

**Parent Handbook**

**2022-2023**

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**Highlands Recreation District**

**Early Education Center**

**Calendar 2022-2023**

**July 4th Fourth of July EEC Closed**

**July 6th Staff Meeting Early Closure 4:00**

**August 3rd Staff Meeting Early Closure 4:00**

**September 5th Labor Day EEC Closed**

**September 7th Staff Meeting Early Closure 4:00**

**September 16th Professional Work day EEC Closed**

**September 22th Parent Information Night 6:00-7:00**

**October 5th Staff Meeting Early Closure 4:00**

**October 28th Classroom Halloween Celebrations**

**November 2th Staff Meeting Early Closure 4:00**

**November 11th Veterans Day-EEC Closed**

**November 25-26th Thanksgiving EEC Closed**

**December 7th Staff Meeting Early Closure 4:00**

**December 9th EEC Holiday Party**

**December 23rd and 26th Christmas Eve and Day Observed EEC Closed**

**December 30th New Year’s Eve Observed EEC Closed**

**January 2nd New Year’s Observed Day EEC Closed**

**January 4th Staff Meeting Early Closure 4:00**

**January 13th Professional Work Day EEC Closed**

**January 16th Martin Luther King Day EEC Closed**

**January 30th Re-enrollment for Returning Families**

**February TBA Parent Teacher Conferences**

**February 1st Staff Meeting Early Closure 4:00**

**February 13th Classroom Valentine’s Day Celebrations**

**February 20th Presidents Day EEC Closed**

**February 27th Open Enrollment Begins**

**March 1st Staff Meeting Early Closure 4:00**

**March 10th Professional Work Day EEC Closed**

**April 5th Staff Meeting Early Closure 4:00**

**May 1st Teacher Appreciation Day**

**May 3rd Staff Meeting Early Closure 4:00**

**May 29th Memorial Day EEC Closed**

**June 2nd Professional Work Day EEC Closed**

**June 16th Graduation 4:00**

**Philosophy**

# History

The Early Education Center (EEC) is a Reggio-Emilia inspired, play based program that is focused on creating a positive, safe, and nurturing environment for children and their family. We believe children learn best when they are given the freedom to explore, create, discover, and have hands on experiences with the world around them. Through careful observation of the children’s interests, teachers create a rich curriculum and environment that supports each child at their own developmental level. Our learning environment allows for all children to experience the high-quality care they deserve and the freedom to be the natural and playful learners they are meant to be!

# Staff

Qualified Educators are essential to the quality of any school. Educational background and experience with children are important considerations in the selection of our teachers. Because we believe that positive teacher and child interactions contribute to all facets of a child’s growth and development, our teachers are warm, nurturing and energetic, and are committed lifelong learners. Professional Development during staff meetings and school closures is just one way we support the quality of our programs with current best practices in early childhood education. Leadership in the classroom is shared among teaching teams.

## Staff for the 2022-23 School Year

Natalee Garay-Espinal-Director

Kristen Lein-Assistant Director

Jina Erreca -Monkey Teacher

Nancy Chavez-Monkey Teacher

Lia De Matei- Monkey Teacher

Ariana Carter- Chameleon Teacher

Jasmine Manalac- Chameleon Teacher

Kim Adams- Tiger Teacher

Colleen Hahn-Tiger Teacher

Caitlin Tanaka- Tiger Teacher

# Admissions

Applications are accepted on a rolling basis. Addition to the waitlist is done upon receipt of a complete application and a $25 fee. Re-Enrollment for returning families begins in January for the following school year. Open enrollment for new families begins in February. Siblings of current students, Highlands District Residents and siblings of students in our After School Program are given priority during our open enrollment period. Start dates for new students will depend on matriculating students last day of school.

## Registration

An annual, non-refundable registration fee is due at the time of registering for the EEC and every year thereafter. The fee for residents is $300 and $600 for non-residents. Your registration is not complete and your child's spot is not confirmed until the registration fee has been received with a signed Admission Agreement.

## Enrollment

In addition to completing registration, *all enrollment forms need to be completed prior to your child’s first day. You are responsible for keeping your information up to date including immunizations records.*

## Annual Tuition

|  |  |  |
| --- | --- | --- |
| **2022-2023 EEC Monthly Rates (Effective July 1st)** | | |
| **Program** | **Resident** | **Non-Resident** |
| **Monkeys: Rate 5 Day** | **$2701** | **$2945** |
| **Chameleons & Tigers: Rate 5 Day** | **$2468** | **$2699** |

## 

## Payment

Tuition can be paid by cash, credit card, check or bank withdraw. Payment must be made by the end of the 5th​ business day of the month.

