



Loveworks

CHILD CARE CENTERS

PARENT HANDBOOK

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Telephone and Fax Numbers and Addresses

Main Office for All Programs

4066 Shelburne Road Building D, Shelburne, VT 05482

Telephone

802-985-2153

Enrollment and Tuition Questions

802-951-1827

FAX Number

802-242-0149

Mailing Address for All Programs

PO Box 339 Shelburne, Vermont 05482

Loveworks Child Care Center Locations

Essex

802-879-2021

25 Pinecrest Drive, Essex, VT 05452

Milton

802-893-1942

18 Industrial Ave, Milton, VT 05468

Montpelier

802-223-3954

24 Mountain View Drive, Montpelier, VT 05602

South Burlington - Shelburne Road

802-859-0044

1820 Shelburne Road, South Burlington VT 05403

South Burlington - Williston Road

802-865-3277

600 Williston Road, South Burlington, VT 05403

To learn more about all of our programs:

Web Sites:

Heartworks Preschools:

www.heartworksvt.com

STEAMworks Preschool:

www.steamworksvt.com

Loveworks Child Care Centers:

www.loveworksvt.com

Renaissance Elementary School:

www.renaissancevt.com

Endeavour Middle School:

www.endeavourvt.com

Facebook:

Heartworks Preschools

STEAMworks Preschool

Loveworks Child Care Centers

Renaissance Elementary School

Endeavour Middle School



History

Heartworks School was founded in 1988 by Louise H. Piché as a private, nondenominational, home-based preschool in Shelburne, Vermont. It moved to its current location in Shelburne – Building B (in June 2011). Additional schools opened in Williston (in 2002); Burlington (in 2004); Stowe (in 2014); and Shelburne – Building C (in 2014); STEAMworks in Essex (June 2017) and an expansion to the Williston building to add five infant/young toddler classrooms (September 2017).

As the Heartworks community in Shelburne grew larger, the need for an elementary school became clear. In 1994 Renaissance Elementary School took its first steps away from Heartworks Preschool and established itself as an independent school. Renaissance School combines a warm supportive and respectful environment with a very strong inquiry-based academic program. Beginning in the Fall of 2014, Renaissance has classes for Kindergarten through Fifth Grades.

As the elementary school continued to grow, Renaissance expanded in 2014 into a Middle School called Endeavour Middle School for students in Sixth, Seventh, and Eighth Grades and continues with the Renaissance tradition of offering a very strong academic program, in preparation for High School, while also applying the learning through meaningful, inquiry-based projects and in a respectful environment.

In 2016 a new branch of the HRE organization was created to provide outstanding care and learning to families looking for full time, year-round child care. This branch is called Loveworks which will exceed current standards in a typical child care center from the education of the teachers, materials provided, cleanliness, and ambiance of the center and grounds. There will be monthly learning and monthly character development themes as well as an emphasis on combining learning with our natural environment. The first child care center began in January 2017 in Montpelier and affiliated with National Life as a first option of care for those employees' children as well as for any family to enroll their child. Additional Loveworks locations include Essex, Milton and S. Burlington were added in July 2017.

In June 2017 STEAMworks was created to provide the same outstanding preschool experience as Heartworks with an enrichment and learning STEAM focus – Science, Technology, Engineering, Arts, Math - along with the same outstanding focus in Heartworks for social, emotional, academic and life skills.

What's in a Name?

The name of **Heartworks** was chosen to reflect the heartfulness of working with young children. With an open heart, we approach the young child with the tenderness reserved for the petal of a flower. We hope to enrich the child with trust and faith in the goodness of humanity, reinforcing the experience of home, family, teachers and peers. Knowing that one is loved and cared for encourages the young child to try and try again, to experiment, to question, to move forward—with hesitation perhaps—and finally putting one foot in front of the other with courage and confidence, the child finds the way to success and achievement. All the while, friends and peers are there to bring support and an open heart.

The name **STEAMworks** was selected as a branch of Heartworks with emphasis being placed on science, technology, engineering, arts and math. The school will have the same philosophy and methodology of Heartworks and provide more hands-on inquiry learning through STEAM activities

along with traditional language arts and the other outstanding components now at Heartworks.

The name **Loveworks** was selected to highlight the love that is provided when working with young children and the emphasis on wanting all children to feel love in their heart and share that love with others. This will be emphasized daily and through our character development of learning about kindness, friendliness, respect, compassion, cooperation, manners and care of and for each other including all living elements in nature as well as care of property. Children will know they are loved and that love will shine from their hearts.

The teachers and staff work together with parents to establish the foundation of love and security for children. Thus the names with “works” in them - for works of the Heart or works of Love, were selected to reflect our work in helping to build a secure foundation beneath the feet of the emerging confident being. This foundation continues at all of our school levels.

The name **Renaissance** for the elementary school was chosen to signify the second birth of a child, from early childhood into the age of academic interest. Additionally, the name calls to mind the Renaissance era, a period of great enlightenment and discovery marked by a new creative energy in the arts and sciences. Just as Renaissance era scholars sought to be well-rounded, Renaissance School students will study the traditional academics of mathematics, science, history, and language arts, while also experiencing community service, life skills, literature, public speaking, two foreign languages – both French and Spanish - starting in Kindergarten, physical education, art, drama, health, music, and computers in the upper grades as an integral part of the world in which we live. Students also participate in values-based discussions (respect, kindness, courage, empathy, compassion, etc.).

The name **Endeavour** for the middle school has a rich and important history. In 1768, Britain’s Royal Navy and The Royal Society of London for Improving Natural Knowledge conceived a three year scientific expedition to the Pacific on a ship named *Endeavour*. *Endeavour*’s captain was one of the world’s most renowned and capable 18th century British naval officers – Captain James Cook – who was known for expertise in mathematics and cartography. So enduring, historic and important was the *Endeavour*’s voyage, that when it came time to replace the Space Shuttle orbiter *Challenger*, for the first time a national competition involving students in elementary and secondary schools took place to name the new orbiter. In May 1989, President George Bush announced the winning name, *Endeavour*. It was named after the numerous achievements made by James Cook on the *Endeavour* expedition.

Loveworks Child Care Mission

Loveworks Child Care Center is a work of love. We provide a safe, nurturing, and creative environment where children thrive as they grow socially, physically, emotionally and academically.

GUIDING PRINCIPLES OF THE MISSION

- We believe that spending time in nature during play time and outdoor learning time helps develop physical skills and life skills, and fosters interconnectedness with the Earth and all living things.
 - We believe that mindfulness, manners, kindness, and respect are essential in our community and help create a positive environment for learning and growing.
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- We believe that encouraging a growth mindset helps children to develop grit, motivation, and a love of learning.
- We believe that children thrive when they feel loved and supported in their growth with kind, consistent boundaries.
- We believe that children are innately curious, and we strive to nurture their curiosity and natural love of learning by providing a developmentally appropriate learning curriculum.

