

Little Hearts Learning Center



Parents' Handbook



:Dear Parents

On behalf of the Little Hearts Learning Center team, I would like to welcome you to our program. I am very happy that you and your family have joined our Learning Center.

As you already know, your child's welfare and education are of utmost importance. The best way to ensure that is for us to thrive to become partners. Although our Learning Center will only house your child for the first years of his/her life, I want our contribution to last for a lifetime.

Our philosophy at Little Hearts Learning Center is to make our students feel at home in each room, and help them come together in a learning community. This community is made up of unique individuals, each with his/her own learning style and pace, interests, background, and needs.

This Parents' Handbook outlines our policies, procedures, and goals. We believe that communication between parents and teachers is crucial for the success of our program.

Little Hearts Learning Center has a long history in providing the highest childcare quality and educational experience for young children.

Parents are invited to visit the center unannounced at any time while their children are present. We are proud to inform you that we have an OPEN-DOOR policy.

Thank you for being part of Little Hearts Learning Center Program. I look forward to building a long-lasting friendship .with you and your family

,Kindly

Director/Owner

First Day Checklist:

Infant Room

All Children's Belongings Must Be Labeled with First and Last Name

1. Minimum of 2 Clean Outfits including: Socks, Pants, Shirts, Bibs/Onesies
2. Food Containers, Cups
3. Bottles labeled with Full Name and the Date of the Day
4. Extra Cups/Bottles & Formula for Basket
5. Crib Sheet, Sleep Sack (under 1 Year)
6. Crib Sheet, Blanket, and stuffed animal (over 1 Year)
7. Comfort Toy from home.
8. Package of Diapers, Wipes, Tube of Diaper Rash Cream
(Please include Plastic Box for wipes)

Toddler, Preschool, Pre-K Room

All Children's Belongings Must Be Labeled with First and Last Name

1. Minimum of 2 Clean Outfits including: Socks, Pants, Shirts
2. Food Containers, Cups
3. Extra Snack Food
4. Sleeping Bag/Kidnapper & Blanket
5. Comfort Toy
6. Package of Diapers, Wipes, Tube of Diaper Rash Cream (Please include Plastic Box for
wipes)
7. Indoor Shoes
8. Sunscreen for Afternoon Play

Please provide appropriate change of clothing and blankets according to the season.

Example: Gloves and Snowsuits for Winter, Sun Hat and Short Sleeves for the Spring.

Heavier Blankets for the Winter, Lighter Blankets for the Spring.

Statement of Purpose

Little Hearts Learning Center provides a safe, warm, loving, and enriching environment. The goal of Little Hearts Learning Center is to provide activities and experience that builds self-esteem, and nurtures your child's emotional, psychological, physical, and intellectual needs in a HOME environment.

Curriculum Goals

Little Hearts Learning Center has chosen **Creative Curriculum** as our school curriculum. The objectives of the Creative Curriculum cover ten areas of development and learning which are categorized as social-emotional, language, physical, cognitive, literacy, mathematics, science and technology, social studies, the arts, and English language acquisition.

The creative curriculum will support teachers and promote appropriate teaching practices that help all children be more prepared for school.

Grounded in 38 research-based objectives that include predictors of school success and are aligned with the Common Core State Standards, state early learning guidelines, and the Head Start Child Development and Early Learning Framework, Creative Curriculum truly helps teachers focus on what matters most for school readiness. It can be used to support all types of learners, including children with special needs and children with advanced knowledge and skills.

Performance-Based Assessment Policy

This curriculum offers an authentic, ongoing observational assessment tool, **CREATIVE CURRICULUM GOLD**, that is critical to planning appropriate learning experiences and helping children thrive. We believe this comprehensive system helps us meet the strengths, needs, and interests of every child in our Learning Center.

GOLD is a Performance-Based Assessment aligned to the curriculum and is used to address all developmental domains growth through the learning experiences.

Parents will have parent/teacher conferences on their child's birthday and when their child graduates into a new classroom to discuss the child's developmental learning.

Toys

Toys are furnished for all children. For safety reasons, we generally do not allow toys from children's homes. However, the children may bring a special comfort toy or blanket.

