



Three Four Open the Door Preschool

Parent Handbook of Policies and Procedures 2018-2019

Revised December 8th, 2017

Three Four Open the Door...

Foster creativity, promote cooperation

Three Four Open the Door is a private preschool for children ages eight weeks through six years old. We offer small classes and a very low student-to-teacher ratio, allowing us to adapt our philosophy to each individual child. At Three Four Open the Door our curriculum focuses on the whole child.

Sensory integration, social/play skills, fine and gross motor and cognitive developments are part of the everyday experience at Three, Four Open the Door. Academics are taught using a combination of our own practical philosophy, and an exceptionally creative program designed to stimulate each child's curiosity and creativity, and to enhance their self-esteem. Our children learn the importance of their role in creating a cooperative and intimate school community.

Our Website

On our website at www.34openthedoor.com you will find relevant and updated information on our programs, calendar and schedule of events. We urge you to visit the website regularly to reference both our annual and monthly calendars, our monthly newsletters and to access our secure Parent Area. The password for the secure Parent area will be given to you upon enrollment or at the beginning of the school year in September for ten-month program families. Within the Parent Area we will post pictures throughout the year of the children going about their daily activities or for special events, as well as posting an updated school directory, this handbook, and a conference signup form for our Fall and Spring conferences.

Operating Hours and Hours of Attendance Monday through Friday

Twelve Month All Day Infant & Toddler Program 8:00am-5:30pm
Twelve Month All Day 2s, 3s, 4s and 5s/K 8:00am-5:30pm
September to June Partial Day 2s Program 9:00am-12:00pm
September to June Partial Day 2s Lunch Bunch 12:00pm-1:30pm (optional)
September to June Partial Day 3s & 4s 9:00am-1:30pm
September to June Partial Day Fives Program 8:45am-1:30pm
September to June Partial Day Kindergarten Program-8:45am-2:00pm

Communication

Communication is a big part of the experience here at 3,4, both between Director or Business Manager and parents, as well as between teachers and parents. No matter is too insignificant to communicate to us if you feel it's worth us knowing, so always feel free to call our main phone line at 203-454-1924, our main email, info@34openthedoor.com, or our Director, cyndiz34@optonline.net. Our Director, Cyndi, is very hands-on and involves herself with each child that comes through our doors, and is aware of their daily progress as well as any issues that may arise. This approach is disseminated to all our staff, who themselves are familiar with each child at the school, regardless of whether they are in their class or not.

Brightwheel School Management App

When children first enroll, it is completely normal for their parent(s) to be very interested and anxious as to how their child is doing at school. In our experience this is especially true of infants and children two years and under, who naturally require more care. To facilitate greater communication between

staff and parents, we use the Brighwheel app for all our programs. When you enroll, you will receive a notification by email to download and install this app. Once installed on your phone or tablet, you will be able to send and receive messages to and from your child's teachers throughout the school day. We also use this app to send class-wide and school-wide notifications with pictures of the day's activities, reminders about events, and weather related delays or closings. We strongly urge all parents to download and install this app.

Please respect this method of communication and do not abuse it. Our teachers' primary focus is on caring for and interacting with all the children they are responsible for in their classroom, and notifications can be a distraction. Do not expect teachers to instantly reply to a message you have sent, as there are many reasons preventing them from communicating with you at a given moment. They will do their best to respond within a reasonable amount of time. Anything urgent should be brought to our attention by calling our main phone number at 203-454-1924.

Examples of things that are intended to be communicated through texts: checking in on your child if they were recently out sick and are transitioning back in to their class, if they had trouble sleeping the night before and you're concerned about its effect on their behavior, if you forgot to mention something about their schedule at drop off, etc. Please use your discretion and remember that matters can be discussed at pick up, emailed to your child's class email, which the teachers check regularly, or emailed to our main email at info@34openthedoor.com, also checked regularly, or by calling our main phone number at 203-454-1924.

Visitation Policy and Contact Info

Three Four Open the Door has an open-door policy for parents and they may visit at any time. We prefer advanced notice, if possible, if you intend to visit during our programs times to avoid waking napping children, for instance, but generally speaking it is never a bad time to drop in. Teachers and director are always available to you by phone at 203-454-1924 or via email.

Cyndi Zeoli - Owner, Founder and Director

cyndiz34@optonline.net

4s Program

4s@34openthedoor.com

Robert Zeoli - Business Manager

info@34openthedoor.com

3s Program

3s@34openthedoor.com

5s and Kindergarten Program

5.k@34openthedoor.com

2s Program

2sprogram@34openthedoor.com

(Class emails are not active from the second week of June until the final week of August)

Enrollment and Tuition

Three Four is open twelve months per year and our school year program curriculum runs from early September of each year and ends in early June the following year. We offer a Summer Camp format during the months of mid-June through August. Enrollment is carried out on an ongoing basis depending on availability throughout the calendar year.

