



# KinderRHAMa Preschool Program

## Parent Information

2016-2017





We welcome your family to AHM KinderRHAMa! This handbook should answer questions you may have about our program. If there are other issues that are not covered, or you would like information about other resources provided by AHM, please contact the Family Resource Center Coordinator, Becky Murray, at (860) 228-9488 or [beckym@ahmyouth.org](mailto:beckym@ahmyouth.org).

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## Our Mission and Philosophy:

The KinderRHAMa Preschool Program is part of AHM Family Resource Center, which provides services to families in the towns of Andover, Hebron, and Marlborough. This program is intended to provide a nurturing, safe, stimulating, developmentally appropriate environment for children aged 2 ¾-5. In the activities that we plan, the curriculum that we develop, and the special events that we set up, we put the growth and development of your child first.

## Basic Program Information

### Program Hours:

3 year olds: Tuesday & Thursday, from 8:30-12:00

4 year olds: Monday, Wednesday, and Friday, from 8:30-1:00

**Before Care and After Care are offered on the days your child attends for an extra charge.**

Before Care: 7:00-8:30 AM

After Care: 12:00-2:30 or 12:00-5:00 for 3 year olds; 1:00-2:30 or 1:00-5:00 for 4 year olds.

### Program Dates:

The M/W/F program will start Wednesday, **September 7**, and the T/Th program will start on **Tuesday, September 6**. Please see attached calendars.

**Orientation:** We will have a **Welcoming Brunch** for children and parents on:

**Thursday, September 1** from 8:30-9:30 AM for the 3 year old program and

**Friday, September 2** from 8:30-9:30 AM for the 4 year old program

During the brunch, you will have the opportunity to meet teachers, other parents, look through the room, find your child's cubby, see what types of activities the children will be doing, sign up for snack, and ask any questions.

### **Important phone numbers and addresses:**

(Note: Because we will be busy with your children, please restrict phone calls during program hours to important issues.)

KinderRHAMa Preschool Classroom	(860) 228-5310
AHM Youth Services, 25 Pendleton Drive, Hebron	(860) 228-9488
	Fax (860) 228-1213
Email: (Becky Murray)	beckym@ahmyouth.org
Email for classroom issues/absences:	<a href="mailto:cari.duigou@rhamschools.org">cari.duigou@rhamschools.org</a>
	<a href="mailto:Heather.holbrook@rhamschools.org">Heather.holbrook@rhamschools.org</a>

### **Forms:**

We will be giving you a packet of forms to fill out before your child starts school. These must be received prior to enrollment. **Please note that per CT state law, until we have received a medical form, with immunization records, your child will not be able to participate in the program.**

### **Sign in/Out:**

When you bring your child in for the day, please sign your child in on the sheet on the cubbies. When you pick up your child, please initial on the same sheet. If there is anything that the teachers should know about your child that day, please write this down. We assume that both parents have permission to pick up the child. If this is not the case, please let us know. **If someone other than you (the child's parents) will be picking up your child, please let the teachers know.** We will initially ask people picking up your child for picture I.D., so please make sure they have it with them. If you need to change this during the year, please make sure you write a note, or add the pick up person to the list in our registration book.

### **Weather Related Delayed Openings/School Cancellation:**

RHAM High School is in Region 8. In the event that RHAM is cancelled or delayed due to weather, announcements will be made on local TV stations.

- ❖ If RHAM is cancelled, preschool will be cancelled for the day.
- ❖ If RHAM is delayed 2 hours, we will open at 9:30.
- ❖ If RHAM is delayed 90 minutes, we will open at 9:00.
- ❖ If RHAM is closing early, preschool will end at noon for all classes.
- ❖ **Before Care:** If there is a delayed opening, Before Care will not be available.
- ❖ **After Care:** If there is an early closing, there will be no After Care.

A highly recommended way to find out about closings or delays is to sign up for **text alerts** to your cell phone (no data plan needed) Here is the link to sign up through WFSB: <http://my.textcaster.com/asa/Default.aspx?ID=c1616077-39d9-4682-b0ca-63a1ee174441> When signing up for text alerts, choose **Region 8 notifications** so you will know when KinderRHAMa is cancelled, delayed, or closing early.