Illness

At Little Hearts Learning Center, we are concerned about the health of each child. Illness is a tricky situation for all of us. We ask that you follow our policy to ensure the health and safety of each child. The following are procedures for communicable diseases and illness. Illness at home: If a child is ill at home and will not be attending Little Hearts Learning Center, please call and let us know. If a child has a fever, vomiting, diarrhea, on antibiotics, or has shown signs of pain at home, we ask that you do not bring your child until the child is symptom free for 24 hours.

Illness at Little Hearts Learning Center

If a child shows signs of illness, we notify the parent. Whether a child MUST be picked up immediately depends on the severity of the illness or distress. The following are criteria for a child who MUST be picked up: A temperature of 101.5 or greater; contagious disease (chicken pox, conjunctivitis, etc.); severe nasal or chest congestion; diarrhea (occurring twice within 24 hours); vomiting; severe pain and discomfort; lethargy, ornery, not him/herself; yellow eyes or skin; or infected skin rashes.

Arrival and Departure

Upon arrival, all children shall be accompanied by an adult from the car into the Learning Center and upon departure, from the Learning Center to the car. Children will be released only to persons authorized by parents (they will be asked to provide picture ID). If you must send someone to pick up your child that is not on our approved list, we must be notified in writing, signed by an authorized parent, or your child will not be released to that person. If a parent has a restraining order prohibiting the other parent from picking up the child, we require that a copy of the signed order be provided to us.

Very important – Transition time during drop off and pick up can be difficult. Please maintain a short routine with your child during those times to ensure an easier time for all involved.

Children check-in/ Check-out is done on your phone by scanning an image that is located in the office.

Naps and Quiet Time

Our naps and quiet time will be held in the early afternoon. Infant nap times will be scheduled according to the child's needs and their individual schedules. Please label sheets and blankets.

Clothing

Please provide complete change of clothes for instances when child may get soiled and uncomfortable. This includes socks, shirt, pants, underwear. Be sure to label all items. Please send two bibs daily for your infant.

Breastfeeding and Infant Feeding Policy

Little Hearts Learning Center subscribes to the following recommendations for promotion and encouragement of breastfeeding and infant feeding practices.

Staff Behaviors

- Staff members will encourage and support breastfeeding mothers to continue breastfeeding.
- Caregivers/teachers should feed infants on cue unless the parent/guardian and the child's primary care provider give written instructions otherwise.
- Infants should always be held for bottle feeding.
- Staff members will receive professional development training on promoting and supporting breastfeeding two or more times per year.

Center Policies

- Breastfeeding mothers will have a clean, welcoming place to breastfeed.
- A refrigerator will be made available for the storage of expressed milk.
- No infant is fed the expressed human milk of another infants' mother.
- A mother's milk is for her child only.
- Breastfeeding promotional materials will be displayed to encourage and support breastfeeding mothers. Culturally appropriate, educational

breastfeeding materials will be offered to enrolled families with infants and pregnant women.

- Cow's milk is not fed to children under 1 year of age.
- Formula fed infants, under 1 year of age, drink the formula recommended for them by their health care professionals.
- Formula mixed with cereal, fruit juice or any other foods will not be served unless written instructions are provided by the child's primary care provider.
- Infants are not permitted to have bottles in the crib and will not be allowed to carry a bottle while standing, walking, or running around.
- A plan to introduce age-appropriate solid foods (complementary foods) to infants will be made in consultation with the child's parent/guardian and primary care provider.

Emergency Lock Down and Evacuation Procedures

A lockdown is when all teachers and staff in the school lock themselves or shield themselves and their students into a designated location for safety. The circumstances responsible for such a decision will dictate the following type of lockdown procedure that will need to be employed:

- **General Lockdown:** In a situation where there is no direct threat to the safety of the students and staff either in the building or outside of the building, but there is the likelihood of danger, this type of lockdown will be performed.
- **Lockdown Inside:** In a situation where there is a direct or imminent threat to the safety of students and staff inside the building.

Procedure: The director will inform you in sending alert on bright wheel. We have designated the hallway between the office and infant room as the emergency lock down location. Children will be guided quietly to the hallway from their classrooms, infants will be placed in cribs and wheeled into hallway, and doors to the office and infant room will be closed. Children will have books to keep themselves occupied as well as observe the birds in the hallway. Staff will ensure the safety of all children and keep them as quiet as possible and calm.

In the event of an emergency, Little Hearts Learning Center has outlined the below response plan. Please know Little Hearts Learning Center will make every attempt to notify you so it is vital that you keep your emergency contact information up to date.

