



Almond Blossoms
Schoolhouse - St. Albans

Family Handbook

August 13, 2020

Welcome!

Dear Family,

Thank you for joining the Almond Blossoms Schoolhouse Community. Almond Blossoms Schoolhouse strives to serve our children, families, and communities by offering high quality childcare, superior educational opportunities, and support to our community partners. We believe that everyone has greatness in them and we look forward to getting to know your family.

Sincerely,

Heather Garceau

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Mission Statement:

Teaching the next generation to walk in love, love to learn, and learn to walk in achievement. By cultivating their gifts, helping to uncover the greatness in them. By teaching them to honor each person's significance. And by inspiring them to become creative problems solvers who offer positive contributions to the community around them.

Our Philosophy:

Passion and Purpose – Children are only children for a little while. We have the wonderful opportunity to help them discover what unique gifts that they have to offer to the world. Our program focuses on cultivating these gifts in literacy, math/logical, spatial, inter-personal, intrapersonal, music, bodily/kinetics, and nature. This allows children to find where their talents are and use their strengths to fortify their weaknesses. These practices help to instill, self-worth, self-confidence, problem solving skills, grit & growth-mindset, and an appreciation for individuality. Every child has greatness in them; a passion and a purpose that should be nurtured and cultivated until it is ready to bloom.

Play – Children interact with the world through play. Play is the beginning of all learning.

Creativity – Children will be encouraged to practice their creativity. This is best achieved when play materials are simple and basic. When people learn to tap into their creativity, they lead happier lives, develop strong problem-solving skills, and make positive contributions to society.

Environment – We strive to keep the environment as warm and nurturing as possible.

Nutrition and Health – Nutritional quality is of the utmost importance at our centers. Children are taught about healthy eating habits, gardening, and environmentally responsible practices. Children are also given ample outdoor play to promote healthy and wellness.

Curriculum

Almond Blossoms Schoolhouse will offer child care and education focused on building self-worth, self-esteem, grit and growth mindset, and building skills in the 8 areas of intelligence (literacy, math/logical, spatial, inter-personal, intra-personal, music, bodily/kinetics, nature). Our curriculum will be holistic in nature, emergent, and encourage learning through play.

Inclusion

Almond Blossoms stands by its mission to help every child reach their full potential, value their uniqueness, and find their contribution to society. Therefore, all children are invited to participate in all the activities in their class. All activities are designed with levels of achievement so that all the children will find an appropriate amount of success and challenge.

Advanced Children/Special Needs/Individual Attention

Almond Blossoms is willing to partner with families and teams to ensure that every child is getting the challenge and support that they need for an optimal education and care experience. If possible, we can lend space for children to meet with a tutor, speech pathologist, aid, etc. during the child's regularly scheduled hours of care. These additional support members will have to be hired by the family, paid for by the family, and pass any, and all, background checks and clearance items according to state regulations to work in a child care center.

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 will be learning about different holiday traditions at the appropriate times of the year.

Magic

Magic play is not encouraged at the center and will be redirected. We firmly believe in encouraging children's imagination and introducing them to the wonderful possibilities that science has to offer. We try to steer conversations in this direction. Play involving magic potions, magic spells, etc. will be redirected to conversations regarding chemistry, physics, foreign language, and other science-based learning.

HOURS AND CALENDAR

Hours of Operation

6:30 am to 5:30 pm. Families can arrive up to 10 min early from scheduled arrival time to drop children off and wash hands. Families should arrive before scheduled pickup time. A fee of \$1 per min will be charged for late pickups. Families are welcome to call the center while in route so that their children will be prepared to exit the building upon their arrival.

Daily Schedule

6:30 am free choice play

8:30 breakfast

9:00 am morning circle

9:30 am music/art activity

9:45 am Kinesphere activity

10:00 outside play

11:30 am lunch

12:15 pm story time

12:30 nap time/quiet time

2:30 pm snack

3:00 pm outside play

4:15 pm free choice / outside play

5:30 pm close

Holidays / Vacations / In-Service Days

The following are paid holidays, vacations, and in-service days for the center.

January 1st

Martin Luther King Jr. Day

George Washington's Birthday

Memorial Day

July 3rd, 4th, 5th

Labor Day

Columbus Day

Veterans Day

Thanksgiving and the following Friday

December 24th, 25th

December 31st

ADMISSIONS AND ENROLLMENT

All admission and enrollment forms (including immunizations forms and wellness report from the doctor's office) must be completed and first week and last week's tuition payment paid prior to your child's first day of attendance.

A spot will not be reserved until the first and last weeks tuition is paid, subsidy voucher is received, or other arrangements are made by the site Director.

