by parent request. All requests by parent(s)/guardian(s) for conferences with the Program Coordinator, or any staff member of the Putnam School Readiness Preschool Program, should be made through the Coordinator's Office between 8:00 a.m. and 3:00 p.m. during the school week.

PARENT VISITS

The Putnam School Readiness Preschool Program welcomes parents/guardians to the facility at any time. Visitors are expected to be courteous and not interrupt or disturb the children or staff in the program. Visitors must sign in and out at the front office. During the COVID-19 pandemic, parent visits are not allowed unless approved by the Director.

PARENT INVOLVEMENT (Leadership and Advocacy)

The Putnam School Readiness Preschool Program requests active participation of every parent/guardian in the affairs of the program. We encourage all parents/guardians to become involved through the Putnam P.T.O.. If you would like more information on the P.T.O., simply let us know. P.T.O. meetings are held on a monthly basis.

Parents can also join our Northeast Early Childhood Council whose mission is to ensure all children birth to age 8 are healthy, safe and successful learners. The NECC also has participation opportunities at the community workgroup meetings. These meeting are held on a monthly basis. Parents are active members of the NECC Council related to School Readiness Grant allocations and goals and objectives for families in our community.

ANNUAL EVALUATION

The Putnam School Readiness Program welcomes parental input at any time regarding program improvements. Annually parents are asked to complete a parental satisfaction survey as part of the NAEYC Annual Review. Information about survey results are shared with parents and goals are established to address any areas in need of improvement.

PARENT INFORMATION

A bulletin board displays information, policies and notices for the benefit of parents/guardians.

NEWSLETTERS

During the school year, newsletters will be sent home in order to keep parents/guardians informed about program activities and policy changes.

FAMILY EVENTS

Efforts will be made to involve parents/guardians with the extended activities of the programs. Activities might include: holiday parties, picnics, field days, family events and children's presentations.

PROGRAM COMPLAINTS

Parents may contact their child's teacher to report a complaint. If not resolved to their satisfaction, complaints can be made to the Director of the preschool programs, Patricia Bryant. Every effort will be made to resolve complaints. If a suitable resolution is not agreed upon, parents may contact the Superintendent.

FAMILY LITERACY

Family Literacy activities are offered on a monthly basis to children and families. Family Literacy information is also shared via classroom newsletters as well as the FRC monthly newsletters. Our program is now a Book Place distribution site for the Read to Grow Program where families are offered the opportunity to receive free books on a monthly basis. The Putnam FRC teams up with the local library to offer programs to support family literacy.

KINDERGARTEN TRANSITION AND REGISTRATION

Kindergarten registration will occur starting in March. Parents/Guardians will be given registration packets through the program and assistance in completing the packet is available if needed.

Parents/Guardians will be invited to a spring transition event. Preschool and Kindergarten staff will meet to plan individually for each child transitioning to Kindergarten. Parents are invited to attend SRBI and PPT transition meetings for their children. Preschool children will be given the opportunity to visit the kindergarten classes as well as every preschooler will receive a Transition to Kindergarten packet that includes information and resources to support the preschool to kindergarten transition.

PARENT/GUARDIAN GUIDELINES AND POLICIES

ENROLLMENT

The Putnam Public Schools' School Readiness Preschool Program will provide Pre-Kindergarten instruction and, in our Full-Day programs, child care for children starting at the age of 3 years to 5 years old or age eligible for kindergarten. Enrollment is limited to Putnam Public School District residents.

Any child may be admitted and retained, as capacity permits, subject to the following admissions criteria:

a. **Transportation:**

Full-Day programs: Transportation must be arranged by the child's parents/guardians to and from the program.

School Day and Part-Day programs: Transportation is provided by the school district. Children are escorted by teaching staff to and from the bus. Staff also ride the bus to monitor preschool students. (Any child with special needs will be accommodated through the Transportation Department.)

Parents/Guardians or his/her designee must meet children at the bus stop when the child is being dropped off. Only designated adults, that are at least 18 years of age, will be allowed to meet children off the bus. As the bus schedule changes daily, you should allow 10 minutes before and after the designated time for meeting the bus. If a person other than a parent/guardian meets the bus, he/she must already be on the alternate pick-up list located in the child's file. Proper picture identification will be required if staff are not familiar with the person meeting the bus. Anyone designated to pick a child up must be at least 18 years old. **WE WILL NOT RELEASE A CHILD WITHOUT THIS VERIFICATION.** Any change to the alternate pick-up list must be made in writing, along with a phone call to the program at 963-6940, stating the change. Copies of the "Alternate Pick-up Notification Form" are available. Please request forms as needed. Phone calls to change the pick-up list will not be accepted.