**Tuition Late Fee Policy**

1. **1st Two Months:** There is a $50.00/child late fee per month if monthly fees are paid after the fifth business day of the month.
2. **After 2nd Monthly Late Fee:** The monthly late fee will be increased to $75.00/child.
3. **After 3rd Monthly Late Fee:** Families will be required to sign up for automatic **tuition deduction (ACH) system.**

**Forms of payment**:

* Visa, MasterCard, American Express and Discover are accepted. Please be advised that there is a 3.95% service fee to use this option.
* If you would like your payment deducted automatically from your checking/savings account, please complete an auto deduction slip (ACH), available in the HRC office.

## Withdrawals

A 60-day written notice must be given for you to withdraw from the center. If less than 60-day notice is given, payment for additional months of tuition (up to two months) will be required until the space is filled. Tuition will not be prorated for a midmonth withdrawal date.

## Start Date

Children new to the Early Education Center will be informed of their start date 60 days prior to their first day. Consideration will be taken for preferences for a start date but cannot be guaranteed. Failure to enroll your child and pay the first month’s tuition for the assigned start date will result in a loss of placement.

**End Date**

Families with matriculating students will be required to notify the EEC by the end of April of their child’s last day at the EEC. Matriculating students will be required to exit by the end of July. We recommend enrolling children in summer camp for additional care before starting TK/Kindergarten.

## Refund Policy

The Admission Agreement is binding. No refunds will be given for registration fees or tuition.

**Closures**

If the EEC is closed for more than 15 days, families will receive a prorated credit for the current month and a full refund for future sessions, if payment was made in advance.

No refund or credits will be given for temporary closures lasting 14 days or less. Ex) prolonged period without heat or electricity, no water, poor air quality, and dangerous driving or working conditions for our staff or students.

## Late Pickup Fee

Please pick up your child(ren) by 6:00pm, per the clock in the classroom.

**A late fee pickup charge of $10.00 per every five minutes of daycare after 6p.m.** This overtime charge is payable to the HRC and can be given to the on-site staff or you can be billed by the office at a later date. Payment must be received within 5 days or you will incur an additional fee. Fee may not be added to the monthly fee.  

*Frequent lateness which is defined by three late fees in one month may result in termination from the EEC program.*

## Visitation

Parents and legal guardians are free and welcome to visit and spend time in their child’s classroom at any time.

\*As long as Covid-19 restrictions are in place, parents and visitors will only be able to visit outdoors.

# Programming

## Programs

We offer year-round, full day childcare from 7:30am-6:00pm for children ages 3 months to 5.5 years in three classrooms. Our Monkey classroom is for children ages 3 months through age 2 with 8 children. Our Chameleons and Tiger classrooms are mixed ages from 2 years through 5.5 years of age and is limited to 17 children. Each classroom is staffed with 3 Early Childhood Educators.

## Arrival and Departure

You are welcome to bring or drop off your child at any time during center hours, however, for the benefit of the child it recommended that drop-offs occur before 10:30 am. This gives children an opportunity to experience and develop routine and fully engage with materials and peers especially during center circle time and small group instruction. A binder containing a sign-in/out sheet is located near the front the door of the classroom **Please sign your child in and out each day with your full legal** **signature.** Failure to do so may result in a $500 fine from Community Care licensing which parents or legal guardians who fail to sign in or sign out will be responsible for. If someone other than you or those listed on your approved pick-up list, will be picking up your child please make sure to provide a written note with the person's information and inform them they must bring picture I.D. You may add people to your approved pick-up list at any time during the year. Please be considerate of our Educators time and allow enough time when picking up your child at the end of the day to gather his/her belongs before the center closes at 6:00pm.

## Best Practices for Drop-off during Covid-19

Children should be dropped off at the classroom gate

Please maintain social distancing

Please wear a mask at all times

Please allow teachers to open the gate.

Please be mindful of parent/teacher communications happening at drop-off. Allow distance and time for important information to be shared.

## 

## Absences

We require families to let us know via classroom and Director emails of absences including illness or planned vacations.

## Enrichment Classes

The recreation department offers a variety of enrichment classes. Families are welcome to sign up for classes but must choose those that **end by 4:00pm** to ensure that teachers can escort your children back to the classroom. However, you are responsible for picking up your child from the enrichment class that end after 4:00pm. Enrichment class registration is done separately, through the registration office. When signing up for classes you must email Kristen to ensure that your child is added to our escort list. In addition, a permission slip must be on file.