Contracts for enrollment are based on the twelve-month calendar year, so there is no interruption in enrollment or corresponding tuition fees. We offer a limited number of September to June Partial Day Preschool spots for two, three, four, five and six year olds whose parents wish to have them attend only from September through early June as part of our preschool curriculum school year, which is similar to that of the area public schools. Such terms must be decided and agreed upon by both the child's parent(s) or legal guardian(s) and Three Four prior to issuing a contract for enrollment. Such children may enroll in our Summer Camp for additional tuition fees.

Specific Terms of Enrollment for September to June Partial Day Enrollees

Your child's contract will state that the period of enrollment begins in September and ends the following June (see the annual calendar for further details on dates). Your tuition cost is set depending on the number of days per week you wish your child to attend, and broken down into ten equal payments.

Alternatively, we offer a 5% discount on our tuition rate for a given program if tuition is paid in full at point of contract.

For those who wish to pay in monthly installments, your first non-refundable deposit payment will be due upon submission of your pre-registration form, which confirms your intention to enter our program. Once payment is received, a contract will be issued that requires a second non-refundable deposit payment be made to us along with the signed contract to finalize your child's enrollment. These two payments comprise your tuition deposit to hold your child's spot in our program. We will not guarantee a spot until we receive the full deposit and the signed contract.

Your remaining eight payments will be due the first of each month from October 1st through May 1st of the following year.

Contract Renewal and Cost of Living Tuition Increase for September to June Partial Day Enrollees

In November of each year we request confirmation of whether you will be re-enrolling your child for the following school year so we can plan our programs. If you plan to re-enroll and your child will be going from the Toddler Program to the 2s Program, the 2s Programs to the 3s, or from the 3s to the 4s, we will issue a renewal contract that will stipulate a cost of living increase from the current year's tuition of 2% since those programs are all priced equally. If you are re-enrolling your child for the following school year and they will be moving into the 5s or Kindergarten, those prices will be quoted to you upon confirmation of intention to enroll.

Specific Terms of Enrollment for Twelve Month All Day Enrollees

Your child's contract will specify a date of enrollment that is agreed upon by you and our Director, Cyndi Zeoli, prior to your submission of a pre-registration form. Your tuition cost is set depending on the number of days per week you wish your child to attend, and broken down into monthly payments.

Alternatively, we offer a 5% discount on our tuition rate for a given program if the first calendar year's tuition is paid in full at point of contract.

For those who wish to pay in monthly installments, your first non-refundable deposit payment will be due upon submission of your pre-registration form, which confirms your intent to enter our program.

Once payment is received, a contract will be issued that requires a second non-refundable deposit payment be made to us along with the signed contract. These two payments comprise your tuition

deposit to hold your child's spot in our program and serve as payment for the first month and the last month of enrollment, whenever the last month may be. We will not guarantee a spot until we receive the full deposit and the signed contract.

Cost of Living Tuition Increase for Twelve Month All Day Enrollees

Twelve month contracts, once issued and signed, become binding until both parties agree to their termination as stipulated in the contract itself. Upon the anniversary date of the contract, i.e. one calendar year from the first date of enrollment, a 2% cost of living tuition increase will be applied going forward and at each anniversary of enrollment thereafter until its termination.

Termination of Contract

For parents or legal guardians paying tuition in monthly installments, whether they are enrolled for the September to June program, or a Twelve-Month program with no end date set in the contract, their contract will stipulate that at least sixty calendar days' notice in writing by the parent(s) or legal guardian(s) is required to terminate it. If termination of contract is sought, upon submission of notice by the parent(s) or legal guardian(s), we require that all outstanding tuition payments and any additional fees up to that date of notice, as well as sixty calendar days thereafter, are paid in full in order to agree upon the termination date.

For parents or legal guardians entering into contract for the September to June program or the Twelve Month program, who have tuition paid in full at point of contract, upon its anniversary date, or who have entered into an agreement to pay more than one installment of tuition in advance at any time during the contractual period, thirty percent of that amount paid is non-refundable. If termination of contract is sought after payment, we require sixty calendar days' notice in writing by the parent(s) or legal guardian(s). Upon submission of notice by the parent(s) or legal guardian(s), Three Four Open The Door will determine the portion of tuition that is refundable, which excludes the non-refundable thirty percent portion, as the portion remaining after taking into account the tuition due for the following sixty calendar days of enrollment. The amount of tuition determined by Three Four Open The Door as refundable will be refunded within sixty calendar days following the last day of enrollment.