The bus schedule allows for only **one attempt** for dropping off students at their designated time so a parent/guardian must be present at the stop to meet the child. Any child not met at the bus stop will be returned to the school and a parent/guardian will be required to pick up the child. **Failure to meet the bus may result in revoking transportation privileges.**

When the bus is picking up students, the parent/guardian and child should be waiting at the designated time and stop. The bus **will not return** to your stop to pick up your child.

- b. **Physical Examination:** Each child shall undergo a complete physical examination by his/her own physician prior to enrollment. The results of this examination, along with copies of immunization records, must be submitted to the program on a form provided by the program and approved by the Connecticut Health Department. No child will be allowed to enter the program without complete health information.

The Public Health Code also requires that each child be examined **annually** and have a health certificate indicating the date of the physical examination. Since appointments with the doctor are often difficult to schedule, parent(s)/guardian(s) are advised to make appointments well in advance of the expiration date of the present health certificate. Reminders will be sent one month prior to the physical exam expiration date. All preschool children are required to receive an influenza vaccine between August 1st – December 31st. If our office does not receive proof of the influenza vaccine, your child will not be able to return until it is received.

- c. **Fees:** The child's parent(s)/guardian(s) must pay such admission or other fees as are established by the program in accordance with guidelines provided by the Department of Social Services. See **Fee Policies** section of Handbook.
- d. **Guidance & Discipline Procedures:** The Putnam School Readiness Preschool Program wants to provide a positive environment that is supportive and nurturing for each child. It is important that parents not only understand behavioral expectations, but that they support them and reinforce them with their child.

Unsafe physical contact (hitting, kicking, and biting) is not permitted but it is understood that children at this age are still learning social behaviors. Many behaviors in the program are classroom managed and seen as a learning experience for the children involved. Parents will be notified when a behavior warrants a behavior incident report. FERPA (Federal Educational Rights and Privacy Act) precludes any staff discussing other students.

Any child who poses a threat to himself/herself or others, or who otherwise is disruptive to the program, will be provided with classroom support and resources to alleviate the situation. Parents are informed of these measures and their input is sought to problem solve strategies. The Preschool Social Worker and/or Director may be called in to intervene as needed. There may be a brief period of time when a child may need a calm down break outside of the classroom if a behavior is harmful to themselves or others. All interventions and calm down strategies will be used prior to any exclusions. Parents will be contacted for a behavioral SRBI meeting to discuss strategies and supports and behavior plans. An agreement will be reached to support both the child and family as needed. At no time will a child be expelled from the program until all measures are exhausted.

If, however, the child continues to be physically abusive to staff or other children, or poses any danger to the well-being of self or others, the Behavior SRBI Team will be consulted to provide possible Tier 2 or Tier 3 intervention strategies. Parents will be notified of this action during a parent meeting.

Physical restraint will not be used unless it is necessary to protect the safety and health of the child or others.

HOURS OF OPERATION

The Putnam School Readiness Part-Day Preschool Program will be in operation 10 months per year, Monday through Friday, from 8:15 a.m. – 11:00 a.m. and 11:45 a.m. – 2:30 p.m.

- a. The Putnam Public Schools' Preschool Program will follow the Putnam Public School calendar.
- b. The Putnam Public Schools' Preschool Program will be closed either fully or partially during times of hazardous inclement weather, as designated by the Putnam Board of Education and broadcast on WINY radio (1350AM or 97.1) and/or TV (Channels 3).
- c. In the event of an unexpected **delayed opening**, as announced on the radio and television stations listed above, there will be **no morning preschool** program. The afternoon preschool program will be held as usual.
- d. In the event of an unexpected **early release**, which would also be announced on the radio and television stations listed above, there will be **no afternoon preschool**.

The Putnam School Readiness School-Day Preschool Program will be in operation 10 months per year, Monday through Friday, from 8:15 a.m. – 2:30 p.m.