## Special Events

During the year we celebrate a number of special events with children and families. Some of these events include garden days, the Halloween Parade, EEC Holiday Party and end of year graduation celebration. If there are special events that are meaningful to your family, we would like to celebrate them with you in our classrooms.

# Curriculum

The Early Education Center offers a developmentally appropriate program with age-appropriate activities. Our curriculum is play-based and Reggio Emilia inspired which is based on their own interest and allows them the freedom to learn at their own pace. We encourage exploration of the environment through hands on learning, which is an essential component in stimulating curiosity in children. The daily schedule allows for a balance between indoor/outdoor activities and structured and unstructured time. Our child centered environment supports independence to choose from a variety of materials and activities. Language, literacy, math, science, and music are an integrated into our daily curriculum.

We offer meeting opportunities prior to enrollment, for new families in order to support a child’s transition to school. Communication regarding these meetings will be sent out by your child’s classroom. Optional Parent Teacher conferences are held in the February and are a wonderful opportunity to share information with your child’s teacher.

## A Typical Day in the Tiger and Chameleon Classrooms

* **Arrival Indoor/Outdoor Play**
* **Snack**
* **Circle**
* **Lunch**
* **Nap**
* **Snack**
* **Indoor/Outdoor Play**

## Learning Environment

The following is a list of possible activities during inside and outside play. The classroom is organized into various learning centers. Children may select activities from these centers.

## Art

Open-ended art projects are offered every day. In addition, children are free to choose from a variety of materials such as paper, crayons, markers, tape, scissors, glue sticks and recycled materials. The EEC emphasizes the process of the activity and not the finished product.

## Dramatic Play

Pretend play supports children's learning and development across all domains. Our dramatic play center inspires children to take on new roles that encourage creativity, exploration and making sense of their outside world.

## Language and Literacy

The reading nook is a comfortable area that provides a space for children to independently choose books to explore. Books are rotated in coordination with the current children’s interests and seasons. Exposure to literature is crucial to children’s interest in reading. The writing center is a place that supports children’s emergent writing skills.

## Science

Through measuring, weighing, predicting and examining, children are natural explorers. With an abundance of tools, like magnifying glasses, magnets, and scales, children have the opportunity to explore their world around them through hands on activities. This may include planting and maintaining a garden, exploring the lifecycle of an egg, exploring chemical changes or the physical properties of air.

## Sensory Table

Our sensory table will house a variety of materials including water, birdseed, bubbles, cloud dough, beans, rice, and small dramatic play provocations. An example of these provocations could be the inclusion of small wood animals or natural materials like glass pebbles.

## Math/Cognitive

Children become familiar with basic math concepts by learning to sort, classify, count and measure through a variety of means. In the math center children have the chance to explore a variety of materials such as puzzles, manipulatives, and loose parts. Math is included in nearly all aspects of the curriculum, from sand play to cooking projects to counting songs during our circle time.

## Outdoor play area

Our outdoor environment supports gross motor movement, as well as connecting with the natural world. With the abundance of open space surrounding our center, children have many opportunities to explore beyond our preschool yards.

# Communication

The Directors and Teachers do their best to keep you well informed. We believe in open communication with families. We encourage you to inform us of anything going on in your child’s life that may affect him or her while at the EEC. Parents best support our community by communicating concerns openly and constructively to the teacher or administrator. While parents may not agree with every decision made by the center, we strive to find the best possible solution in order to strengthen our relationships with families.

Parents can contact us by phone (650) 341-4251 or email to the classroom or administrators. Please see the directory below:

## Staff Emails:

Jina Erreca Monkeys **eecmonkeys@gmail.com**

Nancy Chavez Monkeys

Lia De Matei Monkeys

Ariana Carter Chameleons **eecchameleons@gmail.com**

Jasmine Manalac Chameleons

Kim Adams Tigers **eectigers@gmail.com**

Colleen Hahn Tigers

Caitlin Tanaka

Kristen Lein Asst. Director **kristenl@highlandsrec.ca.gov**

Natalee Garay-Espinal Director **nataleeg@highlandsrec.ca.gov**

## Parent Communication

## Classroom Whiteboard

This is where you will find daily curriculum plans and important reminders.

## Student Cubbies

This is where you will find hard copies of student communication.

## Weekly Email

Curriculum, event and class specific information will be emailed at the end of the week.

