

# Our Savior Preschool & Child Care

239 Graham Road  
South Windsor, CT 06074

## 2026~2027 Parent Handbook



**NAEYC Accredited**

National Association for the Education of Young Children

*A Mission Outreach of Our Savior Lutheran Church*

**Our Savior Preschool and Child Care**  
239 Graham Road  
South Windsor, Connecticut 06074

LICENSED BY THE STATE OF CONNECTICUT # 12689  
NAEYC accredited # 118816

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*OUR SAVIOR LUTHERAN CHURCH has two church services that you are welcome to visit!*

Sunday worship @ 8:30 a.m. (Traditional)

*Sunday morning Bible Study & Sunday School @ 9:45 a.m. (Classes for all ages!)*

Sunday worship @ 11:00 a.m. (Contemporary)

(Please check for summer worship schedule changes.)

*This handbook has been prepared to acquaint parents with Our Savior Preschool and Child Care. OSPCC adheres to the principles of the Lutheran Church-Missouri Synod, which teaches that the Bible is the inspired Word of God and, as such, is the only source and norm for faith and life. We use the Bible as the final word in direction, instruction, and discipline of students at OSPCC.*

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PLEASE SIGN & RETURN TO THE OSPCC OFFICE:  
***“OSPCC Parent Handbook Agreement Form” and “Behavioral Management Agreement Form”***  
*(Printed back-to-back) which are included in your Family Welcome Packet.*  
 These forms MUST be received before your child may attend any program.

## INTRODUCTION

### A. **Welcome:**

Welcome to Our Savior Preschool and Child Care (OSPCC). OSPCC was established in 1984 to serve the community as a mission of Our Savior Lutheran Church. You are part of a unique program that serves the Lord Jesus Christ by ministering to the families He has brought to this center. We are committed to providing the highest quality of Christian care for all children who attend. OSPCC is a state licensed center (CT#12689) since 1984 and is also accredited by the National Association for the Education of Young Children (NAEYC #118816) since 2003. We strive to uphold these accreditations to the best of our ability and are re-licensed by the state every four years and by NAEYC every five years. For more information about NAEYC requirements, feel free to visit their website: [www.naeyc.org/accreditation](http://www.naeyc.org/accreditation).

### B. **Parent Involvement:**

WE HAVE AN OPEN-DOOR POLICY THAT ENCOURAGES PARENTS TO VISIT AT ANY TIME; In fact, we encourage parents to visit and take part in our classroom! Parents may participate by providing special snacks, donating items listed on our Wish List, volunteering as a Parent Representative to our Board of Directors, attending Board meetings, or helping in the classroom, just to name a few. Our “Parent Involvement” activities will be communicated through our monthly newsletters or through classroom teacher notices. We encourage families to share their customs and traditions throughout the school year to enhance the educational experience of all who attend OSPCC.

### C. **Mission:**

To provide families with a spiritual, safe, and caring Christian environment that supports growth in social, emotional, cognitive and physical skills and in knowing and loving the Triune God (God the Father, Jesus His Son and the Holy Spirit).

Although a separate financial entity, OSPCC is a mission of Our Savior Lutheran Church, and therefore functions under the mission, guidance, and values of Our Savior Lutheran Church, its teachings, beliefs, constitution, and bylaws.

### D. **Philosophy:**

OSPCC is a Christian center that offers a loving and nurturing environment, where children are exposed to a diverse group of playmates with low child to staff ratios. OSPCC believes that each child is a special gift from God with his/her own skills and abilities. It is our job to provide unique hands-on experiences for each child in our classrooms and care, allowing them to use their imaginations to make learning their own.

OSPCC values the Biblical teachings of Christ, as understood and taught by the Lutheran Church-Missouri Synod and strives to show children His unconditional love on a daily basis.

### E. **Programs:**

OSPCC is open from 7:00 a.m. – 6:00 p.m. Monday through Friday. OSPCC’s Infant & Toddler rooms are open from 7am to 5:30pm. (See OSPCC calendar for exceptions)

#### Preschool Programs:

##### **Bear Cubs**

- 3-year-old program
- Meets Tuesdays & Thursdays, for 2 ½ hours, 9:00 a.m. – 11:30 a.m.
- 10 children with 1-2 teachers (#maximum /teacher)
- Must be three by September 1st of the current school year (a signed form will be required for any child who is 32-36 months of age to attend the 3-year-old program)
- Toilet independence is required (*a State of CT. licensing requirement*)

##### **Galloping Giraffes**

- 4-year-old program
- Galloping Giraffes meet Monday, Wednesday, and Friday 9:00-1:00pm
- No more than 10 children with 1-2 teachers (#maximum /teacher)
- Parents must provide a bagged lunch.
- Must be four by September 1st of the current school year
- Toilet independence is required (*a State of CT. licensing requirement*)

## **Childcare Programs:**

### **Full Day Preschool:**

- To attend the 3-year-old program, child must be 3 by December 31<sup>st</sup> of current school year (a signed form will be required for any child who is 32-36 months of age to attend the 3-year-old program)
- To attend the 4-year-old program, child must be 4 before December 31<sup>st</sup> of the current school year
- Must be fully potty trained. *(a State of CT. licensing requirement)*
- Teacher-child ratio is no more than 10 children to 1 teacher with a maximum group size of 20 children to 2 teachers. However, it is our desire to provide children with an excellent program with low student to teacher ratios.
- Hours of operation: 7:00 a.m.-6:00 p.m.

### **Before School Child Care & After School Child Care:**

- Available for Kindergarten through 5<sup>th</sup> grade students only
- OSPCC adheres to ratios meeting state guidelines of 15 children to 1 staff member with a maximum group size of 30 children to 2 teachers; however, it is our desire to provide children with an excellent program with low student to teacher ratios.
- If you choose a three-day or four-day option, your child will not be able to attend on any of the other days without paying the additional “L.E.A.P” (Let’s Enjoy A Day of Play) rate AND the Director must be contacted 72 hours in advance as enrollment is granted if space is available. For snow days, families must call ahead to ask the staff if there is space available. *(Example: If you sign up for Before School for Mondays, Tuesdays and Wednesdays your child may not attend a L.E.A.P Day on Thursday or an early dismissal on a Thursday.) If space is available and LEAP rate is paid, child may attend.*
- Our programming consists of:
  - Before School Care: 7:00 a.m. – 9:00 a.m.
  - After School Care: 3:45 pm – 6:00 pm

### **L.E.A.P:**

- “Let’s Enjoy A day/week of Play!” *(LEAP)*
- For South Windsor Public School vacation days, snow days, & conference days only
- Childcare families must sign-up by OSPCC’s deadline (usually two weeks prior) to reserve a spot, late sign-up is only granted if space is available. “L.E.A.P Only” enrollment receives second priority for space availability
- “L.E.A.P Only” must confirm 1 week in advance and pay for days needed.
- Hours of operation: 7:00 a.m.-6:00 p.m.

### **Wacky Wednesday (Early Release Wednesdays):**

- OSPCC offers early release accommodations within our bussing district that provides care for Wednesday Afternoons when the South Windsor Public School lets students out early. The program will include special planned activities, crafts, snacks, homework assistance etc.

### **Infant Care:**

- OSPCC offers care for children 6 weeks through approximately age 18 months. Our infant classroom is available to staff children first and if remaining slots are open, we will fill with outside families. The staff to child ratio is 1 teacher to 4 infants with a maximum of 2 teachers to 8 children. OSPCC prefers and strives to keep these ratios lower.
- Hours of operation: 7:00 am to 5:30 pm.

### **Toddler Care:**

- OSPCC offers care for children 18 months through approximately age 3 years old. Our toddler classroom is available to staff children first and if remaining slots are open, we will fill with outside families. The staff to child ratio is 1 teacher to 4 toddlers with a maximum of 2 teachers to 8 children. OSPCC prefers and strives to keep these ratios lower.
- Hours of operation: 7:00 am to 5:30 pm.

## F. Assessments

OSPCC believes that child assessments are an integral part of the development of our students. Classroom teachers use assessments to support children's learning and help determine an educational and developmental path catered to that individual child. Assessments are conducted in a variety of ways, times, and environments in order to get the best results possible.

Our purpose of assessment is to be able to provide parents with a clear outline of where their child is developmentally including socially, emotionally, physically, and academically. We incorporate these assessments into class time, through group and individual encounters, so assessments are a natural part of the day and conducted by teachers the children are familiar with. The State of CT ELDS and DOTS assessment tool, the Ages & Stages Screening tool, Cutting Assessment projects, and "Progress Sheets" are the main ways in which OSPCC staff assesses children. Teachers also take observations and anecdotal notes during class time to document conversations and experiences. Assessments are kept in individual student folders that are locked in classroom cabinets to insure confidentiality.

Assessments are completed in November and April.

Teachers give parent feedback daily on the Lillio App and offer formal conferences twice a year. Parents can set up conference time with teachers at any point during the year to discuss questions or concerns they may have regarding assessments and their child's needs. During these conferences, assessment sheets/evidence is shared and discussed.

If at any point during a child's participation at OSPCC that teachers & parents feel that further assessments need to be made, OSPCC staff will encourage parents to seek out other resources such as Birth to Three, public school services, etc. OSPCC can make contacts/referrals to these professionals with parent written consent.

These assessment and screening tools provide OSPCC staff and parents with the ability to improve curriculum for each student, plan and improve our programming, strengthen parent/teacher rapport, and set up strategies and plans for student success.

Assessments are also used in the event OSPCC teachers and parents see a need to make a referral for diagnostic screening from an agency and/or school system. Teachers will also use assessment results in order to plan for classes by learning individual interests of children as well as their individual needs.

The OSPCC director will host a parent meeting to educate them about the program's curriculum and assessment tools in order to describe the developmental progress and learning that their child will experience. If parents are unable to attend this meeting, parents may talk with teachers and or the director at any time regarding curriculum and assessment.

Assessments are conducted on an on-going process; parents can request a meeting anytime during the year and can be arranged at the parents' convenience including phone conversations. Formal conferences are offered twice a year in November and April.

The CT Office of Early Childhood has published a Child Developmental Milestones information sheet. For a more complete checklist or if there are any questions or concerns regarding a child's development, behavior or learning, parents may visit <https://cdi.211ct.org>.

## G. Goals:

OSPCC offers the child the following experiences while enrolled in our programs.

### Spiritual

- Foster an awareness and understanding of Jesus and His Biblical teachings
- Encourage one-on-one relationships with Jesus through prayers, both individually and as a group
- Practice reconciliation and forgiveness when disagreements arise

### Social

- Develop a child's sense of concern for and respect of others
- Support development of friendships
- Develop ability to understand the feelings of others and to communicate and work with others
- Help the child develop new techniques and ways of coping with others

### Emotional

- Promote a child's sense of security and self-respect
- Foster a positive transition between home and school
- Help the child define, understand, and express the way they feel
- Nurture and respect the child's creativity

### Intellectual/Cognitive

- Promote curiosity
- Encourage growth of language skills and vocabulary
- Increase independence in meeting and solving problems
- Help the child observe and listen, investigate, seek and acquire information, and think critically

### Physical

- Promote health, physical growth, and motor development
- Model healthy eating through nutritious snacks
- Help the child develop fine motor skills necessary for writing and reading

### Curriculum

OSPCC uses a variety of written curriculums and frameworks including the Creative Curriculum, the CT ELDS and NAEYC's intentional teaching manual. We feel that using a variety of tools allows us to keep our curriculum new and fresh as well as emergent based on the interests and needs of our children. By using these methods, we find that our teachers can provide opportunities and experiences that lend themselves to academic and social goals, family home values, good moral beliefs and language development.

### Special Services:

If at any time you are concerned about your child and would like to contact outside professionals, your child's teacher, as well as the director, can help with that process. We will be more than happy to talk to you about specific needs like speech issues, academic concerns, behavioral items etc., and help you contact a professional that can assist you. We have wonderful relationships with specialists within the South Windsor School district as well as state agencies like "Birth to Three." If your child needs to be observed by a professional within our environment, that can be scheduled as well. OSPCC will help children and families with issues that may arise to the best of their ability, to ensure that children are getting the best care and education possible. OSPCC welcomes Birth to 3 and other agencies to the center to work with children who qualify for such services.

