TWICE AS NICE PRESCHOOL

Parent Handbook
792 Valley Road
Middletown, RI 02842

(401)841-5357
andreaf@newportymca.org
www.newportymca.org
PROGRAM HOURS

AM Half Day Preschool 3-5 year olds:

Tuesday and Thursday  8:30am – 12:30pm
Monday, Wednesday, & Friday  8:30am – 12:30pm
Monday through Friday  8:30am – 12:30pm

Extended Half Day Preschool:

Monday through Friday  12:30pm – 2:00pm

Full Day Preschool 3-5 year olds:

Monday through Friday from 9:00am – 3:00pm with before and after school care available from 7:00am – 5:30pm. (September to Mid-June) *Children should arrive NO later than 10:00 am unless prior approval is given by the Director.*

Calendar:

Twice As Nice Preschool is open five days a week during the school year. However, we are closed on the following days/holidays:

- New Years Day
- Martin Luther King Day
- President’s Day
- Good Friday
- Memorial Day
- Labor Day
- Columbus Day
- Thanksgiving and the day after
- Christmas Eve and Christmas Day

Twice As Nice Philosophy

Twice As Nice Preschool seeks to create a warm and emotionally supportive environment wherein each child will be encouraged to reach his or her greatest emotional, intellectual, social, and physical level of development. We seek to teach each child that he or she is important and that they have something to contribute to the world around them. Our program recognizes that each child is unique, has different interests and learns at a different pace, including children with special needs. For this reason, our teachers use differentiated instruction
in the classroom. Our staff collaborates with special educators for the children with special needs in our program. We communicate verbally, via email, and meetings with special educators whenever possible. Our program gives each family a Parent Handbook at the beginning of the program which outlines our policies and beliefs.

It is our mission to prepare children for Kindergarten with Jean Piaget's Cognitive Theory in mind, which is a hands-on approach to learning. According to Piaget, children learn through play and imitation. Our curriculum is aligned with the Rhode Island Early Learning & Development Standards (RIELDS).

There are four components that our program believes are essential for a quality curriculum: **Content** - What children should know, understand, and be able to do (RIELDS), **Process** - Apply our knowledge about how children learn, **Teaching and Facilitating** – The various roles of the teacher that support, and **Context** – The materials, environment, and daily schedule that support children's learning.


When applying our knowledge about how children learn (**Process**), our program believes that each child is unique and has their own learning style. Differentiated Instruction is important because children learn at their own pace. Our goal is to make sure each child is challenged and works to their fullest potential. As stated previously, Twice As Nice Preschool believes in Piaget’s work that children learn through play, imitation, and hands-on activities. Children engage in play as a means to develop their receptive and expressive skills.

Our teachers incorporate structure and freedom of choice (child and teacher initiated) into their curriculum. We believe it is important for children to engage in music and movement through songs, finger plays, yoga, musical instruments, dancing, and other activities that keep the children focused and moving. Books are read to the children on a daily basis; during circle time and/or transitions. The children learn to listen to stories and answer comprehension questions; through these activities, they begin to understand, retell, and make predictions about a story. Many of the assignments and activities are open ended, which allows for more creativity. Each classroom participates in a weekly cooking project with the children. The children help gather materials, measure, and mix the ingredients during cooking time.

The materials, design of the environment, and the daily routine (**context**), is an extremely important aspect to a successful preschool program. The classroom daily routine shall be posted in the classrooms as well as the Parent Handbook (see attached sample of schedule). Parent handbooks are given to the parents during Orientation. Each classroom will do their best to remain on the daily schedule and routine so the children know what to expect each day. Our teachers are encouraged to regularly change materials, building toys, and manipulatives to encourage children's learning and keep their interest. The classroom will remain clean and toys will be sanitized on a regular basis. All classrooms have ample light provided by the windows or doors. There is ample space indoors and outdoors for the number of children within the classroom. The room décor will be changed regularly to correspond with the season and/or theme of the week.