General Enrollment & Tuition Policies

Once you have entered into a contract with Three Four Open the Door, you are responsible to pay your tuition, billed monthly, even if you do not attend our program. Reference your contract for specific stipulations as to contract duration or release from contract.

By entering into a contract with Three Four, you are reserving one of a limited number of spots at our school for your child. We base our tuition and fees on the guarantee of a spot for your child rather than on the aggregate number of days you attend our program over a period of time. For example, we do not prorate tuition for partial months in the event your child is absent due to a holiday, vacation, sickness, or to attend another program, nor will you be relieved of your obligation to pay the full monthly tuition as stated in your contract if you wish to suspend your child's enrollment for any length of time and return at a later date.

If your child is enrolled for the September to June Partial Day Preschool Program, the aforementioned terms apply to the duration of your contract which corresponds to the annual school calendar. If your child is enrolled in the Twelve Month All Day Program, the aforementioned terms apply for the duration of your child's enrollment, until you have, as stated in your contract, given Three Four written notice of your child's last day of enrollment at least sixty days prior to that end date and paid all tuition and fees

due up to that date and sixty days thereafter.

Tuition invoices will be due on or before the first of each month. Invoices will be sent via email on or about the 15th of each month for the following month's tuition and any applicable fees.

We accept payments by check or any major credit card; debit cards are not accepted. At point of contract we require a credit card to be kept on file, even if you choose to pay tuition by check, in the event that you accrue a past due balance. Any unpaid balances aged over thirty days from the due date specified on the applicable invoice will be charged to the credit card you keep on file with us, which must be active and current.

Additional Fees

Pizza Wednesdays

We have selected each Wednesday to be Pizza Wednesday. All Twelve Month All Day Program children, AM 2s who have signed up for Lunch Bunch on Wednesdays, and anyone in the 3s, 4s and 5s & Kindergarten, are eligible for this. For an annual fee (payable in full in January for twelve month children and in September for partial day children) your child can have pizza delivered from a local restaurant each Wednesday with their class during their lunch time. If you come for our AM 2s program that ends at 12:00pm, you must sign up for Lunch Bunch on Wednesdays to participate in Pizza Wednesday. If you would like to enroll or inquire for pricing, please contact the Business Manager.

Field Trips

We have one annual school-wide field trip for our 2s program through Kindergarten to Blue Jay Orchards in Bethel, Connecticut each October. Our 5s & Kindergarten partake in several Colonial America field trips in the Fall as part of their curriculum program.

Dattco Bus Company supplies transportation for all our off-site field trips. Field trips are usually scheduled from 9:00am to 12:30pm unless otherwise noted. Please meet at the Merritt Parkway Exit 41 Commuter Lot unless told otherwise. This field trip schedule constitutes our school day that day for partial day children. All Day children return to school until their regular pick up time.

Detailed permission slips will be sent home prior to each field trip. Please return completed forms with payment no later than the due date specified on the permission slip. Payment is not included in monthly tuition.

In lieu of more trips taken outside of school, we have monthly in-school workshops throughout the year for our 2s through Kindergarten. These include monthly visits from **The Fun Bus**, a school bus converted into a mini gym and activity center, **Acting Out with Miss Karen**, a drama and storytelling workshop, **Music with Mr. Weber**, and **Little Scientists**, who focuses on a new age-appropriate science theme each month. These in-school activities are included in monthly tuition.

Monthly Newsletter and Calendar

Our monthly newsletter and calendar will be distributed via your child's class email each month. Our schedule of letters and corresponding projects as well as any specials are posted on our monthly calendar and detailed in our monthly newsletter. You can also access our calendar on our website, which shows our daily specials and upcoming holidays and events.

School Entrance and Keypad Entry System

All pick-ups and drop-offs of children must be done at the front entrance of the school. Each family enrolled will receive their own unique code for the front entrance door at the time of enrollment.

This code will work Monday through Friday from 8:10am to 12pm. At 12pm it deactivates as quiet rest time begins, at which time we don't want to allow anyone inside without our greeting them at the door to avoid waking the children. It will begin to work again from 3pm to 5:30pm after rest time ends and up until closing time.

You may still ring the doorbell and someone will answer the door at any time; this keypad system is intended to provide extra convenience during drop off and pick up times so you can enter school more quickly.

Please use your discretion and do not give the code out to anyone unless you intend to have them to drop off and pick up regularly.

