



Peacham Children's Academy

56 Church Street/P.O. Box 23 Peacham, VT 05862
Owner: Heather Smires Director: Jeanna Berwick
Peachamca@gmail.com 802.793.4799

Peacham Children's Academy, with the support of the Peacham Congregational Church, would like to warmly welcome you and your family into our center with open arms. Our program will open our doors at 6:30 am and operate until 5:00 pm. While your child is here, they will be provided with high quality care and education at a superior standard of professionalism. Your child and family will be treated with the utmost level of respect and care, and while your child is in our care, they will be showered with love and support.

Peacham Children's Academy was made possible through the work of The Peacham Children's Center, a 501(3)(c) nonprofit organization dedicated to making high quality, affordable childcare available to the children of Peacham. More broadly, the Children's Center board of directors is dedicated and committed to the vision of a community that cares about families, from the youngest to the oldest. The Children's Center raised the funds to renovate the Peacham Congregational Church so that it could house Peacham Children's Academy, and will be managing a scholarship fund that will help supplement the cost of high quality childcare for families who live in Peacham. Donations are always accepted at peachamchildrenscenter.org.

Peacham Children's Academy provides a nurturing environment that promotes social, emotional, physical, and intellectual development. Your child will be provided with ample outdoor playtime and opportunities to flex their creative muscles with artwork. Our classrooms provide a curriculum that focuses on exploration, discovery, creative expression, exciting adventures, and social and emotional growth; this includes an all-natural outdoor classroom that will combine a love of nature and learning.

We believe in families first and want to work with you to ensure that your child is encompassed in an environment that makes them feel as if they are at home. Peacham Children's Academy will strive to provide a method of open communication and inclusion that works best for you and your family; while your child is in our care you will be able to check in electronically using the Brightwheel program or stop in for a classroom visit or to share a meal. The purpose of the historical Olde Meeting House will be absorbed within our center to encourage gathering and community growth and development.

What to bring:

Peacham Children's Academy asks that your child has 2 changes of clothing available; these can be left at the center or brought back and forth daily. This should include socks, underwear, pants, and a shirt. If your child is potty training, please bring in additional socks, underwear, and pants so we can support your child on their adventure of growth! During the spring and fall, please remember that mornings and late afternoons still bring cool temperatures, and we ask that your child has appropriate warm clothing – this could be an extra sweatshirt or jacket. In the winter we ask that children please have winter jackets, snow pants, boots, hats, and mittens so we can enjoy the wonderful snow. A pair of inside shoes is also requested – this could be sneakers, slippers, or cros. Please label all articles of clothing.

Families are asked to provide diapers, wipes, powder/ointments, and bottles and formula if needed. Again, these items can be left at the center. Each classroom will have a labeled storage area for each child. When your child is running low on an item (diapers, wipes, formula), your classroom teacher will notify you, providing you ample time to bring in the items.

Your child will be provided with a mat/crib for rest. Peacham Children's Academy asks that you provide a sheet and blanket for your child. If your child has a favorite blanket and/or stuffed animal for rest time, they may bring it in to sleep with. If your infant uses a sleep sack or swaddle, that may also be brought in. We also ask that you provide a toothbrush and toothpaste for your child, as we encourage our children to engage in healthy hygiene after meals. These will need to be replaced every other month.

Family Style Meals:

While your child is at Peacham Children's Academy, they will be provided a healthy breakfast, lunch, and snack. You may choose to pack meals for your child, we just ask that there be no processed food or juice, please. Cupcakes, cookies, and other sweets will only be served on special occasions. If you would like to provide any treats for a special occasion, we ask that this is arranged with the classroom teacher beforehand please. Our center has a water supply that is safe and free from lead; we ask that you also provide your child with a labeled water bottle so we can ensure that they remain hydrated.

If your child has special dietary needs or food allergies/sensitivities, please communicate this upon enrollment or as soon as there is a change in your child's health. Peacham Children's Academy will accommodate any requirements and will maintain a safe environment from allergens.

Peacham Children's Academy welcomes family members with open arms to share a meal with their child and their classroom.

All meals are served family style. There are many benefits for children by encouraging them to be a part of this setting; these include:

Social Skills

- ♥ Taking turns
- ♥ Saying please and thank you
- ♥ Helping to set the table for friends
- ♥ Serving and Table Skills

- ♥ Practicing fine and gross motor skills with utensils
- ♥ Learning appropriate mealtime behaviors and manners

Children will be more willing to try new foods as they watch their peers and classroom teachers eat different foods as well. They will also learn how to recognize appropriate amounts to open, which will help decrease the amount of waste.

What your child’s day will look like:

Daily Schedule: hours of operation 6:30 – 5:00

Mealtimes: 8:00 breakfast, 11:00 lunch, 2:00/2:15 snack

Quiet time/Napping: 11:45 – 2:00

As your child grows, we want to make sure that you and your child’s needs are being accommodated! Please let us know if there are changes to your child’s nap schedule and sleep needs so we can ensure that we are following your family’s schedule.

