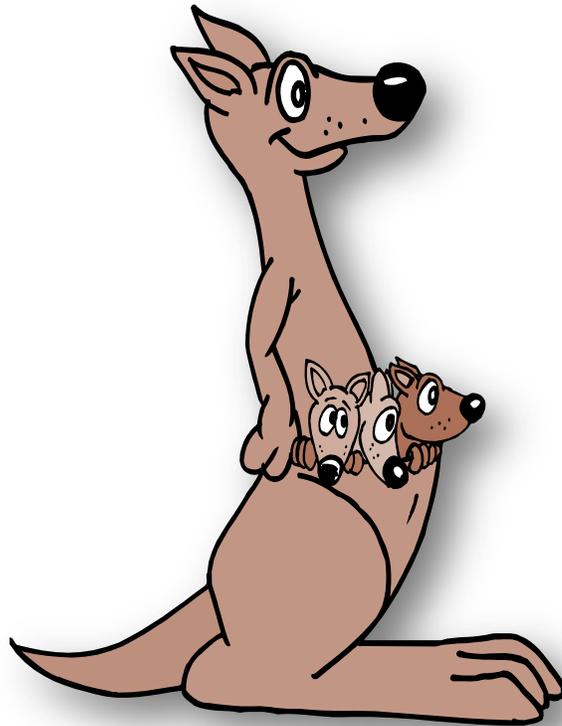


GLASTONBURY PARKS & RECREATION

**KANGAROO KIDS
FAMILY HANDBOOK
2016-17**



Kangaroo Kids
35 Bell Street
Glastonbury, CT 06033
860-657-8616

Glastonbury Parks & Recreation
2143 Main Street
Glastonbury, CT 06033
860-652-7679
www.glastonbury-ct.gov

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WELCOME TO KANGAROO KIDS!

Kangaroo Kids is sponsored by the Town of Glastonbury and Licensed by the State of Connecticut

Our Philosophy

Play is the single most powerful learning tool for children and it is said that more learning and more types of learning take place in the first five years of life than at any other time!

We believe each child is unique, with his or her own timing of development and growth. We will work with you and your child to help develop the skills they need to feel confident in their developing abilities. Our focus is to help children establish a good self-image through individual attention and social interaction in group activities.

At Kangaroo Kids we:

Create a learning environment in which children can:

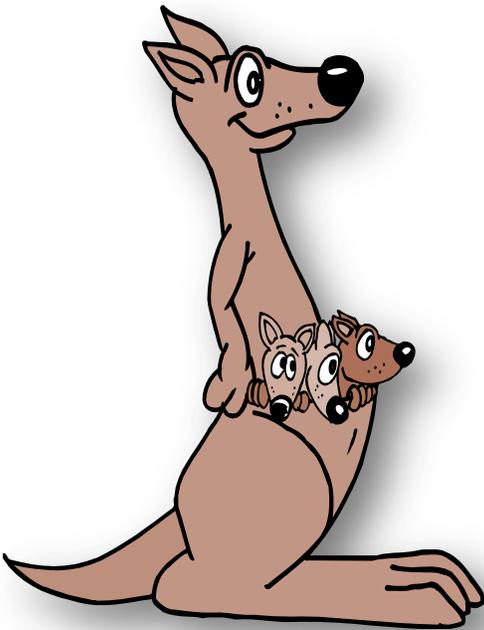
- feel safe and supported
- explore freely
- discover
- develop relationships with adults and peers
- develop a sense of trust and belonging
- take initiative by making choices
- assert themselves in socially acceptable ways
- feel competent through learning
- be independent, curious and creative
- be themselves

Play in a community where children:

- are respected for who they are
- respect each other
- respect their environment

Provide developmentally appropriate activities, which are:

- age appropriate
- individually appropriate
- integrated
- concrete, real and relevant to the lives of young children



Program Goals/Curriculum

Our goals are accomplished through a theme-based approach. Your child will have opportunities for hands-on exploration in the following learning centers:

Creative Art
Manipulatives
Dramatic Play
Sand/Water

Music & Movement
Outdoor Play
Blocks/Puzzles
Listening

Reading
Science
Math
Writing

Personal and Social Development

- Exhibit curiosity, creativity, self-direction and persistence in learning situations.
- Describe his/herself using several basic characteristics.
- Demonstrate awareness of one's own and others feelings
- Participate in and exhibit self-control in group situations.
- Interact appropriately with peers and familiar adults.
- Use age appropriate conflict-resolution strategies.
- Recognize similarities and appreciate differences in people.