### **Parking/Traffic**

During regular pick up and drop off for KinderRHAMa, (8:30 AM, 12:00 PM, 1:00 PM), you can enter RHAM from either the Wall Street entrance or the RHAM Road entrance.

If your child is staying for Before Care or After Care, please note the following:

**There is no access to the preschool from RHAM Rd. from 6:30-7:30 AM, and from 1:30-2:30 PM during regular school days.** In addition, RHAM students are dismissed at 12:10 on ½ days, as well as when there is an early closing due to weather. In these instances, you cannot access Preschool through the RHAM Rd. entrance. Please enter school campus on Wall St. in the Main entrance, bear right, and enter the staff parking lot. Travel to the end of the parking lot to access the preschool. Weather related early closings are announced on the news (Please see "Delayed Openings/Cancellations" below).

## **Calendar**

Please note that **in general**, we follow the RHAM calendar. We start a few weeks after RHAM and there are a few days when due to staff development, RHAM students do not have school, or have a late opening, but we have our regular schedule. **Please see the attached KinderRHAMa calendar.**

## **Fees and Payment Procedures**

### **Program Fees**

Registration/Enrollment Fee: **\$30/year** (non-refundable)

#### **3-Year-Old Program – 2 days per week:**

- Tuition: **\$1,900.00/year**
- Before Care (7:00 – 8:30 a.m.): **\$650.00/ year**
- After Care (12:00 – 2:30 p.m.): **\$1,083.00/year**
- After Care (12:00-5:00 P.M.): **\$2,565.00/year**-Based on a minimum number of 3 children.

#### **4-Year-Old Program – 3 days per week:**

- Tuition: **\$3,400.00/year**
- Before Care (7:00 – 8:30 a.m.): **\$975.00/year**
- After Care (1:00 – 2:30 p.m.): **\$975.00/year**
- After Care (1:00-5:00 p.m.): **\$3,078.00/year**

**Before and After Care may be available as a drop-in if space is available.**

**Please talk to the teachers 1 week in advance with the specific dates you need.**

#### **Drop-in Before and After Care fees:**

Fees per day:

- 7:00 – 8:30 a.m. - **\$20.00**
- 12:00 – 2:30 p.m. - **\$25.00**
- 1:00 – 2:30 p.m. - **\$20.00**
- 12:00-5:00 PM - **\$67.00** (**Note: Will only be offered with minimum enrollment of 3 children.**)
- 1:00-5:00 PM - **\$53.00** (**Note: Will only be offered with minimum enrollment of 3 children.**)

### **Payment Schedule Options:**

**Early Registration/Enrollment** - If a family enrolls their child by June, they may choose from the following payments options.

- a. Tuition submitted in 1 installment, on June 1<sup>st</sup>, 2016.  
If the entire tuition is submitted in 1 payment, there will be a courtesy discount of \$60 for the 3-year-old program and \$100 for the 4-year-old program.
- b. 2 installments, due on June 1<sup>st</sup>, 2016 and January 1<sup>st</sup>, 2017. If the entire tuition is submitted in 2 payments, there will be a courtesy discount of \$30 for the 3-year-

old program and \$50 for the 4-year-old program.

- c. 3 installments, due on June 1<sup>st</sup>, 2016, November 1<sup>st</sup>, 2016, and March 1<sup>st</sup>, 2017.

If the entire tuition is submitted in 3 payments, there will be a courtesy discount of \$25 for the 3-year-old program and \$35 for the 4-year-old program.

- d. Tuition is submitted monthly:

Payments are due on June 1<sup>st</sup>, 2016, August 1<sup>st</sup>, 2016, September 1<sup>st</sup>, 2016, October 1<sup>st</sup>, 2016, November 1<sup>st</sup>, 2016, December 1<sup>st</sup>, 2016, January 1<sup>st</sup>, 2017, February 1<sup>st</sup>, 2017, March 1<sup>st</sup>, 2017, and April 1<sup>st</sup>, 2017.

Please make checks payable to: **“AHM Youth & Family Services, Inc.”**.

