

Family Handbook

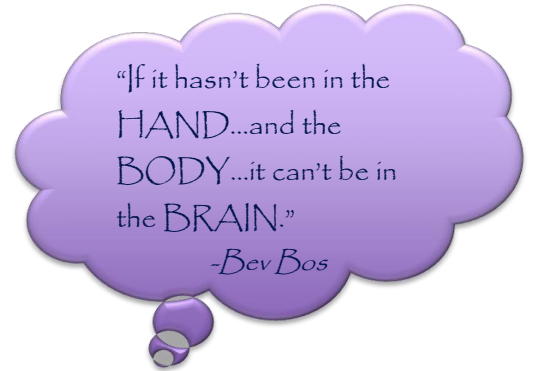
2019-2020



EXPLORE! PLAY! LEARN!

Welcome Families

Little Forest Playschool, a private, non-profit, parent cooperative early childhood center, has provided a high-quality learning environment for children in Los Alamos and surrounding areas since 1951. We are a FOCUS 5 STAR center, which is the highest level of quality rating available! We take great pride in our commitment of continuous quality improvement and to promoting life-long learning not only for children, but for families and staff alike.



We offer flexible scheduling for the convenience of our families. By helping families to access resources necessary for their particular situations, offering fun events, and opportunities for family participation, we are able to build a strong sense of community among our Little Forest Playschool families.

Our Philosophy

At Little Forest Playschool we believe children learn best through **PLAY**ful interactions with both the natural and created environment and others, creating relationships with family, peers, teachers and the community, which will inspire them throughout their lives to be respectful and compassionate members of a global community! Here at LFP we value and embrace all children and their families!

Our Mission

The mission of Little Forest Playschool is to provide opportunities, through play, for every child and their family to engage in a developmental age appropriate learning environment, where they can discover:

- ✓ that they can grow to be independent learners,
- ✓ that they can be creative and divergent thinkers,
- ✓ that they can and will be willing to ask questions, take risks and practice self-control.

April Wade

Executive Director

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"Life is not a race for knowledge, but a journey of discovery."

-Bev Bos

Don't forget to **LIKE** and **FOLLOW** us!!!



@PLAYwithLFP

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About Us

Our Philosophy

At Little Forest Playschool we believe children learn best through **PLAY**ful interactions with both the natural and created environment and others, creating relationships with family, peers, teachers and the community, which will inspire them throughout their lives to be respectful and compassionate members of a global community! Here at LFP we value and embrace all children and their families!

"Play is the highest form of research."

~ Albert Einstein

Our Mission

The mission of Little Forest Playschool is to provide opportunities, through play, for every child and their family to engage in a developmental age appropriate learning environment, where they can discover:

- that they can grow to be independent learners,
- that they can be creative and divergent thinkers,
- that they can and will be willing to ask questions, take risks and practice self-control.

Life is not a race for knowledge, but a journey of discovery.

~ Bev Bos

"Our flexibility and willingness to follow a child's lead will allow remarkable things to happen, if we let them."

~ Bev Bos

Our Approach to Learning

Play provides children with opportunities to enhance their social and emotional growth and learn about friendships and responsibility. Social Skills are enhanced through both group activities, such as story and sharing time, as well as through imaginative, dramatic play that encourages creativity, teamwork and cooperative play. Play develops language and problem solving skills as children generate solutions and make decisions.

Playing with building blocks, manipulatives, and puzzles encourages children to learn math concepts such as space, shapes, balance, size, and how things fit together; experimenting with paints, crayons, markers, water colors, clay and colored paper teaches colors and enhances fine motor skills; hands-on experiences and games introduce the concepts of counting and letters in meaningful ways such as placing the correct number of glasses and plates on the snack table or learning to print their name on their artwork.

Play encourages use of the imagination and creative abilities through exploration and discovery in an enjoyable learning experience. Children learn through doing, experimenting, discovering and exploring, rather than memorizing isolated facts or information. Qualified and experienced teachers facilitate children's learning by following an integrated curriculum whereby they interact with children during teacher-directed learning experiences, and during both free play indoors and outdoors.

Licensing

NM State Licensed Child Care Center
License #40157
5 Star Child Care Center, FOCUS participant

Hours of Operation

Childcare services are provided year-round from 7:30 AM to 5:30 PM Monday through Friday.

Holidays

Please refer to Appendix A for the current year schedule.

Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best interest and responsibility of the child in our care.

Admission & Enrollment

All admission and enrollment forms must be completed and registration fee paid prior to your child's first day of attendance.

A non-refundable registration fee is due at the time of enrollment. Fees for the current year are listed in Appendix C at the back of this handbook.

Based on the availability and openings, our facility admits children from 1 to 5 years of age.

Families are welcome and encouraged to schedule a tour of our center prior to enrollment.

Inclusion

Little Forest Playschool believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Non-Discrimination

At Little Forest Playschool equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Family Activities

Little Forest Playschool has been established as a Parent Cooperative in order for parents to observe and participate in the physical, social, emotional, and intellectual development of their children. LFP recognizes that each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. Parental participation creates a richer classroom environment and sends a powerful message of value and respect to our children.

We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Please see the list of some of our family activities in Appendix B the end of this handbook.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

All staff members and volunteers are expected to maintain confidentiality regarding all aspects of our interactions with children, parents, and each other. When you discuss concerns with teachers, be sure you do so where you cannot be overheard by other adults or children.

Volunteer Hours

LFP is a parent co-op and all families are expected to participate in maintaining LFP's equipment and operation. When parents are actively involved with their child's schooling at all levels, children have a higher chance of success.

- Requirements:
 - \$125 will be charged in August, January and June
 - This will be refunded to your account when you complete your mandatory volunteer hours
 - Fall/Spring - 10 hours per child
 - Summer - 5 hours per child

It is the responsibility of the parents to be sure they are signed up for and complete all volunteer hours. Volunteer hours must be completed by the last day of the school year or summer session; there is no grace period.

Volunteer hours may be completed by serving on the Board of Directors (BOD). If you have any special skills or interests, feel free to talk to your child's teacher and discuss the possibility of completing your hours by doing a special project.

Staff Qualifications

Our staff are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

<u>Position Title</u>	<u>Education/Certification</u>	<u>Experience</u>
Teacher	Associate Degree in Early Childhood Education or related field or NM Child Development Certificate (CDC) or Child Development Associate Certification (CDA)	2 years
Assistant	45 hour Early Childhood Entry Level Course or associates degree level course in Child Growth and Development (or other suitable equivalent course)	1 year

Staff participate in an orientation class and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism through FOCUS or other state recognized training facilitators.

Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks, which reduce fatigue and help to ensure alertness.

We maintain the following NM licensing standards for child to staff ratios*:

Age	NM Child to Staff Ratios	LFP Ratios	Maximum Group Size
1-2 year olds	6 to 1	4 to 1	8
2-3 year olds	10 to 1	6 to 1	12

3-4 year olds	12 to 1	9 to 1	18
4-5 year olds	12 to 1	10 to 1	20

***NOTE:** Typical LFP ratios are based on 2 staff assigned to each classroom during hours of high enrollment. Occasionally special circumstances will dictate that the ratio be higher, but ratios will never be higher than the NM licensing standards.

Communication & Family Partnership

Daily Communications. Daily notes or verbal communication from center staff will keep you informed about your child's activities and experiences at the center.

Newsletters. Monthly school-wide and classroom newsletters provide general LFP & specific classroom news, events, announcements, etc. School-wide newsletters are emailed to families and posted on our website, as well as posted on the lobby bulletin board. Hard copies are available upon request. Classroom teachers post news letters in the lobby and classroom and may email them to families at their own discretion.