Loveworks Child Care Philosophy

Loveworks provides a warm and enriching environment for childhood play and learning. We see children as skilled and wise little beings who want to discover, learn, develop and express their special wisdom. Our work is in helping children to experience life by nurturing their natural curiosity, creative energy and compassionate nature and to gain confidence in their social interactions, intellectual discoveries, emotional well-being and physical and life skills development.

We strive to:

- Assist children to recognize their personal giftedness and create a sense of self-worth.
- Create a sense of interconnectedness with all living beings and an emphasis on learning to live in harmony with the Earth and our world community.
- Maintain a compassionate approach with children, teachers, parents and all members of the child care center community.
- Teach and model the development of strong character, morals and values through monthly character development themes.
- Provide a foundation for children to develop skills in all academic areas through monthly learning themes, including reading, writing, mathematics, science, social studies and the arts.
- Hire capable, experienced, certified teachers with degrees in Elementary or Early Education.
- Understand and value differentiated instruction which allows us to meet the particular needs of each child and his or her unique style of learning.
- Maintain small, same-age classes that are intimate in their daily rhythm.
- Offer individual, whole group and cooperative opportunities for learning.
- Provide an inspiring program to integrate art, drama, music, dance and physical arts.
- Commit to ethnic, racial, socioeconomic and spiritual diversity.
- Provide high quality materials and tools to enable all aspects of child development.
- Model excitement for learning and spark each child's interest in learning.
- Help each child to be successful in all aspects of their development and growth.

Loveworks Program Summary

Loveworks offers year-round programs for children six weeks old through Pre-kindergarten. All classes offer excellent loving care along with activities to enhance fine and gross motor skills, language development, learning through discovery, social and emotional skills and plenty of explore and outside time. The almost-two year old classes and up are organized around monthly themes with age-appropriate discussions and enrichment activities. Children in the Pre-kindergarten classes are engaged in Kindergarten readiness skills necessary for entering Kindergarten including pre-reading,



writing, and math skills as well as social and emotional readiness which is the foundation for success in Kindergarten. Some locations have an Afterschool Program for children starting in Kindergarten.

In keeping with our philosophy, we believe it is important for children to explore outside every day. Loveworks Centers have an outdoor play space with a variety of swings, slides, climbing apparatus and green space. Some locations have access to many wonderful fields, parks and hiking trails.

Approaches to Learning

The Loveworks curriculum provides high quality materials and tools for the growth and development of each child with a focus on the creative arts, science, math, literacy, social studies, theme work, physical development and dramatic play based on age and developmental ability. The teachers understand, value, and implement differentiated instruction to meet the particular needs of each child at every stage of development and their unique style of learning. The teachers model excitement for learning, and spark each child's love of learning in order to help each child to be successful at each stage of development.

Social and Emotional Development:

We help to develop positive self-esteem and self-confidence in a non-competitive atmosphere. Our teachers strive to build a sense of caring and family within the classroom that extends into the entire center which results in courage to try new tasks and adventures as children develop from six weeks through five years old. Loveworks appreciates everyone's unique qualities without judgment and shows respect for all members of the child care community. We model values and virtues; positive character traits and morals are discussed and modeled for enhancing positive social skills. We strive to help raise happy, responsible, respectful citizens of the world.

Language, Literacy, and Communication:

Literacy skills are taught each day during circle time, second learning block for two year olds and older children, and during thematic work; skills include language development, vocabulary words; for children ages two and older, depending on their readiness, we also include introduction and practice of letter recognition, phonics, letter formation, word families, and rhyming words. Children under the age of two gain early language development skills through listening to their teachers read, sing, and verbally interact with them throughout the day. Each classroom's bookshelf is filled with quality children's literature that pertains to the children's interests and the monthly theme, as well as "easy reader" series in the Pre-kindergarten classrooms to promote independent reading. Teachers lead theme discussions with their children which introduce new vocabulary, and they also model meaningful conversations, using classical language. In the Pre-kindergarten classes, and earlier when appropriate, writing instruction is done in small group settings to introduce proper letter formation and writing activities are integrated into our curricular work. Writing materials are always available for the children two and older to explore with. Children have many opportunities for oral discussions and presentations to enhance their comfort in this skill.

Mathematics:

Our curriculum at Loveworks introduces and reinforces foundational skills in mathematics. For the very young children, teachers will model and demonstrate counting, sorting, etc. Older children learn counting and skip counting, number recognition, sequencing, pattern formation, simple addition and subtraction



using manipulatives, and to use one-to-one correspondence.

Science:

Science exploration taps into the innate curiosity that is present in all children, and it is incorporated into our monthly themes. Children have the opportunity to explore the world around them, and they are encouraged to ask questions and engage with the world in a scientific way.

Social Studies:

Children explore Social Studies through month long themes for the almost-two year olds and older classes. The children learn the importance of creating a sense of interconnectedness with all living beings and are encouraged to live in harmony with respect to the Earth and our world community, as well as accepting each other's unique perspective of cultures and traditions, etc. Teachers also incorporate other languages through the culture study of various countries as well as teaching basic and simple French and Spanish vocabulary.

Creative Expression:

Loveworks utilizes creative arts as a foundation for learning each day within all activities and projects. Age and developmentally appropriate activities can include music, song, drama and dance and are incorporated in all aspects of our rhythm by the classroom teacher. The children are provided instruction and techniques in various media and are encouraged to express themselves and enhance their age appropriate skills.

Physical Health and Development:

At Loveworks, children often use their body as a method of learning. The children are encouraged to build strong and healthy bodies through their physical development and the teachers assist the children at each stage of their development and provide age-appropriate activities – from stretching, sitting, crawling, and moving for the youngest children to yoga, cooperative games and hiking for the older children. Activities are designed to encourage the development of flexibility, dexterity and balance. The children's efforts are encouraged to help build confidence, self-esteem and a "can do" attitude.

Attendance

Each classroom teacher is responsible for recording each child's daily attendance. If your child will be out sick, on vacation, or be arriving substantially late to the center, please call to let us know. Thank you. If your child is not in by 9:00 and we have not heard from you, we will do our best to give you a call to check in with you to make sure everything is fine.

Babysitting and/or Being a Nanny

We prefer that you do not ask the teachers or any staff member to babysit or nanny for your child. We value highly the teaching profession and craft for all of our teachers and staff members in the organization and believe providing babysitting services to any family is in direct conflict of the teaching profession. We also believe this changes the relationship between teachers, parents and children from a professional one to a more personal nature.

Billing and Tuition Information

Tuition is due for all contracted days, even if a child is absent and during holidays or other times the

center is closed. No credit is given for sick days, emergency closings, holidays, or family vacations or days you choose to keep your child home or pick your child up early. Loveworks Child Care Centers remain committed to quality, values-based education. Like any other program, it has expenses and financial responsibilities that must be met on time.

Enrollment Deposit – Two-weeks tuition is due in the form of a non-refundable deposit when a child becomes enrolled in Loveworks and the parent(s) has signed and submitted an enrollment agreement contract to secure a space. This check should be mailed to Loveworks, PO Box 339, Shelburne VT 05482 prior to starting.

