



The parent will be provided with the center's statement of philosophy, services, policies and procedures, and other required information. All enrollment forms must be filled out prior to admission of children to the center.

Infants, toddlers and preschool children must have a record of the most recent physical (within a year) and up-to-date immunizations, including lead screening. School Age physicals and immunizations are required to be on file at the public school.

### **CHILDREN'S RECORDS**

Upon enrollment of your child and updated annually, the following information is required to be on file in each child's record per the Department of Early Education and Care.

Enrollment form that includes complete information on child and parents/guardians, including any custody agreements, court orders and/or restraining orders when applicable, emergency contacts, permission to treat in an emergency, health care and pediatrician information, proof of immunizations, annual physicals and lead testing, individual health care form for any child with identified health needs, developmental history, transportation plan, permission slips for treatment of first aide and CPR, tooth brushing, photographs, movies, walks, off site activities, sharing of information with outside agencies, pool and water activities, sun block, topical medications and over the counter medications.

### **DROP OFF AND PICK UP PROCEDURES**

**Important: Every child's absence must be called in by 9:00 am!**

Children must arrive by 9:00 am each and every day. Our structured program begins promptly at 9:00 am each morning and it is difficult for both children and educators to be disrupted at this time.

We understand there is the occasional doctor appointment for children and they may enter late with their doctor's note. Please understand that young children should not be dropped off between the hours of 11:30 – 2:00. It is hard for a child to enter the program and be expected to sit down for lunch without playing first and then be quiet for nap time.

When dropping off your child each morning, Infant, Toddler and Preschool parents must accompany their child to his/her classroom and receive a verbal recognition from an educator. School Age parents must accompany their child into the program and are required to participate in the daily sign in / sign out procedure.

When picking your child up each day, you must be sure to keep them with you. **Do not** allow them to run through the hallways or run off and enter the busy parking lot alone.

### **ATTENDANCE / TRANSPORTATION SAFETY**

The following Attendance and Transportation policies are required according to The Department of Early Education and Care (EEC) policy 606 CMR 7.13. Any substantial changes to the policy or transportation services must be reported to EEC.

The safety of the children is always a first priority. Parent/Center communication is essential to maintaining a safe environment for all children. No child may exceed 45 minutes travel time each way. This

transportation plan is available to all parents/guardians as part of our parent handbook and all staff must have a signed copy in their file with their probation period.

Any child who is not attending a scheduled day of care or entering center after 9:00 am **must** be called out by their parent/guardian as soon as possible but no later than 9:00 am. This includes children who are part of our before and after school program. The administration will be calling the parent/guardian of absent children who utilize our transportation to verify their whereabouts within 30 minutes of scheduled pickup. If administration calls the same family more than three times, suspension/termination of care and/or transportation will be imposed. Families participating in our home transportation services are required to call the center and cancel transportation **before** the driver arrives. Failure to do so will result in a loss of transportation privileges.

Expanding Horizons bus drivers are responsible for maintaining the accurate attendance of all children from time they enter the bus till the time they exit the bus. Each driver has an accurate log of children who are participating in our transportation system. Each child is time marked in against the log upon entering and exiting the vehicle. Any communication from the parent/guardian regarding the child's attendance to the office will be written on the communication log located on the back of the attendance log so each driver will be informed of any changes in the number of children on their route. Drivers are responsible for calling the parent/guardian immediately when a child does not come out of their school as scheduled. A record of each phone call the driver makes will be written on the communication log located on the back of the attendance log. Again, any family that has to be called more than 3 times will be subject to transportation suspension/termination.

For children who participate in our home transportation system, separate attendance records are kept. Drivers are responsible for logging a child's attendance by time entered the vehicle and exiting the vehicle. It is the driver's responsibility to walk the child to his/her classroom and have the teacher sign the attendance log that the child was received into the classroom. On the return trip home, the driver logs the child's attendance by time entering and exiting the vehicle and then has the receiving parent/guardian sign the attendance log.