Children learn through rules and repetition the concepts of respect and taking proper care of the materials in the classroom. Our program will have the proper resources for teachers and students to create a positive, functional classroom. Children will be provided with adequate manipulatives to help with math skills. Our program also encourages children to explore the
Twice As Nice Preschool strives to provide a safe learning environment for the children. Through positive interactions with teachers and peers, the children begin to understand the values of the program which are caring, respect, responsibility, and children can see these modeled throughout the day. Our program emphasizes the importance of the various roles of the teachers that support learning. Children should always feel as though they are coming to a safe environment. Our program provides a nurturing, caring, trustworthy, and safe environment for the children. Teachers always pay attention to the individual needs of the children. The children and their families of Twice As Nice Preschool are our #1 priority. Our program has an open door policy for our parents and families. We encourage parents to participate in the education of their child by volunteering in the classroom, chaperoning field trips, and encouraging them to read with the children at home. We strongly believe that children are successful in their education when parents are involved and show they care about their child’s education. We will keep families informed about their child’s educational progress and behavior through daily written/verbal communication, parent-teacher conferences, and Progress Reports.

Our program promotes healthy eating and the importance of remaining active throughout the day. Each morning our classrooms have a healthy snack. Each day, our classes take the children outdoors or to the gymnasium for exercise and to enhance their gross motor skills. Our program offers kids gym one day per week. The children go to the gymnastics room where they have one half hour lesson based on balance, coordination, and flexibility. Our program also offers a swim lesson one day per week where they have swim instructors teach the children the basic skills of swimming and encourage children to swim without their “bubble” as they progress in the class.

In conclusion, Twice As Nice Preschool strives to hire well trained, enthusiastic teachers who are eager to work with children. We will serve as positive role models who will provide a safe and nurturing environment for your children. Our teachers attend monthly staff meetings as well as at least 20 hours of professional development each year. We are dedicated to making your child’s learning experience fun and meaningful. We hope that your children and family will have a fun and successful school year!

**Curriculum Goals and Objectives**

Listed below are specific goals and objectives for children between three and five years of age who participate in a program using the Creative Curriculum.

**Socio-Emotional Development**

- To experience a sense of self-esteem:
- identify oneself as a member of a specific family and cultural group
- feel proud of one's heritage and background
- demonstrate confidence in one's growing abilities
- demonstrate increasing independence
- stand up for one's rights

- To exhibit a positive attitude toward life:
  - demonstrate trust in adults
  - be able to separate from parents
  - demonstrate interest and participate in classroom activities
  - participate in routine activities easily

- To demonstrate cooperative, pro-social behavior:
  - seek out children and adults
  - understand and respect differences
  - accept responsibility for maintaining the classroom environment
  - help others in need
  - respect the rights of others
  - share toys and materials
  - work cooperatively with others in completing a task
  - resolve conflicts constructively

**Cognitive Development**

- To acquire learning and problem-solving skills:
  - demonstrate an interest in exploring
  - ask and respond to questions
  - show curiosity and a desire to learn
  - use planning skills
  - observe and make discoveries
  - find more than one solution to a problem
  - apply information and experience to a new context
  - use creativity and imagination
  - persist in tasks

- To expand logical thinking skills:
  - classify objects by similarities and differences
  - put together objects that belong together
  - recall a sequence of events (e.g. first, second, last)
  - arrange objects in a series (e.g. smallest to largest)
  - recognize patterns and be able to repeat them
  - increase awareness of cause-and-effect relationships

- To acquire concepts and information leading to a fuller understanding of the immediate work:
  - demonstrate an awareness of time concepts (e.g. yesterday, today)
  - identify names of objects and events
  - make comparisons (e.g. more/less, larger/smaller, taller/shorter)
  - use words to describe the characteristics of objects (e.g. colors, shapes)
- identify the roles people play in society
- identify relationships of objects in space (below, inside, under)
- count in correct sequence and match one to one

**To demonstrate skills in make-believe play:**

- assume a pretend role
- make-believe with objects
- make-believe about situations
- sustain play
- interact with other children

**To expand verbal communication skills:**

- recall words in a song or finger play
- follow simple directions
- use words to explain ideas and feelings
- talk with other children during daily activities
- make up stories
- participate in group discussions

**To develop beginning reading skills:**

- acquire a love of books
- listen to a story and explain what happened
- demonstrate knowledge of how to use books (e.g. turning pages)
- recognize pictures and text on a page

**To acquire beginning writing skills:**

- make increasingly representational drawings
- imitate recognizable letters and numbers
- recognize written names
- label pictures
- demonstrate an interest in using writing for a purpose (e.g. making signs, sending letters)

**Physical Development**

**To enhance gross motor skills:**

- use gross motor skills with confidence
- walk up and down stairs
- run with increasing control over direction and speed
- jump over or from objects without falling
- use large muscles for balance (e.g. walk on tiptoe, balance on one foot)
- catch a ball or bean bag
- throw an object in the intended direction
- ride and steer a tricycle
- climb up and down equipment without falling
To enhance and refine fine motor skills:

