



# EASTON EST 2003 COMMUNITY CENTER



## Playtots Preschool Parent Handbook

Revised 09/22/2023

Easton Community Center  
364 Sport Hill Road, Easton, CT 06612  
(203)-459-9700

[EastonCommunityCenter.com](http://EastonCommunityCenter.com)

[Playtots.org](http://Playtots.org)

## **Welcome**

Welcome to Playtots Preschool. This handbook will help you with questions you may have regarding our school and its policies. Please read it carefully so you will be familiar with our practices. If you should have any questions, please feel free to contact us. We look forward to a great year of fun and learning.

## **Staff**

Our Playtots Preschool staff comprises highly qualified individuals who have been hired based on their education, training, and experience with young children. At least two adults are present in each classroom, with teacher's aides available to help out when needed. Our staff members are certified in first aid and CPR and are members of the National Association for the Education of Young Children.

### **Facility Director**

Joel Silkoff

### **Preschool Director**

Carole Lisi

### **Assistant Director**

Ellen Geaney

### **Teachers**

Leslie Forte

Ellen Geaney

Joelle Johnston

Andrea Knorr

Claudia Krzewicki

Christina Lopez

Ellen Nilsen

Helen Rodia

Kate Salko

Mary Samon

Heather Scully

Mary Silva

Camy Steinke

Stacey Thomas

Heather Vechiarelli

Ellen Waugh

## **Our Philosophy**

The Playtots Preschool program is designed to promote our young students' social, emotional, physical, sensory, and educational growth and development in a friendly, nurturing, and safe environment. We provide children with plenty of hands-on experiences and expose them to new themes, activities, songs, and games while interacting socially with other children and having fun!

## **Registration and Tuition Policy**

Registration for the upcoming school year begins in November for current students and their siblings and in December for new families. An initial non-refundable application fee of \$100 is required to hold a place for the following year, and a second non-refundable deposit of \$500 will be due on February 1st to maintain that spot. Half of the preschool tuition remainder is due on August 15th; the final payment is on December 31st. Before and after-care services will be billed monthly, one month in advance. All tuition payments are non-refundable, and you must sign an Enrollment Fee Agreement.

## **Communication**

Communication with parents and families is very important to us. To ensure we get information to you on time, we send out schoolwide and classroom information via our online parent portal (My Classroom Connection). On MCC, you will find photos, a calendar of events, and up-to-date information about your child's classroom. Parent logins will be assigned at the beginning of the school year and are for the exclusive use of Playtots parents. Please check your child's backpack, My Classroom Connection, and your email to stay informed.

During October, you will be invited to our "Parents' Night," where you can learn more about our program and hear what's going on in your child's classroom.

## **Conferences**

Throughout the school year, we also provide scheduled opportunities to meet individually with your child's teacher to discuss your child's progress. The first will be an informal discussion. We can meet to talk about your child's adjustment to the program and discuss your plans for the following year. This meeting is optional and will be scheduled in November. Our second conference will be scheduled in the spring. At that time, you will receive a written progress report. We will also answer any questions you may have regarding preschool or kindergarten placement. In addition to these conferences, you can contact us anytime if you need to discuss a question, problem, or issue.

## **Health and Safety**

The state of Connecticut requires that a copy of your child's health assessment, completed within the last 12 months, is on record in our files. These forms must be submitted and reviewed before your child attends Playtots. All forms are due upon registration.

If your child requires medication to be kept on-site or has any medical conditions we need to be aware of, please contact the preschool director, Carole Lisi ([carole.lisi@eastoncc.com](mailto:carole.lisi@eastoncc.com)). Please

email Carole Lisi to schedule a time to drop off medications and required medical forms by the end of the first week in August.

This will ensure we have all the information and medication(s) needed for your child to start on the first day of school.

**The requirements to have medication on site are as follows:**

- Authorization form is complete with parent and physician signatures
- An individual care plan has been finalized and submitted for your child
- Medication is appropriately labeled / Pharmacy information
- Medication is in the original container
- The date on the label is current / non-expired meds

If your child will be out of school for any reason, don't hesitate to contact the Director in the Playtots office at 203-459- 9700 or email your child's teacher. Please let us know the reason for your child's absence. (We are required to report some infectious diseases and illnesses to the state.)

## **Preschool Illness Policy**

**Purpose:** This illness policy aims to promote a healthy and safe environment for all children and staff at Playtots Preschool. This policy outlines guidelines for managing illness, including exclusion criteria, communication procedures, and preventive measures.

