

# Old Lyme Children's Learning Center



## Parent Handbook

REVISED 2025

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## Welcome!

Welcome to the Old Lyme Children's Learning Center, Inc! We are so happy that you have chosen our program. It is our intention to provide high quality care for your child in a warm and nurturing environment. We look forward to helping your child grow, and to helping you in the transition between the home and childcare environments.

Old Lyme Children's Learning Center first opened its doors to families in 1987, when the need for childcare became obvious in Old Lyme. Since that time, we have cared for hundreds of children from infancy through school age. We are proud to extend our services to the community and surrounding communities.

The Board of Directors of this non-profit Center is comprised of community members interested in quality childcare, and sometimes including parents of children in the program. Primarily, the BOD oversees policy and budget as well as helps to maintain some of our larger fundraising initiatives, including our Holiday Homes Tour. The Board meets on a bimonthly basis, along with the Director, to oversee the administration of the program. We are always looking for new board members and encourage you to consider a position.

This year we have made some substantial changes to our programming. With mandated pre-K in Connecticut, we have eliminated our own preschool program and now have three programs housed in the Center. Infants houses six weeks through age one and then children move into our Transition Program which houses children ages one through age two. At this point, children then move into our Toddler's Program which is in the back building. They can stay in this program through age 5 when they go to Kindergarten, although many do leave at age four to attend the full day preschool program at Region 18.

This handbook has been developed to inform you of our operating policies and to answer as many of your questions as possible. In addition, you can call our office at 860.434.1728 ext: 201 at any such time with concerns or questions about our program. We at the Old Lyme Children's Learning Center look forward to working with your child(ren) and your family!

Once again, Welcome!



## **The History of OLCLC**

In 1986, a grassroots effort was launched to establish a secure, reliable, well-run daycare for the children ages six weeks to five years in the towns of Lyme and Old Lyme. The result was the opening of the non-profit organization Old Lyme Day Care (OLDC) in the house at 57 Lyme Street in April 1987. Shortly after this time, the preschool program was moved to the converted garage space located directly behind the main building. In 1998, we were asked to take over the operation of the Before and After School Care Program operating at Center School. Also, in 1998, Old Lyme Day Care pursued and became Accredited through the National Association for the Education of Young Children (NAEYC), and Old Lyme Day Care became the Old Lyme Children's Learning Center (OLCLC). To this day, OLCLC continues to work towards its NAEYC re-accreditation and is sustained solely on tuition revenues and monetary gifts from the community members. Typically, OLCLC does not receive any state, local or federal funding but during our recovery from the pandemic, it did receive two payroll grants for staffing as well as a state grant to reconfigure our programming before reopening in August of 2021.

## **OLCLC Mission Statement**

Old Lyme Children's Learning Center, Inc. provides programs which support families in the Lyme/Old Lyme and surrounding communities raising their children and allow for healthy growth, exploration and discovery. These programs are based on currently accepted early childhood standards and also provide a secure, safe and happy environment that fosters natural development of the whole child from ages six weeks to grade five.

## **OLCLC Program Philosophy**

Old Lyme Children's Learning Center believes in children. Children need the time and opportunity for healthy growth, exploration, and discovery. Our programs promote the development of children as creative individuals, and as members of small groups. Daily activities and experiences are provided which enhance each child's sense of self-esteem and mastery of skills. Our goal is to provide a secure, safe and happy environment that fosters natural development of the whole child, including social-emotional, cognitive, language and the large and fine motor skills.



## OLCLC General Info

**OLCLC Phone Number:** 860.434.1728

**Extensions and Email Addresses:**

**Director: Ext: 201** Dana Gatchek @ [office.olclc@gmail.com](mailto:office.olclc@gmail.com)

**Bookkeeper: Ext: 203** Kathy Harrison a@ [bookkeeper.olclc@gmail.com](mailto:bookkeeper.olclc@gmail.com)

**Hours of Operation:** The Center is open Monday through Friday 7:00 am to 5:30 pm (per State of CT DPH licensing requirements), year-round.

**Holidays:** The Center will observe the following holidays: New Year's Day, Good Friday, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving and the day after, Christmas Eve through New Year's Day, Martin Luther King Jr. Day. The building is also closed on Juneteenth when it falls during the week for Professional Development.

Regular tuition is due regardless of holiday/inclement weather closings.

### Classroom Ratios:

We follow state standards for staff-to-child ratios which are as follows:

Age category	Ratio	Maximum class size
Infant (birth-12 months)	1:4	8
Transition/Toddler (12-36 months)*	1:4	8

\*If our toddler program is all 2.9 years of age or up our ratio would be 1:10.

### Infant Program:

Our Infant Program houses children ages six weeks-age one. As would be expected, our infant program is always a busy place, and proves to be stimulating and inviting. The daily routine evolves from each child's individual schedule, simulating their regular routine at home as much as possible. Included in the day are activities to stimulate sensory development and perception, physical development, social interaction, and communication and language development. Our staff becomes very involved with the infants, interacting with them on a comfortable and natural level. Our youngest children spend their day in an environment that is rich in nurturing and full of interaction between adults and infants. With a 1:4 ratio, we maintain a clean, safe, and happy atmosphere for children 6 weeks to 12 months of age. Naps occur throughout the day, as well as feedings, changings, and nurturing. Our head teacher works closely with her staff to assure a healthy progression through this early stage of a child's life. Infants enjoy a comfortable environment with wonderful teachers who all possess that special quality in caring for infants. We provide necessary infant seats, high chairs, carriages, walkers, and infant toys to offer a stimulating program. Close communication with parents is assured on a daily basis through the use of our daily logs, and a close bond develops between parents and caregivers, facilitating regular verbal communication.

\*More information regarding the infant program and schedule are on page 21.

### **Transition Program:**

Our transition program houses children ages one-two. The Transition Program staff work closely with the Infant staff, as they often share responsibilities throughout the day. With a 1:4 ratio, our curriculum and activities are tailored to best meet each child's development as a whole. Our curriculum is thematic, allowing children to explore a variety of topics in their world. In this program, we begin short "circle time" each day using finger plays, songs, art activities, and movement games to allow children to experience social interaction. Additionally, children are encouraged to explore a variety of media such as glue, paint, paper art, and much more! Transition program children enjoy playing outside twice daily (weather-permitting) year-round. Our daily log provides parents with a detailed insight into their child's day. Close communication with parents is assured on a daily basis through the use of our daily logs in an effort to develop relationships between parents and caregivers.

