

FARMINGTON COLLABORATIVE PRESCHOOL
PARENT HANDBOOK
2019-2020



Dear Parents/Guardians:

Welcome to the Farmington Collaborative Preschool! This preschool offers a truly inclusive environment in which children grow, learn and have fun together. We have planned a high quality program, and our professional staff will work hard to offer your child a positive preschool enrichment experience. We are looking forward to an exciting year, with many new opportunities for your child's development.

Throughout the Parent Handbook, you will find important information about our program and its policies. **Please take some time to read through the handbook, as some policies may be different from your previous early child care experiences.**

Should you have any questions or concerns about your child's program, please call the Extended Care & Learning office, located at the 1 Depot Place, Monday through Friday from 8:30am - 4:30pm or contact the Farmington Special Services office.

Thank you in advance, for entrusting your child to our care!

Bryan Zerio
District Coordinator, Farmington Extended Care & Learning

Dr. Laurie Singer
Director, Special Services

Meghan Cameron
Early Childhood Coordinator, Farmington Collaborative Preschool

TABLE OF CONTENTS

Mission and Philosophy Statement	3
Directory of Services	4
FCP Operating Sites	
Farmington Extended Care & Learning	
Farmington Public Schools, Special Services	
Non-Discriminatory Statement	
Confidentiality Statement	
Public School Holidays and Vacations.....	6
Individual Holidays	
School Recess Weeks	
IV. Guidelines	7
Enrollment	
Registration Procedures	
Tuition	
Extended Care	
Early Drop Off-Late Pick up fees	
Returned Checks/Late Payment	
Attendance	
Delayed Opening Policy	
HALF DAY Policy	
Snow Day Policy	
Clothing	
Toilet Training	
Policy Changes	
Teacher Qualifications	11
Administrative/Teaching Staff	
VI. Health, Safety, and Nutrition.....	13
Sign In/Out Procedures	
Parking	
Building Safety	
Students with Special Needs	
OSHA	
Sick Policy	
Lunch Program and Snacks	
VII. Student Behavior Responsibilities	15
VIII. Field Trip Guidelines	15
IX. Communication with Parents	15
Visitors	
Parent Volunteers	
A Good Start Program.....	16

I. MISSION AND PHILOSOPHY STATEMENT

At Farmington Collaborative Preschool students, staff, administrators, and parents are committed to working together so that all students can progress to their potential in all developmental areas.

Preschool children are challenged with high expectations and supported in their learning and development. Early learning experiences are beneficial to young children and should take place within a daily routine. These experiences are purposeful and intentional, facilitated by adults, and include all developmental domains. Children's unique learning styles, rates of growth and development, and interests are honored and supported by staff. The curriculum is based upon the new CT Early Learning and Developmental Standards, with Individualized Educational Plan (IEP) goals and objectives. Differentiated instruction is used to meet the needs of individual learning styles. The environment is designed with appropriate supports and structures. Ongoing evaluation and assessment monitors children's progress and informs instruction. Both early identification and intervention are essential aspects of the program.

To ensure quality outcomes for the students, teachers work in partnership with families. Teachers and parents share regular communication regarding student's needs throughout the year and at parent-teacher conferences. All staff is informed about, and have access to, collaborative professional development opportunities on relevant topics of need and interest, including how to work cooperatively with diverse families and how to access community resources. Program staff function as both facilitators and directors of children's learning in all areas of development utilizing a transdisciplinary model. Each staff member has appropriate qualifications for his/her role within the program, including familiarity with the field of early childhood and/or child development. All staff use ethical guidelines in their conduct as members of the early childhood profession. All information about children is confidential.

To ensure continuous improvement, program administrators follow specific goals and objectives to provide high quality programming and program evaluation. Improvement opportunities include parent input through yearly written evaluations, staff input, and ongoing communication through home and school.