Cognitive Development

- Express wonder, ask questions, and seek answers about their community and the world.
- Recognize and solve problems through active exploration, including trial and error, and interacting with peers and adults.
- Organize and express their understanding of common properties and attributes of things.
- Communicate their experiences, ideas, and feelings by speaking.
- Listen with understanding to directions, conversations and stories.
- Exhibit an interest in reading

Physical

- Engage in a wide variety of gross-motor activities.
- Use a variety of materials that promote eye-hand coordination and small muscle development.
- Demonstrate spatial awareness in both fine and gross-motor activities.
- Practice basic hygiene and self-help skills.

Creative Expression

- Create works that express experiences, ideas and feelings.
- Represent fantasy and real-life experiences through pretend play.
- Engage in musical and creative movement.

Educational Program Plan and Daily Schedule

The daily classroom schedule supports our goals and provides a balance of activities from the following:

- Indoor/outdoor
- Quiet/active
- Individual/small group
- Child initiated/adult initiated
- Large muscle/small muscle



A typical day follows the schedule. The schedule is fluid and flexible depending on the needs and interests of the class.

Transitions between activities are guided by visual and auditory cues.

Arrival

Children may select activities set out on tables such as coloring, drawing, puzzles, books and other fine motor activities.

Group Meeting

Teachers bring the group together for greeting, calendar, music, introduction of day's theme and sharing time.

Art Time

Small group time. Theme related projects are created. Emphasis is on basic understanding of the day's theme, direction following, fine motor skills and fostering creativity.

Choice Activity Time

Children may choose from activities in learning centers such as creative art, blocks, puppets, role playing, sensory table, sand table, library, dramatic play, math and science.

Clean Up/Snack Time

Children help to clean up the toys. Toileting and hand washing. Snack time, a chance to converse with peers in a small group.

Outdoor Activity

Children select from a variety of outdoor interest areas designed to foster gross motor skills, physical exercise and an appreciation of nature.

Group Meeting

Music, game, recap of theme and a story.

Dismissal

Children prepare for dismissal using self-help and organizational skills by putting on outdoor gear, gathering backpacks and papers to go home.

Registration

Kangaroo Kids is open to Glastonbury Residents only and is for children ages 3&4 and non-kindergarten bound 5 year olds. The following sessions are offered:

AM 3's & 4's (combined):	Monday & Thursday	9:00-11:30 a.m.
AM 3's & 4's (combined):	Tuesday & Friday	9:00-11:30 a.m.
AM 3's & 4's (combined):	Monday, Tuesday, Thursday & Friday	9:00-11:30 a.m.
PM 4's:	Monday, Tuesday, Thursday & Friday	12:30-3:00 p.m.

Age

Child must be age 3 or 4 by December 31 2016 (NO EXCEPTIONS)

Toilet Training

Kangaroo Kids does not have diaper changing facilities and cannot accept a child who has not been potty trained. Accidents do happen so please send an extra set of labeled clothing (socks, underwear, pants, shirt) to be kept in your child's backpack should an accident occur. Please check your child's backpack daily for soiled clothing. Kangaroo Kids does not rinse or wash soiled clothes due to the risk of splashing and contamination of hands, sink, and bathroom surfaces. Bathrooms are open to the classroom at all times.

We will help your child change wet pants, but bowel movement accidents will require a phone call to you to come and change your child. Repeated accidents may mean your child is not ready for preschool. Pull ups are not a substitute for toilet training. If you have concerns, please speak with Susan Kovacs.

Children's Health Records

All children are required to have a completed physical and up to date immunizations. All immunizations will be required according to the State of Connecticut Statutes and Regulations for Child Day Care Center

Required Forms

These forms are mandatory and must be completed and returned before a child may begin attending the program.

Any change in address, phone numbers etc. must be given to the Director in writing.

Early Childhood Health Assessment/Annual Physical: A physical completed by a licensed physician, physician assistant or a certified nurse practitioner. The physical is valid one year from the actual date of the physical and are to be kept up to date thereafter. An allowance of 30 days past the physical expiration date will be given to provide Kangaroo Kids with an updated physical before mandatory exclusion. Kangaroo Kids staff will keep all health concerns confidential. Should your child require emergency care, the program will share pertinent health information with emergency responders. Only a State of Connecticut form will be accepted.

Child Information Form: This form contains important contact information for parents and additional contacts in case of an emergency. It is imperative that this form be complete, accurate and legible. All areas must be completed. For the safety of your child, please notify the Preschool Director of any change in phone, address, or emergency contacts immediately. Also, if during class time you will be anywhere but home, it is helpful to let the staff know where you will be and a contact number

Emergency Medical Care

In case of a severe medical emergency, staff will call 911 indicating an emergency situation is occurring. Parents will be called immediately and informed of the situation. If necessary, emergency personnel will transport the child to the appropriate medical facility. The family is responsible for the cost of emergency transportation to the medical facility. It is important that you maintain your emergency information, including contact numbers and insurance information on file at Kangaroo Kids.