Rates and fees:

- ♥ Infant (6 weeks to 23 months): \$210/week
- ♥ Toddler (24 – 35 months): \$195/week
- ♥ Preschool (3 – 4 years): \$185/week
- ♥ After school: \$100/week for before and after school care, \$195/week for full time care
- ♥ Daily rate for drop in or part time care*: \$65/1-day, \$115/2-days of care

***Part time care – 1 or 2 days a week. We cannot guarantee part time availability; please call and speak with Jeanna to find out if this is an option for your family.

Your Child’s File:

All children who attend the Peacham Children’s Academy must have a complete file which includes (but is not limited to) the following information:

- ♥ Admission form which includes your child’s schedule
- ♥ Date of birth
- ♥ Current address and phone number
- ♥ Name, address, and phone number for parents
- ♥ Name, address, and phone number for at least 2 emergency contacts
- ♥ Child wellness form
- ♥ Current immunization record
- ♥ Description of any medical, developmental, educational, or emotional needs
- ♥ Written authorization for emergency medical care and/or transportation
- ♥ Written authorization for Peacham Children’s Academy to transport your child
- ♥ Written authorization for your child to participate in any swimming activities

- ♥ Current court orders for custody and visitation if applicable

Exclusion:

We would love for your child to be at the center every day, but there are times where your child should stay home for their own well-being and to prevent the spread of contagious conditions. If you have any questions, please feel free to contact us! If your child has any of the following, please keep your child home:

- ♥ Fever over 100 degrees
- ♥ Diarrhea
- ♥ Vomiting
- ♥ Infectious disease
- ♥ Unexplained rashes that are open and oozing
- ♥ Conjunctivitis (pink eye)
- ♥ Impetigo
- ♥ Head lice and/or nits

Your child must be symptom free for 24 hours without the use of Tylenol/Ibuprofen before they may return to the center. If your child has been prescribed an antibiotic, they also need to be home for 24 hours and have received at least 2 doses. Children with head lice and/or nits cannot return until they are completely clear. We will be happy to check your child's hair.

If your child has been prescribed an antibiotic and has the side effect of diarrhea, or if they have a diagnosed stomach condition, please communicate that with us. We want to work together with our families to ensure that we can provide care when the circumstances allow it.

If your child becomes ill during the day, they will need to be picked up promptly. Peacham Children's Academy asks that all families have a plan in place to support this. If your child will be absent due to illness, we ask that this is communicated as soon as possible.

Peacham Children's Academy Guarantees:

- ♥ We will have a complete first aid kit in every classroom
- ♥ Families will be notified of all accidents and will be asked to sign and date an accident report. This will be kept in the child's file.
- ♥ All medication brought into the center (prescription and over the counter) will have an administration log to accompany it. This must be filled out by the parent and any medication must be in the original packaging with the appropriate labels and not expired.

Arrival and Departure:

All children should be at the center no later than 10 am (unless otherwise previously scheduled with staff)

All children will be signed into and out of their classrooms upon arrival and departure, children will not be left unattended at any time. At the morning drop off staff will ask for information regarding feedings and sleep, and

at afternoon pick up staff will provide information on how your child's day was. If a child will be picked up by someone that is not identified within the parent packet, we ask that this is communicated in a timely fashion. Peacham Children's Academy will not release children to anyone without this communication, and a photo ID will need to be provided to confirm identity.

If there is a parent or other adult that is not permitted to pick up your child, Peacham Children's Academy requests that court orders are provided and given to the center. If we do not have this document, we cannot refuse parents their children, so it is important that this information is provided. Please be assured that all family matters will be handled with extreme confidentiality and sensitivity. If a non-custodial parent does attempt to pick up your child, please be assured that he/she will remain safely in their room and it will be handled in a manner that they (and no other children within the center) will not be aware of the situation or view any confrontation.

Please be aware if any adult attempts to pick up a child and appears to be under the influence, Peacham Children's Academy has the right to deny the release of the child. At this point we will contact the other adults listed on the child's enrollment form to pick up the child. Due to mandated reporter requirements of childcare employees, this situation may lead to a report to the Department of Children and Families. If this situation occurs again, there may be a termination of childcare.

Behavior:

Peacham Children's Academy understands that children may be faced with difficulties or struggles that might result in behaviors that are undesirable – hitting, biting, etc. If this situation arises, staff will use methods of redirection and guidance to support any child. At no time will your child be physically or verbally abused. We will work with the family unit to create a plan if the behaviors are consistent and are a continual concern of the safety of your child and of the others within the classroom.

If all attempts to redirect your child have been exhausted and they cannot remain in the classroom, please be aware that Peacham Children's Academy will need to have your child picked up and a further plan will need to be created. This might result in the need for care to be terminated, with a two-week notice period.