Based on the availability and openings, our facility admits children from 6 weeks to 12 years of age.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

Items Needed for Enrollment Files

- Enrollment Application
- Signed Handbook
- Updated Vaccinations Report
- Wellness Report from doctor

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.

COMMUNICATION AND FAMILY PARTNERSHIP

Daily Communications. Daily notes from center staff will keep you informed about your child's day for all children under 24 months.

Bulletin Boards. Located near the front entrance and preschool door provide center news, upcoming events, holiday closing dates, announcements, etc.

Newsletters. Monthly newsletters provide center news, events, announcements, etc. These newsletters will be emailed to you.

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.

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. Each visitor must sign in and out at the front entrance.

Family Night. Family nights are scheduled 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 twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. 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. The infant room welcomes parents/guardians to nurse or feed their infants.

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.

Publicity

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Written permission will be obtained prior to use of photographs.

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

BEHAVIOR MANAGEMENT

Behavior Management/Positive Guidance

Almond Blossoms endeavors to create a culture of honor. Honor for self, honor for others, and honor for your surroundings/environment. We honor your children through positive reinforcement when they are demonstrating acceptable behavior. By ensuring that they understand what is expected of them. By gently and firmly reminding them when they forget. By redirecting them towards acceptable behavior, so that it is easier for them to transition back into acceptable behavior. And by allowing them a "calm down time," where they are separated from the group, when they are struggling to exhibit acceptable behavior. After their calm down time, when they are ready to demonstrate honor for themselves, others, and their surroundings, they are warmly welcomed to participate with the group again. If a child's behavior is consistently dishonorable without signs of improvement, or dangerous to self or others, a meeting will be called with the child's parents/guardians and support team if applicable, to find a solution that works for everyone.

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 biter 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 the biter's family. 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 children from our care.

Challenging Behavior

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

Each student at Almond Blossoms 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. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

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.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

Expulsion Policy

If for some reason we determine that a more suitable setting for care is needed, the center will give a 1 week notice in writing to allow time for the family to find care.

PERSONAL CARE

Food and Nutrition

Almond Blossoms believes proper nutrition and sustenance is the foundation of quality care and education. Parents will be expected to provide a breakfast, lunch and afternoon snack. Meals should be balanced including proper proportions of all the food groups. We value organic options and will provide these when possible. Sugary foods will be kept to a minimum. However, we strive to provide food that is fun and enjoyable to eat.

Mealtimes are at:

8:30 am Cereal, milk, fruit (example)

11:30 am Chicken sandwich, green beans, carrot sticks (example)

2:30pm (or when they get off the bus) whole grain crackers & cheese (example)

Mealtime is not just a time for eating at Almond Blossoms, it is a time for learning. Children will be learning the importance of eating healthy meals. They will spend time learning in our garden, and they will enjoy the vegetables that they have watched grow. We will be encouraging children to try new foods and vegetables, and make this process fun and enjoyable. We appreciate your help in this area by your use of positive speech when it comes to healthy foods and vegetables (please refrain from sharing your dislikes with your children). Likes and dislikes are often learned behavior.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your children will be playing outside unless it is hotter than

98 degrees Fahrenheit, colder than 25 degrees Fahrenheit, or down pouring/blizzard. We will be playing outside during light rain and snow. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Indoor shoes must be clean hard bottomed shoes such as a sneaker (no slippers)

Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs. Caregivers/teachers directly observe infants by sight and sound at all times and check on sleeping infants every 15 minutes.

After lunch, all children less than 5 years of age, participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

School age children, although not required, shall be provided an opportunity for a regular rest period **if** the child desires. For children who do not want to rest, a space and time for quiet play will be made available.

Safe Sleep Practices

While infants (6 weeks – 1 year) sleep they will be laid on their backs in their own cribs and checked on every 15 min. Once children have outgrown sleeping in a crib, by evidence of trying to crawl out, they will be resting on a nap mat or cot on the floor and have an adult present in the room for the duration of the nap.

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.

DROP-OFF AND PICK-UP

General Procedure

Parents are expected to accompany their children. Parents and children must wash their hands upon arriving at the center.

Please allow enough time to arrive, and leave by your scheduled pick up time.

Please use the front door for dropping off and picking up your child if you have a child in the infant room or 2's room. Children in the preschool or school age programs may be dropped off on the side entrance into the preschool room.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. 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, in writing. 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.

To safeguard your children, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

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 1 hour after closing 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.

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.

TUITION AND FEES

Payment

Payment is always due in advance with no deduction for any absences, holidays, in-service days, vacations, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due weekly or monthly (this option should be chosen by the family in advance and can only be changed with a 2 week notice).