### Confidentiality:

The Board of Directors and staff fully uphold a strict level of confidentiality in all matters pertaining to its families. The child's records are open only to authorized employees of OSPCC, licensing agents, the child's legal parents/guardians and the State of CT Department of Children and Families (DCF).

### Nondiscriminatory Policy:

OSPCC admits children of any race, color, religion, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to children at the center. It does not discriminate in administration of its education policies and admissions policies. Admission is not limited to South Windsor residents. Children with handicaps are served according to the program's ability to meet their special needs. (in accordance with the federal and state civil rights laws.)

## **II. ORGANIZATIONAL STRUCTURE**

### **A. Our Savior Lutheran Church:**

OSPCC is a mission outreach of Our Savior Lutheran Church. OSPCC is a nonprofit organization established by Our Savior Lutheran Church to minister to the community, and therefore functions under the mission, guidance, and values of Our Savior Lutheran Church, its teachings, beliefs, constitution and bylaws.

### **B. OSPCC Board of Directors:**

The Board of Directors, the OSPCC Director and the Office Manager meets monthly, or as needed, to discuss the needs of the center and its policies. The Director sits on the Board and is the liaison for staff members and parents. There are also three parent representatives who serve on the Board, one infant/toddler representative, one preschool representative and one school age representative. It is asked that the Director be informed if anyone wishes to attend a Board meeting and provide the topics/issues they wish to discuss. The first fifteen (15) minutes are provided to discuss these items.

All OSPCC Board minutes will be posted on the Director's bulletin board in the lobby. This will enable all staff and parents to see the Board's activities as well as their direction and goals.

**C. Pastoral Office:**

As shepherds of Our Savior Lutheran congregation, our Pastor(s) is/are the spiritual counselor(s) and religious leader(s) of the center. In this sense, they supervise the spiritual life of the center and oversee the religious curriculum. Providing the spiritual tone and inspiration to the staff is their most direct responsibility. The Pastor(s) is/are also a member(s) of the Board of Directors. He/they participates with the entire staff by leading staff devotions and interacts with the preschool sessions by teaching the Jesus Time and/or Music Time. As the preschool families' area mission field, the Pastor(s) are available to all and will seek out to interact with them to open communications and be available in their spiritual needs.

**D. Director:**

The Director at minimum has a Baccalaureate degree in Early Childhood Education, Elementary Education or Child Development and may pursue a Masters Degree in Early Childhood Education. The Director is responsible to Our Savior Preschool and Child Care Board of Directors and has the responsibility for the entire center. It is the Director's function to give leadership to the educational program of the school. She/he is therefore responsible for the curriculum, methods of instruction, schedule of activities, supervision of activities, evaluation of teachers, financial planning and responsibilities, and supervision and improvement of instruction and the facility. It is our hope that parents will discuss with the Director any matters regarding the center, its staff, or policies and procedures.

**E. Staff:**

OSPCC staff are screened, interviewed, and provide recommendations from the pastors of their place of Christian worship. All OSPCC staff must be in good standing at a Christian church and conduct themselves in a Christian manner. All new staff, new interns and new volunteers are required to be fingerprinted and go through our back-ground check process.

Research shows that the quality of an Early Childhood Program is directly related to the professionalism and knowledge level of the staff. Our staff are involved in on-going Continuing Education Units, degree acceleration, have a current First Aid & CPR certificate, are certified in medication and EpiPen administration, receive training prior to working with children and attend monthly staff meetings. Staff members wear identifying badges at all times and are pictured on their badge.

Our NAEYC accreditation requires very strict staff educational degree levels in which OSPCC strives to maintain.

**Office Manager:** Has a certificate of completion in the National Administrator Credential training course. The Office Manager handles all tuition and enrollment paperwork for the center.

**Assistant Director of Programs:** At minimum, has an associate degree in Early Childhood Education and leadership experience. The Assistant Director of Programs assists in setting the tone for the center and together with the Director, meets with and supports the Head Teachers and all staff in meeting their job description requirements, the program needs, and plans for professional development growth.

**Assistant Director of Curriculum:** At minimum, has an associate degree in Early Childhood Education with leadership experience and knowledge of curriculum development. The Assistant Director of Curriculum reviews and implements curriculum for the entire center, which is planned weekly by cooperating teachers. The AD of Curriculum oversees the execution of CT ELDS, NAEYC classroom, teaching, and curriculum standards and maintains a cohesive educational structure for all children. The AD of Curriculum seeks approval of all lesson plans through the Director.

**Head Teacher:** At minimum, has a CDA (Child Development Associates), Associates degree in Early Childhood Education, Elementary Education or Child Development and may pursue a bachelor's and/or master's degree in Early Childhood Education. A head teacher has his/her state certificate and leads class instruction.

**Toddler Teacher:** At minimum, has an Associates degree in Early Childhood Education or related field. He/She is responsible for the care and well-being of children, as well as, planning and implementing daily/weekly activities.

**Infant Teacher:** At minimum, has an associate degree in Early Childhood Education or related field. He/She is responsible for the care and well-being of children, as well as, planning and implementing daily/weekly activities.

**Early Childhood Staff Assistant:** At minimum has a CDA, working towards their Associates degree in Early Childhood Education. And completes all their required Continuing Education Units each year. This employee assists Head Teachers in classrooms with instruction, supervision and activities, both planned and unplanned. This employee must have experience in the specific age group.

**Center Floater:** At minimum, has his/her High School Diploma completes all their required Continuing Education Units each year, his/her are strongly encouraged to pursue their Associates degree in Early Childhood Education. The Center Floater assists the classroom teachers in special projects, special needs, staff breaks etc. This employee must have experience in all of our age groups.

**Child Care Supervisor:** At minimum, has an Associates degree in Early Childhood Education, Elementary Education or Child Development and may be pursuing a higher degree. The Child Care Supervisor is responsible for the daily activities of the after-school program as well as the after-school staff. The childcare supervisor also plans and organizes the L.E.A.P lessons plans and staff cleaning schedules. Must have their Head Teacher state Certification.

**Child Care Assistant:** At minimum, will complete all required Continuing Education Units each year. Child Care Assistants will work primarily with the before and after school programs. May be a High School student and may be participating in the Cooperative Work Experience and/or Early Childhood program at South Windsor High School.

**Interns:** OSPCC works with area colleges such as Manchester Community College, University of Connecticut, St Joseph's, Eastern, and Asnuntuck. Occasionally we will have college students complete their field study hours at our school. Interns completing field study will be observing, assisting, and/or implementing lessons and projects assigned by the professor. College students are required to fill out applications, meet with the Pastor, complete proper background checks and be approved by the OSPCC Board prior to beginning. Students are supervised by OSPCC's Director and an OSPCC Head Teacher as well as the college professor.

**Volunteers:**

OSPCC is supported by unpaid volunteers that are called upon to give time as needed. They can be both OSL church members, as well as parents of OSPCC. Any person working more than 10 hours per school year is required to be fingerprinted. OSPCC has the right to ask any volunteer to be fingerprinted.

**\*All paid OSPCC staff have First Aid & CPR training as well as Medication Administration Certifications**

### **III. GENERAL GUIDELINES/POLICIES**

#### **A. Enrollment Procedures:**

Each child must be enrolled annually on a first-come-first-served basis, first according to returning families and then according to new families.

Pre-registration begins on January 1<sup>st</sup> through January 15<sup>th</sup> for our currently enrolled families. Past families and families of OSL may enroll from January 16<sup>th</sup> through January 31<sup>st</sup>. Registration opens to the public beginning February 1<sup>st</sup>. You will be notified of your child's enrollment status after your registration form and non-refundable fee have been received. All paperwork must be in the office for processing at least 48 hours before children may attend the center, NO EXCEPTIONS. OSPCC will only re-enroll families who are in good financial standing with the center.

Exceptions to the first come, first serve enrollment policy: For current and past OSPCC families as well as OSL families, who are expecting a child within the current school year, may enroll their child, thus saving the classroom spot, by paying a weekly tuition fee of 25% of the total weekly tuition fee until the infant's start date.

Please note: When a child is enrolled for less than five days, chosen days cannot be swapped on an as needed basis due to student/staff ratios. (Ex. If enrolled for M, W, F, families cannot swap a Tuesday for a Monday)

School Age Program Enrollment Procedures: A child who is enrolling in OSPCC's Before and/or After School Care program will take precedence for the Wacky Wednesday (Early Release Wednesday) program. A child who is enrolling for Wacky Wednesday only may be waitlisted, even if the child has been enrolled in the past. Only children who are enrolled at the center may be on the preschool grounds while the center is open. Visiting families are welcome and should report to the office and will be given information and a tour.

- **Parent Information Meeting:** OSPCC has a parent orientation meeting the first week before school begins to inform and introduce new and returning families to the center, staff and its policies.
- **Stop By and Say Hi:** OSPCC offers new and returning children a special time to visit the center before regular programming begins. This open house session is offered the week prior to the beginning of school. Children are encouraged to come to OSPCC to see their teachers and the facility.
- **Parent Interview:** If enrolling during the school year, families will meet with the Director before enrollment is granted.

- **Tours:** If enrolling during the school year, families are encouraged to bring their children to tour and see the facility before attending. Parents may want to call for an appointment so a staff person is assigned to that tour, but tours can be arranged at any time.
- **Paperwork:** Required documents include, registration form, medical form, sign OSPCC Parent Handbook agreement, transportation authorization, “All About Me” for preschool age and under, Homework form for School age students, and signed tuition contract.

**B. Provisional Enrollment:**

The first 30 days will be regarded as a trial period, in which case either party may terminate the contract without notice. After the 30 days of enrollment, please see withdrawal policy.

**C. Drop-off & Pick-Up of Children:**

Families will receive a key fob at Parent Info Night or at Stop by and Say Hi. This is to be used when dropping off and picking up. Please do NOT share this fob with ANYONE. If someone other than parents/guardians come to pick up, please ask them to press the buzzer. We will open the door for them.

All children must be accompanied by an adult inside and outside the building and must be walked to their classroom by an adult. Parents must sign their child(ren) in and out each day in their classroom. Staff may only release children to those adults (18 and older) listed on the child’s “Transportation from School” form or if given a written note from the parent. Staff will ask to see ID from all parties picking up a child for the first time. If you need assistance accompanying your child into the building, please talk to your child’s teacher so we can make arrangements for you.

**Parking:** Please use the lower parking lot, and park vehicles in a white lined designated spot. Do not park in front of the dumpster. If you choose to park in the upper lot, please park vehicles close together near the church in order for our midday buses to make sizeable turns. For safety reasons, do not leave your vehicle running in the parking lot when picking up or dropping off and do not leave children in your vehicle. Police do drive through our parking lot on occasion and will enforce the state laws by issuing tickets/fines.

**D. Late Pick-Up Fee:**

OSPCC charges parents who are more than 5 minutes late in picking up their child at the end of an enrolled program time or if more than 30 minutes late in picking up an ill child. See F. TUITION, PAYMENT, AND FEES for details.

**E. Child Not Picked Up**

We expect that children will be picked up promptly. If you will be unavoidably detained for more than five minutes, please call the center at 860-644-6458 and notify the staff when you will pick up your child. If the child is not picked up within ten minutes of closing time the following procedures will be followed:

1. Two staff members, 18 years of age and older, will remain with the child(ren).
2. After fifteen minutes, staff will begin calling parents and emergency contacts.
3. If parents do not call, or could not be contacted, and fail to pick up their child/ren within forty-five minutes, the South Windsor Police will be notified.
4. At one hour after the school has been closed the staff will call DCF and report that a child has not been picked up for an extensive period of time. It will be left to DCF as to what action is appropriate.
5. For all of these instances, the Director will be contacted immediately, and the event will be documented

**F. Family Library**

OSPCC welcomes families to utilize our school library. All books are categorized. Please ask the center administration for assistance when borrowing books. We have a wide variety of fiction, non-fiction, chapter, easy reader, infant/toddler, and Christian books. Parent resource materials are also available. Parents are welcome to borrow these resources anytime. Galloping Giraffes and Fabulous Frogs will have structured library time and will be able to borrow books on a weekly basis. Books borrowed during class time should be returned to your child’s teacher on a weekly basis. Parents borrowing books should return books to the office.

