

**2017 - 2018
Full Time Program
Parent Handbook**

Long Hill United Methodist Children's Center
6358 Main Street
Trumbull, Connecticut 06611
LHUMCC.COM
Long Hill UM Children's Center/ Facebook

School Office 203-268-8434
Full Time Classroom 203-268-9676
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Director

Maria Stein

Administrative Assistant

Dina Bagley

Head Teacher AM

Christine Pastore

Head Teacher PM

Jane Dick

Assistant Teachers

Gloria Chin

Heather Dayton

Lorraine Lynch

About our teachers:

Teachers at LHUMCC are chosen because of their warmth and love of children. Their commitment to children is outstanding. Many have degrees or certificates in Early Childhood Education. All staff attend workshops and professional meetings throughout the year.

Long Hill Children's Center
Important Dates and Holidays: 2016-2017
Full Time Program

August 24 & 25 (Wed/Thur)	Parent Orientation
August 29 (Monday)	First Day Full Time Program
September 5 (Monday)	Labor Day -- No Full Time Program
October 10 (Monday)	Columbus Day - No Full Time Program
November 8 (Tuesday)	Teacher Workshop - No Full Time Program
November 23 (Wed)	Early Dismissal 1:00PM
November 24 & 25 (Thurs/Fri)	Thanksgiving Recess-No School
December 24 - January 2	No School Holiday Recess
January 3 (Tuesday)	Full Time Program resumes Tuesday January 3)
January 16 (Monday)	Martin Luther King Day - No School Full Time Program
February 20 (Monday)	President's Day - No School Full Time Program
April 14 (Friday)	Good Friday - No School Full Time Program
May 29 (Monday)	Memorial Day - No School Full Time Program
June 30 (Friday)	Last Day of School
July 3- August 11	Summer Program
August 14 -August 25	Closed

ABOUT LONG HILL CHILDREN'S CENTER:

Long Hill Children's Center is a high quality Early Education Center offering a developmentally appropriate Preschool Curriculum for three and four year olds, and now also a Pre-K Five's Program, through activities in math, science, social studies, language, literacy and creative arts.

LHCC has been an integral part of the community for over 44 years. The school has responded to the needs of the community and now serves at least 100 families. In response to the needs of working families, LHCC opened a Full Time Program in 1986. In the past 30 years approximately 3,000 children have gone through the program to become successful and enthusiastic learners.

We have strived to develop children's self-confidence and independence and to instill self-respect and respect for others. In partnership with Families, Caregivers and the Community, we provide a loving and safe environment to support our children.

OUR PHILOSOPHY:

Long Hill Children's Center offers children a preschool experience in which they will grow emotionally, socially, developmentally and cognitively. Our classroom environment encourages individuality and inquisitiveness that fosters and facilitates children to become lifelong learners through exploration, discovery, imagination and creativity.

Our Program offers your child the opportunity to interact with other children in an environment that is scaled to and planned for your child. The children are stimulated, not pressured, to ask questions, to think for themselves, and to try out new ideas. The Program is a flexible child-centered one designed to satisfy the needs of the individual child within the group. Each session follows a routine or schedule that becomes familiar to the children.

Each day the children have an opportunity to participate in a wide variety of planned and spontaneous activities. Activities such as open ended art experiences, science and cooking projects, blocks, dramatic play, preschool readiness games, songs, rhymes, finger plays and creative play are a part of each day. Learning Experience Charts, graphs, and scientific observations (data collection, organization and representation) are all presented to the children to show their own responses.

In partnership with Families, Caregivers, and the Community, we provide a developmentally appropriate, nurturing and secure setting promoting each child's unique ability to reach his or her social, intellectual and academic potential.

LONG HILL CHILDREN CENTER'S CURRICULUM:

Through the guidance of highly qualified teachers with degrees and certifications in Early Childhood Education, the children have the opportunity to creatively explore their environment and have many choices. Many of our activities will be classified as purposeful "play". Though we, as adults, look upon it as "play", the child's "play" is his "work". Play is an essential part of learning for preschool children. The skills children learn through purposeful, productive and high-level play----

- Skills in verbalization
- Vocabulary
- Language comprehension
- Problem solving
- Observation
- Empathy
- Imagination
- Role play
- Cooperation
- Independence

are foundational skills for all cognitive development.

