PRECIOUS MEMORIES PRESCHOOL
OF SANDY HOLLOW

195 Sandy Hollow Road, Mystic, CT 06355
ph: 860.572.9958 / fax: 860.572.8750
www.preciousmemoriespreschoolofsandyhollow.com
preciousmemoriespreschool@comcast.net

Meet the Owner

I am a graduate of Bryant College and have co-owned and co-directed the Precious Memories Preschool facilities since October 4, 1999. On January 10, 2019 I became the sole owner of the facility on Sandy Hollow Road and slightly changed the name to Precious Memories Preschool of Sandy Hollow. Our center located at 195 Sandy Hollow Road in Mystic, Connecticut, comes with a decade's old reputation for high-quality childcare, a loving and talented staff; as well as, a clean, well maintained and home-like environment. In 2020 we will be opening five more infant/pre-toddler classrooms with an addition to our building located at the back of our site. I am so excited to navigate yet another progressive adventure here at Precious Memories and, together with my team, continue to serve the needs of the children and their families of southeastern Connecticut.

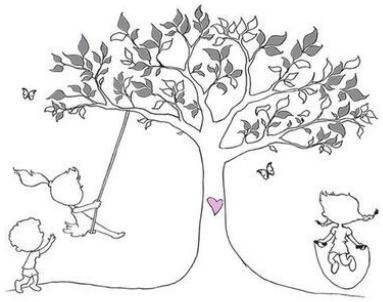
Introduction

Welcome to Precious Memories Preschool of Sandy Hollow. We are a high-quality, detail-oriented preschool committed to providing our families with a clean, well maintained environment, a nurturing and talented staff; as well as, maintaining our long running reputation for excellence in our focus of a child's safety, happiness and growth.

Our idyllic atmosphere is the perfect platform to introduce new and inspiring age-specific activities, learning experiences and outlets for exploration. It is our intention to foster a trusting and loving environment for the children; which in turn, will allow their own unique self-expression and creativity to thrive.

Barbara Bohonowicz
Owner/Director

Property of Precious Memories Preschool of Sandy Hollow



Admission and Tuition

A **$40.00** non-refundable registration fee is needed to secure your child's enrollment**. School day includes: Operation from 7:00am-6:00pm, breakfast (7-8am), lunch and daily snacks**

Infant/Pre-Toddler

Day:	Fee:
1	**$64**
2	**128**
3	**192**
4	**256**
5	**320**

Toddler/Intro to Preschool

Day:	Fee:
1	**$63**
2	**126**
3	**189**
4	**252**
5	**315**

Pre-School/Pre-K

Day:	Fee:
1	**$61**
2	**122**
3	**183**
4	**244**
5	**305**

As a courtesy, PMP of Sandy Hollow accepts government assistance programs including "Care 4 Kids". It is the responsibility of the parent/guardian to initiate and maintain the process. The incoming family is responsible for full weekly tuition until the initial Care 4 Kids payment is received.

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Center Guidelines

- Tuition is due and payable on the first day of each week the child is enrolled in the school regardless of attendance, i.e. sick days, vacation, holidays.
- Adding days will not be allowed unless your account is at a current balance.
- Any tuition payment received after the last day of the week will result in a $10.00 late fee. After two weeks of non-payment, a conference will be requested, and your child's secured slot will be at risk.
- After two checks returned from the bank for non-sufficient funds payment must be made by money order, bank check or cash.
- A child may be suspended or terminated due to lack of tuition payment.
- No reduction in tuition is made for illness, vacations, holidays, center closings or other withdrawals.
- You are responsible for the days you have registered for.
- Due to staffing and the number of children allowed per day, we **can not** allow for make-up days or switching of scheduled days.

***These guidelines will be strictly enforced.**

Withdrawals

It is the parent's responsibility to submit a written notice two weeks prior to their child's withdrawal from the center. If no advanced written notification is received, parents are held responsible for their child's contracted tuition fee for the two weeks.

Non-Discrimination Policy

"Precious Memories Preschool of Sandy Hollow" does not discriminate on the basis of national origin, race, religion, cultural, heritage, political belief, marital status or disabilities.

