

GREEN MOUNTAIN CHILDREN'S CENTER



PARENT HANDBOOK

"Lending a hand to the community since 1989"

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Welcome to Green Mountain Children's Center!

We are delighted that you have chosen our center to provide for the needs of your child. We realize that enrolling your child at Green Mountain Children's Center is a very important decision for your family. This program is designed to provide opportunities for each child to build self-esteem, self-confidence, and positive relationships.

Our goal is to provide all the children in our care, with a clean, safe comfortable, loving environment where they can play and learn. The children are encouraged through every stage of their development to play, question, think for themselves, and verbalize their feelings; foster positive relationships with their peers and teachers, problem solve, explore and through all of this develop a lifelong love of learning.

This handbook is designed to help answer some of your questions and address some of your concerns. Please read the handbook carefully and keep it in a convenient place for future reference. Always feel free to reach out if you ever have a question, comment, or concern. Again, welcome to the Green Mountain Children's Center family!

PART ONE: PROGRAM OVERVIEW

Mission Statement & Organizational Principles

Our mission: To unlock the learning potential in every child, by providing a safe and nurturing learning community while supporting working parents and the community.

Here are the GMCC principles of how we live each day:

Our children –

GMCC is committed to providing the best atmosphere to educate, exercise, inspire, and help each child develop in their own special way. We love that our work is never finished.

Our Teachers

Every member of our family functions as both teacher and student. Our adults instill wisdom, passion, fitness, and responsibility in our children, at the same time our children remind us how special and exciting our world can be. As teachers, we educate each child with respect to their unique talents. As students we strive for knowledge and experience to make us better teachers.

Our Campus

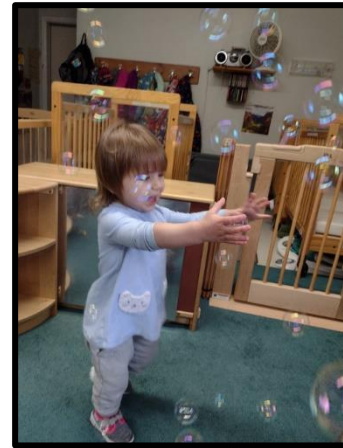
Each child deserves to have a safe and loving home away from home. We provide a place where children can be children, and families can trust us to provide a safe and nurturing learning environment.

Our Community

We stand behind everything we do and everything we are, in order to improve the lives of those around us. We help improve our communities by helping its most important part – the families.

Our Services

GMCC cares for children ages six weeks to five years. This program abides by New Hampshire's License Plus standards ensuring high quality education programs for young children.



PART TWO: ADMISSIONS

Admission Policies and Procedures

PLEASE SEE THE ATTACHED TUITION FEE SCHEDULE OR ON OUR WEBSITE

There is no discrimination as to color, race, sex, sexual orientation, religion, ethnic group, or national origin at any GMCC program. Children are accepted on a first come, first serve basis according to availability. We require a non-refundable application fee and a one week deposit to confirm your child's enrollment. Deposits will be refunded to you at the end of your child's stay at GMCC or applied to your last weeks' tuition.

A two-week notice is required for scheduling changes or withdrawal from the program. Parents may be liable for the balance of two weeks tuition if inadequate notice is given. If two weeks' notice is not provided, or there is an outstanding balance on your account, or you decide to not enroll your child in the program, the refundable deposit will not be returned to you.

GMCC operates on an academic calendar year. Enrollment paperwork is handed out at enrollment and remains in effect from September 1st through August 31st annually. Most openings are available in September, January, or June. Occasionally, other openings are available. If you wish to enroll your child, the Site Director will work with you to find an agreeable date. Should a parent decide to extend their date of enrollment past the agreed upon start date, GMCC requires one half of the current care rate to hold your slot for up to four weeks. Beyond four weeks, the slot may no longer be reserved. Important to note that both primary and secondary parents are responsible for tuition. If either parent defaults on tuition payments, the other parent is liable for outstanding tuition.

GMCC will give all families thirty days' notice of tuition increases. Typically increases occur in September but may occur at other times during the year if needed.

Enrollment

Prior to enrollment, all families must complete a pre-enrollment form with a one-week deposit and \$25 non-refundable registration fee. At that time, the director and parents will agree upon a start date and plan for a child's transition into the program.

Prior to enrollment, all families will return a completed enrollment packet which will include a minimum of the following:

- A contract which includes the dates and hours of attendance
- An emergency contact form which will include two emergency pick-ups in addition to the primary caregivers
- A record of annual health history which includes up to date immunizations
- Court ordered custody or visiting plans, if applicable
- Classroom schedule

PLEASE NOTE: We are required to have each of these forms in our files to maintain our license to operate. State licensing requires us to exclude from school any student whose files are incomplete until we have received their missing paperwork. We appreciate your cooperation.

Tuition and Payments

Tuition is due **in advance** of care and can be paid by credit or debit card, cash or check.

You can choose the payment frequency that works best for you:

Weekly (payment due Monday for that week)

Biweekly (due every other Monday for the following two weeks)

If you have multiple children enrolled, we offer a 10% discount on the lesser tuition.

Transaction Fees:

\$1.00 for cash, check or bank account per transaction

2.9% for credit/debit card per transaction

The best way to pay tuition and fees is online through Tuition Express. After completing a form, tuition will be automatically deducted.

If you prefer to initiate payments on your own, you will need to use myprocare.com.

Currently, you are unable to pay through the parent engagement app.

If online payment is not possible for you, cash or check are always accepted.

Receipts can be printed out via your myprocare portal for employer reimbursement or tax purposes.

Please direct any questions of a financial nature, such as tuition, payments, billing or scholarships to the Financial Manager or the Director.

Returned checks or ACH's will result in a \$25.00 fee. The check will be resubmitted unless alternative arrangements for payment are made with the Financial Manager or the Site Director.

We know that your child's early education is important and doesn't come without a price. Paying tuition on time helps ensure that we can continue to retain our highly trained teachers and provide them a positive work experience. All tuition is due in advance of services provided and in accordance with your tuition agreement.

Parents are responsible for all tuition charges including changes to co-pays based on changes in subsidies and scholarships.

State Child Care Assistance

GMCC accepts NH and VT childcare tuition assistance. Families are responsible for any tuition charges not covered by state tuition assistance.