Peacham Children's Academy will also work with the local school district and implement any social/emotional techniques and behavior management programs so when your child reaches elementary school, this will be familiar and help with the transition. The center will use a combination of Second Step emotional learning curriculum, the pyramid model from the Center on the Social and Emotional Foundations for Early Learning (CSEFEL), and Conscious Discipline.

Children with Special Needs:

Peacham Children's Academy invites all children to join our family. We will work closely with Children's Integrated Services and the local school district to be able to ensure your child will receive the services needed. Peacham Children's Academy will be open to service providers, allowing for these services to happen on the premises while caregivers are able to remain at work. Staff members will represent your child at meetings to advocate for your child's needs and to speak towards goals and growth.

All children within the center will be assessed as needed using Ages and Stages or TS Gold if there appears to be a milestone that has not been reached or a concern in the level of development your child is at. Any concerns will be communicated in a private and sensitive manner.

Abuse and Neglect:

Employees of Peacham Children’s Academy are mandated reporters, all are required to report suspected child abuse or neglect.

Fire Safety and Lock Down:

Peacham Children’s Academy will practice monthly fire drills; evacuation routes will be posted in each room of the center and there will be a designated gathering location.

The center will also need to practice lockdown drills. The procedure for each classroom can be found within the center emergency plan if families would like to talk to their children about what this would look like. We invite any questions and/or concerns regarding these state mandated procedures and activities.

Emergency Protocols:

Upon enrollment, if requested, Peacham Children’s Academy will provide parents with a copy of the center’s Emergency Plan and Aquatic Plan. This will provide information regarding protocols, procedures, and evacuation sites.

Potty Training:

Peacham Children’s Academy believes that potty training should be child led; it is imperative that a child is ready for this transition both physically and psychologically. When your child expresses interest in using the bathroom either at home or the center, we ask that the classroom teacher and parents form a plan that can be used at both home and the center in order to provide the child with a consistent routine. A child who is interested at home may not want to use the bathroom at the center, and vice versa, and that will be supported. Until your child can demonstrate 2 weeks of bladder control, we cannot transition them to underwear/training pants due to health and sanitation regulations. Again, we ask that extra socks, underwear, and pants are provided as accidents do happen. If a child experiences a regression, Peacham Children’s Academy will request a plan of action be set with the parents and classroom teachers to ensure a positive experience for the child.

Safe Sleep Practices:

Infants under 1 year of age will be placed on their back to sleep. Cribs will not have blankets or loose bedding, or stuffed animals. If your child uses a sleep sack or swaddle, Peacham Children’s Academy invites parents to provide those items. If your child has a medical need that requires them to sleep elevated, a signed physician’s note must be provided, per licensing requirements.

Confidentiality:

Confidentiality is a core value of Peacham Children's Academy. No employee is permitted to share personal information of any child, family member, or staff member without authorization at any point. All staff members have reviewed and signed a statement of understanding regarding the confidentiality policy of Peacham Children's Academy. We ask that any concerns are brought immediately to the attention of the director or a board member so it can be addressed swiftly.

We also ask our families to be mindful of sharing information regarding other enrolled families or employees. Any violation of this policy might result in termination of care, with a 2 week notice.

Concerns:

If at any point there are concerns or questions, please contact Heather Smires or Jeanna Berwick directly either by phone or email. We value your opinions and thoughts, and any worries will be addressed promptly and follow up will also be provided to ensure there are no longer any concerns.

At any time, a parent or family member can contact the Child Care Consumer line if they feel there is a concern that has not been resolved. To access the regulations or any other information regarding Child Care licensing, please visit https://dcf.vermont.gov/sites/dcf/files/CDD/Docs/Licensing/CBCCPP_Regulations_FINAL.pdf

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ENROLLMENT AGREEMENT

To the parent:

Please read the Agreement carefully. If you do not understand any part of this Agreement, feel free to contact Heather with any concerns or questions. This Agreement establishes your legal rights and responsibilities, and those of the Center, regarding your child's participation in the Center. Throughout this Agreement, the terms "you" and "parent" refer to the parents(s) or legal guardian(s) of the child enrolled in the Center, and the terms "Center" and "we" refer to Peacham Children's Academy and its staff members. The term "school day" means a day when the Center is open and operating.

You, _____ (*parent(s) or guardian(s)*), agree to enroll your child, _____ in Peacham Children's Academy . The Center agrees to accept your child's enrollment, under the following terms and conditions.

1. Program and Hours of Care:

Beginning on _____, Peacham Children's Academy will provide care for your child _____, in the **Infant Room/Wobbler Room** (6 weeks- 2 years), **Toddler Room** (2 years), **Preschool Room** (3-5 years),

2.

