

**CTE Preschool
3 Educational Dr.
Essex Jct., VT 05452
(802) 857-7459**

Parent Handbook

The Center for Technology, Essex Preschool is a lab school operated by a certified head teacher and high school students in the Human Services Program. The schedule is as follows:

Tuesday/ Thursday 9:40-11:40 4-5yr olds
Tuesday/ Thursday 12:30-2:00 3-4yr olds
Wednesday/ Friday 9:40-11:40 4-5yr olds

CTE Preschool admits children and employees of any race, religion, disability, color, gender, sexual orientation, and national/ ethnic background.

This program is open to children with a wide range of needs. We are a learning facility and if our program can meet the needs of the child with the staff that we have available we are happy to do so. We strive to meet the needs of all children that attend our program. In rare circumstances if our program can not meet the needs of a child and/or the child has an issue that is causing harm to themselves or others and can not be resolved, the child may be asked to leave the program.

Fees: There is a \$10 non-refundable registration fee. Each class is \$5/ day. Payments shall be made monthly or yearly. A notice of payments due will be posted monthly.

The purpose of this program is to train high school and adult students for the field of child care. The philosophy of the program is to give the students practical experiences in working with young children. The theory is that one learns best by doing. The students plan much of the program under the guidance of a certified teacher.

The curriculum in preschool is inspired by the Reggio Emilia approach to early childhood education. We encourage children to explore and investigate many areas of their interests by providing an environment rich in materials. Our focus on art includes the use of a wide variety of materials and tools, which are re-visited throughout the year. We practice positive discipline. Children are asked to make choices, problem solve, and learn through teacher example to work through issues with peers or teachers.

Each class will include a free explore time, circle time, book, snack, art activities, and outside play time (weather dependent) or gross motor time. The themes will vary, look for parent information and announcements. Cooking, painting, gluing, outdoor play, etc. are part of our daily schedule. We make every effort to protect clothing, but please dress your child in clothes that he/she will not have to worry about getting dirty! We

encourage parents to pack a change of clothes each day. Children must wear shoes or slippers with a rubber sole at all times, (slippers or indoor shoes are required in wet or snowy weather). Please encourage your child to leave toys, stuffed friends, and personal articles at home.

In the spring our class will participate in several walking 'field trips'. These are all located within the Center for Technology building, on the hill at our Natural Resources area or at the Essex Rescue building in the front parking lot of Essex high school. We do not transport children in vehicles at any time.

We will be available to communicate with parents at drop off and pick up each day. We also send regular e-mail updates, post information on our parent boards and are available for conferences at the request of parents. We have a formal conference schedule in the spring. As a parent you have freedom of access to our facility, your child's records and to the staff. As we have a very busy preschool, we do ask that you let us know when possible if you plan to visit.

If you have a question at any time, please do not hesitate to call 857-7459 or drop me an e-mail Lissa Bogner: lbogner@ewsd.org You are participating in a learning experience on the part of your child and the high school students. Your active participation is a necessary part of this program. We look forward to working with you this year!

Records

All children registered at the CTE Preschool will need the following records in their file:

- Signed and Dated registration form
- Emergency contact information
- Name, phone & address of any other parties dropping off or picking up children.
- Current Immunizations or a signed waiver
- A general health form and any medical action plans appropriate for the child (ie: Asthma, Allergy plans) from the child's pediatrician.
- If applicable: court orders on custody and visitation arrangements.

All information on record pertaining to preschool students and/or their families is confidential and shared with staff only on a need to know basis to benefit the child's health or learning experience.

School Closings

The Preschool follows the Center for Technology school calendar which will be posted on the information board and parents notified of upcoming closings. If school is closed due to inclement weather refer to the following radio & TV Stations or on the website [Sovernet School Closings](#) The information is by school name and will be posted as close to 6am as possible.

TV: WCAX Channel 3

Radio AM: WVAA 1390, WVMT 620, WJOY 1230, WWSR 1420

Radio FM: WIZN 106.7, WOKO 98.9, WXXX, 95.5, WLFE 102.3, WEZF 92.9

Health & Safety

Mandatory Reporting

As child care workers in the state of Vermont we are mandatory reporters of suspected abuse and/or neglect. A report shall be made to the Vermont Department of Children and Families, 1-800-649-5285 within 24 hours when there is reasonable cause to believe that a child has been abused or neglected.

THERE IS A NO SMOKING & NO WEAPONS POLICY ON THE SCHOOL GROUNDS.

Drinking Water Test: All faucets in the CTE Preschool were tested for any lead through a first draw test by an independent laboratory. There was no lead found in the water.

Fire Drills: Monthly fire drills will be practiced according to state regulations. An evacuation plan is posted at the entrances to the classroom. We also participate in occasional shelter in place drills in collaboration with Essex High School.