- a. The Putnam School Readiness School-Day Program will be closed on certain public holidays as designated below. During vacation weeks the weekly fee will not be collected and copies of your child's health record and emergency contact information can be sent to an alternate-care provider upon written request by a parent/guardian.
- b. The Putnam School Readiness Programs do not charge during shut down weeks. An alternate care plan has been developed that outlines local childcare programs that may be willing to provide care during those weeks depending on enrollment. Please contact our office for more information about alternate care if needed.
- c. The Putnam School Readiness School-Day Program will be closed either fully or partially during times of hazardous or inclement weather as designated and announced by radio (WINY 1350 AM or 97.1 FM) and/or TV (Channels 3).
- d. In the event of an unexpected delayed opening, the School Readiness School-Day Program will open at **10:15 a.m.** and children should eat breakfast before coming to the program, as breakfast will not be available from the cafeteria.

The Putnam School Readiness Full-Day Program will be in operation 12 months per year, Monday through Friday, from 7:00 a.m. – 5:00 p.m. with designated times for drop-off and pick-up.

- a. The Putnam School Readiness Full-Day Program will be closed on certain public holidays as designated below. During the shut-down weeks in July and December the weekly fee will not be collected and copies of your child's health record and emergency contact information can be sent to an alternate-care provider upon written request by a parent/guardian.
- b. The Putnam School Readiness Full-Day Preschool Program will be closed either fully or partially during times of hazardous or inclement weather as designated and announced by radio (WINY 1350 AM or 97.1 FM) and/or TV (Channels 3).
- c. In the event of an unexpected delayed opening, the School Readiness Child Care Program will open at **10:00 a.m.** and children should eat breakfast before coming to the program, as breakfast will not be available in the cafeteria.

Annual Closings*

Labor Day	September
Columbus Day	October
Thanksgiving Break	November
Holiday Break	December
Martin Luther King Day	January

Winter Break (includes Presidents' Day)	February
Spring Break (includes Good Friday)	April
Memorial Day	May
Junteenth Day	June

* Specific dates of closings and early dismissals are on the inside back cover of this handbook.

Additional Full-Day Program Closures

Independence Day	July
Annual Maintenance	July
Staff Development	August

Full-Day/Full Year Program is in operation during the winter break (***closed*** Presidents' Day) and spring break (***closed*** Good Friday)

NUTRITION AND FOOD SERVICE

The Putnam School Readiness Preschool Program is a participant in the federally funded Child and Adult Care Food Program. Nutritious meals (breakfast and lunch) are made on the premises daily and are available through the Putnam Public Schools' Food Services. Breakfast and lunch are free to all Putnam students. Children may participate in this program or may bring a breakfast and/or lunch from home. Breakfast, lunches and snacks sent from home should be of a healthy nature. Please limit the amount of sugary items. No candy, fruit snacks – such as fruit roll-ups, or soda should be sent in.

We are committed to providing healthy foods and beverages and supporting positive mealtimes so that your child learns healthy eating habits.

Food and Beverages

- Children are offered healthy foods at each meal.
- We offer only healthy beverages like milk, water and 100% fruit juices.

Our meals are prepared by the Putnam Public Schools cafeteria and meets state nutritional standards

- Parents/Guardians may send in their own meals and snacks for children instead of the offered meals.
- Options should not contain sugary options such as soda, candy, etc.

Mealtimes

- Teachers and children eat meals together, family style (when appropriate), so that children can learn and practice appropriate mealtime behavior.
- Teachers encourage children to sample new foods and monitor the amount students eat.
- Teachers offer alternative options when the child will not eat the meal choice.

Celebrations and Fundraisers

- Celebrations and fundraisers are focused on healthy foods and fun non-food items.
 - We ask that parents provide only healthy treats or non-food items to help celebrate a child's birthday. Healthy treats such as, fruits or vegetables with dip, graham crackers, animal crackers, fig bars, pudding cups, yogurt or 100% juice freezer pops. Some ideas for non-food treats are stickers, bubbles and sidewalk chalk.
 - Parents may also choose to purchase healthy celebration treats from our cafeteria service.

Nutrition Education

- Children learn about food and eating during mealtimes and through our curriculum.
- Staff participate in annual training on proper serving of meals and nutrition.