**G. Tuition, Payments, and Fees**

PAYMENTS

- Tuition payments are due on the first day of the month that your child attends OSPCC for part-day preschool. Full-time students and school age student tuition payments are due weekly, on the first day of the week that the student attends.

- Tuition payment is made through the Lillio app via credit card or bank transfer. All payment transactions will appear on your child's Lillio account.

SCHEDULED PAYMENT AMOUNT:

- The same amount is due each week/month regardless of holidays, school and personal vacations or illnesses because tuition is based on a yearly rate and staff-child ratios. The board calculates each payment amount by looking at the total cost for the year and dividing it by number of weeks/months. This is to make it easier on parents and OSPCC office staff. For school age families, vacation days, weather closings, and early dismissals will be charged the extra LEAP or Wacky Wednesday daily rate as stated in the tuition contract.  
**Please Note:** School Age families are required to pay for all L.E.A.P. days their child is signed up to attend, even if the child's plans change at the last minute. OSPCC staffs for the number of children who have been enrolled for each individual L.E.A.P. day.
- Part-Day Preschool payments are due on the first school day of each month. Payments are based on 9 ½ months
- Childcare payments are due each Monday (or your child's first day of the week) prior to services. Payments are based on 43 weeks.
- If you need a monthly statement indicating your payments, please contact the Office Manager.
- Nonpayment of tuition is reason for dismissal.
- Additional increases may be necessary in the 2024-2025 school year. (No earlier than Jan. 2025)

DISCOUNTS:

- Families who have more than one child in our program will receive a 10% discount on a rate that is equal to the first highest and for any that are lower.
- Non-member clergy families receive a 10% discount on the tuition total.
- Members of Our Savior Lutheran Church receive a 15% discount for an enrolled child. If you have multiple enrolled children, we will take 15% off the lower rate(s).
- Combining multiple discounts is not allowed.
- No reductions will be made for children missing classes/days

ALLOWABLE ADJUSTMENTS

- If a child is out sick for an extended period of 6+ consecutive days, a doctor's note will be required to have the child return to the program. This is the only time parents will be given credit for absences. A credit of half of the days missed will be given. Family vacations and/or extended leaves other than illness/family tragedy will require full payment in order to hold child's slot.

ADDITIONAL FEES:

- To register your child, please return the completed Registration form to OSPCC with a non-refundable registration fee of \$70.00 per family, \$50.00 for returning families if registered by the end of January. Checks are to be made out to OSPCC for new family registration fees.
- There are NO additional fees for a 2-hour delay for School Age.

LATE/RETURNED PAYMENT FEES:

- Any payment received after the due date is subject to a \$20.00, per week, late fee.
- A \$20.00 fee will be charged when a check is returned because of insufficient funds.

LATE PICK-UP FEES:

- Parents who are late in picking up their child at the end of the enrolled program or if more than 30 minutes late in picking up an ill child, will be charged on each occurrence. For each occurrence, a \$1.00 per minute, per child, after a five-minute grace period will be charged. (6:05 pm pick-up=no late fee, 6:06 pm pick up=\$6.00 late fee).

WITHDRAWAL:

- Parents are required to give at least a two-week notice before withdrawing a child from the center.
- At the time in which the office receives **written notice** to withdraw your child from OSPCC, you will be responsible for paying tuition for the two weeks following the notification.

STATEMENTS:

- Upon request, the Office Manager will provide a statement that recaps the school year's tuition, fee assessments, adjustments and payment history.

**H. OSPCC Termination Policy**

Our Savior Preschool and Childcare Center (OSPCC) provides loving childcare and Christian education in a group setting and must be concerned for the welfare and safety of all children, families, and staff. There are

sometimes reasons we have to terminate a child from our program. However, we will do everything possible to work with the family of the child (ren) in order to prevent this policy from being enforced.

The following are some (but not limited to) reasons that we may have to terminate a child from this Center:

#### Child's Actions for Termination

- The child threatens the safety, health and/or wellbeing of himself/herself or others.
- The center cannot meet the physical, mental, or emotional needs of the child.
- If a child is consistently requiring one-teacher-to-one-child ratio.
- If it is advised by a physician or mental health professional.

#### Parental Actions for Child's Termination

- Failure to pay tuition within two (2) weeks/habitual lateness in payments.
- Enrollment/immunization records are incomplete and/or not updated.
- Habitual tardiness in picking up a child at closing time.
- Parent/Guardian/Family ignores center guidelines, and/or causes undue stress to the center staff or operations.
- A formal parent conference is not attended (One requested by the Director).
- Parent exhibits any form of abuse to any OSPCC affiliates. (Staff, families, children, or volunteers.)

If remedial actions have not worked, and the OSPCC Director and Board of Directors, determines that it is in the best interest of a child and our Center to terminate the childcare, OSPCC will advise the family with a verbal and written notice as well as a final statement of monies due (if any).

## IV. PRESCHOOL EDUCATIONAL PROGRAM

### **A. Overview:**

A Christian based curriculum is followed in all aspects of teaching. Children and their parents should wait for the teachers to open the classroom door before entering the classroom. Parents should be prompt in dropping off and picking up their children. Good attendance and being on time are goals of all schools. Preschool prepares children for more formal schooling. Please call OSPCC or message the teacher through the Lillio app if your child will not be attending school.

OSPCC believes in a child-centered, developmentally appropriate, experiential approach to learning. At school, your child will learn to take his/her place in a group, to cooperate and share, to recognize authority, to follow a routine, and to reconcile problems. We believe that a child learns best through play. During work time children will be able to explore our many centers and discover on their own. See F. PART-DAY SCHEDULE Learning centers may be coordinated with a theme, such as: grocery store, post office, etc. Our themes are based on emergent curriculum, OSPCC believes that theme should be based on the child's interests rather than pre-set themes. Once a week your child will be part of our "Bible Time" where he/she will listen to and share thoughts about Jesus and different Bible stories. Each class also enjoys a 20-minute music class once a week. Galloping Giraffes and Fabulous Frogs participate in library once a week. We work individually with children to enhance their pre-kindergarten skills and show them the love of Christ. We work with the Town of South Windsor and the Kindergarten curriculum to stay informed of the kindergarten curriculum to ensure that our students are properly prepared for public school. OSPCC has a wonderful relationship with South Windsor Public Schools and will help your child in the event that he/she may need special services (i.e. speech therapy). We also work with other town school systems and Birth to Three.

A child's work is his/her play. Children learn by active participation, doing, touching, experimenting, talking, etc. Everything a child does is part of the learning process. OSPCC uses the State of CT's Early Learning Developments Standards tools as our curriculum base as well as our method of assessment.

Children at OSPCC will follow a structured yet flexible daily schedule that meets the individual needs of the diverse population of children and families served by our program, including those with cultural, language and developmental differences.

The daily schedule shall include but not limited to:

- indoor and outdoor physical activities, which will allow for fine and gross motor development that is based on children's interests, individual needs and learning to be addressed. Moderate and vigorous physical outdoor activities for children 3 years and older will be provided unless the child has a disability or developmental delay.
- opportunities for individual, small group and large group learning to meet the needs of the children as well as provide opportunities for problem-solving experiences that help to formulate language development

and sensory discrimination.

- a balance of child-initiated and staff-initiated activities with varied choices in materials and equipment that promotes skills and active engagement.

Children shall have the opportunity to express their own ideas and feelings in a developmentally appropriate setting with developmentally appropriate activities that promotes learned skills and supports active learning through creative experiences in all parts of the program including:

- ✓ Arts and media
- ✓ Dramatic play
- ✓ Music
- ✓ Language
- ✓ Motor activity
- ✓ Language learning experiences
- ✓ Experiences that promote self-reliance
- ✓ Health education practices
- ✓ Child initiated and staff-initiated experiences
- ✓ Exploration and discovery
- ✓ Varied choices in materials and equipment
- ✓ Individual and small group activities
- ✓ Active and quiet play
- ✓ Rest, sleep and quiet activities
- ✓ Nutritious snacks
- ✓ Toileting and clean up

OSPCC does not accept requests for specific classrooms, teachers or student groupings based on classroom preferences/neighborhoods etc. Our director takes into consideration boy/girl ratios, needs of children, and student/teacher compatibility when constructing classes/groups for the school year.

**\*The goal for each child is to remain in the same classroom for the educational year, August-June, advancing to the next classroom in June if attending summer camp or in August of the next educational school year.\***

**B. Lillio Parent App:**

Daily activity is logged every day by the classroom teachers to indicate daily activities, special events, and snacks as well as other important communication on the Lillio Parent App. Parents will be asked to communicate any pertinent information to the teacher upon drop off, either in person or through the app.

**C. Conferences:**

You may request a parent-teacher conference at any time during the year; however, there will be two conference sessions, one in November and one in April (a NAEYC requirement). At this time the teacher will share their observations of your child's adjustment to school and about their progress. Throughout the school year we will be assessing your child in a variety of areas including fine/gross motor skills, socialization, listening skills, and some academic areas. Conferences are a wonderful opportunity for you to get to know your child's teacher better as well as looking at an in-depth review of your child's progress. Teachers can also help parents make wise decisions for their children in regards to Kindergarten. We value and welcome your thoughts and suggestions. There will be no preschool during conference days because teachers have many preschool parents to meet with and the fact that our elementary students return to OSPCC earlier (due to elementary school conferences). If the scheduled conference times do not work for a parent, teachers will be more than happy to schedule one at an alternative time or schedule a phone conference.

**D. Field Trips/Community Visitors:**

Throughout the year we will be going on various field trips. During most outings we will need to ride on a public-school bus. Parents of Bear Cub children are required to accompany their child on all field trips (arrangements can be made for full-time preschoolers and/or special circumstances, please talk to the director). You will be notified of each field trip in the "Parent Newsletter," which is distributed out at the beginning of each new month. Our first priority will be the safety of all children. Please inform the teachers immediately if you have any concerns or questions about our procedures.

Field trips may include outings ranging from apple picking to local children's attractions. Teachers will decide which classes to take, where and when, based on the class's maturity level, ability to listen to directions, and

number of parent chaperones. We will talk about the field trip in classes prior to the trip and/or also talk about our experience after the trip. Depending on the timeline, parents will have the option of returning to OSPCC for the remainder of the class following the trip or choose to sign their children out at the completion of the trip.

Resource people, including parents and other community workers, speakers, and entertainers will visit the classroom to share hobbies, skills, language, and information with the children. If you would like to be involved in this way, please speak to your child's teacher. Cost of the field trips will vary.

#### **E. Clothing:**

All outerwear or additional clothing must be labeled with your child's name. While there is no dress code, play clothes are strongly recommended. Children will not be allowed to climb on equipment in long dresses, sandals or inappropriate shoes, clothing with cords, or other inappropriate footwear. Parents are reminded that art projects and outdoor play can result in soiled clothing. Children will be going outside on a daily basis unless it is raining or if the temperature is severe. Please have your child dressed accordingly. In the winter, we require all children to wear gloves, coats, boots and hats when going out in the snow. Snow pants are also recommended. Children are not allowed to wear boots in the classroom so please bring appropriate shoes to change in and out of. We ask that all preschool students always have a change of clothing in their backpacks in cases of bathroom accidents or clothes getting wet from the water table. Clothing that is soiled or wet needs to be taken home and washed.

#### **F. Part- Day Daily Schedule:**

Our daily schedule consists of:

Hello Time: The teachers warmly welcome children when they arrive to the classroom. Each child has a special job for the day and then may join the others participating in table toys that develop children's fine motor and critical thinking skills. Teachers take time to talk with each child one-on-one, as well as have an opportunity to talk with parents about issues that may affect the school day.

Group Time: Begins with a prayer for children who are absent, and the group talks about the day ahead. (This is also when Jesus Time, Music Time, Library time, cooking experiences, phonological games, and group writing may occur.)

Work Time: Children explore the centers at their own pace. Centers include Home living, Art, Tactile Table, Manipulatives, Science, Blocks, Listening, Book and Writing centers. During this time, children may also participate in cooking projects, one-on-one work/assessments or in a small group.