Parents are also encouraged to review the New Hampshire and Vermont Child Care Assistance Website to access other tuition assistance programs. For more information, follow the links below:



NH Scholarship Program:

<http://www.dhhs.state.nh.us/dcyf/cdb/eligibility.htm>

VT Subsidy Program:

<http://www.brightfutures.dcf.state.vt.us>

Late Tuition Plan

1. **Tuition payments are due in advance of care.** For families that are late paying their weekly tuition, a **\$10 late fee per day** will be assessed to your account until the balance is paid in full. **Payments are late if not paid by drop off on Monday.**
2. For tuition that is not paid by the Friday of that week, GMCC will send a statement to the family and request a proposed written payment plan be submitted by the following Monday. The payment plan must include the normal weekly tuition amount and a portion of the overdue tuition.
3. If a proposed payment plan is not received on that Monday by drop off time, your child will not be able to attend.
4. If the payment plan is not received by Friday, care WILL immediately be terminated.
5. Families can be given up to 8 weeks to pay their overdue tuition.
6. Failure to follow the payment plan will result in immediate termination of care.
7. Regular tuition will be charged, and the daily late fee will be charged until the payment plan is received or payment is made in full.

While we are a non-profit organization and strive to take the needs and problems of our families into consideration, we must maintain financial stability.

Upon enrollment at GMCC, all families will be expected to sign a statement that they have read, understand, and will abide by the tuition agreement.

Any inactive accounts with an outstanding balance will be sent to a collection agency. Children can only be re-enrolled when full payment has been received.

Discontinuation of Care

Parents may agree at any time to discontinue the Child Care contract with a **two-week notice**.

GMCC may discontinue the Child Care contract with a **two-week notice**. Potential reasons for discontinuing care include but are not limited to:

Parents fail to comply with the Child Care Contract, the Parent Handbook, or any policies and procedures.

If it is deemed that we are unable to meet the needs of the child, or that it is not in the best interest of the Center or other children enrolled to have the child continue in the program.

A child repeatedly exhibits unsafe behavior that puts others at risk.

**Please refer to the late tuition plan regarding discontinuation of care for non-payment.

You will be charged tuition during this two-week notice period, whether your child is in attendance or not.

Children with Special Needs and Collaborating with Outside Agencies

GMCC accepts any child, including those with special needs. If a child has an Individual Education Plan, we will assist families and other outside agencies in implementing the plan. Occasionally the staff and family may conclude that a child requires additional types of diagnostic and support services beyond the scope of the program related to her/his emotional, physical, or psychological development. The staff will work to assist a family in identifying and obtaining services, as well as providing an appropriate program whenever possible.

No referrals for diagnostic or support services are made without prior written consent from the family. Staff members will work with the family in implementing recommendations resulting from evaluations to support the child. Family confidentiality is maintained in all referrals. Referrals to agencies and persons who provide evaluations, child observations, family counseling, ESL classes, job training and other services that support families are made upon request.

Special services provided by outside agencies can be administered as a part of the child's usual day in the classrooms. Special Educators may work with the children outside of the classroom environment with written consent from the parents

Program Calendar

GMCC operates five days a week throughout year with the exception of the federal holidays listed below and two in-service days:

New Year's Day
February In-Service (Date to be determined annually)
April In-Service (Date to be determined annually)
Memorial Day
Independence Day
August In-Service (Date to be determined annually)
Labor Day
Thanksgiving Day
Two Days at Christmas (If the holiday falls on Monday-Friday)



With the exception of the closure dates listed on our annual calendar, GMCC centers are open five days per week, 52 weeks a year. Please check your parent contract for further details.

Snow Emergency Closures

GMCC will be open even on school snow days. In the case of extreme weather conditions, there may be a closing or a late opening. GMCC will notify families via Procure of any late opening, closing or early closure. GMCC will make every effort to open on time and remain open. We recommend that parents make safety considerations for themselves and their children during poor driving conditions. For planning purposes, please let us know if you anticipate keeping your child home.

Families agree to pay contracted amount regardless of child's attendance and center's closing for snow days and expected required closings due to water, power, or heat loss.

Child Care Regulations/ Notices/Contact Information

New Hampshire Early Childhood Programs are required to make the following information available to parents. GMCC and its affiliate after school programs are licensed with the State of New Hampshire's Bureau of Child Care Licensing. Under state law, GMCC must post copies of the Center's license, most recent licensing inspection and statement of findings report, and other required notices. A copy of the New Hampshire "Child Care Program Licensing Rules" is available by request or by visiting the website listed below. GMCC must also maintain copies of the statement of findings and corrective action plan for the preceding visit and make the available to parents upon request. Statement of findings and corrective action plans may also be obtained for a reasonable charge to cover printing and postage by contacting the Bureau.

- NH Bureau of Child Care Licensing Office 800-852-3354 x4624
- NH Child Abuse Hotline 800-894-5533

- Child Care Licensing Web Site: www.dhhs.nh.gov/oos/cclu/index.

Reporting Child Neglect and Abuse

GMCC is required by law to report any apparent incidence of child abuse or neglect defined as "nonaccidental infliction or threat of infliction of physical, emotional, or mental harm to a child." Any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report to any local or state law enforcement agency, and in addition, reports shall be made to the Department of Child, Youth and Families(DCYF). All such reports must contain but not limited to the name, birthdate and address of the child, the name and address of the person responsible for the care of the child, and any other pertinent information.

All GMCC faculty and staff are mandated reporters of suspected child abuse and neglect and must comply with the state reporting standards.

Custody and Legal Documentation

GMCC's goal is to always support children's social and emotional wellbeing. To support the child, when family dynamics change or in times of family stress, it is important to communicate these issues with the teaching team as soon as possible. If a family has court ordered parenting plan or legal documents outlining custody and or visitation, parents should submit copies of these documents to GMCC as soon as they are received in order to properly uphold them. GMCC cannot prevent a parent from visiting with or picking up his or her child unless a valid, enforceable court order or legal document has been presented to and discussed with the director. Once presented with a court order or legal document, GMCC is obligated to follow the order for the entire period it is in effect. GMCC cannot violate a court ordered legal document for anyone except the issuing judge.

Staff will use their best efforts to uphold court orders and legal documents regarding child custody and visitation. Under no circumstances will any staff member jeopardize his or her own safety or the safety of any child in order to prevent a non-custodial parent from visiting with or picking up his or her children. In the event of a flagrant violation of an order, authorities will be notified, and that every effort has been made to ensure the child's safety. In the absence of a court order on file with GMCC, both parents shall be allowed equal access to their child as stipulated by law. GMCC cannot, without a court order, limit the access of one parent at the request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, GMCC suggests that the parent keep the child with him/herself until a court order is issued. Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody as per the court order. For example, if a parent is afforded visitation/custody on Tuesdays and Wednesdays, then that parent will only be able to volunteer on those days.