DROP OFF/PICK UP PROCEDURE DURING COVID-19 PANDEMIC

✓ Parent Drop-Off

Parents in our full-day programs will be dropping off their children at designated times between 7:00 a.m. – 5:00 p.m. in the PES Library (doors facing the PES playground).

Our parents in the half-day and school-day programs will be dropping off in the PES Library (doors facing PES playground) at 8:15 a.m..

The afternoon session will be dropping off at the main entrance doors at 11:45 a.m..

✓ Parent Pick-Up

Parents in our full-day programs will be picking up their children at their designated times between 4:00 p.m. – 5:00 p.m.

Our parents in the half-day programs and school-day programs will be picking up at the main entrance doors at 11:00 a.m. for the AM session or 2:30 p.m. for the PM session and school day program.

Parents/guardians must pick children up by 2:30 p.m. from the School-Day Program and by 5:00 p.m. from the Full-Day Program. No exceptions will be made. The Police Department and the Department of Children and Families will be contacted to report a child was not picked up within one hour of designated pickup time when no contact by the parent/guardian has been made. More than one late pick-up may result in your child's dismissal from the program. A fee of \$1.00 per minute will be charged for a late pick-up.

If a person other than a parent/guardian picks a child up, he/she must already be on the alternate pick-up list located in the child's file. Proper picture identification will be required if staff are not familiar with the person picking the child up. Anyone designated to pick a child up must be at least 18 years old. **WE WILL NOT RELEASE A CHILD WITHOUT THIS VERIFICATION.** Any change to the alternate pick-up list must be made in writing, along with a phone call to the program at 963-6940, stating the change. Copies of the "Alternate Pick-up Notification Form" are available. Please request forms as needed. Phone calls to change the pick-up list will not be accepted.

Please Note: All Emergency contact information must be current and complete. If the information is not current and/or complete, your child could be subject to dismissal from the program. The staff will periodically ask you to update this information.

PARKING

Parents must park in the parking lot, preferably the visitor's spots when dropping off/picking up their children. Please do not park in the round fire lane area or handicap spots (unless you have a permit). Cars should not be left idling in parking areas for safety and air quality reasons.

RESPONSIBILITY FOR CHILDREN

During the times when both staff and parents/guardians are in the Putnam School Readiness Preschool Program, it can be confusing as to who is responsible for the children. The following guidelines should be observed:

- a. While dropping a child off, parents/guardians are responsible for delivering the child and making the teacher aware that the child has arrived. At this time, the staff assumes responsibility for the child.
- b. While picking a child up, parents/guardians assume responsibility for the child as soon as he/she has been removed from the group.
- c. When parent(s)/guardian(s) visit the Putnam School Readiness Preschool Program, either for a planned occasion or an unscheduled visit, the child remains the responsibility of the staff in the Putnam School Readiness Preschool Program.
- d. When parents/guardians, staff and children are present for scheduled events outside of regular Putnam School Readiness Preschool Program hours, the children are the responsibility of the parents/guardians.
- e. Parents/guardians are expected to abide by Putnam School Readiness Preschool Program and Putnam Elementary School policies and procedures, as far as their children are concerned, while in the building.

ATTENDANCE

Tuition must be paid regardless of attendance. **If a child will be absent, please notify:**

Full-Day Program 963-6940

School-Day Program 963-6925

Part-Day Program

AM Session 963-6925

PM Session 963-6940

If a child is absent from the program for one week and the Putnam School Readiness Preschool Program has not been notified, it will be assumed that the family no longer needs preschool services. A "termination of services" notification will be sent to the parents/guardians.

FEE POLICIES

- a. **Sliding Scale:** Fees for child care services at the Putnam School Readiness Preschool Program are based on a sliding fee scale. There is a discount to families with more than one child enrolled in the program. You may be eligible for hardship modifications. Contact the FRC office for details. Families will be required to sign a tuition agreement documenting their parent fee.
- b. **Documentation:** All families must submit financial documentation (4) weeks of gross earnings) in order for a fee to be determined. The fee amount, as taken from a sliding scale, is derived from the amount of gross earnings and family size. Income derived from self-employment shall be determined based upon six calendar months preceding the date of enrollment. If documentation is not submitted the maximum fee will be charged. A periodic investigation to determine program tuition fees shall occur at least annually. Re-determination will occur annually and may also take place if there is a change in employment, family size or a gross weekly increase of \$50.00 or more
- c. **Payment of Fees:** Fees are assessed on a weekly basis for your child's tuition. The first and last weeks fees are due when the child begins the Putnam School Readiness Preschool Program. Fees are to be paid weekly by 5:00 PM on the first day of each week for the current week of preschool services. Payment may be made by check or money order made payable to "The Putnam Board of Education". Online payment is also available as an options through MySchool Bucks. **Fees are to be paid every week,**

even if a child is absent during that week or if there are program closures due to severe weather or other conditions.