Each family has an assigned pick up and/or drop off time. Children are expected to be ready and waiting for the bus/van at pick up time. If not immediately ready, the driver will call the designated phone number to inform them he is waiting. Driver will not wait longer than 5 minutes. The same procedure will be used in the afternoon. If there is no response from parent/guardian, Driver will call the designated alternate drop off. If no one is available, the children will be returned to the center. The parent/guardian will be responsible to pick up at the center by 6:00 pm. Transportation privileges will be terminated after 3 violations of the policy.

All driver attendance sheets, transportation logs, and parent call in logs are filed with the childcare center attendance records in the administration office. Records are kept for a minimum of seven years.

At the end of each transportation route, the driver is responsible for physically walking through the vehicle and inspecting all areas of the vehicle, including under seats, seat surfaces, compartments and recesses to ensure no child has been left on the vehicle. For all transportation routes, a second staff member must complete a physical walk through of the vehicle to make sure no child has been left behind. They must sign and enter the time they completed the walk through inspection on the attendance log.

Weather conditions that make the roads hazardous for driving are subject to home transportation cancellations. We base our decisions on weather forecasts and cancel transportation before the children are picked up. We will tell our families the night before if weather predictions are hazardous for the next day. We also use the RI Broadcasters weather cancellation system for radio, online and television announcements. For a full list of stations and channels, please see our Snow days, inclement weather policy is included in the Parent Handbook.

## TRANSPORTATION PLAN

Expanding Horizons uses their own vehicles to transport children to and from school and home on a daily basis. Each child must have a completed transportation plan signed by their parent before any transportation service begins. This plan is included in each child's enrollment forms.

All drivers are licensed through Massachusetts Department of Transportation for either a 7D pupil license to drive the van size buses or a CDL school bus license and must be renewed annually. The DOT requires a medical exam within 90 days of application, a Criminal Offense Record Information (CORI) check, Sexual Offender Registry Information (SORI) check and a drivers record check. All drivers and monitors are also subject to CORI, Fingerprinting, and DCF background records check procedures as required by EEC prior to being hired and ongoing every two years throughout their employment. No driver or monitor will be assigned to a transportation route before all required hiring and licensing procedures are complete.

New hires must complete an employment application and sign that they are alcohol and drug free. All drivers must check in with the transportation supervisor (or Director/School Age Administrator in absence of the Transportation Supervisor) prior to all routes and he regularly assesses the drivers/monitors for any signs of impairment in regards to alcohol and drug use. All Drivers and Monitors are subject to mandatory Child Abuse and Neglect reporting. Any parent or guardian who reports a Driver and/or Monitor to the Dept. of Children and Families hotline, (1-800-792-5200), please let the center Director know immediately. The Driver/Monitor must be suspended immediately from employment until a full investigation by DCF and EEC is completed. If the report comes back with no findings, the employee may return to work.

Upon successful completion of the hiring/licensing procedures, all drivers and monitors must complete all required EEC trainings, as well as Look before you Lock and Transportation Safety Training: Drivers Module. The transportation trainings must be renewed annually and documented on their required Professional Qualifications Registry. The completion certificate will be maintained in their employee file. It is the Director's responsibility to make sure all PQ registrations are updated annually. All Drivers and Monitors must be First Aid and CPR certified.

Each licensed driver must have a signed copy of the center's Transportation Plan stating they understand the requirements of the plan and a signed statement will be maintained in their employee file. Three offenses in driving violations and/or accidents will result in termination of driving privileges. Any driver in violation of the Transportation Safety Policy which results in leaving a child unattended on a vehicle will result in immediate termination of employment.

Substitute drivers and monitors are available in the instances of sick calls and vacation time. Substitute am drivers are Joseph Renquinha and Linda Pyne. PM substitute drivers are Matt Romaniecki and Linda Pyne. Substitute drivers are also licensed drivers. A group leader will substitute as a monitor when needed as backup.