DIRECTORY OF SERVICES

Farmington Collaborative Preschool (FCP) operating sites:

Irving A. Robbins Middle School

20 Wolf Pit Road
Farmington, CT 06032
IAR Preschool: (860) 404-0112 press #7

Noah Wallace Elementary School

2 School Street
Farmington, CT 06032
NW Preschool: (860) 404-0112 press #4

West District Elementary School

114 West District Road
Unionville, CT 06085
WD Preschool: (860) 404-0112 press #6

Union Elementary School

173 School St.
Unionville, CT 06085
UN Preschool: (860) 404 -0112 press #5

Monday - Friday, following the Farmington Public Schools Calendar

FULL DAY Program 7:00am - 5:00pm

HALF DAY Program..... 8:45am - 11:15am

..... 12:15pm - 3:15pm

FARMINGTON EXTENDED CARE & LEARNING (EXCL)

Bryan Zerio, Coordinator
1 Depot Place
Unionville, CT 06085
(860) 404-0112
(860) 404-0294 FAX

Office Hours:

Monday - Friday 8:30am - 4:30pm (except holidays)

FARMINGTON PUBLIC SCHOOLS, SPECIAL SERVICES

Dr. Laurie Singer, Director
1 Monteith Drive
Town Hall, Lower Level
Farmington, CT 06032
(860) 677-1791

NON-DISCRIMINATORY STATEMENT:

The Farmington Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability, pregnancy, genetic information, or gender identity or expression, except in the case of a bona fide occupational qualification. Questions concerning Title VI or Title IX compliance should be directed to: Kim Wynne, 1 Monteith Drive, Town Hall, Farmington, CT06032 (860) 673-8270. Questions concerning Section 504 compliance should be directed to: Dr. Laurie Singer, 1 Monteith Drive, Town Hall, Farmington, CT 06032 (860) 677-1791.

CONFIDENTIALITY STATEMENT:

The district maintains records of students enrolled in the Farmington Collaborative Preschool. The district maintains strict confidentiality of these records and other personally identifiable information at collection, storage, disclosure, and destruction stages of handling. Parents and other appropriate persons are given proper and needed access to records. Our district establishes and implements policies and procedures which ensure that records are classified, filed, protected, kept confidential, reviewed, and when appropriate, destroyed according to the Individuals with Disabilities Education ACT (IDEA) and the Family Educational Rights and Privacy Act (FERPA). Parents are notified annually of these policies and procedures. Written policies and procedures concerning education records are available to the public in the Superintendent's office.

Access to student records is only given to parents and parties who have been determined by our district as having a legitimate educational need. Please respect the privacy of our students and refrain from reading child specific materials unless they are given to you by the teacher.

III. PUBLIC SCHOOLS HOLIDAYS AND VACATIONS

Farmington Collaborative Preschool will be **OPEN** Monday through Friday, following the Farmington Public Schools 2019-2020 calendar:

August 26 First Day of School
 September 2..... Labor Day - CLOSED
 September 30* Rosh Hashanah
 October 9* Yom Kippur
 October 14* Columbus Day
 October 15* Teacher Professional Development Day
 November 5..... Teacher Professional Development Day (Election Day)
 November 27 3:00pm Closing for Thanksgiving Recess
 November 28-29 Thanksgiving Recess - CLOSED
December 25.....CLOSED
December 23– 31..... Holiday Recess
 January 1 CLOSED
 January 20* Martin Luther King, Jr. Day
 February 17&18.....*Presidents Day
April 8-12 Spring Recess
 April 10..... Good Friday- CLOSED
 May 25 Memorial Day - CLOSED
 June 8 Tentative Last Day for Students

** FULL DAY EXCL preschool students may attend the Extended Care & Learning (EXCL) program on these days at no additional cost.*

~ On scheduled HALF DAYS, AM HALF DAY preschool will run from 8:30am -10:30am and PM HALF DAY preschool will run from 10:30am - 12:30am.

When the Farmington Public Schools are closed for individual holidays and for public school vacation weeks, programs for FULL DAY EXCL preschool students will be combined at select schools.

