

# Growing Places

EARLY CARE, EDUCATION AND YOUTH RECREATION

## Parent Handbook 2009-2010



*Growing Places Main Office - 868-1335 (located at our Lee site)*

### Administrative Directors

- Cellissa Hoyt, Executive Director, 868-1335
- Michelle Guthrie, Director of Operations, 868-1335
- Sue Chase, Director of Development and Marketing, 868-1335
- Shane Krafton, Program Director – Infant Toddler Program, 868-5263
- Michelle Guthrie, Program Director – Pinkham Road Preschool Program, 868-1160
- Hillary Hughes, Program Director - Woodside Preschool Program, 868-5674
- Jennifer Hayward, Program Director – “Our Time” After School Program,  
Moharimet Elementary School, 969-8677

# Growing Places

EARLY CARE, EDUCATION AND YOUTH RECREATION

WELCOME!!

Dear Family Members:

Welcome to Growing Places. The staff is looking forward to knowing you and working with you to ensure the best experience for your family.

This handbook is designed to be a guide. These policies are reviewed biannually by board and staff members. Feel free to call with any questions.

We encourage you to participate in our programs at any time and to always ask questions, make comments, and offer suggestions. Our goal is to provide a quality child care experience for each family who enrolls in any of our programs. We place great emphasis on the development of partnerships with families, the surrounding communities, and other child care professionals where ideas, information, education and support are shared to create a positive child care experience for all people involved.

Sincerely yours,

*Cellissa*

Cellissa B. Hoyt  
Executive Director

## GETTING TO KNOW US...

### WHO WE ARE

Growing Places: Early Care, Education and Youth Recreation is a private, non-profit early care, education and recreation organization governed by a Board of Directors and licensed by the State of New Hampshire's Bureau of Child Care Standards and Licensing. Growing Places currently serves approximately 200 families in the seacoast area. Our organization has programs for children ages 6 weeks through 14 years at five different sites.

Growing Places was founded in 1996 when the Durham Children's Center, the Durham Infant Center and Forest Park Child Care Center merged to become one organization. Each of these three former organizations were founded in the 1970's. The three directors of these centers began working together in 1994 on long range planning and resource development.

### OUR PROGRAMS

***Infant/Toddler Program*** – 56 Pinkham Road, Lee, 868-5263 (children 6 weeks - 3 years)

***Pinkham Road Preschool Program*** – 56 Pinkham Rd., Lee, 868-1160 (children 2 - 6 years)

***Woodside Preschool Program*** – 60 Strafford Ave, Durham, 868-5674 (children 2 - 6 years)

***“Our Time” After School Program*** - Moharimet Elementary School, Madbury, 969-8677 (K-4<sup>th</sup> grade)

OUR MISSION STATEMENT: Growing Places provides quality child care, educational enrichment and youth recreation programs for children in a safe and caring environment which supports families in raising responsible, respectful and resourceful children.

### WHAT WE VALUE

We are a team of highly motivated individuals dedicated to providing quality care experiences for all who participate. We value an anti-bias community where adults take responsibility for creating a culture where all people are respected. We support and train new staff who are encouraged to build on their knowledge and experience of children to ensure an environment where expectations are clear and limits are consistent, allowing people the freedom to learn, explore and grow. Each individual's knowledge and experience with children adds to the staff's observation as to what is appropriate (developmentally and individually) for the particular group they are working with. Responsive language, clear expectations and various problem solving strategies are continuously employed to support the development of a positive culture where all are treated with respect.

OUR VISION STATEMENT: Our vision for the future is to be a national model for providing exceptional care, educational enrichment and youth recreation programs as well as providing training and support for families and educators.

**OUR PHILOSOPHY STATEMENT:** Growing Places fosters learning situations that are flexible, developmentally appropriate, child centered and mindful of differences and individuality. As educators we:

- Provide programming based on cognitive, language, social/emotional and physical goals for each child's development,
- Provide stimulating, hands on experiences that promote a love of learning,
- Believe meaningful learning occurs through play,
- Encourage exploration of the natural environment,
- Support and guide children in problem solving and conflict resolution
- Model and encourage the development of healthy, trusting relationships between and amongst children and adults and the world around them, and
- Build partnerships with families to meet children's individual goals.

### **FAMILY VOLUNTEER OPPORTUNITIES**

Growing Places is a non-profit child care and educational organization that depends on volunteer support from family members and from the community to ensure top quality programs for children. The following are ways that you can volunteer during the course of the year:

*Annual Fund Participation*

*Letter Writing and/or Editing*

*Pancake Breakfast Participation/Organizing*

*Fund Raising/Development Committee*

*Classroom Volunteers during UNH's Winter Break*

*Classroom Volunteers during UNH's Spring Break*

*Party Planning*

*Maintenance Projects*

*Site Improvement Projects*

*Art Show Preparation*

*Website Editing*

*Help Write and Edit Quarterly Newsletter*

Parents are welcome and encouraged to share their time, talents and/or hobbies in any of our programs at anytime during the year. Please see your child's Program Director to arrange a time.

Parent's concerns, opinions, and suggestions are encouraged to be shared with staff. Feedback, both positive and negative, help our programs grow. Our name *Growing Places* was chosen because adults as well as children are always learning and growing. We welcome and encourage your feedback!

### **BOARD OF DIRECTORS**

The Board of Directors of Growing Places is vested with the role of ensuring that the mission of the organization is carried out while also overseeing the management and strategic planning of the organization. The Board is responsible for planning and policy decisions, for financial stability and the development of adequate resources for the organization, and for the ongoing evaluation and monitoring of the work of the organization.

Please call Cellissa Hoyt at 868-1335 for more information about our Board of Directors.

## **ADMISSION PROCEDURE**

1. We strongly encourage every family to have an enrollment interview and tour before their child(ren) attends. Visiting with your child(ren) prior to enrollment is encouraged and can often help with their transition. This can be arranged with the Program Director any time.
  