The children in our program are always learning and developing and experiencing as they work with the materials provided. Therefore, the "play" is "guided play" because the teachers have learning goals in mind as they plan the daily activities. The curriculum follows the Connecticut Early Learning and Development Standards developed by the State Department and Connecticut Office of Early Childhood Education with Performance Standards and Benchmarks as criteria in the lesson planning for each child's achievement.

Each classroom provides a literacy rich environment where the physical space is thoughtfully planned and includes print that is meaningful to the children which helps them communicate messages and ideas, learn new information and concepts, and organize and express their thoughts. A literacy rich environment conveys the message that reading, writing, listening and speaking are valuable and enjoyable. The teachers act intentionally to help the children use written and spoken language throughout the day. Some of the daily planned literacy experiences are:

- Journaling
- Letter and number recognition
- Sight words
- Calendar
- Rhyming

- Sequencing
- Beginning sounds and blends
- Concepts of opposite and similar

The following core components of language and literacy are presented and taught to the children:

- Literacy as a source of enjoyment
- Vocabulary and oral language
- Phonological awareness
- Knowledge of print, letters and words
- Comprehension
- Understanding of books and other texts

As children draw, paint and work with play dough, they develop the small muscles (arm and hand) which are used in handwriting. Through these and other activities the children also develop eye-hand coordination and creative expression.

While building in the block area, children need to consider size, proportion and number--- concepts that carry over to mathematics. They learn fractions as they discover that one long block is equal to two short blocks and sequencing and comparing as they arrange blocks in order of size. Children gain cognitive skills in language and literacy as words are used to plan and build with friends, express their ideas, and discover and understand spatial relationships. While exploring with sand, water and rice, children develop early science concepts of spatial sense and measurement. As children participate in dramatic or role play they are developing social skills and are achieving a sense of community as they "become" doctors, vets, nurses, construction workers, firemen, moms, dads, teachers, scientists, chefs, farmers and wherever else their imagination takes them.

All of these preschool activities and early childhood experiences lay the foundation for future learning filled with enthusiasm and eagerness. We encourage you, as parents and caregivers, to question and comment on your child's activities and to attempt at home to reinforce in as many ways as possible the interests that your child develops.

TUITION

Tuition Payments:

Tuition is calculated based on a 44 week school year.

Tuition is due the first of the month for 10 months with the exception of the September payment which is due the first day your child attends school.

(Full Week Attendees/\$1120; 4 Days/ \$986; 3 Days/\$738; 2 Days/\$492)

If tuition is not paid by the 10th of the month, a \$10 late fee will be charged. If your tuition is more than two weeks late, you may be asked to keep your child home until payment is caught up.

Payment - Withdrawal From Program:

Each child is enrolled for the entire school year or the balance of the school year.

One month's notice, or one month's tuition, is payable upon a child's withdrawal from the program before April 30th.

After April 27th, any child enrolled will be charged tuition through the close of the school year on June 30.

Please Note:

No credit will be given for scheduled holidays, illness, or personal vacations. We are not able to offer make-ups for days missed.

Daily Schedule

<u>Arrival</u>	7:00/On
<u>Work/Play Period</u> (children choose from a variety of planned and spontaneous activities at the many interest centers around the classroom; breakfast is served until 8:30)	7:00/9:30
<u>Clean Up</u> (tidy up play areas, prepare snack, bathroom, etc.)	9:30/10:00
<u>Snack Time</u> (provided by the school)	10:00/10:30
<u>Circle/Craft Time</u> (attendance, calendar, discussion, music, movement, games, finger plays, and a planned activity)	10:30/11:00
<u>Playground/Bradley Hall</u> (the children play outside on all but rainy or severely cold days)	11:00/12:00
<u>Lunchtime</u> (children bring lunches from home)	12:00/1:00
<u>Rest Time</u> (children rest on cots and listen to quiet music)	1:00/2:30
<u>Wake Up Time, Bathroom, Quiet Play</u>	2:30/3:30
<u>Snack Time</u> (provided by the school)	3:30/3:45
<u>Playground/Bradley Hall</u>	3:45/5:00
<u>Book Time and Play</u>	5:00/5:45
<u>Cleanup and Departure</u>	gradual until 5:45

Parent Involvement

PEP

The Parent Event Planning (PEP) Committee is a great way to be involved in our school. PEP is a parent run organization that puts together and runs two to three fun events throughout the school year for the children and families of LHUMCC.