Records

New Hampshire law requires that all records regarding children and all facts learned about children and their families shall be kept confidential by the licensed childcare agency. Under state law, the licensing entity is authorized to access and review the records regarding children

and their relatives. GMCC will uphold these confidentiality requirements and will not discuss other children's routines, home and family environment, health, nutrition or medical needs, development, or behavior. GMCC is required to maintain the following records up to date for each child:

- **Child Care Contract**-updated annually and with any schedule change
- **Registration and Emergency Information Form** –updated as needed and annually
- **Early Childhood Assessment/Screening**- to be updated annually

All parents will have access to child records within five business days of request.

Child Health Form and Immunizations

At the time of enrollment, all children must have on file a Child Health Form completed by a licensed, health care provider. Once children are enrolled, Health Forms must be updated annually.

These records must include up-to-date immunization records. When your child receives any new immunizations, please give us a copy of your child's immunization records.

For parents who choose not to have their children immunized, must complete a waiver. For immunization exemptions, please see the site director.



PART THREE: GENERAL INFORMATION

Your Child's First Day

Preparing for the first day of school can be exciting, but it can also be an overwhelming and anxious time – we understand! We will work with you to make your child's first day the best it can be. Don't hesitate to share any concerns you have before that first drop-off. If possible, we recommend new students start with a few half days, gradually lengthening their time. This helps your child become familiar with the new environment and new faces and reduces anxiety. Each child is unique in their patterns and ease of adjustment to new situations.

Be sure to talk with the staff daily during the transition phase. A consistent daily schedule (arrival and departure routines) also helps children adjust to a new routine and environment. You're always welcome to call any time to see how your child's adjusting or download the Procure app for updates throughout the day.

On the first day, we ask that you send in the items listed below. **Please make sure to label each item with your child's name.**

- Please provide two complete sets of extra clothes, including socks, for your child. It's always a good idea to keep a sweater or sweatshirt at the center, too. Clothing should be updated periodically to make sure it still fits and is appropriate for the season.
- Diapers and wipes (if applicable). These items will stay at school.
- A small blanket and fitted sheet for a nap, a comfort item is optional. We'll keep these items in your child's cubby and ask that you take them home weekly to wash them.
- A child-sized tote or bookbag to send soiled clothes and art projects home in.
- Parents are responsible for providing lunches daily, as we advocate that children's lunches contain whole foods, fresh fruits, and vegetables each day.

Arrival Going Forward

Mornings can be busy times, and they often set the tone for our day. Help your child have a successful start to their day by doing the following when you and your child arrive at school:

- Sign your child in using the Procure app and your check-in code.
- Please send messages regarding your child such as last bottle, rough night of sleep, different pick-up time, etc, through the app. That ensures that the classrooms staff receive the information about the children in their care. This also helps make drop off quick and easy.

Please plan to bring your child to school by 9:30am except for doctor/dentist appointments, occasional needs, and emergencies. If your child needs to be dropped off later than 9:30 because of an appointment, please be sure to arrive prior to lunch. The Center should be notified

as soon as possible in advance of changes to drop off time. We want each of our students to gain the most they can from their experiences at GMCC. When children consistently arrive late, they miss out on educational opportunities and fun activities that the teachers have carefully planned.

Separation Anxiety

The first few weeks of school are always a time of adjustment, and many students (and parents) feel a sense of separation anxiety which is perfectly normal. Here are a few strategies to help with the process. Remember, separation anxiety is a phase, it is perfectly natural, and it will pass.

- Make the goodbye prompt and cheerful. Giving your child "one more minute" prolongs the inevitable. As a parent, the best thing you can do is hug your child, say "I love you," and reassure them that you will be back soon.
- Establish a goodbye routine. Children crave routine, and parents who establish a consistent goodbye routine have better luck with successful goodbyes. This could be a secret handshake or a special 'I Love You' ritual. This provides a special moment between the two of you that offers a sense of reassurance.
- Trust your child's teacher. This may be difficult to do when you do not yet know them, but keep in mind that our teachers have chosen this profession because they love children, and they have a wealth of ideas and strategies to help settle an upset little one.
- Acknowledge how your child is feeling. It is important to accept and respect your child's temporary unhappiness as it is genuine and normal. Say things like, "I know you feel sad when Mommy leaves, but you will have a good time, and I will be back very soon."

Also, be prepared for regression. Sometimes a change in schedule like a long weekend or an illness that keeps your child home for a few days can have you feeling like you are right back to square one. As frustrating and upsetting as this can be, it is perfectly normal. Stick to the above strategies, and you should notice a significant difference in a couple of days.

Classroom Schedule

Each classroom follows a slightly different schedule that is customized for their students. The primary school day is from 8am to 4pm, with a rest time from 12pm to 2:30pm. While all parts of the school day are important, if you need to make appointments during the school day, we generally recommend your child not miss the primary educational time of 9am to 11am. During this time, we play outside, have circle/large group time and implement our planned curriculum.

Staff is sensitive to the attention spans of young children and plan accordingly, making activities extensive enough to be challenging and fun but short enough to avoid overwhelming a child. Each classroom has a schedule posted that lists approximate times of activities. Routine provides security, but flexibility is also important in meeting the varying needs of young children.

Classroom Activities

Teachers plan activities for the learning centers in the classrooms weekly. Teachers strive to be culturally aware and sensitive in their approach to planning. They plan concrete activities that can be modified to meet all children's needs and provide challenges in skill development.

The early preschool and preschool classrooms are organized into centers or defined interest areas. Activities are planned for each center in which the children move freely throughout each day. The variety of learning centers include math, science, blocks, dramatic play, art, writing, literacy/book and sensory.

Outside Play

We play outside every day that weather permits. When the weather keeps us inside, we find safe and fun ways to get active indoors. Our playground equipment and materials are designed for active play and exploration, which keeps kids learning while getting exercise and fresh air. Teachers plan outdoor activities to address multiple areas of skill development, including climbing, balance, and coordination, throwing, kicking, running, jumping, and pedaling.

Rest Time

All children will participate in a quiet rest time. Children are not required to sleep; however, we have a very busy and stimulating morning, so most toddlers and preschool-aged children will nap when given a relaxing and quiet space to do so. If a child does not fall asleep after a short rest, they are given quiet activities. The center provides cots that are cleaned and disinfected regularly. Parents are required to provide a crib sheet and blanket for rest. These will be sent home weekly to be washed.

Personal Belongings

To prevent items from becoming misplaced or lost, please label ALL items brought from home with your child's name. Within each classroom, each child has a hook and/or cubby assigned to them. This will provide storage space for your child's personal belongings.