- Evacuation/Relocation: If the emergency is confined to the immediate area at the Little Hearts Learning Center, e.g. fire, and the children cannot stay on the premises, the children will be taken to Harmony Pediatric Therapy (located in Roosevelt Square behind our building). The children and staff will remain at this location while you or your emergency contact is notified of the situation.
- Notification: Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergency.

Family-Style Dining Policy

Little Hearts Learning Center encourages a supportive mealtime environment by subscribing to the recommendations below:

- Food is placed in serving bowls, plates, or baskets; beverages are placed in pitchers on the table for children 2 years old and up.
- Children serve themselves food using child-friendly serving utensils for children 2 years old and up.
- Staff members participate, sit, and interact with children at mealtimes.

When eating meals with children, teachers eat the same food as the children whenever possible. If not possible, the teachers eat items that meet nutrition recommendations

- Staff encourages the children to discuss the food texture, taste, color, shape, size, quantity, number, and temperature of food.
- Staff encourages, but not forces, children to try new foods.
- Staff does not use food as a reward or punishment.
- Staff models' family-style practices and appropriate table etiquette for children.
- After the meal, children participate in an engaging activity while others are finishing up.

Health and Safety

- The New Jersey Department of Human Services and the New Jersey Department of Education require all students have a physical exam and current immunizations to attend school. Your child must have a physical exam within 30 days of starting school. It is a state law that the results of the exam be recorded on a UNIVERSAL CHILD HEALTH RECORD (UCHR) form. If your child had a physical exam within 1 year prior to starting school, you may bring the UCHR form to your doctor to have it completed. Universal Forms must be updated yearly including the results of vision, dental, and hearing.
- It is the parent's responsibility to provide us with up-to-date emergency contact information. Any change of information must be given to the appropriate personnel at our administrative office. In case of emergency, the parent, or the emergency contact person(s) must be contacted as soon as possible.
- ALL our staff have current FirstAid and CPR certification.
- We conduct health and safety playground checks every day, weekly, and once a year.

Child Nutrition Policy

Little Hearts Learning Center is committed to implementing the following policies regarding child nutrition:

- Children in care for 8 or fewer hours in one day are offered at least one meal and two snacks or three meals and two snacks.
- Children in care more than 8 hours in one day are offered at least two meals and two snacks or three meals and two snacks.
- Children are allowed time to eat their food and not be rushed during meals.
- Food is not offered as a reward or denied as punishment.
- Special occasions and holidays are celebrated with activities, non-food items, and foods that meet healthy requirements.

ORAL HEALTH

Parents are required to provide us with a yearly dental exam results. Little Hearts Learning Center's curriculum includes healthy teeth learning and 2 visits to the dentist.

Foods

- Parents bring in all the food for their children. Nutritious foods are brought in from the basic food groups.
- These foods include whole grains, protein, vegetables, fruits, and dairy.
- Staff members encourage children to try developmentally appropriate servings of a wide variety of fruits and vegetables.
- Our program adheres to religious and dietary restrictions.
- US Department of Agriculture (USDA) guidelines are followed and encouraged.

Beverages

- Drinking water is available throughout the day, indoors and outdoors.
- Children younger than 12 months do not receive cow's milk unless the child's health care professional gives a written exception and direction to do so.
- Children 2 years and older are served nonfat (skim) or low-fat (1%) milk.
- Children younger than 12 months do not receive juice.
- Parents bring milk/formula/ breast milk and juice from home.
- Children between 1 and 6 years of age receive no more than a total of 4 to 6 ounces of 100% juice per day, including juice given at home.

Nutrition Education

- Teachers incorporate planned nutrition education into their classroom routines at least once per week.
- Staff receives professional development on child nutrition at least twice per year.
- Families are offered education on child nutrition two or more times per year.

Resources are available to parents after the conference, and it is available in parents' resources library in the office.

Developmental Screening Policy

It is responsibility of each primary staff:

- To monitor and record each child's progress.
- To plan and implement activities that build on the children's interests and strengths as well as challenge them to new skills and experiences.
- To document the milestones and achievements of each child.
- To ensure the assessment of the children's development is done through observations only, traditional testing is discouraged.
- To ensure the individuality and uniqueness of each child is celebrated.
- To provide accurate feedback to parents.
- To ensure that each child's records are kept confidential.
- Parents release must be obtained to share the child's records.