## Monthly Newsletter

Is available electronically.

## Seesaw

The EEC uses photo sharing through Seesaw which is private and restricted to class members. Teachers will upload photos on a regular basis.

## Addressing Concerns

Any concerns about your child’s experience within our learning environment should be addressed with your child’s teacher first. If issues or concerns remain unresolved after seeking classroom input, please contact the Director or Assistant Director. Our door is always open!

# Health and Safety

## Illness and Exclusion

Please do not bring your child to school when they are sick. If your child develops an illness while at school, you will be notified to come and pick them up immediately. Please see illness protocols below for non-Covid 19 illnesses and attached document for Covid-19 policies.

\*See attached Covid-19 Symptoms Protocols

Children must remain at home until they are symptom free without medication for 24 hours. While we understand that children cannot remain at home for every cold, we reserve the right to exclude children, if they appear to be too unwell to participate in school fully. Children with heavy discharge from the eyes or nose, may be excluded for 24 hours. Children who show symptoms of Hand Foot and Mouth disease will be also be sent home. Symptoms include blisters on the hand, foot or mouth, a sore throat, and a fever.

If a child is diagnosed with Hand Foot and Mouth disease, per the CDC recommendations, we require that families keep their children at home until the rash subsides, as the disease can remain contagious during this period. Children with Lice must be “nit free’ before returning to school. Please notify the Director if your child has a communicable disease, as we are required to post exposure notices.

It is our experience that following immunization shots, many children feel too unwell to participate in the activities of the center. We recommend families keep children home on the day they receive immunizations.

## Masks

* Parents and children over the age of 2 must wear masks at drop off and pickup and while in school. Teachers and staff members must wear at all times.

## Symptoms and Exclusions

Children who are sick or who are showing symptoms of illnesses will be isolated in the Directors office or in a secluded area of the classroom. Parents must come and pick up children within 30 minutes of notification. Children’s tempatures will be checked before entering the classroom and as needed.

## Non- Covid-19 Illness Policies

|  |  |  |
| --- | --- | --- |
| **Illness** | **When child/staff sent home/excluded** | **When child/staff may return** |
| **Chicken Pox** | When lesions are noticed or present | When all lesions are dried and crusted. Typically takes 6+ days |
| **Cold Symptoms**  **Runny Nose**  **Stuff Nose**  **Sneezing**  **Cough** | If accompanied by Fever (see fever criteria) or if child is unable to participate | At least 24 hours if no fever present and child is able to participate |
| **Diaper Rash** | If sores are oozing and leak body fluid outside the diaper | When exclusion criteria are resolved |
| **Hand, Foot & Mouth Syndrome** | When lesions are noticed or present | When blister free |
| **Head Lice** | When nits/eggs are noticed or present | When exclusion criteria are resolved |
| **Irritability** | If irritability cannot be redirected and/or prevents child from being able to participate | When child is able to be redirected |
| **Itching** | If itching is suspected to be caused by any of the following: Scabies, Impetigo or Ringworm | When exclusion criteria are resolved or with a doctor’s note stating the child is not contagious |
| **Lethargy** | If lethargy prevents participation | When exclusion criteria are resolved |
| **Mouth Sores** | When sores cause drooling | When exclusion criteria are resolved or with a doctor’s note stating the child is not contagious |
| **Pink Eye (Conjunctivitis)** | * When discharge is noticed * Pinkish/red swollen or irritated eyes | When exclusion criteria are resolved or with a doctor’s note stating the child is not contagious, unless, at least 5 days has passed and no visible sign of infection |
| **Rash** | When unidentified rash is noticed and is accompanied by:   * Behavior changes * Fever * Has oozing/open wound * Child is unable to participate | When exclusion criteria are resolved or with a doctor’s note stating the child is not contagious |
| **Strep Throat** | If child has a positive strep culture | After at least 24 hours of antibiotic medicine |
| **Vomiting** | Immediately | When vomiting subsides for 24 hours |

## 

## Medication

All prescription and non-prescription medications, including Epi-pens and Aquaphor shall be administered only with written approval and instructions from the child’s parent/guardian and in accordance with the label instructions from the child's physician. We must have the prescription bottle and the label must be unaltered. Sunscreen and diaper cream are considered medications and require a permission slip.