The events that we have held in the past are: "Fall Into Fun", "Breakfast With Santa" and our "EGGSTRAVAGANZA" which was our annual Easter Egg Hunt. One year we had a "Spring Carnival" which was a great success and so much fun!

PEP doesn't take up much time -- only what you can give personally. Usually we try to hold two meetings before each event and then ask for volunteers to help get supplies; decorate; round up raffles; and/or help on the day of the event for a shift at a particular station. Events are one day only and last no more than two hours.

PEP's goal has been to continue that feeling of excitement we all have when a new school year begins and to make it last throughout the entire year. Through PEP we have raised money to donate to Hurricane Katrina Victims, the American Red Cross, Toys For Tots, Daughters of Charity, The Bridgeport Homeless Shelter, Operation Hope and The Trumbull Food Bank. We raised enough money to purchase new playground equipment with the addition of a "Kiddie Kopter" and a 5-seat "Circle Cycle", new bicycles, an "Airplane", a new laminating machine, and additions to our library.

All our parents' efforts have been so successful and rewarding but we need your help to make it happen each year and to make it great. All opinions and ideas are welcome and appreciated. Please sign up to join the PEP Committee to keep the excitement alive!

Enrichment Programs

An important part of LHUMCC's curriculum are regular enrichment programs. All children participate in GYM and MUSIC classes taught by teachers who have special talent and training in these areas. These classes meet once a week throughout the school year.

In addition, each month special programs are brought into the school as enrichments for the children. They are considered our "in-house Field Trips". Our past programs have included the Fire Safety Program, The Dental Hygiene Program presented by Fones Dental School, The Audubon, Danny Magic, Mad Science, Terramar Marine Biology, Critter Caravan, Nappy's Puppets, Huga Tuga and "The Bubble Show". Each year we try to bring in programs to complement our curriculum.

Preparation Of Your Child For School

We begin our year with an orientation with you and your child. Any questions or concerns you may have, this would be a good time to share them with your teachers.

Separation can be a concern. Do **suggest** positive and pleasant things that may happen at school, i.e., "*You'll hear songs and stories*", so that your child will look forward to school as a new experience to be enjoyed. Do not suggest negative occurrences that may happen, i.e., "*The teacher will punish you if you do that in school*" or "*The other children won't like you if you do that.*"

"Good-bye" to your child at school, although sometimes difficult, should be made **Cheerfully, Rapidly and Assuredly**. If good-bye is said three or four times with a worried expression, the child may well think something dreadful is about to happen to him. Your expression can tell him that he is about to have a **good** time and what **you** expect will make a big difference to him. Be sure to tell him that you will pick him up and tell him where you will be while he is at school.

Dress

Children seem happier and more relaxed when they are wearing clothing that they do not have to worry about. "T" shirts and elastic waist pants are the easiest to handle - especially when toileting. Sneakers with socks are a "must" for our climbing equipment. Please keep in mind our daily routine includes outdoor play times. Send boots or rubbers if the ground is damp. When in doubt, **send mittens**. **NO GLOVES PLEASE!** Fitting 240 little fingers into gloves delays our outdoor time! We will spend a portion of each day outside unless it is raining or if there is a bitter wind chill. Snow pants are required in the winter for outdoor play. Every child **must** have an extra set of clothing in a bag with his/her name on it.

Please Label All Clothing and Sleeping Bags!

Toileting

If your child is not yet toilet trained, parents must be available if a diaper change is necessary. Teachers will reinforce all training and provide assistance if needed. The Children's Center is not licensed for changing diapers or pull ups. Once trained your child should be able to clean him/herself and handle his or her own clothing. Please make it easier for them and have them wear elastic waist garments- something they can pull on or off easily. Please also send in a change of clothes for your child in a labeled zip lock bag that will remain at school.

Snack Times

The children are involved in the preparation and serving of two nutritious snacks each day, provided by the school. The morning snack consists of a carbohydrate, protein and milk. The afternoon snack consists of a fruit or vegetable and fruit juice. If you wish to provide a snack in celebration of your child's birthday, please clear the date with the Head Teacher. Make sure you let us know about any allergies that may help us determine what to serve for snack.