INDIVIDUAL HOLIDAYS:

FULL DAY EXCL preschool students may attend the Extended Care & Learning (EXCL) program on these days at no additional cost.

Sign-up sheets will be available at all preschool locations at least two weeks in advance of individual holidays.

Noah Wallace and Irving A. Robbins FULL DAY preschool programs will be held at Noah Wallace Elementary School.

West District FULL DAY preschool programs will be held at West District Elementary School.

SCHOOL RECESS WEEKS:

During school recess weeks, FULL DAY EXCL preschool students may attend the Extended Care & Learning (EXCL) "Vacation Camp" program at a rate of \$45.00 a day. Vacation reservation forms will be available at all preschool locations at least two weeks in advance of vacation weeks.

You must sign your child up in advance, or, your child will not be accepted into the program. Staffing, snack, field trips, and supplies are all arranged for in advance. We cannot make any exceptions! Please remember to pack a cold lunch for your child as kitchen use is extremely limited.

Holiday Vacation Camp Week:

All sites East Farms

Spring Vacation Camp Week:

Noah Wallace, Irving A. Robbins, West District, & Union Noah Wallace

IV. GUIDELINES

ENROLLMENT:

Any child currently residing in Farmington, who is at least three years of age, toilet trained, and not eligible for Kindergarten is eligible for enrollment. "Toilet trained" means that the child can indicate a need to use the bathroom and manage their bathroom needs independently so that they can stay dry all day. Children with special needs who are placed in the program by Special Services are exempt from this requirement, as toilet training may be part of their Individualized Educational Plan (IEP).

REGISTRATION PROCEDURES:

Registration to the Farmington Collaborative Preschool is on a first come first serve basis. Once notified of enrollment, the parent/guardian of the child is sent a Parent Handbook complete with registration materials. Once completed, mail **ALL** of the materials, including a \$40 registration fee and \$220 deposit, to the Farmington Extended Care & Learning office by the **RETURN BY** date designated on the cover letter.

**Farmington Extended Care & Learning
1 Depot Place
Unionville, CT 06085**

If all required materials are not received by this date, your child's space in the program will be forfeited to the next child on the waiting list. Please keep the parent handbook for your records.

Required Materials:

Pre-Registration on www.fpsct.org

2019-2020 Enrollment & Tuition Fee Agreement Forms

A **CURRENT** Health Assessment Record Form

CURRENT Immunization Records

A copy of your child's Birth Certificate

A copy of the parent/guardian Driver's License, State ID or Passport

Proof of Residency

ONE (homeowners) statement, deed, real estate tax bill, **(renters)** current signed lease, rental agreement, or **(other)** Affidavit of Property Owner or Landlord

TWO current utility bills in the Farmington property owner's name (gas/electric/oil/water/cable)

A child **IS** considered enrolled in FCP when all the required paperwork, deposit and registration fee, are submitted to the EXCL office. Upon receipt, our office will send you a confirmation letter, verifying your child's tuition amount. All policies and procedures contained within the Parent Handbook are said to be effective and enforceable when a child is officially registered.

ALL TUITION AND REGISTRATION FEES ARE NON-REFUNDABLE!**TUITION:****FULL DAY Tuition: \$9,377**

An annual non-refundable **registration fee** of \$40 and a non-refundable **deposit** of \$220.00 are due for each child enrolled in the program.

Tuition of \$233, \$699, \$932 or \$1165 is charged to each child's account on a **Monthly** basis depending on month.

Tuition is due throughout the year. Tuition and registration payments must be made by check or money order, payable to "Farmington Extended Care & Learning." Postdated checks cannot be accepted.

The Farmington Collaborative Preschool program is entirely self-funded, and we rely on tuition payments for staff salaries, supplies, snacks, and employee benefits. Tuition CANNOT be prorated for illness, special leave, and personal vacation or holidays that fall within a normal school week.

Payment Schedule

When paying monthly, one check for the entire monthly amount is due by the first (1st) of each month, PRIOR to receiving services.