\*More information regarding the transition program and schedule are on page 25.

### **Toddler Program:**

Our Toddler Program houses two groups, with children age 2-5. Although many of our toddlers leave us at age 4 to attend the Region 18 program, we are capable of keeping our four year olds through when they go to Kindergarten. When developmentally ready, a child enters our toddler program. Here, the children are introduced to a little more structure, while reaping benefits from the continued small group experience. Included in the day's activities are fine and gross motor activities, dramatic play, language, music and movement, art materials and blocks. It is a program that continues to allow for close relationships between caregiver and child, providing a supportive environment for milestones such as potty-training.

\*More information regarding the toddler program and schedule are on page 28.

### **School Age Program:**

We also offer before and after care under Regional District 18. Our program is housed in Center School, at 59 Lyme Street. This program opens up at 7am each day and our teachers put students on buses to Mile Creek and Lyme School. The program is also open to Region 18 Pre-K children and our staff escorts them to their preschool classrooms each morning. The afternoon portion of the program begins at 2:30pm, and our staff picks up preschoolers first. After 3:00pm, buses arrive from Lyme School and Mile Creek and our program remains open until 5:30pm.

## OLCLC Staff

*\*all staff bios are featured on OLCLC website*

### Administrative Staff

**Director:** The Director of the Old Lyme Children's Learning Center manages the Center's programs. This includes full supervisory responsibilities for the teaching staff and overseeing the daily operations of the Center's programs. The Director is also responsible for all educational opportunities for the staff and coordinates seminars, professional development opportunities and ensures that all staff is up to date with CPR and First Aid training. In addition, the Director maintains the Center's operational systems and reports directly to the Board of Directors.

**Bookkeeper:** The Bookkeeper works, part-time, directly with the Director at the Center. The primary responsibility of the Bookkeeper includes maintaining administrative databases as well as providing fiscal management support for the Center, including budget support, monthly financial statements and monthly tuition invoicing.

### Teaching Staff

**Head/Lead Teacher:** The Head Teacher provides an educational, child-development program for a classroom of children at the Center. This program promotes their physical, intellectual and social-emotional growth. The Head Teacher plans the classroom curriculum and is responsible for implementing the NAEYC Classroom Observation criteria for Early Childhood Programs. The Head Teacher interacts with the children and their parents, provides daily on-site supervision of Teacher's Assistants and Teacher's Aides and contributes to maintaining the safety of the program.

**Assistant Teacher:** The Assistant Teacher aids the Head Teacher in providing an educational, child development program for a classroom of children at the Center, promoting the physical, intellectual and social-emotional growth of children. The Assistant Teacher participates in planning the classroom curriculum, interacts with children and parents, provides daily on-site supervision of Teachers Aides in the absence of the Head Teacher, and also contributes to maintaining the safety of the program.

**Teacher's Aide:** The teacher's aides helps the head and assistant teachers in providing a safe, healthy and nurturing environment. They are a team player who shows compassion, patience, flexibility and consistency with the children in mind. They maintain confidentiality at all times. They are responsive to parent concerns and converses with parents in a professional manner.

## Enrollment Policies and Information

**Requirements for Enrollment:** Available spaces are filled based on a wait list system. Priority for enrollment is given in the following order:

1. Currently enrolled children (when transitioning)
2. \*Siblings of currently enrolled children as long as they follow “Holding of Spots” agreement
3. General public families on the waitlist

### Holding of Spots:

Although we work hard to provide childcare for families with multiple children, we are not able to hold spots without certain compensation to do so.

If you would like consideration for care for a child who is not yet born, we ask that you submit a letter requesting care, **no more than six months in advance**, with a registration packet and a reasonable start date of entry for when your child’s care would begin. To place an initial hold on any spot, with your written request and registration, you will need to submit all non-refundable registration fees, as well as one week’s non-refundable tuition at the time of the request.

Each month, the Director will contact you to share our enrollment projections, as well as how your projected spot is holding. 30 days prior to your child’s projected start date, and to continue holding your spot, you will need to begin to pay 50% of that month’s tuition to continue the hold.

If there is ever a situation when we have a full-time contender wishing to start before your child’s intended start date, OLCLC will always contact you first to give you the option and priority of paying in full to continue to hold the spot for the remainder of time until your child is scheduled to begin.

OLCLC tries hard to forecast what our availability will be and will give priority to a family with a child already in the program but not at risk of losing a potential full-time tuition. If you choose not to pay for the spot in full and there is another interested family, your spot will be given away and you will not be refunded for any of your deposits to date except the non-refundable registration fee of \$125.

**Termination of Enrollment or Change in Schedule:** Withdrawal from the Center requires a two-week advance written notice, regardless of child’s attendance. Tuition will be charged at the rate of the original schedule for two weeks after submitting written notice of withdrawal. **Note: Anyone not utilizing child care for the summer, risks losing their child’s spot for the following school year.**

### Available Summer Spots:

Families looking for summer childcare may apply for spots in the Spring if there are any available. After May 30<sup>th</sup>, the OLCLC will begin to forecast openings for their summer programs. Summer tuition rates are different for families who do not use the OLCLC during the academic year.

### Tuition:

**Tuition Payments:** Tuition payments are made monthly and are expected in advance and due **no later than** five days prior to the first of the month. Tuition bills are sent out through our online ProCare system and can be paid online through ProCare with an ACH payment, cash or check may be dropped in the tuition boxes located in each program or sent in the mail to the Center at 57 Lyme Street. Fees for tuition will be handled on a



consistent schedule. If your family is unable to commit to this monthly billing plan, please contact our bookkeeper, Kathy Harrison to arrange for another option.

**Siblings:** OLCLC offers a 4% sibling discount to full-time (am and pm 5 days) of before and after care and continue to offer the 8% sibling discount to full-time center siblings. If there are siblings in both programs, the lower percentage will prevail.