For specific information regarding tuition rates relative to your preferred classroom schedule for your child, please consult your Loveworks Director.

Tuition payments – We encourage all families to pay through ACH electronic funds transfer. Information about setting up ACH payments will be provided upon enrollment. If you need additional information or have questions about the process, please contact our Finance Department at 802-951-1826.

ACH Payments are processed on Fridays for the upcoming weeks tuition. Payments made by check or cash must be made by 5:00 PM on Friday for the upcoming week by placing your payment in the tuition box at each Loveworks Child Care Center. You may also use the “Pay Now” Feature on the invoice we email to you.

ACH or Pay Now payments are the preferred payment methods and for those submitting checks, there will be a \$5.00 payment charge per check.

Late payments – A \$25 late fee will be due for all late payments and/or returned checks and bounced back ACH payments. This will be applied to your billing statement.

Late pick-up fee: Loveworks Centers close at the following times:

Essex:	5:30pm
Milton:	6:00pm
Montpelier :	5:00pm
Shelburne Rd:	6:00pm
Williston Rd:	5:30pm

Please allow time to check in with your child’s teacher and gather your child’s belongings in order to leave by the posted closing time. Departing after the posted closing time will result in an additional late fee of \$10 for the first five minutes and then an additional dollar for every minute after that. This payment is made directly to the teachers who stayed past the time listed above for your center. The Loveworks Director will provide you with an invoice and also follow-through for the payment.

We require a two-week notice should you choose to withdraw from the program or request to reduce

your schedule, and tuition payments will be required during that two-week notice period. All unpaid tuition and late fees must be paid in full at the time of notice. Families who get behind in tuition and who are not making an effort to catch up or some form of payment plan will be asked to leave the program.

If you have any questions regarding billing or payments, please immediately contact our Finance Department at 802-951-1826.

Birthday Parties

You may provide a small special treat for your child's class in celebration of his or her birthday. Please be sure to discuss this option in advance with your child's teacher and also be considerate of children who may have food allergies in the class. We respectfully ask you to honor the following recommendations for birthday parties that occur after center hours.

- Please do not distribute birthday party invitations in the mailboxes or cubbies located in the center unless all of the children in your child's class are invited.
- Please keep in mind that it can be very painful for a child to discover that she or he is not invited to a birthday party, even if the two children do not seem to be close friends.
- While teachers also enjoy celebrating your child's birthday at *Loveworks*, it is best to not ask them to attend your child's home birthday party; if they attend one, it is only fair that they attend every child's party and this is very hard for them to fulfill for each child. Our goal is to not upset children if a teacher makes it to one party yet can't make it to another party.

Calendar for the Center

A school calendar will be provided at the time of enrollment. A calendar for the next calendar year will be provided in December. This will include days that the center is closed for holidays, professional development, and parent/teacher conferences.

Childhood Celebrations

We believe in creating many fond memories for children. One way we foster this is to celebrate many different holidays. We also believe that by having children exposed to various cultures, customs and traditions, they will learn to accept and be open to everyone's differences in the process of creating world citizens. Here is the list of various celebrations that children are exposed to:

- **Halloween** – children are invited to wear home-made costumes or simple store bought ones (non-violent/non-super hero or not other costumes that promote fighting); each center will have a parade or other activity that parents are invited to attend; many centers also incorporate a skit performed by the teachers; fun craft activities around this holiday also take place.
- **Thanksgiving** – some centers may invite family members, or classes will join together, for a meal.
- **Hanukkah, Christmas, Kwanzaa, St. Lucia, St. Nicholas, Las Posadas** – the focus is on the purpose of each holiday as learning about diversity and celebration of light.
- **Valentine's Day** – children are invited to bring in a homemade Valentine's Day card for each child in their class; craft and other fun activities take place around the theme of friendship and love; please do not send any candy with your child to share with classmates or put candy in your child's lunch box as a treat.



- **St. Patrick's Day** – children older than one will create pretend traps out of blocks and materials within their classrooms to see if they can catch a Leprechaun; during the evening hours much mischief takes place in the entire center for when the children arrive in the morning. Parents in the Heartworks Preschools have said this is one of their favorite traditions.
- **Earth Day** - discussions focus around taking care of and respecting our environment; some centers may do a community service project
- **May Day** - in celebration of spring, the center will have a May Day celebration
- **Independence Day** - to celebrate the United States independence

Children Observations

Children are observed at all times with respect to gaining more about their learning style, interests, abilities, etc. Formal evaluation based on specific criteria and benchmarks are provided three times a year – February, May, and November. The evaluation consist of a written narrative and/or a check-list based on the development and interests connected with the child's social, emotional, intellectual, and physical/life skills development for their age.

Children Records

Prior to attending our programs, each family must complete the enrollment process including completing or submitting the documentation listed below. Parents have access to their own child's records at the center. All records and student information is kept confidential.

- Application, deposit and enrollment agreement
- Medical History form – updated annually and includes any allergies, medical needs, etc.
- Copy of immunization records – updated copy with each new immunization
- Copy of annual health physical or confirmation notice from the Doctor of the date of last physical.
- Consent and Emergency Contact form – including doctor and dentist (if applicable) names and phone number, names and telephone numbers of adults to contact in case of emergency and the parent can't be reached – updated annually. This form also contains permission – such as transportation for medical reasons, attending field trips, sunscreen, diaper cream, including name and address information in a center directory, permission to take pictures of your child for Facebook and school advertising, etc.
- We also have a parent information/goal survey to fill out about your child and a Culture Survey which is optional.

Clothing

Children appreciate being dressed in clothing that is clean, comfortable and easy to launder. We discourage children from wearing their best clothes every day as some art projects or outdoor activities can be messy. We cannot guarantee clothing will stay clean. Please provide your child with at least two full sets of clothes that can be left at the center – including socks. These clothes can be placed in one or two gallon size zip-lock bags or small container that will fit in your child's cubby or storage area. Each center will provide you with information about what works best for that center. Thank you.

In keeping with our belief in peacefulness and calmness and to minimize distractions, we kindly ask that you refrain from sending your child in clothing that includes any pictures or images associated with superheroes or any characters that involve fighting or weapons including lightsabers. Since we promote peacefulness in the program which includes resolving conflict through talking vs any aggressiveness, we



prefer that children not wear clothing of characters or names that represent solving through physical conflict. It is always fine for children to wear small characters that represent joy, happiness, princesses, kings, queens, mermaids, occupations, classical storybooks, etc. We also believe that children should not wear hats or hoods indoors. Thank you for helping to follow these guidelines.

Please provide your child with a pair of inside shoes for children who are walking that stay at the center to be worn in the classroom. It can be a pair of easy to slip on sneakers or shoes with a solid sole. This practice promotes a home-like atmosphere and helps to keep the classrooms clean. We also encourage sturdy shoes appropriate for outdoor activities. Please avoid clogs and flip-flops at the center. It is very important that the children are wearing inside shoes (socks for non-walking children) at all times in case there is an emergency, and we need to immediately evacuate the building. We also have monthly evacuation drills and children will exit to the outside without time to put on shoes.