Notification of Change of Policy

Parents will be notified, in writing regarding any changes to policy. Notices will also be posted in the entrances of each building and posted on the website as well:

www.preciousmemoriespreschoolofsandyhollow.com

Termination Policy

"Precious Memories Preschool of Sandy Hollow" has the right to terminate a child or family from the center if necessary, at the director's discretion.

The center leaves the discretion up to the directors for termination. The following reasons are included, but not limited to:

- Lack of tuition payment
- Lack of updated physical examination form in child's folder
- Lack of following through on Center Policies
- Lack of maintaining a trusting and healthy relationship with a family.

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Parent – Teacher Relationship

Precious Memories Preschool of Sandy Hollow has an **"Open Door Policy"** so parents are welcome to visit the center at any time without any prior scheduling.

Monthly newsletters are available to keep parents informed of the center's activities and are available on our website or at the front desk. "Daily Reflections" are utilized at all levels to keep our parents informed daily. They include potty and nap schedules, meal information, along with a glimpse of their day.

Parent conferences are available upon request, if more time is needed than what is allotted at drop off and pick up time.

School Snow Policy

PMP of Sandy Hollow makes every effort to maintain operation during most weather conditions. In the event conditions have been labeled a state of emergency, the center will close for the safety of our children, their families, and our staff. In keeping with this policy, PMP of Sandy Hollow may opt to delay the opening of the center or close earlier in the afternoon, if we feel that conditions are not safe. Any delayed opening will remain in effect unless we have no electricity. All school closings, delays and updates, due to extreme weather conditions will be posted on WVIT/NBC. Beyond posting on WVIT/NBC, we will try our best to change the school voicemail and post on our website preciousmemoriespreschoolofsandyhollow.com.

**Please note, PMP of Sandy Hollow is not affiliated with:

- Precious Memories Preschool of Bridgeport
- Precious Memories Place of Mystic

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Precious Memories Preschool of Sandy Hollow Babysitting Policy

This policy is for staff and parents who wish to make arrangements for babysitting **outside** of preschool hours.

We understand that some staff may be approached by parents who wish to employ them for babysitting duties outside of preschool hours, this may include taking the children home from preschool, bringing them to preschool in the morning, and nights and weekends.

At PMP of Sandy Hollow, we have a diligent recruitment procedure to ensure that we employ competent and professional members of staff and uphold our duty to safeguard children. Unique philosophy trainings, paid CPR, first aid and medical administration certification, are all part of our extensive hiring process. We also supply the manpower to retrieve criminal background checks, updated medical requirements and reference checks.

PMP of Sandy Hollow does not have control over the conduct of staff outside of their position of employment, and our duty to safeguard children as above does not extend to private arrangements.

Please Note:

- PMP of Sandy Hollow will not be responsible for any private arrangements or agreements that are made between members of staff and parents/caregivers.
- PMP of Sandy Hollow will not take any responsibility for any health and safety issues, conduct, grievances, or any other claims arising out of the staff member's private arrangements outside of preschool hours.
- In the event that private babysitting duties are viewed to interfere with any aspect of the staff member's employment, we may require that the agreement be terminated.
- Confidentiality of children, other staff members and all clients must be adhered to and respected.
- Parents should be aware that other adults accompanying a babysitter may not have the relevant Criminal Records Bureau clearance, and it may not be appropriate for them to care for children.
- No staff member will take a child from the setting unless they are a named person on the child's enrollment face sheet.
- PMP of Sandy Hollow does not condone families approaching staff for nannying or babysitting services during hours of operation. Intent to do so can result in termination from the center.
- PMP of Sandy Hollow does not condone staff nannying or babysitting during hours of operation. Intent to do so can result in termination from the center.