2. A **\$75 non-refundable annual registration fee** is required at the time of enrollment for your child. This is a fee that will be charged annually while your child is attending our programs (September - August). This registration fee covers the cost of liability insurance for each child. When a new child is enrolled **after March 1<sup>st</sup>, the registration fee is reduced to \$25** (which covers 3/1-8/30). Families using our school-age program **only** for school vacations and teacher workshop days, are not required to pay the registration fee.
  
3. A **school deposit equal to two weeks of care is required** at the time of registration, and is applied to the family's last two weeks of care, provided a two-week written notice is given. If a two week notice is not given when a child has withdrawn from the program, the family will be billed for two weeks of care, which may come out of their deposit. **Families receiving child care reimbursement from the state are exempt** from this tuition deposit provided the state payments come directly to Growing Places.
  
- A payment plan is available for your tuition deposit. Four equal installments may be made over the first 4 weeks of enrollment. Please speak to your Program Director to make arrangements for this payment plan.
  
4. A child's enrollment is official **after** the registration fee and tuition deposit are paid in full.
  
5. Upon admission, a weekly schedule is contracted with Growing Places. A minimum of two blocks of time must be contracted for each child. **Payment is required for this contracted time whether or not your child attends.**
  
6. **Before attending any of our programs**, a registration form completed by the child's parent or guardian and an up-to-date immunization record must be returned to the appropriate site.
  
7. A health form, completed by a physician, is to be returned to us within thirty(30) days of enrollment. This health form will need to be updated regularly as immunizations are given for children attending our Early Care and Education Programs and every 2 years for children over 6 years of age who are attending the After School Programs.
  
8. A two week written notice is required when withdrawing your child(ren) from Growing Places. You will be billed for these two weeks if notice is not given.

## FEES

Child care payments **are due by Monday for that week**. Payments received after Monday will not appear until the next week's billing statement. Prepayments are welcome if that is more convenient. **The organization does not have the latitude to allow families to accrue a balance equal to more than one week of tuition. Late payment will result in the imposition of late payment fees. Failure to pay child care payments will result in child care services being discontinued.**

2. Families will receive weekly tuition bills, which need to be paid weekly by cash, check or money order. Monthly or bimonthly prepayments are welcome. **You are responsible to pay weekly for child care services even if you do not receive a bill.**
3. A **Programming Fee** of \$50 per child is charged annually during the first week of November to help cover the cost of art supplies and various program materials. For families enrolling after March 1<sup>st</sup>, this programming fee is reduced to \$25.00 (March 1<sup>st</sup> – August 31<sup>st</sup>).
4. Fees are also paid according to the enrollment contract during the absence of a child due to illness, vacation, or holidays. All snow days, holidays, and sick days will be paid for by the family. The full weeks that our programs are closed during December break and the week at the end of August when we are closed for staff to prepare for the new school year will be charged at half tuition.
5. Please make checks payable to GROWING PLACES.
6. There will be a \$25.00 charge for the first returned check per family. If a family has a second returned check, the fee is \$30.00. A third returned check from the same family will be charged \$35.00 and future payments will be required by money order or cash.
7. **LATE PICK-UP FEE:** If you or your designated pick-up person picks your child up after the closing time at your site, you will be charged **\$1.00 for every minute after closing.** This LATE FEE also applies to pick up time for the morning block (12:00 noon).
8. Families who leave Growing Places and do not pay their bill will have their account turned over to a collection agency.
9. Families receiving Child Care Reimbursement from the state will have checks sent directly to Growing Places. **For those families receiving state funds for child care, you are expected to pay your portion of the bill by Monday for that week. You are required to submit the Claim for Reimbursement form to Growing Places every week** for services to expedite the arrival of checks. Failure to do this could result in your having to pay the entire weekly bill.



**“OUR TIME” AFTER SCHOOL PROGRAMS**  
**at Moharimet Elementary School**  
**2009/2010 Fee Schedule**

**Registration Fee** - There is non-refundable \$75 registration fee per child per year (September - August) to be paid at the time of enrollment. If a child enrolls after March 1<sup>st</sup>, the registration fee is reduced to \$25 (March - August).

**Tuition Deposit** - At the after school programs a deposit equal to two week of care is required at the time of enrollment. This deposit is applied to the child’s last two weeks at the program provided 2 weeks written notice is give when the child is withdrawing.

**Programming Fee** – A \$50 per child annual fee is charged the first week of November to help cover the cost of art supplies and programming materials for the year. For children enrolled after March 1<sup>st</sup>, this fee will be reduced to \$25.

Children must be registered for a minimum of two days per week.

**Moharimet Elementary School After School Program - 3:00-6:00 pm**

Full Time (M-F including Early Release Days)	\$ 82.00 per week
Part Time (2 afternoons or more)	\$ 20.00 per day
Early Release Day (For Part Time Only)	\$ 32.00 per day

**Teacher Workshop Days and School Vacation Days**

Full Time (M-F 7:30am-6:00pm)	\$184.00 per week
Full Days (7:30am-6:00pm)	\$ 44.00 per day

**Teacher Workshop Days and School Vacation Days**

Full Time (M-F 7:30am-6:00pm)	\$184.00 per week
Full Days (7:30am-6:00pm)	\$ 44.00 per day

# **SCHOOL AGE SUMMER CAMPS**

**at Moharimet Elementary School  
and Oyster River Middle School  
2009/2010 Fee Schedule**

*Please note that Growing Places summer camps are being redesigned for Summer 2010. More information will follow after January 2010.*

**Registration Fee** - There is non-refundable \$25 registration fee per child for children not currently enrolled in our programs.

**Camp Deposit** - At the time of registration a deposit of \$10 per week is required. This deposit is applied to each week of camp that the child attends. This deposit is not refunded if the week(s) is canceled.

Children must be registered for a minimum of two days per week.