### **1. Illness Criteria:**

Parents or guardians are required to keep their child at home if the child exhibits any of the following symptoms or conditions:

**Fever:** A child with a fever (temperature of 100.4°F or 38°C or higher) should not attend preschool until they have been fever-free without using fever-reducing medication for at least 24 hours.

**Vomiting or Diarrhea:** Children who have vomited or had diarrhea should stay home until they have been symptom-free for at least 24 hours without using anti-nausea or anti-diarrheal medication.

**Communicable Diseases:** Children diagnosed with a communicable disease (e.g., chickenpox, strep throat, influenza, pink eye, coxsackie, etc.) should not return to preschool until they are no longer contagious, as determined by a healthcare provider or local health department.

**Severe Cough or Cold Symptoms:** Children with persistent, severe cough or cold symptoms that could interfere with their ability to participate in regular activities should be kept home until symptoms improve.

**Rash:** Any child with an undiagnosed rash (e.g., impetigo) should not attend preschool until a healthcare provider determines it is not contagious.

## **2. Notification and Communication:**

Parents or guardians are responsible for notifying the preschool if their child will be absent due to illness. Please inform the preschool as soon as possible.

If a child becomes ill while at preschool, parents or guardians will be notified immediately to arrange for their child to be picked up within 30 minutes.

## **3. Preventive Measures:**

To reduce the risk of illness transmission within the preschool community, we implement the following preventive measures:

**Hand Hygiene:** Frequent handwashing with soap and water is encouraged for all children and staff. Hand sanitizers are also available throughout the facility.

**Respiratory Hygiene:** Children and staff are taught to cover their mouths and noses when coughing or sneezing and to dispose of tissues properly.

**Cleaning and Disinfection:** High-touch surfaces and commonly used items are regularly cleaned and disinfected.

**Vaccination:** We encourage all eligible children and staff to receive recommended vaccinations.

## **4. Return to Preschool:**

Children may return to preschool after meeting the exclusion criteria specified in section one.

## **5. Special Considerations:**

In the event of a disease outbreak or a public health emergency, Playtots Preschool will follow guidance from local health authorities. It may implement additional measures or temporary closures as necessary.

## **6. Confidentiality:**

All medical information related to a child's illness will be kept confidential.

### **7. Review and Updates:**

This illness policy will be reviewed annually and updated as needed to reflect current best practices and guidelines.

By following this illness policy, we aim to create a safe and healthy environment for all children and staff at Playtots Preschool.

Emergencies will be handled according to the emergency form signed at enrollment. Our staff is certified in first aid and CPR and will take appropriate action as needed. A parent or emergency contact will be called immediately, and if needed, the child will be transported by emergency vehicle to a local hospital.

We are not able to administer any routine medications at school. If a child requires medication during the school day, the parents must administer it at the proper time. If emergency medications are required (i.e., Benadryl or Epi-Pen), staff members are trained in administration of medications and can handle such based-on doctor's orders on record with the Director.

### **Building Safety and Security**

The safety and security of the children in our program is of the utmost importance. Several security measures are in place to ensure students are always safe while attending preschool. All teachers and ECC staff are background-checked and screened.

Children will be taken to the bathroom by a Playtots teacher or aide. Children will never be in the bathroom or the hallways unattended.

The Easton Community Center has surveillance cameras in our common areas and outside, monitored in our front office.

Each classroom is equipped with a security pad to access the room. Only staff members have the security code to open the doors. In addition, teachers have a security remote control that can lock the doors remotely.

Parents may visit the school anytime but must check in with the front desk, who will notify the Playtots director and respective teachers.

In accordance with safety regulations, fire and lockdown drills will be conducted regularly.

### **Bathroom and Hand Washing Procedures**

**Children in the 3s and 4s** classes must be fully potty trained before school begins. This means they should be able to use the bathroom independently. Children will be accompanied by a staff

member to the bathroom and may be assisted in difficult situations; however, as a rule, they will be expected to manage the basics independently.

One of our policies in Preschool (threes, fours, and Pre-K) is that children are potty trained before school begins. Over the years, we have discovered that the term "potty trained" has different meanings to different people. Our definition of "potty trained" here at Playtots is below:

A toilet-trained child can do the following:

- 1) TELL the adults in charge that they have to use the restroom. They must be able to say, "I have to go potty!"
- 2) Be able to pull down their underwear and pants and get them back up without assistance. (Underwear, NOT pull-ups!)
- 3) Be able to wipe themselves after using the toilet. (Including after a bowel movement.)
- 4) Be able to get on and off the toilet by themselves.
- 5) Be able to wash and dry hands.
- 6) Be able to postpone going if they must wait for someone if the bathroom is occupied or if we are outside and away from the toilet. (Never for more than a minute or two!)