Each driver/vehicle is equipped with a cellular phone to contact the Director, Linda Pyne, should any questions or emergencies arise while on route. If the vehicle should break down, the driver will call the center and we will send another vehicle to continue to transport the children. Any accidents or moving violations must be reported by the driver to the transportation coordinator. Any complaints against driver will be referred to the Transportation Coordinator.

Each driver is responsible for the supervision of the children while being transported to and from the program. Parents/Guardians who utilize our transportation system will receive a copy of the Bus Rules with their enrollment packet and should go over the rules with their children. Should behavior issues arise while on route, the driver must pull over to a safe area and address the situation. If the same child repeats the unsafe behavior, they will be suspended for 1 day from transportation services and require a mandatory parent

conference. If the same behavior continues, a 2 day suspension and mandatory conference will take place. Third offense will result in termination of transportation service.

Each vehicle is equipped with emergency first aid supplies to handle minor illness and/or accidents that might occur on route or on field trips. In the case of extreme emergency, the driver will dial 911 first then call the center director. The driver will stay put until emergency help arrives then will continue on his regular route or stay with the group on field trips. The center will handle the emergency phone calls to the parent/guardian as well as report to EEC.

Each driver carries with them the emergency permission forms, emergency contact information and names of the person or persons who can receive the child at drop off as well as any pertinent medical information necessary for the health and safety of an individual child. If for any reason authorized persons are not available at drop off time, the driver must return the children to the center. The parent/guardian will then be responsible for the pick up of the child.

Infants under 12 months and 20 pounds are not eligible for transportation services.

### **CLOSING / LATE FEES**

Our center closes at 6 p.m. each day and anyone who is late is responsible for the following fees: \$20.00 for each 15 minutes after 6:00. (Ex: 6:01-6:15, \$20.00, 6:16-6:30, \$40.00; etc.)

If your child is transported home on our bus, but must be returned to the center because no one is home, you are responsible for picking up your child by 6 p.m. The late penalty applies to everyone.

### **TUITION POLICIES**

Tuition is payable weekly unless other arrangements are made in advance with the office. All payments must be paid in full on the first day your child attends care. There are no exceptions to full payment for weeks containing holidays, snow days, missed days due to illness, and vacation.

Tuition not paid at this time is considered overdue and subject to a \$10.00 late fee. Overdue balances beyond the second week may result in the loss of child care.

A two week notice of terminating child care is expected. Accounts not paid at time of termination will be subject to legal action.

### **PAYMENT METHODS**

We will accept payment by personal checks as well as cash and money orders. In the case of a returned check, the parent will be required to reimburse the center for the amount of the check plus a \$20.00 penalty. After two returned checks, all future tuition payments must be in the form of cash, money order, or certified check.

### **HOLIDAY CLOSURES AND RATES**

Please see our website or office for updated holiday closures and tuition rates. Our Holiday Closure schedule runs from July 1 – June 30.

## **ON-GOING COMMUNICATION / PARENT CONFERENCES / CHILD ASSESSMENTS**

On-going communication between parents and educators is important. Daily contact during arrival or departure times allows the opportunity to check on a child's progress, discuss a concern, or find out about his/her day in general. For parents who do not see the educators daily, we urge you to call occasionally to check on your child's activities, progress, behavior, etc.

Educators shall be available for individual conferences with parents/guardian at parental request and when individual child assessments are completed. Parents are asked to make every effort to meet with their child's educator.

Infants and children with special needs will be assessed every three months. Toddlers and Preschool children will be assessed every six months and School Age children annually.

Areas to be assessed include Cognitive, Social/Emotional, Language, Fine and Gross motor development and Life Skills. School Age will include Self Image, Respect for People and Property, Cooperation Skills and Self Restraint.

Children with special needs who are receiving outside services, consultants and/or specialists working with the child must be offered the opportunity to contribute to the child's assessment.

## **CHILD GUIDANCE**

Effective child guidance begins with an understanding of child development, classroom design and management and a positive attitude.