## **Camp Cowabunga ages 5 to 7 years – 7:30-4:30 pm**

Full Time (M-F )	\$ 193.00 per week
Part Time	\$ 44.00 per day

### **Extended Care (4:30-6:00 pm)**

One day	\$8.00
Two days	\$16.00
Three or more days	\$20.00 per week

## **Bridge Camp ages 7 to 9 years – 7:30-4:30 pm**

Full Time (M-F )	\$194.00 per week
Part Time (M, T, W, Th or F)	\$45.00 per day

### **Extended Care (4:30-6:00 pm)**

One day	\$ 8.00
Two days	\$16.00
Three or more days	\$20.00 per week

## **Adventure Camp ages 10 to 14 years - 7:30-6:00 pm**

Full Time Only (M-F )	\$227.00 per week
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## GENERAL OPERATING POLICIES

### Contracted Hours:

Contracts will be arranged when your child enrolls in one of our programs. Families are responsible for payment of contracted hours whether or not their child attends the programs during those hours. **THIS INCLUDES HOLIDAYS, SNOW DAYS, AND SICK DAYS.** When dropping scheduled time, families must give a two (2) week written notice to the Program Director of the program in which their child is enrolled.

### Adding Blocks/Days:

Any child currently attending any program may add days or blocks at the regular rate when space is available. You are still financially responsible for your regularly contracted blocks or days.

### Sign-In/Sign-Out:

Parents (or alternate) must sign their child in when leaving their child at the early childhood sites and sign out when taking their child from the program. School-age children are responsible for signing themselves in when they arrive at either of the After School Programs. On full days when parents drop their children off at the After School Program, they will need to sign them in. Parents (or alternate) must sign their child out when taking their child from any program.

### Clothing:

Please send appropriate clothing with your child at all times. This includes a change of clothes and outdoor clothing. We play outdoors every day, weather permitting. Please make sure outdoor attire is appropriate for the weather. Shoes that enclose children's feet are strongly recommend for outdoor play.

### Nutrition:

The desire to feed the children in our programs foods and snacks that are healthy and nutritionally rich goes hand in hand with the practice of providing quality care. Growing Places snack program provides opportunities for the children in our care to eat nutritious foods that promote proper growth and reinforce healthy eating habits. It is our goal to partner with parents to support a lifetime of good health.

Food allergies in children and the severity of reaction to certain foods are common and are even on the rise today. Effective management of food intolerances and allergies in a child care center requires a team approach which includes appropriate written policies, good communication and thoughtful planning, training and preparation. The Americans With Disabilities Act requires that we make accommodations such as modifying our menu and preventing certain foods from being in the program. To include children with diverse needs and to remain in compliance with the law, some Growing Places' sites are **Nut Free Environments**. Families will get detailed information from those sites upon registering.

### Illness Policy:

As a state licensed organization, Growing Places must follow regulations regarding the exclusion of ill children, along with our own organizational guidelines. Children's health is of our utmost concern followed by the ability of staff to meet the needs of children who are ill while still caring for well children in our programs. **Children who are not well enough to participate fully in our programs should be kept at home to rest.**

Although some illnesses do not require exclusion, sometimes illnesses do require a child or staff member to be excluded from care to prevent the spread of infection to other children and staff, and to allow the child time to rest, recover and be treated for illness.

Children with diarrhea, vomiting, excessive congestion or a temperature of 101 degrees or higher (100 under arm) must be excluded from our programs, and may not return until they are symptom free for at least 24 hours, along with the resolution of any secondary symptoms. For certain contagious bacterial illnesses (e.g. strep throat) that typically require antibiotics, your child will also need to be excluded for a period of time, depending on the illness ~ typically 48 hrs. A child may also be excluded if their illness prevents them from participating comfortably and fully in our programs, or if the ill child requires more care than the staff can give, which may result in compromising care for other children. There are other less common illnesses which also require exclusion. Feel free to contact your Program Director with questions or for more information about symptoms or length of time a child must be excluded from the program. If your child will not be attending due to illness, please call that site to inform your child's teacher.

Staff receive First Aid and CPR training and follow Universal Precautions to help control the spread of germs. Rubber gloves are worn when caring for an injured child when blood is present. Staff wash hands frequently during the day, also after administering first aid, diapering, assisting with toileting, and helping children wipe noses. Growing Places follows federally mandated regulations regarding confidentiality and inclusion for diseases such as Hepatitis B and HIV.

**Medication:**

Non prescription medication may be administered to children after the parent or legal guardian fills out the authorization form. Prescription medication may be administered to children with authorization from a parent or legal guardian and a licensed health practitioner who has prescribed the medication for that particular child. When manufacturer's instructions are not available for a specific child's age, signed and dated written instructions from the child's parent and written approval from the child's licensed health practitioner are required.

All medication must be in its original container labeled with the child's name and the date the medication is to be administered. Expired medication may not be administered. Dosage requirements by the manufacturer or licensed health practitioner must be followed.

**Holiday Closings:**

Growing Places follows most University holidays, with the exception of University breaks. A schedule of holidays for the present school year is included in this handbook. The **Winter Holiday week is charged at 50% your weekly tuition rate.**

**Snow Policy:**

The organization uses UNH and the public schools as a guide in determining whether or not to open during inclement weather. **The After School Programs will not operate on days the Oyster River School District is closed.** Delayed opening or closing announcements will be made on the following radio stations WHEB 100.3 FM, WERZ 107.1 and WOKQ 97.5 FM. Delayed openings or closings will be announced on WMUR television station and listed on the WMUR website as well. **All snow days will be paid for by the parent.**

**Child Pick-Up:**

The safety of all children enrolled at Growing Places is of vital importance to staff. If a person other than the parent will be picking up the child, the alternate(s) should be listed on the child registration form and must be at least 16 years of age. If the person is not listed, we require written permission from the parent or legal guardian. The alternate pick up person will also be required to show a photo identification at the

time of pick up. In an emergency we will accept a telephone call from the parent or legal guardian about an alternate pick up person. The parent or guardian must speak directly to the Program Director or to their child's Teacher to inform them of this arrangement.