Clothing & Shoes

A full day at our school includes fun activities like singing, painting, playing indoors and out, dancing, and eating, so we recommend easy-fitting, washable clothes. Being comfortable lets kids focus on learning and having fun!

Make sure your child is wearing shoes for easy movement. Flip-flops, clogs, cowboy boots, and slick-bottomed shoes often cause children to fall when running outside and limit their play. Please be sure that your child's shoes are rubber soled. Shoes are required for all students.

- Please provide two complete sets of extra clothes, including socks, for your child. It's always a good idea to keep an extra pair of shoes and a sweater or sweatshirt at school, too. Clothing should be labeled with your child's first and last name and checked periodically to make sure it still fits.
- Please provide appropriately layered clothing to keep warm in cold weather, including mittens or gloves, caps, hoods, or hats, sweaters or sweatshirts, socks, and warm, waterproof outerwear and footwear.
- Please have your children wear sun-protective clothing such as clothing made with fabrics rated for ultraviolet protection or clothing that protects skin areas most prone to sun damage.
- Sometimes learning and fun can get messy! GMCC isn't responsible for lost, stained, soiled, or torn clothing.

Diapers & Wipes

Parents of children in diapers and of children who are toilet training must provide an ongoing supply of diapers, wipes, and additional necessary clothing. GMCC staff will send messages when children need more diapering supplies and/or extra clothes. Soiled items will be sent home daily. For children who require cloth diapers, the diaper must have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Please include a waterproof bag for soiled diaper storage that will be sent home daily.

Belongings from Home

Your child will be provided with stimulating, educational toys every day. Special objects such as a blanket, soft toy, or a stuffed animal are okay for rest time. Please leave other toys and belongings at home, as bringing a treasured object to school can create tension between children and stress for children and staff if something is lost or misplaced.

PART FOUR: GENERAL POLICIES AND PROCEDURES

Authorization for Release

Children will be released to parents, or an authorized adult as listed in the Emergency Identification Information Sheet. In the event that we do not recognize or have not met an authorized person we will ask for identification (i.e. driver's license). Written or verbal permission may be given by parents for alternate persons, with proper identification.

Confidentiality

All information about children and families will remain confidential. Staff are required to sign a confidentiality and agreement form annually. Staff will refer to the permission to release information form prior to sharing any confidential information.

All information contained in your child's records, including your personal information, is confidential. Anyone who is not directly involved in the care of your child or affiliated with NH Dept. of Health and Human Services, protective services, or other government agencies will not have access to your child's records without your written authorization or court order. All GMCC staff members must sign a Confidentiality Policy and Agreement upon employment and annually after that.

As a parent or guardian, you can request access to your child's records; to do so, please contact the site director. If you withdraw your child from the center, we will maintain your child's records for at least three years.

Lastly, out of respect for other children and families, please do not post photos or videos that contain images of children other than your own on the Internet.

Arrival and Pick Up and Hours of Operation

Please be aware of our hours of operation and request that you adhere to the hours of operation by not dropping off or picking up your child outside of these times.

6:30am-5:30pm

We ask that all children arrive no later than 9:30 am daily. Late arrivals are disruptive to the classroom routine and does not allow children to fully participate in our morning curriculum. Please notify staff 24 hours in advance if your child will need to be dropped off later because of an appointment. Additionally, if you need care earlier or later than your normal hours, please notify staff 24 hours in advance to ensure that GMCC has appropriate staffing to maintain staff/child ratios.

In order to maintain quality staff-parent communication, parents are asked to arrive 15 minutes before closing time (5:15). The safety of you and your child is of the utmost concern to us,

THEREFORE:

- Parents are responsible for their children while on campus and should abide by classroom and campus rules
- All children must be picked up by an adult caregiver
- All children must be accompanied into and from the building by a parent or authorized adult
- No child may be left unattended in cars or in the parking lot

Children under 8 years of age must be restrained in a car seat or booster seat before leaving the premises. Children 8 years or older must be restrained with a seatbelt. For more information on proper use of car seats please visit the websites listed below. Most local police departments have car seat specialists on staff to answer questions and offer car set inspections to parents.

NH: <http://buckleupnh.org.ipage.com>

At times, we may modify our operating hours based on staffing constraints. We will give families two weeks' notice if we need to modify our hours of operation.

Late Pick Up Policy

GMCC expects families to adhere to each program's hours of operation, arriving no later than fifteen minutes before the program closes. This allows you and the staff to speak about your child and collect his/her belongings. If there is an emergency situation in which you will be late, we request a phone call. In the event of a late pick up, you will be charged \$1 per minute for the first 15 minutes and \$5 per minute thereafter. The fee can be doubled for second and third offenses. Should parents continue to be late, we will ask parents to make other childcare arrangements. After a reasonable period of time, if we are unable to reach a child's parents or other people listed on the emergency contact form, GMCC may contact the local authorities requesting their assistance.

Late pickup fees will be applied to your account via Procure.

Drugs and Alcohol

Because GMCC cares about the safety of the children in our care, we ask parents not to drink alcohol or use substances before transporting children to and from the center. If any staff member believes a parent to be impaired by drugs or alcohol, and unable to transport a child safely, it is GMCC's policy to contact another authorized individual and/or the Police Department.

Smoke-Free and Weapon Free Environment

GMCC and all playgrounds are smoke-free and tobacco-free environments. Smoking and the use of any product containing, made, or derived from tobacco, including e-cigarettes, cigars, little cigars, and smokeless tobacco, shall not be permitted on the premises of the childcare center or during any off-premises activities. Additionally, firearms and ammunition are prohibited in all licensed childcare centers, including GMCC, unless carried by a law enforcement officer.

Lead Testing

Please contact your site director to view the results of the required lead testing for your specific campus.

Emergency Procedures

GMCC has an emergency preparedness plan. Please contact your site director for a copy of this plan.

Fundraising Requirement

GMCC's special programs are dependent on financial support through fundraising. There are various fundraising opportunities available throughout the year. We encourage all families to participate in fundraising and to volunteer as needed. Volunteering time for our Spring Clean-Up and Touch a Truck events are great ways to get to know other parents and give back to our community.

PART FIVE: RELATIONSHIPS AND COMMUNICATION

A quality early childhood experience begins with good relationships and positive communication between parents and teachers. The teaching team encourages parent input and values cooperative relationships with parents. We welcome parent participation, your input and feedback. To ensure consistent care between home and school, we encourage parents to spend a few minutes every day talking with the teachers at drop off or pick up, through the Procure app or by phone.

Procure

GMCC prefers that parents use the app for communication during the day if possible. This allows teachers to respond when the timing is appropriate.