Educators provide an environment that is conducive to children's success by arranging adequate play space, materials and choices, structured, predictable classroom schedules that include thoughtful transitions, setting limits and the reason for their limit. Classroom rules must be posted in pictures and words and children receive daily reminders. They are consistent and firm, using natural consequences.

Educators must also role model appropriate forms of communication and behavior; use positive reinforcement when encouraging appropriate behavior. Redirection to an appropriate activity usually works best. Remember to ignore the non-threatening, attention getting behaviors. Observe and document children's behavior regularly. Discuss any concerns you may have with the parents and Director.

When behaviors do arise, identify the feelings the child is presenting. Empathy and reassurance helps keep the child and adult calm. Use reflective listening (repeat what the child says). "You're mad because you want the red truck." Ensure the child's concerns are being addressed. Give the child the first opportunity for a solution. Brainstorm solutions together with the child.

When behavior persists and enters into a situation where harm to the child or other children are involved, use techniques that help encourage self control. Allow the child to have time and space to regain control while under direct supervision. Talk to them calmly and allow them to rejoin the group when they regain self control.

## **REFERRAL PLAN**

In their daily interactions with the children, educators observe and document the children's development on a daily basis and present this information to the parent in the form of an assessment. During these daily observations educators occasionally observe developmental delays, medical concerns, behavioral difficulties,

speech delays or other areas of concern with a particular child. The educator who is responsible for the child's observations is responsible for reporting their concerns to the Director.

Upon reviewing the information presented and making her own observations, a conference meeting is scheduled with the director, parents and educator to go over their concerns and make the appropriate referral for an evaluation. The director will assist the parents through the referral process.

Children at least 2 .5 years of age will be referred to the public schools and be informed of the availability of services and their rights, including the right to appeal, under Chapter 766. Children under 3 will be referred and informed of the services provided by Early Intervention Programs.

The director also maintains a current list of local community services including, but not limited too, mental health services, Early Intervention, vision, hearing and dental, parental stress hotlines and WIC. Please see the director for the complete list.

The center shall maintain a written record of any referrals, including parent conference and results. Release forms are signed by the parents for the collaborative efforts between outside agencies serving the child and the center.

### **SUSPENSION AND TERMINATION**

It is the goal of Expanding Horizons Children's Center to provide an environment that promotes success for all children. In the event that a child displays behaviors repeatedly that threaten the health and/or safety of the group or an individual or continue to disrupt the daily routine of the group, a behavioral plan will be developed in an effort to promote the child's continued enrollment at Expanding Horizons. The plan will utilize three steps and will be implemented upon approval of EHCC and the parent/guardian. School age children will participate in the development of their behavioral intervention plan. The steps are as follows:

The Director and classroom teacher must meet with parents/guardians to discuss behaviors and present options to address these behaviors. Parent/Guardian will be responsible to pick up a child who is unable to regain self control after following our Child Guidance Policy. Parents/guardian must agree to fully cooperate and participate with Expanding Horizons and follow through with recommendations within a time frame determined to be reasonable.

Information regarding resources for behavioral evaluation, observation and counseling will be given to parents/guardian and with written consent referrals for such services will be made by the director.

If at any time it is determined that parent/guardian is not cooperating with the Directors, a written warning (1<sup>st</sup> offense) will be issued outlining necessary action needed to avoid suspension/termination. A second offense will result in a written termination notice containing specific reasons(s) for the decision and, if any, condition(s) would allow the child to return to EHCC.

Expanding Horizons Children's Center reserves the right to immediately terminate any child or their parent/guardian who displays the following actions while under our care and supervision:

1. Attempt or threaten to flee the property.
2. Threaten the lives of educators or children.
3. Bring weapons into the center.
4. Bringing or using drugs anywhere on the property.
5. Engaging in destruction of property that endangers children or staff.
6. Engaging in violent behavior that requires the local police to be contacted.
7. Emotional / Psychotic behaviors that are out of the scope of our professional training.