Bulletin Boards. Located throughout the center & in each classroom, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates. Monthly invoices are also sent via email.

Lending Library. LFP's lending library in the lobby provides a variety of children's books available for families to borrow, read together, and return. Reading aloud with children is the best way to promote reading. It is also important to their growth and development in literacy. So grab a book or two and enjoy!

"THE SINGLE MOST IMPORTANT ACTIVITY for building knowledge for their eventual success in reading is reading aloud to children" - Becoming a Nation of Readers, a 1985 report by the Commission on Reading.

For parents, we have some books to increase their understanding of child development and other early childhood topics. These resources are also available on loan; please return within a reasonable amount of time so that other families can benefit from them.

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children.

Family Night. LFP and/or some classrooms schedule family nights on a regular basis. These nights include snacks, drinks and fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences. Family & teacher conferences occur 2 - 3 times a year. Parent/Teacher conferences provide the opportunity to interact with the teacher on a much deeper level regarding the child's progress, as well as to address any particular concerns that may have arisen. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. Our teachers will share with you a portfolio highlighting your child's progress and samples of their creative work. We will work together to set goals for your child's growth and development.

If a serious problem manifests at LFP, the teacher will contact the parent(s) to discuss options and solutions. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors may be kept locked.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

The Office door is often kept closed – this is not for the exclusion of families, but rather for protection of your privacy AND to keep the heat from escaping in the cold months. If we are in a conference that cannot be interrupted, please leave a message on the door and we will be happy to give you a call once the meeting is over.

Publicity

LFP staff often take photos of the children for purposes of developmental documentation as well as for various events. Some photos may be used in our newsletters (no names used), which are posted in the lobby and on our website. We occasionally use photos of children in our local ads (also without names). Please let us know if you have any objections to using your child's photos in any way. We respect your right to decide.

Curricula & Learning

Little Forest Playschool is a developmentally oriented preschool. Our goal is to provide activities and experiences that meet the needs of individual children across a wide variety of ages, abilities, and behaviors.

LFP's classrooms are carefully structured to encourage the development of independence, self-esteem, curiosity, creativity, and competency through meaningful and enjoyable hands-on activities, and through positive interactions with peers and adults. We emphasize learning by doing, and we believe that the process is more important than the product.

Teachers plan curriculum and organize the learning environment based on children's interests as well as their social, emotional, physical, and cognitive development. Our teachers may use themes in their curriculum planning, but the underlying criteria for any lesson plan is to provide the developmentally appropriate activities for each and every child every day.

In 2013 LFP was accepted into FOCUS, New Mexico's third generation Tiered Quality Rating and Improvement System (TQRIS). Developed by the Children, Youth and Families Department (CYFD), the goal of **FOCUS** is to foster program leadership, cultivate teacher quality, and support positive outcomes for all children. A centralized FOCUS consultation and training system supports participants in identifying and establishing specific goals to meet the criteria outlined in the *FOCUS Revised Tiered Quality Rating and Improvement System for Early Learning and Development Programs – Essential Elements of Quality* that include:

- Authentic child assessment and curriculum planning process
- Family Engagement Strategies
- Health, Safety and Health Promotion Practices
- Comprehensive Program Assessment and Continuous Improvement
- Early Childhood Educator Qualifications

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible daily routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Curricula & Assessment

Little Forest Playschool follows the FOCUS program's criteria for quality in early childhood education, which complements our play-based philosophy. Using the guidelines for the Essential Elements of Quality for Center-Based Programs, and the NM Early Learning Guidelines, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

Outings & Field Trips

Weather permitting; we conduct supervised walking trips around the neighborhood. Children are accounted for at all times. The classroom teacher will have a permission form posted any time a field trip is scheduled. An authorized family member must sign the permission form for participation in these trips.

From time to time, there will be other supervised field trips, and we encourage you to join your child on the trip if at all possible. These trips often involve traveling using public transportation (Atomic City Transit). *The child's family must sign Permission Slips for each trip.*

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of childcare programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

Children are welcome to attend field trips scheduled on days they do not attend, but a parent or guardian must accompany them or pay a drop-in fee (\$10/hr) if space is available. This is required to keep our teacher/student ratios within state regulations.

Transition

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Transition to elementary school

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Transition for alternative care

Children who are enrolled at other programs during part of our regular school day may continue with before/after school care at our center. The center will provide staff to ensure that your child arrives at the bus stop for pick up (before school) and drop off (after school) in a timely manner.

Television Time

LFP staff are all familiar with the NRC Licensing Toolkit Action Sheets to Limit Screen Time in Child Care. Our normal daily routine does not include television watching, but from time-to-time, we may play a short film clip or video as a teaching aid and discussion stimulator (often these clips deal with nature and animals which may be the subject of interest for the class). Programs will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. We encourage our families to share information about celebrations that are important in their own cultures.

Rest Time

After lunch, all children participate in a quiet rest time. NM State Regulations require that all children at LFP for 5 or more hours have a rest period. Children are not required to sleep, and after 30-45 minutes a child who is not sleeping may be given quiet activities to do at their mat (or, at the teacher's discretion, elsewhere in the room) provided they do not disturb other children who are resting. Please talk to your child's teacher if you have concerns about the rest schedule.

For all children who stay through rest time, LFP provides a padded sleeping mat. Families are responsible for providing a sheet/cover, light blanket, and pillow, as well as a storage bag in which the mat will fit. We occasionally have some sheets and storage bags for sale in the Office. Sheets, covers, blankets and pillows will be sent home weekly for laundering, and are to be returned to the classroom at the start of the new week. ***Please label all items with your child's name.***

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns. Because of our commitment to toilet training when developmentally appropriate, we do not base a child's transition to the next age group classroom based solely upon toilet training progress.

Guidance

General Procedure

Little Forest Playschool is committed to each child's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness.

Each student at LFP has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child.

LFP Aggressive Behavior Policy

We will use the following phased approach when dealing with aggressive behavior.

1. The first through third aggressive behavior incidents, the child will be redirected and a behavior report made by the teacher in conjunction with the staff that witnessed the event. All reports (behavior, accident or incident) shall be signed by the parent. After being signed, the original will be filed in the office. Copies will go to the parents and into the child's file.
2. Fourth aggressive behavior incident will require a parent/teacher conference to discuss issues and set goals for a Behavior Management Plan for parents and teachers to follow. (Behavior Management Plan should include a time line for expected improvement).
3. The Director will be informed of any and all incidents and invited to attend the parent conference if the teacher or parent feels her presence is needed.
4. Subsequent incidents will be recorded and communicated to parent/s on a Behavior Report. Severe or continued incidents will result in child's dismissal from school for the day.
5. A child will be withdrawn from school if the aggressive behaviors do not show improvement during the time projected in the Behavior Management Plan and/or parent(s) will not cooperate with staff regarding the Behavior Management Plan.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Registration

Classroom Assignments

Little Forest Playschool serves children ages 1 through 5. LFP follows the birth date cutoff as set by the public school system for entering Kindergarten.

The birth date cutoff for Fall session is September 1st:

- Children who are 1 year old before September 1st will be enrolled in Room 2,
- Children who are 2 years old before September 1st will be enrolled in Room 3,
- Children who are 3 years old before September 1st will be enrolled in Room 1,
- Children who are 4 years old before September 1st will be enrolled in Room 4

In some cases, the parents and teachers may agree that the child should remain in his/her current room for another year.

Registration Times

Registration for summer and fall sessions is held over a two-week period in spring (usually late March). Registration days are announced in the LFP newsletter and on our website.

A non-refundable registration fee **must** accompany all registration forms (see next section, "Tuition & Fees" for details on fees). If you do not pay the registration fee, you risk losing your spot.