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Meals & Nutrition

- We are a strictly enforced peanut free establishment.
- PMP of Sandy Hollow supplies a nutritional breakfast of toast, cereal, fruit, and milk from 7:00 a.m. to 8:00 a.m.
- Snacks such as goldfish, veggie sticks and crasins, etc. are served in the morning and the afternoon.
- Lunch is prepared and served daily by a certified cook. Meals are nutritional and designed to foster healthy eating habits. We serve 1% milk to 2 years old and up and whole milk to 1-2 year old's. We avoid red meat & butter. **(We will not accept peanut/ products or ingredients containing peanuts.)**

***Serving Schedule**

Breakfast: 7:00 am - 8:00 am daily

Lunch: Infant 1 & 2- as requested
Infant 3-Pre-Toddler 2- 11:00 am
Toddlers- 11:15am
Preschool- 11:30am
Pre-K 12:00pm

***Serving Schedule**

Snack: Infant- as requested
Infant 3-Pre-Toddler 2- morning and afternoon
Toddler 1-Pre-K 3– morning and afternoon

***Special Requests**

In order to maintain a healthy diet, please do not allow children to bring candy, gum or an excessive amount of sweets to school.

Vegetables
Green Beans
Peas
Broccoli
Carrots
Cucumbers
Cauliflower
Corn

Fruit
Cantaloupe
Pineapple
Bananas
Peaches
Honeydew
Oranges
Apples/Apple Sauce
Watermelon

Cold
Ham Sandwich
Turkey Sandwich
Sunbutter & Jelly Sandwich
Pasta Salad with Turkey, Peas and Carrots

Warm
Sweet and Sour Meatballs over Egg Noodles
American Chop Suey
Pasta Marinara with Turkey Meatballs
Pasta Alfredo
Turkey Tacos
Macaroni and Cheese
French Toast Sticks/Cinnamon Pancakes with Turkey Sausage
Cheese Quesadillas & Salsa
Cheese Pizza
Chicken Nuggets
Turkey Hog Dogs and Baked Beans
Grilled Cheese/Grilled Ham and Cheese
Teriyaki Chicken and Rice
Sweet Potato Fries
Cheese Raviolis

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School Schedule

Precious Memories Preschool of Sandy Hollow is open year-round except for the listed legal holidays. The center operates Monday thru Friday from 7:00am to 6:00pm.

- Please note the center closes promptly at **6:00pm** daily.
- All children **MUST** be picked up by this time.
- Please allow sufficient time to pick your child up to ensure that the center is closed by 6:00pm.

Plan for a child not picked up at closing

There will be a **$15.00** fee for any child picked up after 6:00pm until 6:15pm. Then an additional $15.00 fee will be assessed for any child picked up from 6:15 pm-6:30 pm, etc.

***Excessive late pick-ups may result in termination from the center

a. Staffing will include at least 2 people

b. Parents will be contacted at 6:05pm if child is still present; if unable to reach them we will try the emergency contacts.

c. The child can only be released to designated people on child release form. A picture ID is needed for proper identification.

d. In the event 1 hour has passed and no parent or contact person is reached, the local police department will be contacted.

Precious Memories Preschool of Sandy Hollow closes in observation of the following holidays:

Labor Day

Thanksgiving Day

Christmas Eve (closed at 1:00 p.m.)

Christmas Day

New Year's Eve (closed at 4:00 p.m.)

New Year's Day

Memorial Day

Fourth of July

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Programs

We offer a safe and healthy environment with individual programs and with an emphasis on positive character building and self-esteem developing.

The center is equipped for **Infants, Toddlers, Pre-Schoolers and Pre-Kindergartners.**

In the **Infant Program**, our staff is mature, responsible and well trained in this area. The philosophy and purpose of the Infant program is to supply all the comforts of home. They receive lots of tender loving care, an important part of the infant's growth and lots of stimulation through activities designed specifically for their age group. The teacher follows each child's individual daily schedule and records any and all growth and development for the parents to review.

The philosophy and purpose of the **Toddler Program** is to foster social interaction and support independence through furthering self-help skills. An inviting, energetic atmosphere contributes to creative play. Our daily schedules offer structure yet are flexible to the individual needs of the children. The toddler curriculum explores and challenges play, social interaction and character building.

The philosophy and purpose of the **Pre-School Program** is to foster social growth and lots of exploration. Challenge is shared between students and teachers to encourage motivation and introduce a commitment to learning. An extensively themed environment, with many opportunities to observe, research and self-express, offers an inspiring atmosphere for both growing and learning.