Expanding Horizons Children's Center also reserves the right to terminate childcare services as a result of parents/guardian actions regarding the following:

1. Failure to follow the written policies and procedures of the center.
2. Treating educators, including the director, in a disrespectful and/or degrading manner.
3. Failure to supply the required medical records / information.
4. Failure to pay tuition fees.
5. Being habitually late in drop off and pick up times.
6. Acting in a manner that is detrimental to the children, educators and/or program.
7. Allowing children access to the outside parking lot.
8. Refusing to have your child vaccinated.

### **STATEMENT OF LIMITED LIABILITY**

Expanding Horizons is not responsible for loss, injury or death of any child on the premises or parking lot while they are under the supervision of their parent/guardian or designated persons of care. This includes pick up from the classrooms, entering and exiting the property and its parking lot as well as attending family events and/or staying after pick up to speak with staff or remain on property for extended play.

### **TRANSITIONS**

Whether children are coming from home or another location of care, transition into the program always start with visits to the center with their parent/guardian prior to the start of enrollment. How many visits a child makes prior to starting is determined by the parent and child. Parents are encouraged to make as many visits as necessary until they and their child are comfortable with their new environment. Special accommodations include comfort and security items such as pacifiers, blankets or nap time sleeping friends which the child brings from home to help acclimate them to their new environment. Favorite activities which are identified by the parents are used to help ease the transition from home to the center. Any specific activities, strategies or supports listed on IFSP/IEP will be used to ensure a successful transition to the center and their new environment.

Infant/Toddler parents are required to provide schedules for feeding, sleeping and specifics on a "typical day at home" so we may compliment home routines of the infant while in our learning environment and Toddler parents receive a copy of the Toddler schedule.

Director, parents, past and future teachers are involved in planning the transition for "aging up". When an infant is developmentally and chronologically of age, transition plans begin with cot napping, table and chair seating for meals and activities and schedule adjustments to napping and feeding that are reflective of a toddler schedule. Visits to the new classroom are frequent and duration extended over time until the child is comfortable in his/her new environment. At approximately 24 months children begin their transition to the Toddler/Preschool classroom upon approval from the parent, teacher and Director. Again, the transition is done over the amount of time necessary for the child to adjust.

EHCC supports children who are referred or found eligible for Early Intervention Services or Mental Health Services by providing space on site to help eliminate additional transitions to and from the center for our youngest of children.

A unique experience that culminates the preschoolers experience is the transition to Kindergarten in the public school. Our planning includes a 10 week Summer Kindergarten Camp where children are introduced to a schedule typical of a kindergarten classroom. Slight adjustments to snack/lunch times and "weaning" from naps are addressed, meeting and greetings time is progressively extended to reflect a kindergarten circle.



Our school age program's "home like" environment is conducive to an easy flowing morning routine of breakfast, homework fine tuning and quiet, social interaction with peers. Center vans transport children to and from Attleboro schools while Norton public busses pick up and drop off the children at our front door. Afternoon transitions offer children time to unwind after school with a snack and social time before they choose their activities for the afternoon.

## **DIAPERING AND TOILETING**

At Expanding Horizons infants and toddlers are diapered or encouraged to use the potty every two hours unless it becomes necessary to do so sooner. Parents/Guardians must supply their own diapers, wipes, diaper cream if necessary, a complete set of extra clothes and a minimum of three complete extra clothes, including an extra pair of shoes, for those children who are potty training. It is our policy that no child shall be punished or ridiculed for having accidents while potty training.

Each infant and toddler classroom is equipped with an area exclusively used for diapering children. First we wash our hands and cover the changing surface, which is a cushioned, intact and waterproof pad, line with a disposable paper lining, collect the child's diaper and wipes, put on gloves, then go get the child and lie the child down. Educators are trained to change diapers with one hand always on the child. All soiled diapers are disposed of in a covered pail. When the changing is complete the educator must thoroughly wash the child's hands and dry them with individual disposable paper towels before placing them back in their environment.