Except for extreme weather conditions including rain, we do our best to go outside every morning for at least 45 minutes as well as every afternoon – children who do not take naps will have the opportunity to be outside twice in the afternoon, when it is light out. Babies take stroller rides when the walkway is clear and temperature permits. Please be sure that your child has appropriate clothing, especially appropriate closed-toed shoes for those who will be playing outside; please also provide snow or mud boots, waterproof mittens (two pairs for those not taking a nap), a hat, a warm jacket (or a raincoat for warm, drizzly weather) and snow pants or a snowsuit. Thank you.

Please label all clothing items with a permanent marker including hats, mittens, snow pants, boots, etc., since many of these items look alike. Some items can become misplaced, and a labeled item finds its way home much faster. We cannot be responsible for lost or misplaced items. Each child will have a place to hang or store their belongings.

Communication between Home and Center

It is important that there is always an open line of communication between home and each Loveworks Child Care Center. We will do our best to keep you updated on your child's progress. If you have any questions, comments or concerns, please speak with your child's teacher or leave a note in the communication book located in the classroom asking the teacher to please give you a telephone call. The teacher will be happy to set up a time to meet with you to discuss your child's progress. Please do not engage in conversations or questions relating to your child's social/emotional, behavioral or learning abilities in the classroom or outside during the arrival and departure times and especially not in front of the child. These questions can be answered during a brief meeting so the teacher can fully be engaged in the conversation, without other distractions from children and other parents, and especially based on confidentiality policies with others being around to overhear.

The teachers write monthly newsletters for the parents in their class to highlight some activities from the previous month as well as upcoming theme-related learning. The Program Director will provide at least a monthly newsletter that helps to keep parents up-to-date on events, celebrations, and achievements. The center also maintains a website and a Facebook page where articles and pictures of learning and other events are posted for all Loveworks locations.



For families using other languages, if you need to have something translated or would like to have another adult present during conferences and/or any other times of communicating with the Program Director or teachers, please let us know. We have many parents in the community who also speak another language and would be happy to assist.

Communication Board

Each classroom has a communication board where teachers post important notices of upcoming events, sign-up sheet for holiday or other events, etc. Daily agendas are also posted on these boards. Please take a moment to read the agendas and board each day. The daily agenda will assist you for having open conversations with your child as to what they did that day and/or allow you to know the learning blocks and focus for the day.

Communication within the Center

Questions pertaining to social/emotional and learning activities within the classroom should always be first addressed to the classroom teacher. If there are still questions or concerns, please speak with the Program Director who will follow-up with the question or concern. Questions pertaining to events, philosophy, and staff members should be directed to the Program Director.

We work hard at keeping our lines of communication open as well as making sure that questions and/or comments are addressed to the appropriate person in order to prevent talking about others, especially talking about teachers to other teachers or staff members, which can lead to sharing of information or concerns with the incorrect person.

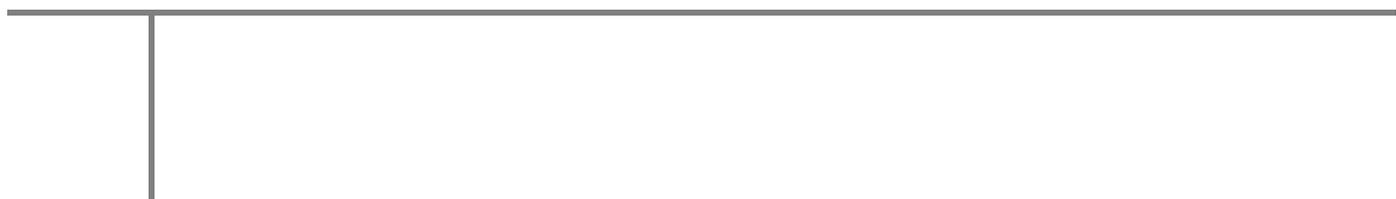
As the teachers model and treat the children with kindness, calmness and respect in their conversations and interactions, we request that the parents use the same care and consideration with talking with teachers and the Program Director. Thank you.

Community and Center-wide Events

We foster a strong community among parents, teachers, and children. We have many events throughout the year which helps to create a family-community. We encourage all families to participate and to feel welcomed in creating this wonderful community. In addition to some of the events listed under Community Service, we celebrate and welcome parent participation at our Holiday Celebrations – Halloween, Christmas, Hanukkah, Valentine’s Day, St. Patrick’s Day, Earth Day, May Day, Fourth of July, center-wide plays, Art Show, fundraising events, Graduation Ceremony, and more. If you have an idea for additional community events, please let the Program Director know. Thank you.

Community Service

We wish to play an active role in our local community. Directors and teachers at all Loveworks Child Care Centers are encouraged to participate in community service. Some examples include: visiting or making items for elderly housing organizations, collecting toys and books for a local hospital, collecting for local charities as well as for parents in need and more. Parents assist in organizing many of our community service opportunities. If you know of an organization which would be a great partner to work with as part of our community service, please let the Loveworks Director know. Thank you.



Confidentiality

All student and family information is kept confidential. Student files are kept in a locked file drawer and conversations with teachers and Directors are considered to be confidential unless otherwise discussed with the family. Please do not inquire with a teacher about the social/emotional or learning behaviors of children other than your own children. All conversations about a child are to take place away from other families and children. Thank you.

Daily Notes

Daily notes will be provided by the classroom teacher for all younger ages. Depending on the age, these can include from infant feeding amounts to diaper changing times to learning block information and highlights from the day. If a parent in the preschool does not see their child's teacher at pick up time for the day where they can verbally share news, a daily note will be provided.

Diapers and Wipes

If your child uses diapers or pull-ups, please provide a small supply of diapers and wipes. The teacher will keep you informed when the supply needs to be replaced. Please label the container/bag for diapers and wipes with your child's name. If you use cloth diapers, please provide a sealed container for the soiled diapers and plan to take the container home each day.

Discipline

From our experience in our Heartworks Schools, we typically have little occasion for discipline. Some of the reasons for this include a clear rhythm to the day with clear expectations during all transitions, professional teaching staff and providing training to them on classroom management, engaging with the children, and a peaceful and respectful approach to children that provides many successful choices. The teachers watch closely and assist all children in developing their social skills for being with each other, and learning acceptable social behavior. We believe in positive guidance by saying to a child of what they may do and not about their wrong behavior – for example, we will say “You may walk” and not say, “Don't run” or “You may pick up the book” vs “Don't toss the book” or “You may gently place the toy in the basket/container” vs “Don't throw that into the container.” Children are more open to following positive directions than negative ones. We encourage parents to try this at home.