Week 1: Currently enrolled LFP families

During the first week of registration, priority is given to families of children currently enrolled at LFP. If you miss your designated sign up time, you can sign up any time during open enrollment. Please note; we do not assume that your children will return (although we sincerely hope they will) and we DO NOT hold their spots.

Siblings of enrolled children may also be signed up during the first week of registration.

Week 2: Open to the Public

The second week of registration opens to the general public. **Registration for the general public is on a first come, first served basis.**

Years of research have shown that self-directed and spontaneous play is necessary for children to build their social and cognitive skills. The deprivation of play has led to a crisis among children with respect to their fitness, their health, their strength, their coordination, and their cognitive abilities.

~ Dr. Joe Frost, Early Childhood Specialist, University of Texas
Author, Play and Child Development

Tuition and Fees

Registration Fees

Tuition rates and fees are determined prior to Registration for each school year. A non-refundable registration fee and a tuition deposit are due at the time of registration to reserve a space for your child. The tuition deposit is refundable at the end of the contract period if the family account is kept current and paid in full. For current LFP rates and schedules, refer to Appendix C.

Sibling Discount

Siblings who are enrolled at Little Forest Playschool receive a 10% discount. The first child will be billed at the regular rate and the second child will receive a 10% discount on their portion of their regularly contracted hours. The discount will be applied to the child with the lower tuition rate. The sibling discount does not apply to drop-in rates.

Supply Fees

A non-refundable supply fee will be charged at the beginning of each session to help cover the costs of supplies and consumables used in the classrooms. The supply fee schedule is as follows:

- Rooms 1 and 4: \$75/child will be charged in August, January, and June
- Room 2 and 3: \$100/child will be charged in August, January, and June
- June will only be charged if your child is enrolled for the summer

Payment Dates

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Invoices will be sent via email, unless hard copy is requested; please be sure to let us know which family member should receive the email. If your email changed, please be sure to alert the office.

Late Payment Fees

The contracted tuition is due by the 10th of each month, regardless of whether you have received an invoice, as outlined in the *Contract of Enrollment*. Fees that are not paid on time are considered delinquent and a \$25 late fee will be added to your balance. The child may be removed from LFP if payments are overdue by more than 30 days.

Early Drop-off & Late Pick-up Fees

Prior to class time, staff members prepare the classroom and activities for the day; they need this time to get ready for your children. If you arrive early, please do not bring your child into the classroom until their contracted time.

Being picked up late is distressing for a young child and hard on our staff. Preschool age children do not have a well-developed sense of time, nor do they have an understanding of getting caught in traffic, a long line at the market, etc. They do, however, recognize when they are supposed to be picked up because of parents arriving and the other children leaving. In addition, our teachers often have commitments after the end of their teaching time.

In addition, early drop-offs or late pick-ups can affect our child:staff ratios and may even put our staff into an overtime situation, thus draining our financial resources. For these reasons, we require parents to be at LFP at the scheduled time, otherwise you will be charged \$10.00 for every 10 minute interval, or fraction thereof, if you arrive earlier or later than the child's scheduled time. If you sign in/out with the incorrect time, the staff in the classroom will mark the correct time, and you will be charged accordingly.

Schedule Changes

If you wish to make any changes to your child's schedule you must email the following to tiffany.fuente@littleforestplayschool.org:

- Current schedule
- Desired new schedule
- Start date for new schedule

Changes will take effect on the first of the following month, if there is space to accommodate your new schedule. A change of schedule fee will be charged for any change made after initial registration:

- \$15 for 1st change
- \$30 for 2nd change
- \$45 for 3rd change
- \$60 for all subsequent changes

During the formal registration period a change of schedule fee will not be charged to add time to the existing schedule in the same room.

Drop-in Fees

Drop-in care is for the convenience of LFP parents who need childcare on an irregular or occasional basis. Drop-in childcare is available **ONLY** to those students currently enrolled at Little Forest Playschool.

We do not take walk-ins. **Drop-in care is by reservation only on a space-available basis, Monday through Friday from 7:30-5:30.** The rate of Drop-in care is \$10.00/hr. Please call the office at 662-5895 to make your reservations and cancellations. The full amount for the reserved time will be charged whether or not the time is used. Drop-in fees will be charged the next billing cycle.

Sign In/Out Fees

Due to state regulations, you are required to sign your child in and out. Each child has a list of persons approved to pick up. If the computer system is down, please use the attendance sheets provided and put the **exact time** you bring them in or pick them up as well as **your initials**. Please record the time you take charge of your child, not the time that you leave LFP.

State regulations require that Little Forest Playschool be able to account for every child every minute they are in our care. We must be able to track when students arrive, when they leave and with whom they leave. Because this is such a liability issue, you will be charged a \$5 fee any time you do not sign your child in or out.

Withdrawal Fees

LFP requires fourteen days written notice if you plan to withdraw your child. You will be billed for an additional ½ month tuition and/or forfeit your tuition deposit if LFP does not receive this required notification. A withdrawal fee of \$85 will be charged if you withdraw your child before the end of the contract period.

Special Activity Fees

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee up to the maximum amount allowed by law. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

Financial Aid Policy

CYFD Assistance

Little Forest Playschool accepts CYFD Childcare Assistance families. LFP does not submit CYFD assistance applications; that is the responsibility of the individual family. To see if you qualify for CYFD assistance, please visit their website: <http://cyfd.org/child-care-services/child-care-assistance>.

LFP Scholarships

Little Forest designates at least one thousand dollars (\$1,000) every year for financial aid. This fund is to help pay tuition for families who are experiencing financial hardship. Funds will be dispensed at the discretion of the Director, with no more than 20% of the funds going to any one family without Board approval. No more than 50% of any child's tuition may be covered by LFP scholarship. If additional funds for financial aid become available through grants or donations, a plan for distribution will be developed and approved by the Director or Board of Directors.

1. Requests for scholarships may be submitted at any time during the school year or summer session. Applications can be downloaded from the Little Forest Playschool web site at littleforestplayschool.org and a hard copy is available in the office. Additional information or a letter of request may be attached to the application.
2. Pay stubs covering a one month period or other supporting financial documents must accompany the application.
3. Scholarship applicants are expected to meet all of the standard contract agreements, including payment of the registration fee, the tuition deposit, and completion of the work credit requirements. All families are encouraged to volunteer beyond the minimum requirements.
4. A list of jobs will be available to those families that need ongoing tuition assistance. Reimbursement, at the minimum wage hourly rate, will be credited to the family's account for completion of these jobs. Based on the total amount of the tuition reduction over a calendar year, Little Forest Playschool may issue a Form 1099-B to participants. This method of assistance is available upon request to all LFP families who have satisfied their work credit requirements. Jobs include: snow removal, playground maintenance, general handyman repairs, library maintenance, office duties and shopping, etc.
5. Application information will be reviewed and scholarships will be awarded based on the needs of each individual case and on the availability of scholarship funds. Any review or consultation will be conducted with complete confidentiality, including names.

Attendance & Withdrawal

Absence

If your child is going to be late or absent, please call us at 505-662-5895. Please let us know if your child has an excludable illness (Appendix D) so that we can alert staff and families to possible symptoms in the other children.

Scheduled Closure Dates

Drop-in care may be provided during spring and Winter breaks dependent on number of children requesting care. We require a minimum of 15 children every day in order to open. Families will be charged a rate of \$75 per day or the regular drop-in rates for partial days. Sign up for these times will be posted well in advance and parents are encouraged to register early, so LFP has ample time to staff those days.