The center has chosen ASQ (Ages and Stages Questionnaire), as a Developmental Screening Tool. It will be administered by parents, within the first 45 days of child enrollment. Trained staff members will score to arrive to results. Results will be shared with parents.

Actions will follow based on results:

- Child will be rescreened in a year if no concerns.
- Child will be rescreened in 6 months if some developmental/ behavior concerns.
- Child will be referred to services if results show major concerns (Referral Policy).

Referral Policy

Our center has a system in place to link families to services needed to address developmental and behavioral concerns of children identified through developmental screening and performance-based assessment.

Transition Policy

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's teachers, and communicate any anticipated concerns. At this time, please share the best communication methods that the teacher may use to reach you.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program. In both cases documentation pertaining to child's history in our center like Assessments, evaluations and progress will be filed in child Transition Folder

Family Engagement Policy

The families of the children cared for at Little Hearts Learning Center are involved in all aspects of their child's wellness progress. We encourage parents to reinforce our center's positive Discipline, health, and safety messages by serving as role models for their children at home.

Nutrition, Preventive Health Care, Mental/Behavioral Health, Medication Administration, Oral Health Practices, Communicable Disease and Physical Activity education are provided to families at least twice per year.

Support is given to families to encourage active involvement in their child's wellness.

A few examples include distribution of health and wellness literature, guest speakers, and planned family events.

Families are encouraged to communicate any concerns they have regarding their child's eating or physical activity habits.

Regular assessment of children's eating and physical activity behaviors are provided to families.

Home Visit Policy

A growing body of research demonstrates that home visiting can be an effective method of delivering family support and child development services. The overall goal of Little Hearts Learning Center's Home Visiting program is to enhance child well-being and family health. The home-school connection is an important part of each child's development.

How often?

Students may be visited by a teacher, administrator, education specialist, or any staff of Little Hearts Learning Center trained on home visit procedure, once a year or more depending on circumstances, and will be documented. Little Hearts Learning Center will set annual percentage targets for home visits, depending on the need. If a home visit is deemed appropriate;

Parent/Guardian will be contacted in advance conveying the purpose of the visit and will be followed up with a phone call prior to visit.

- During the visit, staff will review purpose and allow family input.
- Establish goals, sharing school rules and expectations to encourage consistency between home and school.
- Share resources; answer questions.
- Provide information about future school activities and events and parental involvement opportunities

Home Language

Our center implements a bilingual model to support all our children who are dual language learners and are learning a second language. They receive systematic support for both English and Spanish language skill development in their natural preschool environment. Many classrooms have either a bilingual teacher or teacher assistant. Teachers use both bilingual strategies and ESL strategies (i.e. rephrasing, modeling, repeating key words and phrases, etc.) throughout the curriculum, in their regular routines and daily activities to support the children's dual language development.

Communication Policy

Little Hearts Learning Center has a system in place to communicate and document short term child's performance, based on daily and weekly observations. Includes learning and personal care routine activities.

Sick Child Exclusion Policy

Parents are notified by phone or text that their child is sick. The child must be picked up within 20 minutes. Sick children are secluded from well children until their parents arrive to pick them up. Emergency contacts must be provided to Little Hearts Learning Center in case the parents cannot be reached to pick up their sick child.

Admission policies

Little Hearts Learning Center is available to children 6 weeks to 6 years. The activities include but are not limited to dramatic play, music, science, movement, sensory, active outdoor play, reading, math and more...

Absences and Tardiness

Please send a message on Brightwheel by 8:00 a.m. if it is necessary for you to arrive late or if your child will not be attending childcare on that day. If we don't hear from you by 10:00am we will be contacting, you. If you are taking the day off from work and will be bringing your child to childcare, it is very important that you let us know how you can be reached in case of emergency.

The parent, or other responsible adult, must sign the child in and out each day with the correct arrival and departure time. The attendance sheet must be signed with a full, legal signature. Under no circumstances can a child be dropped off in the parking lot to find his/her way to the classroom. An adult must bring his/her child in and make a connection with the staff. All individuals authorized to pick up a child must be 18 and be listed on the child's emergency card.

Late Pick Up

The first time a parent/guardian picks up after the center close hour or time; parent/guardian is given a verbal reminder of the Late Pick-Up Policy.

The second time a parent/guardian picks up after the center close hour or time; the parent/guardian will receive a Truancy Warning Letter.