#### Late Registration/Enrollment:

If a family enrolls their child after June 30th, tuition will be calculated based upon the number of weeks remaining in the program. Then the tuition will be submitted in equal monthly payments that begin on the **date of enrollment and end on April 1<sup>st</sup>, 2017.**

#### **Payment Submission Options:**

- Mailed to or dropped off at: AHM Youth & Family Services, Inc. 25 Pendleton Drive, Hebron CT 06248, Attn: KinderRHAMa Preschool.
  
- When school is in session, by putting a check in the box in the classroom.  
(Please do not put payment in your child's backpack). If you are paying with cash, **please hand to the teachers and they will give you a receipt.**
  
- MasterCard or Visa: If you would like to use your credit card, please complete the Automatic Credit Card Payment Authorization Contract in the parent packet to give us permission to process payment. If you choose this option, your credit card will be charged on or after the 1st of each month for the monthly fee, or in three payments, two payments, or one payment, according to the preference that you indicate on the form.

#### **Refunds:**

**Payment for the first month is non-refundable.** If you choose to withdraw your child, a mandatory 30 day withdrawal notice is required in writing. If a 30 day notice is not given, then a refund will not be issued. This enables us to fill your child's spot.

#### **Late Payment Procedure:**

If payment is not received by the **10<sup>h</sup>** day of the month, a late fee of **\$15.00** will be imposed. No exceptions will be made. If payment is not made by the **10<sup>th</sup>** of the month, your child's space in the program will be jeopardized.

**Late Pick Up Charge:**

If you are more than 5 minutes late more than once, there will be a late fee of **\$20.00**.

**Returned Checks:**

A **\$25.00** service charge will be imposed on any returned check.

**Financial Aid:**

We have a limited amount of scholarship funds that can reduce monthly tuition fees for families who qualify. If you would like to apply for a scholarship, please fill out the form and return with your last two pay stubs and a copy of your most recent tax return to AHM Youth Services, 25 Pendleton Drive, Hebron, CT 06248, Attn: Becky Murray. All information will be held confidential.

**Tax Information:**

You may be able to deduct tuition for child care expenses. Please consult with your accountant. **Our Federal Tax ID Number (TIN) is 222595584** and our legal name is Andover, Hebron, and Marlborough Youth & Family Services, Inc. We will put our tax ID number on all forms. If you have any questions regarding payment procedures, please contact Tim Curry at 860-228-9488 or [TimC@ahmyouth.org](mailto:TimC@ahmyouth.org).

**Communication with Families****Cubbies:**

Near the sign-in sheet in the classroom, we will often post information for parents. Please check this area for upcoming information. In addition, each child will have a cubby with his/her name on it. Please check your child's cubby every day she/he attends school for artwork or papers with information.

**Notebook**

We will have a notebook near the sign in sheet. This is for any information you would like the teachers to know about including any events that might affect your child's day (for ex., if your child had a rough night, sister is sick, etc.). If someone different than usual is picking up your child, this can be written in the notebook as well. (But please make sure they are on your approved pick up list or that you have written a note allowing them to pick up your child).

**If your child will be out**

If your child will not be attending school due to illness, vacation, or any other reason, please call the classroom at (860) 228-5310 or email Heather Holbrook at [heather.holbrook@rhamschools.org](mailto:heather.holbrook@rhamschools.org). We like to know what illnesses are circulating. We also like to know for planning purposes who will be at school each day!

**Newsletters**

We send home a newsletter once a month, which will cover curriculum, inform you of upcoming dates in our classroom, events in the Family Resource Center that may be of

interest to you, and also will include an article that is related to our theme on some aspect of child development or parenting.

### **Curriculum**

Information on the curriculum for the month will be listed in the newsletter, including books we are reading, songs, and art projects. There is a planning web on the bulletin board when you enter the room that lists the activities and themes we will be doing that month. In addition, we will post weekly activities on the white board to let you know what we are doing in the classroom for the week.

### **Child Assessment**

Children are observed throughout the year, both informally and formally. We use the Ages and Stages questionnaire and the CT State Department of Education Benchmarks to assess your child's skills in the areas of Physical, Cognitive Creative, and Personal Social Development. We will let you know how children are doing in different areas of development on a continual basis through verbal reports.