GMCC uses an app called Procure. Procure is used for:

- Contactless check in and out
- Communication between parents and teachers
- Communication between director and parents
- Daily notes
- Documentation of children's development and daily activities

- Curriculum
- Pictures and videos
- Newsletters
- Reporting absences

Parents are required to use their personal cell phones to check their children in and out daily. If a parent is unable to using their own device, staff will check the child in using Procure or may allow you to check in using their cell phones. Classroom teachers will also sign children in and out using a paper attendance sheet.

Phone Calls

Parents are welcome to call and talk to their child's teacher by calling the center phone. Please refrain from contacting staff via any social media platform or on staff's personal phones or email accounts. Because communication is the key to quality childcare and education, teachers will contact you with questions or information regarding your child.

Please call or message through Procure if your child will be absent.

Family Involvement – Open Door Policy

GMCC believes that children thrive when the relationship between the family and the center is a partnership. We have an open-door policy—parents and guardians are always welcome at the center, so just let us know when you'd like to come to say hello! We strongly believe in positive two-way communication. Families are encouraged to communicate with teachers and administration in whatever way is most convenient for them. This may include by phone, notes, email, or in person. Information is shared with families through verbal conversations, the Procure app, newsletters, flyers, family bulletin boards, notes, phone calls, posters, conferences, and e-mail. GMCC has an open-door policy and offers many opportunities to be part of your child's early learning experience and connect with other families.

All GMCC employees are expected to treat all children and families with respect and dignity. In return, we expect the same from our families. If difficulties arise, we encourage families to share their concerns with the director verbally or in writing. Inappropriate language directed toward staff and/or in front of children will not be tolerated. Through communication, we will work to resolve the issue.

Parent Contact Information

Parents should make every effort to keep their contact information up to date. If there is any change to families' routines, it is important to communicate this to the classroom teachers. Children are affected by changes in daily routines, regardless of how insignificant we may think it is, and this is helpful information for staff to know.

Change in Pickup Person

The safety of our students is our top priority. Please notify your child's teacher if someone other than you is picking up your child. GMCC staff will only release your child to the parents and guardians or the other adults you authorized on the student's registration and emergency information form or within the Procure App. If you need to authorize a new pickup person, please contact the director. For your child's safety, any time a person we do not recognize comes to pick up your child, we will ask for a government-issued photo ID.

Transitioning to a New Classroom

GMCC strives to make the transition from one classroom to another as smooth as possible. When the time comes to transition from one class to the next, we look at your child's developmental and maturation levels, as well as space availability in other classrooms. We will communicate with you via our parent engagement app or in person to make you aware when your child is transitioning to a new classroom. Your child's current teacher will share with the new teacher information about your child's strengths, areas for growth, and supportive strategies. If you are interested in setting up a meeting centered around transition, feel free to reach out to your child's teacher.

Parent Concerns

Parents are our clients. We are here to listen and work through any questions or concerns should they arise. We encourage parents to talk with the classroom teachers about issues regarding their children. If the problem is still unresolved, parents and teachers should direct their concerns to the Director. The Executive Director and the Board of Directors are available for facilitation should an issue be unresolved.

Conferences

Parents can request to meet with members of their child's teaching team at any time. Parent teacher conferences are scheduled in early fall and early spring to review child progress and assessments. GMCC uses the Ages and Stages Questionnaire(ASQ), a developmental screening tool and developmental checklists. With this collected data, teachers can plan even more meaningful curriculum that supports all learners. It is also a comprehensive way of collaborating with parents around early learning.

Media and Photography

GMCC takes photographs and videos of children enrolled on a regular basis for its business purposes. The organization retains all rights, title, and interest in these materials and may use and disseminate them in a variety of ways, in its sole judgment. We take care that any use, display, or dissemination of photographs or videos of children is for its general business purposes, is accomplished in a thoughtful, safe, and secure manner appropriate under the particular circumstances. We generally use media to communicate with families and to illustrate the daily curriculum, to chronicle a child's activities and to illustrate the daily curriculum but may be used for mass media by GMCC. Parents may revoke it prospectively by providing written notice to Green Mountain Children's Center. After providing such notice GMCC may no longer

capture new images or recordings and make use of them, but that it will retain the right to use existing images and recordings obtained while this authorization was in effect. GMCC will not use children's photographs in mass media without proper consent.

Culture and Celebrations

Each classroom celebrates family traditions and events based on the culture represented in that particular classroom community. All GMCC programs request that parents discuss with teachers when planning to contribute food items. GMCC strongly encourages parents to not send in sugary snacks or candy to be shared in the classroom. We recommend that children share their favorite family meal or snack based on their families' unique family characteristics. Children benefit when we consider the following criterion regarding holidays and celebrations:

Are the celebrations relevant for the children and families' values and traditions attending our program?

What are children learning about a particular holiday? Is it developmentally appropriate? Children should have the chance to explore the meaning and significance of each holiday.

Can we honor every group represented in the classroom?

Activities should demonstrate the fact that not everyone in the same ethnic group celebrates holidays in the same way. Families can provide examples of their own unique traditions.

Families and program staff work together to plan strategies for children whose families' beliefs do not permit participation in holiday celebrations. Families should take part in creating satisfactory alternatives for the child within the classroom.

Focus is on meaningful ways to celebrate holidays without spending money. Families may find certain holidays stressful because of the amount of commercialization and media pressure to buy gifts. Teachers can help by showing children that homemade costumes and gifts are very special and that celebrations can be joyful without gifts.

PART SIX: GUIDANCE & DISCIPLINE

Guidance

GMCC encourages a child's self-respect and to develop personal responsibility for his/her actions. It is important for each child to learn self-control and self-regulation. It is also important to learn to respect the rights of others while learning in a safe and caring environment. These lessons develop through guidance.

Children will be allowed to express both positive and negative feelings. The staff will listen to children and help them to understand and deal with their feelings. As much as possible, staff will let children know what they can do instead of what they cannot do. By remaining patient, by respecting each child's developing capabilities, and by realizing not every minor infraction

warrants a response, teachers will give children a chance to practice their self-regulation and self-control skills.



Staff will promote positive behavior first through routines, environment, and modeling, the setting of clear and minimal limits, effective communication, and encouragement of desired behaviors. The teachers will promote positive behavior through reminders, redirection to more acceptable activities, natural-but-reasonable consequences, and joint conflict resolution.

Lastly, teachers will intervene to enforce logical consequences (i.e. removal from the situation) for unacceptable behavior.