**Late Tuition:** *If payment has not been received by five days prior to the first of the month in question, a late fee charge of \$50 will be assessed and added to the following tuition bill every week in which payment has not been made. Allowance may be made for special circumstances. The Board of Directors will make the final determination in any situation.*

Tuition must be paid regardless of attendance or Center closings (this includes closings due to holidays, inclement weather or illness).

#### **Part-Time Enrollment:**

OLCLC offers priority to full-time enrollments but will consider part-time enrollment ONLY if there is availability in the program where you wish to enroll your child. Should another family be interested in full time enrollment any part time families will be offered the opportunity to go full time or risk being bumped for a full-time enrollment. Part time enrollment is defined as needing care less than five days a week. All students must be enrolled for a minimum of two days to allow for successful integration into the OLCLC programs. OLCLC does NOT offer half-day rates, and if your child is only attending a partial day, you will be billed for the full day's rate.

Part-time enrollment tuition rates are voted on by the OLCLC Board of Directors annually and are at the discretion of the Director based on several factors including the numbers of days needed and if there are other families needing part time care that together, can create a full-time spot. Due to the nature of a part-time enrollment, all changes to a part-time schedule must be approved by the Director and are not guaranteed.

#### **Late Pick Up Fees:**

Parents will be charged \$25.00 for every 10 minutes a child is present after 5:30pm. Teachers will record pick up times for processing in the business office. If there are more than (3) three late pick-ups within one month, families will receive a written notice from the Director and could risk losing their spot in the program. All late pick-up fees will be added to the next billing statement. Please be sure to arrive to the Center 15 minutes prior to closing (5:15 pm), to allow you enough time to pick up. Please respect the staff members' time and make every effort to leave the building/premise by 5:30 pm. If you know you are going to be detained, please contact the Center (your child's program) as soon as possible, stating the approximate time you will arrive to pick up your child. This notification will not exempt you from the late fee charge.

**Necessary Enrollment Paperwork, required individual child records:** Prior to enrollment, please make sure to complete and hand in the:

- application
- health form, including information regarding special health/developmental needs and restrictions as well as history of contagious disease
- parent provider contract
- parent authorization form
- non-refundable registration fees, and non-refundable first week's tuition
- use of non-prescription topical medications (if applicable)

- order by authorized prescriber and parent's permission for prescription medications (when applicable)
- records pertaining to the use of an epi-pen/inhaler (if applicable)
- records pertaining to the monitoring of diabetes (section 19a-79-13e)
- court orders restricting parental access to child
- Diaper cream waiver (in annual procedural packet)
- Walk permission slip (in annual procedural packet)
- Sunscreen forms (in annual procedural packet)

Also, for children entering our Infant Program, please include:

Feeding instructions along with the feeding schedule

### **Child Health Documentation**

In order to attend the center, children must have on file at the center a record of good health and immunization signed by a physician, PA or APRN-current within one year. This form must be updated annually. Additionally, children who have special health care needs or developmental variations are required to have an individual plan of care completed and on file. **No child will be permitted to attend until current health documentation is on file.** Where religious beliefs conflict with medical practice, a statement requesting a waiver must be signed by the parent. The parent shall accept complete responsibility for the health of the child and certify that the child is in good health.

## Daily Procedures Daily Arrival and Departure

**Arrival:** During the school year, parents will bring children to the door of each program where the head teacher or teacher's assistant will sign in each child.

**Departure:** Each child must be accompanied out of the Center by a parent or authorized adult, who is on the Procure pick up list and signed out.

Please do not leave your car running, when you walk your child into the program or are picking them up. Be sure to hold his/her hand when walking your child out to the car and do not allow them to wander around the Center unsupervised. Please do not allow your children to run on the Infant and Transition ramps. Please be aware that once you sign your child out, they are no longer the responsibility of the staff.

**Attendance:** If your child will be absent on a scheduled day, we ask that you call the Center as soon as possible to notify the staff. Regular tuition is due regardless of absence due to illness or other reason.

**Authorized adult:** For your protection and the protection of your child, we will not release your child to anyone who is not authorized to pick him/her up. Those people who you wish to authorize to pick your child up must be listed on your Parent Authorization Form. If someone is scheduled to pick up your child and he/she is not listed on the form, you must give us written notice, including the name of the person who will be picking up your child, the date, and your signature. Please make sure the authorized adult brings a valid picture ID to show the staff in order to release your child.

No staff member is to remove a child from the Center, except when previously approved by both the parent and the Director or in emergencies, at which time, emergency procedures will be followed.

**Grievance Policy:** We hope that these policies, along with staff efforts, will make the child care experience an exciting, warm and loving experience for your child(ren) and your family. If, at any time, you have a problem, it needs to be discussed and resolved as soon as possible. Please take the following steps in this sequence:

### **Discuss concerns with:**

1. Your child's Head Teacher. If you feel your problem has not been resolved, then,
2. The Director. If you still feel your problem is unresolved, then,
3. The President of the Board of Directors. And finally,
4. State of Connecticut Department of Public Health or other outside agencies such as Department of Child and Family

Parents are encouraged to bring concerns, questions, and requests to the staff without hesitation. And all issues or concerns will be approached using the following steps toward agreement:

- Staff will listen to the concern
- Parent will request the desired solution
- Feasibility of requests will be considered with regard to program policy and appropriate practice
- Solutions will be presented to the parent

## Parent Communication

Teachers may ask parents about the child's night, morning, health or other routines in order to establish rapport and to better know the child. If parents wish to share, please feel free to communicate at drop off or pick up. Teachers may also be called during the day but if the teacher is supervising children, please leave a message and the call will be returned as soon as possible. Please also feel free to email each program, as head teachers will check emails throughout each day.

**Nutrition:** Snack is served twice a day in each program. Parents provide those snacks along with a lunch. Refrigerators and microwaves (for warming) are available in each program. All food storage and preparation will be in accordance with public health regulations. The following guidelines will be followed: If your child has any food allergies, please be sure this is documented on health forms during registration process and an allergy action plan is submitted.