Small Group Project Time: Each day, small groups of children will work with the teacher on a project involving art, writing, cooking, wood construction, science, geography, math, phonological awareness or a variety of other topics. Teachers plan these activities around the children's interests and needs.

Snack Time: Begins with prayers. Healthy nutritional snacks are provided each day as children practice such skills as pouring juice, passing napkins, or counting crackers. Snack menus are posted on lessons plans which are located on hallway bulletin boards. Special cooking snacks with ingredients and the recipe will be posted on the lesson plan. Please inform us of any allergies or restrictions.

Story Time: A group story is read and/or felt board activity explored.

Outside Time: Children are given twenty to thirty minutes of outside time to develop their gross motor skills (weather permitting). During the winter and/or inclement weather, students will have gross motor experience opportunities in our gymnasium.

Dismissal: Please wait in the hallway after the preschool session. A teacher will dismiss your child to you.

#### **G. Full-Day Daily Schedule:**

Our daily schedule consists of:

##### Arrival:

OSPCC opens at 7 a.m. for full day preschool. They will put their things away in their cubbies and report to their assigned room. Free play and table activities will be available.

##### Structured Classes begin at 9am:

During the morning hours, full day preschool students will follow their classroom schedule which is similar to the part-time schedule. Schedules are posted in each classroom

##### Recess/Lunch

A half-hour outside time will be scheduled for each classroom, weather permitting. If children are not able to go outside due to inclement weather, special indoor activities will be offered. Children will

begin lunch around Noon. They will wash their hands before lunch, get their lunches, say a prayer and eat at the lunch table in their classroom.

#### Quiet Time

Quiet time will be from 12:30-2:15. Children will be asked to rest on supplied cots and ask to rest their bodies. The lights will be turned off and soothing music will be played. Children will be allowed to look at books while on their cots. Cots will be provided by OSPCC.

After children put away their quiet time supplies, an afternoon circle time will take place.

Plans for the afternoon will be shared.

#### Afternoon Activities:

Planned afternoon activities may include outdoor time, a special cooking or science project, free play, journaling, library time, a SMART board activity, and/or special craft. An afternoon circle/meeting will start the afternoon.

### **H. Full-Day Preschooler Requirements**

Full-day preschoolers must come to school every day with the following items.

1. Backpack with change of clothing, including undergarments and socks
2. Bag lunch. **Please limit items that need to be heated to two times a week.** No “TV” dinners. All food must be cut into bite size pieces. **Children four and under are not allowed: hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonful of peanut butter; or chunks of raw carrots or meat larger than can be swallowed.** All food containers and lunch boxes must be labeled with your child’s name. Lunch boxes may be stored in the marked refrigerator in the kitchen.
3. Small blanket and small pillow for quiet time, that must be taken home each weekend to be washed. Backpacks must be taken home each weekend as well.
4. Please refrain from bringing in toys from home unless it is your child’s “special week.” Toys from home will not be allowed in classroom, they will need to stay in our cubbies. OSPCC does not allow pets from home to visit the center. OSPCC furnished classroom pets (fish, water frogs, butterflies) will be kept in good health and environments maintained
5. If your child will be attending OSPCC during school vacation weeks, you must sign up on the designated sign-up sheet no less than two weeks prior to the schedule week. OSPCC schedules staff during vacation weeks according to the number of children signed up on those sheets.

### **I. Parent Volunteers:**

There is a variety of ways you can help with your child’s educational experience at OSPCC. We encourage parents to volunteer in the classroom whenever possible. However, there is also a variety of other activities such as providing a special snack or helping prepare a family event. Please see the bulletin board for details and watch for items listed in the Preschool News.

### **J. Movie/Screen Time Policy:**

OSPCC will not provide free access to mobile cellular telephones, laptops and desktop computers or equipment that is capable of playing a video game or digital video disk by children 2 years of age or older except for educational or physical activity purposes. This does not apply to a child that has a disability or is experiencing a developmental delay, as defined in section 10-76a of the CT General Statutes, and requires the use of such devices as a result of such disability or delay. All movies shown at OSPCC must be age appropriate, will not exceed one movie per week, and must have written parent permission. The permission slip must include the name of the movie, the rating, the day/time it will be shown and be kept on file in the office. All programming of this nature must have specific approval from the Director and/or Assistant Director.

### **K. Preschool Snacks:**

Young children grow rapidly. Healthy snacks contribute to optimal growth and development. OSPCC provides snacks for the children on a daily basis. However, if you would like to bring in the snack, here are some guidelines when planning for the children:

- Are at least 2 food groups included?
- Does it look and taste good?
- Try cutting items into shapes!
- Is there a dip or spread? (cheese, cream cheese, peanut butter, yogurt, dips, fruit spread, etc.)
- Does it have nutritional value, not just empty calories?

- Can children serve themselves?

Some ideas for snacks include, along with milk or 100% fruit juice.

<i>Applesauce</i>	<i>Bagels/Cereal mixes</i>	<i>Cheese &amp; Crackers</i>	<i>Dried fruit</i>	<i>English muffins</i>	<i>100% fruit</i>
<i>pops</i>					
<i>Fruit</i>	<i>Fruit salad</i>	<i>Graham crackers</i>	<i>Pretzels</i>	<i>Muffins</i>	<i>Mini</i>
<i>Sandwiches</i>					
<i>Pudding</i>	<i>Trail mix</i>	<i>Vegetables</i>	<i>Yogurt</i>		

- ***We would love to share foods indicative of children’s cultural backgrounds!***
- **Children four and under are not allowed:** hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed.
- **OSPCC Staff will record snack and lunch quantities, for all preschool aged children, daily on the Lillio Parent App.**

**L. Birthdays:**

OSPCC celebrates each child’s birthday by decorating the classroom door and singing a birthday song at snack. It is not necessary or expected that birthday treats be brought to school; however, if you would like to recognize your child’s special day, please check with the teachers first since some of our children may have dietary restrictions. We encourage low-sugar treats. See the list of snack suggestions above. We ask that Birthday Invitations be mailed home or can be placed in the in the folders in the classrooms or in student cubbies.

**V. INFANT & TODDLER EDUCATIONAL PROGRAM**

**Infant/ & Toddler Program Overview**

The goal of the infant and toddler teachers will be to meet the basic needs of each child. It is also OSPCC’s goal for each child is to remain in the same classroom for the educational year, August-June, advancing to the next classroom in June if attending summer camp or in August of the next educational school year. This allows for bonding with the adults that care for the children on a daily basis and building on the growth and development of each child.

Children at OSPCC will follow a structured yet flexible daily schedule that meets the individual needs of the diverse population of children and families served by our program, including those with cultural, language and developmental differences as well as story time, arts & crafts, outdoor play, and socialization.

The daily schedule shall include but not limited to:

- indoor and outdoor physical activities, which will allow for fine and gross motor development that is based on children’s interests, individual needs and learning to be addressed. Moderate and vigorous physical outdoor activities for children 3 years and older will be provided unless the child has a disability or developmental delay.
- opportunities for individual, small group and large group learning to meet the needs of the children as well as provide opportunities for problem-solving experiences that help to formulate language development and sensory discrimination.
- a balance of child-initiated and staff-initiated activities with varied choices in materials and equipment that promote skills and active engagement.

Children shall have the opportunity to express their own ideas and feelings in a developmentally appropriate setting with developmentally appropriate activities that promote learned skills and supports active learning through creative experiences in all parts of the program including:

- |  |   |
|--|---|
| ✓ Arts and media                         | ✓ Child initiated and staff-initiated experiences |
| ✓ Dramatic play                          | ✓ Exploration and discovery                       |
| ✓ Music                                  | ✓ Varied choices in materials and equipment       |
| ✓ Language                               | ✓ Individual and small group activities           |
| ✓ Motor activity                         | ✓ Active and quiet play                           |
| ✓ Language learning experiences          | ✓ Rest, sleep and quiet activities                |
| ✓ Experiences that promote self-reliance | ✓ Nutritious snacks                               |
| ✓ Health education practices             | ✓ Toileting and clean up                          |

- **Please note: Children under the age of 3 enrolled in OSPCC’s Infant/Toddler Program may not have access to teething necklaces, teething bracelets or other jewelry that could present choking or strangulation hazards.**

**A. Diapering Procedure & Policy:**

**Staff will have always have a hand on the infant/toddler during the changing process**

1. Staff washes hands
2. Put changing paper & diapering supplies on table
3. Put on gloves
4. Pick up child and lay on changing table
5. Remove clothing, remove soiled diaper & clean baby
6. Soiled diaper, wipes, and changing paper will be disposed of in a covered, washable, lined receptacle which will be removed outside at least daily
7. Remove & dispose gloves before putting on new diaper
8. Wipe staff and child hands with clean diaper wipe
9. If applying cream, put cream on clean glove or tissue to apply
10. Put on new diaper & put on clothing. If clothing is soiled, use change of clothes and seal soiled clothing in a bag out of the reach of children
11. Wash staff and child hands
12. Put child down
13. Clean area with bleach and water
14. Wash staff hands
15. Record diaper change on the Lillio Parent App

\*Parents will be required to provide all diapering supplies (wipes, disposable diapers, creams etc). Supplies must be restocked as needed and will be stored in a designated box in the cubby area clearly labeled with the child’s name.

**B. Toileting Procedures:**

1. Call for support staff assistance
2. Take child to the bathroom
3. Wearing gloves, help child remove clothing if needed
4. Assist child in sitting on toilet if needed
5. Assist in wiping if needed
6. Dispose of gloves
7. Help child put clothing back on
8. Assist child in washing hands
9. Staff washes hands
10. Record toileting on Lillio Parent App

\*Parents will be required to provide all toileting training supplies (pull-ups, training pants, extra underwear etc.) Supplies must be restocked as needed and will be stored in a designated box in the cubby area clearly labeled with the child’s name.

Diapers are checked every 2 hours when children are awake and are checked upon awakening. Diapers are changed when wet or soiled, changed in the designated changing areas only. Caregivers keeps hand on child at all time when on changing table. In the changing table area, staff will keep the diaper changing directions posted. The changing table will not be used for any other purpose than changing. Soiled diapers will be placed in a hands-free container, secured from the reach of children.

**C. Sleeping Policies**

To reduce the risk of Sudden Infant Death Syndrome (SIDS), all infants under the age of 12 months are placed on their backs to sleep (unless ordered by a physician’s note). No items including, but not limited to, pillows, soft bumpers, toys and blankets, including weighted blankets, weighted sleepers, and weighted swaddles, shall be placed with an infant in a crib or hung over the side of a crib or other piece of equipment designed for sleeping except for a pacifier without attachments unless the child has written documentation from a physician, physician assistant or advanced practice registered nurse specifying a medical reason for its use. Nothing will be tied or attached to the side of the crib when infants are sleeping. Bibs and hoods, with or without strings, will be removed before infants are placed in the crib. In place of a blanket, a sleep sack may be used, which is to be provided by the family. An infant may be swaddled ONLY with written documentation from the infant’s pediatrician, physician assistant, or advanced practice registered nurse specifying instructions and a time frame for swaddling the infant. As infants are able to roll over on their own, they may assume any sleeping position they choose. Infants will not be allowed to sleep in any equipment other than

equipment designed for sleeping. If an infant comes to the center asleep, the teacher will remove the baby from the carrier and place infant in appropriate sleep equipment. Sleeping infants will be physically observed at least every 15 minutes to assess the infants breathing, color, temperature, and comfort.

OSPCC will provide crib sheets for infants. Crib sheets will be washed weekly with bleach in a washing machine. Cribs and cots will be stripped, and mattresses and cots will be sprayed with a bleach/water solution and set to dry daily. Designated cribs/cots will be assigned to individual children. Parents will be required to provide one comfort item (i.e. teddy bear), for children over 12 months of age, that must be taken home and washed on a weekly basis.

#### D. Food Service Plan

Parents of infant/toddler children will be required to provide all food for their children that is/are labeled with the name of the child. They may bring up to a week's supply of food and store it on designated shelves and refrigerator space. Parents must keep the supply restocked. Parents will also be responsible for providing bottles, cups, spoons, bowls etc. that the child will be using. OSPCC will wash these items and keep them stored in the child's designated storage area. All feedings will be recorded on the child's daily log sheet. Parents of infants will be asked to talk with the infant and toddler teacher about feeding schedules and any concerns. Older children will be required to have a packed lunch. OSPCC will provide snacks.