If a child is having difficulty and can verbalize, we listen to the child to help redirect the inappropriate behavior and, if necessary, ask another staff member to be with the child away from the classroom – perhaps for a walk to an open space or outside to have a moment to calm down. At all times we help children to save face with their peers, welcome them back into the activity and acknowledge that the problem is with the behavior, not with the child as a person. In most cases, the teacher can redirect the behavior from happening again with close observations.

It should be noted, however, that if a child displays continuous inappropriate daily behavior that cannot be re-directed or quickly changed with no signs of improvement within the first few weeks of enrollment or at any point when the behavior starts to occur, we will request a meeting with the parents to work on solutions for changing the behavior at the child care center, and possibly at home. We



believe that we work as a team in order to help the child be successful. Parents can help by also sharing what might be the areas that upset their child and areas of interest – behaviors change when tired or hungry, wanting to play alone for a while, being a helper, enjoying playing with trains or sensory items, etc. If the behavior doesn't improve and/or is of an aggressive nature especially to other children or teachers, we may need to ask that the child withdraw from the program. We do our best to support the child and continuously work for the child's success. We also encourage parents to be non-aggressive at home – including not raising a voice to a child in frustration. For most children this will take about six weeks of working with the child and watching continuously for improvements along the way in order to teach the “right responses” when in a social setting – especially if the child has been exhibiting the behaviors at home or another center for a while. The teachers will work to catch inappropriate behavior before it occurs by knowing the child. The appropriate course of action is at the discretion of the Program Director based on knowing the children, talking with the teachers, talking with parents, trying different ways to make the changes in a loving and caring way and seeing improvements along the way; one method or one set of procedures will not work for each child based on the circumstance. In creating a plan for each child, it is also factored in to think of the age of the child and what they have or have not yet learned about social situations as well as understanding the concept of personal space and understanding each child's points of frustration.

Morning Arrival

Morning arrival begins at each center as shown below.

Essex:	7:00am
Milton:	6:30am
Montpelier:	7:30am
Shelburne Rd:	7:00am
Williston Rd:	7:00am

Emailing/Texting

While we prefer direct person-to-person communication with our families, we understand the need to send short messages or questions to the Program Director, who can also pass any pertinent information to the teacher. Please do not ask teachers for their personal email addresses or communicate via email with teachers. We want teachers to preserve their free time and not spend time responding to emails before or after work hours. We also promote direct verbal communication between the families and teachers, as we recognize that sometimes email messages can be misunderstood or come across in a negative way. We also ask the teachers and directors not to send or respond to text messages. Thank you for following this policy.

Emergency Contact and Pick-up Protocol

In the event of an emergency, the Program Director will coordinate with our Main Office for sending out an email and the primary contract number will be contacted (or secondary number if we cannot reach the primary contact) that we have on record for your child, and apprise you of the situation. In the event of an emergency, please do not call the center directly. Instead please read information on our webpage/Facebook and/or following the directions in the email. If children have been evacuated to a safe location, you will be notified where and when to pick-up your child. Children will only be released



to parents or guardians or an authorized adult.

If children are to be dismissed early due to an emergency or inclement weather, you will be notified of the time of the dismissal.

We also recommend that you designate one family member as the pick-up parent in an effort to not cause unnecessary traffic congestion resulting from multiple adults attempting to pick up a child.

Enrichment Time

Each day, children will have the opportunity to participate in an enrichment activity and/or developmental activity. Enrichment will cover one of the areas from the list below. A few examples are listed with each category to provide you with an idea of each component. The teachers will rotate through the list based on the developmental ability of the children in the class. Our mission and philosophy is to nourish the gifts that lie within each child at each step of their development and provide many opportunities for enhancing their life skills.

Enrichment Activities

Enrichment activities will vary by location and for each age group and may include the following:

- **Art:** clay, collage, watercolors, finger painting, sensory play, using a variety of painting mediums
- **Physical Education:** obstacle course, climbing, running, kicking, martial arts, yoga, demonstrating concepts, relay games; for the little ones this would include a lot of gross motor development activities – tummy time, sitting up, crawling, climbing, walking, etc.
- **Handiwork:** sewing, braiding, quilting, making small pillows, woodwork, taking electronics apart, folding cloths, wire sculptures, beading
- **Baking:** pies, muffins, breads, applesauce, salads, turnovers, pancakes
- **Music and Movement:** singing, dancing, using instruments
- **Drama/Puppetry:** creating stories/shows to act; reading a story and then acting it out
- **Science/Nature:** planting, science experiments, nature discoveries, walks in nature trails, field trips, inventions, matter and energy, simple machines, light, electricity, life cycles
- **Literacy and Math:** Pre-kindergarten children will also have formal writing workshops with writing journals, learning word families and some sight words, and hands-on math activities. All classes integrate literacy, math and social studies throughout the daily program.

Enrollment

Once enrolled in the program, you will have preference for retaining that space through Pre-kindergarten age – through August before going to Kindergarten in September. Please see billing section for information about withdrawing from the program and staying current on tuition payments prior to entering Kindergarten.

Entrance Doors

Each center has one or two main entrance doors. Please always enter and exit through the designated doors and not the emergency exit doors. Thank you.



The doors will typically be unlocked at the scheduled opening times and ½ hour before the scheduled closing time. The Loveworks Director may make slight changes based on the typical arrival time of most parents and having someone at the front door when the doors are unlocked. If you arrive during a time when the doors are locked, please ring the doorbell that is located next to the door. You can also call the center telephone and someone will assist you.

Evacuation Drills

Monthly drills are conducted to assure that all children and staff are well prepared in case of an emergency. All children are expected to participate in these monthly drills. Every month the center participates in an evacuation drill as well as a secure the building drill every other month.

In the case of an actual emergency, the Program Director will be in touch with the Main Office who will be in touch with the families in that center, especially when the class is moved to another secure location so parents are aware where to pick-up their child.

A copy of the Emergency Response Plan is available from the Program Director.

Extra, Extended Care and Tuition Assistance

If appropriate for your center - families who receive Tuition Assistance or Subsidy, will be expected to pay for any extra time used (Early and/or Extended Day or the occasional afternoon) unless advance arrangements have been made.

Faculty

The teachers who are newly hired by Loveworks and Program Directors hold Bachelor Degrees in Elementary or Early Childhood Education or have comparable educational training and experience; other lead teachers are working towards meeting the state requirements for being a Teacher. Assistant Teachers may have the same or a CDA certificate or have completed a Fundamentals of Early Education Class. Throughout the year, teachers and staff take part in professional development programs, both on and off site, aimed at expanding and improving their teaching skills. All new teachers go through a teacher training program and are assigned a mentor teacher at their center, and gain additional training in our philosophy through individual meetings with the Program Director, Head of Schools as well as during staff meetings each month. We are dedicated to providing a program based on quality and consistency. All faculty members embrace a loving and respectful approach in working with children and uphold the philosophies of the center.