- Children bring their own lunches and snacks packed with a cold pack. It is expected that parents will provide nutritious food choices. The center discourages meals with high fat, sugar, and salt content. Candy is not permitted. All lunches brought from home are expected to meet current nutritional guidelines and provide children with healthy choices that require minimum guidance from staff.
- All food brought from home must be clearly labeled with the child's name and date.
- No food will be shared between children.
- Within the center's control, a peanut and tree nut free environment will be maintained.
- Uneaten food and drinks will be discarded after meals.
- **Infant Program:** Parents supply all infant formula or breast milk in pre-made labeled bottles as well as solid foods which must be clearly marked with the child's name and date. Bottles will not be heated in a crockpot. Infants will be individually held and fed. Bottle "propping" is not allowed. Sippy cups may be used if provided by parents, pre-filled and labeled with the child's name and date.

## Health Policies

Children need to be in good health in order to get the most out of their school day and to protect others from illness. The OLCLC reserves the right to question a child's health status should they exhibit any of the following symptoms or any symptoms that may impact the child's ability to fully participate in the program. All highly contagious illnesses will be reported to the families at OLCLC.

**FEVER:** when a fever reaches 100.0 degrees or above, the child must remain out of program until 24 hours after fever subsides **without** the aid of fever-reducing medicines.

**COUGH:** when excessive.

**SYMPTOMS OF COVID-19:** cough, fever, shortness of breath, rash, etc.

**COLD:** with excessive/discolored discharge from nose/eyes.

**DIARRHEA/VOMITING:** will be sent home immediately after one to two unexplained episode of diarrhea or vomiting, child must be kept out of the program until 24 hours have passed from the last episode. If it is reported upon arrival that child has had these symptoms at home prior to arriving, the child will be asked to stay home until free of symptoms for 24 hours.

**CONJUNCTIVITIS:** must remain out of program for 24 hours after first dose of medication (this applies to both viral and bacterial conjunctivitis). *A note must be provided by your child's physician stating the illness.*

**HERPES:** must remain out of program until all lesions have healed. *A note must be provided by your child's physician stating the illness.*

**IMPETIGO:** must remain out of the program until 48 hours after first dose of antibiotics. *A note must be provided by your child's physician stating the illness.*

**CHICKENPOX:** must remain out of program until all lesions have healed and scab over. All cases of chickenpox will be reported to the health department. *A note must be provided by your child's physician stating the illness.*

**EAR INFECTION:** must remain out of program until symptoms and fever have ceased.

**HEAD LICE:** must remain out of program until medicated shampoo has been administered and all nits have been combed out of hair. Proof of medicated shampoo administration must be provided as well. Staff will recheck the child's hair upon return to the OLCLC. If they feel the child should remain out of the program for further treatment, OLCLC reserves the right to do so to protect the other children and staff.

**RINGWORM:** must remain out of program until all lesions have disappeared. *A note must be provided by your child's physician stating the illness.*

**SCABIES:** must remain out of the program until 24 hours after treatment. *A note must be provided by your child's physician stating the illness.*

**HAND/FOOT/MOUTH:** must be fever free for 24 hours. *A note must be provided by your child's physician stating the illness.*

**PLEASE NOTE: THE HEALTH POLICIES UPHELD BY THE OLD LYME CHILDREN'S LEARNING CENTER TAKE PRESIDENCE OVER A PHYSICIAN'S DESIGNATION OF WHEN A CHILD MAY RETURN TO PROGRAM**

**Procedure when a child becomes ill at the Center:** Any child with symptoms of illness will be placed in isolation in the Director's office, either in a crib or on a cot, whichever is appropriate. A staff member will remain with the child. The Director or Head Teacher will contact the parent(s). If a parent cannot be reached, a person listed on the parent authorization form will be contacted. The ill child must be removed from program within 30 minutes of initial call.



If the illness is sudden or severe, emergency procedures (see page16) will be followed. If a child has an apparent allergic reaction, the parents will be called and asked to get medical advice from their physician. If severe symptoms occur, emergency procedures will be followed.

**Medication Administration:** All medications, whether prescription or over-the-counter, will be administered in accordance with the state regulations and center procedures. Medication administration will only be accepted when a medication administration form is completed and signed by the child's physician and parent. Parents are asked to notify the staff when their child is medicated, even if dosing is not required during center hours.

**The medication authorization form** must include information, such as:

- The child's name, address and birthdate
- The date the medication order was written
- Medication name, dose and method of administration
- Time to be administered and dates to start and end the medication
- Relevant side effects and prescribers plan for management should they occur
- Notation whether the medication is a controlled drug
- Listing of allergies, if any and reactions or negative interactions with food or drugs
- Specific instructions from prescriber how medication is to be given
- Name, address, telephone number and signature of authorized prescriber ordering the drug
- Name, address, telephone number, signature and relationship to the child of the parents giving permission for the administration of the drug by a staff member

Please understand that your child may not be able to attend if he/she does not have the proper authorization. There are many variations of the medication administration form that medical providers have access to. It is the parent's responsibility to ensure the medication administration form clearly states that it is for licensed child care centers. Please understand that your child may not be able to attend if he/she does not have the proper authorization.

All prescriptions must be in the original container with proper labeling with the child's name, name of medication, dosage, and number of doses per day. All medications must be brought to the center by a parent and given to the child's teacher or director. Medication will be placed in a lockbox inside the classroom following a review of all necessary paperwork between the Director and the parent.

Please understand that your child may not be able to attend if he/she does not have the proper authorization. Health regulations require that any medication be dispensed by an individual with medication administration training. Medication cannot be kept in a child's lunchbox or backpack or added to any food or drink. Non-prescription topical medications will be stored away from food and inaccessible to children.

**Sunscreen:** We ask that parents apply sunscreen to their child prior to drop-off in the morning. We will reapply in the afternoon however. As with all other medications, parents must provide written permission form to apply sunscreen to their child.