In some cases, teachers and parents meet to discuss a child's behavior and to brainstorm plans of action to remedy or diminish the behavior.

Challenging Behavior Including Suspension and Expulsion Policy:

Challenging behavior is any consistent patterns of behavior that make it difficult for a young child to be successful in a group environment. This behavior can:

- a) Interfere with a child's potential to interact with other children, and/or
- b) Disrupt the child's or other children's learning processes, and/or
- c) Create health or safety risks
- d) And the child does not respond to typical behavioral intervention.

Suspension is the act of removing a child from his regular child-care environment. This could take place by:

- a) Removing a child temporarily from the classroom, or
- b) Ceasing a child's attendance temporarily for a period of time, or
- c) Reducing the number of days or hours that a child may attend.

Expulsion is the permanent removing of a child from the child-care center.

We recognize that neither suspension nor expulsion is a desired outcome for any child; the negative messages that it carries for both the child and family are contrary to our philosophy and practices of building positive relationships. In addition, families rely on us to provide care for their children while they work, and denying the family that service is a huge inconvenience. Both suspension and expulsions are last resorts.

Therefore, these are the steps that GMCC's teachers will use to deal with challenging behaviors:

- Create positive climates and focus on prevention; the staff will enrich their teaching styles by learning and implementing these strategies through professional development;
- Develop clear, appropriate, and consistent expectations and consequences with the children to address disruptive behaviors;
- Ensure fairness, equity, and continuous improvement;
- Ensure that staff has access to consultation and information to avoid and address challenging behaviors; and
- Collaborate with families and community partners about specific challenging behaviors.

When facing consistent behavioral challenges with a specific child, our teachers will:

- Apply the Expulsion Prevention Self-Reflection Checklist.
- Develop a Functional Behavioral Assessment in which we determine the triggers, define the behavior, and seek to understand the payoff.

This will help us:

- a) Understand the triggers and intervene before the unacceptable behavior.
- b) Understand that behavior is communication.
- c) Understand that these are teachable moments and react accordingly.
- d) Meet with the team of caregivers, parents, and community partners to share all of our understandings of this behavior.
- e) Make referrals with the team for evaluation as appropriate.
- f) Develop and implement a developmentally appropriate, strengths-based Behavioral Intervention Plan and share it with the parents so we can approach this behavior in consistent ways.

If these steps have not been successful in eliminating unsafe behavior, the last resort will be suspension and/or a 2-week notice for expulsion. This will be accompanied by a seamless transition plan for the child to attend an alternative facility, to make that transition smooth and as easy as possible. The family or GMCC will inform the family doctor of this action and will forward the documentation of the process.

These policies and procedures will be shared with community partners and families. When we share it with staff, we will outline the process in detail for training and implementation of these procedures.

PART 7: HEALTH & WELLNESS

Our Goal

Our goal is to support healthy development of young children. GMCC values physical fitness and nutrition for both adults and children. Our curriculum provides ample hands-on experiences and education for children in order to promote a positive approach toward fitness and to generate healthy relationships with food. In addition to offering active play indoors, we provide children with outdoor play at least two times per day (weather permitting). Staff will encourage children to be active as well as join children in their active play. Please note that if your child is well enough to attend school, the expectation is that they are well enough to participate in outdoor activities.

Meals and Snacks

One of our goals for children is to support healthy eating habits that last a lifetime. We believe that mealtime is such a wonderful time to sit, visit, and instill healthy eating habits. We believe that when children listen to their bodies, they learn self-regulation, and this can increase a child's self-esteem. We support children's internal cues by asking them to listen to their bodies. We ask

the children questions such as: “are you feeling hungry?”, “is your belly full?” or “are you feeling thirsty?” We do our very best to avoid controlling feeding practices and encourage children to try a wide variety of foods. We also support their ability to understand learning when their bellies feel full. As we know, childhood obesity is a growing epidemic in this country, which can be prevented by teaching healthy eating habits. When we encourage children to listen to their bodies and we model healthy eating, we promote wellness. We build self-esteem through our practices by giving children the confidence in their decision making and encouraging them to make healthy choices. We praise children for what they are eating and never about how much. In doing this, we eliminate the power struggle by providing well rounded, whole foods at mealtimes. When all of the foods we offer are healthy we also help to eliminate mealtime power struggles.

GMCC provides nutritionally sound breakfast, and afternoon snack each day by participating the USDA’s Child and Adult Food Program (CACFP) GMCC follows CACFP’s nutrition meal patterns and minimum serving sizes. (These materials are available for review on our website.) Please refer to your child’s classroom schedule for meal and snack times as they vary slightly by classroom.

Parents are responsible for providing lunches daily **beginning when your child is 8 months**, as we advocate that children’s lunches contain whole foods, fresh fruits and vegetables each day. We also recommend that parents avoid sending in items that are high in fat, sodium and sugar. If your child does not come with a lunch, it will be provided. Lunches provided by the Center will cost \$5 per meal, per child. Please understand that we do not have lunch foods on hand, and it is parent’s responsibility to provide a lunch. Please do not send any gum, candy, sugary desserts, or soda. Any perishable foods need to be accompanied by ice packs in your child’s lunch box.

Menus are posted in the classrooms and sent out electronically monthly. Children have access to water throughout the day. Milk or water is served at lunch and afternoon snack. Milk is always served at breakfast.

Please let us know if your child has any food related allergies or if your family has any cultural or religious food preferences.

For children under age one, GMCC will not serve foods the USDA deems allergen or health risks, such as honey, fish, or milk. Furthermore, GMCC staff will not serve foods which can cause a choking hazard to children younger than 3 years of age. GMCC’s staff does not serve juice to any child under the age of 6 months, and only on occasion will 100% juice be served.



Child and Adult Food Program (CACFP)

As part of our participation in the US Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). PARENTS ARE RESPONSIBLE FOR PROVIDING LUNCHES. The following non-discrimination statement explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions Participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Nut-Controlled Environment

All our early care facilities are nut-controlled environments. This means the center does not provide meals containing tree nuts or nut products. This requirement extends to families when providing their child's lunch or when sharing meals or snacks. Please be sure to read labels when purchasing pre-packaged foods. ***Any product that says it contains peanuts or tree nuts or says it was made in a facility that processes nuts may not be sent for lunch.*** We will send these foods back home with a note. If staff are unsure if something contains nuts, it will not be served. An appropriate alternative will be served. SunButter and Wow butter are great alternatives to peanut butter. Please label sandwiches with what type of butter it is made with.