- coordinate eye and hand movements (e.g. completing puzzles, chopping)
- use small muscles to complete tasks (e.g. building, stringing)
- use small muscles for self-help skills (e.g. pouring, zipping)
- use writing and drawing tools with increasing control and intention

To use all senses in learning:

- demonstrate skill in discriminating sounds
- demonstrate visual discrimination skills
- discriminate by taste and smell
- discriminate differences in texture

Curriculum for Children with Disabilities

Twice As Nice Preschool is designed to be inclusive of all children, including those with identified disabilities and special learning and developmental needs.

! Staff is made aware of the identified or diagnosed special needs of individual children.
! Each classroom makes appropriate modifications for children with special needs. We try to facilitate learning in the classroom rather than remove the child from the classroom.
! Staff document behaviors and then make professional referrals to the Director when necessary. In turn, the Director will attempt to contact an appropriate organization to help with the evaluation of the disability.
! Family members are an intricate part of the plan for children with special needs. We meet with each family, discuss the best method, and care for their child while in our program.
! If Twice As Nice Preschool is the best placement for a child, we will make every attempt to work with the family and the child to assure that they have developmentally appropriate placement.

Registration and Intake Procedures

1. Parent and child must visit and tour Twice As Nice Preschool before a child is enrolled.
2. A non-refundable Registration Fee per child is required at the time of registration and also on an annual basis thereafter. This is not applicable towards tuition.
3. Physical forms must be completed by the family doctor and returned prior to the first day of attendance. The State of Rhode Island requires immunizations to be recorded on the physical form, including Lead and Varicella.
4. The Registration Packet must be completed and returned prior to admission. This packet must be updated on a yearly basis.
5. Parents are required to attend an orientation upon enrollment.
First Day of School

Please provide the following on your child's first day of school:

Half Day Preschool:

- 2" x 3" photo of your child.
- A complete change of clothing including underwear, pants, shirts, and socks.
- LABEL ALL ITEMS with your child's name.
- We offer pizza days every other week on Fridays. You will be notified of the start date.
- Healthy morning snack and lunch each day.

Full Day Preschool:

- 2" x 3" photo of your child.
- Small crib size sheet and blanket for nap/rest time.
- A complete change of clothing including underwear, pants, shirts, and socks.
- LABEL ALL ITEMS with your child's name.
- Tooth brush, cover, and toothpaste. (Please label each item)
- The center will provide cereal for breakfast and a healthy afternoon snack. You may choose to bring your own afternoon snack.
- We offer pizza days every other week on Fridays. You will be notified of the start date.
- Healthy morning snack and lunch each day.

Items From Home

Children like to bring toys or other objects from home to school. While this practice often assists the child in the transition from home to preschool, it must be noted that problems of sharing, breaking, and lost items often occur. At Twice As Nice Preschool, parents are asked not to bring toys from home except when using them as a Show and Share.

Guns, war toys, or other toys of destruction are not allowed at Twice As Nice Preschool. Although aggression is developmentally appropriate behavior for preschoolers, we feel that when a child is given a weapon as a toy it encourages and magnifies violent behavior. Children must have alternative means to express their feelings of aggression. The Staff of Twice As Nice Preschool will assist children in redirecting and expressing these aggressive behaviors in socially acceptable ways.

Clothing
Twice As Nice Preschool provides a variety of experiences for young children that may involve clothing getting soiled. Parents should send children to school in casual clothing that is easily laundered and shoes with non-skid soles. Children dressed inappropriately may feel inhibited about becoming involved in some messy activities.

Twice As Nice Preschool believes that the children should go outside for recess every day weather permitting. Parents should ensure that their children bring the appropriate outerwear each day (jacket/coat, hat, mittens, snow pants, etc.)

At the beginning of each year, parents are asked to pack extra clothing for your child in case of an accident. You may choose to leave this extra set of clothing in your child’s cubby; a ziplock bag with the extra clothing will fit nicely in the cubbies. Please be sure to label each piece of clothing. On swim days, please send your child with a bathing suit, and plastic bag for wet clothes.