- d. **Fee Waiver:** During an absence of more than three days (due to illness), fees may be waived. Documentation from the child's physician must be provided to the program in order for fee waiver to be considered by the Program Coordinator. Full-Day Program children are also entitled to a fee waiver for vacation of up to two weeks per year (**July 1 – June 30**). The Putnam School Readiness Full-Day Program must be notified at least one week in advance of a planned vacation.
- e. **Non-payment of Fees:** If payment is not received on the appropriate date, a \$10.00 late fee can be charged.

If the fee plus payment are not received by 5:00 PM on the following day, the child will not be accepted into the Putnam School Readiness Preschool Program until payment is made.

If, after another week, efforts have not been made to clear the past due payment balance, the child's name will be removed from the enrollment list, and the parents/guardians will be notified in writing.

Repeated late payments may result in dismissal from the program.

- f. **Care 4 Kids:** The Care4Kids Program is a state funded child subsidy program to assist parents in paying tuition or childcare costs. We will provide all families with an enrollment application.
- g. **Late Pick-up:** (Full-Day and School-Day Programs) The Putnam School Readiness School-Day Program closes at 2:30 p.m. and the Full-Day Program closes at 5:00 p.m.. If for any reason a child cannot be picked up by closing time, he/she will be cared for by staff until parents/guardians arrive. Parents/guardians must notify the Putnam School Readiness Preschool Program of an expected late pick-up and the nature of the emergency situation. If no contact is made the Late Pick Up Procedure will be followed and two staff members 18 years of age or older will remain at the program with the child at all times. If the child has not been picked up within 5 minutes of the child's scheduled pick up time, a staff person will attempt to call the child's parents/guardians using the numbers provided. If they cannot be reached, the staff person will attempt to call the emergency and authorized, alternate adults provided by the parent/ guardians at the time of enrollment. The police will be called after 1 hour if parents or other adults specified on the permission to release forms cannot be reached. At that time the child may be released to the police. The non-emergency number for our local police department is 860-928-6565.

If parents/guardians arrive after the appropriate pick-up time, a fee of \$1.00 per minute will be imposed. This is payable on the following business day. At the time of late pick-up, the parents/guardians will be asked to fill out a "Late Pick-Up" form which will state the expected time of pick-up and the actual time of pick-up. This form must be signed by the Putnam Public Schools' Readiness Program teacher as well as by a parent/guardian. The correct time will be determined by the clock in the classroom, which will be checked regularly for accuracy.

TERMINATION OF ENROLLMENT

Please notify the Putnam School Readiness Preschool Program two weeks prior to a student's withdrawal from the program to schedule a pre-withdrawal conference. If a two-week written notice is not given before termination, the family will be charged one week's tuition according to their individual fee schedule.

If a child will be absent from the program for a single day or longer, the parents/guardians shall notify the Putnam School Readiness Preschool Programs as follows – advising of the absence and stating the reason for it.

- | | |
|-----------------------|----------|
| a. Full-Day Program | 963-6940 |
| b. School-Day Program | 963-6925 |
| c. AM Session | 963-6925 |
| d. PM Session | 963-6940 |

If a child becomes ill during the day, the school nurse will notify the parents and decide what actions need to be taken. If the child needs to be picked up they will be released only to the care of a parent/guardian or other authorized adult (as listed on the release form).*

If we are unable to contact someone to pick up the sick child, he/she will be removed to an isolated setting separate from the other children until he/she is picked up.

Students with any medical condition which may expose others to diseases or directly communicable conditions may be excluded from school and referred for medical diagnosis and treatment. Before a child returns to school, a parent/guardian may be required to submit medical evidence that their child has recovered sufficiently.

* Please note that if we are not able to contact the designated contact person(s) due to lack of current or correct emergency information, this could be grounds for your child's dismissal from the Program.