Dismissal

A child may be dismissed from Kangaroo Kids if:

- All required forms are not on file
- Physical is not up to date
- Payments are missed
- His/her behavior is a risk to the safety and well-being of other children or staff.

Payment Information

A \$250 deposit is required at the time of registration. **The deposit is non-refundable after June 1.**

Deposits will be accepted on-line or by mail beginning Tuesday, March 15, 2016. You may also register in-person at the Parks & Recreation office beginning on Tuesday, April 12, 2016

Balance of the Fee will be made in two installments as follows:

AM 2 day Sessions: \$290 payment due by September 9, 2016
 \$289 final payment due by January 12, 2017

AM & PM 4 day Session: \$620 payment due by September 9, 2016
 \$619 final payment due by January 12, 2017

Payment Methods

Acceptable payment methods are checks (payable to the Town of Glastonbury), money orders, credit/debit card (Visa, Mastercard or Discover) or cash.

The \$250 deposit will be accepted on-line or by mail beginning Tuesday, March 15 and in non refundable after June 1. You may also register in-person at the Parks & Recreation office beginning on Tuesday, April 12, 2016.

Your fee balance payments may be given to Kangaroo Kids staff at the program or made as follows:

On-Line: www.glastonbury-ct.gov
 Click on "departments", "leisure/culture", "parks & recreation",
 "registration", "on-line registration"

By Mail: Parks & Recreation
 P.O. Box 6523
 Glastonbury, CT 06033

In Person: Parks & Recreation
 2143 Main Street
 Glastonbury, CT 06033

Late Payments

A child may be dismissed from the program if payments are missed. Children will not be allowed to return until the past due balances are paid in full.

Returned Checks

A \$15 fee will be assessed for returned checks.

Refund Policy

Refund requests must be made no later than five (5) business days before the program begins. Refunds requests received after this point will be subject to a \$10 processing fee. Refunds are generally not given once the program has begun, however in the event of injury or illness, a refund request will be considered if accompanied by a doctor's note. Registrations processed with a credit card will be credited to the card used. All other refunds generally take 2-4 weeks to process.

Open House

Registered children and their parents are invited to attend an Open House. This visit provides an opportunity to meet staff, turn in paperwork, explore the classroom and meet new friends prior to the first day. We have an Open House for the 2016-17 program scheduled for **Wednesday, August 31 from 4:00-6:00 pm.**

Closings and Cancellations

The program will not be held on legal holidays and school vacations. In 2016-17 those dates are:

<u>2016</u>	Monday	September 5	Labor Day
	Monday	October 3	Rosh Hashanah
	Monday	October 10	Columbus Day
	Tuesday	November 8	Election Day
	Friday	November 11	Veteran's Day
	Thursday	November 24	Thanksgiving Recess`
	Friday	November 25	Thanksgiving Recess
	Monday	December 12	Winter Recess
	Tuesday	December 13	Winter Recess
	Thursday	December 15	Winter Recess
	Friday	December 16	Winter Recess
	Monday	December 19	Winter Recess
	Tuesday	December 20	Winter Recess
	Thursday	December 22	Holiday Recess
	Friday	December 23	Holiday Recess
	Monday	December 26	Holiday Recess
	Tuesday	December 27	Holiday Recess
	Thursday	December 29	Holiday Recess
	Friday	December 30	Holiday Recess
<u>2017</u>	Monday	January 2	Holiday Recess
	Monday	January 16	Martin Luther King Day
	Monday	February 20	Winter Recess
	Tuesday	February 21	Winter Recess
	Monday	April 10	Spring Recess
	Tuesday	April 11	Spring Recess
	Thursday	April 13	Spring Recess
	Friday	April 14	Spring Recess
	Monday	May 29	Memorial Day

If the Glastonbury Public Schools are canceled due to inclement weather, Kangaroo Kids is also canceled.

If the Glastonbury Public Schools are delayed due to inclement weather, Kangaroo Kids will meet as scheduled.

If school is dismissed early due to inclement weather, afternoon classes are canceled.

For information on closings, call the Parks & Recreation daily activity recording 860-652-7689 after 8:15 a.m. or refer to local TV stations (WFSB 3; WVIT 30).

You will not be notified by phone or email. If in doubt, please call.

Staff and Supervision

Our staff help make Kangaroo Kids a special place for your child. Their warm and nurturing ways let your child know that this is a place they can trust, be themselves and have fun!

There are three staff in each class. Each is trained and certified American Heart Association Pediatric First Aid & CPR, medication administration and OSHA training. They also receive training through conferences and workshops attended throughout the year.