Vacation/Extended Absence Credit

Little Forest Playschool allows for vacation or extended absence credit. To receive this credit, your child must be absent for 2 consecutive weeks, excluding scheduled closures. You must give us prior written notice of the absence. The period of absence will be billed at one-half of one month's contracted tuition rate. No vacation credit is given during the summer session.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Snow Closures And Delays

The following guidelines will be followed for all snow closures and delays:

- **Little Forest Playschool will follow Los Alamos National Laboratory (LANL) for snow delays and closures.**
- LFP will be CLOSED if LANL is CLOSED.
- LFP classes will be on a delayed start if LANL is on a delayed start. LFP will open at 8:30 instead of 7:30 if there is a one hour delay and 9:30 if there is a two hour delay and so on. If LANL closes early Little Forest will close 1 hour after the Lab.
- Days missed because of snow will not be made up, nor will tuition be refunded.
- The Little Forest Playschool voice mail will be updated as frequently as possible.
- The LANL hotline is 667-6622.

Dismissal

Little Forest Playschool reserves the right to withdraw a child from enrollment for the following reasons:

1. A parent fails to submit a current immunization record which includes all required immunizations (or a medical or religious exemption) by the first day the child attends LFP;
2. A parent becomes delinquent in payment of fees and refuses to pay the amount requested;
3. A child has behavioral difficulties which hinder his/her or other children's participation in the program at LFP that the parent(s) cannot or will not address in cooperation with Little Forest staff, or that the staff feels are not improving over time.

Drop-Off & Pick-Up

General Procedure

We open at 7:30 AM. Parents/guardians are expected to accompany their children and sign them in.

We close at 5:30 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

- Children cannot be dropped off prior to 7:30am per LFP's insurance policies
- All schedules must start by 9:00am
- Children must be dropped off by 9:30am each day (*LFP reserves the right to ask you to keep your child at home for the day upon late arrival*)
 - This helps children build friendships at the beginning of their day, which promotes development in their social and emotional skills
 - This creates consistency
 - This limits disruptions to the class routines
 - Teacher/child ratios and scheduling are affected by late drop-offs and pick-ups
- Children must be picked up by 5:30pm
 - We will start calling emergency contacts after 10 minutes
 - Late pick-ups cause staff to go into overtime
 - Closing staff appreciate going home on time

For safety reasons, a parent or an adult must accompany their child to the classroom or playground when bringing them to school or picking them up. Any person picking up a child must be 18 years or older, including siblings who are sent in to pick up a child. Parents/guardians should inform the child's teacher(s) in advance if you know that someone else will be picking up a child. All persons picking up children should always make contact with the teacher at time of pick-up.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. Emergency contacts **must** be 18 years or older. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance and fill out an individual Child Release Form (available in the office) and leave it with your child's teacher. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 2 hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Under NO circumstances will LFP release a child to anyone NOT authorized to pick up that child.

For the safety of the children, **cars may not, for any reason, be left running in the parking lot** while you are dropping off or picking up your child. All cars must be turned off and the keys brought with the driver into LFP. Please do not leave infants or young children unattended in cars in our parking lot.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

Personal Belongings

What to Bring

- **Toddlers:** at least two changes of clothes or more per day if going through the toilet training program. Diapers/Pull-ups and wipes should be provided by the family, as well as any diaper creams the family wants applied (Medication Sheet or Permission to Administer will be required in order to apply diaper cream).
- **Preschoolers:** at least one change of clothes, including underwear, socks and shoes.

Please label all items brought from home with your child's name (i.e., clothes, diapers, pacifiers, sheets, blanket, mat storage bags, pillows, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name and often a photo. Please check your child's cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located in the lobby. Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity. If item is for show-and-tell, the item will be returned to the child's cubby or backpack after the activity is over. We are NOT responsible for lost or broken items.

If your child's schedule includes rest time, he/she may bring in a soft toy to snuggle with, but the toy will be returned to the cubby after rest time is over.

Costumes

We request that you do not allow your child to wear costumes or pajamas to the center unless they are part of a special activity for that day (e.g. Halloween Parade, PJ day, etc.).

All classrooms at LFP have dramatic play centers which are stocked with a variety of dress-up clothing to help stimulate children's natural creativity.

Nutrition

Lunch

Parents are expected to provide a lunch for their child. Parents are encouraged to send simple, nutritious lunches that do not contain excessive sweets. **Please do not send sodas or candy in your child's lunch; they will not be served.**

There is a microwave oven in each classroom for heating lunches as necessary. We also provide hot water for children who bring dried noodles or soup in an appropriate container.

Any day a parent forgets to provide a lunch, LFP will provide the child with appropriate lunch food and the parents will be charged \$7.00. This is only for emergencies and not intended as a regular service.

Snacks

Morning snack is included in tuition fees and will be provided by LFP. A monthly snack schedule is posted on the bulletin board in each classroom. Afternoon snack is provided by the families. Please pack something extra for snack for PM snack.

Please notify the teacher in the classroom no later than the first day of attendance if your child has food allergies or other special dietary needs. **If your child has severe allergies please talk with the Director and carefully review the Food Allergy Policy.**

All classroom snacks will follow the State mandated guidelines below:

- Each snack will include at least 2 different food groups
- Snack items will not be repeated within a one week period
- 2% Milk or 100% undiluted juice will be served with each snack

If you wish to bring in a snack to share with your child's class (birthday cupcakes, for example) you **must make arrangements with the classroom teacher** at least one week before hand so there is time to notify other parents and make changes to the Snack Schedule.

Food Allergies

Please refer to "Health Policies" in next section.

Meal & Snack Times

At snack time the table(s) is set with placemats and real or disposable plates and flatware, and the food is usually served "family style". Staff join the children sitting at the same table. Children are encouraged to serve themselves from food passed around each table. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by parents/caregivers.

Lunch time is similar, but the children eat the food brought in from home. We do not allow children to share or exchange the food which you provide.

A staff member, who is trained in first-aid for choking, is present at all meals.

Toddler Feedings

Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.

Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, popcorn, thickly spread peanut butter and hard candy.

Health Policies

Immunizations

Children who enter LFP for the first time are required by the State to have up-to-date immunization records (including all required immunizations) or have a current notarized Certificate of Exemption Form on file at the school. Current immunization records are required for every child attending school 24 hours before the first day of school. This requirement shall be strictly enforced for your child's protection. Please remember to bring in records of additional immunizations as they occur. Children who do not meet this requirement will not be allowed to attend.

Immunizations are required according to the current schedule required by NM State Licensing:

- 4 doses of Tetanus/Diphtheria/Pertussis (DTP, DTaP)
- 3 doses of Polio
- 3 doses of Haemophilus Influenza B (HIB)
- 3 doses of Hepatitis B
- 1 dose of Hepatitis A
- 1 dose of Measles/Mumps/Rubella (MMR)
- 1 dose of Varicella (Chicken Pox)

If a child is not immunized due to religious or medical reasons, you may apply for a state waiver of any/all immunizations and must provide the office with a current notarized Certificate of Exemption Form. For the safety of your child and the entire LFP population, unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

Physicals & Other Health Screenings

Little Forest Playschool is aware that following health and safety best practices is an important way to provide quality early care and education for young children. A child's development and ability to learn is affected by his/her general health, vision, dental health, and hearing.

Scientific evidence indicates that much of a child's learning is based on vision. Vision screening is vital to detecting and correcting barriers to learning and development among children. Dental health has a significant impact on the general health and well-being of children. Poor oral health impacts social function and can lead to limitations in communication and social interactions. The critical period for a child's language development occurs during the first two years. The younger a child is when auditory and language stimulation occurs, the better the chances of establishing language centers in the brain. A child's growth and development are followed—or monitored—through a partnership between parents and health care professionals. At each well-child visit, the doctor looks for developmental delays or problems and talks with the parents about any concerns the parents might have. In addition, doctors may conduct a developmental screening. Early care and education programs can also build healthy lifestyles for generations to come.