MEDICAL/HEALTH

Our nursing staff is available to assist families with any medical questions and make appropriate referrals if needed. Families can also enroll in our on-site Generations School Based Health Center to receive medical, dental and or behavioral/mental health services for their children during school hours. Call 860-963-7917 for more information.

TOOTH BRUSHING POLICY (*Full-Day and School-Day Programs*)

Children in the Full-Day and School-Day Programs will participate in an age appropriate daily dental hygiene program. Children will brush teeth after one meal per day or more frequently upon parent request.

- a. Each child will have her/his own labeled toothbrush and brushes will be stored in a holder and kept out of reach of children when not in use.
- b. Staff will supervise the entire tooth brushing session ensuring that the child is properly brushing teeth surfaces.
- c. Toothbrushes will be replaced every 3 months on the first day of school in the months of September, December, March and June.

MEDICATIONS

- a. If a child will be taking medicine at school, the parents/guardians must make the teacher aware of this.
- b. Medicine (prescription or over-the-counter) cannot be given unless a permission form

- is filled out and signed by a doctor and parents/guardians. Forms are available upon request.
- c. If a child needs medicine during program hours, the parents/guardians are asked to have the drug store put it into two child proof containers; one labeled for home and one labeled for school. ***The parent/guardian must bring the medicine to the school. Children are not allowed to transport medications.***
 - d. All medications will be kept locked up with the exception of emergency medications (epi-pens) which will be kept out of reach of children but accessible to staff.

TOILETING POLICY

We prefer children are independently using toilet facilities before entering the program unless special circumstances prevent them from being toilet-trained. If this is the case, staff will work with parents/guardians so there is a consistent, developmentally appropriate approach to toilet training. A supportive environment will be maintained with frequent reminders and adult assistance as needed. Staff realizes accidents may occur when children are learning independence, staff will assist children in a calm and supportive manner. Parents will be required to send in additional clothing as needed. Clothing can not be shared with other children.

EMERGENCY PREPAREDNESS PLAN

a. **Fire**

In the event of a fire, the fire alarm will be pulled and all children and staff will leave the building. All emergency exits are clearly marked for each room. Evacuation plans are posted for the staff person responsible for the children in the immediate area. The senior staff person in charge at that time will carry the attendance record outside and take attendance once all are safely out of the building.

b. **Severe Weather**

In the event of a severe storm, children will be instructed to move away from windows and seek shelter under desks/tables. The senior staff person in charge will call 911 to alert emergency personnel of the program's location.

c. **Closings**

If fire or inclement weather cause a closing, early dismissal, or relocation to alternate sites, announcements will be made on WINY radio (1350 AM or 97.1 FM).

NOTE:

- If Putnam Elementary School has a delayed opening due to weather or other conditions, there will be a delayed opening in the Putnam School Readiness Preschool *Full-Day* and *School-Day* Programs. The programs will open at 10:00 a.m. The *Part-Day AM* session will be cancelled if there is a delayed opening.
- If Putnam Elementary School has early dismissal due to weather or other conditions, there may be an early dismissal from the Putnam School Readiness Preschool Program.
- If Putnam Elementary School is closed due to weather or other conditions, there will be no Putnam Public Schools' Readiness Preschool Programs.

OTHER PROGRAM NOTES

Supplies: Please send in with your child at least one set of extra labeled clothing, including socks. If your child arrives home wearing clothing provided by the program, please launder and return it.

In the Full-Day and School-Day Programs, children should be supplied with a blanket for rest time. (Please wash your child's blanket every weekend.)

Children's Indoor and Outdoor Physical Activity

Physically active play is important for the health and development of all children. Our program is committed to providing children with opportunities for gross motor play throughout the day.

Time

We provide preschool children with daily opportunities for indoor and outdoor physical activity every day. As weather allows, we strive to take children outside each day. We see the outdoors as an extension of the classroom, so children not only enjoy the outdoors through physically active play, but also through other learning activities. During heavy rain, icy conditions, poor air quality, or dangerous heat or cold, children will stay indoors, but get the same total amount of time for physically active play. Throughout each day we look for opportunities to keep children moving and limit the amount of time they are expected to remain seated.

We ask that families support our efforts by dressing children ready for play. This includes closed-toed shoes and clothing that is appropriate for the weather and allows children to comfortably run, jump, and climb, both indoors and out. In summer children will need to have sunscreen available.