Lunch

Please make sure that all food brought to school does **not contain any peanut or tree nut products**. Please provide your child with a lunch and a non-carbonated beverage. This may be sent to school in a paper bag or a lunch box plainly marked with your child's name. **No glass containers, please.** After you sign in each day, place the lunch in the refrigerator. We have a toaster oven and a microwave oven for heating soup, macaroni, etc. **Please do not send chewing gum and candy to school! Also, please note, only provide food that does not need to be prepared (i.e. mac & cheese) but only needs to be heated up.**

Drop Off and Pick-Up

When leaving your child in the morning, be sure to bring him into the classroom. Sign him in using *first and last name* and noting the time of drop off and probable time of pick-up. A blank space is provided for any message you may wish to leave for his teacher. At pick-up, record the actual time and circle it so we know your child has been picked up. We will only release your child to those people on your approved list. Send a written note if someone else will be picking up your child; we will check that person's identification.

Please note: We close PROMPTLY at 5:45 p.m. Please arrive in time to make this possible. A late fee of \$10.00 will be charged for every 15 minutes or fraction thereof. If a child is picked up late repeatedly, he will be dropped from the roll and the parents will be asked to find another school. At 6:00 p.m. your emergency contact will be called.

Please note: At pick-up, only children registered at Long Hill will be allowed in the playground, due to our liability insurance.

Please note our phone number: 203-268-9676. In an emergency you may call 203-268-8434 or 203-268-9090.

Closures/Delays

We will make every effort to open on time and remain open unless we judge the weather to be too dangerous for travel. Notification of delays or cancellations will be posted on CTweather.com. Go to IAN cancellations and click on Learning Centers. This information will also be broadcasted on WICC, on WTNH-News Channel 8 and on their website WTNH.com. You can also sign up to get a text alert on WTNH.com which will tell you what time the Full Time Program will open; if we are on a delay or a closure. If we decide to close early, we will call and notify you when pick up will be. Be sure to tell us if your phone number has changed during the year.

Child Behavior Management

Developmentally appropriate practices (DAP) are used to manage child behavior. A problem solving approach to resolve conflicts is used along with positive reinforcement and re-direction. Developmentally Appropriate Practices also include positive guidance and setting clear limits that encourage children to develop self-control, self-discipline and positive self-esteem. There is to be continuous supervision by staff during disciplinary action.

There will be no abusive, neglectful, physical, corporal, humiliating, or frightening treatment or punishment, and no physical restraint, unless such restraint is necessary to protect the health and safety of the child or other people. The goal is to help the children solve their differences without becoming "physical" and to help them learn some beginning problem-solving skills.

Communication

As a caregiver of your child, it is important that good communication exists between home and school. If your child is experiencing a change in the home environment that may result in changes at school, it is important to notify your child's teacher. Your teacher, in turn, will keep you notified of any changes of behavior at school that she thinks may be important.

Please feel free to call if you are concerned about how your child is doing. Nap time is a good time to check in (1:00 - 2:30).

Formal conferences are held once a year. Additional conferences may be scheduled as needed.

Record Keeping

It is very important that we be able to contact you at any time. You are responsible for notifying us of any changes in home or work phone numbers and/or addresses.

Open Door Policy

Long Hill United Methodist Children's Center has an open door policy. We invite parents or other family members to visit. Please call the school office to let us know when to expect you.

Withdrawal

The Children's Center has a thirty (30) day probation period for children. If during that time period, either the parents or the Director do not wish to continue the association, the contract may be terminated.

We evaluate every child in our program. If we have a concern about the development of a child, we will share this concern with you and may recommend a professional evaluation. The Director and/or Head Teacher will work with the parents and inform them of resources in the community that may be able to assist the child and family. We will work with the parents and the professional to place the child in a more appropriate setting if needed. On occasion a child may need help that exceeds the expertise of the staff at the Center. In this event the Director and Head Teacher will make every effort to connect the parents and child with an appropriate setting. However, at the Director's discretion, disenrollment at the Center may be made. A child with severe behavioral problems such as biting, hitting, or any such behavior that is a threat to the safety of another child or himself may be disenrolled if efforts to change or improve the behavior are not successful.

One month's notice, or one month's tuition, is payable upon a child's withdrawal from the program before April 30th. After April 30th, any child enrolled will be charged tuition through the close of the school year in June.

Medication and Sick Child Policy

Your child's health is a matter of major importance to us. If your child becomes ill while at school, you will be notified and asked to pick him up **immediately**. In such an event your child will be made comfortable and may be isolated from the other children until you arrive.

The following guidelines should be considered in determining when your child should be kept at home.