After the child is taken care of each educator must dispose of the paper covering, washing the changing surface with soap and water then disinfect the changing area with the center prepared disinfectant solution by streaming the solution closely onto a paper towel to avoid any chemicals from misting into the air, then thoroughly cover the changing area, and allow it to air dry before changing another child. Each educator must wash their own hands thoroughly after each change and dry with disposable paper towels.

Clothing that has been soiled by feces, urine, vomit or blood shall be double bagged and labeled with the child's name, then stored away from other items in their diaper bag or cubby. Soiled clothing should be emptied, not rinsed, as rinsing these items at the center can spread germs and disease.

## **PLAN FOR USE OF VOLUNTEERS**

Anyone wishing to volunteer at EHCC must meet all the requirements of the application, screening and orientation plans before being accepted for services. The application process includes: 1: Complete application. 2: Provide three contact phone numbers of references. (must include 1 personal, 1 professional, and 1 from agency for which volunteer efforts are necessary) 3: Letter of intent from applicant with statement of reason for volunteering at EHCC.

Upon completion of the application process, the screening process will be implemented. The screening process includes: 1: Proof of 2 MMR immunizations or proof of immunity. 2: Physical exam documentation within the last year and statement of limitations. 3: CORI and DCF background check clearance.

Volunteers will not be scheduled for orientation until both the application and the screening process are complete. The Director, Administrator or Site Coordinator will schedule a time for volunteer orientation. This orientation process includes: 1: Tour of the facility. 2: Health and safety procedures. (hand washing, universal precautions, classroom and playground supervision) 3: Guidance on interactions with children and families. 4: Volunteer conduct code and dress code. 5: Confidentiality policy.

EHCC will maintain a volunteer personnel file that will contain proof of the completion of the entire application, screening and orientation process. This file will also contain record of volunteer's hours.

Volunteers will wear an ID Badge with name and volunteer status. Volunteers will not be allowed to be alone with a child and/or group of children.

## **NUTRITION REQUIREMENTS**

The Department of Early Education and Care requires licensed child care centers to implement a nutrition program that meets the USDA guidelines for nutritional and dietary needs of each child, including those of children with disabilities.

EHCC realizes the importance of proper nutrition in the growth and development of children and necessity to meet each child's individual feeding requirements. As early childhood educators we must address and practice healthy eating habits while serving as role models and resources to the families we serve. Therefore all staff will receive basic training and printed materials on the following topics:

1. USDA dietary guidelines for proper growth and development of children.
2. Information on incorporating the Food Pyramid into daily curriculum.
3. Guidelines on proper food portions for children and adults.
4. Food choking hazards.
5. Healthy lunch and snack suggestions.
6. Importance of daily physical activity to a healthy lifestyle.

Educators will follow parents' and/or physicians' orders for each child regarding food preparation, special diet, food allergies or over the counter vitamin supplements. (Must be in original manufacture's packaging and dispensed according to package directions unless otherwise specified in writing by the child's physician.)

## **BREAKFAST GUIDELINES**

Our breakfast table is open from 7:00 to 8:00 am every morning. We do not allow flavored milk, donuts, snack cakes or high sugar cereals. Parents are welcome to leave a healthy box of cereal (low in sugar and high in fiber) for us to serve each day to your child. The center will provide milk for each child. Acceptable breakfast cereals include Cheerios (multi grain, honey nut or yogurt covered), Rice Crispies, Chex, Kix, Raisin Bran, Life, Shredded Wheat and Corn Flakes. Cereals containing chocolate, marshmallows or fruit flavorings will not be allowed.

Other healthy options include fresh or canned fruit with low-fat yogurt, English muffin, toast or small bagel with butter or cream cheese, multigrain waffles or non chocolate cereal bars. Remember, food must come in already prepared.