In addition to having high quality teachers and programs, Loveworks provides the Faculty with benefits that are unmatched by any other preschool in the state. Our preference to pay Faculty a salary which communicates our belief in the importance of the profession and the value placed with them as highly educated individuals. In addition, Faculty receive: 100% company paid – dental plan, vision plan, short term disability which provides pay while on maternity leave, and life insurance. Faculty have options to participate in long term disability, additional life insurance, pet insurance, flexible spending account, a program that provides advances to their paychecks and a health plan with receiving a paid subsidy from Loveworks towards the cost of health care coverage based on their income. Beginning in January 2018, all



staff working over 32 hours a week will receive up to 20 days of paid time off each year - for holidays when the center is closed, illness, vacation, personal days, care of a family member. This includes a week when the center is closed during holiday time from Christmas through New Year's Day. This all shows how we value the Faculty and understand that the work that they do is so very important, takes a very dedicated person as well as our thankfulness for their work.

Family Picnics

Each child care center will host a fall and an early summer family picnic. Most of these events are held outside at or nearby the location of the child care center. These are wonderful community events. Families typically bring a blanket and a picnic-style meal for their family. Children have plenty of time to run around while parents can watch their child and socialize with other families. These typically take place starting at 5:00 and the center will close early on these days.

Family Surveys

Each center will provide the opportunity to complete the following surveys:

- Family Culture Survey – this survey will provide valuable information about your family traditions and culture; this also validates our respect for each child's family and culture.
- Goal Survey – this is an annual survey asking to provide your thoughts and goals for your child during the year.
- Program Assessment Survey – this survey will ask you to provide feedback on the program, teachers, and suggestions for improving the program and center.

First Aid, CPR, Records Check, Fingerprinting

All Program Directors, Teachers and Staff members at all of our programs are required to be first aid and CPR trained and hold current certifications. Everyone is also subject to background checks including fingerprinting.

Food Allergies

Some children experience life-threatening allergies to food. Most notable are peanuts, tree nuts, milk, eggs and wheat. Due to the increased prevalence of peanut and nut allergies, we have a no peanut and tree nut policy. Please check food labels carefully. Please check with your child's classroom teacher or Program Director if you have any questions. If your child takes medication for an allergy, please read the Medication section. If your child has a food allergy, please leave some food items that can be stored in our freezer to be served to your child in the event of a birthday or other celebration; please label the food with your child's name and date placed in the freezer.

Graduation Ceremony

Children who will be graduating and moving to Kindergarten for the following year, will participate in a Graduation Ceremony in June where they will share some songs, a memorized poem and receive a certificate of completion from the Program Director. The day, time, and location for this ceremony will be provided by the Program Director.



Hours Open

Hours of Operation by Loveworks Child Care Center Campus:

Essex	7:00am – 5:30pm
Milton	6:30am – 6:00pm
Montpelier	7:30am - 5:00pm
Shelburne Road	7:00am – 6:00pm
Williston Road	7:00am – 5:30pm

Three year old and up classes begin their circle learning block at 8:35.

Please remember that anytime you are in the building or on the property with your child, you assume responsibility for your child's safety and behavior. The teacher cannot be responsible while parents choose to visit with one another or with a teacher. This is due to the fact that once a child's parent is present, the child will often think the policies of the center no longer apply. If you need help from a teacher in easing your child's transition to and from the classroom, please be sure to ask the teacher as well as the Program Director for suggestions. This is especially important when leaving the building and entering any parking lot; thank you for keeping all children safe.

It is very important to arrive promptly to pick-up your child in order to avoid additional charges. Thank you.

Illness

It is our goal to keep our entire population as healthy as possible. With the guidance of the Childcare State Regulations, Vermont Department of Education and Vermont Department of Health as a foundation, we have developed the following health policy for all of our programs.

- It is best to keep children home who do not feel well enough to participate in the regular activities; this may include lethargy, severe coughing, difficult breathing, severe sore throat, earache, abdominal pain, blood red or purple rash not associated with injury or a cough/cold producing mucous membranes.
- Fever – children who have a fever of over 99 degrees and closer to 100 degrees are asked to remain home until the fever is less than 99 degrees for 24 hours, without ibuprofen or acetaminophen. It is also our experience that children even with a slight fever typically don't want to participate in the regular activities as described above.
- Diarrhea – children are excluded from attending if stool isn't contained in the diaper for diapered children, is causing "accidents" for toilet-trained children, stool frequency exceeds two or more stools above normal for the child, change in color of stool, etc. Children may return when cleared by a health professional, and/or symptoms have ceased.
- Eye Irritation, Pinkeye – children should be seen by a health professional to determine the cause. Those with bacterial conjunctivitis may or may not be issued antibiotics. One type of viral conjunctivitis does spread rapidly and requires the child to be excluded from attending until a health professional says it is fine to return. If a student comes to the center and has an eye irritation or what looks like pinkeye, the parent will be called and asked to pick up the child for further diagnosis from a health professional and treatment, if necessary.



- Itching – children will be excluded for chickenpox, scabies and impetigo until a health professional provides approval for the child to be readmitted. If a child who arrives itching or begins itching during the day, someone from the center will call to inquire and may suggest seeking advice of a health professional.
- Rash – children with an unknown rash will be asked to see a health professional to confirm that it isn't a communicative condition. Children with a rash and a fever will need to stay out until confirmation of the rash and the child is fever free for 24 hours.
- Head Lice - Children with head lice and/or nits, can be in child care after receiving a first treatment with a product that will kill head lice. Parents are asked to pick out the small nits (eggs) each day for at least 10 consecutive days. We will also be checking all of the children in attendance. Whenever head lice are found, the parent will be called and asked to pick up their child and apply treatment.
- Sore Throat – please be mindful to your child's comments of a sore throat and be aware of the symptoms of strep throat.
- Vomiting – children throwing up should remain home until symptoms stop. If a child throws up at the center, the parent will be called and asked to pick up their child.

If a child has one of the above conditions, we ask that they be cared for at home. Our policy is that they will feel better being at home and enable all of the children to remain healthier and in attendance. Parents are asked to call the center anytime their child is out and especially out due to illness. If your child comes down with one of the symptoms listed above while at the center, the Program Director will call you and may request that you pick up your child.

Immunizations

Loveworks Child Care Centers are required by State law to have current immunization records for every child. Regulations state each child enrolled must be immunized unless immunizations are medically dangerous to the child or religious belief. If your child is not fully immunized for any of the above reasons, an exemption form must be completed annually and signed along with a release form for the center. These are available from the Program Director. All immunization forms should be submitted before the first day of classes and no later than the fifth day of enrollment.

Inclusion

We do our best to include all children who may have special needs and disabilities. Meetings take place with the Program Director to discuss a child's needs, and how we are able to make adjustments and ways we can accommodate certain needs. We also work closely with the parents to have clear plans in meeting their child's needs.

Items from Home

Please do not send your child with toys or other non-essential items to the center. Because of their tremendous appeal, these items are a distraction to the children. Toys also take up valuable cubby or storage space, occasionally become lost or broken and can be the cause of disagreements and/or hurt feelings.

If your child needs a loving object while transitioning from home or during nap time for children one years old or older, it is perfectly fine to have a small object. Please speak with the classroom teacher



who will be happy to assist during the transition phase and other needs, especially in the infant and very young classes.