Health Forms

As required by CT Public Health law, child care facilities must maintain on site, current (within last 12 months) healthcare information signed by a licensed medical provider for each child. **Your child's complete health form must be in our possession on or before their first day of school.** Three Four Open the Door cannot allow your child to attend until all health information is in place. These forms are included in your enrollment package.

We will notify you via email one month before your child's physical exam is due to expire. Children without the full complement of vaccinations for their age will need a signed and dated note from their healthcare provider explaining the reason for the delay and the anticipated date of vaccination. Parents claiming religious exemption will be required to sign a religious exemption form. Should an outbreak of a vaccine preventable disease occur, unvaccinated children will be excluded from school until the disease is no longer a threat to the child.

Please make sure we have proper documentation of any allergies or food allergies your child may have. We will need paperwork, Epi pen, Benadryl and action plan that is required for your child's allergy and in case of emergency on site.

Sick Policy

Children with a fever must remain home until they are fever-free for 24 hours without the use of fever reducing medicines. Should your child awake with a fever or signs of a cold, sore throat, body aches, vomiting, diarrhea, headache or fatigue, please do not send them to school. If any of these symptoms occur while at school, parents will be called to pick up their child immediately. If we cannot reach you in a reasonable amount of time we will contact those you have listed as emergency contacts. Ill children will not be permitted to return to school until symptoms are resolved or your healthcare provider furnishes a note stating they are not contagious.

As a community, we strongly urge that all families abide by our strict policy of having children who exhibit the aforementioned symptoms of illness be sent home and/or remain home until those symptoms have gone away completely. Taking necessary precaution to keep your child at home until they are well to avoid others' getting sick will in turn work to your benefit when other families act accordingly.

A child with pink eye (conjunctivitis) must remain home until he/she is evaluated by a healthcare provider and treated for 24 hours or given a note stating they are not contagious.

Proof of an annual flu vaccination is now required for all children 6-59 months of age attending a daycare or preschool program. A separate flu vaccination form will be furnished by Three Four Open the Door.

Students wash their hands before and after eating, after toileting, after coughing or sneezing and any time as necessary. Parents and visitors who are participating in classroom activities are to wash or sanitize their hands upon entering the classroom.

Clothing and Personal Belongings

Children should arrive to school dressed to play. They will frequently engage in hands-on activities with things like paint and tactile instruments like shaving cream that are potentially messy, even when wearing protecting bibs or smocks. You should not expect to send your child to school in perfectly clean clothing and have it arrive home in the same condition. A backup set of clothing must also be sent with your child each day.

The children will play outside on our playground all twelve months of the year through snow and mud, as well as in our sandbox. Rather than limit the children in expressing themselves to prevent them from getting dirty, we allow them, within reason, to be free and fully enjoy such experiences. Keep this in mind when purchasing clothing for school and dressing your child for school.

Clothing should be comfortable and appropriate for each season; in the winter, for instance, children must be sent to school with outdoor clothing like winter coats, snow pants, snow boots, mittens and hats. Mittens or gloves should be secured to jackets with mitten clips to avoid them going missing, which can frequently happen otherwise.

Little ones do not typically have the same regard for personal items that older children and adults learn to have. They may intend to maintain possession of something like mittens or a water bottle, only to put them down without informing anyone and then forgetting about them. We do our best to keep track of everything belonging to each child, but it is difficult to do so throughout our premises and on our large playground.

All articles of clothing and belongings sent on or with your child to school on a given day must be labeled to distinguish them as belonging to your child. We are not responsible for lost or damaged belongings. Lost items, such as water bottles, pacis or mittens, are a frequent occurrence when it comes to children. They are usually found sooner rather than later. Labeling goes a long way in preventing children from going home with others' belongings, which is frequently how items are ultimately lost.

Suggestions for clothing and personal belonging labels:

www.namebubbles.com

Many of our teachers with children use these labels and have found them to be wonderful. They are dishwasher and laundry safe.

Backpacks

We ask that each child ages 2-6 come to school daily with a backpack. A Ziploc bag containing a seasonally appropriate change of clothing should be labeled and placed inside your child's backpack and checked weekly. If your child is still wearing diapers or pull ups please include some extra diapers and wipes in their backpack. Weekly projects, Friday folders and any important information will be sent home each week in backpacks. Please be sure to check them at the end of each week.

Weekly Work Folders

At the beginning of the school year all our 2s through Kindergarten children will bring home a colored folder designated as their Weekly Work Folder. It will contain all their work from the previous week. We ask that you return this folder on the first day of each week that your child attends school. If this folder should become lost over the course of the school year please replace it.

