



# **Beaver Brook Children's School, Inc.**

**2022-2023**

## **WEEKEND PROGRAM HANDBOOK**

Updated 10/2022

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## **ABOUT US**

### ***Philosophy***

At Beaver Brook Children's School (BBCS), our top priority is to provide a safe, loving, and secure environment for every one of our children. Our philosophy is that children learn best through experience. Our program provides the opportunity for children to gain knowledge through interactions, exploration, and curiosity. Our teachers strive to help each child build a solid foundation to their social and emotional development and develop a lifelong love of learning and curiosity about our world.

### ***Mission***

The Beaver Brook Children's School mission is to provide affordable, high-quality childcare and early education services to Wilmington and nearby towns with the goal of promoting enrichment and social development for families and children in the community.

### ***Certification***

Our center is currently licensed as a recurring and nonrecurring center based childcare and preschool program by the State of Vermont.

We are rated 4 stars on Vermont's Step Ahead Recognition System for childcare and prekindergarten accreditation.

Our preschool and prekindergarten programs are recognized as Prequalified under Vermont's Act 166 Universal Prekindergarten program.

### ***Definition of Family***

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

### ***Definition of Program***

In this handbook, the terms program, school, childcare, center, or BBCS may be used to describe our operation. All of these terms refer to Beaver Brook Children's School, Inc.

### ***Hours of Operation***

Our weekend program's base hours are Saturday and Sunday, 8am-4:30pm for full day, 8am-12:30pm for half day.

### ***Weather Related Closings***

Our weekend seasonal program does not close due to weather related issues.

### ***Operating Dates***

Please see website and calendar (attached to this handbook) for operating dates.

## ***Admission & Enrollment***

Our program uses google forms for all registration paperwork.

We do not currently require any additional fees or deposits.

Based on availability, our facility admits children from six months through five years of age.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate because of special needs if a safe, supportive, inclusive environment can be provided.

## ***Disenrollment***

At BBCS, we work hard to create strong family partnerships and work through any issues as a team. However, some circumstances prevent appropriate care, and may be grounds for disenrollment of a family. Disenrollment of a family may happen due to any of the following reasons:

- Failure to remit tuition fees in a timely manner (see *Tuition and Fees* section)
- Excessive tardiness at pick up and/or repeated failure to follow center operating hours (see *Late Pick Up Charges* and *Pick Up/Drop Off* sections)
- Failure to communicate appropriately and professionally with school staff (see *Respectful Behavior* section)
- Extreme behavioral circumstances of a child where a child may pose an immediate threat to themselves, other children, or staff (see *Guidance* section)

## ***Inclusion***

BBCS believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

If your child has an identified special need, please include any paperwork related to their diagnosis and/or any services he/she receives in or out of school upon enrollment. We also prefer to meet in person with you and your child's special education team prior to enrollment or during your child's first week with our program.

## ***Non-Discrimination***

At BBCS, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

## ***Family Activities***

We believe that each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program by visiting children's classrooms, by participating in classroom family events, and by providing feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

### Confidentiality

Unless we receive your written consent, information regarding your child will not be released except for that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

### Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

Position Title	Minimum Education/Certification	Prior Experience
Supervisors/Lead Teachers	Associate Degree in early education, 21 credit hours in early education, or a bachelor's degree with at least 30 credit hours in early education	3 years
Teaching Assistants	At least one college course in early education or completion of the 45 hour Fundamentals of Early Education course	1 year
Program Director	Master's Degree in Early Education/Administration	5 years

All BBCS staff participate in orientation and annual, ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, trauma, cultural and individual diversity, and professionalism.

All staff are trained in adult and pediatric first aid and CPR.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by BBCS.

### Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following MINIMUM standards for child to staff ratios (typically, additional teachers and aides are also present):

Age	Child to Staff	Maximum Group Size
0-2 years	4:1	8
2 years	5:1	10
2.5 years – 3.5 years	6:1	15
3 years – 5 years	10:1	20

## ***Communication & Family Partnership***

**Daily Communications.** All toddlers (2 and under) will receive a written daily report that lists information about sleeping, eating, toileting, and other activities. Some children may also receive home/school journals, and/or daily/weekly email updates to families about their children.

**Bulletin Boards.** Located outside of our classrooms, bulletin boards provide center news, family resources, upcoming events, faculty changes, holiday closing dates, announcements, etc.