Our group size does not exceed twenty children and the maximum teacher to child ratio is 1:7, well below the state mandated 1:10 ratio for children aged 3-5.

Children are supervised within the classroom and during outdoor play. If a staff person is absent, a qualified substitute is assigned. At no time is the staff/child ratio above the maximum number allowed.

Children are well supervised at all times – indoors, outdoors, and when using the bathroom.

Arrival & Departure Policy

Arrival and departure times are exciting for children. Please refrain from using your cell phone during drop-off and pick-up so that your full attention can be on your child.

Arrival

Upon arrival, you must escort your child into the building and sign him/her in.

The classroom doors will not be opened until five minutes prior to the start of the program. Staff need time to set up. Please be prompt in dropping off and picking up your child. Late arrivals interrupt instructional time which is disruptive to the class and our daily routine. Your cooperation is greatly appreciated.

Departure

Upon departure, you must sign your child out and escort him/her out of the building. Children may not leave the building without an adult.

Children will be released only to those authorized for pick up as stated on the Child Information Form. The parent/guardian must notify staff in writing if a person who is not listed on the Child Information Form will be picking up their child. In an emergency, the parent may give verbal authorization to the director or staff person in charge. A child will not be released to an unauthorized person without permission from the parent or guardian.

Regardless of whether or not the person has been authorized as a designated pick-up person, all unknown adults must present a photo ID at the time of pick up.

In the event an unknown adult attempts to pick-up a child, the parent/guardian will be notified for verbal authorization. Glastonbury Police will be notified immediately if an unauthorized person attempts to depart with a child.

In the event a parent/guardian or other adult arrives and appears to be under the influence of alcohol or drugs, the director or staff person in charge will contact the Glastonbury Police. In such an instance, the child will not be released from the program until the police have arrived and assessed the situation. Please refrain from putting staff members in this position.

If a child has not been picked-up within ten (10) minutes of the end of the class, a staff member will attempt to contact the parent/guardian at their home, cell and work numbers. If they cannot be reached, the staff person will attempt to contact the additional authorized Emergency Contacts listed on the Child Information Form. The Glastonbury Police will be called after 45 minutes if parents or additional contacts cannot be reached. At that time, the child may be released to the police. Two staff members at least 18 years or older will remain with the child at all times. We will attempt to leave a message with the Parent/Guardian that the child has been released to the police.

A late pick up fee of \$15 will be charged for pick-ups that are fifteen (15) minutes beyond the end of the class.

We ask that you follow safety rules when arriving and departing from the preschool facility. Children need to stay with an adult and are not allowed to roam through the building, playground or parking lot unattended. Children should never be allowed to reach the exit door, open it, and leave the building unaccompanied. Please follow these simple reminders:

- Use extreme caution when backing up your vehicle in the parking lot.
- Speed limit is 10 mph or less
- Do not leave children under the age of 12 unattended in vehicles.

Please Note: We are not responsible for the safety of siblings playing on outdoor equipment. Please supervise your children at all times.

Parent Involvement

Parents are an important part of a child's life and love for learning. We would like to become partners in this learning process. We offer you, as a parent, many ways to become involved in our community such as:

- Participate in class activities, special events
- Informal Parent conferences may be scheduled as needed
- Provide snack
- Field trip chaperones

Keeping Informed

Regular communication with parents is important in supporting a child's education. There are many opportunities for parents to stay informed and share information with the staff.

- Daily contact at drop-off and pick-up is the best way to establish open lines of communication and rapport with your child's teachers
- Check the bulletin board each day. There you will find current information relevant to your child's activities at Kangaroo Kids
- Read any and all notices sent home by staff
- Please do not hesitate to speak with your child's teacher or the program director at any point in which you have a question, comment or concern
- Refer to the monthly calendar for special events, themes etc.

Parent Survey

A short parent survey will be sent out in the spring so that you can evaluate how well we are meeting your families' needs. You will be able to make comments but if you have a problem or concern, please do not wait until then to say something, let us know immediately.

Open Door Policy

Kangaroo Kids offers an "open door" to you as parents at all times. We encourage you to come for a visit when your schedule permits, at any time, with no advance notice required. Parent involvement continuously enhances programs and we welcome your continued support.

Daily Communication

Creating strong connections between home and Kangaroo Kids is important to your child's success in our program. These strong connections are built on daily communication with the staff. During these conversations, both you and the staff can share information including child's day at Kangaroo Kids and home as well as information on how your child is learning and developing in our program.

English as a Second Language

For families who speak another language other than English will need to work with staff to create a plan on how your home language will be used at Kangaroo Kids.

Food and Drinks

Snack

Parents will be asked to sign up to bring in snack on a rotating basis. A simple nutritious snack is all that is required. We will provide napkins, cups and water. We will give you a reminder the day before you are scheduled to bring snack.