## **LUNCH GUIDELINES**

Parents are responsible for providing lunch for their child daily. A healthy lunch should have selections from all of the food groups: Proteins (meat, poultry, fish, dry beans, eggs and nuts), Grains (breads, cereals, rice, crackers), Fruits, Vegetables, Dairy (milk, cheese yogurt), and Fats and Sugars (used sparingly). When packing your child's lunch please be sure to include one choice from each. We provide milk to each child at lunch. Please do not send a juice box. Juice should be served only once a day and we serve that with snack. Fruit roll ups or fruit snacks are not fruit and are not allowed to be eaten at the center along with candy or chocolate.

## SNACKS

EHCC provides all toddlers and preschool with morning and afternoon snack. School Age children receive a snack after school and mornings on vacations. Daily snacks are served with water, 6 oz 100% fruit juice or milk. We have a rotating snack menu that includes a variety of nutritious foods containing lesser amounts of sugars and fats.

Morning snacks include: cereal and milk, English muffin, bagel, toast with butter, jelly or cream cheese, fresh fruit, fruit cocktail, pancakes, grilled cheese and scrambled eggs.

Afternoon snacks include: goldfish (cheese or pretzel), baked nacho chips with salsa or nacho cheese, crackers with cheese or jelly, cookies, low fat yogurt, fresh or canned fruit, pudding and veggie sticks with low fat dip.

## PEANUT BUTTER

Many pediatricians are recommending that children not be introduced to peanuts or peanut butter until the age of three due to the severity of allergic reactions. Therefore, we are eliminating peanut butter in our infant and toddler classrooms. That means in sandwiches, packaged snacks foods and Nutella. Please be advised that Nutella is not a very nutritious option for your children. It is high in sugar and contains chocolate which is not allowed at the center. Cream cheese and jelly is a great alternative to peanut butter and jelly.

## BIRTHDAYS

We do not allow cakes or cupcakes to celebrate birthdays at EHCC. For parents who want something special for their children on their birthday, we suggest fruit kabobs, watermelon or fruit salad with cool whip, sugar free Jell-O cups or a pizza lunch. Anything that is brought in to be shared with the class **must be approved in advance by management.**

## CUBBIES / NOTICES

Each child is assigned their own personal space (cubby) to store their belongings. Your child's cubby needs to be checked daily for newsletters and notes. Cubbies need to be emptied and cleaned out on Fridays. Remind your child to take care of his or her personal space. Educators have the right to clean out and dispose of projects and papers that are left behind on Fridays.

## EXTRA CLOTHES

Each child is expected to have a complete seasonal extra set of clothes for use in the instance of spillage, getting wet by playing outdoors or in water tables or the occasional accident. This should include extra socks, underwear, shirt and pants. A sweatshirt or sweater should also be left at the center for days when it is chilly inside or when it gets nice and they don't need a full jacket. Remember to label all your child's belongings.

## APPROPRIATE DRESS

Our program includes daily outdoor play with the exception of rain, severe heat or severe cold. Sneakers are required daily for running, climbing and playing outdoors. Children will not be allowed at the center with sandals, flip flops, crocs or water shoes.

When choosing your child's clothing for the day, please keep in mind that they play all day and should be comfortable and easily managed by themselves as we work on self help skills for our younger children.

No short shorts or tank tops are allowed (boys or girls) to be worn at the center. Shorts must reach the bottom of their finger tips when arms are extended. Dresses are discouraged as they pose a safety risk while climbing as well as unwanted exposure. If your child insists on wearing a dress shorts must be worn underneath and they will not be allowed to use any climbing apparatus.

Snow pants, water resistant boots, hats and mittens/gloves are required for your young child to play outdoors on snow days. If this causes a financial hardship, please see Linda Pyne, our Director / Resource worker. Older School Age children may have an extra set of clothing to change into for snow play along with hat, coat and gloves.

### **LABEL CLOTHING / PERSONAL ITEMS**

Be sure all of your child's clothing or belongings are labelled with his/her name. It is not possible for us to recognize every child's belongings. Write their name on everything!

### **PERSONAL PROPERTY**

We ask that all children leave their toys, electronics, jewelry or other valuables at home. EHCC is not responsible for the theft or loss of personal property.