Dietary Restrictions

If a child has special dietary needs, please include this information on the registration form and inform the childcare staff. If the standard menu does not meet the child's special dietary needs, the parent may need to substitute food for those items being served. **Please notify the childcare staff immediately if your child has any known food allergies.**

Infants

Children under the age of twelve months must be given formula or expressed milk unless otherwise directed by the child's pediatrician. GMCC does not recommend feeding infants under the age of six months cereal or solid foods unless recommended by the child's doctor. Infants who cannot sit up or hold their own bottles will be held while being fed. Under no circumstances will children be allowed to have bottles while in a crib. Children are not permitted to walk around with bottles or sip cups while attending the program.

CACFP For Infants

GMCC provides breakfast and afternoon snack for infants too! We provide a house formula. We ask all families to sign a form indicating that they would like their child to use this formula or that they will provide their own formula or breast milk. We can provide two bottles per day. Parents will need to provide their own formula or breastmilk for the other feedings.

The meal pattern for infants **birth through 5 months** is 4-6 fluid oz of breastmilk or formula at **breakfast** and 4-6 oz of breastmilk or formula for **afternoon snack**.

The meal pattern for infants **6 through 11 months for breakfast is:**

6-8 oz of breastmilk or formula, and 0-4 T infant cereal, meat, fish poultry, whole egg, cooked dry beans or cooked dry peas; or 0-2 oz. of cheese; or 0-4 oz of cottage cheese; or 0-4 oz or ½ cup of yogurt ; or a combination of the above; 0-2 T vegetables or fruit or a combination of both and **snack** is: 2-4 oz breastmilk or formula, and 0-1/2 slice bread; or 0-2 crackers, or 0-4 T infant cereal or ready to eat breakfast cereal and 0-2 T vegetable or fruit, or a combination of both.

Formula

Parents are asked to bring in formula in unopened, factory sealed containers. All containers should be labeled with the child's name. Staff will date the container upon opening to ensure that it is used within one month. Teachers will prepare bottles throughout the day with tap water

and bottles will not be heated in the microwave. Parents may provide bottled water if they do not want bottles prepared with tap water.

Expressed Milk

Recently expressed or thawed expressed milk should be brought in daily labeled with the child's name and be stored in the refrigerator. Expressed milk must be labeled with the child's name and the date it was expressed. Parents are requested to have a backup supply of expressed milk on hand, also labeled with the child's name and the date when it was frozen.

Baby Food

Baby Food should arrive in unopened, factory sealed containers and labeled with the child's name. Food made at home should be brought in sealed containers with the date it was prepared, type of food and the child's name. To reduce the possibility of food allergies, GMCC will not serve children under the age of 15 months foods that have not been tested at home. Parents and staff should discuss family allergies and agree on foods that will be served to the child while attending the program.

Cow's Milk

Pasteurized whole milk will be provided for children for children 12 months to 24 months. Skim milk will be served to children over 24 months.

Sleeping and Naps

In accordance with licensing regulations, all children will have an opportunity to rest or sleep. Children will be provided with a quiet place to sleep, (a crib, cot or a mat). Children who do not sleep will be provided space and equipment with low lighting for quiet play.

Infants up to 12 months will be put to sleep on their backs unless there are written medical orders from the infant's primary health care provider requiring alternate positioning. Parent will need to provide sleep sacks for all children under 12 months for rest time. Parents should understand that once a child can roll over, the child will determine their own sleeping position. Under no circumstances can infants under twelve months have any items in their cribs including blankets, stuffed toys or soft items. Transitioning older infants from sleeping in a crib to a mat/cot will be discussed with parents. Children who fall asleep in any place that is not a safe sleep environment, including entering the program asleep in a car safety seat, shall immediately move the infant and place him or her in their crib. Children older than 3 months shall not be swaddled or place in restrictive or weighted sleep suits unless there are written medical orders from the child's primary health care provider.

Communicable Diseases

During an outbreak of a communicable disease for which immunization is required, children exempt shall not attend the program threatened by the communicable disease.

If your child is exposed to a communicable disease, a notice will be posted at the front door. If your child or anyone in your household becomes ill with a communicable disease, please notify the Director immediately.

Parents and providers share the responsibility for maintaining health and preventing the spread of contagious diseases. Communication between parents and staff is critical to the well-being of the children. Parents should inform staff of any change in routine, diet, or overall health of their child. Staff typically measures a child's well-being by first monitoring their ability to keep up with the program. If a child is not keeping up, staff will look at appetite, fever, or mood.

From time to time, the staff may contact you during the day to check in regarding your child's performance. Please be advised the staff reserves the right to exclude a child from the classroom based on their perception of the child's ability to keep up. When children return after illness it is assumed that if they are well enough to attend the program, that they are well enough to participate in the daily activities including outside play. If a child who returns is not participating in the daily routine, then the parents will be notified to pick them up.

Universal Precautions

GMCC follows universal precautions to prevent the transmission of HIV/Aids, Hepatitis B, and other bloodborne pathogens. Universal precautions refer to infection control measures that all health care workers and childcare providers follow to protect themselves and the children in their care from disease-producing microorganisms. The concept requires workers to treat all blood and various other bodily fluids as infected with HIV, hepatitis B virus, and other bloodborne pathogens. GMCC staff follow the following universal precautions when encountering blood or bodily fluids:

1. Gloves are worn for contact with blood, body fluids, mucous membranes, open wounds, and handling items or surfaces soiled with blood or body fluids. Only approved latex or vinyl gloves are worn. Gloves are never to be washed and reused.
2. Hands and other skin areas are washed thoroughly if they contact blood or body fluids. Hands should be washed immediately after gloves are removed.
3. Saliva is not considered by the Center for Disease Control to transmit HIV. Still, it is a body fluid, and mouth-to-mask ventilation devices will be available for resuscitation and shall be used by trained personnel.
4. Staff must review information and procedures about universal precautions, HIV/HBV infections/transmissions, and handling of infectious waste annually.

Illness Exclusion Policy

Daily Health Screening:

Each morning when your child arrives, we will conduct a daily health check. This is a quick physical observation where we check and observe a child's behavior/mood and physical condition, including breathing, skin, eyes, ears, nose, and mouth. Additionally, we ask that you

please alert us of anything out of the ordinary we need to know regarding sleep, appetite, bowel movements and urination, mood, and behavior at home and/or unusual events.

When children are in a group setting, they are likely to become ill from time to time. Families are strongly encouraged to arrange for back up childcare should their child be excluded from the program due to illness. Note that children who are well enough to be at school should be well enough to play outdoors. The best indicator of a child's wellness is whether they are able to keep up with the other children. Please understand that caring for children who aren't feeling well is more difficult in a group setting than caring for a sick child at home.