_____ Infant Room/Wobbler Room M T W TH F Drop off _____ Pick up _____

_____ Toddler Room M T W TH F Drop off _____ Pick up _____

_____ Preschool / Afterschool M T W TH F Drop off _____ Pick up _____

_____ Immunization Record attached

3. Methods of Payment:

Payments may be made by debit or credit card (via our online brightwheel app), cash, or check, due every Friday before the upcoming week. Payment obligation is based on the days agreed to use childcare, not on actual attendance. There is no change in fee due to your child's absences. ***Late payments- A \$25 late payment fee (per child) applies for any payment not received on the Friday of that week of care ends. If payment is not received on the Monday of the next week an additional \$10 fee per day will be charged.**

4. Late Pick - Up Penalties:

If your child is not picked up by 5:00 p.m., you will owe a late fee of **\$5 for each 5-minute period**, or portion thereof, after the scheduled time. Any unpaid balances need to be cleared up within 30 days.

5. Changes in Tuition:

The monthly tuition rate is subject to change and you agree that you will pay the new rate after a sixty day written notice of such change is posted.

6. Absences:

You are responsible for paying the full weekly tuition, even if your child is absent (due to illness or other)

7. Holiday Schedule and Weather Closings:

The Center will be closed the following holidays and for occasional professional development:

- New Years Eve
- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- Professional Development training (3-4 days per year) Please see attached Calendar.

8. Adjustment and Trial Period:

Your child is accepted for enrollment in the Center for a trial period of 1 month. If at any time during the first month, the Center determines that your child is unable to adjust to the Center's program, either you or the Center may terminate your child's enrollment immediately. We will make reasonable attempts to work with you and your child to help solve adjustment problems.

9. Withdrawal by Parent:

After the adjustment period, you will continue to have the right to withdraw your child from the program. However, please notify Heather Smires, with 14 days 'notice of withdrawal.

10. Termination

The Center reserves the right to terminate this Contract if the parent does not meet the payment and all other terms of contract. In signing this agreement, I (we) hereby certify that I am (we are) the sole legal guardian (s) of the child.

Parent/Guardian Signature: _____ Date: _____

Director Signature: _____ Date: _____

Children are 1/3 of our population and all of our future.

Tell us about your child...

Check the type of activities that your child enjoys:

- | | | |
|---|--|--|
| <input type="checkbox"/> Books | <input type="checkbox"/> Blocks | <input type="checkbox"/> Water, sand, play-doh |
| <input type="checkbox"/> Puzzles | <input type="checkbox"/> Dolls, dress-up, dishes | <input type="checkbox"/> Legos, tinker toys |
| <input type="checkbox"/> Paper, crayons | <input type="checkbox"/> Balls, jump ropes, trikes | <input type="checkbox"/> Trucks, trains, cars |
| <input type="checkbox"/> Scissors, glue | | <input type="checkbox"/> Other (Please describe) |

Is your child more of a visual or hands-on learner?

Check the activities for which your child takes responsibility of at home:

- | | |
|--|--|
| <input type="checkbox"/> Dressing | <input type="checkbox"/> Hygiene (tooth brushing, bathing) |
| <input type="checkbox"/> Household tasks | <input type="checkbox"/> Other (please describe) |

How does your child best communicate their needs?

Sleep Routines

1. What time does your child go to bed at night?
2. What time does your child wake up in the morning?
 - a. Does your child have a wake-up routine? If so, please describe.
3. What are your sleep routines or the nap schedule you practice at home? Does your child still nap at home?
4. Would you like your child to nap at childcare?

5. At home, where and what position does your child sleep?
6. What does your child need or like to have for sleeping (favorite stuffed animal)?
7. What signs does your child display when getting tired (twirling/tugging on strands of hair, rubbing eyes, etc.)?

Diapering & Toileting

1. Is your child currently wearing diapers or pull-ups?
 - a. If diapers or pull-ups are worn, what brand is used? Is your child sensitive to certain brands of diapers?
2. How often do you change your child's diaper? When does your child usually need a diaper change?
3. If your child's bottom gets sore, how do you treat it? Will you request that we apply cream? If yes, what type and amount is to be applied?
4. What specific words do you/your family use when addressing your child's body parts during diapering or toileting?
5. How does your child communicate their toileting needs (words/actions)?

6. Does your child use any special positions for toileting, for example sitting backward on the toilet seat, standing, etc.?
7. Does your child need assistance with toileting?
 - a. If yes, please explain.

Social

1. Does your child spend time playing with children other than those living at home?
 - a. If yes, how often and what is the age range of children?
2. Does your child prefer playing alone?
3. Does your child have an imaginary friend?

If yes, what is their name/role?
4. Who does your child reside with?
5. Has your child been cared for outside the home prior to this center experience?
 - a. If yes, how old was your child and how long was he/she in this care?
6. Have you and your child had any extended separation from each other?

- a. If yes, who cared for your child during this time and how did your child respond to the separation?