Bottle fed infants will be held while feeding. Bottles will not be allowed in cribs or on cots and will not be propped up for feeding. Bottle feedings do not contain solid food unless written by the child's physician. If staff warm human milk or formula, the milk is warmed in water at no more than 120 degrees Fahrenheit for no more than 5 minutes. No milk, including human milk and no other infant food are warmed in a microwave oven. Staff will discard formula and breast milk after one hour that has been served and not completely consumed.

Babies will be fed in a highchair, or a bouncy seat based on their ability. Transitioning from a bottle to a sippy cup will take place when parents and teachers decide together that a child is developmentally ready to use a cup. Toddlers will remain sitting while eating and drinking. Toddler/twos will not be allowed to carry bottles, sippy cups, or regular cups with them when walking or crawling. Any unused food fed from a jar will be discarded after feeding. Any unused food fed from a bowl will be covered and put in the refrigerator to be returned to parents at the end of the day. Prepared formula, juice and any other foods that are needed to be kept cold will be placed in the refrigerator. Powdered formula will be kept on shelf with other food supplies. Dishes will be washed; feeding surfaces will be washed and disinfected between uses.

For children ready to eat bag lunches: Please only send **items needed to be heated two times a week**. No "TV" dinners. All food must be cut into bit size pieces. **Children four and under are not allowed: hot dogs, whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonful of peanut butter; or chunks of raw carrots or meat larger than can be swallowed.** All food containers and lunch boxes must be labeled with your child's name. Lunch boxes may be stored in the marked refrigerator in the classroom.

OSPCC staff do not offer solid foods and fruit juice to infants that are younger than six months unless recommended by the child's physician and approved by the child's guardian. If juice is allowed, only 100% juice is served and the amount is limited to no more than 4 ounces per day. OSPCC does not feed cow's milk to infants that are younger than 12 months and serves only whole milk to children ages 12 months to 24 months.

OSPCC supports breastfeeding. We will accept, store and serve expressed milk for feedings. Accepting human milk will be in ready-to-feed containers labeled with the infant's full name and date expressed. OSPCC will store the milk for no longer than 48 hours. If the breast milk was previously frozen OSPCC will store the milk for no longer than 24 hours. OSPCC will provide a comfortable place for nursing mothers in a classroom and/or office area.

Parents will provide whole milk for their children aged 12-24 months. OSPCC does not provide milk for infants/toddlers.

OSPCC staff will record feedings, the type and quantity, for all infants and toddlers on the Lillio App.

#### E. Change of clothing & Misc. supplies policy

Infants/toddlers will be required to keep at least one change of clothing in a zippered bag which will be kept in their cubbies. Appropriate outerwear will also be required for all children who will be going outside on a regular basis, **even the infants**. Pacifiers, special comfort items such as blankets, sippy cups, bowls, spoons, bibs, must be provided by the parents, clearly labeled with the child's name and stored in the child's designated cubby. Supplies are to be taken home and washed on a weekly basis unless clothing is soiled. In this circumstance, the soiled clothing needs to be taken home and washed that day.

#### F. Lillio Parent App

Daily activity is logged every day by the infant and toddler teachers to indicate feeding times, diaper times, and any other important communication on the Lillio Parent App. Parents will be asked to communicate any pertinent information to the teacher upon drop off, either in person or through the app.

#### G. Movie Policy:

OSPCC will not provide access to mobile cellular telephones, laptops and desktop computers or equipment that is capable of playing a video game or digital video disk to children under 2 years of age. This does not apply to a child that has a disability or is experiencing a developmental delay, as defined in section 10-76a of the CT General Statutes, and requires the use of such devices as a result of such disability or delay.

#### H. Toddler Daily Schedule

7:00	Children Arrive, Free Play
8:30	Morning Snack
9:00	Arts & Crafts
10:00	Outside Time, weather permitting
10:30	Specials, Library, Music or story time
11:00	Clean up time and wash for lunch
11:30	Lunch, clean up
Noon	Nap
2:30	Wake up and Afternoon Snack
3:00-5:00	Outside Time/Free play weather permitting
5:30	Clean up, Pick-up

This is a basic schedule for daily activities. This schedule is meant to be a guideline only and is extremely flexible. Daily adjustments to the schedule will be made to accommodate the needs of the children on any given day.

### VI. BEFORE & AFTER SCHOOL PROGRAM

- A. Overview:** OSPCC admits children in grades Kindergarten-5<sup>th</sup> grade only. Before school programming allows children to arrive throughout the morning and join in free play activities before going off to school. The after-school programming first greets the children as they get off the bus and a staff member escorts them downstairs. Children are given choices throughout the day, inside free play, outside, snack, clubs, or homework. Throughout the year, children take part in a variety of mission projects to promote Christian morals and values. Students pray before snacks and can pray for folks that may be ill, hurt, etc. Teachers promote the use of kind words to others and stress the importance of treating everyone with respect and kindness. Please note that school age children unable to attend public school due to illness or who are sent home from public school due to illness will not be permitted to attend OSPCC's school age program for that day.
- B. Snacks:** Snacks are available for children within the first half hour after school. OSPCC provides snacks daily that meet the guidelines of representing a minimum of two different food groups.
- C. Homework:** OSPCC is here to assist children and families with homework after school childcare. We realize that homework is a part of most children's after school responsibilities. As such, we feel it is important to allow time for uninterrupted homework studies. In this way, hopefully, the burden of late-night study sessions can be kept to a minimum. Please inform the Child Care Supervisor if homework status changes during the school year. All parents are asked to fill-out a homework permission form at the beginning of the year.

Children may do their homework at any time after school. However, we will provide a specific "study hall" for those children and/or parents who request so. Our routine will be as follows:

1. Free Time & Snack = First half hour off the bus
2. Choice Time =
  - A. Outside Free Play
  - B. Inside Free Play
    - Ex.: free time, creative activities, and self-concept activities
  - C. Special Project
    - Completed in small group or large group
  - D. "Homework Assistance" (30 min. max.)

We will not force any child to attend the "study hall" unless we have a specific note from the parents.

OSPCC recognizes that SWPS is using apps and websites to enhance the children's learning experiences as well as to complete homework. As such, only SWPS issued devices will be allowed on school days. Headphones must be worn so as not to distract other children from their homework. Only apps and websites authorized by SWPS for schoolwork will be used; using unauthorized apps and websites will not be allowed. Staff must be able to observe student screens at all times. Electronic devices will be used after all other "paper type" of homework has been completed.

- D. **Special Activities:** During the winter months and when the weather is severe, special interest activities may be offered. These activities may have a variety of focuses such as cooking, science, sewing, bead making, beauty shop, theater, woodworking, music, etc.
- E. **School Vacation Weeks, Days Off, "L.E.A.P" (Let's Enjoy A day of Play):** During school vacation weeks, conferences, and professional development days school age children may come to OSPCC. **Parents must sign their children up on the designated sign-up sheets no less than two weeks prior to the vacation week.** OSPCC schedules staff according to the number of children signed up on those lists for those L.E.A.P days. Additional payment is required for vacation weeks, please see tuition schedule. This is the only opportunity for children to play on an electronic (NOT cellular) device from home. Children are allowed **1 hour** during quiet time. They are not allowed to play other children's games and they are not allowed to have on lookers to the game they are playing. Please notify staff of games and apps that are allowed.

## **VII. SCHOOL YEAR EVENTS**

### **Family Events/Services/Mission projects:**

OSPCC holds a number of family events throughout the year. These are wonderful times for parents to get to know other parents; parents to spend time with their children in their school environment; church members to get to know school families; and most of all, to have fun. Events range from the fall harvest hoe down, to the end of year graduation and picnic. Some events, like the winter family night serve as a fundraiser for the school.

Throughout the year, OSPCC likes to serve parents in a number of ways. We want to be more than just a childcare center/preschool facility. In the fall we have a photographer come in who not only takes individual and class photographs but will also take family and sibling photos. These come in just in time for Christmas and can even be made into holiday cards.

Mission projects are very important to OSPCC. We believe that getting the entire family involved will leave a lasting impression on the child. It is important that we teach our children to help others. OSPCC's mission projects range from food drives to collecting hats and mittens for those in need. Each year OSPCC takes part in at least 4 different mission projects.

### **Calendar of Events:**

There will not be a change in tuition during the weeks that OSPCC closes early or is closed completely for an occurrence beyond the OSPCC scheduled calendar.

Parents are responsible for paying their regular tuition fee regardless of the following holidays.

**\*Please note the part day preschool may have snow day make up dates. The last day of part day is tentatively set.\***

#### **Special Early Closing Days:**

The days on which we **WILL CLOSE EARLY:**

- Wednesday before Thanksgiving: November 25<sup>th</sup> close at \*1pm  
*\*No Afternoon buses from Eli Terry will return to OSPCC on early closing days.*
- New Year's Eve Day, Thursday, December 31<sup>st</sup>: close at 1 pm
- Last Day of School: Fri., June 18<sup>th</sup>: close at 1pm

#### **Special Closing Days:**

The days on which we **WILL NOT BE OPEN** include the following holidays:

- Labor Day: Mon., September 7<sup>th</sup>
- OSPCC Prof. Dev. Day: Mon., Oct. 12<sup>th</sup>
- Thanksgiving: November 26<sup>th</sup> and 27<sup>th</sup>
- Christmas Eve: Thurs., December 24<sup>th</sup>
- Christmas Day: Fri., December 25<sup>th</sup>
- New Year's Day: Fri., January 1<sup>st</sup>
- OSPCC Prof. Dev. Day: Tues., March 2<sup>nd</sup>
- Good Friday: Fri., March 26<sup>th</sup>
- Memorial Day: Mon., May 31<sup>st</sup>
- Summer Camp PD Day: Mon., June 21<sup>st</sup>

## Our Savior Preschool & Childcare | 2026-2027 Calendar

<p>16th: Staff recognition Sunday at 10:30am Service 21st: Stop by &amp; say Hi 21st: Parent info &amp; curriculum night 6:30- 7:30pm 24th: First day of childcare &amp; SA 24th &amp; 25th: LEAP for school age children 26th: First day of public school 26th: First day of Galloping Giraffes 27th: First day of Bear Cub</p>	<table border="1" style="width: 100%; text-align: center; font-size: 8px;"> <thead> <tr style="background-color: #4b618c; color: white;"> <th colspan="7">AUGUST '26</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	AUGUST '26							S	M	T	W	Th	F	S							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																																															
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<p>12th: CLOSED, Prof dev day 16th: Hoedown/Trunk or treat 5:30-7pm 21st &amp; 22nd: Picture days 25th: Preschoolers sing at 10:30 service 29th: Bear cub classroom fall festival 30st: Rest of school classroom fall festivals 7, 14, 21, 28: Early release Weds for school ages</p>	<table border="1" style="width: 100%; text-align: center; font-size: 8px;"> <thead> <tr style="background-color: #4b618c; color: white;"> <th colspan="7">APRIL '27</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table> <p>5th - 8th: Parent/teacher conferences (individual class times TBD) 9th: Tentative Family night 12th - 14th: No part day preschool LEAP for school age 22nd &amp; 23rd: Lions eye screening 7, 21, 28: Early release Weds</p>	APRIL '27							S	M	T	W	Th	F	S					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																																																		
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South Windsor Public School Calendar