There have been occasions in the past when staff have been concerned that an adult arriving to pick up a child has consumed alcohol or other impairing drugs, is experiencing emotional upset or any other event that could put the child's safety at risk. We are not trained to determine what is harmful or could be too much. We can not refuse to release a child to their parent or legal guardian, but we are liable to ensure a child's safety. If any of the above occurs, staff may take one or more of the following actions:

- Explain that they are concerned about the adult's ability to drive safely.
- Ask the adult if they are willing to secure an alternative ride for the child and themselves.
- Ask the adult to wait for the police to come and ascertain the adult's ability to drive safely.
- Call the police if the adult leaves with the child and tell the police the concern, the kind of car and the license plate number if possible.
- Inform the Program Director (who will inform the Executive Director) that day and the adult in question will be asked to meet with one of the directors about the incident.
- Document the incident including the reasons for concern.

### **Child Abuse/Neglect:**

Growing Places follows all state guidelines for reporting abuse or neglect. Any persons suspecting or having knowledge that a child is being abused or neglected is **required** to report such to their supervisor and to the Director. As employees working in the State of New Hampshire, we are liable under New Hampshire law with fines up to \$1,000 and up to a year's imprisonment for failure to report when there is suspicion. The Program Director or Executive Director will assist an employee in reporting to the Division of Children and Youth Services and notes will be placed in the child's file.

### **School Age Programs' Behavior Policy:**

Respect is the key to all of our interactions and expectations at Growing Places and at Our Time After School Programs. Respect is defined as treating people with high regard or concern. We acknowledge the merit and worth of every individual and strive to be respectful in our conduct and attitudes towards others. Staff foster an atmosphere of mutual respect by being respectful of children. We expect that the children will be respectful toward staff, other children, themselves and the environment. We believe that children learn by being held accountable for their behavior. Therefore the following behavior expectations have been developed.

If a child acts disrespectfully toward a teacher or another child, Growing Places may decide to suspend the child for the day. If a child causes or with careless disregard causes harm or injury to another child by his/her actions, willfully destroys property, or behaves in such a way that staff would be concerned for the child's safety or the safety of others, Growing Places may decide to suspend the child for the day. If there is concern for the child's safety and well-being on a field trip, Growing Places may decide that the child not be allowed to attend the program on the day of a future field trip. Parents need to arrange care at their own expense for that day. Two suspensions from the program may result in the child being dismissed from the program.

### **Terminating Care:**

A two week written notice must be given when withdrawing from any of our programs. If a two week written notice is not given, you will be billed for two weeks and your deposit may be applied to those two weeks.

In rare circumstances, the Executive Director of Growing Places with input from appropriate staff may make the decision that our program is not the right place for a child, or the right fit for your family, which may result in the termination of care. Before terminating care staff will take steps to improve communication, to implement behavior strategies for the child, to make modifications to the environment when appropriate and to seek additional resources to try to help the child be successful in the program. If the decision is made that a child may no longer participate in our program, staff will make every effort to give the family notice.

Situations that may result in that decision would include but not be limited to the following:

- Program staff are unable to meet the emotional, social or cognitive needs of the child or of other children in the program because of the child, or
- Program staff are concerned for the safety of the child or for the safety of other children or of staff in the program because of the child, or
- Communication between program staff and the family has deteriorated to such an extent that a relationship based on mutual trust and respect no longer exists.

### **Staff Who Offer Babysitting or Other Outside Services:**

Often staff from Growing Places are willing to babysitting outside of their work at Growing Places. It is important for families to know that hiring a staff member to babysit for your family is separate and distinct from enrolling a child at Growing Places. Staff at Growing Places are closely supervised. We recommend that you check references carefully when hiring someone to babysit your child/children including Growing Places staff. Growing Places is not responsible for anything that occurs when a family hires a staff member for services outside of the organization.

## **Growing Places 2009/2010 – Holiday Closings**

*Growing Places programs will not be in operation on the following days:*

**SEPTEMBER 7, MONDAY**

Labor Day

**NOVEMBER 11, WEDNESDAY**

**Veterans Day**

**NOVEMBER 26-27, THURSDAY-FRIDAY**

Thanksgiving Holiday

**DECEMBER 24, THURSDAY THROUGH JANUARY 1, FRIDAY**

Closed for winter holiday. Families at all sites **will be charged at 50% your weekly tuition rate** for Monday, 12/28 through Friday, 1/1 and in full for Thursday - Friday, 12/24 – 12/25.

**JANUARY 18, MONDAY**

Martin Luther King, Jr. Day

**MAY 21, FRIDAY**

Worthy Wage Day - Professional Development Day for Staff - National day of awareness that the worthy work of early childhood professional deserves to be paid a worthy wage. More information and education regarding Worthy Wage Day will be shared in our Growing Places newsletter.

**MAY 31, MONDAY**

Memorial Day

**JULY 5, MONDAY**

In observance of Independence Day

\*\* Holidays are fully paid by families. We recognize the challenge this places on families. Because we want our professional staff to have a year round job that includes holiday pay, we must have weekly income to support this.

### **CLOSED FOR ONE WEEK AT THE END OF THE SUMMER**

*August 23-27, 2010*

Growing Places sites are closed for one week between the summer programs and the new school year. Staff works incredibly hard and long hours to do extensive cleaning, site improvement projects, curriculum planning and overall program planning for the new school year. This week contributes a great deal to the quality programming we are committed to providing.

**Families are charged 50% tuition for this week.**

## **INFANT/TODDLER SITE**

868-5263

**Location** – 56 Pinkham Road, Lee

**Hours** - 7:30 am - 5:30 pm

**Program Director** – Shane Krafton can be reached at 868-5263. This site is licensed for 18 children ages 6 weeks through 3 years.

### **Scheduling**

The following schedules are available for your child:

\* Monday - Friday full time or a combination of 2, 3, or 4 days full days.

### **About the Program**

Our program is designed to meet the unique needs of very young children. We provide a safe, warm, loving atmosphere where children explore through play while in the company of attentive and interactive adults. Children's interests and care giving tasks define the curriculum. Children are encouraged to participate in a variety of activities and experiences with the support and guidance of a teacher. For infants and young toddlers the routine is based on each individual child. With older toddlers, teachers begin to guide the routine, however, an individual child's needs on any given day may alter the plan the teachers have. We value responsiveness to each individual child's needs and low adult to child ratios as being essential to the quality care each child receives.