**Email.** We require all families to provide an email address that you use regularly so that we may send you announcements, event invitations, center-wide newsletters and general updates. If you do not have an email address, we can assist you with creating one.

**Parent Resources.** Our parent resources online and at the center provide educational information and contact information for specialists. Parents can use these resources to gain information, opinions, ideas, and increase their understanding of learning and development. If you are interested in a topic surrounding child development or education that you'd like resources on, please reach out to your child's teacher or the program director.

## ***Open Door Policy***

We offer an "open door policy" for direct family members. However, we ask families to be respectful of children's routines, schedules, and learning activities, and encourage you to check with your child's teacher and/or the program director about the best time to visit.

For the safety and protection of the children, our classroom doors will typically be locked during regular program hours except 7am-9am for drop off and 3-5pm for pick up. If you arrive to pick up your child outside of these hours, please simply knock on our door to let us know you are present.

Our team will always do their best to speak with parents/guardians verbally and in person. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment with our program staff.

## ***Publicity***

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Written permission will be obtained prior to taking photographs, via your child's enrollment form. You may opt out of photographs at any time.

Unless the family indicates that they want their child to participate in photographs, we will not use pictures and/or names of children for any purpose.

## CURRICULA & LEARNING

### *Learning Environment*

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible daily routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, self-confidence, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others respectfully.

Our outdoor spaces are also part of our learning environment. It is important to send children with appropriate outdoor clothing in all seasons.

### *Curricula & Assessment*

BBCS uses a blended curriculum based on children's interests, developmental levels, and project based learning. This curriculum is a mix of Emergent, Montessori, and Reggio Emilia styles. This blend creates

- A responsiveness to each child's development and interests
- A focus on the whole child
- A sense of responsibility and respect for our self, our environments, and our peers
- A priority of time to play for much of the day
- And multiple outlets for art, music, creative expression, and a connection with the nature

### *Outdoor Time*

Weather permitting; we conduct at least 60 minutes of supervised outdoor play for all children. A permission statement for participation in walking trips is included in the enrollment paperwork.

It is important that you bring enough seasonally appropriate outdoor clothing and gear for your child every day. In the winter months, this includes 1-2 pairs of clean, waterproof mittens, snow pants, snow jacket, hat, and insulated boots. We take all infants, toddlers and preschoolers outside every day in the winter months (November – March) if the temperature with wind chill permits. Preschool and prekindergarten age children may spend up to half of their day outdoors.

### *Transitions*

Your child's transition in our school should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced. All children and their families are encouraged to tour our center prior to the child's first day to meet staff and discuss drop off procedures and required items to pack. Families are encouraged to discuss the new program with their child at home and prepare them for the transition in a developmentally appropriate way.

### *Electronic Media*

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use. Vermont childcare regulations prohibit any screen time for children under two. This includes TV, videos, phones, and computers.

### ***Multiculturalism***

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

### ***Rest Time and Napping***

Infants sleep according to their own schedule. Our safe sleep policy requires that infants are put to sleep on their backs in a crib without blankets, loveys, “wubbanub” pacifiers, or stuffed animals. If infants fall asleep in a swing or other device, they will be transferred to a crib as soon as possible. Families must provide a doctor’s note for any sleeping or positioning devices they would like their child to use while in our care. Caregivers/teachers directly observe infants via sight and sound during their rest, and all cribs are located within the classroom not in a separate nap room. We do not swaddle infants with blankets, but families may provide a sleep sack with or without Velcro to use for their child.

After lunch, all children participate in a quiet rest time. Children are not required to sleep and may be given quiet activities to participate in individually and in a small group. As napping children wake up, they are given quiet activities to participate in or may transition to outdoor play.

If your child is of preschool age or older and you do not wish for them to nap at our program, please provide written consent for no nap, and communicate this to your child’s classroom teacher.

### ***Toilet Training***

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child’s goals. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child’s physical and emotional abilities and your family’s concerns.

## GUIDANCE

### *General Procedure*

BBCS is committed to each student's success within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to gain self-control and regulation. We encourage children to be fair, to be respectful of other people and property, and to learn to understand the results of their actions.

### *Challenging Behavior*

Children are guided to treat each other and adults with respect and kindness.

Each student at BBCS has a right to:

- Learn in a safe and secure place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all the children and staff members. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent, positive, and understandable to the child. We maintain a zero-tolerance policy to bullying. If you have any concerns about this at any time, please report it to the program director.

