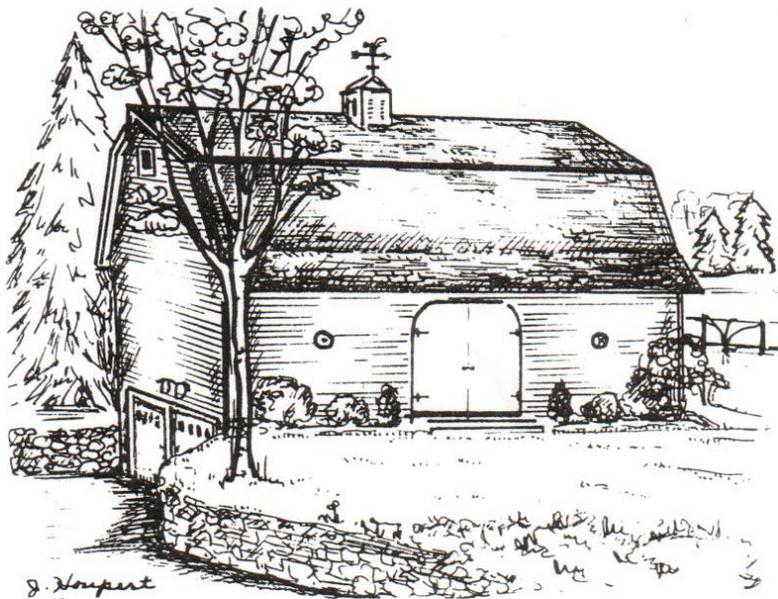


Red Barn Children's Center

Parent Handbook
Extended Care 2017 - 2018



Founded in 1971.

Director: Jessica Guelke
Assistant Director: Coralie Williams

Revised July 2017

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PHILOSOPHY

At our center, we believe that children learn by participating in activities that are developmentally appropriate. The teachers plan a daily routine that allows for children to make choices and to become more independent. We feel that it is important to help children move from being self-centered to being group oriented.

Through observation, teachers, using their knowledge of child development and learning, discover the developmental levels of each child in a group. Using this information, in combination with the Connecticut Early Learning and Development Standards, the daily activities are planned.

Our activities promote social, emotional, and physical knowledge as well as literacy, math, social studies, health, and science. We recognize that children learn self-confidence by being challenged once they are comfortable. We know that some children require extra time and space to reach a comfort level conducive to learning.

The Red Barn includes children of all physical, social, emotional, and intellectual abilities.

The administrators believe that continuity is important to children and adults. As a result, our standards for early education have remained consistent for over four decades.

DISCIPLINE POLICIES

The discipline policy will be reviewed and discussed at the initial orientation meeting and is valid for the term of your child's enrollment at Red Barn. This includes preschool and pre-kindergarten programs as well as summer program.

Our foundation rules of behavior are "Be Safe" and "Be Kind".

- Our teachers will express respect, acceptance, and comfort for all children regardless of the child's behavior.
- We recognize that the goal of discipline is to teach a child self-control.
- We offer guidance to the children by setting clear, consistent, fair limits for classroom behavior.
- We will help older children learn to set their own limits.
- Our teachers help children learn self-control by guiding them in ways to resolve conflicts using words and negotiating.
- We will redirect children, when necessary, to more acceptable behavior or activities.
- We listen when children talk about their feelings and frustrations and help children learn to express these feelings in a positive manner.
- Teachers will recognize possible causes of a child's behavior and speak with the parents and the director about helping the child.
- Our teachers exhibit patience in helping children understand rules and the rationale for rules.
- Teachers will demonstrate coping skills and model behavior for children.
- We will not humiliate, ridicule, cause fear, physically punish, neglect, or abuse any child.

ARRIVAL AND DISMISSAL TIMES

Early care is available every day from 7:30- 9:00 for preschoolers and until the Joel school bus arrives typically around 8:15. All early care drop off is to the Gray Barn. Please park in the Gray Barn parking lot adjacent to the building.

We offer after care from 3:00- 5:30 in the Gray Barn every day. Pick up is from the playground during fair weather. In foul weather or in the winter when it gets dark early, pick up from the Gray Barn. You may park in the roundabout adjacent to the garage to pick up from the playground or in the Gray Barn parking lot.