We understand that "accidents" happen every so often. We will always be patient and kind as your child learns this essential part of self-care. We are here to help your child gain confidence, feel good about themselves, and feel happy and safe at school.

Teachers are not permitted to change a child with a bowel movement accident.

Parents will be required to come to school and change their child.

If your child is not fully toilet trained, we will hold your child's spot in their classroom until they are ready!

Potty training can be a sensitive issue. Be patient and understanding, and realize that no one goes to the prom in a diaper!

**Children entering the 2s** class are not required to be potty trained, though they should be working toward that goal with the assistance of the classroom teachers and staff. Several bathroom breaks will be scheduled during our school day to accommodate the children's needs. The staff will emphasize and model good hygiene standards (i.e., proper hand washing).

Please encourage your child to use the bathroom before leaving home. This way, we may start our day with minimal interruptions. In addition, children will be asked to wash, wipe, and/or sanitize their hands upon entering the building.

## Dress

Please dress your child in comfortable play clothing. We will be getting messy, running, jumping, and playing. We will also go outside each day so that outdoor conditions are appropriate and the temperature is not too cold. Please ensure children wear a hat and mittens when the weather is cold. A light jacket and boots may be needed during the fall and spring months. If children wear rain or snow boots to school, please bring a pair of shoes for them to change into before entering the classroom. **Rubber boots are not permitted to be worn during the school day except when going to the playground.** Also, we encourage rubber-soled shoes so children won't slip, especially in the gymnasium.

**Please do not send your child to school in sandals, clogs, or Crocs!!!**

## Snacks and Lunch

Please send in peanut and tree-nut-free snacks and drinks for your child each day. Children in the 3's, 4s, and Pre-K programs will also need a lunch. If your child attends our afternoon program, please provide extra snacks. We encourage healthy eating habits at school. Please help us by sending in nutritious foods that foster a healthy lifestyle. The ECC is a peanut and tree-nut-free facility. Please avoid sending any foods that contain, may contain, or are processed in a facility containing peanuts or tree nuts.

If your child will be staying for lunch, the lunch should be placed in an additional bag and labeled appropriately. Please keep snacks and lunches in separate bags so the teachers and children can identify them easily.

Please also make sure to cut up foods, especially grapes and hot dogs. Please avoid sending popcorn and candy. We are also unable to heat any foods. If you would like to send your child with a hot lunch, please send a Thermos. As per state licensing requirements, please include an icepack in your child's snack and lunch bags for foods that need refrigeration.

REMINDER: The ECC is a peanut/nut-free facility. Please read labels carefully and do not send in any foods that may contain peanut or nut-related items or are processed in a facility with nuts. We will make every effort to accommodate any other allergy issues. Please inform us in writing of any and all allergies your child has.

## Birthdays

Birthdays are a special time for every child. Please tell your child's teacher a day you might like to provide a snack to share. Treats must be in an unopened store-bought package. Summer birthdays will be celebrated when convenient for you and the classroom teacher.

**Please remember our classrooms are nut/peanut free.**



## **Parent Volunteers**

Room parents will be identified in each classroom. These parents are your class representatives and will assist with school fundraisers, field trips, classroom celebrations, and other school and classroom events. If you are interested in volunteering as a room parent, please get in touch with the Director before your child's first day.

## **Pet Care Plan**

At times, our classrooms may have a pet fish. Children can view the fish in their bowls and help with feeding. The children will never touch the fish or the water in the bowl.

- Pet fish will be kept in a bowl.
- Teacher will pick a fish feeder helper, who will be responsible, with supervision, to feed the fish at the designated time.
- Teachers will clean the fish bowl and change the fish water every week
- When school is not in session, but our building remains open, our "fish-sitters" at the front desk will feed and care for our fish
- When school is not in session, and our building is closed, the classroom teacher will bring the pet fish home until the building opens again.