The philosophy and purpose of the **Pre-Kindergarten Program** is to prepare children socially, emotionally and academically for Kindergarten with use of Connecticut State Frameworks guidelines. The center-based program promotes challenge and self-discipline and encourages self expression and an eagerness to seek and gain knowledge.

Throughout these stages, children will form friendships and memories to take with them forever.

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Curriculum

Our activities and room structure reflect our philosophy. Just as the social, emotional and cognitive development of a child overlaps and intertwines, so do the activities and arrangement of the room. Lesson plans and areas of the room are arranged in a distinct pattern, but all parts carry over into other parts. Both are created so the child may interact with the environment. The room also encourages independence and creativity, while preparing children for success and equipped with a passion for learning and a balanced life.

The children move freely throughout the room and may use the materials to meet their needs. Respect for each other and the environment are always encouraged. There is a strong focus on achievement and enthusiasm through teamwork and perseverance.

The center's curriculum is designed for each child's individual growth. Children are grouped according to age and ability. Each day's activities aim to meet; as well as, challenge each of their interests.

The following core values are fostered daily throughout our learning environment.

Achievement	Team Work	Motivation
Respect	Enthusiasm	Systemic Living
Responsibility	Perseverance	Compassion

The following academic skills are positively reinforced:

Numbers	Coloring	Calendar	Cultural Diversity
Letters	Cutting	Holidays	Math and Science
Colors	Gluing	History	Language & Literacy
Shapes	Grouping	Creative Arts	Health & Safety

Equally important and part of each day is "Singing and Sharing Time". This time allows children to express themselves to learn about others and explore their imaginations. Also, part of this "Circle Time" is introduction to basic problem solving. This challenging environment opens the door to independence and cognitive growth.

It is important to know that everything a child does throughout the day is a learning experience and it contributes to their process of development.

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Discipline

Discipline is considered a very important part of a child's education, and it is only through proper discipline that a child is able to learn appropriate from inappropriate.

At the PMP of Sandy Hollow, discipline is administered through positive reinforcement, redirection, and reflection and by setting clear limits. Should a child exhibit inappropriate behavior, he/she is approached by a teacher to discuss the child's behavior. If necessary, the child is then escorted to a designated "reflection" area in the classroom based on the age of the child – no longer than one minute per year. This allows the child to reflect on his/her actions before returning to the group. There is continuous supervision by staff during redirection.

There is: NO Corporal Punishment, including Spanking

NO Cruel or Severe Punishment, Humiliation, Verbal Abuse, or Frightening Punishment

NO Denial of Food as Punishment

NO Punishment for Soiling, Wetting, or Not Using the Toilet

NO Physical Restraints, unless such restraint is necessary to protect the health and safety of the child or other people.

Clothing

It is advised that children wear play clothes to school due to the variety of activities they are involved in, both inside and outside daily. You're more than welcome to keep an extra outfit in your child's cubby for special occasions or for after-school plans.

The center recommends clothing that can be easily handled by the children to foster personal independence in the bathroom and for their comfort throughout the day.

All parents/guardians are required to bring a complete change of clothes, including underwear and socks, to be stored in their child's cubby. All before and after school children should bring a backpack daily for all personal supplies. Please label all children's clothing with their complete name.

Parents/guardians of infants and toddlers are to supply their child's diapers, and any other necessary items. Sanitary wipes are provided by the center. Each child has a cubby supplied by the center for all personal items.

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PMP of Sandy Hollow Quality Points

1. **A stimulating Environment:** the classrooms are inviting and challenging without being intimidating. They are cozy, comfortable and offer acceptance and encouragement.
2. **A Variety of Materials:** the classrooms offer a large assortment of gross motor and fine motor activities to enhance the learning process and foster healthy physical and emotional development.
3. **A Productive Environment:** the classrooms operate on a positive level and stimulate learning through a multi-sensory process.
4. **An Organized Approach:** the administration and classroom are highly organized with a strong emphasis on commitment and follow through. The center strives to maintain a controlled atmosphere with defined limits to ensure a comfortable yet safe environment.

Infant Program

Bringing your new baby to childcare can be a very challenging decision for any parent, especially a new one. At PMP of Sandy Hollow, we make this transition as comfortable as possible for both you and your child. Our main objective is to provide a warm, welcoming and safe environment where your child can thrive and grow to their full potential. Our goal is to create a setting where parents and children feel secure and supported.