1. A fever of 99.5°F or above. If your child has a fever, please keep your child home. Your child should be free of fever for 24 hours without Tylenol before returning to school unless you have a note from your physician stating that the child is not contagious.
2. A constant cough, sneezing, or nasal discharge.
3. Vomiting or diarrhea. Your child should be free of symptoms for 24 hours before returning to school.
4. Symptoms of a communicable disease. These are usually sniffles, reddened eyes, sore throat, headache, rash, abdominal pain, plus a fever.
5. "Pink eye"-Conjunctivitis of the eye is extremely contagious. Your child must be on medication for 24 hrs and discharge free before being able to return to school.
6. "Lice"- Your child must be louse and "nit" free before being able to return to school.

***Please take these guidelines seriously.
They are for your child's protection.***

We are not licensed to administer medication other than epi-pens and Benadryl for severe allergic reactions. Please notify the Director if this is indicated for your child so that the appropriate paperwork can be registered with the school.

If your child is on antibiotics, please ask your physician to prescribe something that can be administered before and after school.

LONG HILL U.M. CHILDREN'S CENTER EVACUATION PLAN

WEATHER EMERGENCY

CHILDREN WILL BE ESCORTED TO THE BASEMENT OF BRADLEY HALL. THIS IS A STONE AND BRICK BUILDING WITH A FULL BASEMENT COMPLETELY UNDERGROUND. THERE ARE TOILET FACILITIES, A KITCHEN, AND A TELEPHONE IN THE BUILDING.

CIVIL DEFENSE EMERGENCY OR OTHER EMERGENCY THAT WOULD REQUIRE US TO LEAVE THIS SECTION OF TOWN.

PARENTS OR EMERGENCY CONTACTS WILL BE CALLED TO PICK UP THEIR CHILDREN. THOSE CHILDREN WHOSE PARENTS ARE NOT AVAILABLE TO COME IMMEDIATELY WILL BE TRANSPORTED TO NICHOLS UNITED METHODIST CHURCH IN BUSES PROVIDED BUSES ARE AVAILABLE. THE OFFICE STAFF OR HEAD TEACHER WILL CALL TRANSPORTATION OFFICE AT (203) 452-4321 TO MAKE THIS DETERMINATION. IF NO BUSES ARE AVAILABLE THE TRUMBULL POLICE WILL BE CALLED TO ARRANGE TRANSPORTATION OF THE REMAINING CHILDREN TO A SAFE LOCATION. WE WILL CONTINUE TO TRY TO REACH PARENTS DURING THE ENTIRE PROCESS.

FIRE PLAN

IN THE EVENT OF FIRE, CHILDREN SHALL BE TAKEN TO BRADLEY HALL. IF BRADLEY HALL IS NOT ACCESSIBLE FOR ANY REASON, THE CHILDREN SHALL BE TAKEN TO THE PLAYGROUND.

THE HEAD TEACHER OF EACH CLASS SHALL BE RESPONSIBLE FOR CARRYING THE ROLL BOOK AND HEADING THE GROUP. THE ASSISTANT TEACHER SHALL BE RESPONSIBLE FOR CHECKING THE LAVATORIES AND CLASSROOM AND MAKING SURE THAT ALL CHILDREN ARE WITH THE GROUP. WHEN THE GROUP IS ASSEMBLED THE HEAD TEACHER SHALL TAKE ROLL CALL.

Dear Mommy and Daddy,
When you come to school and see me at play
Please keep in mind that I learn everyday
You'll see me in housekeeping, being "the Dad"
Feeding the dolls, dressing up in a hat
My play's really practice for when I am grown
Caring for and loving children of my own
When you see me use blocks of all shapes and sizes
Building skyscrapers and several high-rises
I learn complex relationships - forging a path
That lays a foundation leading to math
At art I get messy and have lots of fun
But there's also important work being done
I learn to make choices, use my arms, fingers, hands
Express thoughts and feelings and carry out plans
And when my creativity comes alive
It expands and develops for the rest of my life
Throughout my day my learning's ongoing
I learn to use words instead of hitting or throwing
I'm faced with decisions, so problems I'm solving
With this comes self-esteem, confidence, loving
When I play I learn - when I learn I feel good
About all the things that are in my world
These experiences teach me that learning is cool!
And that's what the best lesson to learn in my school
So please understand that my work is play
Each part of my school enriches my day

Mary Payson