Medication and EpiPens

If prescription or non-prescription medication needs to be given to your child while in attendance, we are happy to do so. You will need to complete a Medication Permission form that specifies the reason for the medication, the proper dosage, content and schedule. Please ask the Program Director for a copy of the Medication Permission form. All medication needs to be in its original container and handed from the parent to the child's teacher or to the Program Director. Most medications will be stored in a locked box and will be provided to the child at the appropriate time and away from the classroom. Parents can pick-up the medication that needs to go home at the end of each day. EpiPens will remain in the classroom as well as with the teacher when the child is outside. Please remember to check the expiration date on all medications as we cannot administer medication or have them on site after the expiration date.

Nap and Nap Supplies

If your child will be napping in the afternoon and is 12 months of age or older and not in the infant room, please provide a crib size sheet and a nap blanket or a thin blanket roll. We provide resting mats for each child over 12 months and they rest on the mat on the floor.

All sheets, blanket items for those over 12 months of age must be provided in a canvas or other sturdy bag, and please label the bag with your child's name. The teachers will return all items to you at the end of the week (or earlier if necessary) so you can take them home to launder and return which is a state requirement. Older children who nap may enjoy having a small stuffed toy or special lovey for rest time.

Some centers will provide a crib for each child or parents will be asked to bring in port-a-crib for their child - for children under twelve months of age for sleeping. State regulations include: children shall not nap in cribs or port-a-cribs if they are physically able to climb out unassisted. For those parents providing their own crib, please also provide a tight fitting crib sheet, and the mattress should be a firm, tight fitting mattress that is nonporous. For those centers with Loveworks providing a crib for children under 12 months of age, please provide a crib size sheet to fit a 24X38 mattress. The sheet needs to fit snugly for the safety of the children while sleeping.

State regulations do not allow us to swaddle a baby in a blanket or have any loose items in the crib; please provide a sleeping sack for your baby for nap time. Please see sleeping policies for additional details.

Open Houses

Depending on the enrollment season for each child care center, there will be open houses to invite other families to visit and learn about enrolling in the program as well as for newly enrolled families to visit before starting. For those who have secured a spot, this is a time for parents and children to visit their classroom, meet their teachers, bring in supplies – diapers, wipes, extra clothing, nap items, etc.



Outside Time in the Winter

As mentioned under clothing, we go outside except in extreme weather conditions. We believe that fresh air and moving about is very important for the children. Our general practice in our schools is to go outside when the “feels like” temperature that factors in wind chill is around 10 degrees or higher for twos through Pre-kindergarten children and around 20 degrees or higher for children under 24 months; all ages will be outside for a much shorter length of time depending on the temperature.

Parent Orientation

Parents will be invited either individually to a parent orientation or to join with other parents for an orientation – all dependent upon the enrollment season. This, along with individual tours and open house, will provide parents with useful information for making a smooth transition from home to child care as well as details about the philosophy, rhythm of the day and activities. This is also an opportunity to meet with the Program Director.

Parent-Teacher Conferences and Parent Meetings

Twice a year – typically February and October – teachers have twenty-five minute formal conferences with parents to discuss their child’s progress to date. These conferences take place during the day and the center is closed for conferences. Children (non-infants) do not attend the conferences; we will do our best to have some child care available during your conference time. The Program Director will provide additional information closer to the conferences. Of course you may request to set up additional meetings at any time during the year with your child’s teacher.

In addition, we recommend parents meet individually with the teachers within the first four weeks of enrollment to learn more about their child’s adjustment and other social, emotional, cognitive and developmental progress as well as to learn more about the rhythm of the day in the classroom.

Parking and Driving at Child Care Locations

When entering, parking, and exiting the parking lots, please drive slowly and with extreme caution. Each program has slightly different parking policies with specific parking locations. The Program Director will provide detailed information about parking.

For safety, environmental reasons and because Vermont has a no idling law, please do not leave your vehicle running in the parking lot. Also, please do not leave children in the car unattended.

Picture Day

Each child care center may schedule a picture day or two during the calendar year. This typically includes taking individual pictures of the children along with a class picture and sibling pictures. Additional information will be provided by the Program Director.

Pre-enrollment Visits

As part of the enrollment process, it is recommended that all parents have a tour of the school with the Program Director. This can include the child or not. If the child does not attend the tour, we



recommend another visit with your child to see the space and visit in the classroom. This is especially important to help a child to adjust to the space before their first day of enrollment. Depending of the enrollment season, there may also be open house opportunities to visit before the first day of enrollment.

Publicly Funded Pre-kindergarten, Act 166 Funding

Some of the Loveworks Child Care Centers do not currently participate in the STARS program based on previous ownership and therefore are not yet eligible for Act 166 funding. We are actively pursuing STARS accreditation at all locations, which upon receipt, will allow us to partner with local school districts under Act 166. We have every hope that we will complete the initial STARS process, in early 2018. The criteria for getting STARS (and 3 STARS is needed to apply for Act 166) is based on the hiring practices, programming, professional development opportunities provided, volunteer and community work by the staff that the location has provided during the last 12 months. For some locations that have not participated in STARS or at the 3 STARS level in these areas, it will take a little more time based on past history of the location.

Renaissance Elementary School and Endeavour Middle School

We also have an independent elementary school for Kindergarten through Fifth Grades and a middle school for Sixth through Eighth Grades; both schools are in Shelburne. These schools follow the same traditions and values – such as kindness and respect – in all of the classes. All classes are small in size, have strong academic standards, apply the learning through hands-on creative projects, and includes French and Spanish instruction for all grades, music, drama, art, STEAM lab class and community outreach programs and resources. If you are interested in registering your child for the elementary school, it is recommended to start the process when your child is three years old or prior to the Pre-kindergarten year.

Reporting Suspected Child Abuse or Neglect

In accordance with Vermont State Law, all staff at all of our programs are mandated to report any cases of suspected child abuse or neglect. Parents will always be notified of our concerns unless we feel it may jeopardize the safety of the child.

Safe Release of Children

Children are released at pick up time to their parents or another designated adult – such as a grandparent or nanny. We will only release a child to an adult who has been designated as the person to pick up. If someone on the list that you have provide at the time of enrollment/yearly updated arrives who is not a regular person to pick up, we will call you to confirm that this is fine to release your child on that day. We recommend that you keep the teacher and Program Director informed of any occasional adults who may pick up by calling, writing it in the communication book in the morning, etc. When a person authorized to pick up a child is unknown to the staff, his/her identify must be verified prior to releasing a child – such as bringing a picture ID.

Staff are not allowed to transport children (other than their own) from the child care center to home or from home to the center.