In each classroom there are two primary caregivers. The primary caregivers support each other by working as a team. This allows the children to develop relationships with both caregivers in the room and enables parents to communicate needs comfortably to either teacher.

Children learn as they explore in an environment which provides space to move, a variety of toys and materials and interaction with peers and caring adults. Teachers and children share the joy of newly emerging skills.

When children behave in ways that are inappropriate or unsafe teachers redirect them to behave in a more appropriate manner. Positive reinforcement is used to guide children's behavior.

### **Diapering**

Children's diapers are checked and changed frequently. To prevent the spread of diseases, staff wear non latex gloves when diapering and wash their hands after each diaper is changed. The diaper changing area is cleaned and sanitized after each use. Diapers are disposed of out of children's reach.

Families provide diapers for children, and we provide wipes and diaper cream. Please check your child's cubby frequently to be sure an adequate supply of diapers is available for the day.

### **Napping**

**INFANTS** - The infants nap in a separate area and are put down to rest when they seem tired or at times specified by the parents. We follow the **Back To Sleep practice**. Crib linens are provided by Growing Places and are changed weekly, but more often if soiled.

**TODDLERS** – The toddlers nap as a group in the classroom on rest mats. Families provide a crib sheet, blanket and pillow case (for storage). Child Care Licensing requires that families bring clean linens in on your child's first day of care, and be brought home at the end of the week to be washed. **Please label all nap items with your child's name.**

### **Meals**

**INFANT MEALS** - Families need to provide baby food and formula or breast milk for infants. All baby food must be **labeled with your child's name on it.** Breast milk needs to be brought in prepared bottles **labeled with the date and your child's name, or frozen.** These bottles will be stored in the

refrigerator until needed. Formula can be left in your child's bin, **enough clean bottles for the day must be left at drop off time. All used bottles must be brought home daily to be washed.** For older infants, please refer to the "toddler meals" section below.

**TODDLER MEALS** – Now that your toddler is eating table foods, a nutritional, easily served lunch needs to be provided. We have the ability to warm lunches in the microwave if you wish to send leftovers. Please label lunch boxes and tupperware. Lunch should include a grain, a protein and fruit and/or vegetables. We will provide whole milk at breakfast and lunch time. Child Care Licensing requires certain choking hazard foods to be cut into bite-size pieces.

For toddlers, we **provide breakfast**, which consists of milk, fruit and a grain product, and **afternoon snack**, which consists of a least two food groups with juice or water. If you want your child to have breakfast, they need to arrive before 8:45 am for breakfast. Breakfast will begin at 8:30 am and end at 9:00 am. Menus are posted in both classrooms. *Let us know if your child has any special dietary needs.*

Our Infant Toddler site is a **Nut Free environment** to guarantee the safety of children with serious allergies to those products and byproducts. A list of foods to avoid will be provided to you upon enrollment of your child.

### **Walks**

Staff take children for walks around the neighborhood in strollers, backpacks and in our six seater baby buggy. If children are walking (rather than riding in the buggies), the ratio is one staff to every two children. Participation of children in walks is entirely at the discretion of parents. A walk permission slip will be enclosed in your enrollment paperwork.

### **Family Responsibilities**

1. A child's parent or guardian will sign them in each day and bring them to a teacher to start their day. Families also need to sign their child out when they pick them up. We ask that you inform us of any information that will affect your child's stay with us. Please notify the site in the event that your child will not attend on any of his/her regularly scheduled days.
2. Family Pockets are located in entry way. **Please check your pocket each day.**
3. Families need to provide enough diapers for each day and plenty of changes of clothing including appropriate outside clothing for the season and weather. Infant and toddlers who are walking need footwear for outdoor play.
4. Families need to provide a nutritional lunch each day for toddlers. Please be sure to label lunch boxes, tupperware, etc.. We will provide whole milk with lunch. For lactose intolerant children we will provide juice. Please send a beverage if you prefer or require something different.
5. Families need to provide baby food and formula or breast milk for their infants and young toddlers. Breast milk should be brought in prepared bottles with your child's name and date on them. For children with formula, enough clean bottles for the day should be left at drop off time. Baby food should also be labeled with your child's name.
6. Cubbies are provided for children's necessities. Please be sure your child's cubby is stocked with at least two changes of clothes. Please limit the number of personal belongs you bring for your child as it is often difficult for staff to keep track of them. Please only bring items that especially comfort your child. Please label your child's belongings and clothes, boots, etc..
7. Be involved with your child's early education program - visit, volunteer and be an important part of your child's experience here. We welcome your ideas and feedback.

# PINKHAM ROAD PRESCHOOL PROGRAM

868-1160

**Location** – 56 Pinkham Rd., Lee

**Hours** - 7:30 am - 5:30 pm;

**Scheduling** - Full and part time schedules can be contracted for families (please see “Fee” sheet for more specifics regarding the schedules we offer)

**Program Director** – Anna Hanson. This program is licensed for 27 children ages 2 years through 6 years. Anna can be reached at 868-1160.

## THE PRESCHOOL PROGRAM

The Preschool Program is for children ages 2 to 3 years of age and uses a developmentally appropriate approach to guiding children's learning. Activities are planned to reflect children's abilities and interests, and to encourage exploration through all of the senses. Emphasis is placed on the process of discovery and learning, not on a product. Creativity and individuality are celebrated. See the sample daily routine below to see what a typical day might look like.

## THE PRE-K/KINDERGARTEN PROGRAM

The Pre-K/Kindergarten Program is designed to be a one to two-year program accommodating the needs of children ages 4 to 5 years. In this program, children prepare to enter public school (kindergarten or first grade). Social and group skills are refined as children work individually and in small groups. Pre-reading, language arts, math, science, art, music, movement and cultural awareness are explored through experiences that meet children's needs and stimulate their learning in all developmental areas - physical, social, emotional, and intellectual. This program is designed to meet a child’s need for private kindergarten if a family is interested in enrolling their child for that experience. This program can also accommodate children attending half day public kindergarten and needing care for the other half of the day.

Teachers act as facilitators to children's learning by observing their present knowledge and building on it through interaction with the children and their environment. The classroom environment is carefully prepared to provide stimulating and challenging materials and activities.