### *Physical Restraint*

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation, or we may pick up and remove the child from the area if physical aggression may harm others or self.

### *Notification of Behavioral Issues to Families*

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On VERY rare occasions, a child's behavior may warrant the need to find a more suitable setting for care, and may lead to disenrollment. Examples of such instances include:

- A child appears to be a danger to him/herself or others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our staff, resources, and finances for the child's accommodations for success and participation.

## TUITION AND BILLING POLICIES

### *Daily Rate*

The daily rate for the program is \$125 for 8am-4:30pm full day, or \$70 for 8am-12:30pm half day.

### *Discounts*

**Vermont Discount:** Families residing in Vermont full time receive a discount of 40%. Must present a valid Vermont ID/license.

**Sibling Discount:** Families registering 2 or more siblings receive a discount of \$10 per child.

Our program does accept Vermont's Childcare Financial Assistance Program, which can also be used to cover tuition.

### *Payment*

Payment for a reserved date is due at the time of reservation and can be made via online our secure payment portal linked to the registration form.

### *Refunds*

If your plans change and you will not be attending as scheduled, please provide as much notice as possible. Our refund timeline is as follows, and applies to each booking date individually:

2 weeks or more prior to the date of occurrence: 100% refund less a \$20 booking fee

7-13 days prior to the date of occurrence: 50% refund less a \$20 booking fee

0-6 days prior to the date of occurrence: 0% refund

## OTHER OPERATIONAL POLICIES

### *Drop Off*

We open at 8:00am for weekend care. Please do not attempt to drop-off your child prior to the opening. Parents are expected to accompany their children and check in with their child's teacher upon arrival. Drop off will occur at your child's classroom door, and is available from 8:00am-9:00am.

### *Absence/Tardiness*

If your child is going to be absent or arrive after 9:00am, please call us or email us to let us know. This is a required policy at our center. Repeated failure to notify and provide reason for absence may lead to disenrollment from the school.

### *Pick Up*

We close promptly at 4:30pm. Please arrive prior to this time to allow enough flexibility to gather your child and their things, and exit the building by 4:30pm.

### *Late Pick-up Fees*

Late pick-up (beyond 4:30pm) is not a normal program option and will only be considered as an exceptional occurrence. Please consider using an emergency pick up person to prevent the occurrence of late pick-up. Late fees of \$1 per minute will be assessed and is due upon arrival. Repeated late pick up may lead to disenrollment from the school.

### **Daily Health Check Requirements**

We are currently asking families to complete a daily health check at home each morning before bringing their child to care. The health check will include the following:

1. A temperature check of your child
2. A screening for symptoms on our exclusion list (see *Illness* section)

This health screening does not currently need to be documented and results do not need to be shared with our program, but we will ask you at drop off to attest that it has been completed.

Our health and safety procedures are extremely strict to ensure the health, safety, and wellbeing of all children, families, and staff – please see the *Illness* section for a list of excludable conditions.

### **Cell Phone Usage**

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you in person about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time during drop off or pick up.

### **Authorized & Unauthorized Pick-up**

Your child will only be released to you or those persons you have listed as Emergency or Approved Pick Up Contacts. If you want a person who is not identified as an Emergency or Approved Pick Up Contact to pick-up your child, you must notify us in advance, in writing/email. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy. If an emergency arises and someone not listed on your child's registration form will be picking up your child, you must call and speak with the program director. You will be asked to provide your child's date of birth and home address to confirm your identity.

State law requires safe release of children to EITHER parent who is listed on a child's registration form. In order to safeguard your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a custodial parent, even at your request.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency Contacts. Provisions will be made for someone to stay with your child as long as possible, but if by 5:00 PM we have not been able to reach you, your family, or a person listed as an Emergency and Release Contact, we will call the local child protective services agency and police department.

### **PERSONAL BELONGINGS**

Please label ALL items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

BBCS provides sheets for children to use at rest time. We wash these items after each use. Families may provide a blanket from home for their child to use during rest time. Blankets will be sent home daily.

### ***Food Allergies***

If your child has a food allergy, you must notify us in writing so that we can make appropriate accommodations.

Food allergies can be life threatening and each child with a food allergy will have an action plan for emergency care completed by the family physician.

If your child is enrolled in a classroom where there is a food allergy present, the program will notify you of any items (peanuts, egg, sesame, etc.) that are not allowed in your child's lunch. We ask that you adhere to this policy and be flexible, so we can keep all children safe.