If parents elect to pay tuition four times per month, four equal payments totaling the entire monthly tuition must be submitted weekly, PRIOR to the last day of each month.

EXTENDED CARE:

Extended care for preschool children may be available with advance request and provided there is sufficient staffing available. Additional fees apply.

EARLY DROP OFF/LATE PICK UP FEES:

An additional \$1.00 per minute, per child, will be charged for any child dropped off or picked up before/beyond scheduled times. Parents will receive a written invoice detailing any fees incurred for early drop off or late pick up care. Please pay the invoiced amount by check made payable to "Farmington Extended Care & Learning."

RETURNED CHECKS/LATE PAYMENT:

There will be a \$25.00 charge assessed for all checks returned for insufficient funds. If checks are returned repeatedly, EXCL will require cash, certified checks, or money orders for all future payments.

Tuition payments are due on each Friday for the following week. **A late fee of \$30.00 will be automatically charged for each month that tuition is not paid in full.** Enrollment may be terminated for delinquent tuition payments, and the Farmington Public Schools reserve the right to collect all outstanding account balances.

ATTENDANCE:

Keeping accurate attendance records is a key portion of our security procedures. If your child will not be in FCP for any reason, please contact the Early Childhood Coordinator or Classroom Teacher by 9:00am. If your child is ill, please keep him/her home so the other children in the program and the teaching staff do not also become ill.

Each child's tuition covers the time period for which he/she is registered. Tuition will not be prorated for absences, personal vacations, or illness.

DELAYED OPENING POLICY:

(AM HALF DAY preschool ONLY)

In the event of a one hour delay the AM HALF DAY program will begin at 9:30am.

In the event of a 2 hour delay, the AM HALF DAY program is cancelled.

HALF DAY POLICY:

On scheduled HALF DAYS, AM HALF DAY preschool will run from 8:30am - 10:30am and PM HALF DAY preschool will run from 10:30am - 12:30am.

SNOW DAY POLICY:

HALF DAY preschool is CLOSED on snow days.

FULL DAY preschool children may attend on a snow day. As with the full days, students are expected to bring with them a packed lunch, weather-appropriate attire, and rest time items. Snow day attendance is completely optional.

Snow days take place at Noah Wallace Elementary School.

A SNOW DAY FEE OF \$30.00 IS CHARGED PER CHILD PER DAY AND IS BILLED AFTER USING THE SERVICE

We recognize a parent's need for child care services, therefore, in all but the most extreme weather conditions, EXCL will attempt to remain open. This is regardless of the conditions posted for the Farmington Public Schools.

If it is decided that EXCL must close for the day, or will be delayed in opening, a separate announcement will be made on the radio and television that specifies "Farmington EXCL." Announcements will also appear on the Farmington Public Schools website, www.fpsct.org.

Television:

WVIT CH 30 and WFSB CH 3

Radio:

WTIC AM 1080, WDRC AM 1360, WRCH FM 100.5, WTIC FM 96.5 and WDRC FM 102

When Farmington Public Schools are closed due to weather, but EXCL remains open, **ONE school location will remain open. On declared snow days, Noah Wallace EXCL will remain open for Farmington EXCL students.** If weather conditions worsen during the day, upon authorization from the Superintendent and the Program Director, EXCL staff will call parents and ask them to come and pick up their children early. If you receive such a call, please make every effort to come as soon as possible. The decision to close early, or to cancel classes entirely, is always made with the safety of the children, parents and staff in mind. **If your child must attend EXCL on a snow day, please remember to pack a lunch as the cafeteria will be closed.** An additional snow day fee of \$30 per child per day is billed after using the service.

CLOTHING:

Please send appropriate clothing for weather conditions. We will try to go outside, weather permitting, each day. In the winter, if there is snow on the ground, children will need to bring boots,

snow pants, hats, and gloves to go outside and play. Children without boots will not be allowed to play in the snow. We will follow elementary school policies when determining if the weather is appropriate for outside play. Please send in at least one change of clothing for your child, in case of accidents or messy play. Children should always wear safe, secure footwear. No flip-flops, crocs, heels other unsecured footwear.