Show and Tell

Preschool children will have show and tell throughout the week. Classroom teachers will notify you of your child's day at the beginning of school. Our Fives and Kindergarteners can sign up for Show and Tell twice weekly. The teacher will go over this procedure with the children on the first day of school.

Show and tell is voluntary. Items may be things the children have created, pictures taken, stories about special events or a favorite book. We ask that you do not send in toys.

Conferences

A signup form will be available in the secure Parent Area of our website at least one month prior to the date of both our Fall and Spring conferences. Conferences are available in thirty-minute time slots and start times are available on a first come first serve basis for each class, so we recommend you sign up early if you have a specific time in mind. We will send out a school email when the signup form is activated on our website.

November 2018 Fall Conferences

All Parent Teacher Conferences will be held on Tuesday, November 6th. The school will be closed for all programs except the Infant & Toddler Program, who do not have conferences.

May 2019 Spring Conferences

All Conferences will be held on Tuesday, May 7th. The school will be closed for all programs except the Infant & Toddler Program, who do not have conferences.

Inclement Weather

In the event of severe weather, we will use **our discretion** regarding possible delays, cancellation or early dismissal of our programs. We consider National Weather Service alerts, the Westport Public Schools' determination, as well as the safety of our staff in getting here, many of whom live several towns away from our premises. Parents may call the voicemail at **203-454-1924** and we will send a schoolwide notification via the Brightwheel app, so we strongly urge all parents to download and use it. Please be sure to check regularly on days and hours preceding forecasted snow or severe weather, as well as when severe weather is forecast to begin during school hours, as an early dismissal may be called for.

We will post updates pertaining to school delays or closing by 6:30am, but it is possible that if conditions

should worsen, we reserve the right to make amendments to the schedule.

If we are delayed one hour our schedule will be adjusted accordingly:

All Day Program—9:00am-5:30pm
2s Program—10:00am-12:00pm
AM 3s/4s—10:00am-1:30pm
5s Program —9:45am-1:30pm
Kindergarten Program—9:45am-2:00pm

If we are delayed two hours our schedule will be adjusted accordingly:

All Day Program—10:00am-5:30pm
2s Program—11:00am-1:00pm
AM 3s/4s—11:00am-2:00pm
5s Program —10:45am-2:00pm
Kindergarten Program—10:45am-2:00pm

A delay beyond two hours indicates severe conditions and therefore the closure of all programs for that day.

Birthdays

We would love to celebrate your child's birthday in school. Please make arrangements with your classroom teachers at least one week prior to your child's birthday. Also, please double check with your child's teacher if there are any food allergies in your child's class. We kindly request that birthday invitations and thank you notes not be distributed in school.

School Directory

A directory listing the names, addresses and phone numbers of all our children will be sent home on the Information Binders distributed to parents at the beginning of the year. It will also be available on our website in our secure Parent Area.

Parents Night

Parents Night will be held one a date to be determined in the first week of October, at 7pm. This is an opportunity for just our parents to come in and see their child's classroom as well as to chat with their teachers and other parents in the class. Details to follow closer to the month of October.

Recommended Play Dates

After the first month of school the teachers will be sending home names of children who may be good play dates for your child.

Play date permission slips can be found in your Information Binders as well as on our website at www.34openthedoor.com

Library Program

Each week our three, four, five and six year olds will be able to borrow a book from our growing Library Collection and bring it home to enjoy with their families. We have so many wonderful books to share. We will be asking for one parent from each class room per week to volunteer to be a class librarian.

During snack time, around 10:00 am, these volunteers will come to the Library to help the children

choose a book, sign it out, and re-shelve any books from the previous week. Volunteers may also wish to read a story to the children before they choose their own books. Additional information is available in the front of this binder.

Mystery Reader Program

Our mystery reader program will be starting in October. During Snack time we welcome our parents, grandparents, older siblings or other family members, to come in and surprise the children with a special book to read aloud to the class. Each class will determine when their Mystery Readers come in. Parents can schedule a time with their individual classroom teachers.

You can sign up with your child's teacher on Meet Your Teacher Day, or you can email your classroom teacher to schedule your date. Mystery Readers should bring in a book, or two with them, knock on the classroom door, wait for the children to say, "Come in!" and enjoy as their smiling faces greet you. This is a favorite!

Meals & Snacks

Three Four does not provide meals or snacks on a daily basis; we do offer the Pizza Wednesday program for those who wish to enroll, as well as periodic feasts and parties for certain holidays and celebrations as part of our curriculum. But parents should always plan to send their child to school with enough food to last them through the length of day they are enrolled in.

Infants and toddlers should have a meal plan/schedule of feeding to be discussed with the teachers in the Infant and Toddler Program, as well as our Director, Cyndi Zeoli.