Information about your child's progress is confidential. Written reports about his or her progress will be kept in a locked cabinet, and only discussed among KinderRHAMa staff. We will hold Parent Conferences twice a year. There will be a brief conference in October, at which time we will discuss your child's adjustment to preschool and how he or she is doing up to that point. At the end of February, there will be a more in-depth conference. At this time you will be given a written progress report on your child and will have the opportunity to comment and give feedback.

If you have a concern at any time during the year, about your child, you are always welcome to talk to the teachers! If there is an issue which you would like to discuss in depth, you can call or email to schedule a conference.

### **Parent Input:**

We very much value your feedback on curriculum and the program as a whole. Parents are invited to brunches several times a year. In addition, we invite parents into the classroom to participate in planned activities, or to lead an activity with children.

**Facilitating an activity in the classroom:** If there is a story, craft project, information about your profession, or another type of program you would like to present to the class, we invite you to talk to the teachers to schedule a time! We have had many enrichment activities in the past, and these have included such things as: Teaching the children a dance, cooking with the children, doing a craft, reading a story, doing a musical program, and sharing about a holiday or custom your family observes at home.

**Please note:** We recognize the number of working parents in our midst and this is **not** a requirement of KinderRHAMa, it is entirely optional!

If you are interested in taking on a leadership role in the Family Resource Center, or AHM Youth and Family Services, please talk to Becky Murray. There are opportunities for parents to volunteer in many capacities.



### **Program Evaluation:**

We do a yearly program evaluation and ask parents about their families' experience in the program. This is an opportunity to give us feedback about the program! Parents will be given a final report of the findings of the report.

### **Parent Breakfasts**

We have parent child brunches several times during the year. These give parents a chance to talk with other families, the teachers, and see what the children have been working on. Dates for these will be listed in the newsletter, and there will be a sign up in the classroom. If you are not able to attend, feel free to send a relative or friend with your child. These usually occur in November, February, and May, and are held during the first 45 minutes of the program, from 8:30-9:15. After the breakfast, the children stay until regular dismissal time.

### **Class list names and numbers**

We would like to distribute, with your permission, a list of children in each class to other class members with their names, parent names, addresses, e-mails, and phone numbers. Parents have found this helpful in learning names of the children in the class and for possibly getting together outside of school. In your packet there is a form for you to check off as to whether or not you would like to be listed.

### **RHAM Students in the Classroom**

The KinderRHAMa preschool provides high school students with an understanding of child development through observation and interaction. RHAM students assist in the KinderRHAMa classroom on a regular basis. Students taking Child Development classes come in on a regular schedule. In addition, students who have previously been enrolled in Child Development classes also assist in the classroom periodically. To help familiarize parents with RHAM students who are assisting, we have photos of the RHAM students on a bulletin board in our classroom.

### **Visiting the Classroom**

Parents can visit the classroom at any time. Other visitors may include parents who are interested in the program, or special guest presenters. These are arranged with the teachers.

### **Health and Safety**

#### **Hand-Washing:**

As you probably know, hand-washing continues to be the most effective way to prevent the spread of illness. Children wash hands upon entrance for the day into KinderRHAMa, after using the toilet, before eating, and after messy activities. Staff will assist children with hand washing.

### **Health Forms:**

Each child enrolled in KinderRHAMa is required to have a Health Form signed by a doctor on file. We have a nurse consultant for our program who reviews the health forms to ensure that they are complete.

### **Immunizations:**

KinderRHAMa requires children show proof of immunization unless they are exempt and bring documentation showing this (explained further below). In the case of a child who is not immunized in accordance with the state regulations, KinderRHAMa will notify parents of any communicable outbreak immediately. Parents may remove their child from the class at their discretion. KinderRHAMa will not be held liable for any illnesses an unimmunized child contracts.

### **Under-Immunization:**

If a child is under-immunized, as defined as "a person who has not received the recommended number or types of vaccines for his/her age according to the national and local immunization schedules (AAP), see <https://www.cdc.gov/vaccines/> his or her health records will document this and explain why. This may be due to a medical condition, or due to religious beliefs. Under-immunized children may be excluded from care if a vaccine-preventable disease occurs to which children are susceptible.

