

## *Table of Contents*

<i>About Red Sneakers of Lebanon, LLC</i>	
<i>Philosophy and Goals</i>	1
<i>Program</i>	2.
<i>The Red Sneakers Staff</i>	2.
<i>Our Building and Play Yard</i>	2.
<i>General Information</i>	
<i>Admission</i>	3.
<i>Program Hours</i>	3.
<i>Fees and Payment Policy</i>	3.
<i>Holidays and Closings</i>	4.
<i>Information and Notices</i>	4.
<i>Arrival and Dismissal</i>	4.
<i>Snacks</i>	
<i>Parent Involvement</i>	5.
<i>Field Trips</i>	5.
<i>Sick Days</i>	5.
<i>Medications</i>	6
<i>Calling Red Sneakers</i>	6.
<i>Inclement Weather</i>	6.
<i>Children at Red Sneakers</i>	
<i>Starting Their Day</i>	7.
<i>Trial Period</i>	7.
<i>Toys</i>	8.
<i>Clothing</i>	8.
<i>Nap Time</i>	9.
<i>Blankets</i>	9.
<i>Security Items</i>	9.
<i>Dismissal</i>	9.
<i>Rules, Behavior, and DAP</i>	10
<i>Discipline Practices</i>	11.
<i>Project Art</i>	11
<i>Parties and Birthdays</i>	12.
<i>Visitors at Red Sneakers</i>	12.
<i>Red Sneakers Daily Schedule</i>	13.

# *About Red Sneakers*

## *Philosophy and Goals*

*Red Sneakers of Lebanon LLC is committed to providing quality child care and developmentally appropriate early childhood education. It is our goal to help you raise a happy, healthy, socially well-adjusted child in a positive atmosphere.*

*We regard children as individuals and recognize that each child's skills and talents vary. We believe that once children leave the toddler stage and become part of a social group made up of other children and adults, is time to build independence. Independence gives them the ability to make choices and must develop in stages according to their age, ability, and level of understanding. We, as adults can help by expecting them to perform specific tasks increasing these tasks as the child grows and develops. Picking out and putting on their own clothes, coats, carrying their own papers and backpacks, washing their hands, etc. are important task in building a child's confidence.*

*We believe that children need to express themselves ~ doing their own art work and choosing their own play themes.*

*We believe that children learn in developmental stages and the information they receive must be clear and appropriate to their level of understanding.*

*We believe in the importance of play. We believe that most social and cognitive skills are learned through play and that time and opportunity must be given to encourage the development of these skills.*

*We believe in developing a sense of community and responsibility to others.*

*We believe that learning can be fun.*

### Program

*We provide a balance of directed activities, music, dramatic play, outdoor play, story telling, and creative movement under the direction of professional caring people.*

*We work closely with you, the parent, and the Lebanon Elementary School to provide easy entry into a larger educational system when the time comes.*

### The Red Sneakers Staff

*Our staff members are educated and experienced early childhood teachers and aides who participate in a continuous program of in-service education, workshops and conferences on both the regional and state level.*

*We believe in developmentally appropriate practice and work as a team to provide continuity and balance in our program. We are all trained in conflict resolution and problem solving skills and we use this approach when working with children. We all hold certificates in both First Aid and Infant-Child CPR.*

### Our Building and Play Yard

*Red Sneakers of Lebanon, LLC is a self contained building located at 312 Village Hill Road in Lebanon, Connecticut We exceed state health and fire codes. Our outdoor play yard is equipped with sturdy and imaginative equipment and is fenced for safety. Inside we offer a large workroom with ample table space for creative activities and small motor manipulatives, a second room for group play and large motor activities, two bathrooms and a small kitchen for staff use. Our heating system is radiant heat set into the floor to provide a warm floor surface for the children and to eliminate dangerous radiators with sharp edges and hot spots. Please come into and leave our parking area slowly. As always, turn your engines off when you get out of your car.*