### ***Meal Time***

At meal time, your child's teachers serve your child's lunch on a plate with silverware or in the food's container. Everyone sits at the same table, or at two tables close to each other. Teachers also sit with children at meal times as required by CDD regulations. We do not provide sippy cups or water bottles so it is important to bring one each day.

All our caregivers are trained in first-aid and CPR.

## HEALTH

### *Illness*

The health department encourages all childcares and families to coordinate decision making around the child's care with the child's healthcare provider if there are specific health concerns, chronic disease, or complex social or emotional dynamics.

A full list of exclusionary conditions and symptoms can be found in Appendix A on page 113 of the Child Vermont Care Licensing Regulations available at this link:

<https://outside.vermont.gov/dept/DCF/Shared%20Documents/CDD/Licensing/CC-CenterBased-Regs.pdf>

If your child presents symptoms on this exclusion list while in care, we will move them to a supervised but isolated location and call you to immediately come pick them up. If we cannot reach you, we will call your emergency contacts.

### *Medications*

Our weekend program only stores and administers life saving medication, limited to inhalers and epi-pens. Our staff are trained to administer these medications. No other medications (tylenol, antibiotics, etc.) are allowed to be stored or administered at the program. You will be asked to complete a medication administration form prior to leaving an emergency medication with us. Medications must be brought in their original containers with the prescription label attached.

### *Communicable Diseases*

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the Department of Public Health. We will take care to notify families about exposure, so children can receive preventive treatments. Included among the reportable illnesses are the following:

- COVID-19
- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Haemophilus Influenzae (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Tuberculosis
- Any cluster/outbreak of illness

## SAFETY AND EMERGENCIES

### *Cloth Facial Coverings*

BBCS currently does not require cloth facial coverings. This policy is subject to change at any time based on current CDC and VT Department of Health Guidance.

### *Clothing*

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting/art, gross motor play, outdoor play, sand play, water play, and other sensory activities. Our outdoor area is used as an extension of the classrooms, and daily programs are conducted outside whenever weather permits.

Winter boots are required in winter months. Rain boots are not a substitute for insulated, winter boots.

### *Extreme Weather and Outdoor Play*

Outdoor play will not occur if the outside temperature is greater than 95 °F or less than 15 °F degrees (infants and toddlers) or less than 10 °F (preschool and prekindergarten) with wind chill or humidity factored in. Please remember to bring outdoor clothing every day. If outdoor clothing is not provided, we may ask that you drop off outdoor clothing by 10:00am or pick up your child for the day.

### *Communal Water-Play/Sensory Activities*

Sensory play is important for all children. Our sensory materials will be sanitized, if possible, or discarded upon completion of use. Children will be asked to wash hands before and after using sensory materials. Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play, usually in a raised sensory table or shallow kiddie pool. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease and that children are protected from water-based injury.

### *Injuries*

Safety is a major concern in our school, however we also encourage independence and appropriate risk taking as part of learning. Daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver if your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury includes any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious and/or life threatening medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

### *Biting*

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers! It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective outlets that address the specific reason for biting.

Confidential notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each child to keep them informed and to develop strategies for change.

Staff will proactively monitor the classroom for anticipatory signs that a child may bite. Staff will stop this action before it occurs, to the best of their ability, while continuing to supervise other children. We will do our absolute best to keep children from biting. Families agree not to hold the center responsible for any child who was bit, or any injury that occurred due to a bite. An incident form will be completed for any child who was bitten, but please remember that confidentiality must be protected and staff cannot disclose who your child was bitten by.

### ***Respectful Behavior***

All children and families will be treated with respect and dignity. In return, we expect the same from all our families. We will not tolerate hostile or aggressive behavior, especially if it becomes a pattern or is severe. If this occurs, we may obtain an order of no trespass and/or disenroll your family from our center.

### ***Smoking***

The poisons in secondhand smoke are especially harmful to infant and young children's developing bodies, therefore the indoor and outdoor center environment are always non-smoking areas. The use of tobacco in any form is prohibited on the center's premises, including our parking lot. All staff are required to change clothing after smoking, and we ask that parents do not enter our center smelling of tobacco or marijuana smoke.

### ***Prohibited Substances***

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited by all staff and families.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

### ***Dangerous Weapons***

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called, and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

### ***Child Custody***

Without a court document, both parents/guardians (if applicable) have assumed equal rights to custody even if one parent says otherwise. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

### ***Suspected Child Abuse***

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

### ***Lost or Missing Child***

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 30 minutes, the family and the police will be notified.