## **School Closings**

- For weather-related closings, we follow the Easton Public School/Regional School District 9 System. Please listen to WICC, WEBE 108, STAR 99.9, go to [CTweather.com](http://CTweather.com) for school announcements, or watch one of the local television stations for a listing of school closings and delays.
  - If Easton Public Schools is closed due to weather, Playtots is also closed.
  - If Easton Public Schools has a delay (regardless of them announcing a 2- or 3-hour delay), we will ALWAYS have a 2-hour delay.
  - If we have a delay, all classes ending at 12 p.m. will end at 1 p.m. that day.
  - Early morning care is canceled when there is a delay unless you are notified.
  - If we need to dismiss early, all parents will be notified via MCC.
  - We post our delayed openings and closings on [CTweather.com](http://CTweather.com) (Listed under Learning Centers) and News 12. We will also send you an email via MCC.
  - If Easton schools are closed or delayed for an unrelated event (such as a power outage) that does not affect the Easton Community Center, we will be in session and will contact you accordingly. Please check your email for updates.

## **Parking and Drop-Off Procedure**

- It is a fire hazard to park your car unattended in the fire lane at any time, no matter how brief.
- For the safety of our children, please keep in mind that there is a five-mile-per-hour speed limit in our driveway and parking lot.
- Drivers must stay right and travel one way around the loop.

### **Before and After Care Enrollment, Change or Withdraw Policies**

Please complete the Enrollment/Request Form to enroll your child in our before or aftercare programs or to request a single drop-in date. Complete the Change/Withdraw Form if your childcare needs change and you want to add or reduce days or withdraw from the before or aftercare program. Please give us as much notice as possible about enrollment or drop-in days. You must give us 2 weeks' notice before changing service or withdrawing from the before or aftercare program. All forms should be submitted directly to the Preschool Director.

### **Delayed Pick-Up Policy**

The parent/guardian will be charged \$10.00 for every 15-minute period beyond your scheduled pick-up time. If you are going to be delayed (e.g., there is an accident and you are stuck on the highway) and anticipate a late pick-up, please get in touch with your alternate pick-up designee first to see if they can pick up your child and/or notify the program of your late arrival. Please advise your child's teacher as soon as possible.

### **Field Trips**

At Playtots Preschool, we offer both in-school field trips and occasional offsite field trips. You will be asked to sign a general permission slip permitting for your child to attend any in-school field trips that we may offer. In the event of an off-site field trip, you will be sent information regarding the trip and must sign a permission slip for that particular event.

### **Policy: Abuse and Neglect**

As childcare providers, we at Playtots Preschool are required by law to report if we suspect or have reasonable cause to believe that a child is being abused or neglected or is at risk of abuse or neglect. Childcare providers are listed as professionals whose work puts them in regular contact with children. Anyone in that capacity is considered a "mandated reporter." Please see the attached policy provided by the State of Connecticut, which gives information and definitions on abuse and neglect. This information is posted at the school as well.

If we suspect a child is being abused or neglected, it is essential that we act to interrupt that cycle of abuse and/or neglect and help the family receive the services needed. When a case of abuse or neglect is suspected, we will call the Department of Children and Families immediately. (1-800-842-2288)

### **Positive Guidance and Discipline Policy**

Our school strives to maintain an atmosphere where students can interact positively and enjoyably. We also recognize that conflicts with students may occur at school. Our goal is for students to learn to interact with their peers and teachers and to develop positive social skills. If a conflict occurs, the teacher will always keep safety in mind, redirect play as necessary, discuss it, and remind children to "use their words." In extreme circumstances, a child may be taken out of the classroom with a staff member for some quiet time until the situation is resolved. If conflict continues repeatedly, a conference with the parent will be requested to discuss techniques to remedy the situation. If interventions are ineffective with a child and the safety of others becomes an issue in a classroom, a suspension or dismissal from the program may be necessary.

## **How to Contact Us**

ECC Facility Director: Joel Silkoff      Email: [j.silkoff@eastoncc.com](mailto:j.silkoff@eastoncc.com)

Playtots Director: Carole Lisi      Email: [carole.lisi@eastoncc.com](mailto:carole.lisi@eastoncc.com)

Phone: (203)459-9700      Fax: (203)445-1798

Websites: [www.eastoncommunitycenter.com](http://www.eastoncommunitycenter.com)      [www.playtots.org](http://www.playtots.org)

[www.myclassroomconnection.com](http://www.myclassroomconnection.com) (passwords provided by individual classroom teachers)

Billing questions should be directed to our Front Desk, [Info@eastoncc.com](mailto:Info@eastoncc.com)

We look forward to a wonderful year with you and your child.