**PARENTAL INVOLVEMENT**

**Family Involvement**

Twice As Nice Preschool believes that parents are the primary source of knowledge for their children. It is our function as teachers to support and facilitate the parent/child relationship because parents are the “expert” when it comes to knowing their own child. Twice As Nice Preschool functions best when we are able to take advantage of parent’s perceptions, feeling, and observations about their children. It is critical that our teachers form a partnership with the parents to best meet the needs of the children attending Twice As Nice Preschool.

Twice As Nice Preschool welcomes parent involvement in the program as an important way to build this partnership.

**Parent Functions**

Each year, Twice As Nice Preschool has a number of functions for parents to join us. From a Christmas Celebration to a Valentine’s Day breakfast, parents are invited to join their child at Twice As Nice Preschool for a special time. We post a sign-up sheet asking for donations for each event. We will inform families in advance of dates of said functions.

**Fundraisers**

Throughout the year, the Parent Committee and/or preschool sponsor various fundraisers. You are not obligated to participate, however, are encouraged to do so.

**Parent-Teacher Interaction**

The teachers at Twice As Nice Preschool welcome the opportunity to talk informally with parents for a few minutes each day. In addition, each teacher will maintain an informal log in which the highlight of each day for each child will be recorded. This log will be available to the parents each day for review. Parents are encouraged to request any additional information about their child when they deem it necessary. On occasion, teachers will invite parents in to discuss special concerns about their child.

**Child Outreach**
Twice As Nice Preschool sends home Child Outreach forms for all families to fill out in order to evaluate each student. If the staff believes there may be any milestones that are not being met, we will ask that you fill out a form so that the appropriate accommodations can be made for your child. All children are mandated in some districts to be outreach screened, so it is in your child’s best interest to do so. If you have any questions about this process please ask the Director or your child’s classroom teacher.

Parent Visits

Parents are welcome at Twice As Nice Preschool at any time. Parents may come and observe the program, help out in the classroom or even visit for lunch. If you have a special talent or skill we would love to have you share it with us! We also welcome your assistance on our field trips.

Monthly Newsletters

Each month parents will receive a Class Newsletter that will highlight important events and projects/academic goals of the coming month. We will also send home a calendar each month with dates to remember. Both the newsletter and calendar will also be posted on your classrooms bulletin board.

Progress Reports

Teachers are responsible for completing progress reports twice during the school year. (January and May) Should you have any questions regarding your child’s progress report, please contact your child’s classroom teacher for a parent conference.

Termination

The Director at any time may terminate a child from the program if he or she feels it necessary. If a payment has not been made within two weeks, the child will be dismissed due to lack of tuition payment. The Director may also terminate a child from the program if that child is a safety issue for the rest of the children or staff in the program.

HEALTH AND SAFETY

Arrival and Dismissal

Twice As Nice Preschool follows a Half-day/Full-day format to better accommodate the working parents and to simplify the arrival and departure schedules of all our parents. Half-day is 8:30am to 12:30pm with extended hours until 2:00pm. Full-day is 7:00am to 5:30pm. Parents will have the flexibility to arrive at any time after 7:00am knowing that preschool activities will normally begin at 9:00am. This should also eliminate the traffic problem when everyone arrives at the same time. Lunch will normally be 11:45 to 12:30 which will allow parents to pack a lunch for their student or pick up early if they wish.

Children should arrive to school NO later than 10:00 am unless prior approval is given by the Director.

Full-day students must be picked up no later than 5:20pm in order for all to depart and the building be secured at 5:30pm.

Moving cars make the parking lot a dangerous place for young children. Therefore, it is critical that drivers NEVER drop off a child in the parking lot or at the door of the building.
Parents/drivers must **ALWAYS** accompany the child into and out of the school. At the time of arrival and departure, parents/drivers must avoid blocking already parked cars. Courtesy by all parents/drivers will ensure a safe arrival and departure by all.

In order to ensure security and safety of the children at Twice As Nice Preschool, the following policies are in effect:

- Each child must be escorted into the classroom by a parent or authorized adult each day. We encourage parents to arrive with enough time to bring their child into the classroom and get settled in an activity before saying good-bye.
- Each child will be released only to his/her parent or authorized person unless written notice is given to the Director. Phone call authorization will not be acceptable.
- Parents must sign their child in and out each day as they arrive and leave with the child. This is done on a sing-in/out sheet located in each classroom.
- When parents are at Twice As Nice Preschool to pick up or drop off their child or attend school functions, they are responsible for their own children and are expected to enforce Twice As Nice Safety rules.
- Parents must not allow their children to leave the classroom without them.
- Parents are asked to turn off or mute their cell phone prior to dropping off or picking up their child.