Payment must be received by the Friday before care begins. We offer automatic ACH debits to assist families in timely payments. **IF payment is not received by Friday at noon, the center has the right to refuse care on the following Monday and until payment is received. If a plan for payment is not agreed upon by the center Director and the family by the following Friday, the family will forfeit their spot in the center.**

A \$15 nap materials fee will be charged yearly for all children under 5 years of age. This fee covers the provision and laundering of nap/quiet time supplies.

Late Payment Charges

Late payments can pose serious problems for our programs. Therefore, we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, a late fee of \$5 will be added to your next tuition payment for each day that it is late. Your child will not be able to attend the program until you have paid the tuition. If your account has not been paid in full within 5 business days, your child may be discharged from the program.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 30 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$25. 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.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$1 per minute will be assessed after the scheduled pick up time. Late fees after 5:30 PM will be \$5 per min. These will be due upon arrival.

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.

Credits & No Credits

- Credit will not be given for Sick Days. Sick days are considered in determining tuition and are not refundable.
- Credit will not be given for Inclement Weather - if we do not open due to inclement weather on a day that your child is scheduled to attend, your account will not be credited for that day.
- Credit will not be given for family vacation days.

PERSONAL BELONGINGS

What to Bring

All children must keep a pair of indoor shoes (preferably sneakers) at the center

- Infants: At least 6 diapers per day, wipes, and at least 2 changes of clothes per day. (If breastfeeding you must bring enough bottles for the day and they must be labeled with the child's name and date).
- Toddlers: Six diapers, wipes, and at least two changes of clothes per day.

- Older Toddlers: at least two changes of clothes or more per day if going through the toilet training program.
- Preschoolers: at least one change of clothes, socks and shoes.
- Kindergarteners: at least one change of clothes, socks and shoes.
- After School Care Children: books for homework, appropriate play clothes

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home. Cubbies can be used to keep clothes, wipes, diapers. However, these items must be checked and replenished as needed.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located in the main hall. 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. Children are allowed 1 stuffed animal for comfort during nap time. The rest of the day the toy must remain in their cubby.

WITHDRAWAL

Withdrawal

A written notice, 2 weeks in advance, is required by the center when a child is being withdrawn. The center will charge you for 2 weeks after you notify us of withdrawing whether your child continues to attend or not. Legal action will be taken to receive these payments when necessary. The last weeks deposit that you gave at enrollment will be applied to the last week of care. If subsidy or amount of time at the center has changed, additional tuition may need to either be collected or refunded to the family.

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.

SICKNESS AND ABSENCES

Absence

If your child is going to be absent or arrive more than 30 min late from their scheduled time, please contact the center. We will be concerned about your child if we do not hear from you.

If a school age child will not be attending before or after school care, please notify us so that we know that they are safe.

Illness

Almond Blossoms respects the busyness of family life and will accommodate children and families with small colds and minor illnesses. However, if a child has become too ill to participate in everyday activities or they are contagious, they will be unable to be dropped off at the center. In instances where the child becomes sick during their time in class, parents/guardians will be notified immediately of the need to come and pick up their child. Parents may also be notified of minor illnesses that arise during the day, so that they can act on their own discretions.

Prescription and non-prescription drugs will be administered with written permission and instructions from parents/guardians. Medication must be in original container and labeled with the child's name. This includes cold and fever medication, prescription medications, and prescription rescue medications (inhalers, epi pen, etc.), etc.

The following chart shows Almond Blossoms policy on several sicknesses based on State Regulations concerning illness and infection for child care facilities.

Children and Staff suffering from Bacterial Meningitis, Sheigella, Girardia, Campylobacteria, Salmonella, Polio, Diphtheria, Hepatitis A, Pertusis, Rubella, and T.B. (active) require a doctor's note before returning to the center.

Children and Staff suffering from Ringworm, Chickenpox, Pinworm, Head Lice, Scabies, or Allergic or irritation reaction (eg. Poison Ivy) can return when the problem is resolved or with doctor's note saying that they are under treatment and no longer contagious.

Ailment	Signs and Symptoms	Can Return to Child Care if.....
Pink Eye (Conjunctivitis)	Red, itchy crusty eyes or thick mucus draining from the eyes.	On medication for 24 Hours.
Diarrhea	Two loose/ watery stools at the center.	Stool frequency and consistency improves; or the child has had 2 meals without reoccurrence; or Parent has communicated with doctor who says child may return.
Vomiting	One or more episodes at the center.	No episodes occur within 12 hours of last occurrence.
Severe Cough	Child becomes red/blue in the face due to heavy coughing; whooping cough or croup noises during coughing.	Seen by a doctor, and returns with doctor's note.
Fever with Behavior change	101 degree temperature rectally or 100 degrees auxiliary.	Child seen by doctor or parent has spoken with a doctor who has called to confirm child can return. Or Fever has been gone for over 24 hours.
Hand Foot and Mouth (Coxsackie Virus)	Sores in mouth and throat; Red bumps on hands and feet. Child has associated fever and behavior change or child is unable to participate.	Seen by a doctor and returns with a doctor's note; oozing diaper rash can return 24 hours after treatment has started.
Rashes	Mild- can attend school But with fever or behavior change; accompanied by blood red or purple rash; oozing or open wound.	Seen by a doctor who says the child is able to return; Oozing diaper rash can return 24 hours after treatment has started.
Behavior Changes*	Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of illness.	Seen by a doctor and returns with a doctor's note and behavior returns to normal.