# ***General Information***

## **Admission**

*All children admitted to Red Sneakers must be 3 years of age and fully potty trained. For September admissions a child is considered to be three years of age if his or her birthday is on or before December 31st of that year. The following paperwork must be on file before your child can participate in our program: Red Sneakers Enrollment Contract 3 pages, Health form and Immunization Record .Complete and up to date*

## **Program Hours**

*Childcare program hours are between 7.am. and 5:30 pm. Our preschool program is included as are snacks. Our preschool and childcare children make up one class of twenty and are not separated*

*Preschool hours are 8:30 to 11:30 am. (earlier if arrangements are made with the staff)*

*Snacks provided. No preschool is held when the elementary school is closed*

*Kindergarten hours are 7 to 7:30 am., and 11:45 to 5:30 pm. Afternoon snack is provided.*

*Full day care is provided for elementary school vacations and snow days. Parents of kindergartners MUST contact us by 10:00 am. on any day that their child is absent from school.*

## **Fees & Payment Policies:**

*Registration fee and Security deposit – a non-refundable registration and insurance fee of \$50.00 is to be paid when you register your child. A re-registration fee is due ANNUALLY each July. A security deposit equal to one week's tuition is due by July 15<sup>th</sup> for the fall enrollment. If the child does not attend the center, the deposit is forfeited. This deposit will guarantee the child a space in the center. This security deposit may also be applied to any destruction purposefully and will fully caused by you or your child. Red Sneakers reserves the right to dis-enroll a family at any time.*

*Parents must give as much notice as possible about any reduction in the child's schedule. In addition, Red Sneakers cannot guarantee that once a child's schedule changes from full time to part time, a full time schedule may not be available in the future.*

*For current rates please speak to one of the staff members regarding this. Preschool fees are not paid during school vacations and snow closings as stated on page 3 of your contract. Preschool is dismissed at 11:30 am.*

*Fees are prepaid weekly, by check, and left in the envelope by the logbook. Your check is your receipt. If your employer reimburses you, please leave your voucher, with the appropriate information filled in, with your check and it will be signed by the director and returned to you.*

***Payment is due every Friday by 5:30 for the up coming week.***

*All payments after this time will be considered late and must include the appropriate late fee. Because of our small size we operate on a tight budget and must enforce all late fees. Late payment fee: we charge \$20.00 if paid on the following Monday and \$5 for every day after. No child will be allowed to attend the program if payments are left unpaid. Late pickup fees: We charge \$2 for every minute after 5:30. We set this fee to discourage late pick ups. This fee must cover the overtime wage for two employees. This fee must be paid immediately by check or cash to the staff members working. This fee will be waived in a real crisis. Please remember that our employees have families and events that they need to get also. If all or some of your tuition is subsidized (Care 4 Kids) based on a sliding fee, misrepresentation of gross household income may result in the dismissal from the program and or retroactive charges for all unpaid tuition. If you are not able to make you payment on time the director has the right to dismiss your child from the center.*

### Holidays and Closings

*We are closed for the following weeks and holidays:*

*Labor day, Columbus day, Veterans Day, Thanksgiving and the following Friday, Christmas Eve, Christmas Day, New Years day, Martin Luther King Day, Presidents day, Good Friday, Memorial Day and Independence day. We do, however, charge our regular fees for holiday closings so that our staff, like you, can enjoy the very basis benefit of paid holidays. We will remain open during the summer but close for cleaning and repairs for a week in August before the Lebanon Public School opens in the fall.*

### Information & Notices

*Notices are put up on the website every month or sooner if the need arises we put them on your child's clip so you will be sure to get them. It is your responsibility to read both the policy booklet and the notices in a timely manner.*

### Arrival & Dismissal

*Adults must accompany the child into the building each morning. A cubby will be assigned to each child for their coats, hats, etc and we encourage you to allow your child to be as independent as possible. Security items such as blankets are allowed and eventually children just keep them in their cubbies. Toys from home are not allowed so take care of this before you leave your house. Don't expect the teachers to handle this. It is important that a positive bond be established between the child and the teacher.*