**Handwashing:** Frequent hand washing with soap and warm, running water is the most effective way to reduce and prevent the spread of disease. Illnesses commonly found in childcares such as the flu, diarrhea, and pick eye. Other times your child (and staff members) will be expected to wash their hands:

- Upon arriving at the Center

- After each diaper change or using the toilet
- Before and after meal times
- Before and after administering medications
- After handling bodily fluids (mucus, blood, vomit)
- After coming inside from outdoors
- After handling animals or pets
- After cleaning or handling garbage

Please help reinforce the importance of hand washing by encouraging frequent hand washing at home as well.

### **Emergency Procedures:**

**Medical:** In the case of a medical emergency, a qualified staff member will attend to first aid as needed. A staff member will notify the parent or guardians. Attempts will be made to consult with the child's pediatrician/dentist. If neither is available, the program's medical consultant will be contacted. For extreme emergencies 911 will be called. An ambulance will take the child and a staff member to the nearest hospital. The child's emergency contact information will be brought with them. Another staff member will notify the family. Additional staff will be called in to maintain ratios. In the event a child becomes ill while at the center, parents will be notified to pick up their child, the child will be moved to the director's office, with a cot where a staff member will remain with them.

**Fire:** In the event of a fire, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. The attendance will be taken on the way out and upon exit. Everyone will walk to the field area, safely away from the building and line up for attendance to be taken. The director will be responsible for taking the attendance sheets, portable first aid kit, cell phone and emergency files with them. Should it not be possible to return to the building, staff will walk the children to the Lyme Youth Service Bureau where parents will be notified via cell phone to pick up their children. All fire drills, whether planned or unplanned, will be documented in the Fire Drill log.

**Evacuation:** In the event that the center must evacuate, the children will be driven via regional bus to the nearest evacuation area. Advanced contact has been made with the town's Civil Preparedness Unit, adding the center to their list for emergencies. Parents will be notified via cell phone to pick up their children. Ratios will be maintained at all times.

**Weather: OLCLC Inclement Weather Policy (As voted on by the OLCLC Board of Directors)** OLCLC will follow the Region 18 (Lyme/Old Lyme School District) Inclement Weather Policy and will base all operating status decisions (during the winter months) on Region 18's decisions. In the rare instance that there is a hurricane, flooding, loss of electricity/heat; OLCLC will base its operating status decisions on the safety of the building as well as the ability to staff accordingly. All decisions will be made early in the morning. \*Your child's Head Teacher will also email families to let them know of the operating status and you will receive a message on Procure (you must sign up for this to receive messages). \*If, in the case of Region 18 closing due to other weather patterns (i.e. hurricane), OLCLC will determine operating status on a case by case basis. \*Extended Closing (Pandemic/Inclement Weather) Fee Adjustment: Your child's safety is our primary concern when making decisions regarding closings/delays, so we greatly appreciate your cooperation and understanding with this policy. If, in the rare occurrence, OLCLC should be closed for over five days (related to inclement weather/pandemic), there will be no refunds for closures, as voted on by the OLCLC Board of Directors on June 22nd, 2020. Thank you!

**Power outage:**

Unfortunately, since we do not have a generator if the center were to lose power, State Regulations say we cannot stay open if we do not have running water. Parents will be notified and children will need to be picked up within 30 minutes.

**Behavior & Discipline Policy (including biting):**

We believe strongly in positive methods of discipline. These methods encourage and promote self-control, self-esteem and cooperation. No physical means of discipline are used at any time. When possible, a child is re-directed to deal with unacceptable behavior. Every reasonable attempt is made to communicate to the child what they need to do, and what is acceptable. At times, a child may be removed from the area and asked to “take some space”. This allows the child to have a chance to re-group. Before rejoining the group, the teacher will discuss the unacceptable behavior with the child in order to make better choices in the future. All children have difficult times and should be allowed their own space if needed. At times, the Director may have them sit in the office (supervised) to reduce the outside stimulation. Many children can become aggressive or stressed out when over-stimulated and the office is a quiet space for them. Policies strictly forbid the use of abusive, neglectful, corporal, humiliating or frightening punishment. Any staff member suspecting abuse is required to report it immediately to the Director. If a staff member is suspected of abuse, s/he will be put on immediate suspension and the Board of Directors will be notified. Upon completion, a report will be made to the parties involved, and appropriate action will be taken. In cases where a child’s behavior becomes chronic or a danger to other children (i.e. physical behavior/chronic biting), the Director will be notified and a conference will take place between the Head Teacher, Director and parent to determine the best course of action for the child.

**Removal:**

Our center reserves the right to terminate any child or family from the program who does not follow the policies set forth in the handbook. Here are some examples for removal:

- Failure of payment
- Perpetual lack of parental communication or cooperation.
- Recurring late pick up.
- Repeated behavior that’s deemed dangerous to him/herself that impacts the safety of others.

**Documentation of Accidents/Incidents:**

Children are busy and active so bumps, bruises and scrapes are inevitable, no matter how safe their area is. When an accident does occur we document it in an accident or incident report. The report will give details about the incident including treatment, witnesses and steps taken to prevent the occurrence in the future. We will have the parent sign the report and give a copy.

**Abuse and Neglect Policy:**

All of our staff has a responsibility to prevent child abuse and neglect of any child involved in our center. As childcare providers we are mandated by law to report any suspicion that a child is being abused, neglected or are at risk.

Child abuse is defined as: a child who has had non accidental physical injuries inflicted upon him/her. Is in a condition, which is a result of maltreatment, such as, but not limited to malnutrition, sexual exploitation, and deprivation of necessities, emotional maltreatment or cruel punishment

Child neglect is defined as: a child who has been abandoned, denied proper care and attention physically, educationally, emotionally or morally, allowed to live under circumstances, conditions or associations injurious to his well being (CT statute 46b-120). Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected. Within 48 hours of making the

report, the mandated reporter must submit a written report to DCF. Staff will be required to attend DCF training once per calendar year.

## **Programs Overview**

Below is an overview of what the children will be working on throughout the day in all the programs and what skills are targeted.