In our youngest classrooms, caretakers follow each infant's individual schedule. We try to keep your baby's routine as consistent as possible to your routine at home. This first year of your infant's life is such a time of growth and change; good communication between you and your child's teacher is essential. Parents will have an opportunity to talk to the staff at either drop-off or pick-up time and we have an open-door policy where you may call or pop in at anytime. In our Infant 1 & 2 classrooms the age ranges from six weeks to one year old. Infants receive plenty of tender loving care, floor play, singing, stories and one on one teacher time. Your baby will make new friends, grow and learn in a caring and safe surrounding.

As children grow and develop, they will move to Infant classrooms 3, Pre-Toddler 1 and 2, a daily routine with a snack, midday lunch and afternoon nap are introduced. Children enjoy dance, movement, beginning art projects and a variety of activities that encourage skill building and self-expression. Circle time, dramatic play, and outside activities are also a part of each day's curriculum. Kindness and empathy are emphasized in all classrooms as your children build social skills and lasting friendships.

At PMP of Sandy Hollow, we are able to individualize our program to meet the needs of each child. Teachers will follow your child's daily schedule and all the information from their day will be sent home in the form of a "Daily Reflection".

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Daily Schedule ~ Toddler 1

Precious Memories PreSchool of Sandy Hollow

7:00 AM – 8:45 AM	Arrival, Hand Washing, Breakfast & Free Play
8:45 AM – 9:00 AM	Diaper Changing / Pottying, Hand Washing & Clean Up
9:00 AM – 9:15 AM	SNACK
9:15 AM – 10:00 AM	OUTDOOR PLAY
10:00 AM – 10:20 AM	Morning Circle Time
10:20 AM – 10:45 AM	Daily Activity – See Weekly Curriculum for Details
10:45 AM – 11:15 AM	Diaper Changing / Pottying, Hand Washing & Table Activities / Books
11:15 AM – 11:45 AM	LUNCH
11:45 AM – 2:00 PM	Story & Rest Time
2:00 PM – 2:15 PM	Diaper Changing / Pottying & Hand Washing
2:15 PM – 2:30 PM	SNACK
2:30 PM – 3:15 PM	OUTDOOR PLAY
3:15 PM – 4:00 PM	Daily Activity – See Weekly Curriculum for Details
4:00 PM – 4:15 PM	Diaper Changing / Pottying & Hand Washing
4:15 PM – 4:30 PM	SNACK
4:30 PM – 6:00 PM	Closing Circle, Table Activities & Center Closing

Daily Schedule ~ PreSchool 1

Precious Memories PreSchool of Sandy Hollow

7:00 AM – 9:00 AM	Arrival, Hand Washing, Breakfast & Free Play
9:00 AM – 9:15 AM	Diaper Changing / Pottying, Hand Washing & Clean Up
9:15 AM – 9:30 AM	SNACK
9:30 AM – 9:50 AM	Morning Circle Time / Morning Lesson
9:50 AM – 10:35 AM	OUTDOOR PLAY
10:35 AM – 11:00 AM	Daily Activity – See Weekly Curriculum for Details
11:00 AM – 11:30 AM	Diaper Changing / Pottying, Hand Washing, Clean Up & Stories
11:30 AM – 12:00 PM	LUNCH
12:00 PM – 2:00 PM	Rest Time
2:00 PM – 2:20 PM	Diaper Changing / Pottying & Hand Washing
2:20 PM – 2:35 PM	SNACK
2:35 PM – 3:15 PM	OUTDOOR PLAY
3:15 PM – 3:30 PM	Afternoon Lesson – See Weekly Curriculum for Details
3:30 PM – 4:20 PM	Afternoon Reflection
4:20 PM – 4:40 PM	Diaper Changing / Pottying, Hand Washing & Clean Up
4:40 PM – 5:10 PM	Story Telling
5:10 PM – 6:00 PM	Table Activities, Teacher Directed Activities & Center Closing