Each **FULL DAY** child will also need from home, a comfortable stuffed animal, a small crib sized sheet, blanket, and a small pillow if it will help your child sleep for quiet rest time. Children must be able to fit all their belongings in a small cubby space, so please limit the number of things from home! Do not send in any valuable or delicate items, as staff cannot be responsible for lost or broken toys, or missing clothing. **Please label all of your child's clothing.** Each year we have a huge pile of unclaimed clothing and accessories in the "Lost and Found" bin.

TOILET TRAINING:

"Toilet trained" means that the child can indicate a need to use the bathroom and manage their bathroom needs independently so that they stay dry all day. Children may be helped with clothing fasteners and teachers can verbally assist students after a bowel movement if they request. Although accidents do happen, any child who has frequent accidents will be asked to leave the program. After children have been enrolled in the program for two weeks and have adjusted to the program routines, the staff will re-evaluate the status of any child who has more than two accidents a week. Children with special needs who are placed in the program by Special Services are exempt from this requirement, as toilet training may be part of their Individualized Educational Plan (IEP).

REST TIME:

All full day FCP students will participate in a daily scheduled rest time on individual cots or yoga mats.

POLICY CHANGES:

Parents will be notified in the event of a change in policy. Farmington Public Schools and the Farmington Extended Care & Learning program reserve the right to change policies or procedures to protect the interests of the children, its staff, and the program.

TEACHER QUALIFICATIONS

The Farmington Collaborative Preschool program is administered by the Farmington Public School system and is not licensed by the Connecticut Office of Early Childhood

ADMINISTRATIVE/TEACHING STAFF:

Farmington Collaborative Preschool personnel undergo an extensive background check. They submit fingerprints to the Farmington Police Department for a federal and state screening process. During the hiring process, each applicant must supply at least three personal and professional references as to his/her experience and character. All FCP staff is trained in CPR and First Aid, and are given the opportunity to attend professional workshops and training seminars offered by Farmington Public Schools, Extended Care & Learning personnel, and outside agencies.

We are very proud of the caliber of professionals that work with FCP children. We strive to hire only the most qualified and experienced applicants.

Our FCP teachers have undergraduate and/or graduate degrees in Special Education or Early Childhood

Education. EXCL staff have prior teaching, coaching, or counselor experience, and may have degrees in Education, Special Education, or Early Childhood Education. Additionally, a team approach among all the professionals in the classroom ensures that all needs of the children are met.

Please read the following safety policies very carefully. We take our obligation to safeguard the children enrolled in our program very seriously. We recognize that some of the policies may be inconvenient, but they are formulated with the safety of all the children in mind.

VI. HEALTH, SAFETY, AND NUTRITION:

SIGN IN/OUT PROCEDURES:

Children must be signed in and out of the program by an authorized adult, over 18 years of age. Children will only be released to those persons authorized on their pick up lists. Anyone picking up a child should be prepared to show a picture ID. If the pick-up schedule for a child should change, please send in a note to the Early Childhood Coordinator or Classroom Teacher. In some circumstances, we may require a copy of a court order or legal paperwork, to alter pick up arrangements.

Please keep all contact telephone numbers and addresses current on your child's emergency card and registration paperwork!

Our staff will make every effort to keep a child from getting into a vehicle with an adult suspected of being intoxicated, up to and including calling the local police department for support. We would follow this procedure in all cases to ensure the safety of the children in our care. All preschool children should be using appropriate car seats, boosters or safety belts while riding in motor vehicles.

PARKING:

Irving A. Robbins Building Parking:

Please DO NOT park in the fire lanes behind the gymnasium or in front of the main office when dropping off or picking up. There are designated parking spots for FCP parents to use at drop off and pick up times located to the left of the gym.