For a normal school day, parents in the **AM 2s, 3s & 4s** programs should provide a mid-morning snack for their child and a drink container as well. If they are signed up for Lunch Bunch on a given day, a lunch should be packed (except on Pizza Wednesday if they are signed up to receive pizza).

Children in the **5s and Kindergarten** should come to school with a mid-morning snack as well as lunch (except on Pizza Wednesday if they are signed up to receive pizza).

Children in our **All-Day Program** should have a mid-morning snack, lunch (except on Pizza Wednesday if they are signed up to receive pizza), and an afternoon snack packed for the day, as well as a drink container.

We are more than happy to warm meals that have previously been cooked or that need warming in a microwave. Another way to pack warm foods is in a thermos. If they are not warm enough at meal time we can re-heat them. Please send food in glass containers if possible.

Healthy Snack and Lunch Ideas

We talk with the children throughout the year about making "healthy choices". During snack and lunch time children are encouraged to eat their healthy food first. When talking to children about healthy eating we always encourage them to "eat a rainbow" each day. When packing a snack and/or lunch here are some suggestions:

Apple or other fresh fruit slices

Fruit squeeze packs

Yogurt tubes, cups or smoothies

Whole wheat crackers and cheese

Carrot or other vegetables cut into strips
Granola bars
Whole wheat pasta

Room Parent Volunteers

Each class will need two parent volunteers, preferably a veteran parent as well as a new one. Parent volunteers will help coordinate holiday parties and teacher appreciation events a few times a year. Please email your child's class email if you are interested and for more details. There will be a meeting in early September of the Room Parent Committee. We look forward to working with you!

Room parents will be responsible for helping their class organize the following throughout the year:

Classroom Parties – There will be two parties this year that your classroom teachers will be asking for help coordinate – the Halloween Party and the Valentines Party. For each party, we ask that the Room Parents coordinate with all their class parents to provide the following items for their class:

- Plates
- Napkins
- Juice or water
- A sweet snack to eat during the party (this is usually a cupcake or some kind of cookie). We do have some nut allergies so we ask that they be nut free.

Each child should bring in a small treat for their friends. We ask that the treats all be the same and without names for easy distribution. The children will deliver these treats to their friends with the help of their teachers. Emails will be sent by the school to parents asking them to send in treats.

In school as part of the curriculum, children will be making Halloween Candy Carriers and Valentine Carriers to hold all the treats they get in school on these days.

Room Parents will also help coordinate an annual or semi-annual teacher gift. This is an optional gift and one that has been coordinated in the past by the Room Parents. Please see Andrea Robinson for more information.

Potty Training Policy

Here at 3,4 we do not require children under the age of five to be potty trained, nor will we assist in potty training children before they enter the 2s Program. We recognize that every child develops differently and reaches milestones such as this one on their own schedule. We do not encourage parents to rush into potty training but rather to gauge when their child seems ready for it, the timeframe for which will vary depending on the personality and physical development of each child.

We will not initiate potty training here at 3,4 nor will we be the ones to potty train your child for you. If you are unsure when to potty train, feel free to consult with our Director and/or your child's teachers, who may be able to offer insight into your child's readiness. Please keep in mind that progress is measured in weeks and months rather than days, and that there are bound to be accidents along the way!

Cleaning & Sanitizing Procedures

A clean environment reduces the incidence of illness. Young children explore their environment by mouthing surfaces and objects and by touching things and people. This normal behavior contributes to

the transmission of infection. Although a child care program such as ours can never be entirely sanitary, the policies and procedures stated below promote a clean environment and reduce the risk of center-acquired illness and reduce the spread of infections.

Disinfecting

Our programs will be maintained in clean and sanitary conditions. If a spill occurs, the area will be made inaccessible to children, and staff will clean the area. Any surface soiled by bodily fluids or other potentially infectious material will be cleaned with soap and water or cleaning solution to remove all organic material, and then disinfected. Surfaces will be disinfected using a non-toxic solution of ¼ teaspoon water per 20 oz. of household bleach made fresh daily by staff and sprayed using spray bottles on surfaces. The bleach solution will be left on and allowed to air dry.