**SOUTH WINDSOR PUBLIC SCHOOLS**  
District School Calendar

First Day: August 26, 2026  
182<sup>nd</sup> Day: June 10, 2027

**2026 – 2027**

AUGUST 2026 (4)								FEBRUARY 2027 (18)							
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
						1			1	2	3	4	5	6	
	2	3	4	5	6	7	8	7	8●	9	10	11	12	13	February Break 12
24-25	9	10	11	12	13	14	15	14	15	16	17	18	19	20	Presidents' Day 15
26	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
	23	24	25	26	27	28	29	28							
	30	31													
SEPTEMBER 2026 (20)								MARCH 2027 (20)							
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
			1	2	3	4	5		1●	2	3	4	5	6	Prof. Development 2
7	6	7	8	9	10	11	12	7	8	9	10	11	12	13	Eid al-Fitr 10
	13	14	15	16	17	18	19	14	15	16	17	18	19	20	
21	20	21	22	23	24	25	26	21	22	23	24	25	26	27	Good Friday 26
	27	28	29	30				28	29	30	31				
OCTOBER 2026 (21)								APRIL 2027 (17)							
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
				1	2	3						1	2	3	
	4	5●	6	7	8	9	10	4	5	6	7	8	9	10	
12	11	12	13	14	15	16	17	11	12	13	14	15	16	17	Spring Break 12-16
	18	19	20	21	22	23	24	18	19	20	21	22	23	24	
	25	26●	27	28	29	30	31	25	26	27	28	29	30		
NOVEMBER 2026 (18)								MAY 2027 (20)							
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	15	16●	17	18	19	20	21	9	10	11	12	13	14	15	
26-27	22	23	24	25★	26	27	28	16	17	18	19	20	21	22	
	29	30						23	24●	25	26	27	28	29	
								30	31						Memorial Day 31
DECEMBER 2026 (17)								JUNE 2027 (8)							
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	6	7	8	9	10	11	12	6	7	8	9	10★	11#	12	Projected Last Day* 10
25	13	14●	15	16	17	18	19	13	14#	15#	16#	17#	18#	19	
	20	21	22	23★	24	25	26	20	21#	22	23	24	25	26	
24-31	27	28	29	30	31			27	28	29	30				
JANUARY 2027 (19)								<ul style="list-style-type: none"> <li>■ Schools Closed</li> <li>■ District Closed</li> <li>■ PD Days</li> <li>◇ Early Dismissal Day - Elementary</li> <li>● Early Dismissal Day - High School</li> <li>▣ Early Dismissal Day - Middle School Conferences (6,7,8)</li> <li>★ Early Dismissal Day - All District</li> </ul>							
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\*The last day for students and teachers will be on the 182<sup>nd</sup> day of school. If weather or other emergencies require the closing of school at any time during the school year, the days will be made up by extending the last day of school up to 7 days in June, as indicated on the calendar (#). If more than 7 days are needed, the Board of Education will reduce school vacations.

### **Snow Policy:**

OSPCC does not typically follow the inclement weather closings or delays issued by South Windsor Public Schools, with the exception of the **part-day preschool classes (Room 1)**. Decisions regarding OSPCC closures or delays will be made as promptly as possible and communicated to families through the **Lillio App via text message**. The information will also be posted on Channel 3 television Storm Closings.

If South Windsor Public Schools issue a 2-hour delay, OSPCC part-day preschool (Rm. 1) will begin at 10:00 a.m. and end at the normal dismissal time.

Families may call the center at 860-644-6458 and listen to the OSPCC answering machine for updates.

Please note there will be no refunds due to center closings or delays caused by inclement weather.

## **VIII. BEHAVIORAL MANAGEMENT PLAN**

### **A. Behavioral Management Goals:**

The discipline goal simply states, "For children to make the right choices and be responsible for their own behavior." "Train a child in the way he should go, and when he is old, he will not turn from it." Proverbs 22:6  
Staff uses guidance methods that help children learn self-control.

### **B. Acceptable Behavioral Management Plan:**

Enrolled children will be redirected to another activity if the situation is too stressful or becomes too challenging for the child to handle. Enrolled children need direction and guidance. Teachers will use a shadowing technique, when necessary, in which the child becomes the teacher's "special helper" for the remainder of the day. Time out will not be used unless the child is physically hurting themselves or another child.

OSPCC Staff will set clear limits, encourage, and model positive behavior. Staff will also use positive reinforcement, peer support and clearly define classroom rules that are age and developmentally appropriate. During disciplinary actions, staff will continuously supervise the child/ren.

If a child is exhibiting a challenging behavior, teachers will institute a five-step plan to help the child regain her/his self-control. The plan is as follows to encourage a "talking out" process where the goal is to assess the function/reasoning for the behavior, acknowledge feelings and find solutions using the children's ideas wherever possible: :

1. The teacher will identify the behavior with the child, asking why she/he acted/reacted that way and explaining why the behavior is not appropriate, e.g., "Sarah, you may not hit Jamal."
2. The teacher will talk through a different way to handle the problem and identify why a behavior should not occur, e.g., "Sarah, when you hit Jamal, it hurts him. You may not hurt Jamal and I will not let anyone hurt you. Why did you hit him?"
3. The teacher will then encourage the children to talk out their own problem using the format, (e.g., "Jamal, when you \_\_\_\_\_, I feel \_\_\_\_\_, because \_\_\_\_\_. "Jamal, when you took my \_\_\_\_\_, it made me feel sad." "Sarah, when you hit me, I feel sad because it hurts."
4. The teacher will then help the children to forgive and reconcile, e.g., "Sarah, please ask Jamal to forgive you." "Jamal, please forgive Sarah."
5. The teacher will redirect the child to another activity, e.g., "Sarah, I think Tony needs help building a bridge in the block area. You may not continue in Home Living, but I know you like to build bridges, maybe you could build one together."

OSPCC's goal is to work with the child and family to include the child while working through the challenging behavior. The goal is to not exclude the child from center/classroom activities. OSPCC has a licensed Marriage and Family Therapist on staff to help the child, family, teachers, and the center with persistent, serious, challenging behaviors to develop and implement an individualized plan that supports the child, teacher, and family.

The State of CT makes the Early Childhood Consultation Partnership (ECCP) available to families, teachers, and centers. The ECCP provides a range of services along the mental health service continuum. These include Early Childhood Mental Health promotion, prevention, and early intervention. For more information about ECCP, please go to .

***For the safety of your child and all children in our care, physical misconduct, stealing, destruction of property, or leaving OSPCC property without permission or supervision will result in a written warning to parents, the child will sit out for the remainder of the day and the parents may be asked to remove the child from our program immediately.***

### 1. Classroom Rules, Safety Rules, or How to be a Kind Friend:

- a. Listening ears
- b. Use inside voices
- c. Keep hands and feet to self
- d. Walking feet
- e. Share our toys

*\* OSPCC will not tolerate swearing, bullying, name calling, physical harm to others, not following directions after repeated asking, lying, etc.*

### 2. Consequences:

- The first time a rule is broken, a warning is given, and a teacher will explain what occurred that was wrong as well as the correct behavior or expectation.
- The second time a rule is broken, the child may be asked to spend time away from the group. This may include redirecting the child to another area of the room or by spending some time in our quiet corner. (Time away/Body Breaks do not exceed the age/minute equations i.e., if the child is 6 years old, his/her time out will not exceed 6 minutes).
- The third time a rule is broken, parents will be notified in writing and the child will be restricted to specific centers/areas that are not a concern or may be asked to stay with a teacher for the remainder of the day.

### 3. Parent Notifications/Expulsion:

*(Parent Notifications will be signed by the parent(s) and put into the child's file.*

- Parent will receive "Parent Notification #1" and be asked to sign, date, and return form before the child may return to OSPCC.
- Parent receives "Parent Notification #2". Parent must sign, date, return form and set up a conference with the Director and Pastor before returning to the program.
- Parent receives "Parent Notification #3". Child will not be allowed to return to the center.

### C. Prohibited Disciplinary Measures:

Under no circumstance will neglectful, abusive, corporal, humiliating or frightening punishment be used. No child will be physically restrained unless it is necessary to protect the health and safety of the child or others. If a child needs to be removed from the group to regain his/her composure, it will be to a place where visual supervision by staff is possible.

OSPCC believes each child is a gift with his/her own unique skills and abilities. OSPCC does not discriminate in administration of any of its policies; educational, admissions, or behavior management. Rather, OSPCC strives to meet each child's developmental level to help him/her learn to the best of his/her own ability; socially, emotionally, intellectually, physically, and spiritually, working with families to help their child grow. OSPCC complies with federal and state civil rights laws. ( See Nondiscriminatory Policy: p. 7)

## IX HEALTH & SAFETY

### A. Health/Illness

Children who are well enough to attend our center will be allowed to play outside. Children who cannot participate in the normal daily activities will not be allowed to attend the center. Children may not attend the center with:

1. A fever (100-degree F or higher), must be fever free for 24 hours, without the aid of medicine, in order to return
2. Diarrhea - must be symptom free for 24 hours, without the aid of medicine, to return
3. Vomiting - must be symptom free for 24 hours, without the aid of medicine, to return
4. Rash with fever or rash associated with herpes simplex,
5. Sore throat with fever and swollen glands,
6. Coughing that is bad enough to make the child red or blue in the face or a cough that is followed by whooping sounds,
7. Mucus or pus draining from the eye (pink eye),
8. Yellow skin or eyes,
9. Headache,
10. Not participating as usual,
11. Continuous crying,

## 12. Extreme irritability

\*If any of these symptoms occur during our care, parents will be called to pick up their child.

\*\*If child is put on medications, he/she must be on them for 24 hours before returning to school. A doctor recommendation may be requested for a child to return to school in the form of a note signed by the doctor.

**Please note that school age children unable to attend public school due to illness or who are sent home from public school due to illness will not be permitted to attend OSPCC's school age program for that day.**

### **B. Immunizations**

It is a CT state law that children enrolled in a childcare program must be fully immunized. The only exception to this law is for a medical reason deemed by a physician. Documentation signed by the physician is required and must be on file in the OSPCC office upon enrollment.

A family may choose to delay immunizations. The family must provide documentation from the pediatrician's office stating the immunization catch-up plan of action, including dates and timelines for the immunizations.

If OSPCC has a vaccine-preventable disease/illness occur at the center, the director will immediately contact the family and exclude the child until the South Windsor Department of Public Health Department deems it safe for the under immunized child to return.

### **C. Building Safety**

1. To enter our facility, you will be assigned a security key fob. Please advise OSPCC staff of substitutes dropping off and/or picking up your child(ren). For visitors who do not have a key fob, they will be asked to use the buzzer and state their name and reason for arriving to OSPCC. They will also be asked to provide a valid photo ID. **We ask that family members do not hold the door for other families and/or visitors.** Everyone must enter the building with their key fob or buzz in with the main office.
2. Please have children walk with an adult through the parking lot, into or leaving the building. Children **must** be accompanied by an adult to their classrooms until greeted by a teacher.
3. Please remind your child to walk in the hallway so everyone is safe.
4. All visitors must report to the office.
5. **Please be sure teachers are aware that you are picking up your child from the classroom or playground.**
6. All doors in the classroom leading to the outside are kept closed and locked at all times.

### **D. Supervision of Children**

Children must be supervised at all times. No student is ever left unattended at any time, in any classroom or on the playground.

- Staff members are expected to know how many children are always in their care and the whereabouts of the children.
- OSPCC children will always remain in sight and sound of staff members, whether an infant/toddler, preschool or school aged child.
- While napping, infants and toddlers will remain in sight and sound of staff members at all times. They will be checked by sight and sound.
- If sleeping infants are present while others are awake, staff will be in positions to see both the sleepers and those awake. If needed, a floater may be called to help with supervision.
- While preschool aged children are sleeping/resting, teachers will position themselves in order to see and hear children at all times.
- Children must be supervised at all times in the hallways; this includes bringing items to and from cubbies.
- A staff member will escort children to the restrooms, where the staff member will wait outside the bathroom. A staff member may enter the restroom to maintain appropriate behavior. A staff member may enter the restroom if a child needs assistance or if he/she is ill.
- To ensure the safety of the children on the playground, teachers will be present wherever the children are (i.e., if on the playscape, teachers are there; if on swings, teachers are there, etc.)

## **X. ADMINISTRATION OF MEDICATIONS**

Only staff members who have a current certification of completion of the Administration of Medications course may administer medications of any sort. The health and safety of the children is our first concern. Staff

members, who are trained to administer medications, must observe the following guidelines concerning the dispensation of medications:

- Medication should be given at home if possible.
- The child should always have the first dose/application applied or gain at home to avoid unexpected side effects, adverse reactions or allergic reactions occurring at OSPCC.
- All prescription medications MUST have a signed doctor's form to be administered at OSPCC. The form must also be signed by the parent. Prescription medication that is to be given during the school day must be given to office staff and will be stored in the office. Medications will be stored in a locked container, out of reach of children, in the office unless given for life threatening reason.
- No medication will be administered to a child unless the medication has a current prescription label, which includes the date, child's name, physician's name and directions for administration.
- Non-prescription topical ointments (i.e., diaper rash medication, hand lotion, lip balm,) will be given only with written parental permission and specific instructions, you must include the original container the topical came in clearly marked with the child's name.
- If your child is ill, he/she should be monitored at home until he/she is well enough to return.
- Medication given for life threatening reasons will be stored in and easily accessible in the child's classroom (out of the reach of children.)