LFP requires the following health checks or screenings:

- Annual child wellness check (physical)
- Dental screening
- Visual screening
- Auditory screening
- Annual developmental screening or Ages & Stages Questionnaire has been administered.

Appropriate resources or referrals will be provided if screenings have not taken place.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities (e.g., lethargy).
- Illness that results in greater need for care than we can provide.
- Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- excessive dark yellow or green nasal discharge

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours, without the aid of fever reducers.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Please refer to Appendix D for the Child Care Center Exclusion List

Food Allergy Policy

Little Forest Playschool Guidelines

- LFP will keep a copy of health records for all students with severe food allergies
- Every classroom will post a school-wide list of children with food allergies/intolerances which includes the prohibited foods and parents' phone numbers for each child.
- Every classroom will post a Food Allergy Action Plan for each child assigned one.
- This list will be discussed at staff meetings twice yearly and every time a new child is added to the list.
- Staff will discuss the policy for managing students with food allergies and will have regular trainings in the administration of emergency medication (epi pen).
- Food brought in by or for the staff at LFP and placed in the office or elsewhere should be inaccessible to children.
- Children are only allowed to eat food designated from their classroom or food they have brought from home.

- Field trips will be discussed with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.

Family's Guidelines

- Notify the school of child's allergy(s) in writing.
- Review and sign the LFP Food Allergy Policy.
- Provide a Food Allergy Action Plan completed by the food-allergic child's physician.
- Provide properly labeled medications (as directed by a physician) and replace medications after use or upon expiration.
- Provide individual lunch and a personal class-time snack when appropriate.
- **Please address any concerns or questions about the food allergy policy to the Director.**

Medications

State regulations require that all medications should be handed to a staff member with specific instructions for administration.

Under no circumstances should medication be left in a child's lunch box, backpack, or anywhere else accessible to children or with the child to administer on their own.

Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication. Parents are required to sign and provide the requested information on a "Medication Sheet" (available in classrooms and office)
- **Non-prescription medications** require a note signed by the family and/or physician. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received. Parents are required to sign and provide the requested information on a "Medication Sheet". (available in classrooms and office)
- **Non-prescription topical ointments** (e.g., diaper cream, chapstick, sunscreen or other lotions, insect repellants, and cough drops) require a note signed by the family and/or doctor, specifying frequency and dosage to be administered. Parents are required to sign and provide the requested information on a "Medication Sheet" or "Permission to Administer". (available in classrooms and office)
- All medicine must be age appropriate for the child receiving the medication. If not, LFP must have a doctor's signature in order for staff to administer the medication.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- | | |
|--------------------------------------|---|
| • Bacterial Meningitis | • Poliomyelitis (including suspect) |
| • Botulism | • Rabies (human only) |
| • Chicken Pox | • Rubella Congenital and Non-congenital (including suspect) |
| • Diphtheria | • Tetanus (including suspect) |
| • Hemophilus Influenza (invasive) | • H1N1 Virus |
| • Measles (including suspect) | • Any cluster/outbreak of illnesses |
| • Meningococcal Infection (invasive) | |

Safety

Clothing

Please dress your child in practical clothing that they can easily handle themselves, that allows for freedom of movement, and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities.

Pants and shorts are preferred and non-slip, closed toe shoes are advised. All dresses and skirts must be accompanied with shorts or tights underneath. Our playground is used as an extension of the center, and daily programs are conducted outside except in the most extreme weather conditions. Boots, mittens, snow pants, jackets and a hood or hat are required during winter months.

Please label all clothing and check the classroom or lobby Lost & Found for missing items. We request that you always have a seasonally appropriate change of clothing for your child in his/her cubby, including socks, underwear, and an extra pair of shoes. In the event we have to supply your child with LFP clothing, please launder and return the clothing as soon as possible so it is available to others when needed.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions (e.g., daily cleaning & sanitizing) are taken to ensure that communal water-play does not spread communicable infectious disease.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact. (refer to section on “Emergencies” for more details.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the child who bit learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and to the family of the child who bit. We will work together with the families of each to keep them informed and to develop strategies for change.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your child(ren) from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children’s developing bodies. LFP does not promote smoking, nor does it want to model this behavior. As required by law, all

facilities and vehicles owned, operated or leased by Little Forest Playschool are smoke-free. The use of tobacco in any form is prohibited on the center's premises.

Employees/Families/Visitors shall not smoke within 25 feet from a building entrance or exit or anywhere they can be seen from the school premises, including the playground areas. Smoking is permitted in personal vehicles, provided the vehicles are not in the line of sight from the LFP premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

All staff members of Little Forest Playschool are mandated reporters of suspected child abuse. Therefore, LFP is required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency (CPS) will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

In the event a properly identified police officer or social services worker comes to interview a child at LFP, the Director, Assistant Director or child's teacher will notify the parents as soon as is practicable. It will be suggested to the interviewer that a Little Forest staff member familiar to the child be present during the interview, but this cannot be guaranteed.

Emergencies

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 3-5 minutes, 911 will be called and the family will be notified. Any such incident will be reported to CYFD.

Fire Safety

Our center is fully equipped with fire extinguishers and an alarm system, which alerts LAFD in the event that the alarm is triggered.

Our fire evacuation plan is reviewed with the children and staff on a monthly basis by holding unannounced fire drills. Parents who are on the premises at the time of the fire drill are required to follow the proper evacuation procedures as posted in the classrooms. No one may reenter the building until the "All Clear" bell has sounded.

In the event that the school must be evacuated for any reason, all staff and students on the premises will walk to:

- Plan A: First Baptist Church, 2200 Diamond Drive, 662-3712
- Plan B: Church of Christ, 2323 Diamond, 662-3104
- Plan C: Aspen Elementary School, 2182 33rd St, 663-2275

The emergency and crisis action plans are also posted in the lobby as well as each classroom.

Emergency Procedures

Staff members are trained in First Aid and CPR. If immediate or emergency medical attention is deemed necessary by the staff, 911 will be called. Every attempt will be made to reach the parents as soon as possible. No staff member will transport an injured or ill child to a doctor or to the emergency room.

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

Please refer to the LFP Crisis Action Plan posted on the Parent Board in the lobby.

LFP Governance & Structure

LFP is a non-profit corporation. Copies of the Bylaws and Policies and Procedures are available in the office. The Corporation is comprised of all parents who have a child currently enrolled in LFP and who have a paid-up account, the Board of Directors, and the Teaching Staff. A Corporation meeting is held twice a year (Spring and August). Nominations for the Board of Directors are held at the Corporation meeting in August, with elections being completed 2 weeks later.

POC elections will be held in November for term which runs from January through December.

Please see the Bylaws for qualifications and duties of elected members.

Powers & Duties Of The Corporation

The Corporation sets the policies of LFP according to the Bylaws and Policies and Procedures. The Corporation also:

- approves the annual budget;
- receives annual reports from the President of the Corporation, the Director, the Business Manager or Finance Chair, and POC Representative to the Board;
- acts on any recommendations from the Board of Directors or POC;
- elects Board of Directors Members-at-Large;
- elects two non-Board parent members of the Nominations and Elections Committee; amends the Bylaws and the Policies and Procedures; and
- transacts any additional business that comes before it.

Powers & Duties Of The Board Of Directors

The Board has the power to administer the affairs of LFP and to carry out the programs and policies of the Corporation according to the Bylaws and Policies and Procedures. Additional duties of the Board may be found in the Bylaws.

Duties Of The Nominations & Elections Committee

This committee annually (by March 15) draws up a slate of candidates to fill the parent member positions both on the Board of Directors and on the Parent Operations Committee. Annually (by April 1), the committee shall draw up a slate of candidates to fill the member-at-large positions on the Board of Directors and the Parent Representatives on the Nominations & Elections Committee.