**Late pick-up policy is as follows:**

- $1.00 a minute per child will be charged on your account after 5:30pm.
- A qualified staff person will stay with your child.
- Attempts will be made to reach a parent or emergency contact. If by 6:00pm we have been unable to contact anyone, a neglect complaint to DCYF will be filed.
- After 3 late pick-ups, your child will be terminated from the program

**Release Policy**

An Authorization to Release Form with the names, relationship, and telephone numbers of all those people authorized to pick your child up from school will be maintained in the school office. Your child will only be released to those people whose names are on the list. Thus, parents are asked to keep this list current. If a parent will not be picking up their child on a particular day, they must write a note to their teacher indicating a particular individual on their Authorization to Release Form will be picking their child up. Twice As Nice Preschool will not release your child to anyone other than you, the parents, unless the following conditions have been met:

- A note from the parent indicating a specific individual will pick up their child.
- This specific individual is on the child’s Authorization to Release Form and has photo identification on him/her.
- In case of an emergency where the parent does not know in the morning that someone different will be picking up their child, in lieu of a written note, after telephoning Twice As Nice Preschool your child will only be released to a specific individual on the child’s Release Form and has photo identification with him/her.
- On very rare occasions it may be impossible for a parent or anyone on the Release Form to get to school to pick up a child. In this situation, when a parent calls to tell us the name of a person not on the Release Form is picking up the child, Twice As Nice Preschool will call the Parent back from our office telephone. We will ask their child’s birthday. If the Parent does not want to authorize this person to pick up they should give the wrong birthday. We will not release your child unless you answer the call and give the correct birth date. This named individual will also be required to present photo identification.

**Alcohol/Drug Policy**
Twice As Nice Preschool reserves the right to determine if an authorized person may not be competent to take a child without placing the child at risk. The YMCA has established these FIRM policies:

- Suggest another pick up person on the contact sheet;
- Suggest using a local taxi service;
- If a parent becomes belligerent, the Director or staff must consider the possibility of injury and will follow state law which means:
  - Call the Police
  - Prevent the Parent from taking the child by removing the child from the person’s presence until the police arrive.

**Termination/Suspension**

- The YMCA requires a one month advance notice for all terminations from the program.
- Parents who fail to give a one month notice will be responsible to pay for a one month period.
- The YMCA will inform the parents of other services and shall provide this information and referral for other services and shall provide this information upon the request of parents.
- The center reserves the right to terminate childcare services with 2 weeks notice.
- When the health, safety and welfare of other children and staff is at stake, the YMCA reserves the right to terminate immediately.

Possible reasons for termination or suspension:

1. Consistent inappropriate behavior that is not developmentally appropriate for the age group in the classroom.
2. 3 late pick-ups.
3. Late payment of tuition.

**Discipline**

Discipline of the children at our center will be designed to promote the development of their inner controls as well as foster their ability to use language as a problem-solving strategy. Punishment, defined as negative behavior controls, will have no place in our center’s practice or policy as follows:

- No corporal punishment, including spanking will be used.
- No child shall be subjected to cruel or severe punishment, humiliation, verbal abuse or isolation.
- No child will be denied food as punishment.
- No child will be punished for soiling, wetting or not using the toilet.
- Expectations for the children’s behavior will be based on developmental norms and will allow for individual differences.
- Strategies for the children’s behavior management will include:
  - Distraction
  - Re-direction
  - Separation/Timeout will not exceed 5 minutes and will be used sparingly.

A minimum of words will be used in managing a child’s behavior so that the child will understand clearly. No judgments or judgmental words will be used. In resolving conflicts between children, teachers will assist children to verbalize their needs and feelings. Teachers will not provide or impose solutions, but will help the children to devise their own.

Children who cannot yet respond to the first two strategies, may be given “alone time”, a variation of the “time out” component of behavior modification. The child is in the classroom during this
time, but separated from the group. If this is not effective, the child is removed to a private area (Director’s office). A staff member will remain with the child until self-control has been regained, offer comfort if needed and help the child to make a fresh start. Behavior problems of a severe nature, or which persist over a period of time, will be brought to the attention of the parent/guardian for their input into the solution. If the behavior persists the child may be removed from the program for the safety of the other children and staff. This may be in the form of a few days’ suspension or complete termination.