*We have a time log that must be kept up to date. When you come in please sign the appropriate time of arrival and when you leave write the time.*

*PLEASE: This is an 'adult only' activity and the book is off limits to the children. This log becomes part of our State records and must be up to date and accurate it is not a teaching tool for*

*the children.*

4

### Snacks

*We provide well-balanced snacks and we encourage children to try new foods. We adhere to the state guidelines when writing our menus. Snacks contain two or three of the food groups. Sweets of any type are limited to special projects such as baking with the children or birthday treats that you may send from home.*

*Our menu is posted at the beginning of each week. If your child needs special foods because of allergies we ask that you provide these and we will supplement their meals with, allowable foods. We do not shop for special diets. If your child wishes to bring foods to share with the class be sure that they are healthy foods such as fruit, cheese, or something exotic that you would like the children to try. We usually have children with food allergies so please check with us first. Birthday treats from home are fun and we enjoy it when you bring them. Allow your child to be creative with this. Fruits and dips, homemade muffins, ice cream, etc are appreciated.*

### Parent Involvement

*If you would like to join us on a particular day we would love to have you. Please be sure that your child is comfortable in our program first. Once that is established we encourage you to visit whenever you can. Please sign up for volunteer days on the parents' calendar by the front door. We also invite you to join us on our field trips.*

### Field Trips

*We take at least one field trip each year. If your child does not regularly come on the day a trip is scheduled please bring him and pick him up at the posted time. The state allows for extra children during the trips but we must return to our allowed numbers before the kindergarten children arrive at noon.*

*We hire a private bus for our field trips and parents are always welcome to ride with us. Unenrolled children are not permitted for insurance reasons.*

### Sick Days

*Red Sneakers provides a healthy, happy atmosphere for our children. We are not licensed or equipped to provide care for sick children so we will expect you to leave your child home if he or she is ill. If your child becomes ill at school you will be notified and expected to pick up your child within the hour. If this is not possible you will need to contact an emergency contact on your enrollment form to come and get them.*

*To insure the health & safety of the children, children with any of the following symptoms will not be allowed to remain at Red Sneakers. Temperature at or above 100, pink eye, streep throat, head lice, vomiting, diarrhea and rashes of unknown origin. They need to be free of any symptoms for 24 hours before returning to Red Sneakers.*

*If your child is absent from our center we need to be called by 10:00 am so we won't be worried as to where they are. The school doesn't notify the bus driver or us.*

5

### Medications

*The State Department of Health sets very strict guidelines for the administration of medication in day care centers. Our employees are trained according to these guidelines and any variation of these procedures is not permitted. When you are discussing medications with your child's doctor you should tell her your childcare arrangements. Often she can prescribe something that will work around your home schedule. It is preferred that three dose a day medications are given in the morning, late afternoon when you arrive home and at the child's bedtime.*

*If we must give a medication; you will notice that we are able to give any medication (Prescription and non-prescription) at lunchtime only and only with a written order from the physician or dentist. We can never administer the first dose of any medication. A parent will be given a copy of our medication administration form and we advise that you bring this to your doctor each time your child is seen because of illness. New copies are available as needed*

*Never send a medication in your child's backpack it must be given along with the completed paperwork to one of the teachers. It will be put into our locked medicine cabinet. Please don't put our license in jeopardy by asking us to give medications in any way that does not comply with these guidelines.*

### Calling Red Sneakers

*If you need to call us please make your call before 9:00 am, between 2 & 3 pm, or after 4:00 pm. These are our free play times and someone can usually give you the attention you need. Calls at any other time might be difficult. We do not feel comfortable answering the phone while we are working with the children or while the children are eating. Emergency calls are appropriate at any time.*