We do offer after care for Joel school half days as well. Please inform the Director if you need care on these days.

AUTHORIZATION FORM AND TRANSPORTATION

Red Barn staff must have written authorization concerning who may transport a child and who may be called upon to remove a child in an emergency situation if the parent is unable to be contacted. The authorization form is provided in the included parent packet.

Transportation is the responsibility of the parents. Please inform the teacher who will be picking up your child if there is a change to their regular schedule. We cannot turn a child over to anyone other than a parent unless the parent has authorized that person to care for his/her child. Included on the authorization form is a space where you can indicate the names of persons authorized to transport your child. If this should change during the year, please notify us in writing. We will ask for identification to verify that only the appropriately authorized person picks up your child.

On arrival

Your child must be escorted into the Gray Barn and turned over to a teacher by you or the driver of your car pool. You must be sure to record the time of arrival and your signature by your child's name on the "Sign In/Out" sheet. In 2016 we will be transitioning to an electronic sign in process which will require you to input a personal code into a tablet located in the classroom. This will replace the paper sign in sheets. More information will be provided when this change occurs.

On departure

Please observe the following procedure:

1. Check the bulletin board or door for announcements.
2. Collect child's artwork and other items to go home.
3. When leaving you must record the time of departure and sign by your child's name or use the tablet option as described above.
4. At that time, you assume responsibility for your child.
5. **AT NO TIME SHOULD A CHILD BE UNSUPERVISED IN THE PARKING AREAS, ON THE LAWN AREAS OR ON THE PLAYGROUND. Please do not allow your child to climb the trees or play on the stone walls or fences.**

LEGAL ASPECTS OF DISMISSAL

Car Seats:

It is the legal responsibility of the parent to see that all children are securely fastened in appropriate car seats. If the teacher in charge observes a child not properly fastened in a car seat, we will report the parent to the Clinton Police Department.

Adults under the influence of Drugs or Alcohol:

If the teacher in charge of releasing your child feels the adult picking up is impaired in any manner, the teacher will call other authorized adults to come. If the refused adult is aggressive or threatening, 911 will be called.

Custodial Parents:

Certified court orders, not parent notes or lawyer written letters, determine if only one parent is allowed to enroll a child or pick-up a child. The Red Barn will not accept responsibility of determining which parent has rights to the child. If there are questions and no court orders exist, the director will have both parents sign written agreements should any problems arise. Again, the teachers have the responsibility to call 911 if there are any disturbances or threats.

HEALTH AND MEDICATION FORMS

An examination by a physician is required by state regulation before a child may attend early education program, including extended care; immunization against diphtheria, pertussis (whooping cough), tetanus, measles, mumps, rubella (German Measles), polio, Hib, Hepatitis B, Chicken Pox, and Pneumococcal conjugate are also required. A **flu immunization** must be given to children between September and December and documentation must be brought to Red Barn. If you refuse immunizations for your child the proper form will be provided by the director. This form must be completed by the parent, health provider and be notarized by a public notary. The provided form and fully completed health form and a complete list of immunizations must be completed by the doctor and returned to us by the start of program. It is necessary to have this form updated every 12 months when the child has his/her annual physical examination. A new health form for this update will be provided. A child whose health form is not updated will be excluded from attending due to State Department of Health regulations.

Individual Health Plans

Individual health plans will be reviewed by the nurse consultant and must be on file for any child who has a health problem indicated on their health form. These would be for children who have food allergies or asthma and who have any chronic disease or medical condition. The necessary forms will be provided by Red Barn to ensure that the proper paperwork is in order. If your child has a condition listed on their health form that does not require medication at school, we require that your pediatrician provide us a document that states that no medication is required at school. All authorization forms have to list "child care center" at the top in order to be in compliance with state regulations.