Noah Wallace Building Parking:

Parking is limited at the Noah Wallace site. Suggested parking areas include the smaller front parking lot next to the bus lane and the main Noah Wallace School lot behind the Barney Library. Please DO NOT PARK in or CROSS the bus lane.

West District Parking:

Parents can park in the West District Elementary School parking lot. FCP parents can enter through the schools main entrance located just off of the parking lot. Please DO NOT PARK in or CROSS the bus lane.

Union Parking:

Parents can park in the Union Elementary School parking lot or in front of the school if space is available. Entry through the main door at the front of the school is required.

BUILDING SAFETY:

Please use designated entry and exit doors to drop off or pick up your child. The designated door for **IAR** is the double door leading to the playground. The designated entry for **NW** is the double door

leading to the bus lane. The designated entry for **WD** is the main entrance to the school. The designated entry for **UN** is the main entrance to the school. At certain times of the day, all outside doors will be locked to eliminate strangers from entering our buildings. Parents should be prepared to present identification when arriving at the school to pick up their child. All FCP personnel are trained to stop any adult in the building that they do not recognize.

We will, from time to time, have secure building (lock-down) and fire drills to practice emergency procedures and evacuation routes. These will be done in a manner consistent with the public school procedures. Please inform FCP staff immediately if you are concerned about strangers, or any unsafe condition, in or near the school.

STUDENT WITH SPECIAL NEEDS:

Students who have been enrolled in the Farmington Collaborative Preschool as part of their special education program receive the support of the regular preschool staff along with that of a certified special education teacher. Students have the benefit of receiving specialized instruction while learning with typical peers. Programming is based upon the student's Individual Education Program (IEP) and may include the support of speech and language pathologists, occupational therapists, physical therapists, school psychologists, social workers, or paraprofessionals depending upon the student's individual needs.

Your child may ride the van to school or be transported by you. If we provide your child transportation, please remember to call the van driver AND the school if your child will not be attending school that day. Attendance at FCP is according to the school calendar. If there is no school for the elementary schools, there is no school for your child at FCP. This includes teacher conference and professional development days, school vacations, and closings due to weather. You will be informed of procedures for school closings, weather delays, and early dismissals by your classroom teacher according to the location of the program.

**ALL FARMINGTON COLLABORATIVE PRESCHOOL PERSONNEL ARE MANDATED REPORTERS OF
SUSPECTED
CHILD ABUSE AND/OR NEGLECT.
OCCUPATIONAL SAFETY HEALTH ADMINISTRATION:**

All staff are trained in up to date OSHA regulations and requirements regarding human bodily fluid and toxic chemical handling. At FCP we practice and encourage good hand washing both by the staff and by the children.

SICK POLICY:

The health and safety of your child is of the utmost importance to us. We must be notified if your child has known allergies, asthma, diabetes, seizure disorder, pink eye, or other medical conditions that would affect his/her participation in any aspect of our program. It is important that your child has an updated physical yearly.

The Farmington Collaborative Preschool will utilize the school nurse at Irving A. Robbins, Noah Wallace, Union and West District schools during regular school hours. The school RN is the only person who is allowed to dispense medication. Any child receiving regular medication must have a copy of a doctor's order on file with the nurse. The nurse may dispense certain over the counter pain medication with written permission from a parent. FCP follows all Farmington Public Schools student health policies.

FCP personnel are trained in CPR and basic first aid. In the event of a minor accident or injury, staff will apply ice and basic dressings. The Early Childhood Coordinator and Classroom Teachers are also trained to administer an Epi-Pen to children with identified life threatening allergies, as long as a copy of a doctor's order is on file. Parents must supply a junior size Epi-Pen with a copy of doctor's orders to the Early Childhood Coordinator or Classroom Teacher. In the event a child is injured, or becomes ill, parents will receive a copy of an accident/injury report detailing what occurred. If a child develops any of the following symptoms, a parent will be called and asked to come and pick up the child within 30 minutes if possible. This includes a fever of 100 degrees or higher, vomiting, diarrhea, an accident requiring additional medical attention, lethargy, or rash. If you are unable to come quickly, we will be happy to also contact an emergency notification person from your child's file. In the case of a serious illness or accident, the Early Childhood Coordinator or Classroom Teacher will call 911 and the parents will be notified as soon as possible.