**Sunscreen:** Parent Authorization must be given to OSPCC Staff to apply sunscreen to a child. A sunscreen form must be completed with child's name and name of sunscreen. Parents must provide sunscreen, clearly marked with child's name. Sunscreen must be in a non-aerosol bottle form with UVB and UVA protection of SPF 15 or higher. OSPCC staff will apply sunscreen mid-day, parents are asked to apply a morning dose prior to arrive to school.

## **XI. EMERGENCY PROCEDURES**

### **A. Accident/Sick/Incident Report:**

Parents will be notified immediately when their child is sick, complaining of symptoms or injured in any way via a message through the Lillio App or phone call from the center. Accident and incident reports are to be filled out with pen, in duplicate by an OSPCC staff. An email through Lillio with a picture of the accident report will be sent to families immediately. A copy will also be given to the parent/guardian at pick up. The original copy must be signed by the parent and staff member and left in the Director's mailbox. All reports must be written and given to the parents the day of occurrence. Accident/incident reports must be filled out whenever an icepack, bandage, or any other type of medical intervention including a restroom accident. All cuts and scrapes must be washed with soap and water. If the child is sick (fever, diarrhea, lethargic, constant coughing, suspicious rash or just unable to continue with scheduled activities) the parents are notified to pick up where the parents have thirty (30) minutes to arrive. Names of other children involved in an accident will not be divulged.

1. Children who become ill at school are taken to the Director's office.
2. The Director or staff member will contact the parents or other adults to whom we are authorized to release the child.
3. The child will rest on a cot with a clean sheet and blanket until the parent arrives.
4. If no staff member is available in the office, the child will be placed in a designated isolation area within the classroom, where the classroom teacher maintains visual supervision, until parents arrive.
5. The child MUST be picked up within thirty (30) minutes. If parents do not pick up their child within the allotted time our "Late Fee" procedure will take effect. See section F. in Tuition, discounts, fees, and scholarships.

### **B. Bomb Threat:**

To signify a "bomb scare" the following will be announced over the walkie-talkies: "Teacher, this is an evacuation procedure. Leave the building immediately." Children are to quickly put on outdoor clothing in cold weather and are then to proceed to leave the building as in a regular fire drill. They are not to be told it is a bomb scare. They will proceed to the far edge of the playscape, outside of the fence boundary. Children will lineup, shoulder to shoulder, facing away from the building. Plan to be outside anywhere between fifteen to thirty minutes. While the building is being evacuated, the following takes place:

1. South Windsor Police are notified by calling 911 or (644-2551)
2. Director is notified, if not on the premises at the time
3. Pastor(s) and OSL office staff are notified

4. Office staff will take the Emergency Card File and Room Attendance clipboard
5. The other staff will escort the children to the far edge of the playscape, outside of the fence boundary. Children will line up, shoulder to shoulder, and face away from the building.
6. The children will be counted and checked against the Room Attendance clipboard. Missing students should be immediately reported to the Director or to the on-site Supervisor.
7. The children will always be accompanied and supervised by at least one staff person
8. When given permission by police, students and staff will return to the building.
9. If it becomes necessary to send the children home, the teacher/Director will phone the parents, asking that the children be picked up. This will only occur after the children have been moved safely.
10. Parents and Chairman of the board will be formally notified, and a report will be completed.
11. The South Windsor Emergency Management Director (860-337-6161 Ext. 4001) will be notified and appropriate reports/interviews will be completed

**C. Fire Drills/Evacuation Emergencies: (OSPCC will conduct 2 fire drills per month)**

In the event of a fire, the following procedures will be followed.

1. At the sound of the smoke alarms, or at any other indication of fire in the building, 911 will be called immediately.
2. A staff member will close any open windows, take the Emergency binder and Room Attendance clipboard, turn off the lights, shut the door upon leaving.
3. The other staff will escort the children to the far edge of the playscape, outside of the fence boundary. Children will line up, shoulder to shoulder, and face away from the building.
4. The children will be counted and checked against the Room Attendance clipboard. Missing students should be immediately reported to the Director or supervisor.
5. The children will always be accompanied and supervised by at least one staff person.
6. When given permission by police, students and staff will return to the building
7. If it becomes necessary to send the children home, the teacher/Director will phone the parents, asking that the children be picked up. This will only occur after the children have been moved to safety.
8. The Director will contact parents if needed
9. When given permission by the police, students and staff will return to the building.
10. The South Windsor Emergency Management Director will be notified (860-337-6161 Ext. 4001) if a fire took place
11. A report will be completed.

**D. Lock-Down Procedure: change to Run, Hide, Fight**

To signify a “lock-down” the following will be announced over the walkie-talkies: “Hibernation.”

“Hibernation” will alert teachers that there is a security breach within our building. Teachers will assess their situation based on their position in the building and make the decision to go into a “quiet” time in their room or to quickly exit the building. The police will be immediately notified, then the Director or if not on the premise at the time the Pastor(s) or OSL office staff will be notified.

If teachers stay in their classrooms:

1. All doors are closed and locked immediately. (Our security system goes into lock down mode and will allow NO access, except by key)
2. Do not alter window blinds.
3. Maintain a “quiet time”
4. Move all children away from the doors and windows.
5. Do not use any electronic devices.
6. Receive an “all clear” by the police before leaving the rooms.
7. The Director will contact parents if needed
8. The CT Office of Early Childhood will be notified and appropriate reports/interviews will be completed
9. A report will be completed and discussed with board members

**E. Remain Inside the Building (Hurricane, Outside Explosion & Tornado)**

In the event of an emergency which requires students and/or staff to seek shelter within the building the following procedures will take place:

1. With Warning:

- a. Depending on the amount of time available, seek innermost area with maximum protection for face, head, and body. (office and/or kitchen)
- b. Remain calm and maintain as much order as possible.
2. Without Warning:
  - a. Seek cover beneath tables.
  - b. Face away from windows with eyes closed tightly and face and ears protected.
  - c. As soon as possible, move children to the office and/or kitchen for protection from the aftermath.
  - d. The Director will contact parents if needed
3. The South Windsor Emergency Management Director will be notified (860-337-6161 Ext. 4001)
4. The Director will complete a report and discuss the report with the Board of Directors

**F. Serious Injury/Death:**

1. Call 911, to obtain immediate medical help and then administer first aid
2. In cases of serious injury/incident or if there is any question of extent of injury, the child is to be made comfortable but is not to be moved. The staff member in charge will assess the situation. If appropriate, direction will be given to call an ambulance (9-1-1). Do not leave the child unattended at any time.
3. Remove other students from immediate area (staff in charge)
4. Contact parents or emergency contact, Director and office by walkie-talkie or by phone
5. Overall announcement: "All students and teachers remain in present location." (Indicating emergency)
6. Contact/notify the following:
  - a. Parent of victim(s) provided with written statement
  - b. Director prepares written statement
  - c. Pastor (will be on call if children/staff who witnessed and have an immediate need for support)
  - d. Chairman of the Board
7. If the parent is not present, designate one staff member to ride with the child to the hospital
8. General announcement to all staff (Director or person designated)
9. Fielding incoming calls from public (Office Manager or Board Chairman)
10. Specify where children can be sent if they are in need of help/counseling (Pastor's office)
11. Letter/phone notification to the parents of witnesses (Director)
12. Refer media to the Board Chairman (all staff)
13. All staff to meet at day's end to decide follow up for next day:
  - a. Letter to all parents
  - b. Counseling
  - c. Clear victim's belongings
  - d. Closure activity for the center
14. The CT Office of Early Childhood and DCF will be notified, and appropriate reports/interviews will be completed (injuries including but not limited to diagnosed fracture, 2nd/3rd degree burns, concussion or has been admitted into the hospital)
15. At the next Board meeting, the case will be reviewed with the members

**G. Non-Serious Student Injury Procedures:**

1. One staff member should immediately go to the accident scene and assess the degree of seriousness and begin first aid/CPR immediately as needed. In cases of serious injury/incident or if there is any question of extent of injury, the child is to be made comfortable but is not to be moved. IF appropriate, direction will be given to call an ambulance (9-1-1). **DO NOT LEAVE CHILD UNATTENDED AT ANY TIME.**
2. Contact the office immediately via the walkie-talkie to alert of accident and call 9-1-1 if necessary.
3. If the office staff/Director is unavailable, the staff member will take control.
4. Parents will be notified immediately. If the parents cannot be reached, contact those listed on the Emergency Card.
5. In cases of minor injury, take the victim to the office and call ahead on the walkie-talkie.
6. The child's physician will be called. If unreachable and as needed, we will call the OPSCC Nurse Consultant, Beverly Gayman, R.N.

7. If a dental emergency occurs, Dr. Todd Rubin, 860-644-2136, will be available for questions and advice. Dr. Rubin is OSPCC's Dental Consultant.
8. Complete two (2) copies of the Accident Report form.
9. At the next Board meeting, the case will be reviewed with the members.

## **XII. CHILD ABUSE & NEGLECT**

### **A. Policies:**

Under Connecticut law, all childcare providers are required to report any suspicion that a child is being abused, neglected, or at risk. The staff will observe children for evidence of child abuse or neglect. The law protects all staff from discrimination or retaliation for reporting abuse or neglect allegations. The law also protects the rights of the accused staff member as well as the child/ren in the program.

Child: is any person under eighteen years of age.

Child Abuse: the non-accidental physical or mental injury, sexual abuse or negligent treatment of a child under the age of 18 by a person responsible for the child's welfare.

Physical Abuse: unexplained bruises, welts, burns, fractures or internal injuries.

Child Sexual Abuse: is any form of sexual activity imposed upon a child by a person in a position of power, authority and/or influence over the child.

Sexual Activity: includes, but is not limited to, any contact with the intimate parts of the child (genital area, groin, anus, inner thighs, buttocks or breasts) by a person for the purpose of gratification of the person or the child or both. It also includes sexual intercourse, or genital-genital, oral-genital, anal-genital, or oral-anal contact between persons regardless of sex. Penetration, however slight, by an object is included. Finally, violation or perceived violation of a child's body without actual touching may be included as with exposure of the person's genitalia to the child, voyeurism of the child and taking pictures of the child for sexual or pornographic purposes.

Imposed: is activity or behavior that is non-coercive or coercive. Non-coercive includes, but is not limited to, a person who employs, uses, persuades, induces, entices, or coerces a child to engage in sexual activity. Coercive includes the use of implied or actual threats, the use of force or threat of use of force, the use, threat, or display of a deadly weapon.

Emotional Abuse: excessive belittling, teasing, berating which impairs the psychological growth and development of a child.

Neglect: the failure to provide for a child's basic needs of food, clothing, shelter, hygiene, medical attention, or supervision.

### **B. Procedures to Report Suspected Abuse or Neglect:**

1. Any staff member suspecting child abuse or neglect will inform the Director and/or supervisor immediately. If the Director or supervisor cannot be contacted immediately go to step two (2).
2. An oral report of suspected abuse will be made by the individual suspecting the abuse or neglect to the Department of Children and Families Hotline (1-800-842-2288) or to the local police (South Windsor: 644-2551) within 12 hours of discovery.
3. If the child is in imminent danger, steps will be taken to provide the victim(s) of abuse and neglect with needed medical/safety services immediately.
4. The Director will be responsible for notifying the parent(s) or guardian(s) once an allegation of abuse or neglect has been made.
5. The written "Report of Suspected Child Abuse/Neglect" (form DCF-136) will be submitted to a DCF Regional Office within 48 hours and a copy given to the Director and kept on file at the center.
6. The Board of Directors will review the issue at their meeting

### **C. Staff Member Suspected of Abuse:**

#### **\*OSPCC HAS A ZERO TOLERANCE FOR CHILD ABUSE AND NEGLECT!\***

It is OSPCC's responsibility to prevent child abuse and neglect of children enrolled at the center. Anyone suspecting a staff member of child abuse or neglect should immediately notify the Director or the OSPCC Board of Directors. If a staff member is suspected of abuse or neglect, the staff member will be suspended immediately with pay. If there is an allegation of sufficient credibility to cause a law enforcement investigation to be initiated, the alleged perpetrator will be suspended immediately with pay. Whether or not the staff member may resume his/her work with children will depend upon the outcome of the investigation. A written record and other documentation of suspected abuse or neglect will be kept confidential and on file in the office.