Daily Schedule ~ PRE-K 1

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7:00 AM – 8:45 AM	Arrival, Hand Washing, Breakfast & Free Play
8:45 AM – 9:00 AM	Clean-Up Time
9:00 AM – 9:30 AM	Hand Washing & Snack Time / Quiet Reading
9:30 AM – 10:00 AM	Morning Meeting We will enjoy a morning meeting where we practice breathing techniques sing "Start the Day" song and read the interactive morning message while practicing phonics. As a group we will discuss the weather, calendar, and days of the week/months of the year. We will sing songs in English, Spanish and ALS (American Sign Language).
10:00 AM – 10:50 AM	Rotating Daily Learning Activities MORNING TASKS (INDEPENDENT WORK) • Theme related tasks specific to an academic area such as pre-reading skills, language arts, sequencing, fine motor skills, 2 and 3 step directions, etc. LITERACY • We will practice our writing skills and focus on forming both upper-case and lower-case letters and words correctly, as we utilize the "Handwriting Without Tears" methodology. • Large group lessons focusing on phonics with individual letters and blends, as well as practicing sight words and working on decoding. • We will write about a variety of topics while stretching our power of process thinking to individualize our work. ADDITIONAL ACTIVITIES • Science- discussions, experiments • Art- exploration and creation • Drama- children express themselves through creative play • Board games/ computer games- learning to play cooperatively together, play fairly, and to be gracious losers/winners • Puzzles- using critical thinking and problem-solving skills
10:50 AM – 11:35 AM	Outside Play
11:35 AM – 2:00 PM	Lunch & Rest Time
2:00 PM – 2:30 PM	Hand Washing & Snack Time
2:30 PM – 3:00 PM	Math We will learn about a variety of math topics ranging from number recognition and counting to addition and subtraction, as well as an introduction to geometric shapes, boards and cubes, as we work in both groups and on an individual basis.
3:00 PM – 3:20 PM	Afternoon Lesson – See Weekly Curriculum For Details
3:20 PM – 4:00 PM	Outside Play
4:00 PM – 4:30 PM	Story Time
4:30 PM – 5:00 PM	Play Centers
5:00 PM – 5:15 PM	Books on CD / Teacher Directed Activities
5:15 PM – 6:00 PM	Free Play / Pick Up

Special Activities

Special visitors and parties take place throughout the year to add to our enjoyment. Be sure to check the monthly newsletters and watch for posters at the front desk for details.

- Mystic Fire Department
- Groton Police Department
- Safety Programs
- New England Science and Sailing
- Summer Splash
- Parent's Night Out
- Holiday Parties
- Hair Cut Day
- Magic of Music
- Boo Bear from Children's Dental
- Spirit Week
- Stuffed Animal Picnic
- Yoga
- Dance/Gymnastics

Birthdays

Birthdays are special at PMP of Sandy Hollow and each child's birthday is acknowledged. Recognition is given through celebration all day, and the class holds special discussion during "Circle Time".

We offer complete birthday parties- see the birthday sign-up sheet in the main office foyer! We provide pizza, cake, cupcakes, brownies, cookies, ice cream, fruit bars, Gogurts, veggie & fruit platters, party themes (for room decorating) to choose from, games, music and special activities. Items may be ordered ala carte or as a complete package.

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Health and Safety

- It is required that each child have an updated physical examination and record of immunizations upon admission to the center. This material is kept confidential in each child's file and **must be updated annually,** as mandated by the Department of Public Health.
- In the event that a child needs medication administered, the parent or guardian is required to have their pediatrician fill-out a medication authorization form.
- Any child diagnosed as having a communicable disease is not allowed to attend school and the parents are required to notify the directors immediately.
- All children's allergies will be posted in the kitchen and in each classroom. We will protect children from exposure to foods, chemicals, or other materials that may cause an allergic reaction.
- Parent /guardian will be notified by phone of any minor injuries or incidents involving their child that requires first aid. An injury report will be maintained in the child's file.
- For the safety of the children fire drills are held once a month. This is to demonstrate how to leave the building safely in case of fire or an emergency.
- The center ensures that all equipment, items and surfaces are washed with disinfectant solution. The sanitizing solution is prepared daily. All such disinfectants are stored in a secure place and out of the reach of children.
- The following consultants are available to the center at all times: Registered Nurse Consultant, Dental Consultant, Nutritional Consultant and Social Services Consultant.