### Inclement Weather

*We do not close for snow days unless an emergency situation has been declared. We do close if the loss of power is a possibility as per state regulations. We do not have preschool when the Lebanon Elementary School closes due to bad weather. We need the morning spots for the kindergarten children. Preschool parents, only, should deduct a daily fee of \$10.00 for these days from their next tuition check. If we need to close the school or have a late opening please note we will display it on channel 3 weather. This is only in case of extreme emergencies.*

# *Children at Red Sneakers*

## *Starting Their Day*

*Children feel comfortable in new situations if they know the adults are comfortable and they know what to expect. Try to express a positive attitude about school. If your child senses that you are happy about this new adventure he will adapt quickly. If you hesitate and show concern it can frighten your child. He'll wonder, "Why are you afraid to leave me?" "What is going to happen and where are you going?" It is easier on both of you if you pretend to be secure and save your adult tears for the car. Usually by the time you have reached the car your child is easing into the day. You will soon feel comfortable about your child's first school experience.*

*While your child is putting his coat in his cubby you can sign the time in the daily log by the front door. If you set up a little routine with your child he will look forward to it. They love knowing what to do and what comes next.*

*Say goodbye quickly with a hug and then leave. We will be right there. If you need us to hold your child so that you can leave just signal us for help. We'll take him to the waving window (the window on the street side) so you can wave to him as you drive away. Our neighbors would appreciate it if you didn't toot your horn as you leave. Once you are gone we get your child involved in play and the mood relaxes very quickly. If your child is having a hard time at first we can handle it. It stops within a week or two, pops up again in mid-to-late October and then everything is fine. Once in a while if your child has been absent due to vacations or illness it may come back for a day or two. Please don't make the mistake of coming back inside or walking up to the window for one last goodbye. Your child will think you are having second thoughts about leaving.*

## *Trial Period*

*Each child is considered to be enrolled on an evaluation basis for the first month. Only in extreme cases will it be necessary for you to withdraw your child from the program, but we reserve the right to do so. Biting, violent behavior, inappropriate language, etc. will be considered as reasons for dismissal. Red Sneakers reserves the right to request the withdrawal of a family at anytime without prior notice.*

*Special Needs. We are trained observers of young children. We will work closely with you and the Lebanon Elementary School staff if special testing is required. We can address many special needs at Red Sneakers so that your child will not notice any disruption. If more help is called for we will work with you until you feel comfortable.*

## Toys

*Great care has been given to our toy selection. Our toys are age appropriate. They encourage creativity and help to build good learning skills. We discourage gun or violent play and we do not allow toys from home to come to Red Sneakers. We try to instill creative play, fairness and a need to share when sharing may be needed. Children learn quickly to balance their own needs and the needs of others in this way.*

*We also do not have a specific show and tell time. Your child may bring in a small item pertaining to the letter of the week or something related to what we are working on in the curriculum that week. When the item is brought in please have your child put it in the sharing box. Any item coming into the school should be non-breakable. No glass please. Red Sneakers is not responsible for lost or damaged toys from home. We discourage bringing them in.*

## Clothing

*PLAYCLOTHES PLEASE. Label all removable clothing. Send your child in clothing that he or she can manage. We need to have the children be as independent as possible in the bathroom. Shoulder straps are not workable for children, nor are belts, difficult snaps, body suits and tights. Dresses are not safe on the stairs, ladder and slide so we discourage children wearing these. T-shirts, sweats, and relaxed clothing are the most appropriate. We also prefer that the children wear safe shoes with non-slip bottoms and ties that stay tied or Velcro. We double knot for safety. Most parents are now aware that cords and strings on children's clothing are unsafe and no longer permitted on children's clothing.*

**We play very hard. We use glue, paint, clay, etc. And, we want your children to be proud of what they accomplish and who they are, not what they wear. You might want to assign a special drawer for school clothes and let your child pick out his own. It's fun and interesting to watch what they come up with. It's also a great confidence builder.**