7. How does your child respond to new situations away from his/her family?

8. What are your routines in saying good-bye to your child?

9. Has your child experienced any losses?
 - a. If yes, how did he/she respond?

10. Has your child witnessed any violence?
 - a. If yes, how did he/she respond?

11. Does your child have any fears? What can we do to help your child feel secure?

12. Does your child have any sensory or sensitivity needs?

13. How does your child prefer to be comforted?

14. Is DCF currently involved with your child or family?

Health

1. Does your child have any health history and medical information relevant to routine child care? Explain.
2. Does your child have a diagnosis or treatment in case of emergency? Explain.
3. Does your child take medication? If so, what medication and how much? Medication must be documented on our Center's medication form.
4. Does your child have any allergies? Please explain.
5. Does your child have any special needs or health problems that I should know about?

Program Goals

1. A copy of our program philosophy is in this handbook. Do you have any questions? Would you like additional information?
2. List three of your most important goals/expectations for your child while attending this program.
 - a.
 - b.
 - c.

3. Does your child receive services through Children's integrated services or your school district?

Family Background

1. What is the primary language spoken at home?
2. What does behavior redirection look like in your home?
3. If your child is in a 2-home living arrangement, please provide us with the most up to date custody agreement.
4. In case of emergency or illness, is there a preference to who is called or is the custody schedule followed?
5. Please describe your child and give pertinent information that is not included in this questionnaire.

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Child's Name: _____

Birthdate: _____

Address: _____

Parent or Guardian #1: _____

Address: _____

Telephone: Home _____ Work: _____

Cell Phone: _____ Email: _____

Preferred method of contact: Home [] Work [] Cell [] Email []

Parent or Guardian

#2: _____

Address: _____

Telephone: Home _____ Work: _____

Cell Phone: _____ Email: _____

Preferred method of contact: Home [] Work [] Cell [] Email []

Emergency Contacts (to whom your child may be released to when parent or guardian cannot be reached, must list two)

Name #1: _____ Relationship: _____

Home Address: _____ City: _____ State: _____

Telephone: Home _____ Work: _____ Cell: _____

Name #2 _____ Relationship: _____

Home Address: _____ City: _____ State: _____

Telephone: Home _____ Work: _____ Cell: _____

Written permission must be on file for anyone other than a parent/guardian to pick up your child at the center.

Child's Primary Medical Care

Physicians Name: _____ Phone: _____

Address: _____

In case of an emergency, hospital to take your child: _____

Dentists

Name: _____ Phone: _____

Address: _____

Child's Health Insurance:

Name of Insurance

Plan: _____

Certificate Number (or ID) #: _____ Group #: _____

Policy Holder Name: _____

As parent/guardian, I give consent to have my child receive first aid by facility staff, and, if necessary, be transported to receive emergency care. I understand that I will be responsible for all charges not covered by insurance.

Parent/Guardian #1 Signature: _____ **Date:** _____

Parent/Guardian #2 Signature: _____ **Date:** _____

PEOPLE WHO MAY NOT PICK UP MY CHILD:

Name: _____ Reason: _____

Name: _____ Reason: _____

Name: _____ Reason: _____

People who MAY PICK UP your child from our Center:

1. _____ relationship: _____

2. _____ relationship _____

3. _____ relationship _____

WRITTEN CONSENT IS GIVEN FOR ITEMS BELOW: (Parent/Legal Guardian signature required)

_____ Administration of Minor First Aid

_____ Emergency Medical Treatment

_____ Emergency Medical Transportation

_____ Administration of Prescription Medications (Current Instructions from Physician Must Be Provided)

_____ Administration of Nonprescription Medication – Circle All That May Be Administered: Tylenol, Diaper Cream, Sunscreen. **List** Product Name and any other nonprescription approved that is not listed above:

_____ A Non-prescription Administration form must be completed by your child’s physician to support the administration of all non-prescription medications.

_____ Administration of Special Dental or Dietary Needs (List All That Apply and Portion Size/Dosage) _____

_____ Permission for my child to be released from PCA care (out of the classroom) for services to be performed by specialists/ therapists from outside agencies as designated and authorized by parents (i.e. services provided by early intervention, intermediate units – speech therapists, occupational therapists, social workers, etc.)

_____ I give permission for my child to be transported to a second, parent designated agency via bus or other parent approved mode of transportation.

_____ If child is transported by the facility, are there any special instructions for care (i.e. motion sickness, seizures) during transportation? ____ Yes ____ No If Yes, please specify: _____

_____ I give permission for my child’s immunization records to be accessed via the Vt Immunization Registry. Records will be kept confidential and viewed only by the Director .

_____ Authorization to post child’s allergies in the center

_____ Walking Excursions (Off Premises)

_____ Wading/Swimming/swim lessons

_____ I give permission for my child to be photographed and/or videotaped and the photographs/videotapes to be displayed.

