



# **Colebrook Community Child Care**

**dba Country Day School**

**Family Handbook**

Updated 2019

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## **Table of Contents**

1. Philosophy/Mission Statement
2. Personal Background/Qualifications of Directors and Administrators
3. Age and Number of Children Accepted
4. Hours of Operation
5. Fees
6. Meals
7. Infants
8. Toilet Training
9. Naps and Rest Periods
10. Supplies
11. Medical Care Information
12. Handwashing and sanitation procedures
13. Sick Child Policy
14. Guidance and Discipline of Children
15. Child Abuse and Neglect
16. Building and Security Access
17. Emergency Response Plans
18. Dispute Resolution for Families and Staff
19. Child Care Regulations

### **1) Philosophy/Mission Statement**

The purpose of Country Day School's facility is to offer a safe, secure, developmentally appropriate learning environment for children aged 6 weeks to 13 years old in Colebrook and the surrounding communities. We make our children's social and emotional development our top priority. We follow lesson plans and a curriculum that is evidence-based and backed by current research. We are patient and caring. We respect and honor every child's individual needs, interests, and abilities.

### **2) Personal Background/Qualifications of Directors and Administrators**

Acting Director: Katelyn Ryder has more than six years of experience working in early childhood education. She has taken higher-education courses in child development and business management, and she will be completing her Childhood Development Associates certificate this year.

Pedagogical Administrator: Amy Brooks provides trainings to our teachers and staff, and she oversees the content and administration of our curriculum. More than twenty years ago, she founded Country Day School. Prior to this, she worked as an elementary school teacher. She has a master's degree in Early Childhood Education and currently consults with other child care centers helping them improve the overall quality of their programs.

### **3) Age and Number of Children Accepted**

Country Day School will care for a maximum of 57 children. This number is based on the indoor and outdoor square footage of the child care facility.

Country Day School provides care for children between the ages of 6 weeks and 13 years. In order to provide quality child care services, Country Day School has established staff to child ratios as follows:

- 1 teacher for every 3 infants,
- 1 teacher for every 4 toddlers,
- 1 teacher for every 6 three-year old's, and
- 1 teacher for every 12 four-year old's.

Country Day School strictly complies with child care regulations regarding child-to-staff ratios.

### **4) Hours of Operation**

Country Day School will accept children from 6:30am to 5:30pm, Monday through Friday.

## 5) Fees

Child care fees are strictly based on the scheduled hours of contracted child care services. Country Day School will not adjust child care fees for late arrival, early pickup, or missed days; however, Country Day School does allow parents one week of unpaid vacation time, and up to five days of unpaid sick time. **Please see the separate fee schedule and contract for more information on pricing.**

## 6) Meals

Parents should send their child to school with lunch and snacks every day, as this is not provided by Country Day School.

However, Country Day School does provide whole cow's milk for all children aged 12 months or older.

Parents may leave extra snacks for their child, to be stored by staff in the kitchen(s).

Most children will follow the following meal and snack schedule, although this schedule will be modified, as necessary, to accommodate an individual child's needs.

- 9am – snack
- 11:30am – lunch
- 2:30pm – snack

Parents are encouraged to refer to the federal guidance on child nutrition at the this web address: <https://www.nutrition.gov/audience/teens/parents-caregivers-and-teachers>.

## 7) Infants

Infants will be fed either formula or breast milk, both of which are to be supplied by the parent. The parent is responsible for providing baby food for as long as that is necessary.

The parent should provide Country Day School with information regarding feeding times and other feeding instructions.

Diapers are checked on a regular basis and changed whenever reasonably necessary. After the diaper is changed, the diaper-changing area will be sterilized and the provider's, and infant's, hands washed. Parents should provide Country Day School with any special instructions regarding the use of diaper-changing products, such as ointment.

## 8) Toilet Training

Country Day School will assist with toilet training. However, the parent should first initiate the training at home.

## **9) Naps and Rest Periods**

Country Day School will accommodate all infants' individual nap needs. Country Day School will strictly comply with all applicable sleep safety and SIDS prevention guidelines.

Generally, for toddlers that are on a one-nap schedule, nap time is from 12pm through 2pm.

Preschool children will be provided an opportunity to rest and/or nap at approximately 12:30pm. Preschoolers who do not nap will not be provided an opportunity to engage in a quiet activity during nap times.

## **10) Supplies**

The parent is responsible for providing clothing for both indoor and outdoor activities (including snow gear); snacks and lunch; diapers; and wipes.

Country Day School will provide all supplies necessary for the school's activities and classes.

## **11) Medical Care Information**

The parent must provide Country Day School with updated medical information regarding his or her child, such as information regarding the child's medical problems, immunizations, allergies, regular medications, physical handicaps, or restrictions on the child's physical activities. Information should also be provided as to whether the child has had measles, chicken pox, mumps, whooping cough, or any other contagious disease. This information should be provided to Country Day School prior to the child's first day of care.