Snack: We ask that children do not bring food, candy or gum to school. We provide a nutritious snack each day which includes 2 food groups and other children may have allergies to certain foods. Special considerations will be made for families to provide appropriate snacks for their child due to allergies or special health concerns.

Hand washing: Hands will be washed upon arrival to the preschool, before snacks, after toileting and as necessary to reduce the spread of germs.

Toileting – all children at the CTE Preschool must be toilet trained, we are not equipped for diaper changing. If an accident does occur, clothes will be placed in a plastic bag and sent home. A change of clothes should be brought to school each day.

Sign In/ Out – Please sign your child in and out each class time. Please call or e-mail if your child will be unable to attend that day. This helps us to plan for the number of children attending.

Transportaion Policy - We will not transport children unless it is an emergency situation. In an emergency evacuation a school bus driven by school personnel will be available to move children to designated safe spaces which include the CTE Natural Resources Building and The Champlain Valley Exposition. Please see our Emergency Procedures hand out.

All children should be in appropriate child restraints and safety seats according to their age and size. For information on which seats are appropriate please see the following web link: [Child Passenger Safety Laws](#)

When dropping off and picking up children, please keep them with you while walking to and from the building. The parking lot and dirt road next to the playground are used by staff and cars do travel in and out. Use caution while walking.

Release of Children - An form with name, address, home and daytime/ cell phones of two persons to contact in the event of an emergency will be kept in your child's file. This information will also be on file for any persons authorized to pick up your child. A child shall be released only to persons authorized by the parent/ guardian. When this person is unknown to the staff, their identity must be verified prior to releasing the child. A child shall be released to either parent unless there is a court order which prohibits release to a particular parent. The court order must be on file in the preschool.

Medications: We ask that prescription and over the counter medications be given to children at home, unless they are for emergency administration (ie: epipen, inhaler). If medications must be given during preschool hours the following rules apply:

Prior to giving medication to a child, a written permission form must be filled out by the parent/ guardian specifying the reason for medication, dosage, content and schedule. Prescription medication must have a signed prescription from the provider for the child it is intended to be given to.

Medication shall only be given when:

- The prescription is for the child
- The medication is labeled (dosage, content, schedule), in original container with current date
- Medication is not out of date
- Dosage does not exceed the recommended dosage on the label

Parents may grant authorization for topically applied non-prescription medications by filling out the topical medication form.

Incident Reports- An incident report will be completed by CTE Preschool staff in the event of minor injuries that occur while children are in our care. A copy will be given to the parent(s) of children involved and a copy will be kept in our files.

Medical Emergency - In the event of a medical emergency we will make every effort to contact parents immediately. Severely injured children will be moved only with permission of parents, medical professionals, or if it is deemed necessary for the safety of the child or staff. Parents/ guardians must sign a waiver to allow treatment of their child by medical personnel.

Illness

A child or staff member diagnosed as having any of the following diseases or infections will be excluded from the preschool until a medical professional indicates that it is safe for them to return or they have been symptom free for 24hrs:

Bacterial Meningitis	Diphtheria
Chicken Pox	Hepatitis A
Shigella	Measles
Campylobacter	Mumps
Salmonella	Pertussis (Whooping cough)
Giardia	Rubella (German Measles)
Polio	Impetigo
Streptococcal Infection	Tuberculosis

Lice – may return to school after treatment – child/staff must be nit free

Scabies, pinworm, ringworm – may return 24 hrs after treatment

A child or staff member who has the following symptoms may return after symptoms disappear or as indicated by medical personnel:

- Diarrhea – 5 loose stools beyond what the child normally has in 24 hrs or loose stools persisting for 48 hrs.
- Vomiting – 2 or more episodes in the last 24hrs
- Fever – Greater than 101 degrees F orally or auxiliary
- Severe coughing – red face, shortness of breath, or produces a whooping or croup noise after cough.
- Conjunctivitis (pink eye)
- Jaundice – yellowing of the skin or white part of eye
- Any rash with fever or behavior change
- Other symptoms of possible severe illness, such as lethargy, irritability, persistent crying, difficulty with breathing or persistent abdominal pains

Please see the posted information on “Inclusion and Exclusion of Ill Children in Child Care” on the parent board, listed in the appendix of the Early Childhood Program Licensing Regulations, State of Vermont, or on-line at [Department for Children and Families Childcare Regulations](#)

If a child is noted to be ill while at the preschool, the parents/ guardians or emergency contacts will be notified and the child is expected to be picked up within an hour.

State Regulations

Our center will follow all Vermont State Licensing Regulations ([Department for Children and Families Regulations](#)) A copy is posted by the parent board. Parents are welcome to contact the state with questions or concerns. Vermont State Child Care Licensing 1-800-649-2642 Consumer Care line 1-800-540-7942