Playschool Operations Committee (POC)

POC makes recommendations to the Board concerning the operation of LFP, raises funds and makes recommendations to the Board on the use of these funds. In addition, each position on POC carries a different, individual responsibility. Other responsibilities may be found in the Bylaws.

Duties Of The Personnel Committee

This committee makes recommendations to the Board regarding teacher candidates to be hired and regarding dismissal of a teacher. They may be requested to meet with a member of the teaching staff to hear a grievance.

Administrative Staff

Executive Director
Business Manager.....
Assistant Director....
Office Manager....

April Wade – april.wade@littleforestplayschool.org
Susanna Naud – susanna.naud@littleforestplayschool.org
Tiffany Fuerte – tiffany.fuerte@littleforestplayschool.org
Megan Byrd – megan.byrd@littleforesplayschool.org

LFP Parents' Grievance Procedure

Parents who encounter a problem concerning the teaching or administrative staff of LFP may take the following steps:

1. Parents shall attempt to discuss and resolve a problem with the staff member or members.
2. If the problem is not thereby resolved (or they feel they cannot discuss the problem with the staff member or members) they shall discuss the problem with the LFP Director.
3. If discussion with the Director does not resolve the problem, they shall discuss the problem with one of the members of the Board of Directors.
4. If the problem still cannot be resolved, parents shall be advised of their rights to call the New Mexico State Children, Youth, and Families Dept., Childcare Licensing Bureau, at 827-4185 (Santa Fe) to register a complaint.

Other Center Policies

Our center policies not included in this handbook are reviewed annually and updated as needed. They are available for review upon request to the center director.

Copies of the By-Laws and Policies & Procedures of LFP are also available on the LFP website.

History Of Little Forest Playschool

When the Los Alamos Branch of the American Association of University Women was organized in June 1950, it was one of the first study groups formed focused on learning about the development of the young child. As a result, in February of 1951, a playgroup was formed with children from one to five years of age. This class of fifteen children met in a public school kindergarten room on Saturday mornings with all mothers participating. The charge was ten cents per session for juice and supplies.

The playgroup grew and by 1959 had classes and teachers, assisted by mother helpers. In 1962 AAUW Playschool rented a two-classroom building from the public schools and in 1964 formed a separate board of directors, with one member providing liaison with the AAUW Board. Enrollment was then 145 children attending once or twice a week with fees of \$1.45 per class. In 1968 Playschool moved into its present building, the vacant Little Forest Elementary School, renting it annually from the public schools.

Playschool initiated its first extended care classroom in 1978 in response to the need of a growing number of families with both parents working outside the home, while retaining a variety of parent-helper, preschool classes. Over the years, the extended care program has grown with the needs of the community, adding a full summer program in 1981 and an after-kindergarten class that same fall.

Throughout these years Playschool was sponsored and directed by AAUW. In late summer of 1987 the Playschool Corporation met and voted to separate from AAUW and change Playschool's name to Little Forest Playschool. Little Forest Playschool became a separate and independent corporation, retaining its status as a non-profit, parent cooperative preschool and childcare center.

Appendix A: Holidays & Events 2019-2020 *

June 3-4, 2019	Playschool CLOSED for Summer Session Set-Up
June 5	Summer session begins
August 12-14	LFP CLOSED for Fall Session Set-up
August 15	Fall Session Begins
September 2	Labor Day - Playschool CLOSED
October 14	Columbus Day - Playschool CLOSED
November 11	Veteran's Day - Playschool CLOSED
November 27-29	Thanksgiving - Playschool CLOSED
December 23- January 3	Winter Break - Playschool CLOSED
January 20	Martin Luther King Jr. Day - Playschool CLOSED
February 17	President's Day - Playschool CLOSED
March 23-27	Spring Break – Playschool CLOSED
May 25	Memorial Day – Playschool CLOSED
May 29, 2020	Last day of 2019-20 School Year

****Board of Director, Corporation, and Professional Development days will be scheduled and added to this list at a later date.****

Appendix B: Family Activities

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

Governance: Parents may serve on our governing bodies:

- Board of Directors – meets monthly
- Playschool Operations Committee – organizes fundraisers and other activities

Family Events: We have several events throughout the year that bring our entire community together. Watch for the announcements!

- Open House
- Family Orientation
- Playground Workdays
- Holiday Gatherings
- Annual Family Picnic
- Corporation Meetings

Classroom Activities: Enjoy and help your child's class with these special activities.

- Share a meal with your child
- Chaperone field trips
- Read to children at arrival or pickup
- Volunteer in the classroom
- Donate requested items
- Serve as a parent representative
- Welcome new families
- Contribute to class Pot Luck Meal
- Family Teacher conferences

Family/Parent Workshops: Our menu of family workshops changes annually. Below is a list of workshops we may offer. We try to offer these in the early evening or on Saturdays. See the monthly calendar for scheduled topics. We welcome requests for workshop topics.

- Positive Guidance and Loving Discipline
- Toilet Training
- Safety in the Home
- Child Proofing Your Home
- Brain Development
- Nutrition and Exercise for Small Bodies
- Separation Anxiety
- Reassuring Your Child During Divorce
- Supporting Your Child in Times of Stress
- Food Allergies
- How to Prepare for a Conference
- Warning Signs for Developmental Delays
- Value of Reading to Your Child
- Everyday Math

Appendix C: 2019-2020 Schedules & Rates

Rates applicable from June 5, 2019 – May 29, 2020

Hours/week	Rooms 1 and 4 Monthly Tuition (3-5yr olds)	Room 3 Monthly Tuition (2-3yr olds)	Room 2 Monthly Tuition (1-2yr olds)	Tuition Deposit
12-15	\$ 491	\$ 518	\$ 545	\$ 250
16-20	\$ 607	\$ 641	\$ 674	
21-25	\$ 716	\$ 756	\$ 796	
26-30	\$ 808	\$ 853	\$ 899	
31-35	\$ 879	\$ 927	\$ 976	\$ 500
36-40	\$ 957	\$ 1,010	\$ 1,063	
41-45	\$ 1,009	\$ 1,065	\$ 1,120	
46-50	\$ 1,083	\$ 1,143	\$ 1,203	

We encourage you to bring your child as much as possible! WHY you ask??

The more we see them:

- the faster they adjust to school
- the faster we can bond with them
- the more friendships they build with peers
- and the obvious, the more time they have to EXPLORE! PLAY! LEARN!

Your schedule must be at least 6 hours a day, 2 days a week (9-3pm) *NO EXCEPTIONS

**If your child attends the Barranca Preschool Program please see the office for your options*

- All schedules must be in 30min increments
 - **Correct** 7:30-4:30 or 9:00-3:30
 - **Incorrect** 8:15-3:15pm or 9:20-4:20pm
- You may not schedule pickup time between 1:00-3:00 (this is when children nap)
- Tuition rates will be based on the next whole hour
 - EX: if hours per week = 15.5 you will be charged for 16 hours per week
- Your schedule must remain the same every week
- We HIGHLY encourage you to keep your daily scheduled hours the same throughout the week
- It creates consistency for your child
- It makes scheduling easier for staff to child ratios
- It makes billing easier

Appendix D: Child Care Center Exclusion List

Child Care Center Exclusion List

The following list outlines exclusion for children attending day care centers who develop specific infectious diseases.