**Grievance Procedure**

Should difficulties or differences arise between staff and family members, every attempt will be made to rectify the situation to each party’s satisfaction. Special conferences or mediation will be arranged upon request with the Childcare Director. If need be the Executive Director will be brought in.

**Twice As Nice Preschool Closings**

Twice As Nice Preschool follows the Middletown Public School decision concerning snow days. If the Middletown Public Schools are closed due to severe weather, Twice As Nice Preschool will also be closed. We do not follow their delaying the start of school, however, we do follow their early dismissal procedure. Once Middletown Public Schools dismisses the children, you will have one hour to pick up your child. In the event of inclement weather use your best judgment regarding your child’s attendance. The safety of you and your child are our first concern. Local radio and television stations will broadcast school closings when known. You may also check for school closings at [wpri.com](http://www.wpri.com), [turnto10.com](http://www.turnto10.com), and [abc6.com](http://www.abc6.com). **We do not refund, prorate, or exchange days when Twice As Nice is closed due to unforeseen circumstances. (Power outages, loss of running water, snow days, etc.)**

**Field Trips**

Twice As Nice Preschool believes that field trips are an important part of the child’s learning experience. Field trips for all classes will be to a variety of places of interest on Aquidneck Island. When a field trip is scheduled, it will appear on the monthly newsletter. Approximately one week prior to the field trip, a “Driver Sign Up” sheet will be posted requesting parents to drive and participate in the field trip. The children will be divided into groups and assigned to drivers based on the number of child safety seats that can be placed in their vehicle. No child will be placed in a front seat. The driver will be responsible for supervising their group of children for the entire trip. All parents who volunteer to drive must provide a copy of their license and insurance card.

Parents should leave a car seat with the child’s name on it in the classroom the day of the field trip and retrieve it at the end of the day.

**Hand Washing**

Hand washing has been identified as the major way to prevent the spread of most communicable diseases. Children will be required to wash their hands upon entering the classroom, after toileting, sneezing, wiping their noses, before meals, and after messy activities. The staff at Twice As Nice Preschool will follow these practices as well to model proper health practices for the children.

**Lunches and Snacks/Healthy Eating**

Eating is a social activity that children and adults will participate in for all of their lives. Good eating habits are acquired through imitation, practice, encouragement, and guidance. It is important that children enjoy meal times and the foods they eat. The staff at Twice As Nice
Preschool will facilitate this by allowing mealtime to occur in a relaxed atmosphere, which allows for social interaction with peers and adults.

Twice As Nice Preschool believes a variety of foods should be eaten in moderation. We will serve healthy snack and lunches to the children. However, on special occasions such as birthdays and special lunch days, we will experience a wide variety of foods and food types, including those from different cultures. We will have resources illustrating the wide array of healthy choices available.

At lunch times, children will be encouraged to eat a portion of their main course. Once they have eaten a portion of their main course, they may eat the rest of their lunch in any order they choose. Twice As Nice Preschool provides Munroe milk to the children during lunch. Children may not share lunches with each other since some families have dietary restrictions. Children's uneaten food will be returned to their lunch boxes to go home unless this is impossible without creating a mess. Children are not required to eat snack lunch if they are not hungry.

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Lunch begins at 11:45 or 12:00. Children bring their own lunches from home. Lunches should be in lunch boxes or bags that have the child's name clearly marked on the outside and placed in the child's cubby.

Rhode Island Department of Children, Youths, and Families (RIDCYF) regulations mandate that we must provide written guidelines highlighting aspects of nutritionally balanced bag lunches. For your information, below are their suggestions outlined by the Food and Nutrition Board of the National Research Council:

<table>
<thead>
<tr>
<th>LUNCH</th>
<th>AGES 3 TO 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluid Milk</td>
<td>3/4 cup</td>
</tr>
<tr>
<td>Meat or poultry or fish</td>
<td>1 ½ ounces</td>
</tr>
<tr>
<td>or cheese</td>
<td>1 ½ ounces</td>
</tr>
<tr>
<td>or egg</td>
<td>1 ounce</td>
</tr>
<tr>
<td>or cooked dry beans or peas</td>
<td>3/8 ounce</td>
</tr>
<tr>
<td>or peanut butter</td>
<td>3 tablespoons</td>
</tr>
<tr>
<td>Vegetables and/or fruit (2 or more for a total)</td>
<td>½ cup</td>
</tr>
<tr>
<td>Bread or bread alternate</td>
<td>½ cup</td>
</tr>
</tbody>
</table>

* Prepared boxed snacks such as fruit snacks, donuts, fruit roll-ups, etc. are not a source of good nutrition. Please do not send in these types of food.

