

The Children's Museum Preschool Exploration Camp Handbook

Revised 2/2016

Child Guidance/Discipline Policy

It is our goal to help children develop self-control and learn to solve their own problems. Providing a stimulating and comfortable environment is the first step. Young children may lose their self-control and initiate inappropriate behavior. As educators, it is our job to implement guidance measures which are aimed at helping children regain their composure without suffering abusive, neglectful or humiliating punishment under any circumstances. It is with these thoughts in mind that we share our policy regarding acceptable and prohibited disciplinary measures.

If the child is demonstrating unacceptable behavior, the teachers will institute a three step plan to help the child regain his/her self-control.

1. The teacher identifies the unacceptable behavior for the child, verbally explaining behavior that cannot be repeated. For example: "Sara, you may not hit Jamal."
2. The teacher identifies why behavior should not occur. For example: "Sara when you hit Jamal it hurts him. You may not hurt anyone here and I will not let anyone hurt you."
3. The teacher redirects the child towards another activity or channel the behavior through an acceptable outlet. For example: "Sara I think Maria needs a block building partner in the block area."

Removal from the group for safety purposes shall be to a location where visual supervision by staff is maintained.

Staff shall not under any circumstances use abusive, neglectful, humiliating or frightening punishment. No child shall be restrained unless it is necessary to protect the safety and health of that child or other children in our care.

All staff of The Children's Museum Preschool are Mandated Reporters and by law must report any concerns regarding Child Abuse or Neglect to the proper authorities.

Supervision of Children Policy

A staff ratio of no more than ten children (three to five years old) per staff member, and group sizes of no more than twenty children in one area are the regulations from the State of Connecticut. We prefer to keep the staff/student ratios at a much lower ratio,

Children are carefully supervised inside the classrooms, in the restrooms, and for all transitions. Teachers accompany children for all museum activities. Outside preschoolers are carefully monitored as they enjoy the outdoors and all playground equipment.

Child Arrival/Dismissal Policy

All children must be brought into school and picked up by a parent or other designated adult.

Entry and exit will occur through the main doors facing Trout Brook Dr., accessible through the playground. Upon arrival to class, parent or adult accompanying that child must sign in with the child's name, time of arrival and he or she must initial the entry.

Late Pick Up:

Parents and guardians are asked to be prompt at dismissal. Children become concerned when someone is late. We also need to keep two staff members present while there are children in the building. For that reason, if you are more than 10 minutes late, there will be a \$5.00 charge. Each additional 10 minutes the fee rises by \$5.00. We will attempt to call your emergency contacts. In the event that your child is left at the preschool for over an hour past pick up time, the West Hartford Police will be contacted.

Parking

Our parking lot gets very busy during arrival and dismissal. As a courtesy to all our families, please be sure to park in only one space. For the safety of the children, families and staff, please heed the one-way and entrance and exit signs. Additional Parking is available at the Children's Museum.

Health Policies

Per state requirements, prior to attending, every child must have on file a current (within a year) dated health assessment which includes all immunizations and a current flu shot. Children requiring medication have additional requirements such as completed medication administration of medication forms. All medication must have proper forms on file, be in original packaging with child's name on it, and will be stored in school in a locked cabinet. Do Not Send In Backpacks.

Children with illnesses such as fever, vomiting or diarrhea are asked to be kept at home for 24 hours after symptoms have stopped, without the use of medication.

Play-Based Philosophy

We are a play based program that encourages investigating and exploring the world around us. Please send your preschoolers in clothes that do not limit them in any way. Climbing and messy play happens, so please send them in play clothes and sneakers. Dress clothes, dressy shoes and flip flops limit our learning experiences.

Policies and Procedures Acknowledgement

I have read The Children’s Museum Preschool’s Exploration Parent Handbook.

I understand, and have had the opportunity to discuss the procedures and policies as described, including the Child Guidance/Acceptable Disciplinary measures and requirements regarding staff members as Mandated Reporters.

Please sign below.

Parent Signature Date