#### **D. Education Regarding Child Abuse:**

New staff members are informed of their role as “mandatory reporters.” A file containing information regarding identification and prevention of child abuse is kept in the office, at the disposal of all staff. All staff members are mandatory reporters for suspected child abuse and/or neglect. All staff members will receive training on Abuse & Neglect policies, prevention and detection of child abuse and neglect, and reporting requirements as a mandated reporter on a bi-annual basis, at the August and February staff meetings.

### **XIII. COMPLAINTS**

If a problem develops you are requested to speak directly to the teacher. In the event that this complaint is not resolved, you may need to pursue the following steps until the complaint is resolved. Reporting should take place within thirty (30) calendar days of the alleged complaint.

- A. Speak with the teacher.
- B. Contact the Director, Ms. Heidi, at 860-644-6458 or email to [ospcc\\_director@oursaviorct.org](mailto:ospcc_director@oursaviorct.org).
- C. If the Director is unavailable, speak with either Assistant Director, Ms. Tiffany or Ms. Ingrid
- D. Contact the Pastor of Our Savior Lutheran Church. (860) 644-3350
- E. Request, in writing, a meeting with the OSPCC Board of Directors,

Attn: Chairperson, John Eldredge  
239 Graham Road, South Windsor, Connecticut, 06074  
or Attn: Chairperson, [ospcc.board@gmail.com](mailto:ospcc.board@gmail.com).

- F. Contact the CT Office of Early Childhood, Division of Licensing
  - a. Complaint Department by calling 1-800-282-6063 or 860-500-4450

In writing at [www.ctoec.org/contact-us/file-a-complaint](http://www.ctoec.org/contact-us/file-a-complaint)

In case of abuse/neglect or life-threatening situations call 911 or contact the Department of Children and Families at 1-800-842-2288 and the Office of Early Childhood Division of Licensing.

All inspection reports and compliance letters are available for your inspection:

- at day care center
- online at [www.211childcare.org](http://www.211childcare.org)
- or by FOI request from the OEC Licensing Division: <https://oect.govqa.us/WEBAPP/rs/>

### **XIV. COMPLIMENTS**

Compliments are always welcome and feedback that we are meeting or exceeding your expectations.

### **XV. COMMUNICATION:**

Parents will receive a newsletter every month via the Lillio App. In this newsletter parents will find information about upcoming events, theme and academic activities, along with other important center announcements. Parents will gain useful information by looking at our “Information Station” bulletin board in our main hallway. Daily updates and class experiences are noted on this board along with weekly lesson plans. Parents may also be guided to special sign-ups and displays above the cubbies, and in the lobby. Daily Reports will be sent home each day through Lillio for all of the Preschool, both Full-Day and Part-Day, and Infant/Toddler aged children.

By October, parents will receive a “Family Directory” booklet which will include contact information of each student that families wish to share. Only the information completed on the family directory form will be published.

OSPCC asks parents to refrain from distribution of party invitations while at the center, this includes distribution in cubbies or in the hallways. We ask that you use the information provided in the family directory to contact parents directly about events and gatherings.

## OSPCC PARENT Code of Conduct

### **Code of Conduct for Families, Staff, and Visitors**

The relationship between our families and staff is essential to the success and well-being of the students at OSPCC. OSPCC's Code of Conduct establishes clear standards of behavior that apply to all parents or guardians, staff members, volunteers, and visitors.

### **Appropriate Language (Cursing/Swearing)**

OSPCC is an environment for young children, and all adults must be mindful of their presence. Language that may be acceptable among adults may not be appropriate around children. The use of offensive or inappropriate language on OSPCC premises is strictly prohibited. This includes, but is not limited to, swearing or cursing.

### **Threats and Confrontations**

OSPCC encourages open communication and respectful discussion when parents or guardians have questions or concerns regarding their child's care and education. All disagreements must be handled in a calm, respectful, and non-confrontational manner.

Threatening behavior toward staff, children, or other parents will not be tolerated. OSPCC reserves the right to terminate care immediately in the event of disruptive, aggressive, or threatening behavior by any parent, guardian, or visitor. All threats will be taken seriously, reported to the appropriate authorities, and may be prosecuted to the fullest extent of the law.

### **Discipline and Guidance**

OSPCC maintains a strict discipline and guidance policy as outlined in the staff and family handbooks. All adults, including parents and guardians, are required to follow these policies while on OSPCC property.

Regardless of personal beliefs regarding corporal punishment or discipline, failure to comply with OSPCC's discipline and guidance policies will result in immediate termination of care.

### **Substance Use Policy**

The use of tobacco, cannabis, and alcohol is strictly prohibited on OSPCC property at all times. This includes, but is not limited to, cigarettes, vape devices, e-cigarettes, and chewing tobacco.

If a parent or guardian arrives for pick-up and a staff member suspects they are under the influence of drugs or alcohol, the parent or guardian will be required to arrange for an alternate authorized individual to pick up the child.

### **Confidentiality Policy**

OSPCC takes the responsibility of maintaining confidentiality very seriously. Parents and guardians must respect the confidentiality of all children, families, and employees, not only their own.

Any parent or guardian who:

- Shares confidential information,
- Pressures employees or other parents for information they are not entitled to,
- Or shares information overheard or observed regarding another child, family, or staff member

will be considered in violation of the Confidentiality Policy and may be dismissed from the program.

If there are any questions, comments, or concerns, please see the Complaints section of this handbook (p. 30).

**OSPCC PARENT HANDBOOK AGREEMENT FORM**

*The OSPCC Parent Handbook was developed as a tool of reference. Policies may be added or changed by the Board of Directors and/or Director as needed with notification to parents through the newsletters or email.*

To be earth friendly, the OSPCC Parent Handbook is located on our website, [www.oursaviorct.org](http://www.oursaviorct.org). (If you would like a hard copy, please see Ms. Laura in the preschool office.)

Click on: OSPCC (Our Savior Preschool and Childcare), then click on Registration, then click on Parent Handbook.

This handbook includes OSPCC’s policies, procedures, and calendar for the school year. Please read it, then sign this form as well as the back which has the Behavior Management Agreement. **It is a state regulation that all families MUST sign the Parent Handbook Agreement AND Behavior Management Agreement Form. These forms are kept on file in the OSPCC Office.**

I have carefully read, understand and agree to all policies of the 2024-2025 OSPCC Parent Handbook which is located on the OSPCC website. A hard copy is available from the preschool office upon request.

\_\_\_\_\_  
Parent/Guardian’s Name (Please Print):

\_\_\_\_\_  
Parent/Guardian’s Signature:

Date: \_\_\_\_\_

Parents may speak to the Director in person or make comments in writing at this time regarding any part of the OSPCC Parent Handbook.

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## OSPCC BEHAVIOR MANAGEMENT AGREEMENT FORM

### VII. BEHAVIORAL MANAGEMENT PLAN (As found on page 23-24 of the OSPCC Parent Handbook)

#### A. Behavioral Management Goals:

The discipline goal simply states, "For children to make the right choices and be responsible for their own behavior." "Train a child in the way he should go, and when he is old, he will not turn from it." Proverbs 22:6 Staff use guidance methods that help children learn self-control.

#### B. Acceptable Behavioral Management Plan:

Enrolled children will be redirected to another activity if the situation is too stressful or becomes too challenging for the child to handle. Enrolled children need direction and guidance. Teachers will use a shadowing technique, when necessary, in which the child becomes the teacher's "special helper" for the remainder of the day. Time out will not be used unless the child is physically hurting themselves or another child. If a child is exhibiting a challenging behavior, teachers will institute a five-step plan to help the child regain her/his self-control. The plan is as follows to encourage a "talking out" process where the goal is to assess the function/reasoning for the behavior, acknowledge feelings and find solutions using the children's ideas wherever possible:

1. *The teacher will identify the behavior with the child, asking why she/he acted/reacted that way and explaining why the behavior is not appropriate, e.g., "Sarah, you may not hit Jamal."*
2. *The teacher will talk through a different way to handle the problem and identify why a behavior should not occur, e.g., "Sarah, when you hit Jamal, it hurts him. You may not hurt Jamal and I will not let anyone hurt you. Why did you hit him?"*
3. *The teacher will then encourage the children to talk out their own problem using the format, (e.g., "Jamal, when you \_\_\_\_\_, I feel \_\_\_\_\_, because \_\_\_\_\_. "Jamal, when you took my \_\_\_\_\_, it made me feel sad." "Sarah, when you hit me, I feel sad because it hurts."*
4. *The teacher will then help the children to forgive and reconcile, e.g., "Sarah, please ask Jamal to forgive you." "Jamal, please forgive Sarah."*
5. *The teacher will redirect the child to another activity, e.g., "Sarah, I think Tony needs help building a bridge in the block area. You may not continue in Home Living, but I know you like to build bridges, maybe you could build one together."*

OSPCC has a licensed Marriage and Family Therapist on staff to help children, families, teachers, and the center with persistent, serious, challenging behavior to develop and implement an individualized plan that supports the children inclusion and success.

The State of CT makes the Early Childhood Consultation Partnership (ECCP) available to families, teachers, and centers. The ECCP provides a range of services along the mental health service continuum. These include Early Childhood Mental Health promotion, prevention, and early intervention. For more information about ECCP, please go to [www.eccpct.com](http://www.eccpct.com).

***For the safety of your child and all children in our care, physical misconduct, stealing, destruction of property, or leaving OSPCC property without permission or supervision will result in a written warning to parents, the child will sit out for the remainder of the day and the parents may be asked to remove the child from our program immediately.***

#### 1. Classroom Rules:

- a. Listening ears
- b. Use inside voices
- c. Keep hands and feet to self
- d. Walking feet
- e. Share our toys

\* OSPCC will not tolerate swearing, bullying, name calling, physical harm to others, not following directions after repeated asking, lying, etc.

#### 2. Consequences:

- The first time a rule is broken, a warning is given, and a teacher will explain what occurred that was wrong as well as the correct behavior or expectation.
- The second time a rule is broken, the child may be asked to spend time away from the group. This may include redirecting the child to another area of the room or by spending some time in our quiet corner. (Time-outs do not exceed the age/minute equations i.e., if the child is 6 years old, his/her time out will not exceed 6 minutes).
- The third time a rule is broken, parents will be notified in writing and the child will be restricted to specific centers/areas that are not a concern or may be asked to stay with a teacher for the remainder of the day.

Physical misconduct, stealing, destruction of property, or leaving OSPCC property without permission or supervision will result in a written warning to parents, the child will sit out for the remainder of the day and the parents may be asked to remove the child from our program immediately.

#### 3. Parent Notifications/Expulsion:

(Parent Notifications will be signed by the parent(s) and put into the child's file.

- Parent will receive "Parent Notification #1" and be asked to sign, date, and return form before the child may return to OSPCC.
- Parent receives "Parent Notification #2". Parent must sign, date, return form and set up a conference with the Director and Pastor before returning to the program.
- Parent receives "Parent Notification #3". Child will not be allowed to return to the center.

#### C. Prohibited Disciplinary Measures:

Under no circumstance will neglectful, abusive, corporal, humiliating or frightening punishment be used. No child will be physically restrained unless it is necessary to protect the health and safety of the child or others. If a child needs to be removed from the group to regain his/her composure, it will be to a place where visual supervision by staff is possible.

**I have read OSPCC's Behavioral Management Plan and have had the opportunity to speak with an OSPCC staff member regarding any questions or concerns I had regarding the Behavior Management Policy as found on page 23-24 in the Parent Handbook.**

*Parent Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_