A typical day in the Preschool room and in the PreK/Kindergarten room could look like this:

7:30	Arrival, free choice activities (Preschoolers typically combined with Pre-K class until 9 a.m.)	12:30	Quiet activities on mats (stories, puzzles, etc.)
8:30	Outside play/ inside activities	1:00	Rest / nap and quiet activities
9:30	Morning snack	3:00	Afternoon snack
10:00	Circle time - stories, songs, games, sharing	3:30	Circle time
10:30	Morning Activities	3:50	Afternoon activities
11:00	Small group activities	4:30	Free choice and/or outside play (Preschoolers combine with Pre-K class until close)
11:15	Outside play	5:30	CENTER CLOSES
12:00	Lunch time – a.m. children picked up		

\* Each day is flexible and changes according to the weather, interests, and temperaments.

### **About The Programs**

The method or theory by which our programs are run is called developmentally appropriate practice. This means that the activities that are planned, the skills that are encouraged, and the behaviors that are expected of the children are all within their capabilities as individuals. Through careful planning and implementation of age appropriate activities, we create an environment where each child can experience success.

Recognizing that children's growth is threefold, (social, cognitive, and physical), staff work to create exciting programs that address all areas of a child's development.

Each class/program consists of children who attend full time and children who attend the program on a part time basis. The program is staffed by professional teachers who are educated and experienced in early childhood education. The professional teachers are supported by teacher assistants and aides comprised of mostly UNH work-study students.

Teachers communicate with parents daily as the children are dropped off and picked up. Daily notes will be filled out for parents who request them. Parent conferences are scheduled annually, or any other time the teacher or parents want to talk at length. Special activities are planned frequently and are included in site newsletter. Parents are encouraged to participate.

### **Meals/Snacks**

We provide a morning snack for children at 9:30 am which consists of milk, fruit and a grain product. Afternoon snack is served at 3:00 pm and a least two food groups served. These meals are prepared in compliance with the USDA Food Program.

Each child must bring a nutritious lunch with a drink. Soda and excessive sweets are prohibited. In an emergency, we will provide lunch and a drink at a cost of \$3.00, or a drink at a cost of \$.50. We stress, however, that parents are responsible for providing lunches with a drink.

### **Quiet Time**

We provide the opportunity for the children to rest between 1:00 and 2:30. Books, tape stories and other quiet activities are made available for children who do not require sleep. Each child attending during quiet time must bring sleeping bag or a crib sheet and blanket and a pillow with a removable pillow case from home. To keep us in compliance with state regulations the sleeping bag, sheet, blanket and pillow case must be brought home weekly to be laundered.

### **Family Responsibilities**

1. Parents or guardians will bring their child into the site or to a staff member and sign your child in. We ask that you inform us of any information that will affect your child's stay with us. Please notify the site in the event that your child will not attend on any of his/her regularly scheduled days.
2. Parent Pockets are located in individual rooms. Please check your pocket at pick up each day and sign your child out.
3. If your child is in the process of toilet training, you must provide diapers, pull-ups or lots of changes of clothes.
4. Families need to provide a nutritious, sufficient lunch with a drink each day.
5. Cubbies are provided for children's belongings. Your child works hard on the projects s/he makes. Please make every effort to clean out your child's things weekly.
6. Be involved with your child's early education program - visit, volunteer and be an important part of your child's experience here. We welcome your ideas and feedback.

## WOODSIDE PRESCHOOL PROGRAM

868-5674

**Location** - 60 Strafford Avenue in the newly renovated community building at the Woodside apartment complex on the UNH campus.

**Hours** -7:30 am - 5:30 pm.

**Scheduling** - Full and part time schedules can be contracted for families (please see “Fee” sheet for more specifics regarding the schedules we offer).

**Program Director** – Hillary Hughes. This program is licensed for 38 children ages 2 years through 6 years. Hillary can be reached at 868-5674.

**THE PRESCHOOL PROGRAM – Woodside has two preschool classrooms, a room for younger preschoolers and a room for older preschoolers.** The Preschool Program is for children ages 2 years - 4 years of age and uses a developmentally appropriate approach to guiding children's learning. Activities are planned to reflect children's abilities and interests, and to encourage exploration through all of the senses. Emphasis is placed on the process of discovery and learning, not on a product. Creativity and individuality are celebrated.

*A typical day in the Preschool could look like this:*

7:30	Center opens – free choice activities	12:00	Lunch / AM children depart
8:30	Classes separate	12:30	Rest/Nap and Quiet Activities
9:30	Circle Time	3:00	Potty Turns
9:45	Snack Time	3:15	Snack Time
10:00	Potty turns	3:30	Circle Time
10:30	Morning Activities	3:45	Afternoon Activities
11:15	Outside Play	4:30	Outside Play (classes combine)
11:45	Story Time	5:30	CENTER CLOSES

\* Each day is flexible and changes according to the weather, interests, and temperaments.

## THE PRE-K/KINDERGARTEN PROGRAM

The Pre-K/Kindergarten Program is designed to be a one to two-year program accommodating the needs of children ages 4 - 6 years. In this program, children prepare to enter public school (kindergarten or first grade). Social and group skills are refined as children work individually and in small groups. Pre-reading, language arts, math, science, art, music, movement and cultural awareness are explored through experiences that meet children's needs and stimulate their learning in all developmental areas - physical, social, emotional, and intellectual. This program is designed to meet a child's need for private kindergarten when a family has no public kindergarten in their community. This program can also accommodate children attending half day public kindergarten and needing care for the other half of the day.

Teachers act as facilitators to children's learning by observing their present knowledge and building on it through interaction with the children and their environment. The classroom environment is carefully prepared to provide stimulating and challenging materials and activities.