### Nap Time

*We require that childcare children nap. Please don't tell your child that you will discuss it with us. If your child doesn't need sleep one day, we will bring him out after a short rest. If you need your child up early on a particular day please let us know so we can get her up slowly. It usually takes a few weeks for children to regulate a new sleep schedule so let us know how it is going and we can work with you. Kindergartners nap if they need it. On most days they take a short rest and get up for quiet play while the younger children sleep. Teachers will adjust this schedule daily as needed.*

### Blankets (childcare children only)

*Each child needs a small size blanket. We send them home to be laundered every Friday. If, your child is here on Tuesday and Thursday we send them home every other week label them, please.*

### Security Items

*If your child has a small bear, blanket or other security item, please allow them to bring. Don't worry what they look like or what we'll think. We have seen them all! No toys, please.*

### Dismissal

*When you arrive to get your child be sure to sign the time in the logbook. Many children are able to put on their own coats and should be encouraged to do so. Each child has a clip above the cubbies for paperwork and it is your job to get this at the end of the day. It's too high for the children and we don't allow climbing or sitting on the cubbies. If we are in the play yard you should say hello to your child as you come inside the gate. This will give her some warning that it is time to go. If you need to take a few minutes with one of the teachers, let your child know. When you are ready, tell your child and expect him to go with you. Expect them to get their coat and backpack when you go in to sign them out. Check their clip for papers. If we are playing inside it is the same procedure. Please do not ask your child to wait in the play yard or the car. Children may not be in those areas without an adult and they will know this when we discuss school rules and behavior on the very first day.*

*Like the sign in book the gate is 'adults only'. **Never let your child open the gate.** Not even if you are standing there. This is one of the safety rules we discuss with the children so always back us up on this please.*

Rules. Behavior and Developmentally Appropriate Practice

*When a child becomes apart of the Red Sneakers family he moves from being one of few in a home setting to one of many in a school setting. This may be a child's first experience in a social world where he is responsible for his own behavior. Some children ease into this very quickly and thrive in a learning environment where they are expected to work as part of a group as well as individually. These children, studies have shown will do well in school and develop self confidence to manage their own behavior. They will develop the skills to assess good and bad peer behavior, take responsibility for their actions, and grow into caring and productive adults.*

*A child's age, development and experience have a great deal to do with this. A young three year-old child still sees him as the center of the world and lives accordingly. An older three or four year-old wants to work with others, establish play patterns to build friendships and become part of a group. They are not loosing their individuality, they are preparing for the world. A five year-old advances to a more independent and capable stage such as kindergarten and the school bus. These learning styles are the basis for Developmentally Appropriate Practice (DAP).*

*The learning and behavior patterns of human beings is the same. Before you walk, you crawl. Before you speak, you make sounds. If we expect a child to excel too early it only serves to frustrate him and upset the balance of learning. Children work at a pace that is comfortable for them. If we, as adults, watch closely we can provide them with the means and opportunity to learn and allow them to work according to their own schedule. They will experience challenge and success. This will encourage learning.*

*Children need consistency to feel safe and secure. It confuses them when one adult tells them one rule and another adult sees it in a different way. Children learn our" school rules" very quickly and they would love to tell you what they are. If you question what they say just ask us, They usually get it right.*

*Our rules reflect safety, for the age of the children and the number of the children.*

*For example:*

*.Slides are to be used safely: down only, on your bottom, one at a time.*

*Rocks stay in the play yard. They don't go home.*

*Sand stays in the sandbox.*

*Children are encouraged to play with a toy until they are done. If another child wishes to use it, he can tell that child that he would like to use it next.*

*We do not sit on the counters or table.*

*Children must ask to take things off of the teachers counter. This is considered a "safe" place for paperwork, breakable items, etc.*

*Always wash your hands after using the bathroom.*

*And on and on. We try to cover all of the areas at school.*

### Discipline Practices

*All Red Sneakers teachers and aides are trained in using problem solving skills and conflict resolution with young children, it is a very good way to encourage creative thinking and instill responsibility. We help them to work out their differences with others so that everyone is satisfied. In time they use these skills on their own and don't need the help of an adult. If a child is not able to work in this way we will redirect her energies. We will briefly discuss the behavior with the child but we do not get into long lectures. We don't have a time out chair but when the need arises we might remove a child from an area. We don't use the term "time out".*