Diapering

- Diapering will occur only in a designated area, which will not be located in a food preparation or handling area
- Changing surfaces will be impervious and nonabsorbent, and will be kept free from cracks, tears and crevices. Tables will be sturdy, adult height and have railings. Safety straps are not used
- Changing tables will be covered with medical-grade sheet paper prior to each changing, and replaced with new following each changing. If need be, changing tables will be cleaned and disinfected by wiping with disinfectant solution
- Hand washing sinks are located adjacent to all diaper changing tables
- Disposable gloves are used for all diaper changing and discarded after each diaper change, and staff hands are washed

Toileting

- Toilets, fixtures and related equipment are kept visibly clean and are cleaned and disinfected daily
- Children will be accompanied to the toilet area by a teacher and will provide assistance as needed

Toys

All toys that are frequently touched or touched will be disinfected daily

Bedding

- Each child who stays for one of our All-Day programs and who lays down during quiet rest time or nap time will provide their own bedding. Children will not sleep on bare, uncovered surfaces
- Bedding shall be cleaned weekly
- Parents will provide blankets to provide adequate warmth
- Bedding used on cribs and cots will not be tight-fitting

Behavior Policies

As required by the State of Connecticut, Department of Public Health Daycare Licensing entity we ask that you review our Behavior Policy. A sheet will be provided to you in the front of your Information Binder. We ask that upon your review of this and other policies you sign the sheet and return to Three Four Open the Door. We are required by law to keep this signed copy in our files for as long as a student attends our program.

Behavior Incident Procedures

If a child engages in behaviors that are unsafe which will endanger himself/herself or another child, or interfere with successful completion of the program, the following procedures will be followed:

1. The child will be given an explanation by the teacher of his/her unacceptable behavior. When fitting a teacher will model appropriate behavior and/or language.
2. If the behavior continues the child will be given further explanation. A teacher will again model appropriate behavior and/or language.
3. If the behavior continues, the following actions will be taken:
 - a) The child will be placed away from the group.
 - b) A teacher will monitor the child at all times.
 - c) After an age appropriate time period has elapsed, the same teacher making the initial contact with the child will ask the child if he/she is ready to rejoin the group and facilitate re-entry with the child if necessary.
 - d) The teacher will inform the parents of the child's actions, when the parent comes to school for pick up or with a phone call.
4. If the unacceptable behavior persists, the teacher will file a behavior incident report and implement one or all of the following:
 - a) The teacher will call the child's parent.
 - b) After the parents have been notified, and if the behavior continues, the child will no longer be allowed to continue in the program. The program Supervisor will contact the parents regarding this decision.
5. In the event a child is removed from a program due to a behavioral problem, no refunds will be given.
6. This Behavior Policy will be distributed to all parents during the first week of your child's school program. Parents will be asked to review it and sign the "Behavior Policy Form" (see page 9). Staff are required to explain the policy to parents on the first day of school if requested.
7. Behavior Expectations - Participants must:
 - a) Respect themselves, other children, staff, facility and supplies/ equipment.
 - b) Listen to and follow directions.
 - c) Have fun!
 - d) Be positive to self and others.

Opening Time Policy

The drop off time of your child will be determined by you and our Director, Cyndi Zeoli, at the point of contract depending on which program you choose to enroll your child in, and we ask that you do not drop off earlier than scheduled. Our doors open for our earliest scheduled drop offs at 8:00am Monday through Friday. If you have signed up for 8:00am drop off, we ask that you do not enter our building or ring the doorbell to be let in prior to 8:00am. Even if staff are visible inside the building prior to 8:00am, that period of time is for them to prepare the building to accept children and therefore not an appropriate time to have children inside the building. We ask that you wait patiently in your vehicle until 8:00am when a member of the staff will let your child in to school.

Closing Time Policy

Three Four Open the Door closes daily at 5:30pm Monday through Friday. A minimum of two teachers will remain at Three Four until 5:30pm or until all of our children have left the premises. If a child remains after 6:00pm and the school has not been notified that a parent or guardian would be arriving late, the Director will be contacted and she will attempt to contact the child's parents or guardians. If a parent cannot be reached by 6:00pm, then the Director will contact the emergency contacts listed on our registration form beginning with the first name on the list. If none of the emergency contacts can be reached by 6:30pm the Director will then contact the Westport Police Department and follow their instructions. Two teachers will remain on the premises until all children have left.

Late Pickup Policy

Closing time is 5:30pm Monday through Friday. This means parents, guardians or those authorized to pick a child up should arrive with time to take them and their belongings out of our building by 5:30pm. In the event that a child leaves after 5:30pm, at our discretion, we will charge a late pickup fee of \$30.00 for every fifteen minutes past 5:30pm that the child stays on premises.

Procedures for Transitioning Children at the Beginning and End of the Day

Transitioning can be difficult for children and we understand it can also be emotionally draining for parents. But we urge you, if entering the building with your child to drop them off, to be as quick as possible in getting them engaged in their classroom or in having a teacher take their hand. The longer a parent lingers, the more difficult it can get to release them, and the more the child may push boundaries of behavior.