School Closures and Delays

In the event of snow or another form of inclement weather, the schools may close for the day, delay opening until later in the day or close early. If this should occur, an email notification will be sent to parents from the Program Director. We will also post the information on our Facebook page. We do not close or delay opening based on a particular public school decision. We do our best to remain open for families to have care. You may also listen and watch for school closure and delay information on any of the following radio and television stations as well as their websites: WEZF (92.9 FM), WOKO (98.9 FM, 105.1 FM, 1230 AM), WPTZ (TV Channel 5), WVMT (620 AM), WCAX (TV Channel 3).

Sleeping Policies

Quiet classical music is played while children are sleeping. Teachers assist in helping the children fall asleep by rubbing the back of children on mats to gently stroking an infant's hair, tummy or legs.

State regulations include: Infants are always placed on their backs to sleep. If a child falls asleep in a swing, bouncy seat or similar piece of equipment, the child will be gently transferred to their crib/port-a-crib. Soft objects, toys or loose bedding cannot be placed in the infant's sleeping areas – this includes bumper pads, pillows, quilts, comforters, cloth diapers, bibs. Infants are not to be swaddled for sleeping. Clothing sacks or similar clothing designed for safe sleep may be used. Bibs, necklaces, garments with ties or hoods will be removed prior to placing the child in the crib/port-a-crib. Infants will not be placed in cribs/port-a-cribs with bottles. Pacifiers are permitted with parental permission and must not have cords or slips that may pose a strangulation risk.

Smoking, Inhalants, and Disinfectants

There shall be no smoking on the premises. Staff and parents shall not smoke in view or in the presence of children or while on any part of the child care grounds, including the parking lot. The faculty, staff and administrators refrain from using cologne or perfume. Our cleaning and disinfectant products are safe for food service, children who mouth toys, and the environment.

Snacks and Lunch

Meals are a time when children sit together with their teacher to visit with one another and eat together.

Parents will provide all of the necessary age-appropriate food, formula, drinks, utensils, etc. for their child each day. Children in the one and older classes typically have a morning and afternoon snack as well as lunch. Please pack enough food for your child; we will also let you know if more food is needed, especially during growing spurts. Meal times for the very young will be based on their current meal schedule until moving towards a group meal time. The Program Director will provide the details for providing formula, bottles, and other meal items for the infants and very young children. Please be sure to label all bottles, utensils, food containers, lunch boxes, etc. with your child's name.

For those children not on their own schedule, snack times typically start between 9:00 and 9:30 AM and around 2:45 and 3:15 PM; lunch for these children typically starts between 11:30 and 12:15 PM.

Please try to pack nutritious food choices as we like to model healthy eating. Children are not allowed

to have candy at the child care center. Children may bring a special treat to share to celebrate their birthday. It is our philosophy that what you pack for the day for your child will be eaten during the meal times. We do not get into food policies – as each family has their own – with children; our policy is that if you packed it for your child to eat, we will continue to encourage them to eat during the meal times with the goal of eating what you have packed during the day. If there is something you only want your child to eat if they ate X or Y, please serve these items at home as it is really saying that you don't want your child to eat particular foods, and we will not deny a child from eating the food that is packed for them.

The National Association for the Education of Young Children guidelines include: children three years old and younger should not bring hot dogs unless finely chopped, whole grapes, popcorn, raw peas, hard pretzels (sticks or traditional shape), chunks of raw carrots or meat larger than 1/4-1/2 inch, depending on the age as these are considered high-risk foods for choking incidents. Please keep this in mind when packing food for your child.

Social Media

While we recognize many advantages of social media among friends or to share news, we request that you do not ask any of the teachers, staff, Program Directors, or Main Office staff to be friends with you on any social media such as Facebook, Twitter, etc. All staff have been advised that they are not allowed to be connected with families through social media and this has been our policy since social media started. We believe it begins to cross the line from professionalism among our families and staff to be more of a friend and know more about each other personally. Thank you for your understanding and respect of this organization-wide policy.

Sunscreen

Please provide labeled sunscreen (depending on the age of your child) that can be applied to your child in the fall, spring and summer when the sun is the strongest. Please do not send in aerosol spray as these can only be applied outside. All sunscreen must be kept out of reach of the children. Additional details will be provided by the Program Director. Thank you.

Themes

Each child care center has an overall monthly theme for discussion and enrichment learning. In addition to these themes - their social, emotional, cognitive and life skill development are incorporated into the learning as well as combine learning with our natural environment. Children also have developmentally appropriate learning blocks that include literacy, math, social studies, and science in addition to the items listed under enrichment categories.



Monthly Learning Themes at some Loveworks Centers; by June 2018 all centers will have these overall themes

January – Hibernation and Winter
February – Starry, Starry Night
March – Weather and St. Patrick's Day
April – Vermont Life and Spring (Earth Day)
May – Author Study/Living Storybooks (May Day)
June – Farm Life and Farm Animals
July – Splash into Summer
August – Nature Discoveries
September – Family and Friends
October – Fall and Harvest Season
November – Transportation and Thanksgiving
December – Holidays Around the World

Character Development

Love, mindfulness, manners, optimism, and responsibility plus:

January – Kindness
February – Friendliness
March – Respect
April – Patience
May – Honesty
June – Forgiveness
July – Cooperation
August – Perseverance
September – Courage
October – Compassion
November – Gratitude
December – Generosity

Volunteering and Parent Visits

We welcome parents and other volunteers to share knowledge around specific themes, attend field trips for older children, assist with and/or plan our community and holiday events. Please share with your child's teacher and/or the Program Director your thoughts for volunteering and sharing your talents with us. Child care policies and classroom management are communicated to the children by the teacher and not by parents or volunteers.



Our classrooms are always open to parents, grandparents, and friends. We do try to limit the number of visitors on any given day to ensure the children are not overwhelmed with adults and to retain a child-centered environment. Please speak to your child's teacher if you or a family member wishes to visit for part of a morning or afternoon. You may also stop by anytime for a visit.

Please also model and demonstrate appropriate mannerisms while with the class – this can include not taking the lead from the teacher for where and how best to provide assistance, no use of cell phones or emailing/texting; please always speak and interact with respect and kindness, etc. Thank you.

Washing Hands

Please help to wash your child's hands upon arrival each day. There are instructions to follow for proper handwashing in all of the bathrooms. We work on teaching children to turn off the water with a paper towel. Children also wash at the following times:

- Before and after snack and lunch
- Before and after baking projects
- After outside time
- Coughing or sneezing into hands – we teach the children to cough/sneeze into their elbow
- When a child puts their fingers into their mouth or nose
- Before switching rooms
- After using the toilet or having a diaper changed

Water Bottles

If age appropriate, please provide your child with a filled (and labeled) water bottle each day. Thank you.

Other Policies and Resources

Additional, site-specific policies will be provided by the Program Director. Most notices are communicated through email and the child care newsletters.

- Child Care Consumer Line – 1-800-649-2642
- Access a copy of the Child Care Licensing Regulations can be found on-line by searching: Vermont Child Care Licensing Regulations September 2016
- Poison Control – 1-800-222-1222
- Prevent Child Abuse, Vermont –
 - Parent's Help Line – 1-800-244-5373;
 - Information – 1-802-229-5724