If a child becomes ill, Country Day School will first try to reach the parent. If the parent cannot be reached, Country Day School may contact the child's physician.

In case of a medical emergency, Country Day School will obtain the necessary emergency medical care for the child, including but not limited to transportation to an emergency room. The parent will be responsible for all costs and expenses incurred in connection with any medical care provided to the child, including the cost of transportation.

If a physician has ordered a special medical or dental management procedure for a child in our care, an adult trained in the procedure must be on-site whenever the child is present. The Center director (in consultation with the Center's Board of Directors, if needed) shall determine whether our existing staff will be trained in such procedure, or whether other arrangements must be made. The parent will be responsible for all costs and expenses incurred in connection with any such special arrangements.

## **12) Handwashing and Sanitation Procedures**

Country Day School has a separate, detailed handwashing, sanitation, and cleaning policy that staff must follow, and which complies with both the State's and NAEYC's regulations. The goal of this policy is to help keep both the children and the caregivers healthy. If you would like to review this policy, please ask the Center Director for a copy.

### **13) Sick Child Policy**

The goal of Country Day School is to help keep both the children and the caregivers healthy. Therefore, if a child exhibits any of the symptoms listed below, the child will not be allowed to attend the child care facility until the symptoms are no longer present or unless the parent has obtained a statement from the child's doctor that the child is not contagious. The final decision as to whether a child will be admitted to the child care facility will be made in the sole discretion of the provider.

This policy applies to the following symptoms:

- a. Fever of 101 degrees F or higher
- b. More than one episode of diarrhea in a 24-hour period
- c. More than one episode of vomiting in a 24-hour period
- d. Skin lesions that are not diagnosed or treated by a licensed health care practitioner
- e. Uncontrolled coughing or wheezing
- f. Lice
- g. Any other symptoms of illness that result in an inability of the staff or child to safely participate in the regular child care activities or that require more care than the child care personnel are able to provide

If a child exhibits any of these symptoms while present at the child care facility, the parent will be notified and must immediately remove the child. The child may be isolated from the other children at the child care facility until the parent arrives.

The parent is expected to inform Country Day School of any illness or problem of a child that might affect other children at the child care facility.

Country Day School will not administer prescription or over-the-counter medication to a sick child without written parent permission and detailed written instructions. However, regardless of parent instruction, Country Day School will not administer any type of medication in a way that is contrary to the medication's instruction label. However, a parent may come to the Center to administer medications. All medications on the premises must be in their original containers, labeled with the child's name and dosage, and stored in a cabinet in the kitchen that is well out of reach of all children.

It is unavoidable that children will incur scratches and scrapes while playing. These minor injuries will be treated by Country Day School with antiseptic and a bandage. Country Day

School will inform the parent of the minor injury and the treatment provided, and such treatment will be documented in accordance with state (and our internal) procedures.

#### **14) Guidance and Discipline of Children**

Country Day School has a separate guidance and discipline policy that will be provided to parents at enrollment.

#### **15) Child Abuse and Neglect**

Country Day School will carry out its obligation to report all suspected cases of child abuse and/or neglect to the proper authorities, according to law.

If a staff member is accused of abusing or neglecting a child in the program, Country Day School will remove the staff member from the premises, as needed, to ensure the safety of children, until both the internal and DHHS investigations are complete.

If you suspect a child is being abused or neglected, by his or her parents, a teacher, or any other individual, you should report this to the New Hampshire Department of Health & Human Services (NH DHHS) Child Protection Services at 1-800-894-5533 (in-state only) or 603-271-6562; fax 603-271-6565 (8:00 am - 4:30 pm Monday - Friday). Call the local police department if it is after hours or on a holiday.

Please see the separate Country Day School policy on reporting and preventing child abuse and neglect for more detailed information.

#### **16) Building Security and Access**

Country Day School is equipped with an exterior surveillance system with 80+ days of DVR memory and heated cameras with infrared and power box.

#### **17) Emergency Response Plans**

Country Day School has developed comprehensive emergency response plans that comply with applicable local, state and federal laws. An emergency evacuation plan is posted at all exits. The children participate in monthly fire drills.

#### **18) Dispute Resolution for Families and Staff**

In the event a conflict arises in interactions between families and program staff, parents are encouraged to report the conflict or concern to the Center Director or a member of the Board of Directors. Contact information of the Center Director and the Board shall be posted in an easily visible location on the premises.

Should the parent feel that his or her concerns were not sufficiently addressed after speaking with the Center Director or a member of the Board of Directors, the parent is encouraged to write a formal letter to the Board of Directors

### **19) Child Care Regulations**

Country Day School operates in full compliance with all state and local child care regulations.