_____ I give permission for my child to use a pacifier during the day and/or while sleeping in a crib or on a cot

Signature: _____

Date: _____

Sunscreen Policy and Consent

The American Academy of Pediatrics recommends that children stay out of the sun between the hours of 10 AM and 4 PM. This is the time of day that the sun is at its highest point and may cause the most damage to skin. Even on cool or cloudy days UV rays can travel through clouds resulting in sunburn that children often do not notice because the temperature or breeze keeps their skin feeling cool. To be sure that all children are able to enjoy the outdoors, Peacham Children's Academy has extended this time period to 11 AM to 3 PM, taking into consideration that there is shade available and skin protection is in place to ensure that all children have the opportunity to play outdoors, weather permitting.

When children are outdoors, Peacham Children's Academy encourages the use of UVA ray and UVB ray protection sunscreen with an SPF of 15 or higher for children who are over six months of age.

To assist with supervision and the prevention of allergic reactions, we request that parents/legal guardians apply the child's sunscreen while at home, prior to arrival at the center. If you are trying a new brand of sunscreen, remember to try the sunscreen prior to providing to the center to monitor for any reactions. Peacham Children's Academy will be responsible for applying a layer of sunscreen in the afternoon to areas of exposed skin. If water play is included in the classroom's morning schedule, sunscreen will be reapplied.

- Sunscreen is to be brought to the center in its original packaging or bottle.
- Sunscreen may not be used if it has expired.
- The child's name must be written on the sunscreen bottle or tube.
- Consent for sunscreen application must be given by the child's parent/legal guardian in writing each year.
- Sunscreen may be left at the center overnight stored in a locked cabinet away from children's belongings.
- Sunscreen will not be applied to children less than six months of age. **Application of sunscreen to children less than six months will only occur when written permissions and instructions have been provided by the child's physician.**
- Directions for application are to be followed per the instructions on the product's label unless otherwise indicated by a physician, in writing. Based upon general recommendation, sunscreen is to be applied approximately 20-30 minutes before going outdoors to allow for absorption.
- Sunscreen may not be shared with other children. If a sibling is in the center but not the same classroom, each child is required to have their own container of sunscreen.
- Aerosol cans are not accepted per state regulations.

Yes, I wish to have sunscreen applied to my child for afternoon outdoor play and reapplied in the morning when water play is part of the classroom schedule. I agree to provide the center with sunscreen for my child. I understand the risks of sunburn and will not hold Peacham Children's Academy responsible should I fail to apply sunscreen prior to arrival to the center each day.

No, I do not want sunscreen applied to my child by Peacham Children's Academy. I understand the risks of sunburn and will not hold Peacham Children's Academy responsible should I fail to apply sunscreen prior to arrival to the center each day.

By enrolling in this program, I understand that outdoor play is a part of the program's daily schedule (weather permitting) per state regulations.

Child's Name: _____

Date of Birth: _____

Parent/Legal Guardian's
Name: _____

Parent/Legal Guardian's
Signature: _____
Date: _____

Insect Repellent Policy

There are a wide variety of products that claim to repel insects. The Centers for Disease Control and Prevention recommends using products that contain active ingredients that are registered with the Environmental Protection Agency (EPA). The products have been tested and have been found to be both safe and effective in preventing insect bites when used per the product labels. Each product is unique and may have a different concentration of repellent. The labels should indicate the concentration and how many hours the repellent is capable of being effective before another application is needed. Remember that higher concentrations of repellent do not mean that they work better; rather, they may work for a longer period. To reduce the risk of adverse effects, the lowest concentration that can be used for your situation would be best.

Use of Insect Repellent requires written permission from the child's parent/legal guardian daily. A Medication Administration Form is to be completed each day the product is to be applied in addition to the attached general consent (below). Any time the product does not meet the recommendations listed below, a note from the child's physician is required.

The following recommendations from the American Academy of Pediatrics, CDC and EPA strictly adhered to:

- Products must be EPA approved.
- Products containing DEET must have 30% or less concentration (of DEET) to be used in the child care setting unless otherwise indicated by a child's physician.
- No repellents will be used on children under the age of two months. Products containing DEET may not be used on children less than 6 months of age.
- Products that contain both DEET and sunscreen will NOT be accepted.
- Repellent may only be applied once per day.
- Aerosol cans are not permitted per state regulations.

When Insect Repellent is indicated for use, the following guidelines will be followed:

1. Families must try the insect repellent at home prior to providing to the center to allow for the family to observe for any reaction.
2. Read the label with each use and follow the instructions as stated by the manufacturer.
3. Repellents will only be applied to exposed skin. Do not use under clothing.
4. Never use Repellents over cuts, wounds or irritated skin.
5. Do not apply to eyes or mouth, use in moderation around ears.
6. Repellent is to be applied to the teacher's gloved hands and then applied to the child's exposed skin.
7. Do not spray in enclosed areas or near food.
8. Do not allow children to handle the product and do not apply the product to the child's hands.
9. Keep Repellents away from children in a locked cabinet or lock box, away from children's belongings, food and other medications. Repellents can be kept at the center overnight and do

not need to be removed daily.