Children with food allergies are required to bring their own snack in a bag clearly marked with their name.

Acceptable snacks :

Cheese	Goldfish Crackers
Yogurt	Pretzel's
Graham Crackers	Raisins
Rice Crackers	Fruit – Fresh Fruit, apple sauce, fruit cups
Animal Crackers	Fresh Vegetables
Teddy Grahams	Mini Muffins

Allergies

For each child with special healthcare needs or food allergies, the child's health care provider must give the program an individualized health care plan that is prepared in consultation with family members and specialists involved the child's care.

Kangaroo Kids protects children with food allergies from contact with problem food. We ask families of a child with food allergies to give consent for posting information about the child's food allergy and, if consent is given, then posts that information in the food preparation area and in areas of the facility the child uses so it is a visual reminder to all those who interact with the child during the program day.

Children with food allergies are required to bring their own snack in a bag clearly marked with their name.

Birthday Snacks/Celebrations

Each month, close to the middle of the month, we have a celebration for all the "birthday kids" in that month. We decorate the tables, light candles, sing and have popsicles, cupcakes or other special snack. Parents of the birthday child may sign up to bring a special snack that day. Special snacks are allowed only on our celebration day. Children with allergies will have the opportunity to bring their own special snack on celebration days.

If you choose not to have your child's birthday recognized at Kangaroo Kids for any reason, all you need to do is let us know. If you are planning a birthday party for your child you may hand out invitations to all classmates if you would like to. If you are planning a smaller party, please mail the invitations so other children who may not be invited will not feel left out by not receiving an invitation.

Health, Safety and Emergency Procedures

Attendance

If your child will not be attending the program for any reason, please call Kangaroo Kids at 860-657-8616 prior to the start of the class. You may leave a message on the voicemail, please state your child's name, class and the reason why he/she will not be attending that day. We keep track of illnesses and absences.

Special Health Needs

Following State of Connecticut Department of Public Health Statutes and Regulations for Child Day Care Centers 19a-79-9a an individual plan of care is required **prior** to enrollment for any child with special health needs. **Some** examples of special health needs are allergies that require diet restriction or rescue medication, asthma, seizure disorder, chronic illness, mobility impairment, diabetes, sickle cell disease, developmental variations, or history of contagious disease. Families are encouraged to work with the health consultant to develop an individual Plan of Care. The Individual Plan of Care, along with any authorizations for medications, or special diet requirements must ultimately be approved by a licensed health practitioner, and parent. Similarly, all medications, medical authorization, equipment, and individual plan of care, are required to be replaced by the parent/guardian prior to expiration.

Communicable Diseases

For the health and safety of all our families, you must notify your teacher of all communicable diseases. Specific information will be kept confidential; however, we must notify all families of the possibility of exposure. We ask that your child not return to the program until he/she is 24 hours without symptoms. Following the American Academy of Pediatrics guidelines for exclusion, Kangaroo Kids may request verification from a licensed health practitioner that your child is no longer contagious.

Medications

If your child requires emergency medication, such as an epi-pen, you must complete and submit an "Authorization for Administration of Medication" form. For other medications, such as antibiotics, consult your physician for modification regarding the time of administration if it coincides with class time.

Illness Exclusion

The following are guidelines for exclusion:

- The illness prevents the child from participating comfortably in activities
- The illness results in greater need for care than the staff can provide without compromising the supervision of the other children
- The child has behaviors indicating pain or distress
- The child has symptoms of a communicable disease

When your child becomes ill, he/she will be made comfortable in a supervised area, separate from the group activities. We will contact you immediately for pick up. If we are unable to reach you, we will contact those individuals authorized on your Child Information/Emergency Consent form.

Accidents

Staff are certified in First Aid and Infant-Child CPR. Minor injuries will be cared for by the staff. If your child sustains an injury while at Kangaroo Kids, the supervising staff person will complete an Accident Report Form. The report will indicate the date and time of the accident, how it occurred, type of injury, and medical attention required. Parents will be asked to review and sign the form at pick up.

Severe Medical Emergency

In case of a severe medical emergency, staff will call 911 indicating an emergency situation is occurring. Parents will be called immediately and informed of the situation. If necessary, emergency personnel will transport the child to the appropriate medical facility. The family is responsible for the cost of emergency transportation to the medical facility. It is important that you maintain your emergency information, including contact numbers and insurance information on file at Kangaroo Kids.

Evacuations & Emergency Closing

In the event of an emergency, such as fire, the staff would relocate the children immediately to safety, either to the parking/playground area or in case of inclement weather shelter in the basement or in the Hebron Ave. school building next door. The Director would call 911, then Parks and Recreation for assistance in notifying the parents of the situation.