IN THE EVENT YOUR CHILD HAS A FEVER, IS VOMITING OR HAS DIARRHEA, THEY CANNOT RETURN TO SCHOOL UNLESS THEY ARE SYMPTOM FREE FOR A FULL 24 HOURS – WITHOUT MEDICATION!

If your child is diagnosed with an infectious or communicable disease, you will need to present a doctor's note that indicates your child is no longer contagious in order to return to school. A letter will be drafted to all families of preschool children to notify them of the disease and detailing symptoms to look for.

LUNCH PROGRAM AND SNACKS:

Students may purchase lunch in our cafeteria or bring lunch from home. The Farmington Public Schools also offers a nutritious lunch program for our students. Meals may be purchased for \$2.80 which includes a main entrée, or alternate entrees with vegetarian choices. Milk may be purchased for \$0.60. Note that prices are subject to change. **Students who do not have money for lunch, for whatever reason, will be offered a sandwich and a carton of milk.**

Free / Reduced Lunch:

Students may also receive free or reduced lunches if eligible. The application for free and reduced lunches can be found at www.fpsct.org under the Schools tab.

Lunch Program Account:

Checks should be made payable to Farmington School Cafeterias. Access our district website, www.fpsct.org, click on Schools, Lunch Menu section, myschoolbucks.com link, and create your account.

Snack:

Children enrolled in the Farmington Collaborative Preschool FULL DAY program will be offered a morning and afternoon snack. Children enrolled in the HALF DAY program will be offered a morning snack. The snack menu will be posted for parents, and copies will be sent home each month. The menu will be revised from time to time due to shipping or vendor limitations; however, we will make every effort to notify parents in advance when we must change the menu. Our current snack menu has been carefully planned to offer healthy choices and to avoid common allergies (peanuts etc.). Our program provides snacks that are prepared, served, and stored in accordance with the U.S. Department of Agriculture (USDA) Child Adult Care Food Program (CACFP) guidelines. If you know your child will not eat what is being served on a particular day, you may supply a nutritious snack.

Food and beverages brought from home should be labeled with the child's name and date. Staff are not able to heat items sent from home as cooking facilities in the classroom are extremely limited, but we will make every effort to serve what you provide for your child's snack or lunch.

During school vacations and holidays, the school kitchens will be closed. On these days, children will need to bring a nutritious lunch from home. Please do not send foods that need to be re-heated, or refrigerated, as kitchen use will be extremely limited. Children will receive two snacks per day when attending FULL DAY care on a school holiday or during vacation camp.

Please notify the Early Childhood Coordinator or Classroom Teacher if your child has any food allergies or special dietary restrictions. Peanut products are discouraged at FCP, teachers have peanut and tree nut free classrooms.

Breakfast:

The Farmington Collaborative Preschool does **NOT** provide breakfast foods. If children bring in food from home prior to 8:30am, they will be allowed to eat at a designated table. Staff will be available to assist children, but will not be able to heat anything brought from home.

Children will need to finish eating prior to 8:45am, as our daily activities start at 8:50am. Morning snack will be provided between 9:15am and 10:00am. Afternoon snack will be offered at approximately 2:30pm. Lunch will be served at approximately 11:30am.

VII. STUDENT BEHAVIOR RESPONSIBILITIES:

FCP children are expected to conduct themselves with courtesy, cooperation and respect for fellow students, teachers, and their environment. The curriculum taught at FCP will reinforce these ideals and promote positive behavior attributes. In the event of deliberately disruptive or harmful behavior, the Early Childhood Coordinator or Classroom Teacher will arrange a conference with the parents to inform them of the child's behavior and to work out a mutually beneficial solution for the child and the program. Serious issues, such as fighting, deliberately hurting another child or adult, stealing, swearing or using racial/ethnic slurs, challenging the authority of an adult, or being openly defiant, may result in suspension from the program. Continued disruptive, harmful or inappropriate behavior may result in a student being withdrawn from the program.