10. If a child develops a rash, stop using the product! Should this occur while the child is at the center, staff will wash the areas treated with Repellent with a mild soap and water and call the child's parents and the Poison Control Center for further guidance.
11. Log application of Insect Repellent after each application.

I hereby acknowledge that I have been provided with, and have read the Peacham Children's Academy Insect Repellent Policy and agree to abide by the policy and procedures detailed herein during the period my child is enrolled at the child care center.

Child's

Name: _____

Parent/Guardian

Signature: _____ Date: _____



Peacham Children's Academy

56 Church Street Peacham, VT 05862

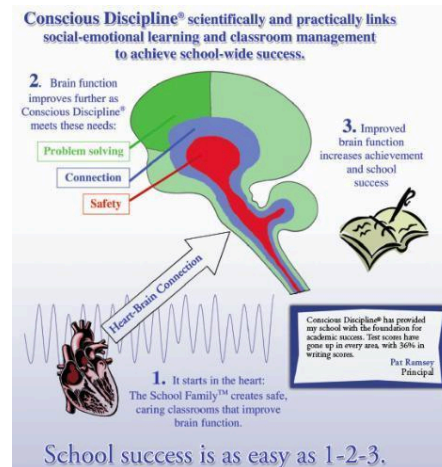
Guidance and Behavior Management Policies

The ultimate goal of discipline is self-discipline—self-control and self-direction. Our goals in caring for our daycare children include directing their behavior with words and by example, so that they will learn the skills necessary to control their own behavior and cooperate with others. In our childcare center, it is our intention to try to prevent many behavior problems by providing direct supervision and guidance, age appropriate activities, love and interaction, a daily routine, and clear boundaries. I have found that most young children will “follow the leader” when taught to.

Peacham Children's Academy uses CSEFFEL and the Conscious Discipline method when guiding children (developed by Dr. Becky Bailey). Conscious Discipline links social-emotional learning with behavior management for overall success. It is based on the principle that children learn best when they feel safe, loved and calm. It is based on current brain research, child development information, and developmentally appropriate practices. Conscious Discipline has been specifically designed to make changes in the lives of adults first. The adults, in turn, change the lives of children.

Conscious Discipline is a way of organizing schools and classrooms around the concept of a School Family. Each member of the family—both adult and child—learns the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others' needs and getting along with others. Conscious Discipline empowers teachers and other adults with the Seven Powers for Self-Control. These powers change the adults' perception and relationship with conflict, empowering them to be proactive instead of reactive during conflict times. These core beliefs strengthen our utilization of the frontal lobes of the brain. The frontal lobes are to the brain as a conductor is to an orchestra. The frontal lobes are our moral leader.

From the beliefs instilled with the Seven Powers for Self-Control emerge the Seven Basic Skills of Discipline. These skills change how adults respond to conflict in such a way as to facilitate the development of the frontal lobes in children. The Seven Skills are the only skills an adult needs to constructively transform conflict into teaching moments. Through the Powers and Skills, adults stay in control of themselves and in charge of children.



* all information, charts and artwork listed here about Conscious Discipline have been taken from Dr. Becky Bailey’s website or book “Conscious Discipline.” For more information please consult either source.

Other Discipline Techniques

Our goal is to use as little “Discipline” as possible, we much prefer the term “GUIDANCE” However, occasionally the need for correction and discipline does arise. When a child must be disciplined at the daycare, caregivers will choose a method most fitting to the circumstance from the following methods.

A.) Redirecting the child’s behavior often will fix the problem. By just talking with the child, explaining the rule or expectation and showing him how to change his behavior, many problems can be corrected. With very young children, sometimes just distracting the child or providing them with an alternate toy or activity can be all it takes to turn tears and tantrums into smiles and giggles.

B.) Safe spaces may be used to remove the child from a situation to discontinue negative behavior. The caregiver will respond immediately with a brief explanation. If the child’s behavior is out of control to the extent that he/she cannot stand or sit independently, the caregiver will assist the child in calming down. The caregiver may need to stand or sit with the child in the safe space, and possibly hold the child’s hand or place her hand on the child’s

shoulders or back to assist the child in calming down. Breathing and relaxation techniques will also be encouraged.

C.) To use a consequence as a learning experience for the child, the caregiver will remove a privilege that is a logical response to an inappropriate or un-allowed behavior. For example, if the child continues to jump off the swing set in an unsafe manner after being made aware of the safety rules, the caregiver may take away the privilege of swinging for a period of time.