NOTICE TO ALL PARENTS: We would like to inform parents/guardian that due to severe peanut allergies we are requesting that families not bring in any foods that contain peanuts or peanut butter. We are also asking that you and your child refrain from foods containing peanuts or peanut butter on the days your child attends the center. Thank you for your cooperation! If you have any questions, feel free to see the classroom teachers or administration.

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Medical Emergency Policy

A. Procedure

In the event of a personal emergency, accident or illness the following procedure is followed:

1. Parent/guardian or emergency contact is called.

2. Situation is to be discussed in a calm, controlled manner.

3. In the event medical attention is needed:
    a. 911 is called then parent/ guardian are instructed to meet us at the hospital.
    b. Teacher accompanies child in ambulance.
    c. Child is transported to closest local hospital. Child's folder is brought for medical authorization.

B. The following emergency numbers are posted by the phones at all times:

Fire:	860-536-3432
Police:	860-445-9721
Rescue:	860-464-8225 (911)
Poison Help:	1-800-222-1222
Lawrence Memorial Hospital:	860-442-0711

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Illness Policy

Mildly Ill children:
The child will be kept in a quiet, supervised area. Food, drink and rest will be available upon request (liquids given more often). Play material will be made available to the child and indoor activity will be minimal (close monitoring will take place). PMP of Sandy Hollow have foods from the BRAT diet* i.e. Banana, rice, apple /apple juice, toast, available in the event your child has a case of diarrhea. Parent/Guardian will be contacted, and the following foods are available for the rest of the day to foster a healthy recovery upon your request.

Illness Plan:
Staff members shall be knowledgeable about the symptoms of childhood illnesses and be responsible for observing the children for illness. Any child with symptoms of a short-term contagious illness shall be placed in a designated area away from the rest of the children, with continued visual and auditory supervision by staff. The parent/guardian will be notified immediately to remove the child from the center.

Training for Administering Medications

There shall be an individual trained in the administration of medications on the premises at all times. The training shall be conducted by a licensed professional in the proper methods of administrating medications.

- All training will be documented.
- Training should include, but not limited to:
- Administration of medication
- Safe handling and proper storage
- Documentation and recording
- The center is prepared to administer an epi-pen injection in an emergency.

Administration of Medications

No medication that is ingested, inhaled, or injected, (prescription or non-prescription) shall be administered to a child without a written order of a physician or dentist (licensed in this state or any other state). The form must indicate the exact name of medication, child's complete name, dosage and directions, time and dates medication are to be administered and the written permission of the parents.

All prescription medications shall be administered in accordance with the written orders or directions of a physician or dentist. If a physician or dentist determines that the training of certified unlicensed personnel is inadequate to safely administer medications to a particular client, then the doctor or dentist can order the administering of medications by licensed personnel.

Individual medication administration records for each child shall be written in ink, posted and maintained on a form approved by the department.

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Topical Medications

The following topical medications are exempt from requiring a physician's permission form, but do require that parents or guardian fill out and sign a topical form available from the administration:

- Diaper changing ointments
- Medicated powders
- Teething medications

Policies & Procedures

- Medications shall be stored in a locked cabinet or refrigerated (according to the directions on label) separately away from food and inaccessible to children.
- All controlled substances shall be stored in a locked cabinet and inaccessible to children.
- All medication shall be stored in the original child-resistant safety container labeled with name, name of medication, directions and side effects.
- All unused medications shall be returned to parent.
- No medication will be administered without valid written authorization.
- Drugs that have not legally been approved by the Food and Drug Administration shall not be administered.
- The medication authorization record shall become part of the child's health record when the course of the medication has ended.
- Specific instruction from physician or dentist on how the medication should be administered shall accompany medication.
- Staff shall review possible side effects and notify parents if child shows any signs of them.
- The medication shall be in a safety cap container.
- Original prescription label shall be on container/box.
- The name of the child shall be on container/box.
- The date of the prescription shall be within one month for antibiotics and within the expiration date for medications which are so labeled.
- Any medication administration errors shall be reported to parent/guardian.