## **ADMINISTRATIVE REGULATIONS REGARDING IMMUNIZATIONS**

In accordance with state law and accompanying regulations, KinderRHAMa requires each child to be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, haemophilus influenza type B, hepatitis A, hepatitis B, varicella, pneumococcal diseases, meningococcal disease and any other vaccine required by the schedule for active immunization as determined by the Commissioner of Public Health pursuant to Conn. Gen. Stat. 19A-7f, prior to enrolling in any program or school under its jurisdiction.

Beginning January 1, 2012, and each January 1 thereafter, children aged 24-59 months enrolled in the preschool program must show proof of receipt of at least one dose of influenza vaccine between August 1 and December 31 of the preceding year. All children aged 24-59 months who have not received vaccination against influenza previously must show proof of receipt of two doses of the vaccine the first influenza season that they are vaccinated. Children seeking to enroll in the preschool program between January 1 and March 31 are required to receive the influenza vaccine prior to being permitted to enter the program. Children who enroll in the preschool program after March 31 of any given year are not required to meet the influenza vaccine requirement until the following January.

Exemption from the pertinent requirements of these administrative regulations shall be granted to any child who:

- 1.) presents a certificate from a physician, physician assistant, advanced practice RN or local health agency stating that initial immunizations have been given to such child and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health, or
- 2.) presents a certificate from a physician, physician assistant, advanced practice RN stating that in the opinion of such a physician, such immunization is medically contraindicated because of the physical condition of such child; or
- 3.) presents a statement from the parent or guardian of such child that such immunization would be contrary to the religious beliefs of such child; or

- 4.) in case of measles, mumps or rubella, presents a certificate from a physician, physician assistant or advanced practice RN or from the Director of Health in such child's present or previous town of residence, stating that the child has had a confirmed case of such disease; or
- 5.) in the case of haemophilus influenza type B, has passed his/her fifth birthday; or
- 6.) in the case of pertussis has passed his/her sixth birthday.

In accordance with state law, KinderRHAMa shall not be liable for civil damages resulting from and adverse reaction to a non-defective vaccine required to be administered by state law.

KinderRHAMa designates the contracted school nurse as the representative for receipt of reports from health care providers.

The regulations concerning required immunizations for elementary (including preschool), middle and high school students can be found at [http://www.ct.gov/dph/lib/dph/school regulations 2010.pdf](http://www.ct.gov/dph/lib/dph/school%20regulations%202010.pdf).

Legal reference: Connecticut General Statutes

10-204a Required immunizations

10-204c Immunity from liability

Public Act 11-242 An Act Concerning Various Revisions to Public Health Statutes

Connecticut Agencies Regulations

10-204a-2a Adequate Immunizations

Letter to Superintendents of schools et al. from Connecticut State Department of Education, Reinstatement of prekindergarten and kindergarten school Immunization Entry Requirement for Haemophilus Influenzae Type B (hib) Vaccine, June 25, 2010.

Letter to Superintendents of Schools et al. from Connecticut State Department of Education, *Changes in immunization Requirements for School Entry, March 15, 2011.*

### **Medication Procedures:**

Connecticut State Law and Regulations require a physician's or dentist's written order and parent or guardian's authorization for a director or teacher to administer medications. If your child needs to receive any medication during school hours, we must have a form on file. This is the "Authorization for the Administration of Medications by Day Care Personnel" form in your packet. Medications must be labeled with name of child, name of drug, strength, dosage, and frequency, and with Physician's or dentist's name and the date of original prescription. Over the counter medication must be in the original container and labeled with the child's name. If your child uses an Asthma Inhaler or Epi-Pen, please bring us one to be kept in a locked box in school in the event that it is necessary for us to administer. We will return it to you at the end of the school year.

### **Illnesses**

Please notify us if your child is ill. We like to know what is circulating! In turn, we will let you know if there are contagious diseases that have circulated in our classroom.

Following an illness, a child must be "24 hours symptom free" in order to attend. That means no fever, vomiting, diarrhea, etc. for 24 hours. If your child is put on antibiotics for a contagious illness such as strep or pink eye, they must be on antibiotics for a full 24 hours before returning. Children should be back to eating and drinking and acting normally before returning to school.