*A typical day in the Pre-K could look like this:*

7:30	Center Opens (may be combined w/ Preschool)	12:30	Relaxation Time
8:00	Outside Play or Free Choice Activities	1:00	Quiet Activities / Free Choice
9:30	Circle Time	2:30	Afternoon Activities
10:00	Snack	3:00	Snack
10:15	Morning Activities	3:30	Outside Play
11:00	Clean Up Time	4:30	Free Choice Activities
11:15	Outside Play	5:30	CENTER CLOSES
12:00	AM Children Depart / Lunch Time		

### About The Programs

The method or theory by which our programs are run is called developmentally appropriate practice. This means that the activities that are planned, the skills that are encouraged, and the behaviors that are expected of the children are all within their capabilities as individuals. Through careful planning and implementation of age appropriate activities, we create an environment where each child can experience success.

Recognizing that children's growth is threefold, ( social, cognitive, and physical), staff work to create exciting programs that address all areas of a child's development.

Each class/program consists of children who attend full time and children who attend the program on a part time basis. The program is staffed by professional teachers who are educated and experienced in early childhood education. The professional teachers are supported by teacher assistants and aides comprised of mostly UNH work-study students.

Teachers communicate with parents daily as the children are dropped off and picked up. Parent conferences are scheduled in November and April, or any other time the teacher or parents want to talk at length. Field trips and special activities are planned monthly and are included in the site's monthly calendar. Parents are encouraged to participate frequently.

### Meals/Snacks

Our Woodside Preschool site is a **Nut Free Environment** to guarantee the safety of children with serious allergies to nuts and nut by products. All food served by Growing Places and sent in by families must be **free of any nuts or nut products**. A list of foods to avoid will be provided to you upon enrollment of your child.

We provide a morning snack for children which consists of milk, fruit and a grain product. Afternoon snack is served at 3:00 pm and at least two food groups served. Each child must bring a nutritious lunch with a drink. Soda and excessive sweets are prohibited. In an emergency, we will provide lunch and a drink at a cost of \$3.00, or a drink at a cost of \$.50. We stress, however, that parents are responsible for providing lunches with a drink.

### Quiet Time

The Woodside site provides the opportunity for the preschoolers to rest between 1:00 and 2:00. Books, tape stories and other quiet activities are made available for children who do not require sleep. Each child attending during quiet time may bring a blanket and/or pillow from home. **Please bring the blanket home and pillow case home to wash weekly.**

### Parent Responsibilities

1. Parents or guardians will bring their child into the site or to a staff member. We ask that you inform us of any information that will affect your child's stay with us. Please notify the site in the event that your child will not attend on any of his/her regularly scheduled days.
2. Family Pockets are located in the hallway. Please check your pocket each day and sign your child in and out each day.
3. If your child is in the process of toilet training, you must provide diapers, pull-ups or lots of changes of clothes.
4. Families need to provide a nutritious, sufficient lunch with a drink each day.
5. Cubbies and hooks are provided for children's belongings. Your child works hard on the projects he/she makes. Please make every effort to clean out your child's things weekly.
6. Be involved with your child's early education program - visit, volunteer and be an important part of your child's experience here. We welcome your ideas and feedback.

# **MOHARIMET SITE – “OUR TIME” AFTER SCHOOL PROGRAM**

969-8677

**Location** - Moharimet Elementary School, Madbury

**Hours** - 3:00 - 6:00 pm Monday - Friday and from 1:00 - 6:00 pm on Early Release Days; Full or part time schedules can be contracted for families. Part time requires a minimum of two days.

**Program Director** – Jen Hayward is the School Age Program Director for this program licensed for children in grades K-4. Jen can be reached at 742-3088 when her program is in progress or you can leave a message on the voice mail at that number anytime. Jen can be reached before her program at our main office at 868-1335.

## **Goals of the Program**

The goal of the After School Program is to provide flexible, quality care and recreation and is designed to meet the unique needs of school age children after they have spent a full day in school. Our special commitment is to encourage each child's individual development. Using positive, non-threatening teaching techniques; our role is to guide children in becoming happy, responsible, cooperative participants in this program.

In addition, we hope to increase children's respect for themselves by guiding them to become responsible for their own actions; and to help them grow in their respect for the rights and feelings of others.

## **About the Program**

As each child has individual needs for either quiet activity or active play when they are released from school, our program gives children autonomy in choosing their activities. We create areas where the children can read, color, do homework, just relax, or play active games. There is time for teacher directed and child directed play and activities. The children have an opportunity to play outdoors (weather permitting) most days, or choose a game or activity to play indoors.

The Program Director communicates with families on a daily basis at pick up time. There is a family file box at the sign out area. Each family has their own file where staff put any notices, the monthly newsletter or other communication. Family conferences are scheduled when needed on the request of the staff or the family. We encourage on-going feedback from families with any questions or concerns.

## **Daily Schedule**

3:15 – 3:40 Settling in ~ free choice activities (homework, games, art, movement)  
3:40 - 4:00 Snack time, socialization  
4:00 – 4:10 Afternoon meeting  
4:10 – 5:00 Outside time (weather permitting) / planned games, movement or art activities  
5:00 – 5:30 Inside ~ free choice activities.  
5:45 – 6:00 Clean-up  
6:00 Program closes

### **School Vacations and Teacher Workshop Days**

There will be a special registration for school vacations two to three weeks prior to the week. Services will be provided on a first come, first serve basis and is held at one site, as the two after school programs are combined for the day. We will operate from 7:30 am - 6:00 pm for full day programs. Parents will only be charged for this day if they register for it. The children will need to bring a nonperishable lunch with a drink on these days, unless otherwise specified. A morning and afternoon snack will be provided. Early Release Days are the 2nd Wednesday of each month. Special activities or projects are planned for those days.

### **Snacks/Meals**

We provide a healthy snack that consists of at least two food groups.

### **Behavior Policy**

If a child acts disrespectfully toward a teacher or another child, Growing Places may decide to suspend the child for a day. If a child causes or with careless disregard causes harm or injury to another child by his/her actions, willfully destroys property, or behaves in such a way that staff would be concerned for the child's safety or the safety of others, that child may be suspended for a day. If there is concern for the child's safety and well-being on a field trip, Growing Places may decide that the child not be allowed to attend the program on the day of the field trip. Parents would need to arrange care at their own expense for the day. Two suspensions from the program may result in the child being dismissed from the program.