### **When I play with manipulatives like blocks, Legos, puzzles, etc.**

I am learning to:

- Perform fine-motor tasks that require small-muscles strength and control
- Use eye-hand coordination to perform fine motor tasks
- Show spatial awareness by demonstrating an understanding of position and order
- Sustain attention to task
- Participate in small group activities
- Engage in developing solutions and work to resolve conflicts

### **When I participate in music and activities that involve movement to music, musical instruments, and dance**

I am learning to:

- Participate in group musical experiences, which may include listening to music. Singing songs, doing finger plays and using musical instruments
- Participate in creative movement and dance
- Sustain attention to task
- Perform activities that combine large muscle movements with equipment
- Move through an environment with body control
- 

### **When I participate in physical education or motor group that includes outdoor play**

I am learning to:

- Demonstrate competence in a variety of activities that require coordinated movement using large muscles
- Perform activities that combine large muscle movement with equipment
- Combine a sequence of several motor skills in an organized way
- Move through an environment with body control
- Sustain attention to task
- Demonstrate delight or satisfaction when completing a task or solving a problem
- Participate in small and large group activities

### **When I play in the housekeeping, babies, or dress up center:**

I am learning to:

- Sustain attention to task
- Interact with one or more children, beginning to play cooperatively
- Demonstrate empathy and caring for others
- Interact with a variety of children

### **When I look at books:**

I am learning to:

- Show independent interest in reading-related activities
- Demonstrate book awareness
- Attend to a story

### **When I draw, paint, color, use chalk, or other art materials:**

I am learning to:

- Perform fine motor tasks that require small-muscle strength and control
- Demonstrate spatial awareness in fine motor activities
- Show beginning control of drawing and art tools
- Use eye-hand coordination to perform fine-motor tasks
- Use a variety of art materials and activities for sensory experiences and exploration
- 

### **When I play in the sensory play area with various materials and textures**

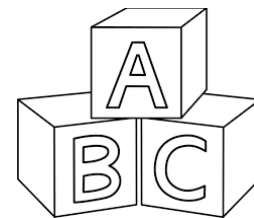
I am learning to:

- Use a variety of art materials and activities for sensory experiences and exploration
- Perform fine motor tasks that require small-muscle strength and control
- Demonstrate spatial awareness in fine motor activities
- Sustain attention to task



## Specific Program Information: Infant Program

Our infant program consists of children age 6 weeks to 12 months. Any specific questions please feel free to email the program at [infants.olclc@gmail.com](mailto:infants.olclc@gmail.com).



Below is a list of items to bring to the center on or before your child's first day. **All of these items should be permanently labeled with your child's name.**

- A fresh supply of prepared and labeled bottles. If you are using formula please make sure the bottles are prepared and filled with the desired amount.
- As your child gets bigger, a supply of food (lunch and afternoon snack) that is already peeled, cut etc. with a labeled sippy cup.
- Diapers
- Wipes
- Clothing: An extra set of clothing for the appropriate season – shirt, pants, socks, shoes and underwear (if potty training)
- Nap time blanket
- Pacifier (if your child uses one): not a wubba nub.
- Please DO NOT bring: Dishes, silverware, toys, swaddle blankets, and “wubba nub” pacifier

### Infants Schedule

7:00-9:00	Arrive and play
9:00-10:00	Change diapers/ morning bottles
10:00-11:00	Morning nap (quiet time/outside-weather permitting)
11:00-11:30	Lunch
11:30-12:00	Diapers
12:00-1:00	Nap/ quiet time
1:00-2:00	Play inside/ outside (weather permitting)
2:00-2:30	Snack
2:30-3:00	Change diapers
3:00-5:00	Play inside/outside (weather permitting)
5:00-5:15	Goodbye
5:15-5:15	Staff Clean-up

\*Schedule is subject to change based on daily activities and children's needs

## OLCLC Nap Rules and Regulations

To reduce risk of Sudden Infant Death Syndrome (SIDS):

- Infants, unless otherwise ordered by a physician, are placed on their backs to sleep on a firm surface manufactured for sale as infant sleeping equipment that meets the standards of the US consumer product safety commission
- Pillows, quilts, comforters, sheepskin, stuffed toys, blankets and other soft items are not allowed in cribs or rest equipment for infants younger than twelve months.
- If a blanket is used, the infant is placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest (when a child is twelve months or older).
- The infant's head remains uncovered during sleep.
- OLCLC will no longer use swings in the programs, unless there is a medical reason authorized by your child's physician. Please provide necessary documentation.
- OLCLC will no longer swaddle children...please do not provide a swaddle for your child.

After being placed down for sleep on their backs, infants may then be allowed to assume any comfortable sleep position when they can easily turn themselves from the back position.

## OLCLC Bottle Feeding Rules and Regulations

- Infants are held for bottle-feedings.
- Infants and toddlers do not have bottles while in a crib or bed.
- Bottles may not be propped up at any time.
- Teaching staff offer children fluids from a cup as soon as the families and teachers decide together that the child is developmentally ready for a cup.

## OLCLC Breastfeeding Rules and Regulations

The program supports breast feeding by

- Accepting, storing, and serving expressed human milk for feedings.
- Ensuring that staff gently mix, not shake, the milk before feeding to preserve special infection-fighting and nutritional components in human milk
- Accepting ready-to-feed sanitary containers labeled with the infant's name and the date and storing it in a refrigerator for no longer than 48 hours (or no more than 24 hours if the breast milk was frozen) or in a freezer at 0 degrees or below for no longer than three months,
- Providing a comfortable place for breastfeeding
- Coordinating feedings with the infant's mother. We have designated an area that is quiet and allows for privacy for nursing.

We follow the CT ELDS: Early Learning Development Standards as well as NAEYC standards. These standards are listed as follows, with a brief description and outline of what they are. If you want more in-depth information please contact your child's teacher.

§ Standard 5.A.12 *"To reduce risk of Sudden Infant Death Syndrome (SIDS):*

*o Infants, unless otherwise ordered by a physician, are placed on their backs to sleep on a firm surface manufactured for sale as infant sleeping equipment that meets the standards of the US consumer product safety commission*

*o Pillows, quilts, comforters, sheepskin, stuffed toys, and other soft items are not allowed in cribs or rest equipment for infants younger than eight months.*

*o If a blanket is used, the infant is placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest.*

*o The infant's head remains uncovered during sleep.*

*After being placed down for sleep on their backs, infant may then be allowed to assume any comfortable sleep position when they can easily turn themselves from the back position.*

To comply with this standard we will place all of the children to sleep on their backs with their blankets tucked into the foot of their assigned cribs and only reaching their chests.