If your child becomes ill during the preschool session, he/she will be made comfortable and you will be contacted to come pick him/her up. If you are not available, we will call people on your contact list for pick up. **Please make sure you have people on your**

**emergency contact list who live locally, in the event that your child needs to be picked up from school.**

### **Accidents, Emergencies**

KinderRHAMa Staff maintain current certification in CPR and First Aid. If there is an emergency involving your child, you will be contacted. If you or your spouse is unavailable, staff will go down the list of your emergency contact people to inform them of the situation. Staff will render appropriate treatment for your child. If necessary, emergency services will be activated. If 911 is called, the school nurse and administration will also be notified.

### **Allergies**

Please let us know if your child has food or any other type of allergies (ex. latex). Please also see "Food" Section of this handbook.

## **Security**

### **Classroom Entry:**

The door to the outside from the classroom is kept locked. Please knock on the door for entrance. Program staff will let parents in during drop off and pick up times. If you drop by during the day, and for some reason we are not in the classroom (the class may be visiting the gym or another part of the building), please enter through the main office.

### **Pick Up:**

Anyone picking children up from KinderRHAMa needs to be on the pick up list that you submit with your forms. The first time we meet anyone picking up who we have not yet met, they will be asked to show I.D. We assume both parents are allowed to pick up unless you tell us otherwise. You can change this list at any time. If you are having a new person pick up, please make sure to add them to the list. If a situation arises where you have not yet given us written permission for a new pick up person, verbal consent from a parent will suffice until the form is filled out.

### **Fire Drills and Lock-Down Drills**

KinderRHAMa, as part of RHAM High School, participates in fire drills and lock down drills. Our priority during these is to follow the Protocol in place by RHAM, and keep the children calm and safe. We have not found children to be distressed by drills.

### **Automated Notification System:**

Parents in KinderRHAMa will be part of this system and will receive notification via home or work emails and calls to their home, work and/or cell phones when school to home contact is necessary for emergencies or other important communications. (Examples may be in the case of bad weather, security alert, etc.). There is no sign up for this alert system. We will use the email and phone information that you list on your emergency form for this purpose. Please note: If you change your phone or email during the course

of the year, it is imperative that the change is communicated to Preschool staff or Becky Murray so that we can provide up-to-date alert information in the system

## **Food Policies:**

### **Snack:**

Children in both classes will have a snack during the morning. We have a rotating snack schedule for the program, and each parent will supply snack one week at a time in the class that their child attends (Tuesday and Thursday, or Monday, Wednesday, and Friday of that week). This also includes a drink (juice or milk). This will be 3-4 times during the year, depending on the class size. Please note that we have a mini-fridge so foods will stay fresh. We will have a snack sign up and you may fill out your weeks at our parent welcoming brunch. We encourage you to send in snacks that are low in sugar and with a minimum of artificial ingredients.

After-Care Program: If your child is staying after school, please pack a snack **in a separate bag**.

### **Shared Snack Guidelines**

Please let us know if your child has any allergies. If we have a child with a nut allergy, we will provide a nut-free table. All children will wash their hands following snack. Please send all snacks in original packaging (other than fresh vegetables or fruits) so that we can check ingredients for children who may have allergies. If you choose to bake something (which is great!) we are asking you to please send in an ingredient list. If your child has other dietary restrictions, (ex. is gluten-free, dairy free), please provide an alternate snack. We can keep food on hand for your child to have in our cabinets labeled with his/her name.

### **Some Healthy Snack Suggestions:**

Fresh fruit (bite sized)	Small Bagels with cream	Pretzels
Vegetables and dip	cheese or butter	Yogurt
Cheese sticks	Bagel Chips	Juice (100%)
	Popcorn	Cheese and crackers

### **Lunch**

If your child is in the 4 year old program, please pack a lunch. Children in the 3 year old program will not eat lunch in school. There will be a nut-free table for children who have allergies. All children will wash their hands following lunch, and the table will be scrubbed.

### **Clothing/Extra Clothes**

Please dress your children in casual clothing. We will be doing a variety of projects, some of which may be messy! While most art materials will wash out of clothing, we don't want the children to worry about getting their best clothing dirty. Also, although your child is potty trained, it would be helpful if you could send in a change of clothes labeled with your child's name to keep at school in the event of an accident.