Signs of a healthy child include:

Eating and drinking normal amounts

Engaged and playing with others

Typical temperament

Signs of Illness:

Refusing or eating or drinking very little

Lethargic, falling asleep out of routine

Crying, needing to be held, easily upset

While we regret the inconvenience caused by strict adherence to these guidelines, our concern for all the children dictates a very conservative approach when dealing with health matters. Because of conflicting medical opinions about the advisability of re-admitting children receiving treatment who still appear ill, GMCC will err on the side of safety all children when making such decisions and ask for your tolerance and understanding. Should your child contract a contagious illness, please notify GMCC immediately so other parents can be alerted to the possibility of exposure.

If children present with symptoms and are not able to keep up, parents will be contacted. We may call to discuss the symptoms your child is encountering, or we may be calling to request that you pick up your child. Often, we see early symptoms as a warning of a larger problem. Children will be excluded from the program with any of the symptoms listed below. If you have questions about your child's wellness, do not hesitate to talk with a member of the team.

Parents will be contacted if children are experiencing:

- *More than* one episode of vomiting
- *More than* one episode of diarrhea (not associated with diet or medication)
- Severe nasal and chest congestion and cough
- Severe fatigue or lethargy
- A temperature of 100 degrees Fahrenheit (under the arm or forehead reader) combined with symptoms of diarrhea, rash, earache, sore throat or vomiting.

Based on standard health guidelines regarding communicable diseases, the staff will inform you when your child can return. GMCC cannot admit any child appearing to be sick without a written statement from a doctor or registered nurse certifying no contagious disease is present. Children with a diagnosed bacterial infection may return 24 hours after beginning treatment with antibiotic medication if they are able to participate normally in the program. GMCC reserves the right to exclude any child with early symptoms if an illness is known to be present in a facility.

Chronic Health Conditions

For any child with health care needs such as allergies, asthma, or other chronic conditions (ex: seizures, G-Tube, etc.) that require specialized health services, a medical action plan shall be completed. The medical action plan must be updated annually and when changes to the plan are made by the child's parent or health care professional. Blank medical action plans may be requested from the site director. The medical action plan shall be signed by both the parent and the child's health care professional and must include the following:

- A list of the child's diagnosis or diagnoses, including dietary, environmental, and applicable activity considerations
- Contact information for the child's health care professional(s)
- Medications to be administered on a scheduled basis; and
- Medications to be administered on an emergency basis with symptoms, and instructions

Medications

GMCC only administers medications when *absolutely necessary*. It is imperative that parents complete a Medication Administration Form whenever your child needs a medication being sure to indicate the time and amount of the last dosage given to the child. *The Center and its staff accept no responsibility or liability for any error or omission regarding administration of medication.*

We recommend asking the pharmacist for a second prescription bottle; one for school and one for home. Medications cannot be mixed with food or beverages without medical advice. All medications must be in the original container, be within the expiration date with the dosing requirements based on the age and or weight of the child. Medication Forms need to be updated every six months.

Non-prescription medications including Tylenol, cold and cough medications are rarely administered as they tend to suppress fever or mask important symptoms. Please consult with your director about the need for these types of medications while at school.

Over the Counter Oral/Homeopathic and Herbal Medications:

We only administer over the counter oral medications with written consent from a medical provider and with a completed Medication Administration Form.

Over the Counter Topical Products

We can apply topical creams and powders based on the directions on the label and with a completed Topical Application Form.

Prescription Medications

Staff will administer prescription medications once a Medication Administration Form has been completed. Prescription label with directions from a medical provider must accompany all prescribed medications.

Sunscreen and Insect Repellent

Parents are responsible for providing sunscreen. Staff can only apply sunscreen with parent consent. A signed, up to date topical application form must be on file for all children. Forms must be updated at least annually.

First Aid

All GMCC staff are first aid and CPR certified. If a child receives an injury, first aid treatment will be provided. When bleeding is involved, the area is washed with soap and water and a bandage is applied. If the staff determines that the injury is serious, then a parent will be notified.

Since children from the age of 12 months to 4 years generally give and receive bites from time to time, it is important that you know our policy. If a child is bitten and the skin is not broken, the area will be washed with soap and water. If a child is bitten and there is a puncture wound or broken skin, the same cleansing routine will occur, and the parent will be notified. If a child is injured, an accident form is given to parents with information regarding the incident/accident. We will never disclose the names of other children involved.

Medical Emergency

In case of accidental injury or a medical emergency, we will make an immediate attempt to call the parent. If we cannot reach you, we will call the child's physician and, if necessary, an ambulance. At that time the Director or teacher will be in charge and make all decisions regarding the care of the child. You will be expected to assume responsibility for any expense not covered by our insurance. It is important you keep the center up to date on phone numbers, emergency numbers, consent to services, and other pertinent information.



Community Resources

<p><u>Claremont Soup Kitchen & Food Pantry</u> 51-53 Central Street Claremont, NH 03743 603-543-3290 claremontsoupkitchen.com Providing food and other available products for families in need.</p>	<p><u>Southwestern Community Services</u> 96-102 Main Street Claremont, NH 03743 603-542-9528 https://www.scshehelps.org/ SCS strives to empower low-income people and families. They offer assistance with housing, energy assistance, WIC, bus schedules and much more.</p>
<p><u>TLC Family Resource Center</u> 62 Pleasant Street Claremont, NH 03743 603-542-1848 https://www.tlcfamilyrc.org/ Community based support to partner with parents to develop the knowledge, skills and resources needed to raise a healthy, happy child.</p>	<p><u>Service Link (NH Government website)</u> 224 Elm Street Claremont, NH 03743 603-542-5177 https://www.servicelink.nh.gov/ ServiceLink will help find the right path for you and your family</p>
<p><u>Valley Regional Hospital</u> 243 Elm Street Claremont, NH 03743 603-542-7771 https://vrh.org/ Providing in and outpatient services with an Urgent Care, Emergency department and primary care offices.</p>	<p><u>NH Dept. of Health & Human Services</u> 17 Water Street, Suite 301 Claremont, NH 03743 603-542-9544 https://www.dhhs.nh.gov/index.htm Providing health, safety, and well-being of residents in NH.</p>
<p><u>Claremont Savings Bank Community Center</u> 152 South Street Claremont, NH 03743 603-542-7019 https://www.claremontnh.com/claremont-savings-bank-community-center Great place for family fun!</p>	<p><u>Greater Sullivan Strong</u> 5 Dunning Street Claremont, NH 03743 https://greatersullivanstrong.org/resources/child-care/ Housing, mental health, and substance abuse assistance.</p>