### ***Fire Safety***

Our building is fully equipped with evacuation cribs, fire doors, emergency exits, fire extinguishers, and sprinklers.

Our fire evacuation plan is reviewed with the children and staff on a monthly basis. We perform evacuation drills monthly.

### ***Lockdown***

In the unlikely event that a threat is made or presents itself to our program, we will lockdown the center and shelter in place. This determination will be made by the director and will be communicated with all parents as soon as all children are present and accounted for. Once police have cleared the threat to our program, children will either be released to parents or we may continue through the remainder of our normal daily operations depending on the severity and length of the lockdown.

### ***Evacuation***

In the unlikely event that a threat is made to our program and it is unsafe to stay in the building, or if there is a fire, flood, or other severe disturbance to our building, our school will evacuate to the Wilmington Public Safety Building directly across Beaver Street. Parents would be alerted to the evacuation via phone as soon as all children are present and accounted for and would be required to pick up their child at the evacuation site immediately.

### ***Emergency Transportation***

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort (the program director and/or your child's teacher) will accompany and remain with the child until a family member or emergency contact arrives. This policy is also included in our registration form.

## *Packing List - What to Bring*

- **Infants 0-12 months:**
  - Enough clean bottles for a day's use (we do not reuse or wash bottles) packed in a lunch box or bag labeled on the outside with your child's name
  - Enough breastmilk or formula for the whole day.
  - Food (if eating), labeled with your child's name and kept in the lunch box or bag.
  - A water bottle or sippy cup labeled with your child's name (if using)
  - A pair of closed toe waterproof/weatherproof shoes, sneakers, or boots that your child is able to wear outside (not fleece booties/slippers). These can be worn by your child to and from school each day.
  - At least 6 diapers and a pack of wipes per day.
  - At least 2 changes of seasonally appropriate clothes.
  - Pacifiers (if applicable), labeled with your child's name. Please note: Wubbanub brand or similar (pacifiers with an attached soft toy) are not permitted in cribs, but are allowed at the center.
  - A comfort item from home, if needed.
  - Full snow gear including snow suit, or weatherproof bunting and extra warm layers, insulated hat, insulated mittens, and insulated boots (ALL infants DO go outside in winter)
  
- **Toddlers 13-35 months (1-2 years):**
  - Enough food for 2 large snacks and a full lunch if staying all day (or 1 large snack and a full lunch if half day) kept in a lunch box or bag labeled with your child's name on the outside
  - A water bottle labeled with your child's name.
  - A pair of closed waterproof/weatherproof toe shoes or boots that your child is able to wear outside (not fleece booties/slippers). These can be worn by your child to and from school each day.
  - At least 6 diapers and a pack of wipes per day.
  - At least 2 changes of seasonally appropriate clothes.
  - Pacifiers (if applicable), labeled with your child's name.
  - A comfort item from home, if needed.
  - A blanket for nap time.
  - Full snow gear including snow suit, or snow pants and insulated coat, insulated hat, insulated mittens, and insulated boots (ALL toddlers DO go outside in winter)
  
- **Preschool Age (3-5 years)**
  - Enough food for 2 large snacks and a full lunch if staying all day (or 1 large snack and a full lunch if half day) kept in a lunch box or bag labeled with your child's name on the outside
  - A water bottle labeled with your child's name.
  - At least 1 change of seasonally appropriate clothing
  - A blanket for rest time if desired.
  - Full snow gear including snow suit or winter coat and snow pants, insulated hat, insulated mittens (2 pairs if available), and insulated boots.

Toys from Home: We kindly request that you do not allow your child to bring toys from home into the center. Children may bring a small comfort item for rest time or to help sooth.

## 2022-2023 Weekend Operations Calendar

Open all Saturdays and Sundays, 11/12/22 through 4/16/2023 EXCEPT 12/24/22-12/25/22.

*Weekend care may be extended into Spring/Summer 2023 based on interest and availability.*

### Beaver Brook Children's School

#### 2022-2023 BCS Weekend Program Dates

November 2022						
M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2022						
M	Tu	W	Th	F	Sa	Su
			1	2	3	4
5		7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2023						
M	Tu	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2023						
M	Tu	W	Th	F	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2023						
M	Tu	W	Th	F	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2023						
M	Tu	W	Th	F	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30