D.) If the caregiver feels that the child has gotten out of control, in certain situations, Parent's Involvement may be required. Daycare staff will notify a parent if this is the case, or if there seems to be a consistent problem area that needs to be addressed. PCA believes that it is very important for parents to work closely together in any child-rearing goals, especially with discipline issues. We want to work together with parents to solve any problems that arise. We will communicate any behavior issues with you either during our end of the day conversation, by a phone call to your home or work, or by a note or email. If a serious problem needs to be discussed, we may choose to schedule an appointment to explore solutions. The communication street runs two ways—if a parent feels there is an issue to discuss regarding discipline or any other issue, we highly encourage you to voice your concerns.

Peacham Children's Academy also feels it important to let parents know what we will NOT do when disciplining children. Children are precious, and will not be treated in a demeaning way or physically harmed in any way. The State of Vermont Licensing Rules provide very exact guidelines regarding what is and is not allowed regarding discipline. Peacham Children's Academy whole-heartedly agrees with this rule, as copied below, not only because it is law, but because it is right. It is there to protect our children.

6.2.7 Positive Guidance and Behavior Management

- Staff's expectations of children's behavior and responses to children's behavior shall be appropriate to each child's level of development and understanding. Guidance shall be designed to meet the individual needs of each child.
- Staff shall use positive methods of guidance and behavior management that encourage self-control, self-direction, self-esteem, and cooperation.
- No form of inappropriate discipline or corporal punishment shall be used with children such as but not limited to:
 - Hitting, shaking, biting, pinching;
 - Restricting a child's movements through binding, tying, or use of any other mechanical restraint;
 - Withholding of food, water, or toilet use;
 - Confining a child in an enclosed or darkened area, such as a closet or a locked room;
 - Inflicting mental or emotional punishment such as humiliating, shaming, threatening, or frightening a child; or
 - Making disparaging remarks regarding a child or his/her family.
- No punitive action shall be taken with children for not going to sleep, for toileting accidents, for failure to eat all or part of a meal or for failure to complete a prescribed activity.

- Profanity and obscene language shall not be used in the center while children are present.
- The program director shall consult with parents and professionals to design an effective behavior management plan and adapt behavioral management practices for a child who exhibits a pattern of challenging behaviors.

Inappropriate and Unacceptable Behavior Policy

PURPOSE

Peacham Children’s Academy will ensure that the play and learning environments for all children is safe, respectful, and provides a model of proper behavior to all children within our care. We also must ensure that inappropriate and unacceptable behavior is addressed in a timely, consistent, and fair manner for the well-being of each individual child as well as the group. This policy will address our plan for Inappropriate and Unacceptable Behavior.

DEFINITION

Inappropriate and Unacceptable Behavior May Include (but is not limited to):

- *Aggressive, physical, or verbally threatening actions directed at another individual.
- * Profane or abusive language (does not have to be directed at another individual)
- * Refusal to comply with a teacher’s instruction or request.
- * Treating (or another individual’s) property with a lack of respect.
- * Disrespecting another child or an employee.
- * Self-Destructive Behavior
- * Other behavior determined by a staff member to be unacceptable.

POLICY

While in the care of our center, we teach children to respect themselves, their friends and teachers, their environment, and materials. Most of the time, small behavior issues and concerns are communicated to the parents through routine interactions at drop off and pick up times. In some instances, children who are disruptive or continuously aggressive may need a behavioral plan put in place. A parent meeting will be requested if a behavioral plan needs to be put in place for any child.

Peacham Children's Academy



Behavior Management Policy Agreement

I _____ have read and agree to the above behavior policy that our centers have implemented to keep our children and staff safe.

Social Media Policy

Parents and care givers are requested to bring any questions or concerns to either the owner or director, or both. Negative and defaming posts on social media can result in termination of care. We work hard to communicate with all families in a positive manner and hope to have the same in return.

Name of Child

Signature of parent/guardian: _____ Date: _____



Peacham Children's Academy

Peacham Afterschool Learning

56 Church Street or 340 Bayley-Hazen Rd Peacham, VT 05862
Heather Smires

CHILD CARE GENERAL HEALTH EXAMINATION FORM

Note: This form can be used for childcare programs as required documentation of a child's general health examine. Other physical forms used by the health provider's office documenting the child's age-appropriate well care exam and information regarding any health conditions and medications that may impact the care of the child in childcare are also acceptable.

Child's Name: _____

Date of Birth: _____ Date of Last Exam: _____

___ This child has no health conditions or medications that impact enrollment in childcare.

___ This child has a condition or medication that should be known by the childcare provider:

Health Care Provider Name: _____

Phone Number: _____

Health Care Provider Signature: _____ Date: _____

Peacham Children's Academy



56 Church Street

Peacham, VT 05862

Authorization for Exchange of Information

Name of Child: _____ Date of Birth: _____

Parent/Guardian Name: _____

I hereby authorize the release and exchange of the following information between Peacham Children's Academy and the following providers (Please check all that apply):

_____ Pediatrician _____

_____ Children's Integrated Services

_____ Department of Children and Families

_____ Umbrella

_____ School District _____

Parent/Guardian Signature

Date