*Please note: If a child is irritable, continuously crying, or requires more attention than the child caregiver can provide without compromising the health and safety of other children in their care, the child will be asked to go home. The final decision as to whether a child is sent home lies with the Director and or Head Teacher.

INJURIES, EMERGENCIES AND EXTREME WEATHER

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.

Medical Emergencies

In case of a serious accident or sudden illness requiring medical attention, the following procedures are followed:

1. A phone call is made to 911.
2. Child's parent (or emergency contact) is called.
3. Child and health records are taken to emergency service.
4. In all cases, an emergency report is completed, and a copy is given to the parents

•It is extremely important, especially in instances of illness or emergency that the emergency contact information is kept up to date and all information correct. Please report any changes immediately to keep your forms current.

•For minor injuries like bumps, bruises, we will provide home first aid. If the injury is more serious, (I.e. need stitches, broken arm or dislocation etc.) the parent will be notified immediately. Parents will be responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

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 minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with a fire alarm system that communicates directly with the local fire department, evacuation cribs, and fire extinguishers.

Our fire evacuation plan is reviewed with the children and staff on a monthly basis.

Emergency Transportation

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.

Emergency Situations

In case of an emergency that will result in an evacuation from the building, the children will be relocated to the play yard. In extreme situations, where the entire property needs to be evacuated or extreme weather, we will be next at the Holy Angels Church Recreation Hall. If for some reason we need to be further from this location, we will evacuate to St. Albans City School. We will contact parents/guardians as soon as possible in the event of an emergency.

Children will only be released to people listed on their application. People picking up children will be required to show proper ID. The person will still need to have ID when picking up the child.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on WCAX.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

MISC RULES

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's 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

We are 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 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.

COMPLAINT PROCEDURES

Please contact Darcy Millett at 802-528-4045 & info@almond-blossoms-schoolhouse.com. Or Heather Garceau at 802-598-6744 & heather@almond-blossoms-schoolhouse.com with any concerns or complaints about the center.

Childcare Regulation Guidelines can be found at <http://dcf.vermont.gov/cdd/laws-regs/childcare>

The Child Care Consumer Concern Line is
<http://dcf.vermont.gov/childcare/parents/consumer-line>

Child Care Consumer Line

Call 1-800-649-2642 toll free in Vermont to:

Get information about child care providers (e.g., when they became licensed, if they are accredited or have a STARS rating, and if they've had any licensing violations in the past year);

Voice a concern about a provider (e.g., unregulated, lack of supervision, too many children, unqualified or not enough staff, inappropriate guidance and discipline, unsafe environment); or

Make a formal complaint about a child care provider.

WATER TESTING RESULTS

Summary of Initial Lead in Drinking Water Results for ALMOND BLOSSOMS SCHOOLHOUSE, ST ALBANS ^{1, 2, 3, 4}

Lab ID	Tap	Collection Type	Result
19-IC-04424	Kitchen Sink	Initial First Draw	<1 ppb
19-IC-04421	Kitchen Sink	Initial Flush	<1 ppb
19-IC-04423	Room Preschool Classroom Sink	Initial First Draw	1 ppb
19-IC-04422	Room Preschool Classroom Sink	Initial Flush	<1 ppb

Notes:

¹ The Certificate of Analysis for each sample that is included in this summary will be mailed to you.

² The action level for lead in school and child care drinking water set by the Vermont legislature is 4 parts per billion (ppb).

³ A first draw sample collects the first water to come out of the tap after a period of inactivity, typically 8 to 18 hours. A high first draw result may indicate that faucets and fixtures are the likely source of lead.

⁴ A flush sample is taken after running cold water for 30 seconds, which tests water further upstream in the plumbing. A high flush result may indicate that plumbing is the likely source of lead.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the Almond Blossoms Schoolhouse Family Handbook, and I have reviewed the family handbook with a member of the Almond Blossoms Schoolhouse staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the Almond Blossoms Schoolhouse Family Handbook that I do not understand.

Recipient Signature

Date