### **Rest Time**

There will be a rest time for children who are staying for after care. Mats will be provided. You can send in a blanket and stuffed animal, which we can keep in your child's cubby. If your child does not want to sleep, he/she can look at a book quietly.

### **Before/After Care**

If we have room and staff available, you may be able to sign up your child for Before or After Care on an occasional basis. If you are not signed up for this for the year, there is limited space available. Please talk to the teachers or email 1 week in advance of the date(s) when you would like your child to attend Before or After Care. This will give us adequate planning time. Teachers will confirm with you the dates and times.

### **Release of Information Form**

During the school year, we will be working closely with your child, and will be observing their progress in many areas, including Social/Emotional, Gross and Fine Motor, Cognitive, and Language Development. This is information that may be helpful, with your permission, to share with other professionals. In your packet of forms, please find a "Release of Information" form for your child's records. This information is of course confidential, and your wishes will be respected.

### **Birthdays**

Some parents choose to send in a special snack on or around their child's birthday. You can sign up for snack on the week of your child's birthday, if you would like. If someone else has already signed up for snack that week, you can usually arrange to switch with them. . \*\*Note about invitations to parties outside of school. Please **do not** put invitations in children's' cubbies to invite them to parties, **unless** you are inviting the entire class, as this may result in hurt feelings.

### **Scholastic Book orders:**

We place orders from scholastic books on occasion. Your child will get a flyer in his/her cubby, which you can return with payment to the classroom. There are various catalogs within scholastic to order from (honeybee, firefly, seesaw, and scholastic gifts). All checks (no matter from which catalog you order) can be made out to "Scholastic". You can also order online by going to [www.scholastic.com/parentordering](http://www.scholastic.com/parentordering). The first time you order online, you need to set up a log in and password. Our classroom code is **J6L6W**. We do get credits for books for the classroom when parents order, either with paper orders or online

### **Late Pick – Up**

Our preschool program promptly ends at 12:00 PM for 3 year olds and 1:00 PM for 4 year olds. The After-Care Program ends at 2:30 PM or 5:00 PM, depending on what you have arranged. We understand that sometimes there are circumstances where a parent may be late, but we would like to minimize these as much as possible. As circumstances may arise where you are unable to pick up your child on time, due to traffic, weather, or other eventuality, we encourage you to have a back-up person available who lives **locally**. This person/ people should be listed on the preschool permission pick up form.

If you will be late, please contact them and then call us. **If a parent is late more than once, you will be charged a late fee of \$20.00.**

**Behavior/Discipline:**

KinderRHAMa staff has all been trained in Conscious Discipline, a program developed by Dr. Becky Bailey that empowers and encourages adults to teach and model social emotional skills including respect, composure and good communication to children.

Our staff is committed to creating an accepting classroom climate where children feel like they belong, are valued, and can contribute in a meaningful way. This helps children make connections with others and sets the stage for cooperative, pro-social behavior. We focus on increasing children's assertive communication with each other as well as increasing their problem solving skills. Positively reinforcing good behavior regularly helps children want to cooperate! We also set clear and consistent limits, and provide consequences when those limits are exceeded. For more information about this program, please visit [www.consciousdiscipline.com](http://www.consciousdiscipline.com)

**If a child is having a conflict, staff will use one or more of the following methods:**

- Restate the problem, empathize with the child, and help them use words to express anger, frustration, and sadness
- Help the child to calm themselves
- Help a child to find a solution and/or redirect the child to another activity
- Use mediation between children when there is a conflict
- Give clear choices about about acceptable solutions
- Remove the child from the situation of conflict
- With the parent's consent, refer the child for evaluation

Also, staff will try to think of other creative ideas that you can apply to a specific situation. With effective discipline and positive guidance, children will learn to set their own acceptable limits, and will grow and develop as people and as problem solvers!

If a particular child exhibits negative behaviors in the program on a regular basis, or if the child is a threat to himself or others, KinderRHAMa staff will meet with the child's parents or guardians to determine what approach is necessary to best help the child to behave in a more positive and constructive manner. Specific action will be taken if deemed necessary by program staff, including suspension or withdrawal from the program.