### **LOST AND FOUND**

We accumulate many unclaimed and unlabelled clothes, bathing suits, towels, etc. If your child is missing anything, please check their classroom's lost and found box. Lost & Found items not claimed will be donated after each season!

### **OPEN DOOR POLICY / PARENTAL INPUT**

Parents/Guardians are welcome to visit the program unannounced at any time when their child(ren) are enrolled in the program. We always welcome your compliments, concerns and suggestions.

### **BABYSITTING**

Educators are not allowed to "babysit" children enrolled in our program. This compromises the relationship between educator and child.

### **PUBLIC SCHOOL CALENDAR**

We ask each School Department to send their calendar to the center at the beginning of the school year. They do not send us updates or notices throughout the year so we are unaware when there are changes. Such notices are sent home to you, the parents. Please share any information with us.

## SNOW DAYS / INCLEMENT WEATHER

During stormy weather we usually remain open with the exception of severe weather that threatens the safety of the children. Sometimes we may have to cancel home transportation if road conditions make driving too hazardous. Any changes in our operating or transportation schedules will be announced on Rhode Island Broadcasters Association Inclement Weather Cancellation Program. These include the following TV and Radio stations and there associated web sites.

### Radio Stations:

#### FM Dial

92.3 WPRO ([www.92profm.com](http://www.92profm.com))  
93.3 WSNE ([www.wsne.com](http://www.wsne.com))  
94.1 WHJY ([www.whjy.com](http://www.whjy.com))  
95.5 WBRU ([www.wbru.com](http://www.wbru.com))  
98.1 WCTK ([www.wctk.com](http://www.wctk.com))  
99.7 WSKO ([www.scoreamfm.com](http://www.scoreamfm.com))  
100.3 WKKB ([www.latina1003.com](http://www.latina1003.com))  
101.5 WWBB ([www.b101.com](http://www.b101.com))  
102.7 JAZZ ([www.festivaljazz1027.com](http://www.festivaljazz1027.com))  
105.1 WWLI ([www.litrock105fm.com](http://www.litrock105fm.com))  
1450 WLKW ([www.wnbh.com](http://www.wnbh.com))

#### AM Dial

1590 WARV ([www.warv.net](http://www.warv.net))  
630 WPRO ([www.630wpro.com](http://www.630wpro.com))  
790 WSKO ([www.scoreamfm.com](http://www.scoreamfm.com))  
920 WHJJ ([www.whjjam.com](http://www.whjjam.com))  
1110 WPMZ ([www.poder1110.com](http://www.poder1110.com))  
1180 WCNX ([www.wcnx1180.com](http://www.wcnx1180.com))  
1240 WOON ([www.onworldwide.com](http://www.onworldwide.com))  
1290 WRNI ([www.wrni.org](http://www.wrni.org))  
1540 WADK ([www.wadk.com](http://www.wadk.com))  
1590 WARV ([www.warn.net](http://www.warn.net))

### Television Stations

WLNE-TV/ABC6 ([www.abc6.com](http://www.abc6.com))  
WJAR-TV/NBC10 ([www.turnto10.com](http://www.turnto10.com))  
WPRI-TV/CBS12 ([www.wpri.com](http://www.wpri.com))  
CW28 ([www.cw28tv.com](http://www.cw28tv.com))  
RI PBS 36 ([www.ripbs.org](http://www.ripbs.org))  
WNAC-FOX ([www.fox64.com](http://www.fox64.com))

# **Expanding Horizons Children's Center Receipt of Parent Handbook/Health Care Policy**

I have read and understand the policies and procedures of Expanding Horizons Children's Center regarding:

- Drop off and pick up policies
- Attendance / Transportation policies
- Tuition Policies
- Termination / Suspension of childcare policy
- Nutrition Requirements
- Fever / Illness Policy
- Personal Property Policy
- Statement of Limited Liability

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Parent's / Guardian's Signature

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Date