The third time a parent/guardian picks up after the center close hour or time; the parent/guardian is required to attend a Truancy Meeting and sign an Attendance Agreement Form.

Failure to follow the Attendance Agreement Form will result in a child being terminated from the program.

Releasing children

We will not release your child to anyone under 18 years of age. Children will not be released to anyone other than those persons designated by the parent on the emergency card. Please keep that information correct all year. Two emergency phone numbers of persons, other than the parents, are required for our emergency records. Please make sure these contacts are available during your child's class time. If someone other than those persons designated in our records is to pick up a child, the parent must notify staff by phone, in person, or by a written, dated, and signed note. Any persons picking up a child must have photo identification to pick up a child. There must be a court order on file at the school if staff is to take steps to prevent a legal parent/ guardian from signing a child out.

Emergency

A "medical emergency treatment form" will be provided for your signature authorizing us to call for proper qualified medical assistance in the event of an emergency. In case of emergency, we will immediately contact the hospital or rescue squad, the child's doctor, and the parents, in that order.

Payment Schedule

Our rate is a year-round tuition rate which guarantees your child a full-time year-round slot. This rate is subject to change upon 30 days' notice. Payment is monthly counting the number of weeks. And it is One month in advance for the upcoming month. Tuition payments include holidays, sick days, and vacation times.

Sick Days / Vacation

Tuition is considered an annual tuition. If your child is sick or does not attend for another reason, full tuition payment is still required on the normal schedule payment day. This includes vacation time and days when we may have to close for serious weather conditions.

Termination or Partial Change in the Contract

A written notice of 6 weeks in advance of termination must be presented to Little Hearts Learning Center. The last month fee is due with it. We reserve the right to terminate this contract with 2 weeks' notice.

Drop-In Program (Monday-Friday)

The Drop-In schedule is based on the amount of available open time. Notice and reservations are required. The standard hourly rate is \$20 and requires a minimum of a 3-hour commitment. A one-time registration fee of \$200 is required from each family and is paid in advance. Although a contract and admission form must be submitted, there is no contract deposit (other than the registration fee) required for drop-in customers.

Gifts, Entertainment, Meals & Babysitting Offers

Little Hearts Learning Center employees and their families are not allowed to give or receive business gifts (except for holiday and/or birthday gifts), favors, meals, or entertainment to or from any clients of Little Hearts Learning Center except as approved by the Director. Employees are not allowed to babysit outside of the Learning Center for currently enrolled children and their friends without prior permission from the Director.

Snow Days /Emergency Closings/ Delayed Openings

While every effort will be made to keep the Learning Center open when there is inclement weather, we will be closed/ delayed according to the Chatham public School Closing. Please visit their website at: <http://www.chatham-nj.org/> early morning.

If there is some unforeseen emergency, Little Hearts Learning Center will be closed/delayed at the discretion of the Owner /Director.

Policy and Procedures for Administering Medication

Administering medication requires skill, knowledge, and careful attention to detail. Parents/guardians and prescribing health professionals must give us written authorization to administer medication to the child. Caregivers/teachers must be diligent in their adherence to the medication administration policy and procedures to prevent any inadvertent medication errors, which may be harmful to the child. Medication and authorization forms are kept at the front office!

Medication Administration

Medicines can be crucial to the health and wellness of children. They can also be very dangerous if the wrong type or wrong amount is given to the wrong person or at the wrong time.

All medicines require clear, accurate instruction and medical confirmation of the need for the medication to be given while the child is in the facility. Prescription medications can often be timed

to be given at home and this should be encouraged. Because of the potential for errors in medication administration in childcare facilities, it may be safer for a parent/guardian to administer their child's medicine at home.

Parents must complete, sign and date the Medication Administration Consent Form with detailed instructions on how to administer the medication (dose amount/ frequency). The administering staff will document the date, time and dosage followed by his or her initials. Staff should monitor child for any adverse reactions and should document and inform parents.

Over the counter medications, such as acetaminophen and ibuprofen, can be just as dangerous as prescription medications and can result in illness or even death when these products are misused, or unintentional poisoning may occur. Many children's over the counter medications contain a combination of ingredients. It is important to make sure the child isn't receiving the same medications in two assorted products which may result in an overdose.

If a medication mistake or unintentional poisoning does occur, call your local poison center immediately at 1-800-222-1222.