In the event of an emergency which would force us to close early (i.e. severe weather), we would contact parents to pick up their children immediately. If parents cannot be notified, then persons listed on the Child Information form would be contacted. At least two staff member would remain with the child until an authorized person arrives.

Fire Drills

Fire drills are practiced once per month. Your help in reinforcing with your child the importance of these drills and the fact that they are just practice is invaluable.

Behavior Management/Discipline Policy

At Kangaroo Kids, our approach to discipline is to help the child learn self-control within their environment. Discipline is viewed as a learning process. The process is carried out by:

- Providing a learning environment where there is consistency and a daily routine of activity.
- Creating clear and developmentally appropriate rules and limits where expectations of the children are stated clearly and positively and redirection is used to refocus a child's attention to avoid unnecessary confrontations.

We understand that young children are constantly striving for independence and an understanding of their environment. Therefore, we will provide a safe and consistent environment that will enable children to gain self-confidence, self-control, and an understanding of his/her feelings. We believe guidance and discipline are part of a lifelong continuous growth process and that we can foster each child's development in making appropriate choices for today and for their future. Our guidance and discipline goals are carried out by:

Teachers who serve as role models for appropriate behavior

Our staff consistently set examples and model ways for children to express their feelings and problem-solve by using effective and timely communication skills.

Creating an environment that is comfortable and safe for all children

Our program offers a variety of age-appropriate toys, activities, which allow children the opportunity to experiment with their world and socialize with their peers.

Stating clear and concise rules

Children are better able to express themselves and successfully work within their environments when they are aware of what is expected and the limits that have been set forth.

Acknowledging and respecting each child's feelings

Teachers help children to better express and understand their feelings, which enable them to recognize their feelings and express them in a positive manner.

Using redirection to refocus the child's attention towards a more positive outcome

Redirection helps to avoid unnecessary confrontations while guiding children in making appropriate choices.

A positive approach is essential in reinforcing the child's success. Appropriate behavior will be praised, encouraged and used as a model for other children to follow.

Appropriate discipline includes setting clear limits, reasonable expectations, redirection and logical consequences. Punishments such as humiliation, disrespecting, striking, shaming, use of bribes, false threats, or withdrawal of food will never be used any staff member. In the event this approach is not followed by a staff person, the appropriate administrative disciplinary action will be taken.

Challenging Behaviors

At Kangaroo Kids, children are encouraged to verbalize their feelings, frustrations and anger in a constructive manner and to resolve problems and work out solutions with minimal staff interaction. Our goal is to help the child learn from his/her experience, separate the action from the child, and to always treat the child with respect.

Kangaroo Kids defines unacceptable behavior as:

- A child who continuously interrupts the flow and continuity of the program and requires constant one-on-one attention.
- A child inflicting physical or emotional harm on other children or staff.
- A child who is consistently unable to follow the rules and expectations of the program.

If a child engages in challenging behaviors:

- The teacher will acknowledge the child's feelings. This will help the child feel more open to hearing what the teacher is saying.
- The teacher will clearly say what behavior is unacceptable and provide redirection and alternate activities to help the child refocus on acceptable behavior.
- If the child continues the inappropriate behavior, a final choice will be offered, which may include taking a time out break. The teacher will say the reason for the child to sit in the time out chair. The child will sit for the standard 1 minute per year of age. The child will be observed at all times and returned to the group as soon as time out is over.
- After the above steps are taken and the teacher notes that the inappropriate behavior is reoccurring, the teacher will inform the parent. The parent will be asked to help correct the situation by offering suggestions, support and involvement.

If the above steps have been followed and the child's inappropriate behavior continues, the child may be dismissed from the program. However, if a situation occurs that severely jeopardizes the health, safety and well-being of the children and staff in the program, the Director reserves the right to dismiss a child immediately, without advance warning or notice.

Children causing immediate harm to themselves or others will be removed from the situation and parents called immediately.

Handwashing

In order to prevent the illness of teachers and children, we engage in the following recommended childcare hygiene practices:

Children are taught and assisted with proper hand washing techniques

- Turn on water and wet hands
- Add small drop of liquid soap and vigorously rub hands together for 20 seconds
- Rinse hands and leave water running
- Dry hands with disposable towel and use another disposable towel to turn faucet off.

Children and staff will wash their hands:

- After toileting, after blowing or wiping a nose or handling bodily fluids
- After coughing on hand
- Before eating and serving snacks
- After playing in water shared by two or more people

Other precautions

- Toys are washed and disinfected on a regular basis
- Tables are sprayed with a sanitizing solution before and after snacks are served.