§ Standard 5.B.09 *"The program supports breastfeeding by*

*o Accepting, storing, and serving expressed human milk for feedings:*

*o Accepting human milk in ready-to-feed sanitary containers labeled with the infant's name and date and storing it in a refrigerator for no longer than 48 hours (or no more than 24 hours if the breast milk was previously frozen) or in a freezer at 0 degrees or below for no longer than three months.*

*o Ensuring that staff gently mix, not shake, the milk before feeding to preserve special infection fighting and nutritional components in human milk; and*

*o Providing a comfortable place for breast feeding and coordinating feedings with the infant's mother."*

To comply with this standard, we will store any milk in a labeled bottle for container in the refrigerator or freezer and then staff members stir the milk gently before serving. We also feed the children at the same times that the parent's would. If a parent would like to breastfeed while at the center, it can be done either in the nap room or upstairs in the lounge or in the restroom where there is more privacy.

§ Standard 5.B.10 *"Except for human milk, staff serve only formula and infant food that comes to the facility in factory sealed containers (E.g., ready-to-feed powder or concentrate formulas and baby food jars) prepared according to the manufacturer's instructions.*

*o Bottle feedings do not contain solid foods unless the child's health care provider supplies written instructions and a medical reason for this practice*

*o Staff discard after one hour any formula or human milk that is served but not completely consumed or is not refrigerated. If staff warm formula or human milk, the milk is warmed in water at no more than 120 degrees for no more than five minutes. No milk, including human milk and no other infant foods are warmed in the microwave oven."*

To comply with this standard staff will only serve food that has not previously been opened. We also prepare our own bottles with factory-sealed formula containers and bottled water. Bottles of both milk and formulas are heated for a maximum of five minutes in warm water from the faucet.

§ Standard 5.C.06 *"Before walking on surfaces that infants use specifically for play, adults and children remove, replace, or cover with clean foot coverings any shoes that they have worn outside that play area. If children or staff are barefoot in such area, their feet are visibly clean."*

To comply with this standard all staff members and children will wear slippers or socks with grips on them in the play room. Due to the amount of dirt and outside contaminants found on shoe soles, parents are asked to drop off and pick up their children in the kitchen, where there is no carpeting."

§ Standard 9.C.08 B *"The program excludes baby walkers"*.

## Transition Program

Our Transition Program is for ages 12 months to 2 years old. This program is a “transition” between Infants and Toddlers. We will have a basic introduction to circle time including songs, calendar, book etc. as well as individualized activities for each child. Any specific questions please feel free to email the program at [transition.olclc@gmail.com](mailto:transition.olclc@gmail.com). Since this is a Transition Program we follow both the infant and toddler standards based on each child’s stage of development. Below is a list of items to bring to the center on or before your child’s first day. All of these items should be permanently labeled with your child’s name.



- Diapers: Toddlers typically use about 4 diapers per day. If your child wears pull-ups please provide the type with Velcro on the side as it makes it easier to change them.
- Wipes
- Clothing: An extra set of clothing for the appropriate season – shirt, pants, socks, shoes and underwear (if potty training)
- Crib sheet, blanket, pillow, naptime friend (if desired): These will go home at the end of your child’s week to be washed
- Daily Lunch: Your child’s should be labeled with his or her name and the date and brought in a clearly labeled lunch box. Please remember to do all the preparation. We ask that foods which are easy to choke on (grapes, cherry tomatoes, string cheese, etc.) be cut up. We can heat up items in the microwave. Because we eat lunch right before nap, we ask that you also try to limit the amount of sweets that you pack.
- Snacks-labeled

### Transition SCHEDULE

7:00-9:15 Arrivals/Free Choice

9:15-9:35 Snack

9:35-10:00 Diapers/Potty Time

10:05 Circle Time (Book and songs)

10:20-11:00 Center Time

11:05-11:15 Storytelling

11:15-11:45 Lunch

11:45-12:10 Diapers/Potty Time

12:15-2:15 Nap

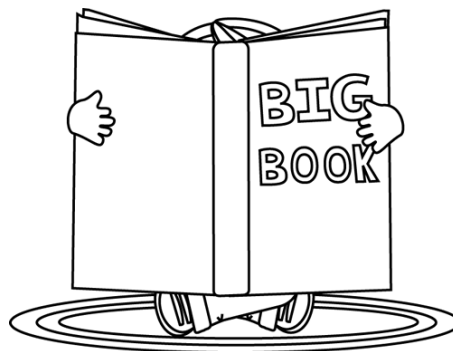
2:15-2:30 Wake up/Potty

2:35-2:50 Snack

2:50-3:15 Diapers

3:15-4:15 Outdoor Play (weather permitting) or gross motor indoors

4:20-4:30 Group 1 Activity



\*Schedule is subject to change based on daily activities and children’s needs

4:30-4:45 Group 2 Activity

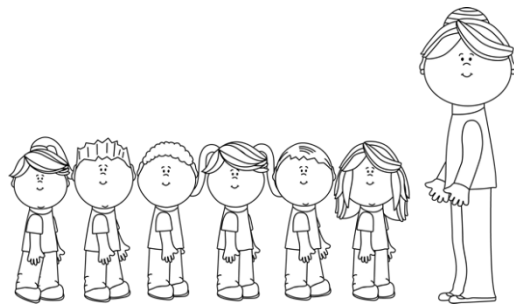
4:50-5:15 Center Time/Free Choice/Prepare to leave

### Toddler Program

Our Toddler Program is for children 2-4 years of age. Our Toddler program houses two groups, with children age 2-5. Although many of our toddlers leave us at age 4 to attend the Region 18 program, we are capable of keeping our four-year-olds through when they go to Kindergarten. When developmentally ready, a child enters our Toddler Program. Here, the children are introduced to a little more structure, while reaping benefits from the continued small group experience. Included in the day's activities are fine and gross motor activities, dramatic play, language, music and movement, art materials and blocks. It is a program that continues to allow for close relationships between caregiver and child, providing a supportive environment for milestones such as potty-training.