Equipment & Environment

We seek to provide a fun and challenging play space that encourages movement and learning. We provide a variety of play equipment (balls, jump ropes, tricycles, etc.) both indoors and outdoors. Outdoors, shade is provided and children are given regular opportunities to drink water. Please make sure to provide your child with a labeled water bottle each day.

Sun Safety

We limit the amount of outside time when the sun is at its strongest. We provide plenty of shade for children. Children should wear light-colored clothing and hats that protect them from the sun's rays.

In our Full-Day and School-Day Programs we ask parents to provide a bottle of sunscreen lotion or cream with UVB or UVA of SPF 15 or higher that is not expired.

- a. Parents must first determine the child is not allergic to the product by testing it.
- b. A current signed permission slip must be on file for staff to apply sunscreen lotion or cream.
- c. Parents are asked to apply sunscreen to exposed areas on their child before bringing the child to the program each day.
- d. Staff will reapply sunscreen as needed and after water play.
- e. Sunscreen is stored out of reach of the children.

Pledge of Allegiance: At the Putnam Public Schools' Readiness Preschool Program, we pledge allegiance to the flag. Those who do not wish to participate may stand aside.

Holidays, Birthdays and Other Special Days: Holidays are special family times. Most have religious or cultural significance that exclude some of our school community. *At the Putnam School Readiness Program, we do not directly celebrate holidays.* We will acknowledge the important place they play in children's lives. We invite families to share their special traditions

through stories, music, food, etc. Please contact your child's teacher if you would like to share a part of your family's traditions with the class. Birthdays will be celebrated in various ways. We would like to highlight each in a simple, meaningful manner. Your child's teacher will inform you as to how this will occur.

Diversity

The Putnam School Readiness Preschool Program respects each family's diversity and traditions. Parents are asked to share cultural information which will help make the curriculum relevant to your child. Please share information about your family's traditions, such as music, food and or holiday celebrations that can be incorporated into your child's program.

Items from Home: We encourage children to share stories and "learning things" every day at circle time. "Learning things" are items such as an acorn, shell or postcard that a child can talk about. Please do not allow your child to bring toys from home with the exception of a simple plush toy for rest time.

Referrals

The Putnam Family Resource Center (FRC) can help families access such services as health, educational, medical, etc. as well as provide information and support to families.

The Putnam Family Resource Center collaboratively sponsors on-site adult education classes as well as referrals to job training and preparation programs through the public library at Connecticut Department of Labor.

School Based Health Center

Putnam Public Schools offers an on-site School Based Health Center through Generations Family Health Center. Services include dental, behavioral and mental health.

MANDATED REPORTER

The State of Connecticut requires that all members of early childhood institutions report to the State Department of Children and Families any and all suspected cases of child abuse and/or neglect. The Putnam School Readiness Preschool Program is, therefore, obligated to report to the State any suspected cases of child abuse and/or neglect.

FUNDING

The Putnam School Readiness Program is sponsored by the Regional School Readiness Council. Funding is provided by the Connecticut State Department of Education, the Putnam Board of Education and tuition revenue.

STATEMENT OF NONDISCRIMINATION

The Putnam School District does not illegally discriminate on the basis of race, color, marital status, national origin, present or past history of mental disorder, sex, ancestry, sexual orientation, mental retardation, age, religion, learning or physical disability including blindness, or any other protected class status recognized by law, in its educational programs or in admission to, access to, treatment in its programs or activities as required by Title VI, Civil Rights Act of 1964; Title IX, Educational Amendments of 1972; IDEA and Section 504 of the Rehabilitation Act of 1973; and ADA or in any other manner contrary to state or federal law.

School Readiness Full Day Program

Holiday and Vacation Closings

2022-2023

July 4-8	Shut Down
August 22-24	Staff Professional Development
September 5	Labor Day
October 10	Columbus Day
November 23	12:30 pm Dismissal
November 24 & 25	Thanksgiving Break
December 22	12:30 pm Dismissal
December 23 – January 2	Winter Holiday Break
January 16	Martin Luther King Day
February 20	President's Day
April 7	Good Friday
May 30	Memorial Day
June 19	Junteenth Day

Please see page 9 of the handbook for more information on our alternate care plan.