## Handwashing

* Wash Hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Supervise children when using hand sanitizer. Sanitizer should not be used for children under 2.
* All children, parents and staff must wash hands at the following times:
* Before arrival to center
* Before and after handling food or feeding children.
* Before and after administering medication or sunscreen
* Before and after using the toilet, and assisting a child with toileting or diapering
* After handling animals or animal waste
* Before and after sensory play
* Entering a classroom
* After coming into contact with a bodily fluids (sneezing, coughing)
* After handling garbage (staff must wear gloves)

## Allergies

Please inform us of any allergies or special dietary needs of your child. This information will be posted in a prominent place in the kitchen and classroom. Children with allergies that require medication must have a medical plan on file. We provide alternative snacks for children with allergies. We support children with severe allergies, and may restrict certain foods like peanuts, if necessary, to keep our children safe from cross-contamination. Restricted foods will be posted on the classroom door and shared with families via email.

## 

## Emergencies

Should a disaster occur, we have emergency supplies for each child, as well as emergency and evacuation procedures. If the Highlands Recreation Center becomes uninhabitable by fire or other disasters, the children will be escorted to a designated safe space. These safe spaces are Highlands Elementary School located on Newport Street or Crystal Springs United Methodist Church. Directors will contact parents following an emergency.

## School Closure

The EEC Director in coordination with the General Manager may decide to close the school for the following conditions: prolonged period without heat or electricity, no water, poor air quality, and dangerous driving or working conditions for our staff or students. School closures will be communicated to parents by phone, email or in person.

# Classroom Policies

## Baby Sitting

The District recognizes that staff members are occasionally offered the opportunity to provide babysitting services to families who are also either occasional or regular patrons of the Highlands Recreation District.  This is a mutually beneficial arrangement between families and various individuals, currently employed by the HRD, hereinafter referred to as babysitters, as it provides families with piece of mind by having known and trusted adults caring for their children, and babysitters gain additional income.

While the HRD does not encourage such arrangements, it is in everyone’s best interest that the nature of the arrangement and the consequent transfer of liability be clear to all:

1. If the babysitter is caring for a child immediately following an HRD childcare program, any District liability for childcare services ends at the time the child is signed out of the program, after which time the HRD staff member becomes the sole responsible party, i.e., the babysitter.
2. If the babysitter is caring for a child immediately following any other HRD event or program, any District or contractor liability ends at the time the event or program ends or at the time the child leaves the event or program, whichever is earlier, after which time the babysitter becomes the sole responsible party.
3. The District’s general liability coverage is in place, as it is for any guests on District property, until the child and Babysitter leave District premises.
4. The District does not retain any liability for any time during which the babysitter transports the child or otherwise provides care for the child.  In the event of car travel, the babysitter’s personal insurance may be the sole coverage, and the District makes no representations as to the existence of or level of such coverage.
5. While the District properly vets all staff members who interact with children at our facility, any vetting for any care and/or transport outside of District programs is the sole responsibility of the family.
6. Any financial arrangement is solely between the babysitter and the family.
7. HRD staff members are not under any obligation to provide care outside of District programs.

## What to bring to school?

Each day your child should bring a backpack with a change of clothes and a water bottle. Clothes may also be left in the child’s cubby. **Please label** all clothing items brought to school. We ask you to refrain from sending toys from home with your child to school. Comfort items like lovies and soft toys are fine, as some children need extra support separating from their families. There are a number of reasons why we have this toy policy: our teachers are intentional with the curriculum materials that are in the classroom; secondly, we cannot be responsible for toys from home getting lost or broken; and finally toys from home create challenging situations around sharing and self-regulation. We ask that you leave toys either at home or in the car.

## Holidays & Birthdays

We recognize each child’s birthday in several ways. Please coordinate with your child’s teacher if you would like to bring in a special celebration or tradition. We ask that if your child’s class includes a child with allergies that celebratory food be bought from a store. On his/her birthday a child is invited to create a special crown which he or she can wear throughout the day.

Holidays and family traditions are important to a child’s culture. We encourage and welcome you to bring or share traditions, such as special food, songs or activities, that are important to your family. Doing so fosters an inclusive and respectful community and celebrates each family’s uniqueness.

## Clothing

In keeping with our philosophy of hands-on learning and exploration, children will get messy! The paint used in our classrooms is advertised as “non staining” and “washable”, but may be difficult to remove. We strongly urge you to send your child in play clothes and sensible shoes for outdoor play. Closed toe shoes that children can take on and off themselves are **requested**. During the winter months, we will go outside in inclement weather, and therefore ask that you send your child in appropriate clothing. Appropriate clothing includes shoes that can get wet and jackets that are warm and waterproof. Families are welcome to leave rainboots, water shoes and rain suits in the classroom shoe basket.