INFECTION	EXCLUDE?	DURATION OF EXCLUSION
AIDS/HIV	NO*	
Campylobacter	YES	Until diarrhea stops
Chickenpox/varicella	YES	Until all sores are dried & crusted
Conjunctivitis (pink eye) with white or yellow discharge	YES	Until examined by a provider & approved for readmission
Cryptosporidium	YES	Until diarrhea stops
Diarrhea – uncontrolled	YES	Until diarrhea stops
E-coli 0157	YES	Until diarrhea stops and 2 negative cultures (at least 24 hours apart)
Giardia	YES	Until diarrhea stops
Head Lice	YES	Until 1 st treatment has been given
Hepatitis A	YES	Until 1 week after onset of illness or appearance of jaundice
Hepatitis B & C	NO*	
Herpes – multiple mouth sores with drooling	YES	Until fever is gone & no drooling
Herpes – single fever blisters	NO*	
Impetigo	YES	Until 24 hours after treatment has begun
Mumps	YES	Until 9 days after onset of parotid gland swelling
Pertussis	YES	Until 5 days of appropriate antibiotic therapy has been completed
Rash Illness with fever	YES	Until provider determines not contagious
Ringworm (scalp & body)	NO**	
Rubeola - measles	YES	Until 4 days from appearance of rash
Rubella	YES	Until 7 days from appearance of rash
Salmonella	YES	Until diarrhea stops
Scabies	YES	Until after treatment has been given
Shigella	YES	Until diarrhea stops & 2 negative stool cultures (at least 24 hrs apart & at least 48 hrs after antibiotics completed)
Shingles	YES	Unless lesions can be covered or they are crusted
Streptococcal Pharyngitis (Strep throat)	YES	Until 24 hours after treatment has begun
Temperature over 101	YES	Until fever subsides
Vomiting (> 2 times in 24 hrs)	YES	Until vomiting subsides

*Unless child shows aggressive behaviors like biting, or scratching, or has draining skin lesions, or bleeding problems.

**If using topical treatment and covered.

Resource: American Academy of Pediatrics. Pickering LK, ed. 2003 Red Book: Report of the Committee on Infectious Diseases. 26th ed. Elk Grove Village, IL: American Academy of Pediatrics, 2003; pages 126-128.

Appendix E: Health Provider Information & Resources

(this list is provided for your convenience, but is not intended to be all inclusive)

LOS ALAMOS COUNTY

PEDIATRICIANS & FAMILY CARE

- **Children's Clinic PA (Pediatrics)**
3917 West Rd Ste 128
Los Alamos, NM 87544
(505) 662-4234
- **Jacqueline Krohn MD (Pediatrics)**
3917 W Rd, Ste. 136, Los Alamos, NM 87544
(505) 662-9620 (Office)
(505) 662-0024 (Fax)
- **Los Alamos Medical Care Clinic (Family Practice)**
3917 West Rd, Ste 150
Los Alamos, NM 87544
(505) 6624351
- **Care First (Family Practice)**
3500 Trinity Dr
Los Alamos, NM 87544
(505) 661-2411
- **Los Alamos Family Practice PA (Family Practice)**
3917 West Rd, Ste 130
Los Alamos, NM 87544
(505) 662-2900

LOS ALAMOS VISION CARE PROVIDERS

- **Los Alamos Family Eye Care**
Shin Lisa OD
800 Trinity Dr STE B, Los Alamos, NM 87544
(505) 662-9681
- **Atomic Eye Care**
800 Trinity Dr Ste J
Los Alamos, NM 87544
(505) 662-7000
- **Eye Associates of New Mexico**
1623 Central Ave
Los Alamos, NM 87544
(505) 662-5444

LOS ALAMOS DENTAL CARE PROVIDERS

- **Ortiz Moss Dental Associates**
2101 Trinity Dr Ste P
Los Alamos, NM 87544
(505) 662-2426

LA DENTAL CARE PROVIDERS (cont.)

- **High Mesa Dental Arts**
555 Oppenheimer Dr, Ste 204
Los Alamos, NM 87544
(505) 662-4252

106 A Longview Dr
White Rock, NM 87544
(505) 672-3869
- **Daniel Meyers M DDS MS**
2610 Trinity Dr, Ste 5
Los Alamos, NM 87544
(505) 662-6288
- **Arthur Montoya B DDS**
2610 Trinity Dr, Ste 3
Los Alamos, NM 87544
(505) 662-5666
- **Patrick Coriz DDS**
3500 Trinity Dr Ste B1
Los Alamos, NM 87544
(505) 662-3163
- **Alpine Laser Dental**
3491 Trinity Dr
Los Alamos, NM 87544
- **Ellen Ballard DDS**
111 Longview Dr, Ste B-3
Los Alamos, NM 87544
(505) 672-2020
- **Pueblo De Ninos Dental**
3250 Trinity Dr, Ste A
Los Alamos, NM 87544
(505) 662-4555
- **Dr. Mary Ellen Slaughter**
3917 West Rd, Ste 128
Los Alamos, NM 87544
(505) 662-4234
- **Smile Factory**
3491 Trinity Dr
Los Alamos, NM 87544
(505) 412-4013

SANTA FE COUNTY

MEDICAL CARE

- **La Familia Medical Center**
 - Administration Office 505-982-4599
Medical Clinic 505-982-4425
Behavioral Health Clinic 505-982-4425
P.O. Box 5395
Santa Fe, NM 87502

1035 Alto Street
Santa Fe, NM 87501
 - Medical Clinic 505-438-3195
Southside Center
2145 Caja del Oro Grant Road
Santa Fe, NM 87507
- **Presbyterian Medical Service (PMS)**
 - Central Administration Office
505-982-5565
P.O. Box 2267
1422 Paseo de Peralta, Building 3
Santa Fe, NM 87504
 - Medical & Behavioral Health Clinic
505-986-9633
2960 Rodeo Park Drive West
Santa Fe, NM 87505
 - Healthy Tomorrows Van
505-467-1575
501 Airport Rd
Santa Fe, NM 87507

SANTA FE EYE CARE PROVIDERS

- **Eye Associates of New Mexico**
2947 Rodeo Park East
Santa Fe, NM 87505
(505) 983-6613
- **Mark S. Bradley, MD**
1925 Aspen Dr
Santa Fe, NM 87505
505-446-2575

DENTAL CARE PROVIDERS

- **Presbyterian Medical Service (PMS)**
Mobile Dental Unit 505-473-0540
3908 Paseo Del Sol
Santa Fe, NM 87507
- **La Familia Medical Center**
Dental Clinic 505-984-5048
P.O. Box 5395
Santa Fe, NM 87502
1035 Alto Street
Santa Fe, NM 87501
- Dental Clinic 505-474-1438
Southside Center
2145 Caja del Oro Grant Road
Santa Fe, NM 87507
- **Monarch Dental**
811 St. Michaels Dr. Suite 101
Santa Fe, NM 87505
(505) 820-2344
- **Patricia Peck, DDS**
1692 B Hospital Dr, Suite 102
Santa Fe, NM 87505
Phone: 505-989-9033
- **James Evans, DDS, MS**
Kris W. Hendricks, DDS
2904 Rodeo Park Dr. East, #300
Santa Fe, NM 87505
505-473-5437
- **Michael Mason**
1456 St. Francis Dr. South
Santa Fe, NM 87505
505-984-1827

RIO ARRIBA COUNTY

MEDICAL CARE

El Centro Family Health

- *Administration Office 505-753-7218*
PO Box 158
111 North Railroad Avenue
Espanola, NM 87532
Fax: 505-753-5815
- *Medical Clinic/Embudo Clinic 505-579-4255*
P.O. Box 98
Highway 68, No. 2243, Rinconada
Embudo, NM 87531
Fax: 505-579-4669
- *Medical & Behavioral Health Clinic
Bond Clinic 505-753-9503*
711 Bond Street
Espanola, NM 87532
Fax: 505-747-1004
- *Medical & Behavioral Health Clinic
Espanola Clinic 505-753-7395*
620 Coronado Street
Espanola, NM 87532
Fax: 505-753-8373