In our Toddler Program, we will work on skills getting children ready for preschool. Some of those skills include:

- Can vocalize wants and needs
- Can attend to toileting with little assistance
- Recognizes his or her name
- Eats with little assistance
- Can separate from parent with minimal distress
- Can identify some colors and shapes
- Is able to wait for short periods of time
- Helps to put away toys and belongings
- Can sit attentively for short periods of time
- Is willing to share
- Can understand and carry out simple directions
- Attempts to sing nursery rhymes
- Can stand/walk in line



Any specific questions please feel free to email the program at [toddlers.olclc@gmail.com](mailto:toddlers.olclc@gmail.com). Below is a list of items to bring to the center on or before your child's first day. All of these items should be permanently labeled with your child's name.

- Diapers: Toddlers typically use about 4 diapers per day. If your child wears pull-ups please provide the type with Velcro on the side as it makes it easier to change them.
- Wipes
- Clothing: 2 extra sets of clothing for the appropriate season – shirt, pants, socks, shoes and underwear (if potty training)
- Crib sheet, blanket, pillow, naptime friend (if desired): These will go home at the end of your child's week to be washed
- Daily Lunch: Your child's should be labeled with his or her name and the date and brought in a clearly labeled lunch box. Please remember to do all the preparation. We ask that foods which are easy to choke on (grapes, cherry tomatoes, string cheese, etc.) be cut up. We can heat up items in the microwave. Because we eat lunch right before nap, we ask that you also try to limit the amount of sweets that you pack. Your child's lunch should be put into the refrigerator at drop-off. Please remember to take lunch's home at pick-up time.
- Snacks-labeled
- Summer Gear: Bathing suit, towel, water shoes and swimmer diapers
- Winter Gear: Snow boots, snow pants, mittens and a hat

Some other housekeeping items include:



- Each child will have a cubby where things will be kept.
- Tuition Box: The tuition box is located by the sign-in sheet on the dryer. All payments can be deposited in this box as needed.

We follow the CT ELDS: Early Learning Development Standards as well as NAEYC standards. These standards are listed as follows, with a brief description and outline of what they are. If you want more in-depth information please contact your child's teacher.

- *Standard 5.A.09 Children and adults wash their hands on arrival for the day.*

To comply with this standard, we will be asking that after your child hands up their coat and puts their lunch box away, that your child goes into the bathroom sinks and wash their hands. We are asking that they do this before playing with any of the toys or activities that are out for the day.

- *Standard 5.A.16 At least once daily in a program where children older than one year receive two or more meals, teaching staff provide an opportunity for tooth brushing and gum cleaning to remove food and plaque. (The use of tooth paste is not required)*

To comply with this standard, we will be implementing a time once a day where your child will be able to use a toothbrush to clean his/her teeth. The center will provide the toothbrushes and they will be replaced every two months. We will be brushing our teeth after lunch time every day.

- *Standard 5.B.02 All foods and beverages brought from home are labeled with child's name and date.*

To comply with this standard, we are asking that now begin to label all lunches and snacks with your child's name and the date daily.

- *Standard 5.B.02 Food that comes from home for sharing among the other children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers.*

To comply with this standard, we are asking that if you want to bring in food to celebrate birthdays or holidays that it please follow this standard, or we will be unable to serve it. As an alternative to food options we suggest bringing in stickers or other small toys to celebrate.

- *Standard 5.B.14 Staff do not offer children younger than four years these foods; hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonful's of peanut butter; or chunks of raw carrots or meat larger that can be swallowed whole. Staff cut foods into pieces no longer than 1/2 -inch square for toddlers/twos, according to each child's chewing and swallowing capabilities.*

To comply with this standard, we ask that you no longer send in hot dogs and any grapes that are sent in please be cut. We are also asking that any food in your child's lunch that needs to be cut into smaller pieces, please be cut before being brought to school. If it is not cut up we will not be able to serve it and it will be sent home. We are asking that lunches be ready to eat with a warm up time of under 1 minute

## TODDLER SCHEDULE

7:00-9:15 Arrivals/Free Choice

9:15-9:35 Snack

9:35-10:00 Diapers/Potty Time

10:05 Circle Time (Book, Days of the Week, Weather, Color, Letters, Songs)

10:20-11:00 Center Time (Art projects; Activities; Outside time)

11:05-11:15 Storytelling and Discussion

11:15-11:45 Lunch

11:45-12:10 Diapers/Potty Time

12:15-2:15 Nap

2:15-2:30 Wake up/Potty

2:35-2:50 Snack

2:50-3:15 Diapers



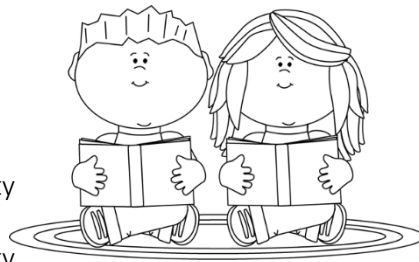
### Outside Afternoons

3:15-4:15 Outdoor Play

4:20-4:30 Group 1 Activity

4:30-4:45 Group 2 Activity

4:50-5:15 Center Time/Free Choice/Prepare to leave



### Indoor Afternoons

3:15-3:30 Books on Tape

3:35-4:00 Gross Motor Time

4:05-4:20 Group 1 Activity

4:25-4:40 Group 2 Activity

4:45-5:15 Center Time/Free Choice/Prepare to Leave

\*Schedule is subject to change based on daily activities and children's needs

## School Age

This program is designed to offer quality care for children in Region 18 grades Pre-K through 5th grade. Program is held before and after school each day, held in Region 18's Center School cafeteria, gymnasium, and/or playground. School Age Program (SAP for short!) staff provide interesting activities and a support system based on the parent's wishes regarding homework. Each SAP staff member is trained to understand and meet the needs of children in the Before and After School Programs. The size of our staff is based on enrollment, but we maintain a staff to child ratio of 1:12. The size of each group inside or outside is based on this ratio.