Germ Control

The children will be working to become independent hand washers and to use tissues for their noses. We will be working with them to cover their coughs, sneezes and then to wash their hands yet again. We will be using hand sanitizer as well when it is appropriate. In order to keep our classroom healthy we need your help to prevent the spread of illness. If your child has a fever, bad cold, an upset stomach or has been vomiting – please keep them home. Thick or colored mucus, a sore throat, a bad cough or diarrhea are other reasons to keep your child home. If your child exhibits any of these symptoms while at Kangaroo Kids we may call you to come and get them. Illness travels quickly through the preschool population.

Abused and Neglected Children and Children at Risk

State law mandates a report be filed with the Department of Children and Families if abuse or neglect is suspected (not necessarily proven)

Child Abuse: any child or youth who has a non-accidental physical injury, or injuries which are at variance with the history given of such injuries, or is in a condition which is the result of maltreatment such as, but not limited to malnutrition, sexual molestation, deprivation of necessities, emotional or cruel punishment.

Child Neglect: any child or youth who has been abandoned or is being denied proper care and attention, physically, educationally, emotionally, or morally or is being permitted to live under conditions, circumstances or associations injurious to his/her wellbeing.

We hope that before a situation of this magnitude occurs, that parents and staff can meet to discuss any problems that may be occurring in order to prevent any harm that may come to any child. We are here to help and assist you in any way possible

Complaint Procedure

If you are experiencing a problem, please speak with the program staff first. If this does not help, please discuss the problem with the Town of Glastonbury Recreation Supervisor 860-652-7679.

In most cases, the situation can be resolved by speaking the Staff and Preschool Director immediately.

Clothing

When dressing your child for Kangaroo Kids, please consider our activities and follow these simple guidelines:

Dress your child in clothes that he/she can manage independently

Keep in mind that he/she will need to use the toilet on his/her own. Elastic waistbands are easier for children to use than overalls or clothing with buttons, zippers and belts. Mittens are easier than gloves for outdoor play.

Dress your child in “play clothes” and save special outfits for special occasions

Choose clothing that is comfortable and durable. Preschool is a time to explore and get messy. Although smocks are used to protect clothing, children may get messy when painting, gluing, cooking, or playing outside. We don't want the children to worry about getting messy.

Dress your child for safe and comfortable outdoor play

Choose clothing appropriate for the weather. Kangaroo Kids encourages outdoor play. Children play outside daily provided the temperature is between 30 degrees Fahrenheit (adjusted with the wind chill) and 90 degrees Fahrenheit (adjusted with the relative humidity). Please dress your child in layers and be sure to send hats, mittens, warm jackets, snow pants and boots for winter weather. Sunscreen should be applied at home on sunny days prior to coming to Kangaroo Kids.

Please choose well-fitting shoes such as sneakers with Velcro enclosures. Fancy shoes and high heels are not appropriate for preschool activities.

Avoid clothing that can catch on playground equipment, such as hoods with drawstrings or jewelry that dangles.

Please provide a change of clothing. Accidents do happen – things get spilled and preoccupied children don't always make it to the restroom in time. For this reason, please bring an extra set of clothing including underwear, pants, shirt and socks that will travel with your child in a backpack which has their name on it.

Cell Phones

Drop of and pick up times are exciting and sometimes stressful for children. Please refrain from using your cell phone during pick up and drop off so that your full attention can be on your child.

Donations

We often have parents ask if we need any supplies for our classroom. This is most thoughtful and helpful. We thought we would compile a short list of items that some you might be interested in picking up at the store if you see them on sale and would like to help. Please do not feel obligated in any way. These are items we use up quickly and replace often.

Glue Sticks

Tissues

Antibacterial Soap

Paper Towels (used for spills, etc. the towel we have for hand washing are not absorbent for spills).

Initial Few Days

During the first exciting days of Kangaroo Kids, we will be setting a routine with your children so they will feel comfortable and know what to expect. It is important that they arrive on time. Your cooperation is appreciated.

Preparing for the First Day

About a week before Kangaroo Kids starts, casually remind your child about the upcoming event, mentioning your teachers' names. As the day approaches, if you feel that your child is getting anxious about coming, calmly assure them that they will have fun and they will be safe. We have articles on separation. If you feel this will be a problem let us know so that we can work with you and your child to make an easy adjustment. Children can feel a parent's apprehension. If you have concerns, please let us know. The teachers know how to get your child through it – trust them.

Parking

Parking is available in the back of our building. Please use great caution when driving in the parking lot.

Scholastic Book Orders

We will be offering you the chance to purchase books from Scholastic Reading Club. This program is a great way to buy wonderful books at very reasonable prices. Of course the program is optional and you may buy books as often or as seldom as you wish. With every purchase you make, we are able to get new books for our library at Kangaroo Kids.