VISION CARE PROVIDERS

- **Eye Associates of New Mexico**
412 Paseo De Oñate
Espanola, NM 87532
(505) 853-7868

DENTAL CARE PROVIDERS

- **El Centro Family Health**
Dental Clinic 505-753-9454
Espanola Dental Clinic
608-B La Joya Street
Espanola, NM 87532

PUBLIC/COUNTY HEALTH OFFICES

- ***Los Alamos County Health Office***
1183 Diamond Dr, Suite D
Los Alamos, NM 87544
- ***Rio Arriba County (Espanola) Health Office***
505-753-2794
30 County Road 8
Espanola, NM 87532
- ***Santa Fe County Public Health Office***
505-476-2600
605 Letrado Street
Santa Fe, NM 87505

Appendix F: LFP Behavior Guidance Policy

The overall goal of LFP's Behavior Guidance Policy is to help children achieve autonomy: to teach self-discipline and decision making; to help children learn to internalize control and take other points of view into account. This means it is essential to make expectations, rules and limits very clear. How children are taught to handle the problems and conflicts that occur every day will set the foundation for how they conduct themselves later in life. Like all growth, this process takes time, practice, and increasing maturity.

Little Forest Playschool is committed to each child's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Responsibility & Accountability

All staff, families, and children

Procedure

- We feel that all guidance should be carried out with respect for the dignity and self-esteem of all involved. We do not believe that physical punishment is ever appropriate or effective.
- Classroom teachers and children will set classroom rules at the start of each session. Rules should:
 - Provide a base and a sense of security for children
 - Be kept to a minimum and be kept short and simple
 - Be reasonable, fair and consistent
 - Be age appropriate
 - Be enforced consistently, firmly, and calmly
 - Be repeated to children whenever necessary -- before the fact when possible
 - Be explained and the reasons for the rule presented
- Staff will model appropriate language and actions to encourage children to exhibit appropriate behaviors and problem solving techniques
- Staff are encouraged to employ **redirection** whenever possible. Through redirection a child is asked to change an undesirable activity but offered an acceptable alternative. The teacher focuses on the positive alternatives. Although the teacher is solving the problem, she is doing so with positive language.
- Staff are expected to take the time to teach **problem solving** skills. Help the children to think of alternative solutions and the effects of choosing those alternatives. Children who participate in the decision-making process are more likely to adhere to their decisions.

- Staff will inform children of the consequences of their actions (cause and effect - when age appropriate) Children learn **natural and logical consequences** through experience
 - **Deprivation of equipment or privileges** can be an extension of logical consequences of inappropriate behavior. Again, the child may be given the opportunity to decide when he is capable of playing appropriately. Or, if the teacher sets the time limit it should be for an understandable length of time, "until after snack...the rest of the afternoon/morning."
 - If a child's behavior causes damage, the child may be required to repair the damage, to make **restitution** (e.g. help clean up a mess they made, or repair a book if the child ripped the pages)
- Tattling is common behavior for children, but it is not desirable and is discouraged, unless it involves a safety issue. However, If a child comes to a staff member for help with a situation, the staff should help by suggesting possible solutions
- Much **foul language** is simply a "test" and can be ignored, or minimally responded to: "Yes, I heard Lara say that word. Lara, we've heard that word enough. It is not a school word." If it continues the teacher may encourage the child to use the bathroom for such talk.
- **Time out** is not an acceptable form of guidance at LFP. However, if a child's behavior poses a safety concern for him/herself or others, the child may be removed from the situation, and even the classroom, under supervision of a regular classroom staff member or office personnel, for however long is necessary for the child to:
 - regain control of him/herself,
 - talk about what precipitated the behavior, and
 - feel able to return to the regular activities of the classroom.
- Teachers may use books, role playing, and 'classroom meetings' to reinforce desired behaviors in the classroom. LFP has many picture books designed to teach about appropriate behaviors and feelings. If you would like to borrow a book to read to your child at home, please ask your child's classroom teacher or office personnel.
- **PLEASE COMMUNICATE WITH US -- CHILDREN NEED TO SEE US ALL WORKING TOGETHER**
LFP feels that it is important to communicate with parents regarding home and center childrearing practices in order to minimize potential conflicts and confusion for children
- For specific policy and procedure for handling aggressive behaviors see LFP's "**Aggressive Behavior Policy**"

Appendix G: Chain of Command

Administrative Staff:

Executive Director

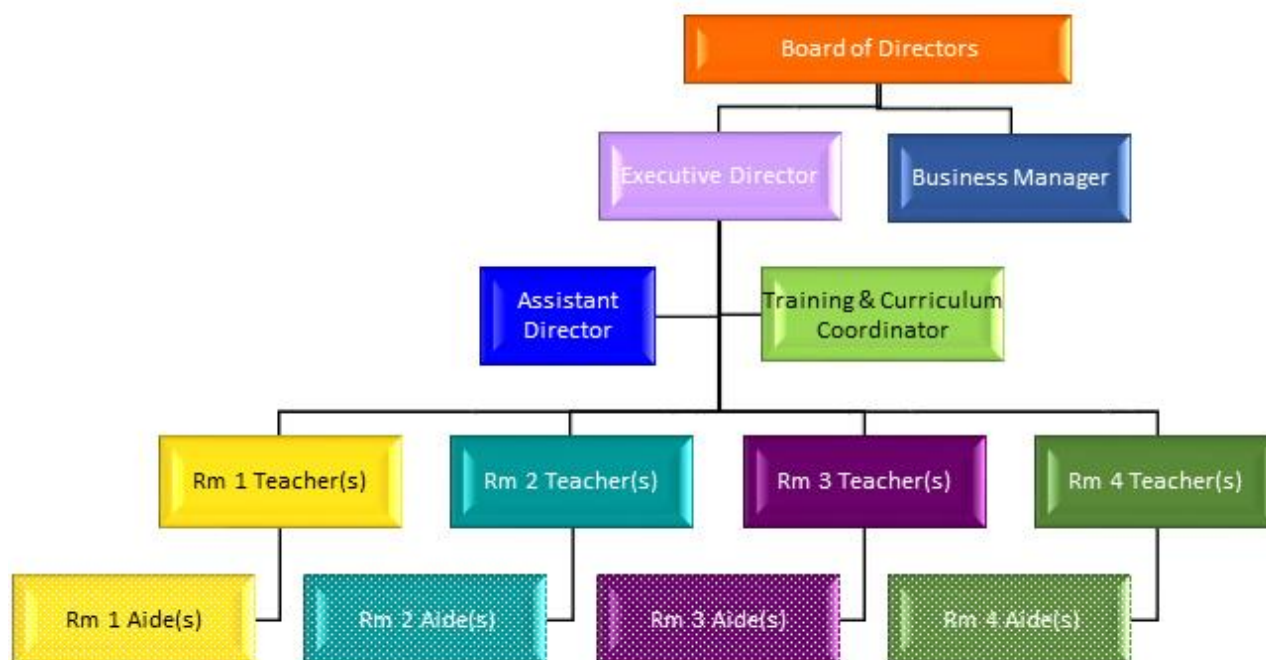
Business Manager.....

Assistant Director.....

April Wade – april.wade@littleforestplayschool.org

Claire Ayraud – accounts@littleforestplayschool.org

Tiffany Fuerte – tiffany.fuerte@littleforestplayschool.org



Little Forest Playschool Chain of Command

Governance: Board of Directors

Administration (Day to Day Operations): Executive Director, Business Manager, Assistant Director, Training & Curriculum Coordinator

Teaching Staff: Teachers, Aides, Substitutes