Health Policy

Every enrolled child at Twice As Nice Preschool must have an annual physical and be up to date with all immunizations. It is state regulation that we be informed of all immunizations as they occur.

Illness

Twice As Nice Preschool is dedicated to maintaining a healthy environment for the children and staff. In order to do this, we ask parents be aware of and respect the following guidelines:
If a child is judged ill while at Twice As Nice Preschool, the family will be contacted and requested to come for the child as soon as possible. The child will be moved to the Office and supervised until the parents arrive.

Families are expected to call Twice As Nice Preschool and leave a message for the Director or his/her classroom teacher when a child will be absent due to illness.

If a child should come down with a contagious condition of any kind, the family is expected to notify the Director so that other families if appropriate can be notified of the potential for this contagious disease.

Twice As Nice Preschool is committed to safeguarding the health of all children attending the school by requiring families to follow the guidelines below when deciding if a child is well enough to attend. The final decision rests with the Director.

<table>
<thead>
<tr>
<th>SYMPTOM</th>
<th>KEEP CHILD HOME UNTIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fever (100 degrees &amp; up)</td>
<td>Fever free for 24 hours (non-medicated) and child is acting well.</td>
</tr>
<tr>
<td>Runny Nose</td>
<td>Thick yellow or green discharge clears up.</td>
</tr>
<tr>
<td>Earache</td>
<td>A physician examines the ear and recommends returning to school.</td>
</tr>
<tr>
<td>Rash</td>
<td>A physician determines the cause and recommends returning to school.</td>
</tr>
<tr>
<td>Sore Throat</td>
<td>A physician determines the cause and that no strep infection exists and the throat is healed.</td>
</tr>
<tr>
<td>Cough</td>
<td>Coughing subsides.</td>
</tr>
<tr>
<td>Pale or Flushed</td>
<td>Color returns to normal.</td>
</tr>
<tr>
<td>Red or Watery Eyes</td>
<td>Eyes return to normal.</td>
</tr>
<tr>
<td>Upset Stomach or Diarrhea</td>
<td>No further problem exists and the child is eating normally without causing upset stomach or diarrhea.</td>
</tr>
<tr>
<td>Draining Sore</td>
<td>Until draining stops.</td>
</tr>
</tbody>
</table>

Please do not send your child to school when he or she is ill. Your child must be kept home, if any of the following symptoms are present:

- 100 degree oral temperature
- vomiting within 24 hours of coming to school, or vomiting at school
- any sign of infection such as green or yellow nasal discharge (we will need a doctor’s note stating that the child is free of infection.)
- frequent, productive cough
- diarrhea (any loose bowel movements at school or at home)
- rash (a note from the doctor stating that the rash is not contagious is needed before returning to school)
- communicable illness (chicken pox, measles, etc.)

Your child must be free from symptoms for 24 hours before coming to school. Please cooperate with the center in maintaining these standards for health reasons. Children who become ill at school will be isolated from their classmates and the parent or guardian will be called to have your child picked up from the center. It is expected that parents will pick up their children as soon as possible after being contacted. Dismissal from school is at the discretion of the Director.

**Communicable Diseases**

Children with the following diseases must be excluded from the program for the time specified:

- Chicken Pox – 7 days after rash appears or until pox have crusted.
Scarlet Fever – 24 hours after the start of adequate treatment.

Scarlatina – 24 hours after the start of adequate treatment.

Strep Throat – 24 hours after the start of adequate treatment.

Ringworm – following antibiotic treatment.

Head Lice – Until all lice and nits have been removed.

Conjunctivitis – While inflammation or drainage is present.

Hand, Foot, and Mouth (Coxsackie A-16 Virus) can return when fever free for 24 hours.

**Medicine**

Twice As Nice Preschool will administer prescription medication to children only when a parent completes an Administering Medication Form stating the date, name of the medication, dosage, and time at which it should be administered. The medication must be in the original container with the child's name on it. State regulations mandate that teachers cannot under any circumstances give a child a prescription drug that has another person's name on it.

Parents are required to hand the medication to the child's teacher. Medication should never be placed in the child's cubby or lunch box. Medication that requires refrigeration will be placed on the top shelf of the refrigerator in the Kitchen so the children do not have access to it. Medication that does not require refrigeration will be placed in a cabinet in the Director's Office. The teacher who is responsible for administering the medication will document this administration on the Medical Administration Form that lists the date, time, name of the child, name of the medication and the dosage. This form will be kept in the classroom binder.