Parents/guardians should always be notified in every instance when medication is used. Telephone instructions from a primary care provider are acceptable if the

Caregiver/teacher fully documents them and if the parent/guardian initiates the request for primary care provider or childcare health consultant instruction. In the event medication for a child becomes necessary during the day or in the event of an emergency, administration instructions from a parent/ guardian and the child's prescribing health professional are required before a caregiver/teacher may administer medication.

The circumstances under which the facility will not administer medication:

- No authorization from parent/guardian and/or prescribing health professional;
- Prohibition of administering OTC cough and cold medication;
- Not administering a new medication for the first time to a child while he or she is in child care;
- If the instructions are unclear or the supplies needed to measure doses or administer the medication are not available or not in good working condition;
- The medication has expired;

- If a staff person or his/her backup who has been trained to give that medication is not present (in the case of training for medications that require specific skills to administer properly, such as inhalers, injections, or feeding tubes/ports).

Labeling, Storage, and Disposal of Medications

Any prescription medication should be dated and kept in the original container. The container should be labeled by a pharmacist with:

- The child's first and last names
- The date the prescription was filled
- The name of the prescribing health professional who wrote the prescription, the medication's expiration date
- The manufacturer's instructions or prescription label with specific, legible instructions for administration, storage, and disposal
- The name and strength of the medication

Over-the-counter medications (OTC) should be kept in the original container as sold by the manufacturer, labeled by the parent/guardian, with the child's name and specific instructions given by the child's prescribing health professional for administration.

All medications, refrigerated or unrefrigerated, should:

- Have child-resistant caps
- Be kept in an organized fashion
- Be stored away from food
- Be stored at the proper temperature
- Be completely inaccessible to children

Medication should not be used beyond the date of expiration. Unused medications will be returned to the parent/guardian for disposal. In the event medication cannot be returned to the parent or guardian, it will be disposed of according to the recommendations of the US Food and Drug Administration (FDA). Documentation should be kept with the childcare facility of all disposed medications. The current guidelines are as follows:

- If a medication lists any specific instructions on how to dispose of it, follow those directions.
- If there are community drug take back programs, participate in those.

- Remove medications from their original containers and put them in a sealable bag. Mix medications with an undesirable substance such as used coffee grounds or kitty litter. Throw the mixture into the regular trash. Make sure children do not have access to the trash.

Once again, the safety of all the children at Little Hearts Learning Center is of the upmost importance and following this policy for administration of medication will ensure the safety of everyone.

*Caring for our Children

*<http://cfoc.nrckids.org/StandardView/9.2.3.9>

Screen Time

Little Hearts Learning Center students are only allowed watch television; use the computers/ tablets for a maximum of 30 minutes per week. Children under 2 years old are not permitted screen time. Any and all screen time must be included in the teacher's lesson plans and .approved by the director

Social Media Policy

In addition, staff are not allowed to post, mention, discuss or reference students on social media (of any sort). However, the director or visitors may post children on social media for .business or pleasure, with parental consent

Physical Activity Policy

Habits are learned early in life, so being active while in an early care and education center can create lifelong physical activity habits. All children will have the opportunity, support and encouragement to be physically active on a regular basis. If your child cannot participate in physical activities, you must bring a doctor's note stating limitations.

Little Hearts Learning Center staff members will engage in active play according to the following recommendations:

- Staff will promote developmentally appropriate physical activity to help children (and themselves) prevent overweight/obesity and practice lifetime healthful habits.
- Teachers will lead teacher-directed activities or games that promote moderate to vigorous physical activity over the course of the day, indoors or outdoors.

- Staff and parents will be provided with education and professional development regarding physical activity at least twice per year.
- **Staff will participate** in active play as appropriate during active play. No sitting on the sidelines.
- Active play will not be withheld from children as a punishment.
- Children will play outdoors except when weather or air quality poses a significant risk.
- Children will have access to water during outdoor play. (Bring a water pitch and cups labeled or disposable outside)
- Children need to be dressed appropriately for the current weather conditions to play outdoors:
 - **Snow:** heavy coat, waterproof boots, hat, and mittens/gloves, and scarf.
 - **Rain:** raincoat and waterproof boots
 - **Different temperatures throughout the day:** layers of clothing
 - **Sunny days:** lightweight clothing that is sun protective, including long-sleeved shirts and hats.

IMPORTANT:

Please be sure we have your child's updated immunization, vision, hearing, and dental records, as well as a Universal Child Health Record, supplied by your pediatrician, every year.