Medication Policy

Whenever possible, medication should be given at home by the parents. When this is not possible, the director or a teacher trained in medication administration will dispense the medicine. Children may not transport medication in their school bags. This includes prescription medication, over the counter medicines, sunscreen, insect repellent, hand sanitizer, topical ointments and lotions and lip balm. We will administer oral medication; topical medication; inhalant medicine; and injectable medication, by a regulated injection system, to a child with a medically diagnosed condition who may require emergency treatment with the proper medication administration paperwork on file. Before any prescription or non-prescription medication is given, the following steps must be adhered to:

1. Except when approved by the director, the first 24 hours' worth of medication must be given at home.
2. A detailed authorization sheet must be completed by the doctor prescribing the medication and by the parent. Forms may be obtained from the director.
3. The medication must be in its original pharmacy packaging with the child's name on the original pharmacy label. The date must be current.
4. Medication must be given to the director or the teacher designated by the director.
5. A written record will be kept of medications given while the child is at Red Barn.

ILLNESS POLICY

If your child is not well, please keep your child at home – don't be generous with their germs! Below is a list of reasons when you should keep your child at home.

- fever of over 100 (oral or temporal; should be below 100 for 24 hours without the aid of medication)
- the child has started a new medication less than 24 hours before the start of their school day
- the child has had a fever over 99.9 within 24 hours of the start of their school day
- unusual fatigue, paleness, lack of appetite, confusion or irritability
- unexplained rash
- suspect he/she may be contagious
- repeated diarrhea, vomiting
- thick mucus or pus draining from the eye or nose or ear
- coughing so that it is difficult to breath and talk
- sore throat, especially if combined with fever or swollen glands
- any head injury requiring careful observation

Please notify us so we are aware of why he/she is at home. Should your child be sick in school, we will call the parent or listed care provider to take him/her home. All children in attendance must be well enough to play outside with the group. We strictly abide by our illness policy for the well-being of the teachers and the other children. A pediatric nurse consultant is available for parent questions or concerns.

HEAD LICE POLICY

If we find a child has nits, head lice, or the appearance of either, the child will be removed from the classroom to the Yellow House and a parent or approved contact person will be notified that the child will need to be removed from Red Barn Children's Center. The infected child may return to the program when they are completely free of nits and lice. If the child returns and we suspect the child is not completely nit and lice free we will repeat the above procedure.

As a precaution, we will inspect the other children who have been in contact with the infected child and notify all parents in writing or via email that there has been a reported case of lice in the program. The information provided explains what to look for when checking your own child and treatment options. The director or the pediatric nurse consultant will be available to answer any questions you may have.

SNACKS

Snacks will be served as soon as the children arrive off the bus. Children coming from the Red Barn program will receive snack as they arrive shortly after 3:15. Snacks typically include: crackers, cheese, graham crackers, apple sauce, or fresh fruit. Occasionally, the children will make: waffles, scrambled eggs, vegetable muffins, or some other cooked snack. Each child will be given water first followed by juice or milk if wanted. You are welcome to pack your child a snack from home that they will be served at snack time. Please discuss with the director if you have any questions about our snack time routine.

HOLIDAYS

We follow the Clinton Public Schools calendar for holidays and are not open on those days. We are also closed for before and after care on December 23rd.

PARENT CONTACT WITH TEACHERS AND DIRECTOR

Should you have information to share with us during the year about a situation or some interactions your child is having while at Red Barn, please try to do so when your child cannot hear the conversation; we prefer a phone call, an email to the director (jguelke@redbarncc.com) or a written note. We would ask that you not call teachers at home or contact them outside of Red Barn.

SOCIAL MEDIA AND CELL PHONE POLICY

We ask that you refrain from utilizing your cell phone while on campus, including in the classroom and especially in the parking lot while parking or leaving campus. Please respect the privacy of all by abstaining from taking photos of any children besides your own while in any area of Red Barn unless you have permission from the other child's parent. We ask that you do not use any photos taken at Red Barn of any children besides your own on any social media platforms.

Red Barn does maintain a closed group Facebook page. The director and president of Red Barn are the sole administrators of this page and therefore all permissions to join the group and all photos and information posted there are privy to their approval.

Red Barn does utilize the use of photos of our students participating in daily activities and special events who have a signed photo release granting us permission. Photos may be used on www.redbarncc.com, the Red Barn's Facebook page or in other publications associated with the school; to include but not limited to newspapers, trade publications, magazines or other advertisements.

ABUSE AND NEGLECT

We are required by law to report any suspected physical, sexual or emotional abuse or neglect to the Department of Children and Families. The Careline number is 1-800-842-2288.