We ask you to use the same sensibility when picking your child up at the end of their day. We appreciate your interest in your child's experience here at 3,4, and that you may want to chat with your child's teachers about their day or spend time with your child on our playground, for instance, if we're out for afternoon choice time. But upon their parent's arrival, a child's behavior may change as they test boundaries from one authority figure (our staff) to their parent. This can create an awkward situation in which we have to uphold our behavior policies while trying to defer to you as the child's parent or guardian.

We also ask that you do not venture into other areas of the school aside from the classroom or playground your child is directed to be in at drop off or pick up. In the morning, we may have classrooms set up for specific activities and at the end of the day we may have already completed organization and sanitizing procedures for the next day and so want to avoid children playing in those areas.

Policy for Release of Children to Parent, Guardian or Person Authorized for Pickup

We cannot deviate from our policy of releasing children; only parents, guardians, or those specified on the registration form, such as a Nanny or relative, will be allowed to pick up a child on a given day. If it is not a parent or guardian, whom we are obviously familiar with, but is someone authorized to pick up on the registration form, they must have a valid driver's license for us to copy and keep on file the first time they pick the child up. If you have to authorize another person to pick up not specified on your initial registration form, such as a new Nanny or family friend because no one else is available, you must complete and return a signed Authorization for Release to Non-Parent or Guardian form, available in the Parent Area of our website or on request, ahead of time in order for us to do so. A phone call authorization or email will not be sufficient.

If someone other than a parent or guardian is picking up a child, the parent will need to have previously authorized that person on their registration form included in the enrollment package sent to them at point of contract, or they will have to fill out a permission slip in advance, which is available to print on our website in the secure Parent Area. That person will be required to provide a valid driver's license, a copy of which will be kept on file. Children are never released to anyone other than a parent or guardian unless specified by the child's parent or guardian.

If you are running late for drop off or pick up please let us know so we can prepare accordingly. It is important that you pick up your child on time so that we can maintain our state mandated ratio of teachers to children. It is also important that children are not dropped off before their session is scheduled to begin as this is our teachers' daily prep time.

Questions or Concerns and Complaint Procedures

We know that there is nothing more precious to you than your child. We try our best to care for, nurture and engage your child each day while they are here in one of our programs, but no one can replace a parent or guardian. While we try to abide by your wishes and learn your child's unique interests and preferences, there are bound to be some instances when you would like us to treat a situation or behavior in a particular way. Please bring those to our attention in a respectful and open-minded way and we will do our best to accommodate them.

We have our policies and procedures we must follow in order to provide the safest and most enriching experience for all the children in our care. Please respect that we are a community, and that although we pride ourselves on the individual attention we give to each child, we strike a balance between that and doing what is best for everyone as a whole. This applies to everything from our Sick Policy to our Potty Training Policy to our Behavior Policy, etc.

From time to time parents are bound to have a question, concern or complaint about something regarding their child at school, our staff, or our policies. Our Director, Cyndi, is always available to speak to you regarding any issues you deem important and we are eager to provide the best service we can. We ask that you bring to her attention any such matters rather than, or at least in addition to, a teacher.

Understandably, at drop off or pick up you might notice something that seems appropriate to bring to a teacher's attention. For example, a missing belonging, a bottle that wasn't finished, lunch that wasn't eaten, complaints by your child about another child's behavior toward them, etc. Such matters can often be resolved by your child's teachers and they want to be informed of them, but we ask that you please respect the teachers and keep in perspective the issues vis-à-vis the job they do each day caring for multiple children.

Please don't assume neglect or indifference on their part if you find something unsatisfactory. Your experience and insight as a parent or guardian into the patience and flexibility needed to care for children is helpful in approaching such matters in a respectful and constructive way.

From their first day of enrollment we teach the children, in age-appropriate ways, that they are part of a community here, to always treat others with kindness and respect. We hope to have that mentality carry through our staff and parents as well!

Re: Parent Handbook Policies & Procedures 2018-2019, Revised December 8th, 2017

As parent(s) or guardian(s) who are willingly enrolling our child(ren) in the 3,4 Open The Door, LLC. preschool or child care program, we have received, read and understood all of their policies and procedures contained herein, and our signature(s) below indicate our acceptance of them. We also affirm by signing below that we have discussed 3,4 Open The Door LLC.'s Behavior Policy with its Director.

Signature of Parent or Guardian

Date

Print Name

Signature of Parent or Guardian

Date

Print Name

Upon signing this form, please return this page to 3,4 Open the Door, along with the other contractual and registration documents given to you for enrollment, to be kept on file. Retain the remainder of the Parent Handbook for your information.