### Project Art

*Project Art is an approach used when we went to school, it usually means that the teacher cuts out all the little parts, gives them to the children with specific directions and all papers look exactly the same. Then the adult says "That's wonderful. I love it." The child really didn't do or learn anything and creative art skills are not encouraged. When we do something that looks like project art it is to reinforce a skill, an idea or a theme. Directions are general to encourage creativity. We try to balance the fun of projects with a free art table so children can create on their own schedule.*

*In a curriculum that is based on DAP, children express their creativity and advance their learning skills. And, the adult's say, "What is it?" to themselves, to the child they might say. "Wow" or "Look at the colors," "How did you get that to stick to the paper?" or so many other encouraging statements. Many days your child will bring home the same work on the same type of scrap paper. They are perfecting something. Some days they may bring home little bits of paper in an envelope. They are practicing cutting. Some days... nothing because he was too busy working with the blocks, housekeeping or maybe the play dough. Whatever your child brings home understand that a lot of time, effort and skill building went into it and with the right questions you will learn all about it.*

### Parties & Birthdays

*We do have parties at our school for special occasions. If you would like to help in any way, just ask. We love the involvement. If your child is celebrating a birthday at Red Sneakers you can send in a snack if you wish. Please see Snacks. No gifts at school, please. If you are having a home party and would like the names and addresses of some of the children he plays with we will be glad to give you a list, The best guide for enjoyable preschool birthday parties is, one guest for every year of the birthday child. Four years of age, 4 other children.*

*Please mail all invitations or call the other parents. We can't distribute invitations for you. We don't even get into discussions about children's birthday parties because others are always hurt that they weren't invited.*

### Visitors At Red Sneakers

*We have students from Lyman High School, Three Rivers Community College, and teachers from other area preschools come to observe our program or work with young children. To keep this to a minimum we require appointments for all visitors including new families wishing to register their child. However, any parent of any child in our program is welcome to visit at any time without an appointment.*

*If you would like a candid view of your child's day we encourage you to send in a disposable camera with a flash. Plan on leaving this camera for two or three months. When you have it developed you will see some posed and many candid shots of your child at Red Sneakers.*

## ***Red Sneakers Daily Schedule***

*7 am. Center opens – the parent must sign in all arrivals.*

*Workroom activities include table play sand box, easel, manipulative s, geoboards, water play, books, and art activities. Most artwork and small group activities are done before 10:30 am to encourage the children to rely on their own abilities. Occasionally we do table activities as a class but care is taken to see that each child feels confident about his skills. Because our curriculum is based on DAP we do not do “Project Art” every day. We do however do table art with them on a daily basis. When we do projects with the children it is to reinforce a concept or skill and we want them working on their own level and doing their own work.*

*8 am. Play centers are set up with self-checking responsibility name clips to limit the number of children in each area. The name clips help in teaching concepts such as sharing, problem solving and responsibility. They also help a child to play with new friends and try new play experiences.*

*9:00 Circle time, Attendance, Story, discussion, music and movement, weather, calendar*

*10:15 Pick up and wash for snack; we use this time to encourage good table manners and social skills.*

*11:00 outside play.*

*11:30 Preschool dismissal. Childcare children and teachers wind down and prepare for the arrival of kindergartners and lunchtime.*

*12:00 Clean up and wash for lunch. Lunch.*

*12:45 Children use bathroom, wash their hands and have a quiet story time.*

*1:00 Nap time for all childcare children and some kindergartners. Other K's play quietly in the work room.*

*2:00-3:00 Wake up time. Snack is set out on one table for a few children at a time.*

*3:30 Outdoor play if weather is good. Indoor play in bad weather. Dismissal starts.*

*5:30 Closing time.*