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EMERGENCY EVACUATION PROCEDURE

As a precautionary measure, the State of Connecticut has required us to implement an emergency evacuation procedure, in the event of an emergency at Millstone Power Station in Waterford, CT. We have been informed that Precious Memories Preschool of Sandy Hollow falls within the ten-mile emergency planning zone. Therefore, we have been instructed in the steps we need to take to ensure the safety of our staff and your children. In addition, we are registered with the Town of Groton Police Department and through the CT State Police for the most current information of local happenings and emergencies.

What to look for:

- **A steady tone, which lasts for 3 minutes or more, will signal a natural or commercial disaster.**
- **Sirens are not necessarily a signal for evacuation, but an alert to be ready for further instructions or warnings.**
- **Tune in to the emergency alert system on the radio to see if it is an actual emergency and the nature of the situation.**
- **If instructed to evacuate bring along sub folders and attendance and medications.**
- **If it is a weather emergency take shelter and/or remain inside.**
- **Do not use telephones unless it is an emergency.**

***In the event of a nuclear emergency, stay calm, a nuclear disaster actually takes hours or days to develop into a health and safety issue.**

Step 1

If such an emergency arises, our first priority will be to get the children out of the ten-mile range. It has been reviewed and discussed with the Board of Health Licensing Division that all children are to be transported in employee vehicles. Although this does not follow protocol, time is of the essence and evacuation is mandatory for pre-schools in the State of Connecticut that fall with in the emergency planning zone. We will evacuate to, Kelly Middle School, 25 Mahan Drive, Norwich, CT 06360. (Please add this address to your GPS) Any changes to this plan will be made available on most local radio and television stations. Local radio will most likely be our best means of communication.

Step 2

The State of Connecticut has also supplied us with Potassium Iodide tablets (KI) to attempt to disperse to the children who are one years old and above once safely en route to our destination. Every teacher over the age of eighteen is qualified to help administer the medication if the need arises. The KI pill is a solid tablet some of the children may have difficulty or refuse to take it and again time is of the essence. We **are not** allowed to administer the pill to any child unless we have a signed consent form from a parent and/or guardian. Please see administration to be sure you have given written permission for the administration of the KI pill.

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Teacher Referral Procedure

In the event an ongoing challenge arises within a child emotionally, cognitively and/ or academically the teacher will reach out to the parents for their input. At this point the teacher will also inform administration and together a plan to move forward, with everyone in agreement, is set in place.

Elda Chesebrough is the center's Social Service Consultant.

Referral List

Elda Chesebrough, MSW, LCSW		1-860-572-4969
Child Abuse Care Line		1-800-842-2288
Child Support: CT Dept. of Social Services		1-800-842-1508
CT Dept. of Children and Families		1- 860-886-2641
Birth to Three Infoline		1-800-505-7000
Special Education Resource Center		1-800-842-8678
CT Bureau of Rehabilitation Services		1- 860-443-1719
CT Office of Protective Services		1-800-842-7303
Advocacy for Persons with Disabilities	or	1-860-297-4300
Child Care Info Line		1-800-505-1000

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Social Service Policy

ABUSE AND NEGLECT – All staff is mandated by law to report any signs of abuse to the Child Abuse and Neglect Hot Line at 1-800-842-2288 or D.C.F. or D.P.H.

Abuse and Neglect include, but are not limited to the following:

- PHYSICAL – Unexplained bruises, burns or broken bones.
- SEXUAL – Torn, stained or bloody underwear, difficulty walking, sitting, pain, itching or bruises in the genital area. Frequent urinary or genital infections.
- EMOTIONAL – Speech disorders, lapse in physical development, failure to thrive.
- NEGLECT – Hunger, poor hygiene, continual lack of supervision, lack of medical or dental care, abandonment.
- ABUSIVE RELATIONSHIPS – Parent & Child, Staff & Child, Child & Child.

All staff should report abuse/neglect immediately and then inform the center's administration for recording purposes.

In the event of abuse or neglect by a staff member, the staff member shall be put on non-paid administrative leave immediately until a full investigation has been completed.

Staff will receive regular prevention and awareness trainings through monthly staff meetings and through the continuing education requirements. Staff may contact D.C.F. for more information and scheduled trainings.

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