### **Family Responsibilities**

1. Parents, or other persons designated on the Registration Form, will sign their child out when they pick them up. On full days when parents drop their children off at the program, they will need to sign them in. Written permission is required from a parent to release a child to anyone other than those listed on the Registration Form. A phone messages for pick up persons not listed on the registration form will be accepted from a parent or guardian.
2. We ask that you inform us of any information that will affect your child's time with us.
3. If your child will not be attending the program, please let staff know this in advance if you can or call the program number 742-3088 and leave a message on the voice mail.
4. Please check your family's folder each day for important information. They are located in the plastic folder case by the sign-in/out sheet.
5. We invite you to be involved in your child's after school care experience, visit, volunteer, and be aware of planned events.

## **GROWING PLACES SCHOOL AGE SUMMER CAMP PROGRAMS**

*Please note that Growing Places summer camps are being redesigned for Summer 2010. More information will follow after January 2010.*

### **Camp Cowabunga**

#### **Specifics**

Camp Cowabunga is for children ages 5 - 7 years old and operates at the Moharimet Elementary School. Camp operates for 8 or 9 weeks in the summer depending upon the school year schedule. Families can enroll for all the weeks or just one week and need only register for a minimum of 2 days each week. Families enrolled in any one of our school year programs receive top priority in registering for camp. Camp operates from 7:30 am – 4:30 pm, Monday – Friday with extended care available for an extra fee from 4:30 – 6:00 pm.

#### **About the Program**

The children go swimming at the UNH/Durham Outdoor Pool 3-4 afternoons per week, and go on a field trip to a state park or other exciting destination on Fridays. The program includes weekly themes, sports, arts and crafts, swimming, special events along with lots of challenges, rewards and fun!

#### **Daily Schedule**

The following is a typical daily schedule for camp:

7:30-9:00	Children arrive / Free choice activities
9:00-9:30	Outdoor play on the playground
9:30-10:00	Snack time / Free choice
10:00-10:15	Sunscreen
10:15-10:30	Circle Time to discuss activities planned
10:30-11:00	Session 1 ~ Arts & Crafts / Sports & Games
11:00-11:30	Session 2 ~ Arts & Crafts / Sports & Games
11:30- 12:00	Sunscreen
12:00-12:30	Lunch
12:30-1:00	Story time and pool rules
1:00-3:00	Swimming at UNH/Durham Outdoor Pool or Special Event
3:15-3:30	Return to Moharimet / Snack
3:30-4:00	Sunscreen / Free choice activities
4:00-4:30	Outdoor play on the playground
4:30-6:00	Extended care offered (indoor / outdoor free choice activities)

# **GROWING PLACES SCHOOL AGE SUMMER CAMP PROGRAMS**

(Continued)

## **Bridge Camp**

### **Specifics**

Bridge Camp, for children ages 7-9 years is the “bridge” between Camp Cowabunga and Adventure Camp. Bridge Camp operates at the Oyster River Middle School. This program operates for 8-9 weeks in the summer depending on the school year schedule. Families can enroll for all of the weeks or for just one week and need only register for a minimum of two days per week. Again, families enrolled in any one of our school year programs receive top priority in registering for camp.

### **About the Program**

The children in this camp are introduced to community service, non-competitive games where teamwork is promoted, and fun and enriching arts and crafts activities. Bridge Campers will attend field trips with Camp Cowabunga and will participate in some activities with the Adventure Campers. Bridge Campers also walk to the UNH / Durham outdoor pool on Monday through Thursday afternoons for recreational swimming.

## **Adventure Camp**

### **Specifics**

Adventure Camp is for children in grades 5-9 and also operates at the Oyster River Middle School for 8-9 weeks of the summer, depending on the school year schedule. Families may enroll for all the weeks or just one week, however registration must be for 5 days each week. More than one week of registration is required in order to register for the overnight camping trip week. Priority for registration is offered to any family enrolled in any one of our school year programs.

### **About the Program**

The children in Adventure Camp will partake in projects and adventures designed to challenge them, open their minds and provide new and unique experiences where safe and healthy risk taking is encouraged. Adventure Campers perform community service projects on a weekly basis. There are two field trips each week and an annual overnight camping trip in August.

***Please note: The daily schedules of both Bridge and Adventure Camp change a bit from summer to summer, and will be available to families when they register their child(ren) for camp.***

## Growing Places - Parental Agreement Form

Name of Child (ren) \_\_\_\_\_ Site \_\_\_\_\_

Please check “yes” or “no” to the following statements, sign your name and return this form to the program your child(ren) is attending.

	Yes	No
I have received a copy of the Parent Handbook.	_____	_____
I understand and agree to abide by the policies and procedures of the program.	_____	_____
I have been informed of the goals of the program.	_____	_____
I agree that it is the responsibility of both the staff and the parent/guardian to keep an open line of communication throughout the year.	_____	_____
My child may be photographed for classroom use only.	_____	_____
My child may be photographed for classroom use and publicity purposes.	_____	_____
I understand that tuition payments are due each Monday for the upcoming week and that nonpayment for child care services may result in late payment fees as well as termination of care by Growing Places.	_____	_____
I understand that I am responsible for payment of my contracted weekly schedule whether or not my child attends the program.	_____	_____
I understand that I will be charged a late pick up fee of \$1.00 per minute for every minute my child is at the program beyond the contracted time or the hours of operation.	_____	_____
I understand that a school age child may be suspended from the program if that child acts disrespectfully toward a teacher or another child, if that child causes or with careless disregard causes harm or injury by his/her actions, willfully destroys property or if that child behaves in such a way that staff would be concerned for the child’s safety or the safety of other children in the program. Two suspensions may result in the child being dismissed from the program.	_____	_____
<u>For families receiving state reimbursement for child care:</u>	_____	_____
I understand that I must submit the Claim for Reimbursement Form to Growing Places every week. Failure to do so could result in me being billed in full for that week and could result in the termination of care by Growing Places. I understand that the state will not reimburse for days my child does not attend the program and I will be billed in full for these days.	_____	_____

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date