The Early Childhood Coordinator or Classroom Teachers have the authority to immediately remove a child from program activities for inappropriate behavior.

FCP believes in a team approach to deal with inappropriate behaviors. Our team may include the Classroom Teacher, Early Childhood Coordinator, Program Director, Supervisor of Special Services, Special Services Staff, Social Worker and School Nurse.

VIII. FIELD TRIP GUIDELINES

Throughout the school year we strive to bridge the gap between community resources and the preschool classroom. In order to do this we provide many different opportunities for the children to experience educational field trips, presentations from community professionals, and enrichment programs. Field trips typically occur during the fall and spring seasons. Information regarding these trips and transportation are relayed by the Early Childhood Coordinator. A yearly fee of \$30 will

be added to each students account. Enrichment programs are offered at various times throughout the year and require registration - online registration is available at www.fpsct.org/fce. Additional fees apply for ALL enrichment programs.

IX. COMMUNICATION WITH PARENTS

Open communication between parents, FCP teaching staff, and the administration is very important to a successful program. At the sign in/out table a communication notebook is available to parents for written notes back and forth between parents and staff. Should more private communication be needed, parents are always welcome to telephone the site directly, call the EXCL office, or leave a note for the Early Childhood Coordinator or Classroom Teacher.

Parents will also receive monthly newsletters, as well as surveys, asking for additional feedback and periodic notices from the Extended Care & Learning Program Director. Feedback is important when designing new programs, policies, and curriculum. To encourage open communication between parents and FCP staff, a staff board is available to parents, with pictures and biographies of each staff person. A parent board is also available, with updated policies, reminders, and general information. Parents will also receive a weekly note home, detailing the child's activities for that week.

VISITORS TO SCHOOL:

The Board of Education encourages visits by citizens and parents to all school buildings. In order to promote a safe and productive educational environment for all students and staff, the Board of Education reserves the right to have all visitors receive prior approval from the school Principal or his/her designee before being permitted to visit any school building. The Board of Education, through the administration, reserves the right to limits visits in accordance with administrative regulations. Upon arrival, all visitors must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area and/or school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the building and ground for which the visitors have authorized access, and complying with directives of school officials at all times.

PARENT VOLUNTEERS:

Opportunities for parents to volunteer in the classroom will be offered throughout the year as noted in the monthly newsletters. Parents who wish to participate regularly in the classroom should speak to the Classroom Teacher. All parents who are visiting and not just dropping off or picking up their child must sign in at the schools main office.

Volunteers that will be classified as **Group I** assist school staff members with school activities in the presence of Farmington Public Schools employees. Group I volunteers must adhere to a volunteer sign up procedure, but are not required to have a Background Check.

Volunteers will be classified in **Group II** when they provide services to students when not in the direct presence of a Farmington Public Schools employee. Group II volunteers will be required to ad-here to a volunteer sign up procedure and complete a consent form regarding the release of information for a Background Check as well as a Department of Children and Families (DCF) Abuse and Neglect Registry

prior to volunteering.

Throughout the year you may have questions about FCP programs and policies. The first person to talk to is your child's Classroom Teacher. They will refer you to the appropriate person if they cannot answer your question.

X. A GOOD START PROGRAM

The Early Childhood Coordinator coordinates the Good Start program for the Farmington Public Schools. This program helps transition children who will be entering Kindergarten in the fall, as well as their families, into the Farmington Public School system. It is an opportunity for the children and their families to become familiar with their new school environment, teachers and other professionals. The Early Childhood Coordinator/Head Teacher will inform parents of Good Start events and meetings that will take place throughout the winter and spring months prior to the start of the new school year.