**Allergies**

It is not unusual for children with allergies to food or other substances to be enrolled at Twice As Nice Preschool. With food allergies, the staff will provide snack substitutes when possible. Parents should provide substitute snacks for their child if the condition is severe. A list is posted in the Kitchen that documents children and their food allergies. Additionally, allergy conditions will be posted in the child's classroom. Parents should provide this information on the Preadmission Immunization & Health Examination Form and the All About Me Form completed on enrollment. Adjustments are made as necessary to ensure individual children with other types of allergies can safely participate in activities at Twice As Nice Preschool.

**Accidents**

In case of minor accident that requires simple first aid procedures, the child's injury will be cleaned and treated as necessary. The staff will then complete an Accident Report. Whenever possible, parents will be verbally informed of the incident and treatment when picking up their child at the end of the day and asked to sign the Accident Report. When this minor accident involves injury to the head or insect bites, the teacher or Director will attempt to contact you to inform you of the incident. Otherwise, the procedure noted above will be followed.

If the injury requires a doctor's treatment, but it is not an emergency, parents will be called to pick up the child. While waiting for the parent's arrival, the staff will administer temporary first aid and complete an Accident Report as specified above.

If a child or an adult receives a serious injury and the injury requires immediate, professional medical treatment (severe bleeding, head injury, severe allergic reaction to insect bite or sting) the staff will:

- Immediately call 911 and request an ambulance.
- Call the child's parents.
- Send someone to meet the ambulance and accompany the child until the parent arrives.
- After the child's needs are attended to, complete an Accident Report as specified above.
Fire

In case of fire, Twice As Nice Preschool is directly radio alarm connected to the Middletown Fire Department that is just minutes away from the school. Fire escape routes are posted on the wall in each classroom as well as in the office. All staff are familiar with the evacuation procedures from the center. Ten fire drills during the school year will be conducted to ensure that all staff and children are familiar with the procedures. The children will be evacuated to the large playground and attendance taken. One person will be designated as the last person to leave the building. That person will check bathrooms and hallways for children. Also two evacuations and two lock downs will be conducted throughout the school year.

Tobacco Use

Twice As Nice Preschool is a SMOKE FREE environment. Smoking or other tobacco use is not allowed by anyone in the school or on school grounds at any time.

Custody and Restraining Orders

Any child attending Twice As Nice Preschool which is the subject of a Custody Order or a Restraining Order shall have, in their personnel file, a copy of such order. Twice As Nice Preschool shall be kept advised on status of such orders by the parent involved.

It is the policy of Twice As Nice Preschool to request a violator of a Custody Order or Restraining Order on file to leave the premises immediately and inform the legal guardian of the child involved of the incident. Failure to leave the premises immediately will result in a request to the police to remove the violator from the premises.

Child Abuse and Neglect Reporting Policy

Rhode Island state law requires that anyone who suspects child abuse or neglect must report the suspicion to the RI Department of Children, Youth, and Families (RIDCYF). The Division of Child Protective Services handles child abuse cases. The toll free number is:

1-800-RI-CHILD

It is the policy of Twice As Nice Preschool that when child abuse or neglect is suspected, the staff role will be to request an investigation; not to investigate.

Staff Training and Obligations

Initial:

- CPR/First Aid
- Child Abuse Training (Praesidium Online Training)
- OSHA
- Orientation (reading and understanding the staff handbook)
- Tuberculosis and Rhubella

Yearly:

- Re-certify CPR (every 3 years First Aid)
- Review Child Abuse policies and procedures
- Review OSHA and Fire Safety
- Annual Performance Evaluation
Per licensing requirements, in addition to initial training, each staff member shall participate in 20 hours of training relevant to child development each year.

**Parental Evaluation of Twice As Nice Preschool**

Twice As Nice Preschool strives to be the best preschool on Aquidneck Island.

Part of this effort, when warranted, is incorporating new ideas, new points of view and constructive criticism from parents of children attending Twice As Nice Preschool. We also want to know in your opinion what we are doing right.

A Parental Evaluation of Twice As Nice Preschool form will be provided twice a year. Please submit this form to the Director any time during or after the academic year when you desire to express your opinion. In addition, there is a Comments and Suggestions box outside of the Twice As Nice office. Please provide feedback at any time throughout the year. Thank you!