CT REGULATIONS AND CHILD CARE LICENSING

Red Barn Children's Center is a licensed child care center for children ages 2-10 years old. Regulations require that certain information be shared with parents. You will find posted in each area, our licensing information, the fire marshal's certificate, and the certificate of building occupancy. The most recent licensing inspection report is available for review for 30 days after a visit. CT Office of Early Childhood's website is www.ct.gov/oec.

COMPLAINT PROCEDURE

Should parents have concerns about the functioning of the Red Barn Children's Center, they are asked to follow this process:

1. Speak with the classroom teachers – perhaps they can clarify the situation.
2. Ask for a conference with the Director. If no satisfaction is gained from the above,
3. Phone the State Department of Health at 1-800-282-6063 and file a complaint.

EMERGENCY PREPAREDNESS PLANS

POWER OUTAGE:

1. The director and/or president reserve the right to cancel school due to power outage that causes inability to adhere to the public health code.

ACCIDENTS CAUSING SERIOUS INJURY:

1. Teachers shall offer comfort, first aid, emergency medical treatment, as needed.
2. If needed, call 911 for an ambulance and emergency medical; transport to Yale New Haven Children's Hospital or Yale New Haven Shoreline Medical Center in Guilford.
3. Notify the director or person designated to be in charge, who would call the parents or designated emergency person.

4. Depending on the severity of the injury, parents or designees would pick up the child from Red Barn and seek medical attention, or meet the ambulance at the hospital or clinic.

FIRE:

1. Immediately evacuate the building.
2. Meet at the designated spot (Maple Tree in front of Big Barn)
One teacher take attendance, one teacher call 911.
3. Notify the director or person in charge; the children would be moved to safe areas and parents would be called.

WEATHER:

1. During forecasts for severe conditions such as tornadoes, hurricanes, thunderstorms, etc., teachers are expected to keep children in the classroom areas, seated quietly away from windows and doors; unless otherwise directed by the persons in charge.
2. With early warnings about storms, school would be cancelled or dismissed early by notifying parents (see inclement weather information).

EVACUATION PLANS:

1. Should we need to leave the premises, we would go to the town hall. The directors or head teachers would decide on arrangements, possibly in teacher cars. All emergency contact information would be taken with the children and teachers.
2. Should we need to leave only one of our four buildings, we could evacuate to another building on the premises.

National Disaster: Decisions would be made by those in charge.

Staff in charge: Director, President and/or head teachers.

Notification of Parents: would be by phone.

Transportation of Children: would depend on severity of situation.

INCLEMENT WEATHER GUIDE

We follow Clinton Public School's schedule. If school will be closed due to weather, we will contact you by your preferred method listed on your Photo Release and Contact Information page and we will send an email. If there is a delay in Clinton (regardless of 1 hour or 2 hour delay), we will open for children enrolled in early care at 9:00 am. We will open at 10 a.m. start for children attending program beginning at 9:00 a.m. If there is an early dismissal due to weather, we will close at noon.

Outside play at Red Barn does not occur if the temperature is below 18 degrees and it is windy. Please dress your child as though we will be going outside every day. We do not play outside during heavy rains but we do play outside in light drizzle, snow and fog.

PROGRAM COST

Early care is offered 7:30 a.m. to 9 a.m. After care is offered in between 3 p.m. to 5:30 p.m. Before and after care is offered to school age children through the last day of school at Clinton Public School. The enclosed credit card authorization form is required to be on file to participate in the program.

Cost: Early and after care will be billed on an “as used” basis monthly at a rate of \$7.00 / hr per child. You are only billed for the minutes used. We will automatically deduct payment from your preferred and provided account 7 days *after* the invoice has been sent for the month in which extended care was used. Other forms of payment received before this period will be accepted if preferred. There is a \$1.00 per minute, per child fee for every minute used after 5:30.

Sign in / Out: Failure to sign your child in or out may result in a maximum time charge for the given care period. Morning care maximum time is 90 minutes for preschoolers in the Red Barn program and 60 minutes for those traveling to Joel School. After care maximum time is 150 minutes for Red Barn students and 120 minutes for Joel school children. Half days carry a maximum of 300 minutes per child for Joel School children. **Please remember to sign your child in and out!**