Class List

We would like to provide you with a class list of name, addresses and phone numbers. Participation is optional and we will need your permission to include your information on the list. Please look for the sign-up sheet during the first week of class. If you opt not be included, you will not receive a copy of the list.

The list is for personal use only. **You may not solicit any business** using the names, addresses or phone numbers on the list.

Smoking

Smoking is not permitted Kangaroo Kids preschool or on the outside grounds.

Toys from Home

Please help us keep all your toys at home. Toys from home are only allowed on Show and Tell days.

On occasion we find that during playtime a small toy from our classroom may end up in a child's backpack or pocket, mixed up with toys your child may have brought from home. For this reason we ask that your child not bring any toys from home unless it is for Show and Tell. If you do find a toy that may be ours, please return it the next time you come to class.

Kangaroo Kids (2016-17)

Morning 3 & 4's:	Monday & Thursday	9:00-11:30a.m.	No Program
September:	8, 12, 15, 19, 22, 26, 29		
October:	6, 13, 17, 20, 24, 27		Oct. 3, 12
November:	3, 7, 10, 14, 17, 21, 28		Nov. 24
December:	1, 5, 8		Dec. 12, 15, 19, 22, 26, 29
January:	5, 9, 12, 19, 23, 26, 30		Jan. 2, 16
February:	2, 6, 9, 13, 16, 23, 27		Feb. 20
March:	2, 6, 9, 13, 16, 20, 23, 27, 30		
April:	3, 6, 17, 20, 24, 27		April 10, 13
May:	1, 4, 8, 11, 15, 18, 22, 25		May 29
June:	1		

Morning 3's & 4's:	Tuesday & Friday	9:00-11:30 a.m.	No Program
September:	9, 13, 16, 20, 23, 27, 30		
October:	4, 7, 11, 14, 18, 21, 25, 28		
November:	1, 4, 11, 15, 18, 22, 29		Nov. 8, 11, 25
December:	2, 6, 9		Dec. 13, 16, 20, 23, 27, 30
January:	3, 6, 10, 13, 17, 20, 24, 27, 31		
February:	3, 7, 10, 14, 17, 24, 28		Feb. 21
March:	3, 7, 10, 14, 17, 21, 24, 28, 31		
April:	4, 7, 18, 21, 25, 28		April 11, 14
May:	2, 5, 9, 12, 16, 19, 23, 26		
June:	2		

Morning 3&4's	Mon., Tues., Thurs., Fri.	9:00-11:30 a.m.	No Program
Afternoon 4's:	Mon., Tues., Thurs., Fri.	12:30-3:00 p.m.	
September:	8, 9, 12, 13, 15, 16, 19, 20, 22, 23, 26, 27, 29, 30		Sept. 5
October:	4, 6, 7, 11, 13, 14, 17, 18, 20, 21, 24, 25, 27, 28, 31		Oct. 3, 10
November:	1, 3, 4, 7, 10, 14, 15, 17, 18, 21, 22, 28, 29		Nov. 8, 11, 24, 25
December:	1, 2, 5, 6, 8, 9		Dec. 12, 13, 15, 16, 19, 20, 22, 23, 26, 27, 29, 30
January:	3, 5, 6, 9, 10, 12, 13, 17, 19, 20, 23, 24, 26, 27, 30, 31		Jan. 2, 16
February:	2, 3, 6, 7, 9, 10, 13, 14, 16, 17, 23, 24, 27, 28		Feb. 20, 21
March:	2, 3, 6, 7, 9, 10, 13, 14, 16, 17, 20, 21, 23, 24, 27, 28, 30, 31		
April:	3, 4, 6, 7, 17, 18, 20, 21, 24, 25, 27, 28		April 10, 11, 13, 14
May:	1, 2, 4, 5, 8, 9, 11, 12, 15, 16, 18, 19, 22, 23, 25, 26, 30		May 29
June:	1, 2		

FAMILY HANDBOOK – SIGNATURE PAGE

Thank you for taking the time to read this Family Handbook.

Please sign this form, which signifies you have received and read our handbook. If you have any questions or comments about the handbook contents, please share these with the director. We look forward to a happy, healthy and positive experience with you and your child.

Please check the following after reading the policies contained in this parent handbook

_____ I have read the discipline policy and have had the opportunity to discuss the policy with the program director.

_____ I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police. **Please do not put our staff in a position where they have to make this judgment call.**

_____ I understand that Kangaroo Kids is mandated by state law to report any suspected child abuse

_____ I agree that as a parent/guardian of child registered in Kangaroo Kids there are policies and procedures which are applicable to parents and attending child(ren). I have read the parent handbook and agree to comply with its rules. I understand that should I have questions related to policies and procedures, I have the opportunity to discuss those with the Director.

Please sign and return this page to the program Director at the start of the program

PLEASE PRINT

Child's Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date _____