## Toilet Training ​

Parents of children in diapers or training pants are asked to bring an adequate supply. We ask that families provide pull-ups with pull away tabs when children are potty training to make it easier for teachers to assist in changing in the bathroom. We supply Kirkland Baby Wipes. If you would prefer a different wipe you must supply your own. When a child shows interest in using a toilet, we will work with families to support toilet training.

## Monkeys Lunch, Snack & Bedding

Children in the Monkey room are required to provide all foods and liquids. Teachers will meet individually with parents, prior to the first day, to develop a needs and services plan, which will be updated quarterly.

In the Monkey classroom, each child has an individual nap plan. We will supply sheets which will be laundered daily. Children are welcome to bring additional bedding to be stored in their cubbies, however, we are unable to launder personal items. Please consider the size of your child’s cubby when choosing personal bedding, as we request that it not be oversized.

\*While in Covid-19 restrictions, we are sending sheets home to be washed.

## Chameleon & Tigers Lunch, Snack & Bedding

Children bring lunch to school each day and the class eats together. Please pack lunches that are ready to be eaten as we are not able to heat up food for children in the Chameleon and Tiger rooms. If you would prefer a warm lunch, a thermos works great. We are also unable to refrigerate items for children in the Chameleon and Tiger rooms. Children are not permitted to share food as we need to be careful of allergies or special dietary requirements of individual children.

Each morning and afternoon the children in the Tiger and Chameleons classrooms are invited to the snack table. Snack is optional and children are never forced to participate. Snack will consist of two servings from one of the four food groups, generally a fruit or vegetable and a protein or carbohydrate. We do not provide alternative snacks to children who choose not to eat what is served, except for children with allergies. We will encourage all children to try new things through modeling and providing a variety of foods.

All children in the Chameleon and Tiger room are required to have a 2-hour rest period. Licensing requires that the children remain on their mats. After a 30-minute rest period, children who are not asleep will be allowed to choose quiet activities to do on their mat. When staffing allows, children who do not nap may also be given the opportunity to play outside. We will supply sheets which are laundered weekly. Children are welcome to bring additional bedding to be stored in their cubbies, however, we are unable to launder personal items. Please consider the size of your child’s cubby when choosing personal bedding, as we request that it not be oversized. *Licensing prohibits us from keeping children awake or waking them from sleep.*

\*While in Covid-19 restrictions, we are sending sheets home to be washed.

# Behavior

## Positive Guidance

We are committed to a “Positive Guidance” policy. Positive guidance encourages self-respect, self-discipline, cooperation, and problem-solving skills. Children's behavioral expectations in the classroom are set according to what is developmentally appropriate for the age of the child. The behaviors that adults may find challenging are often appropriate for a child’s age and developmental stage. It takes time for children to learn the vocabulary and language skills that allow them to express themselves in socially acceptable ways. In order to support children to learn empathy and compassion, we do not force children to share or say “sorry”. By setting up an intentional and positive environment, teachers support children's behavior. Through the use of “natural consequences” children are empowered to make their decisions and to be responsible for their own behavior. Teachers help children when conflicts arise in a number of ways. Some of these include redirection, validation of feelings, helping children to take a “calm down break”, modeling appropriate behavior, establishing close relationships with children and families, and helping children to problem solve.

## Parents

In order to support the child’s environment and the communication with families it is necessary to set boundaries and expectations for adults that will foster a positive climate. The following behaviors are prohibited at the EEC and may result in termination. Any behavior that the staff consider to be rude, threatening, demeaning, or disruptive or which interferes with the staff’s ability to provide care.

## Professional Referrals

An important element of our ongoing teacher-parent communication is to keep you informed of your child’s behavior. If a child exhibits continued problematic behavior, the teachers and Director will meet to discuss techniques to promote more appropriate behavior. If the problem persists beyond the best interest of the child and class, we may require the parents to seek outside professional help. Failure to do so may result in a family being asked to leave the school.

## Special Needs

Our school is committed to supporting an inclusive classroom and therefore welcomes children with special needs. Some children may need an aid to assist them in the classroom, however we are unable to provide aid for children. It is recommended that the aid meet with the staff prior to working in the classroom to familiarize themselves with our routines and philosophy. Aids must be selected and paid for by the family. If a child has an Individual Educational Plan (IEP), we require the sharing of information so that teachers can individualize the curriculum to support all children. It is suggested that teachers, families, and aides meet regularly.