## **Teacher Biographies:**

**Cari Duigou** is the KinderRHAMa Preschool Teacher.

Cari has an Associate Degree in Early Childhood, Head Teacher Certification for Preschool/Early Childhood, and is pursuing her degree from University of Connecticut. In addition to being a preschool teacher, Cari is the Director of Colchester Summer Camp and coordinates early childhood programs for the Colchester School System. She is a mother of 3 and has taught preschool children since 1998.

**Heather Holbrook** is the KinderRHAMa Preschool Teacher

Heather has an Associate Degree in Education with a focus on Early Childhood. She is the director of East Hampton Summer Camp. She has worked in child care since 1993. Heather has 3 children and an array of pets.

**Becky Murray** is the AHM Family Resource Center Coordinator.

Becky has a Master's degree in Psychology. She has been with AHM Youth Services for the past 14 years, coordinating and facilitating various programs for parents and children. She has 3 children and 4 grandchildren.



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## 2016-2017 KinderRHAMA Calendar M/W/F Class

<b>Mondays</b>	<b>Wednesdays</b>	<b>Fridays</b>
		<b>September 2-Welcoming Breakfast for Families! 8:30-9:30 AM</b>
	<b>September 7 –First Day!</b>	September 9
September 12	September 14	September 16
September 19	September 21	September 23
September 26	September 28	September 30
October 3	October 5	October 7
<b>October 10-NS Columbus Day</b>	October 12	October 14
October 17	October 19	October 21
October 24	October 26	October 28
October 31-Happy Halloween!	November 2	November 4
November 7	November 9	<b>November 11-NS Veteran’s Day</b>
November 14	November 16	November 18
November 21	November 23- <b>No After Care</b>	<b>November 25-NS TG Recess</b>
November 28	November 30	December 2
December 5	December 7	December 9
December 12	December 14	December 16
December 19	December 21	December 23- <b>No After Care</b>
<b>December 26-January 2 School Recess</b>		
	January 4-School Resumes	January 6
January 9	January 11	January 13
<b>January 16-NS MLK Day</b>	January 18	January 20
January 23	January 25	January 27
January 30	February 1	February 3
February 6	February 8	February 10
February 13	February 15	February 17
<b>February 20-NS Pres. Day</b>	February 22	February 24
February 27	March 1	March 3
March 6	March 8	March 10
March 13	March 15	March 17
March 20	March 22	March 24
March 27	March 29	March 31
April 3	April 5	April 7
<b>April 10-14 School Recess</b>		
April 17	April 19	April 21
April 24	April 26	April 28
May 1	May 3	May 5
May 8	May 10	May 12
May 15	May 17	May 19
May 22	May 24	May 26
<b>May 29-NS Memorial Day</b>	May 31	June 1
June 5	June 7	<b>June 9-Graduation!!! No After Care</b>

## 2016-2017 KinderRHAMA Calendar T/Th Class

<b>Tuesday</b>	<b>Thursday</b>
	<b>September 1-Welcoming Breakfast for Families 8:30-9:30 AM</b>
September 6	September 8
September 13	September 15
September 20	September 22
September 27	September 29
October 4	October 6
October 11	October 13
October 18	October 20
October 25	October 27
November 1	November 3
November 8	November 10
November 15	November 17
November 22	<b>November 24-NS Thanksgiving</b>
November 29	December 1
December 6	December 8
December 13	December 15
December 20	December 22
<b>Winter Recess December 26-January 2 NS</b>	
January 3-School Resumes	January 5
January 10	January 12
January 17	January 19
January 24	January 26
January 31	February 2
February 7	February 9
February 14	February 16
<b>February 21-NS</b>	February 23
February 28	March 2
March 7	March 9
March 14	March 16
March 21	March 23
March 28	March 30
April 4	April 6
<b>April 10-14 NS School Recess</b>	
April 18	April 20
April 25	April 27
May 2	May 4
May 9	May 11
May 16	May 18
May 23	May 25
May 30	June 1-Picnic! Pick up at 11:00
June 6	<b>June 8-Graduation! No After Care</b>